



**Board of Riley County
Commissioners
Regular Meeting
Minutes
May 01, 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
Vivienne Leyva	PIO	Present	8:30 AM
Emma Loura	Manhattan Mercury	Present	8:33 AM
Rob Voelker		Present	8:33 AM
Ashlyn Easterday	Payroll Clerk	Present	8:38 AM
Michele Reid	Payroll, Benefits & Employee Relations Manager	Present	8:41 AM
Elizabeth Ward	Human Resources Director	Present	8:53 AM
Barry Wilkerson	County Attorney	Present	9:11 AM
Bob Isaac	Planner	Present	9:38 AM
Carson Lang		Present	9:38 AM
Cory Meyer	IT/GIS Director	Present	10:29 AM
Jacob Hansen	Deputy County Counselor	Present	10:29 AM
David Adams	EMS/Ambulance Director	Present	11:12 AM
Diane Creek	Health Department Director	Present	11:12 AM
Kile Morrison	Archimages, Inc.	Remote	11:21 AM
Russel Stukey	Emergency Management Director	Present	11:22 AM
Andrew Gerth	BHS	Present	11:22 AM

Pledge of Allegiance

Public Comment

- Public Comments

Parker requested the following changes to today's agenda.

- Move Noxious Weed presentation to 10:15 a.m. with no Counselor's Administrative Work Session.
- Add an executive session at 9:15 a.m. with County Attorney to discuss a performance matter of non-elected personnel, for the purpose of discussing the work conduct of an employee.
- Executive session at the end of the meeting with County Counselor to discuss a performance matter of non-elected personnel, for the purpose of discussing the terms of employment of an employee.

The Board agreed by consensus to the following:

- Move Noxious Weed presentation to 10:15 a.m. with no Counselor's Administrative Work Session.
- Add an executive session at 9:15 a.m. with County Attorney to discuss a performance matter of non-elected personnel, for the purpose of discussing the work conduct of an employee.
- Executive session at the end of the meeting with County Counselor to discuss a performance matter of non-elected personnel, for the purpose of discussing the terms of employment of an employee.

Commission Comments

2. Commission Comments

Ford's Comments:

Happy Mayday everybody, it's hard to believe we are closer to the middle of the year than we are the beginning of it at this point.

Monday afternoon I attended the Intergovernmental Luncheon at Rockin K's which of course we are hosting this year. We started off by listening in on a Topeka National Weather Service Webinar in lieu of Monday night's severe weather. Two quick take aways for me, one was just how accurate their forecast actually was, and how two Emergency Management Directors that were on the call, I actually knew. Next we got an update and presentation from the Food and Farm Council/Nourish and then we got our usual updates from everybody in attendance.

Tuesday evening, I met with Riley County Counselor Bryant Parker to discuss some relevant items of interest and to get updated on a couple of items that will be coming up shortly. Had a good dialog, got my question and concerns addressed on those items as well.

Lastly I wanted to mention the RHID process that is working its way through Leavenworth County currently. There is a development project in the works in the city of Lansing and the city and it have become

contentious enough they have had to schedule a second Public Hearing which will take place this evening during their meeting. Also, the County is quickly working to draft a policy of their own for this process as well, which they discussed in their meeting last Wednesday April 23rd. It is worth a watch because this policy actually has a lot of similarities to the one we have drafted. I have reached out to the three commissioners I know to get some more depth and feedback as well as copy of it for review. Just thought it was worth mentioning at this point all things considered.

Focke's Comments:

Monday I attended the Intergovernmental Luncheon at Rockin K's event space. Presentations included a National Weather Service Webinar from Topeka that Russel Stukeley shared with the group. Severe weather was forecasted for the evening, which we received. After the meeting I had an evaluation for water P.T. at the Via Christi Therapy Center. I will be starting that, this week.

Later that afternoon I attended a presentation on the Marlatt Homestead at Seaton Hall on the KSU campus. A group of students studied and presented a proposal to revamp and renovate the property built and occupied by the Frances Marlatt family in the 1800's. It is south of the soccer field and has been used for storage for many years. The students had a site plan, floor plans for the various buildings, and estimates for the project.

Tuesday I had a dental appointment for most of the afternoon.

Wednesday I spent time going over today's agenda and documents. I had a meeting with Wayne Sloan on the RHID proposal on Little Kitten. Later that evening, I practiced with the bell choir at my church.

McKinley's Comments:

Monday at 12:00 (noon) was the Intergovernmental Luncheon. We had a presentation by Vickie James on the Food and Farm Council programs. The most impressive to me is the food recovery program. This program collects extra food from restaurants and caterers and redistributes it to places in the area that can use it.

Tuesday was the construction meeting for EMS and planning meeting for the EM remodel. David Adams has a report on the EMS building later. The final detail for the EM remodel was the storm shelter location and design. This was resolved so that the architect can proceed with final design drawings.

After that meeting I met with Bryant Parker on a nuisance property I have been getting calls on. I then met with Diane Creek and Bryant Parker on health department issues.

Business Meeting

3. Highway Use Permit, 2025-004 WTC Fiber Optic Cable

Move to approve the Highway Use Permit granting WTC permission to bore/plow new fiber optic cable as shown on the maps.

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

4. Action on Mobile Device Reimbursement Request Form

Move to approve the Mobile Device Reimbursement Request Form.

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 a Riley County Employee Action Form for Nancy Rocheleau, a new hire, as an Election Day Worker, in the Election Department, at a Range TASND.

6. Approve payroll/accounts payables (when completed)

Move to approve the payroll vouchers in the amount of \$753,677.94 and the following warrant vouchers for May 2, 2025:

2024 Budget

County General	\$ 2,990.76
TOTAL.	\$ 2,990.76

2025 Budget

County General	\$ 442,238.78
Disaster Fund	567,236.53
Health Department	89,526.06
Motor Vehicle Operations	187.01
Capital Improvements Fund	25,636.00
Economic Development	1,474.19
Emergency 911	2,236.37
Solid Waste	11,224.59
County Building	1,473.32
RCPD Levy/Op	3,409.00
Riley Co Fire Dist #1	13,463.60
University Park W&S	3,137.71
Keats Capital Project	4,650.00
Hunters Island Water Dist	2,459.93
Deep Creek Sewer	100.00
Moehlman Bottoms	1,131.83
Terra Heights Sewer	486.22
Terra Heights Sinking	793.92
Konza Water Operations	3,684.10
KDOC Adult Services	4,856.00
KDOC Juvenile Services	4,469.76
KDOC Juv Reinvestment	1,149.24
BJA Grant	1,060.87

TOTAL. \$ 1,186,085.03

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

Review Minutes

7. Board of Riley County Commissioners - Regular Meeting - Apr 28, 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 Elizabeth Ward, Human Resources Director

10. Human Resources Monthly Update

Ward presented the Human Resources update.

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

11. Administrative Work Session

9:15 AM Executive Session

Move the County Commissioners, including Chairman McKinley, Vice Chairwoman Focke, and Commissioner Ford, with Barry Wilkerson, County Attorney, 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 9:30 a.m.

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

9:30 AM 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

9:30 AM Anna Burson, Appraiser

12. Appraiser's Office May Staff Update

Burson presented the Appraiser's Office update.

9:45 AM Bob Isaac, Planner

13. Rezone an unplatted tract of land from AG (Agricultural District) to SF-1 (Single Family Residential).

Isaac presented the rezone to SF-1 Lang application.

Move to approve "Resolution No. 050125-18, Resolution amending the zoning map of Riley County concerning the use of certain real estate located in Wildcat Township," rezone an unplatted tract of land from AG (Agricultural District) to SF-1 (Single Family Residential) and associated development site plan.

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

10:00 AM Amanda Webb, Planning/Special Projects Director

14. Planning & Development - Staff Update

Webb presented the Planning & Development staff update.

10:15 AM Michael Boller, Noxious Weed/HHW Director

15. Staff Update

Boller presented the Noxious Weed/HHW report.

10:30 AM Brittany Phillips, Budget and Finance Officer

16. 2026 Appropriation Discussion

Phillips presented the request of the Food and Farm Council.

The Board discussed the request.

McKinley stated it is because there is a grant available to apply for but requires a match.

The Board agreed by consensus to consider a match next year based on available funding.

10:40 AM Jessie Hubbard, Community Corrections Administrative Assistant II

17. County Special Alcohol Fund Allocations

Hubbard presented the County Special Alcohol fund allocation.

Move to approve funding to Be Able in the amount of \$5,000.00, Court Services 21st Judicial District in the amount of \$2,554.37, the Ogden Community Center in the amount of \$2,500.00, and to table the application from the Manhattan Emergency Shelter, Inc., pending further review.

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

10:45 AM Brittany Phillips, Budget and Finance Officer

10:45 AM 18. Executive Session to discuss security measures

Move that the County Commissioners, including Chairman McKinley, Vice Chairwoman Focke, and Commissioner Ford, with Bryant Parker, County Counselor and Jacob Hansen, Deputy County Counselor, attorneys for the Commission; and Brittany Phillips, Budget and Finance Officer; Cory Meyer, IT/GIS Director; Rich Vargo, County Clerk; and Mike Widman, C&W Insurance, recess into executive session to discuss matters relating to security measures that protect a public body or agency, public building or facility or the information system of a public body or agency, which would be jeopardized if discussed in an open meeting, an exception to the Kansas Open Meetings Act, for the purpose of discussing information technology security matters of the county, the open meeting to resume in the County Commission Chambers at 11:00 a.m.

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

11:00 AM 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 no binding action was taken during the executive session.

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

11:00 AM Executive Session

Move that the County Commissioners, including Chairman McKinley, Vice Chairwoman Focke, and Commissioner Ford, with Bryant Parker, County Counselor and Jacob Hansen, Deputy County Counselor, attorneys for the Commission; and Brittany Phillips, Budget and Finance Officer; Cory Meyer, IT/GIS Director; Rich Vargo, County Clerk; and Mike Widman, C&W Insurance, recess into executive

session to discuss matters relating to security measures that protect a public body or agency, public building or facility or the information system of a public body or agency, which would be jeopardized if discussed in an open meeting, an exception to the Kansas Open Meetings Act, for the purpose of discussing information technology security matters of the county, the open meeting to resume in the County Commission Chambers at 11:10 a.m.

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

11:10 AM

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

11:00 AM

John Ellermann, Public Works Director/County Engineer

19. Request for Qualifications for Health Department and Family and Child Resource Center Space Needs Study

Ellermann presented the RFQ for the space needs study of the Health Department and FCRC.

McKinley suggested we require an estimated cost from each proposal.

The Board agreed by consensus to ask for the estimated cost in each proposal.

Move to approve the RFQ for the space needs study of the Health Department and FCRC.

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

11:15 AM David Adams, EMS/Ambulance Director

20. Update on EMS Headquarters Project and Planning/Design of the Renovation for EM/Fire District #1

Adams, Gerth, and Morrison presented the EMS/Ambulance Facility construction update.

11:48 AM Executive Session

Move the County Commissioners, including Chairman McKinley, Vice Chairwoman Focke, and Commissioner Ford, with Bryant Parker, County Counselor, attorney for the Commission, 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 terms of employment of an employee, and to protect the privacy of the employee, the open meeting to resume in the County Commission Chambers at 12:05 p.m.

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

12:05 PM 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 no binding action was taken during the executive session.

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

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

12:06 PM

Executive Session

Move the County Commissioners, including Chairman McKinley, Vice Chairwoman Focke, and Commissioner Ford, with Bryant Parker, County Counselor, attorney for the Commission, 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 terms of employment 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 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

12:23 PM

Adjournment

Move to adjourn.

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

