

SPECIAL SESSION OF THE MOWER COUNTY  
BOARD OF COMMISSIONERS

June 5, 2012

The Mower County Board of Commissioners in and for the County of Mower, Minnesota, met in Special Session June 5, 2012 at 1:00 p.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

Commissioner Bennett on behalf of the Personnel Committee noted that the committee had reviewed the request of Steve King, Director of Correctional Services, to add a county-funded position of Teen Court/Diversion Coordinator. There was a part-time employee in this position through 2010. Instead of replacing this position, the department utilized an employee working under a grant program, so he has not expended budgeted funds already allocated in the current budget for this position. The grant that the employee has been working under is due to expire around August 1, 2012.

Motion made by Commissioner Bennett, seconded by Commissioner Tucker to authorize the Human Resources Director to fill the Teen Court/Diversion Coordinator position upon the expiration of grant funds at a part-time (20 hours per week) status. Motion carried.

Motion made by Commissioner Bennett, seconded by Commissioner Tucker to authorize the Human Resources Director to fill the vacant Office Support Specialist position in Health & Human Services vacant due to an internal promotion and fill any subsequent vacancies that may result from the hiring process. Motion carried.

On behalf of the Personnel Committee, Commissioner Bennett noted that Personnel Policy B225 includes a list of positions that are eligible to receive a county issued cell phone or personal cell phone allowance as part of employment with Mower County. It has been requested that the newly created Emergency Management/Safety Coordinator position be added to this list as this employee will need to be accessible at all times in the case of a local emergency situation.

Motion made by Commissioner Bennett, seconded by Commissioner Tucker to add the Emergency Management/Safety Coordinator position to the list in Personnel Policy B225 as eligible to receive a county-issued cell phone or personal cell phone allowance. Motion carried.

Commissioner Bennett noted that the Personnel Committee has considered a request from the income maintenance supervisor to authorize employees in the Financial Unit to accrue compensatory time on an as needed basis and to work Saturday hours if the state MAXIS system is running. This would aid employees in assuming extra caseloads/duties due to temporary short-staffing in this unit.

Motion made by Commissioner Bennett, seconded by Commissioner Tucker to allow the Income Maintenance Supervisor to authorize the accrual of compensatory time as needed in accordance with the limitations specified in the union contract and with the requirement that the total compensatory bank for all affected employees be brought below the limit established in Personnel Policy D275 by September 30, 2012 and also authorize the financial unit employees to work Saturday hours (during business hours specified under Personnel Policy D250) with the approval of the Income Maintenance Supervisor. Motion carried.

The Personnel Committee has reviewed the duties of the vacant payroll position and has considered other models for delivering the payroll function. In the model recommended by staff, which is also described in the proposed job description, the supervision of the payroll function will be moved from the Finance Department to Human Resources, the position title will change from Payroll/Accounting Technician to Payroll Benefits Coordinator and will report to the Human Resources Director; and this change will create added efficiencies through allowing for a payroll "backup" person and increased communication between Payroll and Human Resources for the purposes of benefits/insurances/pay changes, etc.

Motion made by Commissioner Bennett, seconded by Commissioner Tucker to approve the job description for the position of Payroll/Benefits Coordinator that transfers the position reporting relationship from Finance to Human Resources and authorize the Human Resources Director to fill the position and any subsequent vacancies that may become available if the position is filled internally. Motion carried.

Commissioner Bennett noted that since February 2012, the payroll has been being done by the former payroll clerk, Val Kruger, in addition to her duties as Fiscal Supervisor with Health & Human Services. The Personnel Committee recommends that a stipend be paid to this employee.

Motion made by Commissioner Bennett, seconded by Commissioner Gabrielson to approve a stipend of \$250 for each payroll since the end of February 2012 that has been done by the former payroll clerk, Valerie Kruger. Motion carried.

In May, the County Board authorized filling a Property Appraiser position to be vacant with the retirement of the Sr. Property Appraiser in the Assessor's office. Based on the shortage of qualified external applicants, the Committee recommends filling the vacancy with a Property Appraiser Trainee.

COMMISSIONERS' RECORD MOWER COUNTY, MINNESOTA

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Motion made by Commissioner Bennett, seconded by Commissioner Tucker to authorize the Human Resources Director to fill the vacant Property Appraiser position internally with a Property Appraiser Trainee and fill any subsequent position(s) that may become vacant as a result of filling the position internally. Motion carried.

Motion made by Commissioner Bennett, seconded by Commissioner Gabrielson to authorized the Human Resources Director to work with the Auditor-Treasurer to establish a roster of election judges to work on a temporary basis, without benefits, at a wage of \$10.00 per hour. Motion carried.

Motion made by Commissioner Reinartz, Commissioner Gabrielson approve Kane and Johnson Architects, Inc.'s quote of \$6,768.00 for asbestos analysis work at the Government Center in preparation for the LEC / Health & Human Services remodel project. Motion carried.

Steve Iverson of Iverson Hauling appeared before the Board because he is considering selling his business and would like his Rural Recycling contract with Mower County to be assigned to the owner. There will be no change in services. The County Attorney had reviewed the contract and there are no concerns with an assignment of the contract to Freeborn County Coop Oil.

Motion made by Commissioner Tucker, seconded by Commissioner Reinartz to grant the request of Iverson Hauling, to assign the contract to Kevin Kaiser, Freeborn County Coop Oil. Motion carried.

Motion made by Commissioner Bennett, seconded by Commissioner Gabrielson to approve the May 22, 2012 minutes. Motion carried.

Motion made by Commissioner Tucker, seconded by Commissioner Gabrielson to approve the commissioner warrants.

AMOUNT	VENDOR NAME	AMOUNT	VENDOR NAME
250.52	AAFES	301.00	AHMSI
789.65	ALLIED MOLD & DIE CORP	29851.65	AUSTIN UTILITIES
762.66	BEST WESTERN NORMANDY INN	961.88	BROCK WHITE CO LLC
1844.00	BUSTAD DOZING AND EXCAVATING I	761.66	C S S
4237.80	CARDMEMBER SERVICE	230.95	CARE EXPRESS PRODUCTS INC
2068.69	CHARTER COMMUNICATIONS	7038.00	ALETA CHRISTOPHERSON
3089.30	CORELOGIC TAX SERVICE REFUND D	241.88	CRAGUN CORPORATION
2796.95	NORMAN CRAIG	254.60	DASH MEDICAL GLOVES INC.
244.64	EMERGENCY AUTOMOTIVE TECHNOLOG	667.97	ENDRES WINDOW CLEANING, INC.
432.29	ETTERMAN ENTERPRISES	607.05	FOX ELECTRIC COMPANY, INC
375.30	GRAINGER	6321.45	HANCOCK CONCRETE PRODUCTS, LLC
525.00	HOVERSTEN, JOHNSON, BECKMANN & H	3276.00	INDYMAC MORTGAGE SERVICE
843.13	INNOVATIVE OFFICE SOLUTIONS, LL	6727.96	IVERSON HAULING
490.00	JB PRESSURE WASHING	5032.10	JONES, HAUGH & SMITH, INC.
2919.50	EVAN LARSON LAW OFFICE	328.49	LAWSON PRODUCTS, INC
123.31	LEXISNEXIS MATTHEW BENDER	2662.06	LHB INC
346.75	LYNN PEAVEY CO	1974.21	M-R SIGN COMPANY, INC.
3545.55	MANPOWER	25245.00	MCF - STILLWATER
264.00	MEDGAARDEN'S SOUTHWEST SALES,	154.39	MEDICAL DISPOSAL SYSTEMS INC
672.28	METRO SALES, INC.	461.69	MIDTOWN TOWING
648.00	MINN STATE BAR ASSOCIATION	6023.83	MINNESOTA SUPPLY COMPANY

COMMISSIONERS' RECORD MOWER COUNTY, MINNESOTA

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323.00 MOWER COUNTY SHOPPER	375.00 REBECCA NICOL
1031.49 PETROBLEND CORP.	3972.38 POLICE CENTRAL INC.
1054.70 POST BULLETIN COMPANY LLC	418.00 POWERPHONE, INC
192.08 PRS	1456.40 PTS OF AMERICA LLC
198.44 PUBLIC SAFETY CENTER INC.	220.00 LAURA RAMIREZ
214.50 RATWIK, ROSZAK & MALONEY, ATTY	1169.88 ROBERTS SPECIALTY COMPANY
658.84 ROCHESTER FORD-TOYOTA	103.00 S & S WATERWORKS
3900.94 SCHILLING SUPPLY COMPANY	410.91 SEMA EQUIPMENT INC- AUSTIN
26855.61 SEVERSON OIL CO	1100.00 SHARROW LIFTING PRODUCTS
187.03 SMYTH COMPANIES INC	217.01 SWANSTON EQUIPMENT CORPORATION
149.18 DAVE SYVERSON FREIGHTLINER	3481.97 TURNKEY CORRECTIONS
297.12 ULLAND BROTHERS INC.	10675.00 VANGUARD APPRAISALS INC
656.86 WASTE MANAGEMENT OF WI-MN	830.50 WEST PAYMENT CENTER
262.78 WHITEWATER WIRELESS, INC ROCHESTER	118.43 WRIGHT EXPRESS FSC
192.38 ZEP SALES & SERVICE	2238.15 ZIEGLER, INC
3311.57 3D SPECIALTIES, INC.	
45 PAYMENTS LESS THAN \$100	2,200.50
****	\$194,866.79 ****
FINAL TOTAL.....	

Motion carried.

Motion made by Commissioner Gabrielson, seconded by Commissioner Reinartz to approve the following liquor or beer licenses effective July 1, 2012 through June 30, 2013:

Liquor licenses approved for

Chateau Raceway – On Sale 3.2%

Echo Lanes – On Sale

Windrift Lounge – On Sale

Cedar River Country – On Sale

Ramsey Golf Club, Inc. / River Oaks of Austin – On Sale

Motion carried.

Motion made by Commissioner Gabrielson, seconded by Commissioner Bennett to approve the application of Four Links Promotions for a fireworks/pyrotechnic special effects display on July 6, 2012 and the application of Deer Creek Speedway for a fireworks/pyrotechnic special effects display on July 7, 2012. Motion carried.

Austin Downtown Retailers' Association has made a request to use some of the County's property, vacant space north of the Justice Center and County Parking Lot C, on Thursday evenings for a vendor market and events such as a car show. A discussion followed concerning the current uses of County Parking Lot C and insurance with no action taken on this request at this time.

Craig Oscarson reminded the Commissioners that they had indicated that they may wish to hold an open forum before taking a vote on participation in the Redesign of Health and Human Services project.

The Board set June 25, 2012 at 6:00 p.m. for an open forum for Health and Human Services Redesign.

Steve King, Director of Correctional Services, appeared before the Board to formally recognize two of his probation officers, Tracy Bachman and Kelley Lang, who won the MACPA Excellence in Correction's Award for their hard work in the local truancy program.

Mr. Gary Ray and John Gray appeared before the Board to make a formal request for a donation from the County to assist with start-up costs for the Vision 2020 project. The County Attorney had informed the Board that a donation cannot be given directly to Vision 2020 but if the project was a part of the local development corporation, the County could make a donation to the Development Corporation of Austin for the Vision 2020 project.

Motion made by Commissioner Reinartz to approve a \$10,000 donation to the DCA for the Vision 2020 project, if legal to do so. Three times the Chair called for a second. Motion failed for a lack of a second.

The Commissioner Ankeny, Chair passed the gavel to Commissioner Tucker.

Motion made by Commissioner Ankeny, seconded by Commissioner Reinartz to approve a \$10,000 donation to the Development Corporation of Austin for Vision 2020. The Commissioners voted as follows: Commissioner Gabrielson nay, Commissioner Bennett nay, Commissioner Ankeny aye, Commissioner Reinartz aye, Commissioner Tucker nay. Motion failed 3-2.

Commissioner Ankeny resumed the duties as the Chair.

Motion made by Commissioner Tucker, seconded by Commissioner Gabrielson to adopt the Mower County Procedures for Maintaining Tax Exemption of Bonds relating to the justice center refinancing. Motion carried.

**Date: June 5, 2012**

**Res. #38-12**

**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 June 5, 2012 at the Government Center, Austin, Minnesota.

**WHEREAS**, on June 5, 2012 Riverland Community College Foundation presented a request for a Minnesota Lawful Gambling License for gambling to be conducted at the River Oaks Golf Course on July 14, 2012.

**BE IT RESOLVED THAT**, the Mower County Board of Commissioners do hereby approve the issuance of a Minnesota Lawful Gambling License to Riverland Community College Foundation for gambling at River Oaks Golf Course on July 14, 2012.

Passed and adopted this 5<sup>th</sup> day of June, 2012.

**THE MOWER COUNTY BOARD OF COMMISSIONERS**

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

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

Motion made by Commissioner Bennett, seconded by Commissioner Reinartz to authorize the chair to sign the updates to the Emergency Operations Plan. Motion carried.

Representatives from the 4-H clubs asked for commissioners to volunteer again this year for assistance in judging the 4-H entries at the fair. Commissioner Ankeny, Commissioner Reinartz and Commissioner Bennett volunteered to assist with the judging.

Motion made by Commissioner Bennett, seconded by Commissioner Tucker to adjourn at 2:29 p.m. Motion carried. The next meeting is scheduled for June 12, 2012 at 8:30 a.m.

**THE MOWER COUNTY BOARD OF COMMISSIONERS**

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

Attest:

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

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