Final

Board of Riley County Commissioners
Regular Meeting
Minutes
October 23, 2025

2101 Claflin Road
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
Evan McMillan	Assistant County Engineer	Present	9:00 AM
Elizabeth Ward	Human Resources Director	Present	9:00 AM
Brittany Phillips	Budget and Finance Officer	Present	9:00 AM
John Ellermann	Public Works Director/County Engineer	Present	9:15 AM
Bruce McMillan	Baker McMillan Architects	Present	9:25 AM
Cory Meyer	IT/GIS Director	Present	9:30 AM
Brandon Peoples	KMAN	Present	9:30 AM
Kaylyn Speth	WIC Supervisor	Present	10:25 AM
Anna Burson	Appraiser	Present	10:25 AM

Pledge of Allegiance

Public Comment

Commission Comments

Ford's Comments:

Monday afternoon I met with a group from Steel and Pipe to discuss some county related logistics operations as well as some future concerns. A lot of questions were asked and answered, and the dialog went well.

Also Monday afternoon I attended the October meeting of the Policy Board of the Flint Hills Metropolitan Planning Organization. After some opening welcome and remarks we had a public comment section, followed by a financial update from the MPO. We also got a staff update from both the MPO as well as KDOT. Action items included approval of the August and September meeting minutes, and Amendment #1 of the 2026-2029 Transportation Improvement Program. We had a work session to discuss the Connect 2050 Plan and its projects and its financials. We also discussed the 2026 UPWP Plan and ended with an executive session dealing with the Planning Manager's compensation.

Also on Monday I came over and early voted in the upcoming municipal and school board election. Quick and fast as usual and I want to give a shout out to all the election workers who made the process amazingly easy. All of these elections are extremely important so make sure to cast a ballot through the various ways possible.

While I was downtown on Monday I came over to the office to check out the new windows. Absolutely amazing, it’s a real gamechanger for the building and subsequent offices. Kudos to Baker McMillian Architects, BHS Construction, and Manko Window for all the hard work and efforts. They got the last of windows in on Monday afternoon well ahead of schedule.

Wednesday afternoon I came down to the Manhattan Senior Center and made a blood donation with the American Red Cross. It’s actually been quite some time since I’ve been able to donate but certainly was glad to do so as this donation is of a constant and important need. The new APP as well as rapid pass make the process so much easier as well.

Wednesday evening, I moderated a city election candidate forum for the City of Ogden. We had eight of the nine candidates available to answer questions and give their thoughts as to why they are running for city council. For a Wednesday night, we had a great turnout from the community and the candidates did a great job. The citizens of Ogden will have a tough choice to make for sure.

Thursday morning I attended the October Policy Breakfast hosted by the Manhattan Area Chamber of Commerce at the DoubleTree by Hilton. Guest speaker was Dr. Richard Linton current President of Kansas State University.

Focke’s Comments:

Monday afternoon I participated in the Law Board meeting at City Hall. An agreement was reached in sub-committee between the Aggieville Business Association and the RCPD on street closures on game nights. Hopefully, that will work for the rest of the season. The agenda included monthly and quarterly financial reports and financial requests, and reports from various RCPD personnel. The jail inmate and facilities report were discussed at great length as the inmate population is exceeding the size and scope of the jail. Options will be studied.

Monday evening, I met Jacob Hansen in Keats, and we went to homes that haven’t returned their easement documents. We had some success, and I had several in and out of town homeowners to contact. I was able to touch base with several and got positive responses. We are going out again this evening to try and reach some of the others that are needed. It's been good to meet with people at their homes and several had some issues that need to be resolved.

Wednesday, I went to our downtown offices and picked up some items in my office. I had read through an RFP for the old church building and had some questions for Jacob Hansen. We had a discussion on several restrictions and I'm understanding the reasoning for them. We also went over the list of easements in Keats and who we need to contact this week.

Thursday morning, I attended the Policy Breakfast hosted by the Chamber. The guest speaker was Dr. Linton, President of KSU, who spoke about their increase in student numbers, various building projects, and many other KSU campus issues.

McKinley's Comments:

Tuesday was the construction meeting for the EM/Fire remodel. The building permit has been issued, and demolition is moving along. The completion date is early July. There are a few items we discussed for some changes that the contractor will be pricing.

Wednesday was the ATA Bus board meeting. They have some route changes that will serve a number of people that will start in January. The details will be announced later this year. Ridership is up 6% from last year. The 50th anniversary for the start of ATA Bus will be in 2026 and there will be activities planned.

Business Meeting

1. Contract Agreement—NF Construction - Transfer Station Tipping Floor and Chute Repair

   Move to approve the Contract Agreement with NF Construction for the Riley County Transfer Station Tipping Floor and Chute Repair/Replacement.

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

2. CMB License

   Move to approve the Cereal Malt Beverages Retail Dealer's 2026 License for Stagg Hill Golf Club (4441 Stagg Hill Road).

RESULT:	**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:

- Pamela Ngankem, a new hire, as a Child Care Provider, in the Health Department, at a Range TASND.
- Sarah Boxberger, a Public Health Nurse, in the Health Department, for Separation from County Service, effective November 3, 2025.

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

Review Minutes

4. Board of Riley County Commissioners - Regular Meeting - Oct 20, 2025 8:30 AM

Move to approve the minutes.

RESULT:	**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 John Ellermann, Public Works Director/County Engineer

6. IT/GIS Remodel

Ellermann presented the IT/GIS remodel request.

Move to approve the proposal from Baker McMillan Architects in the amount of $78,850 for the IT/GIS remodel project.

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

7. Elevator Change Order

Ellermann presented the elevator change order.

Move to approve Change Order Number 2 with TK Elevator Corporation for the Elevator Modernization Project in the amount of $11,485.64.

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

9:50 AM Vivienne Leyva, PIO

8. Communications Update

Leyva presented the PIO Communications update.

Leyva asked the Board if they would like to include the Riley County Mission Statement at the front or end of the meeting agenda.

The Board agreed by consensus to leave the Mission Statement off the commission meeting agenda.

10:05 AM Jacob Hansen, County Counselor

9. Administrative Work Session

Hansen discussed his upcoming time off.

Hansen said the Assistant County Counselor will begin on Monday.

Hansen discussed easement access for the Keats sewer improvement project.

10. Approval for Amendment of Agreement with Peterson Labs and Agreement with Dr. Susan Speaks, S.P.

Hansen presented the amendment of agreement with Peterson Labs and Agreement with Dr. Susan Speaks, S.P.

Move to approve Amendment #2 to Agreement for Coroner Services and the Agreement for Coroner Services with Dr. Susan Speaks, Sole Proprietorship.

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

10:25 AM Diane Creek, Health Department Director and Kaylyn Speth, WIC Supervisor

11. WIC/government shutdown update

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

Health.

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

Speth reported WIC has moved on Fort Riley to the new location.

Speth said KDHE has offered two meetings this week on WIC funding. She said KDHE stated funding should be available through mid-November. Speth said they will be $10,000 short for October and $86,000 in November.

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

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

10:30 AM **Brittany Phillips, Budget and Finance Officer**

12. Gift Card Policy Discussion

Phillips presented the proposed Gift Card Policy.

The Board asked Phillips to bring back the entire Gift Card Policy for review and approval.

13. P-Card Policy Discussion

Phillips presented the proposed Purchase-Card Policy discussion.

Phillips recommended the following:

- Write in P-card Policy earning reward points personally for purchases made for Riley County is not allowable.
- All accounts earning rewards should be in the name of Riley County.
- Under internet purchasing, add-in personal emails should not be used.

Adjournment

Move to adjourn.

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

NAYS:	None

Announcements

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