



**Board of Riley County
Commissioners
Regular Meeting
Minutes
June 30, 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
Megan Lewis	Community Corrections Director	Present	8:30 AM
Jessie Hubbard	Administrative Assistant II	Present	8:30 AM
Brittany Phillips	Budget and Finance Officer	Present	8:30 AM
Emma Loura	Manhattan Mercury	Present	8:32 AM
Rob Voelker		Present	8:38 AM
Shilo Heger	Treasurer	Present	9:30 AM
Cory Meyer	IT/GIS Director	Present	9:30 AM
John Ellermann	Public Works Director/County Engineer	Present	9:40 AM
Amy Manges	Register of Deeds	Present	9:45 AM
Amanda Webb	Planning/Special Projects Director	Present	9:45 AM

Pledge of Allegiance

Public Comment

1. Public Comments

Commission Comments

2. Commission Comments

Ford's Comments:

Thursday afternoon I had a National Steering Committee call with NACo's Veterans and Military Services Committee. The purpose of the call was to review six steering policy resolutions, and we reviewed all things happening at the NACo 2025 Annual Conference in Philadelphia. NACo staff was available to answer any questions we had and there were several and they gave us an update on all that is taking place up on Capitol Hill in Washington, D.C. in terms of military and veterans. We won't be meeting in July due to the annual conference taking place.

Also Thursday afternoon we had the second meeting of the RHID Task Force hosted by USD 383 at the Lincoln Center. Not really a lot to report to be honest as it was mostly just back and forth discussion between the entities there in attendance. Expect quite a bit of dialog on the subject at July's Joint City/County/County meeting which I believe will take place at City Hall here in Manhattan.

Friday afternoon I also had a Teams call with NACo's Community Economic and Workforce Steering Committee. We reviewed eighteen policy resolutions before voting to pass them on to them during the 2025 Annual Conference in Philadelphia. As we went through each resolution, each sponsor had the opportunity to give a brief (one minute) summary, describe the county nexus and answer any questions we had on the resolution. NACo staff also was available to answer any specific questions on the upcoming annual conference. They also gave an update on everything taking place up on Capitol Hill in Washington, D.C.

Spent the weekend at home as it was a little bit warm and humid to do anything outside. Also preparing and getting ready to make the temporary move over to the Health Department starting Thursday morning.

Focke's Comments:

Thursday after our meeting, I met with Amanda Webb on a wastewater issue with one of the property owners in Keats. We talked over the problem and came up with a potential solution. She will talk to Sam Johnson at BG Consultants and get back to me. We are planning to have a community meeting in the future when the property easements are ready for signatures and we have other updates and information for them.

Friday I had my first session of physical therapy and was given several on-going home exercises to work on. We discussed my daily routines

and we worked on making those more conducive to back-safety.

The rest of the weekend I spent a lot of time cleaning the house and working in the yard, had lunch with a girlfriend, and reviewed the revisions on our proposed 2026 budget for our work session today.

I also reviewed the agenda and documents for today's meeting.

McKinley's Comments:

I had a call last week asking about a particular property in the tax sale. I told them I did not have that information but they could ask at the sale.

I had a call and emails regarding the article in the Mercury about the budget increase. I explained to them what the numbers really were and that we are still working on them.

A friend was ordained as a Deacon in the Catholic Church Saturday. The ceremony was in a mass at the cathedral in Salina. An impressive building and ceremony. After words they had receptions Saturday and Sunday to meet his family and other friends.

Business Meeting

3. Bid Recommendation for Community Corrections Vehicle Replacements

The Board discussed the extended warranty.

The Board asked for more information on the extended warranty.

4. Highway Use Permit, 2025-007 J&K Contracting- Anderson Ave. Sanitary Sewer Phase II

Move to approve the Highway Use Permit granting J&K Contracting permission to complete work as outlined in permit application for Manhattan City's Anderson Sanitary Sewer, Phase II Project.

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

5. Highway Use Permit, 2025-008 Cox to replace defective Cable

Move to approve the Highway Use Permit granting Cox Communications permission to replace defective cable by Bent Tree Road according to the details shown on the map.

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:

- Adrianna King, an EMT, in the EMS/Ambulance Department, for Separation from County Services, effective July 14, 2025.
- Seana Balman, an As Needed Election Day Worker, for Separation from County Services, effective June 20, 2025.
- Conagher Britton, a Public Works Operator II, in the Public Works Department, for Separation from County Services, effective July 24, 2025.
- Ellie Erwin, a new hire, as a Seasonal Laborer, in the Public Works/Parks Department, at a Range TASND, at \$14.00 per hour.

Review Minutes

7. Board of Riley County Commissioners - Regular Meeting - Jun 26, 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 Jacob Hansen, Interim County Counselor

10. Administrative Work Session

11. Pending County Projects County Counselor

Hansen discussed the Riley County Tax Sale which was held last week. Hansen stated all properties were sold.

Hansen discussed projects on the Commission Projects List.

Lewis said the extended warranty on the vehicles from Briggs can be purchased at a later date, but the price goes up and the coverage goes down.

Hubbard stated Public Works staff said they do not purchase extended warranties on vehicles.

Move to approve the bid submitted by Briggs Auto for the purchase of two Nissan Rogue SUVs, not to include the extended warranty, for the price of \$32,938.00 each for a total of \$65,876.00.

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

9:20 AM Barry Wilkerson, Attorney

12. Request to fill open position for Legal Secretary

Wilkerson presented the request to fill a Legal Secretary position.

Move to approve the request to fill the position of Legal Secretary in the Riley County Attorney's Office.

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 Legal Secretary, in the Attorney's Department, at a Range 8.

9:30 AM**Press Conference**

13. BOCC moving to FCRC starting July 3rd - Vivienne Leyva (3-5 minutes)

Leyva said she wants to take a moment to remind the public that, beginning Thursday, July 3rd, Riley County Commission meetings, as well as meetings of the Planning Board and Board of Zoning Appeals, will temporarily move to a new location.

Leyva said during the renovation of the Courthouse Plaza East building, meetings will be held at the Family and Child Resource Center, located at 2101 Claflin Road. The public can access the meeting room through the southwest entrance. Public Works is marking the area with signs.

Leyva said this move is necessary to allow crews to safely replace the aging windows in the CPE building. The project will help address long-standing issues like water leaks, energy loss, and general wear on the facility.

Leyva said we expect the renovation to be complete by the end of February 2026. In the meantime, meetings will continue to be livestreamed, and parking is available nearby at the EMS Station and Health Department Clinic.

Leyva said we ask people to please reserve the upper level parking lot by the east entrance for clients and pregnant mothers visiting WIC, Maternal and Child Health, and Raising Riley.

9:35 AM**Shilo Heger, Treasurer**

14. Sign contract with AQ2 - Scanning Software

Heger presented the AQ2 Embrace Software License and Maintenance Agreement.

Move to approve the AQ2 Embrace Software License and Maintenance Agreement.

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

9:45 AM Brittany Phillips, Budget and Finance Officer

15. 2026 Budget Work Session

Phillips presented the revised 2026 Budget Worksheets.

Phillips said departments are currently reviewing their budget request for additional reductions.

The Board agreed by consensus to reduce the Animal Shelter appropriation budget to \$35,000.

10:05 AM Adjournment

Move to adjourn.

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