

1. The Coffey County Commission Chambers opened at 8:00 a.m. Monday, December 12, 2005, to allow commissioners to individually review correspondence. Chairman Fred Rowley, Jr. called the meeting to order at 9:00 a.m. with members R. Kraig Kirchner, Tim Sipe, Gene Merry and Larry Crotts present. Also present were Denise Humlicek, Payroll Clerk, Doug Witteman, Coffey County Attorney, and Donna Berland, Administrative Assistant.
2. Crotts moved to approve the minutes of Monday, December 5, 2005, as corrected, seconded by Sipe. Motion carried. Paragraph 5., add last sentence, "Jewett requested permission to have Blue Valley Public Safety inspect the emergency sirens in Lebo and Gridley and solicit their advice on getting the sirens up and running. The Board directed Jewett to proceed." Paragraph 12., add at the end of the paragraph, "seconded by Crotts. Motion carried." Paragraph 28., delete 'in the', after "congregate" add 'meals'. Paragraph 32., after 'service' add "The approximate total cost of the project is \$500,000.00." after '\$100,000.00' add "ear tagged"; after '2006' add "and the remaining approximate \$250,000.00 to be paid by the school districts."
3. Emergency Preparedness Coordinator Becky Jewett updated the Board on the status of the emergency sirens in Lebo and Gridley. Jewett explained that TFMComm worked on the sirens and found a modulation problem. The sirens were both satisfactorily tested on Tuesday, December 6, 2005. Jewett stated that Blue Valley Public Safety will be performing a maintenance check on the sirens in January. Rowley requested that Jewett inform the Lebo and Gridley City Clerks on the status of the sirens. Rowley also requested that someone attend the city council meetings to clarify the status of the emergency sirens for each city. Sipe requested that letters be mailed to the city clerks, mayors, and each city council member stating the progress and testing dates of the sirens. The next scheduled test date is Tuesday, December 20, 2005. Jewett also asked the Board for approval on the purchase of a new CERT trailer. The County has received a grant from the Homeland Security Department in the amount of \$1,488.00 with the remaining \$1,487.00 to come from the LEPC (Local Emergency Planning Commission) fund.
- 3a. Merry moved to approve the purchase of a new CERT trailer with \$1488.00 to come from the Homeland Security Grant and the remaining \$1,487.00 to come from the LEPC (Local Emergency Planning Commission) Fund, Commodities line item, seconded by Kirchner. Motion carried.
4. Coffey County Appraiser Connie Lawrence met with the Board to request approval on a local bid for an automatic paper folder.
- 4a. Sipe moved to approve the purchase of an automatic paper folder from Office Supplies Today in the amount of \$1600.00 with funds to come from the General Fund, Appraiser – Capital Outlay line item, seconded by Crotts.
5. **Consent Agenda**
 - A. Move to approve the Legal Holidays for Coffey County Employees during the calendar year 2006 and New Year's Day 2007.

- B. Move to authorize and direct the Chairman to sign the Coffey County Payroll Notice for CSA compensation for the month of December 2005, for John Zuern as Zoning Administrator.
- C. Move to authorize the Chairman to sign 28 abatements to the Treasurer's tax roll in the amount of \$3,629.13.
- D. Move to approve the Notice to Coffey County Employees and Elected Officials regarding designated pay periods for 2006.

5a. Sipe moved to approve the Consent Agenda as submitted, seconded by Merry. Motion carried.

6. Hub Caspar, Coffey County Engineer, presented and discussed the weekly report dated December 12, 2005. Robert Reed, Road Supervisor, and John Zuern, Administrative Assistant, were also present.

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

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

9. Caspar also presented the Construction Zone Report for the week December 12, 2005.

10. Jon Hotaling, Economic Development Director, submitted the weekly report for the week of December 12, 2005.

11. Item No. 95-9; Hotaling attended the Strategic Planning Committee meeting at the Coffey County Hospital on Wednesday, December 7th, at 12 noon. Officers elected for 2006 are Martha Newkirk, Chairperson; Mary Walker, Vice-Chairperson; and Mary Markwalter, Secretary.

12. Item No. 95-24; Hotaling registered for the Kansas Workforce Summit to be held in Topeka on January 25th & 26th. Sponsoring organizations include the Kansas Board of Regents, Kansas Cavalry, Kansas Chamber of Commerce, Kansas Department of Labor, Kansas Economic Development Alliance, Kansas Department of Commerce, etc.

13. Item No. 96-3; Hotaling met with Linda Doggett, LeRoy City Clerk, to review the application for tax exemption from Mid-American Machine, LLC. Hotaling reviewed the cost/benefit analysis data for the city. Hotaling also had the Coffey County Treasurer and Coffey County Appraiser provide data on taxes due and property value. Hotaling received a copy of the deed for the property from the Register of Deeds. Hotaling reviewed CDBG files and prepared documents for CDBG financial and compliance review to be held December 15th at 10:15 a.m.

- 14.** Item No. 97-6; Hotaling mailed out agendas for the Coffey County Manufacturer's Association Annual meeting at Rock Creek Country Club on December 14th. The meeting begins at 6 p.m.
- 15.** Item No. 04-3; Hotaling mailed out information on FTE calculations due in December to determine payment to the controller of Charloma, Inc. Hotaling also mailed the controller requests for additional information concerning their tax exemption application filed with the City of Burlington. Hotaling mailed the application to be completed and filed with the Board of Tax Appeals with a \$250.00 filing fee from Charloma.
- 16.** Item No. 05-1; Hotaling received the agenda for the SEK Economic Development Council meeting to be held at PSU. The program will be presented by the Kansas Polymer Research Team.
- 17.** Item No. 05-3; Hotaling received the agenda for the SEK Prosperity Foundation Board of Directors meeting to be held in Yates Center on December 13th at 1:00 p.m.
- 18.** Item No. 05-4; Hotaling reviewed information with the call center prospect and a local contractor. Hotaling clarified land acquisition costs and other factors that the City of Burlington will be participating in.
- 19.** Brad Elder, Janet Payne, and Angela Brown of Elliott Insurance met with the Board to review the 2006 Insurance Renewal Agreement. Elliott Insurance is still trying to separately insure the Coffey County Transportation Department. The Board will have County Attorney Doug Witteman review the 2006 Insurance Renewal Agreement. Witteman and Elder will discuss the insurance options for the Coffey County Transportation Department.
- 20.** Information Technology Administrator Bill Bauer met with the Board to propose that Bauer be moved to an I.T. Director, a new position as Technology Department Head, with new job descriptions for the current Technology Department employee, and to include the proposed new Technology Specialist II position.
- 20a.** Sipe moved to recess into Executive Session for 10 minutes at 11:20 a.m., to include each of the Commissioners and the County Attorney, to discuss personnel matters of non-elected personnel, seconded by Crotts. Motion carried.
- 20b.** The Board resumed regular session at 11:30 a.m.
- 20c.** Rowley moved to recess into Executive Session for 10 minutes at 11:32 a.m., to include each of the Commissioners and the County Attorney, to discuss personnel matters of non-elected personnel, seconded by Sipe. Motion carried.
- 20d.** The Board resumed regular session at 11:42 a.m.
- 20e.** Merry moved to authorize advertising for an additional Information Technology Support Specialist II for the Technology Office, seconded by Rowley. Motion carried.

- 20f.** Merry moved to recess into Executive Session for 10 minutes at 11:50 a.m., to include each of the Commissioners, the County Attorney and Information Systems Administrator Bill Bauer, to discuss personnel matters of non-elected personnel, seconded by Rowley. Motion carried.
- 20g.** The Board resumed regular session at 12:00 p.m.
- 20h.** Rowley requested that the Administrative Assistant Donna Berland and Payroll Clerk Denise Humlicek schedule afternoon meetings with the individual department heads for ten minutes each to meet with the Board beginning at 1:00 p.m.
- 20i.** The Board recessed at 12:05 p.m.
- 20j.** The Board resumed regular session at 1:00 pm.
- 20k.** Rowley moved to recess into Executive Session for 10 minutes at 1:00 p.m., to include each of the Commissioners, the County Attorney and County Engineer Hub Caspar, to discuss personnel matters of non-elected personnel, seconded by Merry. Motion carried.
- 20l.** The Board resumed regular session at 1:10 p.m.
- 20m.** Sipe moved to recess into Executive Session for 10 minutes at 1:12 p.m., to include each of the Commissioners, the County Attorney and Register of Deeds Gwen Birk, to discuss personnel matters of non-elected personnel, seconded by Crofts. Motion carried.
- 20n.** The Board resumed regular session at 1:22 p.m.
- 20o.** Crofts moved to recess into Executive Session for 10 minutes at 1:25 p.m., to include each of the Commissioners, the County Attorney and Recycling/Noxious Weed Director Todd Bemis, to discuss personnel matters of non-elected personnel, seconded by Kirchner. Motion carried.
- 20p.** The Board resumed regular session at 1:32 p.m.
- 20q.** Merry moved to recess into Executive Session for 10 minutes at 1:33 p.m., to include each of the Commissioners, the County Attorney and Chief Deputy Clerk Paula Gosney, to discuss personnel matters of non-elected personnel, seconded by Crofts. Motion carried.
- 20r.** The Board resumed regular session at 1:41 p.m.
- 20s.** Merry moved to recess into Executive Session for 10 minutes at 1:42 p.m., to include each of the Commissioners, the County Attorney and Economic Development Director Jon Hotaling, to discuss personnel matters of non-elected personnel, seconded by Sipe. Motion carried.
- 20t.** The Board resumed regular session at 1:50 p.m.

20u. Sipe moved to recess into Executive Session for 10 minutes at 1:52 p.m., to include each of the Commissioners, the County Attorney and Emergency Preparedness Director Becky Jewett, to discuss personnel matters of non-elected personnel, seconded by Kirchner. Motion carried.

20v. The Board resumed regular session at 2:00 p.m.

20w. Doug Vanderlinden met with the Board and discussed issues related to the infrastructure of the County technology system and the challenges faced in managing that system.

20x. Crotts moved to recess into Executive Session for 10 minutes at 2:25 p.m., to include each of the Commissioners, the County Attorney and County Appraiser Connie Lawrence, to discuss personnel matters of non-elected personnel, seconded by Sipe. Motion carried.

20y. The Board resumed regular session at 2:35 p.m.

20z. Kirchner moved to recess into Executive Session for 10 minutes at 2:35 p.m., to include each of the Commissioners, the County Attorney and County Health Department Administrator Susan Mueller, to discuss personnel matters of non-elected personnel, seconded by Rowley. Motion carried.

20aa. The Board resumed regular session at 2:44 p.m.

20ab. Sipe moved to recess into Executive Session for 10 minutes at 2:45 p.m., to include each of the Commissioners, the County Attorney and County Treasurer JoAnn Raaf, to discuss personnel matters of non-elected personnel, seconded by Crotts. Motion carried.

20ac. The Board resumed regular session at 2:54 p.m.

20ad. Kirchner moved to recess into Executive Session for 10 minutes at 2:55 p.m., to include each of the Commissioners, the County Attorney and County Sheriff Randy Rogers, to discuss personnel matters of non-elected personnel, seconded by Crotts. Motion carried.

20ae. The Board resumed regular session at 3:07 p.m.

20af. Merry moved to promote Information Systems Administrator Bill Bauer to Information Technology Systems Department Head, subject to a satisfactory Table of Organization (TO) and Job Descriptions for the Technology Department. The motion died due to the lack of a second. The other Board members wanted to further review the information before making a decision.

21. Rowley adjourned the meeting at 3:15 p.m.

CORRESPONDENCE:

Response Not Required

1. The Kiplinger Letter - Nov. 23, 2005 and Dec. 2, 2005

2. The Kiplinger Tax Letter - Dec. 2, 2005
3. A Kiplinger Special Report - Nov. 18, 2005
4. Kiplinger's Personal Finance Adviser - December 2005
5. Stumbo, Hanson & Hendricks - Journal Entry filed
6. Whitney B. Damron - Political Update & News Articles of Interest
7. Register of Deeds - Part-time Clerk
8. State Senator Jim Barnett – Reply letter
9. Kansas Department of Health and Environment - calendars
10. City of Burlington - Contact Information
11. Kansas Department of Commerce - Grant
12. Stites & Harbison
13. Lake Region SWA - Management Plan

Response Required

14. EMC Insurance – Claim

Minutes, December 12, 2005

Signed:

Attest:

Chairman

County Clerk