



**Board of Riley County
Commissioners
Regular Meeting
Minutes
October 10, 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
Clancy Holeman	Counselor/Director of Administrative Services	Present	8:30 AM
Bryant Parker	Deputy County Counselor	Present	8:30 AM
Jacob Hansen	Deputy County Counselor	Present	8:30 AM
Russel Stukey	Emergency Management Director	Present	8:30 AM
Anna Burson	County Appraiser	Present	8:30 AM
Vivienne Leyva	PIO	Present	8:30 AM
Brittany Phillips	Budget and Finance Officer	Present	8:30 AM
Doug Russell	Assistant Fire Chief	Present	8:30 AM
Elizabeth Ward	Human Resources Director	Present	8:42 AM

Pledge of Allegiance

Public Comment

1. Public Comments

Holeman asked the Board to add to the end of the business meeting the opening of two RFP's for the attorneys of the indigent.

Move to add an item to the end of the business meeting, the opening of RFP's for the attorneys of the indigent.

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:

Tuesday morning, I attended a personnel committee meeting at my church. I'm on a couple committees there that are quite busy. In the afternoon, I had my foot x-rayed and found that it is sprained, so I had to get a fitting for a support.

Wednesday, I spent some time in the office going over paperwork, some resumes for interviews today, and the RFP for the indigent panel. Also, reviewed e-mails and other documents.

Other than that, I got some watering and clearing in the yard and some household tasks completed.

McKinley's Comments:

We missed an announcement Monday. It was the birthday of Jerome Tang, Bill Snyder, Jack Hartman, and Cotton Fitzsimmons.

Tuesday morning was the Flint Hills Veterans Coalition Meeting. Finalizing plans for the Veterans Day Parade. They have a number of groups already signed up. They also put up displays in the mall and at the senior center.

Tuesday evening was the Fire District #1 Advisory Board meeting. They are all glad to hear about the progress on the University Park Fire Station. The longest discussion was on the Fireman's Relief Association retirement plans. They are rewriting the bylaws and discussed raising the retirement pay.

Last night I attended the debate at K-State Student Union for Senate District 22. Usha Reddi and Brad Starnes spoke on a number of things. The moderator's questions were sometimes about things that are not settled at the state. Most responses ended up going back to taxes.

Ford's Comments:

Monday afternoon I met with my doctor. Another good visit, all is well and down another 3 pounds from last month. We are going to do a full

density test next month to start making any necessary adjustments based of that, which is an excellent sign at this point.

Tuesday morning, I was on KMAN's In Focus program for the last time. I had Amanda Webb, Planning Director, on the show with me for the full hour. She discussed our Strategic Planning process, the Keats project, the LIEPP Grant, the Battery Recycling Program, and Short-Term Rentals. I discussed the upcoming presidential elections, our continuing space and facilities discussion, possible expansion into the K-18 corridor, the University Park Fire Station, the new EMS Headquarters facility, the Health Department and the open director's position, as well as CiCo Park. The hour went by fast as it normally does and didn't get or receive any questions as well.

Also, on Tuesday I listened in on the Council of Foreign Affairs part two "Election 2024: The Future of the Middle East". This was another panel discussion that included Steven A. Cook, Eni Enrico Mattei Senior Fellow for Middle East and African Studies and Director of International Affairs Fellowship for Tenured International Relations Scholars; Suzanne Maloney, Vice President and Director of the Foreign Policy Program, The Brookings Institution; Linda Robinson, Senior Fellow for Women and Foreign Policy at CFR; and Shibley Telhami, Nonresident Senior Fellow, Center for Middle East Policy, Brookings Institution. The presider for this panel discussion was Vivian Salama, National Politics Reporter for the Wall Street Journal.

Tuesday afternoon I had a Growth and Strategies meeting with the Technical Advisory Committee at the Manhattan Area Chamber of Commerce to discuss the almost completed Economic Growth Plan with Matt Tarleton the consultant hired for this project. We went through many details of the plan and discussed some questions and possible concerns. We will continue to discuss them as we hopefully will have a final document for the public during the upcoming Chamber retreat that will be taking place in Kansas City on the 24th and 25th of October.

Wednesday morning, I joined many local and community officials, including members of the Army Corps of Engineers, City of Manhattan Public Works and Parks and Rec Departments, and U.S. Senator Jerry Moran for a ribbon cutting of the now completed and open City of Manhattan levee and Linear Park at Casement and Hays Drive. Beautiful morning to do this and there was quite the crowd in attendance.

Also Wednesday morning I once again joined many local, state and regional officials and U.S. Senator Jerry Moran for the official groundbreaking ceremony for the Flint Hills Community Accelerator and Childcare Business Initiative over off of Kimball Avenue on land

generously donated by Ascension Via Christi and was made possible by 5.9 million in government grants that will help address the urgent childcare needs of the community with a transformative solution for local families, providers, and early childhood education students.

Wednesday afternoon I had my October Teams call with NACo's Community Economic and Workforce Development Committee. After some open remarks from our Chair Angela Conley, Commissioner Hennepin County, Minnesota we heard from Manny Lamarre, Deputy Assistant Secretary Employment and Training Administration with the U.S. Department of Labor on the National Apprenticeship Week Overview. Next speaker was Steve Voytek, Policy Advisor, Foresight Law+Policy and he discussed the current status of the WIOA reauthorization. The third speaker was Mirelle Burgoyne, Deputy Executive Director with the National Association of Development Organizations and she discussed the overview and recent action related to EDA reauthorization. Michael Matthews, Legislative Director, NACo gave us the usual legislative update from Capitol Hill, and that completed the call.

Wednesday night I attended Business After Hours hosted by Anderson Knight Architects and ICON Structures out at No Stone Unturned. First time I have had the chance to see the facility and it is amazing. They did a wonderful job designing and putting it together. They will be having an official ribbon cutting at some point and I would suggest checking it out.

Business Meeting

3. Closing Upon Transfer of Property for New University Park Fire Station

Move that the Board accept the transfer of the new fire station property by UPID to Riley County via special warranty deed and authorize the Chair of the Riley County Board of County Commissioners to execute the Sales Validation Questionnaire and all other documents that may be required by Charlson & Wilson to close the transaction and record the special warranty deed.

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

4. Fire Station 110 , University Park, Construction Contract with Riley Construction

Stukey said the price to finish the bathroom and the concrete apron can be deleted.

Move to approve contract with Riley Construction to build Fire Station 110 (University Park), remove the options for the 30' concrete slab and finished restroom, with the amount not to exceed \$230,135, to be paid for with ARPA funds.

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

5. Riley County Health Department Custom Data Processing Agreement

Move to approve the Amendment to the Custom Data Processing Agreement with the Riley County Health Department.

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

6. 2025 Pawnee Mental Health Contract Approval

Move to approve the Pawnee Mental Health Services 2025 Contract for services.

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

7. Retail Dealer's 2025 Cereal Malt Beverages License for Stagg Hill Golf Club

Move to sign a Retail Dealer's 2025 Cereal Malt Beverages License for Stagg Hill Golf Club, 4441 Stagg Hill Road, Manhattan, Kansas 66502.

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

8. Sign a Tax Roll Correction

Move to approve the Tax Roll Correction.

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

9. Sign Riley County Employee Action Form(s)

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

- Tanner Medrano, a Volunteer Firefighter, in the Fire District #1 Department, for Separation from County Service, effective October 2, 2024.
- Connor Oxley, a Volunteer Firefighter, in the Fire District #1 Department, for Separation from County Service, effective October 2, 2024.
- Andrew Trip, a Volunteer Firefighter, in the Fire District #1 Department, for Separation from County Service, effective October 2, 2024.
- Heather Capobianco, a Volunteer Firefighter, in the Fire District #1 Department, for Separation from County Service, effective October 2, 2024.
- Victoria Slack, an Office Building Receptionist, in the Treasurer's Department, for Separation from County Service, effective November 22, 2024.
- Susan Tripodi, a new hire, as an Election Day Worker, in the Election Department, at a Range Election.
- Mary Reese, a new hire, as an Election Day Worker, in the Election Department, at a Range Election.
- Matt Gambrel, a new hire, as an As Needed Security, in the Public Works Department, at a Range 2, at \$19.65 per hour.
- Viola Vonpertz, a new hire, as a Custodian I, in the Public Works Department, at a Range 1, at \$17.69 per hour.

10. Discuss Joint City/County/County Meeting Agenda

11. Approve payroll/accounts payables for Friday, October 18th

Move to approve the payroll vouchers in the amount of \$718,870.64 and the following warrant vouchers for October 18, 2024:

2024 Budget

County General	\$ 486,042.22
Disaster Fund	24,162.09
Health Department	106,122.52
Court Services	150.00
County Auction	279.72
Motor Vehicle Operations	8.75
Capital Improvements Fund	134,460.60
Emergency 911	385.47
Solid Waste	247,350.04
County Building	11,656.67
Road & Bridge Cap Project	67,588.10
RCPD Levy/Op	33,044.41
Landfill Closure	3,492.19
Riley Co Fire Dist #1	25,334.77
Fire Dist Projects	4,680.00
University Park W&S	5,838.18
Hunters Island Water Dist	3,155.66
Carson Sewer Benefit Dist	181.85
Deep Creek Sewer	428.95
Moehlman Bottoms	1,241.16
Valleywood Operations	2,047.36
Terra Heights Sewer	539.78
Konza Water Operations	3,212.63
Lakeside Heights Sewer	204.60
KDOC Adult Services	4,721.58
KDOC Juvenile Services	4,473.77
KDOC Juv Reinvestment	964.95
BJA Grant	1,339.61
Caroline Peine Grant	135.00
Daniel Keating Foundation	675.00

TOTAL. \$1,173,917.63

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

Holeman presented the RFP's for the attorneys of the indigent for the Board to open.

Move to open two RFP's for attorneys of the indigent.

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

Ford announced the first one is from Russell Shaver.

Ford announced the second is from Miranda Johnson, Lucas Renz, Christopher Biggs, Melissa Richards, Rebecca Rookstool, and Christopher Bailey.

Move to refer the RFP's to staff for evaluation and recommendation.

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

Review Minutes

12. Board of Riley County Commissioners - Special Meeting - Oct 4, 2024
9:00 AM

Move to approve the minutes.

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

13. Board of Riley County Commissioners - Regular Meeting - Oct 7, 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

14. Tentative Agenda

Press Conference Topics

15. Discuss Press Conference

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

- 9:06 AM 16. Executive session to discuss confidential legal advice regarding potential litigation issues

Move the County Commission, including Chairman Ford, Vice Chairman McKinley, and Commissioner Focke, recess into executive session on potential litigation for the purpose of consultation with Rich Vargo, County Clerk; Clancy Holeman, County Counselor; and Bryant Parker and Jacob Hansen, Deputy County Counselors, attorneys for the Riley County 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 Riley 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:	John Ford, 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

10:00 AM Executive Session

- 10:00 AM 17. Executive session to discuss a performance matter involving non-elected personnel

Move the County Commission, including Chairman Ford, Vice Chairman McKinley, and Commissioner Focke, recess into executive session to interview an applicant for a non-elected personnel position, and to protect the privacy of the applicant, an exception to the Kansas Open Meetings Act, along with Rich Vargo, Riley County Clerk; Elizabeth Ward, Human Resources Director; and Clancy Holeman, Riley County Counselor; and Bryant Parker and Jacob Hansen, Deputy County Counselors, attorneys for the Riley County Commission, the open meeting to resume in the Riley County Commission Chambers at 10:55 a.m.

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

- 10:55 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

11:00 AM Executive Session

- 11:00 AM 18. Executive session to discuss a performance matter involving non-elected personnel

Move the County Commission, including Chairman Ford, Vice

Chairman McKinley, and Commissioner Focke, recess into executive session to interview an applicant for a non-elected personnel position, and to protect the privacy of the applicant, an exception to the Kansas Open Meetings Act, along with Rich Vargo, Riley County Clerk; Elizabeth Ward, Human Resources Director; and Clancy Holeman, Riley County Counselor; and Bryant Parker and Jacob Hansen, Deputy County Counselors, attorneys for the Riley County Commission, the open meeting to resume in the Riley County Commission Chambers at 12:00 p.m.

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

12:00 PM

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

12:06 PM

Adjournment

Move to adjourn.

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