



**Board of Riley County
Commissioners
Regular Meeting
Minutes
August 04, 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	County Counselor	Present	8:30 AM
Vivienne Leyva	PIO	Present	8:30 AM
Gary Olds		Present	8:30 AM
David Adams	EMS/Ambulance Director	Present	8:30 AM
Brittany Phillips	Budget and Finance Officer	Present	8:30 AM
Elizabeth Ward	Human Resources Director	Present	8:30 AM
Mark French	RCPD	Present	9:15 AM
Jessie Hubbard	Administrative Assistant II	Present	9:15 AM
Evan McMillan	Assistant County Engineer	Present	9:30 AM
Dan Bortnick	RCPD	Present	9:30 AM

Pledge of Allegiance

Public Comment

1. Public Comments

Olds discussed the commission's work in serving the public. He thanked the Board for their work on the budget and keeping it flat. He asked for more information on the Budget Pamphlet such as reserves.

Commission Comments

2. Commission Comments

Ford's Comments:

Friday morning, I came downtown to get a few things done and accomplished at the offices. Had the first chance to see the work being done on the new windows in the CPE Building, looking very good to start and it looks as if they are moving right along on the project.

Friday afternoon I met with Greg Lohrentz from the K-State Foundation and Trent Armbrust from the State of Kansas to discuss updated plans on the Edge District up at Kansas State University and I got to tour the brand-new state of the art Bilbrey Family Events Center that is in its final stages of construction and will be open for its first event in mid-October. Looks absolutely amazing and will serving both the university and the area well for years to come once completely open.

Also, over the weekend I did receive my NACo Presidential appointment letter and have been assigned for a second straight year Vice Chair of the Veterans and Military Service Committee for NACo and a Subcommittee Vice Chair appointment to NACo's Community Economic and Workforce Steering Committee as well. I have been on the Community Economic and Workforce Development Committee since September 2020 and the Veterans and Military Services Committee since September 2023. Look forward to the 2025-2026 terms on both of these committees.

The weekend I spent at home catching up on some light reading and catching up on a couple of biographies from the History Channel to fill out the weekend.

Focke's Comments:

Friday I met with Vivienne Leyva and Cindy Kabriel in my office to do training on the upcoming CivicClerk start-up, which is this week. It will take some time to get used to it, but I think it will be so much better to use going forward.

Saturday I stopped by the "Everybody Counts" event at the Douglass Center. There were some good vendors and I visited most of them. Riley County had a good presence, especially in the Community Center.

Later, I spent a lot of time clearing out weeds in the back garden. I got most of them cleared but still have other gardening to do to catch up.

Sunday, I spent time going over today's agenda and documents, going for a long walk and doing my home physical therapy exercises.

McKinley's Comments:

Friday I attended the Manhattan High bands drill down. This is the band director's version of Simon Says. He calls out the direction to march forward, backward, left or right in the terms they use. He gives fake directions, speeds up and slows down to get them confused. If someone misses the directions, they are out. They go until only one person is left. It may not sound like much but it was really fun to watch.

The weekend revolved around one occasion, our 50th anniversary. Saturday we received a special blessing at church. Sunday we had a gathering of friends and family at the K-State Alumni Center. It was a great weekend.

Business Meeting**3. Outside Agency Request**

Move to approve the request from Pottawatomie County EMS to use an RCEMS UTV/Patient Hauler from August 7th to August 10th for the "Rock the Plains" music festival.

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 the following Riley County Employee Action Forms:

- Jacob Hansen, for a Promotion, as a County Counselor, in the Counselor/Administrative Services Department, at a Range LL.
- Katie Ceneviva, a new hire, as a Volunteer Firefighter, in the Fire District #1 Department, at a Range TASND.
- Corinna Hammon, a Paramedic, in the EMS/Ambulance Department, for Separation from County Service, effective August 15, 2025.
- Victoria Gonzalez, a new hire, as a Paramedic, in the EMS/Ambulance Department, at a Range Paramedic, at \$17.85 per hour.
- Brecken Wilkinson, a Clinic Intern, in the Health Department, for Separation from County Service, effective July 24, 2025.
- Ally O'Crowley, a Clinic Intern, in the Health Department, for Separation from County Service, effective July 18, 2025.

Review Minutes

5. Board of Riley County Commissioners - Regular Meeting - Jul 31, 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

6. Tentative Agenda

Press Conference Topics

7. Discuss Press Conference

9:00 AM Jacob Hansen, County Counselor

8. Administrative Work Session

9. Pending County Projects County Counselor

Hansen presented the Commission Projects List.

Hansen discussed working on the hiring process for the Deputy County Counselor position.

Hansen discussed Prairie Wood's "Request for Review" with the Kansas Supreme Court.

9:20 AM

Jessie Hubbard, Administrative Assistant II

10. FY25 4th Quarter Line-Item Adjustments

Hubbard presented the FY25 4th quarter line-item adjustments.

Move to approve the line-item adjustments to be submitted to the KDOC, in the amounts of \$40,700.00 for Adult Services and \$31,907.00 for Juvenile Services, respectively.

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

11. 2025 Vehicle Internet Auction

Hubbard presented the 2025 Vehicle Internet Auction for two vehicles.

Move to authorize staff to move forward and to authorize Community Corrections to contract with Purple Wave, Inc, of Manhattan, Kansas to conduct an "Internet Only" auction to sell surplus vehicles.

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

9:30 AM

Press Conference

12. RCPD Update - Lt. Dan Bortnick and Major Mark French (3-5 minutes)

French presented an update on the Riley County Police Department (RCPD) jail.

Bortnick presented an update on RCPD.

13. Downtown Manhattan update - Gina Snyder (3-5 minutes)

Absent.

14. Public Notice - Evan McMillan (1-2 minutes)

McMillan said the Riley County Transfer Station will be closed on Saturday August 16, 2025, for equipment repairs. The Transfer Station will reopen 7:00 a.m. on Monday, August 18, 2025.

9:40 AM Brittany Phillips, Budget and Finance Officer

15. Approval to Submit 2026 Budget to Auditors

Phillips requested to submit the 2026 Riley County Budget to the auditors for review.

Move to approve sending the 2026 budget to James Gordon & Associates.

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

9:44 AM Adjournment

Move to adjourn.

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