



**Board of Riley County
Commissioners
Regular Meeting
Minutes
December 09, 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	Present	8:30 AM
Rich Vargo	County Clerk	Present	8:30 AM
Bryant Parker	Deputy County Counselor	Present	8:30 AM
Jacob Hansen	Deputy County Counselor	Present	8:30 AM
Elizabeth Ward	Human Resources Director	Present	8:30 AM
Vivienne Leyva	PIO	Present	8:30 AM
Anna Burson	County Appraiser	Present	8:30 AM
Diane Creek	Health Department Director	Present	8:30 AM
Brittany Phillips	Budget and Finance Officer	Present	8:30 AM
Russel Stukey	Emergency Management Director	Present	8:42 AM
Doug Russell	Assistant Fire Chief	Present	8:42 AM
Emma Loura	Manhattan Mercury	Present	9:01 AM
Laurie Harrison	Emergency Management Coordinator	Present	9:00 AM
Gary Olds		Present	10:30 AM
Katharine Hensler	Museum Director	Present	10:30 AM
Michele Reid	Payroll, Benefits & Employee Relations Manager	Present	10:33 AM
Mickey Tener		Present	11:00 AM
John Ellermann	Public Works Director/County Engineer	Present	2:30 PM
Cory Meyer	IT/GIS Director	Present	1:55 PM
Orville Wes Maupin		Present	11:20 AM

Pledge of Allegiance

Public Comment

1. Public Comments

Ward introduced Diane Creek the new Health Department Director.

Creek said she is thrilled to be here. Creek stated they close on a house on Wednesday.

Parker requested to move the Museum Director Katharine Hensler to the 1:00 p.m. agenda item. Parker said Boller has a prior commitment.

Commission Comments

2. Commission Comments

Focke's Comments:

Tuesday through Wednesday I attended the KAC Annual Conference and Exposition in Wichita.

Presentations attended:

- “Coach and the Cowboy” – Keynote luncheon presentation on Tuesday
- Childcare in Kansas – “Aware of Kansas” and Childcare Licensing- “KDHE” – Aware of Kansas is a referral network that supports every aspect of childcare in the state. They take referrals from parents seeking childcare services.
- Kansas Water Implementation Plan Development: Process and Insights
- Women of KAC Gathering
- “From Conflict to Conversation” – Keynote Luncheon presentation on Wednesday
- “Prioritizing the Growth and Prosperity of Rural Kansas”: Office of Rural Prosperity, Dept. of Commerce
- Breakout Session by County Population
- Went through the Exhibition Hall

Friday I attended a meeting concerning design information on the Keats wastewater project in the County Counselor’s office with Amanda Webb, Bryant Parker, and Jacob Hansen. That afternoon, I had a meeting at my church and in the evening, I went to the Masterworks Chorale Concert at the Presbyterian Church.

Saturday late afternoon I attended the “General’s Holiday Reception” at Fort Riley at the Commanding General’s residence. They had five receptions that day and they were all well attended.

Over the weekend, I reviewed the department head evaluations for today, reviewed applications for the Law Board citizen appointment, and reviewed the agenda and documents for today’s meeting.

McKinley's Comments:

Stuck at home the last two weeks, so I had a lot of phone calls.

Several calls with Clancy Holeman, Bryant Parker, and Judge Bannister regarding the indigent panel.

I also had a call with Darrin Hobbs about a property in Bridgeview Heights. Someone has started some clean up, but it is stalled now.

I later had a call with Elizabeth Ward, Human Resources Director, about evaluations.

Last Wednesday I attended the check presentation at Creekside at Fall Color Farms outside of Riley. They received a Kansas Attraction Development grant from Kansas Tourism of \$25,000. They will have a you pick apple orchard hoping to open in 2026 with sixteen apple varieties.

Friday night we did go out to the Gatlin Brothers Country and Christmas show at McCain.

Spent a lot of time on department head evaluations and reviewing Law Board applications.

Ford's Comments:

Monday afternoon I met with Chief District Judge Grant Bannister to discuss a couple of legal and judicial items as well as the indigent defense panel. Dialog went well and some good points were made from both perspectives as we work towards that December 13th deadline we have in place.

Tuesday afternoon I took off for Wichita to attend the Kansas Association of Counties 49th Annual Conference and Exposition.

Also, on Tuesday afternoon I attended the monthly meeting of the Board of Director's Meeting for Pawnee Mental Health via Zoom. I had a pre-meeting with the Finance Oversight Committee which we worked through and discussed the agency financials through November. Items of discussion during the meeting included a Chief Financial Officer report from Lindsay Miller followed by the Chief Executive Officers report from Mike Rezkalla. We also got a Marketing and Development report from Diane Hinrichs-Toburen. We then heard a report from the Finance Oversight Committee and the Executive Committee discussed the board's self-evaluation survey. Other business included approving the 2025 calendar, slate of new

board officers, review of existing and incoming board members, recognition of outgoing board members, and board holiday recognition of Pawnee staff.

Wednesday started the full day of events at the KAC Annual Conference and Exposition in Wichita. We started with the Annual KAC Business meeting with included updates to the 2024 Legislative Policy and Bylaws, followed by a presentation called “From Conflict to Conversation” with Matt Lehrman, from Social Prosperity Partners. I then attended the workshop with the Kansas Office of Rural Prosperity “Prioritizing the Growth and Prosperity of Rural Kansas” by Trisha Purdom, Director of the Office of Rural Prosperity. I then attended the Urban County Breakout Session to discuss issues and challenges of the seven large counties here in Kansas. I then attended the Exposition with over 110 vendors and all kinds of new equipment and trucks to finish out the day.

Thursday morning, I started the morning giving the Urban County Breakout session update. I then attended the workshop titled “Stump the Road Official” Panel Discussion hosted by Saline County Public Works Engineer Justin Mader, and also including our very own Public Works Director John Ellermann. That followed up with a Kansas County Commissioners Association meeting where we heard from KCAMP and a Roof Management Program as well as a discussion on Wind Farms and a presentation from ClearGov on how to do public budgeting and its process better. We then heard from Mike Taylor, KCCA Lobbyist on what to expect from the 2025 Kansas Legislative Session and discussion on a KCCA Policy Platform. Bruce Chladny, Executive Director KAC went through the board openings for both KAC and KCCA to complete the meeting.

Thursday afternoon after getting back home I had a doctor’s appointment, which went well considering how the last two months have gone. I have my next appointment in mid-January to see where we need to be for 2025.

Thursday evening, I attended the Annual Legislative Night hosted by the Tri Valley Chapter of the Kansas Society of Professional Engineers at the Sunset Zoo. Dinner was catered by the Farmhouse, and it was a wonderful evening. I heard an update on what the Chapter is working on and heard from many of the area state legislators, local elected officials and gave an introduction of my own on behalf of Riley County as well.

Friday afternoon I had the December Pre-Law Board meeting in advance of the December 16th Law Board meeting that will be held at Manhattan City Hall. We have the agenda put together for the meeting which will include several promotions, several votes on possible

grants, updates on a few programs, and an executive session to evaluate the director.

Over the weekend I completed all of the department head evaluations for 2024 and got caught back up on both some other items and correspondence and ready for the upcoming busy week.

Business Meeting

3. Contractual Provisions Attachment--CivicPlus

Move the Board authorize the Chairman to sign the Contractual Provisions Attachment with CivicPlus.

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 Corrections.

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

5. Retail Dealer's 2025 Cereal Malt Beverages Licenses for Dara's LLC, 5321 Tuttle Creek Blvd. & Dara's LLC, 1132 Pillsbury Drive

Move to sign Retail Dealer's 2025 Cereal Malt Beverages Licenses for Dara's LLC, 5321 Tuttle Creek Blvd. & Dara's LLC, 1132 Pillsbury Drive.

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

- Caroline Farrens, a new hire, as a Curator of Archives and Library, in

the Museum Department, at a Range 12, at \$29.52 per hour.

- Danny Williams, an Assistant County Appraiser, in the Appraiser's Department, for Separation from County Service, effective March 14, 2025.
- Ruth Ott, a Medical Clerk, in the Health Department, for Separation from County Service, effective December 20, 2024.
- Marie (Katie) Stevens, a Customer Service Representative I, in the Treasurer's Department, for Separation from County Service, effective November 27, 2024.
- William Franzese, a new hire, as a Volunteer Firefighter, in the Fire District #1 Department, at a Range TASND.
- Clara Barbosa Hernandez, an Office Building Receptionist, in the Treasurer's Department, for Separation from County Service, effective December 3, 2024.

7. Discuss Good Morning Manhattan

Review Minutes

8. Board of Riley County Commissioners - Regular Meeting - Dec 2, 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

9. Tentative Agenda

Press Conference Topics

10. Discuss Press Conference

9:00 AM Russel Stukey, Emergency Management Director

11. Staff update

Stukey presented the EM/Fire update.

12. Discuss possible purchase of used fire truck.

Stukey discussed the possible purchase of a used fire truck in Arizona.

9:30 AM Press Conference**9:35 AM Clancy Holeman, Counselor/Director of Administrative Services**

13. Administrative Work Session

14. Pending County Projects County Counselor

- 9:35 AM 15. Executive session to discuss confidential legal advice regarding potential litigation issues

Move the Riley County Commission, including Chairman Ford, Vice Chairman McKinley, and Commissioner Focke, recess into executive session on potential litigation with 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 9:55 a.m. Rich Vargo, County Clerk and Elizabeth Ward, Human Resources Director, will be present during a portion of the executive session to provide factual information.

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

- 9:55 AM Move the Board of County Commissioners come out of executive session.

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

9:55 AM Brittany Phillips, Budget and Finance Officer

16. 2024 Budget Amendment Hearing

Phillips presented the 2024 budget amendment.

Ford opened the 2024 Budget Amendment Hearing.

No discussion from the public.

Ford closed the 2024 Budget Amendment Hearing.

McKinley stated the increase is due to the transfer to the Capital Improvement Program and not an increase in expenditures.

Ford said there is no increase in ad valorem taxes.

Move to approve the 2024 Budget Amendment as presented.

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

10:05 AM Clancy Holeman, Counselor/Director of Administrative Services

10:05 AM 17. Executive session to discuss confidential legal advice regarding potential litigation issues

Move the Riley County Commission, including Chairman Ford, Vice

Chairman McKinley, and Commissioner Focke, recess into executive session on potential litigation with 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 10:20 a.m. Rich Vargo, County Clerk and Elizabeth Ward, Human Resources Director, will be present during a portion of the executive session to provide factual information.

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

10:20 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 no binding action was taken during the executive session.

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

10:21 AM

Executive session to discuss confidential legal advice regarding potential litigation issues

Move the Riley County Commission, including Chairman Ford, Vice Chairman McKinley, and Commissioner Focke, recess into executive session on potential litigation with 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 10:30 a.m. Rich Vargo, County Clerk and Elizabeth Ward, Human Resources Director, will be present during a portion of the executive session to provide factual information.

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

10:30 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

10:30 AM

Katharine Hensler, Museum Director

18. November Staff Update - Riley County Historical Museum

Hensler presented the Historical Museum staff update.

Hensler requested to close the Museum to the public for an additional two weeks through February 15, 2025.

The Board agreed by consensus to allow the Historical Museum to be closed to the public from December 24, 2024 through February 15, 2025.

10:40 AM

Board of County Commissioners

19. Law Board Member interview with Gary Olds

The Board interviewed Gary Olds for the position of Law Board Member.

11:00 AM Board of County Commissioners

20. Law Board Member interview with Mickey Tener

The Board interviewed Mickey Tener for the position of Law Board Member.

11:20 AM Board of County Commissioners

21. Law Board Member interview with Orville Wes Maupin

The Board interviewed Orville Wes Maupin for the position of Law Board Member.

11:40 AM Board of County Commissioners

22. Law Board Member interview with Linda Gibbs

Rescheduled due to illness.

1:00 PM Executive Sessions to discuss department head evaluations

- 1:00 PM 23. Katharine Hensler, Museum Director

Move the Riley County Commission, including Chairman Ford, Vice Chairman McKinley, 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 Katharine Hensler, Museum Director, and to protect the privacy of employee, the open meeting to resume in the County Commission Chambers at 1:20 p.m.

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

- 1:20 PM 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 no binding action was taken during the executive session.

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

1:30 PM

24. Diane Creek, Health Department Director

Move the Riley County Commission, including Chairman Ford, Vice Chairman McKinley, 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 Diane Creek, Health Department Director, and to protect the privacy of employee, the open meeting to resume in the County Commission Chambers at 1:45 p.m.

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

1:45 PM

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 no binding action was taken during the executive session.

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

AYES:	Ford, Focke, McKinley
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1:55 PM 25. Cory Meyer, IT/GIS Director

Move the Riley County Commission, including Chairman Ford, Vice Chairman McKinley, 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 Cory Meyer, IT/GIS Director, and to protect the privacy of employee, the open meeting to resume in the County Commission Chambers at 2:15 p.m.

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

2:15 PM 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 no binding action was taken during the executive session.

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

2:17 PM 26. John Ellermann, Public Works Director/County Engineer

Move the Riley County Commission, including Chairman Ford, Vice Chairman McKinley, 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 John Ellermann, Public Works Director/County Engineer, and to protect the privacy of employee, the open meeting to resume in the County Commission Chambers at 2:37 p.m.

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

2:37 PM

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 no binding action was taken during the executive session.

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

2:39 PM

Adjournment

Move to adjourn.

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