



**Board of Riley County
Commissioners
Regular Meeting
Minutes
August 18, 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
Kris Schneider	Network/Systems Engineer	Present	8:30 AM
Gina Snyder	Downtown Manhattan Director	Present	8:30 AM
Elizabeth Ward	Human Resources Director	Present	8:30 AM
Brittany Phillips	Budget and Finance Officer	Present	8:30 AM
Katharine Hensler	Museum Director	Present	8:40 AM
David Adams	EMS/Ambulance Director	Present	8:47 AM
John Ellermann	Public Works Director/County Engineer	Present	8:48 AM
Alvin Perez	Operations and Fleet Manager	Present	8:58 AM
Matt Crubel	Assistant Operations Manager	Present	8:58 AM

Pledge of Allegiance

Public Comment

Hansen asked the Board to add an executive session to his admin time on the agenda at 9:40 a.m.

Move to add an executive session during Hansen's admin time.

RESULT: Adopted Passed

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

Commission Comments

Ford's Comments:

Thursday afternoon I had a Teams call with NACo's Veterans and Military Services committee. This first meeting was to get members of the leadership team together to discuss the upcoming 2025-2026 term, have some introductions, and start developing policies and goals for the upcoming term as well. We will meet again on the 25th to put an agenda together for the September meeting.

Wanted to make everyone aware the Pawnee Mental Health had a town hall Thursday night in Clay Center in partnership with the Association of Community Mental Health Centers here in Kansas. The purpose was to entertain a thoughtful discussion on emerging trends, challenges, and innovations in the delivery of behavioral health services across Kansas. It was also an opportunity to explore how to ensure, high quality care and treatment as well. Though I wasn't able to attend I was told the town hall went very well and a lot of great ideas emerged from it.

Friday was a rather rough day as I was feeling rather sore from earlier events and efforts during the week, so I stayed home to relax and recover.

Saturday morning I attended the Riley County Republican Coffee Talk over at Hy-Vee. Heard from various local state legislators, senators and municipal candidates as well as candidates for Secretary of State, and current Kansas House Speaker Dan Hawkins who is running for Insurance Commissioner. I also gave an update on everything that is going on here in Riley County and discussed some other local concerns as well as the upcoming municipal elections taking place in November.

Spent the rest of the weekend watching some preseason football including Jacksonville who ended their game in a 17-17 tie with New Orleans and getting prepared for the upcoming week.

Focke's Comments:

Thursday afternoon I attended the ribbon cutting at the new childcare incubator building. It was standing room only, with Governor Kelly in attendance. Short speeches were made by all the people who have worked to make this much needed program and building possible. The facility has eight childcare incubator spaces, with seven being occupied and the eighth upcoming. There is also a space for the Kansas Workforce organization.

Friday I was on "Within Reason" with Mike Matson, at KMAN radio station. I had taken information on our 2026 budget, the Keats project and upcoming community meeting, and childcare licensing and WIC funding. Mike had additional issues to discuss, so the hour went quickly. Later, I picked up a printed copy of the agenda and paperwork for the Law Board meeting this afternoon. I worked through most of it, but there are 26 items on the agenda, so

don't know if we will get through all of them today. I received an email from the Chair, John Matta, that he has been called away on a family medical emergency, and won't be in attendance, so I will have to chair the meeting. That evening, I attended a gathering for a good friend's birthday, so didn't get to the General's bar-b-que at Fort Riley.

Saturday, I did some outside yard work, cleaned the house, and relaxed from the week.

Sunday, I went to church and then worked on the Law Board paperwork for this afternoon and reviewed our agenda and documents for today's meeting.

McKinley's Comments:

Business Meeting

1. Mobile Device Reimbursement Request Form

Move to approve the Mobile Device Reimbursement Request Form.

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

2. Advisory Board appointment letters and Resolution

Move to approve the appointment letters and "Resolution No. 081825-34, A Resolution appointing representatives to the Food and Farm Council."

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

3. Plaza Reservation Request for Downtown Manhattan, Inc.

Move to approve a Plaza Reservation Request for Plein Air on Poyntz (judging location) for Downtown Manhattan, Inc. on Saturday, October 4, 2025 from 6:00 - 7:00 p.m.

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

4. Employee Day 2025 Venue Contracts

Move to approve the 2025 Employee Day venue contracts with A & H Farm and AMC Theatres.

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

5. Riley County Employee Action Form

The Board of County Commissioners signed a Riley County Employee Action Form for Carter Kaus, a new hire, as a Paramedic, in the EMS/Ambulance Department, at a Range Paramedic, at \$17.85 per hour.

Review Minutes

6. Board of Riley County Commissioners - Regular Meeting - Aug 14, 2025 8:30 AM

Move to approve the minutes.

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

Review Tentative Agenda

7. Tentative Agenda

Press Conference Topics

9:00 AM Katharine Hensler, Museum Director

8. Request to apply for out-of-state training

Hensler presented the out-of-state travel request.

Move to approve the Out of State Travel Request for Katharine Hensler to attend the Heritage Emergency and Response Training (HEART) hosted by the Smithsonian Cultural Rescue Initiative and FEMA in Washington, DC.

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

9. Review and acceptance of in-kind donation of landscaping services for Museum

Hensler presented the request for an in-kind donation of landscaping services for the Museum.

Move to approve the proposed landscaping plans and accept this generous, in-kind donation from PrairieStone, Inc. and their intern to facilitate the beautification of the County Museum's entrance landscaping.

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

9:15 AM David Adams, EMS/Ambulance Director

10. Staff Update

Adams presented the EMS/Ambulance staff update.

9:30 AM Press Conference

11. Public Notice - Alvin Perez (1-2 minutes)

Perez said a culvert replacement project on Madison Creek Road is scheduled to begin on Tuesday, August 19, 2025. The project is located approximately 9/10th mile north of Barton Road (Hwy 24). Madison Creek Road will be closed to through traffic from Barton Road north to LK&W Road during the project. The project is expected to be completed by Thursday, August 21, 2025, weather permitting.

Perez introduced Matt Crubel, Assistant Operations Manager.

12. Transfer Station Closure for Labor Day - Evan McMillan (1-2 minutes)

McMillan reported the Transfer Station will be closed on Labor Day.

13. Downtown Manhattan update - Gina Snyder (3-5 minutes)

Snyder introduced Sherri Minick, new staff member of Downtown Manhattan.

Snyder presented an update on Downtown Manhattan update.

9:40 AM Jacob Hansen, County Counselor

14. Administrative Work Session

9:42 Move the County Commissioners, including Chairman McKinley, Vice Chairwoman Focke, and Commissioner Ford, with Jacob Hansen, County Counselor,

attorney for the Commission, recess into executive session pursuant to the non-elected personnel matters exception to the Kansas Open Meetings Act, in order to discuss the work conduct of an employee, the open meeting to resume in the County Commission Chambers at 10:05 a.m.

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

10:05 Move the Board of County Commissioners come out of executive session.

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

Move the record reflect action shall be taken consistent with the consensus reached in executive session.

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

15. Staff Update

Adjournment

10:12 Move to adjourn.

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

12:00 PM

Law Enforcement Agency Meeting

16. Law Board Agenda and Packet