



**Board of Riley County
Commissioners
Regular Meeting
Minutes
January 23, 2025**

115 North 4th Street
Manhattan, KS 66502
www.rileycountyks.gov

Cindy Kabriel
785-565-6200

Commission Chambers

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	Remote	8:30 AM
Greg McKinley	County Commissioner	Present	8:30 AM
Rich Vargo	County Clerk	Present	8:30 AM
Bryant Parker	Counselor/Director of Administrative Services	Present	8:30 AM
Gary Olds		Present	8:30 AM
Bob Isaac	Planner	Present	8:30 AM
Jacob Hansen	Deputy County Counselor	Present	8:30 AM
Anna Burson	County Appraiser	Present	8:30 AM
Elizabeth Ward	Human Resources Director	Present	8:30 AM
Brittany Phillips	Budget and Finance Officer	Present	8:30 AM
Ashlyn Easterday	Payroll Clerk	Present	8:30 AM
Emma Loura	Manhattan Mercury	Present	8:40 AM
Barry Wilkerson	County Attorney	Present	9:00 AM
Cory Meyer	IT/GIS Director	Present	9:20 AM
Diane Creek	Health Department Director	Present	9:35 AM
Breva Spencer	Family Connections Supervisor	Present	10:00 AM
Sara Darnell	Health Department	Present	10:00 AM
Andrew Gerth	BHS	Present	10:00 AM
Russel Stukey	Emergency Management Director	Present	10:00 AM
Doug Russell	Assistant Fire Chief	Present	10:00 AM
John Ellermann	Public Works Director/County Engineer	Present	10:08 AM
David Adams	EMS/Ambulance Director	Present	10:09 AM
Evan McMillan	Assistant County Engineer	Present	10:20 AM
Amanda Webb	Planning/Special Projects Director	Present	10:32 AM
Darrin Hobbs	Planning Compliance Specialist	Present	10:43 AM

Pledge of Allegiance

Public Comment

1. Public Comments

Olds thanked the commissioners and elected officials for their work in 2024.

Commission Comments

2. Commission Comments

Focke's Comments:

Saturday I participated in a Zoom meeting of the Democratic 1st District reorganization. We elected new officers, delegates and alternates to the state committee. I was planning to go to the Riley County Fire District #1 Banquet but came down with a stomach bug that lasted the rest of the weekend.

I didn't feel that well on Monday but had to have an MRI of my back. Later, I met with several friends to talk over upcoming events and issues in the community.

Tuesday, I attended the Law Board meeting, was sworn in and then elected Vice Chair. It was a lengthy meeting, with discussions on the budget, and a presentation by Director Peete on reorganization to address crime in the community. A lengthy discussion was held on the jail population and financial challenges they are facing. We also discussed animal control in the city and county.

Wednesday, I spent time going through the Law Board binder that was given to me, and studying numbers given by us from Purple Paws. Also, I studied the agenda and documents for today's meeting. Later that evening, I went to Bell Choir practice, starting the new semester of practice and playing. We hadn't been together as a group since before Christmas.

McKinley's Comments:

Saturday evening was the annual Riley County Fire District #1 Banquet. It was held at Blue Valley High School in Randolph. They had a great meal and gave out their annual awards.

Tuesday was my first Law Board meeting. The big discussion was about moving animal control to RCPD. They are supposed to bring in more information to bring the new members up to date on all the

discussion. Mark French will be bringing a proposal that offsite housing of inmates should be considered a facility expense paid by Riley County.

Yesterday was Local Government Day in Topeka. There was a presentation on new information on the KAC website. There was a discussion on legislative action that is possible this year. Later, Governor Kelly came and basically gave a campaign speech. There was then a panel discussion with a representative and a senator.

Ford's Comments:

Thursday afternoon we had another Teams call with NACo's Veterans and Military Services committee after some opening remarks and welcomes from our Chair Sid Conklin, Presiding Commissioner, Randolph County, Missouri we heard from our first guest speaker Kevin Moore, Legislative Assistant, NACo and he discussed and went through all the new staff members at NACo for the committee. Next we heard from Ben Keiser, Co-Founder and Executive Chairman of the We the Veterans Foundation and discussed the foundation in depth, what they do and what their purpose is in delivering the right help and service to our nation's veterans. Afterwards we got an update from Capitol Hill from Mike Matthews, Legislative Director, NACo and a general discussion and follow-up including possible policy resolutions from the committee in advance of the upcoming policy conference in Washington, D.C.

Friday morning, I was in Topeka at the Hotel Topeka at City Center for a panel discussion with the Kansas Association of Counties 2025 New Commissioners Orientation. The panel discussion included me, Commissioners Aaron Mays, Shawnee County; Casey Quinn, Atchison County; and Barb Esfeld, Barton County. The discussion was titled "The Commissioner Job Through the Rear View Mirror: What We Wish We Had Known." We had a list of questions to answer from Bruce Chladny, Executive Director, KAC and questions from the ninety plus new Kansas County Commissioners that were in attendance. I really enjoyed the opportunity, and it gave me a chance to share some insight with some new county leaders from around the state.

Friday afternoon I met with Morgan Zumbaugh, from the Transparent Campaign Initiative and as part of the HYPE Manhattan Professional Mentorship program to discuss the TCI campaign and to offer help and guidance as she works to fully put it together and implement during this upcoming municipal election cycle. It should be a really fun project to see get started.

Saturday morning, I attended the Riley County Republican Coffee Talk at HyVee. Heard from numerous State Legislators from around the region. Discussed some local issues and upcoming events, and I gave an update on all we are working on here at Riley County. Also had Riley County Appraiser Anna Burson on hand to discuss SCR 1603 as well.

Saturday evening, I had some friends come into town whom I haven't seen in about three years or so. We had dinner at Bourbon and Baker and went out and about and got caught up on life and other events so that was good.

Sunday I watched some NFL Playoffs. Championship games should be fun this upcoming weekend once again.

Monday night I watched the National Championship game with Ohio State beating Notre Dame 34-23 in a game that ended up being closer than it first appeared. Congratulations to former K-State quarterback Will Howard on winning the game and being a champion to end his college career.

Tuesday I attended the Riley County Law Enforcement Law Board meeting at Manhattan City Hall. I was there to pass the consent agenda and was on hand to see the reorganization of the board and the swearing in of the new members as well as elections of new officers and was recognized by the director and assistant director along with the three other outgoing board members. I also stuck around for the other agenda items which include several other recognitions, and promotions, the 2026 Budget preparation timeline, the 2025 Crime Reduction Plan, discussion on relocation of city animal control, and inmate housing costs.

Also, on Tuesday I attended the monthly Board of Directors meeting of the Manhattan Area Chamber of Commerce. It was the first meeting with new Chair Stacy Kohlmeier. After approval of the agenda, we approved the minutes from the December 17th meeting, went through the financials through the end of the year as well as membership accounts. Discussion items included the Chambers 2025 Stat Agenda, the reimagined Aggieville Project and statement of support, and discussion/updates to the Growth Strategy Update and the Summit taking place on Friday. The chair made some comments there were also a few board member comments and staff give their reports and updates as well.

Wednesday afternoon I attended Local Government Day in Topeka with the Kansas Association of Counties. After some welcome and introduction from the Executive Director of KAC Bruce Chladny, we had an introduction to the KAC Membership Community, a

walkthrough of the online Legislative Resources by Jay Hall, KAC Deputy Director and General Counsel, and a review of the cost of required services with Bruce Chladny and Amy Addington, KAC Membership Engagement Manager. We then discussed the KAC Legislative Priorities and Deep Dive with Jay Hall and Mike Taylor KCCA Lobbyist and Consultant. Mike Taylor then gave a presentation on telling your County Story. We then headed over to the Beacon to listen to Governor Laura Kelly followed by a panel discussion of Kansas Legislators including House Minority Leader Brandon Woodard and House Assistant Majority Leader Kyle Hoffman. Lastly, that followed with a reception with legislators and other capitol officials at the Beacon.

Business Meeting

3. Signatures on the Certificate of Appreciation acknowledging Riley County Planning Board/Board of Zoning Appeals members John Wienck and Joe Gelroth for their years of service.

The Board of County Commissioners signed Certificates of Appreciation for John Wienck and Joe Gelroth.

RESULT:	ADOPTED [UNANIMOUS]
MOVER:	John Ford, County Commissioner
SECONDER:	Kathryn Focke, County Commissioner
AYES:	Ford, Focke, McKinley

4. CIP Project Activation

Move to approve the following CIP Project Funding Activation Forms totaling \$1,214,000.

- Museum roof top HVAC with humidifier for the Public Works Department (facilities) in the amount of \$50,000.00
- Ventrac tractor add-on equipment for the Public Works/Parks Department in the amount of \$18,000.00
- Turf cart with brush guard & cover for the Public Works/Parks Department in the amount of \$18,000.00
- Storage building for Fairmont Park for the Public Works/Parks Department in the amount of \$135,000.00
- Playground equipment at CiCo Park for the Public Works/Parks Department in the amount of \$75,000.00
- Hydraulic trailer 32' gooseneck for the Public Works Department in the amount of \$55,000.00
- Tandem axle truck with plow and spreader for the Public Works/Operations Department in the amount of \$280,000.00

- 3/4 Ton 4x4 extended cab pickup with plow for the Public Works Department in the amount of \$78,000.00
- 550 diesel truck with snow plow and spreader for the Public Works/Operations Department in the amount of \$130,000.00
- 7+ passenger van for the Public Works/Fleet Department in the amount of \$60,000.00
- Health EMR replacement for the Health Department in the amount of \$250,000.00
- 2025 Ford F550 flat bed 4x4 for the Noxious Weed/HHW Department in the amount of \$65,000.00

RESULT:	ADOPTED [UNANIMOUS]
MOVER:	John Ford, County Commissioner
SECONDER:	Kathryn Focke, County Commissioner
AYES:	Ford, Focke, McKinley

5. Sign Riley County Employee Action Form(s)

The Board of County Commissioner signed a Riley County Employee Action Form for Helena Zavala-Chase, a new hire, as a Public Health Nurse, in the Health Department, at a Range 18.

6. Approve payroll/accounts payables (when completed)

Move to approve the payroll vouchers in the amount of \$794,920.16 and the following warrant vouchers for January 24, 2025:

2024 Budget

County General	\$ 219,478.33
Disaster Fund	75.00
Health Department	3,402.20
Court Services	750.00
County Auction	46.62
Motor Vehicle Operations	11,621.39
Capital Improvements Fund	1,590.67
Emergency 911	1,759.61
Solid Waste	222,875.02
County Building	1,520.92
Road & Bridge Cap Project	62,757.69
Landfill Closure	633.72
Riley Co Fire Dist #1	9,919.59
University Park W&S	4,398.43
Hunters Island Water Dist	5.42

Carson Sewer Benefit Dist	943.67
Deep Creek Sewer	628.72
Moehlman Bottoms	413.87
Valleywood Operations	378.44
Terra Heights Sewer	706.80
Konza Water Operations	3,294.62
Lakeside Heights Sewer	127.04
KDOC Adult Services	1,582.91
KDOC Juvenile Services	1,104.43
KDOC Juv Reinvestment	120.00
BJA Grant	5,071.09
City Alcohol Funds	8,897.52
GMCF Grant	240.82
Daniel Keating Foundation	47.55

TOTAL. \$ 564,392.09

2025 Budget

County General	\$ 438,876.83
Disaster Fund	30,711.51
Health Department	97,169.98
Motor Vehicle Operations	167.59
Capital Improvements Fund	11,106.67
Emergency 911	34,847.77
Solid Waste	6,456.24
County Building	581.57
RCPD Levy/Op	1,433,939.52
Riley Co Fire Dist #1	29,391.73
University Park W&S	48.34
Keats Capital Project	15,800.00
Hunters Island Water Dist	1,406.57
Deep Creek Sewer	6.36
Terra Heights Sewer	14.63
Konza Water Operations	61.06
Lakeside Heights Sewer	1.27
KDOC Adult Services	4,924.81
KDOC Juvenile Services	4,466.76
KDOC Juv Reinvestment	1,155.57
BJA Grant	1,070.65

TOTAL. \$ 2,112,205.43

RESULT:	ADOPTED [UNANIMOUS]
MOVER:	John Ford, County Commissioner
SECONDER:	Kathryn Focke, County Commissioner
AYES:	Ford, Focke, McKinley

Review Minutes

7. Board of Riley County Commissioners - Regular Meeting - Jan 16, 2025 9:00 AM

Move to approve the minutes.

RESULT:	ACCEPTED [UNANIMOUS]
MOVER:	John Ford, County Commissioner
SECONDER:	Kathryn Focke, County Commissioner
AYES:	Ford, Focke, McKinley

Review Tentative Agenda

8. Tentative Agenda

Press Conference Topics

9. Discuss Press Conference

9:00 AM **Barry Wilkerson, Attorney**

10. Staff update

Wilkerson presented a County Attorney's Office update.

9:15 AM **Bryant Parker, Counselor/Director of Administrative Services**

11. Administrative Work Session

Parker said he does not have anything specific to discuss.

9:35 AM Cory Meyer, IT/GIS Director

12. Out of State Travel Request - ESRI User Conference

Meyer presented the out of state travel requests.

Move to approve Out of State Travel Requests for Jacob Galyon and Sherie Taylor to attend the 2025 ESRI User Conference in San Diego, California.

RESULT:	ADOPTED [UNANIMOUS]
MOVER:	Kathryn Focke, County Commissioner
SECONDER:	John Ford, County Commissioner
AYES:	Ford, Focke, McKinley

13. Imagery Flight Payment Agreement

Meyer presented the Agreement with the City of Manhattan for the Pictometry imagery.

Move to approve the Agreement with the City of Manhattan to share the cost of the imagery that is flown by Pictometry.

RESULT:	ADOPTED [UNANIMOUS]
MOVER:	John Ford, County Commissioner
SECONDER:	Kathryn Focke, County Commissioner
AYES:	Ford, Focke, McKinley

9:50 AM Vivienne Leyva, PIO

14. Communications Update

Absent

10:05 AM Brevia Spencer, Maternal and Child Health Supervisor

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

RESULT:	ADOPTED [UNANIMOUS]
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MOVER:	John Ford, County Commissioner
SECONDER:	Greg McKinley, County Commissioner
AYES:	Ford, Focke, McKinley

15. Request to Apply - 2025 GMCF Grant

Spencer presented the request to apply for the 2025 GMCF Grants for Greater Manhattan.

Move to approve staff proceed with the submission of the 2025 GMCF Grants for Greater Manhattan application to support the Community Baby Shower and accept the funds if awarded.

RESULT:	ADOPTED [UNANIMOUS]
MOVER:	Kathryn Focke, County Commissioner
SECONDER:	John Ford, County Commissioner
AYES:	Ford, Focke, McKinley

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

RESULT:	ADOPTED [UNANIMOUS]
MOVER:	John Ford, County Commissioner
SECONDER:	Kathryn Focke, County Commissioner
AYES:	Ford, Focke, McKinley

10:15 AM Russel Stukey, Emergency Management Director

16. Update on the recently purchased fire trucks

Stukey asked the Board to exempt the Riley County Fire District vehicles from the Riley County Logo Policy.

The Board agreed by consensus all vehicles, current and new, of the Riley County Fire District #1 should follow the current Riley County Logo Policy and have the logo appropriately placed.

10:20 AM John Ellermann, Public Works Director/County Engineer

17. EMS Headquarters Station Construction Update

Gerth presented an update on the EMS Headquarters Station Construction.

10:35 AM Evan McMillan, Assistant County Engineer**18. University Park Water Benefit District Expansion**

McMillan presented the University Park Water Benefit District Expansion.

McKinley opened the Public Hearing for the University Park Water Benefit District Expansion.

No public comment.

McKinley closed the Public Hearing.

Move to approve "Resolution No. 012325-04, A Resolution authorizing enlargement of University Park Water Benefit District No. 3, in Riley County, Kansas, and the construction of certain water improvements", Lots 5-7, Block 10, Lakeside Heights Subdivision, Riley County, Kansas.

RESULT:	ADOPTED [UNANIMOUS]
MOVER:	Kathryn Focke, County Commissioner
SECONDER:	John Ford, County Commissioner
AYES:	Ford, Focke, McKinley

10:50 AM Amanda Webb, Planning/Special Projects Director**19. Valleywood Sewer Benefit District Expansion Petition - Public Hearing**

Webb presented the Valleywood Sewer Benefit District expansion.

McKinley opened the Public Hearing for the Enlargement of Valleywood Sewer Benefit District.

No public comment.

McKinley closed the Public Hearing.

Move to approve "Resolution No. 012325-05, A Resolution authorizing enlargement of Valleywood combined sewer district in Riley County, Kansas, and the construction of certain water improvements", 107-137 of Valleywood Addition replat.

RESULT:	ADOPTED [UNANIMOUS]
MOVER:	John Ford, County Commissioner
SECONDER:	Kathryn Focke, County Commissioner
AYES:	Ford, Focke, McKinley

11:00 AM Adjournment

Move to adjourn.

RESULT:	ADOPTED [UNANIMOUS]
MOVER:	John Ford, County Commissioner
SECONDER:	Kathryn Focke, County Commissioner
AYES:	Ford, Focke, McKinley