



**Board of Riley County  
Commissioners  
Regular Meeting  
Minutes  
July 21, 2025**

115 North 4th Street  
Manhattan, KS 66502  
[www.rileycountyks.gov](http://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**

| <b>Attendee Name</b> | <b>Title</b>                              | <b>Status</b> | <b>Arrived</b> |
|----------------------|-------------------------------------------|---------------|----------------|
| 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        |
| Amanda Webb          | Planning/Special Projects Director        | Present       | 8:30 AM        |
| Anna Burson          | County Appraiser                          | Present       | 8:30 AM        |
| Elizabeth Ward       | Human Resources Director                  | Present       | 8:30 AM        |
| Brittany Phillips    | Budget and Finance Officer                | Present       | 8:30 AM        |
| Rob Voelker          |                                           | Present       | 8:31 AM        |
| Diane Creek          | Health Department Director                | Present       | 8:38 AM        |
| Liz Holle            | Big Lakes Developmental Center Director   | Present       | 9:09 AM        |
| Jacob Clarke         | Clinic Supervisor                         | Present       | 9:12 AM        |
| Alvin Perez          | Public Works Operations/Fleet Manager     | Present       | 9:23 AM        |
| Michael Rezkalla     | Pawnee Mental Health Services Director    | Present       | 9:54 AM        |
| Brian Foster         | BG Consultants                            | Present       | 10:01 AM       |
| John Ellermann       | Public Works Director/County Engineer     | Present       | 10:05 AM       |
| Evan McMillan        | Assistant County Engineer                 | Present       | 10:43 AM       |
| Shilo Heger          | Treasurer                                 | Present       | 10:43 AM       |
| Jo Reed              | Deeds Supervisor/Deputy Register of Deeds | Present       | 10:43 AM       |
| Russel Stukey        | Emergency Management Director             | Present       | 10:43 AM       |

**Pledge of Allegiance**

**Public Comment**

1. Public Comments

Ward asked the Board if they are supportive of HR sending an email regarding the COLA approved by the Board.

The Board agreed by consensus for HR to send an email to staff regarding the 2026 COLA.

### **Commission Comments**

#### **2. Commission Comments**

Ford's Comments:

Thursday afternoon I went to Topeka to follow up on my last appointment for some general check-up and lab work that were completed earlier in the year. All is well and fine at this point in time and no other appointments will be needed on this account which is great news.

Friday afternoon I had a couple of meetings here at the office. One with a concerned constituent over the budget process and just taxes and spending in general, and the other with our contract attorney David Cooper discussing some items he is working on behalf of Riley County, and some things I might like to see resolution on moving forward as well.

Saturday morning, I attended the Riley County Republican Breakfast at Hy-Vee. Heard an update and discussion on the upcoming Judicial Constitutional Amendment that will be taking place in the primary round of the 2026 mid-term election. Always hear from various area state representatives and senators and local municipal election candidates, Secretary of State candidates, and I gave an update from Riley County including projects we are working on and of course the big item the 2026 county budget which drew lots of dialog and discussion.

Over the weekend I spent some time trying to unpack all the information from the 2026 Annual Conference and Exposition from the National Association of Counties and got caught up on correspondence and information for the upcoming week as well.

Certainly, glad to see the rain yesterday as well as this morning, even though it will only make thing hotter and more humid as the week moves on.

Focke's Comments:

Thursday, after our BOCC meeting, I attended a Zoom meeting for the

Elected Officials Board of the Kansas WorkforceONE organization. The meeting was to have a vote of the elected board on the items approved at the meeting of the full board in June. There wasn't a quorum of the elected officials at the time. There were a lot of items under discussion, including further consolidation of the workforce centers, budgets, etc.

After the WorkforceONE meeting, I attended the Joint City/County/County meeting at City Hall. The Manhattan City Manager gave an update on Manhattan, including street repairs, the stoplight at State Highway #113 and Marlatt, and discussion on a potential survey for an indoor water facility in CiCo Park. Jason Hilgers answered some questions from the Riley County Commissioners on the survey and other issues concerning a water facility in CiCo Park. Future Joint City/County/County meeting issues were identified by the Manhattan City Manager.

Friday I took my car in for some diagnostic tests and then had a physical therapy session.

Saturday evening, I attended the annual bar-b-que at Bruce McMillian's. It was well attended and the food was great! It was a very hot day.

Sunday I attended church and later reviewed the agenda and documents for today's BOCC meeting and this afternoon's Law Board meeting.

McKinley's Comments:

No comments.

### Business Meeting

3. Make My Move / Home in the Heartland Grant Application

Move to authorize MakeMyMove to apply for the Home in the Heartland Grant on behalf of Riley County.

|                  |                                    |
|------------------|------------------------------------|
| <b>RESULT:</b>   | <b>ADOPTED [UNANIMOUS]</b>         |
| <b>MOVER:</b>    | John Ford, County Commissioner     |
| <b>SECONDER:</b> | Kathryn Focke, County Commissioner |
| <b>AYES:</b>     | Ford, Focke, McKinley              |

4. Commission signing the Contractual Services Agreement

Move to approve the Riley County Contractual Provisions Attachment with Schneider/Beacon Geospatial, LLC.

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|------------------|------------------------------------|
| <b>RESULT:</b>   | <b>ADOPTED [UNANIMOUS]</b>         |
| <b>MOVER:</b>    | Kathryn Focke, County Commissioner |
| <b>SECONDER:</b> | John Ford, County Commissioner     |
| <b>AYES:</b>     | Ford, Focke, McKinley              |

5. Sign a Tax Roll Corrections

Move to approve the Tax Roll Corrections.

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|------------------|------------------------------------|
| <b>RESULT:</b>   | <b>ADOPTED [UNANIMOUS]</b>         |
| <b>MOVER:</b>    | John Ford, County Commissioner     |
| <b>SECONDER:</b> | Kathryn Focke, County Commissioner |
| <b>AYES:</b>     | 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:

- Dana Mika, a new hire, as an Elections Specialist, in the Election Department, at a Range 5, at \$24.26 per hour.
- Earlisha Killen, a Breastfeeding Peer Counselor/Coordinator, in the Health Department, for Separation from County Service, effective August 15, 2025.
- Helena Zavala-Chase, a Public Health Nurse, in the Health Department, for Separation from County Service, effective July 25, 2025.
- KayLeigh Amaro, an Elections Clerical Assistant (part time), in the Election Department, for Separation from County Service, effective July 31, 2025.

7. Sign Riley County Position Action Form(s)

Move to approve and sign the Riley County Position Action Forms for the following:

- a Network/Systems Engineer (change in position title), in the IT/GIS Department, at a Range 21.
- a Network/Systems Administrator, in the IT/GIS Department, at a Range 16.

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| <b>RESULT:</b>   | <b>ADOPTED [UNANIMOUS]</b>         |
| <b>MOVER:</b>    | John Ford, County Commissioner     |
| <b>SECONDER:</b> | Kathryn Focke, County Commissioner |
| <b>AYES:</b>     | Ford, Focke, McKinley              |

**Review Minutes**

8. Board of Riley County Commissioners - Regular Meeting - Jul 17, 2025 9:00 AM

Move to approve the minutes.

|                  |                                    |
|------------------|------------------------------------|
| <b>RESULT:</b>   | <b>ACCEPTED [UNANIMOUS]</b>        |
| <b>MOVER:</b>    | Kathryn Focke, County Commissioner |
| <b>SECONDER:</b> | Greg McKinley, County Commissioner |
| <b>AYES:</b>     | Ford, Focke, McKinley              |

**Review Tentative Agenda**

9. Tentative Agenda

**Press Conference Topics**

10. Discuss Press Conference

**9:00 AM**

**Liz Holle, Big Lakes Developmental Center Director**

11. Big Lakes Developmental Center update

Holle presented the Big Lakes Developmental Center update.

**9:15 AM**

**Cory Meyer, IT/GIS Director**

12. Health Dept EMR RFP Issuance

Meyer presented the issuance of the RFP for the EMR replacement.

Move to approve the issuance of the RFP for the EMR replacement.

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|------------------|------------------------------------|
| <b>RESULT:</b>   | <b>ADOPTED [UNANIMOUS]</b>         |
| <b>MOVER:</b>    | Kathryn Focke, County Commissioner |
| <b>SECONDER:</b> | John Ford, County Commissioner     |

|              |                       |
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| <b>AYES:</b> | Ford, Focke, McKinley |
|--------------|-----------------------|

**9:30 AM****Press Conference**

## 13. Public Notice - Alvin Perez (1-2 minutes)

Perez said a structure replacement project on Fairview Church Road is scheduled to begin Monday, July 28, 2025. The project is located approximately 6/10th mile east of Condray Road. Fairview Church Road will be closed to through traffic during construction from Condray Road to Hohman Road. The project is expected to be completed by Wednesday, July 30, 2025, weather permitting.

Perez said a structure replacement project on W. 69th Avenue is scheduled to begin Tuesday, July 22, 2025. Project is located approximately 30 feet north of Anderson Avenue. Traffic on Anderson Avenue will not be affected by this project. The intersection of W. 69th Avenue at Anderson Avenue will be closed to through traffic during construction. Closure will occur from Anderson Avenue north to the intersection of N. 48th Street during the project. The project is expected to be completed by Thursday, July 24, 2025, weather permitting.

**9:35 AM****Jacob Hansen, Interim County Counselor**

## 14. Administrative Work Session

## 15. Pending County Projects County Counselor

Hansen presented the Commission Projects List.

Hansen discussed the Nuisance Abatement Cases.

Hansen discussed the MakeMyMove program and possible participation with the Chamber of Commerce.

**9:55 AM****Michael Rezkalla, Pawnee Mental Health Services Director**

## 16. Pawnee Mental Health Services update

Rezkalla presented the Pawnee Mental Health Services update.

Ford suggested exploring Pawnee Mental Health owning the current main building on Claflin.

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

10:10 AM          17.    Executive session for attorney-client consultation, legal advice regarding sewer districts

Move that the County Commissioners, including Chairman McKinley, Vice Chairwoman Focke, and Commissioner Ford, with Jacob Hansen, Interim County Counselor, attorney for the commission; John Ellermann, Public Works Director/County Engineer; Amanda Webb, Planning/Special Projects Director; and Brian Foster, BG Consultants, recess into executive session pursuant to the attorney-client consultation, an exception to the Kansas Open Meetings Act, regarding confidential legal advice on sewer districts, the open meeting to resume in the County Commission Chambers at 10:40 a.m.

|                  |                                    |
|------------------|------------------------------------|
| <b>RESULT:</b>   | <b>ADOPTED [UNANIMOUS]</b>         |
| <b>MOVER:</b>    | John Ford, County Commissioner     |
| <b>SECONDER:</b> | Kathryn Focke, County Commissioner |
| <b>AYES:</b>     | Ford, Focke, McKinley              |

10:40 AM          Move the Board of County Commissioners come out of executive session.

|                  |                                    |
|------------------|------------------------------------|
| <b>RESULT:</b>   | <b>ADOPTED [UNANIMOUS]</b>         |
| <b>MOVER:</b>    | John Ford, County Commissioner     |
| <b>SECONDER:</b> | Kathryn Focke, County Commissioner |
| <b>AYES:</b>     | Ford, Focke, McKinley              |

Move the record reflect action shall be taken consistent with the consensus reached in executive session.

|                  |                                    |
|------------------|------------------------------------|
| <b>RESULT:</b>   | <b>ADOPTED [UNANIMOUS]</b>         |
| <b>MOVER:</b>    | John Ford, County Commissioner     |
| <b>SECONDER:</b> | Kathryn Focke, County Commissioner |
| <b>AYES:</b>     | Ford, Focke, McKinley              |

**10:40 AM          John Ellermann, Public Works Director/County Engineer**

## 18. Request to fill an open Custodial Worker I Position

Ellermann presented a request to fill the Custodial Worker I position.

Move to approve the Public Works Department advertise to hire the open Custodial Worker I position.

|                  |                                    |
|------------------|------------------------------------|
| <b>RESULT:</b>   | <b>ADOPTED [UNANIMOUS]</b>         |
| <b>MOVER:</b>    | Kathryn Focke, County Commissioner |
| <b>SECONDER:</b> | John Ford, County Commissioner     |
| <b>AYES:</b>     | Ford, Focke, McKinley              |

The Board of County Commissioners signed a Riley County Position Action Form for a Custodian I, in the Public Works Department, at a Range 1.

**10:45 AM      Brittany Phillips, Budget and Finance Officer**

## 19. 2026 Budget Work Session

Phillips presented the revised 2026 Budget Development Worksheets.

Phillips stated the 2026 budget cannot be increased at this time but can be decreased.

The Board agreed by consensus to reduce the CIP transfer by an additional \$250,000.

The Board discussed the Fire District #1 budget.

**11:14 AM      Adjournment**

Move to adjourn.

|                  |                                    |
|------------------|------------------------------------|
| <b>RESULT:</b>   | <b>ADOPTED [UNANIMOUS]</b>         |
| <b>MOVER:</b>    | John Ford, County Commissioner     |
| <b>SECONDER:</b> | Kathryn Focke, County Commissioner |
| <b>AYES:</b>     | Ford, Focke, McKinley              |

**12:00 PM      Law Enforcement Agency Meeting**

20. Law Board Meeting Agenda