

SPECIAL SESSION OF THE MOWER COUNTY  
BOARD OF COMMISSIONERS

August 24, 2010

The Mower County Board of Commissioners in and for the County of Mower, Minnesota, met in Special Session August 24, 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.

Introduction of new employee: Jason Ferch – Social Worker

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

- a. DeClue, Sharon (1610 House) – renew agreement for Group Residential Housing Services, effective July 1, 2010 to June 30, 2012.
- b. DeClue, Sharon (908 House) – renew agreement for Group Residential Housing Services, effective July 1, 2010 to June 30, 2012.
- c. Moran, Todd – renew contract for Mental Health Services, effective January 1, 2011 to December 31, 2011.
- d. Primrose – renew contract for Home & Community Based Waiver Services, effective July 1, 2010 to June 30, 2011.
- e. Sacred Heart Care Center – renew agreement for Group Residential Housing Services, effective July 1, 2010 to June 30, 2011.

Motion carried.

**Date: August 24, 2010**

**Res. #46-10**

**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 August 24, 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 August 1, 2010 through August 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 August 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 August 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 24<sup>th</sup> day of August, 2010.

**THE MOWER COUNTY BOARD OF COMMISSIONERS**

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

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

**Date: August 24, 2010**

**Res. #47-10**

**RESOLUTION**

On motion of Commissioner Lang, seconded by Commissioner Ankeny, the following Resolution was passed and adopted by the Mower County Board of Commissioners at a meeting held August 24, 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 August 1, 2010 through August 31, 2010 are hereby approved.

BE IT FURTHER RESOLVED, That all assistance payments issued during the month of August 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 August 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 August 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 24<sup>th</sup> day of August, 2010.

**THE MOWER COUNTY BOARD OF COMMISSIONERS**

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

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

Motion made by Commissioner Hillier, seconded by Commissioner Gabrielson to authorize the Human Resource Director to fill two temporary full-time non-benefited positions for engineering and/or maintenance in the Highway department according to union contract and personnel policies and subject to available budgeted funds. Motion carried.

Motion made by Commissioner Hillier, seconded by Commissioner Ankeny to adopt the Mower County Safety Policy Handbook on file in the office of the Human Resource Director. Motion carried.

Motion made by Commissioner Hillier, seconded by Commissioner Lang to adopt Personnel Policy B250 Background Investigations. The new policy is as follows:

**SECTION B250**  
**Background Investigation**

**Purpose**

To protect the county, community and its assets, Mower County must ensure that individuals assigned to certain County positions (persons who handle personnel data, private data, confidential data, or cash) pose no unreasonable risk to its financial and human integrity.

**Policy**

The Human Resource Director in consultation with the County Coordinator shall determine the appropriate level of background investigation for each specific classification. It is the policy of Mower County to conform to Minnesota Statutes Chapter 364 relating to criminal offenders and rehabilitation and state & federal regulations governing the process for background investigations, confidentiality of information gathered and the protection of privacy of individuals undergoing background investigations.

Classifications which meet at least one of the following criteria shall be subject to a criminal background investigation.

- Handles cash or cash equivalent, investigations, securities or has access to bank or investment accounts.
- Is a caregiver for children or a vulnerable adult that is not governed by the Minnesota Child Protection Background Investigation Act.
- Enters private homes or businesses, as part of their job responsibilities.
- Has regular access to drugs or controlled substances.
- Has access to secure areas or information restricted to the public and/or other County employees, including but not limited to financial, technology and public safety areas.
- Has a position involving large volume supply and material handling.

Every job posting for a "*Persons offered employment must, as a condition of employment, sign an informed consent allowing the County to obtain relevant background information in connection with this position. Applicants who do not sign the informed consent will not be considered for the position.*"

**Procedure**

Background investigations that are required for a position shall be completed following the receipt of the initial acceptance of the conditional job offer, following the receipt of a completed Disclosure and Authority to Release Information form and prior to the hiring of an employee.

Background investigations may be completed concurrent with the personnel action (rehire, transfer, promotion, reclassification, or reassignment of job duties) of an individual employed in a position for which a background investigation has been deemed necessary.

Employees occupying a position that would otherwise require a background investigation on the date this policy is enacted shall not be required to undergo a background investigation unless required by another authority.

**Authority**

The staff of the Human Resource Department is responsible for initiating the background investigations. The Human Resource staff does not perform any criminal background investigations; Human Resources has obtained the services of an independent agency that is a qualified service provider in conducting and completing criminal background investigations. Only Human Resource Staff will have access to the information supplied by the provider.

**Responsibility to Notify Employer of a Criminal Conviction**

Effective upon implementation of this policy, for jobs that require a criminal check as part of a background investigation, it is the duty of all incumbents in such positions to affirmatively notify Human Resources of a criminal conviction that occurred anytime after implementation of this policy. The conviction must be reported within two weeks after it is officially entered into court records. For purposes of this policy, conviction includes any conviction which has not been expunged and for which a jail sentence could have been imposed.

The Human Resource Department shall determine the job relatedness of any criminal conviction to the performance of the duties of the position. Failure of the employee to notify Human Resources of a criminal conviction which occurs after the effective date of this policy may be grounds for discipline up to and including termination, regardless of when the omission is discovered. Such failure may be grounds for discipline up to and including termination regardless of whether it is determined that such conviction is of a nature that would have disqualified the employee from the position of employment in question.

**Retention and Accessibility of Background Investigation Records**

The Human Resource Department shall maintain records and related documents compiled by the County on individuals in response to background investigations. The County has the authority to maintain these records in accordance with the County's Retention policies, the Minnesota Data Practices Act, and applicable Federal and State laws shall govern the storage, use and dissemination of such records. Where the use of such records are not addressed by the foregoing standards, the use and dissemination of such records, such as their availability to hiring managers, is at the discretion of the Human Resource Director.

Motion carried.

Motion by Commissioner Hillier, seconded by Commissioner Lang to approve final payment to Traxler Construction in the amount of \$6,779.74 for SAP 050-622-003. Motion carried.

Motion made by Commissioner Gabrielson, seconded by Commissioner Ankeny to approve the purchase of a pickup truck in the amount of \$26,759.40 (plus tax) in the Highway Department. The old club cab truck will be shifted to the engineering department the old single cab truck in engineering will be declared surplus for the next auction. This is a budgeted purchase.

Motion made by Commissioner Gabrielson, seconded by Commissioner Ankeny to approve the minutes of July 27, 2010. Motion carried.

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

GENERAL FUND

AMOUNT	VENDOR NAME	AMOUNT	VENDOR NAME
1059.50	ADAMS DRUG	15647.82	ADVANCED CORRECTIONAL HEALTHCA
294.00	ANKENY'S MINI MART #5	5282.84	AUSTIN MEDICAL CENTER ATTN:CAS
1487.42	CEDAR VALLEY SERVICES, INC	162.45	CITY CAR WASH INC
339.81	CITY OF AUSTIN	544.00	CLASEN-JORDAN MORTUARY
11876.64	DALCO	119.80	DASH MEDICAL GLOVES INC.
210.00	DILIGENT SERVICE NETWORK	981.00	DANIEL DONNELLY LAW FIRM
2881.42	DTI	774.19	ELECTION SYSTEMS & SOFTWARE, I
243.97	EMERGENCY AUTOMOTIVE TECHNOLOG	4750.00	GOVERNMENT MANAGEMENT GROUP IN
130.58	GRAINGER	687.00	GRANDVIEW LODGE
1077.30	HEMOCUE INC	809.37	IKON OFFICE SOLUTIONS
612.96	INNOVATIVE OFFICE SOLUTIONS,LL	267.27	INTAB INC.
358.41	INTOXIMETERS, INC	1175.00	JONES,HAUGH & SMITH, INC.
158.51	KESTNER ELECTRIC, INC.	115.44	KIKER BROS., INC

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1200.00 EVAN LARSON	222.13 LASER PRODUCT TECHNOLOGIES
127.50 LYNN PEAVEY CO	156.61 M-R SIGN COMPANY, INC.
649.08 MARTIN BROS	185.40 MEDTOX LABORATORIES INC
1299.00 MELCHERT HUBERT SJODIN	136.64 MINNESOTA ELEVATOR, INC
183.00 MITCHELL COUNTY REGIONAL HEALT	965.00 MN OFFICE OF ENTERPRISE TECHNO
141.87 NOODLE SOUP	100.45 M.J. O'CONNOR, INC.
1411.00 HARLEY OGATA	3160.25 PARAGON PRINTING & MAILING INC
156.86 PLUNKETT'S PEST CONTROL	328.13 POST BULLETIN COMPANY
800.00 R & S TRANSPORT INC	155.97 ROCHESTER MIDLAND CORPORATION
217.50 CAROLINA SALAZAR	736.39 SCHILLING SUPPLY COMPANY
28895.64 SHERIFF MITCHELL COUNTY	200.32 SHOPKO PHARMACY
25800.00 STEELE COUNTY DETENTION CENTER	503.75 KATHY STUTZMAN
2930.81 SYNERGY GRAPHICS INC.	115.80 TRANSACT TECHNOLOGIES INCORPOR
241.94 UNIFORMS UNLIMITED INC	330.04 WASTE MANAGEMENT OF SO MINNESO
4867.13 WEST GROUP	
21 PAYMENTS LESS THAN \$100	951.36
GENERAL FUND	\$129,216.27 * TOTAL
SOCIAL SERVICE FUND	
AMOUNT VENDOR NAME	AMOUNT VENDOR NAME
1926.37 DTI	214.39 KIKER BROS., INC
2086.27 PARAGON PRINTING & MAILING INC	
2 PAYMENTS LESS THAN \$100	44.66
SOCIAL SERVICE FUND	\$4,271.69 * TOTAL
ROAD & BRIDGE FUND	
AMOUNT VENDOR NAME	AMOUNT VENDOR NAME
101.53 A.E.S., INC.	253.93 EARL ANDERSEN, INC.
191.84 AUTO VALUE AUSTIN	612.50 BLISS CONCRETE
1455.65 BRUENING ROCK PRODUCTS INC	169.43 C S S
910.27 CATCO PARTS AND SERVICE	356.90 COMMISSIONER OF TRANSPORTATION
295.49 ETTERMAN ENTERPRISES	4726.09 L.R. FALK CONSTRUCTION CO.
229576.37 FLINT HILLS RESOURCES, LP	600.00 FREEBORN CONSTRUCTION, INC.
202.50 G & K SERVICES	147.00 GENE'S SERVICE
112.15 HOLIDAY FORD, LINC, MERC	1122.56 LASER PRODUCT TECHNOLOGIES
1087.01 M-R SIGN COMPANY, INC.	277.61 MISSISSIPPI WELDERS SUPPLY CO.
1161.82 PETROBLEND CORP.	2706.00 POMP'S TIRE SERVICE, INC
210.00 POSTMASTER	2540.09 POWERPLAN
845.39 PROLINE DIST., INC	611.07 ROAD MACHINERY & SUPPLIES CO.
212.33 RUFFRIDGE-JOHNSON EQUIPMENT CO	1006.64 SEMA EQUIPMENT, INC
108.33 SHERWIN WILLIAMS COMPANY	271.72 DAVE SYVERSON FREIGHTLINER
100.38 TERMINAL SUPPLY CO.	26409.98 ULLAND BROTHERS, INC.
178.42 ULVEN'S ACE HARDWARE	963.59 ZARNOTH BRUSH WORKS, INC.
254.79 ZIEGLER, INC	838.66 3D SPECIALTIES, INC.
11 PAYMENTS LESS THAN \$100	595.60
ROAD & BRIDGE FUND	\$281,213.64 * TOTAL
SOLID WASTE/RECYCLING FUND	
AMOUNT VENDOR NAME	AMOUNT VENDOR NAME
399.00 AUSTIN NEWSPAPERS, INC	24601.38 CEDAR VALLEY SERVICES, INC
345.00 KRUEGER TRANSPORTATION	701.88 WASTE MANAGEMENT OF SO MINNESO
5 PAYMENTS LESS THAN \$100	243.57
SOLID WASTE/RECYCLING FUND	\$26,290.83 * TOTAL
CAPITAL PROJECTS FUND	
AMOUNT VENDOR NAME	AMOUNT VENDOR NAME
759.00 ADAMS, RIZZI AND SWEEN	
0 PAYMENTS LESS THAN \$100	.00
CAPITAL PROJECTS FUND	\$759.00 * TOTAL
**** FINAL TOTAL.....	\$441,751.43 ****

Motion carried.

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

4525.80 CHIEF INDUSTRIES INC	
28310.00 DOYLE CONNER CO	157782.00 GRAND RESTAURANT EQUIPMENT & D

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25792.50 GRANITE RE INC	1846.80 W.L. HALL CO
43868.39 HARTY MECHANICAL INC	5919.45 HIMEC INC
12350.00 THE JOSEPH COMPANY, INC	73301.00 KNUTSON CONSTRUCTION SERVICES
2239.00 POMPEII PAINTING INC	4943.00 S & S WATERWORKS
42349.00 SCHAMMEL ELECTRIC INC	3361.48 SUMMIT FIRE CONSULTING
7227.60 TWIN CITY ACOUSTICS INC.	13446.00 UHL COMPANY INC
810.35 VIKING AUTOMATIC SPRINKLER CO	

Two additional bills approved but being held by the construction manager: R & S Casework, Inc. \$72,589 and Dulas Excavating, Inc. \$5,971.

Motion carried.

Motion made by Commissioner Hillier, seconded by Commissioner Lang to set the employee recognition breakfast for September 28, 2010 at 7:30 a.m. Motion carried.

Allan Cordes, Human Resource Director, was recognized for retirement with 11 years of service with Mower County.

Motion made by Commissioner Gabrielson, seconded by Commissioner Ankeny to approve the engagement letter with Deloitte consulting, LLP for actuarial services for employee benefits. Motion carried.

Motion made by Commissioner Hillier, seconded by Commissioner Lang to amend the 2010 Emergency Management budget for a Southeast Emergency membership in the amount of \$1000.00 and authorize the appropriate transfer of funds available from the previous sale of a vehicle. Motion carried.

Motion made by Commissioner Gabrielson, seconded by Commissioner Lang to amend the 2010 Emergency Management budget to accept the grant funds awarded for mobile video conference system in the amount of \$20,611.26. Motion carried.

Motion made by Commissioner Lang, seconded by Commissioner Hillier to adopt a fee of \$100.00 effective September 1, 2010 for the medical examiner to sign-off on cremation certificates. Motion carried.

Motion made by Commissioner Ankeny, seconded by Commissioner Lang to establish a checking account with First Farmers & Merchants Bank of Austin for the maintenance of the inmate funds and have the Sheriff and Finance Director establish the appropriate signatories on the account. Motion carried.

Motion made by Commissioner Ankeny, seconded by Commissioner Hillier to establish a checking account with First Farmers & Merchants Bank of Austin for the maintenance of the diversion program funds and have the County Attorney and Finance Director establish the appropriate signatories on the account. Motion carried.

Motion by Commissioner Hillier, seconded by Commissioner Lang to adjourn the meeting at 10:54 a.m. until September 7, 2010 at 1:00 p.m. Motion carried.

**THE MOWER COUNTY BOARD OF COMMISSIONERS**

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

**Attest:**

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



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