



**Board of Riley County
Commissioners
Regular Meeting
Minutes
November 18, 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	Absent	8:30 AM
Bryant Parker	Deputy County Counselor	Present	8:30 AM
Jacob Hansen	Deputy County Counselor	Present	8:30 AM
Gary Olds		Present	8:30 AM
Brittany Phillips	Budget and Finance Officer	Present	8:30 AM
Joshua Gering	EMS/Ambulance Assistant Director	Present	8:30 AM
Michele Reid	Payroll, Benefits & Employee Relations Manager	Present	8:30 AM
Megan Lewis	Community Corrections Director	Present	8:30 AM
Brett Clark	ISO I - Adult	Present	8:30 AM
Anna Burson	County Appraiser	Present	8:30 AM
Shannon Sterling	Legal Assistant	Present	8:30 AM
Evan McMillan	Assistant County Engineer	Present	8:30 AM
Elizabeth Ward	Human Resources Director	Present	8:30 AM
Emma Loura	Manhattan Mercury	Present	8:47 AM
Jenni Ebert	Community Health Educator	Present	8:50 AM
Shanika Rose	Chronic Disease Risk Reduction Coordinator	Present	9:00 AM
David Adams	EMS/Ambulance Director	Present	9:00 AM
John Ellermann	Public Works Director/County Engineer	Present	9:06 AM
Mark French	RCPD	Present	9:25 AM
Maria Garcia Baquero	Interpreter	Present	9:30 AM
Breva Spencer	Family Connections Supervisor	Present	9:30 AM
Cory Meyer	IT/GIS Director	Present	9:34 AM
Tande Lentz	Assistant Vehicle Supervisor	Present	10:30 AM

Pledge of Allegiance**Public Comment****1. Public Comments**

Olds presented a document of a KOMA violation in Crawford County. Olds discussed the language requirements when going into executive sessions.

Olds stated he was pleased his real estate taxes for Riley County only went up \$50. Olds discussed the 20% of his real estate tax bill going to RCPD.

Olds said his City of Manhattan tax bill went up \$248.

Sterling presented the Employee of the Month Award to Michael McNatt, Community Corrections Department.

McMillan reported the Transfer Station will be closed next Thursday for Thanksgiving.

Commission Comments**2. Commission Comments**

Focke's Comments:

No comments.

McKinley's Comments:

Thursday afternoon was the NBAF Community Liaison Group meeting. Jason Smith is the new chair of the group. The BSL 1 and 2 labs are operational and still finalizing the 3 and 4 labs. Currently 300 employees with a final number expected to be 425. All of the programs at Plum Island have to be operational here before they can shut down those areas at Plum Island. There were introductions and presentations from several of the divisions working now.

After that meeting I went over to Bramlage for the K-State basketball games. The women showed why they are a top 10 team. A deep talented team and the two transfers fit in well. The men's game was a

disappointment. Definitely have work to do to compete in the Big 12.

Saturday evening there was a football game that I hope is the low point of the season.

Ford's Comments:

Thursday afternoon I had my monthly Teams call with NACo's Veterans and Military Services Committee. After some opening remarks and introductions from our Chair Sid Conklin, Presiding Commissioner, Randolph County, Missouri we had a very lengthy and in-depth update from Capitol Hill with Michael Matthews, Legislative Director, NACo and then we heard from our guest speaker, Frank Larkin, from the Troops First Foundation and he discussed the Operation Warrior Call and everything that has gone into it. That followed a general wrap up and discussion from Chair Sid Conklin.

Thursday night I attended both the K-State men's and women's basketball games at Bramlage. The women's team took care of business beating Crieghton 86-68, but the men dropped their game to LSU 76-65 for their first loss of the young season. It was fun to get out to see both teams and I appreciated my friend who supplied some really good tickets and seats for these games.

Friday morning, I met with Riley County Planning Director Amanda Webb, to discuss a few items including some thoughts on the Rural Economic Development Committee, Comprehensive Planning, continuing discussions on Strategic Planning and Short-Term Rentals to name a few. Had a really good dialog and I think some good things will certainly come from it moving ahead.

Friday afternoon No Stones Unturned had their official Ribbon Cutting and Grand Opening out at their new facility just off of Highway 24. If you have not had a chance to check it out you should, they did an amazing job planning, developing, and putting this facility together, and they have an outstanding staff to help oversee it for the future as well. It's really going to be a gamechanger for sure.

Congratulations to Manhattan High for beating Wichita Northwest for the second time this year Friday night 49-28 to run their record to a perfect 11-0, and now will face top seed Derby in Wichita Friday night for the right to play for the Class 6A State Championship next weekend.

Saturday watched as the K-State football team dropped another game, this time at home to Arizona St 24-14 to drop their record to 7-3 and eliminating their chances at a conference championship at this point.

Spent the rest of the weekend catching up on stuff at home and preparing for the upcoming week that proves to be busy.

Business Meeting

3. Change Order for Parallel Road Culvert Replacement

Move to approve Change Order Number 2 Final with Ebert Construction Co., Inc. for the Parallel Road culvert replacement in the amount of -\$80.00 (a reduction of \$45.00 for foundation stabilization and \$35.00 for water (grading) that was not needed for completion of the project) for a total adjusted contract price of \$296,277.92.

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

4. Notices to Township Boards - Cereal Malt Beverage Licenses for Dara's Fast Lane (5321 Tuttle Creek Blvd. and 1132 Pillsbury Drive)

Move to sign the Notices to Township Boards - Cereal Malt Beverage Licenses Dara's LLC (5321 Tuttle Creek Blvd. and 1132 Pillsbury Drive).

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

5. Sign Riley County Employee Action Form(s)

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

- Kenton LaFleur, a Volunteer Firefighter, in the Fire District #1 Department, for Separation from County Service, effective November 15, 2024.
- Samuel Switzer, a Facility and Grounds Technician I, in the Public Works/Parks Department, for Separation from County Service, effective November 15, 2024.
- Ryker Nelson, a Parks Seasonal, in the Public Works/Parks Department, for Separation from County Service, effective November 21, 2024.

- Kodi Smith, a rehire, as an EMT, in the EMS/Ambulance Department, at a Range EMT, at \$18.69 per hour.

Review Minutes

6. Board of Riley County Commissioners - Regular Meeting - Nov 14, 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 **Brittany Phillips, Budget and Finance Officer**

9. OPIOID Funds

Phillips presented a review of the Opioid Funds Riley County has received.

9:15 AM **David Adams, EMS/Ambulance Director**

10. Staff Update

Adams presented the EMS/Ambulance staff update.

9:30 AM

Press Conference

11. Recognize Maria Garcia Baquero as Home Visitor of the Year - John Ford (3-5 minutes)

Ford and Spencer recognized Maria Garcia Baquero as Home Visitor of the Year.

Baquero thanked the Board for the recognition.

9:40 AM

Brittany Phillips, Budget and Finance Officer

12. 3rd Quarter CIP Work Session 2024

Phillips presented the 2024 CIP request.

Move to approve the following:

RCOB	FACILITY	Fire Alarm Panel Replacement	\$ 26,500
CPE	FACILITY	HVAC 1st Floor	\$ 30,000
NW	EQUIP	3/4 Ton Crew Cab 4x4 Truck	\$ 60,000
Courthouse	FACILITY	Courthouse Cooling Tower Pump	\$ 30,000
Appraiser	EQUIP	New Vehicle	\$ 46,000
EM	EQUIP	3/4T SUV	\$ 60,000
EMS	EQUIP	Ambulance Remount	\$ 303,442
PK	EQUIP	Standing Spreader/Sprayer	\$ 28,000
PK	EQUIP	Standing Mower 72" W/ Bagger	\$ 20,000
PK	EQUIP	Tractor	\$ 55,000
PK	FACILITY	Playground Equipment to CICO Park	\$ 75,000
PW	EQUIP	Tandem Axle Truck Chassis only used old box and snow stuff	\$ 200,000
LEC	FACILITY	Update Camera Software - Jail	\$ 25,000
LEC	FACILITY	RCPD Range Cleanup	\$ 220,000

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

10:10 AM

Clancy Holeman, Counselor/Director of Administrative Services

13. Administrative Work Session

Parker reported he did not have anything to report.

14. Pending County Projects County Counselor

10:30 AM Steve Schurle, Commercial Real Estate Analyst, Committee Chair

15. Employee Day 2024 Recap

Schurle presented the Employee Day 2024 recap.

Ford presented thank you cards to the Employee Day Committee members.

10:50 AM John Ellermann, Public Works Director/County Engineer

16. Public Works Project Update

Ellermann presented the Public Works projects update.

11:10 AM Adjournment

Move to adjourn.

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

12:00 PM Law Enforcement Agency Meeting

17. Law Board Meeting Agenda