

1. The Coffey County Commission Chambers opened at 8:00 a.m. Monday, August 21, 2006, to allow commissioners to individually review correspondence. Chairman Rowley, Jr. called the meeting to order at 9:00 a.m. with members R. Kraig Kirchner, Tim Sipe, Gene Merry and Larry Crofts present. Also present were Denise Humlicek, Payroll Clerk, and Donna Berland, Administrative Assistant. Coffey County Attorney Doug Witteman was present for a portion of the meeting. WOCNOC Representatives Tim East and Ken Hughes were also present.
2. Merry moved to approve the minutes of Monday, August 14, 2006, as written, seconded by Sipe. Motion carried.
3. **Consent Agenda**
  - A. Move to authorize and direct the Chairman to sign the Coffey County Payroll Notice for Brandon Birk, Highway Department, from Equipment Operator to Survey Technician II, M-III-a to TP-II-a, from \$11.94 to \$12.24, effective 8/21/06.
- 3a. Crofts moved to approve the Consent Agenda as submitted, seconded by Merry. Motion carried.
4. Coffey County Sheriff Randy Rogers met with the Board to discuss moving 2 Lead Jailers into new payroll classification categories. The Board requested an updated Table of Organization and job descriptions for the Lead Jailers. Rogers also gave an update on the grant from the state for the new dispatch center.
5. Merry moved to recess into Executive Session for 10 minutes at 9:27 a.m. to include each of the Commissioners, Hub Caspar, County Engineer, Robert Reed, Road Supervisor, and John Zuern, Administrative Assistant to discuss matters of non-elected personnel, seconded by Rowley. Motion carried.
6. The Board resumed regular session at 9:37 a.m.
7. Hub Caspar, County Engineer, presented and discussed the weekly report dated August 21, 2006. Robert Reed, Road Supervisor, and John Zuern, Administrative Assistant, were also present.
8. Item No. 93-01; Road Permits Report: Two 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. 2006-30; Fall Clean Up Week: October 2-7, 2006. Landfill fees will be waived.
11. Caspar also presented the Construction Zone report for the week of August 21, 2006.
12. Jon Hotaling, Economic Development Director, submitted the weekly report for the week of August 21, 2006.

- 13.** Item No. 95-24; Hotaling completed and submitted applications for the Kansas Leadership Forum Annual Conference to be held in Newton on September 20<sup>th</sup> and the Kansas Renewable Energy Conference to be held in Topeka on September 26<sup>th</sup> & 27<sup>th</sup>.
- 14.** Item No. 95-29; Hotaling completed ads for the Leadership Coffey County 2006-2007 adult class. Ads to solicit participants will air on the local radio station and will be published in the local papers for the next 4 to 6 weeks.
- 15.** Item No. 04-3; Hotaling attended an inspection of the Charloma sprinkler system, pump and feeder lines with representatives of Charloma, City of Burlington and Central Fire Protection. If the insurance company stands by present specifications, a 2,500 gallon per minute pump and 150,000 gallon storage tank would be needed to provide enough water to the warehouse area of the building. Present specifications require 2,500 gallons per minute for 30 minutes.
- 16.** Item No. 05-2; Hotaling was contacted by the Pittsburg State Alliance for Technology Commercialization to identify any Coffey County business owners or entrepreneurs that spend time in researching new products. The Alliance is searching for partners for small business innovative research funding with the Kansas Polymer Research Center (KPRC).
- 17.** Item No. 05-4; Hotaling met with a local contractor to review original plans of a building that could be a possibility for the call center. Hotaling will review the plans with the call center's representatives to see what improvements, additions, etc. would be required.
- 18.** Hotaling reviewed and updated the position summary / job description for the Economic Development Director's position. Several essential functions relating to events and organizations no longer in operation were deleted.
- 19.** Hotaling reviewed possible funding, loans, etc. for several small business prospects. Hotaling received the latest Small Business Administration (SBA) loan interest rate schedules.
- 20.** Merry moved, upon the recommendation of the Economic Development Director, to approve the revised job description, seconded by Rowley. Motion carried.
- 21.** Kirchner moved, upon the recommendation of the Sheriff, to approve the updated job description for Head Jailer and approve two Payroll Notices related thereto; to direct the Administrative Assistant to revise the CP-4 Position and Wage Classification form and to authorize and direct the Chairman to sign all related documents, seconded by Sipe. Motion carried.
- 22.** BlueCross BlueShield Representative Donna Pashman met with the Board to give a retrospective review of claims and contributions.
- 23.** Coffey County Emergency Services Group met with the Board to discuss the construction of an emergency services substation in the northern part of Coffey County. Amber Pressley, Emergency Preparedness, Kim Robrahn, Fire District #1, Bill Walker, Coffey County Fire District #1 Administrator, James Higgins, Emergency Services Administrator, and Randy Rogers, Coffey County Sheriff were all present.

24. Coffey County Appraiser Connie Lawrence met with the Board to request approval of the minimum specifications for two 2006 or 2007 4 door cab pick-ups and approval of the Invitation to bid for the Appraiser's office.

24a. Merry moved, after discussion, to approve the minimum specifications for two (2) 2006 or 2007 crew cab pick-ups for the Appraiser's office, and further approve the Invitation to bid for same, seconded by Crofts. Motion carried.

25. The Board will sign warrants and vouchers on Tuesday, August 29<sup>th</sup>, 2006 at 8:30 a.m.

26. Rowley adjourned the meeting at 11:15 a.m.

### **Meetings attended**

1. Rowley attended the Zoning and Planning Board meeting in Burlington
2. Kirchner attended the ECKAN meeting in Ottawa
3. Sipe attended the RC&D meeting in Ottawa
4. Merry attended the KAC platform meeting in Topeka

### **Correspondence**

#### No Response Required

1. Coffey County Fire District #1 - District Board Meeting - August 21, 2006
2. Burlington City Council Regular Session - August 2, 2006
3. KAC Research Report - Detention Facilities
4. The Kansas Collaborative - Making Dollars & Sense
5. The Kiplinger Tax Letter - Aug. 11, 2006
6. Whitney B. Damron, P.A. - News Articles of Interest - Aug. 11, 2006
7. Timelines Newsletter - Coffey County Historical Society & Museum - Aug. 2006

Minutes, August 21, 2006

Signed:

Attest:

Chairman

County Clerk