



**Board of Pottawatomie County Commissioners**  
**Regular Meeting Minutes**  
**August 31, 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 – Greg Riat

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

Attendee Name	Title	Status
Greg Riat	County Commissioner, Member	Present 8:30 a.m.
Dennis Weixelman	County Commissioner, Vice Chair	Present 8:30 a.m.
Deloyce McKee	Chair Commissioner, Chair	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.
Steve Minton	Resident	Present 8:30 a.m.
Heather Gladbach	Finance Officer	Present 8:30 a.m.
Dorothy Campbell	Resident	Present 8:30 a.m.
Peter Clark	Public Works Director	Present 8:30 a.m.
Dustin Newman	Assistant Public Works Director	Present 9:15 a.m.
Andrea Umscheid	Operations Officer	Present 9:50 a.m.
Duane Jackson	Ebert Construction	Present 9:55 a.m.
Charlie Nadvornih	Hamm, Inc.	Present 9:55 a.m.
Steve Bartholomew	Smokey Hill	Present 9:55 a.m.
Nathan Bergman	Bartlett & West	Present 9:55 a.m.
Frank McMahom	Amino Brothers	Present 9:55 a.m.
Jack Allston (via zoom)	Economic Development	Present 10:00 a.m.
Dave Arteberry (via zoom)	Stifle, Nicolaus & Company	Present 10:15 a.m.
Adrian Serene (via zoom)	Kutak Rock	Present 10:15 a.m.
Tyler Ellsworth (via zoom)	Kutak Rock	Present 10:15 a.m.

**2.0 ROUTINE ITEMS:**

- 2.1 McKee moved to approve today’s agenda as amended. Riat seconded, motion carried 3-0.
- 2.2 Weixelman moved to approve August 24, 2020 meeting minutes. Riat seconded, carried 3-0.

**3.0 CONSENT ITEMS:**

- 3.1 Tax Correction: ONAG0012 Onaga City 93.08-
- 3.2 Blue Township Fire Board appointments: Dustin Taylor & Nita Wiley

Commissioner Weixelman moved to approve all consent items. Commissioner Riat seconded, motion carried 3-0. *(Document signed)*

**4.0 Comments from the Public: none**

**5.0 DEPARTMENT UPDATES & ACTION ITEMS:**

5.1 **Commission:** Commissioners discussed Regional Library, Fleet Facility, Road issues, COVID meetings via zoom and one live meeting in Topeka along with the challenges with the COVID Funding.

**5.2 Administration:** Chad Kinsley reported he has a meeting Wednesday concerning open enrollment with Benefits Direct. Sales tax numbers are up 66 thousand from last year this time. Commissioner McKee questioned online purchases within 66502 zip code, and how the tax was being collected. Administration will look into the question.

**5.2a RFP for CDGB-CV Project Grant Administrator:** Heather Gladbach presented two requests for proposals for the project: Ranson Citycode with a fee of 10% (\$13,200) and Debby Werth with a fee of \$7,500. Gladbach recommended Werth. Commissioner Riat moved to accept the proposal from Werth. Commissioner Weixelman seconded, motion carried 3-0.

Heather Gladbach provided commissioners with information concerning Heritage Trust Fund Grant. The grant has an annual deadline of November 2nd each year, and is an 80/20% match up to \$90,000. Commissioner McKee requested Gladbach inform the other historical societies within the county about the grant program.

Heather Gladbach inquired about putting delinquent sewer accounts on the tax roll and informed the commissioners that all properties have been adjusted to meet current policy. Gladbach requested including penalties and interest as well as late sewer fees on the tax statements in order to keep things fair. Commissioner Riat moved to enforce late sewer bills by putting them on the tax roll and to include penalties and interest. Commissioner Weixelman seconded, as long as the property owner gets good advanced notice. Motion carried 3-0.

**5.3 Counselor:** John Watt reported on current tax foreclosure items.

**5.4 Public Works:**

Peter Clark requested approval for an equipment lease agreement for three skid steers at \$7,750 per unit. After discussion of cost per hour and hours used, commissioners would like more information and make sure all vendors are offered the agreement information.

Peter Clark informed commissioners of a drainage issue in Blackjack Estates Unit 2. This issue in the lower south end of the subdivision. The solution would be to up size tubes and crossroad tubes, remove the berm, and line the ditch with rock. Projected cost of the project is 20 to 25 thousand. Commissioners agreed to bring the topic back on September 14, after visiting with the engineer from the original project.

Peter Clark outlined other projects such as culverts, bridges and gave a timeline.

**6.0 NEW BUSINESS**

**6.1 10:00 a.m. Bid Opening for Highway 24 & Green Valley Road Project:** Chair declared bidding closed. Peter Clark opened and read the bids:

Bidder	bid bond	add#1-16	Total
Amino Bros	x	x	4,121,316.35
Ebert	x	x	4,031,917.51
Hamm	x	x	4,029,984.84
Smokey Hill	x	x	4,738,913.70
Eng. Est. Bartlett & West			3,314,136.40

Staff will review the bids and return with a recommendation, September 14, 2020.

**6.2 Temp Note Sale Resolution:** Dave Arteberry, Adrian Serene and Tyler Ellsworth briefed commissioners on the General Obligation Temporary Note Plan and how it will be consolidated into a

single note along with other outstanding notes. The first step is to issue a resolution authorizing the public sale of the approximately \$11,630,000 principal amount. October 1, 2020 would be the sale date. Commissioner McKee requested clarification on developers payments and if it would cause them to pay more. Arteberry stated they would be better off with a consolidated note. Tyler explained the proposed resolution and how the County Administrator, County Clerk and the County Finance Officer would be authorized and directed to receive bids for the purchase of the notes on behalf of the County. Commissioner Weixelman moved to adopt Resolution 2020-41 as presented. Commissioner Riat seconded, motion carried 3-0. *(Document signed)*

Adrian Serene requested setting a hearing date for Heritage Hills, Nelson Ridge Unit 1, Whispering Meadows, and Heritage Hills Unit 2 on September 21, 2020 at 10:00 a.m. Commissioner McKee moved to set the hearing date as requested. Commissioner Weixelman seconded, motion carried 3-0.

#### **Other Business:**

Peter Clark and Dustin Newman clarified that John Deere, Bobcat and KanEquip were contacted about the lease agreement for skid steers and stated they were not interested.

#### **7.0 WORK SESSION:**

**7.1 CARES Funding:** Andrea Umscheid provided commissioners with the COVID 19 recovery grant information and a copy of the memorandum of understanding (MOU) to be sent out to businesses. Commissioners agreed with the wording of the MOU and agreed to send it out and to move forward with the proposed business process. Umscheid requested approval to move forward with radio communication tower. Commissioner Riat moved to keep the tower on the list and proceed with the purchase. Commissioner McKee seconded. Commissioner Weixelman wants hard paper bids. Motion carried 3-0. Andrea Umscheid agreed to put together a more detailed list of other proposed items later.

#### **8.0 EXECUTIVE SESSION:**

8.1 Commissioner Riat moved to recess to executive session to begin at 11:25 a.m. for up to 20 minutes under: personnel matters of individual non-elected personnel, *(K.S.A. 75-4319 (b)(1))* subject employee evaluation. Commissioner McKee seconded, motion carried 3-0. Regular meeting resumed at 11:45 a.m. Commissioner Weixelman moved to return to executive session for another 10 minutes. Commissioner McKee seconded, motion carried 3-0. Regular meeting resumed at 11:55 a.m. with no action as a result of the session.

8.2 Commissioner Weixelman moved to recess to executive session to begin at 11:58 a.m. for up to 20 minutes under: personnel matters of individual non-elected personnel, *(K.S.A. 75-4319 (b)(1))* subject employee evaluation. Commissioner McKee seconded, motion carried 3-0. Others in attendance were Chad Kinsley. Regular meeting resumed at 12:18 p.m. Commissioner Weixelman moved to return to executive session for another 15 minutes. Commissioner McKee seconded, motion carried 3-0. Regular meeting resumed at 12:33 p.m. Commissioner Weixelman moved to return to executive session for another 10 minutes. Commissioner McKee seconded, motion carried 3-0. Regular meeting resumed at 12:43 p.m. As a result of the meeting Commissioner Weixelman moved to extend the County Administrators contract for another year pending Kinsley acceptance. Commissioner Riat seconded, motion carried 2-0. Commissioner McKee abstained.

**General Discussion:** Commissioner discussed the need to identify what properties within the County are on the Historical Register.

**8.0 Adjournment:** Chair declared meeting adjourned at 12:51 p.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