



**Board of Riley County
Commissioners
Regular Meeting
Minutes
November 17, 2025**

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
Michael Hawthorne	Assistant County Counselor	Present	8:30 AM
Gary Olds		Present	8:30 AM
Rob Voelker		Present	8:33 AM
John Ellermann	Public Works Director/County Engineer	Present	8:48 AM
David Adams	EMS/Ambulance Director	Present	8:58 AM
Katharine Hensler	Museum Director	Present	9:00 AM
Elizabeth Ward	Human Resources Director	Present	9:10 AM
Brittany Phillips	Budget and Finance Officer	Present	9:20 AM
Evan McMillan	Assistant County Engineer	Present	9:25 AM
Anne Smith	aTa Bus Director	Present	9:35 AM
Amanda Webb	Planning/Special Projects Director	Present	9:37 AM

Pledge of Allegiance

Public Comment

Old discussed the results of the City Commission election. He said the results happened because of taxes. He stated the elected officials work for the citizens. He said he feels Riley County has done a much better job than Manhattan City.

Olds discussed the upcoming resolution on management level salaries.

Olds suggested the Riley County Chair give a "State of the County" address.

Commission Comments

Ford's Comments:

Thursday afternoon I attended the November meeting of the Veterans and Military Service Committee via Zoom. After a call to order and a special Veterans Day message from our Chair Sid Conklin, Presiding Commissioner, Randolph County, Missouri we also got an update on Operation Green Light that took place around the country November 4th through the 11th. Then we heard from Kurt Schake, CEO, Veterans Transition Center of California and Jack Murphy, County Veterans Service Officer, Monterey County, California. They discussed solving housing issues for veterans' communities. We then had a legislative update and fiscal appropriation priorities from Seamus Dowdell, NACo Staff Liaison and we finished the meeting with an open discussion and dialog to fill out the hour.

Friday I attended the Northeast Kansas County Officials Luncheon over across the way in Wamego. Big thanks to Pottawatomie County for hosting this year. Had a good round robin discussion to start out the meeting followed by a breakout session with all the available county departments. Had a wonderful lunch that was provided by The Farmhouse. Some follow up discussion and then we closed out the meeting.

Friday night Manhattan High beat #1 and previously undefeated Maize in Wichita 55-31 to make a return trip to that Class 6A semifinal to face old foe Derby once again with a State Championship game berth on the line.

Saturday afternoon I watched K-State win an ugly game in Stillwater vs. Oklahoma State 14-6 to even their record out at 5-5 on the season.

Sunday afternoon I watched my Jacksonville Jaguars easily defeat the Chargers 35-6 at home to run their record to 6-4 on the season and still holding on to the last playoff spot in the AFC currently.

Focke's Comments:

Friday I attended the Northeast Kansas County Officials meeting in Wamego. The featured speaker didn't attend, so the room broke up into discussion groups to discuss several issues that were determined by the group: taxation (unfunded mandates); exemptions, infrastructure – cost, maintenance, etc.; neighborhood revitalization; blight, etc. Discussion was held afterward on the issues. After that, the scheduled "breakout sessions" were held, with the Appraisers, Clerks, and Register of Deeds in separate rooms. The rest of the group stayed in the main room and had discussions. After a break, the meeting was adjourned and lunch was served.

Saturday, several friends came over and we watched the KSU/OSU game together.

Sunday, our bell choir played at church and later I reviewed the agenda and documents for today's meeting. I also re-reviewed the Law Board meeting packet for today's meeting.

McKinley's Comments:

After our meeting Thursday I had a long meeting with Diane Creek. She brought me up to date on all that is going on in the health department. The conversation did evolve into a discussion of all the problems of the world but I did get some good information on the health department.

I missed the Northeast Kansas County Officials meeting Friday because I was in the dentist chair.

Saturday I watched a slow moving K-State football game but we did win.

Extra time was spent finishing moving and cleaning up.

Business Meeting

Review Minutes

1. Board of Riley County Commissioners - Regular Meeting - Nov 13, 2025 8:30 AM

Move to approve the minutes of November 13th as amended.

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

Review Tentative Agenda

2. Tentative Agenda

Press Conference Topics

9:00 AM Katharine Hensler, Museum Director

3. Historical Museum Monthly Staff Update

Hensler presented the Historical Museum staff update.

9:15 AM David Adams, EMS/Ambulance Director

4. EMS/Ambulance Staff Update

Adams presented the EMS/Ambulance staff update.

9:30 AM Press Conference

5. Public Notice - Evan McMillan (1 minute)

McMillan said the Transfer Station will be closed Thursday, November 27, 2025, in observance of Thanksgiving Day. The Transfer Station will reopen for business at 7:00 a.m. on Friday, November 28, 2025.

9:35 AM

Anne Smith, aTa Bus Director

6. Letter of support for aTa Bus for a grant application

Smith presented the letter of support for the 5311 Grant for aTa Bus, for services outside of Manhattan.

Move to approve the letter of support for the 5311 grant for aTa Bus.

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

9:40 AM

John Ellermann, Public Works Director/County Engineer

7. CPE Exterior Project

Ellermann presented the CPE Exterior Project amendment with BHS Construction.

Move to approve the quote from BHS for \$54,465.56 for the CPE exterior project.

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

9:50 AM

Bob Isaac, Planner

8. Amendment to Section 5.2 Use Specific Standards, Short Term Rentals of the Riley County Land Development Regulations

Webb presented the amendment to the Riley County Land Development Regulations for short-term rentals.

Hansen expressed concern with the evaluation of certain circumstances portion in the amendment.

Hansen discussed concerns with responding to the complaints section.

The Board asked Hansen and Webb to review the amendment to clarify areas of concern and bring it back to the Board.

10:10 AM

Jacob Hansen, County Counselor

9. Administrative Work Session

Hansen discussed feedback from canceling the Legislative Luncheon. He stated they were interested in attending but never responded to attend previously.

Hansen said staff has let the legislators know they can contact him on legislative matters to present to the Board.

Adjournment

10:12 a.m. Move to adjourn.

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

12:00 PM**Law Enforcement Agency Meeting**

10. Law Board Agenda Packet