



Board of Pottawatomie County Commissioners
Regular Meeting Minutes
July 15, 2019

612 E Campbell
Westmoreland KS 66549
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.
Heather Gladbach	Management Assistant-Finance	Present 8:30 a.m.
John Watt	County Counselor	Present 8:30 a.m.
Chad Kinsley	Management Assistant-Operations	Present 8:30 a.m.
Steve Minton	Resident	Present 8:30 a.m.
Dorothy Campbell	Resident	Present 8:30 a.m.
Mark Portell	Wamego Times	Present 8:30 a.m.
Peter Clark	Public Works Director	Present 8:30 a.m.
Crystal Malchose	HR Director	Present 8:30 a.m.
Mary Altenhofen	Resident	Present 8:30 a.m.
Dave Speaks	Resident	Present 8:30 a.m.
Lois Schlegel	County Appraiser	Present 8:40 a.m.
Lisa Wright	County Treasurer	Present 8:40 a.m.
Chris Trudo	EMGT Director	Present 8:45 a.m.
Jared Barnes	Fire Supervisor	Present 8:45 a.m.
Hal Bumgarner	EMS Director	Present 8:45 a.m.
Clint Hibbs	BG Consultants	Present 9:25 a.m.
Brett Ballou	Schultz Project Manager	Present 9:25 a.m.
Tim Eisenbarth	NXWD Director	Present 9:50 a.m.
Dave Nelson	Developer	Present 10:00 a.m.

2.0 ROUTINE ITEMS:

2.1 Weixelman moved to approve the agenda adding Onaga Historical request, developer agreement and an executive session for land acquisition. McKee seconded, carried 3-0.

2.2 Weixelman moved to approve July 8, 2019 minutes. McKee seconded, carried 3-0.

3.0 CONSENT ITEMS:

3.1 Set Hearing date to vacate utility easement in Wildcat Woods Unit 3 Lot 205, August 12, 2019 at 10:00 a.m.

3.2 Set Hearing date to vacate gas line easement in Vincent Subdivision, August 12, 2019 at 10:15 a.m.

3.3 Set Hearing date and time for Willow Glen Unit One (July 29 sewer 9:00 a.m., Street 9:05 a.m. & water 9:10 a.m.)

3.4 Tax Correction: HOOV0003 St George City \$208.12-

3.5 Ledger Transactions dated 7/12/2019 totaling: \$1,168,060.68

3.6 Historical Project application from Onaga Historical Society \$5,000

McKee moved to approve all consent items. Weixelman seconded, carried 3-0. (*Documents signed*)

4.0 PUBLIC COMMENTS: Steven Minton commented on Robert Reece stating he left the County in good standing, the Belvue Bridge and the lost opportunity on the BUILD Grant and expressed other bridge concerns.

5.0 DEPARTMENT UPDATES & ACTION ITEMS:

5.1 Commission:

5.1a Meeting Updates: Flint Hills Regional, Green Valley open house, Economic Development.

5.1b Upcoming Meeting: Joint City/County/County Meeting Thursday July 18, 2019 4:00 p.m. at Manhattan City Commission Room.

5.2 Administration:

- **5.2a** Gladbach recommended approval of a three-year contract with Varney & Associates, CPA's for audit services. McKee moved to approve. Weixelman seconded, carried 3-0.
- Gladbach informed commissioners the lease purchase will close on 8/12/2019 for the fire trucks.
- Malchose asked the commissioners if they would like to have a reception for Robert Reece's retirement.
- Malchose presented an updated non-smoking resolution for consideration.
- Malchose presented a County Policy Manual for commission to review.

Commissioner Altenhofen requested a report on all the current open positions the County has and a report showing leave time balances for 2018-year end.

- **5.2b Budget Presentation Schedule (Thursday July 25):** Commissioner Altenhofen asked if the commissioners had any departments they would like more information on concerning the 2020 Budget. Commissioner McKee moved to approve the 2020 budget as presented. Commissioner Weixelman seconded. Commissioner McKee requested amending her motion to include setting August 12, 2019 at 10:35 a.m. as the public hearing. The Chair allowed the amendment to the motion. Motion carried 3-0. Commissioners directed Peter Clark to be on next week's agenda in order to present all project overviews.
- Gladbach requested setting a notice of hearing to amend the 2019 Budget for Blue Township Sewer Fund on August 12, 219 at 10:30 a.m. Commissioner McKee moved to set the hearing as requested. Commissioner Weixelman seconded, carried 3-0

5.3 Counselor: John Watt presented a resolution for consideration, authorizing and directing a judicial foreclosure of tracts, pieces, or parcels of real estate for delinquent real estate taxes. Commissioner Altenhofen moved to adopt Resolution 2019-52 as presented. Commissioner McKee seconded, motion carried 3-0. *(Document signed)*

5.4 Appraiser: Lois Schlegel provided an update on activities with in her office:

- Board of Tax Appeals Hearings
- Sales for June 2019
- Relist on 2,817 Parcels

- Field and Data Entry Work
- Completing end of year compliance
- Attending Classes
- Working on Neighborhood and Land Analysis

Schlegel informed the commission a contract had been signed with Equitable Solutions, LLC for depreciation tables for out buildings.

5.5 Treasurer: Lisa Wright provided commissioners with a report of taxes collected and reported on delinquent statements, training within her office, currently in the process of hiring a staff member and working on the tax sale listing.

5.6 Emergency Management: Chris Trudo briefed commissioners on lake levels, active violence and animal disease trainings and storms sirens. Trudo also informed commissioners of his projected retirement date, September 27, 2019.

5.7 Fire: Jared Barnes briefed commissioners on year to date response calls, Havensville Grand Opening, washer extractors purchased and annual pump testing.

5.8 Emergency Medical Services: Hal Bumgarner reported on daily operations, inspection of equipment, stock orders, cleaning and lawn care. He stated call volumes are averaging 5.5 per day. Bumgarner presented a report-showing year to date billing and payments.

5.9 Green Valley EMS site plan review: Clint Hibbs, Brett Ballou and Peter Clark presented site plans for the Green Valley EMS proposed station. Clark stated all changes had been made per commissioner's request and they were seeking authorization to go to construction with the design presented. Commissioner Weixelman moved to approve going to construction. Commissioner McKee seconded, carried 3-0.

6.0 NEW BUSINESS:

6.1 County Administrator Position Discussion: Crystal Malchose presented each commissioner with a copy of the current county administrator job description. Commissioners were asked to review the description and finalize it in two weeks.

6.2 Developers Agreement: John Watt presented an agreement between David D. Nelson and the Board of County Commissioners consideration. The agreement is concerning special assessments and bond payments. Commissioner McKee moved to approve Developer Agreement 2019-4. Commissioner Altenhofen seconded, carried 3-0.

7.0 EXECUTIVE SESSIONS:

7.1 Commissioner McKee moved that they recess to executive session for 20 minutes beginning at 10:15 a.m. under the following exception to the Kansas Open Meetings Act: Land Acquisition Exception, preliminary discussions relating to the acquisition of real property KSA 75-4319 (b)(6); to maintain protection and privacy of the owner and purchasers. Commissioner Altenhofen seconded and motion passed 3-0, others in attendance, Peter Clark, Chad Kinsley, Heather Gladbach, Dave Nelson, and John Watt. Regular meeting resumed at 10:31 a.m. no action as a result of the session.

7.1 Commissioner Altenhofen moved to recess to executive session to begin at 10:35 a.m. for up to 30 minutes under: personnel matters of individual non-elected personnel; protection of privacy (K.S.A. 75-4319 (b)(1)) Commissioner McKee seconded, carried 3-0, others in attendance, John Watt, Chad Kinsley and Crystal Malchose. Regular meeting resumed at 11:05 a.m. As a result of the session, Commissioner McKee moved to approve pay increases for the HR Director to \$72,000, Management Assistant-Operation to \$75,000 and Management Assistant-Finance to \$72,000 for meeting the obligations of the county until 1/8/2020. Commissioner Altenhofen seconded, carried 3-0.

8.0 Adjournment: Chair declared meeting adjourned at 11:21 a.m.

Chair, Travis Altenhofen

Vice Chair, Dennis Weixelman

Member, Deloyce McKee

seal

Attest:

County Clerk, Nancy McCarter