

SPECIAL SESSION OF THE MOWER COUNTY
BOARD OF COMMISSIONERS

May 25, 2010

The Mower County Board of Commissioners in and for the County of Mower, Minnesota, met in Special Session May 25, 2010 at 8:30 a.m. at the Courthouse in Austin, Minnesota.

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

GENERAL:

Overview of director's report.

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

- a. Gopher Transportation, Inc. – renew contract for Mental Health Services, effective June 1, 2010 to June 30, 2011.

Motion Carried.

Commissioner Gabrielson moved and Commissioner Ankeny 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 25, 2010

Res. #31-10

RESOLUTION

On motion of Commissioner Ankeny, seconded by Commissioner Lang, the following Resolution was passed and adopted by the Mower County Board of Commissioners at a meeting held May 25, 2010 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 May 1, 2010 through May 31, 2010 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 2010 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 2010 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: David Hillier aye, Ray Tucker aye, Tim Gabrielson aye, Mike Ankeny aye, and Richard Lang aye. Passed and approved this 25th day of May, 2010.

THE MOWER COUNTY BOARD OF COMMISSIONERS

By: _____
Chairperson

By: _____
Clerk/Coordinator

Date: May 25, 2010

Res. #32-10

RESOLUTION

On motion of Commissioner Hillier, seconded by Commissioner Gabrielson, the following Resolution was passed and adopted by the Mower County Board of Commissioners at a meeting held May 25, 2010 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 May 1, 2010 through May 31, 2010 are hereby approved.

BE IT FURTHER RESOLVED, That all assistance payments issued during the month of May 2010 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 2010 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 2010 as listed on the Report of Refunds and Cancellation, are hereby acknowledged as received.

The Commissioners voted as follows: David Hillier aye, Ray Tucker aye, Tim Gabrielson aye, Mike Ankeny aye, and Richard Lang aye. Passed and approved this 25th day of May, 2010.

THE MOWER COUNTY BOARD OF COMMISSIONERS

By: _____
Chairperson

By: _____
Clerk/Coordinator

Motion made by Commissioner Hillier, seconded by Commissioner Gabrielson to amend Personnel Policy D230 Professional Dress by deleting all of the current language

Policy Statement:

~~Mower County maintains that its' employees should wear appropriate attire. Professionalism is our goal and the way we dress affects our behavior, so professional dress is necessary.~~

Procedure:

~~All Mower County employees whose primary worksite is an office will be required to dress in a professional manner that generally means business casual or better. Employees who wish to engage in exercise or whose job in part requires these types of clothing may keep a change of clothing or shoes in their private space.~~

~~Business casual does not include jeans, t-shirts, sweatshirts, athletic shoes, or clothing with advertisements. Department Heads and Supervisors are allowed discretion in determining business casual excluding the aforementioned requirements. Department Heads may be allowed specific department dress codes in excess of this policy provided the department policy is County Board approved. Casual day Fridays can be considered employee casual day. Department Heads need to receive County Board approval as to clothing allowed and number of days per month.~~

and replacing it as follows:

Policy Statement:

This policy is intended to promote and instill the highest level of professionalism for county employees while maintaining the public trust and promoting dignity and respect for those we serve, our co-workers and ourselves.

Employees and Board Members are in the public's eye on a daily basis and impressions are formed in part by appearance. Appearance plays an important role in portraying the professionalism of our workforce and informs our customers, clients and the public that we are competent individuals who display stability, common sense, good character and excellent judgment.

Mower County employs a diverse group of workers that includes office, administrative, and field staff whose varied and diverse duties require appropriate and safety-conscious attire. Just as employees are expected to be thoughtful in their verbal communications, they are expected to be thoughtful about their non-verbal communications, including appearance, hygiene and grooming. Clothes should be neat, clean, and reflect a work environment while being appropriate to the type of work as well as the location.

PURPOSE

This policy provides broad guidance to assist staff and management to avoid potential problems with regard to personal appearance. This policy is intended to assist department heads in managing personal appearance of employees working within their department, division, unit or location.

This policy acknowledges the civil rights of our employees as well as cultural diversity and religious freedom issues. Included in this policy are guidelines of appropriate dress for department heads to discuss with their staff; however, final decisions and discretion regarding these guidelines will be left to each department head.

COMPLIANCE WITH POLICY

All employees are required to follow this policy and the interpretation and direction of their department head. Failure to comply with this policy is just cause for disciplinary action as stated in Mower County Personnel Policy Section B-190 – Disciplinary Action. (Union Contracts supersede some personnel policies.)

MINIMUM STANDARDS

Each department head shall use these minimum standards and guidelines in developing, communicating and managing the county appearance policy for departmental staff.

The County recognizes that different job classifications may have different functions and work environments that will influence the type of apparel that is appropriate for the type of job. Three general categories have been established as minimum standards to distinguish these jobs and provide clarifications.

1. **Uniforms Required:** If a department head determines that a classification requires a uniform, then the appropriate apparel will be the type of uniform prescribed by the department head. Examples of these workers include, but are not limited to, facilities staff, mechanics, correctional officers, uniformed deputies and dispatchers.
2. **General Office Employees:** The minimum standard for apparel will be to dress according to the Business Casual Guidelines described below. Employees may periodically, or as a routine part of their job, conduct work in the community or within the organization in environments that may be dirty or unsanitary. Examples of these employees include, but are not limited to, probation officers, social workers, environmental specialists, computer technicians and property appraisers. The minimum standard for apparel will be to dress according to the standards for Business Casual. When these employees must work in a dirty or unsanitary environment, or when their work requires crawling under desks or other equipment/structures, they may change their dress, on a case-by-case basis, according to standards set by their department head.
3. **Non-Office, Field and Technical Workers:** These employees' work is primarily outdoors or non-office setting and requires them to work in environments that will get their clothes dirty. The minimum standard of dress for these employees will be according to the Non-Office, Field and Technical Workers Guidelines described below. Examples of these employees are, but not limited to, Transportation workers, survey crew members, IT technicians and Environmental Services workers.

BUSINESS CASUAL GUIDELINES

COMMISSIONERS' RECORD MOWER COUNTY, MINNESOTA

Because not all casual clothing is suitable for the office, these guidelines will help you determine what is appropriate to wear to work. This is a general overview of appropriate business casual attire, indicating what is and is not generally acceptable. Neither list is all-inclusive. No dress policy can cover all contingencies so employees must exert a certain amount of judgment in their choice of clothing to wear to work.

The following is generally not acceptable:

1. Clothing that works well for the beach, gardening or yard work, housecleaning, dance clubs, exercise sessions and sporting events, such as flip-flops, crocs, hooded athletic sweatshirts, sweatpants, or spandex outfits.
2. Clothing that reveals too much cleavage or thigh, chest, back, shoulders, stomach, or underwear, such as spaghetti strap tops, open back tops and low rider pants which reveal undergarments.
3. Torn, dirty, or frayed clothing.
4. Clothing with words, terms or pictures – including beer or alcohol ads, sexual innuendos or phrases – which may be offensive to other employees or customers. (Fashion brand names, county or department logos, or other very modest logos on clothing are generally acceptable.)

Pants: Dress pants, slacks, colored denim, and dressy capris are acceptable. Inappropriate pants include blue jeans, sweatpants, exercise pants, flannel pajama pants, shorts (including Bermuda shorts and short shorts), bib overalls, leggings, and any spandex or other form-fitting pants such as people wear for biking.

Skirts and dresses: Dresses and skirts should be a length at which you can sit comfortably in public. Short, tight skirts that ride halfway up the thigh while sitting or standing are inappropriate for work. Mini-skirts, skorts, beach dresses, and spaghetti-strap dresses are inappropriate for the office.

Shirts, tops, blouses, and jackets: Casual shirts, dress shirts, sweaters, tops, golf-type shirts, and turtlenecks are acceptable attire for work. Most suit jackets or sport jackets are also acceptable attire for the office. Inappropriate attire for work includes midriff tops, tube tops, halter tops, sweatshirts, and shirts with potentially offensive words, terms, logos, pictures, cartoons or slogans.

Shoes and other footwear: Clean walking shoes, loafers, clogs, boots, flats, dress heels, and leather deck-type shoes are acceptable for work. Athletic shoes, flip flops, crocs, and slippers are not acceptable in the office. Alternative footwear is acceptable for medical reasons.

Hats and Head Covering: Hats are not appropriate in the office. Head covers that are required for religious purposes, medical purposes or to honor cultural traditions are allowed.

Motion carried.

Motion made by Commissioner Hillier, seconded by Commissioner Ankeny to authorize the office of Human Resources fill the full-time position of Human Resource Director in County Administration according to personnel policies. Motion carried.

Motion made by Commissioner Ankeny, seconded by Commissioner Lang to approve an Utilities Easement agreement with the City of Austin for the installation of an electrical transformer and equipment on the Southeast corner of County property commonly known as the “old library lot” located in the southwest corner of the intersection of 1st Street NW and 2nd Avenue NW in Austin, MN. Motion carried.

Jayne HagerDee, Regional Director; Ruth Neil, Nutrition Education Assistant; Melissa Koch, 4-H Program Coordinator and Sharon Davis, Regional Extension Educator provided a Mower County Extension update of activities within the programs.

Gerald Meier, Prairie Visions, brought a proposal to the County Board to consider a “sharing the road” program similar to those used around Minneapolis and St. Paul to connect sections of the bike trail to Austin due to the Governor’s cuts for the continued development

COMMISSIONERS' RECORD MOWER COUNTY, MINNESOTA

of the bike trail from Adams to Rose Creek. Discussion followed concerning traffic speeds, width of the "dedicated" lane, etc. No action was taken at this time.

Commissioner Hillier, Commissioner Gabrielson, and Commissioner Ankeny briefly updated the board concerning the topics of discussion at the Association of Minnesota Counties' District 9 meeting that had occurred on May 24. Ideas for addressing the state aid cuts to the counties were shared.

Motion made by Commissioner Hillier, seconded by Commissioner Ankeny to approve the minutes of May 11, 2010. Motion carried.

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

GENERAL FUND

AMOUNT	VENDOR NAME	AMOUNT	VENDOR NAME
1277.27	ADAMS DRUG	1800.00	ADAMS TOWN & COUNTRY REC
16734.57	AUSTIN MEDICAL CENTER ATTN: CAS	3000.00	AUSTIN PARK AND RECREATION
582.15	BOB BARKER COMPANY INC.	1194.00	BREEZY POINT RESORT
1969.75	CARDINAL HEALTH	339.81	CITY OF AUSTIN
303.75	DALCO	176.58	MARY DAVIDSON
383.68	DIAMOND RIDGE PRINTING	195.00	DILIGENT SERVICE NETWORK
130.94	DONKERS HOMETOWN APPLIANCES	2689.21	DANIEL DONNELLY LAW FIRM
4739.09	DTI	140.00	EVANS PRINTING AND PUBLISHING,
399.83	DOUG GROH	160.62	HD SUPPLY FACILITIES MAINTENAN
564.93	HOLIDAY FORD, LINC, MERC	325.20	HYVEE
640.04	IKON OFFICE SOLUTIONS	186.89	INNOVATIVE OFFICE SOLUTIONS,LL
2100.00	JONES, HAUGH & SMITH, INC.	136.25	KESTNER ELECTRIC, INC.
16700.00	LARSONALLEN LLP	926.90	LASER PRODUCT TECHNOLOGIES
202.50	LUCIA LUNA	240.00	MARCO INC
3600.00	MAYO CLINIC MRL	1331.00	MELCHERT HUBERT SJODIN
132.50	MIDWEST DOOR INC	4964.68	MITCHELL COUNTY REGIONAL HEALT
132.00	NEWBOLD TARGETS	2222.92	PARAGON PRINTING & MAILING INC
308.00	POST BULLETIN COMPANY	409.59	PRESCRIPTION CENTER
312.00	RADIOLOGISTS OF NORTH IOWA PC	193.10	RATWIK, ROSZAK & MALONEY, ATTY
258.00	RICHARDSON LAW OFFICE	155.97	ROCHESTER MIDLAND CORPORATION
150.00	CAROLINA SALAZAR	368.94	SCHILLING SUPPLY COMPANY
759.96	SCHOOL DISTRICT 492	118.00	SHRED-IT
139.47	STEELE COUNTY DETENTION CENTER	294.77	GREG STOREY
112.40	JANE THOME	130.90	WEST GOVERNMENT SERVICES
4136.71	WEST GROUP	181.69	WHITEWATER WIRELESS, INC ROCHES
	21 PAYMENTS LESS THAN \$100	950.54	
		\$79,602.10	* TOTAL

GENERAL FUND

SOCIAL SERVICE FUND

AMOUNT	VENDOR NAME	AMOUNT	VENDOR NAME
2859.53	PARAGON PRINTING & MAILING INC		
	1 PAYMENTS LESS THAN \$100	.22	
		\$2,859.75	* TOTAL

SOCIAL SERVICE FUND

ROAD & BRIDGE FUND

AMOUNT	VENDOR NAME	AMOUNT	VENDOR NAME
4377.71	EARL ANDERSEN, INC.	491.11	AUTO VALUE AUSTIN
6337.36	BUSTAD DOZING AND EXCAVATING I	218.56	CATCO PARTS AND SERVICE
401.91	CCP INDUSTRIES INC	326.50	CHEMSEARCH
132.26	DIAMOND MOWERS, INC.	840.42	ETTERMAN ENTERPRISES
21805.71	FRONTIER PRECISION, INC	181.18	G & K SERVICES
227.12	GILLUND ENTERPRISES	236.59	HANSON TIRE SERVICE INC.
203.23	INTERSTATE MOTOR TRUCKS, INC.	155.82	MATCO TOOLS
3524.74	MINNOWA CONSTRUCTION, INC.	128.03	MISSISSIPPI WELDERS SUPPLY CO.
132.00	MN BOARD OF AELSLAGID	838.54	NAPA AUTO PARTS
427.31	ROCKMOUNT RESEARCH & ALLOYS, I	589.48	SEMA EQUIPMENT, INC
1347.01	DAVE SYVERSON FREIGHTLINER	215.93	TERMINAL SUPPLY CO.

COMMISSIONERS' RECORD MOWER COUNTY, MINNESOTA

1203.99 ZIEGLER, INC	2463.07 3D SPECIALTIES, INC.
5 PAYMENTS LESS THAN \$100	220.49
ROAD & BRIDGE FUND	\$47,026.07 * TOTAL
SOLID WASTE/RECYCLING FUND	
AMOUNT VENDOR NAME	AMOUNT VENDOR NAME
398.00 AUSTIN NEWSPAPERS, INC	31959.21 CEDAR VALLEY SERVICES, INC
1767.72 CENTRAL STATES WIRE PROD	357.50 KRUEGER TRANSPORTATION
814.00 LIBERTY TIRE SERVICES OF OHIO	576.22 MINNESOTA SUPPLY COMPANY
104.00 M.J. O'CONNOR, INC.	180.68 RED ROCK TRUCK CENTER INC.
587.21 WASTE MANAGEMENT OF SO MINNESO	
0 PAYMENTS LESS THAN \$100	.00
SOLID WASTE/RECYCLING FUND	\$36,744.54 * TOTAL
CAPITAL PROJECTS FUND	
AMOUNT VENDOR NAME	AMOUNT VENDOR NAME
86079.50 CHIEF INDUSTRIES INC	730.00 DAMON FARBER ASSOCIATES
11582.87 DULAS EXCAVATING, INC	58500.05 GRAND RESTAURANT EQUIPMENT & D
80275.00 GRANITE RE INC	181523.86 HARTY MECHANICAL INC
41409.55 HIMEC INC	105710.00 KNUTSON CONSTRUCTION SERVICES
2920.30 MINNESOTA ELEVATOR, INC	38000.00 POMPEII PAINTING INC
48127.32 R&S CASEWORK, INC.	389025.00 SCHAMMEL ELECTRIC INC
74156.05 SUPERIOR CONTRACTORS OF ROCHE	12597.95 TMI COATINGS INC
35890.05 TWIN CITY ACOUSTICS INC.	78375.00 UHL COMPANY INC
21494.70 VIKING AUTOMATIC SPRINKLER CO	
0 PAYMENTS LESS THAN \$100	.00
CAPITAL PROJECTS FUND	\$1,266,397.20 * TOTAL
DITCH FUND	
AMOUNT VENDOR NAME	AMOUNT VENDOR NAME
357.50 BOE BROTHERS TILING, INC	7436.41 BUSTAD DOZING AND EXCAVATING I
0 PAYMENTS LESS THAN \$100	.00
DITCH FUND	\$7,793.91 * TOTAL
TAX COLLECTIONS FUND	
AMOUNT VENDOR NAME	AMOUNT VENDOR NAME
1 PAYMENTS LESS THAN \$100	15.62
TAX COLLECTIONS FUND	\$15.62 * TOTAL
****	****
FINAL TOTAL.....	\$1,440,439.19 ****

Motion carried.

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

Damen Farber Assoc.	730.00	Minnesota Elevator	2,920.00
R & S Casework, Inc.	48,127.00	Viking Automatic Sprinkler Co.	21,495.00
Superior Contractors of Rochester	74,156.00	Harty Mechanical	181,524.00
Twin City Acoustics, Inc.	35,890.00	Himec Mechanical	41,410.00
Home Valu, Inc.	80,275.00	UHL Company, Inc.	78,375.00
TMI Coatings, Inc.	12,598.00	Schammel Electric, Inc.	389,025.00
Pompeii Painting, Inc.	38,000.00	Dulas Excavating, Inc.	11,583.00
Chief Industries, Inc.	86,080.00	Knutson Construction	105,710.00
Grand Restaurant Equipment	58,500.00		

Motion carried.

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

Quantity	Item	Department
1	Refrigerator	Public Health
3	Micro Fiche Viewers	Recorder
1	Yardman Lawn Mower	Maintenance
1	220vt air conditioner	Maintenance

Office chairs
1994 John Deere F1145 Mower With Cab

Maintenance
Highway

Motion carried.

Motion made by Commissioner Hillier, seconded by Commissioner Ankeny to accept the 2010 Emergency Management Performance Grant in the amount of \$24,819 and authorize the Chair and Emergency Management Director to sign the agreement. Motion carried.

Date: May 25, 2010

Res. #33-10

RESOLUTION

On motion of Commissioner Gabrielson, seconded by Commissioner Lang, the following Resolution was passed and adopted by the Mower County Board of Commissioners at a meeting held May 25, 2010 at the Courthouse, Austin, Minnesota.

BE IT RESOLVED, that the Mower County Sheriff's Department enter into a grant Agreement(s) with the Minnesota Department of Public Safety, Office of Traffic Safety or Minnesota State Patrol for Traffic Safety Enforcement projects during the period from October 1, 2010 through September 30, 2011.

BE IT FURTHER RESOLVED, that Lt. John Mueller of the Austin Police Department is hereby authorized to execute the grant, be the fiscal agent and administer this grant on behalf of the Mower County Sheriff's Department.

Passed and approved this 25th day of May, 2010.

THE MOWER COUNTY BOARD OF COMMISSIONERS

By: _____
Chairperson

By: _____
Clerk/Coordinator

Motion made by Commissioner Gabrielson, seconded by Commissioner Lang to approve the AgBMP contract amendment subject to the County Attorney's review. Motion carried.

Motion by Commissioner Lang, seconded by Commissioner Ankeny to approve the following tobacco licenses effective July 1, 2010 through June 30, 2011.

K & H Classic Stop in LeRoy;
Freeborn County Coop Oil in Austin;
Racine Travel Plaza in Racine;

BP Food Shop in LeRoy; and
Austin Windows & Windrift Lounge
Motion carried.

Motion made by Commissioner Hillier, seconded by Commissioner Lang to amend the 2010 solid waste budget for the purchase of a fork lift battery in the amount of \$5610.94 from Recycling reserves. Motion carried.

Motion made by Commissioner Ankeny, seconded by Commissioner Lang to award the quote for smoke control special inspection services for the Mower County Justice Center to Summit Fire Consulting with a low quote of \$8400.00 plus additional reimbursable expenses not to exceed \$500.00. Motion carried.

Motion by Commissioner Hillier, seconded by Commissioner Lang to approve the Application for Abatement of penalty only in the amount of \$250.40 of Jennifer Bartholomey in regard to parcel identification number 34.035.0070 for taxes payable in 2008. Motion carried.

Motion by Commissioner Ankeny, seconded by Commissioner Gabrielson to adjourn the meeting at 11:35 a.m. until June 1, 2010 at 1:00 p.m. Motion carried.

THE MOWER COUNTY BOARD OF COMMISSIONERS

BY: _____
Chairperson

Attest:

By: _____
Clerk/Coordinator

INDEX

2

2010 budget amendment
 solid waste
 fork lift battery, 113
2010 Emergency Management Performance Grant, 112

A

adjourn, 113
AgBMP contract amendment, 112
award quote
 smoke control special inspection services, 113

D

destruction of files, 105

H

hire
 Human Resources Director, 109

M

minutes 5-11-10, 110

P

Personnel Policy D230 Professional Dress amended, 107
Purchase of Service Agreements
 Mental Health Services
 Gopher Transportation, 105

R

Res. #31-10
 Social Service Cases, 105
Res. #32-10
 Income Maintenance Cases, 106
Res. #33-10
 Safe & Sober grant, 112

S

surplus property for auction, 111

T

tax abatement
 Bartholomey, 113
tobacco license(s)
 Austin Windows & Windrift Lounge, 112
 BP Food Shop in LeRoy, 112
 Freeborn County Coop Oil in Austin, 112
 K & H Classic Stop in LeRoy, 112
 Racine Travel Plaza in Racine, 112

U

Utilities Easement agreement, 109

W

warrants
 Commissioner additional, 111
 Commissioner bi-monthly, 110