



**Board of Riley County
Commissioners
Regular Meeting
Minutes
May 12, 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
Vivienne Leyva	PIO	Present	8:30 AM
Diane Creek	Health Department Director	Present	8:30 AM
Shilo Heger	Treasurer	Present	8:30 AM
Jacob Hansen	Deputy County Counselor	Present	8:30 AM
Craig Cox		Present	8:30 AM
Amanda Webb	Planning/Special Projects Director	Present	8:30 AM
Evan McMillan	Assistant County Engineer	Present	8:30 AM
John Ellermann	Public Works Director/County Engineer	Present	8:30 AM
Emma Loura	Manhattan Mercury	Present	8:36 AM
Elizabeth Ward	Human Resources Director	Present	8:36 AM
Brittany Phillips	Budget and Finance Officer	Present	8:51 AM
Kevin Larson	Riley County Council on Aging Chair	Present	8:40 AM
Russel Stukey	Emergency Management Director	Present	9:31 AM
Michele Reid	Payroll, Benefits & Employee Relations Manager	Present	9:50 AM
Anna Burson	County Appraiser	Present	9:50 AM
Michael Boller	Noxious Weed Director	Present	11:00 AM
Donna Borgerding	Vehicle Supervisor/Deputy Treasurer	Present	1:00 PM
Barry Wilkerson	County Attorney	Present	1:35 PM
Megan Lewis	Community Corrections Director	Present	1:55 PM

Pledge of Allegiance

Public Comment

1. Public Comments

Webb said the Existing Conditions study for the Comprehensive Plan is available on the Comprehensive Plan Update website:

www.rileycountyks.gov/plan <<http://www.rileycountyks.gov/plan>>.

Webb said there is a Comprehensive Plan community workshop coming up on Wednesday, May 14th at 6:00 p.m. at Pottorf Hall.

McMillan reported the Transfer Station will be closed on Memorial Day, Monday, May 26, 2025.

Commission Comments

2. Commission Comments

Ford's Comments:

I wanted to wish all the mom's out there a belated Happy Mother's Day. It was rather nice out so hopefully everybody was able to get out and do something fun with family and or friends.

Thursday afternoon I had my monthly meeting of NACo's Veterans and Military Services Committee via Microsoft Teams after some sort of introductions and welcome from our Vice Chair Siobhan Norris, Division Director for Veterans Service, Wake County, North Carolina she then followed up with a presentation on Veterans Affairs Service Purchase Program Overview. We then had a legislative update from our new Legislative Assistant Kevin Moore from NACo, and he updated us on everything taking place on Capitol Hill military and veteran wise, had a general discussion on some programs and services happening around the country, and then we wrapped up the meeting for May. Also Thursday afternoon I had a pre-screening with my doctor to get ready and updated for today's round of testing and to complete the necessary paperwork and other items to be ready for this afternoon.

Friday afternoon I met with Daryn Soldan from the Manhattan Area Chamber of Commerce to discuss a couple of relevant topics, economic development initiatives, and to toss around some ideas and thoughts on a couple of projects as well.

K-State baseball came through over the weekend winning 2 of 3 from #12 West Virginia at home and being the first Wildcat squad to hit 90 home runs in one season. I think I also heard that the K-State women's golf is playing the National Championship round as whole. Looks like we are ending in rather good shape.

I was able to get a few things done at home over the weekend and I had a chance to go through today's material and budget requests to be prepared for this morning's BOCC meeting.

Focke's Comments:

Friday I met with the County Clerk in my office. We had a fairly long conversation on Riley County issues. Friday afternoon I attended a pre-Law Board meeting at the Riley County Police Department. We went over budget requests for 2026 and other issues facing RCPD, including the animal control resolution passed by the Manhattan City Commission last week. That evening, I attended a "Feed the Future" fundraiser, sponsored by the Riley County Democratic Party, at the Wefald Pavilion in city park. Money raised will go toward paying off outstanding debt for free school lunches. The featured speaker was Senator Cindy Holscher of Johnson County.

Saturday, I had lunch at the Parkside Café. It was an early Mother's Day lunch with several friends.

Sunday, I attended church services, and then had a quiet afternoon at home, that included going over today's agenda and documents and wrote and sent minutes for the church's personnel committee.

McKinley's Comments:

After our meeting Thursday I had a meeting with Elizabeth Ward regarding several personnel issues.

Saturday was a great day. I attended my granddaughter's graduation from Park University.

Business Meeting

3. Resolution formally adopting the 2025 Riley County Solid Waste Management Plan annual review

Move to approve "Resolution No. 051225-19, A Resolution by the Board of County Commissioners of Riley County, Kansas, adopting the Annual Review of the Solid Waste Management Plan."

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

AYES:	Ford, Focke, McKinley
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4. Jackson Township Clerk appointment

Move to accept Frank Hagenmaier's resignation and appoint Joey Brenner as Jackson Township Clerk.

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

5. Water Supply Contract

Move to approve the corrected Water Supply Contract with Rural Water District No. 1, Riley County, Kansas for the University Park Water Benefit District.

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

6. Sign Proclamation for Older Americans Month

Move to approve the Older Americans Month 2025 Proclamation for May.

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

7. National Public Works Week Proclamation May 18-24, 2025

Move to approve the Proclamation for National Public Works Week - May 18-24, 2025.

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

8. Outstanding Check Resolution

Move to approve "Resolution No. 051225-20, Resolution for voiding outstanding checks issued by Riley County prior to April 30, 2023."

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

9. Sign Riley County Employee Action Form(s)

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

- Denise Dixon, a Customer Service Representative I, in the Treasurer's Department, for Separation from County Service, effective May 7, 2025.
- Penni Zelinkoff, a new hire, as a Residential Appraisal Supervisor, in the Appraiser's Department, at a Range 15.
- Robert Mullen, a new hire, as a Paramedic, in the EMS/Ambulance Department, at a Range Paramedic, at \$24.38 per hour.

10. Fiscal Analyst transfer to Health Department

Move to approve the transfer of the Fiscal Analyst-HD to the Health Department.

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 Fiscal Analyst - Health Department, at a Range 8.

Review Minutes

11. Board of Riley County Commissioners - Regular Meeting - May 8, 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

12. Tentative Agenda

Press Conference Topics

13. Discuss Press Conference

McKinley asked to add an executive session on personnel matters to the County Counselor's administrative work session at 10:40 a.m. today.

Move to add an executive session on personnel matters to the County Counselor's administrative work session at 10:40 a.m. today.

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

9:00 AM Rich Vargo, County Clerk

14. Year to date budget and expenditure reports

Vargo presented year to date budget and expenditure reports.

9:15 AM John Ellermann, Public Works Director/County Engineer

15. Public Works Project Update

Ellermann presented a Public Works project update.

9:30 AM Press Conference

16. Presentation of National Public Works Week Proclamation - Greg McKinley and John Ellermann (2-3 minutes)

McKinley presented the National Public Works Week Proclamation to John Ellermann, Public Works Director/County Engineer.

17. Presentation of Older Americans Month Proclamation - Greg McKinley and Kevin Larson (2-3 minutes)

McKinley presented the Older Americans Month Proclamation to Kevin Larson.

Larson thanked the Board for the Proclamation.

9:35 AM Bryant Parker, County Counselor and Russel Stukey, Emergency Management Director/Fire Chief

18. Discuss Updates for Riley County Fireworks Resolution

Stukey and Parker discussed potential changes to the Riley County Fireworks Resolution since SB 199 was passed in 2025.

The Board agreed by consensus to prepare an updated fireworks resolution that allows sales and discharge of fireworks between June 28th and July 4th, modernizes regulations to match the Kansas State Fire Marshall regulations regarding fireworks, and increases the seasonal fireworks sales county license fee to \$100.

9:55 AM Rich Vargo, County Clerk

- 10:00 AM 19. Executive session to discuss a performance matter involving non-elected personnel

Move that the County Commissioners, including Chairman McKinley, Vice Chairwoman Focke, and Commissioner Ford, with Rich Vargo, County Clerk and Michele Reid, Payroll, Benefits, and Employee Relations Manager, 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 protect the privacy of the employee, the open meeting to resume in the County Commission Chambers at 10:40 a.m.

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

10:40 AM 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

10:40 AM Bryant Parker, Counselor/Director of Administrative Services

10:40 AM 20. Administrative Work Session

Move that 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 Meeting 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 11:00 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:	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

11:00 AM Katharine Hensler, Museum Director

21. Monthly Staff Update

Hensler presented the Museum Department's staff update.

11:15 AM Michael Boller, Noxious Weed/HHW Director

22. Out of State Travel Request

Boller presented the out of state travel request.

Move to approve the Out of State of Travel Request for Michael Boller to attend the lithium ion batter and waste disposal training in Parker, Colorado.

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

11:25 AM Katharine Hensler, Museum Director

23. 2026 Museum Budget Request

Hensler presented the 2026 Museum Department budget request.

11:45 AM Brittany Phillips, Budget and Finance Officer

24. 2026 Riley County Budget Proposals

Phillips presented the 2026 County budget proposals.

12:11 Recessed.

1:00 PM Shilo Heger, Treasurer

25. 2026 Treasurer, Motor Vehicle & Tech Fund Budget Requests

Heger presented the 2026 Treasurer, Motor Vehicle & Tech fund budget requests.

1:15 PM Cory Meyer, IT/GIS Director

26. 2026 Riley County IT/GIS Budget Request

Meyer presented the 2026 IT/GIS budget request.

1:35 PM Barry Wilkerson, County Attorney

27. 2026 Riley County Attorney Budget Request

Wilkerson presented the 2026 Riley County Attorney's budget request.

1:55 PM Megan Lewis, Community Corrections Director

28. 2026 Community Corrections Budget

Lewis presented the 2026 Community Corrections budget.

1:57 PM Adjournment

Move to adjourn.

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