

SPECIAL SESSION OF THE MOWER COUNTY  
BOARD OF COMMISSIONERS

August 7, 2012

The Mower County Board of Commissioners in and for the County of Mower, Minnesota, met in Special Session August 7, 2012 at 1:00 p.m. at the Government Center in Austin, Minnesota.

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

Commissioner Bennett on behalf of the Personnel Committee indicated that the committee was not yet ready to make a formal recommendation on an amendment to the Telephone Policy (Policy B225). However, the committee does recommend including the County Recorder as a position eligible under the current policy to receive a cell phone allowance.

Motion made by Commissioner Bennett, seconded by Commissioner Tucker to add the position of County Recorder to the list of eligible employees for cell phone allowance under Personnel Policy B225. Motion carried.

The Personnel Committee has reviewed the proposed changes to Personnel Policy D230 and recommends amending the policy. The proposed revisions delete some of the specific examples of "unacceptable dress" and instead give a wider degree of latitude to departments in determining appropriate work apparel.

Motion made by Commissioner Bennett, seconded by Commissioner Tucker to amend Personnel Policy D230 Professional Dress by revising the appropriate paragraphs and sections of the policy as follows:

**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.)~~ **Employees are required to adhere to policy guidelines as minimum requirements and to any additional requirements issued by their Department Head concerning appropriate dress. Failure to comply with dress code guidelines may warrant disciplinary action pursuant to Personnel Policy Section B190. Accommodations to this policy for medical, religious, or cultural reasons will be considered. Employees should submit a written accommodation request to the Human Resources Director who will make a determination in consultation with the supervising Department Head to approve, deny, or propose alternate accommodations to the requesting employee.**

**BUSINESS CASUAL GUIDELINES**

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## COMMISSIONERS' RECORD MOWER COUNTY, MINNESOTA

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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 undergarments. ~~such as spaghetti strap tops or dresses, 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. **Spaghetti strap, halter neck, or strapless dresses may be appropriate if a covering garment is worn over them.** ~~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, **dress sandals** and leather deck-type shoes are acceptable for work. ~~Athletic shoes,<sup>1</sup> flip-flops,<sup>2</sup> crocs, and slippers are not acceptable in the office. Alternative footwear is acceptable for medical reasons.~~

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

### **NON-OFFICE, FIELD AND TECHNICAL WORKERS GUIDELINES**

Examples of appropriate dress include: Coveralls, overalls, work pants, denim jeans, twill/canvas pants, weather appropriate t-shirts, sweatshirts, canvas jackets and safety apparel. **If hats or head coverings are determined allowable for outdoor work, they will not contain any potentially offensive words, terms, logos, pictures, cartoons or slogans.**

### **FRIDAY CASUAL DRESS GUIDELINES**

The following casual dress may be worn with Department Head approval on Fridays only. It does not apply to any other days of the week.

Business casual dress will continue to be appropriate. In addition, the following may be worn:

Pants: Blue jeans may be worn. They are not to be torn, ~~frayed, distressed, ripped,~~ dirty or reveal undergarments.

Shirts, Tops and Sweatshirts: Mower County logo apparel may be worn. Sweatshirts are acceptable as long as they do not have any potentially offensive words, terms, logos, pictures, cartoons or slogans. Sports team, university, and fashion brand names on clothing are generally acceptable ~~if the logo is small and located on either the right or~~

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<sup>1</sup>Athletic shoes are defined as footwear designed to be worn during athletic activities (such as running, basketball, tennis or other similar activities) or exercising.

<sup>2</sup>Flip-flops are defined as flat sandals consisting of a flat sole held loosely on the foot by a Y-shaped strap, like a thin thong, that passes between the first (big) and second toes and around either side of the foot, or a wide flat strap (such as one finds on athletic or beach sandals).

~~left shoulder area. Wording or graphics on full front or back area of garment will not be acceptable. Hooded sweatshirts will not be acceptable.~~

~~Shoes and other footwear: Athletic shoes are acceptable as long as they are clean. Flip-flops, crocs and slippers will not be acceptable.~~

Motion carried.

The Personnel Committee reviewed a proposal from several departments looking to scan and index their paper files/records to an electronic system. On an ongoing basis, this would be the responsibility of the existing department staff; however, the initial scanning/indexing of hundreds/thousands of files would require up front hours that exceed the availability of the current staff in the department. The departments requesting this assistance include: Environmental Services (Public Works) – approx. 1000 hours, Human Resources – approx. 400 hours, and Attorney's Office – approx. 40 hours. There would be budget funds available in the current budget (under the temporary help line item in Public Works and under the training line item in the Coordinator's budget) that could be utilized to accommodate this request. The Committee recommends approving the requests.

Motion made by Commissioner Bennett, seconded by Commissioner Tucker to approve hiring temporary staffing to complete scanning/indexing for up to 1500 hours countywide and to authorize a starting wage not to exceed \$10 per hour. Motion carried.

The Sheriff's Department (Jail) has requested temporary staffing to update department policy manuals according to new / enhanced requirements. The Committee is not ready to make a recommendation at this time.

The Personnel Committee reviewed a temporary staffing request from the Public Works department to complete work necessary under the septic system grant. It is the Committee's understanding that all costs relative to employing this temporary staff would either be reimbursed under the grant or if not grant eligible, would be managed within the existing Public Works temporary staffing budget. The committee recommends approval.

Motion made by Commissioner Bennett, se seconded by Commissioner Tucker to approve temporary help for the Public Works department in completing the septic system grant project as long as all staffing costs are either reimbursed under the grant or there is money within the current Public Works budget to cover the temporary staffing cost. Motion carried.

The Building Committee noted for the Board that bleachers are installed and ready for the grand stand events at the fair this week.

Craig Oscarson, County Coordinator, provided a brief Redesign update.

Angie Knish, Environmental Services Supervisor, brought to the Board for its consideration a Resolution to address an area around Turtle Creek where there are environmental concerns and septic systems that are not in compliance in which plans are being formulated to address the concerns.

**Date: August 7, 2012**

**Res. #52-12**

**RESOLUTION**

On motion of Commissioner Reinartz, seconded by Commissioner Bennett, the following Resolution was passed and adopted by the Mower County Board of Commissioners at a meeting held August 7, 2012 at the Government Center, Austin, Minnesota.

**WHEREAS**, Mower County completed an imminent public health threat (IPHT) inventory of septic systems in Udolpho, Lansing, Austin and Lyle Townships; and

**WHEREAS**, landowners are provided written notice of the IPHT and are notified that an upgrade to the septic system is required within 10-months of an IPHT notice; and

**WHEREAS**, Mower County found that there were a high concentration of IPHT systems located within Austin Township, Sections 5 and 6, located just south, southwest, and southeast of Turtle Creek. Mower County has since created a database and maps of this area; and

**WHEREAS**, Mower County found eight (8) lots are currently in compliance, 7 lots were still undeveloped, out of a total of fifty-one (51) parcels; and

**WHEREAS**, Mower County completed a more detailed study which included review of: records on file, soil survey maps, and existing private well locations, to determine the likelihood of the existing systems to pass a compliance inspection and/or their ability to reconstruct onsite, if compliance or reconstruction were to be required; and

**WHEREAS**, Mower County brought this information to the attention of the Austin Township Board and supports the Township working with Sheila Craig, Community Wastewater Facilitator, to meet with these property owners to discuss and determine their options, based upon a group basis, to correct the existing IPHTs and possible non-compliant systems. As part of this process the group will review various alternatives and costs of those alternatives; and

**WHEREAS**, the study group found that this study area had two distinct physical features; and therefore recommended the study area be broken into two portions; called Turtle Creek 1 & Turtle Creek 2; and

**WHEREAS**, Mower County has agreed not to require upgrade of these systems while the matter is being studied; and

**WHEREAS**, this process is now currently underway; and

**WHEREAS**, a landowner within this areas has requested a zoning permit to construct a building. As part of the zoning permit process, a compliance inspection was required. This parcel did not pass a compliance inspection and therefore requires upgrading under the

ordinance before a zoning permit may be issued for construction of a building upon this property; and

**WHEREAS**, the study group has not had an opportunity to determine which method is in the best interest of Turtle Creek 1 & 2 to solve the above-mentioned non-compliant septic system issues; and

**WHEREAS**, Mower County finds that it is not in the best interest of the County or its citizens of this study area to require upgrade of any individual sewage treatment system because no group decision has been yet established;

**NOW THEREFORE BE IT RESOLVED** that construction is only allowed for the parcels located within Sections 5 & 6, Austin Township that are a part of Turtle Creek 1 and Turtle Creek 2 designated areas and are part of the official database on file with Mower County under the following conditions:

- 1) The parcel shall be evaluated, by a licensed septic system contractor, to determine that, if necessary, an individual sewage treatment system can be placed upon the property; and
- 2) The landowner is put on written notice that he/she will be required to abide by the decision of the group once a decision is made as to how to alleviate septic system issues for these study group areas. The landowner(s) shall be bound by the group's decision; and
- 3) If the decision is made that each owner shall be responsible for their own system individually, the landowner(s) shall upgrade their system and use the area previously evaluated by a licensed contractor for placement of a septic system within 10-months of the group's decision; and
- 4) The landowner shall enter into a written agreement with the county prior to a zoning permit being issued; and
- 5) If there is no option for a septic system to be placed upon the parcel; no zoning permit shall be issued.

All other parcels in the County shall be subject to the zoning ordinance as it is written.

Passed and approved this 7<sup>th</sup> day of August, 2012.

**THE MOWER COUNTY BOARD OF COMMISSIONERS**

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

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

Motion made by Commissioner Tucker, seconded by Commissioner Gabrielson to approve the request of Cheers Bar in Waltham for a one-block section of County Road 101

COMMISSIONERS' RECORD MOWER COUNTY, MINNESOTA

be closed on August 18, 2012 from 10:00 a.m. to 2:00 a.m. for a private event subject to the applicant providing a certificate of insurance (unless the City of Waltham will sponsor the event) and subject to the applicant erecting and dismantling the provided barricades and removing all litter from the street. Motion carried.

Motion made by Commissioner Bennett, seconded by Commissioner Gabrielson to approve the minutes of July 31, 2012. Motion carried.

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

AMOUNT	VENDOR NAME	AMOUNT	VENDOR NAME
224.43	A+ PRINTING	150.00	ABC DRIVING SCHOOL
16511.55	ADVANCED CORRECTIONAL HEALTHCA	460.80	ANKENY'S MINI MART #5
62405.28	AUSTIN UTILITIES	543.81	BOB BARKER COMPANY INC.
896.45	CARDMEMBER SERVICE	464.04	DALCO
534.36	DONKERS HOMETOWN APPLIANCES	350.00	DANIEL DONNELLY LAW FIRM
349.89	EMERGENCY AUTOMOTIVE TECHNOLOG	6327.48	FREEBORN COUNTY CO-OPERATIVE O
119.47	GALLS LLC	119.30	GRAINGER
500.00	DAVID HOVERSTEN	140.26	INNOVATIVE OFFICE SOLUTIONS,LL
136.51	INTAB INC.	300.00	SANDRA JARVIS
208.12	KEN KROUPA	1151.29	EVAN LARSON LAW OFFICE
458.65	LASER PRODUCT TECHNOLOGIES	308.72	JENNIFER LLOYD
330.00	MINNESOTA SHERIFF ASSOCIATION	977.50	MN DEPT OF HEALTH WELL MANAGEM
305.90	NATIONS TITLE AGENCY OF WI	1395.00	OLYMPIC FIRE PROTECTION CORP
4467.21	MARSHA PAWLUK	8466.64	PROLINE DIST INC
1651.20	REGENTS OF THE UNIVERSITY OF M	284.34	RICOH USA INC
4750.00	ROLLING GREEN FENCING, INC	484.79	SCHILLING SUPPLY COMPANY
218.07	SHRED-IT USA INC	112.71	TOTAL GLASS-LOCK, INC
288.00	VERIFIED CREDENTIALS INC	507.20	WASTE MANAGEMENT OF WI-MN
1288.50	WEST PAYMENT CENTER	172.96	Y WASTE REMOVAL INC
	9 PAYMENTS LESS THAN \$100	557.88	
****	FINAL TOTAL.....	\$118,918.31	****

Motion carried.

Motion made by Commissioner Tucker, seconded by Commissioner Gabrielson to accept the Finance Director's recommendation to use \$750,000 as Assigned Funds to cover reverse journal entries as of December 31, 2012 and continue to use this amount until the bond value amounts at year end are not as volatile. Motion carried.

Marv Rypinski, serving as the Chair of the Austin Housing and Redevelopment Board, asked the County Board to consider long-term combining the efforts of the Austin HRA and the Mower County HR in terms of purposes, goals, budgets, etc. to better serve Mower County and the City of Austin.

In addition, Mr. Rypinski indicated that the door people use to enter the Mower County Recycling center while carrying their recycling is too heavy. Mr. Rypinski indicated that he would donate the first \$100.00 to change the door so it would open for people when they are carrying recycling.

Amy Lammey, Emergency Management/Safety Coordinator, provided a brief report on the recent disaster/evacuation exercise that was conducted at the Government Center. The exercise went well. Some areas/issues were noted that will be addressed. This is one of the

benefits of having a drill so that weaknesses can be identified and corrected before any real emergency arises.

Motion by Commissioner Reinartz, seconded by Commissioner Bennett to adjourn the meeting at 2:00 p.m. Motion carried. The next meeting is scheduled for August 14, 2012 at 8:30 a.m.

**THE MOWER COUNTY BOARD OF COMMISSIONERS**

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

**Attest:**

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

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