



**Board of Riley County
Commissioners
Regular Meeting
Minutes
June 12, 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	Late	9:15 AM
Rich Vargo	County Clerk	Present	8:30 AM
Jacob Hansen	Interim County Counselor	Present	8:30 AM
Vivienne Leyva	PIO	Present	8:30 AM
Laurie Harrison	Emergency Management Coordinator	Present	8:30 AM
Anna Burson	County Appraiser	Present	8:30 AM
Susan Adamchak	Manhattan City Commissioner	Present	8:30 AM
Kent Glasscock	Flint Hills Regional Council	Present	9:15 AM
Angela Shepard	Ogden City Planner/Zoning Administrator	Present	9:15 AM
Emma Loura	Manhattan Mercury	Present	8:50 AM
Daryn Soldan	Chamber of Commerce	Present	9:41 AM
Christian Bishop	Chamber of Commerce	Present	9:41 AM
Michael Boller	Noxious Weed Director	Present	9:43 AM
Shawn Drew		Present	9:44 AM
Shanika Rose	Chronic Disease Risk Reduction Coordinator	Present	9:45 AM
Diane Creek	Health Department Director	Present	9:45 AM
Jacob Clarke	Clinic Supervisor	Present	9:45 AM
Scott Seel		Present	10:08 AM
Amanda Webb	Planning/Special Projects Director	Present	10:16 AM
Keith Eyestone		Present	10:17 AM
Tom Phillips		Present	10:22 AM
Joseph Godown	Real Estate Specialist	Present	10:23 AM
Matt Crocker		Present	10:24 AM
Trent Armbrust		Present	10:30 AM
Jason Smith	Chamber of Commerce	Present	10:30 AM
Josh Brewer		Present	10:32 AM
Jake Wassenberg		Present	10:32 AM
Ben Burton		Present	10:34 AM
Mark Bachamp		Present	10:34 AM

Jayne Minton	Manhattan City Commissioner	Present	10:37 AM
Mike Dodson		Present	10:37 AM
Stephanie Peterson	City of Manhattan	Present	10:40 AM
Tyler Holloman		Present	10:44 AM
Gavin Schmidt		Present	10:44 AM
Diane Dulin	Manhattan City Manager	Present	10:51 AM
Gabriella Vega		Present	10:56 AM
Randy Martin		Present	10:58 AM
Mel Borst		Present	10:58 AM

Pledge of Allegiance

Public Comment

1. Public Comments

Adamchak discussed the establishment of the proposed RHID. Adamchak stated this is an opportunity to engage in a public/private partnership to provide needed housing in our community. She asked the Board to support or take no action on the RHID.

Vargo presented the 2025 June Certified Values. He reported the Assessed Valuation for 2025 is \$853,082,332, which equals to a value of the mill of \$853,082.

Commission Comments

2. Commission Comments

Ford's Comments:

Monday afternoon I attended our quarterly County Officials Luncheon here in the BOCC Chambers. Among the items of discussion were continuing efforts on the FY 2026 budget and what that entails, update and continued work on the county strategic plan and work on advancing space and facility needs for the future, and continued efforts on completion of the Riley County Comprehensive Plan. Thanks to all who attended and always appreciate the feedback and dialog.

Also Monday I had my monthly appointment with my doctor. I can say all went well or at least all is status quo for the moment. We did take some time to discuss and digest all the result of some recent testing that has been done all of which have turned up a healthy and good to go status as well and we discussed some ways and alternatives to establish

moving forward to make sure it continues to stay in that fashion as well.

Tuesday evening, I met with Riley County Attorney Barry Wilkerson to discuss a handful of county related items that have come up along the way just to get some feedback and thought. There's a lot going on particularly in the sector of both judiciary and law enforcement and it's always good to get some advice and information from those that have been in the field for a very long time. Appreciated Barry's time and feedback as well.

Wednesday evening, I attended the June Business After Hours hosted by the Manhattan Area Chamber of Commerce sponsored by the Kaw Valley Rodeo out at RC McGraw's, along with Q103.5. Always a fun and very well attended event as we lead to next month county fair and rodeo out at CiCo Park in late July.

The rest of the week I have spent staying caught up at work and staying caught and versed on numerous items including this morning conversation and dialog on the Reinvestment Housing Incentive District.

Focke's Comments:

Monday I attended the County Officials Luncheon after our BOCC meeting. Some of the items of discussion were the 2026 budget, the opening of the new EMS building, and the various upcoming moves due to the window replacement in the Courthouse Plaza East building. It will be an interesting summer.

Tuesday I had a Personnel Committee meeting at my church. We are trying to work through some policy issues to meet some insurance requirements. It's quite a process. I spent time reading and re-reading information on the RHID that's in front of us, plus other paperwork that we have had to go through. Tuesday evening, I attended the monthly meeting of the Riley County Democrats at the Douglass Center.

Wednesday, I continued to work through paperwork, including the agenda and documents for today's meeting plus e-mails, texts and return calls to make. I had an appointment with my primary care physician in the afternoon to figure out a plan going forward on physical therapy. I talked with the water physical therapist earlier that day and we went through the water irritation that I had.

Later in the afternoon, I met with David Cooper and discussed various issues. He wanted to get with me before I left town for a week.

A reminder that I will be gone from June 15th through June 22nd, and will be back for Monday's meeting, ribbon cutting and open house at the new EMT building that afternoon.

McKinley's Comments:

No comments.

Business Meeting

3. Engagement Letter & Agreement for Fisher Patterson Sayler & Smith

Move the Board approve the Letter Agreement with FPS&S Fisher Patterson Sayler & Smith.

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

4. Deploy resources to support Wamego Independence Day Celebration

Move to approve deploying the mobile command post vehicle and two light tower/generator units to Wamego for the July 4th celebration.

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

5. Sign Riley County Employee Action Form(s)

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

- Brittany Thomas, a new hire, as a Customer Service Representative I, in the Treasurer's Department, at a Range 4 at \$20.54 per hour.
- Ashley Taves, a new hire, as an As Needed Child Care Provider, in the Health Department, at a Range TASND, at \$20.00 per hour.
- Dameon Nelson, a new hire, as a Public Works Operator I, in the Public Works Department, at a Range 7, at \$24.29 per hour.
- Chad Larson, a new hire, as a Volunteer Firefighter, in the Fire District #1 Department, at a Range TASND.

6. Approve payroll/accounts payables (when completed)

Move to approve the payroll vouchers in the amount of \$759,055.63 and the following warrant vouchers for June 13, 2025:

2025 Budget

County General	\$ 1,612,404.25
Disaster Fund	318,723.77
Health Department	103,106.05
War Memorial	240.00
Motor Vehicle Operations	1,091.42
Capital Improvements Fund	31,101.78
Emergency 911	1,372.93
Solid Waste	7,240.87
County Building	21,968.60
RCPD Levy/Op	54,941.81
Riley Co Fire Dist #1	71,316.89
University Park W&S	36.80
Hunters Island Water Dist	4.12
Carson Sewer Benefit Dist	833.33
Moehlman Bottoms	1.96
Terra Heights Sewer	577.31
Konza Water Operations	505.70
KDOC Adult Services	21,371.04
KDOC Juvenile Services	10,463.72
KDOC Juv Reinvestment	1,841.22
BJA Grant	5,662.90
City Alcohol Funds	1,239.12

TOTAL. \$ 2,266,045.59

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

Review Minutes

7. Board of Riley County Commissioners - Regular Meeting - Jun 5, 2025

8:30 AM

Move to approve the minutes.

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

8. Board of Riley County Commissioners - Regular Meeting - Jun 9, 2025
8:30 AM

Move to approve the minutes.

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

Review Tentative Agenda

9. Tentative Agenda

Press Conference Topics

10. Discuss Press Conference

9:00 AM

Jacob Hansen, Interim County Counselor

11. Administrative Work Session

Hansen said he receive Special Prosecutor designation from Judge Bannister to allow him to work on Nuisance Abatement Cases.

Hansen stated on Monday he will present the Fireworks Resolution.

Hansen said the Flint Hills Metropolitan Corridor Study agreement will be presented on Monday.

9:20 AM Budget and Planning Committee - Brittany Phillips, Budget and Finance Officer

12. Monthly Cash Flow Report for May 2025

Phillips presented the monthly cash flow reports.

9:30 AM Angela Shepard, Ogden City Planner/Zoning Administrator and Kent Glasscock, Flint Hills Regional Council

13. Flint Hills Regional Council – Safe Routes for All Grant Application Participation Request

Shepard and Glasscock presented the Flint Hills Regional Council Safe Routes for All Grant Application Participation request.

Glasscock said they would write the grant at no cost and administer it if awarded.

Shepard stated they would need the Board to agree to participate in the grant application and provide a letter of support.

The Board agreed by consensus to participate in the Safe Routes for All Grant Application and provide a letter of support.

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

14. Economic development update

Soldan presented the economic development update.

Bishop discussed Fort Riley activities.

10:00 AM Diane Creek, Health Department Director

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

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

15. Monthly update

Creek presented the Health Department update.

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

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

10:15 AM Michael Boller, Noxious Weed Director

16. Staff Update

Boller presented the Noxious Weed/HHW staff report.

10:30 AM Anna Burson, Appraiser

17. June Staff Report

Burson presented the Appraiser's Office June Staff report.

10:45 AM Jacob Hansen, Interim County Counselor

18. BOCC Findings on LK Townhomes Reinvestment Housing Incentive District

Hansen presented the Riley County Rules for Agenda Public Comment Sessions.

1. Public comments shall be limited to no more than 3 minutes for each speaker.
2. Remarks of individual speakers shall not be simply repetitive of identical comments made by prior speakers.
3. Verbal or visual personal attacks on private citizens shall not be allowed.

4. Public comments shall be made only during the designated time on the agenda of any public meeting. Public comments are out of order if made outside the designated time on the agenda of a public meeting, and without the speaker having been first recognized by the Chair.

The foregoing rules are content neutral and reasonable limitations recognized by the Courts. These rules are intended to promote the orderly and dignified conduct of the public business of Riley County. These rules are intended to allow the greatest number of those in attendance to speak.

Speakers who violate any one or more of these rules shall be asked to end their comments. And speakers (or non-speakers attending the meeting) whose conduct disrupts the orderly and dignified conduct of any public meeting at any time shall be asked by the Chair to leave such meeting.

Hansen presented the options for the Board to consider in allowing the RHID to proceed or veto.

B. Phillips presented the staff's evaluation of the RHID proposal.

Vega discussed the need for the RHID to provide work force housing. Vega asked for the Boards support of the RHID.

Borst discussed concerns with one of the proposed RHID's at 11th and Leavenworth and the potential impact on two historic homes in the region. He spoke on concern of subsidizing the construction of the housing.

T. Phillips said in Riley County's RHID policy every potential RHID would be denied due to loss in taxes. He stated he hopes the Board supports the RHID like the City and USD 383 have. He said the 26 units would allow for 52 more residents to help our economy. Phillips stated the \$40,000 is derived from the amount of specials the landowner had to pay.

Dodson discussed his work on developing the RHID in the state legislature. He discussed how RHID funding works. He discussed his concerns with Riley County's RHID policy. Dodson stated if this one is denied none will be approved and what is the County willing to do to support work force housing.

Dulin discussed the needs for work force housing based on their study. She stated work force housing will not be accomplished without public/private partnerships.

Brewer discussed finding solutions for housing affordability in our community. He stated Riley County's policy seems to support RHID's a yes "if".

Bachamp said in his experience in engineering in Kansas he came across communities who are using the RHID to provide needed housing in their community.

Martin asked if prior commissioners had used the RHID tool would the current commission be thankful for the value coming back on the tax roll. He discussed the cost and benefits short-term and long-term.

Crocker acknowledged the difficulty in the decision they have to make. He said the cost of housing in the area is constantly mentioned by employees. He stated his ask is not to support it, but not to kill it as a viable solution approved by the City and USD 383.

Smith discussed the letter the Manhattan Regional Chamber of Commerce sent to the Board in support of the RHID.

Seel stated the problem is the shortage of house, property cost and taxes. He said the housing problem will not be resolved without new construction. Seel said the contract on the land is contingent on the RHID approval, but not by KHRC.

Ford said his biggest concern in number 6 on providing occupants with an income below the area median income. He asked what are we really subsidizing with all these. He said his coworkers and himself could not afford one of these properties.

Ford stated the counties revenues increased 3% while expenses have increased 7%.

Focke said the policy was developed to assist the county in reviewing RHID's. She said \$318,000 is not affordable for most workforce housing. She stated she is concerned with the additional tax burden to the other taxpayers. She said RHID's work better for smaller communities.

Focke said the adverse effect loss of tax revenue are her primary concerns. She stated she is also concerned with the infrastructure in the proposed area.

McKinley stated the housing supply fluctuates all the time. He said in 2006 he bought at the height of the market. He mentioned the problems with the presented numbers discussed on Monday. He stated it only assist those in the top 20% of the workforce housing.

Focke discussed the concern with the cost of the land to purchase.

Move the Board make the following findings regarding adverse effects

caused by the LK RHID:

1. Potential loss of tax revenue;
2. Potential increase in public services hindering the effective delivery of said public services;
3. Places an undue burden on Riley County;
4. Current and potential fiscal impacts to county governance are greater than the benefit;
5. The term of the LK RHID is outside of ten (10) years; and
6. The inability of the project to provide quality housing for occupants with an income below the area median income.

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

Move the Board execute “Resolution No. 061225-27, A Resolution finding adverse effect on Riley County regarding the City of Manhattan’s establishment of the LK Townhomes Reinvestment Housing Incentive District.”

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

11:38 AM

Adjournment

Move to adjourn.

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