



Board of Pottawatomie County Commissioners
Regular Meeting Minutes
January 8, 2018

612 E Campbell
Westmoreland KS 66549
www.pottcounty.org

Public Works / Sunflower Room

8:30 AM

District 1 – Deloyce McKee

District 2 – Dennis Weixelman

District 3 – Travis Altenhofen

8:30 AM Pledge of Allegiance and call to order as Board of Commissioners:

Attendee Name	Title	Status
Dennis Weixelman	County Commissioner (Chair)	Present 8:30 a.m.
Deloyce McKee	County Commissioner (Vice Chair)	Present 8:30 a.m.
Travis Altenhofen	County Commissioner (Member)	Present 8:30 a.m.
Nancy McCarter	County Clerk	Present 8:30 a.m.
Robert Reece	County Administrator	Present 8:30 a.m.
John Watt	County Counselor	Present 8:30 a.m.
Crystal Malchose	HR Director	Present 8:30 a.m.
Dave Strifler	Transportation	Present 8:30 a.m.
Terri Johnson	Public Works Department	Present 8:30 a.m.
Alex Kinderknecht	Deputy	Present 8:30 a.m.
Lisa Redmond	Field Appraiser	Present 8:30 a.m.
Andrea Karnes	Office Manager County Attorney	Present 8:30 a.m.
Ken Lamb	Lead Patrolman	Present 8:30 a.m.
Shane Jager	Undersheriff	Present 8:30 a.m.
Betty Abitz	Register of Deeds	Present 8:30 a.m.
Terri Johnson	Solid Waste Clerk	Present 8:30 a.m.
Dorothy Campbell	Resident	Present 8:30 a.m.
Chad Kinsley	Management Assistant Operations	Present 8:30 a.m.
Heather Gladbach	Management Assistant Finance	Present 8:30 a.m.
Jim Jenkins	Assistant Public Works Director	Present 8:30 a.m.
Ruby Zabel	Resident	Present 8:30 a.m.
Scott Schwinn	Sanitarian/Landfill	Present 8:30 a.m.
Betty Abitz	Register of Deeds	Present 8:30 a.m.
Gregg Webster	Zoning Administrator	Present 9:00 a.m.
Stephan Metzger	Zoning Enforcement Officer	Present 9:00 a.m.
Peter Clark	Public Works Director	Present 9:30 a.m.
Sage TeBeest	Resident	Present 9:45 a.m.

Service Awards Presented:

Kansas Association of Counties:

William Finn, dispatcher II; Alex Kinderknecht, deputy II; Lisa Redmond, personal property clerk/field appraiser; Audra Stamm, dispatcher II and Dennis Weixelman, county commissioner, for eight years of service. Andrea Karnes, office manager/victim-witness coordinator, and Ken Lamb, lead patrolman, for sixteen years of services. Betty Abitz, register of deeds; Shane Jager, undersheriff; Gregg Webster, zoning administrator; and David Strifler, mini-bus driver, for twenty-four years of service.

Pottawatomie County:

Dave Strifler for 25 years, Terri Johnson for 20 years, John Hageman for 5 years and Jim Jenkins for 5 years of service.

Agenda: Altenhofen moved to approve. Weixelman seconded, carried 3-0.

Minutes: Altenhofen moved to approve December 18, 2017. McKee seconded, carried 3-0.

Documents Signed or Reviewed:

- Signed ledger transactions: \$159.00 dated 12/28/2017, \$728,306.47 dated 12/29/2017 and \$11,072.93 dated 12/30/2017
- Reviewed Blue Valley Townships financial report
- Signed Resolution 2017-100, effective once published
- Reviewed proposed resolution allowing county employees to work as election workers
- Reviewed December 2017 Pottawatomie County Financial Report.
- Signed tax correction: SHUE0001 Blue Twp 91.42, MABE0008 Blue Twp 6,364.38-, ROAD0002 Wamego City 1,520.95, COMM0028 Wamego City 1,520.95-, MIKS0001 St George Twp 30.60-, St Marys City 27.10

Human Resource:

Crystal Malchose presented an amended pay plan for 2018 Pottawatomie County EMS, as it needed some clarification in wording. Commissioner McKee moved to approve as presented. Commissioner Weixelman seconded, carried 3-0. *(Document signed)*

Counselor:

John Watt presented three items for review or approval:

- Olsburg Real Estate Deeds
- Supplemental Interlocal Agreement with the City of Manhattan
- Draft Developers Agreement

Commissioner McKee moved to authorize the signing of all documents related to the sale of the building in Olsburg that sold at auction. Commissioner Altenhofen seconded, carried 3-0.

(Documents signed)

Sanitarian/Landfill:

Scott Schwinn presented December environmental health permits and landfill totals as well as year to date totals and 2017 accomplishments, saying the tire and refrigeration amnesty was very successful.

Administration:

Heather Gladbach presented a year-end budget adjustment document for the chair to sign.

Reece presented several resolutions for adoption:

Commissioner McKee moved to adopt resolution 2018-1, transferring \$385,000 from General Fund Unclassified to Capital Improvement Fund. Commissioner Weixelman seconded, carried 3-0.

(Document signed)

Commissioner Weixelman moved to adopt resolution 2018-2, transferring \$215,000 from General Fund, Unclassified to Equipment Reserve Fund. Commissioner McKee seconded, carried 3-0.

(Document signed)

Commissioner Weixelman moved to adopt resolution 2018-3, transferring \$400,000 from General Fund Road Department to Equipment Reserve Fund. Commissioner McKee seconded, carried 3-0.

(Document signed)

Commissioner Weixelman moved to adopt resolution 2018-4, transferring \$2,708.50 from General Fund Unclassified to Equipment Reserve Fund. Commissioner McKee seconded, carried 3-0.
(Document signed)

Commissioner McKee moved to adopt resolution 2018-5, transferring \$275,000 from Consolidated RFD #1 Fund to Fire Equipment Reserve Fund. Commissioner Altenhofen seconded, carried 3-0.
(Document signed)

Commissioner Weixelman moved to adopt resolution 2018-6, transferring \$900,000 from General Fund Unclassified to Green Valley/HWY 24 Intersection Construction Fund. Commissioner McKee seconded, carried 3-0. (Document signed)

Commissioner McKee moved to adopt resolution 2018-7, transferring \$853,000 from General Fund Road Department to Special Highway Fund and 2018-8 transferring \$1,987,000 from General Fund Unclassified to Special Highway Fund. Commissioner Altenhofen seconded, carried 3-0. (Document signed)

Chad Kinsley presented 2017 inventory, resolution-ordering disposal of surplus personal property and the 2018 County Fee Schedule for approval.

Commissioner Altenhofen moved to approve the inventory as presented and to adopt Resolution 2018-9 ordering disposal of surplus county personal property. Commissioner Weixelman seconded, carried 3-0. (Documents signed)

Commissioner Altenhofen inquired about fees for preparation of cities budgets. Commissioners agreed if the County had to provide more accounting services, additional charges would be considered. Commissioner McKee moved to adopt Resolution 2018-10, a uniform fee schedule. Commissioner Weixelman seconded, carried 3-0. (Document signed)

Register of Deeds:

Betty Abitz presented December 2017 review, a year to date report showing the difference in fees collected for 2016 and 2017 and reported she had a new hire.

Zoning:

Gregg Webster presented December 2017 building permit report and locator map showing new dwelling locations.

Gregg Webster presented a final plat for consideration, Crestview Subdivision Unit II and informed commissioners the KDOT had no need for more right-of-way. Commissioner Altenhofen moved to approve the plat, Commissioner McKee seconded, carried 3-0. (Document signed)

Stephan Metzger invited the commission to the January 18, 2018 Planning Commission meeting. A representative from TischlerBise, Inc. will be there to give an informational presentation regarding impact fees. Metzger asked if the commissioners had any names they would like to add to the list of candidates to consider for the Comprehensive Plan steering committee and informed them the zoning department will be working on a re-write to the zoning districts.

Metzger provided the commissioners with the background of the County's Quarter-Quarter Rule and Paved Road Requirements. After the review, Metzger added:

- Neither regulations is perfect
- There will be numerous pros & cons to any alternative regulation
- Any regulations is going to make people unhappy
- Wait until Comprehensive Plan has been completed before making any changes

- Let Planning Commission take the lead on any changes
- Let the public voice their opinions
- Recognize that change should not be made quickly

Public Comment:

Sage TeBeest met with commissioners to express concerns about HWY 24 and Flush Road intersection. TeBeest informed commissioners she was currently working on getting data from KDOT to see what the issues are and to find a solution to the accidents. TeBeest invited commissioners to attend a St. George Town Hall meeting January 30, 2018 at 7:00 p.m. to hear from the people. She would like to have the County Commissioners behind the team.

Public Works:

Jim Jenkins presented an update of the road and bridge operations and reported on the various projects: Olsburg Fire Station, Planning Zoning Office completion, Wamego Fire and EMS design and the Road and Bridge Shop design.

Peter Clark gave updates on:

- Elm Slough Road Phase I; reviewing design, impacts and easements
- Active Subdivisions: Whispering Meadows Unit V

General Discussion occurred concerning the water supply lines for Whispering Meadows Unit V, and the need to request higher classification lines. Commissioner McKee moved to ask Rural Water #1 to reconsider this type of waterlines. Commissioner Altenhofen seconded, carried 3-0.

Clark presented 2018 Asphalt Projects for approval:

- Asphalt Overlays: 10.2 miles on County roads, .75 miles of asphalt overlays on Rural Roads and .83 miles of 5" asphalt surfacing on Vineyard Road.
- Chip Seals: 25.8 miles of chip seal on County roads, 1.7 miles on Rural Roads
- Agreement to assist cities with chip and seal

Commissioner Altenhofen requested more information on traffic counts and a new method to determine conditions of roads. Peter said the County does not have the equipment needed for testing conditions of asphalt roads and it is not in the 2018 budget. Commissioner McKee moved to approve the proposed 2018 Asphalt Projects, authorize public advertising and bidding for constructions, approve the 2018 Chip Seal Projects and directed staff to make the necessary arrangement to proceed with construction, and approve the solicitation of the cities within the County for City Chip Seal Projects using the City-County Chip Seal Agreement form. Commissioner Altenhofen seconded, carried 2-1. Commissioner Weixelman voting against saying he needed information on the summary of funds for the projects.

Action Items:

Commissioner Altenhofen moved to approve and sign the supplemental interlocal agreement with the City of Manhattan to connect to the City's sanitary sewer system. Commissioner McKee seconded, carried 3-0. *(Document signed)*

Commissioner McKee moved to authorize Robert Reece to sign off on the purchase agreement for Blue Township Fire truck contract. Commissioner Altenhofen seconded, carried 3-0.

Commissioner Altenhofen moved to authorize Robert Reece to sign off on the purchase agreement for a brush truck for St George Fire and a tanker truck for Havensville Fire. Commissioner McKee seconded, carried 3-0.

Commissioner Altenhofen moved to approve the 2018 contract with Pawnee Mental Health Services. Commissioner McKee seconded, carried 3-0. *(Document signed)*

Reorganization:

As this was the second Monday of the New Year, the Board of County Commissioners, 1st District Commissioner, Deloyce McKee; 2nd District Commissioner, Dennis Pat Weixelman; and 3rd District Commissioner, Travis Altenhofen; reorganized for 2018:

Weixelman moved to appoint McKee as Chair, Altenhofen as Vice Chair and Weixelman to serve as member. Commissioner McKee seconded, carried 3-0.

Weixelman moved and McKee seconded to adopt Resolution 2018-11, designating depositories for county monies for 2018. Motion carried 3-0. *(Document signed)*

McKee moved and Weixelman seconded to adopt Resolution 2018-12 requesting to waive the preparation of financial statements in accordance with GAAP for 2018. Motion carried 3-0. *(Document signed)*

McKee moved to adopt Resolution 2018-13 pursuant to K.S.A. 64-101 designation of official county newspaper for 2018 to be Wamego Times. Weixelman seconded, carried 3-0. *(Document signed)*

Commissioners reviewed the current district map, no changes needed.

Reviewed other boards the commissioners will sit on during 2018 and will take action on January 22, 2018 meeting.

Unfinished Business: John Watt informed commission that Bill Bahr, attorney at law, has returned the draft local developers agreement. After general discussion and review of the draft commissioners agreed: Timing for improvements was to short and is nonnegotiable; the pond is for drainage only and should only hold water with no aeration. John Watt will continue to work with Bill Bahr to develop an agreement.

Chair adjourned at 1:00 p.m.

Chair, Deloyce McKee

Vice Chair, Travis Altenhofen

Member, Dennis Weixelman

County Clerk, Nancy McCarter
Board of Pottawatomie County Commissioners

seal

Attest: