



**Board of Riley County
Commissioners
Regular Meeting
Minutes
December 19, 2024**

115 North 4th Street
Manhattan, KS 66502
www.rileycountyks.gov

Cindy Kabriel
785-565-6200

Commission Chambers

9:00 AM

[District 1 – John Ford, Chair](#)

[District 2 – Greg McKinley, Vice Chair](#)

[District 3 – Kathryn Focke, Member](#)

9:00 AM

Call to Order

Attendee Name	Title	Status	Arrived
John Ford	County Commissioner	Present	9:00 AM
Kathryn Focke	County Commissioner	Absent	9:00 AM
Greg McKinley	County Commissioner	Present	9:00 AM
Rich Vargo	County Clerk	Present	9:00 AM
Bryant Parker	Deputy County Counselor	Present	9:00 AM
Emma Loura	Manhattan Mercury	Present	9:00 AM
Vivienne Leyva	PIO	Present	9:00 AM
Evan McMillan	Assistant County Engineer	Present	9:00 AM
Elizabeth Ward	Human Resources Director	Present	9:00 AM
Jacob Hansen	Deputy County Counselor	Present	9:00 AM
Amanda Webb	Planning/Special Projects Director	Present	9:02 AM
Russel Stukey	Emergency Management Director	Present	9:06 AM
Gary Fike	County Extension Director	Present	10:00 AM
Megan Dougherty	Extension	Present	10:00 AM
John Ellermann	Public Works Director/County Engineer	Present	10:00 AM
Brian Peete	RCPD	Present	10:15 AM
Bob Isaac	Planner	Present	10:22 AM
Diane Creek	Health Department Director	Present	10:30 AM

Pledge of Allegiance

Public Comment

1. Public Comments

Commission Comments

2. Commission Comments

Focke's Comments:

No comments.

McKinley's Comments:

Monday evening, I attended the Chamber of Commerce Established Business Leaders Holiday Social. There was a presentation on the Holiday Festival of Trees.

Tuesday was the KSU men's basketball game.

Wednesday I attended the North Central Kansas Regional Juvenile Detention Center Meeting.

Wednesday night was the women's basketball game.

Ford's Comments:

Monday afternoon I attended the December meeting of the Riley County Law Board at Manhattan City Hall. First item of business was passage of the consent agenda as written. General agenda items included promotions of Corporal Garrett Lloyd, Sergeant Joseph Ehrlich, and Sergeant Jayson Hubbard. We voted to approve the 2025 RCLEA Meeting Resolution as well as the Aggieville Lease Agreement, the Special Traffic Enforcement Program (STEP) Grant, GAAP Waiver, and a MOU between RCPD and NBAF. We heard a 2023 RCPD Audit Report from James Gordon and Associates, discussed strategic planning and 2026 budget goals and had a handful of executive sessions to complete the meeting.

Monday evening, I attended the Established Business Leaders Holiday Social at the Hilton Garden Inn. We heard from Brad Everett, General Manager at the Hilton on the various downtown holiday activities and events as well as this year's Festival of Lights which was bigger and better than ever. We also heard from ESL Board Member Larie Schoap on all the activities and events they achieved in 2024 and what they are planning ahead for 2025. It really was a fun event and a wonderful opportunity to reach out to other members of the community and thanks goes to the Manhattan Chamber of Commerce and the Hilton Garden Inn for putting this event on.

Tuesday afternoon I attended the December Board of Director's Meeting of the Manhattan Area Chamber of Commerce at their downtown office. After passage of the consent agenda which included

the November meeting minutes, financials through January 30, 2024 and membership accounts, there was vote of all of the officers, different boards and committees and liaison positions for 2025. Other discussion items included consideration of the 2025 Chamber budgets, continued work on the Growth Plan implementation and various Manhattan City Commission action items. Staff gave their usual updates and reports, and I gave a Riley County Ex-Officio report to end the meeting as well.

Wednesday afternoon I had the December Policy Board meeting of the Flint Hills Metropolitan Planning Board at the Manhattan Public Library. We started the meeting with a financial update of the organization then we heard staff updates which included the US 24 Corridor Study and the Connect 2025 Plan. KDOT also provided an update on area plans and projects. Action items included approval of the October meeting minutes, Amendment #5 of the Transportation Improvement Plan, 2025 Cost of Living Adjustment, and the 2025 Unified Planning Work Program. We also discussed a proposed DCIP project for Junction City.

Thursday morning, I attended Good Morning Manhattan at the Four Points by Sheraton hosted by the Manhattan Area Chamber of Commerce. Guest speaker was Dick Carter from the Carter Group who discussed some legislative items and potential bills coming out of Topeka in advance of the start of the 2025 Legislative Session.

Business Meeting

3. Professional Services Agreement for 2040 Comprehensive Plan Update - Stantec

Move the Board authorize the Chairman to sign the Stantec Professional Services Agreement for comprehensive planning services, including the contractual provision attachment, as presented.

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

4. 2023 Management Representation letter with James Gordon & Associates CPA, P.A.

Move to sign the 2023 Management Representation Letter with James Gordon & Associates CPA, P.A.

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

5. Agreement for Professional Services-Schwab Eaton, P.A.- Biennial Bridge Inspections

Move to approve the Agreement for Professional Services with Schwab-Eaton, P.A. for the 2024 biennial routine update bridge inspection and analysis in the amount of \$30,250.

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

6. Purchase Authorization for a used fire truck.

Move to approve the Purchase Authorization for a used 2000 Spartan/Ferrara pumper for the Riley County Fire District #1 in the amount of \$90,000 with funds to come from RCFD #1 fund 184.

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

7. Advisory Board appointment letters and Resolution

Move to approve the appointment letters for Greg McKinley and Kathryn Focke and “Resolution No. 121924-53, A Resolution appointing representatives to the Law Enforcement Agency ‘Law Board’ ”.

Greg McKinley Comm Dist 2	Law Enforcement Agency 2 year	January 1, 2025 December 31, 2026
Kathryn Focke Comm Dist 3	Law Enforcement Agency 2 year	January 1, 2025 December 31, 2026

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

ABSENT:	Focke
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8. Sign Riley County Employee Action Form(s)

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

- Molly Mathis, for a promotion, as an Administrative Assistant I, in the Planning and Development Department, at a Range 4, at \$19.75 per hour.
- Clancy Holeman, for retirement, as a County Counselor, in the Counselor's Department, effective December 20, 2024.
- Anika Nyp, a Clerical Assistant, in the Appraiser's Department, for Separation from County Service, effective December 20, 2024.
- Chuck Marr, deceased, an Election Worker, in the Election Department, effective December 11, 2024.
- Baldwin Fisher, an Emergency Management Planner, in the Emergency Management Department, for Separation from County Service, effective December 12, 2024.
- Charles Hauck, deceased, a Volunteer Firefighter, in the Riley County Fire District #1 Department, effective December 4, 2024.
- Shelby Carpenter, an Election Assistant, in the Election Department, for Separation from County Service, effective December 13, 2024.
- Carroll Davis, a new hire, as an Office Building Receptionist, in the Treasurer's Department, at a Range 1 at \$19.10 per hour.
- Joseph Godown, for a promotion, as a Real Estate Specialist, in the Clerk's Department, at a Range 15.
- Damion Kennedy, a new hire, as an Intensive Supervision Officer I, in the Community Corrections Department, at a Range 11, at \$27.14 per hour.

Review Minutes

9. Board of Riley County Commissioners - Regular Meeting - Dec 16, 2024 8:30 AM

Move to approve the minutes.

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

Review Tentative Agenda

10. Tentative Agenda

Press Conference Topics

11. Discuss Press Conference

9:30 AM Clancy Holeman, Counselor/Director of Administrative Services

12. Administrative Work Session
13. Pending County Projects County Counselor

- 9:30 AM 14. Executive session to discuss confidential legal advice regarding potential litigation issues

Move the County Commission, including Chairman Ford and Vice Chairman McKinley, recess into executive session on potential litigation with Bryant Parker and Jacob Hansen, Deputy County Counselors, and Clancy Holeman, Riley County Counselor, 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 10:00 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:	John Ford, County Commissioner
AYES:	Ford, McKinley
ABSENT:	Focke

- 10:00 AM Move the Board of County Commissioners come out of executive session.

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

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:	John Ford, County Commissioner
AYES:	Ford, McKinley
ABSENT:	Focke

10:00 AM Gary Fike, County Extension Director

15. Extension Staff Report

Fike presented the Extension staff report.

Dougherty discussed the Medicare program.

10:15 AM Brian Peete, RCPD Director

16. RCPD update

Peete presented a Riley County Police Department update.

10:30 AM Bob Isaac, Planner

17. Replat Lots 16 and 17, Block F, White Canyon Subdivision, and an unplatted tract in Government Lot 6, into a single lot.

Isaac presented the request for a Reid Lane Addition replat.

Move to approve "Resolution No. 121924-54, A Resolution approving the Reid Lane Addition plat and accepting the street rights of way, easements and licenses as shown to be dedicated on said plat", a replat of Lots 16 and 17, Block F, and an unplatted tract in Government Lot 6 into single lot, as it was determined that it meets the requirements of the Riley County Land Development Regulations and Sanitary Code.

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

10:45 AM Bob Isaac, Planner

18. Replat Lots 1 and 3-10, Block 5, Western Shore Acres Subdivision, into a single lot

Isaac presented the request for a Western Shore Acres Subdivision Unit Three replat.

Move to approve "Resolution No. 121924-55, A Resolution approving the Western Shore Acres Subdivision Unit Three plat and accepting the street rights of way, easements and licenses as shown to be dedicated on said plat", a replat of Lots 1 and 3-10, Block 5, as it was determined that it meets the requirements of the Riley County Land Development Regulations and Sanitary Code.

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

11:00 AM Bob Isaac, Planner

19. Replat Lots 5, 6, and 7 in Block 10 of Lakeside Heights into a single lot.

Isaac presented the request for a PB Addition replat.

Move to approve "Resolution No. 121924-56, A Resolution approving the PB Addition plat and accepting the street rights of way, easements and licenses as shown to be dedicated on said plat" a replat of Lots 5, 6, and 7 in Block 10 of Lakeside Heights, as it was determined that it meets the requirements of the Riley County Land Development Regulations and Sanitary Code.

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

11:15 AM Amanda Webb, Planning/Special Projects Director**20. School Inspections**

Webb presented the request to opt out of performing school inspections.

Move to direct staff to begin the formal process to opt out of performing school inspections.

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

11:35 AM Rich Vargo, County Clerk**21. Request to Fill**

Vargo presented the request to fill the Administrative Analyst/Levy Specialist position.

Move to approve the requisition to fill the Administrative Analyst/Levy Specialist position for recruitment.

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

The Board of County Commissioners signed a Riley County Position Action Form for an Administrative Analyst Levy, in the Clerk's Department, at a grade 8.

11:22 AM Adjournment

Move to adjourn.

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