



**Board of Riley County
Commissioners
Regular Meeting
Minutes
April 21, 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
Diane Creek	Health Department Director	Present	8:30 AM
Vivienne Leyva	PIO	Present	8:30 AM
Gary Olds		Present	8:30 AM
Shannon Sterling	Legal Assistant	Present	8:30 AM
Shanika Rose	Chronic Disease Risk Reduction Coordinator	Present	8:30 AM
Ashlyn Easterday	Payroll Clerk	Present	8:30 AM
Jan Scheideman	Child Care Supervisor	Present	8:30 AM
Breva Spencer	Family Connections Supervisor	Present	8:30 AM
Jacob Clarke	Clinic Supervisor	Present	8:30 AM
Brittany Phillips	Budget and Finance Officer	Present	8:30 AM
Emma Loura	Manhattan Mercury	Present	8:35 AM
Jacob Hansen	Deputy County Counselor	Present	8:36 AM
John Ellermann	Public Works Director/County Engineer	Present	8:48 AM
Kaylyn Speth	WIC Supervisor	Present	8:30 AM
Heather Ritchey	Child Care Licensing Supervisor	Present	8:30 AM
David Adams	EMS/Ambulance Director	Present	8:50 AM
Michele Reid	Payroll, Benefits & Employee Relations Manager	Present	8:52 AM
Evan McMillan	Assistant County Engineer	Present	10:00 AM
Tande Lentz	Assistant Vehicle Supervisor	Present	10:00 AM
Doug Russell	Deputy Fire Chief of Operations	Present	10:00 AM
Megan Lewis	Community Corrections Director	Present	10:00 AM
Joseph Godown	Real Estate Specialist	Present	10:15 AM

Pledge of Allegiance

Public Comment

1. Public Comments

Olds discussed his appreciation of the Budget Brochure produced by the budget and finance officer in the Clerk's Office. Olds asked if it is possible to get more information on the pamphlet such as the demographics of Riley County. He suggested the dollar value of the revenue as well. He suggested a budget button as well on the Riley County website.

Olds said with regards to the 2026 budget that department heads are working on and when you get to the hearing hopefully next year's budget will go as smoothly as it did for you last year as you did an excellent job of getting to the RNR. Olds discussed the impact of payroll on the budget.

Sterling, REACH Chair, presented the Employee of the Month Award to Diane Creek, Health Department Director.

Commission Comments

2. Commission Comments

Ford's Comments:

First off hopefully everyone had a very wonderful and Happy Easter holiday. Hopefully you were able to spend some time with family and friends. I spent a quiet day at home but heard from many friends I have from across the country so it is nice to have an opportunity to catch up with everyone.

Thursday afternoon I was at the doctor doing some tests just to try and see where we are and possibly why. I got all my test results back late Friday afternoon and there is no red flags at the moment so that is certainly good.

Friday morning, I attended the Hargrave/Salzman fence view up in the north part of the county. Certainly, interesting as they all tend to be, hopeful we are able to work out a commendable solution at its conclusion as I think we may have a long way to go here. Enjoyed stopping by Sharp's Short Stop in Randolph post meeting as well, came home with useful things.

Saturday I spent my day cooking a 5 lb. brisket at home I bought at

Sharp's as mentioned before. It's the first time I tried doing so and I have to say it turned out amazing. I may have found a new hobby to say the least.

Tough weekend for K-State baseball as they went to Lawrence and got swept by the Jayhawks. Good weekend for the K-State women's team as they picked up a couple of new recruits including the daughter of an NBA All-Star.

Took some time Sunday afternoon to catch up on correspondence and getting prepared for this week's KCCA Conference here at the Hilton Garden Inn. I think it's going to start picking back up.

Focke's Comments:

Thursday afternoon I attended a focus group discussion at the Senior Center. It was geared toward health care and other issues facing seniors in the community and was sponsored by the North Central Flint Hills Area on Aging. It was an interesting and informative forum.

Later that afternoon, I attended the Joint City/County/County Meeting hosted by the BOCC in our chambers. An update was given by Dani Hallgren of the Konza Prairie Community Health Center. That evening, I attended Maundy Thursday services at my church.

Friday, the commissioners, county counselor, deputy county counselor, and county clerk had a fence view in the northern part of the county. There is a dispute between two landowners on whether, where and who pays for a fence between the parties. The deputy county counselor did a good job of keeping the discussion in focus.

Friday evening, I attended Good Friday services at my church.

Saturday, I spent most of the day relaxing and catching up on paperwork and things around the house and yard and was able to get some roses and other plants fertilized before the rain.

Sunday, I played in the bell choir at my church for both Easter services. Afterward, I went to lunch at some friends' house for Easter dinner. Later, I went over documents for today's meeting and the agenda items for the Law Board meeting this afternoon.

McKinley's Comments:

Thursday afternoon was the quarterly board meeting for aTa Bus. Staff was there, auditor was there for his report but I was the only board

member that showed up. They are going to reschedule. From there I came down here for the Joint City/County/County meeting. We heard an update on Konza Health center by Dani Hallgren. It was also discussed to change these meetings for better cooperative information. After that I went to a grandson's soccer game coached by one of the aTa Bus staff.

Friday was another fence view. It seems to be required to have difficult weather at these. It was cold and windy on the hill. We heard from both landowners and viewed the area in question. We will be making a final ruling at a later meeting.

Business Meeting

3. Sign Riley County Employee Action Form(s)

The Board of County Commissioners signed Riley County Employee Action Forms for the following:

- Ashley Martinek, an Election Day Worker, in the Election Department, for Separation from County Service, effective April 30, 2025.
- Keane Adolph, for a promotion, as a Parts and Purchasing Agent, in the Public Works Department, at a Range 12, at \$29.52 per hour.

Review Minutes

4. Board of Riley County Commissioners - Regular Meeting - Apr 17, 2025 9:00 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

5. Tentative Agenda

Press Conference Topics

6. Discuss Press Conference

The Board discussed holding a meeting with officials from USD 383 and City of Manhattan on the RHID proposals.

9:00 AM**Brittany Phillips, Budget and Finance Officer**

7. Purchase Card Clean Up

Phillips discussed the purchase cards cleanup.

9:15 AM**David Adams, EMS/Ambulance Director**

8. Staff Update

Adams presented the EMS/Ambulance update.

9:30 AM**Press Conference**

9. Public Notice - Alvin Perez (1-2 minutes)

Ellermann said a structure replacement project on Alert Road is scheduled to begin Tuesday, April 22, 2025. The project is located approximately 1/10-mile north of Pleasant Hill Road. Alert Road will be closed to through traffic during construction from the Pleasant Hill Road north to Seven Springs Road. The project is expected to be completed by Wednesday, April 23, 2025, weather permitting.

9:35 AM**Breva Spencer, Maternal and Child Health Supervisor**

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

10. Flint Hills Volunteer Center MOU

Spencer presented the Flint Hills Volunteer Center MOU.

Move to approve the updated Memorandum of Understanding (MOU) between the Riley County Health Department and the Flint Hills Volunteer Center.

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

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

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

9:40 AM

John Ellermann, Public Works Director/County Engineer

11. Request to fill Public Works Operator Position

Ellermann presented the request to fill the Public Works Operator I or II position.

Move to approve the Public Works Department advertise to hire for the Public Works Operator 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 Public Works Operator I or II, in the Public Works Department, at a Range 7.

12. Public Works Reorganization and Request to Fill

Ellermann presented the reorganization of the Public Works

Department and to fill the position of Assistant Operations/Fleet Manager and Traffic Control Crew Chief.

Move to approve the reorganization of the Public Works Department and to fill the positions of Assistant Operations/Fleet Manager and Traffic Control Crew Chief as presented.

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

10:00 AM Vivienne Leyva, Elizabeth Ward, Tande Lentz, Megan Lewis, Doug Russell, Evan McMillan

13. Participant Experiences from 2024 Leadership Programs

Leyva presented the participants experience from 2024 Leadership Programs.

Lewis spoke on her positive experience in the NACo High Performance Leadership Course.

Lentz discussed her positive experience in the Flint Hills Regional Leadership Program.

Russell discussed his positive experience in the NACo High Performance Leadership Course.

McMillan discussed his positive experience in the Flint Hills Regional Leadership Program.

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

14. Administrative Work Session

Parker said he did not have anything to report today.

15. Pending County Projects County Counselor

McKinley asked about the Firing Range cleanup status.

Parker said Riley County will do some road improvements to the level it was in 1995 when the county started the lease. He said Riley County

will follow the consultant's recommendation on the potential cleanup.

16. Resolution Making Findings Concerning The City Of Manhattan's Request To Annex A .98 Acre Tract Of Land

Hansen presented the resolution for the City of Manhattan annexation request.

Hansen discussed the deliberation of the fence view held on Friday.

Move to approve "Resolution No. 042125-14, Resolution making findings concerning the City of Manhattan's Request to annex a .98 acre tract of land."

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

Parker discussed the Paving Benefit District for the Peterson Ranch subdivision.

10:26 AM Adjournment

Move to adjourn.

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

12:00 PM Law Enforcement Agency Meeting

17. Law Board Meeting Agenda