

1. The Coffey County Commission Chambers opened at 8:00 a.m. Monday, April 11, 2005, to allow commissioners to individually review correspondence. Chairman Fred Rowley called the meeting to order at 9:00 a.m. with members Tim Sipe, R. Kraig Kirchner, Gene Merry and Larry Crofts present. Also present were Angie Kirchner, Coffey County Clerk, Doug Witteman, Coffey County Attorney, and Donna Berland, Administrative Assistant. Present for a portion of the meeting was Mark Petterson, Coffey County Republican Editor.
2. Merry moved to approve the minutes of April 4, 2005 as corrected, seconded by Sipe. Motion carried 3-yes, 2-abstain Crofts and Rowley. Paragraph 17., change 'op' to "opportunity". Paragraph 27., after 'resolution' add ", including but not limited to a public meeting for the fire administration to review and refine the actual adopting of a resolution by the Commission at a later date."
3. **Consent Agenda:**
 - A. Move to authorize and direct the Chairman to sign the Coffey County Payroll Notice for Patricia Ohmie, new hire Janitor, at a classification of C-II-a (-) at an hourly rate of \$8.62 per hour effective April 18, 2005.
- 3a. Crofts moved to approve the Consent Agenda as submitted, seconded by Sipe. Motion carried.
4. Merry moved to convene as a Board of Canvassers, seconded by Kirchner. Motion carried.
5. Merry moved upon the recommendation of County Clerk Angie Kirchner and concurrence of County Attorney Doug Witteman to count 22 provisional ballots out of 30, seconded by Crofts. Motion carried.
6. Coffey County Health Department Administrator Susan Mueller updated the Board on upcoming events within the Health Department and provided an Immunization Log for the month of April 2005.
7. Hub Caspar, County Engineer, presented and discussed the weekly report dated April 11, 2005. Robert Reed, Road Supervisor, and John Zuern, Administrative Assistant, were also present.
8. Item No. 93-01; Road Permits Report: One Road Permit was issued during the past week.
9. Item No. 99-99; Zoning Permit/Applications Report: No Zoning Permits were issued during the past week.
10. Item No. 99-13; Landfill: This is Spring Clean up week.
11. Caspar also presented the Construction Zone Report for the week ending April 11, 2005.

- 12.** Road Supervisor Robert Reed discussed with the Board delaying the Wayside Road Project between 12th and 16th until 2006.
- 13.** Auditor Harley Schlotterbeck of Hutinet, Schlotterbeck, and Burns, LLC met with the Board to sign the Engagement Letters for the 2006 Budget Preparation and the 2004 Annual Audit.
- 14.** Sipe moved upon the recommendation of the County Clerk and the approval of the County Attorney as to form, to approve the Engagement Letter for Budget Preparation Assistance with Hutinet, Schlotterbeck & Burns, LLC and to authorize and direct the Chairman to sign the same, seconded by Merry. Motion carried.
- 15.** Crotts moved upon the recommendation of the County Clerk and the approval of the County Attorney as to form, to approve the Audit Engagement Letter with Hutinet, Schlotterbeck & Burns, LLC and to authorize and direct the Chairman to sign the same, seconded by Merry. Motion carried.
- 16.** The Board will be advertising for the Planning Board.
- 17.** Merry moved to appoint Debbie Birk as a member of the Library Board to a four year term, effective May 1, 2005, and ending May 1, 2009, seconded by Crotts. Motion carried.
- 18.** Merry moved to approve the advertisement for three volunteer positions on the Coffey County Airport Board, seconded by Kirchner. Motion carried.
- 19.** Sipe moved to purchase 1/3 of a table for the Boy Scouts Jayhawk Area Council Distinguished Citizen Dinner, seconded by Rowley, 1-abstention Merry.
- 20.** Employee Questionnaires will be sent out in payroll envelopes in the future to be mailed back into the Board with a self addressed envelope or returned to the Administrative Assistant to ensure privacy of every employee.
- 21.** Jon Hotaling, Economic Development Director, submitted the weekly report for the week of April 11, 2005.
- 22.** Item No. 95-9; Hotaling attended the Coffey County Strategic Planning Committee meeting. Matt Sunseri attended as a WCNOC representative. Many positive developments were reported and cities have many activities taking place during the upcoming months. The airport reported an increase in traffic and fuel sales. Roy Lankton, newly elected city council representative from LeRoy, attended the meeting and reported on LeRoy activities. Hotaling presented information on the Kansas Sampler Festival, the Leadership graduation, the elected officials breakfast and other activities.
- 23.** Item No. 95-24; Hotaling attended a meeting on developing a program which will offer various entities savings through bulk purchasing power. Representatives from TeamTech, Inc. facilitated the meeting. Another meeting is scheduled in Iola on May 4th, 2005.

- 24.** Item No. 95-25; Hotaling received information on the May Daze festival at the strategic planning committee meeting. From the information received, Hotaling placed ads with KSNP and 96 One The Wave promoting the May 7th, 2005 event in Burlington.
- 25.** Item No. 96-3; Hotaling received signed documents from principals of Mid-American Machine, LLC and forwarded them to Doug Witteman for review.
- 26.** Item No. 97-6; Hotaling completed and mailed out the Coffey County Manufacturer's Association meeting agenda for the April 13th meeting at the hospital. Information on the Heartland Procurement Technical Assistance Center will be presented.
- 27.** Item No. 98-06; Hotaling attended the Southeast Kansas Regional Planning Commission meeting. The commission approved a loan for an Anderson County business and also adopted recommendations for the Revolving Loan Fund monitoring procedures & operating procedures as recommended by the RLF Operations and Monitoring Committee consisting of Jon Hotaling, Dennis Arnold of Mound City, and Don Russell of Fort Scott.
- 28.** Item No. 01-5; Hotaling participated in the KLF Executive Committee conference call. Hotaling discussed leadership training and the KLF annual conference to be held in Topeka on September 20th - 21st, 2005.
- 29.** Item No. 04-4; Hotaling reviewed questions about a tax exemption policy with Lebo City Clerk, Carrie Sloan. Lebo City Council will be considering an adoption of the policy at their next meeting. Hotaling confirmed with the Mayor of New Strawn to present a tax exemption policy to the New Strawn City Council on May 5th, 2005.
- 30.** Hotaling attended the Department Head meeting. There was positive discussion and ideas for the adoption of a new purchase order form and voucher form. Department Heads discussed the need for each department to inspect materials in the vault and dispose of boxes that no longer need to be kept.
- 31.** Coffey County Noxious Weed Director Todd Bemis met with the Board to discuss the KDOT County Agreement costs for equipment usage from \$40 to \$45 per the KDOT agreement to treat noxious weeds.
- 32.** Kirchner moved upon the recommendation of the Noxious Weed Director to approve and direct the Chairman to sign the Kansas Department of Transportation County Agreement to Treat Noxious Weeds as adjusted, seconded by Sipe. Motion carried.
- 33.** Bemis requested to advertise and employ 2 summer help for the Noxious Weed Department.
- 34.** Kirchner moved upon the recommendation of the Noxious Weed Director to advertise and employ (2) temporary Laborer's for the Noxious Weed Department, seconded by Crotts. Motion carried.

35. The Board agreed that Bemis begin curbside pickup in Burlington starting in May 2005. Bemis also asked for volunteers from the Board to assist in the breakfast kickoff.
36. Bemis requested to advertise for a full-time Recycling laborer to hire for a full time laborer for the Recycling Center.
37. Merry moved upon the recommendation of the Recycling Coordinator to advertise and employ (1) fulltime Laborer for the Recycling Department seconded by Sipe. Motion carried.
38. Bemis presented 2 bids for the purchase of platform scales The Board directed Bemis to obtain an additional bid per Policy and Procedures Manual.
39. Information Systems Administrator Bill Bauer met with the Board to discuss a Microsoft Select Agreement. Bauer also discussed computer hardware and software upgrades for the courthouse computer systems.
40. Merry moved based upon the recommendation of the Information Systems Administrator Bill Bauer to approve the bid of CCD for computer hardware and upgrades in the amount of \$22,906.00 as the best bid given consideration and to purchase the same, seconded by Sipe. Motion carried.
41. Merry moved upon the recommendation of the Information Systems Administrator Bill Bauer to approve the bid of SHI Software House International through the State of Kansas Software contract, for Windows XP Pro and Office 2003 Pro Software in the amount of \$31,050.80 as the best bid and to purchase the same, seconded by Rowley. Motion carried.
42. Sipe moved to approve the Proclamation proclaiming April 10 through 16, 2005, as Coffey County Crime Victims' Rights Week in Coffey County, Kansas, seconded by Merry. Motion carried.
43. Merry moved upon the recommendation of the County Clerk and concurrence of the County Attorney to accept 22 Provisional ballots to be added to the final total of the April 5th, 2005 General Election, seconded by Crotts. Motion carried.
44. The Board will sign checks and vouchers Thursday, April 28th at 8:30 a.m.
45. Rowley moved to adjourn the meeting at 12:28 p.m.

CORRESPONDENCE:

Response Not Required

1. Judge & Kathy Fromme - Thank you for funeral flowers

2. Coffey County Lake Activity Report
3. League News
4. Rodney Sanders - UR Solutions
5. KDOT Minutes - Project U075/016 K-7415-01
6. Blaine Finch - What's happening in Franklin County
7. League News
8. Legislative Alert
9. Lawrence Kelley, Mayor, City of Gridley - Account of grant funds
10. Kiplinger Tax Letter
11. Randall Allen - Sharing Approaches that Work Forum

Minutes, April 11, 2005

Signed:

Attest:

Chairman

County Clerk