



**Board of Riley County  
Commissioners  
Regular Meeting  
Minutes  
September 28, 2017**

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

<b>Attendee Name</b>	<b>Title</b>	<b>Status</b>	<b>Arrived</b>
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
Anne Smith	aTa Bus Director	Present	8:30 AM
Leon Hobson	Public Works Director/County Engineer	Present	8:30 AM
Shilo Heger	Treasurer	Present	8:30 AM
DeAnn Breault	Clerk's Office	Present	8:30 AM
Jill Seaton	Legal Assistant/Office Manager	Present	8:30 AM
Tande Lentz	Treasurer's Office	Present	8:30 AM
Laurie Harrison	Emergency Management Coordinator	Present	8:30 AM
Tami Robison	Budget and Finance Officer	Present	8:30 AM
Joan Strickler	League of Women Voters	Present	8:36 AM
Stephanie Casanova	Manhattan Mercury	Present	8:58 AM
Kevin Howser	IT/GIS Director	Present	9:24 AM
Monty Wedel	Planning & Special Projects Director	Present	10:38 AM
Shelly Williams	Community Corrections Director	Present	11:02 AM

**Pledge of Allegiance**

**Public Comment**

1. Public Comments

Lentz presented LuAnn Miller the Employee of the Month Certificate.

**Commission Comments**

2. Commission Comments

Wilson's Comments:

Tuesday I attended the Manhattan Area Risk Prevention Coalition annual meeting. MARPC is in charge of administering a 5-year federal grant to reduce drug and alcohol abuse. The coalition includes representatives from a variety of local organizations and agencies, such as Pawnee Mental Health, KSU, RCPD, UFM, and the Riley County Health Department. At the meeting we also had a guest presentation from KSU student body president Jack Ayers about the national Town and Gown Conference a few months ago and best practices from other universities that were shared at the conference.

Rodriguez's Comments:

Monday September 25<sup>th</sup> I spoke to the noon Kiwanis Club at the Little Apple Brewery. Later met with Monty Wedel, Bob Isaac, and Clancy Holeman to go over the Comprehensive Plan. Went to Randolph that evening to see the start of the existing bathroom demolition. They can't wait to get the new bathroom facility.

Attended the Riley City meeting on Tuesday.

Wednesday visited with some of folks in Leonardville.

Wells' Comments:

Wells said he answered a lot of questions regarding the errors in the Manhattan Mercury.

**Business Meeting**

3. Peach Grove Rd. Culvert Replacement Project No. I.0-4.2 Design Contract

Move to approve and sign the agreement for the Peach Grove Culvert Replacement Project Design with SMH Consultants. in the amount of \$33,149.09.

<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. Equipment Rental Recommendations

Move to accept the proposal from Foley Equipment for (1) Wheel Loader for the annual rental rate of \$15,224.00, (2) two rubber-tired skid loaders for the annual rental rate of \$4,000.00, (1) one Mini-track loader for the annual rental rate of \$7,500.00 and (1) one mini-track excavator for the annual rental rate of \$5,200.00.

<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

## 5. Letter of Support for Keats Park Cultivation Project

Move to approve the Letter of Support for Keats Park Cultivation Project.

<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

## 6. University Park Sanitary Sewer Lift Station &amp; WWTF Improvements Contract - Utility Solutions, LLC

Move to approve of the contract for the University Park Sanitary Sewer Lift Station & WWTF Improvements with Utility Solutions, LLC in the amount of \$561,139.00.

<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. 2017 CIP Activation

Move to approve the CIP Activation Forms for the following:

- Noxious Weed department - a ¾ T 4x4 truck with a snowplow in the amount of \$35,000
- Courthouse Plaza Master Plan in the amount of \$50,000
- Public Works department - a Tandem axle truck w/plow & spreader in the amount of \$190,000.

<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

8. Sign Riley County Personnel Action Form(s)

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

- Stefanie Adam, a new hire, as a Records Assistant II, in the County Clerk’s Office, at a grade H step 2, at \$16.05 per hour
- Rehires, as Advanced & Write In Boards, in the County Clerk-Elections Department, at \$7.25 per hour - Danny Williams (\$30.00 flat rate), Julie Winter, Karla Fisher, Steve Fisher, and Larry Brockson
- Rehires, as Advanced Election Voting Workers, in the County Clerk-Elections Department, at \$7.25 per hour - Chuck Tannehill, Myron Ammeter, Sally Ammeter, Patricia Wadick, Pat Wadick, Mike Kearns, Sandra Kearns, Elke Weese, and David Ekart; Backup workers - Nancy Parker and Jane Palenske-Felkhausen
- Hires/Rehires, as Student Workers, in the County Clerk-Elections Department, at \$7.25 per hour - Kendra Geisbraht, Anna Mackay, Paris Raite, Ethan Koopman (Community Service), Tony Chen (Community Service), Kaitlin Clark, Kiersten Gillam (Community Service), Cameron Cornstock, Kristen Schneider, Aza Devis-Picou (Community Service), Graycn Evans, Parker Wilson (Community Service), and Taylor Linderer
- Hires/Rehires, as Election Day Poll Workers, in the County Clerk-Elections Department, at \$7.25 per hour for training, supervising judge \$125 Election Day, Election Clerk and Provisional Clerk \$100 Election Day:

Harold Vandeventer	Supervising Judge
Mary Beth Braun	Election Clerk
Nick Donohoue	Provisional Clerk
William Kauer	Election Clerk
William Gill	Election Clerk
Barbara Naughton	Provisional Clerk
Carol O’Neill	Supervising Judge
Kathryn Taylor	Election Clerk
Sharon Hoppenstedt	Election Clerk
Betty Kandt	Election Clerk
Geraldine Ince	Provisional Clerk
Carol Ann Holcomb	Election Clerk
Eric Coleman	Supervising Judge
James Lindemuth	Election Clerk
David Ekart	Supervising Judge
Nancy Calhoun	Provisional Clerk
Patricia Gartrell	Election Clerk

Anne Nielsen	Election Clerk
Cliff Spaeth	Supervising Judge
Nancy Drumm	Election Clerk
Emily Kerr	Election Clerk
Danny Kerr	Election Clerk
Dennis Irvin	Provisional Clerk
Betty Banner	Election Clerk
Chuck Tannehill	Supervising Judge
Chuck Marr	Provisional Clerk
Deanna Adkins	Election Clerk
Dorothy Sherwood	Election Clerk
Camille Feltner	Election Clerk
Myron Ammeter	Supervising Judge
Karen Brokenicky	Provisional Clerk
Vicki Brodersen	Election Clerk
Sally Ammeter	Election Clerk
Arlen Loecker	Supervising Judge
Alice Wesche	Election Clerk
Shauntia Rippee	Provisional Clerk
Katie Smith	Election Clerk
Jeanette Campbell	Supervising Judge
Karen Smith	Election Clerk
Phyllis Walters	Provisional Clerk
Katha Hurt	Supervising Judge
Marlyn Walters	Provisional Clerk
Larry Loomis	Election Clerk
Darci Paull	Supervising Judge
Dolores Renner	Election Clerk
Dorothy Llewelyn	Provisional Clerk
Beverly Sundgren	Election Clerk
Jane Palenske-Feldhausen	Provisional Clerk
Kathleen Borck	Election Clerk
Victory Rodriguez	Election Clerk
Pat Wadick	Supervising Judge
Patricia Wadick	Election Clerk
George Lookhart	Supervising Judge
Nancy Pujol	Election Clerk
Shirly Unekis	Provisional Clerk
James Schottler	Provisional Clerk
Mary Ann Fleming	Election Clerk
Mike Kearns	Supervising Judge
Sandra Kearns	Election Clerk
Terence Pittman	Election Clerk
Diana Nickel	Election Clerk

Florence White	Provisional Clerk
Jutta Carroll	Election Clerk
Mona Bass	Election Clerk
Cynthia Donohou	Supervising Judge
Elaine Brown	Election Clerk
Beverly Holdren	Election Clerk
Marian Quinlan	Election Clerk
Mary Ellen Sutton	Provisional Clerk
Nancy Parker	Supervising Judge
Barbara Siebold	Supervising Judge
Joann Stone	Provisional Clerk
Linda Shoen	Election Clerk
Irene Wienck	Election Clerk
Dyna O'Dea	Election Clerk
Nancy Hofmann	Election Clerk
Cydney Willis	Provisional Clerk
Kevin Larson	Supervising Judge
Bettina Boller	Election Clerk
Dona Deam	Supervising Judge
Patricia Petty	Provisional Clerk
Karen Ryan	Election Clerk
Karen Grater	Provisional Clerk
Sharon Purvis	Supervising Judge
Carmen Schwenk	Election Clerk
Fred Schwenk	Election Clerk
Donna Schenck-Hamlin	Provisional Clerk
Linnea Allen	Supervising Judge
Karen Franz	Election Clerk
Paula Caffey	Provisional Clerk
Rodney Franz	Supervising Judge
Dorothy Bletscher	Provisional Clerk
Mary Sutterlin	Supervising Judge
Virginia Mixer	Election Clerk
Elke Weese	Supervising Judge
Heidmarie Clark	Election Clerk
Shari Bollman	Provisional Clerk
Gladys Thomas	Supervising Judge
Jerry Sextro	Provisional Clerk
John Thomas	Election Clerk
Louise Jahnke	Election Clerk
Donna Keyser	Election Clerk
Marsha Tannehill	Provisional Clerk
Herman Kastner	Election Clerk
Patricia Brown	Election Clerk

Beth Bergsten	Election Clerk
David Claus	Supervising Judge
Lois Currie	Election Clerk
Donna Cederberg	Provisional Clerk
Hazel Sargent	Supervising Judge

## Backup Workers:

David Claus	Election Clerk	Now working
Kathryn Taylor	Election Clerk	Now working
William Gill	Election Clerk	Now working
Dennis Irvin	Election Clerk	Now Working
Michaeline Chance-Reay	Election Clerk	
Mary Johannes	Election Clerk	
Cydney Willis	Election Clerk	Now working
Beth Bergsten	Election Clerk	Now working
Patricia Brown	Election Clerk	Now working
Karen Ryan	Election Clerk	Now working

9. Approve payroll/accounts payables (when completed)

Move to approve the payroll vouchers in the amount of \$446,835.18 and the following warrant vouchers for September 29, 2017:

**2017 Budget**

County General	\$366,683.74
Health Department	48,896.45
County Auction	193.50
PATF	400.00
Motor Vehicle Operations	1,372.15
Community Corrections	8,355.76
Capital Improvements Fund	59,191.33
Economic Development	2,400.00
Emergency 911	4,213.67
Solid Waste	196,060.09
County Building	5,750.51
Road & Bridge Cap Project	281,856.57
RCPD Levy/Op	2,765.06
Landfill Closure	201.95
Riley Co Fire Dist #1	7,748.93
Riley Co Fire Dist CapOut	27,650.00
Fire Dist #1 Tuttle Cove	19,546.50
University Park W&S	227.04
Fairmont Heights Cap Proj	1,200.00
Carson Capital Reserve	1,750.00

Hunters Island Water Dist	3,437.67
Carson Sewer Benefit Dist	843.29
Deep Creek Sewer	194.66
Moehlman Bottoms	1,407.23
Valleywood Operations	9.97
Terra Heights Sewer	18.40
Konza Water Operations	7,266.62
Lakeside Heights Sewer	1.84

TOTAL. . . . . \$1,049,642.93

<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**

- 10. Board of Riley County Commissioners - Regular Meeting - Sep 25, 2017 8:30 AM

Move to approve the minutes.

<b>RESULT:</b>	<b>ACCEPTED AS AMENDED [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**

- 11. Tentative Agenda

**Press Conference Topics**

- 12. Discuss Press Conference

Move to add an executive session to the Counselor's Administrative time.



<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

**9:15 AM**            **Clancy Holeman, Counselor/Director of Administrative Services**

9:15 AM            13.    Administrative Work Session

Move that the County Commission, including Chairman Wells, Commissioner Rodriguez, and Commissioner Wilson recess into executive session on pending litigation for the purpose of consultation with Clancy Holeman, Riley County Counselor, attorney for the Riley County Commission, which would be deemed privileged in the attorney-client relationship, an exception to the Kansas Open Meetings Act, the open meeting to resume in the County Commission Chambers at 9:25 a.m.

<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

9:25 AM            Move to go out of executive session.

<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

No binding action was taken during the executive session.

**9:35 AM**            **Kevin Howser, IT/GIS Director**

14.    IT/GIS Staff Update - September 2017

Howser presented an IT/GIS staff update.

**9:50 AM**            **Bob Isaac, Planner**

- 15. Request for a Special Use Authorization to permit the construction and use of a rural fire station.

Isaac presented the Special Use Authorization for the Riley County Fire District.

Move to approve "Resolution No. 092817-52, Resolution amending the zoning map of Riley County concerning the use of certain real estate located in Ogden Township - Special Use Authorization" to permit the construction and use of a rural fire station.

<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

**10:00 AM Break**

**10:10 AM Bob Isaac, Planner**

- 16. Request to rezone a tract of land from "SF-5" (Single Family Residential) to "C-PUD" (Commercial Planned Unit Development).

Isaac presented the rezoning request for Smith.

Move to approve "Resolution No. 092817-53, Resolution amending the zoning map of Riley County concerning the use of certain real estate located in Wildcat Township" - "SF-5" (Single Family Residential) to "C-PUD" (Commercial Planned Unit Development) for Jeff and Eryn Smith.

<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

**10:25 AM Bob Isaac, Planner**

- 17. Request to rezone a tract of land from "AG" (Agricultural District) to "SF-5" (Single Family Residential) and plat said tract along with Lot 1 Schurle Addition into two (2) lots

Isaac presented the plat and rezone for Tremblay.

Move to approve "Resolution No. 092817-54, Resolution amending the zoning map of Riley County concerning the use of certain real estate located in Madison Township" - "AG" (Agricultural District) to "SF-5" (Single Family Residential) for Aaron and Heather Tremblay.

<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

Move to approve "Resolution 092817-55, A Resolution approving the Tremblay Addition plat and accepting the street rights-of-way, easements, and licenses as shown to be dedicated on said plat."

<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

10:40 AM

**Cindy Volanti, Human Resource Manager/Deputy Clerk**

- 18. Executive session to discuss a performance matter involving non-elected personnel

Move that the County Commissioners, including Chairman Wells, Commissioner Rodriguez, and Commissioner Wilson, recess into executive session with Clancy Holeman, County Counselor, attorney for the commission, and Cindy Volanti, Human Resource Manager/Deputy Clerk, on a performance matter, pursuant to the non-elected personnel matters exception to the Kansas Open Meetings Act, in order to protect the privacy of the employee, the open meeting to resume in the County Commission Chambers at 11:10 a.m.

<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

11:10 AM

Move to go out of executive session.

<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

No binding action was taken during the executive session.

**11:10 AM Shelly Williams, Community Corrections Director**

- 19. FY18 Reinvestment Grant (Juvenile Services) & 2017 JCAB Annual Report

Williams presented the FY18 Reinvestment Grant (Juvenile Services) & 2017 JCAB Annual Report.

Move to approve for submission to the KDOC the FY18 Reinvestment Grant application, to reduce County-paid personnel costs.

<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

Move to approve for submission to the KDOC the 2017 JCAB Annual Report.

<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

**11:27 AM Adjournment**

Move to adjourn.

<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