



**Board of Riley County
Commissioners
Regular Meeting
Minutes
October 2, 2025**

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

Cindy Kabriel
785-565-6200

Family Child and Resource Center RM #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
Cindy Kabriel	Senior Administrative Assistant	Present	8:30 AM
Jacob Hansen	County Counselor	Present	8:30 AM
John Ellermann	Public Works Director/County Engineer	Present	8:30 AM
Brittany Phillips	Budget and Finance Officer	Present	8:30 AM
Jared Tremblay	MPO Director	Present	8:30 AM
Diane Creek	Health Department Director	Present	8:30 AM
Kaylyn Speth	WIC Supervisor	Present	8:30 AM
Anna Burson	Appraiser	Present	8:30 AM
Elizabeth Ward	Human Resources Director	Present	8:30 AM
Emma Loura	Manhattan Mercury	Present	8:30 AM
Michael Boller	Noxious Weed/HHW Director	Present	8:50 AM
Michele Reid	Human Resources Manager	Present	8:55 AM
Amanda Webb	Planning/Special Projects Director	Present	9:40 AM
Lorie Doolittle Bowman	BBN Architects Inc.	Present	9:40 AM

Pledge of Allegiance

Public Comment

Hansen asked the Board to amend the agenda to replace his administrative time for the Health

Department to go over WIC concerns and federal government.

Move to amend the agenda to replace the administrative work session with the WIC discussion for the Health Department.

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

Tremblay said they kicked off the Big Blue River 2nd Connection Cost-Benefit Study and it should wrap up in May 2026.

Tremblay said they have the Long Range Transportation Plan called Connect 2050 and are wrapping that up. They are hosting a series of open houses.

Tremblay said they are trying something new in addition to the formal meetings called Transportation Trivia Night.

Ellermann said a structure replacement project on Blue River Hills Road is scheduled to begin Tuesday, October 14, 2025. The project is located approximately 1.3 miles north of Tuttle Creek Boulevard (Hwy 24). Blue River Hills Road will be closed to through traffic from Tuttle Creek Boulevard (Hwy 24) to Stockdale Park Road during the project. It is expected to be completed by Friday, October 31, 2025, weather permitting. We apologize for any inconvenience caused by the project.

Ellermann said Albert Lee and Eric Zieginhirt placed in the National Snow Roadeo in several competitions.

Commission Comments

Ford's Comments:

Tuesday afternoon I attended the monthly Board of Directors meeting of Pawnee Mental Health via Zoom. I had a pre-meeting of the Finance Oversight Committee to discuss the financials of the agency through August. Items of discussion at the meeting included some introduction of new members and staff, a Chief Finance Officer report from Linsay Miller, as well as the Finance Oversight Committee, Chief Executive Officer report by Mike Rezkalla, and a marketing and development report by Di Hinrichs-Toburen, and we finish the meeting with two executive sessions on non-elected personnel.

Wednesday morning I attended the Advantage Manhattan Investors breakfast at the Hilton Garden Inn. We heard from Daryn Soldan from the Manhattan Area Chamber of Commerce on what has been taking place here regionally over the summer and fall. Guest speaker was Jeremy Hill from the Federal Reserve Bank in Kansas City. He discussed and gave data on the economic climate of the state and region.

Wednesday afternoon I attended the October Military Relation Luncheon at the DoubleTree by Hilton. Got an update on all the local upcoming military events including the AUSA

Conference that will be taking place in Washington, D.C. in two weeks and the Apple Day Festival on Fort Riley which is slated to take place Saturday, October 18th on post from 9:00 a.m. - 4:00 p.m. with various games, events, and activities. Guest speaker was U.S. Congressman from the 2nd District Derek Schmidt who had to join us via Zoom due to the current conditions in Washington, D.C. The Congressman discussed the current government shutdown, serving on the Armed Services Committee, helping develop the latest National Defense Authorization Act (NDAA), and discussed issues directly impacting service members, veterans as well as Fort Riley and the area National Guard. Very well attended event and it was great having a chance to catch up with everybody.

I also learned late last evening that we have been awarded the Home in the Heartland grant through MakeMyMove in the full amount of \$187,084.00 and there will be more details to follow as those dollars are being dispersed.

Spent most of the week at work getting caught up and ahead of several projects as October is going to prove to be a busy month with travel and events.

Focke's Comments:

Monday, after our BOCC meeting, I met with Jacob Hansen and Amanda Webb regarding the Keats lagoon project. We still have quite a few easement documents outstanding. We set a deadline for October 10th for them to be back to us. Amanda will send out registered letters to those that are outstanding. There are still several permanent easements that BG Consultants is working with to resolve.

Tuesday, I had a physical therapy session, with future appointments every two weeks, then to monthly, and hopefully to be finished after that. Later, I met with Lori Muir at Public Works to look at samples for our Commission Chambers update. We picked three samples each of carpet and coverings for the chairs.

Wednesday, Lori and I met with the provider, John Ellermann and Cory Meyer at the chambers and narrowed our choices down to include paint samples. Lori brought them to the meeting on Thursday for the other two Riley County Commissioners to see. I also reviewed the meeting agenda and documents provided for our meeting on Thursday.

Today after our meeting, I will attend the RFP tour group of the Health Department. I have previously toured the FCRC, so I won't continue with the tour.

McKinley's Comments:

No comments.

Business Meeting

1. Big Lakes Agreement 2026

Move to approve the Agreement for Services with Big Lakes Developmental Center, Inc. for 2026.

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

2. Big Lakes K-DOT Support Letter

Move to approve a Letter of Support for Big Lakes Developmental Center, Inc. for a KDOT Application for a \$10,000 operating grant for Transportation Assistance for July 1, 2026 - June 30, 2027.

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

3. Highway Use Permit 2025-012

Move to approve the Highway Use Permit granting SDT Solutions, LLC, (AT&T) permission to complete work as outlined in the permit.

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

4. Notice to Township Board-CMB License

Move to approve the Notice to Township Board for the Cereal Malt Beverage License for Chad Myers, Stagg Hill Golf Club, 4441 Stagg Hill Road, Manhattan, Kansas.

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

5. Tax Roll Corrections

Move to approve the Tax Roll Correction.

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

6. Riley County Employee Action Form

Move to approve the requested Employee Action Forms.

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

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

- Kyle Bargman, a new hire, as a Utility Technician, in the Public Works Department, at a Range 10, at \$27.25 per hour.
- Riley Payne, a new hire, as an IT Specialist, in the IT/GIS Department, at a Range 12, at \$30.70 per hour.

7. Approve payroll/accounts payables (when completed)

Move to approve the payroll vouchers in the amount of \$740,421.51 and the following warrant vouchers for October 3, 2025:

2025 Budget

County General	\$547,193.03
Disaster Fund	10,049.43
Health Department	85,272.38
Motor Vehicle Operations	6,656.05
Capital Improvements Fund	14,899.54
Economic Development	36,633.65
Emergency 911	651.29
Solid Waste	6,657.47
County Building	10,377.36
Road & Bridge Cap Project	13,417.14
RCPD Levy/Op	1,942.96
Riley Co Fire Dist #1	10,136.88
University Park W&S	488.87
Hunters Island Water Dist	1,945.80
Deep Creek Sewer	138.96
Moehlman Bottoms	874.27
Terra Heights Sewer	290.33
Konza Water Operations	3,926.23
KDOC Adult Services	5,914.14
KDOC Juvenile Services	4,326.00
KDOC Juv Reinvestment	1,152.45
BJA Grant	1,066.65
City Alcohol Funds	2,822.21
RL Salary Appropriations	562.28

TOTAL. \$767,395.37

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

Review Minutes

8. Board of Riley County Commissioners - Regular Meeting - Sept 29, 2025 8:30 AM

Move to approve the minutes.

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

Review Tentative Agenda

9. Tentative Agenda

Press Conference Topics

9:00 AM Elizabeth Ward, Human Resources Director

10. Human Resources Monthly Update

Ward presented a Human Resources update.

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

11. Staff Update

Boller presented a Noxious Weed/HHW staff update.

9:30 AM Anna Burson, Appraiser

12. Staff Update

Burson presented an Appraiser's staff update.

9:45 AM John Ellermann, Public Works Director/County Engineer

13. Judicial Services Needs Assessment

Ellermann presented a proposal for the Riley County Judicial Services Needs Assessments with BBN Architects Inc.

Move to approve the proposal from BBN Architects, Inc. in the amount of \$194,000.00 for the Riley County Judicial Services Needs Assessment.

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

10:00 AM Amanda Webb, Planning/Special Projects Director

14. Planning & Development Staff Update

Webb presented a Planning and Development staff update.

Webb discussed temporary fencing for residents for the Keats sewer project.

10:15 AM Jacob Hansen, County Counselor

15. Administrative Work Session

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

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

Speth discussed Riley County WIC services and funding.

Phillips discussed the fiscal impact.

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

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

10:35 AM Brittany Phillips, Budget and Finance Officer

16. SFY27 Grant Budget Calendar

Phillips presented a SFY27 Grant Budget Calendar.

Move to approve the SFY27 Grant Budget Calendar as presented.

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

10:45 AM John Ellermann, Public Works Director/County Engineer

17. Elevator Modernization Change Order

Ellermann presented a Change Order with TK Elevator for the Courthouse.

Move to approve the Subcontract Change Order Request with TK Elevator Corporation for the Elevator Modernization Project in the amount of \$22,200.00.

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

Adjournment

10:49 a.m. Move to adjourn.

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