



**Board of Riley County
Commissioners
Regular Meeting
Minutes
March 26, 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
Cindy Kabriel	Senior Administrative Assistant	Present	8:30 AM
Jacob Hansen	County Counselor	Present	8:30 AM
Vivienne Leyva	PIO	Present	8:30 AM
Derick Schroller	IT Specialist	Present	8:30 AM
Brittany Phillips	Budget and Finance Officer	Present	8:30 AM
Anna Burson	Appraiser	Present	8:30 AM
John Ellermann	Public Works Director/County Engineer	Present	8:30 AM
Rob Voelker		Present	8:30 AM
Elizabeth Ward	Human Resources Director	Present	8:38 AM
Cory Meyer	IT/GIS Director	Present	8:39 AM
Michael Boller	Noxious Weed/HHW Director	Present	9:10 AM
Diane Creek	Health Department Director	Present	9:30 AM
Jessie Hubbard	Administrative Assistant II	Present	9:50 AM
Amanda Webb	Planning/Special Projects Director	Present	10:35 AM
Kirk Crabtree	Rural Economic Development Advisory Board	Present	10:35 AM
Greg Wilson	Bison Ridge Recycling	Present	10:35 AM
Cole Wilson	Bison Ridge Recycling	Present	10:35 AM

Brian Foster	BG Consultants	Present	10:35 AM
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Pledge of Allegiance**Public Comment**

Leyva said she has truly enjoyed working for Riley County. Leyva thanked the commissioners for allowing her to work for Riley County.

Commission Comments

Ford's Comments:

Monday afternoon I attended the March Intergovernmental Luncheon at Rockin K's. It was great to get updates from the Marlatt Homestead Task Force, the City of Manhattan Summer Camps, as well as an update on all the new construction taking place out at CiCo Park. Very well attended event once again and it was good to take a chance on talking and discussing important pieces of state legislation working its way through their processes as well.

Also, on Monday I took some time to go through the National Association of Counties Policy Insider, which is a new update on federal policies, funding decisions, and legislative activity impacting counties nationwide. This update included topline of the week which included discussion on the SAVE Act which is being debated in the US Senate, the Federal Surface Reauthorization Bill, and a White House AI Legislative Framework just to name a few. Also, NACo explained their work and efforts on these bills and what the county impact can and possibly be. It was a good and informative update for sure.

Tuesday afternoon I attended the monthly Board of Directors meeting of Pawnee Mental Health via Zoom. Before the board meeting we had our usual Finance Oversight Committee meeting. We discussed and made decisions on several different budgetary items. The regular meeting started with a call to order and some general introductions, after that we reviewed and passed the minutes for the February meeting. We then had an insurance review from Chris Conrade, CEO Conrade Insurance on limits for directors and officers general and professional liability. We got a Chief Finance Officer's report from Lindsay. We then got a Chief Executive Officer's report from Mike Rezkalla, followed by a Marketing and Communication Report from the team. Other business included an employee satisfaction report, and distribution of county and city signups for Mental Health Month proclamation. We ended the meeting with an executive session on nonelected personnel. We will meet again on April 28th for the Annual Pawnee Celebration.

McKinley's Comments:

Monday noon at the Intergovernmental Luncheon we heard a presentation on the work being done to restore the Marlatt Homestead. We then heard from Aaron Stewart about the improvement project being completed at CiCo Park and the city summer camp programs.

Tuesday was the construction meeting for the Fire/EM building. Electrical and mechanical

rough in are completed and drywall installation is moving along quickly. The final location and size of the tower foundation has been resolved by the engineers moving it slightly away from the building.

Over the last few days I have had several conversations with Jacob Hansen and Elizabeth Ward over the reorganization plans.

Focke's Comments:

Monday afternoon, I attended the Intergovernmental Luncheon. Topics presented included the Marlatt Homestead, and Manhattan's summer camps and the CiCo Park updates. Both presentations were very informative and timely. Also discussed were legislative items of interest and potential agenda topics for the next meeting on April 27th.

Tuesday I continued to work on taxes, had an appointment with my chiropractor, and then went up to Keats to spend time in the park. Public Works was trimming all the trees in the park while we were there.

Wednesday, I reviewed the agenda and documents for today's meeting and in the evening, practiced with my bell choir and attended the Lenten service at my church.

The rest of the week, I've been reading through and studying various issues and proposals being brought before us.

Business Meeting

1. 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

2. Riley County Employee Action Form

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

- Sydney Tracy, an EMT, in the EMS/Ambulance Department, for Separation from County Service, effective March 21, 2026.
- Vicky McCallum, a Customer Service Representative I, in the Public Works Department, for Separation from County Service, effective May 29, 2026.
- Patricia Payne, Charles Tannehill, Beth Pannbacker, Marvin Rodriquez - Election Workers, in the Clerk/Election Department, for Separation from County Service, effective March 30, 2026.
- Jayden Spriggs, a new hire, as an EMT, in the EMS/Ambulance Department,

at a Range EMT.

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

Review Minutes

3. Board of Riley County Commissioners - Regular Meeting - Mar 23, 2026 8:30 AM

Move to approve the minutes of March 23rd as presented.

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

Review Tentative Agenda

4. Tentative Agenda

Press Conference Topics

9:00 AM Cory Meyer, IT/GIS Director

5. Staff update

Meyer presented an IT/GIS update.

9:15 AM Jacob Hansen, County Counselor

6. Administrative Work Session

Hansen discussed the difference between a County Administrator and a County Manager.

Ward said she has took the statute duties and did a breakout for the commissioners to pick and choose from. Ward said she had Hansen review it.

9:35 AM John Ellermann, Public Works Director/County Engineer

7. Health Department Space Needs Assessment

Ellermann discussed the Health Department space needs assessment.

Move to approve the agreement with Archimages for the Health Department/Family and Child Resource Center Space Needs Assessment.

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

8. Commission Chamber Remodel

Ellermann discussed the window shades for the Commission Chambers remodel.

The Board of County Commissioners agreed by consensus for staff to proceed with the shades for the windows quoted and to be paid for from the remaining Commission Chamber Remodel project funds.

9:55 AM Jessie Hubbard, Administrative Assistant II

9. Request Regarding Gift Card Policy

Hubbard discussed a request for permission to exceed the gift card policy.

Phillips said she feels like this will not be a reoccurring request.

Move to approve the Riley County Community Corrections Department purchase and possess gift cards in excess of \$1,000 specifically to this grant.

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

10. Greater Manhattan Community Foundation Grant Agreement

Hubbard discussed the Greater Manhattan Community Foundation Grant Agreement.

Move to approve the 2026 Greater Manhattan Community Foundation Grant Agreement in the amount of \$3,000.

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

10:05 AM Executive Session to discuss department head evaluation

11. Michael Boller, Noxious Weed/HHW Director

10:05 a.m. Move that the County Commissioners, including Chairwoman Focke, Vice Chairman Ford, and Commissioner McKinley, with Jacob Hansen, County Counselor, attorney for the commission, Elizabeth Ward, Human Resources Director, and Michael Boller, Noxious Weed/HHW Director, recess into executive session pursuant to the non-elected personnel matters exception to the Kansas Open Meetings Act, in order to evaluate a department head, and to protect the privacy of the employee, the open meeting to resume in the County Commission Chambers at 10:35 a.m.

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

10:35 a.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 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

10:35 AM Amanda Webb, Planning/Special Projects Director

12. Bid Recommendation for Keats Sanitary Sewer Improvements Project

Webb presented a bid recommendation for the Keats Sanitary Sewer Improvements Project.

Foster said the reason the bid amount is different is that the sums didn't match on the bid sheet, and it got corrected.

Move to accept the low bid submitted by Bayer Construction for the Keats Sanitary Sewer Improvements Project in the amount of \$3,789,073.90.

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

NAYS:	None
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13. Amendment to Owner-Engineer Agreement - Keats Sanitary Sewer Improvements Project

Webb presented an amendment to the agreement with BG Consultants for the Keats Sewer Benefit District improvements.

Move to approve Amendment No. 1 to Owner-Engineer Agreement with BG Consultants, Inc. for the Keats Sewer Benefit District Improvements.

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

14. Howies/Bison Ridge Recycling Contract

Webb discussed the Howies/Bison Ridge Recycling Contract.

Wilson said they sold off the trash services, but the recycling is basically the same.

Move to approve directing staff to prepare an updated recycling services contract with Bison Ridge Recycling for another five years.

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

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

15. Rural Economic Development Advisory Board Update

Crabtree presented a Rural Economic Development Advisory Board update.

Adjournment

Move to adjourn.

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