



**Board of Riley County
Commissioners
Regular Meeting
Minutes
December 02, 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
Cindy Kabriel	Senior Administrative Assistant	Present	8:30 AM
Clancy Holeman	Counselor/Director of Administrative Services	Present	9:00 AM
Bryant Parker	Deputy County Counselor	Present	8:30 AM
Evan McMillan	Assistant County Engineer	Present	8:30 AM
Doug Russell	Assistant Fire Chief	Present	8:30 AM
Elizabeth Ward	Human Resources Director	Present	8:30 AM
Jacob Hansen	Deputy County Counselor	Present	8:30 AM
Mark French	RCPD	Present	9:20 AM
Cory Meyer	IT/GIS Director	Present	9:30 AM
Vivienne Leyva	PIO	Present	9:50 AM
Anna Burson	County Appraiser	Present	8:30 AM
Sarah Boxberger	Health Department	Present	9:20 AM
Sara Darnell	Health Department	Present	9:20 AM

Pledge of Allegiance

Public Comment

1. Public Comments

Parker requested an executive session be added to the administrative time.

Move to add an executive session to the administrative time.

RESULT: ADOPTED [UNANIMOUS]

MOVER:	Kathryn Focke, County Commissioner
SECONDER:	John Ford, County Commissioner
AYES:	Ford, Focke
ABSENT:	McKinley

Commission Comments

2. Commission Comments

Focke's Comments:

Monday I attended the Intergovernmental Luncheon at the KSU Union. Afterwards, I participated in three additional department head evaluations in the BOCC Chambers.

Tuesday I had several personal meetings to attend and grocery shopping for the Thanksgiving meal.

Wednesday I met with Judge Bannister in his chamber to go over some issues and information. We also talked about the indigent panel. That evening, I worked on some food for the next day's meal but on Thursday I discovered that the battery in my car was dead, so I had to get a ride (with food) to the dinner.

Friday I got a new battery and started decorating the house for Christmas.

Saturday I continued to decorate the house, do some shopping, and later watched the KSU/Iowa State football game that evening.

Sunday afternoon I attended the Thundering Cats concert at the Presbyterian Church. As usual, they were great and had a big crowd.

I will be leaving for Wichita tomorrow morning for the annual KAC Conference.

McKinley's Comments:

Absent.

Ford's Comments:

Hopefully everyone had a wonderful and safe Thanksgiving holiday weekend. As for me, I stayed at home this year for the first time in almost a decade. Made a ton of food, none of which I've actually

finished and got caught up on some TV series I've been wanting to watch.

Monday afternoon I did attend the Intergovernmental Luncheon for November at the Bluemont Room in the K-State Student Union. Got an update from the City of Manhattan on their east Gateway Plan. Heard updates from all the area agencies and provided one on behalf of Riley County. Big thanks to K-State for hosting here in 2024. Starting in January, Riley County will be hosting for 2025.

Friday afternoon I was able to listen to the Manhattan High football game for the Class 6A state title vs. Gardner-Edgerton. The Indians came up short 36-33 on a late second touchdown but had a wonderful season nonetheless at 12-1.

Saturday night I watched K-State lose to Iowa State in Ames 29-21 in a game where they had their chances to win as well. The Wildcats end their season at 8-4 and will wait to see where they play for their bowl game.

Spent the rest of the weekend preparing for the upcoming week and the KAC Conference and Expo that will be in Wichita Tuesday through Thursday.

Business Meeting

3. Strategic Planning Hockey Consultants - contract agreement addendum

Move to approve the Consultant Services Agreement Addendum Number 01 with Hockey Consulting, LLC.

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

4. Kitten Creek Road Culvert Replacement Project No. N.5-22.5

Move to approve the Contract Agreement with Reece Construction Co., Inc. for the Kitten Creek Road culvert replacement in the amount of \$190,979.78.

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

AYES:	Ford, Focke, McKinley
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5. Out of State Travel Request/Authorization to evaluate used fire trucks

Move to approve the Out of State Travel Request for Fire Chief Russel Stukey to evaluate two used fire trucks for possible purchase in Clayton, Delaware and Toronto, Canada.

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

6. Sign Riley County Employee Action Form(s)

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

- Duru Dogan, an Election Assistant, in the Election Department, for Separation from County Service, effective November 21, 2024.
- Addison Morgan, an Elections Clerical Assistant, in the Election Department, for Separation from County Service, effective October 28, 2024.
- Jack Schrader, a new hire, as an EMT, in the EMS/Ambulance Department, at a Range AEMT, at \$18.69 per hour.

Review Minutes

7. Board of Riley County Commissioners - Regular Meeting - Nov 25, 2024 8:30 AM

Move to approve the minutes.

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

Review Tentative Agenda

8. Tentative Agenda

Press Conference Topics

9. Discuss Press Conference

Move to close the Riley County Offices on Thursday, December 26th with use of administrative leave per policy.

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

The commissioners agreed for 2025 Riley County should be closed for ½ day on the 24th, and full days on the 25th and 26th.

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

10. Administrative Work Session
11. Pending County Projects County Counselor

9:01 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 9:20 a.m. Elizabeth Ward, Human Resources Director, will be present during the executive session to provide factual information.

RESULT:	ADOPTED [UNANIMOUS]
MOVER:	John Ford, County Commissioner

SECONDER:	Kathryn Focke, County Commissioner
AYES:	Ford, Focke
ABSENT:	McKinley

9:20 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

9:20 AM

Elizabeth Ward, Human Resources Director

12. Request to Apply: Supporting Primary Prevention and a Shared Risk and Protective Factor Approach for Injury and Violence Prevention through Safe Sleep Community Baby Showers Grant

Ward requested for the Health Department to apply for a grant.

Move to approve the application for Supporting Primary Prevention and Shared Risk and Protective Factor Approach for Injury and Violence Prevention through Safe Sleep Community Baby Showers (Core/SIPP) grant.

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

9:30 AM

Press Conference

13. RCPD Update - Scott Hajek and Mark French (3-5 minutes)

French presented a Riley County Police Department update.

9:35 AM Cory Meyer, IT/GIS Director

14. CivicClerk Purchase to replace MinuteTraq

Meyer presented the CivicClerk purchase to replace MinuteTraq.

Move to approve for staff to proceed with the purchase of CivicClerk from CivicPlus to replace MinuteTraq subject to them signing the Contractual Provisional Attachment to be signed at a later date.

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

10:00 AM Elizabeth Ward, Human Resources Director

15. Pay scale and Salary Resolutions

Ward presented the pay scale and salary resolutions.

Move to approve the proposed 2025 pay scales and pay scale rates for the 2025 payroll year, effective December 21, 2024 and approve "Resolution No. 120224-49, A Resolution establishing the pay scale for classified, professional, and EMS Employees of Riley County, Kansas." and "Resolution No. 120224-50, A Resolution establishing the salaries for certain elected and appointed officials and other professional positions of Riley County, Kansas."

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

10:18 AM Adjournment

Move to adjourn.

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