



**Board of Riley County
Commissioners
Regular Meeting
Minutes
October 24, 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	Remote	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
Elizabeth Ward	Human Resources Director	Present	8:30 AM
Vivienne Leyva	PIO	Present	8:30 AM
Gary Olds		Present	8:30 AM
Anna Burson	County Appraiser	Present	8:30 AM
Brittany Phillips	Budget and Finance Officer	Present	8:31 AM
Liz Nelson	Senior Center	Present	8:30 AM
Emma Loura	Manhattan Mercury	Present	9:00 AM
Barry Wilkerson	County Attorney	Present	9:00 AM
John Ellermann	Public Works Director/County Engineer	Present	9:35 AM
Evan McMillan	Assistant County Engineer	Present	9:35 AM
Amy Manges	Register of Deeds	Present	9:40 AM
Katharine Hensler	Museum Director	Present	10:04 AM
Shilo Heger	Treasurer	Present	10:31 AM

Pledge of Allegiance

Public Comment

1. Public Comments

Olds discussed the Manhattan City Commission meetings. Olds said he appreciates the civility of the Riley County Commission meetings.

Olds requested that the Riley County Commission and the Manhattan

City Commission discuss at the Thursday, November 21, 2024 City/County Meeting the Law Board and taxation without representation.

Olds discussed initiating a petition requiring the election of the Law Board Members.

Nelson thanked the Board for the appropriation for the Riley County Council on Aging.

Nelson presented invitations to the Board to visit the Senior Center at the Thanksgiving and Christmas dinners.

Nelson asked for an ex-officio board appointment of one of the commissioners.

Commission Comments

2. Commission Comments

Focke's Comments:

No comments.

McKinley's Comments:

After our meeting Monday I went over and stood in line to vote. Later I stopped by the Flint Hills ATA Bus to meet with Anne Smith. They have been meeting with K-State and have them funding a little more for bus access for students. It is not what it was but improving.

Tuesday was the ribbon cutting by Konza Prairie Community Health at their new facility. I took a brief tour, and it is very nice.

Ford's Comments:

Monday afternoon I attended the October meeting of the Riley County Law Board at City Hall in the City of Riley. We started by passing the consent agenda with last month's minutes, the expenditures, and the monthly crime report as well. Items on the general agenda included public comments, comments from the new Community Advisory Board Chair Kirk Crabtree, several board member comments, discussion, a summary on Community Night Out, the 50th Anniversary of Consolidation, and the RCPD Community Survey with Director

Peete. Discussion on Domestic Violence Awareness month with Victims Advocate Coordinator Melissa Mosher and three executive sessions on matters of non-elected personnel with two affirmations of discipline. We will be back in Manhattan for the November meeting.

Also, on Monday I attended the first of three Public Input Meetings with the Flint Hills Area Transportation Agency as they work to develop new plans for the communities they serve. Some of the key goals they want to establish is obtaining an understanding of ATA Bus, evaluate ridership efficiency and reliability, engage everyone in the community as well as stakeholders, and improve and expand transit service.

Tuesday afternoon I had my monthly Civil and Social Responsibility meeting at Florence. We continue to finalize plans for a holiday food and clothing drive, starting to plan for the companies Thanksgiving gift card, and this year's holiday meal in December. We are also working on some details with Restore of the Heartland that will allow employees to use their volunteer time off to best of their advantage. I also found out that I have been awarded the quarter three perfect attendance award and a \$250.00 bonus, which I have to admit caught me by surprise.

Also Tuesday we had the monthly Board of Directors meeting for Pawnee Mental Health. Not sure if there was a Finance Committee beforehand or not as I was able to get on Zoom, but items discussed during the business meeting included some introductions and passing of last month's meeting minutes, a Chief Financial Officer's report, followed by Mike Rezkalla's Chief Executive Officer's report. We got an Individual Placement Support program overview from Jandi Berry, an update from the Marketing and Development team, followed by a review of the September financial report from the Finance Oversight Committee. Other business included review of a draft of some policy board changes, the board's intention for continued services, distribution of board self-evaluation forms, overview of the KMAP Attestation form, and an executive session dealing with confidential data related to trade secrets to finish up the meeting.

Lastly starts inventory week out at Florence which stops the flow of production for the better part of a week, but we will be back and operational next week and moving forward. Also heading out to Kansas City Thursday morning for the Manhattan Area Chamber of Commerce's annual Board of Directors retreat. Also looking forward to Homecoming activities leading up to the K-State-KU game Saturday night.

Business Meeting

3. Sign Riley County Employee Action Form(s)

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

- Melissa McIntyre, a new hire, as a Residential Appraiser II, in the Appraiser's Department, at a Range 8, at \$24.14 per hour.
- Catherine Dickson, a new hire, as an Election Day Worker, in the Clerk/Election Department, at a Range Election.
- James Rigg, a new hire, as an Election Day Worker, in the Clerk/Election Department, at a Range Election.
- Michelle Adams, for a reclassification, as a Senior Fiscal Analyst, in the Clerk's Department, at a Range 13.

Review Minutes

4. Board of Riley County Commissioners - Regular Meeting - Oct 21, 2024 8:30 AM

Move to approve the minutes.

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

Review Tentative Agenda

5. Tentative Agenda

Press Conference Topics

6. Discuss Press Conference

9:00 AM**Barry Wilkerson, County Attorney**

7. Staff update

Wilkerson presented the County Attorney's Office update.

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

8. Administrative Work Session

Holeman discussed the dates the Board is available for the Riley County Legislative Conference.

The Board agreed on the dates of December 9th and 12th as possible for the Legislative Conference.

9:35 AM Evan McMillan, Assistant County Engineer

9. Transfer Station Floor Design

McMillan presented the Transfer Station floor design. McMillan estimated the cost at \$25,000-\$35,000.

Move to forgo Request for Qualifications for engineering services and move forward with preparing a contract with BG Consultants, Inc., for design of the tipping floor.

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

9:50 AM Amy Manges, Register of Deeds

10. Year-To-Date Revenue

Manges presented the year to date revenue.

10:00 Ford left the meeting.

9:55 AM John Ellermann, Public Works Director/County Engineer

11. Geophysical Survey

Ellermann presented the Geophysical Survey of Roads in Riley County.

Ellermann said he has witnessed the process and is not concerned with damage to the roadway.

Parker stated he is comfortable with the Certificate of Insurance in place for the process.

Move to approve the Highway Use Permit for High Plains Resources granting permission to conduct a geophysical survey along roads in Riley County, Kansas according to the map.

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

10:05 AM Vivienne Leyva, PIO

12. Riley County Communications Update October 2024

Leyva presented the Public Information Officer communications update.

10:20 AM Katharine Hensler, Museum Director

13. Riley County Historical Museum - Staff Report

Hensler presented the Historical Museum staff report.

10:35 AM Shilo Heger, Treasurer

14. September 2024 Revenue Reporting - Riley County Treasurer

Heger presented the September Treasurer's report.

10:45 AM Adjournment

Move to adjourn.

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