



**Board of Riley County
Commissioners
Regular Meeting
Minutes
April 07, 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
Diane Creek	Health Department Director	Present	8:32 AM
Elizabeth Ward	Human Resources Director	Present	8:32 AM
Emma Loura	Manhattan Mercury	Present	8:37 AM
Amanda Webb	Planning/Special Projects Director	Present	8:56 AM
Darrin Hobbs	Planning Compliance Specialist	Present	8:56 AM
Mark French	RCPD	Present	9:10 AM
Sheri Taylor	GIS Analyst	Present	9:20 AM
Shilo Heger	Treasurer	Present	9:20 AM
Donna Borgerding	Vehicle Supervisor/Deputy Treasurer	Present	9:20 AM
Cory Meyer	IT/GIS Director	Present	9:23 AM
John Ellermann	Public Works Director/County Engineer	Present	9:23 AM
Michele Reid	Payroll, Benefits & Employee Relations Manager	Present	9:25 AM
Breva Spencer	Family Connections Supervisor	Present	9:29 AM
Sara Darnell	Maternal and Child Health Home Visitor	Present	9:30 AM
Allen Todd	Appraisal Analyst	Present	9:30 AM
Megan Lewis	Community Corrections Director	Present	9:31 AM
Heather Ritchey	Child Care Licensing Supervisor	Present	9:30 AM

Pledge of Allegiance

Public Comment

1. Public Comments

McKinley said he would like to call an executive session with just the Board on personnel.

Parker stated he would also like to add an executive session at the end of the meeting on potential litigation.

Move to add two executive sessions to the end of today's meeting.

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

Commission Comments

2. Commission Comments

Ford's Comments:

I didn't really have a lot going on as I spent the latter part of the week recovering from being sick.

Friday afternoon I did meet with Jason Smith and Daryn Soldan from the Manhattan Area Chamber of Commerce to discuss a few items centered around area growth expectations and rural economic development. Had a very good dialog that I think and hope will lead to some productive ideas.

Over the weekend I didn't do a whole lot. I went through past budget numbers to better get prepared for FY2026 and watched some basketball. Both national semifinal games were outstanding with Florida and Houston playing for the national title. Sadly K-State baseball laid an egg in Stillwater and lost all three to Oklahoma State.

Focke's Comments:

After a pretty busy week, Friday was relatively quiet except for an appointment with a neurosurgeon at Stormont Vail. It was at their facility in the Research Park complex, which I had not previously been in and was very impressed with both the facility and patient flow. The doctor and assistants were very helpful and are working on some alternative solutions.

The weekend was fairly quiet and I spent time in my home office,

working on bills and reviewing the agenda and documents for today's meeting.

Sunday, I played in the Bell Choir at church.

McKinley's Comments:

Friday Wes Maupin and I had a law board orientation meeting at RCPD. Director Peete was out sick so Deputy Director Freidline ran the meeting. The finance manager and the Majors from each division were there. They all outlined the work in their division. A large part of the meeting was about budget history and projecting forward. I learned a lot of information and after the meeting we had a long tour of the jail.

After that meeting I had a long meeting with Diane Creek at the Health Department. We went over how things are going in the department and plans she has going forward.

Business Meeting

3. Child Abuse Prevention Month 2025 Proclamation

Move to approve the Child Abuse Prevention Month 2025 Proclamation.

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

4. Highway Use Permit, 2025-002 WTC Fiber Optic Cable

Move to approve the Highway Use Permit granting WTC permission to bore/plow fiber optic cable according to the details shown on the maps.

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:

- Isaac O'Neal, a new hire, as a Volunteer Firefighter, in the Fire District

- #1 Department, at a Range TASND.
- Joy Nixon, a new hire, as a Volunteer Firefighter, in the Fire District #1 Department, at a Range TASND.
- Michelle Horstmeier, for a promotion, as a Public Health Emergency Preparedness Coordinator (PHEP), in the Health Department, at a Range 10, at \$29.47 per hour.

Review Minutes

6. Board of Riley County Commissioners - Regular Meeting - Apr 3, 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

7. Tentative Agenda

Press Conference Topics

8. Discuss Press Conference

9:00 AM

Amanda Webb, Planning/Special Projects Director

9. Short Term Rental Regulations

Webb discussed the Short Term Rental Regulations.

The Board agreed on a 500 foot distance requirement for locations of multiple Short-Term Rental Regulations.

9:30 AM**Press Conference**

10. RCPD Update - Scott Hajek and Mark French (3-5 minutes)

French presented a Riley County Police Department update.

11. Presentation of the Child Abuse Prevention Month 2025 Proclamation
- Greg McKinley and Heather Ritchey (3-5 minutes)

McKinley presented the Child Abuse Prevention Month 2025 Proclamation to Heather Ritchey.

12. Presentation of KAC Awards - Greg McKinley (15 minutes)

McKinley presented KAC Certificate of Service Awards to the following:

16 years:

Susan Bryan

Allen Todd

Sara Darnell

Cory Meyer

Megan Lewis

24 years:

Robert Isaac

40 years:

Sherie Taylor

10:00 AM**Russel Stukey, Emergency Management Director**

13. February Staff Update

Stukey presented the EM and Rural Fire staff report.

14. Request to Administrative Assistant Position

Stukey presented a request to fill the Administrative Assistant I or II position.

Move to approve initiating the hiring process to fill the Administrative

Assistant position as a I or II dependent upon available candidates for Riley County Fire District #1.

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 Fire Administrative Assistant II (requesting to fill an Administrative Assistant I or Administrative Assistant II), in the Emergency Management/Fire Department, at a Range 7.

10:15 AM Bryant Parker, Counselor/Director of Administrative Services

10:15 AM 15. Administrative Work Session

Move that the County Commission, including Chairman McKinley, Vice Chairwoman Focke, and Commissioner Ford, 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 10:45 a.m.

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

10:45 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 no binding action was taken during the executive session.

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

10:46 AM

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, County Counselor, attorney for the commission, and Rich Vargo, County Clerk, 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 11:15 a.m.

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

11:15 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 no binding action was taken during the executive session.

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

11:16 AM

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, County Counselor, attorney for the commission, and Rich Vargo, County Clerk, 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 11:30 a.m.

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

11:30 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

16. Pending County Projects County Counselor

11:32 AM

Adjournment

Move to adjourn.

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