



**Board of Riley County
Commissioners
Regular Meeting
Minutes
December 29, 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
Vivienne Leyva	PIO	Present	8:30 AM
Kathy Oliver	Court Administrator	Present	8:30 AM
Elizabeth Ward	Human Resources Director	Present	8:30 AM
Jessie Hubbard	Community Corrections Director	Present	8:30 AM
David Adams	EMS/Ambulance Director	Present	8:30 AM
Russel Stukey	Emergency Management Director	Present	8:30 AM
Doug Russell	Assistant Fire Chief	Present	8:30 AM
Evan McMillan	Assistant County Engineer	Present	8:30 AM
Michael Hawthorne	Assistant County Counselor	Present	8:30 AM
Shilo Heger	Treasurer	Present	9:20 AM
Alvin Perez	Operations/Fleet Manager	Present	9:20 AM
Michelle Adams	Senior Fiscal Analyst	Present	9:20 AM
Bertra Lund	Senior Analyst	Present	9:20 AM
Josh Gering	Assistant EMS/Ambulance Director	Present	9:23 AM
Alex Protzman	Staff Development Specialist	Present	9:23 AM

John Ellermann	Public Works Director/County Engineer	Present	9:24 AM
Diane Creek	Health Department Director	Present	9:28 AM
Samuel Spillman	EMS/Ambulance Lieutenant	Present	9:30 AM

Pledge of Allegiance**Public Comment**

McMillan reported the Transfer Station will be closed for New Year's Day.

Stukey reported one of the Fire District #1 trucks was in a wreck yesterday.

Commission Comments

Ford's Comments:

Hopefully everybody had a wonderful and safe Christmas holiday. As usual, I spent mine in Hays and rural Barton County. For the most part, it was pretty quiet and down to earth this year.

Not much else going on. I got back from the holiday late Friday afternoon, got unpacked and took it easy over the rest of the weekend as things stayed relatively quiet. Watched my Jaguars pull out a tough one in Indianapolis vs. the Colts 23-17 to run their winning streak to 6 and to win their 12th game of the year for the first time since 2007. Also caught a large portion of the K-State men's basketball game as they won a squeaker 94-85 to end the non-conference portion of the season at 9-4. Also went through and started getting my calendar updated for 2026, can't believe the new year is already upon us.

Focke's Comments:

No comments.

McKinley's Comments:

Mostly a quiet week at home, our Christmases spread out. Friday we had Christmas with my youngest daughter.

Sunday we went to the K-State men's basketball game. Like the season in general, it was an up and down game.

Sunday started our kids birthday week with my son.

Business Meeting

1. Voice Products contract

Move to approve payment of voice products maintenance contract for recorder at RCPD and sign the Contractual Provisions Attachment.

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

2. Appraisers Parcel Search Website Contract

Move to approve the Real Estate Sales Data Search Service Agreement with Angela Davied for the Appraiser's Office.

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

3. 2026 Community Support Funds Advisory Board Grant Agreement — Adult Services

Move to approve the 2026 Community Support Funds Advisory Board Grant Agreement for Adult Services.

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

4. 2026 Community Support Funds Advisory Board Grant Agreement — Juvenile Services

Move to approve the 2026 Community Support Funds Advisory Board Grant Agreement for Juvenile Services.

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

5. 2026 Community Support Funds Advisory Board Grant Agreement — Riley County Court Services

Move to approve the 2026 Community Support Funds Advisory Board Grant Agreement for Court Services.

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

6. Dara's LLC Township Notice for CMB License

Move to approve the Notice to Township Board Cereal Malt Beverage Licenses for Dara's LLC located at 1132 Pillsbury Drive and 5321 Tuttle Creek Boulevard.

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

7. Mobile Device Reimbursement Request Form

Move to approve the Mobile Device Reimbursement Request Form.

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

8. Tax Roll Corrections

Move to approve the Tax Roll Corrections.

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

9. Riley County Employee Action Form

The Board of County Commissioners signed a Riley County Employee Action Form for Rose Saeman, a Paramedic, in the EMS/Ambulance Department, for Separation from County Service, effective January 1, 2026.

Move to approve the Riley County Employee Action Form requested.

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

10. Discuss County Officials Luncheon for January 12th

Hansen discussed the department heads wanting to be sure to have them at least quarterly.

Review Minutes

11. Board of Riley County Commissioners - Regular Meeting - Dec 22, 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

12. Tentative Agenda

Press Conference Topics

9:00 AM

Jacob Hansen, County Counselor

13. Administrative Work Session

Hansen said the nuisance abatement trial for this week has been canceled.

McKinley asked about the old RCPD shooting range case.

Hansen stated he will have more details later on the old RCPD shooting range case.

14. Appointment of Dr. David Dupy as District Coroner

Hawthorne presented the letter and resolution appointing Dr. Dupy as district coroner.

Move to sign a letter appointing Dr. Dupy as district coroner and approve "Resolution No. 122925-55, Resolution appointing Doctor David Dupy as Coroner of the 21st Judicial District of Kansas."

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

9:20 AM

Shilo Heger, Treasurer

15. Motor Vehicle Facility Fee

Heger discussed the motor vehicle facility fee which begins January 1, 2026.

9:30 AM

Press Conference

16. Presentation of retirement plaque to Penny Bellman - Greg McKinley (2-3 minutes)

McKinley presented a retirement plaque to Penny Bellman for 10 years of Service to Riley County.

17. Presentation of KAC Awards for 2025 - Greg McKinley (5 minutes)

McKinley presented the KAC Awards for service to the following:

8 years:

Michelle Adams
Joshua Gering
John Griffin

16 years:

Samuel Spillman

24 years:

Dawn Grubbs

44 years:

Bertra Lund

18. Public Notice - Alvin Perez (2 minutes)

Perez said a culvert replacement project on Silver Creek Road is scheduled to begin Tuesday, December 30, 2025. The project is located at the Silver Creek Road and N. 60th Street intersection. N. 60th St. will remain open to traffic during construction. Silver Creek Road will be closed to through traffic from N. 60th St. south to N. 52nd St. The project is expected to be completed on Tuesday, December 30, 2025, weather permitting. We apologize for any inconvenience caused by the project.

9:45 AM

Jacob Hansen, County Counselor

19. Executive session to discuss confidential legal advice regarding pending litigation issues

9:38 Move that the County Commissioners, including Chairman McKinley and Commissioner Ford, with Jacob Hansen, County Counselor, and Michael Hawthorne, Assistant County Counselor, attorneys for the commission, recess into executive session pursuant to the attorney-client consultation, an exception to the Kansas Open Meetings Act, regarding confidential legal advice on pending litigation and the open meeting to resume in the County Commission Chambers at 9:48 a.m.

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

9:48 Move the Board of County Commissioners come out of executive session.

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

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

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

Adjournment

9:51 Move to adjourn.

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

Announcements

County Offices will be closed Thursday, January 1, 2026 in observance of the New Year's Day Holiday.

The Board of County Commissioners will not be in session on Thursday, January 1, 2026.