



**Board of Riley County
Commissioners
Regular Meeting
Minutes
March 20, 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](#)

9:00 AM

Call to Order

Attendee Name	Title	Status	Arrived
John Ford	County Commissioner	Present	9:00 AM
Kathryn Focke	County Commissioner	Present	9:00 AM
Greg McKinley	County Commissioner	Present	9:00 AM
Cindy Kabriel	Senior Administrative Assistant	Present	9:00 AM
Bryant Parker	Counselor/Director of Administrative Services	Present	9:00 AM
Emma Loura	Manhattan Mercury	Present	9:00 AM
Jared Tremblay	MPO	Present	9:00 AM
Danna Rivera	Public Works	Present	9:00 AM
Shilo Heger	Treasurer	Present	9:00 AM
Tande Lentz	Treasurer's Office	Present	9:00 AM
Donna Borgerding	Vehicle Supervisor/Deputy Treasurer	Present	9:00 AM
Mary Ann Beck	Treasurer's Office	Present	9:00 AM
Jessica Larabee	Treasurer's Office	Present	9:00 AM
Tasha Fox	Treasurer's Office	Present	9:00 AM
Shannon Sterling	Legal Assistant	Present	9:00 AM
Doug Russell	Deputy Fire Chief of Operations	Present	9:00 AM
Michele Reid	Payroll, Benefits & Employee Relations Manager	Present	9:00 AM
Elizabeth Ward	Human Resources Director	Present	9:00 AM
Ashlyn Easterday	Payroll Clerk	Present	9:05 AM
Brittany Phillips	Budget and Finance Officer	Present	9:07 AM
John Ellermann	Public Works Director/County Engineer	Present	9:27 AM
Alvin Perez	Public Works Operations/Fleet Manager	Present	9:27 AM
Daniel Skucius	County Extension Director	Present	9:55 AM
Gregg Eyestone	Extension Agent	Present	9:55 AM
Brian Peete	RCPD Director	Present	10:04 AM

Pledge of Allegiance

Public Comment

1. Public Comments

Sterling presented the April employee of the month to Mary Ann Beck.

Tremblay said the Flint Hills MPO is hosting a series of public meetings about the region's Electric Vehicle Readiness Plan. Tremblay said one will be here in Manhattan on Wednesday, April 2nd at 6:00 p.m. at the Manhattan Public Library.

Commission Comments

2. Commission Comments

Ford's Comments:

Monday afternoon I had my monthly doctor's appointment. It didn't go really well. Starting to feel like my body is becoming my worst enemy at this point. Thinking some wholesale changes are due as we work into spring. Working with the doctor and nurse to see what we can do here.

Tuesday afternoon I had my first Civic and Social Responsibility meeting of the year out at Florence. This meeting was to sit down and discuss some first and second quarter items, including specifics of a program with Habitat of the Northern Flint Hills to allow employees to have an opportunity to use their Volunteer Paid Time Off and start planning a company event for Earth Day and start deciding a process for how to distribute donations being made for community services and agencies. We will be working on plans and events for the year during our next meeting.

Wednesday afternoon I met with the Rural Economic Development Advisory Board via Zoom due to the inclement weather to discuss my thoughts and vision for the board moving forward. There was a really great list of questions provided to provide me the chance to discuss my vision not only for this board but county and rural economic development for Riley County as a well. I thought we had a wonderful conversation, and some great points were provided by everyone. I need to find more time to engage and dialog with this board to be honest.

Thursday morning, I attended the Policy Breakfast, hosted by the Manhattan Area Chamber of Commerce at the DoubleTree by Hilton. This month was a City of Manhattan theme as both Mayor Karen McCulloh and City Manager Danielle Dulin both gave presentations. Thanks to FDG for being this month's sponsor as well. It is always a great event to socialize and network as well.

Lastly I wanted to mention that on Wednesday that the County Health Rankings and Roadmaps were published, and the Kansas Association of Counties will be hosting a webinar to go through them this afternoon. Riley County scored very well and was above both the state and national ranking in most area's once again, which is good. Children in poverty, youth unemployment rates, access to dental care, severe affordable housing access and shortages are areas of true concern, however, to name a few.

Focke's Comments:

Monday I attended the Law Board Meeting at noon. It was an extensive agenda, including the regular reports and budgets, award presentations and recognitions. A Fake Patty's Day Overview was given by Director Peete. Five hundred and three service calls were received over the weekend. A long discussion was held on the Aggieville road restrictions that have been put into place, that includes closing incoming traffic on Friday and Saturday nights from 11:00 PM to 2:30 or 3:00 AM. Most weekend nights you will see six to seven officers, but some could be called away on other critical calls. The goal is for safety of people in the streets and on sidewalks late at night. Moro Street is closed to incoming traffic and ride shares and Uber drivers will have pickups on 12th Street. Side streets will remain open for parking and people parked in the zone will be allowed to leave. There were several business owners and citizens who made public comments, wanting a different system of barricades, stating that police cars with lights discourage business. One of the regular duty officers assigned in Aggieville reported that they appreciate the street closures as they can do a better job when traffic is not moving through on Moro Street. Some comments were made that more officers are needed on the weekends.

Also discussed was the School Resource Officer Program and evaluation of cost sharing opportunities with the school districts. It was a fairly long meeting, ending at about 2:30 PM.

Wednesday I had a couple appointments, lunch with a friend and then took my taxes into the accountant. The weather was really cold and windy, so I stayed home the rest of the evening. I have several meetings scheduled for the rest of the week.

McKinley's Comments:

Tuesday afternoon was the EMS building meeting. Still moving along with completion at the end of June. Metal panels are going up on the front, interior is moving quickly, and curb and gutter installed in back.

After touring the building, we met to look at the EM building remodel. The architect had the schematic drawings and BHS had a first estimate. There was a lot of discussion about how large of a storm shelter area is needed and about fire sprinklers. Several revisions will be made before the next meeting.

Wednesday was the Juvenile Detention board meeting. Several representatives from the north counties did not make the trip. They tried to set up zoom but had a lot of trouble getting it working so we were late getting started. There are several new members and the financials were gone over more than usual to get them up to date. DCF is trying to make some changes that will hold back the work they do with the kids. They gave us the names on the committee so we can call them and Angel Roeser is one of the members.

Business Meeting

3. Annual FRA Declaration Form for Firefighters Relief Act Program

Move to approve the Annual FRA Declaration Form for Riley County Fire District #1 for participation in the Firefighters Relief Act Program.

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

4. Appoint Jennifer Lopez to the Riley County Public Health Council and approve Resolution

Move to sign an appointment letter for Jennifer Lopez to the Riley County Public Health Council and approve "Resolution No. 032025-11, A Resolution appointing a representative to the Riley County Public Health Council".

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 a Riley County Employee Action Form for Jairus Kelley, for a transfer, as an AEMT, in the EMS/Ambulance Department, effective March 26, 2025.

6. Approve payroll/accounts payables (when completed)

Move to approve the payroll vouchers in the amount of \$760,564.87 and the following warrant vouchers for March 21, 2025:

2024 Budget

County General	\$	9,663.80
TOTAL	\$	9,663.80

2025 Budget

County General	\$	794,042.89
Disaster Fund		10,071.13
Health Department		90,729.06
LEPP Grant		16,129.54
County Auction		2,083.96
Motor Vehicle Operations		1,317.69
Capital Improvements Fund		119,645.93
Economic Development		1,895.00
Emergency 911		3,826.35
Solid Waste		199,342.10
County Building		7,806.53
Road & Bridge Cap Project		6,569.74
RCPD Levy/Op		27,881.09
Landfill Closure		1,110.36
Riley Co Fire Dist #1		46,591.04
University Park W&S		4,500.17
Keats Capital Project		32,000.00
Hunters Island Water Dist		1,286.43
Carson Sewer Benefit Dist		2,006.98
Deep Creek Sewer		497.49
Moehlman Bottoms		382.07
Valleywood Operations		482.90
Terra Heights Sewer		983.86
Konza Water Operations		2,258.40
Univ Park W&S Cap Reserve		1,456.05
Lakeside Heights Sewer		138.34
KDOC Adult Services		14,367.88
KDOC Juvenile Services		5,021.91

KDOC Juv Reinvestment	1,303.51
BJA Grant	6,177.13
21st Jud Dist DC ADSAP	276.33
City Alcohol Funds	150.00
Caroline Peine Grant	37.00
Adult Services Carry-Over	95.25
Juvenile Svcs Carry-Over	95.25

TOTAL. \$ 1,402,559.36

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

Review Minutes

7. Board of Riley County Commissioners - Regular Meeting - Mar 17, 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

9:30 AM

Bryant Parker, Counselor/Director of Administrative Services

10. Administrative Work Session

Parker discussed the process for the RFQs for space needs.

9:50 AM Alvin Perez, Operations and Fleet Manager

11. Bid opening for 2025 15T Hydraulic Dovetail Trailer

The Board of County Commissioners opened the following bids for a 2025 15T Hydraulic Dovetail Trailer.

<u>Company</u>	<u>Estimated delivery from approval</u>	<u>Total Bid</u>
Hoyt's Trailer Center 2613 NW Stina Ct Topeka, KS 66618-1100	3 months	\$41,600.00
Phoenix Contracting 9915 Smarty Jones Drive Ruskin, FL 33573	12 weeks	\$69,295.00

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

10:00 AM Daniel Skucius, Extension Director and Gregg Eyestone, Extension Agent

12. Extension staff update

Skucius said a retirement party for Lynne Berry will be held from 4:30-6:30 p.m. on April 16th.

Eyestone discussed the highlights of the Master Gardeners program.

Eyestone said the annual Garden Tour will be held 8:30 a.m. - 1:00 p.m. on Saturday, June 21st.

10:15 AM Brian Peete, RCPD Director

13. RCPD update

Peete presented a Riley County Police Department update.

10:30 AM

John Ellermann, Public Works Director/County Engineer

14. Request to fill Utility Technician Position

Ellermann presented a request to fill the Utility Technician position.

Ellermann said it is currently a Public Work Operator II position that he is asking to convert to a Utility Technician.

Move to approve filling of the Public Works Utility Technician 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 Utility Technician, in the Public Works Department, at a Range 10.

15. Request to fill Purchasing Agent

Ellermann presented a request to fill the Purchasing Agent position.

Move to approve filling the Purchasing Agent position.

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

The Board of County Commissioners signed a Riley County Position Action Form for a Purchasing Agent, in the Public Works Department, at a Range 12.

Adjournment

Move to adjourn.

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