



**Board of Riley County
Commissioners
Regular Meeting
Minutes
May 08, 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
Jacob Hansen	Deputy County Counselor	Present	8:30 AM
Emma Loura	Manhattan Mercury	Present	8:41 AM
Robert Voelker		Present	8:45 AM
Gary Hargrave		Present	8:40 AM
Jason Smith	Chamber of Commerce	Present	9:23 AM
Daryn Soldan	Chamber of Commerce	Present	9:23 AM
Christian Bishop	Chamber of Commerce	Present	9:23 AM
Stephanie Pierce	Chamber of Commerce	Present	9:23 AM
Diane Creek	Health Department Director	Present	9:47 AM
Brittany Phillips	Budget and Finance Officer	Present	9:20 AM
John Ellermann	Public Works Director/County Engineer	Present	10:05 AM
Elizabeth Ward	Human Resources Director	Present	10:05 AM
Anne Smith	aTa Bus Director	Present	11:07 AM
Erin Kurtz	Fiscal Analyst	Present	11:07 AM
Daphne McNelly	aTa Bus	Present	11:11 AM
David Adams	EMS/Ambulance Director	Present	1:13 AM
Russel Stukey	Emergency Management Director	Present	1:20 AM
Emily Wagner	Manhattan Emergency Shelter Director	Present	2:17 AM

Pledge of Allegiance

Public Comment

1. Public Comments

Commission Comments

2. Commission Comments

Ford's Comments:

Monday afternoon I chaired a special meeting of the Flint Hills Metropolitan Organization via Zoom. After some short welcomes and public comment, the only action item was approval of the 2024 Transportation Improvement Program Amendment #7 that will allow the Big Lakes Developmental Center the opportunity and the proper timeline to work with the State on the replacement of buses. We also took some time to discuss the 2025 Transportation Emissions Reductions Strategy (TERS) and calls for a potential project and then we adjourned. We will meet again on May 21st.

Tuesday and Wednesday I had a couple of very long days at work, 22 hours in all to be exact. Got a lot done and caught up on several ongoing projects which was great, but still not really ahead at this point so we will continue.

Wednesday afternoon I unfortunately missed the Ribbon Cutting ceremony for the opening of the new Flint Hills Breadbasket. But judging by the attendance, pictures, and video I saw it went very well, and they did an amazing job putting this together. I will get with them when I can to take a tour and get caught up on it. Wednesday evening, I had some friends come into town who I haven't seen since early December, and we had dinner at Texas Roadhouse to get caught up and to reminisce about times in the past, fun evening for sure and I certainly owe them one for sure. Spent some time working through the budget request and other items in advance of today's meeting as well.

Focke's Comments:

Tuesday morning, I had an appointment with my primary care physician. That afternoon I had a Worship Committee meeting at my church and later went to my chiropractor. During the day, I had a lot of phone calls to return and make and review various documents.

Wednesday, I had a lengthy dental appointment and, it is the last one for a while. Most of the day I reviewed today's meeting documents and 2026 budget information from Riley County departments and outside agencies. Later, I had a water PT session. It was more intense than the

last one. In the evening, I practiced with our church bell choir.

McKinley's Comments:

After our meeting Monday I had brief meetings with Brittany Phillips and then Jacob Hansen to discuss some items coming up in our meetings. I then had a meeting with Vivienne Leyva about a lot of miscellaneous county business.

Wednesday I met with Rich Vargo to discuss some personnel issues we are dealing with and I kept reviewing the stacks of budget information coming in.

Business Meeting

3. Discuss Joint City/County/County Meeting

The Board suggested cancelling.

Review Minutes

4. Board of Riley County Commissioners - Regular Meeting - May 5, 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

5. Tentative Agenda

Press Conference Topics

6. Discuss Press Conference

Parker requested to change his Administrative Work Session to an executive session at 9:00 a.m. to discuss terms of employment for an employee.

Move to add an executives session at 9:00 a.m. today to discuss terms of employment for an employee.

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

9:00 AM Bryant Parker, Counselor/Director of Administrative Services

9:00 AM 7. Administrative Work Session

Move 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, 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 9:20 a.m.

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

9:20 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

Move to add a second executive session after the one scheduled at 10:30 with the Board only.

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

9:20 AM Budget and Planning Committee - Brittany Phillips, Budget and Finance Officer

8. Monthly Cash Flow Report for April 2025

Phillips presented the monthly cash flows.

9:30 AM Jason Smith, Manhattan Area Chamber of Commerce Director

9. 2026 Manhattan Area Chamber of Commerce Appropriation Request

Soldan presented the 2026 Chamber of Commerce appropriation request.

9:45 AM Jason Smith, Manhattan Area Chamber of Commerce

10. Economic development update

Soldan presented the Chamber of Commerce economic development update.

Pierce discussed small business development.

Bishop discussed Fort Riley activities.

10:00 AM Diane Creek, Health Department Director and Heather Ritchey, Child

Care Licensing 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

11. Staff update/Child Care Licensing Update

Ritchey presented the Child Care Licensing update.

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

10:15 AM Jacob Hansen, Deputy County Counselor

12. Hargrave & Salzman Fence View

Hansen presented the draft Fence View Order.

Move for the Board to continue its deliberations at a later date.

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

10:30 AM Bryant Parker, Counselor/Director of Administrative Services

10:32 AM 13. Executive session to discuss confidential legal advice regarding pending litigation issues

Move the County Commission, including Chairman McKinley, Vice Chairwoman Focke, and Commissioner Ford, recess into executive

session on pending litigation for the purpose of consultation with Bryant Parker, Riley County Counselor, and Jacob Hansen, Deputy County Counselor, attorneys for the County Commission, 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 10:50 a.m.

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

10:50 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

10:50 AM

Executive Session

Move the County Commissioners, including Chairman McKinley, Vice Chairwoman Focke, and Commissioner Ford, 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 11:05 a.m.

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

11:05 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

11:05 AM Diane Creek, Health Department Director

14. 2026 Riley County Health Department Budget Request

Creek presented the 2026 Health Department budget request.

11:25 AM Daphne McNelly, aTa Bus

15. 2026 ATA Bus Appropriation Request

Smith presented the 2026 aTa Bus appropriation request.

11:41 Recessed for lunch.

1:15 PM Anna Burson, Appraiser

16. 2026 Riley County Appraiser Budget Request

Burson presented the 2026 Appraiser's budget request.

The Board agreed by consensus to move the Legal Services for BOTA Cases from the County Counselor's budget to the Appraiser's Office.

1:35 PM Russel Stukey, Emergency Management Director

17. 2026 Emergency Management, 911, Rural Fire District, Rural Fire Capital Outlay Budget Requests

Stukey presented the 2026 Emergency Management, 911, Rural Fire District, and Rural Fire Capital Outlay budget requests.

1:55 PM David Adams, EMS/Ambulance Director

18. 2026 Ambulance (EMS) Budget Request

Adams presented the 2026 Ambulance/EMS budget request.

2:15 PM Amy Manges, Register of Deeds

19. 2026 Register of Deeds & Tech Fund Budget Requests

Phillips presented the 2026 Register of Deeds & Tech Funds budget requests.

2:35 PM Emily Wagner, Manhattan Emergency Shelter Director

20. 2026 Manhattan Emergency Shelter Appropriation Request

Wagner presented the 2026 Manhattan Emergency Shelter appropriation request.

2:34 PM Adjournment

Move to adjourn.

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