



**Board of Riley County
Commissioners
Regular Meeting
Minutes
November 13, 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
Michael Hawthorne	Assistant County Counselor	Present	8:30 AM
Michael Boller	Noxious Weed/HHW Director	Present	8:30 AM
Vivienne Leyva	PIO	Present	8:30 AM
Anna Burson	Appraiser	Present	8:30 AM
Elizabeth Ward	Human Resources Director	Present	8:30 AM
Brittany Phillips	Budget and Finance Officer	Present	8:30 AM
Rob Voelker		Present	8:31 AM
David Adams	EMS/Ambulance Director	Present	8:39 AM
Amanda Webb	Planning/Special Projects Director	Present	8:46 AM
John Ellermann	Public Works Director/County Engineer	Present	8:47 AM
Diane Creek	Health Department Director	Present	8:54 AM
Russel Stukey	Emergency Management Director/Fire Chief	Present	8:55 AM
Katharine Hensler	Museum Director	Present	8:56 AM
Grant Bannister	District Court Judge	Present	9:20 AM
Gary Olds		Present	9:30 AM

Susan Boller	Elections Manager/Deputy County Clerk	Present	9:35 AM
Anita Cook	Elections Senior Analyst	Present	9:35 AM
Keirsten Cragg	Election Coordinator	Present	9:35 AM
Dana Mika	Election Specialist	Present	9:35 AM
Daryn Soldan	Manhattan Area Chamber of Commerce	Present	9:45 AM
Christian Bishop	Manhattan Area Chamber of Commerce	Present	9:45 AM

Pledge of Allegiance

Public Comment

Hansen asked the Board to amend the agenda today and add an executive session to his administrative time today.

Move to add an executive session to the counselor's administrative time at 10:50 a.m. today.

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

Commission Comments

Ford's Comments:

Monday afternoon I met with my general physician for my yearly check-up. Didn't go well at all to be honest. I wasn't feeling really well on Monday and it obviously showed. So, we are going to be redoing it sometime after the beginning of the year.

Tuesday I attended the Veterans Day festivities here in Manhattan. They started off with a warm and hearty breakfast of biscuits and gravy over at the American Legion. Thanks to the Knights of Columbus, the American Legion, and all the volunteers who made that a success. I followed with watching the downtown parade at the viewing stand at Manhattan City Hall. Although the breeze was a little chilly it overall was a pleasant morning for a parade. Had almost an hour's worth of sights and sounds there. Lastly the festivities ended with a ceremony at the Peace Memorial Auditorium which was presented by the Flint Hills Veterans Coalition and the City of Manhattan. MCing the event was Mike Riley from the VFW Post 1786. After the Posting of the Colors, national anthem, and invocation we heard from the poster and essay winners. Cole Parker from the Manhattan Catholic School read his out loud and we heard a group of patriotic songs from eighty-nine 3rd graders from Marlatt Elementary. Featured speaker was Chief Warrant Officer (Ret) Hector A. Vasquez from the Kansas Army National Guard. A big thanks to Allison Muth from the Manhattan Chamber for her singing the national anthem and Scott Freeby who was on the bugle as well.

Wednesday there was groundbreaking ceremony for the upcoming reconstruction of the K-18/I-70 interchange (Exit 303) with U.S. Senator Jerry Moran and Kansas Department of Transportation Secretary Calvin Reed. I wasn't able to make it due to the short notice but did do a telephone interview with Brandon Peoples at KMAN1350 to provide some input from the Riley County/Manhattan since I do have some background with my work on the MPO Policy Board.

Also Wednesday I attended the November meeting of NACo's Community Economic and Workforce Development Committee. After some opening remarks and introductions from our Chair Angela Conley we heard a workforce update from Gail Ranitzky-Silberglied who is the Senior Director of Government Relation and Advocacy, NAWB, followed by a legislative update from Capitol Hill with Jard Grigas, NACo's Associate Legislative Director with NACo, and lastly we had an open floor discussion and questions to end the meeting.

Wednesday evening was the November Business After Hours hosted by the Manhattan Area Chamber of Commerce at A&H Farms in south Manhattan. It was a beautiful evening (even for mid-November) to be outside networking and talking for sure.

Lastly I wanted to mention that Manhattan is getting one of its traditional staples back with the reopening of Pizza Shuttle at the same location, and soon to be same number (776-5577) and that same culinary experience we all have come to know and love.

Focke's Comments:

Monday evening I attended a town hall at the Manhattan Library featuring Kansas Senator Ethan Corson, who is running for Governor.

Tuesday (Veterans Day) I watched the annual parade down Poyntz Avenue. Since the government is shut down, soldiers were not in the parade. Manhattan and Riley County high schools led the marchers, which included many children from area schools. After the parade, the "Ceremony of Honor" was held in the Peace Memorial Auditorium. The program included the opening ceremony and introduction of the poster and essay contest winners, with the first place essay read by its author, Cole Parker. Patriotic songs were sung by the large Marlatt Elementary Choir. Featured speaker was Chief Warrant Officer 5 (Ret.), Hector A. Vasquez, Kansas Army National Guard. It was a great event, attended by a large crowd.

Tuesday afternoon and Wednesday I went over today's agenda and documents and continued studying and rating the RFP's for the Health Department and FCRC buildings. Later that afternoon, I had my last weekly physical therapy session and, in the evening, practiced with my bell choir.

Thursday afternoon, I met with Diane Creek and John Ellerman to go over our rankings for a consultant and chose three to interview. John will contact them for a time to meet and go over their proposals. After that, I picked up the packet for Monday's Law Board meeting from the RCPD office.

McKinley's Comments:

Wednesday evening, I attended the comprehensive plan public meeting at Pottorf Hall. Stantec had a presentation reviewing the plan and there were a total of four members of the public there and one of them left halfway through. There were a few questions and a little discussion.

Business Meeting

1. Mobile Device Reimbursement Request Form

Move to approve the Mobile Device Reimbursement Request Form.

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

2. Riley County Employee Action Form

Move to approve the Riley County Employee Action Form.

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 a Riley County Employee Action Form for Whitney Phebus, as a Temporary As Needed Human Resources Assistant, in the County Clerk's Department, at a Range TASND, at \$15.00 per hour.

3. Discuss Joint City/County/County Meeting

Cancel unless the City of Manhattan has a topic.

4. Approve payroll/accounts payables (when completed)

Move to approve the payroll vouchers in the amount of \$795,670.72 and the following warrant vouchers for November 14, 2025:

2024 Budget

County General	\$ 630.00
TOTAL.....	\$ 630.00

2025 Budget

County General	\$1,220,570.25
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Disaster Fund	3,500.00
Health Department	83,201.21
Court Services	325.00
War Memorial	60.00
Motor Vehicle Operations	24.26
Capital Improvements Fund	285,262.61
Economic Development	66,105.00
Emergency 911	1,272.78
Solid Waste	14,437.36
County Building	7,771.84
Road & Bridge Cap Project	36,898.80
RCPD Levy/Op	68,556.44
Riley Co Fire Dist #1	25,616.77
2023 R&B Project Sales Tx	23,779.50
University Park W&S	1,775.46
Hunters Island Water Dist	116.61
Carson Sewer Benefit Dist	225.43
Moehlman Bottoms	60.48
Valleywood Operations	59.73
Terra Heights Sewer	1,205.09
Konza Water Operations	428.35
KDOC Adult Services	14,497.27
KDOC Juvenile Services	4,981.89
KDOC Juv Reinvestment	1,152.45
BJA Grant	3,086.15

TOTAL..... \$1,864,970.73

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

Review Minutes

5. Board of Riley County Commissioners - Regular Meeting - Nov 10, 2025 8:30 AM

Move to approve the minutes of November 10th as presented.

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 Amanda Webb, Planning/Special Projects Director; Anna Burson, Appraiser; David Adams, EMS/Ambulance Director; and Cory Meyer, IT/GIS Director

7. Department Head Evaluation discussion

Webb, Burson, and Adams discussed the department head evaluation format and process.

Webb discussed the process being meaningful for the Board and department heads.

Webb said the committee recommends department heads meet with the Board twice annually for evaluations.

Burson stated the evaluations would replace the monthly update on the month the department heads meet for the evaluations.

Adams discussed the benefits of the proposal.

McKinley stated he likes the proposal.

Ward said these would be focused on department head performance in an executive session.

Focke discussed two department heads each month and 15 minutes each.

Ward stated the sessions would be 30 minutes each.

Ward said for this year we will hold a 15-minute executive session with commissioners to discuss all the department heads' performances and merit increases.

The Board thanked the department heads for the recommendation.

9:15 AM Budget and Planning Committee - Brittany Phillips, Budget and Finance Officer

8. Cash Flows

Phillips presented the cash flow reports.

9:25 AM Jacob Hansen, County Counselor and Judge Bannister

9. Amendment 1 to Memorandum of Agreement for Payment Processing of District Magistrate Judge Supplemental Compensation

Hawthorne presented the Amendment 1 to Memorandum of Agreement for Payment Processing of District Magistrate Supplemental Compensation.

Bannister stated there is no impact to the Riley County budget since the funding comes from Law Library fund, non-taxpayer money.

Move to approve Amendment 1 to Memorandum of Agreement for Payment Processing of District Magistrate Judge Supplemental Compensation.

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

9:35 AM Brittany Phillips, Budget and Finance Officer

10. General Fund Transfer to RCPD Fund

Phillips presented the request to transfer \$300,000 from the General Fund to RCPD Fund 173 due to increase expenses.

Move to approve transferring \$300,000 from General Fund to RCPD Fund 173.

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

9:45 AM Jason Smith, Manhattan Area Chamber of Commerce

11. Economic Development Update

Soldan presented the economic update.

Bishop discussed Fort Riley activities.

10:00 AM General Election Canvass

Vargo discussed the 2025 General Election Canvass process.

Boller presented the 2025 General Election Canvass report.

Move to approve the valid provisional ballots and partial count provisional ballots and certify

the Official 2025 General Election Results.

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

10:20 AM Diane Creek, Health Department Director and Kaylyn Speth, WIC Supervisor

12. Approval and Signature of Electronic Health Record Contract - Patagonia Health

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

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

Creek presented the Patagonia Health Electronic Health Record Contract.

Move to approve the Sales Agreement with Patagonia Health, Inc. for Electronic Health Record (EHR) software.

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

13. Request to fill – Temporary Part-time Fiscal Analyst

Creek presented the request to fill the temporary part-time position of fiscal analyst for up to 10 hours.

Move to approve the temporary part time position of fiscal analyst for up to 10 hours per week, ending no later than December 19, 2025.

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 a Riley County Position Action Form for a Fiscal Analyst (temporary part-time fiscal coverage up to 10 hours November 17th to no later than December 19, 2025), in the Health Department, at a Range 8.

14. WIC/government shutdown update

Speth presented an update on the WIC funding being approved through USDA funding.

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

10:50 AM Jacob Hansen, Interim Counselor

15. Administrative Work Session

10:50 a.m. Move that the County Commissioners, including Chairman McKinley, Vice Chair Focke, and Commissioner Ford, with Jacob Hansen, County Counselor, and Michael Hawthorne, Assistant County Counselor, attorneys for the commission, recess into executive session pursuant to the attorney-client consultation exception to the Kansas Open Meetings Act, regarding confidential legal advice on pending litigation and the open meeting to resume in the County Commission Chambers at 11:00 a.m.

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

11:00 a.m. Move the Board of County Commissioners come out of executive session.

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

Move the record reflect action shall be taken consistent with the consensus reached in executive session.

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

Hansen discussed the Legislative Luncheon. Hansen said they have had one response from a legislator and our lobbyist. Hansen asked if the Board still wants to hold the

Legislative meeting.

The Board agreed by consensus to cancel the Riley County Legislative Luncheon.

11:10 AM Amanda Webb, Planning/Special Projects Director

16. Comprehensive Plan Update

Webb presented a Comprehensive Plan Update.

11:30 AM John Ellermann, Public Works Director/County Engineer

17. EM/Fire Remodel Change Order

Ellermann presented the EM/Fire remodel change order.

Ford expressed concern on why it was not included originally.

Move to approve Change Order No. 1 with Archimages and BHS Construction, Inc. for the EM/Fire Remodel in the amount of \$105,901.69.

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

Adjournment

11:29 a.m. Move to adjourn the November 13th meeting.

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

Announcements

The Northeast Kansas County Officials Annual Meeting will be held Friday, November 14th with registration starting at 8:30 a.m. at St Bernards Catholic Hall, 17665 Old Post Road, Wamego, Kansas.