



**Board of Riley County
Commissioners
Regular Meeting
Minutes
March 31, 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
Vivienne Leyva	PIO	Present	8:30 AM
John Ellermann	Public Works Director/County Engineer	Present	8:30 AM
Jacob Hansen	Deputy County Counselor	Present	8:30 AM
Anna Burson	County Appraiser	Present	8:30 AM
Emma Loura	Manhattan Mercury	Present	8:30 AM
Diane Creek	Health Department Director	Present	8:35 AM
Amanda Webb	Planning/Special Projects Director	Present	9:13 AM
Kaylyn Speth	WIC Supervisor	Present	9:14 AM
Steve Schurle	Assistant County Appraiser	Present	9:19 AM
Elizabeth Ward	Human Resources Director	Present	9:20 AM
Jan Scheideman	Child Care Supervisor	Present	9:30 AM
Heather Ritchey	Child Care Licensing Supervisor	Present	9:30 AM
Breva Spencer	Family Connections Supervisor	Present	9:30 AM
Bob Isaac	Planner	Present	9:30 AM
Cory Meyer	IT/GIS Director	Present	9:30 AM
Chris Fox		Present	9:45 AM
Mike Shilling		Present	9:45 AM
Derick Schroller	IT/GIS	Present	9:30 AM
Renee Berish	Health Department	Present	9:30 AM
Jessie Hubbard	Administrative Assistant II	Present	9:30 AM
Leslie James	Health Department	Present	9:30 AM

Pledge of Allegiance

Public Comment

1. Public Comments

Commission Comments

2. Commission Comments

Ford's Comments:

Not a lot going on the last couple of days, but I did meet with Anna Burson, Riley County Appraiser to discuss a few items of relevance in her office including SCR 5011, some updated numbers and figures, and just some items that are impacted by both her office and the appraisal process in general. It's always good to have the opportunity to catch up and get updated particularly this time of year.

Generally speaking, the weekend was rather quiet, I did watch quite a bit of basketball although the results weren't what I would have liked as Kentucky dropped a tough one to rival Tennessee and the K-State women's team lost a tough one to USC on Saturday both in the round of 16. Guess it's now time for baseball, and speaking of, K-State swept Texas Tech over the weekend to run their Big 12 to 8-1 and the both the Royals and Braves are getting off to rough starts to start their seasons it would appear.

Focke's Comments:

Friday I took a tour of the new EMS building with David Adams. The building is really designed well and will be a great addition to the county buildings. They were doing the last tours for community leaders over the weekend. Flooring should be started this week.

In the afternoon, I took my dog to the vet and then worked with three landscape people to get pricing for lawn care this summer.

Saturday evening, I attended a Democratic Party fundraising event at the Universalist Church. Dr. Judy Hughey, Fairy Godmothers, Kathy Ray, Crisis Center and KS Senator Dinah Sykes made presentations, along with elected officials in attendance. I gave an update on projects the county has done with ARPA funding, and other issues that Riley County is working on.

Sunday, I went to church services and then went to lunch at "Bootsies" (previously Coco Bolos) with my lunch bunch. They have an

interesting and tasty menu.

Later, I enjoyed the first meal with fresh asparagus from the garden.
It's really starting to produce.

McKinley's Comments:

I watched a lot of basketball over the weekend. I watched most of the Big 12 teams men and women. A lot of good close games.

I tried to work in the yard and was able to do some work but the wind won.

Business Meeting

3. 2025 Week of the Young Child Proclamation

Move to approve the 2025 Week of the Young Child Proclamation.

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

4. Highway Use Permit, Richter Farms-May Day Road

Move to approve the Highway Use Permit granting Richter Farms LLC permission to bore a 6 inch irrigation pipe under May Day Road according to the details shown on the map.

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

5. Court House Plaza East Window Replacement Project

Move to approve the Contract Agreement with BHS Construction, Inc. for Riley County Plaza East Window Replacement Project in the amount of \$690,000.00.

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

AYES:	Ford, Focke, McKinley
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6. Plaza Reservation Request for Sunflower Children's Collective (CASA)

Move to approve a Plaza Reservation Request for Sunflower Children's Collective (CASA) for Child Abuse Prevention Month to place a pinwheel garden in the lawn in front of the Courthouse for April 2025.

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 27, 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

Vargo asked the Board to close the Elections Office May 1-2, 2025 for staff to attend required election training.

The Board agreed by consensus to allow the Elections Office to close May 1-2, 2025.

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

10. Administrative Work Session

Hansen discussed the city annexation request.

Hansen reported that Parker and himself are presenting at the Kansas County Clerks & Election Officials Sanborn Institute this week.

11. Pending County Projects County Counselor

9:20 AM Amanda Webb, Planning/Special Projects Director

12. Petition to Create Peterson Ranch Street Benefit District

Webb presented the petition for the Peterson Ranch Street Benefit District.

9:30 AM Press Conference

13. Presentation of the Week of the Young Child Proclamation - Greg McKinley and Jan Scheideman (5 minutes)

McKinley presented the Week of the Young Child Proclamation to Scheideman.

14. Presentation of KAC Awards - Greg McKinley (10 minutes)

McKinley presented KAC Years of Service Awards for 8 years to the following:

- Heather Ritchey
- Derick Schroller
- Leslie James
- Renee Berish
- Steve Schurle
- Jessie Hubbard
- Kaylyn Speth

9:45 AM Bob Isaac, Planner

15. Rezone portions of two unplatted tracts of land from I-2 (Heavy Industrial) to AG (Agricultural District).

Isaac presented the rezone I-2 Heavy Industrial to AG Agricultural District.

Move to approve “Resolution No. 033125-12, Resolution amending the zoning map of Riley County concerning the use of certain real estate located in Manhattan Township” from I-2 (Heavy Industrial) to AG (Agricultural District).

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

10:00 AM Amanda Webb, Planning/Special Projects Director

16. Comprehensive Plan Update

Webb presented the Comprehensive Plan update.

The Board discussed the logos and tag lines.

The Board asked Webb and Leyva to work on the logos and tag lines.

10:20 AM Cory Meyer, IT/GIS Director

17. IT/GIS Staff Update - March 2025

Meyer presented the IT/GIS staff update.

10:35 AM John Ellermann, Public Works Director/County Engineer

18. Request to fill position

Ellermann presented the request to fill the Parks Seasonal Laborer positions.

Move to approve filling seasonal parks positions.

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 Seasonal Laborers, in the Public Works/Parks Department, at a Range Seasonal.

10:41 AM Adjournment

Move to adjourn.

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