



**Board of Riley County
Commissioners
Regular Meeting
Minutes
June 02, 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
Mel Borst		Present	8:30 AM
Steve Schurle	Assistant County Appraiser	Present	8:30 AM
Emma Loura	Manhattan Mercury	Present	8:30 AM
Elizabeth Ward	Human Resources Director	Present	8:33 AM
Brittany Phillips	Budget and Finance Officer	Present	8:34 AM
John Ellermann	Public Works Director/County Engineer	Present	8:41 AM
Ben Ledo	MakeMyMove	Remote	9:00 AM
Amanda Webb	Planning/Special Projects Director	Present	9:00 AM
Gina Snyder	Downtown Manhattan Director	Present	9:30 AM
Lisa Daily	Administrative Assistant II	Present	9:30 AM
Captain Scott Hajek	RCPD	Present	9:30 AM
Jim Cook	Residential Appraiser II	Present	9:30 AM
Julianne Wurtz	Personal Property/Ag Appraiser II	Present	9:30 AM
Michele Reid	Payroll, Benefits & Employee Relations Manager	Present	9:30 AM
Jacob Clarke	Clinic Supervisor	Present	9:30 AM
Diane Creek	Health Department Director	Present	9:30 AM
Cory Meyer	IT/GIS Director	Present	9:30 AM
Alvin Perez	Public Works Operations/Fleet Manager	Present	9:30 AM
Danielle Kitt	Medical Clerk	Present	9:30 AM
Richard McIntyre	Public Works Operator II	Present	9:30 AM
Deborah Shaver	Public Health Nurse	Present	9:30 AM
Vivienne Leyva	PIO	Present	8:30 AM
Lisa Petersen	Public Works	Present	9:30 AM

Pledge of Allegiance

Public Comment

1. Public Comments

Borst, representing the Riley County Flag Day Observation Committee, discussed calling attention to our flag. He asked for a member of the Riley County Commission to present remarks on Saturday, June 14, 2025 at 9:00 a.m.

McKinley stated he would speak at the Flag Day Ceremony.

Borst thanked the Board for the Riley County EMS and RCPD services.

Borst said it is a pleasure to work with Riley County Offices, Treasurer's Office and Clerk's Office, as well.

Commission Comments

2. Commission Comments

Ford's Comments:

Thursday afternoon I had lunch with Mike Rezkalla, Executive Director of Pawnee Mental Health Services at El Patron. He is taking some time to meet individually with members of the Board of Directors, and I had a couple of items I needed to discuss with him as well. We had a very positive dialog and will be working together on several of the items we discussed here in near future.

Also Thursday afternoon I listened in on the second webinar from NACo titled "Inside Washington, County Impacts from the White House and Congress." The webinar focused on policies and actions that directly impact the nations counties which included federal funding, regulatory changes, and intergovernmental partnerships. All of which continue to be an evolving dynamic that will continue to have impacts to county priorities.

Lastly on Thursday I met with Ben Ledo from MakeMyMove via Zoom to discuss a couple of items pertaining to the discussion we will be having during this morning's meeting. He was needing to get some local data and information particularly in reference to the other smaller communities and rural areas here in Riley County.

Friday afternoon I had a Zoom call with Todd Gordon, EPR Director

Assistant helping the City of Ogden as they are using a Thriving Communities Technical Assistance grant from the U.S. Department of Transportation to coordinate with agencies and stakeholders, create an implementation roadmap, and support funding opportunities. Also, on the call with Todd and I were Angela Schnee, Planning and Zoning Director for the City of Ogden; Kayla Simon, Principal Ogden Elementary School; and Anne Smith, Executive Director of the Flint Hills aTa Bus. We all had a rather in-depth discussion involving the reconstruction and safety of Riley Avenue.

Sunday K-State baseball ended its season by going 1-2 in Austin Texas regional. They lost the opener, the UTSA 10-2 came back to beat Houston Christian 7-4 and losing to top ranked Texas to finish the season at 32-26.

Spent the rest of the weekend finishing up a few projects at home, preparing for the upcoming week and watching a few TV series I've been wanting to watch but haven't had time to do so.

Focke's Comments:

No comments.

McKinley's Comments:

Thursday I had a call from a resident upset about Michael Boller's enforcement of the noxious weed regulations. I later had a discussion with Boller and he is working on a resolution.

Had a nice weekend. The weather was good and I spent a lot of time working in the yard. My back and knees say I spent too much time there.

Business Meeting

3. Highway Use Permit, 2025-005 WTC Fiber Optic Cable

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

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

AYES:	Ford, Focke, McKinley
--------------	-----------------------

4. Employee Assistance Program Contract Renewal

Move to approve the Employee Assistance Program (EAP) Contract for Services with Pawnee Mental Health Services for a program covering Riley County employees and their families.

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

5. Sign Riley County Position Action Form(s)

The Board of County Commissioners signed a Riley County Position Action Form for a Child Care Provider, in the Health Department, at a Range Temporary and As Needed (TASND).

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

- Audrey Crist, a new hire, as a Museum Intern, in the Museum Department, at a Range TASND.
- Lilyann Thompson, a new hire, as a WIC Intern, in the Health Department, at a Range TASND.
- Allison Brummer, a new hire, as a Child Care Provider, in the Health Department, at a Range TASND, at \$20.00 per hour.
- Olivia Murray, an Elections Specialist, in the Election Department, for Separation from County Service, effective May 28, 2025.
- Grace Martin, a new hire, as a Legal Intern, in the Attorney's Department, at a Range TASND.
- Ally O'Crowley, a new hire, as a Clinic Intern, in the Health Department, at a Range TASND.

Review Minutes

7. Board of Riley County Commissioners - Regular Meeting - May 29, 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 Ben Ledo, MakeMyMove

10. MakeMyMove Partnership Framework

Ledo discussed the MakeMyMove partnership framework.

Ledo said to proceed they would ask for a "Conditional Contract" to submit for the grant for the program.

Focke stated she would like to see if the small communities have interest in the program.

Ledo said he would be glad to contact the small communities.

9:30 AM Press Conference

11. RCPD Update - Captain Scott Hajek (3-5 minutes)

Hajek presented a Riley County Police Department update.

12. Downtown Manhattan update - Gina Snyder (3-5 minutes)

Snyder presented a Downtown Manhattan update.

13. Presentation of KAC Awards - Greg McKinley (5 minutes)

McKinley presented KAC Awards for Years of Service to the following:

8 years:

James Cook
Danielle Kitt
Lisa Petersen

16 years:

Richard McIntyre
Lisa Daily

24 years:

Deborah Shaver
Julieann Wurtz

9:45 AM

Cory Meyer, IT/GIS Update

14. IT/GIS Staff Update - May 2025

Meyer presented the IT/GIS staff update.

10:00 AM

Diane Creek, Health Department Director

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

15. 2026 Riley County Health Department Budget Request

Creek presented the 2026 Health Department revised budget request.

Phillips discussed the setup fees for providers under childcare licensing.

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

10:20 AM Board of County Commissioners

- 10:20 AM 16. 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, recess into executive session pursuant to the non-elected personnel matters exception to the Kansas Open Meetings Act, in order to discuss a personnel matter involving a Counselor's Office employee, including the search for and hiring of temporary outside counsel to supplement the Counselor's Office, and to protect the privacy of the employee, the open meeting to resume in the County Commission Chambers at 10:45 a.m.

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

- 10:45 AM Move the Board of County Commissioners come out of executive session.

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

10:52 AM**Adjournment**

Move to adjourn.

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