



**Board of Riley County
Commissioners
Regular Meeting
Minutes
February 13, 2025**

115 North 4th Street
Manhattan, KS 66502
www.rileycountyks.gov

Cindy Kabriel
785-565-6200

Commission Chambers

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
Bryant Parker	Counselor/Director of Administrative Services	Present	8:30 AM
Anna Burson	County Appraiser	Present	8:30 AM
Tom Phillips		Present	8:30 AM
Jason Smith	Manhattan Area Chamber of Commerce	Present	8:30 AM
Wayne Sloan		Present	8:30 AM
Matt Crocker		Present	8:30 AM
Mark Bachamp		Present	8:30 AM
Evan McMillan	Assistant County Engineer	Present	8:31 AM
Emma Loura	Manhattan Mercury	Present	8:35 AM
Brittany Phillips	Budget and Finance Officer	Present	8:35 AM
Elizabeth Ward	Human Resources Director	Present	8:35 AM
Jacob Hansen	Deputy County Counselor	Present	9:20 AM
Katharine Hensler	Museum Director	Present	9:21 AM
Diane Creek	Health Department Director	Present	9:29 AM
Carly Farrens	Museum Curator Archivist and Librarian	Present	9:21 AM
Christian Bishop	Manhattan Area Chamber of Commerce	Present	9:40 AM
Daryn Soldan	Manhattan Area Chamber of Commerce	Present	9:40 AM
Stephanie Pierce		Present	9:40 AM
Heather Ritchey	Child Care Licensing Supervisor	Present	9:51 AM
Laurie Harrison	Emergency Management Coordinator	Present	9:51 AM
Gavin Schmidt		Present	10:30 AM
Brad Hartenstein		Present	10:30 AM
John Ellermann	Public Works Director/County Engineer	Present	10:30 AM
Zac Burton		Present	10:41 AM
Michelle Burton		Present	10:41 AM
Stephanie Peterson	City of Manhattan	Present	10:40 AM

Pledge of Allegiance**Public Comment****1. Public Comments**

T. Phillips, representing the Chamber Advocacy Committee, asked the Board to slow down, and hold off on the RHID Policy to hear other input.

T. Phillips said the two items of concern are to give themselves some flexibility on hearing proposals. He stated the other is that our income limit is about 80% as compared to the City of Manhattan's at 110%. He said the proposed 10 year limit is also a concern since they are allowed to be 25 years.

Commission Comments**2. Commission Comments**

Ford's Comments:

Not a lot going on this week with the winter storm and cold that is pushing through.

I did watch the K-State men's basketball team win a thriller Tuesday night against #13 Arizona 73-70 at Bramlage. It looked like the women's basketball team fared a lot better versus Cincinnati as well.

Wednesday I did have my monthly Zoom call with NACo's Community Economic and Workforce Development committee. After some welcomes and opening remarks from our Chair Angela Conley, Commissioner Hennepin County, Minnesota, we heard from Kevin Moore, Legislative Assistant with the CEWD and NACo. He will be this committee's new assistant moving forward. We then got a Legislative Conference and Committee meeting preview from Micheal Matthews, Legislative Director, CEWD, and NACo. That conference and committee meeting will be taking place in Washington, D.C. in two weeks. Michael Matthews then provided a very detailed legislative update from Capitol Hill, and we had a very good open discussion that followed before the close of the meeting.

Focke's Comments:

No comments.

McKinley's Comments:

Mostly a doctor week for me.

K-State men and women basketball teams had victories this week and both are getting more impressive.

Business Meeting

3. Review and sign Appraiser's Real Estate Sales Data Search Service Agreement and Contractual Provisions for Thomas Scaletty

Move to approve Real Estate Sales Data Search Service Agreement and Contractual Provisions with Thomas Scaletty for the Appraiser's Office.

RESULT:	ADOPTED [UNANIMOUS]
MOVER:	John Ford, County Commissioner
SECONDER:	Kathryn Focke, County Commissioner
AYES:	Ford, Focke, McKinley

4. Required Contractual Provisions Amendment- Terracon Geotechnical Engineering Services

Move to approve the Required Contractual Provisions Amendment to Agreement for Services with Terracon Consultant, Inc. so the county can begin disbursing grant funding to pay for engineering and planning services for the University Park Lagoons project.

RESULT:	ADOPTED [UNANIMOUS]
MOVER:	Kathryn Focke, County Commissioner
SECONDER:	Greg McKinley, County Commissioner
AYES:	Ford, Focke, McKinley

5. Sign a Tax Roll Corrections

Move to approve the Tax Roll Corrections.

RESULT:	ADOPTED [UNANIMOUS]
MOVER:	Kathryn Focke, County Commissioner
SECONDER:	John Ford, County Commissioner

AYES:	Ford, Focke, McKinley
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6. Sign Riley County Employee Action Form(s)

The Board of County Commissioners signed a Riley County Employee Action Form for James Campbell, a new hire, as a Parks and Grounds Tech I, in the Public Works Department, at a Range 4, at \$18.21 per hour.

7. Discuss Policy Breakfast

Attendees: BOCC, Bryant, Jacob, and Rich

8. Discuss Joint City/County/County Meeting Agenda

Topics:

- US-24 Corridor Study - Jared Tremblay, MPO

9. Intergovernmental Luncheon Agenda

Attendees: BOCC, Bryant, Jacob, and Rich

Review Minutes

10. Board of Riley County Commissioners - Regular Meeting - Feb 10, 2025 8:30 AM

Move to approve the minutes.

RESULT:	ACCEPTED [UNANIMOUS]
MOVER:	John Ford, County Commissioner
SECONDER:	Greg McKinley, County Commissioner
AYES:	Ford, Focke, McKinley

Review Tentative Agenda

11. Tentative Agenda

Press Conference Topics

12. Discuss Press Conference

9:00 AM Bryant Parker, Counselor/Director of Administrative Services

13. Administrative Work Session

Bryant stood for questions.

Bryant said there are several projects the office is working on for other departments.

- 9:00 AM 14. Executive session to discuss confidential legal advice regarding potential litigation issues

Move the Riley County Commission, including Chairman McKinley, Vice Chairwoman Focke, and Commissioner Ford, recess into executive session on potential litigation for the purpose of consultation with Bryant Parker, County Counselor, attorney for the commission, which would be deemed privileged in the attorney-client relationship, an exception to the Kansas Open Meetings Act, the open meeting to resume in the County Commission Chambers at 9:20 a.m. Rich Vargo, County Clerk; Brittany Phillips, Budget and Finance Officer; and Elizabeth Ward, Human Resources Director, will be present during a portion of the executive session to provide factual information.

RESULT:	ADOPTED [UNANIMOUS]
MOVER:	Kathryn Focke, County Commissioner
SECONDER:	John Ford, County Commissioner
AYES:	Ford, Focke, McKinley

- 9:20 AM Move the Board of County Commissioners come out of executive session.

RESULT:	ADOPTED [UNANIMOUS]
MOVER:	John Ford, County Commissioner
SECONDER:	Kathryn Focke, County Commissioner
AYES:	Ford, Focke, McKinley

Move the record reflect no binding action was taken during executive session.

RESULT:	ADOPTED [UNANIMOUS]
MOVER:	John Ford, County Commissioner
SECONDER:	Kathryn Focke, County Commissioner
AYES:	Ford, Focke, McKinley

9:20 AM Jacob Hansen, Deputy County Counselor

15. Contract for Attorney Fees for Guardian Ad Litem and Military Attorney for Tax Foreclosure Case

Hansen presented the contract for Attorney Fees for the Tax Foreclosure Sale.

Move to approve Contract for Attorney Fees for Guardian Ad Litem and Military Attorney for Tax Foreclosure Case with Summer Ott Dierks.

RESULT:	ADOPTED [UNANIMOUS]
MOVER:	John Ford, County Commissioner
SECONDER:	Kathryn Focke, County Commissioner
AYES:	Ford, Focke, McKinley

9:30 AM Katharine Hensler, Museum Director

16. January Staff Update

Hensler presented the Museum staff update.

9:45 AM Daryn Soldan, Manhattan Area Chamber of Commerce

17. Economic development update

Pierce discussed Innovate24 program for entrepreneurs.

Bishop discussed Fort Riley activities.

Soldan presented the economic development update.

10:00 AM Diane Creek, Health Department Director and Heather Ritchey, Child

Care Licensing Supervisor

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

RESULT:	ADOPTED [UNANIMOUS]
MOVER:	John Ford, County Commissioner
SECONDER:	Kathryn Focke, County Commissioner
AYES:	Ford, Focke, McKinley

18. Health Department Staff Report

Creek presented the Health Department update.

19. Child Care Licensing Overview

Ritchey presented a Child Care Licensing overview.

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

RESULT:	ADOPTED [UNANIMOUS]
MOVER:	Kathryn Focke, County Commissioner
SECONDER:	John Ford, County Commissioner
AYES:	Ford, Focke, McKinley

10:45 AM

Budget and Planning Committee - Brittany Phillips, Budget and Finance Officer

20. Monthly Cash Flow Report for January 2025

Phillips presented the monthly cash flow reports.

21. RHID Policy

Phillips presented the draft RHID Policy.

Hansen stated the Policy is to give the Board items to consider and preferences. It does not prohibit the Board considering proposals which differ from the Policy.

Hansen said the 10 year limit in income guidelines are a preference and if a proposal exceeded the preference in the policy it is not necessarily prohibited.

Hansen stated the policy also asks for the developers to engage with Riley County in their RHID project.

Hansen said this policy was derived from examples of many other Kansas counties.

Burton said the policy asks for engagement on RHID projects. Burton asked how developers do engage with Riley County earlier.

Focke stated that her concern is the cost of the units proposed will not be affordable for the workforce targeted.

Peterson reported to this point the City of Manhattan has followed the statutory process. Peterson said in January the City of Manhattan was notified by the Department of Commerce that they have approved the proposed RHID projects.

Peterson said the City of Manhattan would not proceed with the process until the developer met with Riley County on their project.

Schmidt echoed Burton's comments. He asked for specific items of concern of proposed RHID projects.

Bachamp stated he is involved in RHID projects around the state. Bachamp said outside developers will not consider the 10 year or income limits.

T. Phillips said it was comforting to hear the RHID policy is guidance and does not prohibit RHID projects.

B. Phillips asked for clarification on how the commission wanted the engagement to look, if it was still prior to submission to the city or after.

The Board agreed the developers with specific projects would be welcome to get on the agenda to present their project.

22. CIP Reserve Discussion

Phillips presented the CIP Reserve discussion.

Move to approve releasing the reserve funds totaling \$1,034,446 to be made available for other projects.

RESULT:	ADOPTED [UNANIMOUS]
MOVER:	John Ford, County Commissioner
SECONDER:	Kathryn Focke, County Commissioner
AYES:	Ford, Focke, McKinley

11:22 AM Adjournment

Move to adjourn.

RESULT:	ADOPTED [UNANIMOUS]
MOVER:	John Ford, County Commissioner
SECONDER:	Kathryn Focke, County Commissioner
AYES:	Ford, Focke, McKinley