



**Board of Pottawatomie County Commissioners**  
**Regular Meeting Minutes**  
**January 6, 2020**

612 E Campbell  
Westmoreland KS 66549  
[www.pottcounty.org](http://www.pottcounty.org)

Public Works / Sunflower Room

8:30 a.m.

District 1 – Deloyce McKee

District 2 – Dennis Weixelman

District 3 – Travis Altenhofen

**1.0 8:30 AM CALL TO ORDER REGULAR MEETING WITH FLAG SALUTE**

Attendee Name	Title	Status
Travis Altenhofen	County Commissioner (Chair)	Present 8:30 a.m.
Dennis Weixelman	County Commissioner (Vice Chair)	Present 8:30 a.m.
Deloyce McKee	County Commissioner (Member)	Present 8:30 a.m.
Nancy McCarter	County Clerk	Present 8:30 a.m.
Chad Kinsley	County Administrator	Present 8:30 a.m.
John Watt	County Counselor	Present 8:30 a.m.
Mark Portell	Wamego Times	Present 8:30 a.m.
Janell Ralph	Engineering Aide	Present 8:30 a.m.
Crystal Malchose	HR Director	Present 8:30 a.m.
Peter Clark	Public Works Director	Present 8:30 a.m.
Dorothy Campbell	Resident	Present 8:30 a.m.
Greg Riat	Resident	Present 8:35 a.m.
Derek Simmons	KMAN	Present 8:35 a.m.
Tim Eisenbarth	Noxious Weed Director	Present 8:40 a.m.
Gregg Webster	Zoning Administrator	Present 8:45 a.m.
John Keller	County Planner	Present 8:45 a.m.
Shane Jager	Sheriff	Present 9:20 a.m.
Doug Adams	Under Sheriff	Present 9:20 a.m.
Robert Krohn	City of Westmoreland	Present 9:50 a.m.
Heather Gladbach	Finance Officer	Present 9:50 a.m.

**2.0 Service Awards:** Commissioners presented service awards to Janell Ralph for 15 years of service and to Deloyce McKee for 5 years of service.

**3.0 ROUTINE ITEMS:**

**3.1** Weixelman moved to approve the agenda. McKee seconded, carried 3-0.

**3.2** McKee moved to approve December 30, 2019 minutes as amended. Weixelman seconded, carried 3-0.

**4.0 CONSENT ITEMS:**

**4.1** Ledger Transactions: 12/31/2019 totaling \$725,976.89 and 12/31/2019 totaling \$328.58  
Commissioners moved to end of meeting.

**5.0 PUBLIC COMMENTS: none**

**6.0 DEPARTMENT UPDATES & ACTION ITEMS:**

**6.1 Commission: Meeting Updates and upcoming meetings:** Blue Township, National Bio and Agro-Defense Facility (NBAF), and Flint Hills Regional Council. Commissioner Altenhofen stated he would resign from the Pawnee Mental Health Board and Flint Hills Area Transportation Agency (ATA) Board.

**6.2 Administration:** Chad Kinsley informed commissioners of his meetings this week: Wicked Marathon, Wage Study with Arnold Group, Blue Township and the Green Valley EMS punch list will be this Friday. Commissioner Weixelman expressed concerns about the proposed wage study. Commissioner McKee required some background on the Arnold Group.

**Action Item:** Kinsley presented the 2019 inventory for approval, Commissioners Weixelman moved to approve and sign the inventory. Commissioner Altenhofen seconded, carried 3-0. *(Document signed)*

Kinsley informed commissioners of a couple last minute budget adjustments: \$325 from unclassified into commissioners to cover mileage and \$3,750 from utilities fund to pay benefits. Crystal Malchose provided a copy of the current recruitments as of January 6, 2020.

**6.3 Counselor:** John Watt reported he was working on the tax foreclosures and that the condemnation with the Prairie Hawg property should be close to finalizing.

**6.4 Noxious Weed:** Tim Eisenbarth presented the 2020 Kansas Department of Transportation noxious weed spraying contract for approval. Discussion occurred concerning the labor and equipment amounts and it was agreed \$27.00 for labor and \$40.00 for equipment. Commissioner Weixelman moved to approve to submit the County Agreement to treat Noxious Weeds. Commissioner McKee seconded, carried 3-0. *(Document signed)*

## 6.5 Zoning:

**6.5a Rezoning Request:** Gregg Webster and John Keller presented a rezoning request to change the zoning on a tract within Lot 1 Crestview Subdivision Unit 2, from a zoning of commercial highway (“CH”) to general commercial (“C”). Commissioner Altenhofen moved to adopt Resolution 2020-3 approving the changing from CH to C. Commissioner McKee seconded, carried 3-0. *(Document signed)*

**6.5b Washington Heights No. 8 Final Plat:** Gregg Webster presented a Planning Commission and Staff recommendation to approve the final plat of “Washington Heights Subdivision No. 8. The request is to combine non-conforming lots within and older subdivision. Commissioner McKee moved to approve the final plat presented. Commissioner Altenhofen seconded, carried 3-0. *(Document signed)*  
Gregg Webster provided the December building permit report.

## 7.0 NEW BUSINESS:

**Discussion concerning Riley County Police Departments service in Pottawatomie County:** Commissioner Altenhofen provided a better understating of the funding percentages and mill levies for the City of Manhattan within Pottawatomie County and Riley County. What Altenhofen described it a discrimination to Pottawatomie County taxpayers by not covering the Pottawatomie side, there needs to be a plan put in place. A couple of action items to look into would be; having someone from Pottawatomie County sit on the RCPD Board and a sales tax formula could be utilized.

**10:00 a.m.** Chair declared bids closed for Gwaltney Subdivision and Willow Glen Unit I temp notes. Heather Gladbach provided bid information for Gwaltney Subdivision and recommended awarding the bid to Kaw Valley State Bank as they had the lowest interest at 1.88%. Commissioner Altenhofen moved to adopt Resolution 2020-01 authorizing the issuance of \$655,000 temporary note to Kaw Valley State Bank at an interest rate of 1.88%. Commissioner McKee seconded, carried 3-0.

*(Document signed)*

Heather Gladbach provided bid information for Willow Glen Unit I and recommended awarding the bid to Kaw Valley State Bank as they had the lowest interest at 1.83%. Commissioner Altenhofen moved to adopt Resolution 2020-02 authorizing the issuance of \$1,115,000 temporary note to Kaw Valley State Bank at an interest rate of 1.83%. Commissioner McKee seconded, carried 3-0. *(Document signed)*

Gladbach informed commissioners that staff is still reviewing requests for proposal for a bond counsel and would bring the commissioners a recommendation on January 27, 2020.

## **Continued**

### **6.6 Public Works:**

Peter Clark briefed the commissioners on the status of the Fleet Maintenance Facility concerning items with the City of Westmoreland; building permit has been issued and they are still working on the closing of Cochran St. The City of Westmoreland has expressed concerns with the condition of Campbell Street, currently the County and City have an agreement at 50/50 cost for maintenance of the street, but the city would like a longer-term repair. There is 2,700 feet of improvements needed and minor widening; the cost estimate for the improvements is \$150,000 to \$200,000. Peter proposed the County pay for the widening and asphalt if the City would pay for the reclamation. Commissioner Weixelman moved to continue with patching and to incorporate into the 2021 County Budget for 4 to 4 ½ inches asphalt to the road; the County will also be responsible for striping and marking and to proceed with a proposal, that the commissioners are interested in working through the Campbell St. Project. Commissioner McKee seconded, carried 3-0.

Clark outlined several bridge projects and reported the Shoeman/Belvue Bridge has issues with the substructure not the decking but rivets/connections are showing rust but overall it is in pretty good shape. Commissioner Weixelman requested patching on the bridge this spring. Commissioner McKee requested exploring a military grant to repair or replace the bridge as well as a bridge over the Blue River, McKee will get Clark the information he needs.

Commissioner Weixelman requested updated information on the Elm Slough Road Project.

Clark informed commissioners on a gravel road improvement project on Oak Grove Road; 600 feet. Commissioner Altenhofen moved to change the current policy from 50/50 cost to 100% cost on property owner. Chair declared motion died for lack of second. Commissioner Altenhofen moved to change the current policy from 50/50 cost share to 50/50 with the County contribution maximum at \$2,500 for dirt to gravel road improvements. Commissioner Weixelman seconded, carried 3-0.

### **UNFINISHED BUSINESS 4.0 CONSENT ITEMS:**

**4.1** Ledger Transactions: 12/31/2019 totaling \$725,976.89 and 12/31/2019 totaling \$328.58  
Commissioner Altenhofen moved to approve consent items. Commissioner McKee seconded, carried 3-0. *(Document signed)*

**8.0 Adjournment:** Chair declared meeting adjourned at 11:37 a.m.

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Chair, Deloyce McKee

seal

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Vice Chair, Dennis Weixelman

*Attest:*

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County Clerk, Nancy McCarter

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Member, Greg Riat