



**Board of Riley County
Commissioners
Regular Meeting
Minutes
February 20, 2025**

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

Cindy Kabriel
785-565-6200

Commission Chambers

9:00 AM

[District 1 – John Ford, Member](#)

[District 2 – Greg McKinley, Chair](#)

[District 3 – Kathryn Focke, Vice Chair](#)

9:00 AM

Call to Order

Attendee Name	Title	Status	Arrived
John Ford	County Commissioner	Present	9:00 AM
Kathryn Focke	County Commissioner	Present	9:00 AM
Greg McKinley	County Commissioner	Present	9:00 AM
Rich Vargo	County Clerk	Present	9:00 AM
Bryant Parker	Counselor/Director of Administrative Services	Present	9:00 AM
Anna Burson	County Appraiser	Present	9:00 AM
Jacob Hansen	Deputy County Counselor	Present	9:00 AM
Emma Loura	Manhattan Mercury	Present	9:00 AM
Vivienne Leyva	PIO	Present	9:00 AM
Michele Reid	Payroll, Benefits & Employee Relations Manager	Present	9:03 AM
Bruce McMillan	Baker McMillan Architects, PA	Present	9:37 AM
John Ellermann	Public Works Director/County Engineer	Present	9:42 AM
Jerry Howard	Public Works	Present	9:47 AM
John Jobe	County Extension Agent	Present	10:00 AM
Daniel Skucius	County Extension Director	Present	10:00 AM
Brian Peete	RCPD Director	Present	10:00 AM
Bob Isaac	Planner	Present	10:08 AM
Brian Foster		Present	10:30 AM
Shilo Heger	Treasurer	Present	10:54 AM
Elizabeth Ward	Human Resources Director	Present	11:13 AM
Brittany Phillips	Budget and Finance Officer	Present	11:45 AM
Joseph Godown	Real Estate Specialist	Present	11:45 AM
Tom Phillips		Present	11:45 AM
Mike Dodson		Present	11:45 AM
Jason Smith	Manhattan Area Chamber of Commerce	Present	11:45 AM
Zac Burton		Present	11:45 AM
Jason Hilgers	City of Manhattan	Present	11:45 AM
Mark Bachamp		Present	11:45 AM
Jayne Minton		Present	11:45 AM
Michelle Burton		Present	11:45 AM
Josh Brewer		Present	11:45 AM

Pledge of Allegiance**Public Comment**

1. Public Comments

Burson said she wanted to inform the public of a recent change regarding parcel search and access to property photos. For over a decade, photos of not only the front of properties but also the back and other improvements have been publicly accessible. Given the evolving concerns around privacy and security, this raised significant concern.

Burson said after reviewing practices in other jurisdictions across the state, it was confirmed that we were the only county I could find making this level of property imagery publicly available. While appraisers have statutory authority to access properties when owners are not present, photos beyond the primary front view should not be publicly accessible.

Burson said out of respect for property owners' privacy and in the interest of public safety, we consulted with Bryant Parker, Riley County Counselor and other jurisdictions and made the decision to disable this function immediately. Moving forward, only the primary site photo will be available to the public through our parcel search.

Commission Comments

2. Commission Comments

Ford's Comments:

Thursday afternoon I was part of a Transportation Roundtable Communications Strategy up on Fort Riley with area officials, business leaders, staffers from US Senator Roger Marshall's office and command leadership at Fort Riley. The major points of this overview where to discuss how to improve quality of life for single soldiers, support DUI prevention, decrease transportation cost for soldiers and their spouses and better connect them to the local communities and activities and events that are going on. We broke off into two discussion groups (transportation, and communication) to better understand these challenges and to brainstorm ideas to solve them. We will continue to meet and dialog as needed.

Friday morning, I met with new Health Department Director Diane

Creek at the Health Department in the administration room. This was the first time I had the chance to meet and chat since she took over the position in early December. We had a good dialog that centered around current programming, rural and community outreach, childcare licensure and our work with other counties and the state, federal funding concerns, and department space needs. Looks as if things are moving forward and we will continue with the dialog moving forward.

Friday afternoon I met with Pastor Landon Dillon of the Pentecostals of Manhattan at Flight Crew coffee. We discussed a handful of topics including the structure of Kansas county government structure, budgeting, the election process, collaboration with other agencies, K-State, Fort Riley, and RCPD. Great dialog and he also has invited me to speak at their July “Day of Appreciation” as well.

I spent the weekend home sick with some kind of stomach ailment, so it kept me from a couple of events I had originally planned, which included the monthly county GOP coffee and the RCPD Employee Appreciation Reception, so I hope they went well. I did, however, watch plenty of basketball with the K-State men’s team dropping two in the state of Utah (BYU, Utah) and the K-State women’s team who blew out UCF and lost to nationally ranked West Virginia. Hopefully some good wins will come for both moving forward. Also worth noting K-State baseball is off to it usual bad start going 1-4 to start the 2025 campaign. They have a lot of tough non-conference games to play this year as well.

Well winter obviously isn’t done with us just yet, with another round of snow and bitterly cold temperatures. Hopefully everybody is working through this safely and I wanted to take a moment and say thanks to all Public Works, first responders, and crews who worked diligently to keep everyone safe and warm.

Monday afternoon I met with my normal doctor for the first time in 2025. We did both a biometric analysis and bariatric screening for the first time since December of 2023. Good news everything is stable and consistent, bad news the number really need to be dropping still so I have work to do moving forward. We discussed some new tools and options to hopefully help assist with that too.

Tuesday afternoon the monthly Board of Director’s meeting of the Manhattan Area Chamber of Commerce was canceled due to the inclement weather and won’t be rescheduled, but a short update on local federal funding and federal jobs issues as well as the RHID will be coming out here shortly.

Wednesday afternoon I attended the February meeting of the Metropolitan Planning Organization via Zoom. After some welcomes

to start we got a financial and staff update including the TDM/Connect 2050 model, EVRP progress and a KDOT letter of support for DCIP from the organization. KDOT gave its usual update on project and items they are working on in the area. Action items included approval of the January meeting minutes, approval of the TIP Amendment #6, election of a new Chair (me) and Vice Chair (KDOT-Representative), 1-70 and Taylor Road Letter of Support. Discussion items included MSA expansion, EO unleashing American energy, and KS HB 2003.

Focke's Comments:

Thursday, February 13th I had an injection in my back. For the next couple days, I took it easy, as recommended. So far, it hasn't done any good.

Saturday I came down to the office and printed off some paperwork for the upcoming Law Board Meeting and went over other paperwork and documents.

Sunday I went to church and then to lunch with my "lunch bunch" friends. We all agreed that the cold weather should come to an end!

Monday I did a lot of reading for the Law Board Meeting on Tuesday. Later, I got prepared for another snow storm and cancelled plans to go to the open house at the Lincoln Education Center. Hopefully, there will be another chance to go on a tour.

Tuesday had lots of snow on the ground but was able to make it out to the Law Board meeting at City Hall. It was a rather lengthy meeting, and several good discussions were held.

Wednesday I spent some time going over today's agenda and documents and plan to attend the Joint City/County/County Meeting this afternoon.

McKinley's Comments:

Last Thursday I had a phone call with Tom Phillips about valuations and taxes. I then had a call with Bryant Parker discussing RHID.

Tuesday was the Law Board Meeting. We discussed animal control being transferred to RCPD and how it will be set up and funded. We also heard a presentation on future building needs at RCPD. Had a meeting Tuesday and two on Wednesday get cancelled because of weather.

Wednesday I attended the Riley County Rural Economic Development Advisory Board. They had asked me to attend to see what the commission is expecting from them. It was a good discussion including some on RHID.

Business Meeting

3. Fence View Order - Vandahl & Chaffee

Move to approve the Order Assigning Partition Fence Responsibility for the Vandahl-Chaffee fence view.

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

4. Advisory Board appointment letter and Resolution

Move to appoint Steven Graham to the Pawnee Mental Health Services Advisory Board and approve “Resolution No. 022025-07, A Resolution appointing a representative to the Pawnee Mental Health Advisory Board.”

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

5. Sign Riley County Employee Action Form(s)

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

- Landon Weide, a new hire, as a Volunteer Firefighter, in the Fire District #1 Department, at a Range TASND.
- Joe Collins, a Public Works Operator II, in the Public Works Department, for Separation from County Service, effective March 3, 2025.
- Terry Morrand, a Volunteer Firefighter, in the Fire District #1 Department, for Separation from County Service, effective February 1, 2025.
- Ryan Diederich, a Volunteer Firefighter, in the Fire District #1 Department, for Separation from County Service, effective February 1, 2025.
- Leslie Strader, a Volunteer Firefighter, in the Fire District #1

Department, for Separation from County Service, effective February 1, 2025.

- Dana Walsh, a Volunteer Firefighter, in the Fire District #1 Department, for Separation from County Service, effective February 1, 2025.

6. Approve payroll/accounts payables (when completed)

Move to approve the payroll vouchers in the amount of \$754,838.60 and the following warrant vouchers for February 21, 2025:

2024 Budget

County General	\$23,163.60
Emergency 911	815.90
Solid Waste	12.76
Riley Co Fire Dist #1	1930.93
University Park W&S	597.50
Carson Sewer Benefit Dist	165.91
Deep Creek Sewer	94.82
Konza Water Operations	333.30
KDOC Adult Services	302.12
City Alcohol Funds	1001.08
Caroline Peine Grant	50.00
TOTAL.	\$28,467.92

2025 Budget

County General	\$ 602,303.45
Disaster Fund	105395.20
Health Department	87058.92
War Memorial	75.00
County Auction	305.24
Motor Vehicle Operations	341.90
Capital Improvements Fund	104976.28
Emergency 911	2854.66
Solid Waste	215966.44
County Building	8621.72
Road & Bridge Cap Project	6848.32
RCPD Levy/Op	44991.55
Landfill Closure	2948.55
Riley Co Fire Dist #1	25345.48

University Park W&S	5175.34
Keats Capital Project	27600.00
Hunters Island Water Dist	1078.26
Carson Sewer Benefit Dist	915.39
Deep Creek Sewer	485.88
Moehlman Bottoms	367.20
Valleywood Operations	373.14
Terra Heights Sewer	747.86
Konza Water Operations	1834.88
Lakeside Heights Sewer	126.57
University Park Lagoon	47.32
KDOC Adult Services	7851.68
KDOC Juvenile Services	6688.01
KDOC Juv Reinvestment	1189.24
BJA Grant	1803.32
21st Jud Dist DC ADSAP	1716.55
City Alcohol Funds	80.00
Caroline Peine Grant	336.25
Adult Services Carry-Over	90.34
Juvenile Svcs Carry-Over	90.35

TOTAL \$1,266,630.29

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

Review Minutes

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

Move to approve the minutes.

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

Review Tentative Agenda

8. Tentative Agenda

Press Conference Topics

9. Discuss Press Conference

9:30 AM**Bryant Parker, Counselor/Director of Administrative Services**

10. Administrative Work Session

Parker reported yesterday he argued the appeal on the First Christian Church.

Parker discussed nuisance properties in Riley County.

Parker stated they are working on the Tax Foreclosure Sale.

9:50 AM**John Ellermann, Public Works Director/County Engineer**

11. Bid opening for CPE windows

The Board of County Commissioners opened the following bids for CPE window replacement.

<u>Company</u>	<u>Base Bid</u>	<u>Alternate 1 (ballistic windows)</u>	<u>Unit Price 1 (plaster repair)</u>	<u>Unit Price 2 (masonry repair)</u>	<u>Unit Price 3 (sill replacement)</u>	<u># Days</u>
BHS Construction 301 S 4 th Street Manhattan, KS 66502	\$690,000	\$150,300	\$25/sq ft	\$85/sq ft	\$1,100/each	135
Riley Construction 201 6 th Street Wamego, KS 66547	\$697,550	\$154,000	\$45/sq ft	\$350/linear ft	\$300/linear ft	222
Icon Structures 212 S 4 th St, Suite 110 Manhattan, KS 66502	\$684,00	\$155,00	\$265/ sq ft	\$8,500/sq ft	\$7,000/each	120
Architect's Estimate	\$752,400					

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

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

10:00 AM John Jobe, 4-H Agent and Daniel Skucius, Extension Director

12. Extension staff update

Jobe discussed the Citizenship Washington Focus.

10:15 AM Brian Peete, RCPD Director

13. RCPD update

Peete discussed working with Riley County staff on potential animal control under RCPD.

Peete said RCPD is doing a facilities assessment of needs.

Peete discussed the cost of inmate housing.

Peete discussed Fake Patty's Day.

10:30 AM Bob Isaac, Planner

14. Amend the Final Development Plan of Heritage Estates R-PUD and adjust the common property line between Lots 1 and 2 of Heritage Estates via replat.

Isaac presented the amended Final Development Plan and plat.

Move to approve "Resolution No. 022025-08, Resolution approving the request to amend the Final Development Plan associated with the planned unit development zoning designation of certain real estate located in Manhattan Township."

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

Move to approve "Resolution 022025-09, A Resolution approving the Heritage Estates Unit 2 plat and accepting the street rights of way, easements, and licenses as shown to be dedicated on the said plat."

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

11:00 AM Shilo Heger, Treasurer

15. January 2025 Revenue Reporting - Riley County Treasurer

Heger presented the treasurer's report.

Heger discussed the SB 119 Hearing.

11:15 AM John Ellermann, Public Works Director/County Engineer

16. Request to fill an open Building Maintenance Technician I/II Position

Ellermann requested to fill the Building Maintenance Technician I/II position.

Move to approve the new position descriptions and allow the Public Works Department to advertise to hire for the open Building Maintenance Technician I/II position.

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

The Board of County Commissioners signed a Riley County Position Action Form for a Building Maintenance Tech I, in the Public Works Department, at a Range 4.

11:25 AM Elizabeth Ward, Human Resources Director

- 11:25 AM 17. Executive session to discuss a performance matter involving non-elected personnel

Move that the County Commissioners, including Chairman McKinley, Vice Chairwoman Focke, and Commissioner Ford, with Bryant Parker, County Counselor, attorney for the Commission, and Elizabeth Ward, Human Resources Director, recess into executive session on a

performance matter of non-elected personnel, an exception to the Kansas Open Meetings Act, for the purpose of discussing the work conduct of an employee, and to protect the privacy of the employee, the open meeting to resume in the County Commission Chambers at 11:45 a.m.

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

11:45 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 action shall be taken consistent with the consensus reached in executive session.

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

11:45 AM

Brittany Phillips, Budget and Finance Officer

18. RHID Policy

Phillips presented the draft RHID Policy for consideration.

Ford suggested waiting to approve the RHID Policy due to potential HUD changes.

Parker stated if HUD changes the level of affordability it would be 80% of the new level of affordability.

McKinley suggested these are based on what it is now and any changes may be implemented at a later date.

Hansen said he believes the first RHID proposal would be considered for approval by the City of Manhattan in April.

Move to approve the Riley County Reinvestment Housing Incentive District Policy as presented.

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

Adjournment

Move to adjourn after the Joint City/County/County Meeting at 4:00 p.m.

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

4:00 PM

Joint City/County/County Meeting (at county offices)

19. City/County/County Meeting Agenda

The Riley County Board of Commissioners attended the Joint City/County/County meeting.

Jared Tremblay, MPO Planning Manager, presented the US-24 Corridor Study.