



**Board of Pottawatomie County Commissioners**  
**Regular Meeting Minutes**  
**July 29, 2019**

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 – 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.
Chad Kinsley	Management Assistant-Operations	Present 8:30 a.m.
John Watt	County Counselor	Present 8:30 a.m.
Peter Clark	Public Works Director	Present 8:30 a.m.
Mark Portell	Wamego Times	Present 8:30 a.m.
Mary Altenhofen	Resident	Present 8:30 a.m.
Heather Gladbach	Management Assistant-Finance	Present 8:30 a.m.
Bill Flannigan	St Marys Senior Center Board	Present 8:30 a.m.
Steve Minton	Resident	Present 8:30 a.m.
Dorothy Campbell	Resident	Present 8:30 a.m.
Lisa Wright	County Treasurer	Present 8:30 a.m.
Susan Snapp	GIS Director	Present 8:30 a.m.
Danielle Trego	Deputy County Treasurer	Present 8:30 a.m.
Crystal Malchose	HR Director	Present 8:30 a.m.
Betty Abitz	Register of Deeds	Present 8:30 a.m.
Jim Lund	Fox Business Systems	Present 8:30 a.m.
Claudia Beck	Resident	Present 9:50 a.m.
Jean Manuel	Resident	Present 9:50 a.m.
Tex R. Manuel	Resident	Present 9:50 a.m.
Brandi Wesley	Resident	Present 9:50 a.m.
Tammy Wesley	Resident	Present 9:50 a.m.
Tex R. Manuel II	Resident	Present 9:55 a.m.
Gregg Webster	Zoning Administrator	Present 9:55 a.m.
John Keller	County Planner	Present 9:55 a.m.
Brandon Peoples	KMAN News Director	Present 9:55 a.m.
Jim Jenkins	Assistant Public Works Director	Present 10:05 a.m.

**2.0 ROUTINE ITEMS:**

- 2.1 Weixelman moved to approve the agenda. McKee seconded, carried 3-0.
- 2.2 Weixelman moved to approve July 22, 2019 minutes. McKee seconded, carried 3-0.

**3.0 CONSENT ITEMS:**

- 3.1 **Ledger Transactions:** dated 7/22/2019 totaling \$897,940.31
  - 3.2 **Tax Roll Correction:** AVIL0002 St. George Township 15.44 & 14.46
  - 3.3 Rock Creek Township Annual Report
  - 3.4 St Marys Senior Center Funding Request \$7,800
- McKee moved to approve consent items 3.2, 3.3 and 3.4. Weixelman seconded, carried 3-0.

#### 4.0 PUBLIC COMMENTS: none

#### 5.0 DEPARTMENT UPDATES & ACTION ITEMS:

**5.1 Commission:** Commissioner Altenhofen moved to appoint Chad Kinsley as acting county administrator until January 8, 2020. Commissioner Weixelman seconded, carried 3-0.

**5.1a Meeting Updates:** McKee reported on a Region Re-imagined Meeting with Jason Smith and her trip to Washington D. C. where she was able to meet President Trump. Blue Township is continuing to talk about their needs. Commissioners Weixelman and Altenhofen reported that during the July 25, 2019 Planning Commission and Board of County Commissioners joint meeting concerning the County Wide Comprehensive Plan no action was taken.

**5.1b Upcoming Meeting:** none reported on

**5.1c County Comp Plan Adoption Resolution:** no action

**5.2 Administration:** Chad Kinsley reported he had attended the joint meeting Thursday and this week his is working with the Little Apple Marathon, which will be held November 2, 2019. Kinsley informed commissioner's he had received a letter from Dru Clarke requesting to tour the courthouse and hold a meeting there on 8-21-19 from 9:30 a.m. to 12:00 p.m. Commissioner McKee moved to respectfully decline the opportunity and for them to find another venue. Commissioner Altenhofen seconded, motion carried 3-0. Crystal Malchose reported the Susan Snapp has accepted the position of Geographic Information Systems (GIS) Director and the County has an opening now for a GIS Technician.

**5.3 Counselor:** John Watt reported he would have documents ready for the commissioners next Monday concerning September's tax foreclosures.

**Other Business:** Chad Kinsley requested authorization to move forward with a National Council of Independent Living (NCIL) grant for the Health Department. Commissioner Weixelman moved to authorize moving forward. Commissioner Altenhofen seconded, carried 3-0.

#### 6.0 NEW BUSINESS

##### 6.1 Public Hearing for Willow Glen Unit One

**6.1a** 9:00 a.m., Chair opened the hearing for Willow Glen Unit One Sewer. Heather Gladbach reported the total cost estimates. Altenhofen requested discussion from the floor once, twice and three times; with none, the hearing was closed at 9:01 a.m. Altenhofen moved to adopt Resolution 2019-56, Weixelman seconded. Carried 3-0 *(doc signed)*

**6.1b** 9:05 a.m., Chair opened the hearing for Willow Glen Unit One Streets. Heather Gladbach reported the total cost estimates. Altenhofen requested discussion from the floor once, twice and three times; with none, the hearing was closed at 9:06 a.m. Altenhofen moved to adopt Resolution 2019-57, McKee seconded. Carried 3-0 *(doc signed)*

**6.1c** 9:10 a.m., Chair opened the hearing for Willow Glen Unit One Water. Heather Gladbach reported the total cost estimates. Altenhofen requested discussion from the floor

once, twice and three times; with none, the hearing was closed at 9:11 a.m. Altenhofen moved to adopt Resolution 2019-58, McKee seconded. Carried 3-0 *(doc signed)*

**Other Business:** Gregg Webster presented the final plat for Willow Glen Unit 1 for approval. Commissioner Altenhofen moved to approve the plat as presented. Commissioner McKee seconded, carried 3-0. *(Plat Signed)*

**6.2 IT Position Discussion:** Jim Lund gave an overview on how information technology (IT) is currently handled within the County through Fox Business System, due to the retirement of the county's IT position. After general discussion, Commissioner Weixelman moved to leave Fox on for 8 months to a year. Commissioner McKee seconded, carried 3-0. Commissioner Altenhofen added he would like the department heads to keep notes on how the system works currently using Fox.

**6.3 Treasurer Office:** Lisa Wright and Danielle Trego requested authorization to change the position of Motor Vehicle/Tax Clerk to a Tax Supervisor position and change the rate to a level F on the wage plan. Commissioner Weixelman moved to approve the position change as requested. Commissioner McKee seconded, carried 3-0. Commissioners requested a spreadsheet from Wright showing added motor vehicle wages that are in addition to the County wages within her department.

**6.4 10:00 a.m. Public Hearing for vacation of Portion of Road #285 Cedar Bluff Road:** Chair opened the hearing at 10:00 a.m. Peter Clark gave an outline of the vacation request and then reported the original petitioner rescinded their request to close the road. Chair closed the hearing at 10:03 a.m. with no action, the road will remain open.

**6.5 County Administrator Position Discussion:** Crystal Malchose provided updated job descriptions for Administrative Specialist, Director of Human Resources, Finance Officer, Operations Officer and County Administrator. Malchose reported that in order to recruit from an outside source in the future; cost could range from \$15,000 to \$30,000, and would take three to four months. Commissioners requested copies of the information Malchose received from outside agencies about the administration position.

**EXECUTIVE SESSION:** Commissioner McKee moved to recess to executive session to begin at 10:30 a.m. for up to 10 minutes under: personnel matters of individual non-elected personnel; subject: job description (*K.S.A. 75-4319 (b)(1)*) Commissioner Weixelman seconded, carried 3-0, others in attendance, John Watt and Chad Kinsley. Regular meeting resumed at 10:38 a.m. No action as a result of the session.

**6.6 Employee Handbook Discussion:** Malchose highlighted changes to the proposed updated Employee Handbook:

- 1) Wording from department to HR Director
- 2) Conceal /open carry
- 3) Call back 2-hour minimum
- 4) Closing County Offices
- 5) Bereavement Leave

Commissioners agreed to review the handbook and come back with it next week.

**3.0 CONSENT ITEM CONTINUED:**

**3.1 Ledger Transactions:** dated 7/22/2019 totaling \$897,940.31

McKee moved to approve consent item 3.1. Altenhofen seconded, carried 3-0.

**7.0 Adjournment:** McKee moved to adjourn at 10:54 a.m. Weixelman seconded, carried 3-0.

\_\_\_\_\_  
Chair, Travis Altenhofen

seal

\_\_\_\_\_  
Vice Chair, Dennis Weixelman

*Attest:*

\_\_\_\_\_  
County Clerk, Nancy McCarter

\_\_\_\_\_  
Member, Deloyce McKee