



**Board of Riley County
Commissioners
Regular Meeting
Minutes
January 12, 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	Absent	
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
Alvin Perez	Operations and Fleet Manager	Present	8:30 AM
Vivienne Leyva	PIO	Present	8:30 AM
Anna Burson	Appraiser	Present	8:30 AM
John Ellermann	Public Works Director/County Engineer	Present	8:30 AM
Evan McMillan	Assistant County Engineer	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	9:00 AM
David Adams	Emergency Services Director	Present	9:15 AM
Michael Hawthorne	Assistant County Counselor	Present	9:30 AM
Cory Meyer	IT/GIS Director	Present	10:00 AM

Pledge of Allegiance

Public Comment

Commission Comments

Ford's Comments:

No comments.

Focke's Comments:

Thursday afternoon I had a post-op check-up appointment on my eye from the December cataract operation.

Friday my home computer hasn't been "talking" to the printer, so my computer person stopped by and got it fixed. Friday afternoon I stopped by our offices downtown. They are making a lot of progress and it is really taking shape. Carpeting should start at the end of this month and they are hoping to have it ready by the end of February for us.

I attended the Pre-Law Board meeting at RCPD. Chair, John Matta is stepping down as chair, so we had a lengthy discussion on the process and agenda for the January 20th meeting. That meeting will be followed at 2:00 p.m. by a disciplinary hearing by an officer at the department, probably lasting the rest of the afternoon.

Over the weekend I worked around the house and did a lot of year end paperwork.

Sunday the bell choir performed at the church. That afternoon, I went over today's agenda and documents and reviewed the RFPs for the Health Department and FCRC buildings. The final three interviews are this week.

McKinley's Comments:

Thursday after our meeting, I had a long meeting with Diane Creek. We had a good discussion on what is going on in the Health Department and what some of the plans are going forward. After we had solved all the problems of the Health Department we also solved everything in the county and then the country.

I then stopped by Schwab and Eaton and met with David Beach. He caught me up on some of the work they are doing now. I also mentioned that 40 years ago when we were both just getting started at Schwab and Eaton, no one would believe that we are now the ones signing contracts.

Had a nice weekend at home. Took down the Christmas tree and decorations and continued getting settled in to the new house.

Reorganization of the Board of County Commissioners

Move to appoint Kathryn Focke, Chair of the Board; John Ford, Vice-Chair; and Greg McKinley, Member of the Riley County Commission.

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

Business Meeting

1. Extension of Contract RC Grounds Maintenance—Rothwell

Move to approve the Extension of Contract with Rothwell Landscape, Inc. for Riley County grounds maintenance.

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

2. 2026 Reinforced Concrete Box (RCB) Recommendation

Move to approve the quote from McPherson Concrete Companies for Reinforced Concrete Box (RCB) replacement projects for 2026 on W. 62nd Avenue and Stockdale Park Road in the amount of \$69,329.06.

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

3. University Park Easements

Move to approve the Temporary Construction, Permanent Travel, and Permanent Sanitary Sewer Easements for the construction of the University Park wastewater treatment lagoons.

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

4. Advisory Board appointment

Move to sign a letter and approve "Resolution 011226-01, A Resolution appointing a Riley County representative (Kirk Crabtree) to the Rural Economic Development Advisory Board."

RESULT:	Passed
MOVER:	County Commissioner Greg McKinley
SECONDER:	Commissioner Kathryn Focke
AYES:	Greg McKinley, Kathryn Focke

NAYS:	None
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5. Tax Roll Correction

Move to approve the Tax Roll Correction.

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

6. Riley County Employee Action Form

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

- Jenny Hart-Mitchell, a Temporary As Needed Human Resources Assistant, in the Clerk's Department, for Separation from County Service, effective January 7, 2026.
- Karen Grater, retirement, as an Appraiser II - Sales Verification and QC, in the Appraiser's Department, for Separation from County Service, effective January 31, 2026.

Move to approve the requested Employee Action Forms.

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

Review Minutes

7. Board of Riley County Commissioners - Regular Meeting - Jan 8, 2026 8:30 AM

Move to approve the minutes of January 8, 2026 as presented.

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

Review Tentative Agenda

8. Tentative Agenda

Press Conference Topics

Focke suggested in the old commission executive session room to move all the equipment and

supplies out. She said the Board could then use the room as the executive session room since it will have more space with all the equipment and supplies out.

The Board agreed by consensus to have staff make the changes necessary to make the space usable for the Commission executive session room.

9:00 AM Rich Vargo, County Clerk

9. Year to Date Budget and Expenditures

Vargo presented the year to date budget and expenditure reports.

9:15 AM Katharine Hensler, Museum Director

10. Staff Update

Hensler presented the Museum update.

9:30 AM Press Conference

9:35 AM Evan McMillan, Assistant County Engineer

11. Out of State Travel Request

McMillan presented the out of state travel requests.

Move to approve the Out-of-State Travel Requests for Evan McMillan, Alvin Perez, and Matt Crubel to attend the 2026 National Association of County Engineers Conference in Arlington, Texas.

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

9:40 AM David Adams, Riley County Emergency Services Director

12. Request to Fill Open Position

Adams presented a request to fill the Paramedic and PRN positions.

Move to approve the request to fill the Paramedic and PRN positions.

RESULT:	Passed
MOVER:	County Commissioner Greg McKinley
SECONDER:	Commissioner Kathryn Focke
AYES:	Greg McKinley, Kathryn Focke

NAYS:	None
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The Board of County Commissioners signed a Riley County Position Action Form for a Paramedic, in the EMS/Ambulance Department, at a grade Paramedic.

9:50 AM**Jacob Hansen, County Counselor****13. Administrative Work Session**

Hansen reminded the Board of the Supreme Court hearing on the Prairiewood case.

Hansen asked the Board to consider drafting a letter to the legislators explaining where things are at and why.

The Board agreed for Hansen to work with department heads on a brief letter.

14. Resolution Authorizing Real Estate Tax Foreclosure Sale

Hawthorne presented the resolution authorizing the real estate tax foreclosure sale.

Move to approve "Resolution No. 011226- 02, A Resolution authorizing real estate tax foreclosure sale."

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

10:10 AM**John Ellermann, Public Works Director/County Engineer****15. Project update**

Ellermann presented the Public Works projects update.

Adjournment

Move to adjourn after the County Officials Luncheon.

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

12:00 PM**County Officials Luncheon****16. County Officials Luncheon Agenda**

The Board attended the County Officials Luncheon.

Announcements

Riley County Planning Board/Board of Zoning Appeals meeting will be held tonight at 7:00 p.m. in Room #124 at the Family & Child Resource Center, 2101 Claflin.