

BOARD OF MCPHERSON COUNTY COMMISSIONERS

November 20, 2012
10:00 a.m.
Regular Meeting
All Present

Chairman Terry opened the meeting at 10:00 a.m. One item was added to the agenda for November 20, 2012: Personnel Change Notice for the MVL Department. Commissioner Patrick made a motion to approve the agenda as amended. Commissioner Loomis seconded. **All voted aye.**

No one spoke during Public Input at 10:00 a.m.

Commissioner Patrick made a motion to approve the minutes for November 6, 2012. Commissioner Loomis seconded. **All voted aye.**

Commissioner Loomis made a motion to approve checks and claims for November 20, 2012 as well as the appointment of Rick Witte, County Administrator/Financial Manager to review and approve checks and claims for November 27, 2012 and payroll for pay period ending November 24, 2012. Commissioner Patrick seconded. **All voted aye.**

Commissioner Patrick made a motion to approve adds and abates for November 16, 2012. Commissioner Loomis seconded. **All voted aye.**

At 10:17 a.m., Tom Kramer, Public Works Director joined the meeting to request approval to hire a Maintenance Worker to fill a vacancy at Public Works. Commissioner Loomis made a motion to approve the request. Commissioner Patrick seconded. **All voted aye.**

Mr. Kramer requested five (5) minutes of executive session, including Mr. Witte, to discuss non-elected personnel in the Public Works Department. Commissioner Patrick made a motion to go into executive session from 10:22 a.m. to 10:27 a.m. as requested. Commissioner Loomis seconded. **All voted aye. No action was taken in executive session.**

At 10:30 a.m., John Klenda, County Counselor, joined the meeting to request fifteen (15) minutes of executive session, including Mr. Witte, for attorney/client privilege, with potential litigation matters. Commissioner Patrick made a motion to go into executive session from 10:30 a.m. to 10:45 a.m. as requested. Commissioner Loomis seconded. **All voted aye. No action was taken in executive session.**

Mr. Witte presented a proposed adjustment to the County Employee Step and Grade chart reflecting a 3% Cost of Living Allowance (COLA) increase. Following discussion, Commissioner Patrick made a motion to approve the adjustment to the grade and step chart as well as a 3% COLA increase for all employees, including elected and exempt personnel. Commissioner Loomis seconded. **All voted aye.** The adjustment will be effective beginning with the December 9, 2012 pay period. It was also noted that Department heads of state funded County departments will determine their own participation in the adjustment for their staff.

Mr. Witte presented on behalf of the Sheriff's department the following Personnel Change Notices (PCNs):

- A. A request to end the introductory status for Misty Shaake, Correctional Officer (12C), effective November 25, 2012.
- B. A request to hire Christopher Milleson as a Correctional Officer (12A), to fill a vacancy, effective November 26, 2012.
- C. A request to hire William Panebianco as a Correctional Officer (12A), to fill a vacancy, effective November 26, 2012.

Commissioner Loomis made a motion to approve all PCNs as presented. Commissioner Patrick seconded. **All voted aye.**

Mr. Witte presented on behalf of the County Clerk, a PCN to end the introductory status of Marilyn Robinson, Clerk I (6B) effective November 11, 2012. Commissioner Loomis made a motion to approve the PCN as presented. Commissioner Patrick seconded. **All voted aye.**

Mr. Witte presented on behalf of the County Treasurer/MVL Department, a PCN for the promotion of Shirley Bloomquist to an MVL Clerk II, (9B), effective November 11, 2012. Commissioner Loomis made a motion to approve the PCN as corrected. Commissioner Patrick seconded. **All voted aye.**

Mr. Witte informed Commissioners of a letter received regarding the approval of a Beginning Farmer Program loan application made by certain residents of King City Township in the amount of \$60,000. No action was required by the Board.

Mr. Witte presented the 2013 County Holiday Schedule, Resolution # 2012-24 for approval. Commissioner Loomis made a motion to approve the calendar as presented. Commissioner Patrick seconded. **Chairman Terry voted aye. Commissioner Patrick voted aye. Commissioner Loomis voted aye.**

Mr. Witte presented a letter from Meridian Township requesting the approval of the resignation of James Reimer, Trustee and the appointment of Craig Benning to fill the vacated position of Township Trustee. Commissioner Patrick made a motion to approve the request as presented. Commissioner Loomis seconded. **All voted aye.**

At 11:45 a.m. Chairman Terry adjourned the meeting.

Minutes taken by Abbey Heidebrecht.

Harris G. Terry, Chairman

Duane J. Patrick, Vice-Chairman

Ron Loomis, Commissioner

Attest: County Clerk
Cathy Schmidt