



**Board of Riley County
Commissioners
Regular Meeting
Minutes
June 05, 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
Steve Schurle	Assistant County Appraiser	Present	8:30 AM
Alvin Perez	Public Works Operations/Fleet Manager	Present	8:30 AM
Vivienne Leyva	PIO	Present	8:30 AM
Emma Loura	Manhattan Mercury	Present	8:32 AM
Elizabeth Ward	Human Resources Director	Present	9:00 AM
Michele Reid	Payroll, Benefits & Employee Relations Manager	Present	9:00 AM
Daniel Skucius	County Extension Director	Present	9:03 AM
Donna Borgerding	Vehicle Supervisor/Deputy Treasurer	Present	9:20 AM
Tande Lentz	Assistant Vehicle Supervisor	Present	9:20 AM
Susan Boller	Elections Manager/Deputy Clerk	Present	9:30 AM
Russel Stukey	Emergency Management Director	Present	9:33 AM
Amanda Webb	Planning/Special Projects Director	Present	9:51 AM
Jacob Bielenberg	Outside Council	Present	10:45 AM
Barry Wilkerson	County Attorney	Present	11:01 AM

Pledge of Allegiance

Public Comment

1. Public Comments

Hansen asked to add an executive session to the end of the session today on personnel matters.

Move to add an executive session at the end of the agenda for non-

elected personnel.

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

Commission Comments

2. Commission Comments

Ford's Comments:

Not a lot going on this week put in a couple of long days at work Tuesday and Wednesday and I'm all caught up there for the moment.

Tuesday I had a phone conversation with Ogden Township Treasurer Marcy Gieber on a concern involving speeds and traffic on Roever and Ady Roads out by the airport. I am pretty sure we will be able to come up with an applicable solution moving forward.

Wednesday I spoke to a constituent down in the Deep Creek area of the county, they have some concerns and issues with the prescribed burn permits and the process of the regulations, securing and usage of said permits. This has seemed to be an issue throughout this spring in particular and we may need to take some time to discuss this issue more in depth with rural citizens and because it may appear.

Wanted to give a shoutout to KMAN 1350 Radio on their 75th anniversary in operation. Giving the current nature of communication and information it's amazing they have been able to weather the storm and are staying on air with quality programming and radio shows. Have so many memories including inclement weather events plus K-State and Manhattan High athletic activities to remember.

Focke's Comments:

Monday after our meeting, I went out to the Flint Hills Job Corps facility and met with Deb Schreiber of Workforce One, of the Salina office. They were meeting with students in the administration building to find out their status and where they need to go when the facility closes this week. Some of the 137 students were just ready to take their GED and several their test for dental assistants. They were also trying to determine which students needed housing and where. For students that had a home to return to, they were going to take them by bus in the

following several days. The Manhattan community, of which numerous groups were working, found housing for students that didn't have a home to go to, and Workforce One was working with students that needed local housing. The process is still on-going, with some students still in limbo. The facility is supposed to be closed this week and most of the employees will be out of a job, due to cuts by the federal government.

Tuesday I had a water physical therapy session, a committee meeting at the church, and an appointment with the chiropractor. I followed up with Workforce One and several community leaders on the on-going Job Corps issues.

Wednesday I reviewed today's meeting agenda and documents and followed up on some phone calls and e-mails. I attended the Westloop Business Association meeting in the afternoon. Guest speaker was Jason Smith of the Chamber who spoke on growth and development in the area, including PTMW, behind the former McCall's building (146 jobs), and a potential warehouse building in the Industrial Park by Amazon. He took several questions from the audience.

Later that evening, I attended an event for KS Senate Democrats, hosted by Tom Hawk at the Union Train Depot.

McKinley's Comments:

Tuesday evening was the Leonardville City Council Meeting. They announced that they are changing the north county officer. The Council has been contacted by MakeMyMove.

Wednesday I received another call about the nuisance abatement project we are working on.

Business Meeting

3. 2025 Bituminous Chip Seal Project

Move to approve the Contract Agreement with Apac Kansas Inc. Shears Division for the 2025 bituminous chip sealing in the amount of \$168,504.31.

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

4. Loan Agreement- KDHE-Riley County, KWPCRF Project No: C20 3098 01

Move to approve the Kansas Water Pollution Control Revolving Fund Loan Agreement with KDHE for University Park Waste Water Lagoon Project NO C20 3098 01 and “Resolution No. 060525-25, A Resolution authorizing the execution of a loan agreement between Riley County, Kansas and the State of Kansas, acting by and through the Kansas Department of Health and Environment for the purpose of obtaining a loan from the Kansas Water Pollution Control Revolving Fund for the purpose of financing a wastewater treatment project; establishing a dedicated source of revenue for repayment of such loan; authorizing and approving certain documents in connection therewith; and authorizing certain other actions in connection with the loan agreement.”

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

5. Recommendation for Reinforced Concrete Box (RCB) Quote

Move to approve the recommendation for the reinforced concrete box (RCB) quote submitted from McPherson Concrete Companies and Old Castle Infrastructure, for the reinforced concrete box replacement project on Blue River Hills Road in amount of \$36,456.70 which includes delivery of the structure.

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

6. Bid Recommendation for Equipment Purchase 7 Passenger Van

Move to approve the bid submitted by KIA of Manhattan, Kansas in the amount of \$39,688.00 and adding on two options, splash guards installed front and rear for \$289.00 and all weather floor mats for \$399.00 for a total purchase price of \$40,376.00.

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

7. Sign a Tax Roll Corrections

Move to approve the Tax Roll Corrections.

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

8. Discuss Intergovernmental Luncheon

- Comprehensive Plan
- Joint City/County/County meeting presentation from City on Housing Study.

Review Minutes

9. Board of Riley County Commissioners - Regular Meeting - Jun 2, 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

10. Tentative Agenda

Press Conference Topics

11. Discuss Press Conference

9:00 AM

Elizabeth Ward, Human Resources Director

12. Human Resources Monthly Update

Ward presented a Human Resources update.

9:15 AM Daniel Skucius, Extension Director

13. 2026 Riley County Extension Appropriation Request

Skucius presented the 2026 Extension appropriation request.

9:30 AM Donna Borgerding, Deputy Treasurer

14. Request to Fill Customer Service Rep Position County Treasurer

Borgerding requested to fill a Customer Service Representative I position.

Move to approve the request to fill a Customer Service Representative I position in the Treasurer's Office.

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 Customer Service Representative I, in the Treasurer's Department, at a Range 4.

9:35 AM Rich Vargo, County Clerk

15. Request to Fill - Election Specialist

Vargo presented the request to fill the Election Specialist position.

Move to approve the request to fill the Elections Specialist position for recruitment.

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

AYES:	Ford, Focke, McKinley
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The Board of County Commissioners signed a Riley County Position Action Form for an Elections Specialist, in the Clerk/Election Department, at a Range 5.

9:45 AM Russel Stukey, Emergency Management Director/Fire Chief

16. Staff Update

Stukey presented the EM/Rural Fire update.

17. EM out of state travel request

Stukey presented the out of state travel request.

Move to approve the Out of State Travel Request for Russel Stukey to attend an Educational APCO 911 Conference in Baltimore, Maryland.

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

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

18. Planning & Development - Staff Update

Webb presented the Planning and Development staff update.

19. Out of State Travel Request - Installation Innovation conference

Webb presented the out of state travel request.

Move to approve the Out of State Travel Request for Amanda Webb to attend the Installation Innovation 2025 annual conference in Monterrey, California.

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

AYES:	Ford, Focke, McKinley
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10:15 AM Jacob Hansen, Interim County Counselor**20. Administrative Work Session**

Hansen discussed the contracts from the Flint Hills Regional Council on the proposed road studies. Hansen stated the contract for the second connection study is not specific as to what is going to be performed. He said KDOT dictates the short timeline to respond.

The Board agreed to proceed with the proposed contract.

Hansen discussed the expanded fireworks retail sales dates.

Hansen discussed HB 2134 on KORA requests and fees associated.

21. Notice of Public Hearing on Petition to Create Peterson Ranch Street Benefit District

Hansen presented the Notice of Public Hearing for the Creation of Peterson Ranch Street Benefit District.

Move to approve the Notice of Hearing for Creation of Peterson Ranch Street Benefit District.

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

10:35 AM Jacob Hansen, Interim County Counselor**22. Tax Abatement Resolution Regarding K.S.A. § 79-1613**

Hansen presented the Tax Abatement resolution.

Move to approve “Resolution No. 060525-26, A Resolution adopting a Tax Abatement Policy concerning K.S.A. 79-1613.”

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

10:50 AM **Jacob Hansen, Interim County Counselor**

23. 2026 Riley County Counselor Budget Request

Hansen presented the revised 2026 County Counselor budget request.

11:05 AM **Jacob Hansen, Interim County Counselor**

11:02 AM 24. Executive session for consultation with an attorney for the public body

Move that the County Commissioners, including Chairman McKinley, Vice Chairwoman Focke, and Commissioner Ford, with Jacob Hansen, Interim County Counselor, attorney for the commission, Barry Wilkerson, County Attorney, and David Cooper and Jacob Bielenberg of Fisher Patterson Sayler and Smith recess into executive session for the purpose of attorney-client consultation an exception to the Kansas Open Meetings Act, the open meeting to resume in the County Commission Chambers at 11:35 a.m.

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

11:35 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

11:36 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, and Barry Wilkerson, County Attorney and Jacob Bielenberg of Fisher Patterson Sayler and Smith 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, specifically 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 chamber 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:	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

12:05 PM

Adjournment

Move to adjourn.

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

