



**Board of Riley County
Commissioners
Regular Meeting
Minutes
November 25, 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	Absent	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	9:43 AM
Vivienne Leyva	PIO	Present	8:30 AM
Anna Burson	County Appraiser	Present	8:30 AM
Elizabeth Ward	Human Resources Director	Present	8:30 AM
John Ellermann	Public Works Director/County Engineer	Present	8:31 AM
Michele Reid	Payroll, Benefits & Employee Relations Manager	Present	8:35 AM
Emma Loura	Manhattan Mercury	Present	8:48 AM
Megan Lewis	Community Corrections Director	Present	9:00 AM
Brett Clark	Community Corrections	Present	9:00 AM
Henry Crowder		Present	9:00 AM
Ashley Johnson		Present	9:00 AM
Brock Baker-Odell		Present	9:00 AM
Lori Feldkamp	Big Lakes Developmental Center Director	Present	9:15 AM
Scott Johnson		Present	9:21 AM
Jason Smith	Manhattan Area Chamber of Commerce Director	Present	9:22 AM
Amanda Webb	Planning/Special Projects Director	Present	9:30 AM

Pledge of Allegiance

Public Comment

1. Public Comments

Ward asked the Board if they want to continue with the scheduled department head evaluations today.

The Board agreed by consensus to proceed with the scheduled department head evaluations.

Ellermann reported the transfer station will be closed Thursday, November 27th and reopen Friday, November 28th.

Ford and Focke asked if Riley County is open on Thursday, December 26, 2024.

Ward stated yes, and many employees have requested the day off.

Ford and Focke said they both will not be here on Thursday, December 26, 2024.

Commission Comments

2. Commission Comments

Focke's Comments:

Thursday we had a Riley County Officials Luncheon in the BOCC Chambers. The “Public Buildings Strategic Plan” was handed out to all members to read and discuss. The group discussed various upcoming moves when the EMS building is completed. It was agreed that we should have plans in place ready for various departments that would move, starting with the renovation of the existing EMS building for the Fire Department Headquarters relocation. Various options were discussed, but most officials wanted to review the written report by the consultant prior to making any decisions.

Later that day we had a joint meeting with the City of Manhattan on the proposed RHID proposal on a Greenfield project in Colbert Hills. Stephanie Peterson presented the proposed project, and a lengthy discussion followed. Personally, I have a lot of questions on the proposal being the right type of project for the tax dollars that would be lost to all residents of Riley County.

Friday I came into the office and printed out information provided by our County Appraiser on the RHID project from Thursday’s meeting and went through the numbers later with her. I also had a discussion with a constituent who had purchased a duplex unit in the area and got their taxation and specials information for 2025 to get an idea what kind of taxes the county would lose. It would be considerable on the amount of properties being proposed.

Saturday, I caught up around the house, went over the agenda and documents for today's meeting, and later went to the KSU football game. It was a really good game compared to last week.

McKinley's Comments:

Absent

Ford's Comments:

Thursday afternoon I attended the County Officials Luncheon here in the BOCC Chambers. As a county we discussed the new Strategic Plan which is out and available, and we continued with our dialog on the need of space and facilities. I thought the dialog went very well and will need to continue to develop some working plans moving forward.

Thursday afternoon I also attended the Joint City/County/County meeting at Manhattan City Hall to discuss the RHID program implemented by the City of Manhattan and to get an updated presentation and discuss the potential impact to the county as well as the other local taxing entities and to hear from the local community on these items as well. There will be more discussion and dialog on this subject for sure.

Friday I attended with a contingency from Riley County the Northeast Kansas County Officials meeting in the City of Lyndon in Osage County. Thanks to both for being gracious hosts. Our two guest speakers were Joshua Jefferson, Kansas Department of Commerce Deputy Secretary of Business Development, who gave a robust presentation on business development and retention in Kansas and the LOVE KANSAS campaign and Bruce Chladny, Executive Director KAC, discussed everything the organization is working on, and items for the upcoming Kansas legislative session. That followed up with breakout sessions for each of the county departments and then lunch and a short business meeting. Pottawatomie County will host next year's meeting.

Friday night Manhattan High beat Derby in Wichita 31-21 to reach the State Championship game for the second time in 3 years and stay undefeated and now number one at 12-0. They will face Gardner-Edgerton Friday afternoon in Emporia for the class 6A State Championship.

Saturday evening, I attended the K-State and Cincinnati game on senior night. Beautiful evening for football and even better because K-State won 41-15 moving their record to 8-3 and there's a slim chance at a

Big 12 Championship game appearance.

I spent the rest of the weekend resting and preparing for the Thanksgiving week.

Business Meeting

3. CIP Project Activation

Move to approve CIP Project Funding Authorization Form for countywide phone system, upgrade for the IT/GIS Department in the amount of \$65,000.

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

4. Small Business Saturday Proclamation

Move to approve a Proclamation for Small Business Saturday November 30, 2024.

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

5. Action on Mobile Device Reimbursement Request Form

Move to approve the Mobile Device Reimbursement Request Form.

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

6. Sign Riley County Employee Action Form(s)

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

- Clara Barbosa Hernandez, a new hire, as an Office Building Receptionist, in the Treasurer's Department, at a Range 1, at \$17.69 per

hour.

- Jordan Kramer, an Elections Clerical Assistant Part Time, in the Election Department, for Separation from County Service, effective November 25, 2024.
- Sabrina Nevares, an Elections Clerical Assistant Part Time, in the Election Department, for Separation from County Service, effective November 21, 2024.
- Bryant Parker, for a promotion, as a County Counselor, in the Counselor's Department, at a Range LL.

7. Approve payroll/accounts payables (when completed)

Move to approve the payroll vouchers in the amount of \$794,164.26 and the following warrant vouchers for November 29, 2024:

2024 Budget

County General	\$ 433,570.84
Disaster Fund	1,026,462.96
Health Department	76,138.83
Court Services	150.00
Register Deeds Tech Fund	129.90
War Memorial	1,080.00
County Auction	12,094.86
Motor Vehicle Operations	268.58
Capital Improvements Fund	25,189.80
Emergency 911	3,227.05
Solid Waste	9,358.69
County Building	7,000.15
Road & Bridge Cap Project	166,924.98
RCPD Levy/Op	80.00
Landfill Closure	628.19
Riley Co Fire Dist #1	7,830.85
University Park W&S	9,219.15
Keats Capital Project	23,500.00
Hunters Island Water Dist	3,909.73
Carson Sewer Benefit Dist	957.51
Deep Creek Sewer	716.12
Moehlman Bottoms	1,253.22
Valleywood Operations	1,030.72
Terra Heights Sewer	12,104.59
Konza Water Operations	10,254.33
Lakeside Heights Sewer	118.53

KDOC Adult Services	2,359.40
KDOC Juvenile Services	1,839.66
KDOC Juv Reinvestment	259.51
BJA Grant	1,170.18
21st Jud Dist DC ADSAP	1,390.00
City Alcohol Funds	339.43
GMCF Grant	290.00
Daniel Keating Foundation	100.00
Adult Services Carry-Over	93.07
Juvenile Svcs Carry-Over	93.07

TOTAL. \$ 1,841,133.90

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

Review Minutes

8. Board of Riley County Commissioners - Regular Meeting - Nov 21, 2024 9:00 AM

Move to approve the minutes.

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

Press Conference Topics

9. Discuss Press Conference

Review Tentative Agenda

10. Tentative Agenda

9:00 AM Megan Lewis, Community Corrections Director

11. Staff Update Highlighting the Drug Court Program

Lewis presented the Community Corrections staff update.

Clark presented the Recovery Court Program.

Crowder stated the Recovery Court Program gave him a new chance at life.

Johnson said in 2022 Lewis helped her to recovery. Johnson stated she is glad for the opportunity in the life she now has.

Baker-Odell stated 2 1/2 years ago he was a lost cause. He said the Drug Court Program allowed him to succeed. He stated it allowed him stability in employment and as a father.

9:15 AM Lori Feldkamp, Big Lakes Developmental Center Director

12. Big Lakes Developmental Center update

Feldkamp presented the Big Lakes Developmental Center update.

9:30 AM Press Conference

13. Presentation of the Small Business Saturday Proclamation - John Ford and Stephanie Johnson (3-5 minutes)

Ford presented the Small Business Saturday Proclamation to Johnson.

Johnson said Small Business Saturday supports entrepreneurship and jobs in Manhattan.

9:35 AM Amanda Webb, Planning/Special Projects Director

14. Riley County Application for SFY2026 LEPP Grant

Webb presented the LEPP grant application to KDHE.

Move to direct staff to submit a SFY2026 LEPP grant application to KDHE.

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

9:45 AM

John Ellermann, Public Works Director/County Engineer

15. Kaw Valley Engineering Revised Contract

Ellermann presented the Kaw Valley revised contract.

Move to deny the revised contract with Kaw Valley Engineering and for staff to negotiate a revised contract.

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

9:55 AM

Clancy Holeman, Counselor/Director of Administrative Services

16. Administrative Work Session

Parker asked the Board to add an executive session to the counselor's administrative time.

Move to add an executive session to Holeman's administrative time.

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

10:00 AM

Executive session to discuss confidential legal advice regarding potential litigation issues

Move the County Commission, including Chairman Ford 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 10:15 a.m.

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

10:15 AM

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

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

Move the record reflect no binding action was taken during the executive session.

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

17. Pending County Projects County Counselor

10:15 AM

Russel Stukey, Emergency Management Director

18. Update on Fire truck replacement search process.

Stukey asked if the Board would allow staff to go look at two fire trucks to potentially purchase with Fire District funds.

Stukey said the intent is to purchase both if in good condition.

10:25 AM

Executive Sessions to discuss department head evaluations

- 10:25 AM 19. Amanda Webb, Planning/Special Projects Director

Move the County Commission, including Chairman Ford and Commissioner Focke, with Elizabeth Ward, Human Resources Director, recess into executive session on a performance matter of non-elected personnel, an exception to the Kansas Open Meetings Act, for the purpose of a department head evaluation of Amanda Webb, Planning/Special Projects Director, and to protect the privacy of employee, the open meeting to resume in the County Commission Chambers at 10:45 a.m.

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

- 10:45 AM Move the Board of County Commissioners come out of executive session.

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

Move the record reflect no binding action was taken during the executive session.

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

- 10:50 AM 20. David Adams, EMS/Ambulance Director

Move the County Commission, including Chairman Ford and Commissioner Focke, with Elizabeth Ward, Human Resources Director, recess into executive session on a performance matter of non-elected personnel, an exception to the Kansas Open Meetings Act, for the purpose of a department head evaluation of David Adams, EMS/Ambulance Director, and to protect the privacy of employee, the open meeting to resume in the County Commission Chambers at 11:10 a.m.

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

11:10 AM

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

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

Move the record reflect no binding action was taken during the executive session.

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

11:15 Recessed.

12:00 PM

Intergovernmental Luncheon

21. Intergovernmental Luncheon Agenda

1:30 PM

Executive Sessions to discuss department head evaluations

1:30 PM

22. Megan Lewis, Community Corrections Director

Move the County Commission, including Chairman Ford and Commissioner Focke, with Elizabeth Ward, Human Resources Director, recess into executive session on a performance matter of non-elected personnel, an exception to the Kansas Open Meetings Act, for the purpose of a department head evaluation of Megan Lewis, Community Corrections Director, and to protect the privacy of

employee, the open meeting to resume in the County Commission Chambers at 1:55 p.m.

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

1:55 PM

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

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

Move the record reflect no binding action was taken during the executive session.

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

1:55 PM

23. Anna Burson, Appraiser

Move the County Commission, including Chairman Ford and Commissioner Focke, with Elizabeth Ward, Human Resources Director, recess into executive session on a performance matter of non-elected personnel, an exception to the Kansas Open Meetings Act, for the purpose of a department head evaluation of Anna Burson, Appraiser, and to protect the privacy of employee, the open meeting to resume in the County Commission Chambers at 2:20 p.m.

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

2:20 PM

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

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

Move the record reflect no binding action was taken during the executive session.

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

2:30 PM 24. Russel Stukey, Emergency Management Director

Move the County Commission, including Chairman Ford and Commissioner Focke, with Elizabeth Ward, Human Resources Director, recess into executive session on a performance matter of non-elected personnel, an exception to the Kansas Open Meetings Act, for the purpose of a department head evaluation of Russel Stukey, Emergency Management Director, and to protect the privacy of employee, the open meeting to resume in the County Commission Chambers at 2:50 p.m.

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

2:50 PM Move the Board of County Commissioners come out of executive session.

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

Move the record reflect no binding action was taken during the executive session.

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

2:53 PM

Adjournment

Move to adjourn.

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