



**Board of Riley County
Commissioners
Regular Meeting
Minutes
December 16, 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
Jacob Hansen	Deputy County Counselor	Present	8:30 AM
Anna Burson	County Appraiser	Present	8:30 AM
Vivienne Leyva	PIO	Present	8:30 AM
Evan McMillan	Assistant County Engineer	Present	8:30 AM
Brittany Phillips	Budget and Finance Officer	Present	8:31 AM
Michele Reid	Payroll, Benefits & Employee Relations Manager	Present	8:32 AM
Emma Loura	Manhattan Mercury	Present	8:38 AM
David Adams	EMS/Ambulance Director	Present	8:50 AM
Clancy Holeman	Counselor/Director of Administrative Services	Present	8:51 AM
Gary Olds		Present	9:08 AM
Cory Meyer	IT/GIS Director	Present	9:09 AM
Alvin Perez	Public Works Operations/Fleet Manager	Present	9:16 AM
Julie Winter	PW Administrative Services Manager	Present	9:30 AM
Mary Graham	Administrative Assistant II	Present	9:30 AM
Bertra Lund	Public Works	Present	9:30 AM
John Ellermann	Public Works Director/County Engineer	Present	9:30 AM
Michelle Adams	Administrative Analyst - AP	Present	9:30 AM
Lori Muir	Administrative Services Manager	Present	9:30 AM
Shilo Heger	Treasurer	Present	9:30 AM
Elizabeth Ward	Human Resources Director	Present	9:30 AM
Amanda Webb	Planning/Special Projects Director	Present	9:30 AM
Jana Chingway	Office Manager	Present	9:30 AM
Shannon Sterling	Legal Assistant	Present	9:30 AM
David Willis	Parks Manager	Present	9:30 AM
Randy Purdue	Kaw Valley Engineering	Present	10:10 AM
Michael Boller	Noxious Weed Director	Present	10:29 AM

Pledge of Allegiance**Public Comment**

1. Public Comments

Commission Comments

2. Commission Comments

Focke's Comments:

Thursday afternoon I participated in the Legislative Conference with our upcoming representatives to the state legislature, including Sydney Carlin, Angel Roeser, and Brad Starnes. Priorities for Riley County were discussed and presented by Clancy Holeman and included Bryant Parker and Shilo Heger.

Saturday morning, I attended the visitation and graveside service for Charles Hauck, a volunteer for the Riley County Rural Fire Department for more than 44 years. The visitation was at YML Funeral Home and a procession of fire trucks and other emergency vehicles to the Pleasant Valley Cemetery in Zeandale for the graveside service was amazing. That afternoon and the rest of the weekend I did some house cleaning and other preparations to leave town later this week.

Sunday I caught up on some outside yard work in the warmer weather. I also reviewed the agenda and documents for today's meeting.

McKinley's Comments:

After our meeting Thursday I called Jacob Hansen to further discuss the RHID policy presented. He clarified some areas in the policy.

Saturday we had our holiday dinner with my brothers in Topeka. Since the holidays are so full with our families we have what my mom called Thankmas in mid-December.

Ford's Comments:

Thursday afternoon I attended the annual Legislative Conference here

in the BOCC Chambers with our area State Legislators and Legislator Elects. Thought the dialog went well and I hope we can work together to solve both of the challenges we discussed during the conference during the upcoming legislative session.

Also, on Thursday I attended the December Crisis Intervention Team meeting at the Law Enforcement Center with Lt. Asher and Officer Backensto and along with Deputy Fort Riley Police Chief Fink. We discussed what the 2025 meeting dates and schedule will look like and possible CIT Trainings that will take place in 2025 as well. Also discussed was who may need to be added to the board moving forward. There will be more to come in early in 2025.

Also, on Thursday I had my monthly Teams call with NACo's Veterans and Military Services Committee. After some opening remarks and welcomes from our Chair Sid Conklin, Presiding Commissioner, Randolph County, Missouri we heard from Hannah Singer, Legislative Assistant, Office of Congresswoman Julia Brownley and she discussed the Dental Care for Veterans Act and its components. Next we heard from Rodney Peterson, Commissioner, Dodge County, Minnesota on Veterans Treatment Court and what they are doing to make it work in Minnesota. Then Michael Matthews, Legislative Director for CEWD at NACo gave us a legislative update from Capitol Hill and we ended with a general discussion and wrap-up from the committee.

Friday I took part in a Transportation Roundtable discussion with area and local community partners including staff from US Senator Moran's office, US Senator Marshall's office and Congressman Mann's office, as well as the Fort Riley Garrison's office and the Major General's and Deputy General's office to discuss the post's transportation needs for its soldiers on and off the installation in the future. We will be forming working groups to keep discussing this item moving forward.

Saturday morning, I joined the Riley County Republicans for their December Breakfast and Coffee Talk. I gave an update to the group on everything we are working on here in Riley County, and answered some questions on budget, taxes, and housing challenges that we are faced with.

Also, on Saturday I attended the "Wreaths Across America" ceremony up on Fort Riley at the post cemetery. There were several different speakers including post command staff and we were able to lay wreaths out on the various headstones across the cemetery post ceremony.

Business Meeting

3. Agreement- Consultant-Client BG Consultants- Riley County Transfer Station Tipping Floor and Chute Repair

Move to sign and approve the Agreement Consultant-Client with BG Consultants, Inc. for the Riley County Transfer Station tipping floor and chute repair.

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

4. Action on Mobile Device Reimbursement Request Form

Move to approve the Mobile Device Reimbursement Request Form.

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

5. 2024 GAAP Waiver Resolution

Move to approve "Resolution No. 121624-51, A Resolution exempting Riley County, Kansas, from the provisions of KSA 75-1120a(a)" (2024 GAAP Waiver Resolution).

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

6. Sign a Tax Roll Corrections

Move to approve the Tax Roll Corrections.

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

7. Advisory Board appointment letters and Resolution

Move to approve the following appointments and "Resolution No. 121624-52, A Resolution appointing Riley County representatives to Council/Advisory Boards."

Patty Parker Comm Dist 3	Hunters Island Water District 3 year	January 1, 2025 December 31, 2027
Marla Day Comm Dist 3	Museum Board of Trustees 3 year	January 1, 2025 December 31, 2027
Marcia Rozell Comm Dist 1	Museum Board of Trustees 3 year	January 1, 2025 December 31, 2027
Linda Morse Comm Dist 3	NCFH Area Agency on Aging 2 year	January 1, 2025 December 31, 2026
Danita MacDonald Comm Dist 2	Pawnee Mental Health 3 year	January 1, 2025 December 31, 2027
Carl Treece Comm Dist 1	Riley County Council on Aging 3 year	January 1, 2025 December 31, 2027
Rita Cassida Comm Dist	RCPB\BOZA 3 year	January 1, 2025 December 31, 2027
William Burris Comm Dist 3	RCPB\BOZA 3 year	January 1, 2025 December 31, 2027
David Beach Comm Dist 2	Road & Bridge 3 year	January 1, 2025 December 31, 2027
Kent Glasscock Comm Dist 1	Rural Economic Development 3 year	January 1, 2025 December 31, 2027
Gordon Hibbard Comm Dist 3	Rural Economic Development 3 year	January 1, 2025 December 31, 2027

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

Review Minutes

8. Board of Riley County Commissioners - Regular Meeting - Dec 12, 2024 8:30 AM

Move to approve the minutes.

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

Review Tentative Agenda

9. Tentative Agenda

Press Conference Topics

10. Discuss Press Conference

9:00 AM Anna Burson, Appraiser

11. Appraiser's Office December Staff Report

Burson presented the Appraiser's Office staff report.

9:15 AM David Adams, EMS/Ambulance Director

12. Staff Update

Adams presented the EMS/Ambulance staff update.

9:30 AM Press Conference

13. Presentation of retirement plaque to Julie Winter - John Ford (3 minutes)

Ford presented a retirement plaque to Julie Winter, Public Works, for 47 years of service.

Winter stated it has been an incredible journey. Winter said she started May 1, 1977.

14. Presentation of retirement plaque to Clancy Holeman - John Ford (3 minutes)

Ford presented a retirement plaque to Clancy Holeman, County Counselor, for 20 years of service.

Holeman said it has been an interesting journey. Holeman discussed the quality of the commissions and the staff.

15. Public Notices - Evan McMillan (2 minutes)

McMillan said the Kitten Creek culvert replacement project will begin on Thursday, January 2, 2025. Kitten Creek road will be closed to through traffic between Anderson Avenue and N. 52nd Street. Traffic Control will be installed during the project. The project has been allotted 45 working days and is expected to be completed by March 6, 2025 weather permitting.

McMillan said the Transfer Station will be closed at 12:00 (noon) on Tuesday, December 24, 2024, Wednesday, December 25, 2024 and will reopen at 7:00 a.m. on Thursday, December 26, 2024. The Transfer Station will also be closed on Wednesday, January 1, 2025 and reopen at 7:00 a.m. on Thursday, January 2, 2025.

16. 2024 First Half Tax Information - Shilo Heger (2-3 minutes)

Heger presented the following information on 2024 Real Estate and Personal Property Taxes:

- ❖ 2024 first half taxes are due December 20th, 2024.
- ❖ If personal property, intangible taxes, watercraft taxes, 16/20 M taxes, or oil first half taxes are not paid by December 20th the taxes become due in full with interest accruing daily.
 - No motor vehicle transactions may be processed if any of these tax types are delinquent.
- ❖ There are many options to pay:
 - Checks may be mailed to 110 Courthouse Plaza, Manhattan 66502 and must be postmarked December 20th.
 - Use the drop box in the front of the building behind the mailbox or the drop box in the lobby.
 - Pay online at www.rileycountyks.gov.
 - Credit/Debit card payments will incur 2.5% convenience fee on the amount charged or a minimum charge of \$2.95.
 - E-Check will incur a \$1.50 convenience fee.
 - Other options include PayPal (2.5% convenience fee on the amount charged- \$2.95 minimum charge)
 - Pay by phone 785-377-5385. Have your statement information when you call.
 - Pay in person.
New Office Hours Monday-Thursday 7:30-5:00, Friday 7:30-12:00.
 - Go to the Treasurer's page at www.rileycountyks.gov to make an appointment.
 - Walk-ins welcome.
- ❖ Delinquent taxes will accrue interest at the following rates
 - Real estate taxes 14% or 15% if the total outstanding for the taxpayer is more than \$10,000.
 - Personal property 9% or 10% if the total outstanding for the taxpayer is more than \$10,000.
- ❖ We offer escrow programs to assist taxpayers with paying either their

- current taxes or delinquent taxes.
- ❖ Call our office at 785-537-6321 if you have any questions or if you need any additional information.

17. Personal Property Renditions

Burson presented the following personal property filing requirement change:

Personal property renditions will be sent in the mail between December 23rd and December 31st.

Previously, all Kansas property owners were required to annually list, sign, and submit a personal property rendition to the county appraiser's office no later than March 15th for all tangible personal property subject to taxation located in that county as of January 1st.

The 2025 rendition being sent will be the last rendition property owners will receive from Riley County. Due to the recent change in statute, **property owners are not required to return the form** to the county appraiser's office by March 15th, 2025. We are asking property owners to ensure that all property and contact information listed is accurate as of January 1st, 2025.

Moving forward any changes made to personal property or contact information before January 1st of a given tax year must be reported to the county appraiser's office by March 15th to avoid penalties. Any changes made after January 1st must be reported by December 20th of the tax year in which the change was made to avoid penalties and being taxed on property that is no longer owned. **Changes that must be reported are the purchase or sale of personal property and any updates made to contact information. You can notify our office of these changes in person, by email, or by mail.**

Please visit our website at www.rileycountyks.gov and refer to the Personal Property section on the Appraiser's page for more information or call 785-537-6310.

9:40 AM

Rich Vargo, County Clerk

18. Year to date budget and expenditure reports

Vargo presented the year to date budget and expenditure reports.

9:50 AM**Amanda Webb, Planning/Special Projects Director**

19. Riley County Rural Economic Development Advisory Board discussion

Webb discussed the Riley County Rural Economic Development Board.

Webb stated Commissioner Ford suggested moving the Board from County Extension to Planning & Development.

Focke expressed concern with the impact on Planning & Development's workload.

McKinley said they do have a lot of projects they are working on.

The Board agreed for staff to bring a revised resolution moving the Board to the Planning & Development Department.

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

20. Administrative Work Session

21. Kaw Valley Engineering Agreement Amendment

Ellermann discussed the Kaw Valley Engineering Agreement Amendment. Ellermann stated Kaw Valley Engineering has agreed to amend their rate to \$24,884.55 to complete the project.

Purdue discussed the scope of services and fees and schedules provided. Purdue said most of the overrun is due to the method the masonry was placed.

The Board expressed concern with the lack of communication from Kaw Valley Engineering.

Move to approve the Contract Amendment with Kaw Valley Engineering, Inc. for the Riley County EMS.

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

10:30 AM Board of County Commissioners

22. Law Board Member interview with Linda Gibbs

Withdrew from consideration.

10:30 AM Board of County Commissioners

23. Law Board Appointments

The Board discussed the applicants for the resident position.

Focke said she would like to be on the Law Board again.

McKinley stated he has not served on it but would like to this time.

Move to approve Greg McKinley to fill the County Commission position, Kathryn Focke to fill the alternate position (a county commissioner), and Gary Olds to fill the County Resident position on the Law Board as Riley County representatives.

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

10:42 AM Executive Session to discuss department head evaluation

- 10:42 AM 24. Michael Boller, Noxious Weed/HHW Director

Move the 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 Michael Boller, Noxious Weed Director, and to protect the privacy of employee, the open meeting to resume in the County Commission Chambers at 11:00 a.m.

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

11:00 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

11:04 AM

Adjournment

Move to adjourn.

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

12:00 PM

Law Enforcement Agency Meeting

25. Law Board Meeting Agenda