



**Board of Riley County
Commissioners
Regular Meeting
Minutes
November 14, 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	8:35 AM
Jacob Hansen	Deputy County Counselor	Present	8:30 AM
Anna Burson	County Appraiser	Present	8:30 AM
Michele Reid	Payroll, Benefits & Employee Relations Manager	Present	8:30 AM
Russel Stukey	Emergency Management Director	Present	8:30 AM
Brittany Phillips	Budget and Finance Officer	Present	8:30 AM
James Bridgers	IT Specialist	Present	8:30 AM
Ashlyn Easterday	Payroll Clerk	Present	8:38 AM
Emma Loura	Manhattan Mercury	Present	8:43 AM
Amanda Webb	Planning/Special Projects Director	Present	9:20 AM
Shilo Heger	Treasurer	Present	9:20 AM
John Ellermann	Public Works Director/County Engineer	Present	9:30 AM
Daryn Soldan	Manhattan Area Chamber of Commerce	Present	9:38 AM
Christian Bishop	Manhattan Area Chamber of Commerce	Present	9:38 AM
Susan Boller	Elections Manager	Present	9:51 AM
Anita Cook	Election Senior Analyst	Present	9:51 AM
Keirsten Cragg	Elections Specialist	Present	9:51 AM
Annaliese Trout	Elections	Present	9:51 AM
Elizabeth Ward	Human Resources Director	Present	10:17 AM
Michael Boller	Noxious Weed Director	Present	10:18 AM
Renee Berish	Raising Riley Child Care Facilitator	Present	10:20 AM
Theresa Keene	Raising Riley Early Childhood Facilitator	Present	10:20 AM
Jan Scheideman	Child Care Supervisor	Present	10:20 AM

Pledge of Allegiance

Public Comment

1. Public Comments

Commission Comments

2. Commission Comments

Focke's Comments:

Friday I did the Mike Matteson's show on KMAN radio in the morning. Commissioner Ford was unable to be there, so Mike asked me to fill in, however, Mike wasn't there, and Megan Mosier filled in for him. We had a full hour to discuss various county issues and programs.

Monday I attended the Veterans Day Parade and afterwards the program in Peace Memorial Auditorium honoring veterans and their families. The winners of the essay contest, a high school student and a middle school student, read their essays to the audience.

Tuesday I had some meetings at my church on several topics. That evening, I attended a meeting for the Keats community with updates on the wastewater system. Brian Foster, with BG Consultants, did a presentation of the on-going design process and work that needs to be done prior to construction. Amanda Webb, Planning and Development Director gave an update on grants and other financials. We are still working on the grant/loan from USDA, but they keep adding new requirements that we need to submit prior to an award. We are also waiting for the determination on the grant submitted to the state water board. Hopefully, the awards will be announced by the end of the year.

Members of the community asked a lot of questions about the process going forward and were invited to contact Brian Foster and Sam Johnson about particulars on their individual properties. Several questions came up on legal issues, which Clancy Holeman was able to address.

Wednesday morning, I attended a meeting of the Substance Misuse Task Force at the Family and Child Resource Center. Presentations and updates were made by Community Partners, including Lafene Health Center, DCF, CKF and RCHD educator, Jenni Ebert.

Afterwards, I came into the office and met with Clancy Holeman and

Bryant Parker to discuss the Keats meeting from the previous night, plus some other issues. I spent some time in the office going over today's meeting agenda and documents.

McKinley's Comments:

Monday was the Veterans Day parade. I think every child in the county was there either lining the street or participating. It was good weather and a large parade again. Thanks to the Flint Hills Veterans Coalition for putting this on. Also, thanks to the crew that helped with the barricades.

Tuesday was the meeting with the contractor for the EMS building. They are progressing well right now and roofing should be complete in a couple of weeks. This will allow more interior work to get going.

Ford's Comments:

Friday we had the visitation and celebration of life for my mom at Manatee Funeral Home in downtown Elizabethtown, Kentucky. It was very well attended by family members and friends she had made throughout the years.

Saturday we had another visitation for those who could not join us on Friday, and we buried mom at the Roundtop 1st Baptist Church Cemetery just outside Elizabethtown. It was the church she attended and taught bible school to the kids at for many years. I also wanted to give thanks to the church who provided a dinner to the family following the services it was greatly appreciated by us all.

Spent the weekend with family and friends, which was a great comfort during this difficult time.

Monday I was able to catch parts of the Veterans Day Parade and Ceremony on Facebook live, appreciated the opportunity to be able to do that since I couldn't be here in person.

Tuesday I came back home. I got back to Manhattan around 2:30 p.m. I unpacked and unwound from the week's events and started the process of moving forward.

Wednesday afternoon I spent some time down here at the office getting caught up and getting ready for the rest of the week, weekend, and next week as well.

Also Wednesday afternoon I had my monthly meeting of NACo's Community Economic Workforce Development Steering Committee. After some opening remarks from our Vice Chair Demond Mason, Commissioner, Newton County, Georgia we heard from guest speaker number one Jeff Olivet, Executive Director U.S. Interagency Council on Homelessness. He discussed the Federal Homelessness Prevention Framework Overview. Guest speaker two was Jenna Louie, Chief Innovation and Strategy Officer for Ivory Innovations, and she gave a presentation on the case for innovation in housing and how local governments can drive solutions for it. Micheal Matthews, Legislative Director CEWD with NACo gave us a legislative update from Capitol Hill, and with Congress reconvening post presidential elections there was a lot to go through. Lastly we had a quick open discussion and close with Vice Chair Demond Mason.

Business Meeting

3. Letter of Support for Cox Communications' BEAD Grant Application

Move to authorize the Board sign the letter of support for Cox Communications' BEAD grant application.

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

4. Letter of Support for Twin Valley Telephone's BEAD Grant Application

Move to authorize the Board sign the letter of support for Twin Valley Telephone's BEAD grant application.

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

5. Deadline Extended for Indigent Legal Services Request for Proposals

Holeman presented the RFP for the Indigent Legal Services to extend the deadline.

Move to approve the Request for Proposals No. 2024-B deadline extended to December 13, 2024, 12:00 noon.

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

6. Lease Renewal Agreement—RCPD Aggieville Substation

Holeman presented the RCPD Substation lease renewal.

Move to approve the Lease Renewal Agreement with GJL Real Estate Limited Partnership for the Riley County Police Department Aggieville Substation.

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

7. Sign standard contractual provision document for fire reporting software.

Stukey presented the First Due agreement.

Move to approve the Contractual Provisions Attachment with Locality Media, Inc dba First Due a Delaware corporation for fire reporting software attached to the Agreement for Services.

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

8. Sign Riley County Employee Action Form(s)

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

- Alyssa McCoy, a Public Health Nurse, in the Health Department, for Separation from County Service, effective November 6, 2024.
- Ryan Brock, a new hire, as a Paramedic, in the EMS/Ambulance Department, at a Range PARAM, at \$21.92 per hour.
- Lori Muir, for a reclassification, as a Real Estate Specialist, in the Clerk's Department, at a Range 15.
- Chayce Marquez, a Volunteer Firefighter, in the Fire District #1 Department, for Separation from County Service, effective November 4, 2024.
- Diane Creek, a new hire, as a Health Department Director, in the Health Department, at a Range II.

9. Discuss Joint City/County/County Meeting Agenda

10. Intergovernmental Luncheon Agenda

11. Approve payroll/accounts payables (when completed)

Move to approve the payroll vouchers in the amount of \$723,371.13 and the following warrant vouchers for November 15, 2024:

2024 Budget

County General	\$ 761,930.46
Disaster Fund	15,741.90
Health Department	116,698.97
County Auction	197.12
Capital Improvements Fund	553,687.30
Emergency 911	768.26
Solid Waste	241,421.80
County Building	16,709.65
RCPD Levy/Op	62,932.13
Landfill Closure	814.18
Riley Co Fire Dist #1	9,195.48
Riley Co Fire Dist Cap Out	54,000.00
University Park W&S	1,075.00
Hunters Island Water Dist	315.00
KDOC Adult Services	5,352.88
KDOC Juvenile Services	4,130.53
KDOC Juv Reinvestment	1,004.95
BJA Grant	3,436.76
City Alcohol Funds	1,935.74

TOTAL. \$ 1,851,348.11

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 - Regular Meeting - Nov 7, 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

13. Tentative Agenda

Press Conference Topics

14. Discuss Press Conference

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

15. Administrative Work Session

- 9:00 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 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 9:20 a.m.

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 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

9:20 AM

Amanda Webb, Planning/Special Projects Director

17. Request to fill Planning & Development Administrative Assistant I position

Webb presented the request to fill the Planning and Development Administrative Assistant I.

Move to approve the Planning & Development Administrative Assistant I position be opened for advertising.

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 Assistant I, in the Planning and Development Department, at a Range 4.

9:30 AM

Shilo Heger, Treasurer

18. October 2024 Revenue Reporting - Riley County Treasurer

Heger presented the Treasurer's report.

9:45 AM

Daryn Soldan, Manhattan Area Chamber of Commerce

19. Economic development update

Soldan presented an economic development update.

10:00 AM

General Election Canvass

Vargo presented the Procedures for the Canvass of the Ballots.

Vargo stated after staff presented the provisional ballots for the Board of County Canvassers to consider the provisional ballots will be processed in the Elections Office. He said the Final Election Results will be posted by the end of business today.

Move to approve the valid provisional ballots and partial count provisional ballots and certify the Official 2024 General Election Results.

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

10:20 AM

Rich Vargo, County Clerk

20. Health Department update

Vargo presented a Health Department update.

10:25 AM

Jan Scheideman, Child Care Supervisor

21. Raising Riley Childcare Facilitators - What We Do

Scheideman thanked the Board for their support of the Health Department.

Scheideman, Berish, and Keene presented the Raising Riley Childcare Provider report.

10:40 AM Michael Boller, Noxious Weed/HHW Director

22. Staff Update

Boller presented the Noxious Weed/HHW staff update.

23. Riley County property Bala Cleanup

Boller discussed the Riley County owned parcel in Bala cleanup.

Move to approve the recommendation to move forward with the planned cleanup to begin near mid-December or when conditions are favorable.

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

11:00 AM Budget and Planning Committee - Brittany Phillips, Budget and Finance Officer

24. Monthly Cash Flow Report for October 2024

Phillips presented the monthly cash flow reports.

11:15 AM Amanda Webb, Planning/Special Projects Director

25. Planning & Development - Staff Update

Webb presented the Planning & Development staff update.

11:30 AM Bryant Parker, Deputy County Counselor

11:30 AM 26. 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 12:00 p.m. Rich Vargo, County Clerk; John Ellermann, Public Works Director/County Engineer; and Amanda Webb, Planning and Development Director, will be present during 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

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 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

12:02 PM

Adjournment

Move to adjourn.

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