

SPECIAL SESSION OF THE MOWER COUNTY  
BOARD OF COMMISSIONERS

October 26, 2004

The Mower County Board of Commissioners in and for the County of Mower, Minnesota, met in Special Session October 26, 2004 at 8:30 a.m. at the Courthouse in Austin, Minnesota.

All members present, viz:     Richard Cummings, Chair  
  Raymond Tucker  
  David Hillier  
  Dick Lang  
  Garry Ellingson  
  Craig Oscarson, County Coordinator

**GENERAL**

Report on relocation of Health & Human Services.

Discussion regarding contract with Metropolitan Health Plan.

Further discussion regarding Mower County's future role in relation to the administration of the Minnesota Senior Health Options, (MSHO) program, via a contractual arrangement with interested health plans.

Commissioner Lang moved and Commissioner Tucker seconded to accept a \$5,000 flexible grant from Blue Cross for health related needs of Blue Plus enrolled clients. Motion carried.

Commissioner Ellingson moved and Commissioner Lang seconded to authorize the Chair and the Director to sign the following Purchase of Service Agreements:

- a.     Constance & Craig Stark – approve Group Residential Housing agreement, effective October 11, 2004 to June 30, 2006.
- b.     Metropolitan Health Plan – approve contract for Rule 25 Assessments and Long term care consultation and assessments, effective January 1, 2005 to December 31, 2007, subject to cancellation with 120 days notice by either party.

Motion carried.

Commissioner Hillier moved and Commissioner Ellingson seconded to approve the destruction of designated Agency files in accordance with DHS Rules and Regulations. All previously approved files have been destroyed. Motion carried.

**Date: October 26, 2004**

**Res. #84-04**

**RESOLUTION**

On motion of Commissioner Tucker, seconded by Commissioner Hillier, the following Resolution was passed and adopted by the Mower County Board of Commissioners at a meeting held October 26, 2004 at the Courthouse, Austin, Minnesota.

WHEREAS, the Director of Community Social Services for Mower County had advised that all Social Service case actions are in conformance with State, Federal and County laws, rules, regulations and policies,

BE IT RESOLVED, That all Social Service case openings, closings, placements, and licensing actions, as documented in the Mower County Human Services Office, on office listings for licensing action, case records, record of social service plan cards, purchase of services abstract, payment authorizations, and payment records for the period October 1, 2004 through October 31, 2004 are hereby approved.

WHEREAS, the Director of Community Social Services for Mower County had advised that all Personnel Actions are in conformance with State and Federal law, Minnesota Merit System Rules, existing labor agreements, and Personnel Policies and Practices,

BE IT RESOLVED, That all Personnel Actions for the month of October 2004 for employees of the Department of Human Services as documented in the Department on proposed Personnel Action Listings, personnel abstracts, payroll reports, and Personnel Action Forms, are hereby approved.

WHEREAS the Director of Community Social Services for Mower County has been advised that all Social Service and Welfare Claims against Mower County submitted for payment in the month of October 2004 have been reviewed and are eligible for payment pursuant to all applicable rules, regulations, laws, and policies,

BE IT RESOLVED, That all bills, as listed on the listing of bills and claims against Social Services and Welfare Funds and Warrant Registers, shall be approved as valid claims against the County of Mower and are hereby approved for payments.

The Commissioners voted as follows: Garry Ellingson aye, David Hillier aye, Ray Tucker aye, Richard P. Cummings aye, and Richard Lang aye. Passed and approved this 26<sup>th</sup> day of October, 2004.

**THE MOWER COUNTY BOARD OF COMMISSIONERS**

By: \_\_\_\_\_  
Chairperson

By: \_\_\_\_\_  
Clerk/Coordinator

Date: October 26, 2004

Res. #85-04

**RESOLUTION**

On motion of Commissioner Ellingson, seconded by Commissioner Lang, the following Resolution was passed and adopted by the Mower County Board of Commissioners at a meeting held October 26, 2004 at the Courthouse, Austin, Minnesota.

WHEREAS, the Director of Community Social Services for Mower County had advised that all Income Maintenance case actions are in conformance with State, Federal and County laws, rules, regulations and policies,

BE IT RESOLVED, That all Income Maintenance case actions or approval, denial, suspension, reinstatement, closing, increased and decreased maintenance and denial as documented on the 106 Welfare Information Form, the General Assistance Budget Form, and Emergency Assistance Forms, and Warrant Register of Payments for the period October 1, 2004 through October 31, 2004 are hereby approved.

BE IT FURTHER RESOLVED, That all assistance payments authorized by Director Actions and issued during the month of October 2004 are hereby approved.

BE IT FURTHER RESOLVED, That all bills and claims against the Income Maintenance Programs, as cited in the Abstract of Payment Records and Board List in the Mower County Human Services Department, are hereby approved for payment.

BE IT FURTHER RESOLVED, That all personnel actions for the month of October 2004 for employees of the Department of Human Services as documented in the Department in the Personnel Abstracts, Payroll Reports and Personnel Action Reports, are hereby approved.

BE IT RESOLVED, That all refunds received during the month of October 2004 as listed on the Report of Refunds and Cancellation, DPW 759, are hereby acknowledged as received.

The Commissioners voted as follows: Garry Ellingson aye, David Hillier aye, Ray Tucker aye, Richard P. Cummings aye, and Richard Lang aye. Passed and approved this 26<sup>th</sup> day of October, 2004.

**THE MOWER COUNTY BOARD OF COMMISSIONERS**

By: \_\_\_\_\_  
Chairperson

By: \_\_\_\_\_  
Clerk/Coordinator

Motion made by Commissioner Tucker, seconded by Commissioner Ellingson to hire a person to assist the County Auditor's office on election day. The person shall be compensated at \$10.00 per hour and \$.27/mile travel expense. Motion carried.

Motion made by Commissioner Tucker, seconded by Commissioner Ellingson to change the position of interpreter in the office of interpreter/cultural diversity by reducing the position from a full time equivalent position to a part-time/20 hour per week position. Motion carried.

Commissioner Hillier on behalf of the Finance Committee provided an update on the 2005 budget process.

Motion made by Commissioner Hillier, seconded by Commissioner Lang to reject the request of the Parenting Resource Center for funding for the FAST program due to current and projected budget shortfalls for the county. The request was for two years of funding in the amount of \$100,000 per year. Motion carried.

Richard Peterson, County Assessor, presented a proposed Policy for Disseminating Assessment Information. The policy is proposed for assessment information that is not available on the county website.

Motion made by Commissioner Hillier, seconded by Commissioner Lang to adopt the Policy for Disseminating Assessment Information establishing a fee of \$10.00 per parcel for parcel data information provided over the phone by the County Assessor's office for information not available on the Mower County Assessor's web site effective immediately. Motion carried.

Donna Welsh, Finance Director, provided the Board with information regarding a clarification of undesignated and designated fund balances after the 2003 audit and a need for some fund balance transfers.

**Date: October 26, 2004**

**Res. #86-04**

**RESOLUTION**

On motion of Commissioner Hillier, seconded by Commissioner Lang, the following Resolution was passed and adopted by the Mower County Board of Commissioners at a meeting held October 26, 2004 at the Courthouse, Austin, Minnesota.

**WHEREAS**, the state auditor's office has completed the financial review of Mower County's financial statements; and

**WHEREAS**, the financial statements contain undesignated fund balances by fund, some of which can be combined to create equalization among the funds and to simplify amounts available from the general revenue fund; and

**WHEREAS**, undesignated fund balances of Recycling (prior general fund levies) in the amount of \$1,376,948, Social Services in the amount of \$2,046,034, and Flood Fund in the amount of \$51,178 are to be transferred to the general revenue fund; and

**WHEREAS**, fund designations in the Road & Bridge Fund could not be calculated in year-end financial statements due to lack of fund balance in the amount of \$871,929; and

**WHEREAS**, the general revenue fund covers fund balance deficits and use of fund designations for Road & Bridge Fund would create a fund balance deficit thereby creating a need for a fund transfer; and

**WHEREAS**, the Mower County Board does approve the fund reserves and designations as noted on attached Exhibit A as Adjusted 12/31/2003, effective 1/1/2004;

**THEREFORE, BE IT RESOLVED THAT** the Mower County Board of Commissioners does authorize the transfer of above mentioned funds and authorization of fund reserves and designations effective 1/1/2004.

Passed and approved this 26<sup>th</sup> day of October, 2004.

**THE MOWER COUNTY BOARD OF COMMISSIONERS**

By: \_\_\_\_\_  
**Chairperson**

By: \_\_\_\_\_  
**Clerk/Coordinator**

The next order of business was a discussion on whether the matter of the tax abatement policy which was not adopted at the previous board could be reconsidered and if so the proper manner in which it could be brought back to the board for consideration. No one moved to reconsider the tax abatement policy.

Donna Welsh, Finance Director, proposed a Credit Policy for Mower County services provided via fax, telephone, e-mail or internet where the immediate collection of the service fees is difficult.

Motion made by Commissioner Hillier, seconded by Commissioner Ellingson to approve and adopt the Mower County Credit Policy. Motion carried.

COMMISSIONERS' RECORD MOWER COUNTY, MINNESOTA

Daryl Franklin, Director of Environmental Services, provided the Board with information regarding the All Hazardous Mitigation Plan and the need for Board approval to submit the plan.

Motion made by Commissioner Ellingson, seconded by Commissioner Hillier to authorize the Director of Environmental Services to submit the All Hazard Mitigation Plan. Motion carried.

Motion made by Commissioner Ellingson, seconded by Commissioner Tucker to approve the minutes of 9-14-04 Belleman's Assessment Hearing, 9-17-04, 9-23-04, 9-28-04, 10-5-04 and 10-12-04. Motion carried.

Motion made by Commissioner Tucker, seconded by Commissioner Ellingson to approve the bi-monthly bills for immediate payment except hold one bill for department verification. Motion carried.

GENERAL FUND

Table with 4 columns: AMOUNT, VENDOR NAME, AMOUNT, VENDOR NAME. Lists various vendors and amounts for the General Fund, including items like ADAMS DRUG, AUSTIN MEDICAL CENTER, JESSICA BERKE, etc., ending with a total of \$88,219.65.

ROAD & BRIDGE FUND

Table with 4 columns: AMOUNT, VENDOR NAME, AMOUNT, VENDOR NAME. Lists vendors and amounts for the Road & Bridge Fund, including ASPEN EQUIPMENT COMPANY, BEST WESTERN KELLY INN, etc.

**COMMISSIONERS' RECORD MOWER COUNTY, MINNESOTA**

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|  |  |
|--|--|
| 6944.57 KOCH, INC.                     | 347.00 ERIC LEE                          |
| 161.88 LEEF BROS., INC.                | <b>345.00 LEWIS SEPTIC TANK CLEANING</b> |
| 382.81 M-R SIGN COMPANY, INC.          | 230.47 MANTEK                            |
| 124.39 METAL CULVERTS, INC.            | 1187.70 METEORLOGIX, LLC                 |
| 240.00 MINN CO HWY ENGINEERS ASSN      | 481.45 MOBILE MIX CONCRETE CO.           |
| 103.39 MOTOR SUPPLY COMPANY            | 234.82 PETROBLEND CORP.                  |
| 236.15 PROLINE DIST., INC              | 242.94 QWEST                             |
| 120.00 DAN REGNER                      | 187.55 ROAD MACHINERY & SUPPLIES         |
| 457.56 ROCHESTER PETROLEUM EQUIPMENT   | 262.22 DAVE SYVERSON FORD                |
| 27073.37 THE ODB CO                    | 2999.79 3D SPECIALTIES, INC.             |
| 15 PAYMENTS LESS THAN \$100            | 654.40                                   |
| ROAD & BRIDGE FUND                     | \$49,817.85 * TOTAL                      |
| SOLID WASTE/RECYCLING FUND             |  |
| AMOUNT VENDOR NAME                     | AMOUNT VENDOR NAME                       |
| 325.00 WALLACE BUSTAD                  | 23892.58 CEDAR VALLEY SERVICES, INC      |
| 1800.00 GARY GROH CONSTRUCTION         | 785.40 GREENMAN TECHNOLOGIES OF MN       |
| 4701.25 IVERSON HAULING                | 237.30 KRUEGER TRANSPORTATION            |
| 7605.60 ONYX ENVIRONMENTAL SERVICES IN | 241.49 TRI-STATE BUSINESS MACHINES       |
| 706.38 WASTE MANAGEMENT OF SO MINNESO  |  |
| 7 PAYMENTS LESS THAN \$100             | 176.34                                   |
| SOLID WASTE/RECYCLING FUND             | \$40,471.34 * TOTAL                      |
| DITCH FUND                             |  |
| AMOUNT VENDOR NAME                     | AMOUNT VENDOR NAME                       |
| 4118.88 BUSTAD DOZING AND EXCAVATING   | 6300.00 MOWER COUNTY SOIL & WATER        |
| 4128.82 RUBLE EXCAVATING & CONSTRUCTIO |  |
| 0 PAYMENTS LESS THAN \$100             | .00                                      |
| DITCH FUND                             | \$14,547.70 * TOTAL                      |
| COUNTY LIBRARY FUND                    |  |
| AMOUNT VENDOR NAME                     | AMOUNT VENDOR NAME                       |
| 4620.00 SOUTHEASTERN LIBRARIES COOP    |  |
| 0 PAYMENTS LESS THAN \$100             | .00                                      |
| COUNTY LIBRARY FUND                    | \$4,620.00 * TOTAL                       |
| STATE & AGENCY COLLECTION FUND         |  |
| AMOUNT VENDOR NAME                     | AMOUNT VENDOR NAME                       |
| 1 PAYMENTS LESS THAN \$100             | 45.00                                    |
| STATE & AGENCY COLLECTION FUND         | \$45.00 * TOTAL                          |
| FAMILY CONNECTIONS                     |  |
| AMOUNT VENDOR NAME                     | AMOUNT VENDOR NAME                       |
| 224.27 MIDWEST WIRELESS                |  |
| 1 PAYMENTS LESS THAN \$100             | 60.17                                    |
| FAMILY CONNECTIONS                     | \$284.44 * TOTAL                         |
| ****                                   | \$198,005.98 ****                        |
| FINAL TOTAL.....                       |  |

Motion made by Commissioner Hillier, seconded by Commissioner Lang to approve the following miscellaneous bills for immediate payment:

|                 |             |
|-----------------|-------------|
| Dennis Magnuson | \$ 2,070.00 |
| City of Austin  | 3,019.19    |

Motion carried.

Motion made by Commissioner Hillier, seconded by Commissioner Ellingson to reappoint Arlen Schamber to the Turtle Creek Watershed Board for a three year term effective November 1, 2004. Motion carried.

Motion made by Commissioner Hillier, seconded by Commissioner Lang to establish October 2, 2004 as the effective date for pay adjustments in the office of Correctional Services. Proposed pay adjustments are currently being considered by the Personnel Committee and Judiciary with a recommendation expected in the month of November. Motion carried.

Motion made by Commissioner Tucker, seconded by Commissioner Ellingson to authorize the employment of a part-time, non-benefited salaried employee in the Department of Corrections for the teen court program with a monthly salary of \$683.33 effective November 1, 2004. Motion carried.

Motion made by Commissioner Ellingson, seconded by Commissioner Hillier to authorize the chair to sign the snowgroomer equipment lease with the Mower County Trail Management Committee. Motion carried.

At this time a Public Hearing was held in regard to Flood Acquisition.

Daryl Franklin, Environmental Services Director, reviewed the flood acquisition application.

Two citizens spoke regarding flooding, property damage, the Cedar River, the Austin dam and fixing the problem vs. buyouts.

**Date: October 26, 2004**

**Res. #87-04**

**RESOLUTION**

On motion of Commissioner Ellingson, seconded by Commissioner Lang the following Resolution was passed and adopted by the Mower County Board of Commissioners at a meeting held October 26, 2004 at the Courthouse, Austin, Minnesota.

BE IT RESOLVED that Mower County acts as the legal sponsor for project contained in the Business and Community Development Application to be submitted on November 1, 2004 and that Craig Oscarson, County Coordinator, or Daryl Franklin, Director of Environmental Services, are hereby authorized to apply to the Department of Trade and Economic Development for funding of this project on behalf of Mower County;

BE IT FURTHER RESOLVED that Mower County has the legal authority to apply for financial assistance, and the institutional, managerial, and financial capability to ensure adequate construction, operation, maintenance and replacement of the proposed project for its design life;

BE IT FURTHER RESOLVED that Mower County has not violated any Federal, State, or local laws pertaining to fraud, bribery, kickbacks, collusion, conflict of interest or other unlawful or corrupt practice;

BE IT FURTHER RESOLVED that upon approval of its application by the state, Mower County may enter into an agreement with the State of Minnesota for the above referenced project, and that Mower County certifies that it will comply with all applicable laws and regulations as stated in all contract agreements and described on the Compliance Certification of the Business and Community Development Application.

BE IT FURTHER RESOLVED that Craig Oscarson and Daryl W. Franklin, or their successors in office, are hereby authorized to execute such agreements, and amendments thereto, as are necessary to implement the project(s) on behalf of the applicant.

Passed and approved this 26<sup>th</sup> day of October, 2004.

**THE MOWER COUNTY BOARD OF COMMISSIONERS**

By: \_\_\_\_\_  
Chairperson

By: \_\_\_\_\_  
Clerk/Coordinator

Motion made by Commissioner Hillier, seconded by Commissioner Ellingson to authorize the Department of Environmental Services to post the Riverwood Estate Addition property for no hunting. Motion carried.

Motion made by Commissioner Tucker, seconded by Commissioner Hillier to authorize the chair to send a letter to the Department of Natural Resources and the U. S. Corps of Army Engineers requesting further study and assistance for solutions to the flooding problems in Mower County as recently exhibited in the September 14, 2004 flood. Motion carried.

Motion by Commissioner Ellingson, seconded by Commissioner Tucker to adjourn the meeting at 12:03 p.m. until November 2, 2004 at 1:00 p.m. Motion carried.

**THE MOWER COUNTY BOARD OF COMMISSIONERS**

BY: \_\_\_\_\_  
Chairperson

Attest:

By: \_\_\_\_\_  
Clerk/Coordinator

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