

1. The Coffey County Commission Chambers opened at 8:00 a.m. Tuesday, January 21, 2003, to individually review correspondence. Chairman Merry called the meeting to order at 9:00 a.m. with members Tim Sipe, Kraig Kirchner, Larry Crotts and Fred Rowley, Jr. present. Also present were Vernon Birk, Coffey County Clerk, Doug Wittman, Coffey County Attorney, and Mary Bloomer, Administrative Coordinator. Present for a portion of the meeting were Sam Robinson, BPR Inc., and Jeannene Ryan, WCNOC Representative.

2. Sipe moved to approve the minutes of January 13, 2003 as corrected, seconded by Kirchner. Motion carried. Corrections were: January 13, 2003, paragraph 37, second sentence, delete 'will be reviewing', replace with "is applying for", delete end of sentence following 'direct grant', and paragraph 38, capitalize "ECKAN".

3. **CONSENT AGENDA:**

A. Move to approve the distribution of Coffey County Culture and Recreation Funds for the year 2003 and further authorize and direct the Chairman to sign the letters to the cities regarding the same.

B. Move to approve the City Infrastructure Distribution for the year 2003 and further authorize and direct the Chairman to sign the letters to the cities regarding the same.

C. Move to authorize the Chairman to sign 16 abatements to the Treasurer's tax roll in the amount of \$1,629.36.

3a. Rowley moved to approve the Consent Agenda as submitted, seconded by Crotts. Motion carried.

4. Dean Wilson, local farmer, met with the Board regarding a drainage problem east of Burlington, just north of Mathias Lake. Following discussion, the Board agreed to clean certain ditches. Hub Caspar, Coffey County Engineer and Robert Reed, Road Supervisor were also present for the discussion.

5. Rowley moved to recess into executive session at 9:35 a.m. for 5 minutes to include each of the Commissioners and the County Attorney to discuss matters which would be deemed privileged in the attorney/client relationship, seconded by Sipe. Motion carried.

6. The Board resumed regular session at 9:40 a.m.

7. The Board held an employee hearing in executive session.

8. Sipe moved to recess into executive session at 9:44 a.m. for 15 minutes, to include each of the Commissioners, County Attorney, County Clerk, County Engineer,

and David and Diana Hess to discuss personnel matters of non-elected personnel, seconded by Kirchner. Motion carried.

9. The Board resumed regular session at 9:59 a.m.

10. Leasa Huffman, Financial Consultant for Ogden Financial Services, Inc., (OFG), who administers the Coffey County Section 125 Cafeteria Plan, met with the Board to introduce herself and provide information about the cafeteria plan. Ms. Huffman provided various pamphlets to the Board regarding the plan. She also said she would be glad to meet with the employees at their convenience either as a group or individually. The County Clerk will schedule meetings in the near future.

11. The Board requested a meeting with Robert Reed and Bruce Hegwald.

12. Rowley moved to recess into executive session at 10:12 a.m. for 10 minutes, to include each of the Commissioners, County Attorney, County Clerk, County Engineer, Robert Reed and Bruce Hegwald, to discuss personnel matters of non-elected personnel, seconded by Crotts. Motion carried.

13. The Board resumed regular session at 10:28 a.m.

14. Sipe moved to recess into executive session at 10:23 a.m. for 5 minutes to include each of the Commissioners and the County Attorney to discuss matters which would be deemed privileged in the attorney/client relationship, seconded by Kirchner. Motion carried.

14a. The Board resumed regular session

15. Jon Hotaling, Economic Development Director, presented and discussed the weekly report for the week of January 13, 2003.

16. Item No. 95-25; Hotaling filled all but one time slot for booth workers at the Kansas Sports, Boat & Travel Show in Wichita, February 19th-23rd. Hotaling prepared agenda and informational materials to be mailed to booth volunteers next week for an organizational meeting to be held at El Cazador Restaurant, at 12:00 noon, on Tuesday, February 11th. Hotaling met with representatives from the Coffey County Republican to discuss publication and distribution of Coffey County tourism tabloid. Hotaling may reduce the number of tabs printed and inserted into other newspapers.

17. Item No. 97-6; Hotaling completed minutes for the Coffey County Manufacturer's Association meeting held on January 8th and started on agenda and program for the next CCMA meeting to be held on February 12th at the Coffey County Hospital.

18. Item No. 98-6; Hotaling visited Regional Planning Commission staff and signed documents, checks, etc., that required the signature of the Vice-Chairperson. Hotaling

discussed enterprise zone annual report with SEKRPC Executive Director, Linda Weldon.

19. Item No. 98-10; Hotaling attended SEK, Inc. Legislative Council meeting in Chanute on Tuesday, January 14th. The Council discussed the upcoming "SEK Day on the Hill". Hotaling reviewed position statements and had a lengthy discussion on proposed broadband legislation.

20. Item No. 02-1; Hotaling sent information on enterprise facilitation e-commerce seminars to Roger Hrabe, Rooks County Economic Development.

21. Hotaling sent invitations to Senator Derek Schmidt and his wife Jennifer to join Coffey County Officials at the Kansas Chamber of Commerce & Industry Caucus, to be held February 4th at the Expocenter in Topeka.

22. Hotaling attended Coffey County Hospital open house.

23. Hotaling provided the Board with information from The American Institute for Economic Research regarding a cost of living guide.

24. Crotts moved to recess into executive session at 10:50 a.m. for 3 minutes, to include each of the Commissioners, the County Attorney, and the Economic Development Director, to discuss confidential data relating to financial affairs or trade secrets of a corporation, seconded by Sipe. Motion carried.

24a. The Board resumed regular session at 10:53 a.m.

25. Rowley moved, upon the recommendation of Bill Bauer, Information Systems Administrator, to accept the bid of Inland Associates, Inc., Waverly, Kansas, for a HP Laser Jet 1200 printer for the Administrative Coordinator's office, a cost of \$387.90, with funds to come from the General Fund, Courthouse General Commodities line, seconded by Kirchner. Motion carried.

26. Sipe moved to approve the plan regarding loss of demand transfers, as proposed by the committee, seconded by Rowley. Motion carried. The committee was comprised of Commissioner Sipe, Treasurer Jo Ann Raaf, and Sheriff Randy Rogers.

27. Sipe moved to approve the memorandum to Department Heads within the General Fund regarding a revised 2003 budget, seconded by Crotts. Motion carried.

28. Merry moved to approve the letters to outside entities within the General Fund regarding distributions and a revised 2003 budget, seconded by Rowley. Motion carried.

29. Crotts moved to approve the letter to the rural water districts regarding 2003 assistance and the loss of demand transfers, seconded by Kirchner. Motion carried.

30. Martha Newkirk, Burlington City Zoning Administrator, met with the Board to report that Burlington City has purchased 2 lots at 203 N. 2nd Street where the new water treatment plant will be located. There are two vacant houses on the property that will need to be removed and Ms. Newkirk requested that the Board waive the landfill fees for the debris.

31. Merry moved to waive the landfill fees for Burlington City for the removal of two vacant houses located at 203 N 2nd Street provided the debris is pulverized, seconded by Crotts. Motion carried.

32. Hub Caspar, Coffey County Engineer, presented the weekly report dated January 21st, 2003. Robert Reed, Road Supervisor, and John Zuern, Administrative Assistant, were also present.

33. Item No. 9301; Road Permits Report: No Road Permits were issued during the past week.

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

35. Item No. 2003-06; Spring Clean-Up Week 2003: City of Burlington has requested March 31st through April 5th.

35a. Kirchner moved, upon the recommendation of the County Engineer, to approve designating the week of March 31st through April 5th, 2003, as "Clean-Up Week" in Coffey County and direct the County Clerk to publish approved notices in the local paper, seconded by Merry. Motion carried.

36. Item No. 2003-07; Road Sign Vandalism: Caspar reported road sign vandalism is both costly and very dangerous. He recommended a program that he said has worked very well in Anderson County whereby an ad is placed in the local newspaper offering a reward for information leading to the arrest and conviction of the perpetrators of the sign vandalism. The Board approved Caspar to proceed with the program. The Board asked Caspar to work with the County Attorney to work on a press release.

37. Item No. 2003-08; Yield Signs: Review engineering study of intersections with yield signs. Have County Attorney prepare a resolution.

37a. Merry moved to adopt Resolution No.723, A RESOLUTION ESTABLISHING AND AUTHORIZING THE REMOVAL AND ERECTION OF CERTAIN UNIFORM TRAFFIC CONTROL DEVICES IN COFFEY COUNTY, KANSAS, seconded by Sipe. Motion carried.

38. Item No. 2003-09; Bridge Steel: Request authorization to solicit bids for the structural steel for Bridges 144 (9-R) and B028 (26-O.1).

38a. Crotts moved to approve the County Engineer's request to solicit sealed bids for the structural steel for Bridge 144 and 028, seconded by Kirchner. Motion carried.

39. The Board will sign warrants and vouchers beginning at 8:30 a.m. Thursday, January 30th, 2003.

40. Brad Elder, Elliot Insurance Group, presented a claims loss history report to the Board. The 2 ½ year report reflected on the numerous and costly claims the county has incurred during that time frame. Following discussion about the report, Elder recommended the County implement a safety program. Elder will provide the Board information on insurance bid solicitation and formal safety programs by April 1st, 2003.

41. The County Attorney discussed several legal matters.

42. The Administrative Coordinator was directed to schedule employee reviews for non-elected department heads, beginning the first of February.

43. The County Clerk reported the SEK Clerks Association recommended the SEK County Officials meetings be held once a year due to budget constraints. The Board agreed with the recommendation.

44. The Board discussed a request from the 4th Judicial District Coroner, W. B. Ransom, M.D., for an increase in compensation. The County Clerk was directed to get more information on the matter.

45. Rowley moved to adjourn the meeting at 12:25 p.m., seconded by Merry. Motion carried.

CORRESPONDENCE:

Response Not Required

1. US Army Corps of Engineers – News release and Public Notices
2. Coffey County Fire District #1 – Letter regarding demand transfers
3. Hawver's Capitol Report – 1/13/03, 1/14/03, 1/15/03, 1/17/03, and 1/20/03
4. City of Burlington – Minutes of 12/30/02
5. Rick Muench – E-mail complimenting Road and Bridge crews
6. Whitney Damron – Legislative Update
7. KAC – Letter enclosing KAC 2003 Legislative Policy Statement

Response Required

1. LeRoy – Gridley USD # 245 – Request for After Prom Funds

2. Housing Authority – Letter regarding request for first distribution; Minutes of Board Meeting for January 7, 2003

Minutes, January 21, 2003

Signed:

Attest:

Chairman

County Clerk