



**Board of Riley County
Commissioners
Regular Meeting
Minutes
July 18, 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	Present	9:00 AM
Greg McKinley	County Commissioner	Present	9:00 AM
Rich Vargo	County Clerk	Present	9:00 AM
Clancy Holeman	Counselor/Director of Administrative Services	Present	9:00 AM
Brittany Phillips	Budget and Finance Officer	Present	9:00 AM
Vivienne Leyva	PIO	Present	9:00 AM
Anna Burson	County Appraiser	Present	9:00 AM
Emma Loura	Manhattan Mercury	Present	9:00 AM
Bryant Parker	Deputy County Counselor	Present	9:00 AM
Amanda Webb	Planning/Special Projects Director	Present	9:50 AM
Scott Hajek	RCPD	Present	9:50 AM
Garric Baker	Baker McMillan Architects	Present	9:50 AM
Bruce McMillan	Baker McMillan Architects	Present	9:52 AM
Katharine Hensler	Museum Director	Present	10:26 AM
Amy Manges	Register of Deeds	Present	10:29 AM
Elizabeth Ward	Human Resources Director	Present	10:43 AM

Pledge of Allegiance

Public Comment

1. Public Comments

Commission Comments

2. Commission Comments

Focke's Comments:

Monday afternoon I had several personal appointments, and then spent the afternoon catching up on some things at home.

Tuesday, I had a noon meeting at church and then came into my office to go over some paperwork. I had a meeting with the Interim Director of Community Corrections to discuss some issues going forward.

Tuesday night some friends had a birthday dinner for me, and we all had a great time.

Wednesday, I did some intense yard work in the lower part of my lot next to the creek. There were a lot of overgrown vines and bushes that I cleared out.

In the afternoon, I went over today's agenda and documents and ran some errands afterwards.

This morning, I attended Good Morning Manhattan at Four Points by Sheraton.

McKinley's Comments:

Monday after our meeting I met with Megan Lewis to discuss Community Corrections.

Tuesday, I met with Amanda Webb about the prep for our Riley County Strategic Planning Retreat. After that I attended the Flint Hills Veterans Coalition meeting. Starting to do more planning for the Veterans Day parade. Dan Culbertson from Kansas Works discussed his duties working with disabled veterans to help them find employment.

Later I had a short meeting with Rich Vargo and saw the new open spaces in the Clerk's office.

In the afternoon I had a phone call with Chris Shoults, the Leonardville Mayor. He is new to the position and wanted to discuss how the county works in relation to the cities. It was a good conversation, and he had some good questions about how things work.

Ford's Comments:

Monday afternoon I attended the July meeting of the Riley County Law Board at Manhattan City Hall. Among the items of discussion were the

passage of the consent agenda, several comments from the public, heard from the Fraternal Order of Police Lodge #17, had board member comments, and moved on to the General Agenda which included Director Peete discussing several Meritorious Service Awards that have been presented. We also discussed fall meetings out in the county which will take place in both the cities of Randolph and Riley and passed the resolutions allowing us to be able to do so. We discussed and passed the 2024 Midwest High Intensity Drug Trafficking Area Topeka DEA Task Force Agreement. We heard from Captain Hajek, Garric Baker, and Bruce McMillian from Baker McMillan Architects on the RCPD Feasibility Study, and we finished up with two executive sessions dealing with attorney-privilege and non-elected personnel.

Tuesday afternoon I attended the monthly Board of Directors meeting of the Manhattan Area Chamber of Commerce. Among the items of discussion was approval of Consent Agenda, approved the minutes from the June meeting, and an update on financials through June and membership accounts. Discussion items included an update on the MATC expansion, federal issues which included some needs on behalf of both Fort Riley and K-State, a change on the date and time for September's meeting, and updates on the Childcare Accelerator, a possible business park, local housing, and the growth strategy. I also gave a county ex-officio report, and we heard reports from all the various staff.

Wednesday morning, I was part of a round table discussion at the Manhattan Area Chamber of Commerce on the National Security Crossroads. This is a partnership with local entities and the Missouri Department of Economic Development to help protect and enhance the performance of defense and security assets in the region. This particular region stretches from here in the Riley County area all the way through St. Louis and over to Scott Air Force Base over in the Illinois area. A matrix team has been put together to review the FY 2024 DOD and DHS procurement in Kansas and Missouri and is meeting with the important stakeholders to develop a plan for key industries and for workforce development in these areas. That plan should be out and available sometime in early fall.

Wednesday afternoon I attended a Community Land Trust Lunch and Learn up at the College of Architecture and Design at K-State. The event was put together to help key area stakeholders understand in a bit more detail about Community Land Trusts and how it could work for housing affordability and how the Habitat for Humanity of the Northern Flint Hills aims to use this as a tool to do so. Also, members of the Lawrence Community Housing Trust were attendance and able to answer some important and key questions as we broke into round tables to talk about this and develop questions based off of key points and issues. There should be a summary of the dialog coming out

shortly and I will certainly share that when it does. Anna Burson and Steve Schurle from the Appraiser's office were in attendance as were Rich Vargo and Bryant Parker from here at Riley County as well.

Also Wednesday afternoon I attended the monthly meeting of the Flint Hill Metropolitan Organization via Zoom. Among the items of discussion were an update of the financials, staff updates which included EV Readiness, Connect 2050-TDM, 1-70 and K-18 meeting, the current office space, a KDOT update, and approved the minutes from the March meeting. We also approved Amendment #3 of the Transportation Improvement Plan and the Transportation Emissions Reduction Plan area projects list, after those discussions we adjourned.

Thursday morning, I attended Good Morning Manhattan at the Four Points by Sheraton. This month's presentation was from Brenden Wirth, Political Affairs for the Kansas Farm Bureau who discussed the "Engaged Kansas" program which is a non-partisan collaborative partnership of statewide advocacy organizations promoting civic engagement and activities from the local and state levels.

Business Meeting

3. Review and Approval of Indemnification and Hold Harmless Agreement

Move to approve the Indemnification and Hold Harmless Agreement with the Riley County Fair, Riley County Extension, Nick Powers, DBA RC McGraws, LLC, and the Kaw Valley Rodeo Association.

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

4. Advisory Board appointment letters and Resolution

Move to approve and sign the appointment letters and "Resolution No. 071824-36, A Resolution appointing Riley County representatives to Advisory Boards."

James Armendariz (adult term)	July 18, 2024-June 30, 2026	Joint Corrections Advisory Board 2 year
James Armendariz (juvenile term)	July 18, 2024-June 30, 2027	Joint Corrections Advisory Board 3 year
Cathy Jones Comm Dist 2	September 1, 2024-August 31, 2027	Food and Farm Council 3 year

John Green Comm Dist 1	September 1, 2024- August 31, 2027	Food and Farm Council 3 year
Sharolyn Jackson Comm Dist 3	September 1, 2024- August 31, 2027	Food and Farm Council 3 year

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

5. Sign Tax Roll Corrections

Move to approve the Tax Roll Corrections.

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

Review Minutes

6. Board of Riley County Commissioners - Regular Meeting - Jul 15, 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

7. Tentative Agenda

Press Conference Topics

8. Discuss Press Conference

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

9. Administrative Work Session

Holeman said he did not have anything to report.

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

10. USDA Rural Development Housing Preservation Grant

Webb discussed the USDA-RD Housing Preservation Grant 2024.

Webb stated she does not have time to gather the information to apply this year, but intends to next year.

Move to approve staff applying for the USDA-RD Housing Preservation Grant.

10:05 AM Brian Peete, RCPD Director

11. RCPD Feasibility Study

Hayek and Baker presented the RCPD feasibility study.

10:30 AM Brittany Phillips, Budget and Finance Officer

12. Indication of Revenue Neutral Rate for Riley County Rural Fire District #1

Phillips presented the indication of Revenue Neutral Rate for Riley County Fire District #1.

Move to approve the Notice of Revenue Neutral Rate Intent for Riley County Rural Fire District #1.

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

13. Indication of Revenue Neutral Rate for Riley County

Phillips presented the Revenue Neutral Rate for Riley County.

Move to approve the Notice of Revenue Neutral Rate Intent for Riley County.

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

14. Indication of Revenue Neutral Rate for Terra Heights

Phillips presented the indication of Revenue Neutral Rate for Terra Heights.

Move to approve the Notice of Revenue Neutral Rate Intent for Terra Heights Benefit District.

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

15. Indication of Revenue Neutral Rate for University Park Water & Sewer District

Phillips presented the indication of Revenue Neutral Rate for University Park Water & Sewer District.

Move to approve the Notice of Revenue Neutral Rate Intent for University Park Water & Sewer District.

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

16. Indication of Revenue Neutral Rate for Valleywood Operations

Phillips presented the indication of Revenue Neutral Rate for Valleywood Operations benefit district.

Move to approve the Notice of Revenue Neutral Rate Intent for Valleywood Operations benefit district.

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

Phillips presented the indication of Revenue Neutral Rate for Carson Sewer Benefit District.

Move to approve the Notice of Revenue Neutral Rate Intent for Carson Sewer benefit district.

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

10:45 AM Katharine Hensler, Museum Director

17. Monthly Staff Update - Riley County Historical Museum

Hensler presented the Museum staff update.

11:00 AM Elizabeth Ward, Human Resources Director

18. Request to Fill position – County Counselor

Ward presented the request to fill the County Counselor position.

Ward recommended promoting Bryant Parker to the County Counselor position, effective January 1, 2025, and to open the Deputy County Counselor position with an intended start date of August 15, 2024.

Move to promote Bryant Parker to the County Counselor position effective January 1, 2025, with a starting salary of \$179,870 annualized and to open the Deputy County Counselor position with an intended start date of August 15, 2024.

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

The Board of County Commissioners signed a Riley County Position Action Form for a Deputy County Counselor, in the Counselor's Department, at a Range FF.

19. Request to Fill - Director Community Corrections

Ward presented the request to fill the Director of Community Corrections.

Ward recommended opening the Community Corrections Director position for recruitment, with a start date of September 1, 2024.

The Board agreed by consensus to open the Community Corrections Director position internally for one week through Friday, July 26, 2024. If no internal applicants meet all qualifications the position will be opened externally.

The Board of County Commissioners signed a Riley County Position Action Form for a Community Corrections Director, in the Community Corrections Department.

11:25 AM**Adjournment**

Move to adjourn.

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