



**Board of Riley County
Commissioners
Regular Meeting
Minutes
November 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
Michael Hawthorne	Assistant County Counselor	Present	8:30 AM
Anna Burson	Appraiser	Present	8:30 AM
Russel Stuke	Emergency Management Director/Fire Chief	Present	8:30 AM
Brittany Phillips	Budget and Finance Officer	Present	8:30 AM
David Adams	EMS/Ambulance Director	Present	8:33 AM
Doug Russell	Deputy Fire Chief of Operations	Present	8:34 AM
Jake Konrardy	Deputy Fire Chief of Administration	Present	8:34 AM
Rob Voelker		Present	8:36 AM
Elizabeth Ward	Human Resources Director	Present	8:36 AM
John Ellermann	Public Works Director/County Engineer	Present	8:40 AM
Barry Wilkerson	County Attorney	Present	9:00 AM
Matthew Layton		Present	9:00 AM
Shilo Heger	Treasurer	Present	9:04 AM
Breva Spencer	Maternal and Child Health Supervisor	Present	11:11 AM
Kaylyn Speth	WIC Supervisor	Present	11:11 AM

Pledge of Allegiance

Public Comment**Commission Comments**

Ford's Comments:

Monday post BOCC meeting I met with Riley County Health Department Director Diane Creek, and Heather Ritchey, CCL Supervisor to discuss some challenges in regard to childcare and other items of relevance here at the Riley County Health Department. Had a great dialog and look forward to seeing how things progress.

Tuesday I got an interesting call from Nemaha County Commissioner Joe Dalinghaus and we had a solid dialog pertaining to some shared interests and concerns on county operation and the personnel that is required to accomplish those things. Let us just say no matter how big or small, Kansas counties still have a lot in common.

Tuesday night I watched the K-State men's opener vs. UNC-Greensboro 93-64 after a sluggish start. Also, congratulations to the K-State women's team as they easily dispatched the University of Omaha 100-35 to start their season at 1-0 as well.

Also Tuesday night while watching basketball I watched local election returns. Kudos to the Riley County Elections teams for another job well done, and congratulations to the area election winners and thanks to everyone who decided this cycle to put themselves out there. Campaigning is never easy for these elected offices so the efforts by so many are truly appreciated.

Wednesday night I did make it downtown to check out downtown and the Riley County Courthouse lit up in green for Operation Green Light once again for the fourth year in honor of our veterans. Huge thanks to the National Association of Counties, Kansas Association of Counties, Amazon, Manhattan Area Chamber of Commerce's Military Relations Committee, Riley County Public Works, and many others for making this vital initiative possible once again for 2025.

Lastly I want to send my thoughts and condolences to the victims and those affected by Tuesday's UPS plane crash at Mohamed Ali International Airport in downtown Louisville, Kentucky on Tuesday. I have had several members of family work at that UPS location throughout the years, so it is a tragedy that really hits home.

Focke's Comments:

Tuesday I continued to make calls to property owners for easements in the Keats project. We are slowly getting in touch with out of state owners and those with questions or issues on their properties. I have worked closely with staff in the Riley County Counselor's office to make some progress. I plan to pick up several this evening.

Wednesday I attended the Military Relations Luncheon and meeting at the Holiday Inn (Campus). The guest speaker was BG® Bill Turner, Director, and Kansas Office of Veterans Affairs. He had a detailed presentation of all the work his office does in supporting veterans,

especially of foreign wars. They serve 187,000 veterans and families in Kansas. Representatives of “Operation Santa Clause” presented their annual program. They take donations of food, toys, and other Christmas items for about 337 families at Fort Riley, mainly for 0-14 years of age.

After that, I attended the Westloop Business Association monthly meeting. BHS gave a presentation on all the projects they are doing, including CICO Park, Aggieville redevelopment, the Flint Hills Childcare Incubator, Meadowlark Hills, a new retirement community, starting December 25th and the Wareham Hall renovation. Another presentation was made on the proposed Yuma Street Cultural Center. After a physical therapy session, later that afternoon, I reviewed today’s agenda and documents and attended bell choir practice in the evening.

McKinley’s Comments:

No comments.

Business Meeting

1. City of Riley Fire Department Consolidation with RCFD #1

Move to approve signing the Memorandum of Understanding with the City of Riley to consolidate the current Riley City Fire Department with RCFD #1.

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

2. IT/GIS Remodel

Move to approve the Agreement with Baker-McMillan Architects for design of the IT/GIS Remodel project in the CPE 2nd floor in the amount of \$78,850.

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

3. Tax Roll Corrections

Move to approve the Tax Roll Corrections.

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

4. Riley County Employee Action Form

Move to approve the requested Riley County Employee Action Forms.

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

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

- Barbara Cragg, an Election Day Worker, in the Election Department, for Separation from County Service, effective October 31, 2025.
- Jacob Clarke, a Clinic Supervisor, in the Health Department, for Separation from County Service, effective November 10, 2025.
- Hannah Zambrano, a new hire, as an Election Day Worker, in the Election Department, at a Range TASND.
- Mark Heiman, a new hire, as a Volunteer Firefighter, in the Fire District #1 Department, at a Range TASND.
- Alexis Ramirez, a new hire, as a Volunteer Firefighter, in the Fire District #1 Department, at a Range TASND.
- Nadiyah Gamble, a Museum Intern, in the Museum Department, for Separation from County Service, effective October 25, 2025.
- Erin Kurtz, a Fiscal Analyst, in the Health Department, for Separation from County Service, effective November 14, 2025.

5. Discuss Policy Breakfast November 20th

Review Minutes

6. Board of Riley County Commissioners - Regular Meeting - Nov 3, 2025 8:30 AM

Move to approve the minutes of the November 3, 2025 meeting.

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

Review Tentative Agenda

7. Tentative Agenda

Press Conference Topics

9:00 AM Dr. Matthew Layton, MD, PhD

8. THE PATH TO RECOVERY AND A PRODUCTIVE FUTURE: Investing in

Treatment and Reducing the Societal Cost of Untreated Addiction and Mental Illness

Wilkerson introduced Dr. Matthew Layton.

Layton discussed Investing in Treatment and Reducing Societal Cost of Untreated Addiction and Mental Illness.

9:15 AM Shilo Heger, Treasurer

9. Staff Update

Heger presented the Treasurer's Office staff update.

9:30 AM Anna Burson, Appraiser

10. November Staff Update

Burson presented the Appraiser's Office staff update.

9:45 AM Russel Stukey, Emergency Management Director/Fire Chief

11. Bid opening for Riley County Fire District Station 116 Improvements

The Board of County Commissioners opened the following bids for Riley County Fire District Station 116 improvements:

<u>Company</u>	<u>Base Bid</u> roof/siding	<u>Alternate 1</u> spray foam insulation	<u>Alternate 2</u> batt insulation	<u>Days</u>
Bowman Contracting 3427 Anderson Avenue Manhattan, KS 66503	\$26,921.44	\$10,260.00	\$5,940.00	16
Riley Construction Co., Inc. 201 6 th Street Wamego, KS 66547	\$69,869.00	\$10,000.00	\$6,110.00	45

Move to refer the bids to staff for evaluation and recommendation.

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

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

12. Planning & Development Staff Update

Webb presented the Planning and Development staff update.

10:15 AM Michael Hawthorne, Assistant County Counselor

13. Administrative Work Session

Hawthorne discussed the Keats project, tax sale, nuisance property issues, and

meeting with departments.

10:35 AM Russel Stukey, Emergency Management Director/Fire Chief

14. October Staff Update

Stukey presented the EM & Fire District #1 staff update.

Stukey recommended adding additional concrete work for the EM/Fire District #1 building remodel and flag poles at an estimated \$100,000.

Ford asked for a more in-depth explanation on why the driveway was not included in the project.

The Board agreed by consensus for staff to proceed with the change order to authorize the additional concrete for the driveway for the EM/Fire District #1 facility renovation.

15. RCFD #1 UTV replacement

Stukey presented the purchase authorization for the UTVs.

Move to approve the Purchase Authorization for three John Deere Gator 845 M UTVs in the amount of \$91,928.13 to be funded by Riley County Fire District #1.

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

10:50 AM Elizabeth Ward, Human Resources Director

16. Human Resources Monthly Update

Ward presented the Human Resources monthly update.

Ward discussed department head evaluations with the Riley County Commissioners.

11:10 AM John Ellermann, Public Works Director/County Engineer

17. Commission Chamber Remodel

Ellermann presented the Commission Chambers remodel.

The Board agreed by consensus to remodel the bathrooms and other side offices through a change order.

Move to approve the total estimate of \$185,218.26 (BHS \$94,423.07, \$58,520.78, Redi Systems, \$32,274.41 Design Central) for the Commission Chambers Remodel.

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

11:20 AM Brevia Spencer, Maternal and Child Health Supervisor**18. Request Approval to Purchase Food for Special Event**

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

Spencer presented the request to purchase food for a special event.

Move to approve the purchase of food and beverages for the Pop-Up Community Baby Shower on December 2, 2025, at the Ogden Community Center, to be funded through the unrestricted donation provided by United Health Care.

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

19. Request Approval to Purchase Food for Special Event

Spencer presented the request to purchase food for the MCH Thanksgiving meal for WIC.

Move to approve the use of existing budgeted MCH program funds to purchase Thanksgiving meals for approximately 275 WIC/MCH clients with infants (0–12 months) residing in Manhattan, Riley, Randolph, and Ogden.

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

NAYS:	None
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Adjournment

11:37 a.m. Move to adjourn.

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