

1. The Coffey County Commission Chambers opened at 8:00 a.m. Monday, September 13, 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 Budgetary Accounting Specialist I Angie Kirchner and Administrative Coordinator Mary Bloomer. Present for part of the meeting was Coffey County Attorney Doug Witteman. Coffey County Clerk Vernon Birk was attending to County business.

2. Rowley moved to approve the minutes of September 7, 2004 as corrected, seconded by Sipe. Motion carried. Corrections were: Tuesday, September 7, 2004, paragraph 2, add “4-0-1, Merry abstained.” At the end of the second sentence. Paragraph 8, after ‘Optic’ add “Control”. Paragraph 9, add last sentence “Jewett also presented and discussed Arthur Mah’s write up of the Emergency Plan Drill held August 26-27, 2004.” Paragraph 10a., delete ‘move’ replace with “to”. Paragraph 11, lower case ‘Hospital Nursing Home’ as “hospital nursing home”. Add paragraph 11a., “Crotts moved, upon the recommendation of the Emergency Preparedness Coordinator and approval of the County Attorney as to form, to authorize and direct the Chairman to sign the Letter of Understanding with Vintage Manor, seconded by Sipe. Motion carried.” Paragraph 15., after ‘Calculations—’ add “the” after ‘report’ add “was” after ‘attached’ add “to Caspar’s report”. Paragraph 18., after ‘2004’ add “and the Work Order Inquiry reports by commission district.”

### 3. Consent Agenda

- A. Upon the recommendation of the Engineer, move to authorize and direct the Chairman to sign the Coffey County Payroll Notice for Clint Sowder, Full Time Equipment Operator, at a classification of MIIIb and an hourly rate of \$11.50, effective September 7, 2004.
- B. Upon the recommendation of the Sheriff, move to authorize and direct the Chairman to sign the Coffey County Payroll Notice for Robert Nelson, Full Time Deputy, at a classification of L/EIIIb and an hourly rate of \$12.91, effective September 13, 2004.
- C. Move to authorize the Chairman to sign 1 abatement to the Treasurer’s tax roll in the amount of \$2.49. This is for the year 2003.

3a. The Board questioned Sheriff Randy Rogers on the new Full Time Deputy, Robert Nelson, living out of the County. Rogers explained that Deputy Nelson has six months from the date of hire, by the Coffey County Policy and Procedure manual, to reside within the County. Rogers assured the Board that Deputy Nelson would be parking the sheriff’s car in the County at a fellow deputy’s house when his shift is completed until Nelson is a Coffey County resident.

4. Crotts moved to approve the consent agenda as submitted, seconded by Kirchner. Motion carried.

5. Sheriff Rogers gave the Board an update on the situation involving the cattle impounded from the Ron Freund farm. A large portion of the cattle has been returned to their rightful

owners and the County will be reimbursed for a large portion of expenses incurred from the feeding and care of the cattle.

**6.** Merry moved to designate: Gene L. Merry as voting delegate; Fred Rowley, Jr. as 1<sup>st</sup> alternate; and Larry Crotts as 2<sup>nd</sup> alternate to the 29<sup>th</sup> annual conference of the Kansas Association of Counties (KAC) to be held at Overland Park, Kansas, November 21<sup>st</sup> through November 23<sup>rd</sup>, 2004, seconded by Crotts. Motion carried.

**7.** Crotts moved upon the recommendation of the Administrative Coordinator, to accept the bid of Lewis Oil as the low bid for 4 tires (225/60R16), mounted and balanced at a total cost of \$249.72, with funds to come from Courthouse General, Commodities line. The tires are for the 2000 Crown Victoria pool vehicle, seconded by Kirchner. Motion carried.

**8.** Sipe moved to authorize and direct the Chairman to sign the EMC Statement of Values for the property portion of the County's insurance coverage, seconded by Rowley. Motion carried.

**9.** Kirchner moved to authorize and direct the Chairman to sign the Rejection of Uninsured/Underinsured Motorists Protection Coverage form, seconded by Crotts. Motion carried.

**10.** Merry updated the Board that the Kansas Energy Council has appointed him to the Utilities Board.

**11.** Robert Reed, Road Supervisor, presented and discussed the weekly report dated Monday, September 13, 2004. John Zuern, Administrative Assistant, was also present.

**12.** Item No. 93-01; Road Permits Report: No Road Permits were issued during the past week.

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

**14.** Reed also presented the Construction Zone report for the week of September 13, 2004.

**15.** The Board directed Coffey County Clerk Vernon Birk to advertise for bids on the concrete work that needs to be repaired in different areas around the courthouse.

**16.** Coffey County Appraiser Elysa Lovelady and Deputy Appraiser Mark Hopkins met with the Board to present and discuss bids on a compact truck for the Appraiser's Office.

**17.** Rowley moved upon the recommendation of the County Appraiser and approval of the County Attorney to accept the low bid of Crow-Moddie Ford in the amount of \$15,100.00 for a 2005 Compact Extended Cab Pickup as the best bid and to purchase the same, seconded by Merry. Motion carried.

- 18.** County Appraiser Elysa Lovelady answered the Board's questions and explained the changes that the State of Kansas has made to the Appraisal Maintenance Specifications for the Appraisal of Property for Coffey County for 2005.
- 19.** Merry moved upon the recommendation of the County Appraiser, to approve the Appraisal Maintenance Specifications for the Appraisal of Property for Coffey County for 2005, seconded by Kirchner. Motion carried.
- 20.** Jon Hotaling, Economic Development Director, presented and discussed his report for the week of September 7, 2004.
- 21.** Item No. 97-6; Hotaling attended the Coffey County Manufacturer's Association meeting at the Coffey County Hospital. The membership discussed programs for upcoming meetings and also approved a reminder billing for membership renewals. Possible tours and programs include: tour of Dolly Madison; tour of Diamond Coach; tour of B&W Custom Truck Beds; and programs on Brownfield Development; Trade Development Division of the Kansas Department of Commerce; and President of the Western Kansas Manufacturing Association. Hotaling finalized minutes from the meeting and will make program contacts. Hotaling will mail out membership renewal information next week.
- 22.** Item No. 03-3; Hotaling confirmed that an SBA LowDoc loan has been approved for a local business. Documents are being processed and the loan should be finalized in a few weeks.
- 23.** Hotaling attended the RWD #2 meeting in Gridley. Hotaling presented information and the engineer's estimate. The RWD #2 Board feels a loop from the Burlington to LeRoy line might benefit the most customers and be more cost effective than installing a dead end line. They will have their engineer prepare an estimate for a loop. When RWD #2 has the estimate, a meeting will be set up so the LeRoy City Council and Mayor, RWD #2 Board, and potential customers can discuss the possibilities for this system enhancement.
- 24.** Hotaling confirmed the grill and Kelley Hall with the City of Burlington for the Coffey County employee's picnic. Kelley Hall will be open and the grill will be available by 10 a.m., Monday.
- 25.** Ottumwa residents Cheryl Reed and Mike Reed met with the Board regarding the boat ramp at Ottumwa. Bill Walker, Coffey County Fire District No. 1 Administrator, was also present for this discussion. Mike Reed discussed cleaning up the boat ramp in Ottumwa. Reed has been in contact with the Corps of Engineer's trying to get help to clean up the silt and removing some of the smaller trees that have grown up since 2002. Reed said that once the ramp was cleared of the silt and trees that he and some of the Ottumwa residents would maintain it themselves. Walker explained that it would be helpful for the Fire District to have access to the lake if there were a large fire nearby and they needed extra water quickly.
- 26.** Bill Walker requested a Proclamation for Fire Prevention Week beginning October 3<sup>rd</sup> through October 9<sup>th</sup>, 2004. The Board agreed.

27. Lovelady also provided the Board with a copy of her statistical and procedural compliance review for 2004 and her final ratio study for 2003. The Board had questions regarding both documents.

28. The Board directed Administrative Coordinator Mary Bloomer to draft a Proclamation for James Higgins Week the week of September 20, 2004 for his years of service in the Navy and for being a successful businessman.

29. The County Attorney provided the Board with an update on several legal issues.

30. Kirchner moved to adjourn the meeting at 11:42 a.m. to attend the employee picnic at Kelley Hall, seconded by Sipe. Motion carried.

### **CORRESPONDENCE:**

#### Response Not Required

1. Corps of Engineers – Public Notices
2. Hawver’s Capitol Report – Miscellaneous dates
3. City of Burlington – Minutes of August 4, 2004
4. KDOC - Newsletter
5. Coffey County Airport – Miscellaneous minutes
6. Trident Brokerage Services – Letter regarding their services

#### Response Optional

7. KDHE – Public Notice KS – Ag-04-272
8. Bourbon County – Notice of SE Kansas Officials meeting

#### Response Required

9. Hope Edelman – Application for Housing Authority Board
10. Robert Hyde – Application for Housing Authority Board

Minutes. September 20, 2004

Signed:

Attest:

Chairman

County Clerk