



**Board of Riley County  
Commissioners  
Regular Meeting  
Minutes  
January 04, 2018**

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
Craig Cox	Deputy County Counselor	Present	8:30 AM
David Adams	EMS Director	Present	8:30 AM
Leon Hobson	Public Works Director/County Engineer	Present	8:30 AM
Cindy Volanti	Human Resource Manager/Deputy Clerk	Present	8:30 AM
Tami Robison	Budget and Finance Officer	Present	8:35 AM
Shelly Williams	Community Corrections Director	Present	9:01 AM
Jessie Hubbard	Administrative Assistant II	Present	9:01 AM
Stephanie Casanova	Manhattan Mercury	Present	8:55 AM
Sam Hennigh	KMAN	Present	8:55 AM
Dennis Peterson	Noxious Weed Director	Present	9:11 AM
Monty Wedel	Planning & Special Projects Director	Present	9:42 AM
Jana Chingway	Administrative Assistant II	Present	10:30 AM
Brad Schoen	RCPD	Present	10:41 AM
John Doehling	RCPD	Present	10:41 AM
Gary Rosewicz	Assistant County Engineer	Present	10:41 AM

**Pledge of Allegiance**

**Public Comment**

1. Public Comments

**Commission Comments**

2. Commission Comments

Wilson's Comments:

I spent Christmas with family and friends, then went to Baltimore to help with a conference for international students. After that, we stayed in Washington, DC two extra days for sightseeing.

Rodriguez's Comments:

Spent Christmas Eve with the grandchildren in KC. Also had to take my wife Vicki to the hospital for a surgical procedure to check her heart. Everything was OK. On January 3th I had my left eye cataract replaced. Can see better now.

Wells' Comments:

Wells said he had a wonderful Christmas with family.

Wells stated he was elected as President of the Car Club.

Volanti asked to add two Personnel Action Forms to the business meeting.

The Board agreed.

**Business Meeting**

3. Sign Renewal of Online Access Agreement with Wamego Title Insurance Company

Move to approve the Renewal of Online Access Agreement for Wamego Title Insurance Company.

<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. Sign an Online Access Agreement for Tate Shelton

Move to approve an Online Access Agreement with Tate Shelton.

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

5. Authorization to Purchase- CIP

Move to authorize the purchase of the ventilator now for EMS.

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

6. A Resolution adopting a Personnel Policy providing compensation for temporary assignment

Move to approve "Resolution No. 010418-01, A Resolution adopting a Personnel Policy providing compensation for temporary assignment."

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

7. Sign a Tax Roll Correction

Move to approve the Tax Roll Correction.

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

8. Shared Leave Donation Form(s)

Move to approve the Shared Leave Donation Forms.

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

9. Action on Portable Communication Device Allowance Form(s)

Move to approve the Portable Communication Device Allowance Form.

<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

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

- Brian Wurtz, a Gravel Road Supervisor, in the Public Works Department, at a grade O step 2, at \$22.76 per hour, effective January 21, 2018, temporary reclassification assignment during supervisor absence.
- Justin Matzke, an Asphalt Supervisor, in the Public Works Department, at a grade O step 4, at \$24.31 per hour, effective January 21, 2018, temporary reclassification assignment during supervisor absence.

Hobson stated the individuals in these positions have been performing these duties for months and request the Board waive the 30-day time period for them and make them effective today.

Volanti stated she would be concerned of how it would impact other similar situations.

10. Approve payroll/accounts payables (when completed)

Move to approve the payroll vouchers in the amount of \$519,496.81 and the following warrant vouchers for January 5, 2018:

**2017 Budget**

County General	\$25,045.09
Health Department	6,196.67
Capital Improvements Fund	46,064.76
Emergency 911	1,500.00
Solid Waste	1,682.88
County Building	524.66
Road & Bridge Cap Project	36.00
RCPD Levy/Op	1,094.58
Riley Co Fire Dist #1	126.74
Riley Co Fire Dist CapOut	3,062.37
Fire Dist #1 Tuttle Cove	2,910.60
University Park W&S	41.29
Fairmont Heights Cap Proj	800.00
Univ Park Capital Project	510.00
Carson Sewer Benefit Dist	1,600.00
Valleywood Operations	419.29

Univ Park W&S Cap Reserve	47,350.85
TOTAL.....	\$138,965.78

**2018 Budget**

County General	\$203,207.69
Health Department	28,487.54
Motor Vehicle Operations	4,071.49
Community Corrections	8,442.64
Economic Development	6,056.98
Solid Waste	4,085.82
Riley Co Fire Dist #1	5,155.58
TOTAL.....	\$259,507.74

<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**

- 11. Board of Riley County Commissioners - Regular Meeting - Dec 21, 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**

- 12. Tentative Agenda

**Press Conference Topics**

- 13. Discuss Press Conference

**9:00 AM Shelly Williams, Community Corrections Director**

- 14. FY18 Reinvestment Grant (Juvenile Services)/Staff Update

Williams discussed the FY18 Reinvestment Grant (Juvenile Services).

Move to approve for submission to the KDOC the FY18 Reinvestment Grant Award Conditions.

<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 Dennis Peterson, Noxious Weed Director**

- 15. Staff report

Peterson presented the Noxious Weed/HHW staff report.

Move to approve out of state travel request to speak at the Nebraska Weed Conference.

<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 Greg McHenry, Appraiser**

- 16. Appraiser's Office Report

McHenry presented the Appraiser's Office Report.

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

- 17. Planning & Development - Staff Update

Wedel presented the Planning and Development staff update.

**10:00 AM Monty Wedel, Planning/Special Projects Director**

- 18. Public Meeting to Receive Public Comment on Kansas Department of Health & Environment Application to Fund Sewer Improvements in Bridgeview Heights, Lakeside Heights #3 and Carson Mobile Home Park Sewer Benefit Districts

Wedel opened the public meeting for the Bridgeview, Lakeside Heights III and Carson sewer improvements applications.

No public comment.

Move to proceed to public hearing on the projects.

<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

**10:10 AM Craig Cox, Deputy County Counselor**

- 19. Administrative Work Session

Cox discussed the 2018 Tax Foreclosure Case.

Cox discussed code enforcement cases he has been working on.

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

Cox asked for the Board to table the executive session.

Move to table the executive session.

<b>RESULT:</b>	<b>TABLED [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 Bob Isaac, Planner**

- 21. Regulation Amendments to Section 18 - Nonconformities of the Riley County Zoning Regulations

Isaac presented the regulation amendments to section 18-Nonconformities of Riley County Zoning Regulations.

Move to approve “Resolution No. 010418-02, Resolution amending the Riley County zoning regulations in Riley County, Kansas” and adopting amendments to Section 18 – Nonconformities of the Riley County Zoning Regulations, as shown in the staff 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

**10:40 AM Bob Isaac, Planner**

- 22. Regulation Amendments to Section 13 - Accessory Buildings, Structures and Uses of the Riley County Zoning Regulations

Isaac presented the regulation amendment-Accessory buildings, structures and uses.

Move to approve “Resolution No. 010418-03, Resolution amending the Riley County Zoning Regulations in Riley County, Kansas” and adopting amendments to Section 13 – Accessory Buildings, Structures and Uses of the Riley County Zoning Regulations, as shown in the staff 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

**10:50 AM Leon Hobson, Public Works Director/County Engineer**

- 23. RCPD Proposed Range Work Session

Hobson discussed the proposed RCPD firing range on Fort Riley.

Wilson said there appears to be a lot of concrete and gravel in the project, which impacts the cost.

Hobson said the estimated cost is \$430,000 if bid and \$285,000 if done by County crews.



Wells said his preference would be for the new building.

Hobson said if County crews do the work it will take away from other County projects.

Rodriguez questioned if some of the concrete could be eliminated.

Doehling said the concrete has been reduced from the original plans of the whole range being concrete.

The Board agreed by consensus to proceed with the RCPD firing range on Fort Riley with County crews doing the work with a portable building.

Hobson stated funding sources will need to be identified as well.

Volanti asked if the Board will require the new Noxious Weed Director to have residency in Riley County.

The Board Agreed by consensus to require permanent residency in Riley County within one year of employment for the Noxious Weed Director position.

**11:34 AM      Adjourment**

Move to adjourn.

<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