

1. The Coffey County Commission Chambers opened at 8:00 a.m. Tuesday, January 18, 2005, to allow commissioners to individually review correspondence. Chairman Fred Rowley called the meeting to order at 9:00 a.m. with members Tim Sipe, R. Kraig Kirchner, Gene Merry, and Larry Crofts present. Also present were Angie Kirchner, Coffey County Clerk, and Mary Bloomer, Administrative Coordinator.

2. Merry moved to approve the minutes of January 10th, 2005 as corrected, seconded by Crofts. Motion carried, 4-yes, 0-no, 1-abstained, Sipe. Corrections were: Monday, January 10th, 2005, paragraph 3 a., add after 'Motion carried', "3-yes, 0-no, 1-abstained, Kirchner." Remove paragraph '9'. Change paragraph '10' to "9" and paragraph '10 a' to "9 a". After paragraph '9 a' (was 10 a), add new paragraph "10." The Board recessed to the District Court for swearing in of elected officials and a reception following in the lobby of the courthouse and then resumed regular session in the Commission meeting room." Paragraph 11, add after 'Motion carried', "3-yes, 0-no, 1-abstained, Rowley." Add new paragraph after paragraph '12', "13. Next week the Board will review reorganization of various committees upon which there are Commission members." Change paragraph '13' to "14" and change 'January 10' to "January 4". Renumber paragraphs '14 through 18' to "15 through 19". Paragraph 18, after 'Merry moved', add "upon the recommendation of the Economic Development Director,". After 'Development Group', add "regarding Mid-American Machine and Equipment, LLC".

3. Fire Chief Administrator, Bill Walker, met with the Board representing the Coffey County Fair Board along with Mary Walker, Kimberly Skillman-Robrahn, Cade Rensink, and Rita Dawson to show the Board the 125th Annual Fair Plaque for the longest running County Fair in the state of Kansas. The dedication of the plaque will be held on Friday, July 29th between the new and the old 4-H buildings immediately following the parade. The plaque will be displayed on a pedestal and the wording will be readable from a vehicle. The plaque will be paid for from the courthouse general fund as discussed at an earlier meeting. Walker also discussed signage advertisements for the 125th Celebration to be placed south of Burlington. Walker had also discussed placing signage on County roads with the Road and Bridge department at an earlier time.

4. Chairman Fred Rowley spoke of his appreciation for his predecessor Gene Merry, who served longer than any other Commissioner as Chairman. Rowley presented a plaque, on behalf of the Board to, former Chairman, Gene Merry, for serving 7 years as Chairman.

5. Consent Agenda:

- A. Move to authorize and direct the Chairman to sign the letter regarding support of a grant application for COF Training Services, Inc.
- B. Move to authorize and direct the Chairman to sign the letter regarding support of a grant application for Coffey County Transportation.
- C. Upon the request of the Coffey County Housing Authority Board and the recommendation of the County Attorney, move to authorize and direct the Chairman to sign the Real Estate Mortgage Release acknowledging satisfaction in

full of the debt secured by Gerald D. Clavin and Connie J. Clavin, regarding Lot 30, Block 10, in the City of New Strawn, Kansas.

- D. Upon the request of the Coffey County Housing Authority Board and the recommendation of the County Attorney, move to authorize and direct the Chairman to sign the Real Estate Mortgage Release acknowledging satisfaction in full of the debt secured by Jeffrey L. Troyer and Emily L. Troyer, regarding the West 35 feet of Lot 6, and all of Lot 7, in Block 75, in the City of Burlington, Kansas.

5 a. Sipe moved to approve the Consent Agenda as submitted, seconded by Merry. Motion carried.

6. Crotts moved to authorize and direct the Chairman to sign the letters regarding 2005 city infrastructure grant funds, seconded by Kirchner. Motion carried.

7. Merry moved to authorize and direct the Chairman to sign the letters regarding 2005 Park and Recreation grant funds, seconded by Sipe. Motion carried.

8. Coffey County Sheriff Randy Rogers met with the Board to discuss the reconstruction of the roof on the annex. Rogers was concerned about removal and replacement of the roof and concerned about the security of the building throughout the construction process. Administrative Coordinator Mary Bloomer contacted Melvin Thomas of Decker Construction to verify that the building would be secure throughout the reconstruction.

8a. The Board inquired of Rogers about his progress on the countywide law enforcement issue. Rogers explained that he just received the last portion of information needed to complete his study on the issue. Rogers expressed concern that there could be a loss of revenue for the County if the municipal courts were obsolete and district courts were all that we had. The revenue would then be the state's revenue. Rowley requested Rogers draft a letter to all cities in the County that would give a timetable of when the report on countywide law enforcement would be completed.

9. Hub Caspar, County Engineer, presented and discussed the weekly report dated January 18, 2005. Robert Reed, Road Supervisor, and John Zuern, Administrative Assistant, were also present.

10. Item No. 93-01; Road Permits Report: One Road Permit was issued during the past week.

11. Item No. 99-99; Zoning Permit/Applications Report: No Zoning Permits were issued during the past week.

12. Item No. 99-13; LANDFILL: September 28, 2004 Inspection – Update. Annual Waste Summary for 2004.

- 13.** Caspar provided the 2004 Public Improvement Award Winners and included the judges that made the final decisions.
- 14.** Caspar discussed with the Board the employees that worked when the Courthouse was closed due to inclement weather and questioned how to handle compensation for their time. The Board suggested that comp time be given in this particular instance. The Board directed the Administrative Coordinator and the County Attorney to rewrite the policy determining when the courthouse should be closed in an emergency situation. The County Attorney will draft a policy for the next meeting.
- 15.** The Board authorized Caspar to handle the 8 hours comp time with his employees.
- 16.** Caspar submitted the Construction Zone Report for the week ending January 15th, 2005.
- 17.** The Board re-organized the committee positions held by each member.
- 18.** Information Systems Administrator, Bill Bauer, updated the Board on the installation of the new phone system. Twenty-three lines will be moved to the PRI (Primary-Rate Interface). The Sheriff's office recorder system and all fax lines will not be updated at this time. Bauer recommended the County sign a 3-year contract that would waive installation and set up charges. The Board requested Bauer return next week with a contract from Sprint containing a cash basis clause.
- 19.** Coffey County Treasurer JoAnn Raaf met with the Board regarding direct deposit and an original of a contract from Central National Bank for signatures.
 - 19a.** Merry moved, based upon the recommendation of the Coffey County Treasurer, to direct the Chairman to sign the contract with Central National Bank, seconded by Crotts. Motion carried.
 - 19b.** Raaf expressed interest in attending a National ADA meeting in Overland Park this summer. Raaf will inform the Board of any further information received.
- 20.** The Board discussed further the wording for the new policy and decided the best thing would be to leave the courthouse open at all times and if there were circumstances that employees were unable to make it to work, due to a disaster, employees will either take a vacation day or use sick time. Rowley will be working with Administrative Coordinator Mary Bloomer and County Attorney Doug Witteman on the policy.
- 21.** Jon Hotaling, Economic Development Director, submitted the weekly report for the week of January 18th, 2005.
- 22.** Item No. 95-21; Hotaling confirmed plans to attend the emergency plan drill in Topeka on Wednesday, January 19th, with Cathy Autrey, WCNOC Emergency Planning Instructor.
- 23.** Item No. 95-25; Hotaling completed and mailed out an ad for the 2005 Kansas Sampler

Festival to be held in Newton, Kansas, May 7th – 8th.

- 24.** Item No. 95-25; Hotaling completed and faxed an ad for the Coffey County Historical Museum's Pioneer Days 2005 to KSNP Radio.
- 25.** Item No. 95-29; Hotaling hosted the Leadership Coffey County Class III on 'Community Services & Quality of Life' held at the Coffey County Hospital on January 13th. Presenters included Susan Mueller, Kenny Roney, Bill Walker, Steve Lightle, Dennis George and Mary Markwalter. The next class will be entitled 'Business, Industry, Agriculture & Finance' and will be held on Thursday, February 10th.
- 26.** Item No. 96-3; Hotaling met with representatives from the Kansas Department of Commerce, Shane Sutherland, Wayne Symmonds, Fred Rowley Jr., and Doug Witteman to discuss the CDBG loan agreement, the County's responsibilities, the process to acquire funds, etc. Symmonds will be finalizing loan documents in the next week to 10 days. Hotaling also sent thank you letters to organizations that responded to Hotaling's request for proposals to administer the CDBG loan.
- 27.** Item No. 97-6; Hotaling attended the Coffey County Manufacturer's Association tour of the Charloma facility in Cherryvale. David Spears, Operations Manager for Charloma, was Hotaling's tour guide. Hotaling also delivered the check for loan proceeds to Spears.
- 28.** Item No. 04-4; Hotaling sent copies of the cost benefit analysis, application forms, the City of LeRoy exemption policy, etc., to Carrie Sloan, Lebo City Clerk.
- 29.** Item No. 04-5; Hotaling sent a list of 21 employers from Coffey County, Lyon County, Franklin County and Osage County to a business prospect.
- 30.** Hotaling completed the Loan Fund Report.
- 31.** Hotaling met with a representative of a company who has purchased the BCCI building. Hotaling will meet the plant manager in 3 to 4 weeks.
- 32.** Hotaling sent Coffey County information to a Florida business prospect.
- 33.** Rowley requested that Hotaling work with the City of Lebo to develop a tax-exempt policy.
- 34.** Sipe moved to recess into Executive Session at 10:55 a.m. for 5 minutes to include each of the Commissioners and the Economic Development Director to discuss confidential data relating to financial affairs or trade secrets of a corporation, seconded by Merry. Motion carried.
- 35.** The Board resumed regular session at 11:00 a.m.
- 36.** Elysa Lovelady, Coffey County Appraiser, met with the Board to discuss charges for fee appraisal reports and Rural Directories purchased by the Appraiser's office.

- 36a.** The Board suggested that a set copy fee is charged for all fee appraisal reports.
- 37.** Coffey County Clerk Angie Kirchner inquired about disposing of Vernon Birk’s old desk either through a donation or selling the desk to Birk. The Board recommended putting the desk in the auction the next time that we have a County auction.
- 38.** The Board discussed KAC (Kansas Association of Counties) and the new organization KCOA (Kansas County Officials Association).
- 39.** Sheriff Randy Rogers revisited with the Board and requested that Chaney complete a full blue print on the heating and cooling air duct route in the jail. The cost would be near \$2,000.00. When the ductwork was installed, there were many changes that were made and there was never a real blue print provided by Chaney. The heating and cooling is not working properly and the blue print will assist in tracking down the problem.
- 40.** Rowley adjourned the meeting at 11:27 a.m.

CORRESPONDENCE:

Response Required

1. Extension Office – Invitation to participate in simulation
2. COF Training Services – Letter requesting letter of support for grant
3. Coffey County Transportation – Letter requesting letter of support for grant

Response Optional

4. Burlington Chamber of Commerce – Letter regarding brochure
5. University of Kansas – Notice of Training

Response Not Required

6. Hawver’s Capitol Report – Misc. dates
7. League of Kansas Municipalities – League News
8. KAC – Legislative Platform booklet
9. Army Corps of Engineers – Public Notice
10. Center for the Study of Rural America - Main Street Economist
11. Blue Cross – Blue Shield – Newsletter
12. City of Gridley – Minutes of 1-3-05

Minutes, January 18, 2005

Signed:

Attest:

Chairman

County Clerk

