



**Board of Riley County
Commissioners
Regular Meeting
Minutes
December 8, 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
Vivienne Leyva	PIO	Present	8:30 AM
Gary Olds		Present	8:30 AM
Betty Mattingly-Ebert		Present	8:30 AM
Elizabeth Ward	Human Resources Director	Present	8:30 AM
Brittany Phillips	Budget and Finance Officer	Present	8:30 AM
Rob Voelker		Present	8:30 AM
Keith Westervelt		Present	8:50 AM
Amanda Webb	Planning/Special Projects Director	Present	9:08 AM
Shilo Heger	Treasurer	Present	9:14 AM
John Ellermann	Public Works Director/County Engineer	Present	9:58 AM

Pledge of Allegiance

Public Comment

Mattingly-Ebert read an email she sent the three commissioners regarding the county salary resolution.

Olds discussed the proposed county salary resolution.

Commission Comments

Ford's Comments:

Thursday evening, I attended the Tri-Valley Chapter of the Kansas Society of Professional Engineers Annual Legislative night out at the Sunset Zoo. It was great once again to get caught up on all the issues and challenges that are facing the engineering sector and to catch up with the area local officials once again as well.

Friday afternoon I had a Zoom call with members of Pawnee Mental Health and their Foundation Board to discuss the building at Claflin and some possible options for the building moving forward that will work to maintain the services that the organization is providing.

Also, on Friday I met with Trent Armbrust at the K-State Foundation to discuss in further depth the Edge District project and Phase 3 with the Champions Gate Project. Went through some numbers and figures and what the scope of the project will be as well. More to come on that one moving forward for sure.

Also, on Friday I did watch the introductory press conference for the new K-State head football Coach Collin Klien. Pretty quick turnaround but I do think we have our guy long term and glad to have him back home. Also want to wish former Coach Chris Kleinman all the best as well in his future endeavors.

Sunday I watched as my Jacksonville Jaguars easily throttled the Indianapolis Colts 36-19 to take control of first place in the AFC South and run their record to 9-4 as well.

Focke's Comments:

Thursday I had several appointments downtown in the afternoon.

Friday afternoon I attended the pre-Law Board meeting. Several changes to the draft agenda were made, some on insurance coverage and another discussion on the Animal Control Officers and the shelter budget for 2026. Chairman Matta will still be on the board in January but will be replaced by another Manhattan City Commissioner appointment effective when his term is up. All citizen appointments are filled by both the city and county through 2026.

Friday evening, I attended the Christmas Parade of Lights. I was able to ride on Pumper Truck #112 through the parade. Had lots of fun and there were many people along the parade route.

Saturday I ventured out to do a little holiday shopping, but didn't last too long. Will have to go back when it's a little less busy.

Sunday our bell choir played with the regular choir for a special Christmas "Lessons and Carols" service.

Later that day, I reviewed the agenda and documents for today's meeting and had several discussions with constituents on today's salaries resolution before us.

McKinley's Comments:

Last Thursday evening we attended the holiday reception at President Linton's house. The house is nice but it was very crowded. Talked with President Linton about the changes in football this week. I was able to meet and have a good discussion with two of the new Manhattan City Commissioners.

Friday, we attended the introductory press conference for Coach Klein. There was a large crowd there and people are really excited to see what he can do. After that we went downtown and watched the lighted Christmas parade.

Saturday we attended the K-State men's basketball game. The highlight was Klein speaking at halftime.

Business Meeting

1. Riley County Employee Action Form

The Board of County Commissioners signed a Riley County Employee Action Form for Dulce Wagoner, an As Needed Juvenile Intake Officer, in the Community Corrections Department, for Separation from County Service, effective November 14, 2025.

Move to approve the requested Riley County Employee Action Form.

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

2. Discuss Policy Breakfast

BOCC, Jacob, and Rich

3. Discuss Joint City/County/County Meeting at County Offices December 18th

No topics.

4. Approve payroll/accounts payables for December 12th (when completed)

Move to approve the payroll vouchers in the amount of \$773,314.68 and the following warrant vouchers for December 12, 2025:

2025 Budget

County General	\$ 973,972.78
Disaster Fund	4,538.23
Health Department	82,395.21
Court Services	150.00

Motor Vehicle Operations	2,389.19
Capital Improvements Fund	47,526.26
Economic Development	33,305.50
Emergency 911	5,928.34
Solid Waste	12,202.34
County Building	12,535.94
RCPD Levy/Op	1,467,244.47
Landfill Closure	532.37
Riley Co Fire Dist #1	31,006.89
2023 R&B Project Sales Tx	62.70
University Park W&S	21.83
Hunters Island Water Dist	9.36
Carson Sewer Benefit Dist	300.21
Moehlman Bottoms	4.37
Valleywood Operations	29.75
Konza Water Operations	26.82
Peterson Ranch-Ben Dist	5,000.00
KDOC Adult Services	14,856.35
KDOC Juvenile Services	5,134.30
KDOC Juv Reinvestment	1,152.51
BJA Grant	3,082.40

TOTAL. \$ 2,703,408.12

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

Review Minutes

5. Board of Riley County Commissioners - Regular Meeting - Dec 4, 2025 8:30 AM

Move to approve the minutes of December 4, 2025 as presented.

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

Review Tentative Agenda

6. Tentative Agenda

Press Conference Topics

9:00 AM Rich Vargo, County Clerk**7. Year to Date Budget and Expenditures**

Vargo presented the year to date budget and expenditure reports.

9:15 AM Amanda Webb, Planning/Special Projects Director**8. Amendment to Section 5.2 Use Specific Standards, Short Term Rentals of the Riley County Land Development Regulations**

Webb presented the resolution to amend the Riley County Land Development Regulations.

Hansen discussed the statutory process to amend the land development regulations.

The Board discussed with Counsel that the amendment to Section 5.2.AC.2.e may be unconstitutional and should be sent back with that statement.

Move to return the planning boards' recommendation to the planning commissions with a statement specifying the basis for the governing body's failure to approve or disapprove.

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

9:30 AM Press Conference**9:35 AM Elizabeth Ward, Human Resources Director****9. 2026 Pay Scale Implementation and Resolution**

Ward presented the 2026 pay scale implementation and resolution.

Focke discussed the importance in the effort staff does to hire good people and the extensive job descriptions to provide services. She said all the department heads are required to live in Riley County which cost more to live then in other communities.

Ford discussed the importance of keeping up with salary cost to attract and retain quality employees.

Move to approve "Resolution No. 120825-49, A Resolution establishing the pay scale for classified, professional and EMS employees of Riley County, Kansas."

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

Move to approve "Resolution No. 120825-50, A Resolution establishing the salaries for certain elected and appointed officials and other professional positions of Riley County, Kansas."

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

9:50 AM Amanda Webb, Planning/Special Projects Director

10. Comprehensive Plan Update

Webb presented the Comprehensive Plan update.

10:10 AM John Ellermann, Public Works Director/County Engineer

11. Project Update

Ellermann presented the Public Works projects update.

10:25 AM Jacob Hansen, County Counselor

12. Administrative Work Session

13. Staff Update

Hansen discussed the search for a new district coroner.

Hansen discussed progress on the Keats easements for the wastewater system.

Hansen stated he will have a trial on one of the long-standing nuisance abatement cases.

Adjournment

10:32 a.m. Move to adjourn.

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

Announcements

Riley County Planning Board/Board of Zoning Appeals meeting will be held tonight at 7:00 p.m. in the Commission Chambers, Courthouse Plaza East Building, 115 N. 4th Street.

The KAC 50th Annual Conference will be held December 9-11, 2025 at the Hyatt

Regency Wichita, Kansas.

The Board of County Commissioners will not be in session on Thursday, December 11th.