



**Board of Riley County
Commissioners
Regular Meeting
Minutes
December 22, 2025**

2101 Claflin Road
Manhattan, KS 66502
www.rileycountyks.gov

Cindy Kabriel
785-565-6200

Family Child and Resource Center RM #124

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	Absent	
Greg McKinley	County Commissioner	Present	8:30 AM
Rich Vargo	County Clerk	Present	8:30 AM
Jacob Hansen	County Counselor	Present	8:30 AM
Michele Reid	Human Resources Manager	Present	8:30 AM
Brittany Phillips	Budget and Finance Officer	Present	8:30 AM
Evan McMillan	Assistant County Engineer	Present	8:30 AM
Erin Freidline	RCPD	Present	9:00 AM
Mark French	RCPD	Present	9:00 AM
Brad Jager	RCPD	Present	9:12 AM
Brandon Peoples	KMAN/Manhattan Mercury	Present	9:12 AM
Alvin Perez	PW Operations and Fleet Manager	Present	9:18 AM
John Ellermann	Public Works Director/County Engineer	Present	9:21 AM
Megan Lewis	Community Corrections Director	Present	9:28 AM
TJ Valkanskis		Present	9:32 AM

Pledge of Allegiance

Public Comment

McMillan said the Transfer Station will close at 12:00 (noon) on Wednesday, December 24, 2025, and remain closed through Thursday, December 25, 2025. We will reopen for business at 7:00 a.m. on Friday, December 26, 2025.

McMillan said the Transfer Station will also be closed on Thursday, January 1, 2026, and reopen for business at 7:00 a.m. on Friday, January 2, 2026

Vargo requested the Board add to the business meeting, President Trump's executive order that designates December 24th and December 26th as federal holidays in 2025.

Commission Comments

Ford's Comments:

Didn't have much going on toward week's end and over the weekend. In all honesty, I was a bit worn out and needed some time to recharge and get caught back up on things as we work into the Christmas holiday.

I did however attend the K-State vs. South Dakota men's game on a rare 11:00 a.m. start, be that said the Wildcats did win however 106-76 vs. the Coyotes to move their record to 8-4 as the non-conference season ends.

Sunday I did manage to get a couple of batches of BBQ sauce and some pulled pork made as that was on my weekend list of things to do, as I watched my Jacksonville Jaguars beat pretty soundly the Denver Broncos in Denver 34-20 to win their sixth straight game and move to 11-4 with two weeks left.

Focke's Comments:

No comments.

McKinley's Comments:

Friday evening, we went to Farmhouse in Riley for supper and then to Leonardville to see the Christmas lights. A group, Light Up 66449 started raising money a couple of years ago to put up the lights. These are not traditional strings of lights on a house but outlined pictures made with lights. They are custom made and everyone should take the drive up to see them.

Saturday went to the K-State men's basketball game. It was an obviously overmatched opponent but they played hard the whole game. I hope this was a chance to get themselves ready for Big 12 play.

Sunday our kids and grandkids came over for Christmas. We had a great time. As a bonus my son stayed late and helped me better organize the garage and now we can get one car in.

Business Meeting

1. Riley County Employee Action Form

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

- Elizabeth Harmon, a new hire, as a Medical Billing & Coding Specialist, in the Health Department, at a Range 8 at \$23.67 per hour.
- Layton Reyes, a new hire, as a Volunteer Firefighter, in the Fire District #1 Department, at a Range TASND.
- Penny Bellman, retirement, as a Custodian, in the Public Works Department, for Separation from County Services, effective December 31, 2025.

Move to approve the Riley County Employee Action Forms.

RESULT:	Passed
MOVER:	Commissioner John Ford
SECONDER:	County Commissioner Greg McKinley
AYES:	Greg McKinley, John Ford
NAYS:	None

2. Approve payroll/accounts payables (when completed)

Move to approve the payroll vouchers in the amount of \$739,486.99 and the following warrant vouchers for December 26, 2025:

2025 Budget

County General	\$573,729.17
Disaster Fund	423,108.61
Health Department	87,644.78
County Auction	5,370.54
Motor Vehicle Operations	4,647.91
Capital Improvements Fund	354,822.22
Emergency 911	1,997.60
Solid Waste	254,549.17
County Building	8,873.80
Road & Bridge Cap Project	29,488.50
RCPD Levy/Op	2,396.23
Riley Co Fire Dist #1	41,241.50
2023 R&B Project Sales Tx	49,954.18
University Park W&S	7,238.53
Hunters Island Water Dist	2,508.97
Carson Sewer Benefit Dist	380.99
Deep Creek Sewer	433.83
Moehlman Bottoms	815.43
Valleywood Operations	353.30
Terra Heights Sewer	745.13
Konza Water Operations	5,489.63
Lakeside Heights Sewer	9.55
University Park Lagoon	8.62
Peterson Ranch-Ben Dist	326,643.79

KDOC Adult Services	6,532.24
KDOC Juvenile Services	5,280.50
KDOC Juv Reinvestment	1,192.44
BJA Grant	1,225.41
21st Jud Dist DC ADSAP	117.43
City Alcohol Funds	4,362.59
County Salary Approp	80.22
Caroline Peine Grant	75.00
Daniel Keating Foundation	28.49

TOTAL..... \$2,201,346.30

RESULT:	Passed
MOVER:	Commissioner John Ford
SECONDER:	County Commissioner Greg McKinley
AYES:	Greg McKinley, John Ford
NAYS:	None

Reid presented President Trump's Executive Order declaring December 24th and December 26th as federal holidays for 2025. Reid stated Riley County's policy states we have federal holidays off.

The Board discussed.

The Board agreed by consensus to follow the Riley County Personnel Policy and observe the federal holiday as declared by President Trump for December 24 and 26, 2025.

Review Minutes

- Board of Riley County Commissioners - Regular Meeting - Dec 18, 2025 8:30 AM

Move to approve the minutes.

RESULT:	Passed
MOVER:	Commissioner John Ford
SECONDER:	County Commissioner Greg McKinley
AYES:	Greg McKinley, John Ford
NAYS:	None

Review Tentative Agenda

- Tentative Agenda

Press Conference Topics

9:00 AM

Michael Rezkalla, Pawnee Mental Health Services Director

- Pawnee Mental Health Services Update

Cancelled.

9:15 AM Erin Freidline, Riley County Police Department

6. Aggieville Substation

Freidline presented the request to proceed with the relocation of the RCPD Aggieville Substation to the new 12th Street hotel being constructed.

Valkanskis stated they are willing to allow RCPD access to the facility prior to moving in at no cost until January of 2027.

The Board agreed by consensus for Riley County and RCPD staff to work with TJ Valkanskis on the contract to move the RCPD Substation in Aggieville.

9:30 AM Press Conference

9:35 AM John Ellermann, Public Works Director/County Engineer

7. Snow Removal Memo of Understanding

Ellermann presented the Snow Removal Memorandum of Understanding with Geary County.

Move to approve the Snow Removal Memorandum of Understanding with Geary County.

RESULT:	Passed
MOVER:	Commissioner John Ford
SECONDER:	County Commissioner Greg McKinley
AYES:	Greg McKinley, John Ford
NAYS:	None

9:40 AM Megan Lewis, Community Corrections Director

8. Staff Update

Lewis presented the Community Corrections staff update.

9:55 AM Jacob Hansen, County Counselor

9. Administrative Work Session

Hansen discussed the Legislative Post Audit Committee's request for Riley County to participate in an IT Security Audit. He said Cory Meyer agreed Riley County IT would be willing to participate.

Hansen asked if the Board wants Riley County to participate.

The Board discussed the request.

The Board agreed by consensus for staff to proceed with applying to participate in the

Legislative Post Audit Committee Information Technology Review.

10. 2026 Agreement for Lease of Facilities and Animal Shelter Services

Hansen presented the Agreement for Animal Shelter Services.

Move to approve the Agreement for Animal Shelter Services with Prairie Paws Animal Shelter.

RESULT:	Passed
MOVER:	Commissioner John Ford
SECONDER:	County Commissioner Greg McKinley
AYES:	Greg McKinley, John Ford
NAYS:	None

Adjournment

10:03 a.m. Move to adjourn.

RESULT:	Passed
MOVER:	Commissioner John Ford
SECONDER:	County Commissioner Greg McKinley
AYES:	Greg McKinley, John Ford
NAYS:	None