

The Pottawatomie County Board of County Commissioners met in a special meeting on Tuesday, September 5, 2023 at 3:02 p.m. The following members were present: Melissa Dennis, Chairman, Greg Rush and Abby Thompson, Members, Raeshel Flewallen, County Clerk. The meeting started late because the regular BOCC meeting at 1:00 p.m. ran late.

Those in attendance were Robin Ueltzen, Valerie Ueltzen, Shane Colley, Patricia Carter, Buddy Anderson, Travis Dinwiddie, and Leona Satterfield.

QUARTERLY MEETING OF POLICIES AND PROCEDURES- The following items were discussed:

1. A mailbox for 309 N Broadway.
2. Storage shelving at Clear Pond site.
3. Badges being made by Braquel or Robin.
4. Employment of person for reception area for commissioners.
5. Landscaping at new admin building.
6. Out of state travel/lodging request form.
7. Building policy for new admin building.
8. Removal of mobile home at Clear Pond.
9. Trademark of new county seal from Scott Hawkins.

Mrs. Dennis made a motion to purchase a mailbox for new admin building, getting estimates for storage shelving in the shell space at Clear Pond site, Braquel Stephens or Robin Ueltzen making badges for new employees, and going through process and job description for receptionist in commissioner's front area. Seconded by Mrs. Thompson the vote was: AYE- Thompson, Rush, Dennis.

ADJOURN- There being no further business Mrs. Thompson made a motion to adjourn. Seconded by Mrs. Dennis the vote was: AYE- Rush, Thompson, Dennis. The meeting adjourned at 4:19 p.m.

POTTAWATOMIE COUNTY COMMISSIONERS
POTTAWATOMIE COUNTY, OKLAHOMA

ATTEST:

By: Melissa Dennis, Chairman

Raeshel Flewallen, County Clerk