

1. The Coffey County Commission Chambers opened at 8:00 a.m. Tuesday, September 4, 2001, to individually review correspondence. Chairman Gene Merry called the meeting to order at 9:00 a.m. with members Fred Rowley, Jr., Johnnie Sleezer, Tim Sipe and Larry Crofts present. Also present were County Clerk Vernon Birk, Administrative Coordinator Mary Bloomer and County Attorney Doug Witteman.
2. Crofts moved to approve the minutes of Monday, August 27, 2001 and Wednesday, August 29, 2001, as written, seconded by Sleezer. Motion carried.
3. **CONSENT AGENDA:**
  - A. Upon the recommendation of the County Engineer, move to authorize and direct the Chairman to sign the Coffey County Payroll Notices for CSA compensation for Robert Reed as acting Department Head and John Zuern as Zoning Administrator for the month of September 2001.
- 3 a. Rowley moved to approve the Consent Agenda as submitted, seconded by Merry. Motion carried.
4. Sipe moved, upon the recommendation of the County Treasurer and approval of the County Attorney, to find that one (1) metal-2-tier computer stand is considered excess property and is no longer required and cannot prudently be used for public purposes of Coffey County, and as such, should be disposed of by sale at the Coffey County Auction on September 8, 2001, at the Coffey County Shop located at 1510 S. 6<sup>th</sup>, Burlington, Kansas, seconded by Crofts. Motion carried.
5. Following discussion, the County Clerk was directed to over-seed the courthouse lawn areas that are not being reseeded this fall.
6. Becky Jewett, Emergency Preparedness Coordinator, presented and discussed her report for the month of August. Jewett also presented her department's planned activities for September.
7. County Clerk Vernon Birk will get information for reviewing the Commission districts population size for possible redistricting.
8. Merry requested an Executive Session with the Board.
  - 8 a. Crofts moved to recess into Executive Session at 9:48 a.m. for 5 minutes to include each of the Commissioners to discuss personnel matters of non-elected personnel, seconded by Rowley. Motion carried.
9. The Board resumed regular session at 9:53 a.m.

**10.** Elysa Lovelady, Coffey County Appraiser, presented and explained the year 2002 Maintenance Specifications and Plans. The Board requested additional information regarding exemptions on oil stripper wells.

**10 a.** Crotts moved, upon the recommendation of the County Appraiser, to approve the Appraisal Maintenance Specifications for the Appraisal of Property for 2002 (January 1, 2003 Values) for Coffey County Kansas, seconded by Sipe. Motion carried.

**11.** Jon Hotaling, Economic Development Director, introduced Edward and Teresa Hosford who are requesting a loan to purchase a forklift and scale for his scrap metal business located here in Coffey County.

**11 a.** Sipe moved, upon the recommendation of the Economic Development Director and approval of the County Attorney as to form, to authorized and direct the Chairman to sign a Loan Agreement and related documents with Edward Hosford, subject to UCC clearance, seconded by Sleezer. Motion carried. The Loan Agreement is in the amount of \$7,000.00 and is for the purchase of a 1978 Baker/York U 60 All Terrain Forklift, Serial #242665 and weighing scales used in Mr. Hosford's scrap metal processing and shipping business.

**12.** Hotaling also presented his weekly report for the week of August 27<sup>th</sup> to August 31<sup>st</sup>, 2001.

**13.** Item No. 95-29; Hotaling met with the Leadership Coffey County youth program committee to discuss curriculum, class schedules, application forms, class size restrictions, etc. Hotaling will draft application forms, flyers and class outline for the committee's review on September 24, 2001. Upon final draft approval, the program will be presented to the USD's, counselors, etc. for review and revisions before final approval from the USD's. Target start date for the program and first class is January 7, 2002.

**14.** Item No. 97-7; Hotaling attended the Coffey County Chamber of Commerce After 5 meeting at the First National Bank of Kansas. The Chamber Director presented information on the tourism industry in Kansas and Coffey County. Jacob Cherry gave a presentation on the Coffey County Chamber of Commerce website now under construction. The website should be completed in about 30 days.

**15.** Item No. 98-10; Hotaling worked with Ronda McCullough on the design for flyers for the SEK, Inc. golf tournament fundraiser. Hotaling also spoke with Mike Mabrey about the SBA HUB (Historically Underutilized Business) Zone program. Coffey, Anderson and Linn counties are designated SBA HUB zones. Hotaling will work with Mike Mabrey and Dennis Arnold to bring a representative from the SBA office in Kansas City to the area for a presentation on the program. Hotaling attended the SEK, Inc. Economic Developers committee meeting in Parsons. The committee discussed the upcoming Sirolli entrepreneur facilitator training session, the golf tournament scheduled for October 26<sup>th</sup>, the website updates, the business database, Leadership SEK, and recycling, etc. Carolyn Kennett, Economic Development Director

for Parsons, presented information on post-tornado economic development efforts and plans.

**16.** Item No. 00-2; Hotaling attended the 21<sup>st</sup> Century Community Learning Center Advisory Council meeting. The special events calendar for the fall semester has been completed. The center is also seeking volunteers for fall and winter. Hotaling also met with Vicki Vineyard to discuss apprenticeship program and information to be presented at the September 12, 2001 Coffey County Manufacturer's Association meeting.

**17.** Hotaling provided information on SBA loans and the Kansas Small Business Development Centers to a retail business prospect.

**18.** Hotaling attended the Waverly Comprehensive Plan meeting on housing. Presenters from the Kansas Department of Commerce & Housing, ECKAN and the Coffey County Housing Authority provided information on the many programs available to address housing needs.

**19.** Hub Caspar, Coffey County Engineer, presented his weekly report dated September 4, 2001. Robert Reed, Road Supervisor, and John Zuern, Administrative Assistant, were also present.

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

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

**22.** Item No. 99-13; Landfill: Recommendation for fall clean-up week – October 15, 2001.

**22 a.** Sleezer moved, upon the recommendation of the County Engineer, to approve designating the week of October 15 through October 20, 2001 as "Clean-Up Week" in Coffey County and directed the County Clerk to publish approved notices in the local paper, seconded by Rowley. Motion carried.

**22 b.** Review and approve the agreement with Terracon for Methane Monitoring Probe installation.

**22 c.** Rowley moved, upon the recommendation of the County Engineer and approval as to form by the County Attorney, to authorize and direct the Chairman to sign the Agreement with Terracon for methane monitoring probe installation at the Coffey County Landfill for the lump sum fee of \$9,700.00, with funds to come from the Capital Improvement Reserve Fund, seconded by Crofts. Motion carried. There are six complete monitoring wells involved in this project.

- 23.** Sleezer moved to recess into Executive Session at 11:22 a.m. for 10 minutes to include each of the Commissioners, the County Attorney, the County Engineer and the Road Supervisor to discuss personnel matters of non-elected personnel, seconded by Crotts. Motion carried.
- 24.** The Board resumed regular session at 11:32 a.m.
- 25.** Rowley moved to re-enter Executive Session at 11:33 for 10 minutes with the same people for the same reasons, seconded by Sipe. Motion carried.
- 26.** The Board resumed regular session at 11:43 a.m.
- 27.** The County Attorney updated the Board on a Coffey County Website contract issue with Joe Rossini, Rossini Management Systems, Inc.
- 27 a.** County Attorney Doug Witteman was directed to cancel the \$250.00 search engine portion of the contract with Rossini Management Systems, Inc.
- 28.** Rowley moved to recess into Executive Session at 11:55 a.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 Sleezer. Motion carried.
- 29.** The Board resumed regular session at 12:00 noon.
- 30.** Commissioners Crotts and Rowley and Administrative Coordinator Mary Bloomer will be attending a KAC Supervisors training class at the Coffey County Library on Thursday, September 6, 2001. Commissioner Merry will be attending the Coffey County Strategic Planning Meeting on Wednesday, September 5, 2001.
- 31.** Sipe moved to adjourn the meeting at 12:08 p.m., seconded by Rowley. Motion carried.

## **CORRESPONDENCE:**

### Response Optional

1. KDOCH – Notice of Seminar
2. Kansas Consulting Engineers – Notice regarding County Public Improvement Award.
3. City of Burlington, Board of Zoning Appeals – Notice of Conditional Use Hearing.

### Response Not Required

4. Steve Lightle – Notice regarding new home sales.
5. Kansas State Historical Society - Newsletter
6. Keep Kansas Beautiful - Flyer
7. Kansas Army & Air National Guard – Plains Guardian – Newspaper
8. KAC – Audit report for year ending Dec. 31, 2000
9. Coffey County FSA Ag. Report – August 2001 Newsletter

Minutes, September 4, 2001

Signed:

Attest:

Chairman

County Clerk