



**Board of Riley County
Commissioners
Regular Meeting
Minutes
November 07, 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
Doug Russell	Assistant Fire Chief	Present	8:30 AM
Evan McMillan	Assistant County Engineer	Present	8:30 AM
Jake Konrardy	Assistant Fire Chief	Present	8:30 AM
Anna Burson	County Appraiser	Present	8:30 AM
Brittany Phillips	Budget and Finance Officer	Present	8:30 AM
Emma Loura	Manhattan Mercury	Present	8:45 AM
Michele Reid	Payroll, Benefits & Employee Relations Manager	Present	9:00 AM
Elizabeth Ward	Human Resources Director	Present	9:00 AM
John Ellermann	Public Works Director/County Engineer	Present	9:00 AM

Pledge of Allegiance

Public Comment

1. Public Comments

McMillan reported the Transfer Station will be closed on Thanksgiving Day.

Commission Comments

2. Commission Comments

Focke's Comments:

Monday afternoon I had several doctor appointments, one of which was with my orthopedist, who checked my foot sprain and put me in a boot for a month, as it wasn't healing well.

Tuesday I spent most of the day working at the Democratic Headquarters with poll viewers in the Manhattan polling locations. Later I attended an election watch party at the Sunset Zoo.

Wednesday I had a meeting of the Heartland Works Board via Zoom. Two new members were voted onto the Local Workforce Development Board. The consent agenda consisted of minutes from three meetings, the fiscal report, and various other reports.

One of the biggest changes will be in the organizational structure proposed previously. It was approved to move this region of seventeen counties into Region #1 with the northwest and central regions. This was encouraged by the governor and approved by the U.S. Congress. It will be approved at the state and implemented sometime in 2025. It was reported that the national unemployment has remained steady at 4.2% and Kansas is at 3.3%. The next meeting will be February 5, 2025.

Wednesday evening, I practiced with my church's bell choir and was unable to attend Extension's annual meeting. We are performing on Sunday, so I had to go to practice.

McKinley's Comments:

First our thoughts and prayers are with John Ford today as his mother passed away Monday. John take as much time as you need as that is most important now.

We took a quick trip to Branson with my brothers and their wives. Drove down Monday afternoon in the rain off and on the whole trip. After Springfield it started raining hard for the rest of the trip and by the next morning it totaled 12". Our purpose was to attend the Sight and Sound Theater. This was the start of the new show, Miracle of Christmas. It was a great show and includes live animals walking in down the aisles. We have been before and they always have a great production. We visited some other areas in Branson and drove back yesterday.

My only election comment is about the local state elections. After reading the campaign financial reports in the Mercury last week, I am

glad to see that offices in Riley County cannot be bought.

Ford's Comments:

Monday afternoon I got the news that I have been dreading for many years as my mom passed away a day after her 67th birthday.

Tuesday I had to make some plans and arrangements as well as cancel some events and appointments in lieu of Monday afternoons news.

Wednesday morning, I left to drive to Kentucky. All was going well until I got a nail in a tire just outside of Lawrence. Needless to say, three hours later and four brand new tires because I already had two that needed to be replaced we were back on the road, and I got into Kentucky around 9:00 p.m. local time.

Visitation for my mom is scheduled for tomorrow at 6:00 p.m. here in Elizabethtown and funeral services will begin at 9:00 a.m. on Saturday with burial taking place at 11:00 a.m. I'm making plans to come back on Tuesday and using Wednesday as catch up day hopefully.

Business Meeting

3. Bid Recommendation for Kitten Creek

McMillan discussed the two bid recommendations and differences.

Move to accept the proposed bid from Reece Construction for \$190,979.78 and 45 working days.

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

4. Purchase Authorization for a used 2014 Freightliner 4x4 cab and chassis for RCFD #1

Russell said it will replace one of the old military 5 tons. Russell said we have the bed and tank already.

Move to approve a Purchase Authorization for a used 2014 Freightliner 4x4 Cab and chassis for RCFD #1 in the amount of \$54,000 to be funded by RCFD #1 Capitol Outlay.

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

5. Sign Riley County Employee Action Form(s)

The Board of County Commissioners signed a Riley County Employee Action Form for Brian Savage, an EMT, in the EMS/Ambulance Department, for Separation from County Service, effective November 7, 2024.

Review Minutes

6. Board of Riley County Commissioners - Regular Meeting - Nov 4, 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

7. Tentative Agenda

Press Conference Topics

8. Discuss Press Conference

9:00 AM

Elizabeth Ward, Human Resources Director

9. Human Resources Monthly Update

Ward presented the Human Resources update.

9:15 AM Anne Smith, aTa Bus Director

10. Letter of support for aTa Bus for a grant application

Smith presented the letter of support for an aTa Bus grant.

Move to approve a letter of support for a grant for aTa Bus.

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

9:20 AM Rich Vargo, County Clerk

11. Request to Expand and Fill position

Vargo presented the request to fill the expanded Real Estate Specialist position.

Move to approve the expanded Real Estate Specialist position as proposed and open the position for advertising.

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

The Board of County Commissioners signed a Riley County Position Action Form for a Real Estate Specialist, in the Clerk's Department, at a Range 15.

9:30 AM Anna Burson, Appraiser

12. Appraiser's Office November Staff Update

Burson presented the Appraiser's Office staff update.

9:45 AM Bryant Parker, Deputy County Counselor

- 9:45 AM 13. 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 with Clancy Holeman, County Counselor; and Bryant Parker and Jacob Hansen, Deputy County Counselors, 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 10:05 a.m.

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

- 10:05 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

- 10:05 AM **Rich Vargo, Riley County Clerk**

14. Request to Fill Public Health Nurse Position

Vargo presented the request to fill the Public Health Nurse.

Move to approve the request to fill the Public Health Nurse 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 Public Health Nurse, in the Health Department, at a Range 18.

10:10 AM Clancy Holeman, Counselor/Director of Administrative Services

15. Administrative Work Session

Holeman asked the Board if they had any questions.

The commission didn't have any.

Holeman discussed the extension of the RFP for the Indigent Defense Council which has been extended to December 6, 2024 at 5:00 p.m.

Ford asked Holeman to reach out to the legislators for the Riley County Legislative Meeting.

10:30 AM Danielle Dulin, Manhattan City Manager

16. General update City of Manhattan

Dulin introduced herself to the Board.

Dulin asked if there is anything in the future the Board would like updates on.

The Board said typically they were given updates on infrastructure, construction, and development projects.

Ford stated also fiscal information and policy discussion.

Focke asked about the proposed Commerce Bank project.

10:42 AM Adjournment

Move to adjourn.

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