

1. The Coffey County Commission Chambers opened at 8:00 a.m. Monday, July 12, 2004, to individually review correspondence. Chairman Gene Merry called the meeting to order at 9:00 a.m. with members Tim Sipe, R. Kraig Kirchner, Fred Rowley, Jr. and Larry Crotts present. Also present were Vernon Birk, Coffey County Clerk, Doug Witteman, County Attorney and Mary Bloomer, Administrative Coordinator. Jeannene Ryan, WCNOC Representative, and Mark Petterson, Coffey County Republican Editor, were present for part of the meeting.

2. Crotts moved to approve the minutes of July 6th, 2004 as corrected, seconded by Kirchner. Motion carried. Corrections were: Tuesday, July 6, 2004, paragraph 2, add "paragraph 7" after 'landfill'. Add new paragraph 22, "Steve Lightle, Housing Authority Director, met with the Board regarding bids on concrete for the LeRoy and Waverly new construction homes."

3. Consent Agenda:

A. Move to authorize and direct the Chairman to sign the Coffey County Payroll Notice for CSA compensation for the month of July, 2004, for John Zuern as Zoning Administrator.

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

4. Merry moved to adopt Resolution No. 650-E, A RESOLUTION EXPRESSING THE PROPERTY TAXATION POLICY OF THE BOARD OF COFFEY COUNTY COMMISSIONERS WITH RESPECT TO FINANCING THE 2005 ANNUAL BUDGET FOR COFFEY COUNTY, KANSAS, seconded by Rowley. Motion carried.

5. Mike Kastle, Superintendent of USD #245, introduced himself to the Board and asked if the Board has any questions regarding their request for 2005 budget funds. The Board advised him they are reviewing budgets this day.

6. Susan Mueller, Coffey County Health Administrator, reported on activities in the Health Department. A grant proposal to East Central Kansas Area Agency on Aging was given to the Commissioners for review. The \$4,000.00 grant will be used for educational programs and screening at all senior citizen sites in the County to be completed by March 2005. It was also reported that the Chronic Disease Risk Reduction grant will not be received this year. The CDRR focus was on tobacco policy changes within the community. Cindy Joy, RN, will be conducting an employee wellness program in August on Hormone Issues, a heat-safety program for COF consumers, and a parent-child "growing up" class in the near future. Mueller also discussed increasing sanitation fees and would like to do a comparative study and bring that for further discussion. The Commissioners agreed to the request.

7. Hub Caspar, Coffey County Engineer, presented the weekly report dated July 12, 2004. Robert Reed, Road Supervisor, and John Zuern, Administrative Assistant, were 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. 2004-16; B357 (V - 11.03): Review bids – make award. **Caspar will open the bids at 10:30 a.m. and be back later this morning.**
11. Item No. 2004-19; B57 (18-Q.7): Request authorization to solicit bids for Structural Steel.
 - 11 a. Sipe moved to approve the County Engineers request to solicit bids for the Structural Steel for B57, seconded by Sipe. Motion carried.
12. Item No. 2004-20: B027 (26-M.8) & B029 (26-S.9): Request authorization to solicit bids for Rebar and Accessories.
 - 12 a. Crotts moved to approve the County Engineers request to solicit bids for the Rebar and Accessories for B027 and B029, seconded by Kirchner. Motion carried.
13. **Reed reported someone is wanting to build a house one-half mile south of Highway 31 on Yearling Road. There is a low water crossing on Yearling Road that is impassable at times and no other way out. Reed will be in contact with the people.**
14. **Caspar also presented the Construction Zone Report for the week of July 12, 2004.**
15. Brad Elder, Shawna Gaddis and Janet Payne, Elliott Insurance Group, met with the Board to discuss several insurance issues, such as reasons to change the insurance year; preliminary results of the worker’s compensation audit review; and new procedures of EMC in processing claims. Elder also presented the Board with an up-to-date claims history.
16. Jon Hotaling, Economic Development Director, presented and discussed the weekly report for the week of July 6, 2004.
17. Item No. 98-6; Hotaling signed and returned EDA grant funds documentation to Linda Weldon, Executive Director of the Southeast Kansas Regional Planning Commission. Hotaling also collected County and city of Burlington enterprise zone resolutions for the renewal of the State of Kansas Enterprise Zone Certification. Hotaling completed all documents required for renewal and mailed an original copy to the SEKRPC office.
18. Item No. 98-8; Hotaling chaired the annual tourism and visitors board budget meeting. The board approved the draft budget recommending that all transient guest tax revenue in the “tourism and convention fund” be committed to the Coffey County Chamber of Commerce for operation, management, and promotion of the Coffey County Chamber of Commerce, it’s members, events and attractions. Original, signed budget documents were presented to Coffey County Clerk Vernon Birk.
19. Item No. 02-2; Hotaling collected auction flyers from Lowell Platt for the Kansas Assemblies, Inc. auction on Thursday, July 15th at 1:00 p.m. Hotaling provided a copy to County

Attorney Doug Witteman, who faxed a letter to Carl Kelly outlining procedures for payment and lien release of auctioned equipment.

20. Item No. 02-3; Hotaling mailed documents including financial statements, tax returns, personal financial statements, stockholder listing, etc., pertaining to business prospect to Wayne Symmonds, Eastern Kansas Economic Development Group. He will review the materials, highlight the positives and negatives, and make a recommendation to the Commission based on the financial standing of the company.
21. Hotaling prepared documentation for the Heartland Procurement Technical Assistance Center (PTAC) in Joplin, MO for grant funding to bring PTAC representatives to Coffey County for a government procurement technical assistance workshop.
22. Hotaling met with Diana Nichols, Coffey County Employment Program, to discuss upcoming 4-H Ambassador interviews and to make plans for placement assistance for new business coming to Coffey County.
23. Hotaling registered Executive Assistant, Ronda Truelove, for the Kansas Economic Development Alliance computer training for the new buildings and sites program soon to be adopted by the Kansas Department of Commerce.
24. Hotaling completed the loan fund reports for the period June 1st to June 30th.
25. Some of the Board members and Hotaling will be traveling to Cherryvale on Wednesday, July 14, 2004, to tour a prospective business.
26. Rowley moved to recess into Executive Session at 11:04 a.m. for 15 minutes, to include each of the Commissioners and the County Appraiser, to discuss personnel matters of non-elected personnel, seconded by Kirchner. Motion carried.
27. The Board resumed regular session at 11:19 a.m.
28. Rowley moved to re-enter Executive Session at 11:20 a.m. for 15 minutes with the same people for the same reasons, seconded by Crotts. Motion carried.
29. The Board resumed regular session at 11:35 a.m.
30. Hub Caspar returned with the steel bids. Bids presented:

B 357 – Structural Steel
Krueger Shop - \$32,190.83

30 a. Crotts moved, based upon the recommendation of the County Engineer, that the bid submitted by Krueger Shop for the structural steel for Bridge 357 be approved as being the best bid and that award be made according to the terms of the bid at a cost of \$32,109.83 to be paid from the Special Bridge Fund, seconded by Rowley. Motion carried.

31. The Board will canvass the results of the August 3, 2004 primary election on Monday following the election, August 9, 2004, beginning at 9:00 a.m.
32. The County Attorney reported on the insurance settlement check and procedure regarding hail damage from a recent storm. Witteman said the cost to repair roof damage is severe enough that it should be advertised for bids. The County Clerk will prepare the advertisement. The Clerk was directed to take care of miscellaneous items damaged on County buildings from the hail storm.
33. The Board recessed for lunch at 12:04 p.m. until 1:00 p.m.
34. Chairman Merry called the meeting back to order at 1:00 p.m.
35. The purpose of the meeting was a budget workshop in preparation of the 2005 County budget.
36. Darren Isch, Coffey County Airport Manager, met with the Board regarding some budget issues.
37. Debbie Poire, Fourth Judicial District Court Clerk, met with the Board to discuss budget issues.
38. Kirchner moved, upon the recommendation of the Sheriff and the approval of the County Attorney as to form, to approve the agreement between the City of Topeka and Coffey County related to holding city inmates at the Coffey County jail and to authorize and direct the Chairman to sign same, seconded by Sipe. Motion carried.
39. Crofts moved to recess into Executive Session at 1:57 p.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.
40. The Board resumed regular session at 2:02 p.m.
41. Rowley moved to re-enter Executive Session at 2:07 p.m. for 5 minutes with the same people for the same reasons, seconded by Kirchner. Motion carried.
42. The Board resumed regular session at 2:12 p.m.
43. Rowley moved to recess into Executive Session at 2:29 p.m. for 5 minutes, to include each of the Commissioners and the County Appraiser, to discuss personnel matters of non-elected personnel, seconded by Merry. Motion carried.
44. The Board resumed regular session at 2:34 p.m.
45. Rowley moved to re-enter into Executive Session at 2:39 p.m. for 5 minutes with the same people for the same reasons, seconded by Kirchner. Motion carried.
46. The Board resumed regular session at 2:44 p.m.

47. Lovelady and the Board discussed her evaluation and salary and it was decided to leave her salary at the current level.

48. Rowley moved to adjourn the meeting at 4:15 p.m., seconded by Crotts. Motion carried.

CORRESPONDENCE:

Response Not Required

1. Coffey County Tourism and Visitor's Board – Minutes of July 9, 2004
2. KAC – Informational Bulletin
3. Hawver's Capitol Report – Misc. dates
4. NACo – Newsletter
5. Corps of Engineers – Public Notice
6. Blue Cross Blue Shield – Newsletter
7. Recycling In Kansas - Newsletter

Response Required

8. EMC Insurance – Letter regarding hail damage to County buildings

Minutes, July 12, 2004

Signed:

Attest:

Chairman

County Clerk