

1. The Commission Chambers opened at 8:00 a.m., Monday, December 22, 2008. Chairman Tim Sipe called the meeting to order at 9:00 a.m. with members Larry Crotts, Fred Rowley, Jr., Kimberly Robrahn and Bob Saueressig present. Angie Kirchner, County Clerk, Donna Berland, Administrative Assistant, and Doug Witteman, County Attorney, were present.
2. Robrahn moved to approve the minutes of Monday, December 15, 2008, as written, seconded by Sipe. Motion carried.
3. **Consent Agenda**
  - A. Move to accept the resignation of Linda Bell, Health Department, Bookkeeper/Insurance Billing Clerk, effective February 1, 2009.
  - B. Move to authorize and direct the Chairman to sign four (4) tax abatements to the Treasurer's tax roll in the amount of \$878.93.
- 3a. Rowley moved to approve the Consent Agenda as submitted, seconded by Crotts. Motion carried.
4. Crotts moved, upon the recommendation of the Emergency Management Coordinator, and approval of the County Attorney as to form, to direct the Chairman to sign the application for training to the Emergency Management Institute for Emergency Management Coordinator Russel Stukey to attend EMI training, seconded Saueressig. Motion carried.
5. Rowley moved, upon the recommendation of the County Clerk, to authorize and direct the Chairman to sign the year 2009 Cereal Malt Beverage License to Cedar Valley Investments, LLC dba BP Travel Center located at 2754 US Hwy 75 NW, Lebo, Kansas 66856, seconded by Saueressig. Motion carried.
6. Rowley moved, upon the recommendation of Information Technology Director Bill Bauer, to authorize and direct the Chairman to sign the Services Agreement with Sanborn Map Company, Inc., for new aerial photography, seconded by Robrahn. Motion carried. Funds will be paid in full by a Kansas Wireless Enhanced E-911 Governor's Grant.
7. The Board presented a 30 year employee service award and pin to Jodie Mahoney.
8. Robrahn moved to appoint Gene Merry - District 1, Polly Epting – District 2, and Jim Ochs - District 5, as members of the Coffey County Hospital Board to a three-year term, effective January 1, 2009, and ending December 31, 2011, seconded by Sipe. Motion carried.

- 9.** Sipe moved to re-appoint Lyle Williams - District 4 and Todd Laflin - District 3, as members of the Coffey County Fire Board to a three-year term, effective January 1, 2009, and ending December 31, 2011, seconded by Rowley. Motion carried.
- 10.** Engineer Wayne Blackburn presented the weekly report dated December 22, 2008.
- 11.** Item No. 93-01; One Road permits were issued during the past week.
- 12.** Item No. 99-13; One Zoning permits were issued during the past week.
- 13.** Item No. 2008-42; Landfill Office/Scale House – Electrical Work: Request authorization to solicit bids for all electrical work. Bid opening December 17, 2008, at 2:00 p.m. Review Bids, make Award.
- 13a.** Crotts moved, based upon the recommendation of the County Engineer, to pay the construction material expense for the Landfill Office/Scale House from the General Fund- Landfill Capital Outlay Line Item, seconded by Rowley. Motion carried.
- 13b.** Robrahn moved, based upon the recommendation of the County Engineer, that the bid submitted by Murray’s Elec. For \$16,500.00 be approve as the best bid for Project No. 2008-3C and that award be made according to the terms of the bid and be paid from the Solid Waste Operating Fund - Acc. 205, seconded by Sipe. Motion carried.
- 14.** Saueressig moved, based upon the recommendation of the County Engineer, to authorize and direct the Chairman to sign Change Order No. 4 for Project 2008-ESG a deduct in the amount of \$507.50, seconded by Rowley. Motion carried.
- 15.** Blackburn presented the Construction Zone Report for the week of December 22<sup>th</sup>, 2008.
- 16.** Economic Development Director Jon Hotaling presented the bi-weekly report for December 8<sup>th</sup> to December 19<sup>th</sup>, 2008.
- 17.** Item No. 95-25; Hotaling worked on putting a schedule together for Wichita Sports, Boat & Travel Show for February 19<sup>th</sup> – 22<sup>nd</sup>. Hotaling will be sending grant information for assistance to print additional city lake brochures to cities. Hotaling is waiting for an update on the 2009 Coffey County Lake regulations before printing the 2009 Coffey County Lake brochures.
- 18.** Item No. 97-7; Hotaling met with the Coffey County Chamber Executive Director to review draft of the Welcome to Coffey County booklet. Hotaling will review photos and relocation information next week.
- 19.** Item No. 01-5; Due to Hotaling’s service as President of the Kansas Leadership Forum (KLF) in 2004, Hotaling was invited to attend the inaugural convening of the

Past-Presidents Council in Wichita on Wednesday, January 14, 2009. A Strategic Planning session will be held to chart the future direction of the KLF and its assistance to community, county and regional leadership development programs.

**20.** Item No. 05-3; Hotaling participated in a conference call meeting for the Southeast Kansas Prosperity Foundation Board of Directors. Hotaling reviewed and approved a small business loan for a business in Pittsburg.

**21.** Item No. 07-2; Hotaling attended the Freedom's Frontier National Heritage Area (FFNHA) meeting in Paola on Thursday, December 11<sup>th</sup>. A Management Plan update was presented by management team members. Lifelong marketing benefits are available for donors who provide a donation by March 1, 2009. There will be more information on fundraising promotion at the January meeting. The Chief Yahola story in LeRoy will be highlighted by FFNHA and Coffey County may want to make a donation to take advantage of founding member marketing benefits.

**22.** Item No. 08-1; The Kansas Small Business Development Center (KSBDC) Burlington Outreach Office has finalized 'Starting a Business' workshops to be held at the Coffey County Hospital Allen Woods Conference Center, 6:30 – 8:30 p.m. on Wednesday, January 14, 2009 and Wednesday, March 11, 2009. The workshops are offered free of charge. Register with Coffey County Chamber of Commerce at 620-364-2002 or Coffey County Economic Development at 620-364-8780.

**23.** Item No. 08-4; Hotaling continues to work with a Lebo business prospect. Wayne Symmonds is reviewing the project and looking at financing options. Hotaling composed a letter to a land owner concerning an option to purchase. A letter was approved by the business owner and Hotaling has spoken with the land owner about the option to purchase, price, etc. The land owner and business owner will meet in the next two to three weeks to discuss price, sign easement, etc.

**24.** Hotaling finalized December expenses review and cash available at end of the year for transfer to Equipment Reserve Fund and Capital Improvement Fund for 2009.

**25.** Hotaling met with another department head to discuss sharing staff on a limited basis. They will try it for the first quarter then see if the employee replacing the retiring staff in the other department is available to assist.

**26.** Rowley moved to enter into Executive Session for 10 minutes at 10:19 a.m., to include each of the Commissioners and the Economic Development Director, to discuss personnel matters of non-elected personnel, seconded by Rowley. Motion carried.

**27.** The Board resumed regular session at 10:29 a.m.

**28.** Elliott Insurance Representatives Angela Brown and Amanda Fagan met with the Board to present the County's Insurance Program Renewal for 2009.

**29.** Health Department Administrator Lindsay Payer met with the Board to request to purchase a Titmus machine for vision, hearing and scoliosis testing. Payer will include motions for next week's Consent Agenda.

**30.** Crotts moved to approve the Health Department Administrator's request to advertise a Bookkeeper/Insurance Billing Clerk, to fill the vacant regular part-time position due to a retirement on February 1, 2009, seconded by Robrahn. Motion carried.

**31.** The Board will sign warrants and vouchers for the month of December 2008, at 9:00 a.m., on Monday, December 29<sup>th</sup>, 2008 and address year end transfers and any additional County business.

**32.** Sipe adjourned the meeting at 11:20 p.m.

### **Correspondence**

1. Solar Industry Magazine – Latest News Headlines - December 17, 19, 2008
2. Coffey County Library Board Meeting Minutes – November 17, 2008
3. Whitney Damron – Pittsburg Transportation Committee Agenda 12/18 – December 17, 2008
4. Hawver's Capitol Flash – December 12, 13, 14, 15, 16, 17, 18, 19, 2008
5. KAC – Legislative Updates – December 12, 17, 19, 2008
6. Coffey County Hospital Board Meeting Minutes – November 17, 2008
7. Seward County Administration Department – Christmas Card – December 17, 2008
8. KAC – Board of Directors & Staff – Christmas Card – December 18, 2008
9. University of Kansas Transportation Center – Interactive Highway Safety Design Model Course on January 27-28, 2009
10. USD 244 – Greg Burdick – Transportation/Grounds – Defensive Driving Class on 12/30/08
11. Coffey County Fire District #1 – Resolution #08-02 – Property Taxation Policy/2009 – December 19, 2008
12. North American Windpower – Latest News Headlines – December 12, 19, 2008

13. The Kiplinger Letter – December 12, 2008
14. The Kiplinger Tax Letter – December 12, 2008
15. NACo – Newsletter – December 16, 2008
16. City of Burlington Council Meeting Minutes – November 19, December 3, 2008
17. Southeast KS Regional Planning Commission – Christmas Card – December 15, 2008
18. Bruce & Dean Hess and Family – Thank you note – December 19, 2008
19. Schlotterbeck and Burns, LLC – 2007 Audit Report for Coffey County Housing Authority – December 19, 2008

Minutes, December 22, 2008

Signed:

Attest:

Chairman

County Clerk