



**Board of Riley County
Commissioners
Regular Meeting
Minutes
July 29, 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
Anna Burson	County Appraiser	Present	8:30 AM
Darrin Hobbs	REACH Committee Chair	Present	8:30 AM
Danny Williams	Assistant County Appraiser	Present	8:30 AM
Allen Todd	Appraisal Analyst	Present	8:30 AM
Vivienne Leyva	PIO	Present	8:30 AM
Michele Reid	Payroll, Benefits & Employee Relations Manager	Present	8:30 AM
Steve Schurle	Commercial Real Estate Analyst	Present	8:30 AM
Joshua Gering	EMS/Ambulance Assistant Director	Present	8:30 AM
Shannon Sterling	Legal Assistant	Present	8:30 AM
Bryant Parker	Deputy County Counselor	Present	8:30 AM
Lori Muir	Real Estate Specialist	Present	8:30 AM
Evan McMillan	Assistant County Engineer	Present	8:30 AM
Lisa McAdams	Administrative Assistant II	Present	8:30 AM
Brandy Sutherland	Blue Valley Consultants	Present	8:30 AM
Dana Nayduch	White Canyon Road	Present	8:30 AM
Emma Loura	Manhattan Mercury	Present	8:40 AM
Ben Hamill	Environmental Health Technician	Present	9:40 AM
John Ellermann	Public Works Director/County Engineer	Present	9:40 AM
Amanda Webb	Planning/Special Projects Director	Present	9:40 AM
Elizabeth Ward	Human Resources Director	Present	9:49 AM
Bruce McMillan	Baker McMillan Architects	Present	9:53 AM

Pledge of Allegiance

Public Comment

1. Public Comments

Hobbs presented the Employee of the Month Award to Danny Williams who started with Riley County in 1989 and has 35 years of service.

Sutherland, Blue Valley Consultants, discussed a potential solution to the White Canyon access issue. Sutherland said a Kansas Water grant application could be through the township or Riley County.

Sutherland asked Riley County to consider a letter of support.

Nayduch discussed the need for the White Canyon Road project.

Commission Comments

2. Commission Comments

Focke's Comments:

Thursday evening, I went to the Riley County Fair and spent time at the democrat's booth, walked through the cattle barn, looked in on the sheep judging, and looked at exhibits in Pottorf Hall. There was a big crowd at the rodeo, the carnival, and at the 4-H exhibits and vendors.

Friday morning, I took of tour of the Manhattan Area Technical College's new facilities with Jim Gandt and Harry Watts. I'm really impressed with the new facilities and what they will bring to area employers in the future.

After that, I spent some time in the office going over today's agenda and documents, followed up on e-mails and the upcoming calendar.

Later that afternoon, I came back to the office and had a meeting with Molly Saunders, Project Manager with Shockey Consulting Services, who is facilitating our Strategic Planning Retreat in September.

McKinley's Comments:

Friday, I met with a representative from the group coordinating our strategic planning retreat. Discussed what I hope to see from the retreat.

Ford's Comments:

Friday afternoon I met with Bryant Parker, Deputy Riley County Counselor and Brynne Haverkamp from Pawnee Mental Health to discuss a county-based resolution that would grant legitimacy to the area Mental Health Task Force that has been doing some rebranding here in recent times. I expect that Brynne and staff from Pawnee will be coming in here soon to give a presentation on the subject.

Also Friday afternoon I met with a Hockey Consultant, our strategic plan and retreat consultant, to discuss some things in relations to that and to discuss September's planning retreat and what I hope to be able to get out of all of it. I had a really great dialog and conversation, and I came away feeling really good about what lies ahead.

Sunday afternoon I spent time out at the Riley County Fair and had the chance to judge the Baking Competition once again for the 4th straight year. Tyler Jackson from Manhattan Magazine joined me once again as well. This year's category was scones, and it was outstanding. We had twenty-three entries and it varied from the traditional blueberry and lemon to cheddar cheese and chive to cheddar jack and sausage to name a few. This year there was only one category, so we only had a Champion and Reserve. One was a chai spice scone, and the other was a cheddar bay style scone. Afterward I took the time to walk around as I usually do to check out the livestock and all the other projects the 4-H kids have worked on throughout 2024.

Business Meeting

3. Riley County Extension of Contract - Trash Services- Howie's Enterprises, Inc.

Move to approve Extension of Contract with Howie's Enterprises, Inc. for Riley County Trash Services.

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

4. Sign Riley County Employee Action Form(s)

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

- Linda Glasgow, a Curator Archive & Library, in the Museum Department, for Separation from County Service, effective October 1,

2024.

- Sydney Wolgast, an As Needed Museum Assistant, in the Museum Department, for Separation from County Service, effective July 31, 2024.
- Danielle Banks, a new hire, as an APRN, in the Health Department, at a Range DD.
- Collin Cooper, a new hire, as a Temporary Election Worker, in the Election Department, at a Range Election.
- Linus Urbanek, a new hire, as a Temporary Election Worker, in the Election Department, at a Range Election.
- Nick Decker, a Parks Seasonal, in the Public Works Department, for Separation from County Services, effective July 31, 2024.
- Ryker Nelson, a Parks Seasonal, in the Public Works Department, for Separation from County Services, effective July 31, 2024.
- Taylor Schall, a Parks Seasonal, in the Public Works Department, for Separation from County Services, effective July 31, 2024.

Review Minutes

5. Board of Riley County Commissioners - Regular Meeting - Jul 25, 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

6. Tentative Agenda

Press Conference Topics

7. Discuss Press Conference
 - Rich Vargo-Primary Election Tuesday, August 6th

9:00 AM Clancy Holeman, Counselor/Director of Administrative Services**8. Administrative Work Session****9. Pending County Projects County Counselor**

Holeman presented the Commission Project List.

9:20 AM Break**9:30 AM Press Conference****10. Leonardville August 1 Meeting Reminder - Vivienne Leyva (1-2 minutes)**

Leyva said as they have done in years past, the Riley County Board of County Commissioners will hold a regular meeting in one of the smaller cities once each quarter in 2024. These meetings are open to the public and will be held in the evenings, with the hope that more people will be able to attend.

The next County Commission meeting will be held at the Leonardville Community Building (118 N. Erpelding) on Thursday, August 1, at 6:30 p.m.

This is a great chance for people to meet local elected officials, share public comments, and get involved in the community.

Find agendas, minutes, and rules for public comment during meetings at www.rileycountyks.gov/commission
<<http://www.rileycountyks.gov/commission>>

For those who are not able to attend in person, meetings are broadcast live on the Riley County Commission Meeting YouTube Channel, which can be found easily through a search, and we also provide a link from the Riley County website at rileycountyks.gov.

11. Primary Election Tuesday, August 6th - Rich Vargo (2 minutes)

Vargo reported advance voting is open Monday-Thursday 7:30 a.m.- 5:00 p.m., Friday 7:30 - noon, and Saturday 7:30 a.m. - noon. Vargo

said advance voting closes Monday at noon. He stated the polls will be open 7:00 a.m. - 7:00 p.m. Tuesday, August 6, 2024.

Excessive Heat Warning - Russel Stukey (1-2 minutes)

Stukey said the National Weather Service has issued an EXCESSIVE HEAT WARNING including Riley County. Dangerously hot conditions with heat index values up to 113 are expected to begin this afternoon and last through Thursday, with very little relief from the heat in the overnight hours.

Everyone is advised to take extra precautions when outside. Wear lightweight and loose-fitting clothing. Try to limit strenuous activities to early morning or evening. Take action when you see symptoms of heat exhaustion and heat stroke.

- To reduce risk during outdoor work, the Occupational Safety and Health Administration recommends scheduling frequent rest breaks in shaded or air-conditioned environments.
- Anyone overcome by heat should be moved to a cool and shaded location immediately. Heat stroke is an emergency! Call 911 if you suspect heat stroke or other emergency.
- Do not leave young children and pets in unattended vehicles. Car interiors will reach lethal temperatures in a matter of minutes.

We have a list of public locations open for daytime heat relief posted on the Riley County website and we will share that list widely. Additional safety advice is available from the National Weather Service, Ready.gov and Riley County Emergency Management.

9:40 AM

Amanda Webb, Planning/Special Projects Director

12. KDHE Local Environmental Protection Program Grant - administration

Webb presented the KDHE LEPP grant administration.

The Board agreed by consensus on the method of application acceptance (the application, required documentation, and submittal window), and method of evaluation and ranking (based on need, income, and severity of failure).

9:55 AM

Elizabeth Ward, Human Resources Director

13. Human Resources Monthly Update

Ward presented the Human Resources monthly update.

10:03 McKinley left the meeting.

10:10 AM

John Ellermann, Public Works Director/County Engineer

14. Cico Dog Park Discussion

Ellermann presented the CiCo Dog Park options.

The Board discussed the options.

The Board agreed for Ellermann to pursue donations for the shelter, concrete pad, shade trees, and grass for the CiCo Dog Park.

15. Court House Plaza East Window Replacement Project

Ellermann discussed the CPE window replacement project.

Move to approve Baker McMillan Architects for the Court House Plaza East Window Replacement Project.

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

10:45 AM

Board of County Commissioners

- 10:45 AM 16. Executive session for preliminary discussions relating to the acquisition of real property

Move that the Board of County Commissioners, including Chairman Ford and Commissioner Focke, along with Clancy Holeman, County Counselor, and Bryant Parker, Deputy County Counselor, attorneys for the Board, recess into executive session pursuant to the preliminary discussions relating to the acquisition of real property exception to the Kansas Open Meetings Act, in order to discuss a possible real property purchase by Riley County, the open meeting to resume in the County Commission Chambers at 11:30 a.m. Rich Vargo, Riley County Clerk,

will be present during the executive session to provide factual information.

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

11:30 AM

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

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

Move the record reflect no binding action was taken during the executive session.

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

11:31 AM

Adjournment

Move to adjourn.

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