

SPECIAL SESSION OF THE MOWER COUNTY  
BOARD OF COMMISSIONERS

January 29, 2013

The Mower County Board of Commissioners in and for the County of Mower, Minnesota, met in Special Session January 29, 2013 at 8:30 a.m. at the Government Center in Austin, Minnesota.

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

Department Head Report – Jill Cordes, County Recorder. Ms. Cordes provided a departmental update to the Board. She informed the Board of the office functions, amount of workload volume and that her office is current in recording timelines.

**HUMAN SERVICES BOARD:**

New employees, Jason Bachmeier – Support Enforcement Aide; Desirae Meyer – Support Enforcement Aide; and Amy Nelson – Public Health Nurse were introduced to the Board.

Julie Stevermer, Director of Health & Human Services provided the Board with the following information: 1) Overview of director's report; 2) MnChoices Update; and 3) Caseload updates.

Commissioner Ankeny moved and Commissioner Bennett seconded to approve payment to vendors for Human Services Accounts Payable. Motion carried.

Commissioner Bennett moved and Commissioner Glynn 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: January 29, 2013**

**Res. #09-13**

**RESOLUTION**

On motion of Commissioner Gabrielson, seconded by Commissioner Ankeny, the following Resolution was passed and adopted by the Mower County Board of Commissioners at a meeting held January 29, 2013 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 January 1, 2013 through January 31, 2013 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 January 2013 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 January 2013 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.

Passed and approved this 29<sup>th</sup> day of January, 2013.

**THE MOWER COUNTY BOARD OF COMMISSIONERS**

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

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

**Date: January 29, 2013**

**Res. #10-13**

**RESOLUTION**

On motion of Commissioner Bennett, seconded by Commissioner Glynn, the following Resolution was passed and adopted by the Mower County Board of

COMMISSIONERS' RECORD MOWER COUNTY, MINNESOTA

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Commissioners at a meeting held January 29, 2013 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 January 1, 2013 through January 31, 2013 are hereby approved.

BE IT FURTHER RESOLVED, That all assistance payments issued during the month of January 2013 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 January 2013 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 January 2013 as listed on the Report of Refunds and Cancellation, are hereby acknowledged as received.

Passed and approved this 29<sup>th</sup> day of January, 2013.

**THE MOWER COUNTY BOARD OF COMMISSIONERS**

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

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

Commissioner Gabrielson moved and Commissioner Ankeny seconded adjournment at 9:41 a.m. Motion Carried.

**COUNTY BOARD**

The Special Session of the Board was reconvened at 10:00 a.m. for regular business items.

Motion made by Commissioner Ankeny, seconded by Commissioner Bennett to approve the ARMER Participation Plan further described as SEH Document No. Mower 122403 dated January 2013. Motion carried.

Motion made by Commissioner Bennett, seconded by Commissioner Glynn to approve the contract between Mower County and the Southeast Minnesota Regional Radio Board and the State of Minnesota through its Commissioner of Transportation for the design, procurement, construction and operation of an 800 MHz county/regional integrated public safety radio communication subsystem. Motion carried.

Mike Hanson, Public Works Director, presented bid information received for project SP 50-629-011.

Motion made by Commissioner Ankeny, seconded by Commissioner Bennett to award the bid to the low bidder Global Specialty Contractors, Inc. for project SP 50-629-011 with a low bid of \$2,486,536.40 and have the project commence. 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 delete Personnel Policy F100 Emergency Plan, F120 Right to Know Policy and F130 Safety Program and replacing them with the following new language for Personnel Policy F100 as follows:

**SECTION F100  
SAFETY AND EMERGENCY PROGRAMS**

**Policy Statement:**

Mower County is committed to providing employees with a safe and healthy work environment. In the spirit of this, and in compliance with the Occupational Safety and Health Act (OSHA) and Minnesota Statute, Mower County maintains the following programs and procedures applicable to all county employees. Employees in departments where other identified hazards exist will have additional programs specific to the identified hazards that will be maintained and reviewed at a department level. Updates to the County-wide safety and emergency programs shall be made at the determination of the County Safety Director.

**A Workplace Accident and Injury Reduction Act (AWAIR):** As required under Minnesota Statute 182.653, subd. 8, Mower County has adopted an AWAIR program. The AWAIR program is available to all employees at their worksite and includes information relative to Mower County safety goals, program responsibilities, hazard management, communication, accident investigation, and safety enforcement. This program in its entirety is reviewed and updated at minimum on an annual basis. All employees will receive training on the County's AWAIR program upon hire and annually thereafter.

**Right to Know:** As required under Minnesota Statute 182.653, subd. 4, Mower County has adopted a Right to Know program. The Right to Know program is available to all employees at their worksite and contains information regarding hazardous substances, harmful physical agents, and infectious agents that the employee may encounter in their work area. All employees will receive training on the County's Right to Know program and specific hazards that exist within their department upon hire, when a new hazard is introduced, and annually.

**Emergency Action Plan:** As required under federal OSHA standards, Mower County has adopted an Emergency Action Plan. The Emergency Action Plan is available to all employees at their worksite and contains information regarding procedures for reporting and responding to an emergency; procedures for emergency evacuation, including type of evacuation and exit route assignments; procedures to account for all employees after evacuation; and appropriate contact person(s) for more information and/or questions.

Motion carried.

Motion made by Commissioner Gabrielson, seconded by Commissioner Bennett to adjourn the meeting at 10:57 a.m. Motion carried. The next meeting is scheduled for February 5, 2013 at 1:00 p.m.

**THE MOWER COUNTY BOARD OF COMMISSIONERS**

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

**Attest:**

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

**INDEX**

**A**

adjourn, 23  
adjourn HS Board, 21  
ARMER Participation Plan  
    SEH Doc No 122403, 22  
award bid  
    SP 50-629-011 Global Specialty Contractors, 22

**D**

destruction of files, 19

**P**

Personnel Policy F100  
    Amended, 22  
Personnel Policy F120 and F130 deleted  
    [incorporated into F100], 22

**R**

Res. #09-13 social service cases, 19  
Res. #10-13 income maintenance cases, 20

**S**

Southeast Minnesota Regional Radio Board contract  
    800 MHz county/regiona public safety radios, 22

**W**

warrants  
    HHS a/p, 19