

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

November 27, 2012

The Mower County Board of Commissioners in and for the County of Mower, Minnesota, met in Special Session November 27, 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

Department Head Report – Steve King, Director of Correctional Services

HUMAN SERVICES BOARD:

Overview of director's report. Service Delivery Authority (SDA) update.

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

- a. Minnesota State Operated Community Services (MSOCS) – approve amendment to contract for Home & Community Based Waiver Services, effective December 1, 2012 to June 30, 2013.

Motion carried.

Commissioner Bennett moved and Commissioner Reinartz 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: November 27, 2012

Res. #75-12

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 November 27, 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 November 1, 2012 through November 30, 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 November 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 November 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 27th day of November, 2012.

THE MOWER COUNTY BOARD OF COMMISSIONERS

By: _____
Chairperson

By: _____
Clerk/Coordinator

Date: November 27, 2012

Res. #76-12

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 November 27, 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 November 1, 2012 through November 30, 2012 are hereby approved.

BE IT FURTHER RESOLVED, That all assistance payments issued during the month of November 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 November 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 November 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 27th day of November, 2012.

THE MOWER COUNTY BOARD OF COMMISSIONERS

By: _____
Chairperson

By: _____
Clerk/Coordinator

Motion made by Commissioner Gabrielson, seconded by Commissioner Reinartz to adjourn the Human Services Board meeting at 9:45 a.m. Motion carried.

COUNTY BOARD

The Special Session of the Board was reconvened at 9:58 a.m. for regular business items.

Lisa Kocer, appeared before the Board for Community Health Business.

Motion made by Commissioner Gabrielson, seconded by Commissioner Reinartz to sign the 2013 Local Public Health Act Funding Assurances and Agreements Form. Motion carried.

Motion made by Commissioner Tucker, seconded by Commissioner Bennett to approve the contract between Mower County Health & Human Services and the State of Minnesota-Department of Human Services for the provision of TB screening. Motion carried.

Motion made by Commissioner Bennett, seconded by Commissioner Gabrielson to allow Mower County Health & Human Services to partner with Environmental Health to provide radon test kits to interested Mower County residents. Motion carried.

Lisa Kocer also provided additional Community Health Updates pertaining to participation with Austin High School Mentorship program, Local Public Health Association Legislative Platform for 2013, and Healthy MN 2020 themes and strategies.

Commissioner Bennett on behalf of the Personnel Committee reported that the committee had reviewed the proposed changes to Personnel Policy D140. The revisions reflect changes to be more consistent with recent union settlements (i.e. requiring a 30 hour per week minimum for health insurance benefits; elimination of references to specific insurance offerings including the VEBA and CMM policies). Also, the revision provides for no retiree health benefits for new hires after January 1, 2013. Language regarding married employees, retiree benefits, and eligibility for the Medicare Supplement plan was "cleaned up" to clarify existing practices.

Motion made by Commissioner Bennett, seconded by Commissioner Tucker to amend Personnel Policy D140 Insurance Benefits by deleting all current language and replacing it with the following new language for Personnel Policy D140 Health and Life Insurance Benefits as follows:

**SECTION D140
HEALTH AND LIFE INSURANCE BENEFITS**

Health Insurance:

Regular employees working 30 or more hours per week will be entitled to receive health coverage under the County's group health insurance plan at a full-time benefit level. Employees working less than 30 hours are not eligible to receive health insurance under the County's group health plan. Employees will be eligible to receive health insurance benefits the first day of the month following their date of hire.

The County Board will set employer contributions toward health insurance on an annual basis. Any contribution made by the employee toward health insurance will be collected through payroll deduction on a pre-tax basis, unless otherwise specified.

Special considerations for married employees. In the event that two County employees are married to each other and have other eligible dependents, one of the employees will be entitled to carry family coverage. The other employee will be covered under this family policy and will not be authorized to take out a single policy. To compensate for this, Mower County will provide the family plan cost credit equal to one-half (50%) of the employee share for the lowest cost family plan. As an example, if the lowest cost family plan offered by the County is \$300 per month and the family elects a County plan costing \$350 per month, the family is credited with \$150 per month toward their health plan cost. If two (2) County employees are married to each other and do not have eligible dependents, each employee is entitled to carry single coverage.

Life Insurance:

A life insurance policy in the amount of \$50,000 term life is provided for all employees working 30 or more hours per week for Mower County. Employees will be eligible to receive life insurance benefits the first day of the month following their date of hire.

Retiree Health Insurance Benefits:

COMMISSIONERS' RECORD MOWER COUNTY, MINNESOTA

To qualify for a retiree health benefit through the county, employees must be hired prior to January 1, 2013 and reach a qualifying age and years of service level as described below. Employees hired on or after January 1, 2013 will not qualify for a retiree health insurance benefit through Mower County.

Age	Years of Service	Notes
56	20	Employees must be hired prior to July 1, 1989 and be eligible under PERA rule of 90.
58	20	
62	15	Not available to employees hired after April 30, 2004.
65	10	Not available to employees hired after April 30, 2004.

Group 3 (hire prior to 11/1/1992)

- a. **Retirement dates 11/1/1992 - 8/31/2009:** Retirees who qualify will receive the same health insurance benefits as active employees and will be required to accept all future changes to the health insurance plan offerings, plan design, and employer contributions.

Dependents may participate in the group plan following an employee's death for the term required by applicable law or until the dependents are eligible for Medicare/Medicaid benefits, whichever is longer, but the premiums thereof must be paid by the employee's dependents.

- b. **Retirement dates on or after 9/1/2009:** Retirees who qualify will receive the same health insurance benefits as active employees and will be required to accept all future changes to the health insurance plan offerings, plan design, and employer contributions. Once either the retiree or their spouse becomes eligible for Medicare, this retirement benefit is subject to the terms and conditions of the Medicare Supplement Plan, as described below.

Dependents may participate in the group plan or Medicare Supplement Plan following the employee's death but the full premiums thereof must be paid by the employee's dependents and the length of continuation is subject to applicable law.

Medicare Supplement Plan

Traditional retirees [a retired employee with or without spousal coverage and no other covered dependents] shall be allowed to continue as a member of the health plan available to active employees until Medicare eligibility. Once eligible for Medicare, the affected plan participant, or the affected plan participant's spouse (if applicable), will no longer be eligible for the health plans available to active employees of the County, but may elect to purchase Medicare Part B and continue insurance through the county's Medicare Supplement Plan. *Spousal coverage only:* the remaining plan participant will be placed on a single active plan until he or she reaches Medicare eligibility.

Eligible retired employees shall receive an employer contribution towards the Medicare Supplement Plan offered by the employer not to exceed the employer contribution towards the health plan for active employees. Medicare B premiums and penalties are not eligible for employer reimbursement.

Non-traditional retirees [a retired employee with or without spousal coverage and additional covered dependents] shall be allowed to continue as members of the health plan available to active employees until they experience a status change and meet the definition of traditional retiree. At that point, the retiree receives benefits as described the traditional retiree section above. As long as the retired employee meets the definition of non-traditional retiree, the retired employee shall receive the same employer contribution towards insurance premiums as active employees.

For traditional and non-traditional retirees. Eligibility for retirement benefits will end on the date of the retiree's death. The retiree's spouse shall be eligible to continue health insurance in accordance with applicable law, but said cost shall be the responsibility of the retiree's spouse. In the event the employer changes the Medicare Supplement Plan, said changes to the plan and benefits will apply to retired employees.

Group 4 (hire dates 11/1/1992 – 12/31/2012)

Retirees shall have the employer contribution towards insurance premiums capped at the dollar amount being paid towards insurance premiums for active employees at the date of the employee's retirement. All future increases to the active plan shall be incurred by the retiree. Any changes to the health plan offerings or plan design for active employees, or to the Medicare Supplement Plan, will apply to this retiree group. The employer contribution shall be limited to health insurance plans provided by the county.

Eligibility for employer contributions toward insurance premiums will end on the date the retiree becomes Medicare eligible. At that time, the retiree may elect to purchase the Medicare Supplement Plan offered through the County at full plan cost. *Spousal coverage only:* If a retiree precedes the spouse in Medicare eligibility, the spouse will be placed on a single active plan and required to pay the full plan cost. The spouse will be allowed to continue on the single health plan until he or she reaches Medicare eligibility and then may purchase the Medicare Supplement Plan offered through the County. If the spouse precedes the retiree in Medicare eligibility, the spouse will be given the opportunity to purchase the Medicare Supplement Plan offered through the County at full plan cost. The retiree will then be placed on a single active plan until he or she reaches Medicare eligibility and will receive an employer contribution equal to the single employer contribution in effect at the date of the employee's retirement.

Motion carried.

Commissioner Bennett reported that the Committee was not yet ready to make a recommendation on the appointment of County Assessor.

Commissioner Bennett reported that the Personnel Committee has reviewed the proposed changes to Personnel Policy F110. The revisions no longer provide for County Office closure in inclement weather except in cases where the state government closes county buildings or when the Sheriff issues a no travel advisory specific to Mower County. In these cases, the county offices will close and staff will be required to use their own accrued time off to cover missed hours during the week. The policy also allows the employees the right to leave early, arrive late or not report to work if they feel travel conditions are unsafe. In this case, the employee would be required to use their accrued time off to cover their absence.

Motion made by Commissioner Bennett, seconded by Commissioner Gabrielson to amend Personnel Policy F110 Weather Closing Policy by deleting all current language and replacing it with the following new language for Personnel Policy F110 Weather Closing Policy as follows:

SECTION F110
Weather Closing Policy

In an effort to deliver service to customers and to provide for the safety and wellbeing of County employees, the following inclement weather policy has been adopted.

Because of the nature of their work, the scope of this policy does not include emergency personnel including law enforcement, correctional officers, dispatchers, IT staff, and equipment operators.

Mower County buildings will not close in the case of inclement weather unless the County Sheriff issues a "no travel advisory" specific to Mower County or the governor issues an order that specifically closes public government offices. In that case, employees will be required to use accrued benefits or compensatory time for any lost work time during the work week.

With proper notification to their supervisor, employees may elect to arrive late, leave early, or not report to work if they deem weather conditions to be unsafe for travel or if they need to pick up dependent children upon a school closure. In this case, employees must utilize their accrued benefits or compensatory time to account for lost work time during the work week. The supervisor does not have the right to reject employee time off for reasons of personal safety. Employees are strongly encouraged to have a backup child care plan in the case of school closure, as frequent absenteeism may become a performance issue that subjects the employee to discipline. The employer reserves the right to investigate and/or discipline employees for a pattern of absences, frequent call-in absences, or the failure to provide a supervisor proper notification of their absence, which may indicate abuse of this privilege.

If an individual department does not have adequate staffing to remain open, the Department Head may authorize closure of the department. In this case, the Department Head would be responsible for ensuring notification to the public (office closed sign) and other departments affected by the office closure. It is the responsibility of each Department Head to have a business continuity plan in case of their department closing during normal business hours.

Motion carried.

Motion made by Commissioner Bennett, seconded by Commissioner Tucker to authorize the Human Resources Director to fill the vacant full-time position of Dispatcher in the Law Enforcement Center according to union contract and personnel policies and fill any subsequent vacancies that may result in the filling of the position. Motion carried.

For Finance Committee business, the Memo to the Board and Mower County Citizens regarding the status of the 2013 budget and levy that had been prepared for the truth in taxation public hearing to be held later today was previewed with the Board and the assembly.

COMMISSIONERS' RECORD MOWER COUNTY, MINNESOTA

The Building Committee reported on the status of the grandstand. Mr. Marv Repinski shared with the Board that the grandstand is listed in an Olmsted book indicating that the grandstand is a Crawford creation and that it should be refurbished instead of demolished. It was noted that the City is not opposed to the burning scenario to raze the building and the Engineer reported that it can be burned as long as it is a training exercise. It is rare opportunity for a training session for the City of Austin Fire Department and other area fire departments.

Motion made by Commissioner Bennett, seconded by Commissioner Reinartz to request the City of Austin Fire Department to do a controlled burn of the grandstand. Motion carried.

Paul Hylle, Heavy Equipment Operator, (who was not present) was recognized for retirement from Mower County with 42 years service.

Commissioner Reinartz left at 11:12 a.m.

Motion made by Commissioner Gabrielson, seconded by Commissioner Tucker to approve the minutes of November 6 and November 13, 2012. Motion carried.

Commissioner Reinartz returned at 11:13 a.m.

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

AMOUNT	VENDOR NAME	AMOUNT	VENDOR NAME
300.00	AMERICAN LEGION POST #140	216.00	AMERICAN LEGION POST 140 AUXIL
10380.40	ANOKA CO JUVENILE CENTER	655.64	AUSTIN UTILITIES
276.52	CARDINAL HEALTH	158.81	CARE EXPRESS PRODUCTS INC
891.15	CENTURYLINK	653.30	CHILDREN'S HOSPITALS & CLINICS
3565.00	CLARINDA ACADEMY	983.59	DALCO
12284.79	DEVELOPMENT CORP OF AUSTIN	297.04	RICHARD EPLEY
104.00	FOX ELECTRIC COMPANY, INC	120.00	NYIGEELO GON
804.47	GRAINGER	180.00	HARTY MECHANICAL INC
100.00	TODD HINRICHS	146.69	HOLIDAY INN AUSTIN
330.28	HYVEE ACCOUNTS RECEIVABLE	618.97	INNOVATIVE OFFICE SOLUTIONS,LL
295.00	JAY P AKKERMAN INC	1755.00	LEROY JOHNSON
505.14	LUWAYNE KENYON	421.90	KRUEGER TRANSPORTATION
713.17	LASER PRODUCT TECHNOLOGIES	290.77	LEXISNEXIS MATTHEW BENDER
265.00	MACO	119.02	MADISON NATIONAL LIFE
1279.59	MANPOWER	330.00	MAYER FUNERAL HOME
3100.00	MAYO CLINIC -ROCHESTER	9167.43	MAYO CLINIC HEALTH SYSTEM-AUST
173.12	MEDTOX LABORATORIES INC	607.50	MELCHERT HUBERT SJODIN
567.64	METRO SALES, INC.	125.84	MIDTOWN TOWING
1400.00	MIDWEST CLINICAL PSYCHOLOGISTS	433.71	MII LIFE
264.77	MINNESOTA SHERIFF ASSOCIATION	6903.00	MOWER COUNTY SOIL & WATER CONS
3630.00	OLMSTED COUNTY COMMUNITY SERVI	1025.68	POST BULLETIN COMPANY LLC
120.00	RELANCE TELEPHONE INC.	2035.42	RICOH USA INC
170.34	ROCHESTER MIDLAND CORPORATION	3628.08	RS EDEN INC
529.77	SCHILLING SUPPLY COMPANY	2419.47	SCHOOL DISTRICT 492
420.50	DAVID SCHWARTZ	518.00	SE MN ORAL & MAXILLOFACIAL SUR
160.00	SHERIFF OLMSTED COUNTY	176.37	SHOPKO
3989.24	SHORT ELLIOTT HENDRICKSON INC	335.54	SMYTH COMPANIES INC
107.38	STANLEY CONVERGENT SECURITY SO	1241.00	JOHN STEELE
308.75	KATHY STUTZMAN	2812.44	TURNKEY CORRECTIONS
1260.96	UNIFORMS UNLIMITED INC	4159.00	LOYD VANBUSKIRK

COMMISSIONERS' RECORD MOWER COUNTY, MINNESOTA

2335.23 VERIZON WIRELESS	2641.81 WEST PAYMENT CENTER
306.75 WRIGHT EXPRESS FSC	2244.90 180 DEGREES INC
24 PAYMENTS LESS THAN \$100	616.67
**** FINAL TOTAL.....	\$98,977.55 ****

Motion carried.

Motion by Commissioner Gabrielson, seconded by Commissioner Bennett to deny the Application for Abatement of Rodney Middlebrook of tax penalty in regard to parcel number 34.200.0190 in Mower County for taxes payable in 2012. The basis for denial is consistency with current policy and practice. Motion carried.

Motion by Commissioner Reinartz, seconded by Commissioner Gabrielson to approve the Application for Abatement of interest and penalty of Michael Murphy in regard to parcel number 08.019.0020 and 08.019.0030 in Mower County for taxes payable in 2012. Motion carried.

Date: November 27, 2012

Res. #77-12

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 November 27, 2012 at the Government Center, Austin, Minnesota.

BE IT RESOLVED that the County enter into the Grant Contract for the "County Veterans Service Office Community Outreach Grant Program" with the Minnesota Department of Veterans Affairs (MDVA). The grant must be used for community outreach as defined in Minnesota Statutes, Section 197.608, to all eligible veterans regarding the availability of benefits they have earned and especially those relating to posttraumatic stress disorder for all veterans, including World War II, Korean War, and Vietnam War era veterans, and should not be used to supplant or replace other funding.

BE IT FURTHER RESOLVED that the Board Chair and the Veteran Service Officer be authorized to execute the Grant Contract for the "County Veterans Service Office Community Outreach Grant Program" on behalf of the County.

Passed and approved this 27th day of November, 2012.

THE MOWER COUNTY BOARD OF COMMISSIONERS

By: _____
Chairperson

By: _____
Clerk/Coordinator

The County Attorney made a request for a 2012 budget amendment using forfeiture funds to purchase a large refrigerator for the law enforcement evidence room. Evidence kits that aid sexual assault prosecution need to be refrigerated.

Motion made by Commissioner Bennett, seconded by Commissioner Reinartz to approve a 2012 budget amendment for the County Attorney department for the purchase of a refrigerator for the law enforcement evidence room in the approximate amount of \$800. Motion carried.

Motion made by Commissioner Bennett, seconded by Commissioner Tucker to adjourn the meeting at 11:28 a.m. Motion carried. The next meeting is scheduled for December 6, 2012 at 1:00 p.m.

THE MOWER COUNTY BOARD OF COMMISSIONERS

BY: _____
Chairperson

Attest:

By: _____
Clerk/Coordinator

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