

COMMISSION MINUTES, November 30, 2015

The Board of County Commission (BOCC) for Washington County met in regular session on Monday, November 30th, 2015 in the Commission room at the Washington County Courthouse. Members present: Tim Mueller, 1st District Commissioner; Roger Otott, Chairman, 2nd District Commissioner; and Gary Ouellette, Vice-Chairman, 3rd District Commissioner. Denae Jueneman, County Clerk, was present to record meeting minutes.

The next regular meeting will be Monday, December 7th, 2015 at 8:30 a.m.

Chairman Otott called the meeting to order.

Justin Cordry, Sheriff, presented a job description for a possible Investigator position. Sheila Ouellette, Communications Director, and Cordry asked for clarification on policies in the new employee handbook. The Sheriff's department handles on call pay differently than the handbook states. The BOCC tabled the discussion.

Ed Henry, Twin Valley Developmental Services, discussed a grant program available through the State which will provide more transportation services for County residents but will not cost the County additional funds above the current allocation. No decision was made.

Commissioner Ouellette made a motion to sign a change order abating the Treasurer's tax roll. Commissioner Mueller seconded the motion. Motion passed unanimously.

Roxanne Schottel, Washington County Hospital Administrator, expressed disappointment in the recent article in the Washington County News and the comments made by the BOCC. Commissioner Ouellette stated Schottel is the best Administrator the hospital has had in many years and the comments were not personal to Schottel. Commissioner Mueller suggested solutions to recouping the funds spent from County general funds to pay the remainder due Hutton Construction. Schottel will present the ideas to the hospital board and report back.

Janice Kearn, County Health Administrator, reminded the BOCC that grant money had been received by the Health Department for a sound system and wanted to know if the sound system had been put in the plan for the new project. Chairman Otott said he would ask the architect when he comes in later in the session. Commissioner Mueller made a motion to enter into executive session for non-elected personnel and to include Kearn and Jueneman. Commissioner Ouellette seconded the motion. Motion passed unanimously. No action taken upon returning to regular session.

Sonya Hiltgen, Register of Deeds, presented information on filing deadlines for 2015 and the new 2016 filing fee. The filing cut off time will be 11:00 a.m. on December 31st, 2015. All documents filed after this deadline will be assessed a new recording fee of 0.15% of the principal amount of indebtedness.

Commissioner Mueller made a motion to enter into executive session for non-elected personnel and to include Jueneman. Commissioner Ouellette seconded the motion. Motion passed unanimously. Upon returning to regular session, the BOCC agreed that all current policies remain in effect and that all employees must work 30 hours a week to be eligible for benefits, the maximum FMLA leave any one person can take in a 12 month rolling calendar is 12 weeks, and the maximum shared leave any one person can be given in a 12 month rolling calendar is 160 hours. Commissioner Mueller placed a phone call to Janice Kearn to inform her of the BOCC's decision.

Eireson Pralle, County Health LPN, joined the meeting and was persistent in being granted additional FMLA leave. The BOCC denied her request and told her she must work 30 hours a week if she wants to keep her job and remain eligible for County benefits including health insurance. No additional shared leave will be granted as the maximum has already been met. Kearn indicated she could make evening appointments for Pralle to ensure she works 30 hours per week.

Justin Novak, Road & Bridge Supervisor, submitted a payroll change notice for a new hire. Commissioner Ouellette made a motion to sign the payroll change notice. Commissioner Mueller seconded the motion. Motion passed unanimously. Novak stated an invitation to bid haying at the airport has previously been done in January and asked if he should keep the same policy. The BOCC agreed to run the invitation to bid in January. Chairman Otott asked to see the cost of fertilizer for the airport to ensure the County is covering the cost of the fertilizer. Novak presented an interlocal agreement with Kimeo Township for maintenance of the township roads. The current agreement expires the end of the year. The BOCC told Novak to reach out to all Kimeo Township board

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members as some of them are hard to contact. The BOCC gave Novak permission to trade a 2006 Ford F350 for a 2008 ½ ton Chevrolet.

Luke Zouzas, Truck Center Companies, and Brandon Vering, Citizens National Bank, Greenleaf, presented a purchase order and lease purchase agreement for the purchase of a 2015 Western Star 4700 dump truck. Commissioner Mueller made a motion to sign all paperwork required for the lease purchase. Commissioner Ouellette seconded the motion. Motion passed unanimously.

Elizabeth Hiltgen, County Attorney, presented a resolution appointing a special prosecutor. Commissioner Mueller made a motion to sign Resolution 09-15. Commissioner Ouellette seconded the motion. Motion passed unanimously.

Bill Sims, McPherson Contractors, and Bruce Jones, Health Facilities Group, gave a progress update on the County Health Department project. Chairman Otott asked Sims if a sound system was a part of the original design. Sims said a sound system was built into the design plans and the wiring and speakers have been put in place. Sims suggested a steel door and frame be placed on the back door for added security. Sims will get bids and return the bids to the BOCC. Commissioner Mueller made a motion to approve pay app 002 to McPherson Contractors for \$167,551.00 for County Health Department project. Commissioner Ouellette seconded the motion. Motion passed unanimously.

Commissioner Ouellette requested executive session for non-elected personnel. Commissioner Mueller seconded the motion. Motion passed unanimously. No action was taken upon returning to regular session.

Jueneman asked for clarification on when changes in the new employee handbook should take effect. The BOCC indicated changes to classified and unclassified positions and changes to earned PTO took effect November 29th in lieu of splitting a pay period since the new handbook goes into effect December 1st. All future pay changes will take effect the first full pay period after requirements have been met.

The meeting adjourned at 12:45 p.m.

BOARD OF WASHINGTON COUNTY
COMMISSIONERS

(SEAL)

Tim Mueller, 1st District Commissioner

Roger Otott, Chairman, 2nd District Commissioner

Attest:

Dena Jueneman, County Clerk

Gary Ouellette, Vice-Chairman, 3rd District Commissioner