



**Board of Riley County
Commissioners
Regular Meeting
Minutes
April 03, 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	Remote	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
Jacob Hansen	Deputy County Counselor	Present	8:30 AM
Diane Creek	Health Department Director	Present	8:30 AM
Anna Burson	County Appraiser	Present	8:30 AM
Emma Loura	Manhattan Mercury	Present	8:32 AM
Ashlyn Easterday	Payroll Clerk	Present	8:37 AM
Brittany Phillips	Budget and Finance Officer	Present	8:40 AM
Elizabeth Ward	Human Resources Director	Present	8:50 AM
Michael Boller	Noxious Weed Director	Present	8:50 AM
Shilo Heger	Treasurer	Present	9:45 AM
Donna Borgerding	Vehicle Supervisor/Deputy Treasurer	Present	9:45 AM
Tande Lentz	Assistant Vehicle Supervisor	Present	9:45 AM
Michele Reid	Payroll, Benefits & Employee Relations Manager	Present	8:50 AM
Jared Tremblay	MPO Planning Manager	Present	11:20 AM

Pledge of Allegiance

Public Comment

1. Public Comments

Commission Comments

2. Commission Comments

Ford's Comments:

It's been a rather quiet week. I spent Tuesday and Wednesday home sick with some kind of stomach flu ailment. I'm feeling a lot better today so far, however.

Glad to finally get some measurable rain this week as well. You can tell there was a lot of dust and dirt in the air that finally got knocked down, which should be a victory for everybody's allergies.

Lastly I wanted to mention that I have got word of an RHID project that is being discussed currently in Lansing and USD 469. The developer of this project is wanting the full 20-year incentive to reimburse what is projected in 27 million dollars in infrastructural costs over the term and it appears to be causing some controversy as a citizen petition has been put together against the measure. Still trying to get some more details on it, and it is being discussed at the city council meeting Thursday evening.

Focke's Comments:

Tuesday I attended the Worship Committee meeting at my church. Afterwards, I reviewed today's meeting agenda and documents. I didn't get much sleep that night due to the storm. Wildcat Creek was really flooding behind my house into the yard.

Wednesday I had a short interview with Brandon Peoples on KMAN radio concerning the road closures on Highway 24 due to the start of the roundabouts.

That afternoon I attended the Military Relations Luncheon held at the Holiday Inn at the Campus. A presentation was made by Savannah Lee, the Military Treatment Coordinator for Pawnee Mental Health Services. Her presentation was all the services that are available to military members and veterans from Pawnee Mental Health. A good discussion was held after the presentation.

Later that afternoon, I attended the Westloop Business Association at the Rockin K's event space. Presentations were made by Brian Peete and Major Brad Jager concerning working with businesses on installing and using shared technology for cameras and license plate recognition software. Costs were discussed.

A second presentation was made by Erin Degatto of the Museum of Art and Light. She discussed and had a presentation on the interior of the museum and the economic benefit of the museum. They have memberships available.

Later, I took a walk with my neighbor and our dogs down to Anneberg Park. The flood detention pond was half full. Lots of water was still flowing down Wildcat Creek.

McKinley's Comments:

Tuesday afternoon was the EMS building update with the contractor. Things are going well and on schedule. This was followed by the meeting for the EM remodel. The main floor plan is set but there was a long discussion about how to install a tornado safe room. We discussed the size and location and have a couple of options for the architect and contractor to work on.

Tuesday evening was the quarterly fire board meeting. Working on learning the new paging system. Discussed facilities' improvements completed on several buildings and progress on the new University Park station. Working on getting the pickup from Noxious Weed ready for use.

Business Meeting

3. Jackson Township Trustee appointment

Move to accept Larry Larson's resignation and appoint Christopher Deijent as Jackson Township Trustee.

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

4. Bid Recommendation for 2025 Equipment Lease

Move to approve the bid proposal submitted by White Star Machinery of Manhattan, Kansas for the 2025 equipment lease program.

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

5. Discuss County Officials Luncheon

6. Approve payroll/accounts payables (when completed)

Move to approve the payroll vouchers in the amount of \$762,509.95 and the following warrant vouchers for April 4, 2025:

2024 Budget

Univ Park W&S Cap Reserve	\$ 5,368.00
TOTAL.....	\$ 5,368.00

2025 Budget

County General	\$ 966,217.83
Disaster Fund	375,044.21
Health Department	124,329.32
County Auction	2,500.00
Motor Vehicle Operations	211.01
Capital Improvements Fund	177,626.65
Emergency 911	297.38
Solid Waste	7,953.55
County Building	14,026.28
RCPD Levy/Op	1,429,036.38
Riley Co Fire Dist #1	87,824.43
University Park W&S	4,784.01
Hunters Island Water Dist	8,044.26
Deep Creek Sewer	100.00
Moehlman Bottoms	1,573.89
Terra Heights Sewer	425.00
Konza Water Operations	3,655.20
University Park Lagoon	1,000.00
KDOC Adult Services	5,211.06
KDOC Juvenile Services	4,459.84
KDOC Juv Reinvestment	1,046.84
BJA Grant	1,203.67
21st Jud Dist DC ADSAP	50.00
Kansas Fights Addiction	6,850.63
City Alcohol Funds	383.27
TOTAL.....	\$3,223,854.71

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

Review Minutes

7. Board of Riley County Commissioners - Regular Meeting - Mar 31, 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 Elizabeth Ward, Human Resources Director

10. Human Resources Monthly Update

Ward presented a Human Resources update.

9:15 AM Michael Boller, Noxious Weed/HHW Director

11. Staff Update

Boller presented a Noxious Weed update.

12. Property Tax Lien Unpaid Balance Cost Share Chemical Sell

Boller presented the tax lien for unpaid Noxious Weed chemical sale.

Move to approve the filing of the legal document with County Clerk and Register of Deeds for the collection of debt via a tax lien.

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

13. 2024 Noxious Weed Annual Report and 2025 Management Plan

Boller presented the Noxious Weed Annual Report and Management Plan.

Move to approve the 2024 Annual Report and 2025 Management Plan.

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

9:30 AM

Anna Burson, Appraiser

14. Appraiser's Office April Staff Update

Burson presented the Appraiser's Office staff report.

9:45 AM

Shilo Heger, Treasurer

15. Request to Fill Customer Service Rep Position County Treasurer

Heger presented the request to fill the Customer Service Representative I position.

Move to approve the request to fill the Customer Service Representative 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 Customer Service Representative I, in the Treasurer's Department, at a Range 4.

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

16. Planning & Development - Staff Update

Not present.

10:15 AM Jacob Hansen, Deputy Counselor/Director of Administrative Services

17. Administrative Work Session

Hansen discussed projects he is working on for Riley County.

10:35 AM Jacob Hansen, Deputy County Counselor

- 10:35 AM 18. Executive session to discuss confidential legal advice regarding potential litigation issues

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 Jacob Hansen, Deputy County Counselor, attorney 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 11:05 a.m. Rich Vargo, County Clerk and Anna Burson, County Appraiser, will be present during the Executive Session to provide factual information.

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

- 11:05 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

11:05 AM Brittany Phillips, Budget and Finance Officer

19. Discontinue of Federal Grant Funds

Phillips discussed the discontinuation of federal grant funds all government entities received.

11:25 AM Elizabeth Ward, Human Resources Director

20. Out of State Travel Request - SHRM National Conference

Ward presented the out of state travel request.

Move to approve the Out of State Travel Request for Elizabeth Ward, Human Resources Director to attend the SHRM 2025 Annual Conference in San Diego, California.

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

11:30 AM Jacob Hansen, Deputy County Counselor

21. Selection Date of BOCC Findings; Approval of Publication Notice for Annexation Request by Charles Brunner. 5111 Murray Road

Hansen discussed the City of Manhattan request to island annex 5111 Murray Road.

Hansen asked the Board to select a date to hold a Public Comment Period for the City of Manhattan annexation of 5111 Murray Road, Manhattan, KS 66503.

Hansen recommended Thursday, April 17, 2025 for the Public Comment Period.

Move the Board authorize the Chairman to schedule a public comment period considering the City of Manhattan's annexation of 5111 Murray Road, Manhattan, Kansas 66503 during the Board's regularly scheduled meeting on Thursday, April 17, 2025.

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

11:40 AM Jared Tremblay, MPO Planning Manager

22. US-24 Corridor Management Plan update

Tremblay presented the US 24 Corridor Plan. Tremblay said KDOT has decided to not provide funding for the Cost-Benefit Analysis Study. He said they will still provide funding for the Corridor Study. Tremblay reported that the City of Manhattan has agreed to proceed with their \$17,500 and Pottawatomie County has agreed to pay their \$17,500 and consider the State portion of \$97,500 since they gain the biggest benefit of the Cost-Benefit Analysis.

Move to approve Riley County's portion for the Cost-Benefit Analysis of \$17,500 if the City of Manhattan and Pottawatomie County agree to their portions as presented by Tremblay.

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

11:47 AM Adjournment

Move to adjourn.

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