

1. Commission Chambers opened at 8:00 a.m., Monday, May 21, 2012. Chairman Kimberly Skillman-Robrahn called the meeting to order at 9:00 a.m. with members Larry Crotts, Kenneth Combes, Bob Saueressig and Fred Rowley present. County Clerk Angie Kirchner and County Attorney Doug Witteman were also present.
2. Combes moved to approve the minutes of Monday, May 14, 2012, as written, seconded by Crotts. Motion carried.
3. Saueressig moved to approve the minutes of Thursday, May 17, 2012, as written, seconded by Combes. Motion carried, 4-yes, 0-no, 1-abstention-Crotts.
4. **Consent Agenda**
  - A. Move to authorize and direct the Chairman to sign the Coffey County Payroll Notice for Jeff Beyer, Highway Department, Safety Coordinator, One-Time Lump Sum CSA pay \$2,000.
  - B. Move to authorize and direct the Chairman to sign the Coffey County Payroll Notice for Raymond Zilliox, Highway Department, Laborer, Summer time temp, 560 Hours, Classification M-I-a, Wage \$9.83, effective 5/21/12.
- 4a. Saueressig moved to approve the Consent Agenda as submitted, seconded by Combes. Motion carried.
5. Trustpoint Representative Angela Trimble met with the Board to present an overview of claims on the County Insurance policy. Trimble also discussed an option to provide Health Insurance to the County through a company called PowerGroup out of Overland Park, Kansas.
6. Engineer Wayne Blackbourn presented the Weekly Report for May 21, 2012.
7. Item No. 93-01; Road Permits Report: No Road Permits were issued during the past week.
8. Item No. 93-13; Zoning Permits/Applications Report: Two Zoning Permits were issued during the past week.
9. Item 99-99; Landfill: Kansas County Highway Association, Certificate of Achievement to Jeff Beyer – Road Scholar Technical Skills Program.
10. Item 2012-05; Tire Purchase: Withdraw awarded bid.
- 10a. Rowley moved, based upon the recommendation of the County Engineer, to rescind the motion made on March 19, 2012 awarding the 12 - Continental Tires 11Rx22.5 HDC- 16 ply traction to the LeRoy Coop because the tires were discontinued and not available

from the LeRoy Coop, seconded by Crotts. Motion carried.

- 11.** Item 2012-32; Tire Purchasing Policy: Request authorization for the County Engineer to take telephone bids and authorize the purchase of tires not to exceed \$12,500.00.
- 11a.** Combes moved, based upon the recommendation of the County Engineer, to waive the purchasing policy as to formal bid requirement for good cause, said cause being the volatility and availability of tires at this time and to allow telephone bids to be taken by the County Engineer and to authorize the purchase of 12 - 11Rx22.5 16 ply traction tires, for the Highway Department, not exceed \$12,500.00, seconded by Robrahn. Motion carried.
- 12.** Item 2012-26; Hot Mix Pavement: Request authorization to solicit sealed bids for Project A1205-C, Hot Mix Pavement Ultra-Thin Mix Bonded Asphalt - NovaChip on 17th Road from Hwy 75 (Lynx Lane) to Oxen Lane, Oxen Lane from 16th Road to 17th Road and Planter Road from 15.5 Road to 16th Road. Bid Date: May 16, 2012. Review bids and make award.
- 12a.** Saueressig moved, based upon the recommendation of the County Engineer, that the bid submitted by APAC-Kansas, Inc., Shears Division in the amount of \$126.83 per ton of Hot Mix Pavement Ultra-Thin Mix Bonded Asphalt - NovaChip in the amount of \$310,733.50 to be approved as the bid for Hot Mix Pavement Ultra-Thin Mix Bonded Asphalt - NovaChip in place and that award be made according to the terms of the bid of project A1205-C and be paid from General Fund, Public Works, Asphalt Line Item, seconded by Crotts. Motion carried.
- 13.** Item 2012-30; Pavement Striping: Request authorization to solicit sealed bids for approximately 56 miles of Highway Paint Striping at several locations in the County.
- 13a.** Rowley moved, based upon the recommendation of the County Engineer, to approve the County Engineer's request for authorization to solicit sealed bids for approximately 56 miles of Highway Paint Striping at several locations in the County, seconded by Combes. Motion carried.
- 14.** Item 2012-31; Construction Inspection Services: Request for on-call Professional Engineering Construction Inspection for Project A1201-C and A1202-C, A1204-C and A1205-C.
- 14a.** Saueressig moved, upon the recommendation of the County Engineer and approval of the County Attorney as to form, to approve the Agreement for On Call Professional Engineering Construction Inspection with B.G. Consultants, Inc. for Project A1201-C, A1202-C, A1204-C and A1205-C related to asphalt projects and to authorize and direct the Chairman to sign same. Said services shall be paid from the Road and Bridge Fund, seconded by Rowley. Motion carried.

15. Item 2012-33; Sanitary Sewer Cleaning, Inspection & Inspection Reporting – Jacobs Creek Sewer District: Request authorization to solicit sealed bids for Jacobs Creek Sewer District to clean, televise and develop the inspection report of all sewer lines in the district.
- 15a. Rowley moved, based upon the recommendation of the County Engineer, to approve the County Engineer's requested authorization to solicit sealed bids for Jacobs Creek Sewer District to clean, televise and develop the inspection report of all sewer lines in the district, seconded by Robrahn. Motion carried.
16. Blackburn also presented the Construction Zone Report for the week of May 21, 2012.
17. Blackburn presented Landfill Supervisor Jeff Beyer with an award from the Kansas Highway Association Certificate of Achievement for completing the Road Scholar Technical Skills Program.
18. Robrahn presented Engineer Wayne Blackburn with an award as Coffey County Zoning Administrator.
19. Economic Development Director Jon Hotaling presented the Bi-Weekly Report for May 7, 2012 through May 18, 2012.
20. Item 95-24; Hotaling participated in the Heartland Center for Leadership Development webinar on “Strategies to Recruit Alumni and Young Families to Your Community” held on May 15. This webinar was entitled “Building a Winning Game Plan” and provided information on developing a list of key attraction assets, focusing on the target market, developing a message and brand, conveying the message, making the invitation and building relationships with possible new citizens to the area.
21. Item 97-7; Hotaling met with Kelli Higgins with the Coffey County Chamber of Commerce to discuss the Coffey County Visitors Guide. Hotaling provided information on bids and on a vendor that was awarded the bid to print the guide. Hotaling also provided information on the transient guest tax revenue for January, February and March 2012.
22. Item 98-6; Hotaling attended the Southeast Kansas Regional Planning Commission (SEKRPC) Executive Committee meeting in Chanute on May 10th. The committee was presented the Independent Auditors’ Report for 2011 by Phil Jarred from Jarred, Gilmore & Phillips Certified Public Accountants. There were no serious deficiencies. The committee reviewed proposed changes to the employee handbook. Final approval of handbook pending on Department of Labor approval. A preliminary review and discussions of the 2013 budget were held because the 2013 budget must be approved in July at the Semi-Annual General Commission meeting.
23. Item 00-3; Hotaling set up the courthouse lobby for the Flight Training Scholarship Reception held on May 7th. Hotaling provided historical information on the Flight

Training Scholarship Program to attendees along with written information to the press. the 2012-13 recipients are Elijah Parker from Burlington High School and Levi Whitaker from Lebo High School.

24. Item 05-3; Hotaling reviewed a SEK Prosperity Foundation loan application from a business in LaCygne, Kansas. After review, Hotaling participated in the SEK Prosperity Foundation Board of Directors conference call. After additional information was presented by the company's banker, the Board of Directors approved the loan for \$43,000.
25. Item 08-1; Hotaling reserved a room in the courthouse basement for the Kansas Small Business Development Center (KSBDC) Consultant for July, August, and September.
26. Hotaling met with a Representative from COF to discuss possible grant funding and loan funding for some possible projects to expand services at COF. Hotaling provided information on SEK Prosperity Foundation grants and loans.
27. Hotaling attended the Section 125 benefits and Blue Cross/Blue Shield health benefits meetings.
28. Hotaling completed the loan report for the period April 1 – 30.
29. Hotaling verified with the City of Burlington that Coffey County Economic Development would provide the dessert for the Burlington/New Strawn Business Appreciation Week Picnic to be held on June 15th. Representatives from the Coffey County Chamber of Commerce will serve the dessert.
30. County Treasurer Brenda Cherry met with the Board to discuss personnel. Cherry requested to make one of her part time employees a permanent full-time employee effective June 1, 2012. Cherry stated that this was necessary with all of the changes with the state's new Motor Vehicle System and other software upgrades to the Treasurer's office. The Board agreed.
31. Emergency Management Coordinator Russel Stukey met with the Board to discuss the Lyon County Reception and Care Facility. Stukey also requested the Board approve the Emergency Management Performance Grant Documents for fiscal year 2012.
- 31a. Crotts moved, upon the recommendation of the Emergency Management Coordinator, and approval of the County Attorney as to form, to authorize and direct the Chairman to sign the Emergency Management Performance Grant Documents for fiscal year 2012 as presented, seconded by Combes. Motion carried.
32. Robrahn moved, to approve Resolution No. 796: A RESOLUTION SUPPORTING THE LOCAL ENVIRONMENTAL PROTECTION PROGRAM (LEPP), seconded by Combes. Motion carried.

**33.** The Board will question and sign warrants and vouchers for the month of May 2012 on Tuesday, May 29, 2012.

**34.** Robrahn adjourned the meeting at 11:11 a.m.

Minutes, May 21, 2012

Signed:

Attest:

Chairman

County Clerk