



**Board of Riley County
Commissioners
Regular Meeting
Minutes
December 04, 2023**

115 North 4th Street
Manhattan, KS 66502
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
Clancy Holeman	Counselor/Director of Administrative Services	Present	8:30 AM
Brittany Phillips	Budget and Finance Officer	Present	8:30 AM
Elizabeth Ward	Human Resources Director	Present	8:30 AM
Michele Reid	Payroll, Benefits & Employee Relations Manager	Present	8:30 AM
Evan McMillan	Assistant County Engineer	Present	8:35 AM
Shelley Woodard	Deputy County Counselor	Present	8:45 AM
Chase Hageman	Manhattan Mercury	Present	8:47 AM
Amanda Webb	Planning/Special Projects Director	Present	9:00 AM
Shilo Heger	Treasurer	Present	9:08 AM
Russel Stukey	Emergency Management Director	Present	9:14 AM
Greg Steere	RCPD	Present	9:30 AM
Vivienne Leyva	PIO	Present	10:00 AM
Katharine Hensler	Museum Director	Present	10:37 AM
John Ellermann	Public Works Director/County Engineer	Present	10:38 AM

Pledge of Allegiance

Public Comment

1. Public Comments

Commission Comments

2. Commission Comments

Focke's Comments:

Thursday afternoon I had a doctor's appointment for another sciatic nerve shot. Have one more to go. Spent the rest of the evening at home doing some Christmas decorating and planning.

Friday morning I caught up on some errands, came into the office for some time and also met with Shelley Woodard on the Keats project.

Friday evening I rode in Riley County Fire Truck #112 in the annual holiday parade. There were a lot of people along the parade route and a lot of participants.

Saturday morning I helped decorate the church for Christmas, met with some constituents, had lunch with some friends, and did some house cleaning.

Sunday afternoon I attended the "Stan Kenton Christmas" concert featuring the Thundering Cats Big Band, sponsored by the Manhattan Ministerial Association. Donated funds will go to the Manhattan Free Clinic and Shepherd's Crossing. It was held at First Lutheran Church and it was a "full house". It was a great concert with group singing of traditional Christmas music included.

That evening I reviewed all documents for today's meeting and department head evaluations.

Ford's Comments:

Thursday evening I was on hand to see the Annual Tree Lighting Ceremony up on Fort Riley at the Ware Parade Field. This is the second year I've attended this event and there was a really good crowd for it and the big man himself (Santa) made an appearance as well. A group of elementary kids sang several choir songs including Silent Night and Jingle Bells, and there were light refreshments and cookies too. They always do a wonderful job decorating the tree and setting up for this event each and every year.

Friday morning I had a doctor's appointment, Still trying to figure out the best path forward as I continue on in my weight loss journey. I think we are going to hold off until we get past the holiday and into the new year to make some new changes.

Friday afternoon I came down to watch the Spirit of Holiday Lighted Holiday Parade. Thought that went very well, seemed as if there were a lot of new entries to the parade which is always good, and the weather

ended up holding out for the event too which I'm sure everyone appreciated. Several of the entries were creative and really got into the spirit as well.

Friday evening I attended the Commanding General holiday party up on Fort Riley at the Riley Community Center. This is an event they are getting back to having annually once again and it was well attended by Fort Riley staff, civilians, and local and regional community leaders as well. It was good time to catch up with a lot of people connected to Fort Riley and talk about objectives for 2024. It was a really fun and productive evening throughout.

Sunday afternoon I attended the Annual Farm Bureau Meeting that was held here in Manhattan at the Hilton Garden Inn. I was invited to sit on a panel discussion with Engaged Kansas which is a non-partisan organization sponsored by the Kansas Farm Bureau to provide resources and support to individuals considering public service. The panel was a questions and answers session on the role as a County Commissioner. What we do and my perspectives and experiences while serving in the role. The panel was very well attended, and we had some really good questions from the audience which included current and former County Commissioners and State Legislators too.

Lastly, K-State pulled out another squeaker in basketball, the girls team won pretty handily, and football is headed to Orlando to play in the Pop Tarts Bowl vs. NC State on December 28th.

McKinley's Comments:

Missed the men's game Saturday because I had the wrong time on my calendar. Coach Tang is now 8-0 in overtime games.

Spent time working on department head evaluations.

Strange news of the week. AARP is a sponsor for the Rolling Stones concert tour and members have special access to tickets.

Business Meeting

3. Out of State Travel request for SHRM 2024 National Conference

Move to approve the Out of State Travel Requests for Elizabeth Ward, Human Resource Director and Michele Reid, Human Resource Manager to attend the SHRM 2024 National Convention in the amount of \$6,453.50 to be paid from the Clerk's budget.

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

4. I.O-9.9 Union Road Culvert Replacement Change Order Reece Const. Co

Move to approve Change Order Number 1 with Reece Construction Co., Inc. for the Union Road Culvert Replacement project in the amount of -\$1,171.03 for an adjusted contract price of \$198,619.13.

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

5. Sign Riley County Employee Action Form(s)

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

- Linda King, a Tax Supervisor, in the Treasurer's Office, for Separation from County Service, effective December 28, 2023.
- Chris Kwilinski, a new hire, as an As Needed Volunteer Firefighter Stipend, in the Riley County Fire District #1, at a Range TASND.
- Baylea Perez, an Intern/Volunteer, in the Health Department, for Separation from County Service, effective November 30, 2023.

Review Minutes

6. Board of Riley County Commissioners - Regular Meeting - Nov 30, 2023 8:30 AM

Move to approve the minutes.

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

Review Tentative Agenda

7. Tentative Agenda

Ford said at the Riley County Legislative Conference a Leavenworth legislator may be here to discuss a proposed veterans tax abatement.

Press Conference Topics

8. Discuss Press Conference

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

9. Administrative Work Session

Holeman reviewed the Commission Project List.

Holeman discussed the Riley County Legislative Conference that will be held Thursday, December 14, 2023.

10. Pending County Projects County Counselor

9:10 AM Elizabeth Ward, Human Resources Director

11. 2023 Holiday Leave Request

Ward presented the holiday leave request.

Move to grant one day of additional holiday leave on Tuesday, December 26th.

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

9:20 AM Elizabeth Ward, Human Resources Director

12. Human Resources November Update

Ward presented the Human Resources update.

9:30 AM Press Conference

13. RCPD Update - Greg Steere (3-5 minutes)

Steere presented the Riley County Police Department update.

9:35 AM Shelley Woodard, Deputy County Counselor

14. A Resolution Authorizing the Acquisition of Real Property by Eminent Domain for Wastewater Management Purposes

Woodard presented the resolution on Keats Sewer Project initiation of eminent domain.

Ford said he is not in favor of eminent domain for this project including other options.

Move that the Board direct the County Counselor's office to initiate eminent domain proceedings and approve "Resolution No. 120423-62, A Resolution authorizing the acquisition of real property by eminent domain for wastewater management purposes."

RESULT:	ADOPTED [2 TO 1]
MOVER:	Greg McKinley, County Commissioner
SECONDER:	Kathryn Focke, County Commissioner
AYES:	Focke, McKinley
NAYS:	Ford

10:00 AM Russel Stukey, Emergency Management Director

15. Staff Update for month November 2023 & CIP project #16-16-EM002

Stukey presented the EM/Fire District #1 staff report.

Stukey discussed a 2015 CIP request for a new generator for Pottorf Hall.

Stukey recommended "Sole Source" purchase due to ability to service the generator. Stukey said the cost is \$40,126.

Stukey said he will submit a purchase request on next Monday's agenda for the generator.

10:15 AM Vivienne Leyva, PIO

16. Communications Update

Leyva presented the PIO Communications update.

10:30 AM Shilo Heger, Treasurer

17. Request to fill Tax Supervisor Position - Treasurer

Heger presented the request to fill the Tax Supervisor position.

Move to approve the request to fill the Tax Supervisor position in the Treasurer's Office.

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

The Board of County Commissioners signed a Riley County Position Action Form for a Tax Supervisor, in the Treasurer's Office, at a Range 15.

10:40 AM John Ellermann, Public Works Director/County Engineer

18. Fill an open Traffic Control Technician Position

Ellermann presented the request to fill the Traffic Control Technician position.

Move to approve the Public Works Department advertise to hire the open Traffic Control Technician position.

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

The Board of County Commissioners signed a Riley County Position

Action Form for a Traffic Control Technician, in the Public Works Department, at a Range 5.

10:55 AM Katharine Hensler, Museum Director

19. Request to Fill Open As-Needed Museum Assistant Positions

Hensler presented the request to fill the two As Needed Museum Assistant positions.

Move to approve the request to fill the two As Needed Museum Assistant positions.

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

The Board of County Commissioners signed a Riley County Position Action Form for an As Needed Museum Assistant (for two positions), in the Museum Department, at a Range TASND.

11:00 AM Executive Sessions to discuss department head evaluations

11:00 AM 20. David Adams, EMS/Ambulance Director

Move the County Commission, including Chairwoman Focke, Vice Chairman Ford, and Commissioner McKinley, 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 11:20 a.m.

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

11:20 AM Move the Board of County Commissioners come out of executive session.

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

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

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

11:22 AM 21. Anna Burson, Appraiser

Move the County Commission, including Chairwoman Focke, Vice Chairman Ford, and Commissioner McKinley, 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 11:45 a.m.

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

11:45 AM Move the Board of County Commissioners come out of executive session.

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

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

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

SECONDER:	Greg McKinley, County Commissioner
AYES:	Ford, Focke, McKinley

11:45 AM 22. Michael Boller, Noxious Weed/HHW Director

Move the County Commission, including Chairwoman Focke, Vice Chairman Ford, and Commissioner McKinley, 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 Michael Boller, Noxious Weed/HHW Director, and to protect the privacy of employee, the open meeting to resume in the County Commission Chambers at 12:05 p.m.

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

12:05 PM Move the Board of County Commissioners come out of executive session.

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

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

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

12:07 PM **Adjournment**

Move to adjourn.

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

