



**Board of Riley County
Commissioners
Regular Meeting
Minutes
March 10, 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
Cindy Kabriel	Senior Administrative Assistant	Present	8:30 AM
Bryant Parker	Counselor/Director of Administrative Services	Present	8:30 AM
Anna Burson	County Appraiser	Present	8:30 AM
Evan McMillan	Assistant County Engineer	Present	8:30 AM
Brittany Phillips	Budget and Finance Officer	Present	8:30 AM
Michele Reid	Payroll, Benefits & Employee Relations Manager	Present	8:30 AM
Emma Loura	Manhattan Mercury	Present	8:30 AM
Hailey Heptig	Appraiser's Office	Present	9:23 AM
Kallie Kolterman	Appraiser's Office	Present	9:23 AM
Danny Williams	Appraiser's Office	Present	9:25 AM
Allen Todd	Appraiser's Office	Present	9:25 AM
Eve Clark	Public Works	Present	9:25 AM
Steve Schurle	Commercial Real Estate Analyst	Present	9:25 AM
Melanie Berry	Appraiser's Office	Present	9:25 AM
Patty Council	Appraiser's Office	Present	9:25 AM
Karen Grater	Appraiser's Office	Present	9:25 AM
John Ellermann	Public Works Director/County Engineer	Present	9:32 AM
Amanda Webb	Planning/Special Projects Director	Present	9:32 AM
Katharine Hensler	Museum Director	Present	10:00 AM

Pledge of Allegiance

Public Comment

1. Public Comments

Commission Comments

2. Commission Comments

Ford's Comments:

Thursday afternoon I attended the Flint Hill Mental Task Force meeting via Zoom. Some of the items that were up for discussion included the recent Pancake for Pawnee that occurred last week, upcoming efforts from local and regional partners on Fake Patty's Day, work being done by the newly opened Konza Community Clinic, and continued efforts to work on both mobile crisis and the 988 line to name just a few. First meeting I've been able to attend for awhile due to some other meetings and events, so it was good to be able to catch up on things.

Friday morning, I listened in on the K-State Research and Extension March E-Call titled "Building Youth Entrepreneurs" Brandy Gray, Facilitator discussed in great detail the Dickinson County CEO program and how it could apply to other jurisdictions from around the region. A very interesting discussion to say the least.

Not a great weekend for K-State basketball as both the men and women who lost their respective game, but K-State baseball went 3-0 at home vs. William and Mary to start their 2025 home campaign.

Focke's Comments:

Thursday evening, I attended the Fort Riley Middle School Orchestra & Choir program. There were musical numbers presented by beginner, intermediate, and advanced orchestras and vocal presentations by the "trooper" singers and chorale groups that were directed by my good friend, Jenny Towns. It was very well attended by families and friends of the young people.

Friday afternoon, I attended the pre-Law Board meeting at the RCPD director's conference room. We went over all the agenda items for next week's Law Board meeting and discussed various topics to be presented.

Saturday, I spent most of the morning and afternoon finishing my taxes. I need to double check a few things, but it should be ready to get to the accountant this week.

Sunday, I went to church, had lunch with a friend and then took my dog out to Wildcat Park for a long walk. Later, I reviewed the agenda

and documents for today's meeting.

McKinley's Comments:

I exchanged emails with Gavin Schmidt regarding the RHID project he presented last Thursday. It is my turn to respond today. We have different interpretations of the numbers he presented.

Friday evening we forgot it was Fake Patty's weekend and tried to get into a restaurant in town.

I attended the final men's K-State basketball game Saturday. Not the way to end the season but David N'Guessan received a big send off from the studentless crowd.

Business Meeting

3. Water Supply Contract

Move to approve the Water Supply Contract with Rural Water District No. 1 and the Board of Commissioners of Riley County, Kansas acting as the governing body of the University Park Water Benefit District.

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:

- Kymberlee Durbin, a new hire, as a Human Resources Clerical Assistant, in the Clerk's Department, at a Range TASND.
- MaKenzie Decklar, a Volunteer Firefighter, in the Fire District #1 Department, for Separation from County Service, effective March 3,

2025.

- Riley Perrine, a new hire, as a Volunteer Firefighter, in the Fire District #1 Department, at a Range TASND.

6. Discuss Intergovernmental Luncheon

Review Minutes

7. Board of Riley County Commissioners - Regular Meeting - Mar 6, 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

8. Tentative Agenda

Press Conference Topics

9. Discuss Press Conference

9:00 AM

Brittany Phillips, Budget and Finance Officer

10. Year to date budget and expenditure reports

Phillips presented year to date budget and expenditure reports.

9:15 AM

Megan Lewis, Community Corrections Director

11. FY26 Adult Services Comprehensive Plan

Phillips presented the FY26 Adult Services Comprehensive Plan.

Move to approve the FY26 Adult Services Comprehensive Plan.

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

12. FY26 Juvenile Services Comprehensive Plan

Phillips presented the FY26 Juvenile Services Comprehensive Plan.

Move to approve the FY26 Juvenile Services Comprehensive Plan.

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

13. FY26 and FY27 Juvenile Services Reinvestment Grant Application

Phillips presented the FY26 and FY27 Juvenile Reinvestment Grant Application.

Move to approve FY26 and FY27 Juvenile Reinvestment Grant Application.

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

14. 2026 Community Corrections Personnel Budget Request

Phillips presented the 2026 appropriation request contingent on COLA being approved at 2.7%.

Phillips said they will again be asking Clay County for appropriations in the amount of \$37,791.85.

Move to approve of the 2026 appropriation request contingent on COLA being approved at 2.7%.

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

AYES:	Ford, Focke, McKinley
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9:30 AM Press Conference

15. Presentation of retirement plaque to Danny Williams - Greg McKinley (3-5 minutes)

McKinley presented a retirement plaque for 36 years of service to Riley County to Danny Williams.

Williams said he is so thankful to be able to be part of the Riley County team and he was always proud to say he worked for Riley County.

9:40 AM Amanda Webb, Planning/Special Projects Director

16. Short Term Rental Regulations - work session

Webb discussed the Short Term Rental Regulations.

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

17. Public Works Project Update

Ellermann presented a Public Works project update.

18. Rural Water District Water Tower Agreement and Easement

Ellermann presented the agreement for a water tower easement for Rural Water District #1 to install a water tower.

Move to approve the Agreement for Water Tower Easement and Exhibit B Water Tower Easement for Rural Water District No. 1 to install a water tower on Riley County property at the Public Works location.

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

10:40 AM Bryant Parker, Counselor/Director of Administrative Services

19. Administrative Work Session

20. Pending County Projects County Counselor

Parker said he has nothing to report and asked if the commission had any questions.

11:00 AM Katharine Hensler, Museum Director

21. Monthly Staff Report - February 2025

Hensler presented a Museum staff update.

11:13 AM Adjournment

Move to adjourn after the County Officials Meeting.

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

12:00 PM County Officials Luncheon

22. County Officials' Luncheon Agenda

The Board of County Commissioners attended the County Officials Luncheon.

Adjourned 12:45 p.m.