



**Board of Riley County
Commissioners
Regular Meeting
Minutes
November 21, 2024**

115 North 4th Street
Manhattan, KS 66502
www.rileycountyks.gov

Cindy Kabriel
785-565-6200

Commission Chambers

9:00 AM

[District 1 – John Ford, Chair](#)

[District 2 – Greg McKinley, Vice Chair](#)

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

9:00 AM

Call to Order

Attendee Name	Title	Status	Arrived
John Ford	County Commissioner	Present	9:00 AM
Kathryn Focke	County Commissioner	Present	9:00 AM
Greg McKinley	County Commissioner	Present	9:00 AM
Rich Vargo	County Clerk	Present	9:00 AM
Clancy Holeman	Counselor/Director of Administrative Services	Present	9:00 AM
Bryant Parker	Deputy County Counselor	Present	9:00 AM
Jacob Hansen	Deputy County Counselor	Present	9:00 AM
Elizabeth Ward	Human Resources Director	Present	9:00 AM
Brittany Phillips	Budget and Finance Officer	Present	9:00 AM
Vivienne Leyva	PIO	Present	9:00 AM
Emma Loura	Manhattan Mercury	Present	9:04 AM
Michele Reid	Payroll, Benefits & Employee Relations Manager	Present	9:04 AM
John Ellermann	Public Works Director/County Engineer	Present	9:05 AM
Gary Fike	County Extension Director	Present	10:00 AM
Erin Friedline	RCPD	Present	10:15 AM
Katharine Hensler	Museum Director	Present	10:30 AM
Cory Meyer	IT/GIS Director	Present	11:00 AM
Michael Boller	Noxious Weed Director	Present	11:11 AM

Pledge of Allegiance

Public Comment

1. Public Comments

Commission Comments

2. Commission Comments

Focke's Comments:

Monday afternoon I had a chiropractor appointment and then took my dog to get his booster shots and vaccines.

Tuesday I caught up on e-mails and scheduling and went through some paperwork for upcoming meetings. That evening, I watched the City Commission meeting. They spent a lot of time on a re-zoning issue in the southern part of town and then on outside agency funding requests. They also had a presentation on the “opioid funds” grant that we had on Monday.

Wednesday I attended the hiring committee meeting at my church. We are working on hiring a choir director and went through applicants and interview questions.

I spent some time going through our agenda and documents for today’s meeting. I also spent some time reviewing the Keats documents from BG Consultants. I need to continue with that review.

Thursday I attended Good Morning Manhattan at Four Points by Sheraton sponsored by the Manhattan Area Chamber of Commerce. Susan Adamchak, Manhattan Mayor, presented a proclamation for small business Friday on November 29th. The main presentation was on Pawnee Mental Health.

McKinley's Comments:

Monday I attended the Law Board meeting to see Pat Tiede promoted to lieutenant. For the last two years he has been sergeant for the north county patrol. We are proud of his promotion but will miss him in north county.

Tuesday was Flint Hills Veterans Coalition meeting to review the parade. Weather was great and the participation and turnout was the best it had been in several years. There was a total of 64 group entries and 1,279 children participated.

Tuesday evening, I attended the Historical Society’s annual meeting. There was a presentation on the Marlatt Homestead status. The Marlatt house is located at the northeast corner of Dickens and College, just south of the soccer fields. The house is closed off and the east part of the homestead is used as storage for the athletic department. There is a group studying how it can be preserved and modified for current use. They gave a presentation with drawings of what could be done to preserve the property and the oldest stone house in Manhattan.

Wednesday was the meeting of the North Central Juvenile Detention board. We covered usual items including financial statements. In executive session we were briefed on the death in the facility earlier this month. His cause of death has been ruled a preexisting condition but is still under investigation by KBI and DCF.

Ford's Comments:

Monday afternoon I attended the November meeting of the Riley County Law Enforcement Agency Board at Manhattan City Hall. After establishing a quorum and saying the Pledge of Allegiance we passed the consent agenda as written with no changes. General agenda items included some comments from the public as well as from the board itself, and recognition of Captain Scott Hajek, graduate of the Southern Police Institute Administrative Officers Course from the University of Louisville. Promotion announcements were then made, congratulations to Pat Tiede who has been promoted to Lieutenant, Bradley Ingalls who has been promoted to Captain and Erin Freidline who has been promoted to Assistant Director. Later we had discussion on the Kansas Office of the Governor Federal Victims of Crime Act Grant program, as well as the Memorandum of Understanding between RCPD and NBAF, and lastly strategic planning and budgeting input for 2025 and expectations from the board on both items. Several executive sessions followed to end the meeting.

Tuesday afternoon I attended the monthly Board of Director's meeting of the Manhattan Area Chamber of Commerce. After a call to order by Chair Jake Wassenberg the consent agenda included the October 25th minutes, financials through October 31, 2024, and membership accounts. General discussion and action items were included and the statement on RHID Applications, Metrics presentation to the City Commission as well as the DEIB Committee, and the HYPE Committee, review of the strategic planning including growth strategy implementation and organizational structure. We then heard from the other members of staff and other board members. I gave an ex-officio report on behalf of Riley County.

Tuesday night I watched the K-State men's basketball team beat Mississippi Valley State 74-56 in a game that was tougher than it needed to be. And congratulations to the K-State women's team for beating Arkansas Little-Rock 73-43 on Monday as well.

Wednesday we decided to cancel the November meeting of the Flint Hills Metropolitan Planning Organization (MPO) for lack of a quorum. We will meet again in December to finalize the budget and year.

Thursday morning, I attended Good Morning Manhattan hosted by the Manhattan Area Chamber of Commerce at the Four Points by Sheraton. Guest speaker was Mike Rezkalla, CEO of Pawnee Mental Health and Mayor Susan Adamchak gave a Small Business Proclamation for Small Business Saturday.

Business Meeting

3. CIP Project Activations

Move to approve the CIP Project Funding Authorization Forms for the following:

- EM SUV replacement for the Emergency Management Department in the amount of \$60,000
- RCPD Range cleanup for the Law Enforcement Center (LEC) in the amount of \$220,000
- County Office Building – fire alarm panel replacement for the Public Works – Facilities Department in the amount of \$26,500
- Courthouse Plaza East – 1st floor HVAC for the Public Works – Facilities Department in the amount of \$30,000
- ¾ Ton 4x4 crew cab truck with standard bed for the Noxious Weed Department in the amount of \$60,000
- Courthouse cooling tower pump for the Public Works – Facilities Department in the amount of \$30,000
- Replacing 2006 Trailblazer 4x4 for the Appraiser’s Office in the amount of \$46,000 (approximately)
- Ambulance remount for the EMS/Ambulance Department in the amount of \$303,422
- Standing spreader/sprayer in the Public Works/Parks Department in the amount of \$28,000
- Standing 72” mower with bagger in the Public Works/Parks Department in the amount of \$20,000
- Tractor for the Public Works/Parks Department in the amount of \$55,000
- Tandem axle truck chassis for the Public Works – Operations Department in the amount of \$200,000
- Jail camera software for the Law Enforcement Center (LEC) in the amount of \$25,000

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

4. Sign a Tax Roll Correction

Move to approve the Tax Roll Correction.

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 Riley County Commissioners signed a Riley County Employee Action Form for a Cooper Brazee, an EMT, in the EMS/Ambulance Department, for Separation from County Service, effective November 30, 2024.

Review Minutes

6. Board of Riley County Commissioners - Regular Meeting - Nov 18, 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

9:30 AM

Clancy Holeman, Counselor/Director of Administrative Services

9. Administrative Work Session

- 9:30 AM 10. 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; 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 9:50 a.m.

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

- 9:50 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

9:50 AM Brittany Phillips, Budget and Finance Officer

11. 2024 Budget Amendment Discussion

Phillips presented the 2024 budget amendments.

Move to approve the publication of the 2024 Budget Amendment Hearing.

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

10:00 AM Gary Fike, County Extension Director

12. Extension Update, Progress on hiring a new County Extension Director, Agriculture Agent Ethan Sylvester has sent resignation letter effective 12/20/2024, Meeting with K-State Architecture tomorrow, Improvements made at Hurlburt, Casement

Fike presented the Extension report.

10:15 AM Erin Friedline, RCPD

13. RCPD update

Friedline presented the Riley County Police Department (RCPD) update.

10:30 AM Katharine Hensler, Museum Director

14. Riley County Historical Museum Monthly Staff Update

Hensler presented the Museum staff update.

15. Request for Temporary Closure of the Museum

Hensler requested to close the Museum to the public from December 26, 2024 through January 24, 2025 to remove old exhibits and re-install new exhibits.

The Board asked staff to get estimates to have the lighting for the exhibits to be updated and bring back the cost.

Move to approve the Museum be permitted to be closed to the public from December 26, 2024 through January 24, 2025 to remove the old, out of date exhibits in all galleries and re-install new, up to date, historically, accurately, and more diverse exhibits to showcase all of Riley County's heritage.

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

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

16. Request to fill an open Facility & Grounds Technician I or II

Ellermann presented the request to fill the Facility & Grounds Technician II position.

Move to approve the Public Works Department advertise for the open Facility & Grounds Technician I or II position.

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

The Board of County Commissioners signed a Riley County Position Action Form for a Facility and Grounds Technician II, in the Public Works/Parks Department, at a Range 6.

11:00 AM**Jacob Hansen, Deputy County Counselor**

17. Memorandum of Agreement as it relates to American Rescue Plan Act Funds.

Hansen presented the Memorandum of Agreement related to the American Rescue Plan Act Funds.

Move to approve the “Memorandum of Agreement between Board of County Commissioners of Riley County, Kansas and Office of the County Clerk of Riley County, Kansas” with a change in the third paragraph, “Emergency Management Services Headquarters” change to “Emergency Medical Services Headquarters” as it relates to American Rescue Plan Act Funds.

11:15 AM**Cory Meyer, IT/GIS Director**

18. IT/GIS CIP Request for Phone System Upgrade to Cisco Webex

Meyer presented the CIP phone system upgrade.

Move to allow IT/GIS to proceed with the 2024 CIP Request for Phone System Upgrade to Cisco Webex.

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

11:32 AM

Adjournment

Move to adjourn after the Joint City/County/County Meeting at 4:00 p.m. at Manhattan City Offices.

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

12:00 PM

County Officials Luncheon

19. County Officials' Luncheon Agenda

The Board of County Commissioners attended the County Officials Meeting.

4:00 PM

Joint City/County/County Meeting (at City Offices)

20. City/County/County Meeting Agenda

The Board of County Commissioners attended the Joint City/County/County Meeting.