



**Board of Pottawatomie County Commissioners**  
**Regular Meeting Minutes**  
**August 24, 2020**

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 – Greg Riat

**1.0 8:30 AM CALL TO ORDER REGULAR MEETING WITH FLAG SALUTE & PRAYER**

Attendee Name	Title	Status
Dennis Weixelman	County Commissioner, Vice Chair	Present 8:30 a.m.
Deloyce McKee	Chair Commissioner, Chair	Present 8:30 a.m.
Nancy McCarter	County Clerk	Present 8:30 a.m.
Chad Kinsley	County Administrator	Present 8:30 a.m.
John Watt	County Counselor	Present 8:30 a.m.
Mark Portell	Wamego Times	Present 8:30 a.m.
Steve Minton	Resident	Present 8:30 a.m.
Crystal Malchose	HR Director	Present 8:30 a.m.
Dorothy Campbell	Resident	Present 8:30 a.m.
Lisa Wright	County Treasurer	Present 8:30 a.m.
Peter Clark	Public Works Director	Present 8:30 a.m.
Cody Malchose	Jailer	Present 8:30 a.m.
Les McClain	Public Works	Present 8:30 a.m.
Liz Parthemer	Health Officer	Present 8:30 a.m.
Andrea Umscheid	Operations Officer	Present 9:35 a.m.
Dustin Newman	Assistant Public Works Director	Present 9:40 a.m.
Heather Gladbach	Finance Officer	Present 9:55 a.m.
John Albrecht (via zoon)	Swindoll, Janzen, Hawk & Loyd (CPA)	Present 10:00 a.m.
Jack Allston (via zoom)	Executive Director of Economic Development	Present 10:00 a.m.

**Service Awards:** Commissioners presented Les McClain (Public Works) and Cody Malchose (Sheriff’s Office) awards for 5 years of service.

**2.0 ROUTINE ITEMS:**

**2.1** Weixelman moved to approve today’s agenda. McKee seconded, motion carried 2-0.

**2.2** McKee moved to approve August 17 & 19, 2020 meeting minutes. Weixelman seconded, motion carried 2-0.

**3.0 Comments from the Public: none**

**4.0 DEPARTMENT UPDATES & ACTION ITEMS:**

**4.1 Commission:** Commissioners discussed chip and seal projects, Regional Library Meeting, COVID Funding, August 19<sup>th</sup> meeting, City County County Meeting with the main focus of sales tax collected on Pottawatomie side. Commissioners would like to set up a meeting with Unified School District 383.

**4.2 Administration:** Crystal Malchose presented updated recruitment information.

**4.3 Health Department:** Liz Parthemer gave updated COVID-19 numbers: 2,376 tested, 141 cases, 19 active and 19 pending. Employee update, the new billing employee is doing fantastic and has an opening for a registered nurse (RN).

**4.4 Administration:** Chad Kinsley briefed on his activities for this week: Tuesday will be out of the office, Wednesday SPARK Meeting, Thursday Fleet Facility Meeting.

**Action Items:** Kansas Workers Risk Cooperative for Counties needing a Trustee Nomination and a voting delegate and alternate. Commissioner McKee moved to appoint Commissioner Riat as the trustee and voting delegate with Weixelman as the alternate. Commissioner Weixelman seconded, motion carried 2-0. *(Documents signed)*

Chad Kinsley inquired about putting delinquent sewer bills on the tax roll, currently there is 19 accounts delinquent. Commissioner Weixelman requested more information, a breakdown of interest, penalties and actual sewer billings. Hold off until we see all the numbers and look at putting just the sewer amounts on taxes.

**4.5 Treasurer:** Lisa Wright provided July report of activities: drivers license 136 in county, 33 out of county, tax receipts 481 statements and processed 1,758 delinquent tax notices. Upcoming activities for August: publications, print and mail tax warrants and reclassify personal property taxes to delinquent.

## 5.0 CONSENT ITEMS:

**5.1 Ledger Transactions:** dated 8/19/2020 and 8/21/2020

**5.2 Tax Correction:** WOLF0003 Wamego Township 8.64 & 8.44

Commissioner Weixelman moved to approve all consent items. Commissioner McKee seconded, motion carried 2-0. *(Document signed)*

## 4.0 DEPARTMENT UPDATES & ACTION ITEMS:

**4.6 Public Works: Peter Clark presented two action items:**

**Purchase of an Overhead Crane System for Fleet Maintenance Facility:** Staff recommends approval to purchase for \$74,342.00 from Nelson Inc. from Newton Kansas. Commissioner Weixelman moved to approve the purchase. Commissioner McKee seconded, motion carried 2-0.

**Off-System Bridge Grant Application:** Staff recommended approval to submit the Overland Road Bridge for the KDOT Off-System Bridge Grant, with the understanding that this will cause the County to incur approximately \$12,000 in additional design fees to modify the design to meet the Off-System Program requirements. Commissioner McKee moved to proceed with the application. Commissioner Weixelman seconded, motion carried 2-0.

Peter Clark informed Commissioners August 31, 2020 at 10:00 a.m. would be the bid letting for the Highway 24 project. Clark recommended amendment #4 to the Bartlett and West contract for engineering/inspection services for \$315,000 for the project. Commissioner McKee moved to modify the contract with Bartlett and West. Commissioner Weixelman would like to know how to verify the time they would spend doing inspections, the contract needs better guidelines. Weixelman would like to see the format of the project inspections. Chair declared motion died for lack of second.

Commissioner Weixelman inquired about clean up needed on sites around the County that have over growth, etc. John Watt said this would take a change in regulations/codes and the commissioners would need to meet with Gregg Webster on the process.

## 6.0 NEW BUSINESS:

*Board of Pottawatomie County Commissioners*

**CARES Work Session:** Andrea Umscheid provided commissioners with a list of proposed allocations from daycares, not-for-profit and businesses for profit. The goal today is how to allocate to the businesses. Commissioner McKee questioned needing a statement concerning not allowing duplicated payment and how funds would need to be returned to the County. John Albrecht (via zoom) said the language would be appropriate to add. Albrecht added there are three things to remember, 1. Request cannot have already been items budgeted for. 2. COVID-19 mitigated. 3. Expense must occur by December 30, 2020. Albrecht added wording could be changed in the memorandum of understanding concerning returning funding if duplicated. Jack Allston (via zoom) stated he was working with small businesses. Commissioner McKee would like more information concerning cities request. Umscheid agreed to work with Jack Allston and bring commissioners a list of cities with businesses along with criteria next week.

**Executive Session:**

Commissioner McKee moved to recess to executive session to begin at 11:00 a.m. for up to 15 minutes under: personnel matters of individual non-elected personnel, (K.S.A. 75-4319 (b)(1) subject to be discussed performance. Commissioner Weixelman seconded, motion carried 2-0. Others in attendance were Crystal Malchose. Regular meeting resumed at 11:15 a.m. Commissioner Weixelman moved to return to executive session for another 5 minutes. Commissioner McKee seconded, motion carried 2-0. Regular meeting resumed at 11:20 a.m. with no action as a result of the session

Commissioner McKee moved to recess to executive session to begin at 11:20 a.m. for up to 20 minutes under: personnel matters of individual non-elected personnel, (K.S.A. 75-4319 (b)(1) subject to be discussed performance. Commissioner Weixelman seconded, motion carried 2-0. Others in attendance were Crystal Malchose and Peter Clark. Regular meeting resumed at 11:40 a.m. Commissioner Weixelman moved to return to executive session for another 15 minutes adding to attendance Dustin Newman and Chad Kinsley. Commissioner McKee seconded, motion carried 2-0. Regular meeting resumed at 11:55 a.m. with no action as a result of the session

**7.0 Adjournment:** Chair declared meeting adjourned at 11:58 a.m.

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Chair, Deloyce McKee

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Vice Chair, Dennis Weixelman

seal

Attest:

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County Clerk, Nancy McCarter

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Member, Greg Riat