



**Board of Riley County
Commissioners
Regular Meeting
Minutes
February 10, 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
Vivienne Leyva	PIO	Present	8:30 AM
Brittany Phillips	Budget and Finance Officer	Present	8:30 AM
Anna Burson	County Appraiser	Present	8:30 AM
Evan McMillan	Assistant County Engineer	Present	8:30 AM
Michele Reid	Payroll, Benefits & Employee Relations Manager	Present	8:30 AM
Emma Loura	Manhattan Mercury	Present	8:33 AM
Amanda Webb	Planning/Special Projects Director	Present	9:32 AM
Darrin Hobbs	Planning Compliance Specialist	Present	9:33 AM
John Ellermann	Public Works Director/County Engineer	Present	9:40 AM
Diane Creek	Health Department Director	Present	10:17 AM

Pledge of Allegiance

Public Comment

1. Public Comments

Commission Comments

2. Commission Comments

Ford's Comments:

Thursday I spent most of the day in Topeka for KAC's Annual County Government Day at the State Capitol. I had the opportunity to meet with area legislators and our contract lobbyists to chat about recent legislation and local challenges and issues we are facing. I also had an opportunity to chat with other county affiliates and groups as well as other commissioners from around the state while onsite as well. It really felt like it was a productive day.

Thursday afternoon I attended the February meeting of the Crisis Intervention Team here in the BOCC Chambers. We discussed several items including the frequency, time, and dates for future meetings, confirmed some possible new members to the board. Discussed the 2025 CIT class to be held most likely in July, also discussed both a dispatch and supervisory level CIT class to be held at a later date as well as a de-escalation train the trainer class that could be incorporated as well.

Thursday night I attended the 76th Annual Meeting of the Riley County Conservation District at Pottorf Hall. After a catered dinner from Nico's here in town we heard from several speakers and several local awards for conservation efforts were given and as usual the annual business meeting was held by the board of directors as well.

Friday morning, I met with Jeff Wick, President, and CEO of WTC at their new office in the new K-State office building. Some of the items we discussed were ongoing efforts for broadband in the area and in specific the K-18/Ogden corridor, RHIDs, and rural economic development efforts as a whole. Good ideas were bounced around by all during this meeting.

Friday evening, I attended the soft opening of the new exhibit at the Riley County Historical Museum. They did an outstanding job putting this back together over the last six weeks and I was thoroughly impressed on how it was done. If you have not yet had a chance to visit you really should it's definitely worth the time and the best part is it's free.

Saturday afternoon I attended the K-State-KU men's basketball game at Bramlage Coliseum. What a game it was as the Wildcats won 81-73 in a game they were in control of really from the start to finish their record back over .500 at 12-11. Unfortunately, the K-State women's basketball team didn't fare to well down in Stillwater as they lost to the Cowboys 85-55.

Sunday I watched Super Bowl XLI in New Orleans with the Philadelphia Eagles beating the Kansas City Chiefs 40-22. Congratulations to both teams on having fantastic seasons and now we wait until August and K-State vs. Iowa State for football again.

Focke's Comments:

No comments.

McKinley's Comments:

Friday evening was the reopening of the Riley County Historical Museum for Riley Historical Society members. Katharine Hensler, Museum Director said there were just over 100 people in attendance. The new displays and the museum space in general looked great. The staff said they have a few more things they want to do but the work they have done so far is really nice.

Saturday I attended the K-State-KU men's basketball game. A great game and some of the loudest crowd I have ever heard in Bramlage.

I heard there was a football game yesterday, but I checked, and K-State wasn't playing so I did not worry about it.

Business Meeting

3. Updates to Contractual Provisions Attachments- SMH

Move to approve the Required Contractual Provisions Attachment to the Agreement for Services dated May 9, 2022 and the Required Contractual Provisions Attachment to Agreement for Services dated October 24, 2022 amended by Supplemental Agreement No. 1 dated June 17, 2024 and Supplemental Agreement No. 2 dated September 30, 2024 with SMH Consultants for the University Park lagoons project.

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 a Riley County Employee Action Form for Alexis Dunaway, a WIC Clerk, in the Health Department, for Separation from County Service, effective February 5, 2025.

Review Minutes

5. Board of Riley County Commissioners - Regular Meeting - Feb 6, 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, McKinley

Review Tentative Agenda

6. Tentative Agenda

Press Conference Topics

7. Discuss Press Conference

9:00 AM Rich Vargo, County Clerk

8. Year to date budget and expenditure reports

Vargo presented the year to date budget and expenditure reports.

9:15 AM Laurie Harrison, Emergency Management Coordinator

9. Contract for 2024 HMEP grant

Harrison presented the 2024 HMEP Grant.

Move to approve the Consulting Services Agreement with Decision Innovation Consulting, LLC to conduct a hazardous materials commodity flow study for Region I.

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

9:30 AM**Press Conference****10. 2025 Valuation trends - Anna Burson (3 minutes)**

Burson said the Riley County Appraiser's Office has completed all studies and analysis for 2025 property valuations. The annual Change of Value Notices (CVNs) will be mailed on Wednesday, February 26th to property owners. The CVNs reflect changes in property values due to fluctuations in the local real estate market and/or changes made to individual properties, such as additions, demolitions, classification changes, or other improvements.

Burson said the real estate market in Riley County reflects an overall upward trend, with residential property values increasing by an average of 4% to 10%, while commercial property values show an average increase of 2% to 6%. Commercial vacant land values are trending upward by 2% or less while residential vacant land values are trending upward by 14% or less. The average price of all valid home sales in 2024 was \$275,000 while in 2023 the average price was \$265,000. The median home price in Riley County for 2024 was \$250,000 while in 2023 it was \$238,000.

Burson said the median is the middle price when all home sales are listed from lowest to highest, meaning half of the homes sold for more and half sold for less. The median price is a more reliable reference point because it is less affected by outliers.

Burson said it is also important to note that values on specific properties may not follow the general trends because of changes to the property, a correction of descriptive information, or the sales in the market area indicate values outside of the typical range.

Burson said just because the property value increases does not mean the taxes will. Appraisers are tasked with valuing homes at fair market value based on sales. Appraisers do not set tax rates. The tax bills received in December reflect an individual property's share of the established yearly budget. The budget itself is determined by the Riley County Board of County Commissioners, school districts, municipalities, and other taxing authorities. The tax dollars needed to meet the budget are represented by the mill levy.

Burson said as you may have heard before, the valuation of your property determines your piece of the pie, not the size of the pie itself.

Which is why it's so important to ensure all property is valued fair and equitably.

Burson said for more information about the relationship between valuation and property tax, visit the Appraiser section of the Riley County website at <https://www.rileycountyks.gov/Appraiser>.

Burson said property data for all parcels in Riley County can be accessed through Riley County's website, values will update online by noon on February 28th. If you are in need of any additional information, please feel free to contact the Appraiser's Office.

9:35 AM Evan McMillan, Assistant County Engineer

11. Out-of-State Travel Request

McMillan presented the out of state travel request.

Move to approve the Out of State Travel Request for Evan McMillan to attend the 2025 National Association of County Engineers Annual Conference in Schaumburg, Illinois.

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

9:40 AM Amanda Webb, Planning/Special Projects Director

12. Short Term Rental Regulations - work session

Webb presented and discussed the Short Term Rental (STR) Regulations.

The Board discussed STR's.

The Board asked staff to research what other communities are doing on STR regulations and enforcement.

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

13. Public Works Project Update

Ellermann presented the Public Works projects update.

Ellermann presented the request from the residents of White Canyon Road for help repairing Main Road. Ellermann estimated the cost to be \$2,500 - \$6,500. Ellermann said the road is a private road and never accepted by Riley County or the township to maintain.

The Board agreed by consensus to assist the residents of White Canyon Road repairs. The Board asked staff to draft a letter stating in the future the residents will need to find private companies to assist them with road clearing and improvements.

10:25 AM Bryant Parker, Counselor/Director of Administrative Services

14. Administrative Work Session

Parker stated the Counselor's office is assisting departments and Board with legal matters.

15. Pending County Projects County Counselor

10:45 AM Vivienne Leyva, PIO

16. Work Session to Discuss Modernization and Consistent Application of Riley County Logo Usage Guidelines

Leyva discussed the current Riley County Logo Policy.

Leyva said the Board previously has agreed to not change the Riley County logo.

Leyva stated the Board may want to consider updating the logo policy and guidelines.

The Board agreed by consensus to instruct staff to draft revisions to modernize and update the Riley County Logo Policy for consistent application.

11:11 AM Adjournment

Move to adjourn.

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