



**Board of Riley County
Commissioners
Regular Meeting
Minutes
February 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, 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
Michael Hawthorne	Assistant County Counselor	Present	8:30 AM
Alvin Perez	Operations and Fleet Manager	Present	8:30 AM
David Adams	Emergency Services Director	Present	8:30 AM
Evan McMillan	Assistant County Engineer	Present	8:30 AM
John Ellermann	Public Works Director/County Engineer	Present	8:30 AM
Elizabeth Ward	Human Resources Director	Present	8:30 AM
Brittany Phillips	Budget and Finance Officer	Present	8:30 AM
Anna Burson	Appraiser	Present	8:30 AM
Michelle Horstmeier	PHEP	Present	9:20 AM
Daryn Soldan	Chamber of Commerce	Present	9:45 AM
Diane Creek	Health Department Director	Present	9:45 AM
Heather Ritchey	Child Care Licensing Supervisor	Present	9:53 AM
Amanda Webb	Planning/Special Projects Director	Present	11:10 AM
Russel Stukey	Emergency Management Director	Present	11:21 AM

Jessie Hubbard	Administrative Assistant II	Present	11:39 AM
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Pledge of Allegiance**Public Comment****Commission Comments**

Ford's Comments:

Monday afternoon I met with Kent Glasscock to discuss a handful of items including this current state legislative session, local control, property tax impact, and county services to name a few. Had a wonderful conversation. It's always insightful to dialog with him.

Working on getting some meetings set up on Capitol Hill while I'm there the 20th-25th. So far I have set up appointments in Congressman Mann's and Senator Moran's offices and working on getting an agenda put together as well. Working to get something set up with Senator Marshall, and Congressman Schmidt as well.

Wednesday evening I attended a telecast call with Congressman Mann and his office. He gave an update and summary on everything his office is working on and a general overview of what's happening on Capitol Hill currently. After the update he took a series of questions from the listeners and then it wrapped up.

Also Wednesday evening I attended February's Business After Hours hosted by the Manhattan Area Chamber of Commerce at the WTC offices in the K-State Edge District. Very well attended event and WTC gave an update on their work and efforts as well as their new partnership with K-State Baseball and Athletics. Rockin K's also catered the event, which was delicious.

McKinley's Comments:

Tuesday was the construction meeting for the EM/Fire building. Everything is moving along well. The walls for the storm shelter are done and they were pouring the floor while we were there. All the rough-in is underway and will be the main work for the next couple of weeks. Made decisions on the shade structure.

Tuesday evening was the K-State women's basketball game. It was an exciting game and that team works well together.

Wednesday I attended the Randolph City Council meeting. They had questions about what happens to RCPD if Manhattan expands into Pottawatomie County. I told them we were also concerned. I updated them on some of the county business and corrected some Mercury headlines.

Focke's Comments:

Tuesday morning I had an appointment with my chiropractor for a back adjustment.

Tuesday afternoon I had a meeting with several constituents with some input on county issues.

I also talked to a north county businessman with concerns about several RCPD issues.

Tuesday and Wednesday, I spent a lot of time reviewing documents for today's meetings and did some review of the Keats project for Thursday night's community meeting.

Business Meeting

1. Contract for Attorney Fees for Guardian ad Litem & Military Attorney for Tax Foreclosure Case

Move to approve the Contract for Attorney Fees with Summer Ott Dierks for the tax sale.

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

2. Agreement for Professional Services — Lasita Road Bridge -Schwab Eaton

Move to approve the Agreement for Professional Services with Schwab Eaton, P. A. for Lasita Road bridge over Timer Creek.

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

3. Solid Waste Grant Program

Move to approve the Contract with KDHE to secure grant funds for the purchase of the solid waste compost screener.

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

4. Highway Use Permit 2026-002 Richter Farms

Move to approve the Highway Use Permit granting Dustin Richter/B&J Underground permission to bore a 1 inch water line under Bodaville Road.

RESULT:	Passed
MOVER:	Commissioner Greg McKinley

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

5. Recommendation — Steel Materials for Airport Road Bridge Piling

Move to approve the purchase of bridge pilings for Airport Road bridge from Oden Enterprises in the amount of \$25,237.62.

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

6. Tax Roll Corrections

Move to approve the Tax Roll Corrections.

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

7. Riley County Employee Action Form

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

- Katie Ceneviva, a Volunteer Firefighter, in the Fire District #1 Department, for Separation from County Service, effective February 10, 2026.
- Stella Mosier, a new hire, as an Intern, in the Health Department, at a Range TASND.
- Angelica Gamino, a new hire, as a Fiscal Analyst, in the Health Department, at a Range 8, at \$26.76 per hour.
- Estrella Willy, a new hire, as a Volunteer Firefighter, in the Fire District #1 Department, at a Range TASND.
- Ethan Samenus, a new hire, as a Volunteer Firefighter, in the Fire District #1 Department, at a Range TASND.
- Jordan Roberts, a new hire, as a Volunteer Firefighter, in the Fire District #1 Department, at a Range TASND.

Move to approve the requested Employee Action Forms.

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

8. Discuss Joint City/County/County Meeting

1. City expansion into Pottawatomie County East Gateway
 2. City survey on CiCo Park
9. Discuss Intergovernmental Luncheon

Review Minutes

10. Board of Riley County Commissioners - Regular Meeting - Feb 9, 2026 8:30 AM

Move to approve the minutes of February 9th as presented.

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

Review Tentative Agenda

11. Tentative Agenda

Press Conference Topics

Ward present a Letter of Recommendation for the Certified Public Manager Program.

Move to sign the Letter of Recommendation for the Certified Public Manager Program.

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

9:00 AM

Jacob Hansen, County Counselor

12. Administrative Work Session

Hansen noted February 19, 2026, as the crossover date for legislation.

Ford said there are several versions of property tax bills.

Hansen discussed the Annual Tax Foreclosure Case.

Hansen stated one of the Nuisance Abatement Cases has been delayed due to being moved to three different judges. He discussed the nuisance abatement cases.

9:20 AM

David Willis, Park Manager

13. Bid opening for a compact utility tractor with cab and front loader

The Board of County Commissioners opened the following bids for a compact utility tractor with cab and front loader.

Company	Total Bid
KanEquip, Inc. PO Box 310 Wamego, KS 66547	\$54,850.00
Prairieland Partners 1001 Southwind Drive Wamego, KS 66547	\$53,893.93

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

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

9:30 AM Vivienne Leyva, PIO and Michelle Horstmeier, PHEP

14. Crisis and Risk Emergency Communications Plan

Horstmeier and Leyva discussed the Crisis and Risk Emergency Communications Plan.

9:45 AM Jason Smith, Manhattan Area Chamber of Commerce

15. Economic Development Update

Soldan presented an Economic Development report.

Soldan discussed Fort Riley activities.

10:00 AM Diane Creek, Health Department Director

16. Out of State Travel Request for Michelle Horstmeier and Diane Creek

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

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

Creek presented the out of state travel request.

Move to approve the Out of State Travel Requests for Michelle Horstmeier and Diane Creek to attend the Disaster Behavioral Health Conference in Columbia, Missouri March 16-18, 2026.

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

17. Permission to Close Clinic

Creek requested to close the Health Department Clinic March 11-13, 2026 for staff to attend EMR training.

Ford asked about the impact to clients.

Creek said they have not been scheduling appointments on those days.

McKinley said to start posting today, the closure.

Move to approve closing the clinic for 2 1/2 days, March 11-13, 2026 for the Health Department staff to attend EMR training.

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

18. Childcare Licensing Update

Creek presented the Childcare Licensing update.

Creek discussed reducing Childcare Licensing staff from a supervisor and one staff member or supervisor and two staff members due to eliminating services to Pottawatomie, Geary, Clay, and Dickinson counties.

The Board discussed the staffing.

The agreed by consensus to keep one supervisor and two staff in Child Care Licensing.

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

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

10:30 AM Budget and Planning Committee - Brittany Phillips, Budget and Finance Officer

19. January 2026 Cash Flows

Phillips presented the 2026 cash flows.

20. State Mandated Services

Phillips presented state-funded mandated services.

The Board agreed by consensus to have staff and elected officials present state-funded mandated services.

10:40 AM Executive Session to discuss department head evaluation

21. David Adams, Emergency Services Director

10:44 a.m. Move that the County Commissioners, including Chairwoman Focke, Vice Chairman Ford, and Commissioner McKinley, with Jacob Hansen, County Counselor, Elizabeth Human Resources Director, and David Adams, Emergency Services Director, recess into executive session pursuant to the non-elected personnel matters an exception to the Kansas Open Meetings Act, in order to evaluate the performance of a department head, and to protect the privacy of the employee, the open meeting to resume in the County Commission Chambers at 11:15 a.m.

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

Move the Board of County Commissioners come out of executive session.

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

11:10 AM Amanda Webb, Planning/Special Projects Director

22. Planning & Development Staff Update

Webb presented the Planning and Development update.

Webb discussed the Rural Riley County Economic Development Advisory Board meeting with the Board.

The Board agreed by consensus to have them present to the Board quarterly.

11:25 AM Russel Stukey, Emergency Management Director

23. Staff Update

Stukey presented the Emergency Management/Fire District #1 update.

11:40 AM Megan Lewis, Community Corrections Director

24. Kansas Specialty Court Award Agreement

Hubbard presented the Kansas Specialty Court Award Agreement.

Move to approve the 2026 Specialty Court Funding Award Agreement.

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

11:45 AM Jacob Hansen, County Counselor

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

11:45 a.m. Move that the County Commissioners, including Chairwoman Focke, Vice Chairman Ford, and Commissioner McKinley, along with Jacob Hansen, County Counselor, attorney for the Commission, and Rich Vargo, County Clerk, recess into executive session pursuant to the non-elected personnel matters an exception to the Kansas Open Meetings Act, and to protect the privacy of the employees, the open meeting to resume in the Commission Chambers at 12:30 p.m.

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

12:30 p.m. Move the Board of County Commissioners come out of executive session.

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

Adjournment

12:32 p.m. Move to adjourn.

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

Announcements

Riley County Offices will be closed on Monday, February 16th due to the observance of the Presidents' Day holiday.

The Board of County Commissioners will not be in session Monday, February 16th.

The Law Enforcement Agency Meeting will be held Tuesday, February 17th at 12:00 (noon) in the City Commission Chambers, 1101 Poyntz.