



**Board of Riley County
Commissioners
Meeting
Minutes
September 18, 2025**

2101 Claflin Road, Room #124
Manhattan, KS 66502
www.rileycountyks.gov

Cindy Kabriel
785-565-6200

Family Child and Resource Center RM #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
Brittany Phillips	Budget and Finance Officer	Present	9:00 AM
Rob Voelker		Present	9:00 AM
Amy Manges	Register of Deeds	Present	9:00 AM
Darrin Hobbs	Planning Compliance Specialist	Present	9:30 AM
Diane Creek	Health Department Director	Present	9:43 AM
Kaylyn Speth	WIC Supervisor	Present	9:44 AM
John Ellermann	Public Works Director/County Engineer	Present	9:48 AM
Daniel Skucius	Extension Director	Present	9:57 AM
Brian Peete	RCPD Director	Present	10:15 AM
Lori Muir	Administrative Services Manager	Present	10:16 AM
Eve Clark	Administrative Clerk II - Utilities	Present	10:16 AM
Evan McMillan	Assistant County Engineer	Present	10:25 AM

Pledge of Allegiance

Public Comment

Hansen asked the Board to amend the agenda to move the executive session at the end of the day to his administrative time at 9:30 a.m. today.

Move to approve the request to move the executive session at the end of the day to Hansen's administrative time at 9:30 a.m. today.

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:

Tuesday morning I attended the 2026 Campaign Kick-Off for the Konza United Way at the Shamrock Zone at Bill Snyder Family Stadium. Great turnout for the event from many community partners and individuals. It was good to hear what Konza United Way is working for 2026 and look forward to kicking off our spring campaign as well.

Tuesday afternoon was the monthly Board of Directors meeting for the Manhattan Area Chamber of Commerce. Items of discussion were approval of minutes from the July 15th meeting, financials through August 31st, and membership accounts. Discussion items included the Meadowlark Project, federal issues, and the upcoming Board Retreat in Kansas City in October. Board members made comments, and we heard reports from the Chamber staff on the programs and events they are working on.

Wednesday we had a rather large potluck lunch out at Florence to celebrate the handful of us who had birthdays this week. Had a lot of fun and the row of food was amazing.

Wednesday afternoon I attended the September Policy Board Meeting of the Flint Hills Metropolitan Planning Organization to include agenda items, some opening remarks, and welcomes by me, public comment, MPO financial update, followed by staff updates from the MPO as well as KDOT. Action Items included tabling the approval of the July meeting minutes, approval of the 2026-2029 Transportation Improvement Plan (TIP), executive session on personnel, and we discussed a presentation from the Every Fleet Team. We will meet again in October.

Wednesday evening, I met with groups of concerned citizens to discuss some county and area related issues and frustrations. Most of them weren't really county related but several were. We went through and discussed them in detail and ended on a positive note. May or may not have a follow up session.

Thursday morning, I attended the September Policy Breakfast at the DoubleTree by Hilton sponsored by the Manhattan Area Chamber of Commerce. Guest speakers included Shanna Goodman for the Pottawatomie County Economic Development Corporation and Chad

Kinsley, Pottawatomie County Administrator. Thanks to all those entities for sponsoring this month's event.

Focke's Comments:

Monday, I attended the September Law Board meeting in Ogden. Regular reports were presented, in addition to the Community Advisory Board update, the Aggieville road restriction working group, etc. Outside agreements with KSU Police Department, USD 383, and the HIDTA Drug Trafficking Task Force were approved. Other agreements on a vehicle replacement recommendation and Fusus Technology were approved.

Wednesday I was downtown on several appointments and stopped at the CPE building to check on the window replacement project. Many of the windows have been replaced and, what a huge improvement!

Thursday morning, I attended the Policy Breakfast, sponsored by the MHK Chamber of Commerce. The guest speakers were Chad Kinsley, Pottawatomie County Administrator and Shanna Goodman, the head of the Economic Development organization, reporting on projects that have been approved and started in the county. Pottawatomie County and economic development are doing studies on affordable housing and childcare for employees and how to fund programs. The two new large companies pay an average of \$50-60k and need housing that would fit those income brackets.

I will be attending the Joint City/County/County meeting this afternoon at City Hall.

McKinley's Comments:

Monday at noon was the Law Board meeting. The jail population keeps going up. The main cause is trial delays due to fewer attorneys and court reporters. The Aggieville working group has met with little resolution but will keep meeting. We had a long discussion about this.

In the afternoon we met with the BHS and the architect to review the latest cost numbers for the EM/Fire remodel. They will be presented to us for approval Monday.

Wednesday morning was the Juvenile Detention meeting. It was our time to host and I held it in the training room in the new EMS building. We are working on a new interlocal agreement for the fifteen counties. The last one was in 1992 and needed updated. I have a copy for Jacob Hansen to review. After the meeting David Adams gave them a tour of the facility. Lots of positive comments.

Later I participated in an interview for the assistant county counselor.

I then had a meeting with Jim Genandt and Harry Watts at MATC. We discussed the number of things they are doing and their future programs. They are looking for some property to expand their lineman program.

After the meeting I stopped and talked to Mike Boller about miscellaneous property Riley

County has at Hunters Island.

Business Meeting

1. 2024 Audit Representation Letter

Move to approve the 2024 Management Representation Letter with James Gordon & Associates CPA, P.A.

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

2. CIP Project Activations

Move to approve CIP Project Funding Authorization Forms for the following totaling \$2,476,794.

- Ambulance Remount in the amount of \$327,921.00 for the EMS/Ambulance Department
- Zoll "X" Series Advanced Cardiac Monitor in the amount of \$47,366.98 for the EMS/Ambulance Department
- Stryker PowerCot in the amount of \$31,505.84 for the EMS/Ambulance Department
- 72" Front Deck Mower in the amount of \$25,000 for the Public Works/Parks Department
- 82"x24" gravity tilt top trailer in the amount of \$15,000 for the Public Works/Parks Department
- 3/4 Ton 4x4 pickup with snow plow and spreader in the amount of \$75,000 for the Public Works/Parks Department
- playground equipment at CiCo Park in the amount of \$75,000 for the Public Works/Parks Department
- HVAC replacement project in the amount of \$150,000 for the Public Works/Facilities Department
- Judicial Services Space Needs Study in the amount of \$80,000 for the Public Works/Facilities Department
- Health Department/FCRC Space Needs Study in the amount of \$50,000 for the Public Works/Facilities Department
- Commission Chamber remodel in the amount of \$250,000 for the Public Works/Facilities Department
- IT/GIS Remodel in the amount of \$800,000 for the Public Works/Facilities Department
- sign truck chassis in the amount of \$130,000 for the Public Works/Operations Department
- Health Department SUV in the amount of \$50,000 for the Public Works/Operations Department
- 3/4 Ton 4x4 extended cab pickup with plow in the amount of \$78,000 for the Public Works/Operations Department

- Hydro Jet - Hydro Vac Trailer in the amount of \$180,000 for the Public Works/Operations Department
- HVAC replacement project in the amount of \$80,000 for the Public Works/LEC Department
- Jail Camera Upgrade (2025) in the amount of \$15,000 for the Public Works/LEC Department

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

3. GAAP Waiver 2025

Move to approve "Resolution No. 091825-39, A Resolution exempting Riley County, Kansas, from the provisions of K.S.A. 75-1120a(a)." (2025 GAAP Waiver Resolution).

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

4. Riley County District Court Annual Budget

Move to approve the Riley County District Court 2026 Annual Budget to be submitted to the Office of Judicial Administration.

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

5. Riley County Employee Action Form

Move to approve the Riley County Employee Action Form for Brittany Thomas, a Customer Service Representative I, in the Treasurer's Department, for Separation from County Service, effective September 26, 2025.

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

6. Approve payroll/accounts payables (when completed)

Move to approve the payroll vouchers in the amount of \$775,538.86 and the

following warrant vouchers for September 19, 2025:**2024 Budget**

County General	\$ 630.00
TOTAL.....	\$ 630.00

2025 Budget

County General	\$ 575,170.69
Disaster Fund	358,670.43
Health Department	109,065.36
County Auction	145.44
Motor Vehicle Operations	926.72
Capital Improvements Fund	224,622.04
Emergency 911	3,772.18
Solid Waste	286,680.43
County Building	14,147.26
RCPD Levy/Op	52,932.02
Landfill Closure	818.15
Riley Co Fire Dist #1	22,979.28
University Park W&S	8,857.63
Hunters Island Water Dist	1,431.78
Carson Sewer Benefit Dist	1,538.69
Deep Creek Sewer	777.07
Moehlman Bottoms	293.84
Valleywood Operations	406.93
Terra Heights Sewer	915.42
Konza Water Operations	3,112.61
Univ Park W&S Cap Reserve	15,554.16
Lakeside Heights Sewer	100.30
University Park Lagoon	8.08
KDOC Adult Services	14,862.96
KDOC Juvenile Services	5,034.79
KDOC Juv Reinvestment	1,192.43
BJA Grant	3,193.88
21st Jud Dist DC ADSAP	554.78
City Alcohol Funds	3,057.65
Caroline Peine Grant	58.92
GMCF Grant	1.14
Daniel Keating Foundation	77.75
Adult Services Carry-Over	112.88

Juvenile Svcs Carry-Over

112.89

TOTAL \$ 1,711,186.58

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

Review Minutes

7. Board of Riley County Commissioners - Regular Meeting Sept 15, 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

8. Tentative Agenda

Press Conference Topics**9:15 AM Amy Manges, Register of Deeds**

9. Year To Date Revenue

Manges presented the Register of Deeds year to date revenue.

9:30 AM Jacob Hansen, Interim County Counselor

10. Administrative Work Session

Hansen discussed the search for an Assistant County Counselor.

11. Executive session to discuss confidential legal advice regarding pending litigation issues

9:30 Move that the County Commissioners, including Chairman McKinley, Vice Chairwoman Focke, and Commissioner Ford, with Jacob Hansen, County Counselor, attorney for the commission, and Darrin Hobbs, Planning Compliance Specialist, recess into executive session pursuant to the attorney-client consultation, an exception to the Kansas Open Meetings Act, regarding confidential legal advice on pending litigation, the open meeting to resume in the County Commission Chambers at 9:40 a.m.

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

9:40 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

9:50 AM

Kaylyn Speth, WIC Supervisor

12. Fort Riley WIC License

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 license to move the WIC office at Fort Riley.

Move to approve the Garrison Commander's License (GCL) with US Army Garrison, Fort Riley for the purpose of providing WIC services in office space at Fort Riley.

RESULT:	Adopted Passed
MOVER:	Commissioner John Ford
SECONDER:	Commissioner Kathryn Focke
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 John Ford
SECONDER:	Commissioner Kathryn Focke

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

10:00 AM Daniel Skucius, Extension Director

13. Extension Staff Update

Skucius presented the Extension update.

10:15 AM Brian Peete, RCPD Director

14. RCPD Update

Peete presented the RCPD update.

10:30 AM Evan McMillan, Assistant County Engineer

15. Affidavit in Support of Grant Application

McMillan presented the Affidavit in Support of Grant Application.

Move to approve the Affidavit in Support of Grant Application Submission for the Riley County Smart Water Meter System Project Proposal and Budget.

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

10:40 AM John Ellermann, Public Works Director/County Engineer

16. Out of State Travel Requests for Eric Ziegenhirt and Albert Lee

Ellermann presented the out of state travel requests.

Move to approve the Out of State Travel Requests for Eric Ziegenhirt and Albert Lee to attend the 2025 APWA Snow and Ice Conference and National Snow Rodeo in Loveland, Colorado.

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

Adjournment

10:40 Move to adjourn after the Joint City/County/County Meeting at 4:00 p.m.

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

NAYS:	None
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4:00 PM**Joint City/County/County Meeting (at Manhattan City Offices)**

17. Joint City/County/County Meeting Agenda

Announcements

The Policy Breakfast will be held today 7:15 a.m. - 8:30 a.m. at the DoubleTree by Hilton, 530 Richards Drive.