



**Board of Riley County
Commissioners
Regular Meeting
Minutes
April 01, 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
Clancy Holeman	Counselor/Director of Administrative Services	Present	8:30 AM
Steve Schurle	Commercial Real Estate Analyst	Present	8:30 AM
Vivienne Leyva	PIO	Present	8:30 AM
Laurie Harrison	Emergency Management Coordinator	Present	8:30 AM
Evan McMillan	Assistant County Engineer	Present	8:32 AM
Brittany Phillips	Budget and Finance Officer	Present	8:37 AM
Amanda Webb	Planning/Special Projects Director	Present	9:19 AM
Captain Greg Steere	RCPD	Present	9:25 AM
Shanika Rose	Chronic Disease Risk Reduction Coordinator	Present	9:25 AM
Julie Gibbs	Health Department Director	Present	9:25 AM
Shilo Heger	Treasurer	Present	9:37 AM
John Ellermann	Public Works Director/County Engineer	Present	9:41 AM
Russel Stuke	Emergency Management Director	Present	9:50 AM
Brian Peete	RCPD Director	Present	10:08 AM

Pledge of Allegiance

Public Comment

1. Public Comments

Holeman asked for an executive session during his administrative time.

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

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

Commission Comments

2. Commission Comments

Focke's Comments:

Thursday afternoon and Friday I spent time answering e-mails and phone messages and reviewing the meeting and documents for today's meeting.

Thursday evening, I attended bell choir practice and church services. I had several PT sessions that were difficult, so didn't get much physical work done around the house.

Friday, I attended Good Friday services in the evening and then attended Easter services on Sunday, playing in the choir for both services. In the evening, I had dinner with some friends.

McKinley's Comments:

Thursday evening, I attended the storm spotter training that Emergency Management had set up. Learned a lot about cloud formations and what to look for. I am not ready to be an official spotter but know more about what to watch for during storms.

Friday afternoon was the retirement reception for Community Corrections Director Shelly Williams. She spoke and some staff had comments and videos of some training exercises Shelly participated in. There was a large crowd including a lot of her family members.

Ford's Comments:

Hopefully everyone had a safe and wonderful Easter holiday weekend. It was certainly nice enough to get out and enjoy spring weather for the holiday as well.

Thursday afternoon I listened in on the March Connecting Counties Zoom webinar hosted by KAC. It was called "Beyond the Hype: What is AI and What Does It Mean For Local County Government?". The session provided a foundational understanding of artificial intelligence

and its potential role in county operations. The session emphasized the importance and implementation over the next decade and what can be done on a daily basis but also trends for the future as well. Aaron Davis, Center for Public Health Initiatives and Tatiana Lin, Director of Business Strategy, and Innovation for the Kansas Health Institute were the presenters.

Friday, I attended the retirement ceremony and reception for Shelly Williams, now retired director for Riley County Community Corrections. It was a very well attended ceremony with lots of individuals from many different local sectors in attendance. As always, I wish all of our former employees who have been with the county for many years the very best in their future endeavors and appreciate their time, service, and dedication to Riley County.

Spent the weekend catching up on some much-needed rest, chores around the house, and managed to slip in some NCAA basketball into the equation as well. Congratulations to UCONN, Purdue, Alabama, and NC State for making it to the Final Four.

Business Meeting

3. Fireworks Display Permit

Move to approve the Public Fireworks Display Permit for Bruce Zimmer with the Randolph Lions Club for June 29, 2024.

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

4. National Public Health Week to be recognized in Riley County from April 1 - 7, 2024.

Move to approve the National Public Health Week 2024 Proclamation.

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

5. RCHD Proclamation - National Child Abuse Prevention Month

Move to approve the Child Abuse Prevention Month 2024 Proclamation.

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

6. Bid Recommendation for Transfer Station Truck Scale

Move to approve the low bid submitted by WH Scale Company of Topeka, Kansas for the Transfer Station truck scales in the amount of \$49,880.00.

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

7. Retail Dealer's 2024 Cereal Malt Beverages License for Britt's Farm

Move to sign a Retail Dealer's 2024 Cereal Malt Beverages License for Britt's Farm, 1000 S. Scenic Drive, Manhattan, Kansas 66503.

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 - Mar 28, 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 Clancy Holeman, Counselor/Director of Administrative Services

- 9:00 AM 11. Administrative Work Session

Move the County Commission, including Chairman Ford, Vice Chairman McKinley, and Commissioner Focke, recess into executive session on potential litigation for the purpose of consultation with Clancy Holeman, County Counselor, attorney 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 9:20 a.m. Elizabeth Ward, Human Resources Director, and Michele Reid, Payroll & Benefits Specialist/Human Resources Associate, 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

- 9:20 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 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

12. Pending County Projects County Counselor

9:20 AM Amanda Webb, Planning/Special Projects Director

13. Comprehensive Plan Update Consultant Request for Qualifications (2024)

Webb presented the draft for the Comprehensive Plan Consultant Request for Qualifications.

The Board agreed by consensus to proceed with the Comprehensive Plan Consultant Request for Qualifications.

9:30 AM Press Conference

14. RCPD Update - Greg Steere (3-5 minutes)

Steere presented a Riley County Police Department update.

15. Presentation of the National Public Health Week 2024 Proclamation - John Ford and Julie Gibbs (3-5 minutes)

Ford presented the National Public Health Week 2024 Proclamation to Gibbs.

Gibbs stated Public Health is promoting, protecting health and life. Gibbs thanked the Board for the proclamation.

16. Presentation of the Child Abuse Prevention Month 2024 Proclamation - John Ford and Julie Gibbs (3-5 minutes)

Ford presented the Child Abuse Prevention Month 2024 Proclamation to Gibbs.

Gibbs recognized the work of families and communities in protecting children.

9:40 AM Brittany Phillips, Budget and Finance Officer and Amanda Webb, Planning/Special Projects Director

17. Budget & Planning Committee Facilitator Discussions

Phillips discussed the Budget and Planning Committee, in planning a retreat to include a professional facilitator.

Move to approve holding a retreat in the fall with a professional facilitator.

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

18. Facilitator Draft RFQ

Webb presented the Request for Qualifications (RFQ) to hire a professional facilitator for a County Retreat.

Move to finalize the RFQ as discussed and distribute per the timeline proposed.

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

10:00 AM**Russel Stukey, Emergency Management Director**

19. EM / Fire Staff Update for the month of March

Stukey presented the EM/Fire District staff update.

10:15 AM**Brian Peete, RCPD Director**

20. RCPD update

Peete presented a Riley County Police Department update.

Ford discussed all departments looking at a comprehensive analysis of state functions Riley County provides, and any funding provided and not provided.

The Board agreed by consensus for staff to work on analyzing services departments provide for the State of Kansas which we are not required to provide.

10:30 AM Adjournment

Move to adjourn.

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