



**Board of Riley County
Commissioners
Regular Meeting
Minutes
February 27, 2025**

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

Cindy Kabriel
785-565-6200

Commission Chambers

9:30 AM

[District 1 – John Ford, Member](#)

[District 2 – Greg McKinley, Chair](#)

[District 3 – Kathryn Focke, Vice Chair](#)

9:30 AM

Call to Order

Attendee Name	Title	Status	Arrived
John Ford	County Commissioner	Present	9:43 AM
Kathryn Focke	County Commissioner	Present	9:30 AM
Greg McKinley	County Commissioner	Present	9:30 AM
Rich Vargo	County Clerk	Present	9:30 AM
Bryant Parker	Counselor/Director of Administrative Services	Present	9:30 AM
Vivienne Leyva	PIO	Present	9:30 AM
Jacob Hansen	Deputy County Counselor	Present	9:30 AM
Evan McMillan	Assistant County Engineer	Present	9:30 AM
Anna Burson	County Appraiser	Present	9:30 AM
Brittany Phillips	Budget and Finance Officer	Present	9:30 AM
Emma Loura	Manhattan Mercury	Present	9:31 AM
John Ellermann	Public Works Director/County Engineer	Present	9:32 AM
Jerry Howard	Facility Supervisor	Present	10:00 AM
Garric Baker	Baker McMillan Architects, AIA	Present	10:33 AM
Jared Tremblay	MPO Director	Present	10:41 AM
Barry Wilkerson	County Attorney	Present	11:00 AM
Diane Creek	Health Department Director	Present	11:22 AM
Kaylyn Speth	WIC Supervisor	Present	11:22 AM

Pledge of Allegiance

Public Comment

1. Public Comments

Commission Comments

2. Commission Comments

Focke's Comments:

Monday I attended the Intergovernmental Luncheon at Rockin K's event space, hosted by Riley County.

Presentations were made by Anna Burson on property appraisals, and RCPD on control issues for Fake Patty's Day.

The rest of the week I continued to review RCPD Law Board information, had several doctor appointments, and reviewed the agenda and documents for today's meeting.

Ford's Comments:

Absent, attended later.

Monday afternoon I attended the February Intergovernmental Luncheon at Rockin K's event space. Anna Burson, Riley County Appraiser spoke about valuation trends and other items from her office, and we also heard from Erin Freidline and Scott Hajek from RCPD about the upcoming Fake Patty's Day. We discussed some items of legislative interest as well as some other miscellaneous items and announcements. A Ta Director will be on next month agenda to speak also. Good turnout and it's good to hear from the local entities and what they are currently working on.

Tuesday afternoon I attended the February Board of Directors meeting for Pawnee Mental Health. We started with a Financial Oversight Committee meeting to start to go through the finances of the agency through December. Items and discussion in the regular meeting included introductions of some new members including Doug Jackson, Republic County Commissioner, and Steven Graham for Riley County as well as Abigail Mills HR Partner for Pawnee. After that we passed the minutes from the January Meeting, we heard the Chief Executive Officer from Michael Rezkalla, a Marketing and Development report by Di Hinrichs Toburen that followed Committee reports from the Finance Oversight Committee and review of the December 2024 financials, a review of the Audit and 990 Report that will be rescheduled for March. Other business included officially updating the organizational chart, discussion of the employee satisfaction survey, and officially appointed committee chairs and members. I will also be staying on the Finance Oversight Committee. Last there was an executive session on personnel matters of non-elected personnel. We will meet again in March.

Tuesday evening, I attended the GO402-Incident Command System

Overview for executives and senior officials here at the BOCC Chambers. The purpose was to give a high-level overview of what our roles/responsibilities are within the National Incident Management System and explain the roles of the four command and coordination entities, Incident Command System, Emergency Operation Centers, MAC group, and the Joint Information System. It really was a high-level training breaking down and summarizing all the objectives of these components and where an elected official like me fit into the equation.

Tuesday evening, I also met with Emergency Management Director and County Fire Chief Russel Stukey to chat about several items including the new University Park Fire Station, needed trucks and equipment, volunteer firefighter recruitment, the upcoming EM/Fire Building remodel, and what emergency operation and backup dispatch may look like amongst all other items. I appreciated him taking time out of his evening to chat with me on these important items.

Wednesday afternoon we had a Zoom call for NACo's Community Economic and Workforce Development committee. The purpose of the meeting was to review the many policy resolutions that were entered including housing, economic development, workforce, HUD and CDBG incentives to work with the legislative liaison team to work up on Capitol Hill to get passed. We also went through and reviewed Saturday's meeting in Washington, D.C. during the first day of the Legislature Policy Conference at the Washington Hilton.

Wednesday evening, I attended the rescheduled Business After Hours hosted by WTC at their new office space at 1960 Kimball the new office complex building up on K-State.

Thursday morning, I sat in on a panel of elected officials which included myself, Manhattan City Manager Danielle Dulin, Pottawatomie County Commissioner Terry Force, and Pottawatomie Economic Development Corporation Director Shanna Goodman for Session 3 of Leadership Manhattan which is done by the Manhattan Area Chamber of Commerce. Summer Ott-Dierks moderated this panel discussion with a series of planned questions to help explore local governance through conflict, compromise, and other elements that goes into these offices. There was some good and solid questions from the membership group as well. Another well put together class of leaders for 2025.

Rough week for basketball for both the men's and women's basketball teams as both squads managed to lose during the week. K-State baseball is off until Friday as they will battle with #2 team in the country LSU.

McKinley's Comments:

Monday after our meeting we had the Intergovernmental Luncheon. Anna Burson gave a presentation on valuations. RCPD also had a presentation on what they will be doing on Fake Patty's Day. Grant Hill gave a brief update on the rebuilt feed lot that K-State will be putting in.

Tuesday afternoon, I attended the G402 NIMS incident class. This was an overview of how the emergency management system operates.

Wednesday afternoon there was a meeting with BHS on the EMS building. The project is still on schedule. Enough finishes are being completed so that you can really see how the rooms are going to look. Some modifications to the landscape plan on the south side were discussed.

Business Meeting

3. Fence View Order - Vandahl & Chaffee

Move to approve the corrected Order Assigning Partition Fence Responsibility for Vandahl and Chaffee.

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

4. Bid Recommendation - Terra Heights Lagoon Shore Stabilization

Move to approve the low bid submitted by Bayer Construction Co. to supply the 5" lagoon ditch liner for Terra Heights Lagoon Shore Stabilization Project.

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

5. Notice to Township Board - Cereal Malt Beverage License for Britt's Farm

Move to sign the Notice to Township Board - Cereal Malt Beverage License for Britt's Farm (1000 S. Scenic Drive).

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

6. Sign a Tax Roll Corrections

Move to approve the Tax Roll Corrections.

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

7. Sign Riley County Employee Action Form(s)

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

- Donovan Huff, a new hire, as a Volunteer Firefighter, in the Fire District #1 Department, at a Range TASND.
- Alfanso Wilken-Garcia, a new hire, as a Volunteer Firefighter, in the Fire District #1 Department, at a Range TASND.

8. Discuss County Officials Luncheon

The scheduled topics are 2026 Budget and departmental staffing.

Review Minutes

9. Board of Riley County Commissioners - Regular Meeting - Feb 24, 2025 8:30 AM

Move to approve the minutes.

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

Review Tentative Agenda

10. Tentative Agenda

Press Conference Topics

11. Discuss Press Conference

10:00 AM

John Ellermann, Public Works Director/County Engineer

12. Elevator Modernization Project

Ellermann presented the elevator modernization project.

Move to accept the proposal from TK Elevator and begin negotiations for the modernization of the Courthouse, Carnegie, and Health Department elevators.

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

10:10 AM

Bryant Parker, Counselor/Director of Administrative Services

13. Administrative Work Session

Parker updated the Board on the Nuisance Abatement charges of several properties in Riley County.

Ford said Senator Starnes asked about counties being allowed to impose an earnings tax, SB 108.

McKinley stated Senator Starnes asked about support of County Home Rule.

Parker stated he will draft a letter of support for County Home Rule to present on Monday.

10:30 AM Vivienne Leyva, PIO

14. Consideration of Contract for ADA Compliance Software

Leyva presented the AudioEye ADA Compliance Software.

Move to approve the contract with AudioEye for website accessibility compliance services at an initial discounted cost of \$3,100 for the first year and full price annually thereafter.

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

10:45 AM John Ellermann, Public Works Director/County Engineer

15. Courthouse Plaza East Window Replacement Bid Award

Ellermann presented the CPE Window Replacement Bid Award.

Ellermann said the Board will need to decide whether to accept Alternate No. 1, ballistic windows, or not.

The Board agreed by consensus to not include the Alternate No. 1, ballistic windows.

Move to approve the completed low base bid submitted by BHS Construction in the amount of \$690,000 for the Courthouse Plaza East window replacement project.

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

11:00 AM Barry Wilkerson, Attorney

16. Staff update

Wilkerson presented the County Attorney's Office update.

11:15 AM **Evan McMillan, Assistant County Engineer**

7:54 AM 17. University Park Bond payment

McMillan presented the request for Riley County to loan approximately \$230,000 for the University Park lagoon temporary note. McMillan said the delay was due to the contract not being completed.

Phillips stated the Riley County Procurement Policy has a limit of \$10,000 to loan to a benefit district and an interest rate of 6%.

Move to approve payment of the temporary note via loan of approximately \$230,000 at an interest rate of 6% from the General Fund.

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

11:25 AM **Kaylyn Speth, WIC Supervisor**

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

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

18. Request to Fill - WIC Clerk

Speth presented the request to fill the WIC Clerk.

Move to approve the request to fill the position of the full-time WIC Clerk.

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 WIC Clerk, in the Health Department, at a Range 5.

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

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

11:33 AM **Adjournment**

Move to adjourn.

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