

SPECIAL SESSION OF THE MOWER COUNTY  
BOARD OF COMMISSIONERS

September 8, 2009

The Mower County Board of Commissioners in and for the County of Mower, Minnesota, met in Special Session September 8, 2009 at 8:30 a.m. at the Courthouse in Austin, Minnesota.

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

**GENERAL:**

Overview of director's report.

Presentation on fraud investigation with Ruth Schmidt.

Commissioner Tucker moved and Commissioner Lang seconded to approve the revised Employee Safety Policy. Motion carried.

Review of the Deloitte's study on the Minnesota Department of Human Services Child Support Enforcement Division.

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

- a.     Good Samaritan Society Home Care – renew contract for Home & Community Based Waiver Services, effective July 1, 2009 to June 30, 2011.
- b.     Independent Mgmt. Services – renew contract for Home & Community Based Waiver Services, effective September 1, 2009 to June 30, 2011.

Motion carried.

Commissioner Lang moved and Commissioner Tucker 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.

**SOCIAL SERVICE ACTIONS:**

Commissioner Hillier moved and Commissioner Lang seconded to approve the Social Service Actions. Motion carried.

**INCOME MAINTENANCE ACTIONS:**

Commissioner Gabrielson moved and Commissioner Tucker seconded to approve the Income Maintenance Actions. Motion carried.

Motion made by Commissioner Hillier, seconded by Commissioner Gabrielson to discontinue the Mower County Water Lab services on or before January 1, 2010 as follows:

1. Environmental Services Director to notify all current customers and provide information on other private and public options.
2. Relocate all remaining staff to the Recycling Center or alternate options on or before January 1, 2010 and reutilize the current facility to either climate control storage or lease space and to refer this component to the Building Committee for a recommendation.
3. Refer potential modifications to the vacant position of Office Support Specialist, Sr. or other positions in order to transfer the non-water lab duties of the lab technician to the appropriate position to the Personnel Committee for a recommendation.
4. Refer the need to provide temporary clerical assistance during the transition to the Personnel Committee for a recommendation.
5. Refer the component of converting the zoning department files to an electronic format to staff for a recommendation to the appropriate Board Committee.

Motion carried.

Motion made by Commissioner Hillier, seconded by Commissioner Gabrielson to amend Personnel Policy B220 Employee Recognition Policy by amending the language in paragraph "Length of Service Recognition" as follows:

**Length of Service Recognition**

The Human Resource Department shall ensure that an annual Employee Recognition event takes place. They will ~~obtain~~ **calculate** monetary gifts, send invitations, order refreshments, create certificates, and budget the necessary funds. Awards will be presented by the Board of Commissioners for Employee Recognition in September. The following anniversaries shall be observed with a monetary gift:

<b>40</b>	years of service		<b>125</b>
35		<del>100</del>	<b>125</b>
30		<del>75</del>	<b>110</b>
25		<del>60</del>	<b>100</b>
20		<del>50</del>	<b>75</b>
15		<del>30</del>	<b>60</b>
10		<del>20</del>	<b>50</b>

**The monetary gift will be paid out on the employee's next regular payroll check following the Employee Recognition. The amount will be a supplemental wage indicated with a separate line item as "recognition" and the gift is subject to payroll taxes.**

Motion carried.

Commissioner Tucker, Finance Committee, reviewed the committee's recommendation for the 2009 proposed tax levy.

**COMMISSIONERS' RECORD MOWER COUNTY, MINNESOTA**

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Motion made by Commissioner Tucker, seconded by Commissioner Hillier to set the proposed 2010 tax levy at a 1.5% increase for a total proposed levy of \$15,100,659 incorporating the proposed cuts as outlined in the proposed budget and levy memo to the board dated September 4, 2009 and incorporated herein by reference. The proposed budget is as follows:

	<b>General</b>	<b>Highway</b>	<b>Human Services</b>	<b>Bonds</b>	<b>Building</b>	<b>Library</b>	<b>Insurance</b>	<b>Total</b>	<b>% Increase</b>
Expenditures	14,188,572	10,888,386	9,088,198	2,544,640	10,128,895	260,318		47,099,009	
Non Tax Levy Revenue	6,142,106	7,951,925	5,903,528					19,997,559	
Co Program Aid	1,453,730	371,315	349,895		0	0		2,174,940	
Dedicated Reserve Use	262,792				9,666,065			9,928,857	
Budgeted Changes to Required Reserves	103,395							103,395	
								0	
Tax Levy Needed	6,433,339	2,565,146	2,834,775	2,544,640	462,830	260,318	0	15,101,048	1.503
% Inc by Fund	3.148%	-0.263%	1.000%		0.000%	2.320%			

Revenue Fund Reserves Use	
NRBG	87,715
E-9-1-1	58,885
Recorder Equip	98,192
GIS	18,000
Total	262,792

Additions to Reserve	
Land Records	79,100
Wind	
Canteen	5,300
Law Library	18,995
Total	103,395

Proposed	15100659
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Motion carried.

Commissioner Hillier indicated that he thought some of the proposed cuts should be reconsidered: hire a new part-time position in the Assessor's office (the request had already been made for 2009 and denied and he feels that this would be a "small" investment for an important need); provide funding (suggested using a portion of the fund balance) for the visitation center (provides a much needed service); and still provide some funding for the Elderly Advisory Board (the advisory board is willing to meet voluntarily but would require some funding for mailings, etc.). Commissioner Hillier understands that the budget and levy task of the Finance Committee is difficult but requests that the Finance Committee reconsider these cuts.

Motion made by Commissioner Tucker, seconded by Commissioner Lang to set the Truth-in-Taxation public hearing for December 1, 2009 at 6:00 p.m. in the Commissioner's Board room. Motion carried.

Mike Hanson, County Engineer, presented bid information received for project SP 88-070-009 for Edgeline rumble strips in Dodge, Fillmore, Freeborn, Mower, Olmsted, Rice, Steele, Wabasha and Winona Counties. Three bids were received.

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Motion made by Commissioner Tucker, seconded by Commissioner Hillier to award the bid for SP 88-070-009 to the low bidder AAA Striping Service Co. with a low bid of \$597,455 and have the project commence. Motion carried. Full bid abstract on file in the office of the County Auditor-Treasurer and County Engineer.

Motion made by Commissioner Gabrielson, seconded by Commissioner Hillier to set the project letting date to October 12, 2009 at 1:00 p.m. at the office of the County Highway Department and awarded at the County Board of Commissioner's meeting for County project for partial construction of the Shooting Star Trail between Adams and Rose Creek and authorize the chair and coordinator to sign the agreements with the Department of Natural Resources. The project includes tree removal, culvert removal and replacement, timber bridge railings and grading and aggregate base near the bridges and culvert replacements. Motion carried.

Motion made by Commissioner Tucker, seconded by Commissioner Lang to approve the minutes of September 1, 2009. Motion carried.

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

GENERAL FUND

AMOUNT	VENDOR NAME	AMOUNT	VENDOR NAME
574.92	ADAMS DRUG	2048.00	AUSTIN MEDICAL CENTER ATTN:CAS
345.10	BLUE CROSS & BLUE SHIELD OF MN	645.32	BOB BARKER COMPANY INC.
223.18	CARE EXPRESS PRODUCTS INC	160.31	CARNEY AUTO, INC.
1567.69	CEDAR VALLEY SERVICES, INC	153.90	CITY CAR WASH INC
440.00	CITY OF AUSTIN	290.63	DALCO
298.77	DE LAGE LANDEN FINANCIAL SERVI	250.00	DILIGENT SERVICE NETWORK
729.80	DANIEL DONNELLY LAW FIRM	159.99	FIRESTONE TIRE & SERVICE CENTE
211.25	FOX ELECTRIC COMPANY, INC	240.00	NYIGELO GON
213.76	GRAINGER	654.08	HANSON TIRE SERVICE INC.
155.67	HARTY MECHANICAL INC	280.28	HD SUPPLY FACILITIES MAINTENAN
840.00	HITESMAN & ASSOCIATES PA	153.87	HOLIDAY CARS, INC.
688.66	J & K OFFICE PRODUCTS	4800.00	LARSONALLEN LLP
202.78	LASER PRODUCT TECHNOLOGIES	403.28	LEXISNEXIS MATTHEW BENDER
1012.50	DR LINDERMAN	250.00	MAYER FUNERAL HOME
176.56	MAYO CLINIC	135.20	MIDTOWN TOWING
160.00	MINNESOTA ASSOC COUNTY ADMIN.	131.62	MINNESOTA ELEVATOR, INC
3037.27	MN OFFICE OF ENTERPRISE TECHNO	1827.92	MOWER COUNTY FAIR BOARD
209.12	NAPA AUTO PARTS	1264.76	NORTH CENTRAL LABORATORIES
138.87	M.J. O'CONNOR, INC.	2956.24	PARAGON PRINTING & MAILING INC
430.72	POWERPLAN	436.19	PRESTO-X-COMPANY INC
1651.20	REGENTS OF THE UNIVERSITY OF M	210.00	RICHARDSON LAW OFFICE
680.00	RIVERSIDE PSYCHOLOGICAL SERVIC		
180.00	CAROLINA SALAZAR	265.25	SCHILLING SUPPLY COMPANY
215.00	DR. SCHMITT	242.80	MARK SCHUTTE
205.00	SELLERS LOCK & KEY	419.34	SEMA EQUIPMENT, INC
1122.19	SERVICEMASTER CLEAN	26322.72	SHERIFF MITCHELL COUNTY
339.00	STAPLES CREDIT PLAN	249.05	STAPLES CREDIT PLAN ON LINE
25485.13	STEELE COUNTY DETENTION CENTER	195.00	KATHY STUTZMAN
1110.00	ULTRAMAX	477.93	UNIFORMS UNLIMITED INC
284.51	USEMS	120.26	SALLY WAHLSTROM
145.00	JOLYNN WINKEL		
	22 PAYMENTS LESS THAN \$100	745.94	
		\$89,563.53	* TOTAL

GENERAL FUND

SOCIAL SERVICE FUND

AMOUNT	VENDOR NAME	AMOUNT	VENDOR NAME
103.39	HARTY MECHANICAL INC	257.91	M.J. O'CONNOR, INC.

**COMMISSIONERS' RECORD MOWER COUNTY, MINNESOTA**

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2728.11 PARAGON PRINTING & MAILING INC  
                   2 PAYMENTS LESS THAN \$100                   87.16  
 SOCIAL SERVICE FUND   \$3,176.57 \* TOTAL

ROAD & BRIDGE FUND

AMOUNT	VENDOR NAME	AMOUNT	VENDOR NAME
565.64	AUTO VALUE AUSTIN	2237.51	BLITZ CONSTRUCTION
368.61	CATCO PARTS AND SERVICE	87724.73	FLINT HILLS RESOURCES, LP
6780.45	FREEBORN CONSTRUCTION, INC.	5418.99	HANCO CORPORATION
4448.00	JONES, HAUGH & SMITH, INC.	1228.79	METAL CULVERTS, INC.
22288.31	MINNOWA CONSTRUCTION, INC.	1045.65	NAPA AUTO PARTS
110.32	PARAGON PRINTING & MAILING INC	316.71	PETROBLEND CORP.
228.67	PROLINE DIST., INC	365.51	READY MIX CONCRETE COMPANY, LLC
393.60	REED BUSINESS INFORMATION	111.10	DAVE SYVERSON FREIGHTLINER
459.37	TERMINAL SUPPLY CO.	947.93	ZACK'S, INC.
675.97	ZIEGLER, INC	1580.05	3D SPECIALTIES, INC.
	5 PAYMENTS LESS THAN \$100	295.57	
		\$137,591.48	* TOTAL

SOLID WASTE/RECYCLING FUND

AMOUNT	VENDOR NAME	AMOUNT	VENDOR NAME
250.00	AUSTIN NEWSPAPERS, INC	1331.58	MINNESOTA SUPPLY COMPANY
474.00	MOWER COUNTY SHOPPER	324.17	M.J. O'CONNOR, INC.
	3 PAYMENTS LESS THAN \$100	101.39	
		\$2,481.14	* TOTAL

BUILDING FUND

AMOUNT	VENDOR NAME	AMOUNT	VENDOR NAME
860.00	KESTNER ELECTRIC, INC.	6139.80	WINONA MECHANICAL
	0 PAYMENTS LESS THAN \$100	.00	
		\$6,999.80	* TOTAL

DITCH FUND

AMOUNT	VENDOR NAME	AMOUNT	VENDOR NAME
1240.00	BOLTON & MENK INC.	41.06	
	1 PAYMENTS LESS THAN \$100	\$1,281.06	* TOTAL

FAMILY CONNECTIONS COLLABORATIVE

AMOUNT	VENDOR NAME	AMOUNT	VENDOR NAME
200.00	AUSTIN MEDICAL CENTER ATTN:CAS	240.00	OLIVIA GONZALEZ
	0 PAYMENTS LESS THAN \$100	.00	
		\$440.00	* TOTAL
****	FINAL TOTAL.....	\$241,533.58	****

Motion carried.

Motion made by Commissioner Lang, seconded by Commissioner Gabrielson to approve the following additional Commissioners' warrants for immediate payment:

IPC, Inc.	\$ 604,565.75
Dulas Excavating	3,901.40

Motion carried.

Motion by Commissioner Tucker, seconded by Commissioner Gabrielson to approve the following list of surplus property for auction:

Quantity	Item	Department
	<u>Forfeited Vehicles:</u>	
1	1991 Mazda VIN#JM1BG2261MO290353	Sheriff

COMMISSIONERS' RECORD MOWER COUNTY, MINNESOTA

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- |   |   |         |
|---|---|---------|
| 1 | 1995 Chevrolet Blazer VIN#1GNCT18W152154427 | Sheriff |
| 1 | 1995 Oldsmobile 4dr. VIN#1G3AJ55M956370289  | Sheriff |
|   | <u>County Vehicle</u>                       |         |
| 1 | Ford, Crown Victoria, VIN#2FAHP71W26X145986 | Sheriff |

Motion carried.

Motion by Commissioner Hillier, seconded by Commissioner Gabrielson to adjourn the meeting at 10:33 a.m. until September 22, 2009 at 8:30 a.m. Motion carried.

**THE MOWER COUNTY BOARD OF COMMISSIONERS**

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

**Attest:**

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

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