



**Board of Riley County  
Commissioners  
Regular Meeting  
Minutes  
March 16, 2017**

115 North 4th Street  
Manhattan, KS 66502  
[www.rileycountyks.gov](http://www.rileycountyks.gov)

Cindy Kabriel  
785-565-6200

**Commission Chambers**

**9:00 AM**

[District 1 – Ben Wilson, Member](#)

[District 2 – Marvin Rodriguez, Vice Chair](#)

[District 3 – Ronald Wells, Chair](#)

**9:00 AM**

**Call to Order**

<b>Attendee Name</b>	<b>Title</b>	<b>Status</b>	<b>Arrived</b>
Ronald Wells	County Commissioner	Present	9:00 AM
Ben Wilson	County Commissioner	Present	9:00 AM
Marvin Rodriguez	County Commissioner	Present	9:00 AM
Cindy Kabriel	Administrative Assistant II	Present	9:00 AM
Clancy Holeman	Counselor/Director of Administrative Services	Present	9:00 AM
Gary Rosewicz	Assistant County Engineer	Present	9:00 AM
Monty Wedel	Planning & Special Projects Director	Present	9:00 AM
Debbie Register	Register of Deeds	Present	9:00 AM
Stephanie Casanova	Mercury	Present	9:00 AM
Craig Cox	Deputy County Counselor	Present	9:00 AM
Cindy Volanti	Human Resource Manager/Deputy Clerk	Present	9:00 AM
Tami Robison	Budget and Finance Officer	Present	9:08 AM
Brady Bauman	KMAN	Present	9:10 AM
Jennifer Green	Health Department Director	Present	9:43 AM
Rich Vargo	County Clerk	Present	9:45 AM
David Adams	Ambulance	Present	9:52 AM
Brad Schoen	RCPD	Present	9:52 AM
Jeff Holmes		Present	10:10 AM
Doug Schmitt	Assistant Fire Chief	Present	10:16 AM
Pat Collins	Emergency Management Director	Present	10:30 AM
Dee McKee	Pottawatomie County Commissioner	Present	4:00 PM
Wynn Butler	Manhattan City Commissioner	Present	4:00 PM
Mike Dodson	Manhattan City Commissioner	Present	4:00 PM
Usha Reddi	Manhattan City Commissioner	Present	4:00 PM
Rob Ott	Manhattan Public Works Director	Present	4:00 PM
Peter Clark	Pottawatomie County Public Works	Present	4:00 PM

**Pledge of Allegiance**

**Public Comment**

1. Public Comments

### Commission Comments

2. Commission Comments

#### Wilson's Comments:

Tuesday morning I joined County Counselor, Clancy Holeman on KMAN's In Focus radio program. We discussed state legislative issues, the RCPD shooting range planning process, the potential mental health crisis facility, and taxpayer-funded contraception.

Later that morning I stopped by the youth entrepreneurship event hosted by County Extension and the Chamber of Commerce at Pottorf Hall. It was very neat to see the business ideas, creativity, and hard work of local high school students, and the willingness of people from the local business community to help out with judging the exhibits and presentations. It is important for the younger generation to realize that a person can create a job for themselves when they see an opportunity rather than being dependent on someone else to hire them and provide their income.

That afternoon, I attended the monthly Chamber of Commerce board meeting, which featured a presentation by city staff about the future vision for Aggieville. Rather than the regular meeting location downtown, we met at the new KSU Foundation office building, and toured the facility before the board meeting.

Wednesday I attended the Flint Hills Metropolitan Planning Organization, where I was elected vice-chair. One interesting topic discussed is that we, together with Topeka's MPO and Lawrence's MPO, will be pooling leftover grant allocations to purchase shared electronic bicycle and pedestrian counters. These counters will allow for 24/7 counting and be movable between different locations.

I also received an email on Wednesday from Pawnee Mental Health that a recent patient eligible for involuntary admission to Osawatomie State Hospital was waitlisted for admission, as the 35<sup>th</sup> person on the waitlist! This demonstrates the need, in lieu of timely access to the state hospital, to have a local, regional facility for diverting people with mental health crises from staying in local jails and hospitals to a place where they can be treated more effectively and more affordably for the taxpayers.

Attended Good Morning Manhattan this morning.

Rodriguez's Comments:

Attended the Riley County Planning Board on Monday evening.

Tuesday March 14<sup>th</sup> in the morning, I drove up to Secrest Road to check out the concerns that some residents are having about the dust that will be generated if the ATV vehicle park if the it is approved by the commission. Later I went by Pottorf Hall to look over the entrepreneurship projects that high school students produced. I was impressed with their creativity. That evening attended the County Park Board meeting.

Wednesday I did some things around the house.

Thursday morning I attended the Chamber breakfast at the Country Club.

Wells' Comments:

Wells said he got an e-mail about the Health Department and questions about what is being paid for by the Health Department.

Wells said he attended the Juvenile Detention Center meeting yesterday in Westmoreland.

Wells said he attended Good Morning Manhattan this morning.

### **Business Meeting**

3. Sign Renewal of Online Access Agreements for: Alfred Benesch & Company and Heartland Document Retrieval

Wells said fees need to be scheduled for discussion.

Regester said there is a bill that limits how much they can charge.

Move to approve the Renewal of Online Access Agreements for Alfred Benesch & Company and Heartland Document Retrieval.

<b>RESULT:</b>	<b>ADOPTED [UNANIMOUS]</b>
<b>MOVER:</b>	Ben Wilson, County Commissioner

<b>SECONDER:</b>	Marvin Rodriguez, County Commissioner
<b>AYES:</b>	Wells, Wilson, Rodriguez

4. Sign Riley County Personnel Action Form(s)

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

- Kristal Brewer, for a promotion, as a Clerk Analyst II, in the Treasurer's Office, at a grade J step 5, at \$19.49 per hour.
- Raul Martinez, a new hire, as an IT Specialist, in the Information Technology Department, at a grade M step 2, at \$20.48 per hour.

5. Sign Riley County Position Action Form(s)

The Board of County Commissioners signed a Riley County Position Action Form for a Customer Service Representative I, in the Treasurer's Office, at a grade F.

6. KDOT Letter Concerning Turn-back of K-18 Project Roads/Bridges

Move to approve and sign the letter to K-DOT regarding the turn-back of K-18 project roads/bridges.

<b>RESULT:</b>	<b>ADOPTED [UNANIMOUS]</b>
<b>MOVER:</b>	Ben Wilson, County Commissioner
<b>SECONDER:</b>	Marvin Rodriguez, County Commissioner
<b>AYES:</b>	Wells, Wilson, Rodriguez

7. CIP Authorization and Purchase Approval Forms-Clerk Furniture

Move to approve the CIP Authorization and Purchase Authorization Forms for furniture replacement in the County Clerk's Office approved from CIP funds on March 9, 2017.

<b>RESULT:</b>	<b>ADOPTED [UNANIMOUS]</b>
<b>MOVER:</b>	Marvin Rodriguez, County Commissioner
<b>SECONDER:</b>	Ben Wilson, County Commissioner
<b>AYES:</b>	Wells, Wilson, Rodriguez

8. Bid Recommendation for 2017 Riley County Grounds Maintenance

Move to award the contract for the Base Bid and Alternate #1 to Rothwell Landscape, Inc. in the amount of \$25,653.00.

<b>RESULT:</b>	<b>ADOPTED [UNANIMOUS]</b>
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<b>MOVER:</b>	Ben Wilson, County Commissioner
<b>SECONDER:</b>	Marvin Rodriguez, County Commissioner
<b>AYES:</b>	Wells, Wilson, Rodriguez

9. Shared Leave Donation Form(s)

Move to approve the Shared Leave Donation Form.

<b>RESULT:</b>	<b>ADOPTED [UNANIMOUS]</b>
<b>MOVER:</b>	Ben Wilson, County Commissioner
<b>SECONDER:</b>	Marvin Rodriguez, County Commissioner
<b>AYES:</b>	Wells, Wilson, Rodriguez

10. Approve payroll/accounts payables (when completed)

Move to approve the payroll vouchers in the amount of \$405,645.66 and the following warrant vouchers for March 17, 2017:

**2017 Budget**

County General	\$581,959.61
Health Department	71,544.07
Motor Vehicle Operations	3,876.01
Special Alcohol	4,750.00
Community Corrections	18,616.02
Capital Improvements Fund	57,478.00
Emergency 911	3,173.50
Solid Waste	9,335.65
County Building	25,526.36
Road & Bridge Cap Project	40,096.36
RCPD Levy/Op	10,667.92
Landfill Closure	580.77
Riley Co Fire Dist #1	4,963.50
University Park W&S	5,226.67
Hunters Island Water Dist	326.33
Carson Sewer Benefit Dist	4,252.91
Deep Creek Sewer	293.27
Moehlman Bottoms	206.74
Valleywood Operations	27.08
Terra Heights Sewer	654.35
Konza Water Operations	551.53
Lakeside Heights Sewer	75.48
<b>TOTAL. . . . .</b>	<b>\$844,182.13</b>

<b>RESULT:</b>	<b>ADOPTED [UNANIMOUS]</b>
<b>MOVER:</b>	Ben Wilson, County Commissioner

<b>SECONDER:</b>	Marvin Rodriguez, County Commissioner
<b>AYES:</b>	Wells, Wilson, Rodriguez

- 11. Agreement with David and Nancy Parker

Move to approve an Agreement with David and Nancy Parker.

<b>RESULT:</b>	<b>ADOPTED [UNANIMOUS]</b>
<b>MOVER:</b>	Ben Wilson, County Commissioner
<b>SECONDER:</b>	Marvin Rodriguez, County Commissioner
<b>AYES:</b>	Wells, Wilson, Rodriguez

**Review Minutes**

- 12. Board of Riley County Commissioners - Regular Meeting - Mar 13, 2017 8:30 AM

Move to approve the minutes.

<b>RESULT:</b>	<b>ACCEPTED [UNANIMOUS]</b>
<b>MOVER:</b>	Ben Wilson, County Commissioner
<b>SECONDER:</b>	Marvin Rodriguez, County Commissioner
<b>AYES:</b>	Wells, Wilson, Rodriguez

**Review Tentative Agenda**

- 13. Tentative Agenda

**Press Conference Topics**

- 14. Discuss Press Conference

**9:15 AM Debbie Regester, Register of Deeds**

- 15. Register of Deeds Year to Date Revenue

Regester presented year to date revenue.

**9:30 AM Clancy Holeman, Counselor/Director of Administrative Services**

- 16. Administrative Work Session
  
- 17. Review of Draft Letter to Congressional Delegation—NBAF Costs

Holeman discussed a letter to the Congressional Delegation for assistance with NBAF infrastructure costs.

The commission agreed by consensus to proceed with the letter.

Holeman discussed the shooting range draft agreement.

**9:50 AM Tami Robison, Budget and Finance Officer**

- 18. 2018 Budget Calendar and Baseline

Robison presented the 2018 Budget Calendar. Robison asked the Board to consider establishing the baseline for the budget to present to the departments and outside agencies.

The Board agreed by consensus to ask the departments and outside agencies to submit their budgets reflecting statutory requirements and business needs as well as the cost to implement each department's five year startegic plan.

**10:00 AM Jennifer Green, Health Department Director**

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

<b>RESULT:</b>	<b>ADOPTED [UNANIMOUS]</b>
<b>MOVER:</b>	Ronald Wells, County Commissioner
<b>SECONDER:</b>	Marvin Rodriguez, County Commissioner
<b>AYES:</b>	Wells, Wilson, Rodriguez

- 19. Purchase Authorization - Riley County Health Department

Green presented the purchase authorization request to the health department vaccine refrigerators.

Move to approve the Purchase Authorization for two vaccine refrigerators for the Health Department.

<b>RESULT:</b>	<b>ADOPTED [UNANIMOUS]</b>
<b>MOVER:</b>	Marvin Rodriguez, County Commissioner
<b>SECONDER:</b>	Ben Wilson, County Commissioner
<b>AYES:</b>	Wells, Wilson, Rodriguez

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

<b>RESULT:</b>	<b>ADOPTED [UNANIMOUS]</b>
<b>MOVER:</b>	Marvin Rodriguez, County Commissioner
<b>SECONDER:</b>	Ben Wilson, County Commissioner
<b>AYES:</b>	Wells, Wilson, Rodriguez

**10:15 AM Brad Schoen, Riley County Police Department Director**

20. RCPD update

Schoen discussed the RCPD workers' compensation fund. Schoen said it looks like RCPD will be able to contribute about \$400,000 in funding to the workers' compensation fund. Schoen said he believes RCPD will be able to lower the City and County's contribution to \$50,000, of which Riley County would be responsible for approximately \$10,000.

Schoen discussed the RCPD budget process.

Schoen stated the emergency service directors have discussed a better way to oversee the 911 services in a coordinated manner.

Wilson said recently someone asked him about the poor lighting at the RCPD parking lot.

Schoen said the lighting was designed to be appropriate for parking lots and he is happy with the lighting.

**10:30 AM Pat Collins, Emergency Management Director**

21. Presentation on EMS consolidation with EM, Fire and 911

P. Collins presented the EMS Consolidation proposal.



Adams stated the hospital is on-board with the proposal.

Adams said the current hospital administrative fee is \$45,000. Adams stated the hospital is proposing to increase the administrative fee to \$250,000.

Adams said we can use improvement in the system we are providing.

Wells asked if we charge for special events such as KSU football.

Adams said they do charge for KSU and high school sports.

**Adjournment**

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

<b>RESULT:</b>	<b>ADOPTED [UNANIMOUS]</b>
<b>MOVER:</b>	Ben Wilson, County Commissioner
<b>SECONDER:</b>	Marvin Rodriguez, County Commissioner
<b>AYES:</b>	Wells, Wilson, Rodriguez

**4:00 PM**

**City/County/County Meeting (at City Offices)**

22. City/County/County Meeting Agenda

P. Collins presented a PowerPoint on the radio system upgrade.

McKee and W. Butler suggested coordinating with NBAF on their radio system needs.

Schoen stated NBAF personnel have said they are not ready to discuss emergency services communication.

Holeman reviewed the proposed draft agreement with Fort Riley for the RCPD firing range.

Dodson and Reddi expressed concern with the agreement with Fort Riley not being completed.

Wilson and Wells stated the progress is moving along on the firing range agreement.

Ott discussed the Bluetooth Reader Project.

Clark presented information on the potential Marlatt-Junietta extension.

McKee discussed the need for regional dialog with JLUS to alleviate encroachment of Fort Riley.

Wells said he feels it is short sighted to not move the location further north.

Wilson said as all local governments are getting closer to budget preparations it would be beneficial to coordinate the CPI-U process with RCPD and the City of Manhattan.

Schoen stated the City and RCPD use the CPI-U Midwest December annual figure.

W. Butler suggested the tax lid 5-year rolling average.

Wilson suggested in the future the local units of government coordinate on salary studies.

5:36 Adjourned.