



**Board of Riley County
Commissioners
Regular Meeting
Minutes
June 23, 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
Vivienne Leyva	PIO	Present	8:30 AM
Anna Burson	County Appraiser	Present	8:30 AM
Troy Coberly		Present	8:30 AM
Michele Reid	Payroll, Benefits & Employee Relations Manager	Present	8:32 AM
Brittany Phillips	Budget and Finance Officer	Present	8:32 AM
Emma Loura	Manhattan Mercury	Present	8:32 AM
Evan McMillan	Assistant County Engineer	Present	8:36 AM
Daniel Skucius	County Extension Director	Present	9:00 AM
Lindsay Shorter	Extension Agricultural Agent	Present	9:00 AM
Bob Isaac	Planner	Present	9:18 AM
Diane Creek	Health Department Director	Present	9:24 AM
Kaylyn Speth	WIC Supervisor	Present	9:24 AM
Elizabeth Ward	Human Resources Director	Present	8:33 AM
Rob Voelker		Present	9:30 AM
Alvin Perez	Public Works Operations/Fleet Manager	Present	10:25 AM
Megan Lewis	Community Corrections Director	Present	10:25 AM
Cory Meyer	IT/GIS Director	Present	10:30 AM
Jessie Hubbard	Administrative Assistant II	Present	10:25 AM
John Ellermann	Public Works Director/County Engineer	Present	10:52 AM

Pledge of Allegiance

Public Comment

1. Public Comments

Hansen asked the Board to allow the Health Department to speak during his administrative time.

The Board agreed.

Coberly discussed his concerns with how the Short-Term Rental Regulations are written and the enforcement by the Planning & Development Department.

Coberly stated the way the regulations are written, complaints will never raise to the level to be able to require enforcement.

Ford discussed the lack of legislative authority to allow counties to do anything on enforcement.

Hansen said when considering regulations of short-term rentals, you are risking constitutional authority of allowing someone to enjoy their property.

Commission Comments

2. Commission Comments

Ford's Comments:

Tuesday afternoon I had an emergency Teams call of the NACo Community Economic Development and Workforce Steering Committee to discuss a couple of additional and late resolutions that will be added to the list that we will be discussing in a special meeting taking place later here in June. These resolutions were developed and written by several members of the subcommittees in response to several related and new federal initiatives on private/public partnerships on housing through HUD and clarification on rural agriculture programs through USDA. After discussion both resolutions were approved.

Also Tuesday I listened in on the NACo Webinar titled “Building Trust: The Framework for Responsible AI.” Guest speakers shared their insights and experiences on proper deployment of AI. The key takeaways for the webinar were transparency and accountability, reliability and safety, privacy and security, fairness, and non-discrimination as well as human oversight and autonomy of these systems and programs.

Wednesday afternoon I attended the June Policy Board meeting of the

Flint Hills Metropolitan Planning Organization. After public comments we heard a financial and staff update from the MPO which included upcoming TERS application and updates to all core MPO documents. We approved the minutes of the May 21st meeting, and the only action item was approval of Transportation Improvement Plan Amendment #8. Discussion items included progress on the US-24 Corridor Management Plan and 2nd Connection Cost-Benefit Analysis as well as the MOUs and Funding Agreement, Letter of Commitment and the timing and schedule of those documents, then we finally adjourned. We will meet again in August.

Friday morning, I took a tour of the Health Department Administration and Clinic building with Diane Creek, Riley County Health Department Director and Michael Rezkalla, Executive Director Pawnee Mental Health to see possibly in the future what type of services and or programming may be possibly if changes occur at that location. Thought overall it went pretty well and we brainstormed some really good possibilities.

Friday afternoon I went over to District Court in the Riley County Courthouse and took in the jury selection process with Judge Bannister. It was great to have the opportunity to see what the actual process is as I have only ever been summoned for duty but also to see the real struggle with space and the facilities to properly conduct these activities. The trial itself is taking place this week and will be conducted in the same courtroom and the selection process.

Late Friday afternoon I met with Kent Glasscock from the Flint Hills Regional Council to discuss a few items. Housing and grant work were the major topics of discussion, but rural needs, and update on work the council is doing and the overall direction and vision for the agency was also discussed. Appreciated the time and the dialog and the passing of ideas around the board.

Spent the weekend inside as it was really too hot, humid, and windy to get much of anything done. Hopefully we will get some rain this evening to even things out.

Focke's Comments:

No comments.

McKinley's Comments:

Monday after our meeting I met with a University Park resident who went over some problems they are having. He was going to talk to

Jacob Hansen about them later. At noon was the Law Board meeting. In public comment we heard from the attorney for one of the local CBD shops. They feel there is an uneven enforcement of regulations on what can be sold. We had the final review of the budget for 2026. I tried to get a few more cuts but no one else wanted them. The final number is an increase of 5.4%. We then discussed a possible purchase of a full body scanner for the jail. More discussion will follow.

Tuesday we had a small group meeting to iron out some details of our move to the FCRC building. We can discuss the details at the end of this meeting.

Wednesday was the Juvenile Detention Center meeting. We passed the 2026 budget. The budget was basically flat but our share of the cost will go up because of the increased use of the facility by Riley County. We also started discussion on succession planning as the executive director will be retiring mid year in 2026.

Business Meeting

3. Johnson Controls Contract for LEC

Move to approve the Planned Service Agreement Renewal with Johnson Controls for the Riley County Law Enforcement Center.

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

4. Highway Use Permit, 2025-006 K&W Underground

Move to approve the Highway Use Permit with K&W Underground granting permission to remove and replace a hand hole for Lumen Technologies according to the details shown on the maps.

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

5. 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

6. Sign Riley County Employee Action Form(s)

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

- Ben Moore, a new hire, as a Volunteer Firefighter, in the Fire District #1 Department, at a Range TASND.
- Conner Jewett, a Volunteer Firefighter, in the Fire District #1 Department, for Separation from County Service, effective June 11, 2025.

Review Minutes

7. Board of Riley County Commissioners - Regular Meeting - Jun 16, 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

Press Conference Topics

8. Discuss Press Conference

Review Tentative Agenda

9. Tentative Agenda

9:00 AM

Daniel Skucius, Extension Director

10. Extension staff update

Skucius introduced Lindsay Shorter, the new Extension Agricultural Agent.

Shorter discussed her previous experience.

9:15 AM

Bob Isaac, Planner

11. Replat Lots 39A, 39B, 40A, and 40B of Sam N. Rogers Subdivision into a single lot.

Isaac presented the replat for Thomas Addition Unit One.

Move to approve “Resolution No. 062325-29, A Resolution approving the Thomas Addition Unit 1 plat and accepting the street rights of way, easements and licenses as shown to be dedicated on said plat” a replat of Lots 39A, 39B, 40A, and 40B of Sam N. Rogers Subdivision, as it was determined that it meets the requirements of the Riley County Land Development Regulations and Articles 26-5, 26-8 and 26-9 of the Manhattan Development Code.

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

9:30 AM

Press Conference

12. Public Notice - Evan McMillan (2 minutes)

McMillan said Riley County will begin chip seal projects on Monday, July 7, 2025 and should complete by Thursday July 12, 2025. The following roads will be chip sealed :

- Charles Little Road
- Wharton Manor
- Avery Avenue (CICO Park streets)
- Robinson Drive (CICO Park streets)
- Dog Park Road (CICO Park streets, east of Avery)
- South Scenic Drive
- Reservation Drive (Keats)
- Blue Spruce Lane (Keats)
- Keats Avenue (Keats)

Traffic will be allowed through these projects, but drivers should expect delays of up to 15 minutes. Take alternate routes when possible.

The schedule may change due to weather and scheduling delays.

13. Right Plant, Place, and Practice for June 28th - Gregg Eyestone (2-3 minutes)

Eyestone said they just wrapped up their 36th Annual Master Gardener Tour on Saturday.

Eyestone said they are going to have a program called a Right Plant, Right Place, Right Practice this Saturday, June 28th from 10:00 a.m. to 11:00 a.m. at Blueville Nursery.

9:35 AM

Brittany Phillips, Budget and Finance Officer

14. OPIOID Funds

Phillips presented a review of the OPIOID Fund projections, allowable expenses, and request for funding.

9:50 AM

Amanda Webb, Planning/Special Projects Director

15. Comprehensive Plan Update

Webb presented a Comprehensive Plan update.

10:10 AM

Jacob Hansen, Interim County Counselor

16. Administrative Work Session

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

Creek asked the Board to send a letter to KDHE regarding the WIC funding cut. She said it will be a huge impact on their WIC budget. She stated Geary County will not be providing WIC services. She stated Riley County could receive request from services from Geary County

residents.

Creek stated they are asking KDHE to change the allocation to Riley County.

Move to approve a letter to KDHE expressing concern regarding Riley County's updated WIC allocation and to request reconsideration of Riley County WIC's projected financial shortfall.

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

Move to recess as the Board of Health and reconvene as the Board of County Commissioners.

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

Hansen presented information on noise abatements in Riley County.

Vargo suggested Hansen contact Amanda Webb, Planning and Development Director on previous discussions on noise abatement.

Ford asked what are enforcement measures on them.

The Board asked to see if the regulations would be enforceable or not.

Hansen reported the tax sale is Friday.

10:30 AM Megan Lewis, Community Corrections Director

17. Community Corrections Staff Update

Lewis presented the Community Corrections staff update.

18. Daniel Keating Foundation Grant Award

Lewis asked for approval of the Daniel Keating Foundation Award.

Move to approve Riley County Community Corrections accept the

2025 Daniel Keating Foundation award.

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

19. FY25 4th Quarter Funds Reallocation

Lewis presented the FY25 4th quarter funds reallocation.

Move to approve the reallocation of Adult and Juvenile Services personnel funds to vehicle, office and equipment purchases.

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

10:45 AM

Cory Meyer, IT/GIS Director

20. Courthouse Modernization Cost Adjustment

Meyer presented the Courthouse modernization cost adjustment.

Move to allow Public Works to proceed with the additional costs for the accelerated install of the Courthouse elevator in the amount of \$22,200 from TK Elevator Corporation.

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

11:00 AM

Alvin Perez, Operations and Fleet Manager

21. Request to Fill Public Works Equipment Operator Position

Perez requested to fill the Public Works Operator position.

Move to approve the Public Works Department advertise to hire for the Public Works Operator position.

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

SECONDER:	Kathryn Focke, County Commissioner
AYES:	Ford, Focke, McKinley

The Board of County Commissioners signed a Riley County Position Action Form for a Public Works Operator I or II, in the Public Works Department, at a Range 7.

The Board agreed by consensus to amend today's agenda to meet at the FCRC Raising Riley Conference Room at 2:00 p.m. to review the temporary BOCC Meetings location starting on July 3, 2025.

Adjournment

Move to adjourn after the Open House at the new EMS/Ambulance Headquarters.

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

12:00 PM

Intergovernmental Luncheon

22. Intergovernmental Luncheon Agenda

The Board attended the Intergovernmental Luncheon.