

## **UNOFFICIAL MINUTES OF THE JEFFERSON COUNTY BOARD OF COMMISSIONERS**

*\*Disclaimer-This document represents the "unofficial" minutes of the Jefferson County Board of Commissioners. At this point it is a working document and does not become official until the Board approves the minutes at a subsequent meeting. It is to be used for informational purposes only.*

The Jefferson County Board of Commissioners convened in regular session on Monday January 5<sup>th</sup> at 1:00 p.m. Present were Commissioners Richard Malm, Lynn Luck and Wayne Ledbetter, County Clerk, Linda M Buttron and Counselor Josh Ney.

Vouchers were reviewed and approved by the Counselor and the Board. The chairman signed the lease purchase agreement with First State Bank and Trust of Perry for the Zoll Heart Monitors as was discussed on December 15<sup>th</sup>. Wayne moved that the minutes of December 29<sup>th</sup> be approved as presented. Lynn seconded. All voted in favor of the motion.

Mary Underwood, Treasurer met with the Board. She has a gentleman that wants to buy Lot 11, Block H Lakeshore Estates. The Board agreed to publish the lot for sale with a minimum bid of \$300.

Sam Henderson, Planning & Zoning Director met with the Board. He asked about the appointment to the Board of Zoning Appeals. There are four applicants. Wayne asked that the appointee attend a commission meeting for introduction. Richard moved that Gale Rudolf be appointed to the Board of Zoning Appeals. Lynn seconded. All voted in favor of the motion. Sam also discussed an upcoming term expiration on the Planning Commission. The Board requested that he advertise for the position.

The Board discussed revisions to employee handbook policies first presented to the Board for review in August 2014. The revisions were sent to Department Heads for review on September 17, 2014. Josh completed the legal review of the policies on December 2<sup>nd</sup>. Wayne moved that policy revisions for policies #306-Workers Compensation Insurance, #316 Health and Dental Insurance, #106-Pre Employment Medical Examinations, #209-Performance Evaluations, #383-Discretionary Leave, #512-Business Travel Expenses, #510-Weather Related Closings, #702-Drug and Alcohol (Substance) Abuse, #586-Annual Motor Vehicle Record Check, #787-Work Place Standards, #282-Merit Increases, #307-Sick Leave Benefits and #103-Equal Employment Opportunity be adopted as presented. Lynn seconded. All voted in favor of the motion.

Bill Noll, Public Works Administrator met with the Board. Bill discussed a letter received with regard to having the speed limit changed on K4 near Nortonville. Road work was discussed. Bill discussed the purchase of a used chip spreader through an auction process. The unit runs between \$80,000 and \$120,000 used. Cost to repair the old unit was discussed. A new unit costs about \$175,000. He asked about the purchasing policy with regard to purchasing through

an auction process. Josh stated that it is possible to amend the policy if needed. The Board asked that Josh work on updating the policy to include the discretion of using an auction process for purchasing equipment. The Board asked that he look for a used unit and bring pricing back to the Board. Replacing the sign truck was also discussed. Replacing a couple dump trucks will be discussed this spring. He will also bring lists of equipment needed with expected replacement time frames to the Board.

The Board discussed by-laws received from various fire districts.

Treasurer Mary Underwood returned to the Board for an executive session to discuss matters of non-elected personnel. Richard moved that the Board go into executive session to discuss matters of non-elected personnel until 2:00 p.m. with Linda invited to stay to facilitate the discussion. Wayne seconded. All voted in favor of the motion. The Board recessed at 1:50 p.m. Present during the session were Mary, Linda and the Board. The Board reconvened at 2:00 p.m. The chairman announced that no binding action was taken during executive session.

Lynn moved that the Board go into executive session to discuss matters of non-elected personnel until 2:15 p.m. Richard seconded. All voted in favor of the motion. The Board recessed at 2:01 p.m. Present during the session was the Board. The Board reconvened at 2:15 p.m. The chairman announced that no binding action was taken during executive session.

Josh asked for an executive session for attorney client privilege. Richard moved that the Board go into executive session to discuss matters of attorney client privilege until 2:30 p.m. Wayne seconded. All voted in favor of the motion. The Board recessed at 2:16 p.m. Present during the session were Josh and the Board. The Board reconvened at 2:30 p.m. The chairman announced that no binding action was taken during executive session.

There being no further business to come before the Board they adjourned to meet in regular session on January 12, 2014.