



**Board of Riley County
Commissioners
Regular Meeting
Minutes
October 27, 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	8:32 AM
Cindy Kabriel	Senior Administrative Assistant	Present	8:30 AM
Jacob Hansen	County Counselor	Present	8:30 AM
Katharine Hensler	Museum Director	Present	8:30 AM
Melanie Highsmith	Curator of Education & Design	Present	8:30 AM
Dawn Munger	Curator of Collections	Present	8:30 AM
Carly Farrens	Museum Curator Archivist and Librarian	Present	8:30 AM
Henry Dace	Museum Assistant	Present	8:30 AM
Michele Reid	Human Resources Manager	Present	8:30 AM
Elizabeth Ward	Human Resources Director	Present	8:30 AM
Brittany Phillips	Budget and Finance Officer	Present	8:30 AM
Shannon Sterling	REACH Committee Chair	Present	8:30 AM
Anna Burson	Appraiser	Present	8:30 AM
Vivienne Leyva	PIO	Present	8:30 AM
Josh Gering	REACH Member	Present	8:30 AM
Rob Voelker		Present	8:30 AM
Evan McMillan	Assistant County Engineer	Present	8:30 AM
Barry Wilkerson	County Attorney	Present	8:53 AM

Susan Boller	Elections Supervisor	Present	9:08 AM
Diane Creek	Health Department Director	Present	9:29 AM
Kaylyn Speth	WIC Supervisor	Present	9:30 AM
Michael Hawthorne	Assistant County Counselor	Present	9:40 AM
Megan Lewis	Community Corrections Director	Present	9:50 AM

Pledge of Allegiance**Public Comment**

Sterling presented the Employee of the Month for December to Melanie Highsmith.

Commission Comments

Ford's Comments:

Friday morning I had coffee with Mike Rezkalla, CEO at Pawnee Mental Health at Flight Crew to discuss some items of relevance to the organization and to discuss the local state of mental health and the needs and challenges. Dialog went well, and there will several items to follow up on as we move forward.

Saturday I of course watched K-State easily defeat Kansas in Lawrence 42-17 in a game that really wasn't close throughout. The win marks seventeen straight vs. the Jayhawks and the Governor's Cup stays here in Manhattan once again and the Wildcats even out their record at 4-4.

The rest of the weekend was rather quiet, enjoyed the fall like temperatures and the rain and worked to get caught up on correspondence and other items pertaining to the rest of this upcoming week.

Focke's Comments:

Thursday morning I attended the Chamber's Policy Breakfast. Guest speaker was Dr. Linton from KSU. He did a report on student enrollment, building progress, etc.

That evening, I met Jake Hansen, County Counselor, in Keats to finish up the list of people who need to sign easements for the lagoon project. We had good luck finding people home and were able to get some signatures and answered various questions. We still have some property owners to contact, but are making progress.

Friday morning I met with David Adams at his office. He went over a proposal given to him on restructuring one of our departments. More study needs to happen on that issue. Afterwards I came to my office to do some work, but couldn't get the office door unlocked. The key has always been a problem. I brought some WD-40 on Sunday and the key finally worked (barely). Hopefully, I'll get a new one soon. That afternoon, I met with a small group of

constituents who wanted updates on our building projects. It was a good discussion and I'll meet with them again with more information.

Saturday several friends came to my house to watch the KSU/KU football game. It was an exciting game with a great score.

Sunday our bell choir played for church. In the afternoon, I reviewed today's agenda and documents.

McKinley's Comments:

No comments.

Business Meeting

1. Highway Use Permit 2025-013 WTC Fiber Optic Lines

Move to approve the Highway Use Permit granting WTC permission to bore/plow fiber optic cable as outlined in the plans.

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

2. Mobile Device Reimbursement Request Form

Move to approve the Mobile Device Reimbursement Request Forms.

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:

- Elwin Dunstan, a Volunteer Firefighter, in the Fire District #1 Department, for Separation from County Service, effective October 23, 2025.
- Samuel Myers, a new hire, as a Facility and Grounds Technician, in the Public Works Department, at a Range 4, at \$19.75 per hour.
- Audrey Crist, a Museum Intern, in the Museum Department, for Separation from County Service, effective August 16, 2025.

Move to approve the requested Riley County Employee Action Forms.

RESULT:	Passed
----------------	---------------

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

4. Discuss County Officials Luncheon

Review Minutes

5. Board of Riley County Commissioners - Regular Meeting - Oct 23, 2025 9:00 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

6. Tentative Agenda

Press Conference Topics

9:00 AM

Barry Wilkerson, Attorney

7. Staff Update

Wilkerson presented a County Attorney's staff update.

Wilkerson said Vivienne Leyva has done most of the work and that he really appreciates her assistance with a conference next week with Dr. Layton, a psychiatrist at Washington State University. He specializes in mental illness and drug addiction. He will present November 6th at the Manhattan Public Library. Wilkerson said Vivienne Leyva did a fantastic job.

9:15 AM

Elizabeth Ward, Human Resources Director

8. Compensation for Travel and Required Study Time Policy Proposal

Ward presented the Compensation for Travel and Required Study Time Policy.

Commissioner McKinley and Commissioner Ford said they don't think employees should be paid for study time.

Ward said she will make the edits and bring it back.

9:30 AM

Press Conference

9. 2025 City/School General Election - Susan Boller (2 minutes)

Boller said advance voting will be held this week at the Riley County Office Building Monday-Thursday 7:30 a.m. - 5:00 p.m.; Friday 7:30 a.m. - 12:00 (noon); Saturday 8:00 a.m. - 12:00 (noon) and the Monday before Election Day 7:30 a.m. to 12:00 (noon).

Boller said 796 registrants have advanced voted with 118 returned mail ballots, 665 in person, and 13 provisional ballots. On Election Day the polling places will be open 7:00 a.m. -7:00 p.m.

9:35 AM

Diane Creek, Health Department Director and Kaylyn Speth, WIC Supervisor

10. WIC/government shutdown update

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 presented an update on the status of the WIC/government shutdown.

Speth said local agencies should know this week what our first allocation amount for November will be.

11. Family Planning funding amendment

Creek said on October 20th Riley County received a notification from KDHE that they are awarding us \$69,655 additional funding for the Family Planning Program.

Creek said they will use the funding for salaries.

Move to approve the amendment for an additional \$69,655 from KDHE for Family Planning Services at the Health Department.

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

9:45 AM Brittany Phillips, Budget and Finance Officer

12. Gift Card Policy Discussion

Phillips presented the Gift Card Policy.

Move to approve the Riley County Gift Card Policy as presented.

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

13. P-Card Policy Discussion

Phillips presented the revised P-Card Policy.

Phillips said the following changes were made to the policy from the last meeting:

- 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.

Move to approve the P-Card Policy as revised.

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

9:55 AM Megan Lewis, Community Corrections Director

14. Staff Update

Lewis presented a Community Corrections staff update.

10:10 AM Jacob Hansen, County Counselor

15. Administrative Work Session

Hansen introduced the new Assistant County Counselor, Michael Hawthorne.

16. Staff Update

Hansen presented his project list.

Adjournment

Move to adjourn after the Intergovernmental Luncheon.

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

12:00 PM**Intergovernmental Luncheon**

17. Intergovernmental Luncheon Agenda