



**Board of Riley County
Commissioners
Regular Meeting
Minutes
July 28, 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	9:28 AM
Shannon Sterling	Legal Assistant	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
Diane Creek	Health Department Director	Present	8:43 AM
Jan Scheideman	Child Care Supervisor	Present	8:58 AM
Megan Lewis	Community Corrections Director	Present	9:15 AM
Amanda Webb	Planning/Special Projects Director	Present	9:21 AM
David Adams	EMS/Ambulance Director	Present	9:34 AM

Pledge of Allegiance

Public Comment

1. Public Comments

Sterling asked the Board to amend the agenda to add the MakeMyMove Contract discussion to the County Counselor's time.

The Board agreed by consensus to add the MakeMyMove Contract to the County Counselor's time.

Leyva read the following email from Kristi Ingalls of the American Red Cross:

First, I'd just like to say THANK YOU for your partnership,

participation, and support each year at our Battle of the Badges Blood Drive!! I cannot tell you how much I value the support of each department!! Your excitement and energy helps encourage those in the community to roll up their sleeves during the summer months to ensure blood is on the shelves for those in need.

This year's goal was 145 pints of blood! I am excited to announce that we surpassed that goal and collected 163 lifesaving pints of blood. I know that I say it every year, but summer is TRULY a hard time for us to collect blood, and you all come through for us every year and this year was no different.

Now - For the Votes!!

RCEMS came in 3rd with 35 votes

MFD came in 2nd with 50 votes

AND for your 2025 WINNERS of the Battle of the Badges, is RCPD - bringing in 70 votes!

CONGRATS to you RCPD!!! And THANK YOU ALL!!

Commission Comments

2. Commission Comments

Ford's Comments:

Monday post meeting Amanda Webb, Riley County Planning Director, Jacob Hansen, Interim County Counselor, and I did speak with Daryn Soldan, Economic Development Director for the Manhattan Area Chamber of Commerce to discuss contractual agreements and logistical arrangement involving the MakeMyMove contract and State Grant Application. Looks like we will meeting to put some final details together and get the rest of that taking care here shortly as discussed earlier. I also had several meetings with constituents from around districts to discuss various topics including the 2026 budget, elections both this year and next, concerns with both Fort Riley and K-State, question on various projects and future projects and of the recent RHID process and vote. Enjoyed the time spent and the dialog had and look forward to more of these moving ahead into the future.

Tuesday afternoon I attended the monthly Board of Directors meeting of Pawnee Mental Health via Zoom. Before the general meeting I did have my normal Finance Oversight Committee meeting to discuss and ask questions in regard to the June agency financials. General meeting items included new introductions, approval of the June Board Minutes, Patient Resources Program report from Theresa Lorenz, Chief

Financial Officers Report from Lindsay Miller as well as the report from the Finance Oversight Committee, Chief Executive Officers report from Mike Rezkalla which included a Patient Portal update, FY24 Safety Update, a Market and Development report, and a CCBHC Advisory Board report. Other business including asking for volunteers to help distribute city and county sign-up sheets for Recovery Month Proclamations.

Tuesday evening, I listened in on a Telephone Town Hall conducted by Senator Roger Marshall and his Washington D.C. staff. Got an update on everything they are working on and possible legislative items that will be coming up on Capitol Hill as we progress through the rest of 2026. He also answered a series of questions by those on the line to complete the town hall. Also Tuesday evening I watched bits and pieces of the Manhattan City Commission meeting. There were several items of interest I wanted to listen to and stay caught up on as they work through their respective processes.

Wednesday I attended Konza United Way's Community Investment Day up at the K-State Office Complex in the Rockin K's Event Space. It was an opportunity to hear from the 20 agencies that provide services and programs that are in line with the vision of Konza United Way and are in their service area. Each agency had 15 minutes to present their request and 5 minutes for questions. There's over 500 grand in total request this year but just over 200 grand that can be spent. All are worthy causes, and I was very impressed with the community turnout and wanted to thank each and every person for their time yesterday volunteering for a worthy cause.

Friday morning, Amanda Webb, Planning Director; Jacob Hansen, Interim County Counselor; Peter Lazarz from MakeMy Move; Daryn Soldan from the Chamber and his team, and I discussed the contract and application process, worked through several of the hang-ups and worked to get a possible MOU in place with the Chamber for professional assistance with this project.

Sunday afternoon I judged the Baking Contest at the Riley County Fair for the 5th straight year along with Tyler Jackson from Lifestyle Manhattan Magazine and Daniel Skucius, Riley County Research and Extension Director. This year the entry was kolaches, and we had eleven entries overall. All kinds of types of flavors including Cherry Limeade, Savory Smoky Pepper Bacon, and Peach with Feta just to name a few. In 2nd Place was Angie and Tabitha Baker, and the 1st Place award went to Megan Moser. It was a really tough contest to judge once again.

Focke's Comments:

Friday I caught up with some watering, paid bills, and did a physical therapy workout. In the evening, I went to the Riley County Fair at the fairgrounds. It was a fairly cool evening and I visited all the exhibits, including the livestock, poultry, and the projects on display in Pottorf Hall. There were big crowds for the rodeo and WHEE rides. Parking was a real challenge, especially with city construction areas. I went back for a shorter time on Saturday evening.

Saturday was the iris sale at the KSU Gardens. I got there early, so was able get a good selection of rhizomes. Later, I met some friends for lunch at the Aggieville Brewing Company. During the afternoon, I did some housework and reviewed the agenda and documents for today's meeting.

McKinley's Comments:

Thursday afternoon the committee met to review the building permit process for the Emergency Management remodel. It was decided to apply for a building permit through Manhattan.

The rest of weekend was quiet.

Business Meeting

3. Sign Riley County Employee Action Form(s)

The Board of County Commissioners signed a Riley County Employee Action Form for Terry Morrand, a rehire, as a Volunteer Firefighter, in the Fire District #1 Department, at a Range TASND.

Review Minutes

4. Board of Riley County Commissioners - Regular Meeting - Jul 24, 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

Press Conference Topics

5. Discuss Press Conference

Review Tentative Agenda

6. Tentative Agenda

9:00 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

7. Out of State Travel for Raising Riley Staff

Creek presented the out of state travel request.

Move to approve the Out of State Travel Requests for Chelsea Manwarren, Raising Riley and Jenni Ebert, Opioid Education & Prevention Specialist for the Prevcon Conference in National Harbor, Maryland October 15-18, 2025.

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

8. Out of State Travel for Raising Riley Staff

Creek presented the out of state travel request.

Move to approve the Out of State Travel Request for Denae Jones to attend the National Association for the Education of Young Children Annual Conference in Orlando, Florida from November 18-22, 2025.

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

9. Debt Set Off

Creek presented the Debt Setoff program agreement.

Move to approve entering into an agreement with the Kansas Debt Setoff program to help collect owed debt for the Riley County Health Department.

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

Megan Lewis, Community Corrections Director

10. Community Corrections Staff Update

Lewis presented the Community Corrections staff update.

11. KDOC FY25 Juvenile Services Year-End Outcome Report

Lewis presented the KDOC FY25 Juvenile Services Year-End Outcome Report.

Move to approve the KDOC FY25 Juvenile Services Year-End Outcome Report.

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

12. KDOC FY24 Adult Services Year-End Outcome Report

Lewis presented the KDOC FY25 Adult Services Year-End Outcome Report.

Move to approve the KDOC FY25 Adult Services Year-End Outcome Report.

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

13. Modification of Agreement, Contract Extension with Kansas State University, Department of Sociology, Anthropology & Social Work

Lewis presented the Modification of Agreement-K-State Evaluator.

Move to approve the Modification of Agreement, Contract Extension with Kansas State University, Department of Sociology, Anthropology & Social Work.

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

9:30 AM Press Conference**9:35 AM Amanda Webb, Planning/Special Projects Director**

14. Comprehensive Plan Update

Webb presented the Comprehensive Plan update.

9:55 AM Jacob Hansen, Interim County Counselor

15. Administrative Work Session

16. Pending County Projects County Counselor

Hansen discussed the Commission Projects List.

Hansen presented the MakeMyMove Agreement.

Hansen discussed the need for an MOU with the Manhattan Area Chamber of Commerce for the services needed with the MakeMyMove Agreement.

Move to approve the MakeMyMove Agreement.

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

McKinley asked if the Board would like to start working on the County Counselor and Deputy County Counselor positions.

Focke asked for Hansen to give a report on outside counsel's work.

The Board agreed they would like to start working on the County Counselor and Deputy County Counselor positions.

10:08 AM **Adjournment**

Move to adjourn after the Intergovernmental Luncheon.

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

12:00 PM **Intergovernmental Luncheon**

17. Intergovernmental Luncheon Agenda

The Board attended the Intergovernmental Luncheon.