



**Board of Riley County
Commissioners
Regular Meeting
Minutes
January 15, 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, Vice-Chair](#)

[District 2 – Greg McKinley, Member](#)

[District 3 – Kathryn Focke, 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
Anna Burson	Appraiser	Present	8:30 AM
Doug Russell	Deputy Fire Chief	Present	8:30 AM
Brittany Phillips	Budget and Finance Officer	Present	8:30 AM
Russel Stukey	Director of Emergency Management/Fire Chief	Present	8:30 AM
John Ellermann	Public Works Director/County Engineer	Present	9:01 AM
Evan McMillan	Assistant County Engineer	Present	9:50 AM
Bob Isaac	Planner	Present	10:30 AM
Breva Spencer	Maternal and Child Health Supervisor	Present	10:33 AM
David Adams	Emergency Services Director	Present	11:20 AM
Kirk Crabtree		Present	11:20 AM

Pledge of Allegiance

Public Comment

Hansen asked to amend the agenda to add an executive session to today's agenda in place of his administrative time at 9:30 a.m.

Move to amend the agenda to add an executive session to today's agenda in place of his administrative time at 9:30 a.m.

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

Commission Comments

Ford's Comments:

Spent the early part of the week trying to recover from illness. I might not be 100% currently but certainly doing a lot better.

Wednesday afternoon I attended the January National Teams call with NACo's Community Economic and Workforce Development Committee. After some opening remarks from Chair Angela Conley, Hennepin County, Minnesota. We heard from Patrick Spence, Economic Mobility Program Manager, NACo. Really good presentation and a lot of great information and ideas. Next we heard from Jared Grigas, Associate Legislative Director, NACo who gave us a legislative update from Capitol Hill. Lastly we held an open forum for general updates, events, and questions to end the meeting. We will be having a special meeting to discuss 2026 Policy Resolutions that will be discussed at the 2026 Legislative Conference in Washington, D.C. in late February.

Watched the K-State vs UCF game last night and once again the Wildcats lost at home to the Knights 82-73 to start Big 12 play 0-4.

Used part of Monday evening to get caught up on correspondence and Tuesday to go back through the agendas I missed as well as the YouTube livestream as well.

Focke's Comments:

Monday afternoon, I attended the County Officials Luncheon. Several presentations were made and discussed.

Tuesday I had a personnel committee meeting at church. It was my last one – a two year commitment finished. Afterwards, I stopped into our space in the CPE building to check the paint color in my office and it looks great. I also stopped into the County Counselor's office to speak with Jacob Hansen. Sounds like we are close to going out to bid on the Keats project. Later, I tried to zoom into a workforce meeting in Chanute but couldn't get it to come up on my home computer. That evening, I attended a meeting at the library sponsored by the Riley County Democratic Party.

Wednesday morning and afternoon, I was on the selection team for a consultant for the FCRC and Health Department building spaces. We interviewed two on Wednesday and have one scheduled on Friday.

McKinley's Comments:

Tuesday afternoon was the construction update on the EM/Fire building. The paving is done and the new concrete floors inside are done. Remaining concrete work is primarily the storm shelter on the north side. Most of the interior walls are framed up. There is a question on the fire sprinkler system that the architect will need to look into.

Tuesday evening was the fire advisory board meeting. The reorganization had been reviewed with them in a December meeting with a discussion then. With some time to think it over, there were a lot of questions brought up to look at. It was a long discussion, but staff was able to answer their questions. There was also discussion about the Firefighter Relief Fund. This is mostly funded by the State of Kansas and provides life insurance during the work and a retirement benefit when they stop working for the fire department.

Business Meeting**1. Annual Firefighters Relief Act (FRA) Declaration**

Move to approve the Annual Firefighters Relief Act (FRA) Declaration Form for the State Insurance Commissioner's office.

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

2. Tax Roll Corrections

Move to approve the Tax Roll Corrections.

RESULT:	Passed
MOVER:	Commissioner Greg McKinley
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:

- Betsy Hughes, a Customer Service Representative I, in the Public Works Department, for Separation from County Service, effective March 13, 2026.
- Maggie Howland, an Intern, in the Museum Department, for Separation from County Service, effective January 9, 2026.
- Robin Imeau, an Intern, in the Museum Department, for Separation from County Service, effective January 9, 2026.

Move to approve the requested Riley County Employee Action Forms.

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

4. Riley County Position Action Form

The Board of County Commissioners signed a Riley County Position Action Form for a PRN EMT, in the Emergency Services Department.

Move to approve the requested Riley County Position Action Form.

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

5. Discuss a Joint Meeting with Law Board/Manhattan City/Riley County

The Board asked for more detail.

Review Minutes

6. Board of Riley County Commissioners - Regular Meeting - Jan 12, 2026 8:30 AM

Move to approve the minutes of January 12, 2026 as presented.

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

Review Tentative Agenda

7. Tentative Agenda

Press Conference Topics

Ford left the meeting at 8:55 a.m.

9:00 AM

Anna Burson, Appraiser

8. Request to Refill Sales Verification Clerk

Burson presented the request to fill the Sales Verification Clerk position.

Move to approve refilling the vacant position as a Residential Appraiser III, II, I at the earliest opportunity, considering qualified applicants from the current Residential Appraiser recruitment. If the vacancy is not filled through that applicant pool, approval is requested to post the position following the completion of the initial hire.

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

9:10 AM**Russel Stukey, Emergency Management Director/Fire Chief**

9. Vehicle purchase 2007 Ferrera Pumper/Tanker

Stukey presented the Purchase Authorization for a 2007 Ferrera Pumper/Tanker.

Move to approve RCFD#1 staff authorization to purchase a pre-owned, 2007 Ferrara Pumper Tanker not to exceed \$225,000 with funded by the RCFD Capital Outlay fund 184 and sign the Purchase Authorization Form.

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

Move to approve the Out of State Travel Request for Doug Russel to travel to Willis, Texas for equipment purchase evaluation.

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

10. Deputy Chief 1501 Vehicle replacement purchase authorization

Stukey presented the request to buy a replacement truck for the Deputy Chief.

Move to approve the purchase of a 2026 Silverado 2500HS from Murdock Manhattan in the amount of \$50,388.90 to be funded by insurance proceeds and the balance from fund 183 and sign the Purchase Authorization Form.

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

9:30 AM**Jacob Hansen, County Counselor**

11. Administrative Work Session

9:30 a.m. Move that the County Commissioners, including Chairwoman Focke and Commissioner McKinley, along with Jacob Hansen, County Counselor, attorney for the Commission, recess into executive session pursuant to the non-elected personnel

matters exception to the Kansas Open Meetings Act, in order to discuss a performance matter of non-elected personnel, the open meeting to resume in the County Commission Chambers at 9:50 a.m.

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

9:50 a.m. Move the Board of County Commissioners come out of executive session.

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

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

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

9:50 AM

Evan McMillan, Assistant County Engineer

12. Bid opening for University Park lagoon project

The Board of County Commissioners opened the following bids for the University Park lagoon project.

Company	Starting Date	# of Working Days	Total Bid
Bayer Construction 120 Deep Creek Road Manhattan, KS 66502	04/01/26	125	\$1,980,090.20
Nowak Construction 200 S. Goddard Road Goddard, KS 67052	03/30/26	150 plus material lead time	\$3,214,918.60
Ebert Construction Co Inc PO Box 198 Wamego, KS 66547	07/06/26	265	\$3,347,931.65
Engineer's Estimate			\$3,354,294.92

Move to refer the bids to staff for evaluation and recommendation.

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

NAYS:	None
-------	------

10:00 AM Daniel Skucius, Extension Director

13. Extension Update

Skucius presented the Extension update.

10:15 AM Brian Peete, RCPD Director

14. RCPD Update

Peete presented a Riley County Police Department update.

Peete asked if the Board has anything they would like RCPD to work on in crime reduction for 2026.

None presented.

Peete discussed the invitation for budgetary discussions as presented by Manhattan City at the next City/County/County meeting.

Peete asked about holding the Law Board meetings at the Riley County Commission Chambers.

10:30 AM Bob Isaac, Planner

15. Final Plat - Sam M Rogers Fifth Subdivision

Isaac presented the request for the final plat for Sam M. Rogers Fifth Subdivision.

Move to approve "Resolution No. 011526-03, A Resolution approving the Sam N. Rogers Fifth Subdivision plat and accepting the street rights of way, easements and licenses as shown to be dedicated on said plat" (replat of Lots 49A and 49B), as it was determined that it meets the requirements of the Riley County Land Development Regulations and Articles 26-5, 26-8 and 26-9 of the Manhattan Development Code.

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

10:45 AM Brevia Spencer, Maternal and Child Health Supervisor

16. Request to Apply GMCF Grant — Community Baby Shower

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

RESULT:	Passed
MOVER:	Commissioner Greg McKinley

SECONDER:	Commissioner Kathryn Focke
AYES:	Greg McKinley, Kathryn Focke
NAYS:	None

Spencer presented the GMCF Grant for the Community Baby Shower.

Spencer asked to use the purchase card to buy food and supplies for the event.

Move to approve the submission of the 2026 GMCF Grants for Greater Manhattan application to support the Community Baby Shower and accept the funds if awarded.

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

Move to approve the use of the purchase card for light food and refreshments for the event.

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

17. Request Approval — OPEI Grant Contract Renewal and Letter of Intent

Spencer presented the OPEI Grant Contract Renewal and Letter of Intent.

Move to approve a new Outreach Prevention and Early Intervention (OPEI) agreement which will carry forward the same conditions as the prior contract and Chair, Kathryn Focke sign the OPEI letter of intent.

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

10:50 AM **Executive Session to discuss department head evaluation**

18. Jacob Hansen, County Counselor

10:50 a.m. Move that the County Commissioners, including Chairwoman Focke and Commissioner McKinley, along with Jacob Hansen, County Counselor, attorney for the Commission, and Elizabeth Ward, Human Resources Director, recess into executive session pursuant to the non-elected personnel matters exception to the Kansas Open Meetings Act, in order to evaluate the performance of the County Counselor, the open meeting to resume in the County Commission Chambers at 11:20 a.m.

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

11:20 a.m. Move the Board of County Commissioners come out of executive session.

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

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

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

11:20 AM Amanda Webb, Planning/Special Projects Director

19. Riley County Driveway Standards

Webb presented the Riley County Driveway Standards.

The Board discussed the Standards.

The Board agreed by consensus to discuss which department will be responsible to review driveway standards.

The Board asked to have further review of the driveway standards at a future meeting.

20. Comprehensive Plan Update - Economic Development fund request amendment

Webb discussed the Comprehensive Plan update.

Move to approve the additional \$2,406.67 from the Economic Development fund to complete the Comprehensive Plan Update.

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

Adjournment

Move to adjourn after the Joint City/County/County Meeting at 4:00 p.m. at Manhattan City Offices.

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

11:48 Recessed.

4:00 PM

Joint City/County/County Meeting (at Manhattan City Offices)

21. Agenda

The Board attended the Joint City/County/County meeting.

Announcements

Riley County Offices will be closed Monday, January 19th due to the observance of the Martin Luther King, Jr. Day holiday.

The Board of County Commissioners will not be in session on Monday, January 19th.

The Law Enforcement Agency Meeting will be held Tuesday, January 20th at 12:00 (noon) in the City Commission Chambers, 1101 Poyntz.