

**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 September 26, 2011 at 1:00 p.m. Present were Commissioners, Richard Malm, Roy Dunnaway, Lynn Luck, Jan Hayes, County Counselor and Linda M Buttron County Clerk.

Vouchers were reviewed and approved by the Counselor and the Board. Lynn moved that the minutes of September 19, 2011 be approved as presented. Roy seconded. All voted in favor of the motion. Richard moved that Resolution 2011-021 be signed vacating a utility easement between Lots 24 & 25 Block Q in Lake Ridge Estates. Lynn seconded. All voted in favor of the motion.

Chris Schmeissner, GIS/IT Director met with the Board to ask for permission to fill position that will be vacated in early October. The Board agreed by consensus.

Francis Hubbard, Road and Bridge Superintendent met with the Board. The Board signed a right of way permit for a utility company. A traffic count on Ellsworth Road between old Highway 24 and K237 was reviewed.

Duane Buscher, Planning & Zoning staff met with the Board. Linda Finger, Douglas County Planning & Zoning was also present. Linda will be helping (on a temporary part time basis) in the Planning & Zoning office while the Board is looking for another administrator.

Mary Underwood, Treasurer met with the Board to let the Board know that she needs to fill a vacancy in the office. The Board agreed by consensus.

Jan and Linda discussed a proposed employee handbook policy regarding telecommuting. Richard moved that Policy #520 be adopted as presented. Lynn seconded. All voted in favor of the motion.

Jan Hayes, County Counselor requested an executive session to discuss matters of attorney client privilege and requested that Mary Underwood stay as a party necessary to facilitate the discussion. Richard moved that the Board go into executive session to discuss matters of attorney client privilege until 2:05 p.m. Lynn seconded. All voted in favor of the motion. The Board recessed at 1:48 p.m. Present during the session were Jan, Mary and the Board. The Board reconvened at 2:05 p.m. The chairman announced that no binding action was taken during the executive session. Mary announced that the tax sale is set for October 25th at 10:00 a.m. The Board approved advertisement for an auctioneer for the sale.

Mark Richards, Auxiliary Services Director requested an executive session to discuss matters of non-elected personnel. Richard moved that the Board go into executive session until 2:25 p.m. Lynn seconded. All voted in favor of the motion. The Board recessed at 2:08 p.m. Present during the session were Jan, Mark

and the Board. The Board reconvened at 2:25 p.m. The chairman announced that no binding action was taken during executive session. Mark asked for permission to fill a vacant position (pesticide applicator) at some point in the future. The Board agreed by consensus.

Roy moved that the Board go into executive session to discuss matters of non-elected personnel until 2:40 p.m. with Jan present to facilitate the discussion. Richard seconded. All voted in favor of the motion. The Board recessed at 2:27 p.m. Present during the session were Jan and the Board. The Board reconvened at 2:40 p.m. The chairman announced that no binding action was taken during executive session.

Richard moved that the Board authorize the chairman to sign an agreement with Douglas County for the services (on a part time basis) of Linda Finger in the Planning & Zoning office. Lynn seconded. All voted in favor of the motion.

The Board will meet in special session on Monday October 3 to conduct interviews for the position of Planning & Zoning administrator at 9:00 a.m. They will convene in regular session at 1:00 p.m.

There being no further business to come before the Board they adjourned.