

SPECIAL SESSION OF THE MOWER COUNTY
BOARD OF COMMISSIONERS

December 30, 2008

The Mower County Board of Commissioners in and for the County of Mower, Minnesota, met in Special Session December 30, 2008 at 8:30 a.m. at the Courthouse in Austin, Minnesota.

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

GENERAL:

Notice of Mower County Recognition for accuracy in processing Food Program cases.

Update on Emergency Assistance Programs.

Discussion regarding Gerard providing additional services. No action taken.

Discussion on Transportation Contract with the Mower County Senior Center.

Commissioner Hillier moved and Commissioner Tucker seconded to reduce a social worker position and create a lead social worker position in Human Services effective immediately and authorize the Human Resource Director to post the position. Motion carried.

Commissioner Hillier moved and Commissioner Lang seconded to approve a temporary re-assignment of a full-time Family Facilitator to Human Services during a staff's medical leave contingent upon approval of the Family Connections Governing Board. Motion carried.

Commissioner Hillier moved and Commissioner Lang seconded to authorize the administrative funding portion of the Senior Center's volunteer driver program from January 1, 2009 through March 31, 2009. Motion carried.

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

- a. Lutheran Social Services – approve amendment to contract for Home and Community Based Waiver Services, effective October 1, 2007 to June 30, 2009.

Motion carried.

Commissioner Tucker moved and Commissioner Tollefson seconded to authorize the Chair and the Director to sign the amendment to the contract for Austin Manor, effective January 1, 2007 to December 31, 2009 subject to approval by the State. Motion carried.

Commissioner Tucker moved and Commissioner Tollefson seconded to authorize the Director to sign a Service Contract with ISD #492 for Respite Care Services. Motion carried.

Commissioner Hillier moved and Commissioner Tollefson 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: December 30, 2008

Res. #72-08

RESOLUTION

On motion of Commissioner Tollefson, seconded by Commissioner Hillier, the following Resolution was passed and adopted by the Mower County Board of Commissioners at a meeting held December 30, 2008 at the Courthouse, 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 December 1, 2008 through December 31, 2008 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 December 2008 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 December 2008 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. Passed and approved this 30th day of December, 2008.

THE MOWER COUNTY BOARD OF COMMISSIONERS

By: _____
Chairperson

By: _____
Clerk/Coordinator

Date: December 30, 2008

Res. #73-08

RESOLUTION

On motion of Commissioner Tucker, seconded by Commissioner Lang, the following Resolution was passed and adopted by the Mower County Board of Commissioners at a meeting held December 30, 2008 at the Courthouse, 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 December 1, 2008 through December 31, 2008 are hereby approved.

BE IT FURTHER RESOLVED, That all assistance payments issued during the month of December 2008 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 December 2008 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 December 2008 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. Passed and approved this 30th day of December, 2008.

THE MOWER COUNTY BOARD OF COMMISSIONERS

By: _____
Chairperson

By: _____
Clerk/Coordinator

Heather Steinkamp, Director of Seibel Visitation Center, provided an update on the Center's activities and presented Bruce Henricks with a certificate for his assistance with the Center.

Bruce Henricks, Director of Human Services, was recognized for retirement with 29 years of service with Mower County.

Richard Cummings, County Commissioner, was recognized for retirement with 32 years of service with Mower County.

Three individuals: Michael Fadden, Jared Hanson and Christopher Stewart, were each presented with an "Outstanding Citizen Award" for helping save a life on December 20, 2008.

Mike Hanson, County Engineer, presented bid information received for project SAP 50-599-111.

Motion made by Commissioner Tucker, seconded by Commissioner Lang to award the bid for SAP 50-599-111 to the low bidder Minnowa Construction, Inc. with a low bid of \$208,538.00 and have the project commence. Motion carried. Full bid abstract on file in the office of the County Auditor-Treasurer and County Engineer.

Motion by Commissioner Hillier, seconded by Commissioner Lang to approve final payment to Ulland Brothers, Inc. in the amount of \$999.00 for CP 50-08-03. Motion carried.

Motion by Commissioner Hillier, seconded by Commissioner Lang to set the 2009 non-union employees salaries at an increase of approximately three percent (3%) subject to the 2009 pay chart on file in the Mower County Human Resource Office and also approve step increases when employees are eligible on their anniversary dates. The three percent (3%) increase includes bailiffs and guards. Motion carried.

Motion by Commissioner Hillier, seconded by Commissioner Tollefson the non-union employee's portion of health insurance for the year 2009 as follows:

	Single Rate / month	Family Rate / month
Comprehensive Major Medical (base plan)	\$0.00	\$370.00
VEBA (alternate plan)	\$0.00	\$157.67

Motion carried.

Date: December 30, 2008

Res. #74-08

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 December 30, 2008 at the Courthouse, Austin, Minnesota.

BE IT RESOLVED, that the Commissioners salaries for 2009 be set at \$24,926.00 payable in bi-weekly installments.

Passed and approved this 30th day of December, 2008.

THE MOWER COUNTY BOARD OF COMMISSIONERS

By: _____
Chairperson

By: _____
Clerk/Coordinator

Motion by Commissioner Hillier, seconded by Commissioner Lang the elected official's portion of health insurance for the year 2009 as follows:

	Single Rate / month	Family Rate / month
Comprehensive Major Medical (base plan)	\$0.00	\$370.00
VEBA (alternate plan)	\$0.00	\$157.67

Motion carried.

Date: December 30, 2008

Res. #75-08

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 December 30, 2008 at the Courthouse, Austin, Minnesota.

BE IT RESOLVED, that a per diem of forty dollars (\$40) be set for the following County Commissioner working committees:

- 1) Finance (budget meetings only)
- 2) Road and Bridge
- 3) Personnel (Monthly meeting, Union grievances and negotiations)
- 4) Ag Extension
- 5) Planning Commission
- 6) Community Health Services
- 7) RC & D
- 8) All State AMC Committees
- 9) AMC District IX
- 10) All Joint Powers Boards
- 11) Solid Waste Advisory
- 12) Building
- 13) Human Services Advisory (monthly meeting)
- 14) Feedlot Advisory
- 15) SEMCAC
- 16) EMS Joint Powers Board
- 17) PIC
- 18) Human Services/PMAP
- 19) All AMC and NACo Meetings and Conferences

BE IT FURTHER RESOLVED that all other previously stated non-county board working committees (Book U-49, U-53, U-233 & U-234) be forty dollars (\$40);

Passed and approved this 30th day of December, 2008.

THE MOWER COUNTY BOARD OF COMMISSIONERS

By: _____
Chairperson

By: _____
Clerk/Coordinator

Motion made by Commissioner Hillier, seconded by Commissioner Lang to re-appoint Richard Peterson as the Mower County Assessor for a four-year term effective January 1, 2009. Motion carried.

Commissioner Hillier, on behalf of the Personnel Committee, reviewed the process of reviewing the elected officials' positions prior to making a recommendation to the Board concerning their 2009 salaries. Each Board member received a full packet of information that included notes from the meetings the Personnel Committee had with each elected official, salaries of elected officials in the surrounding area, etc.

Date: December 30, 2008

Res. #76-08

RESOLUTION

On motion of Commissioner Hillier, seconded by Commissioner Tucker, the following Resolution was passed and adopted by the Mower County Board of Commissioners at a meeting held December 30, 2008 at the Courthouse, Austin, Minnesota.

BE IT RESOLVED THAT; the annual salary for elected official of County Attorney for Mower County, be set as follows for 2009:

County Attorney
as of 1/1/09.....\$89,093.68

Passed and approved this 30th day of December, 2008.

THE MOWER COUNTY BOARD OF COMMISSIONERS

By: _____
Chairperson

By: _____
Clerk/Coordinator

Date: December 30, 2008

Res. #77-08

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 December 30, 2008 at the Courthouse, Austin, Minnesota.

BE IT RESOLVED THAT; the annual salary for elected official of County Recorder for Mower County, be set as follows for 2009

County Recorder
as of 1/01/09.....\$68,039.30

Passed and approved this 30th day of December, 2008.

THE MOWER COUNTY BOARD OF COMMISSIONERS

By: _____
Chairperson

By: _____
Clerk/Coordinator

Date: December 30, 2008

Res. #78-08

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 December 30, 2008 at the Courthouse, Austin, Minnesota.

BE IT RESOLVED THAT; the annual salary for elected official of County Sheriff for Mower County, be set as follows for 2009:

County Sheriff
as of 1/01/09\$87,635.81

Passed and approved this 30th day of December, 2008.

THE MOWER COUNTY BOARD OF COMMISSIONERS

By: _____
Chairperson

By: _____
Clerk/Coordinator

Date: December 30, 2008

Res. #79-08

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 December 30, 2008 at the Courthouse, Austin, Minnesota.

BE IT RESOLVED THAT; the annual salary for elected official of County Auditor-Treasurer for Mower County, be set as follows for 2009:

County Auditor-Treasurer
as of 1/1/09\$68,181.15

Passed and approved this 30th day of December, 2008.

THE MOWER COUNTY BOARD OF COMMISSIONERS

By: _____
Chairperson

By: _____
Clerk/Coordinator

Motion made by Commissioner Tucker, seconded by Commissioner Tollefson to pay the 2008 per diems for Commissioner Cummings in fiscal year 2009. Motion carried. Commissioner Cummings abstained.

Motion made by Commissioner Tucker, seconded by Commissioner Lang that due to 2009 budget short falls, Mower County will not become a member of the Chamber of Commerce. Motion carried.

Motion made by Commissioner Tucker, seconded by Commissioner Lang that due to asbestos abatement in the buildings located on the Robbins Block, Mower County will deny the request of Austin Main Street for salvage rights to items remaining in the buildings. Motion carried.

Motion made by Commissioner Tucker, seconded by Commissioner Lang to adopt the Mower County Warrant/Claim Payment Policy effective January 1, 2009.

Mower County Warrant/Claim Payment Policy

Currently, Mower County pays claims through a warrant (check), either commissioner or auditor, on a weekly or bi-weekly basis. Payment on property tax distributions is completed via a wire transfer process. The general ledger system now has the capability to produce an ACH (automated clearing house) file that can be processed through a local bank.

Since the finance function prepares ACH files and is responsible for completing financial records, the finance function will complete the processing of bill/claim payments, either by warrant (check) or ACH. The processing includes a review of the claims presented, compliance with state sales tax rules, vendor documentation, county policy compliance, compliance with 1099 requirements, and account line coding usage. A second review will be completed by administration (central services) personnel prior to marking claims for payment.

ACH files or the warrant registers are to be approved by the authorized county signatories before payment. Payment will be made to the local processing bank in the amount of the batch file only. This process will reduce reconciliation of single check items and create efficiencies and internal controls.

Motion carried.

County Coordinator Craig Oscarson provided an update on the Governor's attempts to balance the State's budget and the impact on funding to Mower County. Currently, the report is that Mower County will not receive \$252,000 in previously allotted funds.

Motion made by Commissioner Tucker, seconded by Commissioner Hillier to notify the departments that have had positions budgeted for 2009 that the County will wait on hiring for these positions. Motion carried.

COMMISSIONERS' RECORD MOWER COUNTY, MINNESOTA

Motion made by Commissioner Tucker, seconded by Commissioner Lang to approve the minutes of December 16, 2008 subject to the chair's review and approval. Motion carried.

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

GENERAL FUND

AMOUNT	VENDOR NAME	AMOUNT	VENDOR NAME
250.00	ADAMS FUNERAL HOME	127.80	ADVANCED FIRE PROTECTION SERVI
4345.96	AMERICAN SOLUTIONS FOR BUSINES	944.40	AUSTIN MEDICAL CENTER ATTN:CAS
109.39	AUSTIN NEWSPAPERS, INC	132.40	BIG K 3578
480.94	BOB BARKER COMPANY INC.	4250.00	WALLACE BUSTAD
2400.00	ROGER CARTEN PHD	271.41	CEDAR VALLEY SERVICES, INC
100.00	CHILDREN'S HOSPITALS & CLINICS	119.28	CITY CAR WASH INC
282.23	DE LAGE LANDEN FINANCIAL SERVI	786.00	DANIEL DONNELLY LAW FIRM
102.27	FIRESTONE TIRE & SERVICE CENTE	459.04	FLEET SERVICES
26775.01	FREEBORN COUNTY ADULT DETENTIO	157.01	GRAINGER
169.48	HD SUPPLY FACILITIES MAINTENAN	115.00	HEALTH CARE EDUCATION AND TRAI
238.56	HYVEE	103.24	IKON OFFICE SOLUTIONS
547.00	LINDA JOHNSON	107.52	KESTNER ELECTRIC, INC.
908.52	LANGUAGE LINE SERVICES	317.47	LASER PRODUCT TECHNOLOGIES INC
542.95	LYNN PEAVEY CO	198.98	MARSHALL MEDICAL SYSTEMS & EQU
413.62	MARTIN BROS	5057.00	MAXIMUS
151.00	MELCHERT HUBERT SJODIN	450.00	MINNESOTA COUNTIES COMPUTER CO
100.00	MINNESOTA SHERIFF ASSOCIATION	1022.61	MITCHELL COUNTY REGIONAL HEALT
1048.40	MN OFFICE OF ENTERPRISE TECHN	273.00	THE MONITOR REVIEW
205.00	MOWER COUNTY SHOPPER	4698.00	MOWER COUNTY SOIL & WATER CONS
184.43	NORTH CENTRAL LABORATORIES	844.30	NORTHLAND BUSINESS SYSTEMS
835.00	PACIFIC BANCNOTE COMPANY,LLC	102.00	POST BULLETIN COMPANY
249.98	PROCTER & GAMBLE	370.00	PUBLIC SAFETY EQUIPMENT LLC
1160.64	RADISSON HOTEL DULUTH-HARBORVI	200.00	RICHARDSON LAW OFFICE
7315.16	RJS SOFTWARE SYSTEMS	1226.25	RS EDEN INC
750.00	SAFETY CENTER INC.	310.25	SCHILLING SUPPLY COMPANY
150.00	SHERIFF STEELE COUNTY	438.41	STAPLES CREDIT PLAN
202.08	STAPLES CREDIT PLAN ON LINE	107.65	DON STREICHER GUNS
231.90	SUNDAL INSTANT PRINTING	409.00	THOMPSON PUBLISHING GROUP
1615.21	TRANS-ALARM INC	317.31	TRIPLE J DISPOSAL, INC.
209.54	UNITED LABORATORIES	240.00	UNIVERSITY OF MINNESOTA
2650.72	WEST GROUP		
	27 PAYMENTS LESS THAN \$100	1,156.12	
GENERAL FUND		\$80,036.44	* TOTAL

SOCIAL SERVICE FUND

AMOUNT	VENDOR NAME	AMOUNT	VENDOR NAME
	3 PAYMENTS LESS THAN \$100	78.81	
SOCIAL SERVICE FUND		\$78.81	* TOTAL

MOWER COUNTY TRANSIT-PUBLIC TRANSP.

AMOUNT	VENDOR NAME	AMOUNT	VENDOR NAME
	1 PAYMENTS LESS THAN \$100	10.53	
MOWER COUNTY TRANSIT-PUBLIC TRANSP.		\$10.53	* TOTAL

ROAD & BRIDGE FUND

AMOUNT	VENDOR NAME	AMOUNT	VENDOR NAME
3681.71	EARL ANDERSEN, INC.	114.69	AUSTIN NEWSPAPERS, INC
514.04	AUTO VALUE AUSTIN	796.99	CATCO PARTS AND SERVICE
353.10	COMMISSIONER OF TRANSPORTATION	181.82	DAVE'S PLUMBING & HEATING INC
969.82	DEXTER LP, INC	482.88	ETTERMAN ENTERPRISES
1170.12	HANSON TIRE OF AUSTIN INC	1065.00	HARDECOPF DRAINAGE
107.59	HIGH FOREST BOBCAT SERVICE LLC	447.46	J & J
1019.68	MANTEK	352.06	MAYO CLINIC

COMMISSIONERS' RECORD MOWER COUNTY, MINNESOTA

198.56 NAPA AUTO PARTS		315.52 PROLINE DIST., INC	
247.68 RONCO ENGINEERING SALES, INC.		3886.93 SORENSEN BROS., INC.	
566.35 DAVE SYVERSON FREIGHTLINER		185.42 ZEP MANUFACTURING COMPANY	
1906.03 ZIEGLER, INC			
6 PAYMENTS LESS THAN \$100		325.43	
ROAD & BRIDGE FUND		\$18,888.88	* TOTAL
SOLID WASTE/RECYCLING FUND			
AMOUNT	VENDOR NAME	AMOUNT	VENDOR NAME
26796.34	CEDAR VALLEY SERVICES, INC		
2 PAYMENTS LESS THAN \$100		15.88	
SOLID WASTE/RECYCLING FUND		\$26,812.22	* TOTAL
DITCH FUND			
AMOUNT	VENDOR NAME	AMOUNT	VENDOR NAME
177.86	HERB MERTEN	6003.48	MOWER COUNTY SOIL & WATER CONS
0 PAYMENTS LESS THAN \$100		.00	
DITCH FUND		\$6,181.34	* TOTAL
FAMILY CONNECTIONS COLLABORATIVE			
AMOUNT	VENDOR NAME	AMOUNT	VENDOR NAME
1 PAYMENTS LESS THAN \$100		24.79	
FAMILY CONNECTIONS COLLABORATIVE		\$24.79	* TOTAL
TAX COLLECTIONS FUND			
AMOUNT	VENDOR NAME	AMOUNT	VENDOR NAME
97545.61	KMART CORP & FREDRIKSON & BYRO		
0 PAYMENTS LESS THAN \$100		.00	
TAX COLLECTIONS FUND		\$97,545.61	* TOTAL
****	FINAL TOTAL.....	\$229,578.62	****

Motion carried.

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

Fox Electric	\$ 988.00
KKE Architects	184,837.94

Motion carried.

Motion made by Commissioner Tucker, seconded by Commissioner Tollefson to approve the ISTS Loan Assessments for 2009 property taxes in the amount of \$176,500.
Motion carried.

Motion made by Commissioner Tucker, seconded by Commissioner Lang to deny John Akkerman's request for tax abatement of taxes and penalties for taxes payable in 2008. The basis for denial is consistency with current policy and practice. In addition, the appropriate paperwork will be given to Mr. Akkerman to reclassify his properties for taxes payable in 2009. Motion carried.

Commissioner Cummings turned the meeting over to Vice Chair Tollefson.

Motion by Commissioner Cummings, seconded by Commissioner Hillier to adjourn the meeting at 11:32 a.m. until January 6, 2009 at 1:00 p.m. Motion carried.

THE MOWER COUNTY BOARD OF COMMISSIONERS

BY: _____
Chairperson

Attest:

By: _____
Clerk/Coordinator

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