

SPECIAL SESSION OF THE MOWER COUNTY  
BOARD OF COMMISSIONERS

May 22, 2007

The Mower County Board of Commissioners in and for the County of Mower, Minnesota, met in Special Session May 22, 2007 at 8:30 a.m. at the Courthouse in Austin, Minnesota.

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

Commissioner Tucker moved and Commissioner Hillier seconded to recommend to the Minnesota Department of Human Services that Cedar House, Inc. be recertified as a Medical Assistance provider of Children's Therapeutic Supports and Services, (CTSS), in Mower County. Motion carried.

Commissioner Cummings moved and Commissioner Hillier seconded to authorize the Chair to sign a letter to DHS expressing concern over the performance and cost effectiveness of the Fraud Prevention Investigation, (FPI), Program in Mower County, and requesting a review of the level of service being provided, with copies being sent to state elected officials representing Mower County. Motion carried.

Commissioner Tucker moved and Commissioner Tollefson seconded to authorize the Director to sign the IPP Claims Processing Assignment to Employment Agency. Motion carried.

Commissioner Cummings moved and Commissioner Hillier 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: May 22, 2007**

**Res. #43-07**

**RESOLUTION**

On motion of Commissioner Hillier, seconded by Commissioner Tollefson, the following Resolution was passed and adopted by the Mower County Board of Commissioners at a meeting held May 22, 2007 at the Courthouse in Austin, Minnesota.

WHEREAS, the Director of Human 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, social service case plans, purchase of services abstract, payment authorizations, and payment records for the period May 1, 2007 through May 31, 2007 are hereby approved.

WHEREAS, the Director of Human 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 May 2007 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 Human Services for Mower County has been advised that all Social Service and Income Claims against Mower County submitted for payment in the month of May 2007 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 Income Maintenance 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: Dave Tollefson aye, David Hillier aye, Ray Tucker aye, Richard P. Cummings aye, and Richard Lang aye.

**THE MOWER COUNTY BOARD OF COMMISSIONERS**

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

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

Date: May 22, 2007

Res. #44-07

**RESOLUTION**

On motion of Commissioner Cummings, seconded by Commissioner Tucker, the following Resolution was passed and adopted by the Mower County Board of Commissioners at a meeting held May 22, 2007, at the Courthouse in Austin, Minnesota.

WHEREAS, the Director of Human 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 Maxis State computer system for the period May 1, 2007 through May 31, 2007 are hereby approved.

BE IT FURTHER RESOLVED, that all assistance payments issued during the month of May 2007 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 in the Mower County Human Services Department, are hereby approved for payment.

BE IT FURTHER RESOLVED that all personnel actions for the month of May 2007 for employees of the Department of Human Services as documented in the Department Payroll Reports and Personnel Action Reports, are hereby approved.

BE IT RESOLVED, That all refunds received during the month of May 2007 as listed on the Report of Refunds and Cancellation, are hereby acknowledged as received.

The Commissioners voted as follows: Dave Tollefson aye, David Hillier aye, Ray Tucker aye, Richard P. Cummings aye, and Richard Lang aye.

**THE MOWER COUNTY BOARD OF COMMISSIONERS**

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

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

Motion by Commissioner Hillier, seconded by Commissioner Cummings to authorize the Human Resource Director to fill a vacant .9 FTE Public Health Nurse position at 1.0 FTE with additional hours to be under the Minnesota Senior Health Option and to amend the 2007 budget for the position increase. Motion carried.

Motion by Commissioner Hillier, seconded by Commissioner Tucker to amend Section G100, Reimbursement of Travel Expenses of the Mower County Personnel Policies by adding the following language:

**Compensation while traveling (for an hourly employee):**

When hourly employees travel overnight on business (i.e. for more than one day) they must be paid for time spent in traveling (except for meal periods) during their normal working hours on their non-working days, such as Saturday, Sunday or holidays, as well as on their regular working days. Travel time as a PASSENGER on an airplane, train, boat, bus or automobile outside of regular working hours is NOT considered work time by Wage & Hour Division law.

Example 1: An Hourly Employee whose normal workday is 8 a.m. – 5 p.m. travels to a meeting Monday morning. The employee leaves at 6:00 a.m. as a passenger with another employee. The conference is from Monday at 12:00 noon until Wednesday at 3:00 p.m. The employee would be paid as follows, assuming a six (6) hour travel time:

Monday travel: 6:00 a.m. – 8 a.m. – unpaid  
8:00 a.m. – 12:00 noon – paid

Wednesday travel: 3:00 p.m. – 5:00 p.m. – Paid  
5:00 p.m. – 9:00 p.m. – Unpaid

Example 2: An Hourly Employee whose normal workday is 8 a.m. – 5 p.m. drives to a seminar, training session, or work assignment and leaves the day before the seminar or work begins and leaves at 4 p.m. and arrives at 9 p.m. The employee would be paid as follows:

Travel day: 4:00 p.m. – 5:00 p.m. – paid  
5:00 p.m. – 9:00 p.m. – unpaid

Motion carried.

Motion by Commissioner Hillier, seconded by Commissioner Cummings to amend Section D182, On Call Pay – Highway Department, of the Mower County Personnel Policies as follows:

1. The positions of Highway Department Supervisor and Maintenance Supervisor shall receive one and one-half (1.5) hour credit for Saturday and one and one-half (1.5) hour credit for Sunday and one and one-half (1.5) hour credit for a holiday **of compensation pay at straight time** when serving in an on call capacity. In the event the salaried supervisor works on Saturday, Sunday or a holiday as the result of being on call, there shall be no additional compensation beyond the one and one-half (1.5) hour paid on call provision. Flexible scheduling can be utilized by the employee subject to approval by the County Engineer or Highway Department Supervisor as appropriate. Any full days off during the employees' regular schedule requires the use of PTO, vacation or sick leave as appropriate.

Motion carried.

Motion by Commissioner Hillier, seconded by Commissioner Cummings to approve the tentative labor agreement between UAW, Local 867, and Mower County for the period of May 1, 2007 through April 30, 2010. Motion carried.

Motion by Commissioner Tucker, seconded by Commissioner Tollefson to amend the 2007 Recorder budget in the amount of \$4,500.00 for power file repair from the Recorder's equipment replacement fund. Motion carried.

Motion by Commissioner Tucker, seconded by Commissioner Cummings to amend the 2007 Recorder budget in the amount of \$23,370.00 for conversion of microfilm records from the years 1988 – 1999 from the Recorders equipment replacement fund. Motion carried.

Motion by Commissioner Tucker, seconded by Commissioner Cummings to deny the request of Ann Reinartz for the refund of the difference between homestead and non-homestead for taxes payable in 2007 as the application for homestead classification was not filed in a timely manner. Motion carried.

Motion by Commissioner Tucker, seconded by Commissioner Tollefson to approve the following Credit Card and Charge Account policy, effective May 22, 2007:

**I. Purpose:** The purpose of this policy and procedure is to provide detailed information regarding the use of credit cards and charge accounts assigned to approved Mower County employees for work related expenses listed herein.

**II. Scope:** The policy and procedure applies to all County departments and agencies that have received approval for credit cards and charge accounts.

**III. Background:** The County Board of Commissioners acknowledges that credit card and charge accounts can be an efficient use of time and financial resources. Approved credit cards and charge accounts are to be monitored by the appropriate department head. No personal use of a county owned credit card or charge account is authorized for any county employee. If a county officer or employee makes a purchase by credit card or charge account that is not authorized by this policy, the officer or employee is personally liable for the amount of purchase.

Each of the authorized county officials shall be limited to \$10,000 per statement period. All attempts must be made to pay the monthly statement in full before interest charges accrue.

Any department who is not an approved credit card user and believes they or one of their employees need a credit card for official business purposes must receive approval by the County Board of Commissioners. Approval shall be by Board motion with said motion to be considered an amendment to this policy and attached thereto.

The County Coordinator and the Finance Director shall co-sign credit card applications for officials authorized by the Board.

**IV. Approval and Use of Credit Cards and Charge Accounts**

The following positions and uses shall be approved by the County Board of Commissioners:

A. The items that can be charged to a Mower County credit card are as follows:

1. Emergency and unexpected travel costs for prisoners, deputies (guards), witnesses and clients limited to vehicle gas and airfare.
2. Hotel/motel expenses, airline tickets, advance registration, gasoline for county vehicles when outside the range of county gas pumps, emergency repairs or towing of county vehicles and meals when overnight travel is necessary.

Taxable meals are not an allowable expense through the use of the credit card. Taxable meals mean any meal provided by the county while employee is at a one-day meeting where no overnight travel is needed. These meals require that federal and state tax is taken from the meal deduction and must be submitted through payroll. Therefore, making it impossible to properly use the credit card.

No tips or alcoholic beverages are to be included in the credit card billing when used for meals connected with overnight travel. This is included in personnel policy that tips and alcoholic beverages are not paid by the county.

3. The credit card can also be used to purchase supplies, materials, and equipment, but should be limited to use only when no other way of purchasing the item is possible.
4. Budgeted data processing equipment that could be purchased via internet for a savings in equipment purchased through traditional methods.

For purposes of this Section IV. A., the following officials are approved for a County Credit Card:

County Coordinator  
County Attorney  
Data Processing Manager  
Mower County Sheriff  
Mower County Human Service Director

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COMMISSIONERS' RECORD MOWER COUNTY, MINNESOTA

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Mower County Director of Community Health Services  
Mower County Director of Correctional Services

B. In addition, credit cards are approved limited to specific purposes and specific employees as follows:

1. Sheriff Deputies are authorized to use credit cards for fuel purchases only for marked and unmarked cars when the county gas pump is unavailable.
2. Central Service Administration for the purchase of office supplies and equipment for all departments.
3. Credit cards for fuel purchases for pool vehicles when outside the range of county gas pumps. Pool vehicles can be signed out by employees for government use only, not personal use.

C. All existing and new charge accounts must be approved by the County Coordinator and the Finance Director. Charge accounts may be used for the following purposes:

1. Office supplies;
2. Vehicle, building or equipment repairs and parts; and
3. Client department needs for Health and Human Services.

Department heads are responsible for providing the County Coordinator's office with a list of authorized charge account users and for updating the list as authorized users change.

**V. Abuse or misuse:** Unauthorized and unapproved credit card and charge account purchases will be the personal responsibility of the user. Abuse or misuse shall subject the employee to discipline up to and including termination and may be subject to prosecution.

Motion carried.

Motion by Commissioner Tucker, seconded by Commissioner Hillier to amend the 2007 budget in the amount of \$2,500.00 to purchase a tax software package for annexations from Land Records funds. Motion carried.

Motion by Commissioner Tucker, seconded by Commissioner Cummings to authorize the Finance Director to write off minor property tax balances not to exceed \$2.00 per parcel as uncollectible. Motion carried.

Motion by Commissioner Tucker, seconded by Commissioner Tollefson to lease two surplus highway vehicles to the Mower County Agricultural Society at a cost of \$1.00 per year. Motion carried.

The Building Committee gave a status report on the proposed jail/justice center project.

Commissioner Hillier reported on a Senior Summit hosted by the Senior Services Advisory Council at the Mower County Senior Center.

**Date: May 22, 2007**

**Res. #45-07**

On motion of Commissioner Cummings, seconded by Commissioner Tucker, the following Resolution was passed and adopted by the Mower County Board of Commissioners at a meeting held May 22, 2007, at the Courthouse in Austin, Minnesota.

**WHEREAS**, the County of Mower has applied to the Commissioner of Transportation for a grant from the Minnesota Transportation Fund for the construction/reconstruction of County Bridge No. 50688 over the Cedar River; and

**WHEREAS**, the amount of the grant has been determined to be \$759,551.00 by reason of the lowest responsible bid.

**NOW THEREFORE BE IT RESOLVED** that the County of Mower does hereby affirm that any cost of the bridge in excess of the grant will be appropriated from the funds available to the County of Mower, and that any grant monies appropriated for the bridge but not required, based on the final estimate, shall be returned to the Minnesota State Transportation Fund.

**THE MOWER COUNTY BOARD OF COMMISSIONERS**

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

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

Motion by Commissioner Hillier, seconded by Commissioner Cummings to confirm the letting date set by the State of Minnesota of June 18, 2007 at 1:00 p.m. in regard to CSAH Number 46. Motion carried.

Motion by Commissioner Cummings, seconded by Commissioner Tucker to set a letting date of July 2, 2007 at 1:00 p.m. for paving sections of County Road 2 in Lansing and Brownsdale. Motion carried.

The County Engineer notified the Board of an award of federal funding for restoration of the Roosevelt Bridge in Austin, Minnesota.

Motion by Commissioner Tucker, seconded by Commissioner Tollefson to approve the minutes of May 8, 2007. Motion carried.

Motion made by Commissioner Hillier, seconded by Commissioner Tucker to approve the following bi-monthly bills for payment:

GENERAL FUND

AMOUNT	VENDOR NAME	AMOUNT	VENDOR NAME
957.57	ADAMS DRUG	138.39	ADVANCE AUTO PARTS
135.00	AMERICAN RED CROSS AUSTIN	472.85	AUSTIN FORD LINCOLN-MERCURY
840.00	AUSTIN GED TEST CENTER	1033.60	AUSTIN MEDICAL CENTER ATTN:CAS
159.48	AUSTIN NEWSPAPERS, INC	116.68	AUTO VALUE AUSTIN
1456.78	BEHAVIORAL INTERVENTIONS	213.37	BIG K 3578
120.00	BJORKLUND COMPENSATION CONSULT	305.00	BLOOMING PRAIRIE FUNERAL HOME
976.78	BOB BARKER COMPANY INC.	172.61	BP

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431.75 BUDGET OIL CO	306.16 CEDAR VALLEY SERVICES, INC
416.86 CROWNE PLAZA MINNEAPOLIS NORTH	283.56 DE LAGE LANDEN FINANCIAL SERVI
124.65 DELTA CLEANERS	615.39 DANIEL DONNELLY LAW FIRM
222.45 DR WILLIAMS VETERINARY MED CLI	2025.00 PATRICK FLANAGAN
806.10 FLEET SERVICES	358.00 FONDRIEST ENVIRONMENTAL INC.
387.32 FOX ELECTRIC COMPANY, INC	13582.87 FREEBORN COUNTY ADULT DETENTIO
292.94 FREEBORN-MOWER COOPERATIVE SER	450.00 HARTY MECHANICAL INC
894.60 HEMOCUE INC	274.57 IKON OFFICE SOLUTIONS
321.08 IOD INC.	222.70 J & K WINONA
2865.00 JONES, HAUGH & SMITH, INC.	678.66 JPJ INC.
1794.66 KEY GOVERNMENT FINANCE, INC.	625.17 LASER PRODUCT TECHNOLOGIES INC
1105.00 ROSEMARY LINDERMAN	715.50 MARTIN BROS
285.00 MAYO FOUNDATION	443.12 MCKESSON GENERAL MEDICAL CORP.
123.60 MEDTOX LABORATORIES INC	1401.30 MID AMERICA BUSINESS SYSTEMS
1507.95 MIDTOWN AUTO CLINIC	867.96 MIDWEST WIRELESS
650.00 MINNEAPOLIS COMMUNITY & TECH.	3241.50 MINNESOTA COUNTIES INFORMATION
117.40 MINNESOTA ELEVATOR, INC	175.00 MINNESOTA STATE LAW LIBRARY
300.00 MOAPPP	128.40 MOLINE AWARDS
812.52 NACR	2814.20 PARAGON PRINTING & MAILING INC
337.50 MARIA PENA	417.99 QWEST DENVER
702.50 RED WING SERVICE COMPANY, INC.	300.00 REINARTZ APPRAISALS
120.50 SONYA RICE	3205.00 RIVERSIDE PSYCHOLOGICAL SERVIC
142.68 ROCHESTER MIDLAND CORPORATION	176.40 RS EDEN INC
2285.83 SCHILLING SUPPLY COMPANY	110.00 SHERIFF DODGE COUNTY
3181.98 SHERIFF GOODHUE COUNTY	110.82 SHERIFF LACROSSE COUNTY, WISCO
26450.00 SHERIFF MITCHELL COUNTY	220.42 SMYTH COMPANIES INC
362.11 STAPLES CREDIT PLAN	175.15 UNIFORMS UNLIMITED INC
592.81 WASTE MANAGEMENT OF SO MINNESO	350.72 WELLS FARGO FINANCIAL LEASING
4313.11 WEST GROUP	562.22 WHITEWATER WIRELESS, INC ROCHES
710.00 WORLEIN FUNERAL HOME	
30 PAYMENTS LESS THAN \$100	1,400.95
GENERAL FUND	\$95,994.74 * TOTAL
SOCIAL SERVICE FUND	
AMOUNT VENDOR NAME	AMOUNT VENDOR NAME
193.31 CEDAR VALLEY SERVICES, INC	
1 PAYMENTS LESS THAN \$100	76.54
SOCIAL SERVICE FUND	\$269.85 * TOTAL
ROAD & BRIDGE FUND	
AMOUNT VENDOR NAME	AMOUNT VENDOR NAME
8771.18 BROCK WHITE CO LLC	5816.00 BUSTAD DOZING AND EXCAVATING
104.90 CATCO PARTS AND SERVICE	1800.00 CHARTER COMMUNICATIONS
6513.82 COMMISSIONER OF TRANSPORTATION	871.08 CONTINENTAL RESEARCH CORP.
389.29 CRONATRON WELDING SYSTEMS, INC	362.10 CRYSTEEL TRUCK EQUIPMENT, INC.
326.11 ETTERMAN ENTERPRISES	408.45 FIRESTONE TIRE & SERVICE CENTE
1050.00 MJ FLAHERTY PAINTING	290.96 HOLIDAY INN ST CLOUD
750.00 JONES, HAUGH & SMITH, INC.	127.18 LEEF BROS., INC.
830.09 THE LIGHTING CONNECTION	826.46 MANTEK
2565.00 MINNESOTA COUNTIES INS TRUST	125.47 PARAGON PRINTING & MAILING INC
241.36 PETROBLEND CORP.	100.51 PRINSCO, INC.
1162.12 SHARROW CABLE & LIFTING PRODUC	2691.38 SUNSOURCE
5875.64 UAP DISTRIBUTION, INC	1462.08 ZIEGLER, INC
325.00 ZWIENER TREE MOVING	
13 PAYMENTS LESS THAN \$100	569.94
ROAD & BRIDGE FUND	\$44,356.12 * TOTAL
SOLID WASTE/RECYCLING FUND	
AMOUNT VENDOR NAME	AMOUNT VENDOR NAME
375.00 WALLACE BUSTAD	23266.08 CEDAR VALLEY SERVICES, INC
5551.73 IVERSON HAULING	562.17 WASTE MANAGEMENT OF SO MINNESO
1 PAYMENTS LESS THAN \$100	26.21
SOLID WASTE/RECYCLING FUND	\$29,781.19 * TOTAL



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FAMILY CONNECTIONS COLABORATIVE			
AMOUNT	VENDOR NAME	AMOUNT	VENDOR NAME
	2 PAYMENTS LESS THAN \$100	90.16	
FAMILY CONNECTIONS COLABORATIVE		\$90.16	* TOTAL
****	FINAL TOTAL.....	\$170,492.06	****

Motion carried.

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

David Spinler Construction           \$2,880.00  
Schmidt Goodman Office Products   1,885.99

Motion carried.

Motion by Commissioner Tucker, seconded by Commissioner Tollefson to approve membership in the State of Minnesota Cooperative Purchasing Program and approve payment of \$500.00 for annual membership dues. The motion was withdrawn in order to contact township and small city officials to determine their interest in participation.

The Coordinator noted a letter from Austin Public Schools was received in regard to concerns with the proposed Justice Center and a petition was received in support of Commissioner Tollefson's plan to keep the jail in downtown Austin. No action was taken on these items.

Motion by Commissioner Tucker, seconded by Commissioner Tollefson to adjourn the meeting at 11:20 a.m. until June 5, 2007 at 1:00 p.m. Motion carried.

**THE MOWER COUNTY BOARD OF COMMISSIONERS**

**BY:** \_\_\_\_\_

**Chairperson**

**Attest:**

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

**Clerk/Coordinator**

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