



**Board of Riley County
Commissioners
Regular Meeting
Minutes
June 26, 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
Mary Graham	Administrative Assistant II	Present	8:30 AM
Vivienne Leyva	PIO	Present	8:30 AM
Bertra Lund	Public Works	Present	8:30 AM
John Ellermann	Public Works Director/County Engineer	Present	8:30 AM
Shannon Sterling	Legal Assistant	Present	8:30 AM
Lori Muir	Administrative Services Manager	Present	8:30 AM
Ashlyn Easterday	Payroll Clerk	Present	8:30 AM
Elizabeth Ward	Human Resources Director	Present	8:30 AM
Anna Burson	County Appraiser	Present	8:30 AM
Eve Clark	Public Works	Present	8:30 AM
Jessie Hubbard	Administrative Assistant II	Present	8:30 AM
Evan McMillan	Assistant County Engineer	Present	8:30 AM
Emma Loura	Manhattan Mercury	Present	8:35 AM
Brittany Phillips	Budget and Finance Officer	Present	8:35 AM
Diane Creek	Health Department Director	Present	9:06 AM
Melissa Jarboe		Present	9:14 AM
Megan Lewis	Community Corrections Director	Present	9:47 AM
Lynn Blecha		Present	10:25 AM
Amanda Webb	Planning/Special Projects Director	Present	10:35 AM
Troy Anderson		Present	10:41 AM
Russel Stukey	Emergency Management Director	Present	10:50 AM
David Adams	EMS/Ambulance Director	Present	11:10 AM
Amy Manges	Register of Deeds	Present	11:13 AM
Shilo Heger	Treasurer	Present	11:10 AM
Danna Rivera	Public Works	Present	8:30 AM
Betsy Hughes	Customer Service Representative I	Present	8:30 AM

Andrea Rose	Administrative Assistant II	Present	8:30 AM
Darin Nelson	Public Works	Present	8:30 AM

Pledge of Allegiance

Public Comment

1. Public Comments

Sterling presented the Employee of the Month to Mary Graham, Administrative Assistant in Public Works.

Hansen asked to amend the agenda to discuss the temporary BOCC Chambers during his administrative time.

Commission Comments

2. Commission Comments

Ford's Comments:

Monday afternoon I attended the June Intergovernmental Luncheon at Rockin K's up on the K-State campus. Amanda Webb, Riley County Planning and Special Projects Director gave a complete and in-depth update on the work and efforts being done on the 2025 County Comprehensive Plan. We also heard various updates for most of the entities and or agencies in the room. Seeing as we did not have a meeting in May it was good to hear what everybody is working on as we all work through the summer.

Also Monday afternoon and after 14 months of construction we were finally able to have the dedication and ribbon cutting for our brand new Riley County EMS Headquarters Station. So incredibly excited to get this done and completed as well as operational. I truly believe this will be a facility that will serve future generations of Riley Countians well and will be the cornerstone of what our dedicated emergency professionals need to do the job of saving the lives of our citizens.

Monday evening, I attended the Summer Social of the Established Business Leaders at the Manhattan Area Technical College. Even with the weather there was a really good turnout overall. We heard from Patrick Schutter, from BHS and Blake Bauer, from Icon Investments as they spoke in detail on their Flint Hills Ventures, LLC endeavor on the speculative warehouse space they built that has now turned into the

new PTMW Inc space and 146 new jobs to the area.

Tuesday afternoon I attended and was part of one the panel discussion for the Kansas Employment Exploration Program (KEEP) in coordination with Fort Riley and the Manhattan Area Chamber of Commerce. There were a total of three panels, two businesses, and one public. The first included Hydrograph, InBev, and CivicPlus, the next was McCown Gordon, BHS, and Shilling Construction, and my panel which included myself, the City of Manhattan, and USD383. Had the opportunity to chat with several of the transitioning soldiers on several county positions they are interested in.

Also, on Tuesday afternoon I came down and gave a blood donation with the American Red Cross, it's been quite a long time since I have been able to do so but it worked out on Tuesday. Blood donation particularly during the summer are always needed and the Red Cross has made it super simple to be able to do so, and it may just save a life.

Lastly on Tuesday I attended the monthly Board of Directors meeting of Pawnee Mental Health via Zoom. I first had a Finance Oversight Committee meeting pre-meeting to discuss the FY26 budget and financials through May. General meeting items included introductions, changes to the agenda, approval of the May 27th meeting minutes, we got a Chief Financial Officer Report from Lindsay Miller which included approval of the FY2026 budget, Mike Rezkalla followed with a Chief Executive Officer's report, the Finance Oversight Committee discussed the May financials, and lastly other business included approval of delegation of authority to approve expenditures of Pawnee funds.

Focke's Comments:

Monday I attended the Intergovernmental Luncheon at Rockin K's hosted by Riley County. The main presentation was made by Amanda Webb on the Comprehensive Plan that is being developed. Community meetings are being held for citizen input, with the next one in Leonardville. Other participants gave updates on their programs.

Monday afternoon we had a ribbon cutting and open house for the new EMS building, which was well attended. The facility is state of the art and beautifully done. The entire facility was paid for with ARPA funds that we had set aside for the project.

After that several of us toured the potential BOCC space at the FCRC. We will be discussing that later this morning.

Tuesday I brought some plastic tubs to my office to begin packing for

our move next week. I also ran some errands downtown later.

Wednesday I had an evaluation for physical therapy at Maximum Fitness. I'll start bi-weekly sessions on Friday. Afterwards, I came into my office and went over today's agenda and documents and did some measurements of our current BOCC space.

Later, I met with Diane Creek at the Health Department to look at their board room and offices to evaluate for our meetings. Cory Meyer and Lori Muir were there looking at possibilities and we discussed the two spots - pros and cons of each. Afterwards, Diane and I went over to the FCRC space, which had been set up with chairs and a lot of the excess furniture and storage items removed. It looked a lot better than on Tuesday, but work needs to be done no matter which space we decide to use.

Otherwise, I've been catching up on phone calls and e-mails after being gone for a week. I called Deb Schreiber regarding the Job Corps program. The hearing scheduled for June 19th was delayed so they are still in limbo, with some of the students just leaving. She will let me know when they know something.

McKinley's Comments:

Monday noon was the Intergovernmental Luncheon. The speaker was Amanda Webb who gave an update on our comprehensive plan.

Monday afternoon was the grand opening of the EMS Headquarters and ambulance station. It was well attended and the facility is great.

Tuesday morning, I had a call from a resident about a nuisance property. They are a neighbor and the nuisance affects their property. I talked to Jacob Hansen and he was going to get in touch with them.

Tuesday I had a call from a resident in White Canyon complaining about the roads I have not had a chance to talk to Alvin Perez about this but I am sure he has heard from this gentleman before. The roads were never built to standards so they have never been accepted by the township.

Wednesday I had a call from someone who is interested in our vacant deputy county counselor position.

Business Meeting

3. Daniel Keating Foundation Grant

Move to approve the Daniel Keating Foundation Memo of Understanding and Grant Agreement in the amount of \$6,000.00 for Riley County Community Corrections.

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

4. Addendum to Lease between Pawnee Mental Health Services and Riley County

Move to approve the Addendum to Lease Agreement with Pawnee Mental Health Services for the property located at 2001 Claflin Road.

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

5. Support for Flint Hills Regional Council's Application for Safe Streets and Roads for All

Move to approve the letter of support for the Flint Hills Regional Council's application for Safe Streets and Roads for All.

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:

- Evan Pringle, a new hire, as an As Needed Paramedic, in the EMS/Ambulance Department, at a Range Paramedic, at \$17.85 per hour.
- Billie Clouse, a new hire, as an Intern, in the Museum Department, at a Range TASND.
- Micaela Chambers, a new hire, as an Intern, in the Health Department, at a Range TASND.

7. Approve payroll/accounts payables (when completed)

Move to approve the payroll vouchers in the amount of \$761,633.62 and the following warrant vouchers for June 27, 2025:

2025 Budget

County General	\$ 701,128.38
Disaster Fund	127,323.47
Health Department	121,779.15
Court Services	150.00
LEPP Grant	9,425.00
Register Deeds Tech Fund	580.66
Motor Vehicle Operations	370.88
Capital Improvements Fund	96,566.92
Emergency 911	7,763.96
Solid Waste	301,896.18
County Building	8,587.31
RCPD Levy/Op	2,194.45
Landfill Closure	641.49
Riley Co Fire Dist #1	37,701.65
University Park W&S	7,084.52
Keats Capital Project	47,000.00
Hunters Island Water Dist	2,842.27
Carson Sewer Benefit Dist	374.03
Deep Creek Sewer	383.16
Moehlman Bottoms	1,175.59
Valleywood Operations	509.25
Terra Heights Sewer	647.47
Konza Water Operations	6,286.73
Univ Park W&S Cap Reserve	265.00
Lakeside Heights Sewer	125.32
Peterson Ranch-Ben Dist	383.34
KDOC Adult Services	6,603.78
KDOC Juvenile Services	5,765.90
KDOC Juv Reinvestment	6,923.24
BJA Grant	1,375.08
21st Jud Dist DC ADSAP	334.17
City Alcohol Funds	228.82
Daniel Keating Foundation	27.58
Adult Services Carry-Over	12.94

TOTAL. \$ 1,504,457.69

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

Review Minutes

8. Board of Riley County Commissioners - Regular Meeting - Jun 23, 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

9. Tentative Agenda

Press Conference Topics

10. Discuss Press Conference

9:00 AM

Barry Wilkerson, Attorney

11. Staff update

Wilkerson presented a County Attorney's Office update.

Wilkerson discussed the pressure the Board went through last week. He stated an op-ed last week has led to these comments. He said he would like to set the record straight he feels we have outstanding leadership with the current commission.

Wilkerson discussed the unfairness of the proposed project and thinking of the taxpayers. He thanked the commission for their decision.

9:15 AM

Bob Isaac, Planner

12. Rezone Lots 26 & 27, Block 10 Western Shore Acres Subdivision from SF-3 (Single Family Residential) to SF-1 (Single Family Residential) and replat Lots 26 & 27, Block 10 Western Shore Acres Subdivision and Lot 4 Golden Shores Addition together into two lots.

Isaac presented the rezone & plat for Western Shore Acres Subdivision Unit Four.

Move to approve "Resolution No. 062625-30, Resolution amending the zoning map of Riley County concerning the use of certain real estate located in Sherman Township" rezone Lots 26 & 27, Block 10 Western Shore Acres Subdivision from SF-3 (Single Family Residential) to SF-1 (Single Family Residential).

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

Move to approve "Resolution No. 062625-31, A Resolution approving the Western Shore Acres Subdivision Unit Four Plat and accepting the street rights of way, easements and licenses as shown to be dedicated on said plat."

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

9:35 AM

Cory Meyer, IT/GIS Director

13. IT/GIS Staff Update - June 2025

Meyer presented the IT/GIS staff update.

9:50 AM

Jessie Hubbard, Administrative Assistant II

14. Bid opening for new 2024 or newer mid-size SUV

The Board of County Commissioners opened the following bids for a new 2024 or newer mid-size SUV:

Company		Total Bid
Little Apple Toyota/Honda 2828 Amherst Manhattan, KS 66502	2026 Honda Passport	\$47,737.50
Briggs Nissan MHK 2500 Stagg Hill Road Manhattan, KS 66502	2025 Nissan Rogue	\$32,938.00
U.S. Fleet Source 6111 S. Buffalo Drive, Ste. 390 Las Vegas, NV 89113	2025 Hyundai Tucson	\$30,200.00

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

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

10:05 AM Jacob Hansen, Interim County Counselor

15. Administrative Work Session

The Board discussed the temporary chambers during the window replacement construction.

McKinley said we have worked on this for months and he does not know why we would move it now.

Focke discussed concern with the bad acoustics and the bad lighting.

Ford expressed concern with impacting a program in the FCRC building.

McKinley stated there is only one conference room available in the Health Department Building.

Creek discussed concerns with the parking at the top level of the FCRC.

McKinley stated signage can be put in place to direct the public.

Meyer said it would be three days to prepare the alternate location.

The Board agreed by consensus to leave the temporary BOCC meeting

room, at the FCRC Conference Room, during construction of the Courthouse Plaza East Building.

10:25 AM Jacob Hansen, Interim County Counselor

16. Public Hearing on Petition to Create Peterson Ranch Street Benefit District

Hansen discussed the Peterson Ranch Public Hearing.

McKinley opened the Public Hearing.

Blecha asked for an explanation on why the glitch in the first process.

Hansen and Vargo discussed the internal policy which was not followed originally and how it has been corrected.

Anderson asked about the timeline of the project going forward.

McKinley closed the Public Hearing.

Ellermann stated they can put it out to bid next week and open the bids in late July and the construction date will be finalized with the successful contractor.

Blecha asked for a meeting with Riley County staff on the bids prior to them being presented to the Board.

Ellermann said they can meet.

Move to direct the Director of Public Works to establish the fund for the Peterson Ranch Benefit District on or after July 1, 2025, so long as no valid protest petitions are filed on or before June 30, 2025.

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

10:40 AM Vivienne Leyva, PIO

17. June 2025 Communications Update

Leyva presented the June Communications update.

Leyva discussed the transition to CivicClerk system.

10:55 AM **Jacob Hansen, Interim County Counselor**

10:55 AM 18. Executive session to discuss confidential legal advice regarding pending litigation issues

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 Vivienne Leyva, Public Information Officer, recess into executive session pursuant to the attorney-client consultation exception to the Kansas Open Meetings Act, regarding pending litigation and 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:	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

11:10 AM **Brittany Phillips, Budget and Finance Officer**

19. 2026 Budget Work Session

Phillips presented the 2026 Budget Development Worksheets to review.

Heger reported she worked with Greg Vahrenburg, Raymond James Financial Services, the County Financial Advisor in revenue forecasting. Heger stated in 2025 we will be transferring \$1,000,000 from General Fund interest to CIP base on the CIP balance. Heger suggested considering leaving the interest in the General Fund.

Adjournment

Move to adjourn.

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