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# **Le Sueur County, MN**

**Tuesday, May 22, 2018**

**Board Meeting**

## **Item 1**

**9:00 a.m. Agenda and Consent Agenda (5 min)**

*RE: May 15, 2018 Minutes and Summary Minutes*

Staff Contact:

## **Minutes of Le Sueur County Board of Commissioners Meeting May 15, 2018**

The Le Sueur County Board of Commissioners met in regular session on Tuesday, May 15, 2018 at 9:00 a.m. in the Courthouse at Le Center, Minnesota. Those members present were: Lance Wetzel, John King, Dave Gliszinski and Steve Rohlffing. Joe Connolly was excused. Also present were County Administrator Darrell Pettis and County Attorney Brent Christian.

On motion by Gliszinski, seconded by King and unanimously approved, the Board approved the agenda for the business of the day.

On motion by King, seconded by Rohlffing and unanimously approved, the Board approved the consent agenda:

- Approved the May 1, 2018 County Board Minutes and Summary Minutes
- Approved a 3.2 Liquor License for St. Thomas Sportsman's Club
- Approved a 3.2 Liquor License for Best Point Resort
- Approved the following April 2018 Transfers:
  - #1694 Transfer 34,769.21 from Road & Bridge to Ditch (Various Ditch Liens)
  - #1695 Transfer 1,024.65 from Revenue (Park) to Ditch (Ditch #48 Lien)
  - #1696 Transfer 3,415.00 from Agency to Revenue (April Landshark)

On motion by King, seconded by Rohlffing and unanimously approved, the Board approved the Human Services claims:

Financial:           \$ 29,328.88  
Soc Services:       \$187,518.06

Sue Rynda, Human Services Director, appeared before the Board to give the monthly Human Services Report. This presentation covered Finance, Income Maintenance, Child Support, Family Services, and Mental Health.

On motion by Rohlffing, seconded by Gliszinski and unanimously approved, the Board approved and authorized the Board Chair to sign a South Central Community Based Initiative Joint Powers Board Agreement.

On motion by King, seconded by Gliszinski and unanimously approved, the Board approved to appoint Sue Rynda as a Board Member to the Joint Powers Governing Board and Steve Rohlffing as an alternate.

Mike Wiese and Barry Lafreniere appeared before the Board with numerous Justice Center bid awards for discussion and approval.

On motion by Gliszinski, seconded by King and unanimously approved, the Board approved to award the contract for BP2 - 08A to American Door Works in the amount of \$44,653.

On motion by King, seconded by Rohlfing and unanimously approved, the Board approved to accept the combination bid and award the contract for BP2 - 09B & 09D to Superset Stone & Tile in the amount of \$640,000.

On motion by Rohlfing, seconded by Gliszinski and unanimously approved, the Board approved to award the contract for BP2 - 09E to WL Hall Company in the amount of \$24,672.

On motion by Gliszinski, seconded by King and unanimously approved, the Board approved to award the contract for BP2 - 09G to Twin City Tile & Marble in the amount of \$20,000.

On motion by King, seconded by Rohlfing and unanimously approved, the Board approved to award the contract for BP2 - 10A to Albrecht Sign Company in the amount of \$33,443.

On motion by Gliszinski, seconded by King and unanimously approved, the Board approved to award the contract for BP2 - 10B to Hufcor, Inc. in the amount of \$14,922.

On motion by Rohlfing, seconded by Gliszinski and unanimously approved, the Board approved to award the contract for BP2 - 10C to Mid-America Business Systems in the amount of \$20,034.

On motion by Rohlfing, seconded by King and unanimously approved, the Board approved to award the contract for BP2 - 11B to BDS Laundry in the amount of \$21,159.

On motion by King, seconded by Rohlfing and unanimously approved, the Board approved to award the contract for BP2 - 12A to CE Contract in the amount of \$10,975.

On motion by King, seconded by Rohlfing and unanimously approved, the Board approved the request by Mankato Landshapes to rescind their bid for BP2-32C.

On motion by Gliszinski, seconded by Rohlfing and unanimously approved, the Board approved to award the contract which includes Alternate #2 for BP2 - 32C to Peterson Companies in the amount of \$259,404.

On motion by Gliszinski, seconded by Rohlfing and unanimously approved, the Board approved to award the contract for BP2 - 32D to Action Fence in the amount of \$ 22,800.

Bill Coleman appeared before the Board with an informational broadband presentation. Barbara Droher-Kline was also present to request County involvement in a possible broadband grant.

On motion by Rohlfing, seconded by King and unanimously approved, the Board approved to move forward with the grant application process for broadband development.

Sheriff Brett Mason appeared before the Board with several items for discussion and approval.

On motion by King, seconded by Gliszinski and unanimously approved, the Board approved for the Sheriff's Office to trade in a 6 wheeler Ranger ATV and purchase a 4 wheeler Ranger ATV with previously approved grant dollars.

Squad car equipment installation quotes were received from Guardian Fleet Supply in the amount of \$16,138.39 and Emergency Automotive Technologies, Inc. in the amount of \$15,896.93.

On motion by Gliszinski, seconded by Rohlfing and unanimously approved, the Board approved the 2018 squad car equipment installation quotes from Guardian Fleet Supply, less the decal removal cost for a total amount of \$15,658.39 for squads 907, 910 and 916.

On motion by Gliszinski, seconded by Rohlfing and unanimously approved, the Board approved the purchase of a 2017 Ford Interceptor to replace a totaled 2014 Ford Interceptor.

Cindy Westerhouse, Human Resources Director came before the Board with several items for approval.

On motion by Gliszinski, seconded by King and unanimously approved, the Board approved to grant regular status to Katie Vrzal, full time Administrative Assistant II in the Attorney's Office, effective May 17, 2018. Katie has completed the one-year probationary period.

On motion by Rohlfing, seconded by King and unanimously approved, the Board approved to grant regular status to Richard Droog, full time Deputy Sheriff in the Sheriff's Office, effective May 16, 2018. Richard has completed the one-year probationary period.

On motion by Rohlfing, seconded by Gliszinski and unanimously approved, the Board approved the following changes in the Personal Protective Equipment policy:

Safety footwear must be worn by employees who work in the maintenance, construction, shop, and parks areas and/or any other areas where the job requires safety footwear.

Up to \$300.00 per employee to purchase safety footwear (Local 49 IUOP, Article 20.1)

On motion by King, seconded by Gliszinski and unanimously approved, the Board approved the following changes in the Personnel Policy:

Page 6 - Reduced Hour Employee:

Reduced hour employees receive holiday, personal floating holiday, vacation and sick leave accruals on a pro-rated basis.

On motion by Rohlfing, seconded by Gliszinski and unanimously approved, the Board approved the following changes in the Personnel Policy:

Page 23 - Benefits

Delete: Floating Holiday Two (2) Days

New hires shall receive floating holiday hours if hired before October 1. If hired on or after October 1, the employee shall receive floating holiday hours the following year. If an employee

does not use their Floating Holidays by the last pay period of the year, the hours cannot be carried over into the following year. There shall be no compensation for unused Floating Holidays.

**Add: Personal floating holidays**

All full-time, regular employees receive two (2) personal floating holidays per year. Personal floating holidays may be used to cover full or partial-day absences. They must be taken in the calendar year in which given. Under no circumstances will these days be carried over to the next calendar year, nor may they be cashed out if not taken or paid upon termination of employment.

A personal floating holiday must be scheduled and approved in advance by the employee's immediate supervisor. Employees who work less than a 39.5 or 40-hour schedule, will have the personal floating holidays prorated.

If a full time or reduced hour employee takes more than 10 days of unpaid time off in the previous calendar year, the personal floating holidays will be prorated based on the hours worked and those hours given at the beginning of the new calendar year.

Personal floating holidays will not be reduced during the time an employee is receiving short term disability benefits.

New hires shall receive personal floating holiday hours if hired before October 1. If hired on or after October 1, the employee shall receive personal floating holiday hours the following year.

Personal floating holidays may not be donated to another employee. Personal floating holidays are paid at straight time.

On motion by King, seconded by Rohlffing and unanimously approved, the Board approved the following changes in the Vacation Donation To Sick Leave Account Policy:

Le Sueur County recognizes that occasions may arise when employees may deplete the usual sick leave and vacation benefits available to them due to their own injury, illness or accident or to care for an employee's immediate family member (spouse or child) with a serious health condition.

Donated leave may be approved for absence necessitated by the serious health condition of the employee or the employee's immediate family member (spouse or child).

Residents of Miller Lane in Montgomery Dolly Rye, John Burton, Christy Mullin and Kristie O'Brien appeared before the Board to discuss Planning and Zoning ordinance enforcement concerns.

Darrell Pettis, County Administrator appeared before the Board with several items for approval.

On motion by Rohlfing, seconded by Gliszinski and unanimously approved, the Board approved to accept the \$600 offer from MnDOT to purchase Parcel 203 and authorized the Board Chair to sign a Highway Easement.

On motion by King, seconded by Gliszinski and unanimously approved, the Board approved to accept the \$600 offer from MnDOT to purchase Parcel 307 and authorized the Board Chair to sign a Highway Easement.

On motion by Rohlfing, seconded by Gliszinski and unanimously approved, the Board approved the out of state travel request for Commissioner Lance Wetzel to attend the Minnesota County Commissioners Meeting at the White House in Washington D.C. on May 31, 2018.

### **Board Member Committee Reports:**

Commissioner Rohlfing attended a Community Health Board Meeting, Cleveland City Council Meeting, a Region Nine Meeting and an MRCI meeting.

Commissioner Gliszinski attended a Lanesburgh Township Meeting.

Commissioner King attended Justice Center progress meeting and a Waseca-Le Sueur Library Board Meeting.

On motion by King, seconded by Gliszinski and unanimously approved, the following claims were approved for payment:

<b>Warrant #</b>	<b>Vendor Name</b>	<b>Amount</b>
49875	Advanced Correctional Healthcare Inc.	\$ 2,366.01
49877	Ag Partners Coop	\$ 27,506.74
49883	Baker, Tilly, Virchow, Krause LLP	\$ 27,811.00
49893	Bolton & Menk Inc.	\$ 17,230.00
49900	Christian, Keogh, Moran & King	\$ 3,560.50
49942	Johnson Aggregates	\$ 3,276.04
49965	Minn St Admin ITG Telecom	\$ 5,140.00
49966	Minncor Industries	\$ 4,100.00
49968	MN CCC	\$ 2,275.00
49980	Anthony Nerud	\$ 3,006.15
49982	Norchem Drug Testing	\$ 9,871.75
49988	Paragon Printing & Mailing Inc.	\$ 4,643.99
49990	Prairie River Home Care Inc.	\$ 3,240.00
50004	S.M.C. Co. Inc.	\$ 3,342.46
50016	Tri-County Solid Waste	\$ 11,104.49
50027	Waseca County Public Health	\$ 2,047.13
50028	Waterford Oil Co. Inc.	\$ 16,930.54
50035	Wondra Automotive Inc.	\$ 3,777.25
50037	Wornson, Goggins, Zard	\$ 4,054.00

<b>145 Claims paid less than \$2,000.00:</b>	<b>\$ 52,884.12</b>
<b>19 Claims paid more than \$2,000.00:</b>	<b>\$155,283.05</b>
<b>164 Total all claims paid:</b>	<b>\$208,167.17</b>

On motion by King, seconded by Rohlfing and unanimously approved, the Board adjourned until Tuesday, May 22, 2018 at 9:00 a.m.

**ATTEST:**

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**Le Sueur County Administrator**

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**Le Sueur County Chairman**

## Summary Minutes of Le Sueur County Board of Commissioners Meeting, May 15, 2018

- This is only a summary publication per MN Statutes 375.12 and 331A.01 sub. 10. The complete minutes are on file in the Le Sueur County Administrator's Office at 88 S Park Ave. Le Center, MN and are available at [www.co.le-sueur.mn.us](http://www.co.le-sueur.mn.us).
- Approved the agenda. (Gliszinski-King)
- Approved the consent agenda. (King-Rohlfing)
- Approved Human Services claims: Financial \$ 29,328.88 and Soc Services \$187,518.06 (King-Rohlfing)
- Approved a South Central Community Based Initiative Joint Powers Board Agreement. (Rohlfing-Gliszinski)
- Approved to appoint Sue Rynda as a Board Member to the Joint Powers Governing Board and Steve Rohlfing as an alternate. (King-Gliszinski)
- Approved to award the BP2 - 08A contract to American Door Works for \$44,653. (Gliszinski-King)
- Approved to award the BP2 - 09B & 09D contract to Superset Stone & Tile for \$640,000. (King-Rohlfing)
- Approved to award the BP2 - 09E contract to WL Hall Company for \$24,672. (Rohlfing-Gliszinski)
- Approved to award the BP2 - 09G contract to Twin City Tile & Marble for \$20,000. (Gliszinski-King)
- Approved to award the BP2 - 10A contract to Albrecht Sign Company for \$33,443. (King-Rohlfing)
- Approved to award the BP2 - 10B contract to Hufcor, Inc. for \$14,922. (Gliszinski-King)
- Approved to award the BP2 - 10C contract to Mid-America Business Systems for \$20,034. (Rohlfing-Gliszinski)
- Approved to award the BP2 - 11B contract to BDS Laundry for \$21,159. (Rohlfing-King)
- Approved to award the BP2 - 12A contract to CE Contract for \$10,975. (King-Rohlfing)
- Approved the request by Mankato Landshapes to rescind their bid for BP2-32C. (King-Rohlfing)
- Approved to award the BP2 - 32C contract which includes alternate #2 to Peterson Companies for \$259,404. (Gliszinski-Rohlfing)
- Approved to award the BP2 - 32D contract to Action Fence for \$22,800. (Gliszinski-Rohlfing)
- Approved to move forward with the grant application process for broadband development. (Rohlfing-King)
- Approved the trade-in of an ATV and purchase of a new Ranger ATV with previously approved grant dollars. (King-Gliszinski)
- Approved 2018 squad car equipment installation quotes from Guardian Fleet Supply. (Gliszinski-Rohlfing)
- Approved the purchase of a 2017 Ford Interceptor to replace a totaled 2014 Ford Interceptor. (Gliszinski-Rohlfing)
- Approved regular status to Katie Vrzal in the Attorney's Office. (Gliszinski-King)
- Approved regular status to Richard Droog in the Sheriff's Office. (Rohlfing-King)
- Approved safety footwear changes in the Personal Protective Equipment policy. (Rohlfing-Gliszinski)
- Approved reduced hour employee and personal floating holidays changes in the Personnel Policy. (King-Gliszinski)
- Approved changes in the Vacation Donation To Sick Leave Account Policy. (King-Rohlfing)
- Approved a \$600 offer from MnDOT to purchase Parcel 203 and authorized a Highway Easement. (Rohlfing-Gliszinski)
- Approved a \$600 offer from MnDOT to purchase Parcel 307 and authorized a Highway Easement. (King-Gliszinski)
- Approved an out of state travel request for Commissioner Lance Wetzel. (Rohlfing-Gliszinski)
- Approved the following claims for payment: (King-Gliszinski)

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145	Claims paid less than \$2,000.00:	\$ 52,884.12
19	Claims paid more than \$2,000.00:	\$155,283.05
164	Total all claims paid:	\$208,167.17

•Adjourned until Tuesday, May 22, 2018 at 9:00 a.m. (King-Rohlfing)

ATTEST: Le Sueur County Administrator, Le Sueur County Chairman