



**Board of Riley County
Commissioners
Regular Meeting
Minutes
April 10, 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
Anna Burson	County Appraiser	Present	8:30 AM
Elizabeth Ward	Human Resources Director	Present	8:30 AM
Brittany Phillips	Budget and Finance Officer	Present	8:30 AM
Robert Voelker		Present	8:30 AM
Jacob Hansen	Deputy County Counselor	Present	8:56 AM
Emma Loura	Manhattan Mercury	Present	8:57 AM
Shilo Heger	Treasurer	Present	9:22 AM
Diane Creek	Health Department Director	Present	9:46 AM
Daryn Soldan	Manhattan Area Chamber of Commerce	Present	9:46 AM
Christian Bishop	Manhattan Area Chamber of Commerce	Present	9:46 AM
Shanika Rose	Chronic Disease Risk Reduction Coordinator	Present	9:48 AM
Jenni Ebert	Community Health Educator	Present	9:51 AM
Vivienne Leyva	PIO	Present	9:53 AM
Breva Spencer	Family Connections Supervisor	Present	9:58 AM
Jacob Clarke	Clinic Supervisor	Present	10:00 AM
Katharine Hensler	Museum Director	Present	10:26 AM

Pledge of Allegiance

Public Comment

1. Public Comments

Commission Comments

2. Commission Comments

Ford's Comments:

Monday afternoon post meeting I met with Riley County Planning/Special Projects Director Amanda Webb. With work on the comprehensive plan, strategic planning, as well as the Rural Economic Development Advisory Board, I wanted to touch base and just see how things are going overall. It sounds good at this point in time which is great to hear. Really sounds like there are some good things coming in the future.

Wednesday morning, I was on Within Reason with Mike Matson on KMAN radio, YouTube livestream, and various Podcasts over the internet. We discussed a range of topics including the recent Harmony Road fire, the new EMS Headquarters, and emergency services in general, our work on the new comprehensive plan and what that will mean moving forward, Trump administration cuts and the impact locally, housing and in particular the RHID discussion, and lastly the upcoming Kansas County Commissioners Association Annual Conference coming up here in Manhattan and several other key questions along the way as well. Unbelievable we were able to get through all of that in 45 minutes with breaks and advertisements.

Wednesday I attended the April National Steering Call with NACo's Community Economic and Workforce Development Committee. After some opening remarks and introductions from our Chair Angela Conley, Commissioner, Hennepin County, Minnesota. We heard from Jen Tolentino, Director, Local Practice, Results for America and Alseta Gholston, Senior Program Manager, Economic Mobility, NACo. They discussed the NACo/RFA Virtual Technical Assistance Sprint Opportunity and what that can mean for our nations counties. Next we heard from Francis Torres, Associate Director, Housing, Bipartisan Policy Center, and he discussed the recent Presidential Executive Order dismantling the USICH and different aspects pertaining to the Department of Housing and Urban Development. Next we heard from Josh Brandwein, Policy Director NACCED and we talked about the upcoming Community Development Week which we always recognize and the positive impacts of CDBG funding. Lastly we got a legislative update from Capitol Hill with Kevin Cook, Legislative Assistant, CEWD, NACo to end this month's meeting.

Wednesday evening there was the April Business After Hours sponsored by the Manhattan Area Chamber of Commerce out at the new Victory Clinic located out off of Vanesta Drive who specializes in

two proven options for treatment resistant depression and other various services as well.

Lastly I just wanted to mention as I did on the radio Wednesday that the Kansas County Commissioners Association Annual Conference will be taking place April 21-23 right here in Manhattan at the Hilton Garden Inn. I am excited to be able to host this event this year and the agenda and registration to participate and be a vendor is available online at the Kansas Association of Counties website.

Focke's Comments:

Tuesday I went to the hospital to get my annual infusion that helps to build bone density. That afternoon, I stopped by the Health Department to visit with Diane Creek on the signage and other P.R. materials proposed for the upcoming Community Baby Shower. We also visited about other issues in the community and with her department.

Wednesday I met with Scott Voos at Be Able. We discussed their upcoming request for a financial appropriation from Riley County. We took a tour of their facility which includes a food pantry, laundry facilities, personal hygiene and clean clothing, showers and an outdoor gathering area, that will have a large vegetable garden. They are also remodeling several buildings that will have living spaces and some apartments for people they have worked with.

After the tour, I came to my office in the BOCC chambers and went over today's meeting documents.

That evening, I practiced with my bell choir at the church and later attended Lenten services.

McKinley's Comments:

Tuesday was the Flint Hills Veterans Coalition meeting. Starting to make plans for the Veterans Day Parade which costs about \$9,000. The city is working on new rules for parade regulations.

Friday I met with Anna Burson to discuss some things about appraisals. Then I met with Shilo Heger with some questions about some forms we had seen that I did not understand.

I then met with Rich Vargo with questions on a budget item and some personnel issues.

Business Meeting

3. Clay County Letter of Support

Move to approve the letter of support to the Board of Clay County Commissioners requesting to share in funding for Community Corrections.

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

4. Sign Riley County Employee Action Form(s)

The Board of County Commissioners signed a Riley County Employee Action Form for Andrea Orellana, a DEC Coordinator, in the Health Department, for Separation from County Service, effective April 5, 2025.

5. Discuss Joint City/County/County Meeting Agenda

Topics:

Konza Prairie Community Health Center update – Dani Hallgren

6. Discuss Intergovernmental Luncheon

Topics:

Food and Farm Council - Vickie James

KSU projects update - Grant Hill (not confirmed)

Attendees:

All BOCC, Bryant, Jacob, and Rich

Review Minutes

7. Board of Riley County Commissioners - Regular Meeting - Apr 7, 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

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

10. Administrative Work Session

Parker said he attended the City of Randolph council meeting.

Parker discussed staff reaching out to Prairie Paws regarding animal control in Riley County.

Hansen discussed the upcoming fence view.

9:20 AM Jacob Hansen, Deputy County Counselor

11. Addendum to Lease between Pawnee Mental Health Services and Riley County

Hansen presented the Pawnee Mental Health Lease Addendum.

The Board discussed the request.

The Board suggested a 10-20 year lease term.

The Board agreed by consensus for the term of the lease to be 20 years.

9:30 AM Shilo Heger, Treasurer

12. March 2025 Revenue Reporting - Riley County Treasurer

Heger presented the Treasurer's Report.

9:45 AM

Daryn Soldan, Manhattan Area Chamber of Commerce

13. Economic development update

Soldan presented an economic development update.

Bishop discussed Fort Riley's activities.

10:00 AM

Diane Creek, Health Department Director, Shanika Rose, Jacob Clark and Jenni Ebert

Move to recess as the Board of County Commissioners and convene as the Board of Health.

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

14. Staff update

Rose and Ebert presented information on the Narcan proposal for public health and safety.

Rose asked for all of the "OneBox" be placed in all Riley County Offices and offer training for all staff.

Rose said they would also like to work with community partners on the Narcan proposal.

Ebert reported "Drug Take Back Day" is April 26, 2025.

Rose asked if the Board would approve of their "ask".

Move to approve the Narcan Proposal for Public Health and Safety.

Their Asks:

- Provide Naloxone (Narcan) to all Riley County Departments. We will

do this by adding a OneBox next to all AED Stations in our county offices.

- Provide Narcan training to Riley County staff as requested.
- Place a Public Health Station outside of each building of the Health Department (for a total of 2).
- Work with our Community Partners to distribute Narcan to our community and provide Narcan training to community partners as requested.

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

Creek discussed the Community Baby Shower at Northview Elementary on Saturday, May 31, 2025.

Leyva said in the past on the flyer the Riley County Health Department was at the top in the larger font and Maternal and Child Health was after.

Ford agreed.

Spencer agreed.

Creek stated they would make the change.

Clarke discussed the measles cases in the state and clinic activities.

Move to recess as the Board of Health and reconvene as the Board of County Commissioners.

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

10:30 AM

Budget and Planning Committee - Brittany Phillips, Budget and Finance Officer

15. Monthly Cash Flow Report for March 2025

No presentation due to time constraints.

10:45 AM Katharine Hensler, Museum Director

16. Monthly Staff Update - Riley County Historical Museum

Hensler presented the Museum monthly report.

11:00 AM Bryant Parker, Counselor/Director of Administrative Services

- 11:08 AM 17. Executive session to discuss a performance matter involving non-elected personnel

Move that the County Commissioners, 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 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:	Kathryn Focke, County Commissioner
SECONDER:	John Ford, 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

11:30 AM Bryant Parker, Counselor/Director of Administrative Services

- 11:30 AM 18. Executive session to discuss a performance matter involving non-elected personnel

Move that the County Commissioners, 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 11:45 a.m.

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

- 11:45 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 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

- 11:47 AM Executive Session

Move that the County Commissioners, including Chairman McKinley, Vice Chairwoman Focke, and Commissioner Ford, with Bryant Parker, County Counselor, attorney for the Riley County Commission, Elizabeth Ward, Human Resources Director, and Rich Vargo, County Clerk, 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 12:20 p.m.

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

12:20 PM

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

12:20 PM

Executive Session

Move that the County Commissioners, 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 or employees, and to protect the privacy of the employee or employees, the open meeting to resume in the County Commission Chambers at 12:35 p.m.

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

12:35 PM

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

12:36 PM**Adjournment**

Move to adjourn.

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