



**Board of Riley County
Commissioners
Regular Meeting
Minutes
July 31, 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
Diane Creek	Health Department Director	Present	8:30 AM
Jessie Hubbard	Administrative Assistant II	Present	9:20 AM
Judge Lewison	District Court	Present	9:20 AM
Kathy Oliver	Court Administrator	Present	9:20 AM
Brett Clark	Community Corrections	Present	9:20 AM
John Ellermann	Public Works Director/County Engineer	Present	9:20 AM
Katharine Hensler	Museum Director	Present	9:36 AM
Alexis Robinson	District Court	Present	9:36 AM
David Adams	EMS/Ambulance Director	Present	10:45 AM

Pledge of Allegiance

Public Comment

1. Public Comments

Commission Comments

2. Commission Comments

Ford's Comments:

Monday afternoon I attended the July Intergovernmental Luncheon at Rockin K's. Guest speaker and presenter was Charlene Hertzog, Area Operations Manager at the USO-Fort Riley and she discussed everything going on with the USO up on post and the other area chapters across the region. No real legislative items to speak of that anybody chatted about so everyone gave updates on everything going on respectively with their agencies or organizations.

Had a couple of long but productive days at work Tuesday and Wednesday which is good. I think the heat and humidity made it feel as such but like I said I felt like I got quite a bit accomplished which is always satisfying.

Rest of the week went by rather fast and I'm looking forward to diving into the month of August.

Focke's Comments:

Monday I attended the Intergovernmental Luncheon at Rockin K's. The main speaker was with the international USO organization. She went through all the activities that they sponsor on the military bases and other venues. A discussion was had by representatives from the organizations present and what their activities have been.

Wednesday afternoon, I came into the office to go over today's meeting agenda and documents. Diane Creek was in the building and stopped by to have a visit.

That evening, I attended the monthly meal in Keats. I took some flyers on the upcoming lagoon project meeting on August 26th that Amanda Webb had provided. It was a well-attended community event and great food too!

McKinley's Comments:

Monday after our meeting was the Intergovernmental Luncheon. The speaker told us about all the things USO does across the country and here at Fort Riley.

I have had several calls about roads in the townships and met with John Ellermann Tuesday to go over what is required for the roads. Also had questions on the University Park lagoon.

Business Meeting

3. Audit Consent Authorization

Move to approve the authorization of the release of this information to the auditors and sign the Legal Letter to Riley County Counselor for James Gordon & Associates.

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

- Steve Fox, a new hire, as a Public Works Operator II, in the Public Works Department, at a Range 7, at \$22.35 per hour.
- Hunter Austin, a new hire, as a Volunteer Firefighter, in the Fire District #1 Department, at a Range TASND.
- Jake Bolek, a Volunteer Firefighter, in the Fire District #1 Department, for Separation from County Service, effective July 28, 2025.

5. Sign Riley County Position Action Form(s)

The Board of County Commissioners signed a Riley County Position Action Form for a Seasonal Public Health Nurse (2025-2026 seasonal dates will be November 1, 2025 - January 30, 2026), in the Health Department, at \$43.00 per hour.

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

Review Minutes

6. Board of Riley County Commissioners - Regular Meeting - Jul 28, 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

7. Discuss Press Conference

Review Tentative Agenda

8. Tentative Agenda

9:00 AM Jacob Hansen, Interim County Counselor

9. Administrative Work Session

- 9:00 AM 10. Executive session to discuss confidential legal advice regarding pending litigation issues

Move that the County Commissioners, including Chairman McKinley, Vice Chairwoman Focke, and Commissioner Ford, with Jacob Hansen, Interim County Counselor, attorney for the commission, recess into executive session for the legal consultation regarding pending litigation, an exception to the Kansas Open Meetings Act, the open meeting to resume in the County Commission Chambers at 9:20 a.m.

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

- 9:20 AM Move the Board of County Commissioners come out of executive session.

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

Move the record reflect no binding action was taken during the executive session.

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

9:20 AM Brittany Phillips, Budget and Finance Officer

11. 2026 Opioid Funds Requests

Phillips presented the 2026 Opioid Funds request.

The Board discussed the request.

Move to fund both programs for 2026 of 75% of their proposed budget requests with the intent of both programs continuing to search for outside funding to continue operations.

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

9:40 AM John Ellermann, Public Works Director/County Engineer

12. Judicial Center Space Needs Assessment - Consultant Selection

Ellermann presented the Judicial Center Space Needs Assessment Consultant Selection.

Move to approve BBN Architects, Inc. to perform the Judicial Center Space Needs Assessment.

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

10:00 AM Kathy Oliver, Court Administrator and Alexis Robinson, Court Service Officer

13. Out of State Travel Request

Oliver presented the out of state travel request.

Robinson discussed the benefits to the community in attending the APPA Conference.

Move to approve the Out of State Travel Request for Alexis Robinson to attend the APPA Conference in New York.

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

10:05 AM

Katharine Hensler, Museum Director

14. Request to Receive Funding through Riley County Historical Society

Hensler discussed the request to receive funding through the Riley County Historical Society for the As-Needed Museum Assistants.

Hensler stated if approved she does not intend to add the additional as-needed hours in future Museum Department budget requests.

Move to approve the proposed increase of hours for the As-Needed Museum Assistants of up to 760 hours for the remainder of the year, August 1- December 19, 2025; and to accept the grant proposal from the Riley County Historical Society whose board has generously offered to fund the 760 hours for As-Needed Museum Assistants at the proposed amount of \$12,286.92 through the time period indicated above.

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

10:15 AM

Jacob Hansen, Interim County Counselor

10:15 AM

15. Executive session to discuss a performance matter involving non-elected personnel

Move that the County Commissioners, including Chairman McKinley, Vice Chairwoman Focke, and Commissioner Ford, with Jacob Hansen,

Interim County Counselor, attorney for the Riley County Commission, and Elizabeth Ward, Human Resources Director, recess into executive session pursuant to the non-elected personnel matters an exception to the Kansas Open Meetings Act, in order to discuss the search for and hiring of employees within the Counselor's Office, the open meeting to resume in the County Commission Chambers at 10:45 a.m.

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

10:45 AM

Move the Board of County Commissioners come out of executive session.

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

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

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

Move to appoint Jacob Hansen to the position of County Counselor effective Saturday, August 2, 2025.

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

10:45 AM

David Adams, EMS/Ambulance Director

16. EM/RCFD #1 Remodel Permit

Adams presented the EM/RCFD #1 Remodel Permit.

Move to allow Riley County to work with the City of Manhattan staff

and follow city code guidelines for the EM/RCFD #1 remodel.

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

11:05 AM **Rich Vargo, County Clerk**

17. Request to Fill - Elections Assistant

Vargo presented the request to fill the Elections Clerical Assistant part-time positions for the upcoming November election.

Move to approve the request to open the Elections Assistant positions.

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 an Elections Clerical Assistant (requesting to fill 3 positions), in the Election Department, at a Range Temporary and As-Needed (TASND).

10:57 AM **Adjournment**

Move to adjourn.

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