



**Board of Riley County
Commissioners
Regular Meeting
Minutes
November 24, 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
Gloria Loberg	Custodian I	Present	8:30 AM
Vivienne Leyva	PIO	Present	8:30 AM
Penny Bellman	Custodian I	Present	8:30 AM
Beaunca Keys	Custodian I	Present	8:30 AM
Jeremy Noll	Custodial Manager	Present	8:30 AM
Lori Muir	Administrative Services Manager	Present	8:30 AM
Mary Graham	Administrative Assistant II	Present	8:30 AM
Alvin Perez	Operations and Fleet Manager	Present	8:30 AM
Brittany Phillips	Budget and Finance Officer	Present	8:30 AM
John Ellermann	Public Works Director/County Engineer	Present	8:30 AM
Anna Burson	Appraiser	Present	8:30 AM
Shannon Sterling	Legal Assistant	Present	8:30 AM
Viola Vonpertz	Custodian I	Present	8:30 AM
Elizabeth Ward	Human Resources Director	Present	8:30 AM
Liz Holle	Big Lakes Developmental Center Director	Present	8:30 AM

Jared Garren	Be Able	Present	9:33 AM
Scott Voos	Be Able	Present	9:33 AM
Sara Larson		Present	9:36 AM
Jessie Hubbard	Administrative Assistant II	Present	9:37 AM
Kyna King	Custodian I	Present	8:30 AM
Victoria Fisher	Custodian I	Present	8:30 AM

Pledge of Allegiance**Public Comment**

Sterling presented the Employee of the Month to Viola Vonpertz in the Public Works Department.

Commission Comments

Ford's Comments:

Not a lot going on over the week although I did Within Reason on KMAN Friday morning. Brandon Peoples was filling in for Mike Matson so it was more like the In Focus days to be honest. We discussed taxes, budgets, strategic and comprehensive planning to name a few topics over the course of the hour. All in all, it went pretty well.

Friday I listened to the Manhattan High football game on the radio. The Indians beat Derby 38-7 to reach the State Championship game in class 6A for the second straight year and for the 3rd time in 4 years overall. That game will be Saturday in Emporia vs. Olathe Northwest.

Saturday I watched K-State lose a nailbiter to Utah 51-47 in a game the Wildcats really should have won but just couldn't come up with it in the end as the 4th quarter was very strange to say the least. The loss leaves the Wildcats at 5-6 with Colorado at home left to get to 6 wins.

Sunday I watched the Jacksonville Jaguars sneak out an overtime win vs. Arizona in Glendale yesterday 27-24 to send their record to 7-4 and just one game back in the AFC South currently.

Focke's Comments:

Friday I helped with the Thanksgiving meal distribution at HyVee with some of the Health Department's FCRC facilitators. They did a great job in organizing and contacting their clients in need of a meal. The county approved purchasing the meals from HyVee for approximately \$50.00 each. There were some boxes not picked up and HyVee was going to put them in one of their freezers until we could get them distributed. The distribution was really well organized with all the names and contact information available.

Saturday I caught up on some shopping and household chores before watching the KSU/Utah game. It was a pretty exciting game, but we didn't end up with the winning score. It was a

tough game and Utah is a very good team.

Sunday I went to church and later took the dog for a long walk at the park. I also did some Christmas decorating and reviewed today's agenda and documents.

McKinley's Comments:

Thursday afternoon I met with Trent Armbrust at the K-State Foundation. He went over what the next phase of the Edge District will include. The property on the northwest corner of Kimball and College was rezoned from educational to commercial. The area will include a hotel, condos, and restaurants and they plan to start construction in 2026. I had questions on some of their plans and he will be getting back to me on the ones he did not know.

A weekend of close losses for K-State teams. The women's basketball lost by 3 to Green Bay, the men's basketball lost to Nebraska by one and the football team lost by 4 to the guys in striped shirts.

Business Meeting

1. Change Order-Final UP Utility Extension

Move to approve the Final Change Order for University Park Fire Station Utility Extension with Lakeside Construction, LLC in the amount of a reduction of \$1,190.00 for a total project cost of \$92,630.00.

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

2. Small Business Saturday Proclamation

Move to approve the Small Business Saturday Proclamation.

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

3. Tax Roll Correction

Move to approve the Tax Roll Correction.

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

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

- Helena Zavala-Chase, a rehire, as a Seasonal Public Health Nurse, in the Health Department, at a Range TASND.
- Harden Pardue, a new hire, as a Volunteer Firefighter, in the Fire District #1 Department, at a Range TASND.
- Alex Robinson, a new hire, as a Volunteer Firefighter, in the Fire District #1 Department, at a Range TASND.

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

5. Discuss County Officials Luncheon

No topics.

6. Approve payroll/accounts payables (when completed)

Move to approve the payroll vouchers in the amount of \$754,720.62 and the following warrant vouchers for November 28, 2025:

2025 Budget

County General	\$722,742.77
Disaster Fund	110627.55
Health Department	155914.09
County Auction	484.80
P.A.T.F.	822.30
Motor Vehicle Operations	321.68
Capital Improvements Fund	404263.17
Emergency 911	3622.27
Solid Waste	278865.20
County Building	12378.31
RCPD Levy/Op	37257.19
Landfill Closure	1756.39
Riley Co Fire Dist #1	28690.57
2023 R&B Project Sales Tx	4004.57
University Park W&S	7235.81
Hunters Island Water Dist	3812.26
Carson Sewer Benefit Dist	388.89
Deep Creek Sewer	379.51

Moehlman Bottoms	3170.80
Valleywood Operations	2969.95
Terra Heights Sewer	2699.90
Konza Water Operations	10603.69
Lakeside Heights Sewer	58.82
University Park Lagoon	20200.00
KDOC Adult Services	7165.89
KDOC Juvenile Services	5672.48
KDOC Juv Reinvestment	1152.43
BJA Grant	1082.26
21st Jud Dist DC ADSAP	555.00
City Alcohol Funds	507.13
RL Salary Appropriations	65.95
Caroline Peine Grant	240.00
GMCF Grant	170.00
Adult Services Carry-Over	68.71
Juvenile Svcs Carry-Over	48.72

TOTAL..... \$1,829,999.06

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

Review Minutes

7. Board of Riley County Commissioners - Regular Meeting - Nov 20, 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

8. Tentative Agenda

Press Conference Topics

9:00 AM

Elizabeth Ward, Human Resources Director

9. Executive session to discuss a performance matter involving non-elected personnel

9:00 Move that the County Commissioners, including Chairman McKinley, Vice

Chairwoman Focke, and Commissioner Ford, along with Jacob Hansen, County Counselor, attorney for the Riley County Commission, and Elizabeth Ward, Human Resources Director, recess into executive session pursuant to the non-elected personnel matters exception to the Kansas Open Meetings Act, in order to evaluate the performance of department heads, the open meeting to resume in the County Commission Chambers at 9:15 a.m.

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

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

9:15 AM Liz Holle, Big Lakes Developmental Center Director

10. Big Lakes Developmental Center Update

Holle presented the Big Lakes Developmental Center update.

9:30 AM Press Conference

11. Small Business Saturday Proclamation - Greg McKinley and Sara Larson (2-3 minutes)

McKinley presented the Small Business Saturday Proclamation to Sara Larson.

Larson, stated they own two small businesses in Manhattan. She thanked the Board for the recognition on Small Business Saturday.

12. New parcel search site launching December 1st - Anna Burson (3 minutes)

Burson said Riley County will launch a new online property information portal on December 1st. The Beacon platform, provided by Schneider Geospatial, will replace Riley County's current parcel search system. The existing site will remain available through December 30th to allow time for a smooth transition.

Burson said Riley County staff selected Beacon after a review of available options. Beacon offers improved usability, expanded search functions, and access to property data that is easier to read. The change also supports Riley County's efforts to provide more transparent information without increasing costs to the public.

Burson said Beacon delivers clearer, more accessible information to the public with enhanced tools. It allows us to provide additional features at no added cost while significantly improving the user experience.

Key Public Features of Beacon Include:

- Property valuation and assessment information
- Advanced search tools and detailed property reports
- Interactive GIS map and aerial imagery
- Downloadable and printable property record cards
- Property tax information including a distribution chart showing where your tax dollars go

Burson said in addition, comparable sales reports will be available to the public for 30 days from the date valuation notices are mailed. This information was not available through our prior parcel search and will be a useful tool for property owners.

Burson said statutorily authorized subscribers, including financial institutions involved in mortgage lending, may apply for paid access to sales data. Current subscribers are being contacted via email with instructions on how to gain access to the new site.

Burson said it is important to note Beacon software does not replace GIS functions but rather relies on the excellent work already done by our GIS department to provide easy access to property data.

Burson said beginning December 1st, users can access Beacon through the parcel search link on the Appraiser's Office pages of the Riley County website.

Burson said for more information or if you discover information not displaying correctly, contact the Riley County Appraiser's Office at 785-537-6310 or visit www.rileycountyks.gov.

Burson said the Riley County Appraiser's Office is responsible for discovering, listing, and valuing all real property and taxable personal property within the county. The Appraiser's Office does not control tax rates or tax bills. Local governing bodies determine taxes each year.

9:35 AM Jarad Garren and Scott Voos, Be Able

13. Be Able update

Voos and Garren presented a Be Able update on supportive housing.

9:45 AM Megan Lewis, Community Corrections Director

14. FY 2026 Specialty Court Funding Opportunity

Hubbard presented the FY2026 Specialty Court Funding Opportunity.

Move to approve that the Riley County Community Corrections department apply for the FY2026 Specialty Court Funding Opportunity.

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

15. Staff Update

Hubbard presented the Community Corrections staff update.

10:00 AM Jacob Hansen, County Counselor

16. Administrative Work Session

17. Staff Update

Hansen said staff is working on the Keats project.

Hansen discussed case work on two trials in December.

Adjournment

Move to adjourn after the Intergovernmental Luncheon.

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

12:00 PM Intergovernmental Luncheon

18. Intergovernmental Luncheon Agenda

The Board attended the Intergovernmental Luncheon.

Announcements

Riley County offices will be closed on Thursday, November 27th and Friday, November 28th due to the observance of the Thanksgiving Day holiday.

The Board of County Commissioners will not be in session on Thursday, November 27th.