



**Board of Riley County
Commissioners
Regular Meeting
Minutes
July 10, 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
Jacob Hansen	Interim County Counselor	Present	8:30 AM
Brittany Phillips	Budget and Finance Officer	Present	8:30 AM
Vivienne Leyva	PIO	Present	8:30 AM
Anna Burson	County Appraiser	Present	8:30 AM
John Ellermann	Public Works Director/County Engineer	Present	8:30 AM
Cory Meyer	IT/GIS Director	Present	8:30 AM
Amanda Webb	Planning/Special Projects Director	Present	8:30 AM
David Adams	EMS/Ambulance Director	Present	8:30 AM
Elizabeth Ward	Human Resources Director	Present	8:36 AM
Russel Stukey	Emergency Management Director	Present	8:36 AM
Daryn Soldan	Chamber of Commerce	Present	9:30 AM
Christian Bishop	Chamber of Commerce	Present	9:30 AM
Diane Creek	Health Department Director	Present	9:33 AM
Heather Ritchey	Child Care Licensing Supervisor	Present	9:54 AM
Joshua Gering	EMS/Ambulance Assistant Director	Present	10:50 AM
Amy Manges	Register of Deeds	Present	10:58 AM
Katharine Hensler	Museum Director	Present	11:02 AM
Melanie Highsmith	Museum	Present	11:03 AM

Pledge of Allegiance

Public Comment

1. Public Comments

Commission Comments

2. Commission Comments

Ford's Comments:

Monday afternoon I spent some time getting some things officially moved over to the temporary location here at the FCRC Building here at the Riley County Health Department and finished getting everything laid out and set up.

Also Monday afternoon I had my monthly visit with the doctor at Stormont Vail. All seems to be status quo at the moment which is good considering this visit falls right after the Fourth of July holiday. Although the insurance company is going to be taking me off my current heart medication that has been working to place me on one from the past that has not. Obviously not thrilled about that.

Tuesday evening and although I'm not attending the National Association of Counties Annual Meeting and Exposition I did take some time to go through each of the packet for the national meetings of the Community Economic Development and Workforce Steering Committee and the Veterans and Military Services Committee both of which I'm honored to serve on. The conference itself starts tomorrow in Philadelphia, Pennsylvania and runs through July 14th.

Wednesday evening, I attended Business After Hours hosted by the Manhattan Area Chamber of Commerce out at the Midwest Dream Car Collection and Switch Wicked. Pretty good turn out as usual, and they had some really good door prizes and a replica Delorian from Back to the Future set back in time to 1988 as well.

Focke's Comments:

Tuesday afternoon I attended the quarterly meeting of the LEPC held at the Manhattan Fire Department Headquarters on Denison Avenue. The meeting included a presentation from ESF 10 on Oil and Hazard Materials (HazMat) coordination and support services for emergency events in Riley County.

Upcoming events include the following:

- Tabletop Exercise on September 9th, 9:00 a.m. - 11:00 a.m. at Manhattan Regional Airport
- Emergency Operations Center functions Course, September 23rd (time?)

The next meeting on October 7th will include LEPC Bylaws revisions.

After the meeting I had a physical therapy session.

Wednesday I spent some time going over today's agenda and documents and some budget issues and followed up on e-mails and phone calls.

McKinley's Comments:

Tuesday I reviewed the plans for the Emergency Management/Fire project. Talked to Russel Stukey and John Ellermann to clarify the work on the existing parking lot. Sent a note to the architect regarding a correction needed on the plans, he will include it in the addendum.

Also talked to John Ellermann to clarify how field entrances are handled in the county.

Tuesday evening was the Fire Advisory Board meeting. Several policy requirements were reviewed with battalion chiefs. On going discussion about retiree benefits and officer uniforms. FRA discussed financials. FFA discussed fundraising activities and possible ways to use the funds.

Business Meeting

3. Notice to All White Canyon Property Owners

Move to approve the Board sign a "Notice to all White Canyon Property Owners."

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

4. Surplus Equipment Transfer from EMS to RCFD #1

Move to approve transfer of listed surplus property from Riley County EMS inventory to RCFD #1 inventory.

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

5. Review and Approval of Indemnification and Hold Harmless Agreement

Move to approve the “Indemnification and Hold Harmless Agreement” with the Riley County Fair, Riley County Extension, Nick Powers, DBA RC McGraws, LLC, and the Kaw Valley Rodeo Association.

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

6. Hargrave - Salzman Fence View Order

Move to approve the Order Assigning Partition Fence Responsibility for the Hargrave and Salzman fence view.

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

7. Re-appoint Dana Martinez to the Joint Corrections Advisory Board (juvenile appointment) and approve resolution

Move to re-appoint Dana Martinez to the Joint Corrections Advisory Board (juvenile appointment) and approve "Resolution No. 071025-33, A Resolution re-appointing a juvenile representative to the Joint Corrections Advisory Board."

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

8. Sign Riley County Employee Action Form(s)

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

- Katie Mangum, a Legal Secretary, in the County Attorney's Department, for Separation from County Service, effective August 8, 2025.
- Ashley Taves, a Child Care Provider, in the Health Department, for Separation from County Service, effective July 19, 2025.
- Travis Gordon, a System Analyst/Administrator, in the IT/GIS Department, for Separation from County Service, effective July 8, 2025.

9. Discuss Joint City/County/County Meeting Agenda

No additional topics.

10. Discuss Intergovernmental Luncheon

11. Approve payroll/accounts payables (when completed)

Move to approve the payroll vouchers in the amount of \$769,248.80 and the following warrant vouchers for July 11, 2025:

2025 Budget

County General	\$ 1,768,300.51
Disaster Fund	28,226.89
Health Department	70,436.79
Economic Development	30,500.00
Emergency 911	5,002.56
Solid Waste	7,539.58
County Building	3,127.86
Road & Bridge Cap Project	29,189.04
RCPD Levy/Op	1,461,592.67
Riley Co Fire Dist #1	11,715.53
University Park W&S	1,214.87
Hunters Island Water Dist	26.43
Carson Sewer Benefit Dist	833.33
Deep Creek Sewer	7.00
Moehlman Bottoms	12.24
Terra Heights Sewer	387.24
Konza Water Operations	147.61
Lakeside Heights Sewer	1.40
KDOC Adult Services	72,290.53
KDOC Juvenile Services	13,151.13
KDOC Juv Reinvestment	1,200.65
BJA Grant	1,101.48

TOTAL..... \$ 3,506,005.34

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

Review Minutes

12. Board of Riley County Commissioners - Regular Meeting - Jul 7, 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

13. Tentative Agenda

Press Conference Topics

14. Discuss Press Conference

9:00 AM

Jacob Hansen, Interim County Counselor

15. Administrative Work Session

Hansen reported Randolph, Leonardville, and Ogden are interested in the "MakeMyMove Program" and want to know if the Board wants to present information to consider approval of the contract and grant application.

The Board agreed by consensus for staff to present the "MakeMyMove Program" contract and grant application.

Hansen discussed the Chamber of Commerce's questions posed to the Board on the reason for the denial of the RHID proposal.

The Board discussed the Chamber's request.

The Board agreed by consensus to direct the Chamber of Commerce to the Riley Reinvestment Housing Incentive District Policy. The Board stated they did not receive the developers letter prior to the RHID Hearing.

9:20 AM Evan McMillan, Assistant County Engineer

16. Bid opening for University Park Utility Extension Project

The Board of County Commissioners opened the following bids for the University Park Water and Sanitary Sewer Utility Extensions.

Company	Starting Date	# of Working Days	Total Bid
Lakeside Construction PO Box 55 Milford, KS 66514	09/14/25	12	\$ 93,820.00
Larson Construction Inc 2616 Eureka Terrace Manhattan, KS 66503	10/01/25	20	\$104,990.00
Engineer's Estimate			\$124,000.00

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

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

9:30 AM Budget and Planning Committee - Brittany Phillips, Budget and Finance Officer

17. Monthly Cash Flow Report for June 2025

Phillips presented the monthly cash flow reports.

9:45 AM Daryn Soldan, Manhattan Area Chamber of Commerce

18. Economic development update

Soldan presented the economic development update.

Bishop discussed Fort Riley activities.

10:00 AM Diane Creek, Health Department Director

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

19. Monthly update

Creek presented new information regarding Child Care Licensing and serving other counties.

The Board discussed subsidizing Child Care Licensing in Gear, Clay, Dickinson, and Pottawatomie Counties.

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

10:30 AM Cory Meyer, IT/GIS Director

20. Request to Fill Position - Network/Security Systems Engineer

Meyer requested to fill the Network/Security Systems Engineer. He said if approved he will withdraw the request for the new IT position in the 2026 Budget Request.

Move to approve IT/GIS be allowed to fill the position of Network/Security Systems Engineer.

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

AYES:	Ford, Focke, McKinley
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10:45 AM Anna Burson, Appraiser and Cory Meyer, IT/GIS Director

21. Request for Approval – Professional Services Agreement with Schneider Geospatial/ Beacon

Burson presented the request for approval of the Professional Services Agreement.

Move to approve for staff to sign the Professional Services Agreement with Schneider Geospatial/ Beacon pending legal clarification by the Riley County Counselor.

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

11:05 AM Vivienne Leyva, PIO

22. NACo High Performance Leadership Academy and Flint Hills Regional Leadership Program Nominees

Leyva asked the Board to approve Joshua Gering, Melanie Highsmith, Michelle Horstmeier, and Jake Konrardy for the leadership programs in 2025.

Move to approve Joshua Gering, Melanie Highsmith, Michelle Horstmeier, and Jake Konrardy for leadership training programs in 2025.

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

11:10 AM Adjournment

Move to adjourn.

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

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