



**Board of Riley County  
Commissioners  
Regular Meeting  
Minutes  
December 23, 2021**

115 North 4th Street  
Manhattan, KS 66502  
[www.rileycountyks.gov](http://www.rileycountyks.gov)

Cindy Kabriel  
785-565-6200

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**Commission Chambers**

**8:30 AM**

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[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                           | Remote  | 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 |
| Christian Bright | Manhattan Mercury                             | Present | 8:30 AM |
| Jo Reed          | Records Assistant II                          | Present | 8:30 AM |
| Steve Schurle    | REACH Member                                  | Present | 8:30 AM |
| Michele Reid     | Payroll & Benefits Spec & HR Associate        | Present | 8:36 AM |
| Barry Wilkerson  | County Attorney                               | Present | 9:00 AM |

**Pledge of Allegiance**

**Public Comment**

1. Public Comments

Schurle presented Tyler Nicholas for Employee of the Month.

Reed said the Register of Deeds is going to be closing the office to the public Thursday, December 30, 2021.

Holeman asked the Board to add an executive session to his administrative time.

Move to add an executive session to Holeman's administrative time.

|                  |                                    |
|------------------|------------------------------------|
| <b>RESULT:</b>   | <b>ADOPTED [UNANIMOUS]</b>         |
| <b>MOVER:</b>    | John Ford, County Commissioner     |
| <b>SECONDER:</b> | Greg McKinley, County Commissioner |
| <b>AYES:</b>     | Ford, Focke, McKinley              |

## Commission Comments

### 2. Commission Comments

#### Ford's Comments:

Monday afternoon I attended the December meeting of the Riley County Law Board. I had a Community Advisory Board update and recognition, discussed the Genesis Health Club Corporate Partnership Program, the Aggieville Substation lease we recently signed, voted on the RCLEA 2022 Meetings schedule, the Jail Services Agreement/Turnkey Corrections, and a new General Promotions Resolution. We also had two executive sessions to execute a one month employment agreement with Director Butler and to discuss an Interim Director when he retires February 1<sup>st</sup>.

Tuesday afternoon I attended the December Board of Directors Meeting with the Manhattan Area Chamber of Commerce. Among the topics of discussion were the election of the 2022 Board of Directors and other Chamber related boards and committees, a Membership Accounts update, consideration of all upcoming 2022 budgets, a summary of work upcoming in 2022-2024 as well, 2021 year end comments, other recognitions, and lastly updates from all their staff. There was also a reception to honor outgoing City of Manhattan Mayor Wynn Butler after the meeting.

Tuesday night I did watch K-State beat McNeese 75-59, still not sure what to make of this team yet. Looks like the next game with Morgan State has been canceled, so up next is Oklahoma and the conference slate.

Wednesday afternoon I met with Jason Smith, President of the Manhattan Area Chamber of Commerce to discuss a handful of items relevant to Riley County. Looks like Daryn Soldan, their Economic Development Director will be their member to our newly formed Rural Economic Development Advisory Board.

#### McKinley's Comments:

Spent some time finishing up the evaluation write ups and reviewing

for today's meeting.

Other than that finishing up Christmas arrangements.

Focke's Comments:

No comments.

### Business Meeting

3. Advisory Board appointments and Resolution appointing Riley County representatives to Council/Advisory Boards

Move to approve the following appointments and “Resolution No. 122321-57, A Resolution appointing Riley County representatives to Council/Advisory Boards.”

|                                |                                       |                                                        |
|--------------------------------|---------------------------------------|--------------------------------------------------------|
| Patty Parker<br>Comm Dist 3    | January 1, 2022-<br>December 31, 2024 | Hunters Island Water District Advisory Board<br>3 year |
| Kate KuKanich<br>Comm Dist 2   | January 1, 2022-<br>December 31, 2024 | Riley County Public Health Council<br>3 year           |
| Jennifer Miller<br>Comm Dist 2 | January 1, 2022-<br>December 31, 2024 | Riley County Public Health Council<br>3 year           |
| Cindy Wichman<br>Comm Dist 3   | January 1, 2022-<br>December 31, 2024 | Riley County Public Health Council<br>3 year           |

|                  |                                    |
|------------------|------------------------------------|
| <b>RESULT:</b>   | <b>ADOPTED [UNANIMOUS]</b>         |
| <b>MOVER:</b>    | Greg McKinley, County Commissioner |
| <b>SECONDER:</b> | Kathryn Focke, County Commissioner |
| <b>AYES:</b>     | Ford, Focke, McKinley              |

4. Sign Riley County Personnel Action Form(s)

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

- Timothy Valentine, for a promotion, as a Paramedic, in the EMS/Ambulance Department, at a grade Prmdc step 1, at \$16.74 per hour, effective December 25, 2021.
- Brandi Castro, for a promotion, as an AEMT, in the EMS/Ambulance Department, at a grade AEMT step 5, at \$16.01 per hour, effective December 25, 2021.
- Josh Hettenbach, for a promotion, as an AEMT, in the EMS/Ambulance Department, at a grade AEMT step 5, at \$16.01 per hour, effective December 25, 2021.
- Timothy Fieser, for a promotion, as a Paramedic, in the

EMS/Ambulance Department, at a grade Prmdc step 1, at \$16.74 per hour, effective December 25, 2021.

**Review Minutes**

5. Board of Riley County Commissioners - Regular Meeting - Dec 20, 2021 8:30 AM

Move to approve the minutes.

|                  |                                    |
|------------------|------------------------------------|
| <b>RESULT:</b>   | <b>ACCEPTED [UNANIMOUS]</b>        |
| <b>MOVER:</b>    | Greg McKinley, County Commissioner |
| <b>SECONDER:</b> | Kathryn Focke, County Commissioner |
| <b>AYES:</b>     | Ford, Focke, McKinley              |

**Review Tentative Agenda**

6. Tentative Agenda

**Press Conference Topics**

7. Discuss Press Conference

**9:00 AM**      **Barry Wilkerson, County Attorney**

8. Staff update

Wilkerson presented the County Attorney's Office update.

**9:15 AM**      **Clancy Holeman, Counselor/Director of Administrative Services**

9:15 AM      9. Administrative Work Session

Move the County Commission, including Chairman Ford, Commissioner McKinley, and Commissioner Focke, recess into executive session on potential litigation for the purpose of consultation

with Clancy Holeman, Riley County Counselor, attorney for the commission, on a matter which is 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 9:35 a.m.

|                  |                                    |
|------------------|------------------------------------|
| <b>RESULT:</b>   | <b>ADOPTED [UNANIMOUS]</b>         |
| <b>MOVER:</b>    | John Ford, County Commissioner     |
| <b>SECONDER:</b> | Greg McKinley, County Commissioner |
| <b>AYES:</b>     | Ford, Focke, McKinley              |

9:35 AM

Move the Board of County Commissioners come out of executive session.

|                  |                                    |
|------------------|------------------------------------|
| <b>RESULT:</b>   | <b>ADOPTED [UNANIMOUS]</b>         |
| <b>MOVER:</b>    | John Ford, County Commissioner     |
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Move the record reflect action shall be taken consistent with the consensus reached in executive session.

|                  |                                    |
|------------------|------------------------------------|
| <b>RESULT:</b>   | <b>ADOPTED [UNANIMOUS]</b>         |
| <b>MOVER:</b>    | John Ford, County Commissioner     |
| <b>SECONDER:</b> | Greg McKinley, County Commissioner |
| <b>AYES:</b>     | Ford, Focke, McKinley              |

9:35 AM

**Cory Meyer, IT/GIS Director**

10. IT/GIS Staff Update - December 2021

Meyer presented an IT/GIS staff update.

Meyer thanked Tyler Nicholas for his service to the County. Meyer stated Tyler is deserving of the Employee of the Month Award.

Ford thanked the IT Department for all they do for the County.

**Adjournment**

Move to adjourn.

|                  |                                    |
|------------------|------------------------------------|
| <b>RESULT:</b>   | <b>ADOPTED [UNANIMOUS]</b>         |
| <b>MOVER:</b>    | Greg McKinley, County Commissioner |
| <b>SECONDER:</b> | Kathryn Focke, County Commissioner |
| <b>AYES:</b>     | Ford, Focke, McKinley              |