



**Board of Riley County
Commissioners
Regular Meeting
Minutes
December 1, 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	Remote	8:30 AM
Kathryn Focke	County Commissioner	Present	8:30 AM
Greg McKinley	County Commissioner	Present	8:40 AM
Rich Vargo	County Clerk	Present	8:30 AM
John Ellermann	Public Works Director/County Engineer	Present	8:30 AM
Anna Burson	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	8:34 AM
Evan McMillan	Assistant County Engineer	Present	8:36 AM
Alvin Perez	Operations and Fleet Manager	Present	8:39 AM
Michael Boller	Noxious Weed/HHW Director	Present	9:00 AM
Amanda Webb	Planning/Special Projects Director	Present	9:05 AM
Shilo Heger	Treasurer	Present	9:21 AM
Diane Creek	Health Department Director	Present	9:25 AM

Pledge of Allegiance

Public Comment

Commission Comments

Ford's Comments:

Last Monday afternoon I attended the November Intergovernmental Luncheon at Rockin K's on campus. Guest speaker was Lisa Johnson, Assistant Vice President for Planning, Design & Construction for K-State and she went through the Kansas State University Master Plan. We also got updates from the various agencies and groups in attendance and discussed the agenda for the meeting in 2026 in which the City of Manhattan will be hosting. There is no luncheon in December.

Tuesday I loaded up and left for Bloomington, Indiana where I met up with some friends who are all Indiana graduates, and we watched the K-State-Indiana basketball from there at Assembly Hall. Wish the outcome could have been better as the Wildcats lost 86-69 in a game we were never in to begin with. Still had a good time and thank you Hoosiers for being gracious hosts.

Wednesday I hopped back out on the interstate and traveled back to Hardin County, Kentucky where I spent the Thanksgiving holiday with some extended family on my mom's side. I fried up some amazing turkey, and we had all the other sides to go along with it and had a great dinner Thursday afternoon.

Friday I spent time relaxing and watching a lot of both NFL and college football. Some really good games on the holiday weekend to say the least.

Saturday afternoon I watched K-State beat Colorado 24-14 at home in what was really a sluggish game throughout, but the Wildcats pulled away late in inclement weather to pick up win number 6 and become bowl eligible once again which keeps the season alive at least one more month.

Also Saturday afternoon I listened in on the online app as the Manhattan Indians shutout Olathe Northwest 27-0 to win the Class 6A State Championship for the 2nd time in 4 years and for the fourth time in school history overall. Proud of how this team overcame early season adversity to end up state champions.

The weekend wouldn't be complete if I didn't watch my Jacksonville Jaguars beat the Tennessee Titans 25-3 to jump up and take over first place in the AFC South at 8-4.

Focke's Comments:

Monday afternoon I attended the Intergovernmental Luncheon at Rockin K's event room. The main speaker was Lisa Johnson, Assistant Vice President for Planning, Design & Construction at KSU. She presented the master plan for the KSU Campus. It's an extensive plan but will take many years and funds to complete.

Tuesday I met with David Jones and Russel Stukey to go over a plan they have been working on to reorganize their department structure. Later that afternoon, I met with a group of concerned citizens on several issues facing Riley County in the future.

Wednesday I spent some time working on the final temporary easements for the Keats wastewater system. I reached two of the property owners, one that I referred to Jacob Hansen for some verification and another that will be getting papers signed this week and I will pick

up on Friday afternoon.

Thursday (Thanksgiving) I went to a dinner hosted by some friends and then worked on Christmas decorations at home.

Saturday I decided not to attend the KSU game due to the weather but watched it on TV in front of the fireplace. It was a good game in the snow and cold weather. It has been a tough season, but we are bowl eligible with Saturday's win.

Sunday I attended church and later, went over today's agenda and documents.

McKinley's Comments:

No Comments.

Business Meeting

1. Agreement for Professional Services Halls Ravine Culvert Replacement

Move to approve the Agreement for Professional Services with SMH Consultants for the Halls Ravine Culvert Replacement Project.

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

2. Agreement for Professional Services S. 32nd Street Culvert Replacement

Move to approve the Agreement for Professional Services with SMH Consultants for South 32nd Street Culvert Replacement Project.

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

3. Contract for BOCC Chamber remodel—BHS

Move to approve the Agreement with BHS Construction, Inc. for the Commission Chambers and offices remodel.

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

4. CMB License for Stagg Hill

Move to sign the Retail Dealer's 2026 Cereal Malt Beverages License for Stagg Hill Golf Club, 4441 Stagg Hill Road.

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

5. Tax Roll Corrections

Move to approve the Tax Roll Corrections.

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

6. Riley County Employee Action Form

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

- Maria Fuentes, a Raising Riley Clerk, in the Health Department, for Separation from County Service, effective November 12, 2025.
- Ryan McHatton, a new hire, as a Volunteer Firefighter, in the Fire District #1 Department, at a Range TASND.

Move to approve the requested Riley County Employee Action Forms.

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

Review Minutes

7. Board of Riley County Commissioners - Regular Meeting - Nov 24, 2025 8:30 AM

Move to approve the minutes as presented.

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

Review Tentative Agenda

8. Tentative Agenda

Press Conference Topics**9:00 AM****Jacob Hansen, County Counselor**

9. Administrative Work Session

Cancelled.

9:10 AM**Amanda Webb, Planning/Special Projects Director**

10. MakeMyMove/Home in the Heartland Grant discussion

Webb presented an update on the MakeMyMove/Home in the Heartland Grant program.

Webb asked about what type of non-cash incentives to offer applicants.

Webb asked the Board if they want a selection committee to review applicants.

The Board asked for the Chamber staff and Webb to review the applicants to be sure they meet the requirements of the MakeMyMove Grant Program.

Ford said the non-cash incentives should come from community partners.

McKinley agreed the Chamber could reach out and ask for community incentives.

The Board agreed by consensus all applicants should receive all non-cash incentives, including incentives added at a later date.

9:30 AM**Press Conference**

11. RCPD Update - Captain Scott Hajek and Major Mark French (3-5 minutes)

Cancelled.

12. 2025 First Half Taxes Due - Shilo Heger (2-3 minutes)

Heger presented the following about the 2025 Real Estate and Personal Property Taxes:

- ❖ 2025 First Half Taxes are due December 22, 2025

- ❖ If personal property, intangible taxes, watercraft taxes, 16/20 M taxes, or oil first half taxes are not paid by December 22nd the taxes become due in full and interest accruing daily.

- o No motor vehicle transactions may be processed if any of these tax types are delinquent.

- ❖ There are many options to pay:

- o Checks may be mailed to 110 Courthouse Plaza, Manhattan 66502 and must be postmarked December 22nd.

- o Use the drop box in the front of the building behind the mailbox or the drop box in the lobby.

- o Pay online at www.rileycountyks.gov.
- Credit/Debit card payments will incur 2.5% convenience fee on the amount charged or a minimum charge of \$2.95.
- E-Check will incur a \$1.50 convenience fee.
- Other options include PayPal (2.5% convenience fee on the amount charged-\$2.95 minimum charge)
- o Pay by phone 785-377-5385. Have your statement information when you call.
- o Pay in person. Office Hours: Monday-Thursday 7:30-5:00 Friday 7:30-12:00.
- Go to the Treasurer's page at www.rileycountyks.gov to make an appointment.
- Walk-ins welcome.
- ❖ Delinquent taxes will accrue interest at the following rates
- o Real estate taxes 14% or 15% if the total outstanding for the taxpayer is more than \$10,000.
- o Personal property 9% or 10% if the total outstanding for the taxpayer is more than \$10,000.
- ❖ We offer escrow programs to assist taxpayers with paying either their current taxes or delinquent taxes.
- ❖ New this year: Sign up for e-Notices at eNoticesOnline.com.
- ❖ Call our office at 785-537-6321 if you have any questions or if you need any additional information.

9:40 AM

Diane Creek, Health Department Director

13. Request to fill- Medical Billing and Coding Specialist-Health Department

Move to recess as the Board of County Commissioners and convene as the Board of Health.

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

Creek requested to fill the Medical Billing and Coding Specialist position.

Move to approve filling the Medical Billing and Coding Specialist position for the Health Department.

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

The Board of County Commissioners signed a Riley County Position Action Form for a Medical Billing and Coding Specialist, in the Health Department, at a Range 8.

Move to recess as the Board of Health and reconvene as the Board of County Commissioners.

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

9:50 AM**Amanda Webb, Planning/Special Projects Director**

14. Comprehensive Plan Update

Webb presented a Comprehensive Plan update.

Adjournment

9:59 a.m. Move to adjourn.

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