



**Board of Riley County
Commissioners
Regular Meeting
Minutes
September 26, 2024**

115 North 4th Street
Manhattan, KS 66502
www.rileycountyks.gov

Cindy Kabriel
785-565-6200

Commission Chambers

8:30 AM

[District 1 – John Ford, Chair](#)

[District 2 – Greg McKinley, Vice Chair](#)

[District 3 – Kathryn Focke, Member](#)

8:30 AM

Call to Order

Attendee Name	Title	Status	Arrived
John Ford	County Commissioner	Present	8:30 AM
Kathryn Focke	County Commissioner	Present	8:30 AM
Greg McKinley	County Commissioner	Present	8:30 AM
Rich Vargo	County Clerk	Present	8:30 AM
Bryant Parker	Deputy County Counselor	Present	8:30 AM
Clancy Holeman	Counselor/Director of Administrative Services	Present	8:30 AM
Anna Burson	County Appraiser	Present	8:30 AM
Michele Reid	Payroll, Benefits & Employee Relations Manager	Present	8:30 AM
Emma Loura	Manhattan Mercury	Present	9:48 AM
Cory Meyer	IT/GIS Director	Present	9:35 AM
John Ellermann	Public Works Director/County Engineer	Present	9:35 AM
Brittany Phillips	Budget and Finance Officer	Present	9:51 AM
Shanika Rose	Chronic Disease Risk Reduction Coordinator	Present	9:53 AM
Jenni Ebert	Riley County Health Department	Present	9:53 AM
Jennifer Reifschneider	Riley County Police Department	Present	10:30 AM
Brad Jager	Riley County Police Department	Present	10:30 AM
David Adams	EMS/Ambulance Director	Present	10:30 AM
Amanda Webb	Planning/Special Projects Director	Present	10:50 AM

Pledge of Allegiance

Public Comment

1. Public Comments

Holeman asked the Board to add an executive session during his

administrative time.

Move to add an executive session to the counselor's administrative time.

RESULT:	ADOPTED [UNANIMOUS]
MOVER:	Kathryn Focke, County Commissioner
SECONDER:	Greg McKinley, County Commissioner
AYES:	Ford, Focke, McKinley

Commission Comments

2. Commission Comments

Focke's Comments:

Monday afternoon I had a two hour dental appointment and afterwards went to the orthopedist's office to have my knee checked out after a fall on Saturday. That evening, I participated in a candidate forum at the Manhattan Library.

Tuesday afternoon, I stopped in to see Linda Glasgow at the museum since I was not able to get there for her retirement party after our building tour on Friday. We had a good visit, and I wish her well in her retirement.

Wednesday, I participated in the strategic planning retreat for the day. It was a long, but fruitful discussion with our team from Shockey Consultants. Wednesday evening, I attended bell practice at my church.

McKinley's Comments:

Monday at noon was the Intergovernmental Luncheon. President Linton spoke on an update of K-State. Numbers are up a little. Lots of construction on buildings and more to follow over the next few years. He did mention that the International Student Center was old and needed too much repair so it will be torn down. I pointed out it opened after I graduated.

After the luncheon I had a long meeting with Bryant Parker to go over and review a lot of what is going on in the county.

Wednesday was our strategic retreat with the department heads. I thought the meeting went real well. We had a lot of good discussions

regarding facilities and a loose schedule of where we need to go from here. The coordinators did a good job of leading the meeting and a “Thank You” to Amanda Webb for finding these people.

Wednesday evening, I attended a debate at KSU for the 67th District Representative. The candidates are Kim Zito and Angel Roeser. The difference between the candidates was very dramatic.

Ford's Comments:

Tuesday afternoon I had my September meeting of the Civic and Social Responsibility committee out at Florence. Had a very good dialog, and we will be working with the Habitat for Humanity of the Northern Flint Hills and in particular Restore of the Heartland and some volunteer opportunities for employees to get involved and use their Volunteer Day off time. We are also discussing and finalizing some details on an upcoming clothing drive and a holiday gift drive as well as something for the Thanksgiving holiday. More to come on that last one.

Also Tuesday was the September Board of Directors meeting of Pawnee Mental Health which I attended via zoom. Had a Finance Oversight Committee before the actual meeting to discuss and go through the financials of the agency through the month of September. Regular meeting items included several agenda adjustments, some opening welcomes, introduction of three new board members (two from Geary County, one from Marshall County), approval of the minutes, Chief Finance Officer’s report, followed by the Chief Executive Officer’s report, got a program update on Community Services from Shelli Schottler, a Marketing and Development report, Finance Oversight Committee report, other business included approval of the checking account signature list, and an executive session to discuss personnel matters of non-elected personnel.

Wednesday, I attended the all-day Strategic Planning Retreat over across the way at D|Town on 4th moderated by Shockey Consulting. Although an extremely hot day without the help of the air conditioner I thought it went extremely well, and the dialog and conversation went along ways. Enjoyed each one of the planned activities they put together and thought the planning on space and facility needs went very well and hopefully we’ve developed an action plan that will help guide us through the next few years and get us to a point where we can solve those needs for everyone here in Riley County. If that happens this retreat will be a resounding success.

Wednesday evening, I attended the 67th Kansas State House District debate that took place at the K-State Student Union Courtyard with candidates Angel Roeser and Kim Zito. This event was a co-sponsored

event with K-State College Democrats, Riley County Republicans, K-State Department of Political Science, and K-State Institute for Civic Discourse and Democracy.

Business Meeting

3. Riley County Health Department Electronic Health Record Contract Renewal

Move to approve staff proceed and to extend the agreement with CDP.

RESULT:	ADOPTED [UNANIMOUS]
MOVER:	Greg McKinley, County Commissioner
SECONDER:	Kathryn Focke, County Commissioner
AYES:	Ford, Focke, McKinley

4. Highway Use Permit, Evergy - Collins Lane

Move to approve the Highway Use Permit granting Evergy permission to install a pole and bore a 4" conduit 4' under Collins Lane according to the details shown on the map.

RESULT:	ADOPTED [UNANIMOUS]
MOVER:	Kathryn Focke, County Commissioner
SECONDER:	Greg McKinley, County Commissioner
AYES:	Ford, Focke, McKinley

5. Action on Mobile Device Reimbursement Request Form

Move to approve the Mobile Device Reimbursement Request Form.

RESULT:	ADOPTED [UNANIMOUS]
MOVER:	Greg McKinley, County Commissioner
SECONDER:	Kathryn Focke, County Commissioner
AYES:	Ford, Focke, McKinley

6. Sign Riley County Employee Action Form(s)

The Board of County Commissioners signed Riley County Employee Action Forms for the following:

- Caitlin Vinson, for a status change from a PRN to RFT, in the EMS/Ambulance Department, at a Range PARAM, at \$24.18 per hour, effective September 28, 2024.
- Eric Gudenkauf, a new hire, as an As Needed Museum Assistant, in the Museum Department, at a Range TASND, at \$15.00 per hour.

- Jack Aiton, a Volunteer Firefighter, in the Fire District #1 Department, for Separation from County Service, effective September 19, 2024.
- Albert Lee, for a status change to an Operator II, in the Public Works Department, at a Range 7 at \$26.07 per hour, effective September 28, 2024.
- Nancy Johnson, a new hire, as a Records Assistant I, in the Register of Deeds Department, at a Range 4 at \$20.88 per hour.

Review Minutes

7. Board of Riley County Commissioners - Regular Meeting - Sep 23, 2024 8:30 AM

Move to approve the minutes.

RESULT:	ACCEPTED [UNANIMOUS]
MOVER:	Kathryn Focke, County Commissioner
SECONDER:	Greg McKinley, County Commissioner
AYES:	Ford, Focke, McKinley

Review Tentative Agenda

8. Tentative Agenda

Press Conference Topics

9. Discuss Press Conference
 - Rich Vargo - 2024 General Election

Ford suggested the Budget & Planning Committee discuss developing a plan for the facilities to present to the Board.

The Board agreed by consensus to direct the Budget & Planning Committee to develop a plan to proceed on the Strategic Facilities Retreat discussion.

9:00 AM

Elizabeth Ward, Human Resources Director

10. Deputy County Counselor Stipend Proposal

Ward presented the Deputy County Counselor Stipend proposal.

Move to discontinue paying the \$3,000 stipend for the Deputy County Counselor position as budgeted.

RESULT:	ADOPTED [UNANIMOUS]
MOVER:	Greg McKinley, County Commissioner
SECONDER:	Kathryn Focke, County Commissioner
AYES:	Ford, Focke, McKinley

9:15 AM Clancy Holeman, Counselor/Director of Administrative Services

9:15 AM 11. Administrative Work Session

Move the County Commission, including Chairman Ford, Vice Chairman McKinley, and Commissioner Focke, recess into executive session on potential litigation with Clancy Holeman, County Counselor, and Bryant Parker, Deputy County Counselor, attorneys for the commission, which would be deemed privileged in the attorney-client relationship, an exception to the Kansas Open Meetings Act, the open meeting to resume in the County Commission Chambers at 9:35 a.m.

RESULT:	ADOPTED [UNANIMOUS]
MOVER:	Greg McKinley, County Commissioner
SECONDER:	Kathryn Focke, County Commissioner
AYES:	Ford, Focke, McKinley

9:35 AM Move the Board of County Commissioners come out of executive session.

RESULT:	ADOPTED [UNANIMOUS]
MOVER:	Greg McKinley, County Commissioner
SECONDER:	Kathryn Focke, County Commissioner
AYES:	Ford, Focke, McKinley

Move the record reflect action shall be taken consistent with the consensus reached in executive session.

RESULT:	ADOPTED [UNANIMOUS]
MOVER:	Greg McKinley, County Commissioner
SECONDER:	Kathryn Focke, County Commissioner

AYES:	Ford, Focke, McKinley
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9:35 AM Cory Meyer, IT/GIS Director

12. IT/GIS Staff Update - September 2024

Meyer presented the IT/GIS staff update.

9:50 AM John Ellermann, Public Works Director/County Engineer

13. Request to fill an open Custodial Worker I Position

Ellermann presented the request to fill the Custodial Worker I position.

Move to approve the Public Works Department advertise to hire the open Custodial Worker I position.

RESULT:	ADOPTED [UNANIMOUS]
MOVER:	Kathryn Focke, County Commissioner
SECONDER:	Greg McKinley, County Commissioner
AYES:	Ford, Focke, McKinley

The Board of County Commissioners signed a Riley County Position Action Form for a Custodian I, in the Public Works Department, at a Range 1.

10:05 AM Vivienne Leyva, PIO

14. September 2024 Communications Update

Leyva presented the September 2024 Communications update.

10:20 AM Shanika Rose, Chronic Disease Risk Reduction Coordinator and Jenni Ebert, Community Health Educator

15. Harm Reduction in Opioid Use: Strategies for Safer Practices

Rose and Ebert discussed the Harm Reduction in Opioid Use: Strategies for Safer Practices.

10:40 AM Jennifer Reifschneider and Captain Brad Jager, RCPD

16. Public Hearing for the 2024 Edward Byrne Memorial Justice Assistance Grant

Ford opened the public hearing.

Reifschneider presented the 2024 Edward Byrne Memorial Justice Assistance Grant request for 24 duty handguns and 24 holsters.

No public comment.

Ford closed the public hearing.

Move to approve the Application of the 2024 Edward Byrne Memorial Justice Assistance Grant.

RESULT:	ADOPTED [UNANIMOUS]
MOVER:	Greg McKinley, County Commissioner
SECONDER:	Kathryn Focke, County Commissioner
AYES:	Ford, Focke, McKinley

10:45 AM David Adams, EMS/Ambulance Director

17. Staff Update

Adams presented the EMS/Ambulance staff update.

18. EMS/Ambulance HQ Signage

Adams presented EMS/Ambulance Headquarters signage.

The Board agreed by consensus to have the Riley County logo at the beginning of the "Riley County EMS Station No. 1" sign above the EMS/Ambulance bays and the "Star of Life" logo at the end.

The wording on the crew side "Riley County EMS" and the Admin side "Riley County EMS Administration" will stay as drawn.

Adjournment

Move to adjourn after the Riley County Conservation District Tour.

RESULT:	ADOPTED [UNANIMOUS]
MOVER:	Kathryn Focke, County Commissioner
SECONDER:	Greg McKinley, County Commissioner
AYES:	Ford, Focke, McKinley

1:00 PM Riley County Conservation District Tour

1:00 PM Meet at the USDA Service Center (3705 Miller Parkway, Manhattan)

The Board attended the Soil Conservation tour.

1:15 PM Depart for Tour

1:45 PM Arrive at Plant Materials Center (3800 S 20th Street, Manhattan)

1. Facility and grounds tour
2. Discussion of projects underway, impact of research, etc.
3. Rainfall simulator exhibit

3:45 PM Depart

3:55 PM Arrive at Jared Parsons' farm (5465 McDowell Creek Road, Manhattan)

1. Rangeland tour and discussion

2. Invasive species, rangeland health

4:30 PM

Depart

4:50 PM

Arrive back at USDA Service Center

1. Final Q&A

5:17 PM

2. Disperse/Adjourned

**** Note times may vary****