



HOUSTON COUNTY

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HOUSTON COUNTY BOARD OF COMMISSIONERS REGULAR BOARD MEETING AGENDA

9:30, February 26, 2019, County Board Room, Historic Courthouse

**CALL TO ORDER
PLEDGE OF ALLEGIANCE**

APPROVE AGENDA

APPROVE MINUTES (12 Feb Board Meeting, 19 Feb Workgroup Sessions)

PUBLIC COMMENT

APPOINTMENTS

09:35 CONSENT AGENDA

(Routine business items enacted by one unanimous motion. Commissioners may request moving items on the consent agenda to the Action Item list if they desire discussion before taking action.)

- 1) Approve Claims, Human Service & License Center disbursements
- 2) Approve budgeted Multifunction Color Printer purchase (\$10,987.01)
- 3) Approve budgeted Microsoft Enterprise Management Software Licensing (\$37,633, \$8,143)
- 4) Accept donation of \$100 for the K9 program from a private citizen.
- 5) Approve issuing County Credit Cards to the following individuals:
 - a. Eric Johnson
 - b. Susan Schwebach
 - c. Jeffrey Babinski
 - d. Brian Swedberg
- 6) Affirm personnel actions
 - a. Auditor/Treasurer
 - i. Change the employment status of Polly Heberlein from probationary to regular effective February 27, 2019
 - b. Environmental Services
 - i. Hire Patricia Burfield as a Drop Site Supervisor, 67-day employee at a rate of \$13.78 per hour
 - ii. Hire Neil Storlie as a Drop Site Supervisor, 67-day employee at a rate of \$13.78 per hour

- iii. Hire James Gardner as a probationary Environmental Specialist, B-24, Step 1, at a wage of \$19.42 per hour, effective April 1, 2019, conditioned on successful completion of background check
- c. Public Health and Human Services
 - i. Reassign Michelle Schulte from Long-Term Care Lead Nurse (C-43) to Staff Nurse (C-41) Step 9, at an hourly rate of \$35.04 effective April 1, 2019.
 - ii. Accept the resignation of Jennifer Johnson, Technical Clerk I (B-21), effective the end of the business day February 25, 2019.
 - iii. Initiate a search for a Case Aide (B-22) to replace the Technical Clerk I (B-21) vacancy created by the Johnson resignation
 - iv. Initiate a search for a temporary Case Aide (67-day) to assist during a Child Protection Social Worker's qualified leave of Absence
- d. Sheriff's Office
 - i. Promotional assignment of Rachel Meyer, Jailer/Dispatcher to probationary Lead Jailer, at a wage of \$29.72/hour (12% over top jailer), effective March 4, 2019

009:40 ACTION ITEMS

- 1) Consider approving low bid for SAP 028-599-097, Hatleli Drive Bridge Replacement (Engineer Pogodzinski)
- 2) Consider approving the ADA Transition Plan (Engineer Pogodzinski)
- 3) Consider adoption of the Minnesota Merit System Equal Employment Opportunity and Affirmative Action Guidelines as Houston County's 2019-2020 Agency Equal Opportunity and Affirmative Action Plan (HR Arrick-Krueger)
- 4) Consider approving Memorandum of Agreement with LELS Local #60 regarding classification of "immediate family" in Article 13.1, Bereavement (HR Arrick-Krueger)
- 5) Consider Authorizing Administrator Babinski to establish Fleet Management Program and enter into Enterprise Fleet Management Agreement (Administrator Babinski)
- 6) Revise 2019 Commissioner Committee Assignments (Administrator Babinski)

DISCUSSION ITEMS (No action will be taken on the following items)

- 1) Commissioner Reports & Comments

CLOSING PUBLIC COMMENT

RECESS

10:30 CLOSED SESSION – Administrator Babinski 6-month Evaluation

ADJOURN

REMINDERS

- 05 Mar: Workgroup
- 12 Mar: Regular Board Meeting
- 19 Mar: Workgroup
- 26 Mar: Regular Board Meeting