



**Board of Riley County
Commissioners
Regular Meeting
Minutes
July 07, 2025**

115 North 4th Street
Manhattan, KS 66502
www.rileycountyks.gov

Cindy Kabriel
785-565-6200

FCRC 2101 Claflin Rd

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
Vivienne Leyva	PIO	Present	8:30 AM
Brittany Phillips	Budget and Finance Officer	Present	8:30 AM
Elizabeth Ward	Human Resources Director	Present	8:30 AM
Rob Voelker		Present	8:37 AM
Diane Creek	Health Department Director	Present	8:41 AM
Kaylyn Speth	WIC Supervisor	Present	8:45 AM
Gary Olds		Present	9:06 AM
Cory Meyer	IT/GIS Director	Present	9:16 AM
John Ellermann	Public Works Director/County Engineer	Present	9:20 AM
Major Mark French	RCPD	Present	9:24 AM
David Adams	EMS/Ambulance Director	Present	9:28 AM
Jacob Hansen	Interim County Counselor	Present	9:25 AM
Katharine Hensler	Museum Director	Present	9:38 AM

Pledge of Allegiance

Public Comment

1. Public Comments

Commission Comments

2. Commission Comments

Ford's Comments:

Thursday afternoon I had a meeting with John Ellermann, Public Works Director; Jacob Hansen, Interim County Counselor; and Amanda Webb, Planning Director to discuss a possible transfer of land voluntarily by donation in the Sam Rogers subdivision north of town.

Thursday afternoon I left for Hays/Ellis County to spend the Fourth of July holiday with some friends. Watched the second night of the Wild West Festival at the Ellis County Fairgrounds with the bands Austin Williams and Drew Baldrige.

Friday I spent the Fourth of July in Hays with some friends as mentioned before. Ate a lot of food and shot off a lot of fireworks as we typically do. Most of the neighbors in their neighborhood joined us as well which was cool.

Saturday evening, we took in the last night of the Wild West Festival with 80s rock cover band Paramount and 90s sensation the Spin Doctors.

Sunday afternoon I got back home and got caught up on things around the house and finished getting prepared for the upcoming week.

Focke's Comments:

Thursday after our meeting, I stayed in the office for several hours, getting some things put away, finding my way around the building, etc. Diane Creek stopped by to see how things were going and we discussed several building questions that I had. Later that afternoon, I had a physical therapy session and then headed home for the 4th. Our neighborhood has been bombarded with fireworks since the 1st, so have been spending more time with my dog at home while this has been going on. The fireworks have continued all weekend, although they were supposed to stop at midnight on the 4th.

Friday evening, I was invited to a bar-b-que with some friends but spent most of the weekend just relaxing and going over budget information to be presented at today's meeting.

Sunday I went over today's agenda and documents, did some house cleaning and later watered plants in the yard.

McKinley's Comments:

No comments.

Business Meeting

3. Highway Use Permit, 2025-009 Everyg W 52nd St

Move to approve the Highway Use Permit granting Everyg permission to install new service line across W 52nd Street as shown on map.

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

4. Sign Riley County Employee Action Form(s)

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

- Nick Decker, a new hire, as a Seasonal Laborer, in the Public Works/Parks Department, at a Range TASND, at \$14.42 per hour.
- James Campbell, a Facility and Grounds Technician I, in the Public Works Department, for Separation from County Service, effective July 11, 2025.
- Wendell Anderson, a Volunteer Firefighter, in the Fire District #1 Department, for Separation from County Service, effective July 2, 2025.

Review Minutes

5. Board of Riley County Commissioners - Regular Meeting - Jul 3, 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

6. Tentative Agenda

Press Conference Topics

7. Discuss Press Conference

9:00 AM**Kaylyn Speth, WIC Supervisor**

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

8. FFY 2026 WIC Application and Budget

Speth presented the FFY 2026 WIC Local Agency Application and Budget.

Move to approve the FFY2026 WIC Local Agency Application and Budget be submitted.

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

9:15 AM**Russel Stukey, Emergency Management Director**

9. Staff Update

Stukey presented the Emergency Management and Fire District #1 staff report.

Stukey discussed several cost cutting measures for the Board to consider.

9:30 AM Press Conference

10. RCPD Update - Major Mark French (3-5 minutes)

French said for the first time in history they reached over 130 average daily population figures in the jail facility.

French presented the Riley County Police Department update.

9:35 AM John Ellermann, Public Works Director/County Engineer

11. Request to fill an open Facility & Grounds Technician I or II

Ellermann requested to fill the Facility & Grounds Technician I or II position.

Move to approve the Public Works Department advertise for the open Facility & Grounds Technician I or II position.

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 Facility & Grounds Technician I, in the Public Works Department, at a Range 4.

12. Commission Chambers Remodel

Ellermann asked to what level the commission want the Commission Chambers remodeled.

The Board discussed the request.

The Board said they are open to just new carpet and paint but would also like to see how the architect could redesign the space.

Ellermann presented the request to hire an architect to design the remodel for the Commission Chambers.

9:55 AM Brittany Phillips, Budget and Finance Officer

13. 2026 Budget Work Session

Phillips presented the updated 2026 Budget Development Worksheets.

The Board discussed the 2026 budget.

Creek said she will bring a more exact 2026 budget this Thursday.

The Board asked to cancel Thursday's budget work session and to have one next Monday.

The Board reviewed the appropriation requests.

The Board agreed by consensus to leave all appropriations flat from 2025 and include the appropriation for Be Able for 2026.

10:19 AM Adjournment

Move to adjourn.

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