



**Board of Riley County
Commissioners
Regular Meeting
Minutes
June 24, 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
Vivienne Leyva	PIO	Present	8:30 AM
Anna Burson	County Appraiser	Present	8:30 AM
Brittany Phillips	Budget and Finance Officer	Present	8:45 AM
Gary Fike	County Extension Director	Present	8:53 AM
Emma Loura	Manhattan Mercury	Present	8:59 AM
Evan McMillan	Assistant County Engineer	Present	9:25 AM
John Ellermann	Public Works Director/County Engineer	Present	9:53 AM
Megan Lewis	Interim Community Corrections Director	Present	10:30 AM
Shilo Heger	Treasurer	Present	10:32 AM
David Adams	EMS/Ambulance Director	Present	10:32 AM
Russel Stukey	Emergency Management Director	Present	10:40 AM
Amy Manges	Register of Deeds	Present	10:43 AM
Julie Gibbs	Health Department Director	Present	10:44 AM

Pledge of Allegiance

Public Comment

1. Public Comments

Holeman asked to add an executive session to his administrative time today.

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

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 I attended (via Zoom) the Heartland Works, Chief Elected Officials and Local Workforce Development boards met jointly for their quarterly meeting. It was a full agenda with the One-stop Operator Contract renewal, LWDB Membership renewal, election of CEOB Officers and LWDB Officers, and a full consent agenda that included minutes from the April meeting, fiscal reports, discussion of the annual budget and other updates and reports. Other items were the proposed meeting schedule for September 2024 through June 2025, with two meetings in person. The next scheduled meeting will be in-person on September 4th in Topeka (location to be determined).

Later that afternoon, I attended the Joint City/County/County Meeting held here in the BOCC Chambers. Commissioners from Manhattan City and Pottawatomie County were in attendance including Riley County Commissioner McKinley. Under discussion was the proposed US 24 Corridor update. The proposed dollar matches for the infrastructure were presented.

Friday, I had an appointment at the Alternative Health Care practice and caught up on paperwork and other office business.

Saturday, I got my yard work done early and reviewed the agenda and documents for today's meeting.

I took my dog for several walks at Wildcat and Keats Parks over the weekend, which we totally enjoyed, but generally tried to stay out of the hot weather.

McKinley's Comments:

Thursday afternoon we had the Joint City/County/County meeting. Jared Tremblay from the MPO gave a presentation on the US-24 Corridor Study. Right now, the study is from the mall entrance to the

east side of Wamego. He laid out possible options to extend the study of Highway 24. The first option is through Manhattan to Marlatt. The second option is from Marlatt to the Riley turn. The third option is to study a second crossing of the Big Blue River. No decisions were made but funding for the studies would need to be included in the 2025 budget.

Ford's Comments:

Spent the better part of last week and the weekend recovering from the bout of summer flu/cold I apparently came down with, so I didn't really manage to get much down.

I did watch the Joint City/County/County meeting via livestream on Thursday so I'm able to keep up with that dialog and discussion moving forward.

It's going to be a hot one this week, so I hope everyone is prepared and stays hydrated as we get into the start of July.

Business Meeting

Vargo asked the Board to close the Clerk's Office to the public on Thursday, June 27, 2024 to move the Elections Division and reorganize the office.

The Board agreed by consensus to close the Clerk's Office to the public Thursday, June 27, 2024 for the move of the Elections Division.

Review Minutes

3. Board of Riley County Commissioners - Regular Meeting - Jun 20, 2024 9:00 AM

Move to approve the minutes.

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

Press Conference Topics

4. Discuss Press Conference

Rich Vargo:

- KDWP licensing
- Elections Division move

Review Tentative Agenda

5. Tentative Agenda

9:00 AM**Gary Fike, County Extension Director**

6. Request Hold Harmless Agreement for K-State Rodeo in September

Fike asked the board to proceed with the Hold Harmless Agreement for the K-State Rodeo in September. Fike stated they would like to have alcohol sales at the event.

Move to approve the request to proceed with the Hold Harmless Agreement for K-State Rodeo in September.

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

9:15 AM**Anna Burson, Appraiser**

7. Appraiser's Office July Staff Update

Burson presented the Appraiser's Office staff update.

9:30 AM**Press Conference**

8. KDWP licensing - Rich Vargo (2 minutes)

Vargo said effective July 1st, the Riley County Clerk's office will no longer sell Kansas Department of Wildlife and Parks (KDWP) permits, including hunting and fishing licenses, and boat registrations.

9. Elections Division move - Rich Vargo (2 minutes)

Vargo reported the Elections Division will be moving to the Courthouse Plaza East Building, 115 N. 4th on the fourth floor. Vargo said the Clerk's Office will be closed to the public on Thursday, June 27, 2024 to relocate the Elections Division and reorganize the Clerk's Office.

10. Public Notices - Evan McMillan (1-2 minutes)

McMillan said the Riley County Transfer Station will be closed at noon on Saturday, June 29, 2024, for equipment repairs.

McMillan said in observance of Independence Day, the Riley County Transfer Station will be closed Thursday, July 4, 2024.

9:50 AM

Amanda Webb, Planning/Special Projects Director

11. Development Review Procedures & Review Authority for land use applications

Webb presented the Development Review Procedures.

10:10 AM

Clancy Holeman, Counselor/Director of Administrative Services

10:10 AM

12. 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, and Bryant Parker, Deputy County Counselor, attorneys for the Riley County 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 10:30 a.m.

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

10:30 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

13. Pending County Projects County Counselor

10:30 AM

Megan Lewis, Interim Community Corrections Director

14. Monthly Staff Update

Lewis presented the Community Corrections staff update.

10:45 AM

Brittany Phillips, Budget and Finance Officer

15. 2025 Budget Work Session

Phillips presented the 2025 Budget Development Worksheets.

McKinley presented a spreadsheet with his suggestions on appropriations.

Discussion followed on funding the outside appropriation requests.

The Board agreed by consensus to allocate 1.5 mills for the outside agencies' appropriations.

Adjournment

Move to adjourn at 1:00 p.m. after the Intergovernmental Luncheon.

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

12:00 PM Intergovernmental Luncheon

16. Intergovernmental Luncheon Agenda