



**Board of Riley County
Commissioners
Regular Meeting
Minutes
February 06, 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	Present	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
Vivienne Leyva	PIO	Present	8:30 AM
Brittany Phillips	Budget and Finance Officer	Present	8:30 AM
Amanda Webb	Planning/Special Projects Director	Remote	8:30 AM
Anna Burson	County Appraiser	Present	8:30 AM
Michelle Horstmeier	Administrative Assistant	Present	8:30 AM
Elizabeth Ward	Human Resources Director	Present	8:30 AM
Emma Loura	Manhattan Mercury	Present	8:36 AM
Michele Reid	Payroll, Benefits & Employee Relations Manager	Present	8:57 AM

Pledge of Allegiance

Public Comment

1. Public Comments

Commission Comments

2. Commission Comments

Ford's Comments:

Tuesday afternoon I met with John Ellermann, Riley County Public Works Director and Engineer to discuss some key components of his

department, some thoughts and discussions on some programs and work being done, just an overall summary of 2024, and maybe what else to expect for 2025. This is the first department head dialog of the year for me, and I do plan on getting around to everyone here in the first quarter of 2025.

Tuesday evening, I watched the K-State men's basketball team come back from behind and win a thriller in Tempe vs. Arizona State 71-70 to even out their record at 11-11 and pick up their fourth conference win of the year. Big game Saturday here at Bramlage vs. the Jayhawks.

Wednesday afternoon I listened in on the National Association of Counties webinar titled Chart Your Course: Learning Resources for the County Workforce. It was designed to provide some valuable insight on AI, cybersecurity, and exciting new learning programs. This course will also provide valuable training for county employees, explore areas of general knowledge, IT skills, business analytics, maximize and tailor specific training paths, and help employees embark on professional development as well. Christopher Williams, Senior Product Manager-Learn for Organizations and Skills First Initiatives, Microsoft and Rita Reynolds, Chief Information Officer and Managing Director, County Tech Xchange were the guest speakers.

Also Wednesday afternoon there was the second of the EXPO 2025 Public Events hosted by the MPO at the Public Library for the City of Manhattan. The last one you recall was in the city of Ogden. These are a series of meetings to help inform and educate the public on what this plan is going to look like and accomplish moving forward.

Lastly, Wednesday night I met with a group of concerned citizens at Qdoba to discuss some real time legislative items including the 3-mile rural/city radius, concerns they have on the RHID and likeminded programs, our recent Nuisance Abatement Act just to name a few. Thought the conversation went well, answered some key questions for them and told them they should go back and catch some of our livestreamed meetings on the YouTube for some further clarification as well.

Wednesday I was able to watch the K-State women's team battle TCU at Bramlage and they won 59-50 moving their record to 22-2 and leaving them in first place in the Big 12 Conference.

Focke's Comments:

Monday night I took Diane Creek to the Keats Lions Club Meeting at their community meeting room. I introduced her and then had her speak with the people there about services of the health department and

how we could do some health outreach to rural communities in Riley County and handed out brochures that outline the various programs they provide. She engaged the people there on what they would want her to do at their various events. Events mentioned were the soup supper on February 8th and the fall festival in October. It was a really good discussion, and they really appreciated meeting Diane and gave her other ideas for rural Riley County.

Wednesday I attended the Military Relations Luncheon at the Manhattan Conference Center. The speaker was Lt. Colonel Dana W. Graff, the Deputy Commander of the 130th Field Artillery Brigade, of the Kansas National Guard.

Upcoming events were announced and listed on the back of the program. The next meeting is on March 5th with the location to be determined.

McKinley's Comments:

Yesterday I went to the MPO public meeting at the library. Jared Tremblay said they had large crowds at the Green Valley and Junction City meetings, but this one was five people. I am hopeful that the evening had a better crowd. They presented some of the projects that had been recently completed and showed what future plans are. There was a good discussion about the bridge to Pottawatomie County and the improvements that could be done to the existing road and bridge. Jared explained that the biggest thing in planning projects is how funding will be made.

The men's basketball team had a down to the last minute game Tuesday evening. The women played the #9 ranked TCU team last night. It was a tough back and forth game until the 4th quarter when K-State pulled away for a 9-point win.

Business Meeting

3. Letter of Support for CWDG

Horstmeier presented the letter of Support.

Move to approve a letter of support for the Community Wildfire Defense Grant application.

RESULT:	ADOPTED [UNANIMOUS]
MOVER:	Kathryn Focke, County Commissioner

SECONDER:	John Ford, County Commissioner
AYES:	Ford, Focke, McKinley

4. Sign a Tax Roll Corrections

Move to approve the Tax Roll Corrections.

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 Commissioners signed Riley County Employee Action Forms for the following:

- Curtis Hazlett, a Volunteer Firefighter, in the Fire District #1 Department, for Separation from County Service, effective January 31, 2025.
- Ruth Ott, a Medical Clerk, in the Health Department, for Separation from County Service, effective February 12, 2025.
- Robert Cox, a new hire, as an Emergency Management Planner I, in the Emergency Management Department, at a Range 9, at \$27.27 per hour.
- Rachel Wyatt, a Human Resources Clerical Assistant, in the Clerk's Department, for Separation from County Service, effective February 12, 2025.

6. Approve payroll/accounts payables (when completed)

Move to approve the payroll vouchers in the amount of \$768,438.21 and the following warrant vouchers for February 7, 2025:

2025 Budget

County General	\$ 825,784.72
Disaster Fund	658,828.00
Health Department	102,671.46
Emergency 911	611.23
Solid Waste	5,905.51
County Building	3,373.51
RCPD Levy/Op	7,667.87
Riley Co Fire Dist #1	9,758.50
University Park W&S	185.00
Hunters Island Water Dist	1,292.93

Moehlman Bottoms	2.99
Konza Water Operations	462.94
KDOC Adult Services	13,715.96
KDOC Juvenile Services	4,532.78
KDOC Juv Reinvestment	1,149.40
BJA Grant	6,875.87
Daniel Keating Foundation	175.00

TOTAL..... \$1,642,993.67

2024 Budget

County General	\$39,204.10
Court Services	788.05
Solid Waste	990.42
University Park W&S	2,886.92
Deep Creek Sewer	100.00
Moehlman Bottoms	611.11
Terra Heights Sewer	455.00
Konza Water Operations	3,870.10
University Park Lagoon	630.00
KDOC Adult Services	257.47
BJA Grant	11,287.98
City Alcohol Funds	132.76
RL County Alcohol Funds	260.06
Caroline Peine Grant	450.00

TOTAL..... \$61,923.97

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 - Feb 3, 2025 8:30 AM

Move to approve the minutes.

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

AYES:	Ford, Focke, McKinley
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Review Tentative Agenda

8. Tentative Agenda

Press Conference Topics

9. Discuss Press Conference

9:00 AM**Elizabeth Ward, Human Resources Director**

10. Human Resources Monthly Update

Ward presented the Human Resources monthly update.

11. Request to Fill - As Needed HR Assistant

Ward presented the request to fill the As-Needed HR Assistant position.

Move approve the request to fill the position of the part-time Human Resources Clerical Assistant for Riley County Clerk's office.

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

The Board of County Commissioners signed a Riley County Position Action Form for a part-time Human Resources Clerical Assistant, in the Clerk's Department, at a Range Temporary and As Needed (TASND).

9:15 AM**Amanda Webb, Planning/Special Projects Director**

12. Planning & Development - Staff Update

Webb presented the Planning & Development staff report.

9:20 Ford left the meeting.

9:30 AM Anna Burson, Appraiser

13. February Staff Update

Burson presented the Appraiser's monthly staff report.

9:45 AM Bryant Parker, Counselor/Director of Administrative Services

14. Administrative Work Session

Parker said they are working on various projects.

Parker discussed his office scheduling County Officials Luncheons.
Parker said he asked department heads to bring topics to discuss.

Parker asked the Board about the quarterly scheduling of the County Officials Luncheons.

The Board agreed to hold them quarterly and keep the topic as a place holder monthly.

McKinley asked about the status of the RHID guidelines update.

McKinley asked to present to the Board the CIP radio upgrade reserve.

9:57 AM Adjournment

Move to adjourn.

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