



**Board of Riley County
Commissioners
Regular Meeting
Minutes
March 13, 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
Alvin Perez	Public Works Operations/Fleet Manager	Present	8:30 AM
Anna Burson	County Appraiser	Present	8:30 AM
Michele Reid	Payroll, Benefits & Employee Relations Manager	Present	8:33 AM
Brittany Phillips	Budget and Finance Officer	Present	8:33 AM
Emma Loura	Manhattan Mercury	Present	8:34 AM
John Ellermann	Public Works Director/County Engineer	Present	9:17 AM
Shilo Heger	Treasurer	Present	9:17 AM
Daryn Soldan	Manhattan Area Chamber of Commerce	Present	9:45 AM
Diane Creek	Health Department Director	Present	10:00 AM
Kaylyn Speth	WIC Supervisor	Present	10:00 AM
Elizabeth Ward	Human Resources Director	Present	10:00 AM
Jessie Hubbard	Administrative Assistant II	Present	10:40 AM
Megan Lewis	Community Corrections Director	Present	10:40 AM
Michael Boller	Noxious Weed Director	Present	10:40 AM
Russel Stukey	Emergency Management Director	Present	10:40 AM
Cory Meyer	IT/GIS Director	Present	11:11 AM
Brian Foster	BG Consultants	Present	10:57 AM
Cindy Kabriel	Senior Administrative Assistant	Present	11:40 AM

Pledge of Allegiance

Public Comment

1. Public Comments

Commission Comments

2. Commission Comments

Focke's Comments:

Monday we had a County Officials Luncheon and meeting in the BOCC Chambers. The topic of discussion was to discuss the upcoming moves of the various departments when the remodel of the Emergency Management and Fire District #1 is finished. At that point several departments will be relocating. We will be hiring three consultants to work out the space needs of those departments. Also, a consultant will be hired to work on a new Judicial Center.

Wednesday I attended the annual Township Officials meeting at Pottorf Hall. Presentations were made by:

- Mike Boller, Riley County Noxious Weed Director
- Matt Mackeprang, KDOT Area Engineer
- Daryl Lutz, Local Road Engineer with KAC
- Katharine Hensler, Director, Riley County Historical Museum
- Brian McNulty, Operation Project Manager USACE, Kansas City District, Tuttle Creek Lake

The final item was the township business meeting and election of new officers. A discussion was held concerning road maintenance in the townships and whether they should contract with the county for these services. Pat Collins asked for a committee to work on this.

Township officers elected for 2025 are:

- Pat Collins, Chairman
- Wendell Anderson, Vice Chairman

Wednesday evening, I practiced with the Bell Choir and attended Lenten services afterward.

Ford's Comments:

Monday afternoon I attended the County Officials Luncheon here in the BOCC Chambers. Great to get the first chance in 2025 to start discussing components of the FY26 budget, the baselines and concerns we all have going into the process once again. It was good to pick up the dialog on strategic planning and continuing to move forward with parts of that as well. Great dialog and lunch from McAlister's was good too.

Also Monday afternoon I met with Riley County Community Corrections Director Megan Lewis to discuss a few items including specifically their space needs and challenges as well as certainly program and service challenges they face, and the Crisis Intervention Team and seeing if Community Corrections may want to join on for knowledge and support, more to come on the last item. I appreciated Megan's time and had a very good conversation to say the least.

Tuesday afternoon I met with Riley County Noxious Weed and Hazardous Waste Director Mike Boller out at their offices. Took some time to discuss what's going on and coming up in their department, the current 2025 budget and the upcoming 2026 budget, as well as personnel and other related items. I appreciated the time spent and as always the dialog that was had.

Wednesday we had our Annual Township Meeting out at Pottorf Hall. As always it was a packed agenda including a call to order from the Chair of the RCTOA Galen Hoffman and welcome from BOCC Chair Greg McKinley, a presentation from Mike Boller on spraying roadsides and update on KDOT projects in Riley County by Matt Mackeprang, a township administration overview by Daryl Lutz from KAC, Katharine Hensler for the Riley County Museum gave an overview and presentation, and Brian McNulty from the USACE-Kansas City gave a presentation on the Tuttle Creek lake dredging project. We finish with some discussion on several topics and a vote of a new township association chair-Pat Collins to end the meeting. Lunch was also catered by the Farmhouse.

Wednesday night I attended the Business After Hours hosted by the Manhattan Area Chamber of Commerce out at the new Manhattan Area Technical College Advanced Technology Building. Heard from President Jim Genandt, members from BHS Construction, and BBN Architects as well. Very well attended event with lots of members from the local community in attendance

Rough week for K-State athletics as the men's basketball team won one but lost to Baylor to complete their season at 16-17 and K-State dropped two in Omaha to Creighton and the University of Omaha as well.

McKinley's Comments:

After our regular meeting, we had a county officials luncheon meeting. Discussed budget plans for this year. Based off our building strategic plan we discussed consultants needed for space needs and remodels.

Monday evening, I attended the storm spotter training. It was a very informative talk. I learned enough to look for weather conditions myself but it would take me several classes to become an official spotter.

Wednesday was the annual Township Officials meeting. There was a good presentation on the legal requirements for township officers. The presentation I found most interesting was about the Tuttle Creek dredging project.

Business Meeting

3. Bid Recommendation - Corrugated Metal Pipe and Bands

Move to approve the low bid submitted by Welborn Sales, Inc. of Salina, Kansas to supply corrugated metal pipe and bands in the amount of \$81,299.29.

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

4. Retail Dealer's 2025 Cereal Malt Beverages License for Britt's Farm

Move to sign a Retail Dealer's 2025 Cereal Malt Beverages License for Britt's Farm, 1000 S. Scenic Drive, Manhattan, Kansas 66503.

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:

- Erin Kurtz, a new hire, as a Fiscal Analyst - Health Department, in the Clerk's Department, at a Range 8, at \$26.96 per hour.
- Amy Stockton, an On Call Juvenile Intake and Assessment Officer, in the Community Corrections Department, for Separation from County Service, effective March 7, 2025.

6. Discuss Joint City/County/County Meeting

No topics.

Review Minutes

7. Board of Riley County Commissioners - Regular Meeting - Mar 10, 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

Review Tentative Agenda

8. Tentative Agenda

Press Conference Topics

9. Discuss Press Conference

9:00 AM Bryant Parker, Counselor/Director of Administrative Services

10. Administrative Work Session

Hansen discussed the Court of Appeals argument, March 11th, on Prairiewood.

9:20 AM Alvin Perez, Operations and Fleet Manager

11. Bid opening for a 2025 tandem axle dump truck

The Board of County Commissioners opened the following bids for a 2025 tandem axle dump truck.

Company	Total Bid
Rush Enterprises 7700 NE 38 th Street Kansas City, MO 64161	\$272,797.00
Bruckner's Truck Sales 1645 Copper Court Salina, KS 67401	\$277,527.00

Move to refer the bids to staff for evaluation and recommendation.

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

9:30 AM Shilo Heger, Treasurer

12. February 2025 Revenue Reporting - Riley County Treasurer

Heger presented the Treasurer's report.

9:45 AM Jason Smith, Manhattan Area Chamber of Commerce

13. Economic development update

Soldan presented an economic development and Fort Riley update.

10:00 AM Diane Creek, Health Department Director and 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

14. Staff update

Creek presented the Health Department update.

15. Request to post and refill Public Health Emergency Preparedness

Creek requested to fill the Public Health Emergency Preparedness Coordinator.

Move to approve the posting and refilling of the Public Health Emergency Preparedness Coordinator 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 Public Health Emergency Preparedness (PHEP) Coordinator, in the Health Department, at a Range 10.

16. Out of State Travel Request

Moved up to 10:27 a.m. on agenda per Riley County Commission.

Creek present the out of state travel requests.

Move to approve the Out of State Travel Requests for Brevia Spencer and Sara Darnell to attend the Postpartum Support International (PSI) Conference in New Orleans, Louisiana.

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

17. WIC Update

Speth presented the WIC update.

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

10:45 AM Megan Lewis, Community Corrections Director

18. Out of State Travel Request

Hubbard presented the out of state travel requests.

Move to approve the Out of State Travel Requests for Megan Lewis and Andrew Pellant to attend the Missouri Association of Treatment Court Professionals (MATCP) Conference in Branson, Missouri.

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

10:50 AM Budget and Planning Committee - Brittany Phillips, Budget and Finance Officer

19. Monthly Cash Flow Report for February 2025

Phillips presented the monthly cash flow reports.

11:00 AM Michael Boller, Noxious Weed/HHW Director

20. Staff Update

Boller presented the Noxious Weed/HHW update.

21. Bala cleanup estimate and request for funding.

Boller presented the Bala/County property cleanup.

Move to approve the Bala cleanup estimate and funding for Phase I, \$13,224.50, to be funded by CIP while Phase II could be absorbed by existing Noxious Weed/Hazardous Waste budget.

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

AYES:	Ford, Focke, McKinley
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22. Vehicle Department Transfer

Boller presented the request to transfer a vehicle to the Riley County Fire District #1.

Move to approve the request that Unit #118 2015 Ford F550 be reassigned from Riley County Noxious Weed to Riley County Rural Fire.

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

11:15 AM Elizabeth Ward, Human Resources Director

11:20 AM 23. Executive session to discuss a performance matter involving non-elected personnel

Move that the County Commissioners, including Chairman McKinley, Vice Chairwoman Focke, and Commissioner Ford, with Bryant Parker, County Counselor, attorney for the Riley County Commission, and Elizabeth Ward, Human Resources Director, recess into executive session on a performance matter of non-elected personnel, an exception to the Kansas Open Meetings Act, for the purpose of discussing the work conduct of an employee, and to protect the privacy of the employee, the open meeting to resume in the County Commission Chambers at 11:40 a.m.

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

11:40 AM Move the Board of County Commissioners come out of executive session.

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

Move the record reflect action shall be taken consistent with the

consensus reached in executive session.

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

11:42 AM

Executive Session

Move that the County Commissioners, including Chairman McKinley, Vice Chairwoman Focke, and Commissioner Ford, with Bryant Parker, County Counselor, attorney for the Commission, and Elizabeth Ward, Human Resources Director, recess into executive session on a performance matter of non-elected personnel, an exception to the Kansas Open Meetings Act, for the purpose of discussing the work conduct of an employee, and to protect the privacy of the employee, the open meeting to resume in the County Commission Chambers at 11:55 a.m.

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

11:55 AM

Move the Board of County Commissioners come out of executive session.

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

Move the record reflect action shall be taken consistent with the consensus reached in executive session.

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

11:35 AM

Breva Spencer, Maternal and Child Health Supervisor

24. The Out of State Travel Requests were moved up on the agenda to

10:27 a.m. per the Riley County Commission.

11:40 AM Amanda Webb, Planning/Special Projects Director

25. Keats Sewer System Improvement Project - USDA Rural Development funding

Webb presented the Keats sewer system improvement project funding with USDA.

Move to approve the Chair signing the Letter of Intent to Meet Conditions, the Request for Obligation of Funds, Grant Agreement, and the Loan Resolution.

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

12:04 PM Adjournment

Move to adjourn.

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