



**Board of Riley County
Commissioners
Regular Meeting
Minutes
January 5, 2026**

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	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
Michael Hawthorne	Assistant County Counselor	Present	8:30 AM
Anna Burson	Appraiser	Present	8:30 AM
Brittany Phillips	Budget and Finance Officer	Present	8:30 AM
Elizabeth Ward	Human Resources Director	Present	8:30 AM
Katharine Hensler	Museum Director	Present	8:32 AM
Daniel Skucius	Extension Director	Present	9:29 AM
David Cooper	Fisher Patterson Sayler and Smith	Present	9:29 AM

Pledge of Allegiance

Public Comment

Commission Comments

Ford's Comments:

Last Monday morning post BOCC meeting I met with Eric Brown from Hutton Construction. As you may be aware they now have offices here in Manhattan and he is and other from that office are meeting with local officials and other community partners to break the ice and see

what is coming on the horizon.

Took it easy for the New Year's holiday, wasn't feeling all the great. I did have some friends pop into town on the first and we had a New Years breakfast at The Chef which is always good.

Friday I worked on a couple of projects at home and started getting ready for the upcoming next couple of weeks, good way to start the New Year. Although I also received some bad as I have lost one of my aunts one my mom's side as she passed away early Friday morning at the University of Louisville hospital.

Saturday I watched the K-State men's basketball game as they lost to number 10 BYU 83-73. The Wildcats had their chances along the way just couldn't get it to happen. Sunday I watched as my Jacksonville Jaguars whipped the Tennessee Titans 41-7 to win the AFC South Division and wrapped up the number 3 seed in the AFC Playoffs. They host the Buffalo Bills Sunday in the Wildcard round.

Focke's Comments:

No comments.

McKinley's Comments:

No comments.

Business Meeting

1. CMB Licenses for Dara's LLC

Move to sign Retail Dealer's 2026 Cereal Malt Beverages Licenses for Dara's LLC, 5321 Tuttle Creek Blvd. & Dara's LLC, 1132 Pillsbury Drive.

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

2. Proclamation: America 250 Celebration

Move to approve the Proclamation for America 250 Community Celebration.

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

3. Riley County Employee Action Form

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

- Mariah Broughman, for a promotion, as an Appraiser II-Residential, in the Appraiser's Department, at a Range 8, at \$23.67 per hour.
- Krista Dix, for a promotion, as an Appraiser II-Commercial, in the Appraiser's Department, at a Range 8, at \$26.78 per hour.
- Jenny Hart-Mitchell, a new hire, as a Temporary As Needed Human Resources Assistant, in the County Clerk's Department at a Range TASND.

Move to approve the requested Employee Action Forms.

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

Review Minutes

4. Board of Riley County Commissioners - Regular Meeting - Dec 29, 2025 8:30 AM

Move to approve the minutes of December 29th as presented.

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

Review Tentative Agenda

5. Tentative Agenda

Press Conference Topics

9:00 AM

Jacob Hansen, County Counselor

6. Administrative Work Session
7. Executive session to discuss confidential legal advice regarding personnel matters

9:00 a.m. Move that the County Commissioners, including Chairman McKinley, Vice Chairwoman Focke, and Commissioner Ford, along with Jacob Hansen, County Counselor, and Michael Hawthorne, Assistant County Counselor, attorneys for the Commission, recess into executive session for legal consultation regarding personnel matters, an exception to the Kansas Open Meetings Act, the open meeting to resume in the County Commission Chambers at 9:20 a.m.

RESULT:	Passed
MOVER:	Commissioner John Ford
SECONDER:	Commissioner Kathryn Focke

AYES:	Greg McKinley, Kathryn Focke, John Ford
NAYS:	None

9:20 a.m. Move the Board of County Commissioners come out of executive session.

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

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

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

9:20 AM

Elizabeth Ward, Human Resources Director

8. Compensation for Travel and Study time Policy

Ward presented the draft compensation for travel and study time policy.

Move to approve the Compensation for Travel and Study Time policy.

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

9:30 AM

Press Conference

9. RCPD update - Captain Scott Hajek and Major Mark French (3-5 minutes)

No update.

10. Celebrating America 250 Proclamation - Greg McKinley and Marcia Rozell (3-5 minutes)

McKinley presented the Celebrating America 250 Proclamation to Katharine Hensler.

Hensler thanked the Board. She discussed the local America 250 Committee's work.

9:40 AM

Jacob Hansen, County Counselor

11. Executive session to discuss confidential legal advice regarding personnel matters

9:40 a.m. Move that the County Commissioners, including Chairman McKinley, Vice Chairwoman Focke, and Commissioner Ford, along with Jacob Hansen, County Counselor, and Michael Hawthorne, Assistant County Counselor, attorneys for the Commission, and David Cooper of Fisher Patterson Sayler and Smith recess into

executive session for legal consultation regarding personnel matters, an exception to the Kansas Open Meetings Act, the open meeting to resume in the County Commission Chambers at 10:40 a.m.

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

10:40 a.m. Move the Board of County Commissioners come out of executive session.

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

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

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

10:40 AM Jan Scheideman, Child Care Supervisor

12. Raising Riley ECBG FY27 Grant Application

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

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

Scheideman presented the Raising Riley ECBG FY27 Grant Application.

Move to approve for staff to proceed with submitting the grant application to the Kansas Children's Cabinet and Trust Fund.

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

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

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

10:45 AM Jacob Hansen, County Counselor

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

10:49 a.m. Move that the County Commissioners, including Chairman McKinley, Vice Chairwoman Focke, and Commissioner Ford, along with Jacob Hansen, County Counselor, and Michael Hawthorne, Assistant County Counselor, attorneys for the Commission, and David Cooper of Fisher Patterson Sayler and Smith recess into executive session for legal consultation regarding personnel matters, an exception to the Kansas Open Meetings Act, a continuation of the executive session held at 9:40 a.m. and the open meeting to resume in the County Commission Chambers at 11:10 a.m.

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

11:15 a.m. Move the Board of County Commissioners come out of executive session.

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

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

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

The executive session scheduled at 10:50 a.m. for 20 minutes, ending at 11:10 a.m., was inadvertently continued without motion until 11:15 a.m. No private citizens appeared within the chambers during this executive session.

11:15 a.m. Move that the County Commissioners, including Chairman McKinley, Vice Chairwoman Focke, and Commissioner Ford, along 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 pending litigation and the

open meeting to resume in the County Commission Chambers at 11:30 a.m.

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

11:30 a.m. Move the Board of County Commissioners come out of executive session.

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

Adjournment

11:31 a.m. Move to adjourn.

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