



**Board of Riley County
Commissioners
Regular Meeting
Minutes
September 30, 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
Brittany Phillips	Budget and Finance Officer	Present	8:30 AM
Anna Burson	County Appraiser	Present	8:30 AM
Emma Loura	Manhattan Mercury	Present	8:51 AM

Pledge of Allegiance

Public Comment

1. Public Comments

Holeman introduced Jacob Hansen, Deputy County Counselor.

Hansen thanked the Board for the opportunity.

Holeman asked the Board to add an executive session to his administrative time today and one at the end of the meeting.

Move to add two executive sessions to today's agenda, one during the administrative work session and at the end of the meeting.

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

AYES:	Ford, Focke, McKinley
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Commission Comments

2. Commission Comments

Focke's Comments:

Thursday afternoon, I attended the Riley County Conservation District Tour. We met at the USDA Service Center and then departed for the tour, which started at the Plant Materials Center at 3800 South 20th Street. There we did a facility and grounds tour and discussed projects underway and the impact of their research. We took a wagon ride around the property and looked at the various native grasses that they grow and harvest seeds for research and sell to manufacturers. We also had a demonstration of rainfall on various types of tillage or no-till with cover crops. We also visited a farm on McDowell Creek Road and did a tour of their rangeland and looked at some invasive species of grass/weeds growing there. The farmer treated us with some Call Hall ice cream that really hit the spot on the hot afternoon. The tour was very interesting, and I learned a lot of new things.

Friday, I spent the day catching up on the week and later in the afternoon, I went to the KSU Alumni 150 year Celebration at the Alumni Center and Memorial Stadium. Lots of people were in attendance and they had quite a few vendors and activities.

Saturday, I attended the KSU/OSU football game. The Cats played very well, and I think most were surprised at the final score. It was a fairly hot day, but lots of fun cheering on the team.

McKinley's Comments:

Thursday afternoon we had the soil conservation tour. We visited the USDA Service Center out in Ashland Bottoms. These are always very interesting. I learned a lot about the science in farming. We also stopped at Jared Parsons farm and received some Call Hall ice cream.

Ford's Comments:

Thursday afternoon I listened in on the Kansas Association of Counties "Connecting Kansas" call titled "From Liability to Viability"- Reviving Old Properties. This call discussed ways to help communities transform abandoned buildings, gas stations or other potentially contaminated property, negatively impacting image, and economic development.

Seth Mettling, State of Kansas Brownfield Coordinator for the Kansas Department of Health and Environment was the presenter.

Also, on Thursday afternoon we took our annual tour with the Riley County Conservation District. It was a great day to be down in the Ashland Bottoms area of Riley County to visit the Manhattan Plant Materials Center to see the work and efforts they produce and to visit the plot they are planting and harvesting on. We also toured the farm of Jared Parsons in the Ashland Bottoms area to hear about his work in the cattle industry and to hear about his struggles with noxious weeds on his property and to listen to what ways he is using to try and combat it.

Friday afternoon I had a Teams call with Derik Flerlage, Director of Childcare Licensing with the Kansas Department of Health and Environment. It was a very educational call to say the least and I had a chance to catch up on everything that has been going on in the area and learned in a little more depth how the process is supposed to work. We may get an in-person presentation down the road to help explain the same thing just so we are all aware of these very important processes to our community.

Also Friday afternoon I attended the 150-year Anniversary celebration by the K-State Alumni Association. What an event that was. It was mostly outside, and they had just about everything a celebratory event needed, including free food, beer, and margaritas. Not to mention entertainment, games, and other vendors who were set up on site as well. Congratulations to the Alumni Center on 150 years as well. They really do some amazing work.

Saturday, I watched K-State dispatch of Oklahoma State in a very important early season Big 12 game 42-20 at home to run their record to 4-1 with a bye week coming up this weekend. I think this was an important win considering the schedule moving forward.

Spent the rest of the weekend watching some NFL football and just preparing for what looks like a very busy week.

I also wanted to send my thoughts and concerns to everyone in the Gulf Coast and along the Carolinas from last week's devastating impacts from Hurricane Helene. It's really looking bad along those coasts, and they will need a lot of resources to recover.

Business Meeting

3. Riley County District Court 2025 Budget

Move to approve the Riley County District Court 2025 Annual Budget to be submitted to the Office of Judicial Administration.

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

4. National Community Planning Month Proclamation

Move to sign the proclamation declaring October as National Community Planning Month.

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

5. Audit Consent Authorization

Move to approve the authorization of the release of this information to the auditors and sign the Management Representation Letter with Sink, Gordon & Associates.

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:

- Connor Lauw, a Volunteer Firefighter, in the Fire District #1, for Separation from County Service, effective September 24, 2024.
- Jacob Hansen, a new hire, as a Deputy County Counselor, in the Counselor's Department, at a Range FF.
- The following as new hires, as an As Needed Election Day Worker, in the Election Department, at a Range Election.
 1. Lynette Kieffer-Tate
 2. Alison Wheatley
 3. Becky Wallace
 4. Dan Hall
 5. Steve Sollner
 6. Joyce Troyer
 7. Larry Fox

8. Colleen Hampton
9. Pam Phinney
10. Karen Kann
11. Ashleigh Ring
12. Lee Haar
13. Denise Ingram
14. Erin Moore
15. Maria Paz Debo Loecker
16. Carlene Frost
17. Renee Gassmann
18. Christy Hood
19. Marcia Marker
20. Jessica Green
21. Rebecca Gould
22. Kennedy Dodds
23. Debbie Nuss
24. Mike Alexander
25. Debi Devenuto
26. Larry Johnson
27. Katie Bunting
28. Emry Vossen
29. David Holcomb
30. Davin Wilson
31. John Huss

Vargo presented a letter of support for the Area Agencies on Aging.

Move to approve a letter of support for the Area Agencies on Aging.

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

Review Minutes

7. Board of Riley County Commissioners - Regular Meeting - Sep 26, 2024 8:30 AM

Move to approve the minutes.

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

Review Tentative Agenda

8. Tentative Agenda

The Board agreed to amend the Thursday agenda in Riley to include all regularly scheduled agenda items.

Press Conference Topics

9. Discuss Press Conference

9:00 AM Clancy Holeman, Counselor/Director of Administrative Services

9:00 AM 10. Administrative Work Session

Move the County Commission, including Chairman Ford, Vice Chairman McKinley, and Commissioner Focke, recess into executive session on potential litigation with Bryant Parker, Deputy County Counselor, and Clancy Holeman, Riley 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 9:20 a.m. Rich Vargo, Riley County Clerk; Elizabeth Ward, Human Resources Director; Brittany Phillips, Budget and Finance Officer; and Jacob Hansen, Deputy County Counselor, will be present for a portion of the executive session to provide factual information.

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

9:20 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 no binding action was taken during the

executive session.

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

11. Pending County Projects County Counselor

9:20 AM

David Adams, EMS/Ambulance Director

12. Request To Fill Open Position

Adams presented the request to fill the Paramedic position.

Move to approve the request to fill the Paramedic 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 an EMT, AEMT, Paramedic, in the EMS/Ambulance Department, at a Range Paramedic.

9:30 AM

Press Conference

13. National Community Planning Month Proclamation - John Ford and Amanda Webb (3-5 minutes)

Ford presented the National Community Planning Month Proclamation to Amanda Webb.

Webb thanked the Board for the Community Planning Month Proclamation.

14. Upcoming programs - Gregg Eyestone (2-3 minutes)

Eyestone said the Learn about Native Medicinal Plants and Kansas

Weather program will be held October 4th. This is the last Knowledge at Noon program organized by the Riley County, K-State Research and Extension Master Gardeners until next year. Bring your lunch or snack to Pottorf Hall.

Eystone said the Learn about Historic Trees on K-State Campus program will be held on October 6th. Eystone said to meet at Bosco Plaza north of the K-State Union beginning at 2:00 p.m. Dede Brokesh will lead this walking tour of the campus with stops at a few of the oldest trees. This is a prelude to the K-State Gardens 150th celebration that begins in 2025.

15. 2024 General Election - Rich Vargo (2-3 minutes)

Vargo reported that the voter registration deadline is October 15, 2024. He said advance voting by mail and in person begins October 16, 2024. He stated the last day to request a ballot by mail is October 29, 2024.

Vargo encouraged voters to go to the Riley County website for their voter information for sample ballots, advance voting hours, and polling place location.

9:35 AM

John Ellermann, Public Works Director/County Engineer

16. Request to Fill Admin Services Manager

Ellermann presented the request to fill for the Administrative Services Manager position.

The Board agreed by consensus to allow the Public Works Director to fill the position as soon as possible to allow for cross-training.

Move to approve the Public Works Department advertise and to hire the Administrative Services Manager 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 an Administrative Services Manager, in the Public Works Department, at a Range 17.

9:45 AM

Executive Session

Move the County Commission, including Chairman Ford, Vice Chairman McKinley, and Commissioner Focke, recess into executive session on potential litigation with Bryant Parker, Deputy County Counselor, and Clancy Holeman, Riley 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 10:00 a.m. Rich Vargo, Riley County Clerk; Elizabeth Ward, Human Resources Director; and Brittany Phillips, Budget and Finance Officer, will be present for a portion of the executive session to provide factual information.

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

10:00 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

10:01 AM

Executive Session

Move the County Commission, including Chairman Ford, Vice Chairman McKinley, and Commissioner Focke, recess into executive session on potential litigation with Clancy Holeman, Riley 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 10:15

a.m. Jacob Hansen, Deputy County Counselor, will be present for a portion of the executive session to provide factual information.

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

10:15 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

Adjournment

Move to adjourn after the NBAF tour.

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

1:00 PM

Leave for NBAF tour at 1980 Denison Avenue