

1. The Coffey County Commission Chambers opened at 8:00 a.m. Monday, December 6, 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 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. Sipe moved to approve the minutes of November 29th, 2004 as corrected, seconded by Rowley. Motion carried. Corrections were: Monday, November 29th, 2004, paragraph 2, after 'Delete 'Commissioner' in last sentence', add, "Paragraph 9, delete "Commission"." Paragraph 5, change first sentence to read, "Rowley moved to approve the letters of appreciation by the Board and Chamber of Commerce gift certificates in the amount of \$20.00 as a Christmas gift for County employees, appointed boards, the Historical Society Board and Extension employees." Paragraph 14 a.; change 'Sipe' to "Kirchner" in first sentence. Paragraph 18 b., change 'grant' to "loan". Paragraph 19 b., change 'training of' to "training on". Paragraph 30, change 'form' to "from" in second sentence. Paragraph 35, change 'the' to "to".

3. Consent Agenda:

- A. Move to approve the Notice to Coffey County Employees and Elected Officials regarding designated pay periods for 2005.
- B. Move to approve the Legal Holidays for Coffey County Employees during the calendar year 2005 and New Years Day 2006.
- C. Move to authorize and direct the Chairman to sign the letter to SSG Deloss A. Horttor regarding a request for funds.

3 a. Kirchner moved to approve the Consent Agenda as submitted, seconded by Crotts. Motion carried.

4. Merry moved to reappoint Phil Griffin to a 2-year term on the Coffey County Tourism and Visitor's Board, effective January 1, 2005 and ending December 31, 2006, seconded by Sipe. Motion carried.

5. Crotts moved to re-appoint Arnold Kraft, Merlin Williams, and John Hetzel to 3-year terms on the Coffey County Hospital Board of Trustees, effective January 1, 2005, seconded by Rowley. Motion carried.

6. Crotts moved to appoint David Houston to a 3-year term on the Fire District No. 1 Board of Trustees, effective January 1, 2005, seconded by Kirchner.

7. Rowley moved, upon the recommendation of the Lake Region Solid Waste Authority and approval of the County Attorney as to form, to authorize and direct the Chairman to sign the signature page of the KDHE Public Entity Disclosure Statement regarding Miami County, seconded by Sipe. Motion carried.

8. The Board discussed the County's annual audit and the time frame that it is completed. The County has been receiving the year-end audit report toward the latter of October of the following year. It will be looked into to see if Coffey County might be able to get an earlier date.

9. Becky Jewett, Emergency Preparedness Coordinator, presented and discussed the monthly report for November. Jewett also reported on a "Risk Communications Class", that some Coffey Countians attended on November 19, 2004, was very beneficial. Those attending were: Tim Sipe, Bill Walker, Tasha Rogers, Elaine Weston and Rebecca Jewett. Jewett also commented on a news video she will be showing at the LEPC noon luncheon meeting today. The video is a news conference interviewing people across the state about the Homeland Security Grant Program. Jewett said it was quite interesting.

10. Hub Caspar, Coffey County Engineer, presented and discussed the weekly report dated December 6, 2004. Robert Reed, Road Supervisor, and John Zuern, Administrative Assistant, were also present.

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

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

13. Item No. 2004-30; Roads – Oil and Gas Companies: Due to the wet weather, Caspar will draft a policy for County roads used by heavy equipment of oil companies.

14. Item No. 2004-31; Employment – Request authorization to fill Blademan position due to retirement.

14 a. Rowley moved to approve the County Engineer's request to fill one Blademan position that will be vacant due to retirement, seconded by Sipe. Motion carried.

15. Item No. 2004-32; Bridge Steel: Request authorization to solicit bids for the structural steel for Bridges 359 (109-G.9) and B361 (23-N.1).

15 a. Kirchner moved to approve the County Engineer's request to solicit bids for the structural steel for Bridges 359 and 361, seconded by Merry. Motion carried.

16. Item No. 2004-33; 2005 Construction Program: Approve attached map and lists dated December 6, 2004.

16 a. Crotts moved to approve the 2005 Construction Program as presented by the County Engineer, seconded by Rowley. Motion carried.

- 17.** Carolyn Dossett, Payroll Clerk, and Angie Kirchner, County Clerk Elect, met with the Board to discuss the possibility of placing all Coffey County Employees on direct deposit. This item will be placed on the Consent Agenda next week.
- 18.** Everett Moddie, Burlington, and Cade Rensink, County Extension Agent, met with the Board to discuss the creation of a Coffey County Youth Swine Show and a Coffey County Swine Consignment Sale. The show would be done in the spring and the sale in the fall and would be a five-county project with Anderson, Franklin, Johnson, Levenworth and Coffey. There are currently two committees in Coffey County asking for \$1,500.00 for each committee to get the program up and rolling.
- 18 a.** Merry moved, upon the recommendation of Jon Hotaling, Economic Development Director, to approve a distribution of \$3,000.00 for the Coffey County Show Pig Sale Committee and the Eastern Kansas Swine Show Association, with funds to come from Economic Development Special Expenditures Line, seconded by Rowley. Motion carried.
- 19.** Jon Hotaling, Economic Development Director, presented and discussed the weekly report for the week of November 29, 2004.
- 20.** Item No. 95-9; Hotaling attended the Coffey County Strategic Planning Committee meeting held at the Coffey County Hospital on Wednesday, December 1st. Hotaling reviewed information on industrial projects and the Leadership Coffey County class to be held Thursday, December 9th. The committee discussed non-financial possibilities to assist a Coffey County business. A brainstorming session will be held with the owner on Tuesday, December 7th.
- 21.** Item No. 95-24; Hotaling attended the Kansas Rural Policy Symposium at the teleconference site at the Area Extension Office in Chanute. Two questions were addressed, ‘Do we have the foresight to make entrepreneurship succeed as a long term economic development strategy?’ and ‘How do we build community capacity to understand the needs of entrepreneurs?’
- 22.** Item No. 95-29; Hotaling finalized the Leadership Coffey County class agenda and mailed out agendas to students and all presenters for the class to be held Thursday, December 9th.
- 23.** Item No. 97-6; Hotaling completed and mailed out invitations for the Coffey County Manufacturer’s Association annual Christmas meeting/dinner to be held Wednesday, December 8th at 6 p.m.
- 24.** Item No. 98-6; Hotaling attended the Executive Committee meeting and the General Commission meeting for the SEKRPC held in Chanute. Linda Weldon reviewed the CDBG community improvement grant applications and presented a loan request for a company that has a small balance remaining on a loan from SEKRPC. Lonie Addis, of Labette County, was elected chairperson and Dick Works, of Allen County, was elected vice-chairperson.
- 25.** Hotaling spoke with a Lebo business about loans and grants and about SBA guarantee loans.

- 26.** Hotaling provided information on Coffey County to a family who drove thru the area during Thanksgiving and would like to pursue the possibility of moving to Coffey County.
- 27.** Hotaling completed the Loan Fund Reports for the period of November 1st – November 30th.
- 28.** Sipe moved, upon the recommendation of Jon Hotaling, Economic Development Director, to approve a transfer of \$56,000.00 from the Economic Development Fund (#114) to the Economic Development Loan Fund (#115). This transfer is regarding the Charloma loan, seconded by Merry. Motion carried.
- 29.** Kirchner moved, upon the recommendation of Jon Hotaling, Economic Development Director, to approve a transfer of \$20,000.00 from the Economic Development Fund (#114) to the Coffey County Rural Water Assistance Reserve Fund (#310). This transfer is with regard to Arnold's, RWD #2, and the LeRoy project scheduled for 2005, seconded by Crofts. Motion carried.
- 30.** Hotaling also requested an Executive Session.
- 31 a.** Rowley moved to recess into Executive Session at 11:13 a.m. for 10 minutes, to include each of the Commissioners, the County Attorney, and the Economic Development Director, to discuss matters which would be deemed privileged in the attorney-client relationship, seconded by Sipe. Motion carried.
- 32.** The Board resumed regular session at 11:23 a.m.
- 33.** Elysa Lovelady, County Appraiser, presented the Board with a draft web survey related to personal property on-line filing she would like to place in the 2005 personal property mailing. The results of the survey would indicate if the taxpayers are interested in having the capability to file on-line. The Board agreed to allowing the survey to be mailed with the renditions. Commissioner Merry wanted to go on record as stating he feels the time for this service is now and supports the service even though the other commissioners voted it down several weeks ago when he was absent from the meeting.
- 34.** Lovelady, along with Jo Ann Raaf, County Treasurer, Gwen Birk, Register of Deeds, and Bill Bauer, ISA, met with the Board for an annual review of the parcel and tax web modules. Bauer is working on a server to bring the modules in house in approximately 90 days. Lovelady presented figures indicating by bringing the web modules in-house, the County would save approximately \$3,174.00 per year in hosting fees. The annual fees paid in by the secure users currently are \$2,100.00 and the annual maintenance for these modules will be \$1,200.00 once the County will host them. Lovelady also presented information from several fee appraisers stating their support and satisfaction with the web modules. The Appraiser's office has gotten nothing but positive response on the web site. The Treasurer and Register of Deeds indicated they have not had any response. Lovelady is also waiting on numbers from Infinitec as to the usage this past year for the site. Lovelady has already discussed with Bauer when we bring this in-house to

have a counter for these web modules so we can track usage. Infintec did not have a counter on the sites so they are having to go thru logs to get usage numbers.

35. Lovelady presented bids for a high-speed laser printer. Bids presented:

VENDOR	GROSS PRICE	DESCRIPTION
Inland Associates, Inc. Waverly / Olathe, KS	\$5,186.00	HP LaserJet 9050DN Printer
Mid-Kan Blueline, Inc. Salina, KS	\$5,468.00	HP LaserJet 9050DN Printer
CDW-G Vernon Hills, IL	\$5,625.00	HP LaserJet 9050DN Printer

35 a. Crotts moved, upon the recommendation of the County Appraiser and the County Treasurer, to accept the bid of Inland Associates for a high capacity, high speed laser printer as being the best bid and approve the purchase of the high capacity, high speed laser printer at a total cost of \$5,186.00, with funds to come from the General Fund, Appraiser, Capital Outlay Line, in the amount of \$3,186.00 and General Fund, Treasurer budget, in the amount of \$2,000.00, seconded by Kirchner. Motion carried.

36. Commissioner Sipe reported the results of the committee meeting with the auditor regarding journal vouchers, monthly fees collected by departments and an accounting program for the Highway Department. All members of the committee were present for their input and discussion. In summary, the journal voucher will be signed off by the County Clerk, County Treasurer, and the Commission Chairman. This will create a better paper trail for the records. A fee schedule of pertinent departments will be collected by the Administrative Coordinator and reported each month to the Board. The Highway Department will work with Infintec to improve its accounts payable program to better track expenditures over more than one year.

37. Commissioner Sipe requested Board approval to speak with the Road and Bridge supervisor regarding rock specifications. The Board approved Sipe’s request.

38. Rowley moved to adjourn the meeting at 12:01 p.m., seconded by Kirchner. Motion carried.

CORRESPONDENCE:

Response Not Required

1. Hawver’s Capital Report – Miscellaneous dates
2. U.S. Army Corps of Engineers – Public Notice
3. Coffey County Library – December Calendar of Events
4. Center for Study of Rural America – Newsletter

Minutes, December 6, 2004

Signed:

Attest:

Chairman

County Clerk

