



**Board of Riley County
Commissioners
Regular Meeting
Minutes
August 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
Cindy Kabriel	Senior Administrative Assistant	Present	8:30 AM
Clancy Holeman	Counselor/Director of Administrative Services	Present	8:30 AM
Brittany Phillips	Budget and Finance Officer	Present	8:30 AM
Danny Williams		Present	8:30 AM
Evan McMillan	Assistant County Engineer	Present	8:30 AM
Michele Reid	Payroll, Benefits & Employee Relations Manager	Present	8:34 AM
Justin Brock		Present	9:20 AM
Amanda Webb	Planning/Special Projects Director	Present	9:33 AM
Elizabeth Ward	Human Resources Director	Present	9:45 AM
Megan Lewis	Interim Community Corrections Director	Present	10:27 AM
Bryant Parker	Deputy County Counselor	Present	9:00 AM
Rich Vargo	County Clerk	Present	8:43 AM

Pledge of Allegiance

Public Comment

1. Public Comments

McMillan said the transfer station will be closed Labor Day.

Holeman asked the commission to add two executive sessions to today's meeting one during his administrative work session and one after the last item on the agenda.

Move to add two executive sessions to today's meeting one during Holeman's administrative work session and one after the last item on

the agenda.

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

Commission Comments

2. Commission Comments

Focke's Comments:

Monday, I attended the Intergovernmental Luncheon at the KSU Union. Topics for the day were a county health panel discussion and the 2025 community needs assessment for Riley County. Leslie Campbell, Director of Pottawatomie County and Julie Gibbs, Director of Riley County Health Departments were presenters. The Director from Geary County was not present. The annual County Health Rankings and Roadmaps Data summarized statistics on Health Factors and Health Outcomes for each county and the two drivers with the greatest impact on health of our citizens. The next presentation was from the Food and Farm Council, with Cheryl Arthur giving statistics on the 2025 needs assessment for Riley County. The next meeting will be on September 23rd in the Flint Hills Room.

Tuesday, I had a doctor's appointment and then came into the office for several hours.

That evening, I attended an event for Senator Usha Reddi with Lt. Governor David Toland. He gave a great presentation on the activities of the Commerce Department and the jobs and business they had brought into Kansas in the last two years. The event was held at the Blue Sage Barn at Prairiewood, which is a very nice venue.

Wednesday morning, I took one of my friends to an emergency meeting at the retinologist office in Topeka. He had some issues with his eye that needed to be checked, and then corrected.

Later that afternoon, I came into the office to go over today's meeting agenda and documents.

Wednesday evening, I attended the Keats Community Meal at their community building.

McKinley's Comments:

Last week of the month is generally slower and I had no agency meetings this week.

Tuesday, I did something that no one else here has ever done. I had my pacemaker battery replaced.

Ford's Comments:

I was able to catch Monday afternoon's announcement from both United States Senator Jerry Moran and Kansas State University President Dr. Richard Linton on the new 7-million-dollar federal initiative to fund a new Biomanufacturing Core and Training Facility up on K-State. This state-of-the-art facility will help advance vaccine production and other related items here in the state of Kansas. It was great to finally hear some good news on the production front as well.

Monday evening, I attended the meeting of the Manhattan Neighborhood Coalition at the Manhattan Public Library. I attended of course as well as several others on behalf of the Northview neighborhood. Some of the items of discussion were how to get these neighborhood associations which there are nine currently to engage more effectively with the City of Manhattan and how to get the city to recognize these associations as well as designating specific individuals from these neighborhoods to attend city commission meetings when necessary. Also adapting to a communication structure to move information around internally was also discussed. This group will meet again in October. The Northview group is planning a meeting in September.

Tuesday afternoon I had my monthly Corporate and Social Responsibility team meeting out at Florence. We discussed working with Habitat for Humanity of the Northern Flint Hills on several initiatives in the fall including employees volunteering time at Restore of the Heartland and working with the Manhattan Emergency Shelter at a later date on some volunteer options too. I brought up the idea of doing an Employee Campaign for the Konza United Way in 2025 and we discussed some of the events we've already planned for the fall including a food and clothing drive to benefit area non-profit organizations and a possible fundraiser opportunity with the new Art and Light Museum that can benefit area agencies as well.

Although it's the start of football season officially this weekend here in the Little Apple. It would be remiss not to mention that the Kansas City Royals are in the hunt for the American League Central title currently, is it possible we are going to have October baseball to look forward to

in 2024?

Business Meeting

3. Conservation District Appropriation Approval

Move to authorize the Riley County Clerk to sign the County Budget Certification to Conservation District.

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 Riley County Employee Action Forms for the following:

- Bryan Karten, a new hire, as an Election Day Worker, in the Clerk/Election Department, at a Range Election.
- Nathaniel Wells, a new hire, as an Election Day Worker, in the Clerk/Election Department, at a Range Election.
- Mike Graham, a new hire, as an Election Day Worker, in the Clerk/Election Department, at a Range Election.
- Mariah Broughman, a new hire, as a Residential Appraiser I, in the Appraiser's Department, at a Range 6, at \$20.74 per hour.
- Lydia Preston, an Intern/Volunteer, in the Health Department, for Separation from County Service, effective August 23, 2024.
- Ryker Nelson, a rehire, as a Seasonal Laborer, in the Public Works/Parks Director, at a Range Seasonal, at \$15.07 per hour.

Review Minutes

5. Board of Riley County Commissioners - Regular Meeting - Aug 26, 2024 8:30 AM

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

6. Tentative Agenda

Press Conference Topics

7. Discuss Press Conference

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

- 9:00 AM 8. Administrative Work Session

Move the County Commission, including Chairman Ford, Vice Chairman McKinley, and Commissioner Focke, recess into executive session on potential litigation with Bryant Parker, Deputy County Counselor and Clancy Holeman, County Counselor, attorneys 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.

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
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9:20 AM**Bob Isaac, Planner**

9. Rezone an unplatted tract of land from SF-2 (Single Family Residential) to PUD (Planned Unit Development) to allow a landscaping business and single family residence.

Isaac presented a request to rezone for Brock.

Move to approve “Resolution No. 082924-41, Resolution amending the zoning map of Riley County concerning the use of certain real estate located in Wildcat Township” rezone from SF-2 (Single Family Residential) to PUD (Planned Unit Development).

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

9:40 AM**Bob Isaac, Planner**

10. Amend Section 5.2 Use Specific Standards; Section 5.3 Accessory Buildings, Structures and Uses; and Section 4.19 Planned Unit Development (PUD) of the Riley County Land Development Regulations.

Isaac presented the amended Riley County Land Development Regulations.

Move to approve “Resolution No. 082924-42, Resolution amending the Riley County Land Development Regulations in Riley County, Kansas” (Section 5.2 Use Specific Standards; Section 5.3 Accessory Buildings, Structures and Uses; and Section 4.19 Planned Unit Development (PUD)).

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

9:55 AM**Evan McMillan, Assistant County Engineer**

11. KWO Application - Water Meters

McMillan presented the KWO grant fund application for water meters.

Move to approve and support applying for grant funding to replace current meters with cellular read meters in Hunter's Island, Moehlman Bottoms, Konza Valley, and University Park.

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

10:05 AM Cory Meyer, IT/GIS Director and Elizabeth Ward, Human Resources Director

12. Digital Emergency Contact Card Proposal

Meyer presented the Digital Emergency Contact Card system proposal.

The Board agreed by consensus to adopt the digital emergency contact card.

Holeman presented the Hold Harmless Indemnification agreement for the CiCo Park Rodeo facilities to be used by the KSU Rodeo Club.

Move to approve the Indemnification and Hold Harmless Agreement with the Riley County Fair Board, Riley County Extension, Nick Powers, DBA RC McGraws, LLC and KSU Rodeo Club.

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

10:30 AM Elizabeth Ward, Human Resources Director

10:30 AM 13. Executive session to discuss a personnel matter involving non-elected personnel

Move that the County Commissioners, including Chairman Ford, Vice Chairman McKinley, and Commissioner Focke, and Clancy Holeman, County Counselor; Bryant Parker, Deputy County Counselor; Elizabeth Ward, Human Resources Director; and Rich Vargo, Riley County Clerk, recess into executive session on a performance matter of non-elected personnel, an exception to the Kansas Open Meetings Act and to protect the privacy of the employee, the open meeting to resume in

the County Commission Chambers at 11:15 a.m.

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

11:15 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

11:21 AM

Executive session to discuss confidential legal advice regarding potential litigation issues

Move the County Commission, including Chairman Ford, Vice Chairman McKinley, and Commissioner Focke, recess into executive session on potential litigation with Bryant Parker, Deputy County Counselor and Clancy Holeman, Riley County Counselor, attorneys 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 12:20 p.m. Rich Vargo, Riley County Clerk; Brittany Phillips, Budget and Finance Officer; and Elizabeth Ward, Human Resource Manager, will be present for a portion of the executive session to present factual information.

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

12:20 PM

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

12:21 PM

Adjournment

Move to adjourn.

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