



**Board of Riley County
Commissioners
Regular Meeting
Minutes
August 05, 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
Brittany Phillips	Budget and Finance Officer	Present	8:30 AM
Anna Burson	County Appraiser	Present	8:30 AM
Bryant Parker	Deputy County Counselor	Present	8:30 AM
Elizabeth Ward	Human Resources Director	Present	8:31 AM
Mike Couch	Flint Hills Regional Council Director	Present	8:30 AM
Emma Loura	Manhattan Mercury	Present	8:45 AM
Megan Lewis	Interim Community Corrections Director	Present	9:10 AM
Mark French	RCPD	Present	9:20 AM
Gina Snyder	Downtown Manhattan Director	Present	9:24 AM
Tara Claussen	United Way Director	Present	9:30 AM
John Ellermann	Public Works Director/County Engineer	Present	9:30 AM
Amy Manges	Register of Deeds	Present	9:30 AM
Amanda Webb	Planning/Special Projects Director	Present	9:30 AM
Shari Morrand	Tax Supervisor	Present	9:30 AM
Julie Gibbs	Health Department Director	Present	9:37 AM
Russel Stukey	Emergency Management Director	Present	9:48 AM
Doug Russell	Assistant Fire Chief	Present	10:01 AM
Jan Stewart	United Way Board Member	Present	9:30 AM

Pledge of Allegiance

Public Comment

1. Public Comments

Commission Comments

2. Commission Comments

Focke's Comments:

Friday, I met with Julie Gibbs at the Health Department and took a tour of all the spaces at the Health Department and the Family and Child Resource Center. I had been in a lot of the spaces, but not all. We also had a discussion of how operations are going.

The weekend was spent doing house and yard work and time with friends. I spent time on Saturday and Sunday going over the agenda and documents for today's meeting.

McKinley's Comments:

No comments.

Ford's Comments:

Friday afternoon I met with Elizabeth Ward to discuss a few human resource related items and to discuss this morning's Konza United Way Campaign that we will be starting.

Wanted to share my thoughts and condolences to Wichita firefighter Ty Voth who passed away in the line of duty last week. He actually started his service here with the Manhattan Fire Department in 2017 before moving to Wichita in 2019. He was merely 27 years old and will be dearly missed by family and friends, some of whom are still serving with MFD.

Hoping for the best for several friends in the state of Florida as Hurricane Debbie made landfall this morning and is dumping an incredible amount of rain on the region. I'm hopeful they will work through it as best as possible.

The weekend was quiet, worked on some things at home, watched the NFL Hall of Fame ceremony, and some of the Olympics in Paris as well.

Business Meeting

3. Konza United Way 2024 Riley County Campaign Proclamation

Move to approve the proclamation for Konza United Way 2024 Riley County Campaign.

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

4. Sign Riley County Employee Action Form(s)

The Board of County Commissioners signed a Riley County Employee Action Form for Kyler McCullough, a Traffic Control Technician, in the Public Works Department, for Separation from County Service, effective August 15, 2024.

5. Discuss Good Morning Manhattan

- All commissioners, Clancy, Bryant and Rich.

Review Minutes

6. Board of Riley County Commissioners - Regular Meeting - Aug 1, 2024 6:30 PM

Move to approve the minutes.

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

Review Tentative Agenda

7. Tentative Agenda

Press Conference Topics

8. Discuss Press Conference

9:00 AM Clancy Holeman, Counselor/Director of Administrative Services

9. Administrative Work Session
10. Pending County Projects County Counselor

Holeman presented the Commission Project List.

9:20 AM Megan Lewis, Interim Community Corrections Director

11. 2025 City Alcohol Grant Application - Adult Services

Lewis presented the 2025 City Alcohol Grant application for Adult Services.

Move to approve the 2025 City Alcohol Grant Application - Adult Services to be submitted to the City of Manhattan for funding consideration.

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

12. 2025 City Alcohol Grant Application

Lewis presented the 2025 City Alcohol Grant application for Juvenile Services.

Move to approve the 2025 City Alcohol Grant Application - Juvenile Services to be submitted to the City of Manhattan for funding consideration.

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

AYES:	Ford, Focke, McKinley
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9:30 AM**Press Conference**

13. RCPD Update - Mark French (3 minutes)

French presented a Riley County Police Department update.

14. Downtown Manhattan update - Gina Snyder (3 minutes)

Snyder presented a Downtown Manhattan update.

15. Presentation of United Way Proclamation - John Ford, Tara Claussen, and Amy Manges (2-3 minutes)

Ford presented the United Way Proclamation to Claussen and Manges.

16. Public Notice - John Ellermann (1-2 minutes)

Ellermann said a structure replacement project on West 69th Avenue is scheduled to begin Monday, August 12, 2024. The project is located approximately 4/10ths of a mile north of Anderson Avenue. West 69th Avenue will be closed to through traffic during construction from Anderson Avenue north to the intersection of North 48th Street. The project is expected to be completed by Friday, August 16, 2024, weather permitting.

17. LEPP Grant Funding Availability- Amanda Webb (1 minute)

Webb shared a reminder about the \$50,000 LEPP grant that Riley County was awarded to assist low to moderate property owners with repair/replacement of their private wastewater systems or components. Applications are accepted through October 4, 2024. The application is available on our website, or people can contact the Planning & Development Department with questions or if they need help.

18. Revenue Neutral Rate mailing - Rich Vargo (1-2 minutes)

Vargo reported the Revenue Neutral Rate Letters (RNR) were mailed on Friday. He said the RNR Letters will show taxpayers their estimated tax bill based on current valuations and current mill levies with hearing dates and locations. Vargo emphasized the RNR Letters are not tax

bills.

19. Primary Election August 6th - Rich Vargo (1-2 minutes)

Vargo reported there has been 661 advance voters in person and 283 by mail as of Saturday. He said advance voting closes today at noon.

Vargo said the polls will be open tomorrow from 7:00 a.m.-7:00 p.m.

9:40 AM

Julie Gibbs, Health Department Director

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:	Kathryn Focke, County Commissioner
AYES:	Ford, Focke, McKinley

20. RCHD request for approval to apply for a MHA Grant

Gibbs presented the RCHD request for approval to apply for the Memorial Hospital Association Grant.

Move to approve the request to apply for a grant for \$30,000 from the Memorial Hospital Association to be used to support the implementation of MCH prevention and education services.

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

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:	Kathryn Focke, County Commissioner
AYES:	Ford, Focke, McKinley

9:45 AM Amanda Webb, Planning/Special Projects Director

21. Planning & Development - Staff Update

Webb presented the Planning and Development staff update.

10:00 AM Russel Stukey, Emergency Management Director

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

Stukey presented the EM/Fire District staff update.

10:15 AM Brittany Phillips, Budget and Finance Officer

23. 2025 Rural Fire Budget Discussions

Phillips and Stukey presented the proposed 2025 Rural Fire Budget.

The Board discussed the 2025 Rural Fire budget request.

Ford suggested reducing the increase to 8% like the other departments.

The Board asked for another work session on the 2025 Rural Fire budget request.

10:30 AM Amanda Webb, Planning/Special Projects Director

24. BG Consultants design contract - Keats community lagoon

Webb presented the BG Consultants, Keats Community Lagoon Engineering and Design Services contract.

Move to approve the Agreement for Professional Services with BG Consultants for the Keats community lagoon engineering and design services.

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

10:45 AM Tara Claussen, Konza United Way

25. United Way Campaign

Claussen discussed the importance of the United Way Campaign for our community.

Stewart, United Way Board member, discussed the specific programs funded.

Ward reported Ford and Manges, each, presented \$1,000 checks as their contribution to the United Way Campaign.

10:55 AM Brittany Phillips, Budget and Finance Officer

26. Monthly Cash Flow Report for July 2024

Phillips presented the monthly cash flow reports.

11:06 AM Adjournment

Move to adjourn.

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