

1. The Coffey County Commission Chambers opened at 8:00 a.m. Monday, July 14, 2003, to individually review correspondence. Vice-Chairman Fred Rowley, Jr. called the meeting to order at 9:00 a.m. with members Tim Sipe, R. Kraig Kirchner and Larry Crotts present. Also present were Vernon Birk, Coffey County Clerk, Doug Witteman, Coffey County Attorney, and Mary Bloomer, Administrative Coordinator. Present for part of the meeting were Mark Petterson, The Coffey County Republican, and Gene Rohr. Chairman Gene Merry was attending to other County business.

2. Sipe moved to approve the minutes of Monday, July 7, 2003, as corrected, seconded by Crotts. Motion carried. Corrections were: Monday, July 7, 2003, add at end of paragraph 3, "seconded by Rowley. Motion carried." Paragraph 7, replace 'The Board' with "Commissioner Merry" in the last sentence. Add new paragraph "15 a. Hoteling also presented and discussed the loan fund reports for the month of June."

3. The board discussed CSA compensation brought to them following a Department Head meeting where it was agreed to take the matter to the Board asking them to review the CSA compensation policy. The Administrative Coordinator will draft a letter to the Department Heads regarding the outcome of discussion. Those persons currently drawing CSA will be required to submit a summary of their extra duties.

**4. Consent Agenda:**

- A. Move to authorize and direct the Vice-Chairman to sign the Coffey County Payroll Notice for CSA compensation for Robert Reed as Acting Department Head for the month of July 2003.
- B. Move to authorize and direct the Vice-Chairman to sign the Coffey County Payroll Notice for CSA compensation for John Zuern as Zoning Administrator for the month of July 2003.
- C. Move to authorize and direct the Vice-Chairman to sign 8 abatements to the Treasurer's tax roll in the amount of \$2,282.75.

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

5. Susan Mueller, County Health Administrator, updated the Board on the current happenings in her office. Through the East Central Kansas Regional Public Health Coalition, Hazwoper training is being offered to each county in the coalition. All expenses will be paid for the week long training August 4-8 at KSU. Mueller said Emergency Preparedness has expressed an interest in the training. The third quarter payment of 2003 Bioterrorism Grant funds of \$5600.00 are expected shortly. A local smallpox response plan is due to KDHE by August 15, and the final grant money of approximately \$8,400.00 will be sent after their receipt of the plan. Mueller also reported the KDHE has postponed implementation of the vaccine use guidelines until October.

**6.** Crotts moved, upon the concurrence of the County Engineer, to waive the landfill fees for the Coffey County Housing Authority for the removal of 10 properties for the “Coffey County clean-up program” provided the debris of the homes is pulverized and the metal frames of the mobile homes are removed and put into the metal pile, seconded by Kirchner. Motion carried.

**7.** Sipe moved to amend the motion regarding the Coffey County Area Network which was approved last week, July 7<sup>th</sup>, and move to approve the Coffey County Area Network project to develop gigabit Ethernet backbone upgrade at a total cost of \$144,309.77, with \$128,237.96 representing County portion, and the remainder \$16,071.81 to be reimbursed in equal shares from the three school districts, with two equal payments, the first due September 1, 2003 and the second due January 2004, with funds to come from the Fiber Optic System Construction Fund and the General Fund, Capital Outlay Line, seconded by Kircher. Motion carried.

**7 a.** Crotts moved to authorize and direct the Vice-Chairman to sign a Service & Equipment Agreement regarding the above referenced project, seconded by Sipe. Motion carried.

**7 b.** Rowley moved to authorize and direct the Vice-Chairman to sign a Centurion Service Agreement regarding the above referenced project, seconded by Crotts. Motion carried.

**8.** Mary Bloomer, Administrative Coordinator, updated the Board on the progress of the safety plan suggested by our property and liability insurance carriers (Elliott Insurance Group). Bloomer met with Gene Moyer, Professional Safety Resources, who will be meeting with each department individually to work on the plan. Bloomer also gave a brief update on Teen Court. She also reported she has the budget packets almost ready for the budget work session, which is Monday, July 21, 2003, at 1:00 p.m.

**9.** The Board reviewed a voucher submitted for grant funds for Coffey County Rural Water District No. 2. The question on the voucher was the date of December 11, 2002. It was agreed to wait until there is a full Board to discuss it further.

**10.** Jon Hotaling, Economic Development Director, presented and discussed the weekly report for the week of July 7, 2003.

**11.** Item No. 95-25; Hotaling is working with the Coffey County Republican to finalize the 2003 tourism tabloid to be delivered and inserted in newspapers later this month in Lamar, MO, Vinita, OK, and Paola, KS. Combined potential reach for these three markets is 13,000+.

**12.** Item No. 98-6; Hotaling completed and mailed out letters to city clerks and mayors requesting that they complete the SEKRPC Comprehensive Economic Development Strategy (CEDS) planned priority public works projects list for 2003-2005.

Hotaling sent them a copy of the form to be completed and returned by August 18<sup>th</sup> for the CEDS Regional Committee meeting in Chanutte.

**13.** Item No., 98-8; Hotaling organized materials for the 2003 Coffey County Tourism & Visitors Board 2004 budget meeting held on July 9<sup>th</sup>, at noon, in the courthouse basement. Materials for the meeting included agenda, guest tax revenue summary, draft budget, draft motion, responsibilities and position requirements for tourism board representatives, sign up sheet, etc. The Board approved and submitted the 2004 budget to Coffey County Clerk, Vernon Birk.

**14.** Item No. 01-4; Hotaling prepared the budget review for Waverly mural project along with information on art as an element of rural culture and tourism from the Kansas Sampler Foundation. Hotaling presented the information to attendees at the Waverly mural dedication on July 9<sup>th</sup>.

**15.** Item No. 02-02; Carl Kelly announced that Kansas Assemblies, Inc., in LeRoy, is now on the World Wide Web at { [HYPERLINK "http://www.kansasassemblies.com"](http://www.kansasassemblies.com) }.

**16.** Hotaling mailed letter to Jac L. Jensik concerning maintenance of the Burlington Cinemas building. Hotaling offered to assist in getting estimates for repairs to the front of the building and awning.

**17.** Hub Caspar, Coffey County Engineer, presented the weekly report dated July 14, 2003. Robert Reed, Road Supervisor, and John Zuern, Administrative Assistant, were also present.

**18.** Item No. 93-01; Road Permits Report: One Road Permit was issued during the past week.

**19.** Item No. 99-99; Zoning Permit/Applications Report: No Zoning Permits were issued during the past week.

**20.** Item No. 99-13; C&D Update – Permit application letter of comments received from KDHE. Tire report – Jeff Beyer.

**21. The tire report showed 3,591 total waste tires were brought to the landfill in the 2<sup>nd</sup> quarter of 2003.**

**21 a.** Kirchner moved to approve the survey, as amended, to be presented to the tire committee and sent to tire vendors, seconded by Sipe. Motion carried.

**21 b.** The amendment was to add another option to “leave as is with cost recovered through property tax assessments”.

**22.** Item No. 2003-20; Wolf Creek: Report on Plant Entrance Project. **Caspar reported all road work is being done inside the plant entrance at this time.**

23. Highway Department, Solid Waste and Capital Improvement Plan budgets were submitted to Mary on July 10, 2003. B-144 – concrete test cylinder break on July 9<sup>th</sup>.

**23 a. Caspar said the cylinder break passed the tests for bridge 144.**

24. Caspar also submitted the Construction Zone report.

25. Commissioners Rowley and Kirchner will be attending the SEK County Officials meeting at Woodson County on Thursday, July 17, 2003.

26. Crotts moved to adjourn the meeting at 11:25 a.m., seconded by Sipe. Motion carried.

### **CORRESPONDENCE:**

#### Response Not Required

1. KAC Bulletin
2. Coffey County Housing Authority – Minutes of 5-1-03; 6-19-03
3. Hawver’s Capitol Report – 7-7-03; 7-9-03; 7-10-03; 7-11-03
4. BCBS – Newsletter
5. City of Gridley – Minutes of 6-2-03
6. Fourth Judicial District – Newsletter
7. City of Burlington – Minutes – 6-18-03
8. Tourism Board – Minutes of 7-9-03
9. Flinthills Wildlife & Parks – Newsletter
10. Council on Aging – Audit ending 12-31-02

#### Response Optional

11. KDHR – Notice of Seminar

#### Response Required

12. Senator Schmidt – Letter regarding demand transfers

Minutes July 14, 2003

Signed:

Attest:

Chairman

County Clerk