



**Board of Riley County
Commissioners
Regular Meeting
Minutes
December 23, 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	Absent	8:30 AM
Greg McKinley	County Commissioner	Present	8:30 AM
Rich Vargo	County Clerk	Present	8:30 AM
Bryant Parker	County Counselor	Present	8:30 AM
John Ellermann	Public Works Director/County Engineer	Present	8:30 AM
Jeremy Noll	Public Works	Present	8:30 AM
Shanika Rose	Chronic Disease Risk Reduction Coordinator	Present	8:30 AM
Jerry Howard	Public Works	Present	8:30 AM
Vivienne Leyva	PIO	Present	8:30 AM
Shannon Sterling	Legal Assistant	Present	8:30 AM
Joshua Gering	EMS/Ambulance Assistant Director	Present	8:30 AM
Brittany Phillips	Budget and Finance Officer	Present	8:30 AM
Michele Reid	Payroll, Benefits & Employee Relations Manager	Present	8:33 AM
Emma Loura	Manhattan Mercury	Present	8:38 AM
Diane Creek	Health Department Director	Present	9:15 AM
Jenni Ebert	Health Department	Present	9:15 AM
Megan Lewis	Community Corrections Director	Present	9:35 AM
Jessie Hubbard	Administrative Assistant II	Present	9:35 AM
Laurie Harrison	Emergency Management Coordinator	Present	9:38 AM

Pledge of Allegiance

Public Comment

1. Public Comments

Sterling presented the Employee of the Month Award to Kyna King, Public Works Department.

Commission Comments

2. Commission Comments

Focke's Comments:

No comments.

McKinley's Comments:

Thursday after our meeting I met with the three county counselors regarding a fencing question in north county. It may require a fence view in the future.

Friday morning, I attended the retirement celebration for Clancy Holeman who retired after nearly 20 years with Riley County.

Friday afternoon I had a legal question, so I called Bryant Parker to get an opinion. He acknowledged that he had been the County Counselor for all of one and a half hours.

The K-State men on Saturday evening and the K-State women on Sunday afternoon both continued the same path they have had this year.

Ford's Comments:

Thursday I met with Representative Elect Angel Roeser to discuss the upcoming legislative session, key policy agenda items, and both the KAC and Riley County legislative agendas. I had a great dialog and look forward to seeing what we can get accomplished here during the 2025 legislative session.

Also Thursday afternoon I listened in on the Council on Foreign Relations State and Local Officials webinar. December's presentation was Brad W. Setser, the Whitney Shepardson Senior Fellow at CFR and former senior advisor to U.S. trade representative. He discussed the influence of tariffs and the price of U.S. goods and what to expect from the second Trump administration and his economic policies. There was a question-answer session that followed after the presentation as well.

Friday morning, I was on the "Within Reason" with Mike Matson on KMAN. It's the first time I have been on the new program, and it went very well. Like the platform, and we discuss county related items and processes, things Riley County continues to work, comprehensive and

strategic planning, economic development, and growth throughout Riley County. We also discussed my background, aspiration for the future, and the personal and professional elements that led me to public service. Great conversation and once again the hour went by fast as usual.

Also Friday morning I was able to come over for Clancy Holeman's retirement party here at the Board Chambers. As you can imagine it was very well attended by current and former staff as well many other professionals he worked with through the years. It was great having a chance to catch up with a handful of former county employees I worked with in my early days as a commissioner as well. I certainly enjoyed and valued my six years working with Clancy Holeman and I wish him the very best in retirement.

Friday afternoon I had pizza with everybody in the Riley County Register of Deeds office. This was the last part of the fall Konza United Way campaign as they were the department that won with the most overall donations. Thanks to both AJ's Pizzeria for providing pizza and Little Apple Nutrition for providing the tea, and thanks to both the Register of Deeds and Riley County as a whole for making the 2024 campaign such a success.

Sunday afternoon I attended the K-State vs. Cincinnati women's basketball game at Bramlage Coliseum. The Ladycats won a scrappy game going away 76-59 to win their first conference game of the year and run their overall record to 14-1.

Business Meeting

3. Sign contract with CivicPlus for CivicClerk

Move the Board authorize the Chairman to sign the main contract with CivicPlus for CivicClerk as presented.

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

4. Sign Riley County Employee Action Form(s)

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

- Kailey Ward, an EMT, in the EMS/Ambulance Department, for

- Separation from County Service, effective January 3, 2025.
- Tasha Holcomb, for a promotion, as a Customer Service Representative II, in the Treasurer's Department, at a Range 5, at \$21.67 per hour.
 - Carley Harris, for a promotion, as an Appraiser II – Residential, in the Appraiser's Department, at a Range 8, at \$25.05 per hour.
5. Approve payroll/accounts payables (when completed)

Move to approve the payroll vouchers in the amount of \$763,534.60 and the following warrant vouchers for December 27, 2024:

2024 Budget

County General	\$590,180.86
Disaster Fund	494,795.63
Health Department	148,260.21
Court Technology	12,229.00
Court Services	150.00
LEPP Grant	9,869.00
County Auction	473.29
P.A.T.F.	299.00
Motor Vehicle Operations	2,171.41
Capital Improvements Fund	77,464.88
Emergency 911	2,755.43
Solid Waste	231,318.15
County Building	19,091.58
Road & Bridge Cap Project	486.30
Landfill Closure	940.09
Riley Co Fire Dist #1	19,370.57
Riley Co Fire Dist CapOut	90,000.00
University Park W&S	5,267.62
Keats Capital Project	25,600.00
Hunters Island Water Dist	1,369.97
Carson Sewer Benefit Dist	652.42
Deep Creek Sewer	547.52
Moehlman Bottoms	503.84
Valleywood Operations	439.13
Terra Heights Sewer	1,353.52
Konza Water Operations	3,183.95
Lakeside Heights Sewer	102.84
KDOC Adult Services	5,146.84
KDOC Juvenile Services	4,728.83

KDOC Juv Reinvestment	966.13
BJA Grant	1,170.90
City Alcohol Funds	561.06
Caroline Peine Grant	100.56
GMCF Grant	221.22
Daniel Keating Foundation	119.00
Juvenile Svcs Carry-Over	40.00

TOTAL \$1,751,930.75

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

Review Minutes

6. Board of Riley County Commissioners - Regular Meeting - Dec 19, 2024 9:00 AM

Move to approve the minutes.

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

Press Conference Topics

7. Discuss Press Conference

Review Tentative Agenda

8. Tentative Agenda

9:00 AM

Michael Rezkalla, Pawnee Mental Health Services Director

9. Pawnee Mental Health Services update

Absent.

9:15 AM

Diane Creek, Health Department Director and Shanika Rose, Chronic Disease Risk Reduction Coordinator

Move to recess as the Board of County Commissioners and convene as the Board of Health.

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

10. Request to Fill Internally - Opioid Education and Prevention Specialist

Rose presented the request to promote Jenni Ebert to the expanded Opioid Education and Prevention Specialist.

Move to approve the promotion of Jenni Ebert into the expanded role of Opioid Education and Prevention Specialist.

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 Employee Action Form for Jenni Ebert, for increased hours, as an Opioid Education and Prevention Specialist, in the Health Department, effective December 21, 2024.

11. Request to fill-extend position- Medical Clerk

Creek presented the request to extend the full-time temporary clerical position of Medical Clerk through March 28, 2025.

Move to approve the extension of a full-time, temporary clerical position of Medical Clerk in the Public Health Clinic through March

28, 2025.

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 a full-time, temporary Medical Clerk (extension of), in the Health Department, at a Range 5.

Move to recess as the Board of Health and reconvene as the Board of County Commissioners.

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

9:30 AM Press Conference

9:35 AM Megan Lewis, Community Corrections Director

12. Staff Update

Lewis presented the Community Corrections staff update.

13. CY25 Adult City Alcohol Grant

Hubbard presented the 2025 Special Alcohol Funds Grant Agreement for Adult Services.

Move to approve the 2025 Special Alcohol Funds Grant Agreement for Community Corrections - Adult Services.

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

ABSENT:	Focke
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14. CY25 Juvenile City Alcohol Grant

Hubbard presented the 2025 Special Alcohol Funds Grant Agreement for Juvenile Services.

Move to approve the 2025 Special Alcohol Funds Grant Agreement for Community Corrections - Juvenile Services.

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

9:45 AM

Laurie Harrison, Emergency Management Coordinator

15. Request to fill Emergency Management Planner position

Harrison presented the request to fill the Emergency Management Planner position.

Move to approve the requisition to fill the Emergency Management Planner 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 Emergency Management Planner I - Full Time, in the Emergency Management Department, at a Range 9.

9:55 AM

Josh Gering, EMS/Ambulance Assistant Director

16. Request to Fill - EMT

Gering presented the request to fill the EMT position for recruitment.

Move to approve the requisition to fill the EMT 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 EMT, in the EMS/Ambulance Department, at a Range EMT.

10:00 AM Bryant Parker, Counselor/Director of Administrative Services

17. Administrative Work Session

Parker said he has no report other than what is in the packet.

Parker discussed the status of the old RCPD Firing Range status.

18. Pending County Projects County Counselor

9:54 AM Adjournment

Move to adjourn.

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