



**Board of Riley County
Commissioners
Regular Meeting
Minutes
August 7, 2025**

2101 Claflin Road
Manhattan, KS 66502
www.rileycountyks.gov

Cindy Kabriel
785-565-6200

Family & Child Resource Center, Room #124

8:30 AM

[District 1 – John Ford, Member](#)

[District 2 – Greg McKinley, Chair](#)

[District 3 – Kathryn Focke, Vice-Chair](#)

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
Jacob Hansen	County Counselor	Present	8:30 AM
Cindy Kabriel	Senior Administrative Assistant	Present	8:30 AM
Vivienne Leyva	PIO	Present	8:30 AM
Anna Burson	Appraiser	Present	8:30 AM
Steve Schurle	Assistant County Appraiser	Present	8:30 AM
Michele Reid	Human Resources Manager	Present	8:30 AM
Brittany Phillips	Budget and Finance Officer	Present	8:30 AM
Emma Loura	Manhattan Mercury	Present	8:45 AM
Diane Creek	Health Department Director	Present	9:00 AM
Amanda Webb	Planning/Special Projects Director	Present	9:38 AM

Pledge of Allegiance

Public Comment

Commission Comments

Ford's Comments:

Monday post BOCC meeting, I had a meeting with Diane Creek and Heather Ritchey to discuss and get an update on Childcare Licensing here in the area. Lots of moving parts

currently with the four other counties and the state, but we are working on a plan moving forward. Monday afternoon I had my monthly meeting with the doctor. It didn't really go all that well, and it appears there are going to be some changes being made as we work our way into fall and the end of the year. More to come in the weeks and months ahead.

Tuesday evening I attended the Comprehensive Plan Community Workshop at Sykes Venue in Leonardville. It was very well attended by members throughout the entire county and had some really in-depth conversations with members from the public which I really enjoyed as well. Though we may have some time to complete this plan, it's good to know the community is paying attention and also engaged in the process. Thanks to Amanda Webb and Bob Isaac from the county for being present and for the members of the Stantec team who were also there to pitch in help with the event as well.

Wednesday afternoon, I attended the Manhattan Military Luncheon at the DoubleTree by Hilton. The guest speaker was a friend and county colleague Wabaunsee County Sheriff and Marine Veteran Eric Kirsch. His story was one of a servant leader that comes with not just service but humor as well as a heart, all of which have left an unforgettable mark on his county and now community. Many know him from his no-nonsense social media posts, but his story was one of transition, transformation, and truth. Also, got to meet the Air Force ROTC team that is working up on Kansas State University and the team from Kwik Staff and the local hiring agency that is now located downtown who all where at my table. Lunch was great and it really was well attended. Really glad I had this Wednesday afternoon to attend.

Also, as a follow-up to Monday's comments, I have been assigned to the NACo Community Economic & Workforce Development Committee, a subcommittee on economic development, as a vice chair, that work looks to start here in the month of September and I'm certainly looking forward to it.

Focke's Comments:

Monday afternoon, I had a physical therapy session with some new home exercises added.

Tuesday, I worked on my home computer, getting CivicClerk installed. It will be interesting to see how it goes when it goes live to the public today. That afternoon, I attended the Worship Committee meeting at the church where we plan for the following month's services.

Wednesday, I attended the Military Relations Committee meeting at the DoubleTree hotel. The guest speaker was Sheriff Eric Kirsch from Wabaunsee County, taking office in 2025. Sheriff Kirsch is a retired Captain from the US Marine Corps, serving eight years with five deployments. His presentation was really interesting and entertaining. Upcoming events and activities were announced, with a lot of happenings upcoming in the community and on Fort Riley. That afternoon, I opened and worked on the new CivicClerk program of our board meeting, reviewing the agenda and documents. I had several questions about the job description of the Assistant County Counselor position that I checked on with County Counselor Hansen. Later, I did my physical therapy exercises, plus the exercise bike.

McKinley's Comments:

Monday after our meeting, I met with Aggieville Director Dennis Cook. We had a long talk about several things, including dealing with RCPD.

Tuesday was the budget/finance workshop. They went over what the plans are for the future and how the budget numbers were put together. We meet later this month to approve the final budget.

When I mentioned that we had our 50th wedding anniversary last weekend, I forgot to mention that it is not unusual in my family. My parents had 68 years and my dad's parents had 57 years. My mom's sister had 69 years, her brother is still going at 57.

Business Meeting

1. Riley County Employee Action Form

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

- Micaela Chambers, an Intern, in the Health Department, for Separation from County Service, effective August 6, 2025.
- Grace Martin, a Legal Intern, in the Attorney's Department, for Separation from County Service, effective August 4, 2025.

2. Discuss Intergovernmental Luncheon

3. Approve payroll/accounts payables (when completed)

Move to approve the payroll vouchers in the amount of \$762,076.57 and the following warrant vouchers for August 8, 2025:

2025 Budget

County General	\$ 770,563.11
Disaster Fund	17,417.98
Health Department	83,239.06
Capital Improvements Fund	52,720.59
Economic Development	38,594.20
Emergency 911	1,609.00
Solid Waste	6,185.27
County Building	20,736.05
Road & Bridge Cap Project	41,741.42
RCPD Levy/Op	23,468.28
Riley Co Fire Dist #1	11,190.34
University Park W&S	2,100.10
Hunters Island Water Dist	4.12

Deep Creek Sewer	9.99
Moehlman Bottoms	1.92
Valleywood Operations	48.00
Terra Heights Sewer	281.70
Konza Water Operations	200.50
KDOC Adult Services	5,446.87
KDOC Juvenile Services	4,890.82
KDOC Juv Reinvestment	1,193.31
BJA Grant	1,165.22

TOTAL \$1,082,807.85

RESULT:	Adopted Passed
MOVER:	Commissioner John Ford
SECONDER:	Commissioner Kathryn Focke
AYES:	Greg McKinley, Kathryn Focke, John Ford
NAYS:	None

Review Minutes

4. Board of Riley County Commissioners - Regular Meeting - Aug 4, 2025 8:30 AM

Move to approve the minutes.

RESULT:	Adopted Passed
MOVER:	Commissioner John Ford
SECONDER:	Commissioner Kathryn Focke
AYES:	Greg McKinley, Kathryn Focke, John Ford
NAYS:	None

Review Tentative Agenda

5. Tentative Agenda

Press Conference Topics

9:00 AM Elizabeth Ward, Human Resources Director

6. HR Monthly Update- Aug 2025

Reid presented an HR update.

9:15 AM Michael Boller, Noxious Weed/HHW Director

7. Riley County Noxious Weed Staff Update

Boller presented the Noxious Weed/HHW staff update.

9:30 AM

Anna Burson, Appraiser

8. Appraiser's Office August Staff Update

Burson presented the Appraiser's Office staff update.

9:45 AM

Diane Creek, Health Department Director

9. All Hands on DECK (Drug Endangered Children in Kansas) staffing

Move to recess as the Board of County Commissioners and convene as the Board of Health.

RESULT:	Adopted Passed
MOVER:	Commissioner John Ford
SECONDER:	Commissioner Kathryn Focke
AYES:	Greg McKinley, Kathryn Focke, John Ford
NAYS:	None

Creek presented the All Hands on Deck staffing.

Move to approve the 2025/26 staffing plan for the DECK and Opioid Response programs from two part-time staff to one part-time staff. Total staff hours for both programs will be 30 hours per week until September 11, 2026 when the DECK funding ends. At that time staff hours will decrease to 22.5 hours per week for the Opioid Response program, unless other funding is obtained.

RESULT:	Adopted Passed
MOVER:	Commissioner Kathryn Focke
SECONDER:	Commissioner John Ford
AYES:	Greg McKinley, Kathryn Focke, John Ford
NAYS:	None

Move to recess as the Board of Health and reconvene as the Board of County Commissioners.

RESULT:	Adopted Passed
MOVER:	Commissioner Kathryn Focke
SECONDER:	Commissioner John Ford
AYES:	Greg McKinley, Kathryn Focke, John Ford
NAYS:	None

The Board of County Commissioners signed a Riley County Position Action Form for an Opioid Education and Prevention Specialist (approval for cost to be split 390 hours to DECK and 1170 hours to Opioid Funding) in the Health Department, at a Range 6.

10:00 AM

Amanda Webb, Planning/Special Projects Director

10. Staff Update

Webb presented the Planning and Development staff update.

10:15 AM Jacob Hansen, County Counselor**11. Administrative Work Session**

Hansen discussed the KAC Legislative Priorities process.

Hansen stated Riley County's Legislative Priorities are the following.

- Constitutional Home Rule for Counties
- Local Ad Valorem Tax Reduction (This was removed by consensus)
- Motor Vehicle Registration Fees
- Short-Term Rental Enforcement
- Interest costs on Appraisal appeals
- Local government units transporting individuals in mental crisis and other circumstances onto Riley County

The Board agreed by consensus to remove the LAVTR as a legislative priority.

Hansen reported the Tax Sale should be completed by the end of August. Hansen said the amount collected from the tax sale was \$122,138.00, and what we paid off with that money to taxes was \$51,634.26.

12. Request to Fill Assistant County Counselor Position

Hansen presented the request to fill the Assistant County Counselor position.

Move to approve the requisition to open the Assistant County Counselor position and follow the timeline outlined.

RESULT:	Adopted Passed
MOVER:	Commissioner John Ford
SECONDER:	Commissioner Kathryn Focke
AYES:	Greg McKinley, Kathryn Focke, John Ford
NAYS:	None

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

10:35 AM Jessie Hubbard, Administrative Assistant II or Megan Lewis, Community Corrections Director**13. 2026 City Alcohol Grant Application - Adult Services**

Hubbard presented the 2026 City Alcohol Grant Application for Adult Services.

Move to approve the 2026 Adult Services CSFAB Special Alcohol Grant for submission to the City of Manhattan for funding consideration.

RESULT:	Adopted Passed
MOVER:	Commissioner John Ford

SECONDER:	Commissioner Kathryn Focke
AYES:	Greg McKinley, Kathryn Focke, John Ford
NAYS:	None

14. 2026 City Alcohol Grant Application - Juvenile Services

Hubbard presented the 2026 City Alcohol Grant Application for Juvenile Services.

Move to approve the 2026 Juvenile Services CSFAB Special Alcohol Grant for submission to the City of Manhattan for funding consideration.

RESULT:	Adopted Passed
MOVER:	Commissioner Kathryn Focke
SECONDER:	Commissioner John Ford
AYES:	Greg McKinley, Kathryn Focke, John Ford
NAYS:	None

Adjournment

10:38 Move to adjourn.

RESULT:	Adopted Passed
MOVER:	Commissioner John Ford
SECONDER:	Commissioner Kathryn Focke
AYES:	Greg McKinley, Kathryn Focke, John Ford
NAYS:	None