



**Board of Riley County
Commissioners
Regular Meeting
Minutes
March 17, 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
Elizabeth Ward	Human Resources Director	Present	8:30 AM
Kymberlee Durbin	Human Resources Clerical Assistant	Present	8:30 AM
Brittany Phillips	Budget and Finance Officer	Present	8:30 AM
Erin Kurtz	Fiscal Analyst - Health Department	Present	8:30 AM
Amanda Webb	Planning/Special Projects Director	Present	8:57 AM
David Adams	EMS/Ambulance Director	Present	8:56 AM
Jacob Hansen	Deputy County Counselor	Present	9:07 AM
Emma Loura	Manhattan Mercury	Present	8:30 AM
Darrin Hobbs	Planning Compliance Specialist	Present	8:57 AM

Pledge of Allegiance

Public Comment

1. Public Comments

Phillips introduced Erin Kurtz, Fiscal Analyst, Health Department and Kymberlee Durbin, HR Clerical Assistant in the Clerk's Office.

Parker requested that an executive session for potential litigation be added to his administrative work session.

Move to add an executive session for potential litigation to Parker's administrative work session.

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

Commission Comments

2. Commission Comments

Focke's Comments:

Friday morning, I came down to the BOCC meeting room for the retirement party for Danny Williams, the Assistant County Appraiser. I spent time visiting with lots of people that were in attendance. The appraisal staff did a great job of putting all of Danny's work and personal achievements on display. His neighbor played the piano for the party and there was a lot of good food. It was a great send away for Danny. He will be missed.

Saturday, I caught up on some housework, did some shopping, and went over the Law Board's agenda and documents for today's meeting.

Sunday, I played in the Bell Choir for two services at church. Later, I went over today's meeting documents for today's Riley County Commission meeting.

Ford's Comments:

Friday morning, I met with Katharine Hensler, Riley County Museum Director to discuss some relevant items to her department including space needs, collections, new ideas, and visioning for the museum, and what to do with a lot of the collections in general. Things look to be moving along quite nicely, and I definitely appreciate the time spent discussing these things.

Friday morning, I also attended the retirement reception for long time appraiser employee Danny Williams here in the BOCC Chambers. It was a very well attended event as you can probably imagine with lots of current and former employees in attendance. It was good to be able to say a few words and get caught up with everybody who was here.

Friday afternoon David Adams, Riley County EMS Director and members of the BHS Construction provided me with an update tour of the new EMS Headquarters over off of Claflin Street. This project has

really came along and definitely looks to be completed and operational in the June timeframe. This will be a state-of-the-art facility that will serve the community for decades and generations to come, which is wonderful.

Saturday morning, I attended the Riley County Republicans Coffee Talk over at HyVee. Got an update and summary from all that is being done in Topeka. Lots of dialog on the property tax bills and the SCR on the election of judges. I was able to give an update and answer questions on all that is going on here in Riley County. Lots of questions and concerns on the valuation process and what that is going to mean for local property tax in general and pay rates of high-level personnel came up as well.

Looks like we will a little NCAA Tournament Basketball to enjoy with the K-State women earning a #5 seed in the Lexington, Kentucky region. Also, K-State baseball swept Utah in a home series over the weekend to stay undefeated in Big 12 play for the moment anyway.

McKinley's Comments:

Friday I attended the retirement reception for Danny Williams. I had a talk with Danny and he told me how he came to work here. It was a nice send off for someone who has invested 36 years in service to Riley County.

Friday afternoon I had a phone call from an unhappy resident. We had a long discussion about the county. He does not like the new office hours, especially during elections. He also was concerned about taxes. He agreed that we held last year but said over the last five years it has gone up too much. I tried to explain that inflation affects the county just like everyone else.

Business Meeting

3. CIP Project Activation

Move to approve the Riley County Capital Improvement Program CIP Project Funding Authorization Form for Bala cleanup, for the Noxious Weed Department, in the amount of \$13,244.50.

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

4. CIP Amendment 24-24PW008

Move to approve the Riley County Capital Improvement Program CIP Project Amendment Form for window replacement in the Courthouse Plaza East Building, for the Public Works/Facilities Department, in the amount of \$250,000.00 for a total project cost of \$750,000.00.

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

- Election Day Workers - David Alexander, Rosemarie Alexander, Carlene Frost, Nada Ingalsbe, William Kauer, Lawrence Moeder, Sheri Storer, and Jennifer Sturges, in the Election Department, for Separation from County Service, effective March 12, 2025.
- Tessa Harrman, a Volunteer Firefighter, in the Fire District #1 Department, for Separation from County Service, effective February 10, 2025.
- Colton Hazlett, a Volunteer Firefighter, in the Fire District #1 Department, for Separation from County Service, effective February 10, 2025.
- Diane Tochimani, a new hire, as a Volunteer Firefighter, in the Fire District #1 Department, at a Range TASND.
- Ulyesses Stewart, a Volunteer Firefighter, in the Fire District #1 Department, for Separation from County Service, effective October 24, 2024.
- Annabelle Mortimeyer, a new hire, as a Volunteer Firefighter, in the Fire District #1 Department, at a Range TASND.

Review Minutes

6. Board of Riley County Commissioners - Regular Meeting - Mar 13, 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
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Review Tentative Agenda

7. Tentative Agenda

Press Conference Topics

8. Discuss Press Conference

9:00 AM Amanda Webb, Planning/Special Projects Director

9. Authorize Chairman to sign Community Rating System (CRS) recertification letter.

Webb presented the Department of Homeland Security Federal Emergency Management Agency CRS Community Certifications form.

Move to authorize the Chairman to sign the recertification letter for National Flood Insurance Program Community Rating System.

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

9:15 AM David Adams, EMS/Ambulance Director

10. Staff Update

Adams presented an EMS/Ambulance staff update.

9:30 AM Press Conference**9:35 AM Jacob Hansen, Deputy County Counselor**

11. Hargrave Fence View Application

Hansen presented a fence view application for Hargrave.

Move the Board conduct the fence view as requested on April 4th or 18th to be determined with all parties involved.

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

12. 2026 Appropriation Discussion

Phillips asked how the commissioners want to determine how to handle the appropriation requests for the 2026 budget.

Focke said she would like to see appropriations go to the small community organizations in Ogden, Riley, Randolph, and Leonardville and to Be Able.

Phillips asked the commissioners if they want to use the same baseline.

The commissioners agreed to use the same baseline and for Phillips to contact the small cities and Be Able.

9:55 AM

Bryant Parker, Counselor/Director of Administrative Services

13. Pending County Projects County Counselor

Parker said the nuisances will be held on Wednesday before the court.

Parker discussed the pending RFP processes for the strategic plan and space needs study.

McKinley asked about Prairie Paws.

Parker discussed Prairie Paws.

Parker asked if he could approach Prairie Paws and ask for a reduction.

The Board agreed by consensus for Parker to approach Prairie Paws.

14. Administrative Work Session

Move the County Commission, including Chairman McKinley, Vice Chairwoman Focke, and Commissioner Ford, recess into executive session on potential litigation for the purpose of consultation with Bryant Parker, Riley County Counselor, and Jacob Hansen, Deputy County Counselor, attorneys for the commission, which would be deemed privileged in the attorney-client relationship, an exception to the Kansas Open Meetings Act, the open meeting to resume in the County Commission Chambers at 10:20 a.m.

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

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 no binding action was taken during the executive session.

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

Executive Session

Move the County Commission, including Chairman McKinley, Vice Chairwoman Focke, and Commissioner Ford, recess into executive session on potential litigation for the purpose of consultation with Bryant Parker, Riley County Counselor, and Jacob Hansen, Deputy County Counselor, attorneys for the commission, which would be deemed privileged in the attorney-client relationship, an exception to the Kansas Open Meetings Act, the open meeting to resume in the County Commission Chambers at 10:30 a.m.

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

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

10:31 AM **Adjournment**

Move to adjourn.

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

Law Enforcement Agency Meeting

15. Law Board Meeting Agenda