

1. The Coffey County Commission Chambers opened at 8:00 a.m. Tuesday, February 22, 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 Crotts present. Also present were Angie Kirchner, Coffey County Clerk and Mary Bloomer, Administrative Coordinator.

2. Crotts moved to approve the minutes of February 14<sup>th</sup>, 2005 as corrected, seconded by Sipe. Motion carried 4, yes-0, no-1, abstained Merry. Corrections were: Monday, February 14<sup>th</sup>, 2005, Paragraph 1 add at the end of paragraph 1. add, "Commissioner Merry was out of town on County business." Paragraph 3., at the beginning of the paragraph add, "Sheriff Randy". Add new paragraph, "Paragraph 4. Rogers also discussed a bid received from Chaney, Inc. regarding costs to locate which T-stat and set of duct work takes care of certain areas of the jail and preparation of drawings. The Board requested Rogers clarify the County wanted scale "as built" drawings. Rogers will bring back more information to the Board." Re-number all paragraphs accordingly. Paragraph 15., delete 'find a measure to get a' replace with "get cost estimates to have a dry", after 'factor', add "and insurance rating matter", after 'Sipe', add "and Hub Caspar". Paragraph 32, delete 'approve' replace with "accept". Add new paragraph, "Paragraph 34. The Board resumed regular session at 10:22 a.m." Re-number paragraphs accordingly.

**3. Consent Agenda:**

- A. Move to approve the contribution of \$500.00 to the Burlington After-Prom Committee, with funds to come from the Special Parks and Recreation Fund.
- B. Move to approve the contribution of \$250.00 to the Burlington After-Prom Committee, with funds to come from the Diversion Fund.
- C. Move to approve the contribution of \$500.00 to the Southern Coffey County After-Prom Committee, with funds to come from the Special Law Enforcement Fund.

**3a.** Merry moved to approve the Consent Agenda as submitted, seconded by Kirchner. Motion carried.

4. Coffey County Extension Agents Rita Dawson and Cade Rensink and Executive Board Chair Linda Polson met with the Board on behalf of the Extension Office to inquire about the future of the courthouse internet provider, server issues, and the new phone system and how service will be provided for the Extension office.

**4a.** The Board will be meeting with Information Systems Administrator Bill Bauer Monday, February 28, 2005, to discuss server issues and the phone system in the Extension office.

5. Merry moved to enter into a public hearing regarding the disposal for 2 vehicles (a Chevrolet Cavalier and a Ford Bronco) that belonged to the Health Department, seconded by Sipe. Motion carried.

**5a.** Merry moved to close this public hearing regarding the disposal of 2 vehicles belonging to the Health Department, seconded by Crotts. Motion carried.

**6.** Sipe moved, upon the recommendation of the Health Administrator and approval of the County Attorney, to find that (1) 1996 Chevrolet Cavalier with approximately 97,500 miles (VIN No. 1G1JF5241T7262999) and (1) 1995 Ford Bronco with approximately 100,000 miles (VIN No. 1FMEU15H0SLA58119) are no longer required and cannot prudently be used for public purposes of Coffey County, and as such, should be disposed of by trade-in sale to Burlington Motors, Inc., Burlington, KS, for a combined total of \$5,300.00 as trade-in value, seconded by Merry. Motion carried.

**7.** Kirchner moved, upon the recommendation of the Health Administrator and approval of the County Attorney, to accept the bid of Burlington Motors, Inc., Burlington, KS, as being the best bid and purchase one (1) 2005 Chevrolet Colorado crew Cab 4-wheel drive truck, at a total cost of \$14,460.13 after trade-in and discounts, with funds to come from the Equipment Reserve Fund, seconded by Crotts. Motion carried.

**8.** Susan Mueller, Coffey County Health Administrator, and Marilyn Eccles, Coffey County Sanitation Officer, briefly met with the Board. Eccles was recognized in receiving the 2004 KEHA (Kansas Environmental Health Award) at the Kansas Environmental Conference.

**9.** Sipe moved to authorize and direct the Chairman to sign the letters to the rural water districts regarding 2005 assistance, seconded by Crotts. Motion carried.

**10.** Merry moved, upon the recommendation of the Sheriff and approval of the County Attorney, to find that seven (7) in-car video systems, more particularly described as Eagleye Mod. 700 (Serial numbers 4967; 4788; 4865; 3890; 4789; 4930; and 4939), are no longer required and cannot prudently be used for public purposes of Coffey County, and as such should be disposed of by trade-in sale, and to publish notice of the Board's intent to dispose of such property by action of the Board on March 7, 2005, at 9:15 a.m., seconded by Kirchner. Motion carried.

**11.** Merry moved to approve Form CP-4, the Coffey County Position and Wage Classification grid which reflects a 3.5% increase, effective April 1, 2005, seconded by Sipe. Motion carried.

**11a.** Merry moved to authorize and direct the Chariman to sign Form CP-4U which reflects a 3.5% increase, effective April 1, 2005, seconded by Crotts. Motion carried.

**12.** Merry moved to authorize and direct the Chairman to sign the advisory memorandum to department heads, seconded by Sipe. Motion carried.

**13.** Hub Caspar, County Engineer, presented and discussed the weekly report dated February 22, 2005. Robert Reed, Road Supervisor, and John Zuern, Administrative Assistant, were also present.

- 14.** Item No. 93-01; Road Permits Report: No Road Permits were issued during the past week.
- 15.** Item No. 99-99; Zoning Permit/Applications Report: No Zoning Permits were issued during the past week.
- 16.** Item No. 99-13; Landfill: Update on the Lake Region Authority meeting of February 16<sup>th</sup>, 2005. Osage County C& D Landfill update. The March 22, 2005 meeting has been changed to March 15, 2005. E-Scrap will be discussed at the annual meeting in May, 2005. Lake Region Authority grant history.
- 17.** Item No. 2005-02; Watershed Dam Breach Inundation Area Protection.
- 18.** Caspar also presented the Construction Zone Report for the week of February 22, 2005.
- 19.** Crotts moved to waive the C&D landfill fees for the demolition debris of the house for the St. Francis Xavier Church building project, seconded by Merry. Motion carried.
- 20.** Jon Hotaling, Economic Development Director, submitted the weekly report for the week of February 22, 2005.
- 21.** Item No. 95-25; Hotaling set up the Coffey County booth at the Wichita Sports, Boat & Travel Show and worked Wednesday and Thursday evening shifts. Hotaling worked the Sunday afternoon shift, dismantled the booth, and loaded up promotional materials when the show ended at 5 p.m. There was good traffic and a lot of interest in the Coffey County Lake and the city lakes. Hotaling distributed over 1,000 brochures on fishing and recreational opportunities in Coffey County.
- 22.** Item No. 95-29; Hotaling composed and mailed out thank you letters to presenters for the Leadership Coffey County class held on February 10<sup>th</sup>. Hotaling mailed letters to Susan Maycock, WCNO; Erica Hoover, Charloma; and Cade Rensink, Coffey County Extension Office.
- 23.** Item No. 97-6; Hotaling confirmed the tour of Charloma's Burlington plant for the Coffey County Manufacturer's Association and the County Commissioners for Wednesday, March 9<sup>th</sup>, from 12:30 p.m. to 1:30 p.m. Hotaling also completed the minutes from the February 9<sup>th</sup> meeting and the agendas for the March 9<sup>th</sup> meeting.
- 24.** Item No. 98-10; Hotaling attended the Southeast Kansas, Inc. Economic Development Council meeting in Chanute. The program was presented by DeWayne McCune of the University of Kansas on 'Coal Bed Methane Recovery in Southeast Kansas'. Hotaling also reviewed the business recruitment survey and the health insurance survey.
- 25.** Item No. 00-1; Hotaling completed the employee performance evaluation forms including his training received in 2004.

26. Item 02-2; Hotaling further reviewed the Kansas Assemblies loan disbursements with the Administrative Coordinator.
27. Crotts moved to recess into executive session for 15 minutes at 9:57 a.m. to include each of the Commissioners and Todd Bemis to discuss personnel matters of non-elected personnel, seconded by Kirchner. Motion carried
28. The Board resumed regular session at 10:12 a.m.
29. Bemis also discussed some proposed changes in the recycling program. The Board directed Bemis to discuss accounting procedures with the auditor.
30. Rowley moved to recess into Executive Session for 10 minutes at 10:54 a.m. to discuss matters of non-elected personnel, seconded by Sipe. Motion carried.
31. The Board resumed regular session at 11:04 a.m.
32. Sipe moved to authorize and direct the Chairman to sign the advisory letter to the Coffey County Appraiser seconded by Merry. Motion carried.
33. Merry moved to recess into Executive Session at 11:07 a.m. for 10 minutes to include each of the Commissioners and Jon Hotaling, Economic Development Director, to discuss personnel matters of non-elected personnel, seconded by Crotts. Motion carried.
34. The Board resumed regular session at 11:17 a.m.
35. Merry moved to authorize and direct the Chairman, with the assistance of the County Attorney, to solicit applications for the Administrative Coordinator or Administrative Assistant position and insert preference of having legal experience and other proper wording, seconded by Crotts. Motion carried 4-yes, 1-no-Kirchner.
36. The Board briefly discussed the future of CDBG Grants and will continue discussion further Friday, February 25<sup>th</sup>, 2005 during voucher signing.
37. County Engineer Hub Caspar revisited the Board to update that KDOT will meet with the Board in the Commission room March 21<sup>st</sup> at 1:00 p.m.
38. Rowley adjourned the meeting at 11:28 a.m. until Friday at 8:30 a.m. to sign vouchers and warrants, and any other business that may arise.

#### **CORRESPONDENCE:**

##### Response Not Required

1. Hawvers Capitol Report - Misc dates

2. Corps of Engineers - Public Notice
3. Center for the Study of Rural America - Newsletter
4. Coffey County Airport Board - Minutes of January 12, 2005
5. County Connection - Newsletter
6. KAC - Legislative bulletin
7. Coffey County Library - Calendar of events
8. Kansas Preservation – Newsletter Department of Health and Human Services - certificate
9. KDOT - Letter regarding a map showing traffic on County Major Collector Roads
10. League of Kansas Municipalities - Legislative update
11. Whitney Damron - Legislative update

Response Optional

12. Emergency Management Support Association of Kansas - Notice of training
13. Center for Management Development - Notice of training

Response Required

14. Southeast Kansas Regional Planning Commission - Letter regarding SEKRPC appointments
15. BHS - After-Prom 05 Committee - Request for donation

Minutes, February 22, 2005

Signed:

Attest:

Chairman

County Clerk