



Board of Pottawatomie County Commissioners
Regular Meeting Minutes
January 7, 2019

612 E Campbell
Westmoreland KS 66549
www.pottcounty.org

Sunflower Room 612 E Campbell Westmoreland KS

8:30 AM

District 1 – Deloyce McKee

District 2 – Dennis Weixelman

District 3 – Travis Altenhofen

8:33 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.
John Watt	Counselor	Present 8:30 a.m.
Robert Reece	County Administrator	Present 8:30 a.m.
Steve Minton	Resident	Present 8:30 a.m.
Dorothy Campbell	Resident	Present 8:30 a.m.
Peter Clark	Public Works Director	Present 8:30 a.m.
Harry Cook	Appraisers Office	Present 8:30 a.m.
Rebecca Roggenkamp	Appraisers Office	Present 8:30 a.m.
Lois Schlegel	Appraiser	Present 8:30 a.m.
Lisa Wright	Treasurer	Present 8:30 a.m.
Heather Gladbach	Management Assistant Finance Officer	Present 8:30 a.m.
Chad Kinsley	Management Assistant Operation	Present 8:30 a.m.
Crystal Malchose	HR Director	Present 8:30 a.m.
Tim Eisenbarth	NXWD Director	Present 8:30 a.m.
Andrea Karnes	Victim Witness Coordinator, Office Manager	Present 8:30 a.m.
Sherri Schuck	County Attorney	Present 8:30 a.m.
Eric Green	Sheriff's Office	Present 8:30 a.m.
Stephan Metzger	Assistant Planner/Zoning Enforcement Officer	Present 8:50 a.m.
Gregg Webster	Zoning Administrator	Present 9:00 a.m.
John Keller	County Planner	Present 9:00 a.m.
Scott Campbell	Facility Manager	Present 9:30 a.m.

SERVICE AWARDS PRESENTED:

KAC Service Awards

8 years Colby Area, Sheriff's Office (*not present*), 16 years Rebecca Roggenkamp, Appraiser's Office, Sherri Schuck, County Attorney, and Eric Green, Sheriff's Office and 32 years Sharon Strifler, Health Department.

County Service Awards:

15 years Harry Cook, Appraiser's Office and 10 years D. Pat Weixelman, Commissioner.

ROUTINE ITEMS: Altenhofen moved to approve the agenda. Weixelman seconded, carried 3-0. Weixelman moved to approve December 27, 2018 minutes. Altenhofen seconded, carried 3-0.

DEPARTMENT UPDATES & ACTION ITEMS:

Administration:

Chad Kinsley requested Michelle Long be appointed to the 18 County Board of Directors, this appointment is to correct a previous appointment stating it was an advisory board when in fact it should have been worded board of directors. Commissioner Weixelman moved to appoint as requested. Commissioner Altenhofen seconded, carried 3-0. *(Letter signed)*

Chad Kinsley presented 2018 inventory for approval. Commissioner McKee moved to approve. Commissioner Altenhofen seconded, carried 3-0. *(Document signed)*

Chad Kinsley presented a resolution for adoption; ordering disposal of surplus county personal property. Commissioner Altenhofen moved to adopt Resolution 2019-1 as requested. Commissioner Weixelman seconded, carried 3-0. *(Document signed)*

Crystal Malchose presented a resolution for adoption; establishing the salaries for elected and appointed officials. Commissioner Altenhofen moved to adopt Resolution 2019-2 as presented. Commissioner McKee seconded, carried 3-0. *(Document signed)*

Heather Gladbach presented an Audit Letter of Engagement from Reese and Novelly, P.A. for the year ending December 31, 2018. Commissioner Altenhofen moved to approve and sign the letter. Commissioner McKee seconded, carried 3-0. *(Document signed)*

Counselor:

John Watt briefed commissioners on the development agreement he is working on.

Treasurer:

Lisa Wright provided commissioners with a department update;

- Driver's License renewals, comparing Nov. & Dec. 17 to Nov. & Dec. 2018
- Taxes outstanding and pay abstract
- Yearend processes
- Upcoming items for January 2019

Heather Gladbach reported on the final budget adjustments (2018-5) needed to close out 2018 finances: GIS \$1,200 to line 8200 from line 8300 and Ambulance \$2,000 from 8300 to 8200.

Noxious Weed:

Tim Eisenbarth presented a lease agreement between Pottawatomie County and George Ebert. Commissioner Weixelman moved and Commissioner Altenhofen seconded to approve and sign a contract with George Ebert for haying at the landfill. Motion carried 3-0. *(Document signed)*

Zoning: Gregg Webster & John Keller presented two re-zoning requests for approval.

- 1) Legatus, LLC, to amend the existing zoning designation on a tract of land from A1-Agriculture, to R2-Two and Three Family Residential.

Commissioner Altenhofen moved to adopt Resolution 2019-3 regarding a zoning change as requested. Commissioner McKee seconded, carried 3-0. *(Document signed)*

- 2) Legatus, LLC, to amend the existing zoning designation on a tract of land from A1-Agriculture, to CN-Commercial Neighborhood.

Commissioner Altenhofen moved to adopt Resolution 2019-4 regarding a zoning change as requested. Commissioner McKee seconded, carried 2-1. Commissioner Weixelman voting against due to development concerns with the school. *(Document signed)*

OLD BUSINESS:

Green Valley Neighborhood Plan:

Stephan Metzger outlined the history of the Green Valley Neighborhood Plan. Then presented the results for the Green Valley Neighborhood Plan survey, 281 surveys were completed. The results are broken down into four broad categories; demographic data, current services, desired new services, and community priorities. The next steps will be for Kaup Law Office to analyze the data; then on January 14, 2019 Jim Kaup will present the findings to the Board of County Commissioners.

Proposed 2019 Facility Improvement Project Plan:

Robert Reece outlined the list of projects and funding sources:

- Administrative Building Bathroom Remodel and repair plumbing issues
- Administrative Office Hall Improvements to lighting, ceiling tile, flooring and walls
- Treasurer Office Remodel Includes moving office to the east
- Administrative Office Building IT Room
- Constructing of Green Valley EMS Building with a Sheriff Training room
- Sunflower Room Remodel: kitchen, flooring, vestibule and commissioners executive chambers
- Noxious Weed Building & Inventory Control
- Health Department and County Extension, new construction
- County Fleet Facility 132x50

Commissioner Altenhofen expressed concern about not issuing debt and had timing concerns about the restroom remodel. Commissioner Weixelman agreed the sewer problems needed to be a priority. Commissioners all agree they needed more information such as designs and layouts. There was a consensus to move forward with the restroom sewer issue, by using a camera inspection in the lines.

CONSENT ITEM:

3.1 Ledger Transactions dated 12.28.18 totaling: \$490,216.34

3.2 Ledger Transactions dated 12.28.18 totaling: \$230.50

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

Executive Session:

Commissioner Altenhofen moved to recess to executive session to begin at 11:05 a.m. for up to 30 minutes under: personnel matters of individual non-elected personnel, *(K.S.A. 75-4319 (b)(1))* subject to be discussed during session; employee performance. Commissioner McKee seconded, carried 3-0. Others in attendance were Robert Reece. Regular meeting resumed at 11:30 a.m. Commissioner Altenhofen moved to return to executive session for another 10 minutes. Commissioner McKee seconded, carried 3-0. Regular session resumed at 11:40 p.m. As a result of the session,

Commissioner Altenhofen moved to change the county sanitarian and the facility manager positions exempt under The Fair Labor Standards Act, (FLSA). Commissioner McKee seconded, carried 3-0.

Adjournment: Commissioner Altenhofen moved to adjourn at 11:39 a.m. Commissioner McKee seconded, carried 3-0.

Chair, Deloyce McKee

seal

Vice Chair, Travis Altenhofen

Attest:

County Clerk, Nancy McCarter

Member, Dennis Weixelman