



**Board of Riley County  
Commissioners  
Regular Meeting  
Minutes  
November 20, 2023**

115 North 4th Street  
Manhattan, KS 66502  
[www.rileycountyks.gov](http://www.rileycountyks.gov)

Cindy Kabriel  
785-565-6200

**Commission Chambers**

**8:30 AM**

[District 2 – Greg McKinley, Member](#)

[District 3 – Kathryn Focke, Chair](#)

[District 1 – John Ford, Vice Chair](#)

**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  |
| Shelley Woodard   | Deputy County Counselor                        | Present | 8:30 AM  |
| Anna Burson       | County Appraiser                               | Present | 8:30 AM  |
| Vivienne Leyva    | PIO                                            | Present | 8:30 AM  |
| Darrin Hobbs      | REACH Committee Chair                          | Present | 8:30 AM  |
| Elizabeth Ward    | Human Resources Director                       | Present | 8:30 AM  |
| Michele Reid      | Payroll, Benefits & Employee Relations Manager | Present | 8:30 AM  |
| Julie Gibbs       | Health Department Director                     | Present | 8:30 AM  |
| Breva Spencer     | Family Connections Supervisor                  | Present | 8:30 AM  |
| Evan McMillan     | Assistant County Engineer                      | Present | 8:31 AM  |
| Russel Stukey     | Emergency Management Director                  | Present | 8:32 AM  |
| Shannon Sterling  | Legal Assistant                                | Present | 8:36 AM  |
| Peete Frasco      |                                                | Present | 9:30 AM  |
| Daryn Soldan      | Chamber of Commerce                            | Present | 9:30 AM  |
| Amanda Webb       | Planning/Special Projects Director             | Present | 10:00 AM |
| Katharine Hensler | Museum Director                                | Present | 10:30 AM |

**Pledge of Allegiance**

**Public Comment**

1. Public Comments

Hobbs presented the Employee of the Month Award to Breva Spencer, Health Department.

Spencer discussed the Prenatal Yoga Class.

McMillan reported the Fancy Creek bridge replacement will begin December 4, 2023 and the road will be closed to through traffic.

### **Commission Comments**

#### **2. Commission Comments**

Focke's Comments:

Friday I attended the 2023 Annual meeting of the Northeast Kansas County Officials Association that was held in Seneca (Nemaha County). Ten Riley County Officials attended. The meeting was well organized with a keynote speaker, breakout sessions, and lunch. The specific groups of county officials attended related breakout sessions, with the commissioners doing a tour of a crop dusting company & a new gun retail store that they are opening (Patriot Supply). We also did a walking tour of the museum buildings in town. They had docents at each site who gave the history of each building.

During lunch, the Junior High Choir performed. That was followed by a short business meeting and drawings for door prizes.

Saturday, I spent the day doing chores around the house, including washing all the windows, shopping for Thanksgiving dinner, and then watching the KSU/KU game that evening with friends.

Sunday, I played with the bell choir at church in the morning and caught up on county business for today's meeting in the afternoon.

Ford's Comments:

Thursday afternoon I met with Ed Klimek and Jeremy Allen from KS State Bank to discuss a few items and talk about a few projects the county is working on currently. Mr. Klimek has announced he will be retiring from the bank and Jeremy will be replacing him in the same capacity moving forward so they are getting out, meeting and introducing him to members of the community.

Friday I spent the day in Seneca attended the Annual Northeast Kansas Officials meeting and lunch. Big thanks goes out to everyone at Nemaha County who put that together. The morning guest speaker Marvin Kohlmeier was great and the morning goodies for breakfast were good too. Later during the commissioner breakout session we toured the Hennien Brothers facility where they run 28 planes throughout the Midwest region doing various things such as crop

dusting, seeding, fertilizing, and fire drops. We also toured the new United Patriot Outfitters and Gun Supply store that will be opening soon. We then toured some historical sites including a Military War Museum, Old Fire station with their old equipment, and their old county jail. Really cool to catch up on the history of a small Kansas county. After lunch we has a short business meeting and then concluded. Next year's meeting will be in Osage County

Saturday morning I attended the monthly meeting of the Riley County Republicans at DoughBro on the west side of town. Guest speaker was Michael Austin, Chief Economist for two former Governors and Advisor to the Civil Rights Commission. He spoke on the topics of taxation, education, and energy. We also discussed the local election cycle and the upcoming 2024 Presidential Elections. I also gave an update on all we are working on here at Riley County and answered a few questions in regard to it. We are planning a holiday party and a Lincoln Day Breakfast coming up in early 2024 as well.

Saturday night I watched K-State sneak past KU in Lawrence 31-27 for their fifteen straight win, the series to move to 8-3 on the year and still keeping their hopes alive for a Big 12 Championship berth.

Sunday I watched the Jacksonville Jaguars come back from last week's debacle and beat Tennessee 34-14 to move to 7-3 themselves. I listened to the second half of the K-State men's game on the radio, but it sounds like the first half did them in as they lost to #12 Miami (Fla) 91-83.

Trying to tie up some loose ends and get prepared for leaving for Kentucky for the Thanksgiving break early tomorrow morning.

McKinley's Comments:

Thursday I went to the City/County/County meeting. The first presenter was Jenni Ebert the Community Health Educator. She updated us on opioid prevention work she is doing. The second presentation was on East Manhattan Gateway Plan. This all concerned Manhattan and Pottawatomie County. One Pottawatomie County Commissioner had a lot of questions on the purpose and outcome of the plan.

Friday I went to the Northeast Kansas County Officials meeting in Seneca. The keynote speaker was about working together but most of his presentation was a hugely successful comedy act.

We had a tour of Heinen Brothers Agra Services. This is a large crop dusting operation that also has contracts for wildfire extinguishing. This is a very large operation that works from Texas to South Dakota

and Idaho. Learned a lot about the work they do and the planes and helicopters they use.

We then toured United Patriot Supply. This is a large gun sales operation that the same owners are in the process of opening.

The rest of my weekend was spent watching K-State sports. Thursday night the women's basketball team beat #2 rated Iowa in front of a sellout crowd at Iowa. A close game that went down to the wire. Friday night the men's basketball team won in overtime. Saturday the football team came from behind to beat KU in Lawrence. Sunday the men's team was easily defeated by Miami and the women's team crushed Wisconsin in Bramlage.

### Business Meeting

#### 3. RCPD Roof CIP Amendment

Move to approve the Riley County CIP Project Amendment Form for a roof replacement at the LEC in the amount of an additional of \$4,000 for a total project cost of \$404,000.00.

|                  |                                    |
|------------------|------------------------------------|
| <b>RESULT:</b>   | <b>ADOPTED [UNANIMOUS]</b>         |
| <b>MOVER:</b>    | John Ford, County Commissioner     |
| <b>SECONDER:</b> | Greg McKinley, County Commissioner |
| <b>AYES:</b>     | Ford, Focke, McKinley              |

#### 4. Sign Contract with Riley Construction for RCFD #1, St. 102, Ashland

Move to approve the Agreement with Riley Construction Company, Inc. for the Riley County Fire District #1 Ashland Bottoms Station 102 in the amount of \$199,200.00.

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| <b>RESULT:</b>   | <b>ADOPTED [UNANIMOUS]</b>         |
| <b>MOVER:</b>    | John Ford, County Commissioner     |
| <b>SECONDER:</b> | Greg McKinley, County Commissioner |
| <b>AYES:</b>     | Ford, Focke, McKinley              |

#### 5. Small Business Saturday Proclamation

Move to approve a Proclamation for Small Business Saturday November 25, 2023.

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|------------------|------------------------------------|
| <b>RESULT:</b>   | <b>ADOPTED [UNANIMOUS]</b>         |
| <b>MOVER:</b>    | John Ford, County Commissioner     |
| <b>SECONDER:</b> | Greg McKinley, County Commissioner |

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| <b>AYES:</b> | Ford, Focke, McKinley |
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6. Sign Tax Roll Corrections

Move to approve the Tax Roll Corrections.

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| <b>RESULT:</b>   | <b>ADOPTED [UNANIMOUS]</b>         |
| <b>MOVER:</b>    | John Ford, County Commissioner     |
| <b>SECONDER:</b> | Greg McKinley, County Commissioner |
| <b>AYES:</b>     | Ford, Focke, McKinley              |

7. Sign Riley County Employee Action Form(s)

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

- Marie Green, a new hire, as an As Needed Election Board Worker, in the Clerk/Election Department, at a Range TEMP.
- Antrena Trimble, a new hire, as an As Needed Election Board Worker, in the Clerk/Election Department, at a Range TEMP.
- Darren Hofmann, a new hire, as an As Needed Volunteer Firefighter Stipend, in the Riley County Fire District #1, at a Range TASND.

### Review Minutes

8. Board of Riley County Commissioners - Regular Meeting - Nov 16, 2023 9:00 AM

Move to approve the minutes.

|                  |                                    |
|------------------|------------------------------------|
| <b>RESULT:</b>   | <b>ACCEPTED [UNANIMOUS]</b>        |
| <b>MOVER:</b>    | John Ford, County Commissioner     |
| <b>SECONDER:</b> | Greg McKinley, County Commissioner |
| <b>AYES:</b>     | Ford, Focke, McKinley              |

### Review Tentative Agenda

9. Tentative Agenda

### Press Conference Topics

10. Discuss Press Conference

**9:00 AM Julie Gibbs, Health Department Director**

Move to recess as the Board of County Commissioners and convene as the Board of Health.

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| <b>RESULT:</b>   | <b>ADOPTED [UNANIMOUS]</b>         |
| <b>MOVER:</b>    | John Ford, County Commissioner     |
| <b>SECONDER:</b> | Greg McKinley, County Commissioner |
| <b>AYES:</b>     | Ford, Focke, McKinley              |

**11. RCHD Opioid Prevention Update**

Gibbs presented the Opioid Prevention update.

Move to recess as the Board of Health and reconvene as the Board of County Commissioners.

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| <b>RESULT:</b>   | <b>ADOPTED [UNANIMOUS]</b>         |
| <b>MOVER:</b>    | John Ford, County Commissioner     |
| <b>SECONDER:</b> | Greg McKinley, County Commissioner |
| <b>AYES:</b>     | Ford, Focke, McKinley              |

**9:30 AM Press Conference****12. Small Business Saturday Proclamation - Kathryn Focke and Peete Frasco (3-5 minutes)**

Focke presented the Small Business Saturday Proclamation to Frasco.

Frasco discussed the importance of shopping at a small business as it all goes back into the community.

**9:40 AM Shelley Woodard-Deputy County Counselor****13. Administrative Work Session**

## 14. Pending County Projects County Counselor

Woodard said she does not have a lot to present.

Woodard stated she could try to answer questions on the project list.

Ford asked about the jail inmate medical care.

Woodard said staff is working on the inmate medical care contract.

Ford asked about animal control status.

Woodard stated she is working on the County's Animal Control Regulations and contract for services.

Ford asked about the time frame on the First Christian Church status.

Woodard said the Historical Society has asked for an extension.

**10:00 AM****Executive Sessions to discuss department head evaluations**

10:00 AM

## 15. Amanda Webb, Planning/Special Projects Director

Move that the County Commission, including Chairwoman Focke, Vice Chairman Ford, and Commissioner McKinley, recess into executive session on a performance matter for non-elected personnel, a department head evaluation, and to protect the privacy of the employee, an exception to the Kansas Open Meetings Act, with Elizabeth Ward, Human Resources Director, the open meeting to resume in the County Commission Chambers at 10:30 a.m.

|                  |                                    |
|------------------|------------------------------------|
| <b>RESULT:</b>   | <b>ADOPTED [UNANIMOUS]</b>         |
| <b>MOVER:</b>    | John Ford, County Commissioner     |
| <b>SECONDER:</b> | Greg McKinley, County Commissioner |
| <b>AYES:</b>     | Ford, Focke, McKinley              |

10:30 AM

Move the Board of County Commissioners come out of executive session.

|                  |                                    |
|------------------|------------------------------------|
| <b>RESULT:</b>   | <b>ADOPTED [UNANIMOUS]</b>         |
| <b>MOVER:</b>    | John Ford, County Commissioner     |
| <b>SECONDER:</b> | Greg McKinley, County Commissioner |
| <b>AYES:</b>     | Ford, Focke, McKinley              |

Move the record reflect no binding action was taken during the

executive session.

|                  |                                    |
|------------------|------------------------------------|
| <b>RESULT:</b>   | <b>ADOPTED [UNANIMOUS]</b>         |
| <b>MOVER:</b>    | John Ford, County Commissioner     |
| <b>SECONDER:</b> | Greg McKinley, County Commissioner |
| <b>AYES:</b>     | Ford, Focke, McKinley              |

10:30 AM      16.      Katharine Hensler, Museum Director

Move that the County Commission, including Chairwoman Focke, Vice Chairman Ford, and Commissioner McKinley, recess into executive session on a performance matter for non-elected personnel, a department head evaluation, and to protect the privacy of the employee, an exception to the Kansas Open Meetings Act, with Elizabeth Ward, Human Resources Director, the open meeting to resume in the County Commission Chambers at 11:00 a.m.

|                  |                                    |
|------------------|------------------------------------|
| <b>RESULT:</b>   | <b>ADOPTED [UNANIMOUS]</b>         |
| <b>MOVER:</b>    | John Ford, County Commissioner     |
| <b>SECONDER:</b> | Greg McKinley, County Commissioner |
| <b>AYES:</b>     | Ford, Focke, McKinley              |

11:00 AM      Move the Board of County Commissioners come out of executive session.

|                  |                                    |
|------------------|------------------------------------|
| <b>RESULT:</b>   | <b>ADOPTED [UNANIMOUS]</b>         |
| <b>MOVER:</b>    | John Ford, County Commissioner     |
| <b>SECONDER:</b> | Greg McKinley, County Commissioner |
| <b>AYES:</b>     | Ford, Focke, McKinley              |

Move the record reflect action shall be taken consistent with the consensus reached in executive session.

|                  |                                    |
|------------------|------------------------------------|
| <b>RESULT:</b>   | <b>ADOPTED [UNANIMOUS]</b>         |
| <b>MOVER:</b>    | John Ford, County Commissioner     |
| <b>SECONDER:</b> | Greg McKinley, County Commissioner |
| <b>AYES:</b>     | Ford, Focke, McKinley              |

11:02 AM      **Adjournment**

Move to adjourn.

|                  |                                    |
|------------------|------------------------------------|
| <b>RESULT:</b>   | <b>ADOPTED [UNANIMOUS]</b>         |
| <b>MOVER:</b>    | John Ford, County Commissioner     |
| <b>SECONDER:</b> | Greg McKinley, County Commissioner |
| <b>AYES:</b>     | Ford, Focke, McKinley              |

**12:00 PM      Law Enforcement Agency Meeting**

17.    Law Board Meeting Agenda