

1. The Coffey County Commission Chambers opened at 8:00 a.m. Monday, March 10, 2003, to individually review correspondence. Chairman Gene Merry called the meeting to order at 9:00 a.m. with members Tim Sipe, R. Kraig Kirchner, Larry Crotts and Fred Rowley, Jr. present. Also present were Vernon Birk, Coffey County Clerk, Doug Witteman, County Attorney, and Mary Bloomer, Administrative Coordinator. Present for a portion of the meeting were Jeannene Ryan, WCNO Representative, Mark Petterson, The Coffey County Republican, and Sam Robinson, The Gleam/KSNP.

2. Rowley moved to approve the minutes of Monday, March 03, 2003, as corrected, seconded by Crotts. Motion carried. Corrections were: March 03, 2003, paragraph 1, second to last sentence, after 'The' delete 'Coffey Shop &' replace with "Gleam/". Paragraph 10, add last sentence, "Correspondence #1, delete 'Nature' replace with "Notice"."

3. **Consent Agenda:**

- A. Move to authorize and direct the Chairman to sign the Coffey County Payroll Notice for CSA compensation for John Zuern as Zoning Administrator for the month of March 2003.
- B. Move to appoint Cecil Rhoads as Star Township Clerk, effective March 1, 2003, until a successor is elected or appointed.
- C. Move to approve the advertisements for the Coffey County Planning Board and the Coffey County Library Board.
- D. 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 and the General Fund, if necessary.

4. Sipe moved to approve the Consent Agenda as submitted, seconded by Rowley. Motion carried.

5. County Clerk and Election Officer Vernon Birk recommended raising the election board workers' wage to \$7.00 per hour. Birk said it has been years since the board workers have had a raise.

6. Rowley moved to approve a wage increase, based on the recommendation of the County Election Officer, for the election board workers from \$5.15 to \$7.00 effective February 25, 2003, seconded by Kirchner. Motion carried.

7. Susan Mueller, Coffey County Health Administrator, updated the Board on the "Health Insurance Portability Accountability Act" (HIPAA) regarding privacy issues, etc. Mueller said it will affect Coffey County, Coffey County Health Department, Coffey County Clerk, and the Information Technology Department. HIPAA is scheduled to go into effect April 14, 2003. Mueller also reported having received \$13,000.00 of an expected \$27,000.00 total grant funding for terrorism issues.

- 8.** Judith Craig, representing the Holtz Community Foundation, explained to the Board how and why the foundation was formed. Ms. Craig said the foundation was founded in 2001 with the goal of making Coffey County a better place to live. She said the foundation will be conducting informational meetings. Ms. Craig requested that the Board offer a payroll deduction for county employees that may be interested in donating to the foundation. Donations will go toward Coffey County Enrichment, Education, and the Arts.
- 9.** The Coffey County Clerk reported the Section 125 sign up for all employees with OFG Financial will be tomorrow (Tuesday, March 11, 2003). Birk also reported that the Joint Fire Meeting would be held next Monday, March 17, 2003 at 7:00 p.m. at the Burlington Fire Station.
- 10.** Elysa Lovelady, Coffey County Appraiser, updated the Board regarding commercial property that is currently on 'exempt status' and by state law should have been on the tax roll. Lovelady will add it to the tax roll. Lovelady also reported the Certificate of Value Notices (CVN's) are scheduled to be mailed out on Monday, March 17, 2003.
- 11.** Becky Jewett, Emergency Preparedness Coordinator, reported a resignation of the Office Assistant III position in her department and requested authorization to fill that position. Jewett also presented a proposed revision to the title and duties of the Office Assistant III position. The Board requested additional information. Jewett will report back next week.
- 12.** The County Attorney requested a 10-minute executive session.
- 13.** Rowley moved to recess into executive session at 10:36 a.m. for 10 minutes, to include each of the Commissioners, the County Attorney, and the Sheriff & Under-sheriff, to discuss personnel matters of non-elected personnel, seconded by Kirchner. Motion carried.
- 14.** The Board resumed regular session at 10:46 a.m.
- 15.** Jon Hotaling, Economic Development Director, presented and discussed the weekly report for the week of March 3, 2003.
- 16.** Item No. 95-09; Hotaling attended the Coffey County Strategic Planning Committee meeting, held at the Coffey County Hospital, on Wednesday, March 5<sup>th</sup>. Hotaling reviewed activities such as the boat & travel show; SEK, Inc. Legislative Council; Governor's Classic; KCCED conference in April; Hunter's Hope Foundation Benefit Turkey Hunt & Dinner; leadership classes; and the flight training scholarship article for the SEK, Inc. newsletter; etc. Fifteen members of the committee were present. Sam Robinson, with the Gridley Gleam, will be representing the Gridley / LeRoy area on the committee.
- 17.** Item No. 95-29; Hotaling hosted leadership class #5, "Leadership Theory & Techniques," presented by Toni Boyles of the Creative Training Institute in Tecumseh, Kansas. The next leadership class "Building Attitudes & Goals for Success" will be held at the Coffey County Museum on April 3<sup>rd</sup>. Phil Coleman will be the presenter and will also speak at the graduation dinner to be held that evening at the museum.

- 18.** Item No. 98-6; Hotaling received additional information on the SEKRPC revolving loan fund along with application forms for loans. A Coffey County business may be interested in applying for some funding from this program.
- 19.** Item No. 98-10; Hotaling attended the SEK, Inc. Economic Development Council meeting in Fort Scott. Terri Bennett provided the program on federal procurement programs. Darla Price, with Kansas Department of Commerce & Housing, provided information on the community industrial site database on the KDOC&H website. Lynda Wilkinson, with SEK, Inc., reviewed updates to the SEK, Inc. website.
- 20.** Hotaling met with Dallas Scothorn, Athletic Director of BHS, to discuss the economic incentive program for athletic events. Hotaling drafted a letter and grant application form to be mailed out to the three Coffey County USD's. Hotaling also confirmed dates for the Hunter's Hope Foundation Benefit Turkey Hunt & Dinner and the Governor's Classic. The BHS commons area and the gym have been reserved for these events.
- 21.** Hotaling met with a business owner who is interested in the Dream Homes building. Hotaling referred him to Carrie Sloan, Lebo City Clerk. Hotaling also met with a local business owner to discuss future plans for the business.
- 22.** Hotaling designed raffle tickets, dinner tickets, and flyers for the Hunter's Hope Foundation Benefit Turkey Hunt & Dinner. A local printer will print the raffle tickets. Ronda Truelove will print the dinner tickets on the computer.
- 23.** Hotaling requested a 10-minute executive session with the Board and County Attorney.
- 24.** Crotts moved to recess into executive session at 11:03 a.m. for 10 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.
- 25.** The Board resumed regular session at 11:13 a.m.
- 26.** Hub Caspar, Coffey County Engineer, presented the weekly report dated March 10, 2003. John Zuern, Administrative Assistant, was also present.
- 27.** Item No. 93-01; Road Permits Report: No Road Permits were issued during the past week.
- 28.** Item No. 99-99; Zoning Permit/Applications Report: One Zoning Permit was issued during the past week.
- 29.** Item No. 99-13; Landfill: C & D Update.
- 29a.** Caspar presented a written detailed cost estimate for Engineering Services for the Construction and Demolition Landfill design in the amount of \$11,569.74.

- 30.** Grinder Update – Grant data to be sent to Chris Paus.
- 30a.** Caspar presented a memorandum to the Lake Region Authority Coordinator regarding the grant application to be funded through KDHE.
- 31.** Aquaterra Proposal No. 0103018 – C & D Landfill Design Permit
  - 31a.** Mike Kukuk and Anastasia Welch, representing Aquaterra Environmental Solutions, Inc. updated the Board on two landfill proposals.
  - 31b.** Merry moved, based on the recommendation of the County Engineer and approval of the County Attorney as to form, to authorize and direct the Chairman to sign Aquaterra Proposal No. 0103018 to proceed with the C & D Landfill Design Permit Application for a fee not to exceed \$11, 569.74 to be paid from the General Fund, Landfill Capital Outlay Line, seconded by Crotts. Motion carried.
- 32.** Aquaterra Proposal No. 0103019 – Alternative Cover Design Revisions Proposal.
  - 32a.** Sipe moved, based upon the recommendation of the County Engineer and approval of the County Attorney as to form, to authorize and direct the Chairman to sign Aquaterra Proposal No. 0103019 to proceed with the Alternative Cover Design Revisions for a fee not to exceed \$31,250.88 to be paid from the General Fund, Landfill Capital Outlay Line, seconded by Kirchner. Motion carried.
- 33.** Item No. 2003-11; Emergency Purchase Notification: F.Y.I. – Quote tabulation for re-manufactured engine.

Quotes presented:

<u>Name</u>	<u>Location</u>	<u>Price</u>
Rusty Eck Ford	Wichita, KS	\$ 9,325.00
Midway Ford	Kansas City, MO	\$ 9,444.37
Merle Kelly Ford	Chanute, KS	\$10,177.50

- 34.** Caspar selected Rusty Eck Ford as the Vendor. The Board concurred.
- 35.** Ruth Anazia, Pre-paid Legal Services, Inc., updated the Board on her company activities. Coffey County is currently offering Pre-Paid Legal Services, Inc., as a payroll deduction service to the employees. Ms. Anazia asked for permission to provide informational meetings to the employees. The Board agreed.
- 36.** Dan Andrews, COF Training Services, Inc., discussed Senate Bill No. 242 with the Board. Mr. Andrews requested that the Board contact the Kansas Association of Counties, Senators and Committee Members to encourage them to vote ‘no’ on SB242. SB242 concerns developmental disabilities and changes the guidelines significantly, creating a detrimental impact on COF Training Services. Paula White and Jody Jeffers, COF Training Services were also a part of the discussion.

37. Crotts moved to adjourn the meeting at 12:23 p.m., seconded by Sipe. Motion carried.

**CORRESPONDENCE:**

Response Required

1. Burlington After Prom Committee – Request for funds
2. Jane Hatch – e-mail regarding library board positions
3. KDHE – Letter regarding Permit Renewal for Permit # 0764
4. Steve Robb – Letter regarding Legal Publications

Response Optional

5. University of Kansas – Notice of Seminars
6. Judy Craig – Letter regarding Holtz Community Foundation

Response Not Required

7. Hawver’s Capitol Report – 3-05-03; 3-06-03; 3-07-03
8. Marla Flentje, KAC – Critique of instructor
9. Lake Region RC & D – Work Plan 2003
10. Lake Region RC & D – 2002 Annual Report
11. Dr. Dale Rawson – draft e-mail regarding Terra World
12. 2003 Kansas Business Appreciation Award - Application
13. City of Lebo – 2002 Accounting of Park & Recreation Funds
14. Housing Authority – Minutes of 1-9-03
15. NRC – Letter regarding Annual Assessment Letter
16. City of Burlington – Minutes of 2-19-03
17. League of Kansas Municipalities - Newsletter