



**Board of Pottawatomie County Commissioners**  
**Regular Meeting Minutes**  
**April 2, 2018**

612 E Campbell  
Westmoreland KS 66549  
[www.pottcounty.org](http://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 CALL TO ORDER REGULAR MEETING WITH FLAG SALUTE**

Attendee Name	Title	Status
Deloyce McKee	County Commissioner (Chair)	Present 8:30 a.m.
Travis Altenhofen	County Commissioner (Vice Chair)	Present 8:30 a.m.
Dennis Weixelman	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.
Steve Minton	Resident	Present 8:30 a.m.
Dorothy Campbell	Resident	Present 8:30 a.m.
LeRoy Brunkow	Resident	Present 8:30 a.m.
Peter Clark	Public Works Director	Present 8:37 a.m.
Tim Eisenbarth	Noxious Weed Director	Present 8:43 a.m.
Ross Hill	Wamego Senior Center Board member	Present 9:25 a.m.
Lois Schlegel	County Appraiser	Present 9:25 a.m.
Hal Bumgarner	EMS Director	Present 9:30 a.m.
Katie Glenn	Assistant EMS Director	Present 9:30 a.m.
Stephan Metzger	Zoning Enforcement Officer	Present 9:51 a.m.
Thaniel Monaco	BG Consultants	Present 10:00 a.m.
Matthew Kohls	BG Consultants	Present 10:00 a.m.
Samuel Johnson	BG Consultants	Present 10:00 a.m.
Kyle Minton	County Utilities Operator	Present 10:15 a.m.
John Long	Wamego Senior Center President	Present 10:30 a.m.
Treva Mumaw	Wamego Senior Center Board member	Present 10:30 a.m.
Karla Merryman	Wamego Senior Center secretary	Present 10:30 a.m.

**ROUTINE ITEMS:**

Altenhofen moved to approve the agenda. Weixelman seconded, carried 3-0.  
Altenhofen moved to approve March 26, 2018 minutes. Weixelman seconded, carried 3-0.

**CONSENT ITEMS:**

**3.1:** Tax Corrections: CRES0002 Blue Twp 5,276.36-, STMA0010 St Marys Twp .48-, CITY0006 St Marys City 243.62-, STMA0010 St Marys City 119.76-, CAIN0004 St Marys City 765.28-.

Commissioner Altenhofen moved to approve consent items. Commissioner McKee seconded, carried 3-0.

**COMMENTS FROM THE PUBLIC:**

Steve Minton questioned payments on the Junietta and Moody Roads developer’s agreement. Reece explained the required payments from the developers have been received per out agreement and the money have been deposited in a separate fund as required.

**DEPARTMENT UPDATES:**

**Commissioners:** Discussed other committee meetings attended: Pottawatomie Wabaunsee Regional Library and Regional Work Force.

**Administration: Reece reported:**

- City Commission/County Commission Joint Work Session agenda, April 2, 2018 at 5:30 p.m.
- Pawnee Mental Health funding mechanism meeting Wednesday
- Final general ledger numbers for 2019 budget
- Requested top five topics/projects from each commissioner for budget 2019

**Counselor:** John Watt reported a meeting was scheduled for Monday April 9, 2018 in Topeka concerning Menards with the Board of Tax Appeals and he would be attending.

**NEW BUSINESS:**

**Action Item:** Commissioner Altenhofen moved to authorize the chair to sign the Pottawatomie County Policy and Procedures for Billing and Collections for medical services. Commissioner McKee seconded, carried 3-0. *(Document signed)*

**DEPARTMENT UPDATES CONTINUED:**

**Noxious Weed:** Tim Eisenbarth reported on February and March chemical sales, recycling, household waste totals, and other projects.

**Action Item:** Eisenbarth presented the annual cemetery-mowing contract totaling \$11,258.00. Commissioner McKee moved to authorize the chair to sign the contract as presented. Commissioner Altenhofen seconded. Motion carried 3-0. *(Document signed)*

**Public Works:** Peter Clark presented a general update of the Road and Bridge Department, and then briefed commissioners on a number of projects and activities. Clark presented two contracts for chair to sign, previously approved: 2018 Asphalt Projects with Bettis Asphalt and Green Valley Road with Kolde Construction.

**Action Item:** Clark requested approval to move forward with a grant for Dyer Road. It would be a 90/10 KDOT award for improvements along curves needed near the Little Grill, with an estimated cost to the County of \$67,000 and \$198,000 from the grant. Commissioner McKee moved to go ahead with the safety grant for Dyer Road. Chair declared motion died for lack of second. Commissioner Weixelman moved to table the request and asked Clark to come back to the commission with details of the scope of the project. Commissioner Altenhofen seconded, carried 3-0.

**NEW BUSINESS:**

**Appraiser:** Lois Schlegel presented an agreement with TEAM Consulting LLC for approval. Commissioner Altenhofen moved to approve the agreement with Team Consulting LLC to assist in reviewing commercial appraisals. Commissioner Weixelman seconded, carried 3-0. *(Document signed)*

**OLD BUSINESS:**

**EMS:** Reece informed commission on delivery of a new EMS replacement truck, delayed from 2016 due to the service transferring to County management. He also updated the commission on the delivery status of the 2017 replacement unit, delayed for the same reason. Reece outlined the annual

EMS calls within Blue Township area. John Watt reported Riley County would like to work out a short-term agreement for making runs into Pottawatomie. They want a reimbursable formula in the agreement; they need to work out a rate and methodology. Commissioner Weixelman recommended continuing to work with Riley County to develop a formula and he would like information for staffing another station along with pay comparisons.

*Commissioner recessed at 10:00 a.m. and reconvened at 10:10 a.m.*

**Zoning:** Stephen Metzger presented article 7 of the Unified Development Regulations for approval. Changes in Article 7 concern reorienting the CN, C, and CH zoning districts into three distinct districts differentiated by the form those districts should take. Commissioner Weixelman moved to approve the written draft of Article 7. Commissioner Altenhofen seconded, carried 3-0

**Other Business, Wamego Senior Center:** Ross Hill requested funding for replacing the ceiling and accordion door in the Wamego Senior Center. Commissioners requested a more itemized/detailed request from the Wamego Senior Center Board and agreed to review the request. It would need to be in the County Budget.

**Blue Township Sewer Masterplan:** Thanield Monaco, Matthew Kohls and Samuel Johnson outlined the Blue Township Sewer Master Plan:

- o Existing system outline
- o Condition assessment (15 areas needing point repair)
- o Existing and future land use assessment
- o Sewer modeling
- o Phase I “near term” capital improvements
- o Connection fees
- o User rate analysis
- o Development Policy

The purpose of the presentation was to provide commission with information that identifies the need for infrastructure planning, implementation and to present funding alternatives for their consideration.

*Commissioner McKee excused herself at 12:15 p.m.*

Altenhofen moved to adjourn at 12:18 p.m. Weixelman seconded, carried 2-0.

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Chair, Deloyce McKee

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Vice Chair, Travis Altenhofen

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Member, Dennis Weixelman

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County Clerk, Nancy McCarter  
*Board of Pottawatomie County Commissioners*

seal

*Attest:*