



**Board of Riley County
Commissioners
Regular Meeting
Minutes
May 04, 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
Cindy Kabriel	Administrative Assistant II	Present	8:30 AM
Clancy Holeman	Counselor/Director of Administrative Services	Present	8:30 AM
Cindy Volanti	Human Resource Manager/Deputy Clerk	Present	8:30 AM
Leon Hobson	Public Works Director/County Engineer	Present	8:30 AM
Shelly Williams	Community Corrections Director	Present	8:58 AM
Dennis Peterson	Noxious Weed Director	Present	9:06 AM
Brady Bauman	KMAN	Present	9:06 AM
Stephanie Casanova	Manhattan Mercury	Present	9:11 AM
Greg McHenry	County Appraiser	Present	9:24 AM
Monty Wedel	Planning & Special Projects Director	Present	9:31 AM
Craig Cox	Deputy County Counselor	Present	9:41 AM
Jennifer Green	Health Department Director	Present	10:17 AM
Julie Hettinger	Community Health Educator	Present	10:17 AM
Daniel Perez	Family Connections Supervisor	Present	10:17 AM
Jennifer Wilson	County Extension Director	Present	1:30 PM
Kristin Holt	Extension	Present	1:30 PM
Bernie Hayen	Manhattan City Finance Director	Present	1:50 PM
Tom Finney	Chair of RCCOA	Present	1:55 PM
Dave Fiser	Friends of the Peace Memorial	Present	1:40 PM
Emily Wagner	Manhattan Emergency Shelter	Present	2:05 PM
Anne Smith	aTa Bus Director	Present	2:10 PM
Kathy Dzewaltowski	Friends of the Peace Memorial	Present	1:40 PM
Barbara Poresky	Friends of the Peace Memorial	Present	1:40 PM
Jim Sharp	Friends of the Peace Memorial	Present	1:40 PM
Kevin Larson	RCCOA	Present	1:55 PM
Herman Kastner	RCCOA	Present	1:55 PM

Pledge of Allegiance

Public Comment

1. Public Comments

Commission Comments

2. Commission Comments

Wilson's Comments:

Tuesday I attended the Wildcat Region Public Health Emergency Preparedness meeting at the Health Department with representatives from Pottawatomie County, Geary County, and Fort Riley. The primary topic of discussion was drafting a non-binding agreement for sharing of staff and resources in the event of an emergency.

Wednesday I joined a regional mental health round table discussion hosted by Fort Riley at Irwin Army Hospital. Then I returned to the county offices to meet with the Riley-Pottawatomie County ambulance task force. The general consensus at the meeting was that it will probably work best and require the smallest increase in staff to run two separate services rather than a consolidated one between the counties if we take over EMS from the hospital. That evening we had a special Law Board meeting to discuss a personnel issue.

Rodriguez's Comments:

Monday afternoon I attended the signing of the WIC program Memorandum of Understanding at the Fort Riley Hospital. This program according to Col. Melton commander of the hospital is the first of its kind to be located on a military base or hospital. Both he and Col. Lawrence, Ft. Riley Garrison Commander were excited about the advantages of the program.

Tuesday I attended a joint meeting of Riley, Geary, Pottawatomie and Fort Riley health departments. The meeting was to produce an agreement to assist each other in case of concerns that could affect one or more counties.

Wednesday I attended a special meeting of the Law Board. The meeting was about employee concerns. The meeting started at 6:00 pm and ended about 11:30 p.m. However the meeting will continue again

today at 6:00 pm.

Wells' Comments:

Wells said he has had a busy week.

Wells said he presented a welcome speech at the KCC&EOA Conference here in Manhattan on Wednesday morning.

Business Meeting

- 3. Sign Riley County Personnel Action Form(s)

The Board of County Commissioners signed a Riley County Personnel Action Form for Tara Terwilliger, an As Needed Legal Clerk, in the Attorney's Office, for Separation from County Service, effective April 27, 2017.

- 4. Sign Riley County Position Action Form(s)

The Board of County Commissioners signed a Riley County Position Action Form for a Legal Receptionist, in the Attorney's Office, at a grade E1.

Review Minutes

- 5. Board of Riley County Commissioners - Regular Meeting - May 1, 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

- 6. Tentative Agenda

Press Conference Topics

- 7. Discuss Press Conference

9:00 AM Shelly Williams, Community Corrections Director

- 8. Staff Update/YAP MOU Amendment

Williams discussed the Amendment to the MOU.

Williams said they are cross training intake staff.

Move to approve the Amendment to the Memorandum of Understanding with the Kansas Department of Corrections for the Youth Advocate Program.

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

9:15 AM Dennis Peterson, Noxious Weed Director

- 9. Staff Report

Peterson presented a Noxious Weed/HHW staff report.

9:30 AM Greg McHenry, Appraiser

- 10. Appraiser's Office Report

McHenry presented an Appraiser's Office report.

9:45 AM Monty Wedel, Planning/Special Projects Director

- 11. Planning & Development - Staff Update

Wedel presented a Planning & Development staff update.

- 12. Review Letter to Property Owners Regarding Alternative Private Wastewater Disposal System Inspections

Wedel said last year the Board of County Commissioners approved amending the Riley County Sanitary Code to require all alternative private wastewater disposal systems to be inspected annually by the Riley County Environmental Health Specialist. Steve DeHart, Riley County Environmental Health Specialist, intends to begin the first round of these inspections around the middle of May. Discussion followed on a draft letter to all of the alternative system owners regarding the start of these inspections.

Holeman suggested waiving the fees and document the costs the first year, since this is a new program.

The Board agreed by consensus to waive the fees and document the costs the first year of the program.

10:00 AM Break

10:10 AM Clancy Holeman, Counselor/Director of Administrative Services

- 13. Administrative Work Session

Holeman said the WIC Agreement was signed by Fort Riley on Monday.

Holeman discussed a MOU that is not a binding contract for the Wildcat Region. Holeman said they will work on a final MOU for signature.

Holeman asked for permission to close the Counselor's Office next week for the morning of Friday, May 12th from 8:00 a.m. - 1:00 p.m. Holeman said staff will be at training.

The Board of County Commissioners agreed by consensus to close the Counselor's Office from 8:00 a.m. - 1:00 p.m. Friday, May 12th.

10:30 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. Riley County Health Department BCBS grant

Green discussed the BlueCross BlueShield of Kansas Pathways grant program.

Green said the Riley County Health Department would serve as the fiscal agent for the grant. The grant funding for each community includes a coordination grant of \$100,000, with the opportunity to apply for non-competitive implementation and achievements grants amounting to \$400,000, for a total of \$500,000 per community. Funding would support the hiring of 1 FTE Community Grant Coordinator.

Move to approve application for grant.

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

Health Department Outreach, Prevention and Early Intervention (OPEI)

Green said in August 2013 Riley County Health Department (RCHD) received the Outreach, Prevention and Early Intervention (OPEI) Services grant from Kansas Department of Health and Environment (KDHE) to implement a program that provides outreach and prevention services to low-income families and at-risk infants. RCHD implements an evidence-based program for families with children up to age 5.

Green said the amendment is a one-year renewal with a term of July 1, 2017 to June 30, 2018.

Green said the total funding shall not exceed \$424,000.00 and is comprised of \$212,000.00 from KDHE and \$212,000.00 in matching funds from Riley County.

Move to sign the OPEI grant amendment with KDHE.

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

1:30 PM Budget/Appropriation request presentations

Cindy Volanti attended the meeting. Cindy Kabriel left the meeting.

1:30 PM Jennifer Wilson, County Extension Director

15. 2018 Riley County Extension Appropriation Request

Wilson introduced Kristin Holt of Extension.

Wilson presented the 2018 Extension appropriation request.

Wilson said there is no indication of what they are receiving from the State on budget funding.

Wells commented on the tax lid and how we need to follow and adjust.

1:40 PM Dave Fiser

16. 2018 Friends of Peace Memorial Auditorium Appropriation Request

Fiser presented 2018 Friends of Peace Memorial Auditorium appropriation request.

Dzewaltowski also spoke on the project. She described the war memorial and it being countywide, even if located at a city site.

Poresky, Treasurer, addressed the project. Poresky said they have collected \$250,000 to date.

Sharp spoke on behalf of fellow war veterans.

1:50 PM Bernie Hayen, Manhattan City Finance Director

- 17. 2018 Russell T. Reitz Animal Shelter Appropriation Request

Hayen presented the 2018 Animal Shelter appropriation request.

1:55 AM Tom Finney, Riley County Council on Aging Chair

- 18. 2018 Riley County Council on Aging Appropriation Request

Finney presented the 2018 Riley County Council on Aging appropriation request.

Wells mentioned the balance between the increase of a mil levy and increase to the taxpayers.

2:00 PM Jennifer Wilson, County Extension Director

- 19. 2018 Fair Budget Request

Wilson presented the 2018 Fair budget request.

2:05 PM Emily Wagner, Manhattan Emergency Shelter

- 20. 2018 Manhattan Emergency Shelter Appropriation Request

Wagner presented the 2018 Manhattan Emergency Shelter appropriation request.

2:10 PM Anne Smith, aTa Bus Director

- 21. 2018 ATA Bus Appropriation Request

Smith presented the 2018 aTa Bus appropriation request.

Smith reviewed the total miles and total rides per year and since 2013.

Smith said she has started conversations with Fort Riley on ridership

within post.

2:20 PM Monty Wedel, Planning/Special Projects Director

- 22. 2018 Planning and Development Budget Request

Wedel presented the 2018 Planning and Development budget request.

2:25 PM Greg McHenry, Appraiser

- 23. Appraiser's Office 2018 Budget Request

McHenry presented the 2018 Appraiser's budget request.

Robison and Volanti reminded the commission on the DOL overtime ruling and how overtime in a few departments may seem significantly lower. Those overtime costs are not included into 2018.

2:43 PM Adjournment

Move to adjourn.

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