



**Board of Riley County
Commissioners
Regular Meeting
Minutes
October 31, 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
Vivienne Leyva	PIO	Present	8:30 AM
Michele Reid	Payroll, Benefits & Employee Relations Manager	Present	8:30 AM
Brittany Phillips	Budget and Finance Officer	Present	8:30 AM
Lori Hanson	Administrative Assistant II	Present	8:30 AM
Ashlyn Easterday	Payroll Clerk	Present	8:30 AM
Emma Loura	Manhattan Mercury	Present	9:01 AM
Lucas Renz		Present	9:10 AM
Melissa Richards		Present	9:10 AM
Jamie Bevel		Present	10:30 AM
Cory Meyer	IT/GIS Director	Present	10:44 AM

Pledge of Allegiance

Public Comment

1. Public Comments

Commission Comments

2. Commission Comments

Focke's Comments:

Friday October 25th, I've been spending time with my daughter, who was visiting until this week, returning to Virginia on Tuesday. While here we went to Aggieville to watch the parade, spent time on campus and did some shopping. We went to the KSU/KU homecoming game on Saturday evening. It was a tough game, with a win coming after a fumble and 51' field goal in the last few minutes.

Wednesday I came into the office to catch up on documents and e-mails. My phone app for county e-mails wasn't working, so I had to have IT work on it. I spent some time with Judge Bannister concerning the indigent panel that is being discussed. I also spent some time going over questions we will be asking the Health Department Director applicants.

I was planning to go to the Keats monthly community meal on Wednesday evening, but it was cancelled due to the weather that developed in the afternoon.

McKinley's Comments:

No comments.

Ford's Comments:

Happy Halloween to everybody out there. If you choose to celebrate this evening just do so in a smart and responsible manner and remember there will be a lot of kids out and about in the neighborhoods so pay close attention please.

Monday afternoon I attended the October Intergovernmental Luncheon which actually got moved to the K-State Alumni Center's Purple Pride Room due to Student Registration and Advance Voting. Guest speakers included Lisa Isaacson, Executive Director, Flint Hills Community Accelerator/Childcare Business Initiative who gave a presentation on the new facility that is being built and what it is going to look like once operational. Next speaker was Danielle Dulin, new Manhattan City Manager. She gave an introduction of herself and what lead her to this new and key position here in the city. We also heard updates and announcements from the various entities in attendance and I gave an update on behalf of Riley County.

Tuesday there was a Grand Opening celebration for Brothers Coffee which opened up officially in the new business park building up in the Edge District on Kansas State University. Members from the K-State

women's basketball team were in attendance for pictures and autographs as well as prizes and of course coffee.

Speaking of basketball Tuesday evening I watched the K-State men's team play their only exhibition game vs. Fort Hays State in which they won 70-56. It looks like this could be a fun team to watch this season, but we will see come Tuesday night as they start the regular season.

This morning, I took the opportunity to advance vote ahead of Tuesday's General Presidential Election. Not much of a line this morning but there were people coming and going to vote as early as 7:30 a.m. which is good.

Spent the rest of the week working and getting our production lines caught back up after last week's annual inventory, this year went pretty well overall.

Business Meeting

3. Certification of Voting Delegate for KAC 49th Annual Conference & Exhibition

Move to appoint John Ford, as the voting delegate for the KAC 49th Annual Conference & Exhibition; Greg McKinley, as 1st Alternate; and Kathryn Focke, as 2nd Alternate.

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

4. Sign Riley County Employee Action Form(s)

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

- Zach Pielsticker, a new hire, as a Volunteer Firefighter, in the Fire District #1 Department, at a Range TASND.
- Chuck Herrin, a new hire, as an Election Day Worker, in the Election Department, at a Range Election.
- Nathan Lee, a new hire, as an Election Day Worker, in the Election Department, at a Range Election.
- Jake Wessel, a new hire, as a Volunteer Firefighter, in the Fire District #1 Department, at a Range TASND.
- Lori Muir, for a transfer, as an Administrative Services Manager, in the Public Works Department, at a Range 17.

5. Approve payroll/accounts payables (when completed)

Move to approve the payroll vouchers in the amount of \$729,376.21 and the following warrant vouchers for November 1, 2024:

2024 Budget

County General	\$ 552,819.66
Disaster Fund	734,610.86
Health Department	105,765.77
Court Services	236.95
County Auction	95.74
P.A.T.F.	1,385.18
Motor Vehicle Operations	1,749.80
Capital Improvements Fund	92,733.30
Emergency 911	3,530.21
Solid Waste	10,816.53
County Building	1,920.93
Road & Bridge Cap Project	484.25
RCPD Levy/Op	2,147.19
Riley Co Fire Dist #1	14,031.57
University Park W&S	5,097.36
Keats Capital Project	16,800.00
Hunters Island Water Dist	3,977.92
Carson Sewer Benefit Dist	165.81
Deep Creek Sewer	174.91
Moehlman Bottoms	1,732.31
Valleywood Operations	121.01
Terra Heights Sewer	4,162.07
Konza Water Operations	7,910.87
University Park Lagoon	4,000.00
KDOC Adult Services	15,401.01
KDOC Juvenile Services	4,617.57
KDOC Juv Reinvestment	981.09
BJA Grant	13,794.65
21st Jud Dist DC ADSAP	67.47
Kansas Fights Addiction	4,722.14
City Alcohol Funds	264.85
Caroline Peine Grant	33.95
Daniel Keating Foundation	118.55

TOTAL \$1,606,471.48

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

Review Minutes

6. Board of Riley County Commissioners - Regular Meeting - Oct 28, 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

7. Tentative Agenda

Press Conference Topics

8. Discuss Press Conference

9:00 AM

Clancy Holeman, Counselor/Director of Administrative Services

9. Administrative Work Session

10. Indigent Legal Services RFP

Holeman discussed the Indigent Legal Services RFP status.

Holeman recommended the Board find that RFP No. 2024-A expired by its terms at 5:00 p.m. on Monday, October 28, 2024 because there was only one attorney submitting who complied with the proposal

terms of the RFP.

Holeman said the Board could approve the recommendation, could leave the RFP open or table the item.

The Board agreed by consensus to extend the deadline for the current RFP to the close of business on Friday, December 6, 2024.

Renz stated as one of the group of six attorneys, they submitted changes to the proposal and did not receive a response. Renz expressed concern with how the RFP proposal is drafted. Renz asked the Board to consider the proposal drafted by the six attorneys.

The Board discussed concern with the attorneys proposal.

Richards discussed their confusion of the process for the RFP.

9:20 AM

Evan McMillan, Assistant County Engineer

11. Bid opening for Kitten Creek Road culvert replacement

The Board of County Commissioners opened the following bids for Kitten Creek Road culvert replacement.

Company	Working days	Starting date	Total Bid
Klaver Construction Co., Inc. 3219 West May Street Wichita, KS 67213	75	12/01/24	\$175,038.00
Ebert Construction, Co., Inc. P.O. Box 198 Wamego, KS 66547	80	05/05/24	\$201,258.90
Reece Construction Co., Inc. 1240 W North Street Salina, KS 67401	45	12/02/24	\$190,979.78
Engineer's estimate			\$298,955.00

Move to refer the bids to staff for evaluation and recommendation.

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

9:30 AM

Clancy Holeman, Counselor/Administrative Services

9:30 AM

12. Executive session to discuss a performance matter involving non-

elected personnel

Move the County Commissioners, including Chairman Ford, Vice Chairman McKinley, and Commissioner Focke, with Clancy Holeman, County Counselor; Bryant Parker and Jacob Hansen, Deputy County Counselors, attorneys for the Riley County Commission; Brittany Phillips, Budget and Finance Officer; and Elizabeth Ward, Human Resources Director, recess into executive session on a performance matter of non-elected personnel, an exception to the Kansas Open Meetings Act, for the purpose of hearing the appeal of a disciplinary action, and to protect the privacy of the employee, the open meeting to resume in the County Commission Chambers at 10:30 a.m.

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

10:30 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 following consensus reached in executive session. The County Commission approves the disciplinary action reviewed today in executive session and the County Counselor shall notify the parties.

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

10:30 AM

Jamie Bevel, Project Implementation Manager CARES Coordinator

13. Opioid Abatement Platform Stage CARES (Zoom)

Bevel discussed the Opioid Abatement Platform Stage CARES.

McKinley asked the cost.

Bevel said the charge is based on the reward level, larger counties \$135,000/year. She stated after the first year \$100,000.

Ford asked if they are discussing with other Kansas counties.

Bevel stated not now, but discussing with the State.

10:45 AM Cory Meyer, IT/GIS Director

14. IT/GIS Staff Update - October 2024

Meyer presented an IT/GIS staff update.

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

11:00 AM Executive Session

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, County Clerk; Elizabeth Ward, Human Resources Director, and Clancy Holeman, Riley County Counselor; Bryant Parker and Jacob Hansen, Deputy County Counselors, attorneys for the Riley County Commission, the open meeting to resume in the 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

12:04 PM Recessed until 2:30 p.m.

2:30 PM Executive session to discuss a performance matter involving non-elected personnel

2:30 PM Executive Session

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, County Clerk; Elizabeth Ward, Human Resources Director, and Clancy Holeman, Riley County Counselor; Bryant Parker and Jacob Hansen, Deputy County Counselors, attorneys for the Riley County Commission, the open meeting to resume in the County Commission Chambers at 3:30 p.m.

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

3:30 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

Holeman asked the Board to add an executive session for today.

Move to add an executive session to today's agenda.

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

3:32 PM

Executive Session

Move the County Commission, including Chairman Ford, Vice Chairman McKinley, and Commissioner Focke, recess into executive session to discuss interviews with applicants for a non-elected personnel position, and to protect the privacy of the applicants, an exception to the Kansas Open Meetings Act, along with Rich Vargo, County Clerk; Elizabeth Ward, Human Resources Director, and Clancy Holeman, Riley County Counselor; Bryant Parker and Jacob Hansen, Deputy County Counselors, attorneys for the Riley County Commission, the open meeting to resume in the County Commission Chambers at 3:50 p.m.

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

3:50 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 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

3:53 PM

Adjournment

Move to adjourn.

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