



**Board of Riley County
Commissioners
Regular Meeting
Minutes
May 11, 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
Cindy Volanti	Human Resource Manager/Deputy Clerk	Present	8:32 AM
Stephanie Casanova	Manhattan Mercury	Present	8:52 AM
Brady Bauman	KMAN	Present	9:20 AM
Shilo Heger	Treasurer	Present	9:23 AM
Tami Robison	Budget and Finance Officer	Present	9:33 AM
Jennifer Green	Health Department Director	Present	9:54 AM
Leslie Campbell	Clinic Supervisor	Present	9:54 AM
Bob Isaac	Planner	Present	10:50 AM
Roberta Flaherty		Present	10:50 AM
Monty Wedel	Planning & Special Projects Director	Present	10:51 AM
Craig Cox	Deputy County Counselor	Present	10:52 AM
Steve Higgins	Zoning Enforcement Officer	Present	10:55 AM
Elizabeth Garvin		Present	10:55 AM
Aubrey Evans	Conservation District	Present	1:47 PM
Pat Collins	Emergency Management Director	Present	1:47 PM
Shelly Williams	Community Corrections Director	Present	2:25 PM
Judge Wilson	District Court	Present	2:25 PM
Dalanna Nichols	District Court	Present	2:25 PM
Barry Wilkerson	County Attorney	Present	2:25 PM
Janet Nichols	Chamber of Commerce	Present	2:36 PM
Lyle Butler	Chamber of Commerce	Present	2:36 PM
John Pagen	Chamber of Commerce	Present	2:36 PM
Mike Kearns	Veterans Coalition	Present	2:38 PM
Debbie Register	Register of Deeds	Present	2:41 PM
David Adams	EMS	Present	2:50 PM

Trent Armbrust	Chamber of Commerce	Present	2:36 PM
Cindy Kabriel	Administrative Assistant II	Present	2:30 PM
Stan Johnson	Riley County Soil Conservation District	Present	1:45 PM
Lisa Wainwright	Natural Resources Conservation District	Present	1:45 PM
Steve Hargrave	Riley County Soil Conservation District	Present	1:45 PM
Kevin Religa	USDA Natural Resources Conservation District	Present	1:45 PM
Nathan Larson	Riley County Conservation District	Present	1:45 PM
David Cederberg	Riley County Conservation District	Present	1:45 PM

Pledge of Allegiance

Public Comment

1. Public Comments

Commission Comments

2. Commission Comments

Wilson's Comments:

Monday evening I attended the special Law Board budget meeting. There was a general consensus to accept RCPD's budget request, with a moderate reduction in the new expansion of education pay, and hopefully getting funding from the City Alcohol Fund to pay for one or half of one of the two mental health co-responders at the jail.

Tuesday I took a trip to Lawrence with representatives from Pawnee Mental Health, RCPD, and the City of Manhattan, to meet with a Douglas County Commissioner and the CEO of their local community mental health provider about their preparations to build a mental health crisis facility.

Wednesday I continued reading the first draft of the zoning regulations re-write.

Rodriguez's Comments:

Attended a special budget meeting of the RCPD Law Board on Monday.

On Tuesday at 9:05 a.m. I was on the KMAN "In Focus". I had a question from a caller about the EMS situation. Then had a caller concerned about guns being carried on the KSU campus. Later I drove a few of the roads in University Park. I had received several calls a week before by homeowners. The roads appeared to have just been graded. One of those individuals called me while I was there and said that the roads were graded the very next day after he had contacted me. He apologized for the call. He did thank me taking the time to drive and look at the roads. Later I attended the City of Riley monthly meeting. Law Board Chairman Craig Beardsley was also in attendance.

Wells' Comments:

Wells said he answered phone calls from Paul Foltz about ambulance services.

Business Meeting

3. Sign Renewal of Online Access Agreements for: Redvision Systems, Parry, Inc. and Doc Hunters

Move to approve the Renewal of Online Access Agreements for Redvision Systems, Parry, Inc., and Doc Hunters.

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

4. Sign Riley County Personnel Action Form(s)

The Board of County Commissioners signed a Riley County Personnel Action Form for Steven Stallsmith, a new hire, as a Seasonal Laborer, in the Public Works Department, at a grade A step 1, at \$11.02 per hour.

5. Discuss Joint City/County/County Meeting Agenda
 - Riley County/Pottawatomie County EMS Task Force Subcommittee Report - Ben Wilson
6. Approve payroll/accounts payables (when completed)

Move to approve the payroll vouchers in the amount of \$418,608.10 and the following warrant vouchers for May 12, 2017:

2017 Budget

County General	\$485,787.58
Health Department	93,187.52
Motor Vehicle Operations	3,824.13
Community Corrections	17,773.76
Capital Improvements Fund	26,952.37
Economic Development	8,275.00
Emergency 911	941.50
Solid Waste	10,704.42
County Building	41,288.46
Road & Bridge Cap Project	288,021.26
RCPD Levy/Op	42,817.44
Landfill Closure	495.54
Riley Co Fire Dist #1	18,086.40
University Park W&S	4,570.28
Deep Creek Sewer	100.00
Valleywood Operations	78.33
Terra Heights Sewer	350.00
Konza Water Cap Reserve	6,364.50
TOTAL	\$1,049,618.49

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

Review Minutes

- 7. Board of Riley County Commissioners - Regular Meeting - May 8, 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

- 8. Tentative Agenda

Press Conference Topics

- 9. Discuss Press Conference

9:00 AM

Clancy Holeman, Counselor/Director of Administrative Services

- 10. Administrative Work Session

Holeman said the KDHE staff member who stopped by my office and the offices of RCPD to deliver a pamphlet titled “Do You Use Best Management Practices for Lead at Your Outdoor Shooting Range” was Wayne Widhalm, “Environmental Scientist I,” Waste Management Programs.

Holeman stated the Board will also need to consider the improvements to the Fort Riley shooting range and at what time the transition will be made from the current facility.

Holeman asked if the Board would approve him contacting contractors to evaluate any potential need of lead remediation at the current RCPD firing range.

The Board agreed by consensus for Holeman to contact contractors to evaluate potential lead remediation of the current RCPD firing range.

- 11. Resolution Adopting Changes to Workers Compensation Procedures Previously Approved by the Board of County Commissioners

Holeman presented the worker's compensation procedures resolution.

Move the Board approve "Resolution No. 051117-20, A Resolution adopting revisions to concerning workers compensation procedures within the Riley County Personnel Policies and Guidelines."

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

- 12. Reclassifying Secrest, a County Road, as a Township Road

Holeman presented the resolution to reclassify Secrest Road from a township road to the Riley County minor collector road system.

Move to approve "Resolution 051117-21, A Resolution removing Secrest Road from the Riley County Township Road System."

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

9:20 AM Break

9:30 AM Shilo Heger, Treasurer

- 13. April 2017 Revenue Reporting - Riley County Treasurer

Heger presented the May 2017 Treasurer's report.

10:00 AM Jennifer Green, Health Department Director

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

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

- 14. Health Department Monthly Budget Review & Report to the Board of Health

Green presented the May 2017 Health Department monthly budget report.

- 15. Hiring of Ft Riley WIC Personnel

Volanti discussed hiring the additional staff for the Fort Riley WIC office. Volanti said State funding is available in full to cover both

positions.

Move to approve the addition of the positions of WIC Dietitian and WIC Clerk within the 2017 budget year for services being added on Fort Riley.

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

Move to approve the continuation of these positions as long as the MOU is in place with Fort Riley.

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

16. Classification of Health Department Nursing Positions

Volanti presented the classification of the Health Department Physician Assistant and APRN positions.

Move to approve the restructure the Advanced Practice Registered Nurse (APRN) position to Grade FF of the Professional Pay Scale and approve the addition of Physician’s Assistant (PA) to the Professional Pay Scale as a Grade CC.

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

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

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

10:30 AM Budget and Planning Committee

- 17. Monthly Cash Flow Reports for April

Robison presented the monthly cash flow reports.

10:50 AM Bob Isaac, Planner

- 18. Plat a tract of land into one (1) residential lot - Flaherty Addition

Isaac presented the final plat for the Flaherty Addition.

Move to approve "Resolution 051117-22, A Resolution approving the Flaherty Addition plat and accepting the street rights-of-way, easements and licenses as shown to be dedicated on said plat."

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

11:00 AM Monty Wedel, Planning/Special Projects Director and Consultant

- 19. Work Session on First Public Review Draft of Land Development Regulations Articles 1-5 and Article 9

Garvin presented the review draft of the Land Development Regulations Articles 1-5 and Article 9.

Garvin reported this is just a proposed draft. Garvin stated they would like further discussion, comments, and suggestion on the draft.

Garvin proposed an adoption draft in mid-October.

Rodriguez stated he has some background in the subject. Rodriguez said he still needs to review the documents some more and how it impacts our customers, particularly our farm customers.

Wells stated it is a necessary document and something we require. Wells said staff can make this or break this and have to be cooperative with the public. Wells stated it is well written and he is impressed with the document.

Wilson said he likes the overall structure and framework the project is going. Wilson stated it is a good start on the project.

Wilson said the special events process was in two places with the

permit process and the regulations.

Garvin stated she will look at the split on the special events process to make it more polished.

1:30 PM Budget/Appropriation request presentations

1:30 PM Rich Vargo, County Clerk

- 20. 2018 Riley County Clerk & Tech Fund Budget Requests

Vargo presented the 2018 Riley County Clerk & Tech Fund budget request.

- 21. 2018 Riley County Election Budget Request

Vargo presented the 2018 Riley County Election budget request.

1:45 PM Aubrey Evans, Riley County Conservation District

- 22. 2018 Riley County Conservation District Appropriation Request

Evans presented the 2018 Riley County Conservation District appropriation request.

2:05 PM Pat Collins, Emergency Management Director

- 23. 2018 Emergency Management, Rural Fire District, Rural Fire Capital Outlay, Fire Station Projects & 911 Budget Requests

P. Collins presented the 2018 Emergency Management, Rural Fire District, Rural Fire Capital Outlay, Fire Station Projects and 911 budget requests.

2:25 PM Shelly Williams, Community Corrections Director

- 24. 2018 Community Corrections Budget Request

Williams presented the 2018 Community Corrections budget request.

2:30 PM Meryl Wilson, District Court Judge

- 25. 2018 District Court Budget Request

Wilson presented the 2018 District Court budget request.

2:35 PM Barry Wilkerson, Attorney

- 26. 2018 Riley County Attorney Budget Request

Wilkerson presented the 2018 Attorney budget request.

2:45 PM Lyle Butler, Manhattan Area Chamber of Commerce

- 27. 2018 Manhattan Area Chamber of Commerce Appropriation Request

Butler presented the 2018 Manhattan Area Chamber of Commerce appropriation request.

2:55 PM Mike Kearns, Flint Hills Veterans Coalition

- 28. 2018 Flint Hills Veterans Coalition Appropriation Request

Nichols and Kearns presented the 2018 Flint Hills Veterans Coalition appropriation request.

3:05 PM Debbie Regester, Register of Deeds

- 29. 2018 Register of Deeds & Tech Fund Budget Requests

Regester presented the 2018 Register of Deeds & Tech Fund budget requests.

3:10 PM David Adams, EMS Director

30. EMS County Comparisons & 2018 Budget Proposal

Robison and Adams presented the EMS County comparisons and 2018 budget proposal.

Adams presented Option A and Option B.

Volanti suggested a McGrath study for the EMS department if the county takes on EMS as a new department.

Move for staff to proceed with Option B for budget purposes and to contact McGrath for a study.

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

3:37 PM

Adjournment

Move to adjourn.

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