

1. The Coffey County Commission Chambers opened at 8:00 a.m. Monday, January 5, 2004, 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 were Mark Peterson, Coffey County Republican Editor, and Jeannene Ryan, WCNOC Representative.

2. Crotts moved to approve the minutes of Monday, December 29<sup>th</sup>, 2003, as corrected, seconded by Sipe. Motion carried. Corrections were: December 29<sup>th</sup>, 2003, paragraph 3, change 'Sipe' to "Kirchner". Paragraph 6 will now read, "The Board discussed windpower in Kansas and the Governors Task Force regarding windpower". Paragraph 23 a., add, "not to exceed \$700.00" after '50%'. Paragraph 30, add, "new" in front of 'written' and add "was presented.", after, 'policy'.

**3. Consent Agenda**

A. Move to authorize and direct the Chairman to sign the memorandum to all Coffey County Employees regarding the reimbursement rate for mileage.

B. Move to authorize and direct the Chairman to sign the memorandum to all Coffey County Employees regarding Personal Days.

C. 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 January 2004, in the amount of \$500.00.

D. 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 January 2004, in the amount of \$300.00.

E. Move to authorize and direct the Chairman to sign 6 abatements to the Treasurer's tax roll in the amount of \$362.18.

3 a. Sipe moved to approve the Consent Agenda as submitted, seconded by Rowley.

4. During discussion, Commissioner Kirchner questioned item C.

4 a. Sipe amended his motion to delete item C. Rowley concurred.

4 b. Sipe moved to amend the original motion to include items A, B, D, E, seconded by Rowley. Motion carried, 4-yes, 1-no, Merry.

4 c. The original motion as amended was then brought back to the table.

**5. Consent Agenda**

- A. Move to authorize and direct the Chairman to sign the memorandum to all Coffey County employees regarding the reimbursement rate for mileage.
- B. Move to authorize and direct the Chairman to sign the memorandum to all Coffey County employees regarding Personal Days.
- C. 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 January 2004, in the amount of \$300.00.
- D. Move to authorize and direct the Chairman to sign 6 abatements to the Treasurer's tax roll in the amount of \$362.18.

**5 a.** Sipe moved to approve the Consent Agenda as amended, seconded by Rowley. Motion carried.

**6.** Becky Jewett, Emergency Preparedness Coordinator, presented and discussed the monthly report for December 2003. Jewett informed the Board the Radiological Monitoring initial and refresher classes were completed in December and were well received. Also discussed were notification of special needs people and tone alert radios in the 10-mile area.

**7.** Coffey County Sheriff Randy Rogers apprised the Board of future security issues including communication devices. Rogers said the Federal Communication Commission (FCC) is getting more strict about rules and regulations which may require upgrading some equipment in the near future. The Board requested that County Attorney Doug Witteman review the FCC license and Rogers study the communications equipment to include current and future needs. Becky Jewett was also present and said the Communications Committee will be meeting at 10:00 a.m. on Friday, January 9, 2004, and they will look at it at that time.

**8.** Daniel Haines, Coffey County Conservation District Chairman, Nancy Alley, Secretary, and Robert Harkrader, District Conservationist, met with the Board to report they have received a \$5,000.00 grant to do a study regarding the Watershed Restoration and Protections Strategies (WRAPS) Program. Haines said KDHE is targeting two areas in the County, streams in the LeRoy area and Big Creek in southwest Coffey County. The Conservation District also requested a \$2,000.00 match for the grant which was approved and will be included in the month end warrants with funds to come from the General Fund, Community Improvement line.

**9.** Jon Hotaling, Economic Development Director, presented and discussed the weekly report for the week of December 29, 2003 to January 2, 2004.

**10.** Item No. 25-29; Hotaling reviewed the ad for the Leadership Coffey County Youth Program and completed the new ad to promote that the deadline for applications for the 2004 youth class has been extended to January 23<sup>rd</sup>. The class on 'State & County Government', scheduled to be held on January 12<sup>th</sup>, will be moved to February 23<sup>rd</sup> if enough applications are received to proceed with the class. Hotaling mailed letters, application forms, and revised brochures to students who have applied and to guidance counselors for each USD.

- 11.** Hotaling notified Lebo City Clerk that the County Commission passed a motion to share 50% of the cost to make valve repairs at Lebo Lake. The 50% of the \$1,400.00 total cost (\$700.00) will come from the Economic Development Special Expenditures Fund.
- 12.** Hotaling prepared an information packet on starting a business and the Small Business Administration (SBA) LowDoc loans for a local business owner.
- 13.** Hotaling provided information on the spec building lease, measurements, and the Oldcastle contract, etc., for a prospect interested in purchasing or leasing the building.
- 14.** Hotaling went through all 2003 files and set up files for 2004 activities. Hotaling stored two boxes of old files in the basement vault.
- 15.** The Board also had a short discussion regarding the ramp at the Coffey County Airport.
- 16.** Rowley moved, upon the approval of the County Attorney as to form and the recommendation of Mark Hopkins, Deputy Appraiser, to authorize and direct the Chairman to sign the Agreement of Sale regarding hardware maintenance with ProActive Solutions, Inc. ProActive Solutions is a partner with IBM. This agreement is in conjunction with the agreement approved last week, seconded by Kirchner. Motion carried.
- 17.** Hub Caspar, Coffey County Engineer, presented the weekly report dated January 5, 2004. Robert Reed, Road Supervisor, and John Zuern, Administrative Assistant, were also present.
- 18.** Item No. 93-01; Road Permits Report: No Road Permits were issued during the past week.
- 19.** Item No. 99-99; Zoning Permit/Applications Report: No Zoning Permits were issued during the past week.
- 20.** Item No. 99-13; Landfill: Request authorization to dispose of approximately 150 tons of Scrap Iron and White Goods.
- 21 a.** Crotts moved to approve the County Engineer's request to dispose of approximately 150 tons of scrap iron and white goods, located at the County Landfill, by sale to the best bidder based on high competitive bid per ton and to publish a Notice of Intent for such disposal in the official County newspaper, seconded by Kirchner. Motion carried.
- 22.** Item No. 2004-01; Road Vacation Request: Discuss request to vacate 13<sup>th</sup> Place between Underwood Road and Underwood Lane.
- 23.** Brad Smith submitted a written request to vacate ½ mile of the above named right-of-way. Smith said the right-of-way is kept mowed but no other maintenance is done. He requested it be closed to keep people from driving through his pasture. A resolution will be prepared for next week to start the procedure.

24. Reed reported having received a request for the County to rock the drive in Logue Cemetery located in Spring Creek Township. After reviewing the Township budget, the Board declined the request and suggested the Cemetery budget be utilized.
25. Caspar and the Board discussed the Consent Agenda item regarding Compensated Special Assignment (CSA) pay for Robert Reed as acting Department Head.
26. Rowley moved to recess into Executive Session at 11:41 a.m. for 5 minutes, to include each of the Commissioners, the County Attorney, and the County Engineer, to discuss personnel matters of non-elected personnel, seconded by Kirchner. Motion carried.
27. The Board resumed regular session at 11:46 a.m.
28. Merry moved to approve item C on the original Consent Agenda, 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 January 2004, in the amount \$500.00, seconded by Sipe. Motion carried.
29. The Board directed Caspar to review the CSA pay regarding the Road Supervisor and make a recommendation to the Board prior to the salary review.
30. Commissioner Sipe reported receiving a call asking if the County Commissioners could set the price that Rural Water Districts charge for water meters. The County Attorney stated that the County Commissioners have no jurisdiction over Rural Water Districts. Commissioner Sipe will follow up with a call to his constituent.
31. The Board requested the County Clerk to look into the cost of a new boiler for the Courthouse (north areas) to prepare an RFP so as not to exclude any vendor.
32. Kirchner moved to adjourn the meeting at 12:06 p.m., seconded by Rowley. Motion carried.

## **CORRESPONDENCE:**

### Response Not Required

1. Hawver's Capitol Report – Misc. dates
2. Coffey County Historical Society and Museum – Newsletter
3. Coffey County Library – Calendar of Events
4. Recycling in Kansas – Newsletter

5. Jerry Julian – Thank you
6. Mrs. Perry Powell – Thank you

Response Required

7. Cook, Flatt, & Strobel – Letter regarding inscription on bridge plaque
8. Lake region Solid Waste Authority – Letter regarding revised plan

Response Optional

9. KDHE – Notice of Seminar

Minutes, January 5, 2003

Signed:

Attest:

Chairman

County Clerk