

1. The Coffey County Commission Chambers opened at 8:00 a.m. Monday, November 3, 2003, 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, Coffey County Attorney and Mary Bloomer, Administrative Coordinator. Present for part of the meeting was Mark Petterson, Coffey County Republican Editor.
2. Rowley moved to approve the minutes of Monday, October 27, 2003, as corrected, seconded by Kirchner. Motion carried. Corrections were: Monday, October 27, 2003, paragraph 1, delete 'Sipe', replace with "Rowley". Paragraph 9, add "replacing" after 'of', delete 'unit', replace with "side of Courthouse".
3. Sipe moved to approve the minutes of Wednesday, October 29, 2003, as written, seconded by Crotts. Motion carried.
4. **Consent Agenda:**
  - A. Move to authorize and direct the Chairman to sign the memorandum to Department Heads regarding year-end expenditures.
  - B. Move to authorize and direct the Chairman to sign the Coffey County Payroll notice for CSA compensation for Robert Reed as Acting Department Head for the month of November 2003, in the amount of \$500.00.
  - C. Move to authorize and direct the Chairman to sign the Coffey County Payroll Notice for CSA compensation for John Zuern as Zoning Administrator for the month of November 2003, in the amount of \$300.00.
- 4 a. Sipe moved to approve the Consent Agenda as submitted, seconded by Rowley. Motion carried.
5. Steve Lightle, Coffey County Housing Authority Director, apprised the Board of a pending lawsuit regarding a spec house that was built by the Housing Authority in 1998. Lightle said he has very little information on the suit. EMC Insurance has been notified and will be handling the case.
6. The Board received correspondence from Dorothea K. Riley that she has accepted a position with another law firm and asked that the county's files be transferred to the new firm.
  - 6 a. Merry moved to authorize and direct the Chairman to execute the authorization to transfer files related to Coffey County's bond legal files from Logan Riley, L.C. to Dorothea Riley at Kutak Rock, L.L.P., seconded by Crotts. Motion carried.
7. Becky Jewett, Emergency Preparedness Coordinator, presented and discussed the weekly report for the month of October 2002. Jewett also advised the Board of a County-wide

Assessment of Emergency Management that she has prepared for KDEM. Jewett said the County could use more security in several areas.

**8.** Todd Bemis, Recycling Coordinator, and Bill Reavis, Recycling Leadman, visited with the Board about development and implementation of an improved recycling program. Bemis said although the recycling program is working very well, he feels it could be improved. Bemis presented a 2-step program for approval by the Board developed by Mary Bloomer, Bemis and Reavis. All of the Board's constituents will be contacted.

**8 a.** Merry moved, upon the recommendation of the Recycling Coordinator, to accept the bid of Chester Press as being the best bid for magnets at a cost of \$2,494.74, with funds to come from the Recycling budget, seconded by Kirchner. Motion carried.

**8 b.** Rowley moved, upon the recommendation of the Recycling Coordinator, to approve Step 1 of the Recycling program and step 2 with favorable response to survey, seconded by Sipe. Motion carried.

**9.** The Board also directed Bemis to reapply for a grant to purchase a forklift and recycling tubs for the recycling program.

**10.** Mary Bloomer, Administrative Coordinator, Becky Jewett, Emergency Preparedness Coordinator, and Elysa Lovelady, Coffey County Appraiser, met with the Board to present a One Stop Shop packet for distribution to newcomers to Coffey County or moving from rural areas of the County to cities and vice versa. The packets will be placed in the County Clerk's office, all cities, and the Chamber of Commerce and will contain most information newcomers will need pertaining to relocation. The packets will be readily available to all newcomers to Coffey County. John Zuern, Administrative Assistant, Marilyn Eccles, Coffey County Sanitarian, and Sharon Schurle, Information Systems Support Specialist, were also on the One Stop Shop committee but were not in attendance. A press release will be provided to the paper about the new service.

**11.** Merry moved to approve the Coffey County relocation packet and distribution of the same, seconded by Rowley. Motion carried.

**12.** Jon Hotaling, Economic Development Director, and Harry Huff, Huff's Gardens, Inc., met with the Board regarding confidential financial matters.

**12 a.** Sipe moved to recess into Executive Session at 10:31 a.m. for 5 minutes, to include each of the Commissioners, the County Attorney, the Economic Development Director and Harry Huff to discuss confidential data relating to financial affairs or trade secrets of a corporation, seconded by Crotts. Motion carried.

**13.** The Board resumed regular session at 10:36 a.m.

- 14.** Merry moved to direct the County Attorney to prepare appropriate documents to provide an Economic Development loan to Huff's Gardens, Inc. in the amount of \$15,000.00, payable over 3-years at an interest rate of 5%, seconded by Crotts. Motion carried.
- 15.** Hotaling also presented and discussed the weekly report for the week of October 27, 2003.
- 16.** Item No. 95-9; Hotaling completed and mailed out agendas for a Strategic Planning Committee meeting to be held at the Coffey County Hospital at 12 noon on Wednesday, November 5<sup>th</sup>.
- 17.** Item No. 95-10; Hotaling checked with Leonard Jirak about fishing regulations for 2004 at Coffey County Lake. There will be no changes; brochures and survey cards will remain the same for 2004. Leonard stated that rock at the end of the boat ramps is washing out and more rock needs to be hauled in. Leonard will talk to Randy Rogers about this problem.
- 18.** Item No. 95-10; The Governor's Classic Committee met to start planning for the 2004 event to be held June 10<sup>th</sup> and 11<sup>th</sup>. Bass Pro Shop will again donate a boat for the charity raffle. Kansas Wildscape representative have already contacted the Governor and will also be contacting more professional anglers for next year's event.
- 19.** Item No. 95-29; Hotaling reviewed the Leadership Coffey County Youth Program curriculum and prepared information for the leadership task force meeting to be held on Monday, November 3<sup>rd</sup> at 12 noon in the courthouse basement.
- 20.** Item No. 97-6; Hotaling completed and mailed out agendas for the Coffey County Manufacturer's Association meeting to be held on Monday, November 17<sup>th</sup>. This meeting will include a tour of Flint Hills Technical College. This tour will give CCMA members an opportunity to see how Flint Hills Technical College can provide training for their employees.
- 21.** Item No. 98-10; Hotaling has been assembling data and photographs for packets on available buildings and sites to be presented to KDOC business recruitment representatives during their tour of southeast Kansas on November 18<sup>th</sup> & 19<sup>th</sup>. Hotaling obtained information on the Dream Homes building from Western National Bank, the BCCI building from Emporia State Bank, and the Oldcastle building from Hart Corporation.
- 22.** Item No. 00-2; Hotaling attended the 21<sup>st</sup> Century Community Learning Center Advisory Council meeting in Waverly. Hotaling reviewed the site attendance policy. Lebo and Waverly reported large turnouts for the Lights On After School events. A draft of the bylaws for the Learning Center was passed out to council members to review for the next meeting. The next meeting will be held during the State visit on November 25<sup>th</sup>.
- 23.** Hotaling spoke with a business that is finalizing sales data before discussing a small business loan. The business should have data to present in a week or two.

24. Hotaling assisted Mary Bloomer in putting together a packet of promotional materials for a class project at an El Dorado, Kansas grade school.
25. Hub Caspar, Coffey County Engineer, presented the weekly report dated November 3, 2003. Robert Reed, Road Supervisor, and John Zuern, Administrative Assistant, were also present.
26. Item No. 93-01; Road Permits Report: One Road Permit was issued during the past week.
27. Item No. 99-99; Zoning Permit/Applications Report: One Zoning Permit was issued during the past week.
28. Caspar also presented the Construction Zone report for the week of November 3<sup>rd</sup>, 2003.
29. Becky Jewett, Emergency Preparedness Coordinator, Randy Rogers, Coffey County Sheriff, Bill Walker, Coffey County Fire District No. 1 Coordinator, Doug Jones, Burlington Fire Chief, and Kenny Roney, Undersheriff, apprised the Board of the need for a truck to pull the hazmat trailer. The gross weight for the hazmat trailer is 26,000 lbs. Jewett said, and will take a heavy duty ¾ ton or 1 ton pickup to pull it. The County Engineer was called in to check on a vehicle from their department, but it was determined they would not have anything readily available. Following discussion, it was decided the committee would check with Noxious Weed about a truck and also with Federal and State Surplus.
30. Rowley moved to adjourn the meeting at 12:07 p.m., seconded by Kirchner. Motion carried.

**CORRESPONDENCE:**

Response Optional

1. U.S. Bankruptcy Court – Discharge of Debtor
2. KAC – Legislative Bulletins
3. KDHE – Notice regarding permit
4. The Pipeline Group – Notice of program

Response Not Required

5. Hawver’s Capital Report – 10-27-03; 10-28-03; 10-31-03
6. Commissioner Torrens – Thank you
7. Surdex – Letter regarding services
8. NACo – Legislative Bulletin

Minutes, November 3, 2003

Signed:

Attest:

Chairman

County Clerk