



**Board of Riley County
Commissioners
Regular Meeting
Minutes
September 11, 2025**

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

Cindy Kabriel
785-565-6200

Family & Child Resource Center, Room #124

9:00 AM

[District 1 – John Ford, Member](#)

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

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

9:00 AM

Call to Order

Attendee Name	Title	Status	Arrived
John Ford	County Commissioner	Present	9:00 AM
Kathryn Focke	County Commissioner	Present	9:00 AM
Greg McKinley	County Commissioner	Present	9:00 AM
Rich Vargo	County Clerk	Present	9:00 AM
Jacob Hansen	County Counselor	Present	9:00 AM
Vivienne Leyva	PIO	Present	9:00 AM
Emma Loura	Manhattan Mercury	Present	9:00 AM
Michele Reid	Human Resources Manager	Present	9:00 AM
Brittany Phillips	Budget & Finance Officer	Present	9:00 AM
John Ellermann	Public Works Director/County Engineer	Present	9:02 AM
Megan Lewis	Community Corrections Director	Present	9:14 AM
Daryn Soldan	Manhattan Area Chamber of Commerce	Present	9:45 AM
Kaylyn Speth	WIC Supervisor	Present	9:48 AM
Diane Creek	Health Department Director	Present	9:51 AM
Allison Muth	Manhattan Area Chamber of Commerce	Present	9:45 AM
Anna Burson	County Appraiser	Present	10:49 AM
Steve Schurle	Assistant County Appraiser	Present	10:49 AM

Pledge of Allegiance

Public Comment

Commission Comments

Ford's Comments:

First off, I want to apologize for my abrupt exit from Monday's meeting, and for missing the County Officials Luncheon, hopefully the dialog was good during the meeting. Apparently, I was not feeling well and it hit me pretty quick. I also had the same result on Tuesday as well which forced me to have to leave work early too.

Wednesday afternoon we had the first NACo Teams call of the Community Economic and Workforce Development committee of the legislative year. This year marks year number five that I have been on this committee and will be serving as a Vice Chair on the Economic Development Subcommittee as well. After a few introductions and welcome from our 2025-2026 Chair Angela Conley, Commissioner, Hennepin County, Minnesota we went through and had Leadership introductions from all three of the Sub-Committees. Jared Grigas and Kevin Moore Legislative Assistants for the CEWD and from NACo gave an introduction and a legislative update from Capitol Hill as well as some upcoming opportunities. We took some time to discuss key dates, open discussion from the committee and then we closed the meeting. Also Wednesday afternoon there was the September Business Afterhours out at the Garden at Kansas State University. With all the recent rain and cooler temperature, it's looking rather beautiful out there for this time of the year and it's good to see campus up and going once again.

Thursday morning, I attended the 9-11 Remembrance Breakfast sponsored by the Flint Hills Volunteer Center at the Manhattan Country Club. Jack Lindquist was the Master of Ceremonies for the event/breakfast and Keynote speaker was Wabaunsee County Sheriff Eric Kirsch and he reflected on the events of September 11th, 2001. He expressed gratitude and honor to area First Responders and Fort Riley leadership and offered words of inspiration and appreciation for the tragic events that took place 24 years ago on this date.

Speaking of September 11th, I think we all need to remember that 24 years ago 246 people woke up in preparation for their morning flights, 2,606 people woke up in preparation for work at their respective offices that morning, 343 Firefighters woke up for their shifts, 60 Police Officers woke up for their morning patrols, 8 Paramedics woke up in preparation of their morning shifts too. None of them saw past 10:00am that morning. Leaving family, friends, and many loved ones behind in the process and for that reason we shall never forget those sacrifices.

Focke's Comments:

Monday, after our meeting, I attended the County Officials Luncheon. Vivienne Leyva did a presentation on her proposal for a procedure manual of public information. The group agreed that it would be a good idea and for her to work on those ideas. We also had various department heads give their reports. That afternoon, I met with a candidate for City Commission to discuss various issues before both boards.

Tuesday, I had a morning meeting at the church and then attended Brian McNulty's retirement reception at Public Works.

Later that afternoon, I attended the pre-law board meeting at RCPD headquarters. Director Peete was called away unexpectedly and John Matta was still out of town, so I met with Assistant Direct Erin Friedland. We went over the proposed agenda and made some changes. I'm advocating for the "consent agenda" to be modified to not include items to be *reviewed* and some other changes. The next Law Board meeting will be held in Ogden next Monday, Sept. 15th at 12:00 noon.

Wednesday afternoon, I attended the funeral for Dan Hall, reviewed today's agenda and documents, and later went to hand bell practice at the church.

McKinley's Comments:

Tuesday morning, I gave a welcoming speech to the Kansas Emergency Management Conference. Later in the morning I was at the Flint Hills Veterans meeting. It is 63 days to the parade. Working on finishing preparations. In previous years they have put up a display of veteran's items in the senior center. This year they have been given an open storefront in the mall to get more visitors.

Tuesday evening, I attended the Riley City Council meeting. Russel Stuke with Jake and Doug also attended. There was a long discussion about closing the City of Riley fire department as our fire district already has a station in Riley. Russel gave them an outline of the counties position on this. There are a lot of details to be ironed out, but they agreed to proceed to work out the details.

Business Meeting

1. Permission to seek bids for Station 116 roof, siding and insulation replacement

Move to approve the Purchase Authorization for RCFD #1 administration to advertise for formal bids for station 116 repairs with funds to come from RCFD #1 fund 184 in the amount of \$50,000.

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

2. 2026 Pawnee Mental Health Contract

Move to approve the contract with Pawnee Mental Health Services.

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

3. Riley County Employee Action Form

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

- Breia Birch, a new hire, as an Election Day Worker, in the Clerk/Election Department, at a Range TASND.
- Kyle Musil, a Facility & Grounds Technician I, in the Public Works Department, for Separation from County Service, effective September 19, 2025.
- Kim Apron, a Utility Technician, in the Public Works Department, for Separation from County Service, effective September 12, 2025.
- Jada Hinrichs, a Public Health Nurse, in the Health Department, for Separation from County Service, effective October 24, 2025.
- Natascha Johnson, an On Call Juvenile Intake Officer, in the Community Corrections Department, for Separation from County Service, effective October 3, 2025.

Review Minutes

4. Board of Riley County Commissioners - Regular Meeting - Sept 8, 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

5. Tentative Agenda

Press Conference Topics**9:30 AM****Megan Lewis, Community Corrections Director**

6. Request to Fill ISO I Position

Lewis requested to fill the Intensive Supervision Office I position.

Move to approve the request to fill the position of Intensive Supervision Officer I.

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 Intensive Supervision Officer/Case Manager, in the Community Corrections Department, at a Range 11.

7. Request to Fill Part-time On-Call Juvenile Intake

Lewis requested to fill a part-time On-Call Juvenile Intake position.

Move to approve staff advertise and hire additional JIA On-Call Officers for our on-call roster.

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 On Call Juvenile Intake Officer (3 positions: max total hours 420 per year), in the Community Corrections Department, at a Range 1.

9:35 AM

Jacob Hansen, County Counselor

8. Executive Session for attorney-client consultation regarding a benefit district

Move the County Commission, including Chairman McKinley, Vice Chairwoman Focke, and Commissioner Ford, recess into executive session for the purpose of consultation with Jacob Hansen, County Counselor, attorney 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 9:35 a.m.

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

Move the Board of County Commissioners come out of executive session at 9:45 a.m.

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

9:45 AM Jason Smith, Manhattan Area Chamber of Commerce**9. Economic Development Update**

Soldan presented an economic development update.

Muth discussed talent attraction to the community.

10:00 AM Diane Creek, Health Department Director**10. WIC budget and move update**

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

Speth presented the WIC budget and move update.

Move to approve the FFY2026 WIC Contract and sign through Docusign when available.

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

Creek asked if the Board was okay with soldiers moving the health department furniture.

The Board agreed by consensus to allow soldiers to move the health department furniture.

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

10:30 AM Budget and Planning Committee - Brittany Phillips, Budget and Finance Officer**11. Cash Flow Reports**

Phillips presented the cash flow reports.

10:45 AM Jacob Hansen, County Counselor

12. Administrative Work Session

Hansen discussed projects his office is working on.

11:05 AM Jacob Hansen, County Counselor

13. Executive session to discuss confidential legal advice regarding potential litigation issues

Move the County Commission, including Chairman McKinley, Vice Chairwoman Focke, and Commissioner Ford, recess into executive session on potential litigation for the purpose of consultation with Jacob Hansen, County Counselor, attorney 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 11:20 a.m.

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

Move the Board of County Commissioners come out of executive session at 11:20 a.m.

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

Move the record reflect no binding action was taken during the executive session.

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

11:25 AM John Ellermann, Public Works Director/County Engineer

14. Request to Fill Utility Technician Position

Ellermann requested to fill the Utility Technician position.

Move to approve Public Works to fill the Utility Technician position.

RESULT:	Adopted Passed
MOVER:	Commissioner Kathryn Focke
SECONDER:	Commissioner John Ford
AYES:	Greg McKinley, Kathryn Focke, John Ford

NAYS:	None
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The Board of County Commissioners signed a Riley County Position Action Form for a Utility Technician, in the Public Works Department, at a Range 10.

15. Request to Fill Facility & Ground Technician I or II Position

Ellermann requested to fill the Facility & Grounds Technician I or II position.

Move to approve Public Works to fill the vacant Facility & Grounds Technician position.

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 a Facility & Grounds Technician I, in the Public Works Department, at a Range 4.

Adjournment

11:25 Move to adjourn.

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

Announcements

A September 11th Remembrance Breakfast will be held today at 7:30 a.m. at the Manhattan Country Club.