

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

February 12, 2013

The Mower County Board of Commissioners in and for the County of Mower, Minnesota, met in Special Session February 12, 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 – Doug Groh, County Auditor-Treasurer

HUMAN SERVICES BOARD:

Overview of director's report.

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

Commissioner Bennett moved and Commissioner Gabrielson seconded to approve payment of an invoice (case #15655419) from June 13 to July 31, 2012. Motion carried

Commissioner Ankeny moved and Commissioner Glynn seconded to approve a resolution authorizing SEMCAC's application for the MHFA Homeless Prevention and Assistance Program. Motion carried.

Date: February 12, 2013

Res. #18-13

**RESOLUTION
AUTHORIZING APPLICATION FOR
MINNESOTA HOUSING & FINANCE AGENCY
FAMILY HOMELESS PREVENTION & ASSISTANCE PROGRAM**

On motion of Commissioner Ankeny, seconded by Commissioner Glynn, the following Resolution was passed and adopted by the Mower County Board of Commissioners at a meeting held February 12, 2013 at the Government Center, Austin, Minnesota.

WHEREAS, the Minnesota Housing Finance Agency, State of Minnesota, has been authorized to undertake a program to provide funds for Family Homeless Prevention & Assistance Projects; and

WHEREAS, the Southeastern Minnesota Housing Network, working through: 1) Lutheran Social Services LINK Program 2) Olmsted Community Action, 3) SEMCAC and 4) Three Rivers Community Action, has developed a renewal application for the Minnesota Housing Finance Agency Family Homeless Prevention & Assistance Program; and

WHEREAS, the Southeastern Minnesota Housing Network through Lutheran Social Services LINK Program, Olmsted Community Action, SEMCAC, and Three Rivers Community Action has demonstrated the ability to perform the required activities of the Minnesota Housing Finance Agency Family Homeless Prevention & Assistance Program;

NOW, THEREFORE BE IT RESOLVED, that the Southeastern Minnesota Housing Network is hereby authorized as an entity to be charged with the administration of funds made available through the Minnesota Housing Finance Agency Family Homeless Prevention & Assistance Program in the County of Mower, in Minnesota.

Passed and approved this 12th day of February, 2013.

THE MOWER COUNTY BOARD OF COMMISSIONERS

By: _____
Chairperson

By: _____
Clerk/Coordinator

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

- a. Independent Management Services (Steve Thorson) – renew contract for Case Management Services, effective January 1, 2013 to December 31, 2013.
- b. Pamela Retterath – renew contract for Mental Health Services, effective January 1, 2013 to December 31, 2013.

Motion carried.

Commissioner Ankeny 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.

SOCIAL SERVICE ACTIONS:

Commissioner Bennett moved and Commissioner Gabrielson seconded to approve the Social Service Actions. Motion carried.

INCOME MAINTENANCE ACTIONS:

Commissioner Ankeny moved and Commissioner Glynn seconded to approve the Income Maintenance Actions. Motion carried.

Motion made by Commissioner Bennett, seconded by Commissioner Glynn 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 9:55 a.m. for regular business items.

Jeff Weaver presented the Board with a drafted 2012 Solid Waste Plan. It is a continuation of plan, with no major changes to note for the next ten years over the last 10 year plan.

Motion made by Commissioner Ankeny, seconded by Commissioner Gabrielson to approve the drafted 2012 Solid Waste Plan for submission to the MPCA for their preliminary approval for the 30-day notice/comment period. When the process is completed the plan will need final approval by the Board. Motion carried.

Jeff Weaver reported that the City of Taopi and the annexed portion from Lansing Township into the City of Austin have requested curbside recycling.

Motion made by Commissioner Ankeny, seconded by Commissioner Bennett to add the City of Taopi and annexed area from Lansing Township into the City of Austin for curbside recycling and amend solid waste budget for the additional cost for the collection (\$1260 per year the City of Taopi and \$1620 per year for the annexed section in the City of Austin). Motion carried.

Commissioner Bennett reported on behalf of the Personnel Committee that the Committee had met with the County Coordinator and the Finance Director in regarding to the budgeted Assistant Finance Director position and reviewed the proposed job description and the need for the position. The Committee also reviewed a document from the State Auditor's Office entitled "The Importance of Internal Controls." The committee recommends creating and filling the position of Assistant Finance Director.

Motion made by Commissioner Bennett, seconded by Commissioner Gabrielson to approve the proposed job description and pay equity rating for the position of Assistant Finance Director and authorize the Human Resources Director to fill the position according to Personnel Policy. Motion carried.

Commissioner Bennett, on behalf of the Personnel Committee, also recommended amending Policy D275 Work Schedules and Pay to have the policy reflect the proper definition for work week in accordance with practice.

Motion made by Commissioner Bennett, seconded by Commissioner Glynn to amend policy Personnel Policy D275 Work Schedules and Pay by revising the paragraph referencing the Fair Labor Standards Act as follows:

The Fair Labor Standards Act requires employers to pay overtime or give compensatory time to hourly employees that work over forty (40) hours in a single week. For requirements of the Fair Labor Standards Act, Mower County has established the workweek for all employees to run from 12:01 a.m. on ~~Monday~~ **Saturday** morning through ~~Sunday~~ **Friday** night at 12:00 p.m. Overtime pay or compensatory time is not required unless the employee is actually working each of the forty (40) hours.

Motion carried.

John Pristash, Knutson Construction, and Paul Johnson, Architect, reported to the Board the bid results for the LEC/H&HS remodel project. Approximately 73 bids were received and the results were 32.8% below budget. The process will now involve qualifying and validating the bids. A list of all bidders and their respective bids is on file in the office of the County Coordinator and is also available under the County Board link on the County website at www.co.mower.mn.us. The bids for asbestos abatement have also been received and will need qualifying and validating. The tabulation of the bids is also available for review on the County website.

The Board recessed at 10:20 a.m. for the building committee to review the data received on the construction and abatement parts of the project and hold a discussion with the City of Austin representatives as the City contributes funds as part of the LEC remodel and reconvened at 11:03 a.m.

The Building Committee recommendation is to accept the base bid on the asbestos abatement with a contingency budget without the alternate. The Building Committee also recommends approval of the low bids on the construction part of the project adding a five percent (5%) owner's contingency and add the alternates M-1 and M-2B to the project.

Motion made by Commissioner Ankeny, seconded by Commissioner Gabrielson to award the bid for asbestos abatement on the government center remodel project to the low bidder Environmental Plant Services with a base bid of \$87,940. (The Commissioners decided not to do the alternate.) Motion carried.

Motion made by Commissioner Ankeny, seconded by Commissioner Bennett approve the low quote of Angstrom Analytical with a quote of \$475 per 8-hour day and \$595 per 10-hour day as the industrial hygiene firm for the asbestos abatement portion of the government remodel project. Motion carried.

Motion made by Commissioner Ankeny, seconded by Commissioner Bennett to approve low bids as follows for the LEC / H&HS remodel project at the Government Center subject to final bid review and approval by the County Attorney, Construction Manager and Architect:

COMMISSIONERS' RECORD MOWER COUNTY, MINNESOTA

Package	Firm Name	Bid Amount
1A - General Trades	Mohs Construction Company, Inc.	\$ 397,500
3A - Concrete	Key Builders, Inc.	\$ 110,000
4A - Masonry	Darold Berger Masonry, Inc	\$ 99,980
6A - Casework	Southern Minnesota Woodcraft, Inc.	\$ 82,950
7A - Roofing	Kiker Bros., Inc.	\$ 81,987
8A - Glass	Ford Metro, Inc.	\$ 42,340
9A - Drywall	Superior Contractors, LLC	\$ 165,000
9B - Tile	Palmer Soderberg, Inc.	\$ 44,499
9C - Ceilings	Ceiling Pro	\$ 51,860
9D - Flooring	Grazzinni Brothers and Company	\$ 99,942
9E - Painting	Wagner Construction Company	\$ 74,800
Elevator Decommissioning	Budget – To Be Determined	\$ 27,942
21A - Fire Protection	Olympic Fire Protection Corp.	\$ 51,950
22A - Plumbing and Piping & 23B – Testing & Balancing	Harty Mechanical, Inc.	\$ 162,525
23A - HVAC Sheetmetal	Superior Mechanical	\$ 152,400
25A - Building Automation	Uhl Company, Inc.	\$ 118,440
26A - Electrical	Fox Electrical Company	\$ 219,800

Bid Package Total \$ 1,983,915

Motion carried.

Motion made by Commissioner Ankeny, seconded by Commissioner Glynn to approve Alternate M-1 (coil replacement/blower motor – AHU-1 &2) for a bid cost of \$159,600 and Alternate M-2B(AHU-LEC replacement) for a bid cost of \$128,400 and add them to the LEC/H&HS government remodel project. Motion carried.

Motion made by Commissioner Ankeny, seconded by Commissioner Gabrielson to approve the Law Enforcement Remodel Agreement between Mower County and the City of Austin with Attachment A amended as requested by the City of Austin. Motion carried.

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

AMOUNT	VENDOR NAME	AMOUNT	VENDOR NAME
1036.90	ABOVE ALL CLEANING, INC	596.63	ALLIANT ENERGY
201.60	ANKENY'S MINI MART #5	277.61	ASPEN EQUIPMENT COMPANY
126.30	AUSTIN DAILY HERALD	109.88	AUTO VALUE AUSTIN
24259.50	BAUDOIN OIL COMPANY	454.44	BEST WESTERN KELLY INN ST PAUL
2099.05	CHARTER COMMUNICATIONS	897.12	CINTAS FAS LOCKBOX 636525
328.35	CITY CAR WASH INC	611.00	CRAGUN CORPORATION
254.69	DAMEL CORPORATION	3229.60	DANIEL DONNELLY LAW FIRM
2597.80	FORCE AMERICA DISTRIBUTING, LL	412.38	G & K SERVICES
150.77	INNOVATIVE OFFICE SOLUTIONS,LL	144.39	J & S REPAIR INC
225.00	SANDRA JARVIS	1558.88	LASER PRODUCT TECHNOLOGIES
214.00	MAHLON LONERGAN	727.66	MANPOWER
250.00	MAYER FUNERAL HOME	1312.00	MAYO CLINIC HEALTH SYSTEM-ALBE
100.85	METRO SALES, INC.	351.95	MINNESOTA ELEVATOR, INC
376.90	NAPA AUTO PARTS	1700.00	OFFICE OF ENTERPRISE TECHNOLOG

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5447.41 PARAGON PRINTING & MAILING INC	42073.92 PAUL R JOHNSON ARCHITECT INC
255.47 PETROBLEND CORP.	224.04 PLUNKETT'S PEST CONTROL
260.00 POMP'S TIRE SERVICE, INC	1017.86 POST BULLETIN COMPANY LLC
3700.00 PRAIRIE LAKES YOUTH PROGRAMS	150.00 PROFESSIONAL PORTABLE X-RAY IN
274.58 PUBLIC SAFETY CENTER INC.	260.00 RINKE-NOONAN
1289.38 RONCO ENGINEERING SALES, INC.	9417.00 SEVERSON OIL CO
200.00 SHERIFF WABASHA COUNTY	750.00 SINGLETON INTERNATIONAL
3959.91 TURNKEY CORRECTIONS	1255.75 UNIFORMS UNLIMITED INC
5325.18 VILLAGE RANCH INC.	
7 PAYMENTS LESS THAN \$100	412.85
**** FINAL TOTAL.....	\$120,878.60 ****

Motion carried.

Motion made by Commissioner Gabrielson, seconded by Commissioner Bennett to deny the applications for tax abatement of penalty, costs and/or interest of Thomas and Alice Tylutki in the amount of \$189.60 for parcel 34.115.1650; Cathy Kleinschmidt for parcel 34.365.1760 and Joel Demro in the amount of \$226.46 for parcel 16.042.0140 in Mower County for taxes payable in 2012. The basis for the denials are based on Minnesota Statute §375.1 Motion carried.

Motion made by Commissioner Gabrielson, seconded by Commissioner Glynn to reappoint Lyn Meany and Karen Sundal Bartz to the extension committee for a three-year term effective January 1, 2013 through December 31, 2015. Motion carried.

Motion made by Commissioner Ankeny, seconded by Commissioner Glynn to allow two new hired .6 FTE jailers to work full-time for approximately 3 weeks for their initial 120 hours of training. Motion carried.

Motion made by Commissioner Glynn, seconded by Commissioner Ankeny to amend the 2013 County Attorney's budget for a WestLaw software update in the approximate amount of \$2500 from forfeiture funds and authorize the appropriate transfer of funds as necessary. Motion carried.

Cody Fox, Mower County Ditch Inspector, provided the Board with the 2012 Annual Ditch Report and an update on ditch activities.

Motion made by Commissioner Ankeny, seconded by Commissioner Bennett to adjourn the meeting at 11:59 a.m. Motion carried. The next meeting is scheduled for February 26, 2013 at 8:30 a.m.

THE MOWER COUNTY BOARD OF COMMISSIONERS

BY: _____
Chairperson

Attest:

By: _____
Clerk/Coordinator