



**Board of Riley County
Commissioners
Regular Meeting
Minutes
April 17, 2025**

115 North 4th Street
Manhattan, KS 66502
www.rileycountyks.gov

Cindy Kabriel
785-565-6200

Commission Chambers

9:00 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
Anna Burson	County Appraiser	Present	9:00 AM
Jacob Hansen	Deputy County Counselor	Present	9:00 AM
Amy Manges	Register of Deeds	Present	9:00 AM
Emma Loura	Manhattan Mercury	Present	9:00 AM
Robert Voelker		Present	9:00 AM
Brittany Phillips	Budget and Finance Officer	Present	9:05 AM
Ashlyn Easterday	Payroll Clerk	Present	9:06 AM
Michele Reid	Payroll, Benefits & Employee Relations Manager	Present	9:07 AM
John Ellermann	Public Works Director/County Engineer	Present	9:23 AM
Alvin Perez	Public Works Operations/Fleet Manager	Present	9:44 AM
Daniel Skucius	County Extension Director	Present	9:48 AM
Sharon Bairow-Riffey	Extension	Present	9:48 AM
Sue Simmons	VITA Coordinator	Present	9:48 AM
Vivienne Leyva	PIO	Present	9:50 AM
Erin Friedline	RCPD Deputy Director	Present	10:09 AM
Major Scott Hajek	RCPD	Present	10:09 AM
Amanda Webb	Planning/Special Projects Director	Present	10:21 AM
Joe Godown	Real Estate Specialist	Present	11:00 AM
Charles Brunner		Present	10:52 AM
Julie Brunner		Present	10:52

			AM
Adam Jones	Stantec	Remote	10:35 AM
Dani Hallgren	Konza Prairie Community Health Center Director	Present	4:00 PM
Karen McCulloh	Manhattan City Commissioner	Present	4:00 PM
Jason Hilgers	Manhattan Deputy City Manager	Present	4:00 PM
Gary Olds		Present	4:00 PM
Peter Oppelt	Manhattan City Commissioner	Present	4:00 PM
Jayme Minton	Manhattan City Commissioner	Present	4:00 PM
Susan Adamchak	Manhattan City Commissioner	Present	4:00 PM
Shannon	Konza Prairie Community Health Center	Present	4:00 PM
John Matta	Manhattan City Commissioner	Present	4:00 PM

Pledge of Allegiance

Public Comment

1. Public Comments

Commission Comments

2. Commission Comments

Ford's Comments:

Monday afternoon I met with my doctor for my monthly appointment. Third straight month with some concerns, we are going to do some new blood work and other tests and hopefully get an idea of what the issue is so we can correct it. More to come later there. Also Monday afternoon I met with the team from MakeMyMove to discuss some exciting news and a possible upcoming partnership and opportunity. More to come possibly on that as well.

Tuesday afternoon I attended the monthly Board of Directors Meeting with the Manhattan Area Chamber of Commerce. Among the items of discussion were approval of the agenda. Consent agenda items included approving the March minutes and an update on financials through March and membership accounts. Discussion items included an update on construction in Aggieville and Access Aggieville by Ashley Fuhman, city and county budget requests by Jason Smith and Daryn Soldan, Leadership Manhattan update by Allison Muth, and Growth Strategy update by Daryn Soldan. There were several board member

comments and updates, and staff gave updates on all they are working on as well.

Wednesday afternoon I attended the Policy Board Meeting of the Flint Hills Metropolitan Planning Organization. After the public comment opportunity, we got a financial update as well as an update from staff. KDOT provided an update on projects and construction in the area as well. Action items included approval of the February 19th meeting, approval of the 2025 UPWP Amendment #1, and discussion for a special meeting. Discussion items included Connect 2050 Financials-projected inflation rates, the 2025 CPG issues (2025 & 2026 budgets), and after that we adjourned the meeting. Also Wednesday afternoon I attended the retirement ceremony for Lynne Berry from the K-State Extension Department, 49 years with Riley County is just absolutely amazing. She really will be missed in that department by everybody here. Lastly on Wednesday afternoon I spoke with Kristin Brighton, President of the USD 383 School Board about putting together a small community task force to discuss the issue of RHID and in general area workforce housing challenges and seeing how we can put some kind of guideline or policy in place that everyone can work with moving forward.

Lastly, Thursday morning I attended the Policy Breakfast hosted by the Manhattan Area Chamber of Commerce with Eric Reid, Superintendent of USD 383 and Chris Holborn CTE Coordinator at USD 383 at the new DoubleTree by Hilton.

Focke's Comments:

Wednesday morning, I had my physical and it went well. All my “important numbers” are better than last year. Wednesday afternoon I met with Rich Vargo to discuss some county issues. After that, I attended the Rural Economic Development Committee meeting. I was asked what the county could focus on to encourage rural businesses, etc. It was a good conversation. We talked about housing that could be “infill” in some rural communities where some of the homes need to be replaced. The meeting ran a little later than usual, and I missed the retirement party for Lynne Berry, as I had to get home, walk the dog, and then go to bell choir practice at the church. In the evening, I reviewed the agenda and documents for today’s meeting.

Thursday morning, I attended the Chamber’s “Policy Breakfast” before the BOCC meeting. The meeting focused on Manhattan High School, with Chris Holborn, who spoke on their student programs preparing them for careers and continuing education.

McKinley's Comments:

After our meeting Monday I spent the rest of the day meeting with Rich Vargo, then Megan Lewis, and finally Anna Burson. We discussed a wide range of Riley County business.

Tuesday was the meeting with BHS to review progress on the EMS building and work on the plans for the EM building. Major discussion is still how to incorporate the storm shelter.

Wednesday was the monthly meeting of the Juvenile Detention Center in Junction City. The main item was reviewing the audit from Varney & Associates and everything thing looked good. Discussed the overflow option that is being worked out with Ottawa County because of their excess capacity. The end of the day I attended the retirement reception for Lynne Berry. I was there later and there was still a large crowd. I did find out that her husband has known my brother for a long time.

Business Meeting

3. Appoint Hannah Fehr and Kelly Karl to the Manhattan Urban Area Planning Board and approve Resolution

Move to appoint Hannah Fehr and Kelly Karl to the Manhattan Urban Area Planning Board and approve "Resolution No. 041725-13, A Resolution re-appointing representatives to the Manhattan Urban Area Planning Board."

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 Riley County Employee Action Forms for the following:

- Aaron Thompson, a new hire, as a Volunteer Firefighter, in the Fire District #1 Department, at a Range TASND.
- Maria Fuentes, a new hire, as a Raising Riley Clerk, in the Health Department, at a Range 5, at \$21.67 per hour.

5. Approve payroll/accounts payables (when completed)

Move to approve the payroll vouchers in the amount of \$743,504.00 and the following warrant vouchers for April 18, 2025:

2024 Budget

County General	\$	630.00
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TOTAL.	\$	630.00
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2025 Budget

County General	\$	667,363.90
Disaster Fund		83,067.11
Health Department		135,758.59
Court Services		450.00
County Auction		896.88
Motor Vehicle Operations		1,364.98
Capital Improvements Fund		158,566.80
Economic Development		-737.08
Emergency 911		2,662.40
Solid Waste		271,025.27
County Building		8,319.12
Road & Bridge Cap Project		12,367.68
RCPD Levy/Op		39,479.58
Landfill Closure		11,345.96
Riley Co Fire Dist #1		54,960.40
University Park W&S		6,288.14
Keats Capital Project		40,000.00
Hunters Island Water Dist		1,576.16
Carson Sewer Benefit Dist		2,008.38
Deep Creek Sewer		578.87
Moehlman Bottoms		561.46
Valleywood Operations		408.20
Terra Heights Sewer		664.16
Konza Water Operations		2,531.12
Lakeside Heights Sewer		216.21
KDOC Adult Services		14,427.33
KDOC Juvenile Services		4,982.08
KDOC Juv Reinvestment		1,269.24
BJA Grant		4,135.00
Kansas Fights Addiction		2,205.03

City Alcohol Funds	2,984.62
Caroline Peine Grant	584.30
GMCF Grant	470.00

TOTAL. \$ 1,532,781.89

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

Review Minutes

6. Board of Riley County Commissioners - Regular Meeting - Apr 14, 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

7. Tentative Agenda

Press Conference Topics

8. Discuss Press Conference

9:15 AM Amy Manges, Register of Deeds

9. Year-To-Date-Revenue

Manges presented a staff update.

9:30 AM

Bryant Parker, Counselor/Director of Administrative Services

10. Administrative Work Session

Parker said he has nothing to report and asked if the commissioners had any questions.

Parker said Prairie Paws is working on a proposal for the rest of the year.

11. Hargrave Fence View

Hansen discussed the fence view for tomorrow.

Move the Board of County Commissioners conduct the fence view as requested on Friday April 18th.

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

9:50 AM

Alvin Perez, Operations and Fleet Manager

12. Bid opening for chip seal

The Board of County Commissioners opened the following bids for the 2025 bituminous chip sealing:

<u>Company</u>	<u>Alternate #1 – Agg. 1</u>	<u>Alternate #2 – Agg. 2</u>	<u>Start Date</u>	<u>Working Days</u>	<u>Total Bid</u>
Vance Brothers 5201 Brighton Avenue Kansas City, MO 64130	\$216,475.00	None	August 1, 2025	10	\$216,475.00
Circle C Paving and Construction 630 E Industrial Street Goddard, KS 67052	\$184,074.66	None	August 1, 2025	3	\$184,074.66
APAC – Kansas, Inc. 302 Peyton St. Emporia, KS 66801	\$168,504.31	None	June 1-31, 2025	4	\$168,504.31
Bettis Asphalt & Construction, Inc. PO Box 1694 Topeka, KS 66601	\$180,480.00	None	June 16, 2025	4	\$180,480.00

Move to refer the bids to staff for evaluation and recommendation.

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

AYES: Ford, Focke, McKinley

9:55 AM Alvin Perez, Operations and Fleet Manager

13. Bid opening for asphalt overlay

The Board of County Commissioners opened the following bids for the 2025 asphalt overlay program:

<u>Company</u>	<u>Start Date</u>	<u>Working Days</u>	<u>Alternate #1</u>	<u>Alternate #2</u>
Bayer Construction Co., Inc. 120 Deep Creek Road Manhattan, KS 66505-0889	June 9 th	30	\$1,325,705.00	\$1,474,140.00
Shilling Construction Co., Inc. PO Box 1568 Manhattan, KS 66505	June 15 th	25	\$1,288,985.00	\$1,444,430.00

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 Sue Simmons, VITA Coordinator

14. Extension staff update

Skucius discussed the VITA program.

Simmons said this is the 20th year for the VITA program.

Simmons discussed the VITA program. Simmons said 1,089 taxes were prepared.

10:15 AM Brian Peete, RCPD Director

15. RCPD update

Friedline presented a Riley County Police Department update.

Hajek discussed the patrol division.

10:30 AM Amanda Webb, Planning/Special Projects Director

16. Comprehensive Plan Update - Subcommittee status

Webb presented the Comprehensive Plan update subcommittee status.

11:00 AM Jacob Hansen, Deputy County Counselor

17. BOCC Findings of Fact on Annexation of 5111 Murray Road, Manhattan, Kansas

Hansen discussed the annexation of 5111 Murray Road.

McKinley opened public comment.

No public comment.

McKinley closed public comment.

Move the Board authorize the County Counselor's office to draft a resolution consistent with the factual findings made during this meeting.

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

Adjournment

Move to adjourn after the Joint City/County/County Meeting at 4:00 p.m.

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

4:00 PM Joint City/County/County Meeting (at County Offices)

18. Joint City/County/County Meeting Agenda

Commissioner Ford absent.

Hallgren presented a Konza Prairie Community Health Center update.

Olds discussed RCPD funding and the Law Board.

The City Commissioners discussed changing the makeup of the meeting agenda to be an update from each the City of Manhattan, Riley County, and Pottawatomie.

4:41 Adjourned.