



**Board of Riley County
Commissioners
Regular Meeting
Minutes
June 09, 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
Jacob Hansen	Interim County Counselor	Present	8:30 AM
Anna Burson	County Appraiser	Present	8:30 AM
Amanda Webb	Planning/Special Projects Director	Present	8:30 AM
Vivienne Leyva	PIO	Present	8:30 AM
Rob Voelker		Present	8:30 AM
Brittany Phillips	Budget and Finance Officer	Present	8:35 AM
Elizabeth Ward	Human Resources Director	Present	8:35 AM
Steve Schurle	Assistant County Appraiser	Present	9:15 AM
Tande Lentz	Assistant Vehicle Supervisor	Present	9:15 AM
Lori Muir	Administrative Services Manager	Present	9:15 AM
Cory Meyer	IT/GIS Director	Present	9:38 AM
Amy Manges	Register of Deeds	Present	9:38 AM
Danielle Dulin	City of Manhattan	Present	10:50 AM
Gavin Schmidt		Present	10:50 AM
Tyler Holloman		Present	10:50 AM
Tom Phillips		Present	10:50 AM
Mark Bachamp		Present	10:50 AM
Mike Dodson		Present	10:50 AM
Jason Smith	Manhattan Chamber of Commerce	Present	10:50 AM
Stephanie Peterson	City of Manhattan	Present	10:50 AM
Joseph Godown	Real Estate Specialist	Present	10:52 AM

Pledge of Allegiance

Public Comment

1. Public Comments

Webb reported the Riley County Economic Development Board has drafted a letter to the Board on the proposed RHID projects and will present it on Thursday.

Commission Comments

2. Commission Comments

Ford's Comments:

Thursday afternoon I attended the June meeting via Zoom of the Flint Hills Mental Health Task Force. We had a continued dialog of reshaping and revisioning of the board including potential new partners, discussion on the Mental Health Summit that will be taking place in Hays in the fall, and further integration of the 988-line. We also heard crisis data update from the CSU, hospital, and the state hospital as well. We discussed further progress on the mobile crisis and what the pressing needs are there. Last topic was possible breaking off into several subcommittees that could review and relate specific facets of mental health and report back to the large group with thoughts and recommendations.

Friday morning, I listened in on K-State Research and Extension E-Call titled "All Things Kansas" with Jessica Gand from the K-State 105. All Things Kansas is a free interactive tool that features data-driven mapping reports and insight for all 105 Kansas counties and Kansas State University launched this project with multiple partners as an economic development resource and a one-stop shop for Kansas data to understand communities across the state.

Saturday afternoon I attended the 12th Annual Taste of the Ville down in the Aggieville Business District. It was a fun afternoon of traveling around many of the establishments and restaurants and getting a little taste of what they do. We had everything from coconut shrimp at Goolsby's to pepperoni calzones at D.P. Dough to ice cream from Cold Stone Creamy and Pandora's rolled ice cream to sweet goodies from Full Circle, Varsity Donuts, Bluestem Bistro, and Insomnia Cookies to wings from Buffalo Wild Wings and McCools to Mexican and Italian delights from Mi Terra, Nico's Little Italy, Abelardo's and Kites to other appetizers and items from Aggieville Brewery, Happy Hippie, Hi-Lo, Mr. Goodcents, Porters, and Starbucks. Wonderful June Saturday afternoon to be out with friends seeing others I know and enjoying all the Aggieville business district has to offer including some traditional things as well as some new.

Sunday was the 118th Anniversary of the 1st Infantry Division or as we know it the Big Red One. Which is currently is the oldest continuously serving division in the regular Army and is stationed right here at Fort Riley.

Wanted to mention as well that there was a ceremony this morning up on Fort Riley at Division Run located at Victory Hall to celebrate the United States Army 250th Anniversary. Wasn't able to be there in person with the close proximity in time for our meeting, but was able to watch parts of it online in its entirety and what a milestone and what sacrifices our armies have made for us during this time to protect freedom and to protect this nation.

The rest of the weekend I spent at home catching up on things, watching some TV shows I've been trying to catch up on, and getting prepared for the upcoming week.

Focke's Comments:

Thursday I went to a water physical therapy session in the afternoon. Later I checked in with Deb Scheibler at WorkforceONE. They were still working on locating housing for the Job Corps students. I had referred her to the Manhattan Emergency Shelter that had some spaces available, and she was going to touch base with them. There was an injunction filed against closure and a hearing is set for June 17th. No one knows what the long term future is, but they have been instructed to operate as usual. To date, they enrolled approximately twenty new students.

Later Thursday night I received an update from Deb Scheibler that said they had temporary housing worked out for most of the students in need. There are some that continue to seek support services, including housing, job placement, and ongoing training. Some were nearing their exit from the Job Corps, while others are anxious about what lies ahead.

Friday, I had an appointment at my doctor's office to check out a bad rash on my neck, arms, and face. It apparently has come from the chemicals in the water at physical therapy. I'm taking some steroids to clear it up and will probably switch to regular physical therapy in the future. That afternoon and evening, I did some yard work and other domestic chores.

Saturday, I had lunch with friends at the "Little Grill." It was a challenge getting there with Hwy 24 closed on the north side of town. I also spoke to Jacob Hansen about today's executive session with

Michele Reid with Human Resources.

Sunday afternoon I spent time re-writing the minutes from a church meeting, took a walk at Wildcat Park with my dog, and reviewed the agenda and documents for today's meeting.

McKinley's Comments:

Last Friday I met with Amanda Webb and Bob Isaac in planning about the comprehensive plan. A resident had asked me to attend with him for the discussion. We talked about items in the existing comprehensive plan and what he would like to see in the new one. He also mentioned some things in the Land Development regulations that could be changed.

I spent a lot of time reviewing the RHID numbers for today's meeting. I had a good understanding of them but then received revised numbers from the developer yesterday. I had a little time to go over the new numbers but not as much as originally.

The rest of the weekend was spent doing work around the house.

Business Meeting

3. 2026 Riley County Extension Appropriation

Move to approve the Riley County Extension 2026 budget.

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

4. Sign Riley County Employee Action Form(s)

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

- Joshua St. John, a new hire, as a Mechanic Tech II, in the Public Works Department, at a Range 8, at \$25.05 per hour.
- Brayden Innes, a new hire, as a Volunteer Firefighter, in the Fire District #1 Department, at a Range TASND.
- Maricela Garcia, a new hire, as a Seasonal Laborer, in the Public Works/Parks Department, at a Range TASND, at \$14.00 per hour.

Review Minutes**Review Tentative Agenda**

5. Tentative Agenda
Move RHID to end of meeting.

Press Conference Topics

6. Discuss Press Conference

9:00 AM Rich Vargo, County Clerk

7. Year to date budget and expenditure reports
Vargo presented the year to date budget and expenditure reports.

9:15 AM Steve Schurle, Assistant County Appraiser

8. Riley County Employee Day Proposal
Schurle and Lentz presented the 2025 Riley County Employee Day proposal.
Move to approve the agenda outline and budget for the 2025 Riley County Employee Day.

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

9:30 AM Press Conference**9:40 AM Brittany Phillips, Budget and Finance Officer and Elizabeth Ward,**

Human Resources Director

9. 2026 COLA Presentation

Phillips presented the 2026 COLA information.

10:00 AM Jacob Hansen, Interim County Counselor

10. Administrative Work Session

11. Amendment to Service Agreement with Prairie Paws Animal Shelter

Hansen presented the Amendment to Agreement for Animal Shelter Services with Prairie Paws Animal Shelter, Inc.

Move to approve the Amendment to Agreement for Animal Shelter Services with Prairie Paws Animal Shelter, Inc.

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

10:10 AM Michele Reid, Human Resources Manager

- 10:10 AM 12. Executive session to discuss a performance matter involving non-elected personnel

Move the County Commission, including Chairman McKinley, Vice Chairwoman Focke, and Commissioner Ford, with Jacob Hansen, Interim County Counselor, attorney for the Commission, and Michele Reid, Human Resources Manager, 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 conditions of an employee, and to protect the privacy of the employee, the open meeting to resume in the County Commission Chambers at 10:25 a.m.

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

10:25 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 the executive session.

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

10:27 AM

Executive Session

Move the County Commission, including Chairman McKinley, Vice Chairwoman Focke, and Commissioner Ford, with Jacob Hansen, Interim County Counselor, attorney for the Commission, and Michele Reid, Human Resources Manager, 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 conditions of an employee, and to protect the privacy of the employee, the open meeting to resume in the County Commission Chambers at 10:45 a.m.

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

10:45 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

10:25 AM Jacob Hansen, Interim County Counselor

13. Administrative Work Session

14. Pending County Projects County Counselor

Hansen presented the Commission Projects List.

10:35 AM Katharine Hensler, Museum Director

15. Monthly Staff Update

Hensler presented the Museum Department staff update.

10:50 AM Gavin Schmidt, BHS & Tyler Holloman, Frontier Development

16. A Specific RHID Project

Schmidt & Holloman presented the RHID Manhattan Infill Housing Project.

McKinley stated property taxes is the biggest concern they hear from the public. McKinley said these 26 properties taxes will go to the developers and not to the public entities to support public services.

Focke asked how often will the townhouses turn over. Focke said they typically turnover every five years and is any of the profit made on those transactions go to the tax roll.

McKinley said on the Manhattan City workforce housing study only the top 20% of the workforce could afford the housing.

Ford expressed concern with the public entities not receiving the tax for services.

McKinley discussed how one example showed sales tax on labor which sales tax is not charged on labor.

Focke asked about the infrastructure for each lot.

Holloman said they would work closely with Manhattan City to provide the infrastructure.

McKinley discussed other inconsistencies on previous projections.

Schmidt said they are always updating the figures for accuracy.

Holloman said they would be glad to review the numbers.

Focke discussed the concern of the 15-year time period exceeding the 10-year period in Riley County's RHID Policy.

Hansen said the Board is scheduled to discuss RHID proposal on June 12, 2025. Hansen stated the 30-day deadline is June 19, 2025, which is a holiday.

Smith asked if the Board is going to take time to take testimony on the RHID proposal.

The Board agreed by consensus to allow for public comment at the RHID session on June 12, 2025.

Adjournment

Move to adjourn after the County Officials Luncheon.

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

12:00 PM

County Officials Luncheon

17. County Officials' Luncheon Agenda

The Board attended the County Officials Luncheon.