

**SPECIAL SESSION OF THE MOWER COUNTY  
BOARD OF COMMISSIONERS**

February 28, 2012

The Mower County Board of Commissioners in and for the County of Mower, Minnesota, met in Special Session February 28, 2012 at 8:30 a.m. at the Government Center in Austin, Minnesota.

All members present, viz:     Mike Ankeny, Chair  
  Raymond Tucker  
  Jerry Reinartz, Vice Chair  
  Tony Bennett  
  Tim Gabrielson  
  Craig Oscarson, County Coordinator

Jacqueline Dietz, Social Worker in Human Services, was recognized for retirement from Mower County with 20 ½ years service.

**HUMAN SERVICES BOARD:**

Introduction of new employee.

    Jessica Ray – Social Worker

Overview of director's report.

Fiscal Supervisor's Summary of the 2011 Budget.

Office of Legislative Auditor – Child Protection Screening Report.

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

- a.     Susan Rockers-Wittkopp – renew contract for Guardianship Services, effective January 1, 2012 to December 31, 2013.

Motion carried.

Commissioner Tucker moved and Commissioner Bennett 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: February 28, 2012**

**Res. #14-12**

**RESOLUTION**

On motion of Commissioner Bennett, seconded by Commissioner Reinartz, the following Resolution was passed and adopted by the Mower County Board of Commissioners at a meeting held February 28, 2012 at the Government Center, 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 February 1, 2012 through February 29, 2012 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 February 2012 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 February 2012 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: Mike Ankeny aye, Tony Bennett aye, Tim Gabrielson aye, Jerry Reinartz aye, and Ray Tucker aye. Passed and approved this 28<sup>th</sup> day of February, 2012.

**THE MOWER COUNTY BOARD OF COMMISSIONERS**

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

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

**Date: February 28, 2012**

**Res. #15-12**

**RESOLUTION**

On motion of Commissioner Tucker, seconded by Commissioner Gabrielson, the following Resolution was passed and adopted by the Mower County Board of Commissioners at a meeting held February 28, 2012 at the Government Center, 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 February 1, 2012 through February 29, 2012 are hereby approved.

BE IT FURTHER RESOLVED, That all assistance payments issued during the month of February 2012 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 February 2012 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 February 2012 as listed on the Report of Refunds and Cancellation, are hereby acknowledged as received.

The Commissioners voted as follows: Mike Ankeny aye, Tony Bennett aye, Tim Gabrielson aye, Jerry Reinartz aye, and Ray Tucker aye. Passed and approved this 28<sup>th</sup> day of February, 2012.

**THE MOWER COUNTY BOARD OF COMMISSIONERS**

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

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

Motion made by Commissioner Bennett, seconded by Commissioner Tucker to adjourn the Humans Services Board meeting at 9:38 a.m. Motion carried.

**COUNTY BOARD**

The Special Session of the Board was reconvened at 9:39 a.m. for regular business items.

Motion made by Commissioner Bennett, seconded by Commissioner Gabrielson to amend Personnel Policy B120 Classification of Positions by deleting all current language and replacing it with the following new language for Personnel Policy B120 Classification of Positions and adopting a new Personnel Policy B125 Wage Adjustments in the event of Promotions, Demotions and Reassignments as follows:

**SECTION B120  
CLASSIFICATION OF POSITIONS**

**Policy Statement:**

The process of classifying positions exists to provide equitable compensation, to ensure proper relationships between positions, and to provide a sound basis for recruitment, selection, and advancement.

**Process of Classification of New Positions:**

The following steps will be taken in the classification of new positions within Mower County:

1. The Department Head and the Human Resources Director will develop the position description.
2. After the position description is developed, it will undergo the County's classification process for a wage rating.

*Approval process.*

Prior to the classification of a new position, the position and the corresponding position budget must be approved by the County Board. If, after the classification process, the resulting wage rating exceeds the previously approved position budget, additional approval from the County Board is necessary prior to filling the vacancy.

**Process of Position Re-Classification:**

A position may be re-classified when an existing position becomes vacant or when changes in the position warrant re-classification, as determined by the Department Head and Human Resources Director. In such cases, the Department Head and Human Resources Director should work cooperatively to prepare the information necessary for the position to undergo the re-classification process.

*Employee initiated re-classification requests.*

The re-classification process may also be initiated by the employee in cases where the level of responsibility of the position has significantly changed. In such cases, the employee would complete necessary paperwork and information, as directed by the Human Resources Director, and submit this to the Department Head for review. After review and recommendation for further action by the Department Head, the request is forwarded to the Human Resources Director who will make the final decision as to whether the information will be approved to undergo the County's re-classification process.

Employee initiated re-classification requests will not be accepted in cases including, but not limited to, the following:

- an employee is assigned different duties within the same level of responsibility.
- an employee is assigned more work of the same level of responsibility.
- the resubmission of a previously denied re-classification request without changes to the level of responsibility to warrant such a request.

The Human Resources Director reserves the right to exercise discretion on whether to accept or reject employee initiated re-classification requests.

*Approval process.*

If the re-classification request is a result of a position enhancement for a vacant or existing position, it shall be brought to the County Board for approval prior to initiation of the process. Position enhancements that do not require County Board approval include duty changes due to the requirements of a governing body and those that are part of a departmental restructure previously approved by the Board. If the changes that warrant re-classification are a result of the reallocation of current duties in the department, then the other affected jobs may also be subject to re-classification.

**Wage as a Result of Position Re-classification:**

*From lower to higher classification.*

An employee who is re-classified to a higher classification shall be placed on the step of the new grade range that results in an increase above their current wage. The employee's anniversary date for wage and benefit accrual purposes will not change.

*From higher to lower classification.*

Employees re-classified to a lower classification shall be adjusted as follows:

- Employees below Step 10 on their grade range will have their steps frozen until their years of service equal the pay step on the new range. Employees shall continue to receive any cost of living adjustments afforded other employees.
- Employees at Step 10 on their grade range will be placed on Step 10 of the new grade range on their next anniversary date. Employees are ineligible to receive cost of living adjustments prior to placement on the new grade range.

The employee's anniversary date for wage and benefit accrual purposes will not change.

**SECTION B125  
WAGE adjustments IN THE EVENT OF  
PROMOTIONS, DEMOTIONS, AND reassignments**

In the event of an employee promotion, demotion, or reassignment, employee wage rates will be adjusted equitably in accordance with the new position grade range. In a promotion and demotion, the wage is adjusted on the effective date of the action; whereas, reassignments result in wage adjustment upon anniversary date. In all cases, the employee's anniversary date for wage and benefit accrual purposes will not change.

For the purposes of this policy, demotion refers to a voluntary demotion where an employee electively demotes to a lower position classification and an involuntary demotion as a result of disciplinary action or when a previously promoted employee fails a position probationary period. Reassignment refers to cases when positions are substantially changed or eliminated and an employee is offered other employment within the County at a lower position classification.

*Promotions:* In the event that a current employee is promoted to a higher position classification, the Human Resources Director will place the employee on the new grade range that results in a pay increase, but not to exceed 10 percent above the employee's current wage. This does not supersede the Human Resources Director's authority under Personnel Policy B130 to authorize a starting wage up to step 4, regardless if the increase is above 10 percent, without Board approval.

*Demotions:* For employees who received promotions and who are demoting or demoted to a position previously held, the pay is adjusted on the former position grade range as if the promotion had not occurred. For employees who had not been previously promoted and who are demoting or demoted to a position in a lower classification, the pay is adjusted on the new position grade range as if the employee had originally been hired in that position.

*Reassignments:* Employees reassigned to a lower classification shall be adjusted as follows:

- Employees below Step 10 on their grade range will have their steps frozen until their years of service equal the pay step on the new range. Employees shall continue to receive any cost of living adjustments afforded other employees.
- Employees at Step 10 on their grade range will be placed on Step 10 of the new grade range on their next anniversary date. Employees are ineligible to receive cost of living adjustments prior to placement on the new grade range.

Motion carried.

Motion made by Commissioner Reinartz, seconded by Commissioner Bennett to accept the resignation of a Sandra Brandt, Office Support Specialist in Human Service effective March 2, 2012 and authorize the Human Resources Director to fill the full-time position according to union contract and personnel policies. Motion carried.

Motion made by Commissioner Reinartz, seconded by Commissioner Tucker to accept the proposal of DASCOT Systems Group and approve the purchase and installation of jury microphones in the amount of \$4,265. Motion carried 4-1, Commissioner Bennett voted nay.

Lisa Kocer, Interim Director of Community Health Services, introduced the new Public Health Nursing Supervisor, Pam Kellogg.

Motion made by Commissioner Reinartz, seconded by Commissioner Bennett to approve the Identity Specimen Collection Agreement between Mower County Public Health and Laboratory Corporation of America. Motion carried.

The Board recessed at 9:56 a.m. and reconvened at 10:06 a.m.

Wayne Stenberg, Executive Director of SEMCAC, provided the Board with an annual report of SEMCAC activities.

Doug Groh, County Auditor-Treasurer, brought to the Board a recommendation that a committee be formed for determining redistricting due to the changes in population density as noted with the 2010 Census. A discussion followed. No action taken at this meeting.

Richard Peterson, County Assessor, presented a draft of the Board requested letter to commercial and industrial property owners regarding new valuations. The draft letter was discussed.

Motion made by Commissioner Reinartz, seconded by Commissioner Bennett to authorize the chair to sign the letter to commercial and industrial property owners regarding new valuations as revised during discussions to note the proper appeal process. Motion carried.

Mike Hanson, Public Works Director, presented bid information received for projects SAP 50-602-029 / SAP 50-636-006.

Motion made by Commissioner Bennett, seconded by Commissioner Tucker to award the bid for the projects SAP 50-602-029 / SAP 50-636-006 to the low bidder Ulland Brothers

COMMISSIONERS' RECORD MOWER COUNTY, MINNESOTA

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and have the projects commence. Motion carried. Full bid abstract on file in the office of the County Auditor-Treasurer and Public Works Director.

Motion made by Commissioner Tucker, seconded by Commissioner Reinartz to approve the 2012/2013 County Feedlot Program Delegation Agreement and Work Plan. Motion carried.

Motion by Commissioner Tucker, seconded by Commissioner Gabrielson to approve the following Commissioner warrants for payment:

AMOUNT	VENDOR NAME	AMOUNT	VENDOR NAME
455.28	A+ PRINTING	3918.07	ADVANCED CORRECTIONAL HEALTHCA
409.24	ALLIANT ENERGY	336.00	AMERICAN FACTORS CORPORATION
773.70	EARL ANDERSEN, INC.	280.80	ANKENY'S MINI MART #5
14096.61	ANOKA CO JUVENILE CENTER	2127.60	APEX EQUIPMENT LLC
120.00	MARK APPLEN	153.06	ARROW PRINTING
153.12	AUTO VALUE AUSTIN	1040.00	BJORKLUND COMPENSATION CONSULT
485.23	BOUND TREE MEDICAL LLC	25719.53	CEDAR VALLEY SERVICES, INC
1915.57	CENTRAL STATES WIRE PROD	550.00	CHILDREN'S HOSPITALS & CLINICS
3565.00	CLARINDA ACADEMY	7888.00	CLIFTONLARSONALLEN
246.87	COUNTRY INN & SUITES	560.00	DEDICATED TECHNOLOGY
509.79	DEXTER LP, INC	280.00	DILIGENT SERVICE NETWORK
618.89	DANIEL DONNELLY LAW FIRM	486.26	ELECTION SYSTEMS & SOFTWARE, I
560.00	ELMORE ACADEMY	621.12	EMERGENCY AUTOMOTIVE TECHNOLOG
145.00	ERICKSON ENGINEERING CO., LLC	1010.07	ETTERMAN ENTERPRISES
1100.95	FIRESTONE	180.00	FOX ELECTRIC COMPANY, INC
126.00	CARLTON FRANK	257.99	G & K SERVICES
207.12	GEMPLER'S	1517.22	GOLD CROSS AMBULANCE SERVICE
117.50	GOODHUE COUNTY	299.57	HOLIDAY FORD, LINC, MERC
184.75	HOPKINS MEDICAL PRODUCTS	1195.69	IKON OFFICE SOLUTIONS
1422.41	INNOVATIVE OFFICE SOLUTIONS,LL	992.49	INTERSTATE MOTOR TRUCKS, INC.
590.00	JAY P AKKERMAN INC	10294.80	JONES,HAUGH & SMITH, INC.
817.00	KRUEGER TRANSPORTATION	220.17	NICK LANE
301.24	LASER PRODUCT TECHNOLOGIES	210.00	LENWAY LAW OFFICE
769.97	LOCATORS & SUPPLIES, INC	263.28	M-R SIGN COMPANY, INC.
885.00	MANPOWER	228.49	MANTEK
250.00	MAYER FUNERAL HOME	127.35	MAYO CLINIC HEALTH SYSTEM-AUST
24420.00	MCF - STILLWATER	202.86	MENARDS - ROCHESTER SOUTH
6933.15	MESABI ACADEMY	204.00	MINNEAPOLIS FINANCE DEPARTMENT
350.00	MINNESOTA SHERIFF ASSOCIATION	145.70	MINNESOTA SUPPLY COMPANY
658.00	MINNESOTA SUPREME COURT ATTY	125.00	MINNESOTA VIEWERS ASSOCIATION
480.79	NAPA AUTO PARTS	6121.11	NATIONAL BUSINESS SYSTEMS INC
350.00	NORTHEAST WI TECHNICAL COLLEGE	105.00	M.J. O'CONNOR, INC.
26766.33	PETROLEUM TRADERS CORPORATION	1775.20	PRECISION SIGNS
500.00	PREVENT CHILD ABUSE AMERICA	281.06	PRO LINE INC
149.07	PROLINE DIST., INC	239.69	ROCHESTER FORD-TOYOTA
3938.04	RS EDEN INC	180.00	CAROLINA SALAZAR
611.00	SCHILLING SUPPLY COMPANY	209.80	SCHMIDT-GOODMAN OFFICE PROD
900.00	SE MINNESOTA EMS	906.67	SEMA EQUIPMENT, INC
849.54	SMYTH COMPANIES INC	4000.00	SOUTHEAST MN WATER RESOURCES B
731.20	STROUP DISTRIBUTING, INC.	907.46	SYNERGY GRAPHICS INC.
894.56	DAVE SYVERSON FREIGHTLINER	101.84	TERMINAL SUPPLY CO.
787.78	THOMPSON MOTORS OF WYKOFF, INC	2446.91	TURNKEY CORRECTIONS
202.20	ULVEN'S ACE HARDWARE	611.57	UNIFORMS UNLIMITED INC
150.00	UNIVERSITY OF MINNESOTA	1352.36	WASTE MANAGEMENT OF WI-MN
4412.82	WEST PAYMENT CENTER	122.00	WHITE EARTH RESERVATION TRIBAL
294.98	WHITWATER WIRELESS, INC ROCHE	6970.04	WOODLAND HILLS
172.96	Y WASTE REMOVAL INC	188.45	ZEP SALES & SERVICE
879.23	ZIEGLER, INC	16251.80	180 DEGREES INC
	30 PAYMENTS LESS THAN \$100	1,375.10	
****	FINAL TOTAL.....	\$211,839.07	****

Motion carried.

Motion made by Commissioner Reinartz, seconded by Commissioner Gabrielson to approve increasing the Correctional Service's fee for pretrial supervision from \$50 to \$100 effective March 1, 2012. Motion carried.

**Date: February 28, 2012**

**Res. #16-12**

**RESOLUTION  
CALLING FOR PUBLIC HEARING ON  
CAPITAL IMPROVEMENT PLAN AND ISSUANCE AND SALE  
OF APPROXIMATELY \$10,000,000 GENERAL OBLIGATION  
CAPITAL IMPROVEMENT BONDS THEREUNDER**

On motion of Commissioner Tucker, seconded by Commissioner Gabrielson, the following Resolution was passed and adopted by the Mower County Board of Commissioners at a meeting held February 28, 2012 at the Government Center, Austin, Minnesota.

BE IT RESOLVED By the Board of Commissioners of Mower County, Minnesota (County) as follows:

1. Pursuant to authority granted by Minnesota Statutes, Section 373.40 (the "Act"), the County is authorized to adopt a capital improvement plan and to issue its general obligation bonds to finance capital improvements thereunder.

2. It has been proposed that the County issue its general obligation capital improvement bonds in an amount presently estimated not to exceed \$10,000,000 for the purpose of financing capital improvements consisting of the acquisition of the Courts Facility, which is presently owned by Mower County Housing and Redevelopment Authority and leased to the County, for the purpose of reducing debt service costs to the County.

3. There has been presented to this Board a draft of a capital improvement plan identifying various capital improvements projects to be undertaken by the County, including acquisition of the Courts Facility.

4. As required by the Act, the Board will hold a public hearing on the capital improvement plan, and the issuance of bonds thereunder, to be held on a date to be determined, at which hearing all persons who appear shall be given an opportunity to express their views with respect to said proposal.

The County Coordinator is authorized to determine a date for the hearing, and to cause publication of notice of the hearing and the intent to issue bonds in the form attached as Exhibit A hereto, in the official newspaper of the County, not less than 14 nor more than 28 days prior to the date of the hearing, as required by law.



Unanimously passed and approved this 28<sup>th</sup> day of February, 2012.

**THE MOWER COUNTY BOARD OF COMMISSIONERS**

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

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

EXHIBIT A  
NOTICE OF PUBLIC HEARING ON CAPITAL  
IMPROVEMENT PLAN AND INTENT TO ISSUE GENERAL  
OBLIGATION CAPITAL IMPROVEMENT BONDS THEREUNDER

NOTICE IS HEREBY GIVEN that the Board of Commissioners of Mower County (the "County") will meet at 11:00 a.m. on March 20, 2012, in the Board Room located in the Lower Level of the Mower County Government Center, 201 1st Street NE, Austin MN 55912, to conduct a public hearing on the County's capital improvement plan (the "Plan") and the County's intention to issue its general obligation capital improvement bonds (the "Bonds") in an amount presently estimated not to exceed \$10,000,000, to finance the cost of a portion of the capital improvement projects identified in the Plan. The Bonds will be issued pursuant to authority granted by Minnesota Statutes, Section 373.40.

A copy of the proposed Plan is on file in the office of the County Coordinator.

All interested persons may appear at the public hearing and present their views orally or in writing.

Dated: February 28, 2012

BY ORDER OF THE BOARD OF  
COMMISSIONERS OF MOWER  
COUNTY

/s/Craig Oscarson  
County Coordinator  
Mower County, Minnesota

Motion made by Commissioner Bennett, seconded by Commissioner Reinartz to table the approval of the contracts for architectural services (Paul Johnson Architects) and construction management services (Knutson Construction) to March 6, 2012 for the LEC / Human Services remodel project. Motion carried.

Motion by Commissioner Gabrielson, seconded by Commissioner Bennett to adjourn the meeting at 11:31 a.m. Motion carried. The next meeting is scheduled for March 6, 2012 at 1:00 p.m.

**THE MOWER COUNTY BOARD OF COMMISSIONERS**

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

**Attest:**

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

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