



**Board of Riley County  
Commissioners  
Regular Meeting  
Minutes  
October 05, 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
Craig Cox	Deputy County Counselor	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
Cindy Volanti	Human Resource Manager/Deputy Clerk	Present	8:31 AM
Kevin Howser	IT/GIS Director	Present	8:54 AM
Dawn Shoffner	Assistant Director IT/GIS	Present	8:54 AM
Lauren Schiller	IT	Present	8:54 AM
Dennis Peterson	Noxious Weed Director	Present	8:59 AM
Stephanie Casanova	Manhattan Mercury	Present	9:01 AM
Greg McHenry	County Appraiser	Present	9:28 AM
Brady Bauman	KMAN	Present	9:28 AM
Monty Wedel	Planning & Special Projects Director	Present	9:40 AM
Ron Fehr	City of Manhattan	Present	10:26 AM
Doug Schmitt	Assistant Fire Chief	Present	11:00 AM
Whitney Phebus	Accounts Payable and Payroll & Benefits Specialist	Present	11:03 AM
David Adams	EMS Director	Present	11:00 AM
Pat Collins	Emergency Management Director	Present	11:25 AM
Donna Baer		Present	9:00 AM

**Pledge of Allegiance**

**Public Comment**

1. Public Comments

**Commission Comments**

2. Commission Comments

Wilson's Comments:

This week I've been preparing for my KMAN In Focus interview next Tuesday. I also received a complaint from a local resident about a zoning regulation that I'm looking into now.

Rodriguez's Comments:

Tuesday met with representatives of Fort Riley to firm up the itinerary for the tour on October 12th. I also met with some of folks around the Leonardville area. Later that evening I attended the Leonardville City meeting.

Wednesday seeing the advantage what the rain brings, when you want to talk to farmers, they go to the coffee shops, so I went to Randolph, to Leonardville and Riley to talk to them.

I went to the monthly Manhattan Military Relations Committee (MRC) October Luncheon held at the Holiday Inn. I had a good opportunity to talk to several individuals concerning Fort Riley.

Wells' Comments:

Wells said a resident asked about a hole being dug at the intersection of Denison and Marlatt Avenue.

**Business Meeting**

3. Petition for Demand in the Matter of the Estate of Charlotte A. Michal, Deceased

Cox presented the Petition for Demand in the Matter of the Estate of Charlotte A. Michal, deceased.

Move to approve the Petition for Demand in the Matter of the Estate of Charlotte A. Michal, Deceased.

<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. Marlatt Ave. Bridge Replacement Project - Change Order #1 (Final)

Move to approve Change Order #1 with Ebert Construction Co., Inc. for the Marlatt Avenue Bridge Replacement Project in the amount of (\$1,885.51) for an adjusted contract price of \$294,871.62.

<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. Bridgeview Heights Sewer Benefit Dist. Agreement with BG Consultants

Move to approve the Agreement with BG Consultants for the Preliminary Engineering Report, Engineering Design and Construction Observation Services for the Bridgeview Heights Sewer Benefit District in the amount of \$38,660.00.

<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

6. Sign Riley County Personnel Action Form(s)

The Board of County Commissioners signed a Riley County Personnel Action Form for Michelle Adams, a new hire, as an Administrative Clerk II-Utilities, in the Public Works Department, at a grade J step 2, at \$17.69 per hour.

### Review Minutes

7. Board of Riley County Commissioners - Regular Meeting - Oct 2,

2017 8:30 AM

Move to approve the minutes.

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

- 8. Tentative Agenda

**Press Conference Topics**

- 9. Discuss Press Conference

**9:00 AM Kevin Howser, IT/GIS Director**

- 10. Riley County Website Redesign

Howser discussed the Riley County website redesign.

Shoffner presented the Riley County website redesign.

Move to allow IT/GIS to authorize CivicPlus to continue with the website development.

<b>RESULT:</b>	<b>ADOPTED [UNANIMOUS]</b>
<b>MOVER:</b>	Ronald Wells, County Commissioner
<b>SECONDER:</b>	Marvin Rodriguez, County Commissioner
<b>AYES:</b>	Wells, Wilson, Rodriguez

**9:15 AM Dennis Peterson, Noxious Weed Director**

- 11. Staff Report

Peterson presented the Noxious Weed/HHW staff report.

**9:30 AM Greg McHenry, Appraiser**

- 12. Appraiser's Office Report

McHenry presented the Appraiser's Office staff report.

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

- 13. Planning & Development - Staff Update

Wedel presented the Planning and Development staff report.

Wedel discussed the Chamber visit to Iowa and Omaha.

**10:00 AM Break**

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

- 14. Administrative Work Session

- 15. Executive session to discuss confidential legal advice regarding pending litigation issues

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 10:30 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

10:30 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.

Move to have staff act as directed on the matter just discussed in 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

**10:30 AM Ron Fehr, Manhattan City Manager**

16. General update City of Manhattan

Fehr presented a general update on the City of Manhattan.

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

17. Approval of McGrath Classification for EMS/Ambulance Department

Volanti presented the McGrath Classification Study for EMS/Ambulance Department.

Move to approve the following for the EMS/Ambulance Department with an effective date of November 1, 2017.

- A. The McGrath Classification pay schedule of the grade/step positions as provided on Appendix A.
- B. The McGrath Classification pay schedule of the exempt positions as provided on Appendix B, which coincides with our existing Professional Pay Schedule.
- C. The leave transition of taking the October 31, 2017 leave balances and moving into our annual leave chart (Table 4 of McGrath Report), not to exceed the annual maximum limit of annual leave. Any leave exceeding this limit, will be placed in the extended sick leave bank.
- D. The 24-hour Model for work schedule. This is the current practice and

- the EMS/Ambulance Director recommends to continue this schedule.
- E. The grade/step and professional pay placements of staff as presented on the 2018 EMS/Ambulance Personnel Budget sheet that is provided.

<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

**11:30 AM      David Adams, EMS/Ambulance Director**

18.    Staffed Ambulance Locations

Adams presented information regarding staffed ambulance locations.

P. Collins said what he hears is there is a large population to the north who is not close to services.

**12:11 PM      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