

1. The Coffey County Commission Chambers opened at 8:00 a.m. Monday, December 8, 2003, to individually review correspondence. Chairman Gene Merry called the meeting to order at 9:00 a.m. with members R. Kraig Kirchner, Tim Sipe, 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 Peterson, Coffey County Republican Editor.

2. Crotts moved to approve the minutes of Monday, December 1, 2003, as corrected, seconded by Rowley. Motion carried. Corrections were: December 1, 2003, paragraph 6, after 'disposal' delete '(due to the', replace with "as required by state statute. This action is in response to a memo by the Board regarding", after '\$500.00' delete ', the Board must approve any distribution of extra funds over budget as required by State Law)'. Paragraph 8, add last two sentences, "The Board discussed the letter they received from Tom Hastert regarding the 2001 HOME Program and directed the County Attorney to prepare a draft letter for review next week. Robert Hyde, Chairman, Coffey County Housing Authority, was present for the discussion. Lightle and the Board also discussed implementing a program to build housing in each of the incorporated cities. A survey will be prepared to distribute to each of the referenced cities." Paragraph 28a, after 'fund,' add "Landfill". Paragraph 29, under Bids presented, Murphy Tractor column, add last row, "Pilot control \$1,027.00". Paragraph 29a, capitalize "Attorney". Paragraph 30, replace 'Sipe' with "Rowley". Paragraph 31a, after '16' capitalize "C". New paragraph 32, add "The Board and Caspar discussed several bridge projects and the proposed Resolution to dissolve the Joint Engineer District." New paragraph 33, "Commissioner Merry mentioned a citizen was working on a book regarding the Coffey County Fair, the oldest continuous fair in Kansas. The citizen may be looking for financial assistance from the County. The Board would need more information prior to making any commitment." Re-number old Paragraph '32' as new Paragraph "34".

**3. Consent Agenda:**

- A. 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 December 2003, in the amount of \$500.00.
- B. 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 December 2003, in the amount of \$300.00.
- C. Move to authorize and direct the Chairman to sign the Coffey County Payroll Notice for James Noonan, New Hire Equipment Operator, at a classification of M-III-a and an hourly rate of \$10.80, effective December 8, 2003.
- D. Move to approve the Notice to Coffey County Employees and Elected Officials regarding designated pay periods for 2004.
- E. Move to approve the Legal Holidays for Coffey County Employees during the calendar year 2004 and New Years Day 2005.

- 3 a.** Sipe moved to approve the Consent Agenda as submitted, seconded by Rowley. Motion carried.
- 4.** Crotts moved to approve placing a box in the lobby and at the shop to collect donated items for 2 needy families in Coffey County for Christmas holidays. With the Board's approval, a memorandum will be distributed to all departments requesting voluntary donations for this cause, seconded by Kirchner. Motion carried. This effort will be coordinated by the Appraiser's Department and the Health Department.
- 5.** Rowley moved to authorize and direct the Chairman to sign the letter to Tom Hastert, Kansas Housing Resources Corporation regarding Coffey County 2001 HOME Program, seconded by Crotts. Motion carried.
- 6.** Merry moved to reappoint Jon Hotaling, as Coffey County Representative, to a 2-year term on the Coffey County Tourism and Visitor's Board, effective January 1, 2004 and ending December 31, 2005, seconded by Rowley. Motion carried.
- 7.** Sipe moved to appoint Mary Walker, as the Chamber of Commerce Representative, to a 2-year term on the Coffey County Tourism and Visitor's Board, effective January 1, 2004 and ending December 31, 2005, seconded by Crotts. Motion carried.
- 8.** Crotts moved to reappoint Sandra Robinson and Steve Lightle and to appoint Glenn German to fill three at-large positions on the Coffey County Hospital Board of Trustees, effective January 1, 2004 and ending December 31, 2006, seconded by Kirchner. Motion carried.
- 9.** Kirchner moved to reappoint Bonnie Heath and Gary Haas to fill two positions on the Coffey County Fire District No. 1 Board of Trustees, effective January 1, 2004 and ending December 31, 2006, seconded by Merry. Motion carried.
- 10.** Susan Mueller met with the Board to recommend approval of a Consultant Agreement with Carl Lee.
- 10 a.** Merry moved, upon the recommendation of the Health Administrator and approval of the County Attorney as to form, to approve the Consultant Agreement with Carl Lee, at an hourly rate of \$18.00 per hour, effective November 17, 2003, seconded by Rowley. Motion carried.
- 11.** Mueller also apprised the Board of the flu vaccine shortage. Mueller said none is available from the state and she is getting some from a private company which is more expensive. Mueller is working with Dennis George, Hospital Administrator, about having the Coffey County Medical Center administer the private insurance vaccine. Mueller said oral flu vaccine is now available but is more expensive.
- 12.** The County Clerk and John Andrick, Building and Grounds Supervisor, presented bids for a riding lawn mower. Bids presented:

- John Deere 717 \$5,688.00 with trade
- Coffey County Honda Polaris Hustler Z mower \$6,100.00 with trade
- Morris Service Dixon #4516 \$4,695.00 with trade
- Coffey County Outdoor Power Equipment, Inc.  
Grasshopper 614-44 \$6,360.00 with trade

**12 a.** Kirchner moved to accept the bid of Morris Service for a Dixon #4516 riding mower, as being the best bid at a total cost of \$4,695.00 after trade-in, with funds to come from the General Fund, Courthouse General Capital Outlay Line, seconded by Merry. Motion carried.

**13.** The Board discussed construction of a storage building. It was the consensus of the Board to draw up plans for a 12'x16' brick building. The County Clerk will contact Caspar to draft the plans and a cost estimate for the building to be constructed by the Road and Bridge Department. John Andrick, Building and Grounds Supervisor, was also present for the discussion.

**14.** Jo Ann Raaf, Coffey County Treasurer, met with the Board with questions about expenditures from the 2004 budget to coincide with monthly investments. Raaf said some of the Treasurers will be meeting with Joan Wagon, Secretary, Department of Revenue, regarding sales tax on motor vehicles.

**15.** Jon Hotaling, Economic Development Director, presented and discussed the weekly report for the week of December 1<sup>st</sup>, 2003.

**16.** Item No. 95-9; Hotaling attended the Strategic Planning Committee meeting at the Coffey County Hospital. The committee discussed the success of the Housing Authority's construction and demolition projects. Hotaling also discussed positive developments in health care including the agreement with Yates Center doctors, other doctors being recruited, a new CAT scan unit and an increase in patients. The Coffey County Chamber has had several ribbon cuttings for new businesses and the museum is preparing for Pioneer Days in January.

**17.** Item No. 95-29; Hotaling prepared and delivered agendas for the Leadership Coffey County Task Force meeting to be held in the courthouse basement on Monday, December 8<sup>th</sup> at 2 p.m. The task force will review the class schedule and applications.

**18.** Item No. 97-6; Hotaling completed and mailed out agendas for the Coffey County Manufacturer's Association meeting to be held on Wednesday, December 10<sup>th</sup> at the Coffey County Hospital.

**19.** Item No. 98-6; Hotaling attended the Southeast Kansas Regional Planning Commission annual meeting in Erie. The 2004 officers elected include: Chairman – Jon Hotaling; Vice-Chairman – Vernon Shultz; and Secretary/Treasurer – Bill Craig. Rick Zingre, a licensed

architect, discussed community storm shelter designs and financing of shelters through KDOC-CDBG grants.

**20.** Item No. 98-10; Hotaling attended the Southeast Kansas Prosperity Summit #2 in Chanute. Separate committees on: business retention/recruitment; regional marketing & image; seed financing/assistance for new business; tourism & agri-tourism; and workforce development, met to review established goals and narrow down to one or two initiatives from each committee. Action steps were discussed which will move the region towards accomplishing the defined goals.

**21.** Item No. 01-5; Hotaling participated in the Kansas Leadership Forum Executive Committee conference call. Hotaling discussed new institutional membership and updating the brochure.

**22.** Hotaling attended the Yates Center Prison Task Force meeting with Commission Chairman Gene Merry. Senator Derek Schmidt chaired the meeting and discussed legislation needed to allow development of privately operated prisons in Kansas. Hotaling prepared a letter of support to Yates Center and will attend the next meeting on December 12<sup>th</sup>.

**23.** Hotaling completed the listing for the realtor of the AST building on the KDOC website.

**24.** Hotaling also submitted the Loan Fund reports for the month of November.

**25.** Hub Caspar, Coffey County Engineer, presented and discussed the weekly report dated December 8, 2003, also present were Robert Reed, Road Supervisor, and John Zuern, Administrative Assistant.

**26.** Rowley moved to adopt Resolution No. 649-a., A JOINT RESOLUTION OF AGREEMENT OF THE BOARDS OF COUNTY COMMISSIONERS OF ANDERSON AND COFFEY COUNTIES, KANSAS, TO DISSOLVE THE JOINT COUNTY ENGINEER DISTRICT, seconded by Kirchner. Motion carried.

**26 a.** Sipe moved, upon the approval of the County Attorney as to form, to approve the Employment Agreement between Hub Caspar and Coffey County, effective January 13, 2004, seconded by Rowley. Motion carried.

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

**28.** Item No. 99-99; Zoning Permit/Applications Report: One Zoning Permit was issued during the past week.

**29.** Item No. 99-13; Landfill: E-Scrap – F.Y.I. Attachment; C&D Update – Revised permit application for design and operation plan submitted to KDHE Nov. 26, 2003; Vertical Expansion – Construction Quality Assurance report for the Alternative Final Cover was submitted to KDHE November 26, 2003.

30. Attached to the report was a newsletter from Resource Recycling regarding E-scrap.
31. Item No. 2003-28; Hiring Request: Request authorization to fill one full time position on the Box Culvert Crew and one Section Blade Operator. Both positions open due to the retirement of employees.
32. Caspar reported the request is due to the retirement of Jim Tatman and Gary Johnson on January 1<sup>st</sup> and January 2<sup>nd</sup>, 2004, respectively.
- 32 a. Kirchner moved to approve the County Engineer's request to fill one full time position on the Box Culvert Crew and one Section Blade Operator, seconded by Sipe. Motion carried.
33. Item No. 2003-29; 2004 Road Plan: Review and Approve 2004 Construction Program.
- 33 a. Crotts moved to approve the 2004 Construction Program as presented by the County Engineer, seconded by Rowley. Motion carried.
34. Caspar also presented the Construction Zone report for the week of December 8, 2003.
35. The Board agreed that the survey discussed last week regarding housing was not necessary and funds would be available.
36. All of the Board members will be attending a staff meeting at the courthouse on Friday at noon.
37. Kirchner moved to adjourn the meeting at 11:36 a.m., seconded by Rowley. Motion carried.

## **CORRESPONDENCE:**

### Response Required

1. Jane Rolf – Letter regarding appointment to Coffey County Hospital Board
2. KDHE – Notice of training
3. Steve Lightle – Letter regarding re-appointment to Coffey County Hospital Board
4. James L. Ochs – Letter regarding appointment to Coffey County Hospital Board
5. Sandra Robinson – Letter regarding re-appointment to Coffey County Hospital Board
6. Gary Haas – Letter regarding re-appointment to Coffey County Fire District No. 1

Response Not Required

7. Hawver's Capitol Report – 12-1-03; 12-2-03; 12-3-03; 12-4-03; 12-5-03
8. Judy Billings – Thank you
9. City of Burlington – Contact list
10. Coffey County Housing Authority – Letter regarding 2001 HOME funds
11. City of Burlington – Minutes of 11-19-03
12. KDHE – Calendars
13. KDEM – Newsletter
14. Corps of Engineers – Public Notice
15. Kerr Center for Sustainable Agriculture – Newsletter
16. Kansas Department of Commerce – Newsletter

Response Optional

17. Kansas State University – Notice of timing

Minutes, December 8, 2003

Signed:

Attest:

Chairman

County Clerk