

**RILEY COUNTY LAW ENFORCEMENT AGENCY  
LAW BOARD MEETING  
City Commission Meeting Room  
1101 Poyntz Avenue  
Manhattan, KS  
January 19, 2010 12:00 p.m.  
Minutes**

**Members Present:** Bruce Snead Jayme Morris-Hardeman  
Mike Kearns Gail Urban (left at 1:50 p.m.)  
Barry Wilkerson Connie Casper (left at 1:36 p.m)

**Absent:** Al Johnson

**Staff Present:** Director Schoen AD Doehling  
Captain Hegarty Captain Hooper  
Captain Nelson Captain Grubbs  
Captain Moldrup

**I. Quorum Established:** By Chairman Snead at 12:01 p.m.

**II. Pledge of Allegiance:** Led by Director Schoen.

**III. Consent Agenda:**

- A. Approve December 21, 2009 Minutes
- B. Approve 2009 & 2010 Expenditures
  - a) 2009 Budget Expenditures
  - b) 2010 Budget Expenditures
  - c) Facilities, Maintenance & Repairs Expenditures
  - d) Juvenile Transports
  - e) Seizure Expenditures
  - f) Edward Byrne Justice Assistance Grant( JAG)-Recovery Act
- C. County Inmate Medical Expenditures

Kearns moved to approve consent agenda items A and B as presented. Urban seconded the motion. The motion passed 6-0.

**IV. General Agenda:**

**D. Additions/Deletions:** Director Schoen wished to postpone agenda item F, Child Care Packs until the members from Westview Community Church arrive.

The Board agreed with Director Schoen's recommendation and the agenda item was postponed.

**E. Public Comment:** None

**F. Community Advisory Board Update:** Community Advisory Board (CAB) Chairman Trent Armbrust provided the Board an update on CAB activities over the past few months. Armbrust explained that the CAB currently consists of ten members. Those members are Chairman Trent Armbrust, Vice Chairman Mo Hosni, Jerry Boettcher, Kathleen Greene, Steve Hargrave, Heather Lansdowne, Jeff Levin, Tiffany Powell, Dick Seaton and Clay Taylor. The CAB is in the process of adding two more members, one of which is a representative from the Kansas State University Student Body and the other from Fort Riley.

At a recent meeting of the CAB, members were provided a tour of the Riley County Police Department and were introduced to Command Staff. The CAB now plans to spend time getting to know each other as a group and learn more about the functions and activities of the police department. The CAB will then begin discussions on issues brought forth by Director Schoen and the community. Armbrust requested the Law Board approve the CAB By-laws as presented.

Snead thanked Armbrust for volunteering to serve and chair the Community Advisory Board.

Kearns moved to approve the CAB By-laws as presented. Wilkerson seconded the motion. The motion passed 6-0.

**G. Jail Expansion Update:** Captain Grubbs reported that as of January 14, 2010 the air compressors responsible for all security doors in the facility were moved to their new location. The air compressors are significant because they are responsible for all of the security doors in the facility which run pneumatically. This resulted in “key access” only to the living and housing areas during the transfer. The interior detention furniture is currently being installed in all of the cells. All ductwork is 99% completed. The final connections for the plumbing are 99% completed and the overall electrical work is anywhere from 75-100% completed. Installation of the control room mother board and all sensors has begun in the second control room of the new addition. If weather is favorable, Midland Concrete will begin exterior work on the entry steps, parking, walkways, light pole bases and drive.

**H. Child Care Packs:** Director Schoen explained that from time to time community groups contact the Department with an offer of assistance. Westview Community Church is one of those groups that have contacted the Department wanting to provide child care packs. These packs contain basic necessities to help children who in transition and in need. The bags are age appropriate depending on the child.

Westview Community Church has been working with Officer Matt Gambrel and established a program whereby they furnish the Department with child care packs. They have agreed to replace them as they are used. No one likes seeing children in the circumstances that police officers often do. The children aren't always in the best of family situations. They are caught up in things that no one would want to see children involved in and it is traumatic for them. Westview Community Church took it upon them to do something to try to help the children which merit recognition.

Director Schoen presented the representatives from Westview Community Church with a Certificate of Appreciation for their donation of child care backpacks to the Riley County Police Department.

Georgia Briggs of Westview Community Church commented that Marry Bell was the first to mention the idea of contacting the police department to store and provide children with the packs when they are experiencing transition. They were looking for a place that would be available 24 hours 7 days a week. That is how the partnership with the Department began. Briggs said she is glad the Department was open to the idea and agreeable to distributing the packs.

Marry Bell wished to add that she and Briggs were foster parents for some time. Many times she would receive children in the middle of the night carrying nothing more than a blanket and a diaper. She would have the child in her care until they went to court to be adjudicated. She and members of Westview thought this program would be helpful to police, caregivers and children in need.

Snead thanked the members of Westview Community Church for stepping up to meet this need of the children in the community.

**I. Strategic Multi-Year Plan Cost Projections:** Snead reminded the Board that they previously reviewed the Strategic Multi-Year Plan and asked administration to provide cost clarifications to give a sense of what the implications might be.

Assistant Director Doehling explained that the Department's Strategic Multi-Year Plan for years 2010 through 2014 was drafted and presented to the Law Board. Included within the plan are anticipated personnel levels and capital improvements. Included in the packets is an addendum containing cost projections for the personnel and capital improvements that were listed in the original report and overall budget projections.

Doehling noted that probably the largest area of concern is the anticipated budget increase category which is addressed on page 41 of the packet. The projections provided are estimates. The Department tried to guess the increase in personnel costs for each year. What was not included in the anticipated budget increase was a Cost of Living Allowance (COLA). One can see that the potential budget increases are due to the personnel and operating costs. In addition to personnel and operating costs, the potential overall budget increase ranges around four to five percent for each year. Once again, that is a guess and it is the best projection that can be made at this time. Hopefully the report provides some indication of where the Department is going to try to go over the next four years.

Kearns said according to his calculations, the Department is looking at a 19.5% increase over the next four years. Based on the percentages that were provided, that equates to approximately \$3,100,000.00. Kearns said he does not believe that the people of Riley County would be very happy with such a substantial increase. He feels there is a need for the Department to look how they can use the city and county resources to absorb some of the costs. This would be a tremendous increase in the Department's budget over four years. The community likes good police work, but there is a difference between perfect and good. Perfect is often expensive.

Snead agreed it is a significant increase; however, the addendum provides the Board with cost projections, not the final budget. The budget can be reworked at which time the Board can address the percentages, assumptions and proposals to decide if they are appropriate to implement for the Department and the constituency being served. The cost projection is important to get a sense of what the needs are of the Department and will serve as background material as they wade into budgeting planning for 2011.

**J. 2011 Budget Preparation Timeline:** The following is the proposed timeline for development of the 2011 RCPD budget.

At the January 19, 2010 Law board meeting, discuss, modify as necessary and approve the 2011 budget development timeline.

At the February 16, 2010 Law Board meeting, provide the Board with an update on the 2009 budget.

During the month of March conduct special Law Board meetings as the Board deems necessary to begin preliminary budget discussions and obtain Law Board guidance.

At the April 19, 2010 Law Board meeting, update the Board on budget development and provide a draft 2011 budget. Determine the need for additional special Law Board meetings as necessary for budget development.

At the May 17, 2010 Law Board meeting, approve a budget of expenditures for publication prior to the mandatory public hearing.

No later than June 10, 2010 publish the proposed 2011 budget of expenditures in the Manhattan Mercury.

At the June 21, 2010 Law Board meeting, conduct a public hearing on the 2011 budget of expenditures and formally adopt the budget.

On or before July 5, 2010 certify to the Riley County Board of County Commissioners a budget of expenditures for the 2011 operation of the Riley County Law Enforcement Agency/Riley County Police Department.

**K. Review of 2009 RCPD Goals:** Included in the Law Board packet was a review of the progress of the 2009 Departmental goals. Each goal was listed along with a summary of activities related to that goal. Schoen reviewed each goal and reported that with one minor exception, all had been achieved.

**L. 2010 Proposed RCPD Goals:** Director Schoen briefed the Board reference the seven proposed goals for 2010. Schoen said that the goals will be a major undertaking. He is not entirely certain the Department will accomplish all of them in 2010, but they need to be done and

resources will be devoted to completing them. Pending additional input from the Board he recommended the Law Board approve the 2010 proposed goals.

Urban commended Director Schoen and members of the Department on their hard work developing the goals. She recommended the Department add one goal to address the upcoming changing needs of the community. With the construction of the National Bio and Agro-Defense Facility (NBAF) and changes that Fort Riley brings, she would like a goal to address how the Department will adjust to meet those needs.

Schoen said that was attempted in part with the Multi-Year Plan and cost projections. In terms of staffing, the plan addresses where we feel we need to go. The Flint Hills Regional Growth Plan indicated that we are going to be exactly where we find ourselves now, and that is recognizing that the need for services will outrun the tax base to pay for them. The question that will be in front of us all is how to address that. In essence there are two approaches, one is to get ready a head of time and the other is to wait until it is needed then begin to address it. That means by definition that it is going to occur a year or two after it is needed. That is a fine line to draw.

Additionally, the Department will be doing other things to try to address how to adjust to meet the changing needs of the area. It was his hope that it would be one of the tasks of the CAB to try to determine where the Department needs to be, is there community support for it, does the Department need to grow, and whether or not what is being considered is acceptable in terms of the impact it would have on taxes. All of those questions he can see the CAB wrestling with and providing feedback.

Schoen stated that he does not have a problem including language as a 2010 goal, but he believes it is going to happen anyway. If including it as a goal makes it more formal then he is comfortable doing so.

Urban said she felt it was appropriate to add it as one of the 2010 goals, especially given all of the changes that the community will begin seeing as early as this year. Obviously it will be an ongoing goal for several years.

Kearns recommended the addition of two goals for 2010. The first would be to work with the City and County on bulk purchases in an effort to cut costs. The second would be to liaison with the smaller communities in the county on a routine basis to keep them informed of Department activities, interactions and crimes that are occurring.

Snead concurred with Kearns' recommendation. Snead added one more goal for consideration pertaining to updating statutes and legislation relative to the Riley County Police Department. To undertake the development of statute revisions, small or significant, may not be something that can be accomplished in this legislative session. Over the course of the year the Department can work with the City and County to update the statutes so they are current.

Morris-Hardeman suggested members of the CAB review the 2010 proposed goals and provide input. In her opinion, the only thing missing is the citizen's perspective. She thanked the

Department for providing objective oriented goals rather than purchase or acquisition related goals.

Snead suggested the Board allow RCPD administration to draft the additional 2010 goals in anticipation of February consideration and adoption. There might be other goals that come forward between now and the next Law Board meeting. If the Board had any additional goals, he asked that they forward them to Director Schoen for inclusion in the final document.

**M. Executive Session:** At 1:03 p.m. Urban moved to go into executive session for the purpose of discussing attorney client privilege, non-elected personnel matters and FOP contract negotiation issues until 1:33 p.m. Kearns seconded the motion. The motion passed 6-0.

The Board returned from executive session at 1:33 p.m.

At 1:33 p.m. Urban moved to return to executive session for the purpose of discussing non-elected personnel matters until 1:50 p.m. Morris-Hardeman seconded the motion. The motion passed 6-0.

At 1:50 p.m. Kearns moved to return from executive session. Wilkerson seconded the motion. The motion passed 4-0.

**N. Director's Contract:** No action was taken.

**O. Affirmation or Revocation of Discipline:** Kearns moved to affirm the Directors disciplinary actions. Morris-Hardeman seconded the motion. The motion passed 4-0.

**P. Adjournment:** Kearns moved to adjourn the meeting. Morris-Hardeman seconded the motion. The motion passed 4-0. The January 19, 2010 Law Board meeting adjourned at 1:51 p.m.