



**Board of Riley County  
Commissioners  
Regular Meeting  
Minutes  
October 02, 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        |
| Cindy Kabriel        | Administrative Assistant II                   | 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        |
| Tami Robison         | Budget and Finance Officer                    | Present       | 8:30 AM        |
| Dylan Lysen          | Mercury                                       | Present       | 8:31 AM        |
| Gina Scroggs         | Downtown Manhattan                            | Present       | 9:16 AM        |
| Rich Vargo           | County Clerk                                  | Present       | 9:00 AM        |
| Julie Hettinger      | Community Health Educator                     | Present       | 9:23 AM        |
| Brady Bauman         | KMAN  | Present       | 9:34 AM        |
| Barry Michie         | Genealogical Society                          | Present       | 9:45 AM        |
| Charlotte Shawver    | Genealogical Society                          | Present       | 9:56 AM        |
| Debbie Register      | Register of Deeds                             | Present       | 10:14 AM       |

**Pledge of Allegiance**

**Public Comment**

1.        Public Comments

**Commission Comments**

2.        Commission Comments

Wilson's Comments:

Thursday afternoon I attended the Food and Farm Council stakeholder event, which featured presentations from a local farmer, the Riley County Farm Bureau president, the owners of Little Apple Brewery, the director of the new food pantry at K-State, and the WIC director from the Riley County Health Department. We also spent time discussing the strengths, weaknesses, and needs of our local food system. It was great to see attendees from various sectors, such as agricultural production, restaurants, and stores, all in the same room talking together about how to improve our local food system.

This weekend I hosted family from out of town.

Rodriguez's Comments:

Continued to work on the Fort Riley tour.

Sunday evening October 1, I attended the yearly meeting of the Riley County Farm Bureau Association.

Wells' Comments:

Wells said he attended a car show in Clay Center this weekend.

**Business Meeting**

- 3. Fancy Creek Road Bridge Replacement Project No. F.5-5.9 Design Agreement

Move to approve and sign the agreement for the Fancy Creek Road Bridge Replacement Project No. F.5-5.9 Design with Bartlett & West, Inc. in the amount of \$105,000.00.

|                  |                                       |
|------------------|---------------------------------------|
| <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              |

- 4. Anderson Avenue Bridge Replacement Project No. N.7-23.6 Design Agreement

Move to approve and sign the agreement for the Anderson Avenue Bridge Replacement Project No. N.7-23.6 with BG Consultants in the amount of \$9,505.00.

|                  |                                       |
|------------------|---------------------------------------|
| <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              |

- 5. 2017 Audit Engagement Letter and County Contractual Provisions

Move to approve the engagement letter for James Gordon & Associates CPA, P.A., commencing audit services.

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| <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**

- 6. Board of Riley County Commissioners - Regular Meeting - Sep 28, 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**

- 7. Tentative Agenda

**Press Conference Topics**

- 8. Discuss Press Conference

**9:00 AM**

**Clancy Holeman, Counselor/Director of Administrative Services**

- 9. Administrative Work Session

- 10. Executive session to discuss confidential legal advice regarding potential litigation issues

Move that the County Commission, including Chairman Wells, Commissioner Rodriguez, and Commissioner Wilson, recess into executive session on potential 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 9:10 a.m.

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| <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              |

9:10 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. Pending County Projects County Counselor

9:15 AM

**Clancy Holeman, Counselor/Director of Administrative Services**

- 12. Formal Adoption of 3 County Personnel Policy Amendments by Resolutions: 1. Revisions to Workers Compensation Policy; 2. Revisions to Professional Appearance Policy; 3. Revisions to Rest Breaks for Nursing Mothers Policy.

Move to approve the following three resolutions:

"Resolution No. 100217-56, A Resolution adopting revisions to concerning workers compensation procedures within the Riley County Personnel Policies and Guidelines."

"Resolution No. 100217-57, A Resolution adopting a revised "Professional Appearance Policy" for the Riley County Personnel Policies and Guidelines."

"Resolution No. 100217-58, A Resolution adopting a revised "rest breaks for nursing mothers" and associated "guidelines" for the Riley County Personnel Policies and Guidelines."

|                  |                                       |
|------------------|---------------------------------------|
| <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              |

**9:30 AM Press Conference**

13. RCPD update - Captain Josh Kyle (3-5 minutes)

No update.

14. Downtown Manhattan - Gina Scroggs (5 minutes)

Scroggs discussed the Downtown Manhattan activities.

15. County Offices closed October 9th for Employee Training Day - Cindy Volanti (1 minute)

Volanti announced the Riley County Offices will be closed Monday, October 9th for the annual Columbus Day Employee Training Day at the Farm Bureau Headquarters.

16. Okt-FLU-ber Fest 2017 - Julie Hettinger (2 minutes)

Hettinger reported the Okt-FLU-ber Fest event will be held on Thursday, October 26th from 1:30 -7:00 p.m. at the Riley County Health Department.

**10:00 AM Leon Hobson, Public Works Director/County Engineer**

17. Project update

Hobson presented a Public Works projects update.

**10:15 AM Barry Michie, Riley County Genealogical Society**

18. Riley County Genealogical Society property lines

Michie discussed the legal description of the property where the Platt House is located.

Shawver stated they have been looking at the legal descriptions since February. Shawver said on the west side of the Platt House is where the property line is in question. Shawver stated it is probably time to have a survey done to clarify the property line. Shawver said the east property line seems to be in error as well.

Wells said it is all on a County parcel where all the departments sit. Wells stated he is not sure we should spend tax dollars for a survey. Wells said he understands there is disagreement with the Genealogical Society and Pawnee Mental Services regarding the public parking.

Michie stated the three concerns are the parking spaces, where is the west side property line and east side property line.

The Board asked County staff to meet with the Genealogical Society, Pawnee Mental Health, and EMS/Ambulance staffs to discuss the parking issue.

**10:45 AM Adjournment**

Move to adjourn.

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|------------------|---------------------------------------|
| <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              |