



**Board of Riley County
Commissioners
Regular Meeting
Minutes
October 6, 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
Rich Vargo	County Clerk	Present	8:30 AM
Jacob Hansen	County Counselor	Present	8:30 AM
Vivienne Leyva	PIO	Present	8:30 AM
Brittany Phillips	Budget and Finance Officer	Present	8:30 AM
Amanda Webb	Planning/Special Projects Director	Present	8:30 AM
Jacob Kujath	James Gordon & Associates	Present	8:50 AM
Alvin Perez	Operations and Fleet Manager	Present	9:09 AM
Mark French	RCPD	Present	9:15 AM
Scott Hajek	RCPD	Present	9:15 AM
Gina Snyder	Downtown Manhattan	Present	9:15 AM
John Ellermann	Public Works Director/County Engineer	Present	9:15 AM
Jada Hinrichs	Public Health Nurse	Present	9:25 AM
Breva Spencer	Maternal and Child Health Supervisor	Present	9:25 AM
Diane Creek	Health Department Director	Present	9:27 AM
Cory Meyer	IT/GIS Director	Present	9:32 AM
Anna Burson	Appraiser	Present	9:45 AM
Lori Muir	Administrative Services Manager	Present	10:20 AM

Amy Manges	Register of Deeds	Present	10:32 AM
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Pledge of Allegiance**Public Comment****Commission Comments**

Ford's Comments:

Not a lot going on overall over the weekend as it may be the last free one I may have for awhile.

Thursday afternoon I did have my monthly doctor's appointment. Overall it went well, there are some things to work on and some things that are going okay so I'm going to take it with a grain of salt at the moment.

Friday I spent the morning at work trying to get caught up and out and ahead of a couple of projects that will be due next week while I'm gone to Washington, D.C. and Kansas City as well.

Saturday morning I watched K-State lose to Baylor in a thriller 35-34 in Waco. Another game of inconsistent play but I think we also had a really bad call go against us too. All in all we are exactly 13 points away from being 6-0 instead of 2-4. Manhattan High came back and beat Emporia 41-6 to move to 4-1 on their season.

Focke's Comments:

Thursday after our meeting, I went on the tour of the health department building for the RFP. I had been in most of the offices at various times, but it was an interesting tour of the entire building at the same time. We had a floor plan to follow and it is just a maze of offices, hallways, and other spaces. After the tour, I did some work in my office. Later, my microwave quit working and was non-fixable.

Friday, I had my annual eye exam and then went to purchase a new microwave at Manhattan Appliance. Apparently, appliances only last for about 5 years now. Later that evening, a neighbor came by to help install it. It has taken awhile to figure out all the features and get it set up to work.

Saturday, I watched the KSU/Baylor football game. It was a pretty exciting game but the outcome was disappointing, with another loss.

Sunday I reviewed today's agenda and documents and did some shopping and house cleaning in preparation for my daughter's upcoming visit.

A reminder – I won't be at our meeting on Thursday, October 9th.

McKinley's Comments:

No comments.

Business Meeting

1. National Community Planning Month Proclamation

Move to approve the National Community Planning Month Proclamation for October.

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

Review Minutes

2. Board of Riley County Commissioners - Regular Meeting - Oct 2, 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

3. Tentative Agenda

Press Conference Topics

9:00 AM

Jacob Hansen, County Counselor

4. Administrative Work Session

Hansen said a citizen complaint was sent regarding Riley County employees taking home Riley County vehicles. He stated staff will review the policy and send it to the individual as some positions are allowed to take vehicles home per policy.

Hansen discussed the Keats project and certain properties needing temporary fencing during the project.

Webb discussed the schedule for the temporary fencing.

5. Staff Update

Hansen reported the Assistant County Counselor will begin October 27, 2025.

Hansen stated there are three diversion agreements on the five or six nuisance

abatement properties in Riley County.

Hansen discussed the upcoming State Legislative Session.

Hansen stated he is working on the Wabaunsee County and Riley County Rural Water Districts overlaying each other in the south county.

Hansen discussed the district coroner transition.

Hansen reported on some of the tax foreclosure properties that vehicles were left on a property and filed suit against Riley County.

9:20 AM

Jacob Kujath, James Gordon & Associates

6. 2024 Riley County Financial Statement Audit

Kujath presented the 2024 Riley County Financial Statement Audit.

Kujath stated there were no material weaknesses found in the audit.

Kujath reported they are issuing an Adverse Opinion and Unmodified Opinion, which is the highest that can be achieved under KMAG.

Kujath reviewed the 2024 Riley County Financial Statement Audit.

9:30 AM

Press Conference

7. RCPD Update - Captain Scott Hajek and Major Mark French (3-5 minutes)

Hajek discussed National Night Out event at the Ogden Community Center tomorrow.

French thanked the Board for the CIP funds approved.

French discussed the current jail report.

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

Snyder presented an update on Downtown Manhattan activities.

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

Perez said a structure replacement project on Blue River Hills Road is scheduled to begin Tuesday, October 14, 2025. 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. The project is expected to be completed by Friday, October 31, 2025, weather permitting.

10. National Community Planning Month Proclamation - Greg McKinley and Amanda Webb (2-3 minutes)

McKinley presented the National Community Planning Month Proclamation to Webb.

Webb thanked the Board for all they do to support Planning & Development in Riley County.

11. Presentation of retirement plaque to Jada Hinrichs - Greg McKinley (2-3 minutes)

McKinley presented Jada Hinrichs a retirement plaque for 14 Years of Service to Riley County, Kansas.

9:45 AM

Brittany Phillips, Budget and Finance Officer

12. Gift Card Policy Discussion

Phillips presented the draft Gift Card Policy.

Lewis stated Community Corrections would prefer to keep all the forms in one location.

Spencer discussed how the Health Department will implement the policy.

Ford expressed concern with receipts not being returned in, to show how the funds were spent.

Phillips stated she will draft the following changes as suggested:

- Split Community Corrections and District Court
- Add in verbiage for Community Corrections clients to sign acknowledgment in the receipt book
- Add in verbiage for Health Department clients to be able to acknowledge receipt of gift card in EHR or on an acknowledgement form

13. P-Card Policy Discussion

Phillips presented the draft Purchase Card Policy.

The Board discussed meal allowances.

The Board by consensus agreed to allow desserts with employee meals.

Phillips reported she would make the following revisions to the draft policy:

- Add All P-Card Requests Need to Be Signed by BOCC
- Remove “Meals cannot include the purchase of desserts and appetizers...” and replace with meal allowance will be limited to one establishment per meal.

The Board agreed by consensus both the department head and the Budget and Finance Officer are to approve employees keeping their purchase card with them.

10:15 AM Elizabeth Ward, Human Resources Director

14. International Work Authorization Sponsorship Direction

Ward presented the International Work Authorization Sponsorship program.

Ward stated Riley County currently does not participate in the International Work Authorization Sponsorship program.

The Board agreed by consensus to not participate in the International Work Authorization Sponsorship Program and to follow the current practice.

10:35 AM Lori Muir, Administrative Services Manager

15. Discuss the opportunity to bring the Certified Public Manager Program course to Riley County

Muir presented the proposed Certified Public Manager Program course hosted by Riley County.

Muir reported if Riley County agrees to host we would get one free spot in the program.

Move to approve allowing Riley County staff to host and participate in the Certified Public Manager program and to communicate with other public entities regarding this opportunity.

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

Adjournment

10:47 Move to adjourn.

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