



**Board of Riley County
Commissioners
Regular Meeting
Minutes
March 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
Anna Burson	County Appraiser	Present	8:30 AM
Vivienne Leyva	PIO	Present	8:30 AM
Michele Reid	Payroll, Benefits & Employee Relations Manager	Present	8:34 AM
Ashlyn Easterday	Payroll Clerk	Present	8:34 AM
Emma Loura	Manhattan Mercury	Present	8:34 AM
Cory Meyer	IT/GIS Director	Present	8:42 AM
Scott Seel		Present	8:49 AM
Aaron Eastabrook		Present	8:50 AM
Gavin Schmidt	BHS Director of Business Development	Present	9:15 AM
Amanda Webb	Planning/Special Projects Director	Present	9:15 AM
Shilo Heger	Treasurer	Present	9:15 AM
Joseph Godown	Real Estate Specialist	Present	9:15 AM
Tyler Holloman	Frontier Development Group	Present	9:15 AM
Vern Henricks		Present	9:17 AM
Steve Schurle	Commercial Real Estate Analyst	Present	9:20 AM
Danielle Dulin	Manhattan City Manager	Present	10:22 AM
Diane Creek	Health Department Director	Present	10:44 AM
Heather Ritchey	Child Care Licensing Supervisor	Present	10:53 AM
Breva Spencer	Family Connections Supervisor	Present	10:53 AM
Cindy Kabriel	Senior Administrative Assistant	Present	10:57 AM
John Ellermann	Public Works Director/County Engineer	Present	10:57 AM
Pat Collins	Bala Township Clerk	Present	11:20 AM
Jan Scheideman	Child Care Supervisor	Present	11:29 AM

Pledge of Allegiance

Public Comment

1. Public Comments

Commission Comments

2. Commission Comments

Ford's Comments:

Monday morning started Day 3 of the NACo Legislative Conference in Washington, D.C. at the Hilton. The day started off with a general morning session where we heard from the current NACo President James Gore, Supervisor, Sonoma County, California. He discussed the NACo federal priorities and what he continues to work on as President. Then we heard from newly appointed U.S. Secretary of Veterans Affairs Doug Collins, and he went through his vision and priorities for the department while being the secretary. Lastly, we heard from Alex Meyer, Director of the White House Office of Intergovernmental Affairs and he discussed how his office is planning to work with local units of government for the duration of his term. Later NACo opened up the Federal Agency Expo where many of the federal departments, offices, and agencies were on hand to answer question and concerns and provide information and education to county officials on the challenges and issues we are facing as a whole currently.

Monday afternoon I was able to make it up to Capitol Hill and met with Zachary Hampton, Legislative Assistant in Congressman Tracey Mann's office. We discussed a handful of items including military and veteran issues at Fort Riley, rural and transportation infrastructure projects, federal funding cuts and other pertinent challenges pertaining to federal red tape. I followed that dialog with the same discussion in Senator Jerry Moran's office, where there I met with Chief of Staff James Kelly, and Legislative Director Mark Crowley whom I have met with up on the hill many times. We had the same dialog as I did previously and both conversations went very well, and I will be following up on several items.

Tuesday morning was the last day of the Legislative Conference, and we started out once again with a morning general session that included some opening from our NACo President James Gore, Supervisor, Sonoma County, California. That followed by a speech from U.S. Senator Ron Wyden (D-Ore). He discussed rural education and medical initiatives. Next up was newly appointed Secretary of the U.S.

Department of Agriculture Brooke Rollins. She discussed and laid out the vision and priorities for her department moving forward. Next we heard from U.S. Representative Sam Graves (R, Mo). He discussed what he and the House Transportation and Infrastructure Committee which he now chairs is working on and their goals and priorities upcoming. Next we heard from U.S. Representative David Kustoff (R, Tenn) and discussed several bipartisan pieces of legislation he is working on including a new Farm Bill which is near and dear to all of us. Next we had a panel discussion with President James Gore and U.S. Senator Alex Padilla (D, Calif.). Together they discussed the importance of emergency management in particular dealing with wildfires and natural disasters in general, and how federal, state and local partners all have to assist when these occur. Lastly, each of the two NACo second V.P. Candidates Alishia Bell, Commissioner Wayne Co. Mich. and Bob Dixon, Commissioner, Greene Co., Miss. had a chance to stump and state their case for the position which will garner a vote at the Annual Business and Expo meeting in Philadelphia in July.

Tuesday afternoon I was once again up on Capitol Hill and a lot was going on there with the State of the Union speech taking place later in the evening. I first met with Nathan Mark and Lacey Pitts Legislative Assistants in Senator Roger Marshall's office. We discussed a handful of local items including challenges at Fort Riley, rural and transportation infrastructure, and concerns on federal funding much like the other congressional dialogs. I appreciate their time, particularly seeing how chaotic it was in the office at the time. Next I met with Logan Whelchel Staffer and Congressman Derek Schmidt himself in his office to discuss Fort Riley only, Irwin Army Community Hospital, our WIC and childcare service there, and other military and veterans service. Probably the best dialog of all four conversations and may actually have a solid plan to help assist with needs at the hospital and keep it running at capacity for a while, we'll see. I almost didn't get on Capitol Hill in time before they started shutting it down for the State of the Union speech.

Tuesday night NACo had a President's reception in the International Ballroom there at the Hilton. I had the chance to meet some executives from both IBM and Oracle as well as some county officials from the state of Nevada as we all watched the Presidential State of the Union and enjoy some good food and conversation as well.

Focke's Comments:

I continue to review documents for the various projects and issues we have before the commission. There's a lot of paperwork every week.

Tuesday I had a lengthy meeting at my church with the Worship

Committee, planning for Lent and Easter and improvement projects for worship enhancement.

Wednesday I made a trip to Wichita to have a consultation with a spinal surgeon. It was a tough drive with the excessive wind. Fortunately, the roads were clear of any ice or snow from the storm Tuesday night. By the time I got home, I had missed several meetings that I normally attend, including the Military Luncheon and the Westloop Business Association. That evening, I attended bell choir practice and then spent time going over today's agenda and documents.

McKinley's Comments:

A couple of meetings were postponed or cancelled.

Yesterday I met with Erin Flair, the Riley County School superintendent. She had asked to have a meeting about SRO's at the schools because of the changes Director Peete is wanting to make. We had a good discussion about SRO's and also RHID projects being proposed. We also got into housing in general and child care. It was a good meeting and we each learned a lot.

Business Meeting

3. Written Testimony in Support of County Home Rule Amendment to the Kansas Constitution (2025 Senate Concurrent Resolution No. 1605)

Parker presented the written testimony in support of County Home Rule.

Focke suggested sending copies to Farm Bureau.

Move the Board approve the written testimony in support of a County Home Rule Amendment to the Kansas Constitution, as presented in 2025 Senate Concurrent Resolution 1605, and that each Board member endorse the written testimony and submit the same for submission by the County to the Senate Committee on Federal and State Affairs.

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

4. Advisory Board appointment letter and Resolution

Move to appoint Savannah Lee to the Solid Waste Management Committee and approve “Resolution No. 030625-10, A Resolution appointing a representative to the Solid Waste Management Committee.”

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

5. Approve payroll/accounts payables (when completed)

Move to approve the payroll vouchers in the amount of \$769,555.00 and the following warrant vouchers for March 7, 2025:

2024 Budget

County General	\$ 7,459.81
Carson Sewer Benefit Dist	1,431.37
University Park Lagoon	3,475.00
TOTAL.	\$ 12,366.18

2025 Budget

County General	\$ 951,070.24
Disaster Fund	830,369.29
Health Department	93,114.64
LEPP Grant	13,515.00
Capital Improvements Fund	1,778.00
Economic Development	12,113.96
Emergency 911	1,166.05
Solid Waste	8,146.72
County Building	10,369.57
Road & Bridge Cap Project	152,046.69
RCPD Levy/Op	8,324.54
Riley Co Fire Dist #1	12,218.57
University Park W&S	3,834.64
Hunters Island Water Dist	1,321.55
Deep Creek Sewer	100.00
Moehlman Bottoms	2,919.46
Terra Heights Sewer	735.00
Konza Water Operations	3,412.86

KDOC Adult Services	3,658.01
KDOC Juvenile Services	3,082.11
KDOC Juv Reinvestment	1,149.40
BJA Grant	1,410.65
City Alcohol Funds	258.76

TOTAL..... \$ 2,116,115.71

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

Review Minutes

6. Board of Riley County Commissioners - Regular Meeting - Mar 3, 2025 8:30 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

7. Tentative Agenda

Press Conference Topics

8. Discuss Press Conference

9:00 AM Cory Meyer, IT/GIS Director

9. IT/GIS Staff Update - March 2025

Meyer presented the IT/GIS staff update.

9:15 AM Gavin Schmidt, BHS Director of Business Development

10. A Specific RHID Project

Schmidt and Holloman, Frontier Development Group, presented a PowerPoint on his proposed RHID Infill Project.

The Board asked questions about the RHID project.

9:30 AM Anna Burson, Appraiser

11. Appraiser's Office March Staff Update

Burson presented the Appraiser's Office staff update.

12. Request for out of State Travel to 2025 IAAO Conference.

Burson presented the out of state travel requests.

Move to approve the Out of State Travel Requests for Anna Burson and Steve Schurle to attend the IAAO Conference in Orlando, Florida.

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

9:45 AM Brittany Phillips, Budget and Finance Officer

13. 2026 Budget Calendar and Baseline

Phillips presented the 2026 Budget Calendar and Baseline.

The Board agreed by consensus to wait on the 2026 Budget Baseline until after the County Officials Luncheon.

Move to approve the 2026 budget calendar.

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

AYES:	Ford, Focke, McKinley
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10:00 AM Amanda Webb, Planning/Special Projects Director

14. Planning & Development - Staff Update

Webb presented the Planning & Development staff update.

10:15 AM Bryant Parker, Counselor/Director of Administrative Services

15. Administrative Work Session

Parker discussed the property exemption application review process.

Parker presented information on HB 2396 Property Tax Reform Legislation.

10:30 AM Danielle Dulin, Manhattan City Manager

16. Manhattan City General Update

Dulin presented the City of Manhattan update.

11:00 AM Brittany Phillips, Budget and Finance Officer

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

17. KDHE FY26 Aid to Local Grant Application

Phillips presented the KDHE FY26 Aid to Local Grant Applications.

Move to approve applications as presented for the Riley County Health Department.

The total amount of funding Riley County is applying for is listed below by program:

PHEP	\$ 49,327
Wildcat Region PHEP	\$ 30,330
MCH	\$ 277,055
CCL	\$ 220,297
IAP	\$ 9,060
State Formula	\$ 129,520
Family Planning	\$ 305,957
Total Request	\$1,021,546

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

11:20 AM Pat Collins, Bala Township Clerk

18. Township discussion about County Unit

Collins discussed forming a committee to study the idea of a county unit for rural roads.

McKinley said he thinks it would be a good idea to look at it.

Ellermann said he could provide information.

Move to approve setting up a task force to study the idea of a county unit for rural roads and solicit volunteers at the annual township officials meeting.

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

11:30 AM John Ellermann, Public Works Director/County Engineer

19. Marlatt Reconstruction Project

Ellermann discussed the Marlatt reconstruction project.

Move to approve the County/City agreement for the cost share of design services for the Marlatt Avenue Reconstruction Project.

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

Move to approve the agreement with Benesch for the design services of the Marlatt Avenue Reconstruction Project.

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

11:40 AM Jan Scheideman, Child Care Supervisor

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

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

20. Request to Fill Raising Riley Clerk Position

Scheideman presented a request to refill the Raising Riley Clerk position.

Move to approve the posting and refilling of the Raising Riley Clerk position.

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 Raising Riley Clerk (change from FT to 30 hours/week), 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:	John Ford, County Commissioner
SECONDER:	Kathryn Focke, County Commissioner
AYES:	Ford, Focke, McKinley

11:43 AM**Adjournment**

Move to adjourn.

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