



**Board of Riley County
Commissioners
Regular Meeting
Minutes
December 4, 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
Elizabeth Ward	Human Resources Director	Present	8:30 AM
Brittany Phillips	Budget and Finance Officer	Present	8:30 AM
Anna Burson	Appraiser	Present	8:30 AM
Evan McMillan	Assistant County Engineer	Present	8:32 AM
Amanda Webb	Planning/Special Projects Director	Present	8:52 AM
Michael Boller	Noxious Weed Director	Present	9:00 AM
Russel Stukey	Emergency Management Director	Present	9:30 AM
Tom Bruno	Lobbyist	Present	9:36 AM
David Adams	EMS/Ambulance Director	Present	9:39 AM
John Ellermann	Public Works Director/County Engineer	Present	9:58 AM
Brandon Peoples	KMAN/Manhattan Mercury	Present	9:58 AM
Shilo Heger	Treasurer	Present	10:12 AM
Steve Schurle	Assistant County Appraiser	Present	10:12 AM
Amy Manges	Register of Deeds	Present	10:39 AM
Joshua Gering	EMS/Ambulance Assistant Director	Present	10:50 AM
Alex Protzman	EMS/Ambulance Staff Development Specialist	Present	10:50 AM
Doug Russell	Deputy Fire Chief of Operations	Present	10:55 AM
Jake Konrardy	Deputy Fire Chief of Administration	Present	10:55 AM
Laurie Harrison	Emergency Management Coordinator	Present	10:55 AM

Pledge of Allegiance**Public Comment****Commission Comments****Ford's Comments:**

Tuesday late morning I traveled back from Kentucky and the Thanksgiving break. I waited a little later than usual because of the winter weather, but the roads and interstates were perfect along the route. I want to thank all the Public Works crew in all of the states and region for making that possible given the circumstances.

Also Tuesday afternoon we had our December meeting of the Pawnee Mental Health Board of Directors. I did miss the Finance Oversight Committee meeting as I was traveling. But the general meeting items included opening welcomes and introductions, approval of the October meeting minutes, Finance Oversight Committee report, Chief Executive Officer report by Mike Rezkalla, a Marketing and Development Report, some other loose items of business which included an overview of the KanCare Attestation form, solicit information for the Board's intent for continued service, distribution of the self-evaluation, approval of the CY2026 board calendar, the annual review of Board Conflict of Interest Disclosure, the CY2026 Slate of Officers, annual review of committee work and establishment of the standing committees, recognizing resigning board members, holiday recognition of Pawnee staff, and an executive session on matters of non-elected personnel.

Wednesday I headed back to work after the Thanksgiving break to try and get caught up and to assist with the second go around on our annual inventory as the first one was considered incomplete.

Focke's Comments:

Monday and Tuesday I caught up on some household issues, including hauling leaves from the property, getting the HVAC serviced, a new kitchen faucet installed and two drains reconfigured in the bathroom; getting snow removal set up for the season, and getting my dog his annual physical and vaccinations.

Wednesday I attended the Military Relations Committee meeting at the DoubleTree by Hilton. The guest speaker was Colonel Jabari Miller who gave a presentation on Fort Riley and what it will look like in the coming years. At this point, they are expecting the base to grow in number and activities.

Later that afternoon, I attended the Westloop Business Association monthly meeting at Rockin K's event space. A presentation was made by the Manhattan Chamber and the Pottawatomie County Economic Development directors on the large businesses that have recently located in the two counties. Also discussed were upcoming potential development opportunities to grow businesses in the region. It was a good discussion. Updates were given by all the businesses that were present. There will not be a meeting in December and a "Social" will be held in January.

Later, I reviewed the agendas and documents for today's meeting and then went to bell choir practice at the church.

McKinley's Comments:

Tuesday afternoon was the construction meeting for EM/Fire remodel. The work is progressing on schedule. They were pouring concrete footings at the time. Staff was making color selections for furnishings after the meeting.

Thursday evening was a special fire board meeting. The proposed reorganization plan was presented. There were questions and clarifications discussed. At the end of the meeting, they were all positive about moving forward with the plan. We will have a presentation on the plan later this morning.

Business Meeting

1. Change Order-Final Peterson Ranch Road Improvement-Shilling

Move to approve Change Order Number 1 with Shilling Construction for the 2025 Peterson Ranch Road Improvement project in the amount of -\$13,940.00.

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

2. Riley County Employee Action Form

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

- Devon Mickens, a new hire, as a Volunteer Firefighter, in the Fire District #1 Department, at a Range TASND.
- Nick Decker, a Seasonal Laborer, in the Public Works/Parks Department, for Separation from County Service, effective November 26, 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

Review Minutes

3. Board of Riley County Commissioners - Regular Meeting - Dec 1, 2025 8:30 AM

Move to approve the minutes of December 1, 2025 as presented.

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

Review Tentative Agenda

4. Tentative Agenda

Press Conference Topics

9:00 AM Elizabeth Ward, Human Resources Director

5. Human Resources Monthly Update

Ward presented the Human Resources update.

9:15 AM Michael Boller, Noxious Weed/HHW Director

6. Riley County Noxious Weed Staff Update

Boller presented the Noxious Weed/HHW staff report.

9:30 AM Anna Burson, Appraiser

7. Appraiser's Office December Staff Update

Burson presented the Appraiser's update.

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

8. Staff Update

Stukey presented the Emergency Management/Fire District #1 staff report.

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

9. Planning & Development Staff Update

Webb presented the Planning & Development staff update.

10:15 AM David Willis, Park Manager

10. Bid opening for compact utility tractor with cab and front loader

No bids received.

Ellermann said they will contact the companies they sent the bids to and discuss.

10:20 AM Jacob Hansen, County Counselor

11. Administrative Work Session

12. Riley County Lobbyist Update for 2026 Legislative Session

Bruno discussed the upcoming 2026 Legislative Session.

The Board of County Commissioners and department heads discussed various legislative issues.

10:40 AM Brittany Phillips, Budget and Finance Officer

13. Resolution 120425- Authorizing issuance of G.O. Temporary Notes

Phillips presented the resolution authorizing the general obligation temporary notes.

Move to approve "Resolution No. 120425-48, A Resolution authorizing issuance of General Obligation Temporary Notes of Riley County, Kansas, in the total principal amount of \$935,000 to provide funds for the temporary financing of the costs of certain projects as authorized by the county; and setting forth terms, details, form and conditions of the General Obligation Temporary Notes."

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

10:50 AM Amy Manges, Register of Deeds

14. Notary Fraud Alert

Manges presented the Notary Fraud Alert service agreement with Fidler Technologies.

Move to approve the Notary Fraud Alert Service Agreement with Fidler Technologies.

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

11:00 AM David Adams, EMS/Ambulance Director and Russel Stukey, Emergency Management Director/Fire Chief

15. EMS, Emergency Management and Fire Proposal to Restructure

Adams and Stukey presented the proposal for Emergency Management and Fire Proposal restructure.

Move to approve the consolidation of Fire, EMS, and EM into a single Emergency Services Department.

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

Adjournment

11:21 a.m. Move to adjourn.

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