



**Board of Riley County
Commissioners
Regular Meeting
Minutes
October 07, 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
Bryant Parker	Deputy County Counselor	Present	8:30 AM
Jacob Hansen	Deputy County Counselor	Present	8:30 AM
John Ellermann	Public Works Director/County Engineer	Present	8:30 AM
Anna Burson	County Appraiser	Present	8:30 AM
Brittany Phillips	Budget and Finance Officer	Present	8:30 AM
Michele Reid	Payroll, Benefits & Employee Relations Manager	Present	8:33 AM
Emma Loura	Manhattan Mercury	Present	8:52 AM
Heather Germann	Leonardville Nursing Home Administrator	Present	9:20 AM
Greg Steere	RCPD	Present	9:30 AM
Gregg Eystone	Extension Agent	Present	9:30 AM
Evan Sylvester	Extension Agent	Present	9:30 AM
Bob Isaac	Planner	Present	9:40 AM
Russel Stukey	Emergency Management Director	Present	9:41 AM
Doug Russell	Assistant Fire Chief	Present	9:41 AM
Amanda Webb	Planning/Special Projects Director	Present	10:06 AM

Pledge of Allegiance

Public Comment

1. Public Comments

Commission Comments

2. Commission Comments

Focke's Comments:

Thursday evening the BOCC meeting was held in the City of Riley. Some community members attended, and the Riley City Mayor gave an update on upcoming events.

Friday, I went on the fence view in north county. The two parties came to an agreement at the property at the time.

Saturday, I attended the League of Women Voters Candidate Forum for state senate candidates. Some good questions were asked by the League and attendees.

Sunday afternoon, I reviewed the agenda and documents for today's meeting and reviewed other paperwork.

McKinley's Comments:

Friday morning, we had a fence view in north county. These are always interesting, but it was a nice day to be out in the fields.

Friday evening went to the Manhattan High School football game. It was a runaway from the start. It was also the homecoming game which was fun to watch. I counted fifty-two total king and queen candidates.

Saturday morning the north county republicans met in Leonardville. Rich Vargo gave a presentation on what is involved in elections and election security. He also answered some questions. Shilo Heger spoke about the treasurer's office and some of the challenges the state puts on them. Brad Starnes, candidate for the state senate, spoke on what he would do when elected.

Ford's Comments:

Friday morning, I attended the Vandahl/Chaffee fence view up in the north part of the county. From everything I saw it looks as if we should be able to find an applicable solution that will fit the needs of both property owners in terms of a functional fence.

Friday morning, I also listened in on the K-State Research and Extension Friday E-Call "USDA Programs for Your Community" State USDA Program Director Christi Davis discussed the many programs and opportunities available through the USDA designed to help local

and rural communities here in Kansas.

Friday afternoon I met with several members of the public to discuss the Riley County Health Department and the open director's position and several of the other programs that are attached to it. Had a very good dialog and was able to answer some questions and concerns.

Saturday, I headed up to Fort Riley for their 2024 Fall Apple Day Festival. It's always great to walk around and catch everything that the base has to offer. Was able to get a piece of apple pie to this year which is always a plus.

Spent the rest of the weekend watching some football and catching up on some items at home and preparing for the upcoming week.

Business Meeting

3. Supplemental Agreement No. 2 University Park Wastewater Lagoon Facility

Move to approve the Supplemental Agreement No. 2 for Professional Engineering Services with SMH Consultants for the University Park Wastewater Lagoon Facility.

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

4. Elections Office Remodel Change Order

Move to approve Change Order Number 1 with Icon Structures for the 4th Floor Plaza East Building Riley County Elections Office Renovation Project in the amount of a -\$17,950.00 for a new contract sum of \$439,550.00.

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

5. Highway Use Permit, City of Manhattan, KS- Harwood Road Water Service Extension

Move to approve the Highway Use Permit granting the City of Manhattan, Kansas permission to install a 1 inch water service line

crossing according to the details shown on the map.

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

6. Sign Riley County Employee Action Form(s)

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

- Willie Vela, a Volunteer Firefighter, in the Fire District #1, for Separation from County Service, effective October 2, 2024.
- Trevor Zinkus, a Volunteer Firefighter, in the Fire District #1, for Separation from County Service, effective October 2, 2024.
- Mason Schmitz, a Volunteer Firefighter, in the Fire District #1, for Separation from County Service, effective October 2, 2024.
- Daniel Beard, a Volunteer Firefighter, in the Fire District #1, for Separation from County Service, effective October 2, 2024.
- Mary Mertz, a new hire, as an Election Day Worker, in the Election Department, at a Range Election.

Review Minutes

7. Board of Riley County Commissioners - Regular Meeting - Oct 3, 2024 6:00 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

8. Tentative Agenda

Press Conference Topics

9. Discuss Press Conference

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

10. Administrative Work Session

11. Pending County Projects County Counselor

Holeman reviewed the Commission Projects list.

9:20 AM Heather Germann, Leonardville Nursing Home Administrator

12. Letter of Support for a grant application for the Leonardville Nursing Home

Germann presented the Letter of Support for the Leonardville Nursing Home.

Move to approve a Letter of Support for a grant application for the Leonardville Nursing Home.

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

9:30 AM Press Conference

13. RCPD Update - Greg Steere (3-5 minutes)

Steere presented the RCPD update.

14. Fall Landscape Colors Program October 12th - Gregg Eyestone (2 minutes)

Eyestone said Riley County Extension will be hosting a Fall Landscape Colors program that will be held on Saturday, October 12th beginning at 10:00 a.m. at Blueville Nursery at 4539 Anderson Avenue.

15. Harvest and Hoof Program October 14th - Ethan Sylvester (2 minutes)

Sylvester said Riley County Extension is hosting a program titled "Harvest and Hoof: Marketing tips" October 14th from 6:00-7:30 p.m. at the Farmhouse in Riley. The program will outline livestock marketing tips and market trends.

16. 2024 General Election - Rich Vargo (2-3 minutes)

Vargo reported voter registration closes Tuesday, October 15, 2024 for the Tuesday, November 5, 2024 General Election.

Vargo said Advance Voting in person and by mail begins Wednesday, October 16, 2024 and the last day to apply for an Advance Ballot by mail is Tuesday, October 29, 2024.

Vargo encouraged residents to go to www.rileycountyks.gov to pull up a sample ballot prior to voting.

9:40 AM

Bob Isaac, Planner

17. Public Hearing to Consider a Special Use Authorization to allow for the construction and operation of a rural fire station on an unplatted tract and plat the tract into a single lot.

Isaac presented the Special Use for a rural fire station & plat.

Move to approve "Resolution No. 100724-44, Resolution amending the zoning map of Riley County concerning the use of certain real estate located in Sherman Township, Special use Authorization" to allow the construction and operation of a rural fire station, as it has been determined that it meets the minimum requirements of the Riley County Land Development Regulations and the Riley County Sanitary Code.

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

Move to approve "Resolution No. 100724-45, A Resolution approving the Riley County Fire District #1 Fire Station 110 plat and accepting the street rights of way, easements and licenses, as shown to be dedicated on the said plat", as it was determined that it meets the requirements of the Riley County Land Development Regulations and

Sanitary Code.

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

10:00 AM **Brittany Phillips, Budget and Finance Officer**

18. ARPA Funds Update

Phillips presented an ARPA funds updated report.

10:15 AM **Amanda Webb, Planning/Special Projects Director**

19. Planning & Development - Staff Update

Webb presented the Planning & Development staff update.

Webb reported the City of Manhattan is looking to rezone their portion of CiCo Park to Public Institutional (PI-1). Webb said the City of Manhattan has asked if Riley County would consider rezoning their portion to Public Institutional (PI-1) or (PI-2). Webb stated there is no requirement to change the zoning.

20. Planning & Development updated fee schedule resolution

Webb presented the Planning and Development resolution establishing fees.

Move to approve "Resolution No. 100724-46, A Resolution establishing Planning and Development fees for Riley County, Kansas."

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

10:40 AM **Clancy Holeman, Counselor/Director of Administrative Services**

10:40 AM 21. Executive session to discuss a performance matter involving non-

elected personnel

Move the County Commission, including Chairman Ford, Vice Chairman McKinley, and Commissioner Focke, recess into executive session on a performance matter of non-elected personnel, to protect the privacy of the applicants for employment, an exception to the Kansas Open Meetings Act, with Clancy Holeman, County Counselor; Bryant Parker, Deputy County Counselor; Jacob Hansen, Deputy County Counselor, attorneys for the Riley County Commission, and with Rich Vargo, County Clerk, and Elizabeth Ward, Human Resources Director. The open meeting to resume in the County Commission Chambers at 11:10 a.m.

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

11:10 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

11:10 AM

Adjournment

Move to adjourn.

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

