

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

March 20, 2012

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

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

**HUMAN SERVICES BOARD:**

Status reports: Overview of director's report; Update on St. Mark's Lutheran Home; Merit System Applicants; Update on family child care licensing; and Salvation Army Homeless Shelter.

Commissioner Bennett moved and Commissioner Gabrielson seconded to approve a budget amendment for \$29,942.38 for optical scanning (\$25,487.38) and out of home placement bill (\$4,455.00) received after February 28, 2012. 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: March 20, 2012**

**Res. #17-12**

**RESOLUTION**

On motion of Commissioner Gabrielson, seconded by Commissioner Bennett, the following Resolution was passed and adopted by the Mower County Board of Commissioners at a meeting held March 20, 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 March 1, 2012 through March 31, 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 March 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 March 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, and Ray Tucker aye. Passed and approved this 20<sup>th</sup> day of March, 2012.

**THE MOWER COUNTY BOARD OF COMMISSIONERS**

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

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

**Date: March 20, 2012**

**Res. #18-12**

**RESOLUTION**

On motion of Commissioner Tucker, seconded by Commissioner Bennett, the following Resolution was passed and adopted by the Mower County Board of Commissioners at a meeting held March 20, 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 March 1, 2012 through March 31, 2012 are hereby approved.

BE IT FURTHER RESOLVED, That all assistance payments issued during the month of March 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 March 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 March 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, and Ray Tucker aye. Passed and approved this 20<sup>th</sup> day of March, 2012.

**THE MOWER COUNTY BOARD OF COMMISSIONERS**

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

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

Motion made by Commissioner Gabrielson, seconded by Commissioner Bennett to adjourn the Human Services Board meeting at 9:27 a.m. Motion carried.

**COUNTY BOARD**

The Special Session of the Board was reconvened at 9:37 a.m. for regular business items.

Jim Gephardt, Chair Soil and Water Conservation District, provided the County Board with an annual update of 2011 projects.

Justin Hanson, Cedar River Watershed District, provided the County Board with an annual update of 2011 projects.

The Board recessed at 10:04 a.m. and reconvened at 10:15 a.m.

Motion made by Commissioner Bennett, seconded by Commissioner Tucker to modify a prior board motion in regards to changes to Emergency Management staffing (September 7, 2010 Page NN 205) as follows:

1. Delete the 9-7-10 motion from Page NN205;
2. Approve the job description of Emergency Management/Safety Coordinator and authorize the Human Resources Director to fill the position;
3. Modify the position of Office Support Specialist, Sr. from a 1.0 FTE to a .75 FTE and authorize Human Resources to post, if vacant; and
4. Amend the 2012 Veteran's Service and Emergency Management Budgets with a total increase of \$19,710 from the Reserve Contingency budget.

Motion carried.

Motion made by Commissioner Bennett, seconded by Commissioner Gabrielson to approve an unpaid leave of absence request received on March 15, 2012 and on file in the office of Human Resources for a Financial Worker through April 2, 2012. Motion carried.

Commissioner Bennett reported on behalf of the Personnel Committee that a request was received to allow a part-time employee in the Child Support Unit of Human Services to work up to an additional ten hours per week to cover for an upcoming vacancy in the department.

Motion made by Commissioner Bennett, seconded by Commissioner Tucker to allow a part-time employee in the child Support unit to temporarily work up to an additional ten hours per week as authorized by the Child Support Supervisor with the maximum number of hours worked not to exceed forty hours per week until the vacancy in the department is filled. Motion carried.

Motion made by Commissioner Bennett, seconded by Commissioner Tucker to allow a Social Worker to accrue compensatory time on an as needed basis under the direction of the Social Services Director to handle newly assigned cases with the stipulation that the total compensatory bank be brought below the allowable limit established in Personnel Policy D275 by July 31, 2012. Motion carried.

**Date: March 20, 2012**

**Res. #19-12**

**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 March 20, 2012 at the Government Center, Austin, Minnesota.

WHEREAS, project number SAP 050-602-030 and SAP 050-636-005 completed under contract number 21184 by Rud Excavating, Inc. has in all things been completed and the County Board being fully advised in the premise.

NOW THEN BE IT RESOLVED that we do hereby accept said completed project for and on behalf of the County of Mower and authorize final payment as specified herein:

Contract Amount:\$ 1,535,980.91  
Final Amount: \$ 1,532,414.69 [99.77%]  
Final Payment: \$ 41,635.81

Passed and approved this 20<sup>th</sup> day of March, 2012.

**THE MOWER COUNTY BOARD OF COMMISSIONERS**

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

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

**Date: March 20, 2012**

**Res. #20-12**

**RESOLUTION**

On motion of Commissioner Gabrielson, seconded by Commissioner Bennett, the following Resolution was passed and adopted by the Mower County Board of Commissioners at a meeting held March 20, 2012 at the Government Center, Austin, Minnesota.

WHEREAS, project number CP 50-11-01 completed under contract number 21108 by Skyline Construction, Inc. has in all things been completed and the County Board being fully advised in the premise.

NOW THEN BE IT RESOLVED that we do hereby accept said completed project for and on behalf of the County of Mower and authorize final payment as specified herein:

Contract Amount: \$341,617.85  
Final Amount: \$ 377,163.17 [110.40%]  
Final Payment: \$ 18,858.16

Passed and approved this 20<sup>th</sup> day of March, 2012.

**THE MOWER COUNTY BOARD OF COMMISSIONERS**

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

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

Date: March 20, 2012

Res. #21-12

**RESOLUTION**

On motion of Commissioner Bennett, seconded by Commissioner Tucker, the following Resolution was passed and adopted by the Mower County Board of Commissioners at a meeting held March 20, 2012 at the Government Center, Austin, Minnesota.

WHEREAS, project number CP 50-11-06 completed under contract number 21118 by Rochester Sand & Gravel, Inc. has in all things been completed and the County Board being fully advised in the premise.

NOW THEN BE IT RESOLVED that we do hereby accept said completed project for and on behalf of the County of Mower and authorize final payment as specified herein:

Contract Amount: \$ 368,810.87  
Final Amount: \$ 386,141.09 [104.60%]  
Final Payment: \$ 19,307.05

Passed and approved this 20<sup>th</sup> day of March, 2012.

**THE MOWER COUNTY BOARD OF COMMISSIONERS**

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

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

Mike Hanson, Public Works Director, presented bid information received for the seasonal projects.

Motion made by Commissioner Tucker, seconded by Commissioner Gabrielson to award the bid for project CP 50-12-02 (fuel) to the low bidders Severson Oil for gasoline and Baudoin Oil Co. for diesel. Motion carried. Full bid abstract on file in the office of the County Auditor-Treasurer and Public Works Director.

Motion made by Commissioner Gabrielson, seconded by Commissioner Bennett to award the bid for project CP 50-12-03 (striping) to the low bidder Traffic Marking Service,

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

Motion made by Commissioner Bennett, seconded by Commissioner Gabrielson to award the bid for project CP 50-12-04 (bituminous) to the low bidder Flint Hills Resources LP. 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 Bennett to authorize the Environmental Services Supervisor to sign the amendment to the SSTS loan grant for 2012 allocations. Motion carried.

Motion made by Commissioner Tucker, seconded by Commissioner Gabrielson to set the project letting date to May 3, 2012 at 1:00 p.m. at the office of the County Highway Department and awarded at the County Board of Commissioner's meeting for the following County projects:

SAP 050-613-010 (replace bridge 88973 on CSAH 13)

SAP 050-623-002 (replace bridge 7048 on CSAH 23)

Motion carried.

Kristen Nelsen, County Attorney, for the Siebel Center, requested the Board approve an application by the Siebel Center for a \$400,000 grant in which the County will serve as the fiscal agent.

Motion made by Commissioner Gabrielson, seconded by Commissioner Gabrielson to approve a three-year \$400,000 grant application by the Siebel Center in which the County will serve as fiscal agent but will be reimbursed for administrative costs and authorize the chair to sign the grant application. Motion carried.

Motion made by Commissioner Bennett, seconded by Commissioner Tucker to approve the minutes of March 6, 2012. Motion carried.

Motion by Commissioner Gabrielson, seconded by Commissioner Bennett to approve the following Commissioner warrants for payment which include the first payment to Paul Johnson Architect for architectural services related to the LEC / Human Services remodel project:

AMOUNT	VENDOR NAME	AMOUNT	VENDOR NAME
235.39	A.E.S., INC.	1036.90	ABOVE ALL CLEANING, INC
700.35	ALBERT LEA SEED HOUSE, INC	427.40	ALLIANT ENERGY
1908.74	AMERICAN SOLUTIONS FOR BUSINES	46364.07	AMI IMAGING SYSTEMS INC
147.00	AUSTIN BRUINS JR HOCKEY	108.84	AUSTIN BUILDERS SUPPLY, INC
599.00	AUSTIN DAILY HERALD	261.49	BACHMAN PRINTING
122.53	BEAR GRAPHICS, INC	1272.58	BOB BARKER COMPANY INC.
848.42	BUSTAD DOZING AND EXCAVATING I	155.74	CARE EXPRESS PRODUCTS INC
294.23	CATCO PARTS AND SERVICE	6727.59	CDW GOVERNMENT INC
28517.44	CEDAR VALLEY SERVICES, INC	389.20	CENTURYLINK
272.45	CHARTER COMMUNICATIONS	1369.75	ALETA CHRISTOPHERSON
3335.00	CLARINDA ACADEMY	2000.00	CLIFTONLARSONALLEN
599.71	COMMUNITY UTILITY CO.	356.90	NORMAN CRAIG
166.05	DALCO	299.50	DASH MEDICAL GLOVES INC.

**COMMISSIONERS' RECORD MOWER COUNTY, MINNESOTA**

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560.00 DEDICATED TECHNOLOGY	6543.50 DELL MARKETING L P
12284.79 DEVELOPMENT CORP OF AUSTIN	701.10 DEXTER LP, INC
1066.61 DIAMOND RIDGE PRINTING	240.00 DILIGENT SERVICE NETWORK
674.35 DANIEL DONNELLY LAW FIRM	270.17 EMERGENCY AUTOMOTIVE TECHNOLOG
139.20 ETTERMAN ENTERPRISES	14430.93 FALKSTONE LLC
188.49 FOX ELECTRIC COMPANY, INC	252.17 G & K SERVICES
283.96 HANSON TIRE SERVICE INC.	135.00 HARTY MECHANICAL INC
1323.62 IDEACOM MID-AMERICA INC	914.52 IKON OFFICE SOLUTIONS
373.83 INNOVATIVE OFFICE SOLUTIONS,LL	125.00 INTERCULTURAL MUTUAL
6787.91 IVERSON HAULING	1185.00 JAY P AKKERMAN INC
10335.60 JONES, HAUGH & SMITH, INC.	105.00 KEN KROUPA
300.00 LENWAY LAW OFFICE	106.88 LEXISNEXIS MATTHEW BENDER
275.74 LTRS LLC	211.80 M-R SIGN COMPANY, INC.
2299.00 MANATRON INC	1155.25 MANPOWER
209.56 MANTEK	6026.99 MAYO CLINIC -ROCHESTER
11461.79 MAYO CLINIC HEALTH SYSTEM-AUST	22836.00 MCF - STILLWATER
115.55 MEDIBADGE	108.20 MEDTOX LABORATORIES INC
4349.25 MELCHERT HUBERT SJODIN	6485.85 MESABI ACADEMY
131.52 MIDSTATES EQUIPMENT & SUPPLY	650.00 MIDWEST CLINICAL PSYCHOLOGISTS
1070.75 MINNESOTA COUNTIES INFORMATION	347.87 MINNESOTA ELEVATOR, INC
1589.64 MINNESOTA SUPPLY COMPANY	119.68 MISSISSIPPI WELDERS SUPPLY CO.
100.00 MN DEPT OF LABOR & INDUSTRY FI	1584.92 NAPA AUTO PARTS
397.86 NORIX INC	175.00 NORTHLAND BUSINESS SYSTEMS
4898.80 OFFICE OF ENTERPRISE TECHNOLOG	584.77 ORBITCOM
10805.73 PAUL R JOHNSON ARCHITECT INC	3709.39 MARSHA PAWLUK
182.91 PETROBLEND CORP.	329.64 POST BULLETIN COMPANY LLC
5220.00 PRAIRIE LAKES YOUTH PROGRAMS	300.00 PROFESSIONAL PORTABLE X-RAY IN
172.06 PROLINE DIST INC	290.00 RIVERLAND COMMUNITY COLLEGE-AL
951.00 RONCO ENGINEERING SALES, INC.	2838.88 RS EDEN INC
210.00 CAROLINA SALAZAR	227.00 SHRED-IT USA INC
307.03 STAPLES CREDIT PLAN	260.00 KATHY STUTZMAN
4424.75 TIBURON	394.34 TOTAL GLASS-LOCK, INC
1928.89 TURNKEY CORRECTIONS	190.61 ULVEN'S ACE HARDWARE
119.35 UNIFORMS UNLIMITED INC	205.00 UNIVERSITY OF MINNESOTA
2078.64 VERIZON WIRELESS	4598.24 VILLAGE RANCH INC.
1249.84 WASTE MANAGEMENT OF WI-MN	2562.20 WEST PAYMENT CENTER
2175.00 RANDY WILLS	6520.36 WOODLAND HILLS
249.05 WRIGHT EXPRESS FSC	312.58 YOUNG'S WELDING, INC.
14972.72 180 DEGREES INC	
47 PAYMENTS LESS THAN \$100	2,216.03
**** FINAL TOTAL.....	\$295,030.93 ****

Motion carried.

Motion by Commissioner Bennett, seconded by Commissioner Tucker to approve out-of-state travel for Sheriff's department staff to attend the National Sheriff's Conference. Motion carried.

Motion made by Commissioner Tucker, seconded by Commissioner Gabrielson to make the following appointments to the Mower County Housing and Redevelopment Authority Board of Directors:

Joy Oudekirk (full 5 year term) 1-1-12 to 12-31-16; and  
 Jeanette Curley (partial term) 3-20-12 to 12-31-12.

Motion carried.

The Board recessed at 10:54 a.m. and reconvened at 11:00 a.m.

The Board held a Public Hearing on the Capital Improvement Plan with the intent to issue General Obligation Capital Improvement Bonds thereunder in an amount not to exceed \$10,000,000.

Craig Oscarson, County Coordinator, and Donna Welsh, Finance Director, provided the Board with information concerning the general obligation improvement bonds and shared the advice of Stephanie Galey, consultant.

No one spoke for or against the Capital Improvement Plan with the intent to issue General Obligation Capital Improvement Bonds thereunder in an amount not to exceed \$10,000,000.

Motion by Commissioner Gabrielson, seconded by Commissioner Bennett to adjourn the meeting at 11:05 a.m. Motion carried. The next meeting is scheduled for April 3, 2012 at 1:00 p.m.

**THE MOWER COUNTY BOARD OF COMMISSIONERS**

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

**Attest:**

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

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