



**Board of Riley County
Commissioners
Regular Meeting
Minutes
February 24, 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
Shannon Sterling	Legal Assistant	Present	8:30 AM
Jeremy Noll	Custodial Manager	Present	8:30 AM
Anna Burson	County Appraiser	Present	8:30 AM
Joshua Gering	EMS/Ambulance Assistant Director	Present	8:30 AM
Penny Bellman	Custodian I	Present	8:30 AM
Anne Johnson	Custodian I	Present	8:30 AM
Gloria Loberg	Custodian I	Present	8:30 AM
Elizabeth Ward	Human Resources Director	Present	8:30 AM
Michele Reid	Payroll, Benefits & Employee Relations Manager	Present	8:30 AM
Jerry Howard	Facility Supervisor	Present	8:30 AM
Victoria Fisher	Custodian I	Present	8:30 AM
John Ellermann	Public Works Director/County Engineer	Present	8:32 AM
Emma Loura	Manhattan Mercury	Present	8:38 AM
Alvin Perez	Public Works Operations/Fleet Manager	Present	8:57 AM
Michael Rezkella	Pawnee Mental Health Services Director	Present	9:00 AM
Brittany Phillips	Budget and Finance Officer	Present	9:14 AM
Michael Boller	Noxious Weed Director	Present	9:15 AM
Amanda Webb	Planning/Special Projects Director	Present	9:50 AM
Shilo Heger	Treasurer	Present	10:23 AM
Megan Lewis	Community Corrections Director	Present	10:30 AM
Jessie Hubbard	Administrative Assistant II	Present	10:30 AM
Jonathan House	Custodian I	Present	8:30 AM
Kyna King	Custodian I	Present	8:30 AM
Viola Vonpertz	Custodian I	Present	8:30 AM

Pledge of Allegiance

Public Comment

1. Public Comments

Sterling presented the Employee of the Month Award to Victoria Fisher, custodian.

Commission Comments

2. Commission Comments

Ford's Comments:

Thursday afternoon I was able to take a tour of the new Konza Prairie Community Health Clinic across the way. Thanks to Dani Hallgren and everyone there for taking the time to walk me around the facility. They really have done an outstanding job putting this clinic together and it is really worth the time to check it out for sure.

Thursday afternoon I attended the February Joint City/County/County here in the BOCC Chambers. It was very well attended by all three entities and I thought the discussion on the Highway 24 Corridor Study was a good one and there is a solid plan now in place moving forward with it.

Over the weekend I watched the K-State men's basketball lose to Arizona State and the K-State women beat KU as well. K-State baseball also went a perfect 3-0 with wins over ranked Arkansas, Michigan, and TCU down in Texas.

Sunday I got out and took some time to check out the Annual Home Show over at the Armory. There were a lot more booths than in prior years and there were a lot of people in attendance to boot. It is always good to see new trends in construction and ideas for homes.

Focke's Comments:

Thursday afternoon I attended the February Joint City/County/County meeting in the BOCC Chambers. The program was presented by Jared Tremblay, MPO Planning Manager on the US-24 Corridor Study. It wasn't really a study, but a repeat of last year's proposal to get studies on four potential projects. Tremblay reviewed the various projects mainly for the benefit of the new commissioners from Manhattan City

and Pottawatomie County. All agreed to split the costs of the studies equally.

Friday and Saturday, I continued to study the RCPD financials and hope to get with Director Peete this week to clarify some numbers. I also went over the agenda and documents for today's meeting.

Sunday, I played in the Bell Choir at church and later enjoyed the much warmer weather. It was great to see a lot of people out enjoying the park in the afternoon.

McKinley's Comments:

Thursday afternoon we had a Joint City/County/County meeting. We had a presentation by Jared Tremblay from the MPO on the US-24 Corridor Study. The consensus was to extend the study through Manhattan and out to the Riley corner with the cost divided three ways. We also agreed on a cost benefit study of second river crossing possibilities.

Saturday I had a couple of phone calls from residents. One was wanting some more information on the Keats project and the other was asking about animal control problems.

Saturday we watched the K-State women throttle KU again and Sunday the K-State men reverted to their earlier form.

Business Meeting

3. Sign a Tax Roll Corrections

Move to approve the Tax Roll Corrections.

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

4. Sign Riley County Employee Action Form(s)

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

- Samuel Thompson, a new hire, as a Volunteer Firefighter, in the Fire District #1 Department, at a Range TASND.
- Madison Loomis, a new hire, as an As Needed Child Care Provided, in

the Health Department, at a Range TASND.

Review Minutes

5. Board of Riley County Commissioners - Regular Meeting - Feb 20, 2025 9:00 AM

Move to approve the minutes.

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

Press Conference Topics

6. Discuss Press Conference

Review Tentative Agenda

7. Tentative Agenda

9:00 AM Michael Rezkella, Pawnee Mental Health Services Director

8. Pawnee Mental Health Services update

Rezkella presented the Pawnee Mental Health Services update.

9:15 AM John Ellermann, Public Works Director/County Engineer

9. CDL Training Loan Forgiveness

Ellermann requested to start a CDL Training Loan Forgiveness Program.

Parker stated enforceability would be on a case by case basis. Parker said a judgment could be filed in District Court.

The Board discussed the program.

Move to approve the use of the Training Loan Forgiveness Agreement.

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

9:30 AM

Press Conference

10. Change of Value Notices Mailing - Anna Burson (3 minutes)

Burson said 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 as in previous years the upcoming CVN mailing will contain a form for requesting a valuation appeal. To ensure appeals are initiated by individuals authorized under Kansas Statute, all forms need to be filled out and signed. Forms can be mailed, emailed, dropped off, or faxed back to the Riley County Appraiser's Office within 30 days of the mailing date. The last date to request and appeal is March 28th. The email address forms can be emailed to is valuationappeal@rileycountyks.gov. The appeal phone line is set up for general questions and to request information. Requesting information is not requesting an appeal. Once the completed and signed appeal request forms are received we will contact property owners or their representative(s) to schedule an appeal meeting.

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

9:35 AM

John Ellermann, Public Works Director/County Engineer

11. PW/NW Adjusted Administration Hours Request

Ellermann requested a change in hours for the Public Works and Noxious Weed Departments administrative/office staff. Ellermann said the crews will remain on their existing schedules.

The Board suggested starting the new schedule in two weeks.

Move to approve adjusting the administrative office hours for Public Works and Noxious Weed/Household Hazardous Waste Departments to 7:30 a.m. to 5:00 p.m. Monday through Thursday, and 7:30 a.m. to 12:00 p.m. on Friday.

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

9:50 AM Amanda Webb, Planning/Special Projects Director

12. Comprehensive Plan Update

Webb presented the Comprehensive Plan update.

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

13. Administrative Work Session

Parker discussed the upcoming appeal on Prairiewood Manor.

Parker briefed the Board of County Commissioners on the Animal Control Contract with Prairie Paws.

14. Pending County Projects County Counselor

10:30 AM Megan Lewis, Community Corrections Director

15. Staff Update

Lewis presented the Community Corrections staff update.

16. FY26 Kansas Department of Corrections Comprehensive Plan Budget -

First Look

Lewis presented the KDOC Comp Plan Budget first look.

10:45 AM Anna Burson, Appraiser

17. Request to post and refill Residential Appraisal Supervisor Position as soon as possible.

Burson presented the request to fill the Residential Appraisal Supervisor position.

Move to approve posting and refilling of the Residential Appraisal Supervisor position as soon as possible.

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 Residential Appraisal Supervisor, in the Appraiser's Department, at a Range 15.

Adjournment

Move to adjourn after the Intergovernmental Luncheon.

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

12:00 PM Intergovernmental Luncheon

18. Intergovernmental Luncheon Agenda

The Board attended the Intergovernmental Luncheon.

1:00 p.m. Adjourned.