

1. The Coffey County Commission Chambers opened at 8:00 a.m. Monday, February 9, 2004, to individually review correspondence. Chairman Gene Merry called the meeting to order at 9:00 a.m. with members R. Craig 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 Petterson, Coffey County Republican Editor.
2. Crotts moved to approve the minutes of Monday, February 2nd, 2004, as corrected, seconded by Sipe. Motion carried, 4-yes, 1-no, Kirchner. Corrections were Monday, February 2nd, 2004, paragraph 9, add after 'attached', "to the weekly report were", delete 'are'. Paragraph 13, add "area" after 'Kansas'. Paragraph 26, delete 'the Administrative Coordinator', replace with "Sprint". Add new paragraph 27, "In response to a constituent's question, Commissioner Crotts discussed the last time the County had aerial photography flown for the County." Add new paragraph 28, "Commissioner Merry discussed Sections 22.5 and 24.6 of the County's Policy Manual." Add new paragraph 29, "The Board decided to set certain employee evaluations beginning February 17th." Change old paragraph '27' to new paragraph "30".
3. Kirchner moved to approve the minutes of Friday, February 6, 2004, as corrected, seconded by Rowley. Motion carried, 4-yes, 0-no, 1-abstained, Crotts. Corrections were: paragraph 1, add "Friday, February 6, 2004" after '8:30 a.m.' Paragraph 2, add "Jeanne Dogenett, Wolf Creek – Emergency Preparedness" as an attendee.
4. The Budgetary Accounting Specialist presented additional information to the Board regarding billings from Sprint. Following the presentation, the issue was further discussed, addressed and clarified by the Board, the Clerk and the Administrative Coordinator.
5. Susan Mueller, County Health Administrator, updated the Board on what is going on in her office. Mueller said Marilyn Eccles, Coffey County Sanitarian, will be taking a leadership class on environmental issues in Topeka, Garden City, Hutchinson and Ft. Scott three days per month for a total of fifteen days this year. Eccles is also attending Kansas Small Flows Conference in Wichita this week. Mueller said she has a Washburn nursing student in her office the next few weeks. Mueller also discussed the need for a new car next year and briefly discussed bioterrorism funds.
6. Robert Reed, Road Supervisor, presented and discussed the weekly report dated February 9, 2004. John Zuern, Administrative Assistant, was also present.
7. Item No. 93-01; Road Permits Report: Three Road Permits were issued during the past week.
8. Item No. 99-99; Zoning Permit/Applications Report: One Zoning Permit was issued during the past week.
9. Item No. 99-13; Landfill: C&D Update – Proposed fees, 10-year plan – preliminary discussion. **Reed did not have the information on these two items.**

10. F.Y.I. – Gas line thru Culvert pipes. Salt supply.

11. Reed reported he checked on the gas line (actually salt water) running thru Culvert pipe in the 12th and 13th and Contour Road area of the County. Reed stated he had talked to the gas company and had given them permission to do that. Reed said it was better than tearing up the road.

12. Reed also said the salt supply is getting low and if we have more ice storms we could run out. He said the suppliers are also running low.

13. Zuern reported the Copier Committee is meeting and will probably be submitting a request to advertise for 4 copiers.

14. The Clerk presented quotes for a utility trailer for hauling the grounds equipment. Quotes presented:

VENDOR	ADDRESS	DESCRIPTION
Loy Hall	Burlington, KS	5x10 End Gate - \$600.00
		5x12 Tilt - \$700.00
		5x8 Tilt - \$400.00
Danny Botkin	Turf Runners Sales & Service, New Strawn, KS	77x10 full fold down gate - \$765.00
Wayne Hess	Long Creek Enterprises, Burlington, KS	5x8 tilt - \$550.00

15. Commissioner Crotts will look at the trailers with the County Clerk before making a decision.

16. Brad Elder and Kim Goodlove, Elliott Insurance Group, updated the Board on various insurance matters. Elder said he would like to see Coffey County approve an agreement with Nationwide Risk Consulting, Inc. to review our records on Worker’s Compensation, especially the class codes. They will review the Payroll Exclusions, Experience Modifications, Reserves, Claims and Classification Codes. Elliott Insurance Group will pay the fees required for the audit. The Board and the County Attorney will look at the agreement next week. Elder also presented a list of claims for 2003-2004, items added to our insurance policy, and caps for all County Employees. There will be another safety meeting scheduled in the near future.

17. **Consent Agenda:**

A. Move to authorize and direct the Chairman to sign the Coffey County Payroll Notices

for CSA Compensation for Robert Reed as Acting Department Head, in the amount of \$500.00 and for John Zuern as Zoning Administrator, in the amount of \$300.00, for the month of February 2004.

- B. Move to authorize and direct the Chairman to sign the Kansas Underground Storage Tank Liability Plan Insurance Renewal Application.
- C. Move to approve payment of 2004 Kansas County Commissioners Association membership dues, at a cost of \$234.00, with funds to come from the General Fund, Commissioner, Contract Services Line.
- D. Move to authorize the Chairman to sign 3 abatements to the Treasurer's tax roll in the amount of \$1,310.20.

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

18. Jon Hotaling, Economic Development Director, presented and discussed the weekly report for the week of February 2, 2004. Chuck Trimble, New Eagle Communications, was also in attendance.

19. Item No. 95-9; Hotaling completed the Draft Strategic Plan for 2004 to present at the Strategic Planning Committee meeting held at the Coffey County Hospital at noon on Wednesday. The committee reviewed the plan and added an additional issue/strategy, health insurance cost for small businesses and organizations. A committee to be co-chaired by Dennis George and Steve Lightle will further study the issue and make recommendations to the Planning Committee and legislators in the future. After adding the health insurance issue, the plan was adopted by the committee.

20. Item No. 95-25; Hotaling faxed and mailed letters to the City Clerks in Lebo, New Strawn and Gridley requesting additional city lake brochures for the Kansas Sports, Boat & Travel Show in Wichita, February 18-22. As in previous years, Hotaling offered to assist with printing costs for additional brochures up to \$200.00. Hotaling also submitted an invoice for \$553.63 to provide matching funds to the City of Lebo for repairs to the drain valve at Lebo Lake.

21. Item No. 95-25; Hotaling attended the Kansas Chamber of Commerce & Industry (KCCI) Caucus in Topeka. Hotaling spoke with Representative Peggy Long-Mast and Stan Dreher and Senator Derek Schmidt. Hotaling discussed private prison legislation, wind power legislation, alien driver's licenses, etc. Hotaling gave Derek Schmidt information on the Leadership Coffey County class on 'County & State Government' scheduled for March 29th.

22. Item No. 95-29; Hotaling confirmed presenters for the first Leadership Coffey County youth class to be held today, from 4 to 8 p.m. Eleven students have enrolled for this year's program. Hotaling is continuing to finalize locations and presenters for upcoming classes. The

next class on 'Community Services & Quality of Life' will be held at the Coffey County Hospital on March 8, 2004.

- 23.** The Economic Development Director requested a 15-minute Executive Session.
- 23 a.** Rowley moved to recess into Executive Session at 10:40 a.m. for 15 minutes, to include each of the Commissioners, the County Attorney, the Economic Development Director and Chuck Trimble, to discuss confidential data relating to financial affairs or trade secrets of a corporation, seconded by Crotts. Motion carried.
- 24.** The Board resumed regular session at 10:55 a.m.
- 25.** Birk left the meeting at 10:55 a.m. for another appointment. Angie Kirchner, Budgetary Accounting Specialist, attended in his absence.
- 26.** The Economic Development Director continued with his weekly report.
- 27.** Item No. 96-5; Hotaling met with David Shedd of Oldcastle to discuss prospects for the spec building currently leased by Oldcastle under a lease/purchase agreement. Hotaling said a deal should be completed by the end of February. Hotaling also set up an appointment to tour the BCCI building and spec building with an Emporia banker.
- 28.** Item No. 97-6; Hotaling completed and mailed out agendas for the Coffey County Manufacturer's Association meeting to be held at the hospital on February 11th. After the meeting, members will tour the COF facility.
- 29.** Item No. 98-6; Hotaling met with the SEKRPC Revolving Loan Committee to discuss guidelines on the percentage of retail and service business loans allowed under the Economic Development Administration (EDA) guidelines. Hotaling discussed a reserve for manufacturing and a maximum percentage of total loan portfolio allowed to any single county. Hotaling also discussed the need for a loan application checklist.
- 30.** As a member of the Burlington Rotary Club Community Service Committee, Hotaling presented dictionaries provided by the Club to all 4th and 5th graders at Burlington Elementary School.
- 31.** Hotaling provided the Board with the Revised Strategic Plan for Economic Development Action Strategies for 2004.
- 32.** The Board discussed responsibilities relating to the Quarterly Wolf Creek Emergency Planning meeting. The State Agencies KDHE and KDEM along with FEMA, Wolf Creek and Coffey County Emergency Preparedness are going to be clarifying in writing the training responsibilities of each agency.
- 33.** Vouchers and Warrants will be signed Wednesday, February 25, 2004, at 8:30 a.m.

34. Sipe moved to adjourn the meeting at 11:25 a.m. until Tuesday, February 17, 2004, due to President's Day, seconded by Kirchner. Motion carried.

CORRESPONDENCE:

Response Not Required

1. City of Burlington – Minutes – January 21, 2004
2. Corps of Engineers – Public Notice
3. Hawver's Capitol Report – Misc. dates
4. League of Kansas Municipalities – e-mail regarding streamlined sales tax update; and Legislative Bulletin
5. Lorman – Notice of Training
6. KAC – Legislative Bulletin (1-30-04; 2-5-04; and 2-6-04)
7. Kansas State University – Informal Report to the Kansas Legislature
8. Coffey County Council on Aging – Minutes of 11-5-03
9. NACo – Legislative Bulletin

Minutes, February 9, 2004

Signed:

Attest:

Chairman

County Clerk