



**Board of Riley County
Commissioners
Regular Meeting
Minutes
December 21, 2017**

115 North 4th Street
Manhattan, KS 66502
www.rileycountyks.gov

Cindy Kabriel
785-565-6200

Commission Chambers

8:30 AM

[District 1 – Ben Wilson, Member](#)

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

[District 3 – Ronald Wells, Chair](#)

8:30 AM

Call to Order

Attendee Name	Title	Status	Arrived
Ronald Wells	County Commissioner	Present	8:30 AM
Ben Wilson	County Commissioner	Present	8:30 AM
Marvin Rodriguez	County Commissioner	Present	8:30 AM
Rich Vargo	County Clerk	Present	8:30 AM
Clancy Holeman	Counselor/Director of Administrative Services	Present	8:30 AM
Leon Hobson	Public Works Director/County Engineer	Present	8:30 AM
Shilo Heger	Treasurer	Present	8:30 AM
Tami Robison	Budget and Finance Officer	Present	8:30 AM
Cindy Volanti	Human Resource Manager/Deputy Clerk	Present	8:32 AM
Bryan Richardson	Manhattan Mercury	Present	8:32 AM
Monty Wedel	Planning & Special Projects Director	Present	8:51 AM
Craig Cox	Deputy County Counselor	Present	8:52 AM
Brady Bauman	KMAN	Present	9:20 AM
Clint Hibbs	BG Consultants	Present	9:20 AM
Gregg Eyestone	Extension Agent	Present	9:55 AM
Pat Collins	Emergency Management Director	Present	10:01 AM
Lanna Nichols	Court Administrator	Present	10:08 AM
Judge Meryl Wilson	District Court Judge Division II	Present	10:08 AM
Kevin Howser	IT/GIS Director	Present	10:12 AM
Keith Westervelt		Present	10:45 AM
Paul Foltz		Present	10:45 AM
Gary Rosewicz	Assistant County Engineer	Present	10:45 AM
Brady Headstrom	BG Consultants	Present	11:15 AM
Moni El-Aasar	BG Consultants	Present	11:15 AM
Jennifer Green	Health Department Director	Present	1:15 PM
Darrell Westervelt	Wildcat Township	Present	11:15 AM
Lea Westervelt	5151 Silver Creek Road	Present	11:15 AM
Dave Suhling	7606 Saddle Drive	Present	11:15 AM
Ron Gocken	7224 Anderson Avenue	Present	11:15 AM
Marcella Gocken	7224 Anderson Avenue	Present	11:15 AM
Sherie Taylor	2600 W 62nd Avenue	Present	11:15 AM

Doyle Jones	6016 Anderson Avenue	Present	11:15 AM
Donald Goff	7349 Anderson Avenue	Present	11:15 AM

Pledge of Allegiance

Public Comment

1. Public Comments

Commission Comments

2. Commission Comments

Wilson's Comments:

Monday I attended the Law Board meeting, where the biggest item was an executive session for Director Schoen's annual review.

Tuesday I attended the Chamber of Commerce monthly board meeting, this time hosted at the Biosecurity Research Institute at K-State and featuring an interesting presentation about the BRI.

Wednesday I attended the Metropolitan Planning Organization and Regional Transit Administration board meetings. In the MPO meeting we finalized transitioning our fiscal agent from the Flint Hills Regional Council, which naturally suffers cash flow issues, to the City of Manhattan. The MPO will still remain independent of the city, we will just be contracting with them for financial processing, and that at a lower rate than we were paying the FHRC. We were also updated that KDOT approved our requests for access to state and federal funding for K-99 improvements between Wamego and I-70 and for IT infrastructure improvements along K-18 between Manhattan and I-70 that will provide better connectivity and traffic data sharing with Fort Riley and Junction City. In the RTA meeting we discussed spending on security projects. One of the strings attached to the federal transit funds we manage, is that at least 1% of the money each year has to be spent on transit-related security projects. This is a challenge and inefficiency for a low-crime region like ours. Like last year, our security projects this year have focused on additional security at the ATA Bus facility at the county shop site north of town.

Rodriguez's Comments:

Attended the ATA board meeting on Tuesday evening the 19th. Spoke to several individuals by phone and then went Christmas shopping.

Wells' Comments:

Wells said he attended the North Central Kansas Regional Juvenile Facility meeting. Wells discussed the success of the North Central Kansas Regional Juvenile Facility, which serves fifteen counties.

Business Meeting

- 3. Review and sign Appraiser's Real Estate Sales Data Search Service Agreement and Contractual Provisions attachment for The Alms Group

Move to approve the Real Estate Sales Data Search Service Agreement and Contractual Provisions Attachment with The Alms Group, LLC for the Appraiser's Office.

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

- 4. CIP Amendment Request for Broom Replacement

Move to approve the addition of \$3,000 to amend project 17-17WP011 broom replacement and sign the CIP Project Amendment Form for Public Works.

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

- 5. Highway Use Permit, Westar Energy

Move to approve the Highway Use Permit with Westar Energy to do work in the right of way as follows: Install one 3" PVC conduit under the road for new service to meter pedestal on the north side of Knox Lane. The address of work is 1031 Knox Lane, Manhattan, KS.

RESULT:	ADOPTED [UNANIMOUS]
MOVER:	Ben Wilson, County Commissioner
SECONDER:	Marvin Rodriguez, County Commissioner

AYES: Wells, Wilson, Rodriguez

- 6. Bid Recommendation for w.54th Ave. Culvert Replacement Project

Move to approve the bid for W. 54th Avenue culvert replacement project submitted by Reece Construction Co. in the amount of \$107,431.15.

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

- 7. Sign Tax Roll Corrections

Move to approve the Tax Roll Corrections.

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

- 8. Thank you letters to Ronald Pauli and Amber Myers for years of service on the Park Board

Move to sign thank you letters to Ronald Pauli and Amber Myers for years of service on the Park Board.

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

- 9. Advisory Board appointments and Resolution appointing Riley County representatives to Council/Advisory Boards

Move to approve the following appointments and “Resolution No. 122117-73, A Resolution appointing Riley County representatives to Council/Advisory Boards.”

Christopher Anderson Comm Dist 2	Fair Board 4 year	January 1, 2018 December 31, 2021
Gavin Hargrave Comm Dist 1	Fair Board 4 year	January 1, 2018 December 31, 2021
Pam Nelssen Comm Dist 3	Fair Board 4 year	January 1, 2018 December 31, 2021
Roger Nauwerth Comm Dist 3	Hunters Island Water District 3 year	January 1, 2018 December 31, 2020

Jenny Danenberg Comm Dist 3	Museum Board of Trustees 3 year	January 1, 2018 December 31, 2020
Judy Kimball Comm Dist 1	Museum Board of Trustees 3 year	January 1, 2018 December 31, 2020
Nancy Williams Comm Dist 2	Museum Board of Trustees 3 year	January 1, 2018 December 31, 2020
Lori Herrman Comm Dist 3	Riley County Public Health Council 3 year	January 1, 2018 December 31, 2020
Robbin Cole Comm Dist 2	Riley County Public Health Council 3 year	January 1, 2018 December 31, 2020
Robert Boyd Comm Dist 2	Riley County Public Health Council 3 year	January 1, 2018 December 31, 2020
David Beach Comm Dist 2	Road & Bridge 3 year	January 1, 2018 December 31, 2020
David Suhling Keats Community	Parks	No term expiration
Jordan Seirer At Large	Parks	No term expiration

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

- 10. Sign Contract with GardaWorld for Cash Smart Service.

Move that the Riley County Treasurer sign electronically the CASHLINK Cash Smart Service Master Service Agreement and the Riley County Commission sign the Contractual Provisions Attachment with GardaWorld.

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

- 11. Riley County Shared Leave Request Form

Move to approve the Riley County Shared Leave Request Form.

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

- 12. Approve payroll/accounts payables (when completed)

Move to approve the payroll vouchers in the amount of \$504,498.69 and the following warrant vouchers for December 22, 2017:

2017 Budget

County General	\$860,968.07
Health Department	57,367.43
War Memorial	420.00
County Auction	158.00
Motor Vehicle Operations	5,624.35
Community Corrections	22,613.88
Capital Improvements Fund	103,337.55
Emergency 911	4,612.66
Solid Waste	176,514.81
County Building	28,321.22
Road & Bridge Cap Project	12,328.83
RCPD Levy/Op	1,026,840.21
Landfill Closure	565.79
County Bond & Interest	9.55
Riley Co Fire Dist #1	32,086.13
Riley Co Fire Dist CapOut	4,363.00
University Park W&S	5,707.90
Hunters Island Water Dist	1,929.25
Carson Sewer Benefit Dist	922.85
Deep Creek Sewer	664.14
Moehlman Bottoms	985.72
Valleywood Operations	969.24
Terra Heights Sewer	1,507.01
Terra Heights Sinking	528.60
Konza Water Operations	5,373.78
Konza Water Cap Reserve	407.57
Valleywood Cap Reserve	19,477.00
Lakeside Heights Sewer	52.66

TOTAL. \$2,374,657.20

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

Review Minutes

- 13. Board of Riley County Commissioners - Regular Meeting - Dec 18, 2017 8:30 AM

Move to approve the minutes.

RESULT:	ACCEPTED AS AMENDED [UNANIMOUS]
MOVER:	Ben Wilson, County Commissioner
SECONDER:	Marvin Rodriguez, County Commissioner
AYES:	Wells, Wilson, Rodriguez

Review Tentative Agenda

- 14. Tentative Agenda

Press Conference Topics

- 15. Discuss Press Conference

9:00 AM

Monty Wedel, Planning/Special Projects Director

- 16. Public Meeting to Consider Submitting Application to USDA Rural Development for Grant/Loan to Construct Fairmont Heights Sewer System

Wedel presented the USDA RD Application for Fairmont Heights Sewer for the public meeting.

Move to sign the letter and approve proceeding with submittal of the application.

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

- 17. Discuss Email From Melissa Wangeman Regarding Potential Legislation on Zoning Agricultural Exemption

Wedel discussed the e-mail from Melissa Wangeman regarding potential legislation on agriculture exemption.

The Board agreed with staff to not pursue legislation on the proposed agricultural exemption.

18. Request to Travel to American Planning Association National Conference in New Orleans, Louisiana

Wedel presented the out of state travel request.

Move to approve an Out of State Travel Request for Monty Wedel to attend the 2018 American Planning Association National Conference in New Orleans, LA for an estimated cost of \$2,550.00.

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

9:20 AM

Leon Hobson, Public Works Director/County Engineer

19. Transfer Funds to Construct Shelter House at Fairmont Park

Hobson asked the Board to transfer \$20,000 from the Public Works Budget to the CIP fund for the purchase and construction of the Fairmont Park Shelter.

Move to approve the transfer of \$20,000 from the Parks Budget (Public Works Budget) to the CIP fund for the purchase and construction of the Fairmont Shelter.

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

9:30 AM

Clancy Holeman, Counselor/Director of Administrative Services

20. Administrative Work Session

Holeman discussed the "Welcome Videos" on the Riley County website from CGI Communications. Holeman stated he has had calls from concerned business owners receiving the solicitation from CGI Communications to participate in sponsoring the videos.

Holeman presented suggested language for CGI Communications to use when they contact local businesses.

The Board agreed by consensus with the proposed language.

Holeman discussed the potential visit of the Rocky Ford Park.

Holeman asked for suggested dates from the Board.

9:50 AM Break

10:00 AM Gregg Eyestone, County Extension Agent

21. Staff update

Eyestone presented the Making A Difference Report.

Eyestone discussed Extension's current and upcoming events.

10:15 AM Lanna Nichols, Court Administrator

22. Riley County Courthouse Hours

Nichols requested the Board approve the Courthouse to be open to the public weekdays from 7:30 a.m. to 5:30 p.m. commencing January 2, 2018.

Judge Wilson stated he feels it would be a big benefit to the community. Judge Wilson said the request has been cleared with the Public Works Department, RCPD and the Kansas Supreme Court.

Move to approve the request that the Riley County Courthouse be open to the public weekdays from 7:30 a.m. to 5:30 p.m. commencing January 2, 2018.

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

10:30 AM Pat Collins, Emergency Management Director

23. Ogden and Leonardville Fire Station USDA Loan

P. Collins discussed the Ogden and Leonardville fire stations projects and USDA funding.

Hibbs presented information on the Ogden and Leonardville projects locations and cost.

Move to proceed with the 30 year USDA loan application process for the Ogden and Leonardville fire stations.

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

10:45 AM Tami Robison, Budget and Finance Officer

24. Radio Project Proposal Recommendation

Robison presented the recommendation for the financing of the lease purchase for the radio project proposal from Sunflower Bank in the amount of 2.95 % interest.

Move to accept the low interest proposal of 2.95% from Sunflower Bank for the radio infrastructure lease purchase.

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

11:00 AM Cindy Volanti, Human Resource Manager/Deputy Clerk

25. Compensation for Temporary Assignment

Volanti presented the recommendation for the compensation for temporary assignment for personnel.

The Board discussed the policy presented.

Hobson stated they have had a couple catastrophic illnesses for an extended time in which personnel had to take on supervisory responsibilities in which he feels they should be compensated.

Move to approve the policy as presented and approved from the Department Head Committee for Compensation of Temporary Assignment.

RESULT:	ADOPTED [UNANIMOUS]
MOVER:	Ben Wilson, County Commissioner
SECONDER:	Marvin Rodriguez, County Commissioner

AYES:	Wells, Wilson, Rodriguez
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Move to approve an Employee Temporary Assignment Agreement that will be utilized for the processing of a Personnel Action Form that shall be presented to the Board of County Commissioners.

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

11:15 AM Gary Rosewicz, Assistant Co Engineer & BG Consultants

26. Anderson Ave. Bridge Replacement Design Options

Rosewicz presented the information on the Anderson Avenue Bridge replacement.

Headstrom presented a PowerPoint presentation on the Anderson Avenue bridge replacement project.

P. Collins said he is not in favor of closing the road for emergency safety.

Jones said in the public meeting there was a lot of concern with the Chicago Avenue option.

K. Westervelt said he does not want the road closed because he does not want the traffic on his road.

D. Westervelt, Wildcat Township Trustee, stated Wildcat Township is not interested in all the traffic on the township roads.

K. Westervelt encouraged the Board to purchase the house to the south of the bridge. K. Westervelt said he feels diverting traffic on Chicago Avenue would create too much dust. K. Westervelt said removing the house would eliminate traffic problems off of Chicago Avenue.

Move to approve the shoo-fly to the south utilizing Chicago Avenue and for staff to contact the homeowner to inquire about purchasing the property.

RESULT:	ADOPTED [UNANIMOUS]
MOVER:	Ben Wilson, County Commissioner
SECONDER:	Marvin Rodriguez, County Commissioner

AYES:	Wells, Wilson, Rodriguez
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11:50 AM Executive Session to discuss a department head evaluation

11:50 AM Pat Collins, Emergency Management Director

Move that the County Commission recess into executive session pursuant to the non-elected personnel matters exception to the Kansas Open Meetings Act in order to discuss a performance matter involving a county employee and to protect the privacy of the employee, the open meeting to resume in the County Commission Chambers at 12:05 p.m.

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

12:05 PM Move to go out of executive session.

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

No binding action was taken during the executive session.

11:45 AM Lunch

1:00 PM Executive Sessions to discuss department head evaluations

1:00 PM Clancy Holeman, Counselor/Director of Administrative Services

Move that the County Commission recess into executive session pursuant to the non-elected personnel matters exception to the Kansas Open Meetings Act in order to discuss a performance matter involving a county employee and to protect the privacy of the employee, the open meeting to resume in the County Commission Chambers at 1:15 p.m.

RESULT:	ADOPTED [UNANIMOUS]
MOVER:	Ben Wilson, County Commissioner
SECONDER:	Marvin Rodriguez, County Commissioner

AYES:	Wells, Wilson, Rodriguez
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1:15 PM

Move to go out of executive session.

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

No binding action was taken during the executive session.

1:15 PM

Greg McHenry, Appraiser

Move that the County Commission recess into executive session pursuant to the non-elected personnel matters exception to the Kansas Open Meetings Act in order to discuss a performance matter involving a county employee and to protect the privacy of the employee, the open meeting to resume in the County Commission Chambers at 1:30 p.m.

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

1:30 PM

Move to go out of executive session.

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

No binding action was taken during the executive session.

1:30 PM

Leon Hobson, Public Works Director/County Engineer

Move that the County Commission recess into executive session pursuant to the non-elected personnel matters exception to the Kansas Open Meetings Act in order to discuss a performance matter involving a county employee and to protect the privacy of the employee, the open meeting to resume in the County Commission Chambers at 1:45 p.m.

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

1:45 PM Move to go out of executive session.

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

No binding action was taken during the executive session.

1:45 PM Monty Wedel, Planning/Special Projects Director

Move that the County Commission recess into executive session pursuant to the non-elected personnel matters exception to the Kansas Open Meetings Act in order to discuss a performance matter involving a county employee and to protect the privacy of the employee, the open meeting to resume in the County Commission Chambers at 2:00 p.m.

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

2:00 PM Move to go out of executive session.

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

No binding action was taken during the executive session.

2:00 PM Jennifer Green, Health Department Director

Move that the County Commission recess into executive session pursuant to the non-elected personnel matters exception to the Kansas Open Meetings Act in order to discuss a performance matter involving

a county employee and to protect the privacy of the employee, the open meeting to resume in the County Commission Chambers at 2:15 p.m.

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

2:15 PM

Move to go out of executive session.

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

No binding action was taken during the executive session.

2:18 PM

Adjournment

Move to adjourn.

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