



**Board of Riley County
Commissioners
Regular Meeting
Minutes
August 25, 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
Vivienne Leyva	PIO	Present	8:30 AM
John Ellermann	Public Works Director/County Engineer	Present	8:30 AM
Anna Burson	Appraiser	Present	8:30 AM
Brittany Phillips	Budget and Finance Officer	Present	8:30 AM
Lynn Blecha		Present	8:30 AM
Elizabeth Ward	Human Resources Director	Present	8:30 AM
Rob Voelker		Present	8:35 AM
Megan Lewis	Community Corrections Director	Present	8:45 AM
Amanda Webb	Planning/Special Projects Director	Present	9:20 AM

Pledge of Allegiance

Public Comment

Olds discussed the Thursday, September 4, 2025 RNR Hearing and Budget Hearings. Olds said he and his wife pay \$800 each, he emphasized each, for Law Enforcement in Riley County. He said it needs to change for the 2027 Budget.

Commission Comments

Ford's Comments:

Not a whole lot was going on toward the end of the week and over the weekend. I did manage to get caught up on my own "Need to Do List" on Friday which was longer than it needed to be and I am starting to get comfortable with my gym routine once again which will be a great thing moving forward.

Saturday I watched the K-State football opener vs. Iowa State in Dublin, Ireland. Very disappointed with the outcome losing 24-21. We really got outplayed, outclassed, and outcoached in the game. Losing the opener really makes it a steep climb for the rest of the season so we better get focused fast.

Wanted to give a shout out and say congratulations to Michelle Horstmeier from the Riley County Health Department and Melanie Highsmith from the Riley County Historical Museum for being selected to the 2025-2026 Flint Hills Regional Leadership Program. I know they will represent Riley County very well over the next year.

It's great to see the return of some fall like weather, albeit short term most likely. It was nice to open up the windows and get some cool air inside the house, and it not feel so hot/humid during the afternoon.

Focke's Comments:

Friday I had a physical therapy session and then had lunch with a friend downtown. Afterwards, I sat in on the afternoon session of the Peterson trial.

After that I spent the evening at home catching up on personal bills, phone calls, and e-mails. I also reviewed today's meeting agenda and documents.

Saturday I had several friends over to watch the KSU game. Unfortunately, we lost by three points, but I'm looking forward to the next two games at home.

Sunday I went to church and a meal afterwards. In the afternoon, I did some office work, went for several walks with the dog and reviewed the week ahead and the agenda for today's meeting again.

McKinley's Comments:

I had a quiet weekend working around the houses.

Business Meeting

1. University Park Supplemental Agreement No. 3 SMH

Move to approve the Supplemental Agreement No. 3 for Professional Engineering Services with SMH Consultants for University Park Wastewater Lagoon Facility.

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

2. Peterson Ranch Road Improvement Bid Recommendation

Move to approve the low bid submitted by Shilling Construction Co., Inc. in the amount of \$333,080 for the Peterson Ranch Road improvement project.

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

3. Mobile Device Reimbursement Request Form

Move to approve the Mobile Device Reimbursement Request Form.

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

4. Discuss County Officials Luncheon for September 8th

Review Minutes

5. Board of Riley County Commissioners - Regular Meeting - Aug 21, 2025 9:00 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

6. Tentative Agenda

September 11, 2025, Remembrance Breakfast at 7:30 at the Country Club. Start meeting at 9:00 a.m.

Press Conference Topics

9:00 AM

Jacob Hansen, County Counselor

7. Administrative Work Session

Hansen discussed the Kilner nuisance property case.

8. Staff Update

Hansen presented the Counselor's Office staff update.

Hansen reported Wednesday is the KAC Legislative Policy Committee Meeting.

9:15 AM Megan Lewis, Community Corrections Director

9. Staff Update

Lewis presented the Community Corrections' staff update.

9:30 AM Press Conference

10. Income and Expense Questionnaires are being mailed Thursday, August 28th - Anna Burson (2 minutes)

Burson said as part of the State-mandated reappraisal process the Riley County Appraiser's Office is conducting a survey of multifamily/commercial/industrial properties and respectfully requests your participation. We are studying trends in the local real estate market regarding rents, occupancy, and operating expenses. Income and expense questionnaires will be mailed this Thursday, August 28th. The information we receive from the surveys returned will be maintained confidential in accordance with Kansas Law and standards of professional appraisal practice.

Burson said the information will be used to calibrate our valuation models, and it will not be used to value the specific properties from which information is provided. It will be used in conjunction with data on other properties of similar use to find typical rents, occupancy, and expenses for the particular use type (retail, office, multifamily, etc.).

Burson said we value your time. If it is easier to print out an income and expense report, rent roll, or IRS tax statement please provide that information to supplement the survey form. Additionally, the forms being mailed can be accessed on the Riley County Appraiser's Office web page under Real Estate> Appraiser's Office Forms> Commercial. The completed questionnaire and/or additional documentation can be returned by email, mail or dropped off no later than September 19, 2025 to our office.

9:35 AM Amanda Webb, Planning/Special Projects Director

11. Comprehensive Plan Update - Monthly Report

Webb presented the Comprehensive Plan update.

12:00 PM Intergovernmental Luncheon

12. Intergovernmental Luncheon Agenda

Adjournment

Move to adjourn after the Intergovernmental Luncheon.

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