



**Board of Riley County
Commissioners
Regular Meeting
Minutes
April 24, 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
Cindy Kabriel	Senior Administrative Assistant	Present	8:30 AM
Bryant Parker	Counselor/Director of Administrative Services	Present	8:30 AM
Anna Burson	County Appraiser	Present	8:30 AM
Brittany Phillips	Budget and Finance Officer	Present	8:30 AM
Elizabeth Ward	Human Resources Director	Present	8:30 AM
Robert Voelker		Present	8:30 AM
Michele Reid	Payroll, Benefits & Employee Relations Manager	Present	8:31 AM
Jacob Hansen	Deputy County Counselor	Present	8:33 AM
Diane Creek	Health Department Director	Present	8:45 AM
Emma Loura	Manhattan Mercury	Present	8:50 AM
Barry Wilkerson	County Attorney	Present	8:58 AM
Vivienne Leyva	PIO	Present	8:53 AM
Russel Stukey	Emergency Management Director	Present	9:07 AM
Doug Russell	Deputy Fire Chief of Operations	Present	9:10 AM
John Ellermann	Public Works Director/County Engineer	Present	9:16 AM
Jared Tremblay	Flint Hills MPO Planning Manager	Present	9:24 AM
Jake Konrardy	Deputy Fire Chief of Administration	Present	9:55 AM
Cory Meyer	IT/GIS Director	Present	9:55 AM
Grant Bannister	District Court Judge	Present	10:20 AM
Al Blubaugh		Present	11:07 AM

Pledge of Allegiance

Public Comment

1. Public Comments

Commission Comments

2. Commission Comments

Ford's Comments:

Monday afternoon I met with Barry Wilkerson, Riley County Attorney to discuss a few items, including needs for his office moving forward, needs for a judicial center, the onset of crime and activity, and the Corrections Center at RCPD just to name a few. Not always the best subjects to discuss but certainly needed at this time for clarity moving forward.

Monday evening, I attended the opening reception for the KCCA Conference which was here in Manhattan this year at the Flint Hills Discovery Center. Being biased a bit, although I got of great and positive feedback, it might have been one of the best ceremonies for this event during my tenure just due to its uniqueness.

Tuesday I attended day one of the KCCA Conference at the Hilton Garden Inn. It was as always a busy day with opening remarks from Dan Woydziak, President KCCA, Butler County Commissioner followed by welcome from Riley County Commission Chair Greg McKinley and City of Manhattan Mayor Karen McCulloh. First speakers were Jay Hall, Deputy Director & General Counsel, KAC and Mike Taylor, KCCA Lobbyist | Strategy Consultants owner. They both gave a 2025 Kansas Legislative Session update. Next Speaker was Joseph Beaulieu, Managing Director, Sylint-Part of Crowe LLP, and he discussed Cybersecurity in Kansas: Readiness, Response and Resilience. Next we heard from Dan Meyerhoff, Executive Director, Kansas Association of Conservation Districts, and he gave a presentation on Conservation Districts: Empowering Local Communities to Protect our Natural Resources. Next speaker was Troy Tabor, Director of Innovation Intelligence, College of Innovation and Design at Wichita State University, he gave a lunch presentation on Digital Literacy: Practical AI. Next speaker was Kristy Baughman, Executive Director, United Community Services of Johnson County, her presentation was Building Prosperity: Addressing Housing Needs, Supporting Economic Growth. Next presentation was Aaron Davis, Center for Public Health Initiatives, Wichita State University, and Bruce Chladny, Executive Director, KAC and they discussed the Help Shape the Kansas County Commissioner Executive Certificate a Listening Session for a new Commissioner Training Program. Next we had our typical Commissioner Conversation by Population Breakout Session which was cut short by a surprise discussion with Kansas

Senator Caryn Tyson to end the day one session.

Tuesday evening there was a Social, Dinner and Networking Event hosted by the KCCA there at the Hilton Garden Inn as well.

Wednesday morning marked Day 2 of the KCCA Conference took place with Commissioner breakout reports followed by a NACo Membership Update with Keith Becker, Kansas NACo Rep/McPherson County Commissioner and Nicole Weissman, Managing Director of Communication for NACo and she discussed the various programs, events and service being provided by NACo. Next we heard from Allen Vinyard, CSP, Director of Industrial Safety, Kansas Dept. of Labor and he discussed employee safety help and where to find it. Next speaker was Randy Bowman, Executive Director, Kansas Association of Local Health Departments, and he discussed the Commissioners roles and responsibilities for public health. Last we heard from Kyle Kessler, Executive Director Association of Community Mental Health Centers of Kansas, and Michelle Ponce, Associate Director, Association of Community Mental Health Centers of Kansas, and they discussed the role of counties in the Kansas community mental health system. We followed up with some concluding remarks and announcements to complete the 2025 conference

Wednesday over the lunch hour I attended the Spring Luncheon of the Established Business Leaders at the Midwest Dream Car Collection. Guest speaker was City of Manhattan Manager Danielle Dulin. She discussed several items and initiatives taking place in the city including construction, work in downtown and Aggieville, housing, East Gateway, CiCo Park, and the 2026 city budget to name a few. Excellent turnout for this lunch event as well as several really good questions as well.

Focke's Comments:

Monday afternoon, I attended the Law Board meeting at City Hall. It was a lengthy agenda. Some items of major discussion were the proposed shared cost of the School Resource Officers Program, Fake St. Patty's Day final analysis, and upcoming budget development issues. Other reports were made on the jail inmate population, review of the monthly Crime Report, and three police officers were promoted.

Tuesday morning, I attended the annual Kansas County Commissioners Association Conference at the Hilton Garden Inn Conference Center. I wasn't feeling well so left at lunch time. I had some stomach bug but felt better on Wednesday and attended the conference until it concluded at noon. There were presentations by NACo, the Kansas Department of Labor, The Kansas Association of Local Health Departments, and the

Kansas Community Mental Health System and a lengthy discussion of Community Mental Health Centers (CMHC's). Our region is served by Pawnee Mental Health. It was an informative session on the County Commissioners' legal responsibilities in public health issues. Afterward, I went over today's meeting agenda and documents and followed up on phone calls, e-mails, and schedule for the rest of the week.

McKinley's Comments:

After our meeting Monday was the Law Board meeting. There was a lot of discussion on School Resource Officers and then the first look at the budget. A brief 3-hour meeting.

Monday evening was the opening reception for the KCCA Conference at the Discovery Center.

Tuesday and Wednesday were the KCCA conference. There were a lot of good presentations. Some of the ones I received the most information were the legislative update and strengthening cybersecurity. There was also a visit from State Senator Caryn Tyson which lead to some interesting conversations.

Wednesday afternoon my wife and I made our first visit to the Museum of Art +Light. The show is really amazing. We will have to go back to spend more time on the top two floors. Ran into our museum staff having a meeting about getting the Kansas Museum Association annual conference in Manhattan in a few years.

Business Meeting

3. 2024 Audit Engagement Letter

Move to approve the engagement letter required by Riley County prior to James Gordon & Associates CPA, P.A. commencing 2024 audit services.

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

4. Resolution Appointing the County Appraiser

Move to approve "Resolution No. 042425-15, A Resolution reappointing the county appraiser for Riley County Kansas."

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:

- Election Day Workers (listed below), in the Election Department, for Separation from County Service, effective April 16, 2025.

1. Susan Marie Bryan
2. David E Ekart
3. Jessica Diane Larabee
4. Connie Lee Noble
5. Betty Ann Banner
6. Mary Beth Braun
7. Sara L Fisher
8. Linda Ann Ford
9. Allen Steve Frazier
10. Dennis W Irvin
11. Emily Sue Kerr
12. Danny Lee Kerr
13. Charles W Marr
14. Beth Ann Riley
15. Dyna M O'Dea
16. Patricia L Petty
17. Marsha Diane Tannehill
18. Diane A Wagner
19. Sandra D Avalos
20. Paul Herman Dittmar
21. Helinna Bontrager
22. Donna Rodriguez
23. David E Schafer
24. Wesa Iona Brantl
25. Corey Lynn Ptacek
26. Kiku Nagai-Velasquez
27. Kamaranga Peiris
28. Scout Elanor Molder
29. DeAnn Breault
30. Amber Shuman
31. Sufian Khmous
32. Andrew Hutchinson
33. Joan Phinisey
34. David J Alexander
35. Colin Cooper
36. Maddison Bridgers

- 37. Carlene Frost
- 38. Nathan Lee
 - Annaliese Trout, a rehire, as an Election Day Worker, in the Election Department, at a Range TASND.

Review Minutes

- 6. Board of Riley County Commissioners - Regular Meeting - Apr 21, 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

9:00 AM **Barry Wilkerson, Attorney**

- 9. Staff update

Wilkerson presented a staff update.

9:15 AM **Bryant Parker, Counselor/Director of Administrative Services**

- 10. Administrative Work Session

Parker discussed nuisances.

Parker discussed the fireworks resolution.

Hansen discussed the fence view.

9:35 AM Jared Tremblay, MPO Planning Manager

11. US-24 Study & Cost/Benefit Analysis update

Tremblay discussed the US-24 Study & Cost/Benefit Analysis. Tremblay asked if the commissioners would like to move forward with the amount of funding of \$115.8k for the corridor study, \$17.5k for the cost benefit analysis for a total of \$133.3k.

The Board of County Commissioner agreed by consensus to move forward.

9:50 AM Vivienne Leyva, PIO

12. April 2025 Communications Update

Leyva presented a PIO update.

10:05 AM Russel Stukey, Emergency Management Director

13. Authority Having Jurisdiction for EM/Fire/EOC remodel

Stukey discussed authority having jurisdiction for the EM/Fire/EOC remodel.

Move to approve Riley County retain AHJ on the EM/Fire/EOC remodel project and submit plans for review to the State Fire Marshal's office and utilize the standard Riley County permitting process for a remodel project in the county.

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

14. Relocation of EM/Fire offices

Stukey discussed relocating the EM/Fire offices to the FCRC while

windows are being replaced.

Move to approve relocating the EM/Fire offices temporarily to the former Konza space in the FCRC and for them to remain there until their new facility remodel is completed.

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

10:25 AM

John Ellermann, Public Works Director/County Engineer

15. Request to fill an open Mechanic Technician II Position

Ellermann presented a request to fill a Mechanic Technician II position.

Move to approve the Public Works Department refill the open Mechanic Technician II position.

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 Mechanic Technician II, in the Public Works Department, at a Range 8.

16. Request for Qualifications for Judicial Services Space Needs Study

Ellermann presented the RFQ for the judicial services space needs study.

Move to approve the RFQ for the Judicial Services Space Needs Study with the changes discussed to add a site visit and begin the consultant selection process.

10:45 AM

Bryant Parker, Counselor/Director of Administrative Services

17. 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 Bryant Parker, Riley County Counselor, attorney for the commission, Elizabeth Ward, Human Resources Director; Brittany Phillips, Budget and Finance Officer; Diane Creek, Health Department Director 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.

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

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

11:06 AM

Alan Blubaugh

18. Alan Blubaugh Easement Request

Ellermann discussed a request from Alan Blubaugh for an easement.

Blubaugh discussed the easement.

Move to approve staff work with Mr. Alan Blubaugh to draw up an access easement.

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

11:25 AM**Adjournment**

Move to adjourn.

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