



**Board of Riley County
Commissioners
Regular Meeting
Minutes
May 29, 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
Jacob Hansen	Interim County Counselor	Present	8:30 AM
Shanika Rose	Chronic Disease Risk Reduction Coordinator	Present	8:30 AM
Vivienne Leyva	PIO	Present	8:30 AM
Anna Burson	County Appraiser	Present	8:30 AM
Darrin Hobbs	REACH Committee	Present	8:30 AM
Michele Reid	Payroll, Benefits & Employee Relations Manager	Present	8:30 AM
Elizabeth Ward	Human Resources Director	Present	8:30 AM
Evan McMillan	Assistant County Engineer	Present	8:30 AM
Shannon Sterling	Legal Assistant	Present	8:30 AM
Emma Loura	Manhattan Mercury	Present	8:30 AM
Ashlyn Easterday	Payroll Clerk	Present	8:40 AM
John Ellermann	Public Works Director/County Engineer	Present	8:48 AM
Alvin Perez	Public Works Operations/Fleet Manager	Present	9:03 AM
Amanda Webb	Planning/Special Projects Director	Present	9:20 AM
Judge Kendra Lewison	District Court	Present	9:45 AM
Judge Paul Bosch	District Court	Present	9:45 AM
Megan Lewis	Community Corrections Director	Present	9:45 AM
Sandi Harper	ISO II - Adult, Community Corrections	Present	9:45 AM
Jessie Hubbard	Administrative Assistant II	Present	9:45 AM
Diane Creek	Health Department Director	Present	9:45 AM
Brett Clark	Community Corrections	Present	9:45 AM
Barry Wilkerson	County Attorney	Present	9:45 AM
Erin Friedline	RCPD	Present	9:45 AM
Diane Hargrave		Present	11:00 AM
Gary Hargrave		Present	11:00

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Pledge of Allegiance

Public Comment

1. Public Comments

Sterling presented the Employee of the Month Award to Vivienne Leyva.

Hansen asked what the Board wanted for lunch at the County Officials Luncheon.

The Board said AJ's Pizza.

Hansen asked how the Board would like the discussion to be with the developer on the proposed RHID's.

McMillan reported that the Transfer Station brush pile is large and they may burn it next week.

Commission Comments

2. Commission Comments

Ford's Comments:

Hopefully everyone had a Safe and Pleasant Memorial Day holiday weekend. I spent the four days I had recharging and relaxing, but did visit the gravesites of several members of family located in the area which I hadn't done for a while and caught up a few TV shows I've been wanting to watch as well. It was a really good weekend to do so.

Tuesday afternoon I attended the May Board of Directors meeting with Pawnee Mental Health Services. I first attended the Finance Oversight Committee meeting to go through the current financials and review a draft of the FY2026 budget. Items during the general meeting included several new introductions to the agency and board, approval of the March meeting minutes and Chief Financial Officer report with Lindsay Miller who went through the finances and the draft FY2026 budget. We got a Therapy Services report from Terra Upham, a CCBHC Advisory Board update, a Chief Executive Officers and Marketing and Development report for Mike Rezkalla, a full report and

review of the March and April 2025 financials from the Finance Oversight Committee and the draft FY2026 Budget. We finished up the meeting with an executive session on confidential data related to trade secrets. We will meet again in June.

Tuesday evening, I went back and watched the National Association of Counties 1st webinar installment from their Governmental Affairs team titled “Inside Washington: County Impacts from White House & Congress.” It gave an in depth look at recent federal actions and what impact they are having and may continue to have moving forward. It did not disappoint and the 2nd installment in the series will be on Thursday.

Wednesday evening, I had a round table discussion with a group of local constituents. We discussed several different topics including raising taxes and local fees, city and county reserve funds, cost of personnel vs. quality of services provided and expectation surrounding the 2026 budget just to name a few. Overall, it was a rather civil discussion with some very interesting points of view being displayed.

K-State Athletics had a pretty good weekend and K-State baseball will be making its second straight regional landing in the Austin, Texas region once again as a 3rd seed. They will be playing 2nd seed UTSA Roadrunner Friday evening. K-State men’s basketball made a big splash getting a transfer from Memphis that withdrew from the NBA Draft and was a Second Team All-American last year with the Tigers.

Focke's Comments:

Over the weekend I didn’t get to do a lot of things as planned due to the rain, except visiting some graves at Sunrise Cemetery.

Tuesday I spent some time in the office going over materials for the special Law Board meeting on Wednesday. There are four proposed budgets that had to be reviewed, including the proposed “Animal Control Officers” issue. Jacob Hansen prepared and sent out a draft of the letter that we are sending to the City of Manhattan in opposition to the proposed ACOs. I stopped by the Health Department and had a short meeting with Diane Creek. She had prepared some documents for the Riley County Commissioners to review that I picked up from her.

Wednesday afternoon, I reviewed today’s meeting agenda and documents and later went to the special Law Board Meeting at City Hall.

This weekend, I’m traveling to northwest Kansas (Rawlins County) to attend a memorial service and visit with relatives. I will be available by

phone if needed.

McKinley's Comments:

Spent a lot of time over the weekend working on the Law Board budget.

Last Tuesday I had lunch with a resident who attended the Comprehensive Plan meeting two weeks ago. He has concerns about the direction of the plan and the Land Plan regulations that discourage development outside Manhattan.

Tuesday afternoon we had the EMS facility construction meeting. Progress is going well and opening is still set for late June. The EM building remodel followed. The architect had plans nearly complete and ready for the contractor to make a budget estimate.

Wednesday afternoon was the Law Board meeting. A budget including adding animal control was approved for a total increase of 5.7%

Business Meeting

3. Bid Recommendation for Transfer Station Tipping Floor

Move to approve modifying the specifications for the project and rebidding the project in an effort to reduce the costs.

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

4. Public Fireworks Display Permit

Move to approve the Public Fireworks Display Permit for Bruce Zimmer and Brad Haller with the Randolph Lions Club for June 28, 2025.

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

5. 2025 Asphalt Overlay Project- Alternate No.1 Rosencutter Road, Moehlman Road, South Manhattan Ave, Stagg Hill Road, and Skyway

Drive, Approximately 8.6 miles.

Move to approve the Contract Agreement with Shilling Construction Company, Inc., in the amount of \$1,288,895.00 for the 2025 Asphalt Overlay Project - Alternate No.1 Rosencutter Road, Moehlman Road, South Manhattan Avenue, Stagg Hill Road, and Skyway Drive (approximately 8.6 miles).

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

6. Sign a Tax Roll Correction

Move to approve the Tax Roll Correction.

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

7. Sign Riley County Employee Action Form(s)

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

- Henry Rottinghaus, a new hire, as a Seasonal Laborer, in the Public Works/Parks Department, at a Range TASND, at \$14.42 per hour.
- Garrett Hess, a new hire, as a Residential Appraiser II, in the Appraiser's Department, at a Range 8, at \$24.09 per hour.
- Taylor Haas, a new hire, as a Child Care Provider, in the Health Department, at a Range TASND, at \$20.00 per hour.

8. Approve payroll/accounts payables (when completed)

Move to approve the payroll vouchers in the amount of \$795,750.49 and the following warrant vouchers for May 31, 2025:

2025 Budget

County General	\$1,035,319.06
Disaster Fund	482,520.57
Health Department	73,558.13
Court Services	175.00
County Auction	327.24

Motor Vehicle Operations	4,331.79
Capital Improvements Fund	118,457.00
Emergency 911	245.06
Solid Waste	272,696.11
County Building	9,601.84
Road & Bridge Cap Project	51,587.78
RCPD Levy/Op	4,568.85
Riley Co Fire Dist #1	37,467.69
University Park W&S	6,993.82
Keats Capital Project	50,000.00
Hunters Island Water Dist	3,078.60
Carson Sewer Benefit Dist	958.63
Deep Creek Sewer	415.22
Moehlman Bottoms	1,067.74
Valleywood Operations	142.22
Terra Heights Sewer	3,026.22
Konza Water Operations	6,657.12
Lakeside Heights Sewer	173.44
University Park Lagoon	611.00
KDOC Adult Services	2,427.05
KDOC Juvenile Services	1,806.03
KDOC Juv Reinvestment	287.78
BJA Grant	635.16
City Alcohol Funds	324.83
GMCF Grant	150.00

TOTAL. \$2,169,610.98

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

Review Minutes

9. Board of Riley County Commissioners - Regular Meeting - May 22, 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
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Review Tentative Agenda

10. Tentative Agenda

Press Conference Topics

11. Discuss Press Conference

9:00 AM

Evan McMillan, Assistant County Engineer

12. 2025 Benefit District Rates

Move to approve "Resolution No. 052925-22, A Resolution modifying the rates for water usage in the Hunters Island Water Benefit District in Riley County, Kansas, and repealing Resolutions in conflict therewith."

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

Move to approve "Resolution No. 052925-23, A Resolution modifying the rates for sewer usage in the Terra Heights Sewer Benefit District in Riley County, Kansas, and repealing Resolutions in conflict therewith."

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

Move to approve "Resolution No. 052925-24, A Resolution modifying the rates for sewer usage in the Deep Creek Sewer Benefit District in Riley County, Kansas, and repealing Resolutions in conflict therewith."

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

9:20 AM Alvin Perez, Operations and Fleet Manager

13. Bid opening for 7 passenger van

The Board of County opened the following bids for a 7 passenger van:

Company		Total Bid
Kia of Manhattan 8223 S. Port Drive Manhattan, KS 66502	60-90 days	\$39,688.00

Move to refer the bids to staff for evaluation and recommendation.

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

9:25 AM Amanda Webb, Planning/Special Projects Director

14. Comprehensive Plan Update

Webb presented the Comprehensive Plan update.

9:45 AM Megan Lewis, Community Corrections Director

15. Recovery Court Funding Request

Lewis presented the Recovery Court funding request.

Judge Lewison discussed the background and importance of the program for our community.

Wilkerson spoke on the benefits of the program to the community.

10:05 AM Major Mark French, RCPD

16. Facilities Invoice Approval

French presented an invoice to Riley County in the amount of \$11,860 for Off-site Inmate Housing.

French said he would request that Riley County reimburse RCPD quarterly for Off-site Inmate Housing.

Move to approve paying the invoice in the amount of \$11,860 for Off-site Inmate Housing.

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

10:25 AM Jacob Hansen, Interim County Counselor

10:25 AM 17. 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 Jacob Hansen, Interim County Counselor, attorney for the Commission, recess into executive session pursuant to the non-elected personnel matters 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 10:55 a.m.

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

10:55 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

10:56 AM

Executive Session

Move that the County Commissioners, including Chairman McKinley, Vice Chairwoman Focke, and Commissioner Ford, with Jacob Hansen, Interim County Counselor, attorney for the Commission, recess into executive session pursuant to the non-elected personnel matters 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 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:	Kathryn Focke, County Commissioner
SECONDER:	John Ford, 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:	Kathryn Focke, County Commissioner
SECONDER:	John Ford, County Commissioner
AYES:	Ford, Focke, McKinley

10:55 AM

Jacob Hansen, Interim County Counselor

18. Hargrave & Salzman Fence View

Hansen presented the Hargrave & Salzman Fence View.

Move the Board direct the County Counselor's Office to draft a Fence View Order consistent with the deliberations of the Board regarding the fence view conducted April 18, 2025 finding that the Salzmans will maintain the western half of the partition fence and the Hargraves will maintain the eastern half and both shall contribute in equal shares to the construction of said partition fence.

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

11:15 AM Jacob Hansen, Interim County Counselor

19. Executive session to discuss a performance matter involving non-elected personnel

Moved this executive session to 10:25 a.m. and cancelled the originally scheduled 10:25 a.m. executive session.

11:23 AM Adjournment

Move to adjourn.

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