

**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 February 13, 2012 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. The purchasing policy was reviewed by the Board. No changes were made. Lynn moved that the minutes of February 6th be approved as presented. Richard seconded. All voted in favor of the motion.

Francis Hubbard, Road and Bridge Superintendent met with the Board. Crew work was reviewed. Francis discussed an analysis of the bids of Murphy Tractor and Foley Equipment Company for graders. Scott Williams, Murphy Tractor spoke with regard to a change in company policy requiring new lift groups to be installed on the graders instead of using the old ones. The Board discussed the bids. Lynn stated that she was in favor of purchasing one grader and cutting the grader districts back to eight. Roy moved that the Board accept the bid of Murphy Tractor for two John Deere 770G graders. Richard seconded. Richard voted in favor. Roy voted in favor. Lynn voted against. The Board discussed the GPS tracking capability of the software included with the machines. Other road issues were discussed.

Bill Noll, Planning & Zoning Administrator met with the Board. Bill discussed an opinion received from legal counsel for modification of the conditions due to the U.S. Highway Improvements as was discussed in the Commissioner's February 6th meeting. Richard moved that CU 2010/04 be approved with the following modifications; that due to the timing of KDOT construction on US-24 Highway, Conditions 3 and 4 of CUP 2010/04 should be modified to replace the "prior to commencement of quarry operations" language with "in coordination with KDOT's schedule for U.S. 24 Highway improvements." Further that Condition 2 be modified to add "except" for the brief period in fall 2012 when KDOT will close the intersection of U.S. 24 Highway and Clark road to allow improvements to be constructed. Ingress and Egress to the quarry during this period will use Clark Road and 31st Street west to KOA Road and then U.S. 24 Highway or alternatively 31st Street east to Decatur Road and south to U.S. 24 Highway. Lynn seconded. All voted in favor of the motion.

Roy moved that revisions to the Employee Handbook be adopted for the following policies: #387-Holiday Time (clarification of the intent of the policy); #996-Glossary of Terms (added definition of Emergency Situation); #512-Business Travel Expense (included reference to the Glossary for the definition of an emergency situation); #510-Emergency Closings (changed name to Weather Related Closings); #587-Administrative Leave- changed reference to new title of Policy #510); #886-Texting Ban (new policy prohibiting texting while driving while on County business); #884-Cell Phone Policy (amended to include language regarding texting ban); #403-Paydays (new policy regarding basic information about paydays and including a provision mandating direct deposit of

paychecks for all County employees); #410-Pay Deductions (new policy describing types of employee deductions used in Jefferson County); #797-Terminations (clarified wording on resignations); #681-Shared Sick Leave (removed a statement in the policy regarding donation of leave by an employee who has given notice); #401-Timekeeping (changed the day that time accounting is due to the Clerk's office from the departments). Lynn seconded. All voted in favor of the motion.

Richard moved that fencing for the east driveway walls of the courthouse be authorized with a cost not to exceed \$2000. Lynn seconded. All voted in favor of the motion.

Richard moved that the Board go into executive session to discuss matters of attorney client privilege (with Francis Hubbard and Bill Noll invited to stay to facilitate the discussion) until 1:55 p.m. Lynn seconded. All voted in favor of the motion. The Board recessed at 1:35 p.m. The Board reconvened 1:55 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 (annual evaluation) until 2:10 p.m. Richard seconded. All voted in favor of the motion. The Board recessed at 1:56 p.m. Present during the session were Francis Hubbard and the Board. The Board reconvened at 2:10 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 February 27, 2012, (due to the February 20 holiday).