



**Board of Riley County
Commissioners
Regular Meeting
Minutes
November 20, 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
Michael Hawthorne	Assistant County Counselor	Present	9:00 AM
Evan McMillan	Assistant County Engineer	Present	9:00 AM
Brittany Phillips	Budget and Finance Officer	Present	9:00 AM
Vivienne Leyva	PIO	Present	9:00 AM
Diane Creek	Health Department Director	Present	9:27 AM
Rob Voelker		Present	9:27 AM
Breva Spencer	Maternal and Child Health Supervisor	Present	9:45 AM
Brandon Peoples	KMAN/Manhattan Mercury	Present	9:48 AM
Brian Peete	RCPD Director	Present	10:12 AM
Amanda Webb	Planning/Special Projects Director	Present	10:13 AM
Russel Stukey	Emergency Management Director/Fire Chief	Present	10:50 AM

Pledge of Allegiance

Public Comment

Commission Comments

Ford's Comments:

Monday post BOCC meeting I met with Sonja Armbruster from the Public Health Initiative and Wichita State University Center for Public Health Initiative. She wanted to know more about how I see my role as a member of the Board of Health, answer any questions or concerns I may have and how they are working to support and strengthen the health of the community and infrastructure here at the Health Department.

Also, on Monday I met via video conference with my nutritionist at Stormont Vail in Topeka. This was mainly to talk and discuss some ways and ideas to work through the holiday season and to start talking about a new plan of attack for early 2026. This meeting went well and was very productive.

Monday afternoon myself and Amanda Webb, Planning and Special Projects Director met with Angela Schnee from the City of Ogden and Chris Shoults from the City of Leonardville to discuss the Home in the Heartland Grant because they expressed interest in brainstorming some ideas and developing a path to help make this program a possible success for them.

Monday evening, I watched the K-State/Tulsa basketball game. What a barnburner back and forth affair with the Cats winning 84-83 in a game where they didn't do overly well but still gutted it out for the win and to run their record to 4-0 on the season.

Tuesday and Wednesday both spent a couple of long days at work as we have a lot of orders coming through the pipeline towards the end of the year to complete and get out the door. With the holidays and a redo of the annual inventory days like this are going to be important.

Wednesday I attended the November Policy Board Meeting of the Metropolitan Planning Organization at the Manhattan Public Library. After some opening welcomes and opening comments, we got a financial update from the organization which is doing well. Next we got staff updates from both the MPO and KDOT and a brief summary from the recent K-18/I-70 groundbreaking ceremony. Action Items included approval of both the September and October meeting minutes and approval of updates to the operations manual. Discussion Items included the 2026 UPWP and items that will be on the December meeting agenda.

Thursday morning, I attended the Policy Breakfast hosted by the Manhattan Area Chamber of Commerce at the DoubleTree by Hilton. Guest Speaker was David Prunte from the Greater Kansas City Chamber of Commerce, and he discussed the upcoming 2026 FIFA World Cup in soccer and what having it in Kansas City and the region will actually mean.

Focke's Comments:

Monday afternoon I attended the Law Board meeting. Chair, John Matta, wasn't available, so I conducted the meeting. After the meeting, I took my car to Briggs for servicing.

Tuesday I had a list of errands, then came into the office to do some organizing and catch up on e-mails and other documents. I also checked with the Riley County Counselor's office on the Keats easements. I had a call from one of the residents who is against the project and won't sign the documents. I spent some time discussing it with him and he is supposed to get some information to me.

Wednesday I had a morning dental appointment that lasted through lunch. There were more fillings that had to be done than originally planned. Later, I reviewed today's agenda and documents.

McKinley's Comments:

Monday after our meeting was the monthly Law Board meeting. We received the 2024 audit. There was discussion about moving the Aggieville substation to the new hotel this fall. The new location will have three times the space of the existing and our rent will be three times the existing. They are working with the owners to secure a long term contract for the space.

Tuesday was the final meeting of the Flint Hills Veterans Coalition. They reviewed the Veterans Day parade, what went well and what did not. The numbers were up again this year and overall it went very well.

Wednesday I attended the North Central Kansas Regional Juvenile Detention Center meeting. The local school district had filed a complaint with DCF about working on GED with the kids. DCF found no problems. It was interesting that the school district complained when they had quit sending teachers to the facility last year.

Business Meeting

1. 2025 Municipal Advisor Agreement

Move to approve the Municipal Advisor Engagement Agreement with Raymond James & Associates, Inc. for the issuance of the Series 2025 G.O. Temporary Notes for the Peterson Ranch and Solid Waste projects.

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

2. Engagement Letter for Bond Counsel

Move to approve engagement letter with Bond Counsel Mary Carson of Spencer Fane, LLP.

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:

- Lisa Jones, an As Needed Museum Assistant, in the Museum Department, for Separation from County Service, effective November 19, 2025.
- Chloe Foote, a new hire, as a Volunteer Firefighter, in the Fire District #1 Department, at a Range TASND.
- Alan Rynolds, a new hire, as a Volunteer Firefighter, in the Fire District #1 Department, at a Range TASND.
- Erin Kurtz, for a status change from a full time to an As Needed, Fiscal Analyst, in the Health Department, effective November 15, 2025.
- Hunter McCullough, a Volunteer Firefighter, in the Fire District #1 Department, for Separation from County Service, effective November 17, 2025.
- Riley Perrine, a Volunteer Firefighter, in the Fire District #1 Department, for Separation from County Service, effective November 17, 2025.
- William Franzese, as a Volunteer Firefighter, in the Fire District #1 Department, for Separation from County Service, effective November 17, 2025.

Move to approve the Riley County 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 - Nov 17, 2025 8:30 AM

Move to approve the minutes of November 17th as presented.

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

Review Tentative Agenda

5. Tentative Agenda

Press Conference Topics

9:30 AM

Jacob Hansen, County Counselor

6. Administrative Work Session

Hansen discussed a request for a couple to get married in the clock tower of the Courthouse.

The Board agreed by consensus to deny the request for the marriage ceremony in the Courthouse clock tower.

Hansen said the Keats project has proceeded well. He stated most easements have went well but eminent domain will be necessary on one property.

7. Health Department Custom Data Processing Agreement

Hawthorne presented the Health Department Custom Data Processing Agreement extension.

Move to approve the amendment to the agreement with Custom Data Processing, Inc. for the Health Department.

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

9:50 AM

Breva Spencer, Maternal and Child Health Supervisor

8. Request to Apply for KDHE CBS Shared Risk and Protective Factors Mini-Grant

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 FY26 KDHE Community Baby Shower SRPF Mini-Grant application.

Move to approve submission of the FY26 KDHE Community Baby Shower SRPF Mini-Grant application.

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 John Ford
SECONDER:	Commissioner Kathryn Focke

AYES:	Greg McKinley, Kathryn Focke, John Ford
NAYS:	None

10:00 AM Daniel Skucius, Extension Director

9. Staff Update

Skucius presented the Extension update.

10:15 AM Brian Peete, RCPD Director

10. RCPD Update

Peete presented a Riley County Police Department update.

10:30 AM Amanda Webb, Planning/Special Projects Director

11. Comprehensive Plan Update

Webb presented the Comprehensive Plan update.

Hansen discussed changing from sustainable growth to responsible growth.

The Board agreed to change the wording to responsible growth.

The Board agreed to change strategic planning to visioning.

The Board agreed to change Guiding Principle #4 to Access to diverse housing.

12. Authorize Chair to electronically sign KDHE LEPP Grant Contract

Webb asked the Board of County Commissioners to authorize Chairman McKinley to electronically sign the KDHE LEPP Grant Contract.

Move to authorize Chairman McKinley to electronically sign the LEPP SFY2026 grant contract via DocuSign.

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

10:55 AM Vivienne Leyva, PIO

13. Review of Proposed Bylaws for the Local Emergency Planning Committee

Leyva presented the bylaws of the Local Emergency Planning Committee (LEPC).

Move to adopt the bylaws of the Local Emergency Planning Committee as presented.

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

11:10 AM Brittany Phillips, Budget and Finance Officer**14. Request to Publish 2025 Budget Amendment**

Phillips presented the request to publish the 2025 budget amendments.

Phillips stated the 2025 Budget Hearing will be Monday, December 15, 2025, at 9:00 a.m.

Move to approve publishing the 2025 Budget Amendment Hearing.

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

Adjournment

11:28 Move to adjourn.

RESULT:	Passed
MOVER:	Commissioner Kathryn Focke
SECONDER:	Commissioner John Ford
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.