

1. The Coffey County Commission Chambers opened at 8:00 a.m., Monday, November 19, 2012. Chairman Kimberly Skillman-Robrahn called the meeting to order at 9:00 a.m. with members Larry Crotts, Kenneth Combes, Bob Saueressig, and Fred Rowley present. County Payroll Clerk Denise Humlicek and Administrative Assistant Donna Berland were also present for the meeting.
2. Saueressig moved to approve the minutes of Monday, November 5, 2012, as written, seconded by Rowley. Motion carried.
3. Rowley moved to approve the minutes of Monday, November 15, 2012, as written, seconded by Saueressig. Motion carried 3-Yes, 0-No, 2-abstentions, Robrahn and Crotts.
4. Combes moved to approve the minutes of Monday, November 16, 2012, as corrected, seconded by Robrahn. Motion carried. Corrections were delete paragraph 2 and add Crotts to paragraph 1.
5. Coffey County Treasurer Brenda Cherry met with the Board to request a change in classification for an employee.
- 5a. Saueressig moved to authorize and direct the Chairman to sign the Coffey County Payroll Notice for Laura Hawkins, with change in classification from C-II-D to C-II-E, wage \$15.28 effective November 1, 2012, seconded by Combes. Motion carried.
6. Crotts moved to approve the contract with the Mental Health Center of East Central Kansas, Inc., as proposed for the term of January 1, 2013 through December 31, 2013, seconded by Combes. Motion carried.
7. Robrahn moved to approve the notice for Coffey County Employees and Elected Officials regarding designated pay periods for 2013, seconded by Rowley. Motion carried.
8. Combes moved to approve the Legal Holidays for Coffey County Employees during the calendar year 2013 and New Year's Day 2014, seconded by Saueressig. Motion carried.
9. Rowley moved to approve the Memorandum to all Department Heads and County Employees regarding the personal day for 2013, seconded by Combes. Motion carried.
10. Combes moved to authorize and direct the Chairman to sign the memorandum to Department Heads regarding year-end expenditures, seconded by Crotts. Motion carried.
11. Robrahn moved to authorize and direct the Chairman to sign the letter of support for the grant application of Coffey County Transportation to continue funding from the State of Kansas for fiscal year beginning July 2013 and ending June 2014, seconded by Crotts. Motion carried.

- 12.** County Engineer Wayne Blackburn presented the weekly report for November 19, 2012.
- 13.** Item No. 93-01; Road Permits Report: One Road Permit was issued during the past week.
- 14.** Item No. 99-13; Zoning Permit/Application Report: Two (2) Zoning Permits were issued during the past week.
- 15.** Item No. 2012-48; County Shop Addition: Request authorization to solicit formal bids for the addition of office space to the county shop. Review bids and make award.
- 16.** Item No. 2012-58; Asphalt Oil Disposal: Request authorization to dispose of asphalt oil (approximately 2,181 gallons) from the county shop.
- 16a.** Saueressig moved based upon the recommendation of the County Engineer to authorize the disposal of asphalt oil (approximately 2,181 gallons) at the County shop, seconded by Combes. Motion carried.
- 17.** Item No. 2012-59; Filter Disposal:
 - A.** John Deere Manufactured Products; O'Malley Equipment: Request authorization to dispose of various equipment oil filters from the county shop.
 - B.** John Deere Manufactured Products; Murphy Tractor: Request authorization to dispose of various equipment oil filters from the county shop.
- 17a.** Crotts moved based upon the recommendation of the County Engineer to authorize the disposal of various John Deere equipment filters that are no longer required or cannot prudently be used for public purposes of Coffey County and such should be disposed of by trade-in credit from O'Malley Equipment, seconded by Rowley. Motion carried.
- 17b.** Combes moved based upon the recommendation of the County Engineer to authorize the disposal of various John Deere equipment filters that are no longer required or cannot prudently be used for public purposes of Coffey County and such should be disposed of by trade-in credit from Murphy Tractor, seconded by Robrahn. Motion carried.
- 18.** Economic Development Director Jon Hotaling presented the Bi-Weekly Report for November 5, 2012 to November 16, 2012.
- 19.** Item No. 95-9; Hotaling attended the Coffey County Strategic Planning Committee meeting held November 7th, at 12 Noon, in the Coffey County Hospital. Hotaling provided information on the visits to each city council to update them on the SEKRPC Programs and Services and to have each city select a representative to serve on the SEKRPC General Commission. Hotaling informed the committee about upcoming visits to manufacturers with a Kansas Department of Commerce Representative. Hotaling also

discussed review of the Coffey County Visitors and Relocation Guide. The next meeting will be December 5th.

20. Item No. 95-21; Hotaling served as 2nd Coffey County Public Information Officer at WCNOC Emergency Response Organization Drill in Topeka on November 13th.
21. Item No. 97-7; Hotaling completed a review of the final draft of the Coffey County Visitors and Relocation Guide.
22. Item No. 98-6; Hotaling contacted cities for names of representatives from each city to serve on the SEKRPC General Commission. Waverly – Donna Williams; New Strawn – Richard Croll; Lebo – Mayor Ed Fisher; LeRoy – Mayor Christine Williams; Gridley – Mary Stevenson; and Burlington – Mayor Gene Merry, alternate Jimmy Hugunin.
23. Item No. 05-3; Hotaling received a loan application from the Southeast Kansas Prosperity Foundation to review for approval at November 30th SEK Prosperity Foundation Board of Director’s meeting to be held in Burlington.
24. Hotaling attended a meeting at COF on November 6th to brainstorm how to develop more opportunities for COF consumers and to promote possible assistance from COF for local businesses and manufacturers.
25. Hotaling visited six Coffey County Manufacturers with Craig VanWey, Southeast Kansas Representative for the Kansas Department of Commerce. Hotaling presented information on County programs and incentives to the companies and the KDOC Representative provided information on state programs and incentives.
26. Hotaling attended the Coffey County employees Thanksgiving dinner on November 16th.
27. Hotaling completed the loan report for the period of October 1st – October 31st.
28. Health Department Administrator Lindsay Payer presented the monthly report for October 2012.
29. Mid-American Nutrition Representative Sharon Geiss presented the Board with a report for the 2012 year for Meals on Wheels Program.
30. Emergency Management Director Russel Stukey presented the monthly report for October 2012. Stukey also discussed the EOC laptop computers. Technology Director Bill Bauer and Health Administrator Lindsay Payer were also present for this portion of the meeting.
31. Saueressig moved to enter into Executive Session for 5 minutes at 11:11 a.m., to include each of the Commissioners the Emergency Management Director and the Health Administrator, to discuss personnel matters of non-elected personnel, seconded by Combes. Motion carried.

32. The Board resumed regular session at 11:16 a.m.
33. Saueressig moved to enter into Executive Session for 10 minutes at 11:17 a.m., to include each of the Commissioners the Emergency Management Director and the Health Administrator, to discuss personnel matters of non-elected personnel, seconded by Rowley. Motion carried.
34. The Board resumed regular session at 11:27 a.m.
35. County Clerk/Election Officer Angie Kirchner presented the Board with names that tied for Township Treasurer in three (3) townships. A drawing was held to break the ties.
36. Sheriff Randy Rogers met with the Board to discuss personnel issues.
- 35a. Crotts moved to enter into Executive Session to for 10 minutes at 11:29 a.m., to include each of the commissioners and the Sheriff to discuss personnel matters of non-elected personnel, seconded by Rowley. Motion carried.
37. The Board resumed regular session at 11:39 a.m.
38. County Appraiser Connie Lawrence updated the Board on the Tax Program in the Appraiser's office.
39. The Board will question and sign warrants and vouchers for the month of November 2012, on Wednesday, November 28, 2012 at 9:00 a.m.
40. Robrahn adjourned the meeting at 11:58 a.m.

Correspondence

1. Angela Trimble – Resignation Letter - Coffey County Hospital Board of Trustees – November 13, 2012
2. Hawver's Capitol Report – November 5, 6, 7, 8, 9, 13, 14, 15, 16, 2012
3. COF – Board Meeting Minutes of September 19, 2012
4. City of Waverly – Council Meeting Minutes of October 10, 2012
5. Coffey County Housing Authority – Board Meeting Minutes of October 9, 2012
6. Coffey County Airport – Board Meeting Minutes of October 8, 2012
7. The Kiplinger Letter – November 2, 9, 2012
8. The Kiplinger Tax Letter – November 9, 2012
9. Kiplinger's Personal Finance Adviser – November 2012

10. Bill Persinger – MHCECK – Thank you note – November 12, 2012
11. Coffey County Historical Society & Museum – Timelines – November 2012
12. City of Burlington – Council Meeting Minutes of October 17, 2012
13. Whitney Damron – 2012 General Election Report – November 7, 2012
14. Whitney Damron – Consensus Revenue Estimates – November 6, 2012
15. City of New Strawn – Council Meeting Minutes of October 4, 2012
16. Whitney Damron – Article on “Students Without Required Immunizations” – November 5, 2012
17. Coffey County Historical Society – Board Meeting Minutes of September 13, October 11, 2012
18. KAC – Election Results, Consensus Estimates of State Revenues – November 7, 2012
19. Janae McNally – Thank you note – November 8, 2012
20. Coffey County Extension Council – Board Meeting Minutes of October 31, 2012
21. KAC – 2012 Conference: Free Phone App Available – November 9, 2012

Minutes, November 19, 2012

Signed:

Attest:

Chairman

County Clerk