



**Board of Riley County
Commissioners
Regular Meeting
Minutes
April 28, 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
Brittany Phillips	Budget and Finance Officer	Present	8:30 AM
Gary Olds		Present	8:30 AM
Russel Stukey	Emergency Management Director	Present	8:30 AM
Anna Burson	County Appraiser	Present	8:30 AM
Elizabeth Ward	Human Resources Director	Present	8:31 AM
Emma Loura	Manhattan Mercury	Present	8:30 AM
John Ellermann	Public Works Director/County Engineer	Present	8:33 AM
Jacob Hansen	Deputy County Counselor	Present	8:33 AM
Bob Isaac	Planner	Present	8:43 AM
Joe Godown	Real Estate Specialist	Present	9:15 AM
Susan Boller	Elections Manager/Deputy County Clerk	Present	9:18 AM
Amanda Webb	Planning/Special Projects Director	Present	9:30 AM
Vivienne Leyva	PIO	Present	9:30 AM
Kaylyn Speth	WIC Supervisor	Present	10:05 AM
Diane Creek	Health Department Director	Present	10:05 AM
Megan Lewis	Community Corrections Director	Present	10:25 AM
Jessie Hubbard	Administrative Assistant II	Present	10:25 AM

Pledge of Allegiance

Public Comment

1. Public Comments

Olds addressed his thoughts on RHID. Olds said to please keep in mind the taxpayers when discussing RHID.

Stukey said there is a chance for severe weather today.

Commission Comments

2. Commission Comments

Ford's Comments:

Thursday afternoon I met with Harry Watts from the Manhattan Area Technical College to discuss several items related to the school, the foundation board, and area impact from the programs they provide and the workforce they are producing. Very good dialog was had and some of the information I was able to receive is going to be good to know moving forward.

Friday afternoon I met with Kaylyn Speth WIC Supervisor for the Riley County Health Department. There are some questions and concerns over the service being provided at Fort Riley, mostly logistical and the cost associated with it, and it took some time to go through the mid year adjustment that she will be discussing with us here a bit later. We plan on discussing our concerns with KDHE and we will go from there. I met with John Armbrust former Director of the Kansas Governor's Military Council and Military Relations Advisor for Fort Riley. We discussed some local items of interest, Fort Riley, and some rural economic related projects during our time as well. Late Friday afternoon I met with Jacob Hansen, Deputy Riley County Counselor to discuss the upcoming Housing Task Force, and some brainstorming for an RHID/tax exemption education campaign. Thought we came up with some pretty good ideas during our dialog, more on that at a later date.

Focke's Comments:

Thursday afternoon I had a meeting with Jeff Wick, Chief Executive Officer of WTC concerning the RHID proposed on Little Kitten Avenue. We had a good conversation on the pros and cons of the proposed project with a good discussion. We also talked about infill projects in established neighborhoods and how they could be used in this program.

Friday, I had a short meeting with the County Attorney, had a hair appointment and that evening attended the spring musical of the Fort Riley Middle School. My good friend is the teacher of Choir and Drama at the school and this is her second year of producing a spring

musical. This year it was “Alice in Wonderland” and it was really great for students that age.

Saturday, I went to the “Be Able” open house. I had toured the facility several weeks ago, but they had the newly remodeled houses that will be utilized for men that want to make changes in their lives and need a place to stay as they work with programs and counselors to put their lives back together. Be Able has been working on two houses that will provide space for about 24 men. There were a lot of people touring the entire facility and learning about the services they offer. It is really impressive in what they are doing to make changes in people’s lives.

Sunday afternoon I went to a presentation by the Riley County Genealogical Society on the history of Swedish Lutheran immigrants in Walsburg and the development of several towns around their churches. It was a real interesting program and a lot of people in attendance. Later, I tried to open the BOCC packet, normally accessible on my home computer, but was unable to review today’s packet and agenda documents. Will have to check with IT to see what the problem is.

McKinley's Comments:

Came into the office Friday and worked on cleaning up some files. Met with Cory Meyer to discuss some things that were brought up at the KCCA conference and IT issues in general. Also met with Amanda Webb about a nuisance property that I had calls about. This is one of several we are working on and I relayed the most current information to the resident.

Other than that, spent I a lot of windshield time. My wife went to Topeka Friday, we both went to Topeka on Saturday, and then went to Kansas City on Sunday.

Business Meeting

3. Elevator Modernization Project - TK Elevator Contract

Move to approve the Agreement with Amendment No. 1 with TK Elevator Corporation for the Elevator Modernization Project that consists of upgrading elevators in the Courthouse, Carnegie Building and the Health Department in the amount of \$523,762 for all three elevators.

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

SECONDER:	John Ford, County Commissioner
AYES:	Ford, Focke, McKinley

4. Alan Blubaugh Travel Easement

Move to approve the Travel Easement with Alan Blubaugh.

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

5. Sign a Tax Roll Corrections

Move to approve the Tax Roll Corrections.

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

6. Sign Riley County Employee Action Form(s)

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

- Kristine Tiroch, a new hire, as an Election Day Worker, in the Election Department, at a Range TASND.
- Brett Wege, for a promotion, as a Traffic Control Crew Chief, in the Public Works Department, at a Range 7, at \$23.36 per hour, effective April 28, 2025.
- Denise Dixon, a new hire, as a Customer Service Rep I, in the Treasurer Department, at a Range 4, at \$19.75 per hour.
- Lilyann Thompson, a new hire, as a WIC Intern, in the Health Department, at a Range TASND.

7. Sign Riley County Position Action Form(s)

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

- Assistant Operations Manager, in the Public Works Department, at a Range 18.
- Traffic Control Crew Chief, in the Public Works Department, at a Range 7.

Review Minutes

8. Board of Riley County Commissioners - Special Meeting - Apr 18, 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

9. Board of Riley County Commissioners - Regular Meeting - Apr 24, 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

Press Conference Topics

10. Discuss Press Conference

Review Tentative Agenda

11. Tentative Agenda

9:00 AM

Michael Rezkella, Pawnee Mental Health Services Director

12. Pawnee Mental Health Services update

Rezkella presented a Pawnee Mental Health Services update.

Rezkella said the month of May is mental health month.

9:15 AM Bob Isaac, Planner

13. Plat a 2-acre tract of land into a single residential lot.

Isaac presented the request to plat a 2-acre tract of land into a single residential lot for Gerken.

Move to approve “Resolution No. 042825-16, A Resolution approving the Gerken Addition plat and accepting the street rights of way, easements and licenses as shown to be dedicated on said plat,” as it has been determined that the minimum requirements of the Riley County Land Development Regulations, Articles 26-5, 26-8 and 26-9 of the Manhattan Development Code and Riley County Sanitary Code have been met.

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

9:30 AM Press Conference

14. Election Office Closure May 1st and 2nd - Susan Boller (1-2 minutes)

Boller announced the Riley County Election Office will be closed Thursday, May 1st and Friday, May 2nd for election staff to attend a mandatory statewide elections training.

15. Personal Property Notice of Values mailing on April 29th - Anna Burson (2 minutes)

Burson announced the 2025 Personal Property Notice of Values will be mailed April 29th in accordance with the Kansas statute. Burson said if the information doesn't accurately reflect the property they own that is subject to taxation as of January 1, 2025 or if they wish to appeal the valuation they need contact the Appraiser's Office no later than May 15th.

9:40 AM Amanda Webb, Planning/Special Projects Director

16. Consider and approve the annual review of the Riley County Solid Waste Management Plan as completed by the Riley County Solid Waste Management Committee

Webb presented the annual review of the Solid Waste Management Plan.

Move to approve the Solid Waste Management Plan annual review for 2025 and forward to the Kansas Department of Health and Environment.

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

17. Comprehensive Plan Update

Webb presented a Comprehensive Plan update.

10:10 AM

Kaylyn Speth, WIC 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

18. WIC FY2025 Budget Revision Request

Speth presented the FY2025 WIC Local Agency Budget revision request.

Move to approve the FY2025 WIC Local Agency Budget revision.

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

10:30 AM Megan Lewis, Community Corrections Director

19. Community Corrections Staff Update

Lewis presented a staff update.

20. FY26 Adult Services Comprehensive Plan Revision

Hubbard presented the revision to the FY2026 Adult Comprehensive Plan Grant.

Move to approve the FY2026 Adult Comprehensive Plan Grant.

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

21. FY26 Juvenile Services Comprehensive Plan Revision

Hubbard presented the revision to the FY2026 Juvenile Comprehensive Plan Grant.

Move to approve the FY2026 Juvenile Comprehensive Plan Grant revision.

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

22. FY25 3rd Quarter Juvenile Services Line-Item Adjustments

Hubbard presented the line-item adjustments for the 3rd Quarter Adjustment Report.

Move to approve the line-item transfers for the 3rd Quarter Budget Adjustment Report.

RESULT:	ADOPTED [UNANIMOUS]
----------------	----------------------------

MOVER:	John Ford, County Commissioner
SECONDER:	Kathryn Focke, County Commissioner
AYES:	Ford, Focke, McKinley

10:45 AM**Amanda Webb, Planning/Special Projects Director**

23. Public Hearing - Petition to Create Peterson Ranch Street Benefit District

Webb discussed the creation of Peterson Ranch Street Benefit District.

McKinley opened the public hearing.

Blecha said it was a thought from the beginning that Thomas Wiard Road would be paved.

McKinley closed the public hearing.

Move to approve the creation of the Peterson Ranch Street Benefit District.

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

Move to approve the "Resolution No. 042825-17, A Resolution declaring the necessity and advisability of making an internal improvement in Riley County, Kansas, and describing the general nature of the improvement, the estimated or probable cost thereof, the extent of the improvement district to be assessed for the cost thereof, the method of assessment, and the apportionment of the cost between the improvement district and the county; and authorizing the improvement in accordance with the findings of the Board of County Commissioners."

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

10:54 AM**Adjournment**

Move to adjourn after the Intergovernmental Luncheon.

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

12:00 PM Intergovernmental Luncheon

24. Intergovernmental Luncheon Agenda