

1. The Coffey County Commission Chambers opened at 8:00 a.m. Monday, March 28, 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 Coffey County Clerk Angie Kirchner, Coffey County Attorney Doug Witteman, Administrative Assistant Donna Berland. Present for a portion of the meeting were Mark Petterson, Coffey County Republican Editor, and Jeannene Ryan, WCNOC Representative.

2. Crotts moved to approve the minutes of March 21, 2005 as corrected, seconded by Kirchner. Motion carried 4-yes, 0-no, 1-abstention-Sipe. Corrections were: Monday, March 21, 2005, Paragraph 3., after '2005' add "evening meeting". Paragraph 7., add last sentence "The Special Compensation pay for this position shall come from the General Fund Courthouse General, CSA line." Paragraph 8. delete 'in'. Add new "Paragraph 10. Rowley moved to authorize and direct the Chairman to sign the revised job descriptions of Administrative Assistant to the Board of County Commissioners, seconded by Merry. Motion carried. The revision is the addition of the duties as Alternate Contact Person for the County Drug and Alcohol Program." Add new "Paragraph 11. Crotts moved to authorize and direct the Chairman to sign the Coffey County Payroll Notice for Donna Berland, effective March 18, 2005, new hire, at a classification of TP-III-c(-), and an hourly rate of \$15.82, seconded by Merry. Motion carried 3-yes, 1-no-Kirchner." Add new "Paragraph 12. Merry Moved to authorize and direct the Chairman to sign the memorandum to department heads regarding the Administrative Assistant, seconded by Kirchner. Motion carried." Re-number all paragraphs accordingly. Delete all contents of Paragraph 10. Paragraph 37., delete 'from Emporia'. Add new "Paragraph 45. The Board recessed at 2:30 p.m."

**3. Consent Agenda:**

A. Move to authorize and direct the Chairman to sign the following Coffey County Payroll Notices, for new hire employees, S.T. Temporary employees, with employment effective April 1, 2005, upon successful screenings:

| <u>Employee</u> | <u>Classification</u> | <u>Hourly Rate</u> |
|-----------------|-----------------------|--------------------|
| Brandon Birk    | M-II-a(-)             | \$8.62             |
| J.D. Stevenson  | M-III-a               | \$11.44            |
| Walter Snyder   | M-III-b               | \$11.90            |
| Lyle Combs      | M-III-a(-)            | \$11.19            |
| George Hayes    | M-III-c               | \$12.36            |
| Doug Garrett    | M-III-c               | \$12.36            |
| Jamison Herr    | M-II-a(c)             | \$8.62             |

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

4. Coffey County Appraiser Elysa Lovelady met with the Board to discuss the results of a survey regarding Personal Property on-line filing and the amount of County residents interested in the use of the on-line program. The program would cost approximately \$6,000 with a yearly

maintenance program that would cost \$1,000. With an employee within the Appraiser's office retiring later this year, Lovelady would not have to fill the position using this program.

5. Rowley moved to revise the Capital improvement plan and advised Administrative Assistant Donna Berland to make the necessary changes, seconded by Merry. Motion carried.
6. The Board scheduled a work session for May 9<sup>th</sup>, 2005 at 1:00 p.m. to review the applicants that applied for the Appraiser position. The advertisement published stated the deadline for applying for the position is May 5<sup>th</sup>, 2005.
7. Hub Caspar, County Engineer, presented and discussed the weekly report dated March 28, 2005. Robert Reed, Road Supervisor, was also present.
8. Item No. 93-01; Road Permits Report: No Road Permits were issued during the past week.
9. Item No. 99-99; Zoning Permit/Applications Report: No Zoning Permits were issued during the past week.
10. Item No. 99-13; Letter from KDHE - Compliance inspection follow-up.
11. Casper presented a map of projects and letting dates to be completed in Coffey County over the next couple of years by KDOT. Commissioner Sipe inquired about the proposed plans of the project at BETO that KDOT will be completing. Casper said he had a copy of the preliminary plans if any of the Board members wanted to review them.
12. Caspar also presented the Construction Zone Report for the week ending March 28, 2005.
13. Merry moved to recess into Executive Session for 5 minutes at 9:53 a.m. with each of the Commissioners, the County Attorney, and County Engineer Hub Casper to discuss matters of non-elected personnel, seconded by Crofts. Motion carried.
14. The Board resumed regular session at 9:58 a.m.
15. Sipe moved to recess into Executive Session for 5 minutes at 9:59 a.m. with each of the Commissioners, the County Attorney, and County Engineer Hub Casper to discuss matters of non-elected personnel, seconded by Merry. Motion carried.
16. The Board resumed regular session at 10:04 a.m.
17. Bill Winter, Leona Winter, and Paul Jones met with the Board to discuss the upcoming Ottumwa 150<sup>th</sup> year sesquicentennial. Winter requested a Proclamation for the 150<sup>th</sup> year celebration and possibly some financial assistance. Bill and Leona Winters and Paul Jones will return next week to receive a Proclamation from the Board, to give the Board an actual dollar amount needed for the celebration and to explain how the money will be used.

- 18.** Economic Director Jon Hotaling, Wayne Symmonds and Shane Sutherland met with the Board to sign the CDBG grant.
- 19.** Crotts moved upon the recommendation of the Economic Development Director, to approve the CDBG grant No. 04-BF-R08, related to Mid American Machine & Equipment LLC, LeRoy, Kansas and to authorize and direct the Chairman to sign all documents related thereto upon approval of the County Attorney as to form, seconded by Merry. Motion carried.
- 20.** Jon Hotaling, Economic Development Director, submitted the weekly report for the week of March 28, 2005.
- 21.** Item No. 95-9; Hotaling reviewed the mailing list for elected officials and mailed out invitations and agendas for the elected officials breakfast to be held April 26<sup>th</sup> at the Coffey County Hospital from 7:30 a.m. to 9:00 a.m.
- 22.** Item No. 95-21; Hotaling attended a meeting to discuss PIO responsibilities, training, upcoming drills, etc. with Emergency Preparedness Coordinator Becky Jewett, and PIO's Gloria Lane and Angie Kirchner. Hotaling reviewed the Coffey County contingency plan for incidents involving commercial nuclear power, reviewed the emergency responsibilities of the Public Information Officer in the event of a Wolf Creek emergency, and received additional handouts to review.
- 23.** Item No. 95-29; Hotaling reviewed the sponsorship list for the Leadership Coffey County class members and mailed out invitations to sponsors and class members for the graduation dinner to be held at the Coffey County Museum on April 14<sup>th</sup>.
- 24.** Item No. 00-3; Hotaling received the Flight Training Scholarship applications for a student at Southern Coffey County, USD #245. Hotaling also received an applicant from Burlington High School, USD #244. Hotaling has not received any applicants from USD #243. A reception will be held May 16<sup>th</sup> in the courthouse lobby to honor this year's Flight Training Scholarship recipients.
- 25.** Hotaling attended an informational meeting presented by KDOT on improvements that will be made on Highway 75 from Old Hwy 50 north to I-35.
- 26.** Hotaling provided information on zoning, property taxes due, acreage, tax abatement policy, etc. for a business prospect for the Dream Homes property.
- 27.** Hotaling ordered and set up food, decorations, utensils, etc. for a reception for Administrative Coordinator Mary Bloomer as requested by Coffey County Attorney.
- 28.** Hotaling reviewed a request to use the Coffey County Employment Program office and the use of a computer with Information Systems Administrator Bill Bauer. Ken Morris, Emporia Workforce Center Representative, is planning to be available in the Economic Development office every 3<sup>rd</sup> Wednesday from 8:30 a.m. – 12 noon beginning in May.

- 29.** Kirchner moved to recess into Executive Session for 10 minutes at 11:05 a.m. to include each of the Commissioners, Sheriff Randy Rogers and Under Sheriff Kenny Roney to discuss matters of non-elected personnel, seconded by Sipe. Motion carried.
- 30.** The Board resumed regular session at 11:10 a.m.
- 31.** Coffey County Engineer Hub Casper and Administrative Assistant John Zuern met with the Board to answer questions about a business in Waverly that inquired about getting a survey on property owned by the City of Waverly.
- 32.** Coffey County Clerk Angie Kirchner presented a power point handout presentation on a classification change for the Deputy Election Officer to move to the vacant Deputy Clerk position. No action was taken.
- 33.** Kirchner moved upon the recommendation of the Emergency Preparedness Coordinator, to approve the revised job description of the Emergency Preparedness Coordinator, seconded by Rowley. Motion carried.
- 34.** Merry moved upon the recommendation of the Emergency Preparedness Coordinator, to approve the revised job description of the Radiological Officer/Assistant Emergency Preparedness Coordinator, seconded by Crotts. Motion carried.
- 35.** The Board approved salary position (2) for Radiological Officer/Assistant Emergency Preparedness Coordinator Terri Hoffay an additional 1% over the 3.5% overall wage increase based on the additional job duties of the Community Emergency Response Team (CERT) program.
- 36.** Sipe moved to approve the proposed allocation for 2005 Rural Water Districts and further authorize and direct the Chairman to sign the letters to the same, seconded by Merry. Motion carried.
- 37.** Merry moved to approve Resolution No. 746, 2005 Salaries, A RESOLUTION ESTABLISHING THE PAY SCALE AND CLASSIFICATION FOR THE EMPLOYEES OF COFFEY COUNTY, KANSAS, effective April 1, 2005
- 38.** The Board recessed until 1:00 p.m. to sign warrants and vouchers and to address any other County business.
- 39.** Rowley adjourned the meeting at 2:17 p.m.

## **CORRESPONDENCE:**

### Response Required

1. Rural Water District No. 4 Osage County

2. Coffey County Museum & Historical Society

Response Not Required

3. Community Council on Homeless Advocacy
4. S.O.S. Signals
5. KSU - An Informal Report to the Kansas Legislature-Jan. 2005
6. Army Corp of Engineers-Public Notice
7. Coffey County Fire District #1 - District Board Meeting
8. KAC - Legislative Bulletins
9. KS Department of Health and Environment - Permit Renewal
10. Burlington USD #244 - Thank you
11. League News
12. Insights

Minutes, March 28, 2005

Signed:

Attest:

Chairman

County Clerk