

SPECIAL SESSION OF THE MOWER COUNTY  
BOARD OF COMMISSIONERS

July 30, 2013

The Mower County Board of Commissioners in and for the County of Mower, Minnesota, met in Special Session July 30, 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

Motion made by Commissioner Glynn, seconded by Commissioner Gabrielson to amend the agenda by adding three additional items under Personnel Committee:

- a.     Approve resignation of Jail Shift Sergeant and fill the position;
- b.     Approve retirement of Maintenance & Equipment Operator and fill the position; and
- c.     Short-term Disability and Long-Term Disability benefit renewals

Motion carried.

Department Head Report – Joy Kanne, County Assessor

**HUMAN SERVICES BOARD:**

Overview of director's report. Update on EDMS preparation.

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

Commissioner Ankeny moved and Commissioner Bennett 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: July 30, 2013**

**Res. #48-13**

**RESOLUTION**

On motion of Commissioner Glynn, seconded by Commissioner Gabrielson, the following Resolution was passed and adopted by the Mower County Board of Commissioners at a meeting held July 30, 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 July 1, 2013 through July 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 July 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 July 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.

The Commissioners voted as follows: Mike Ankeny aye, Tony Bennett aye, Tim Gabrielson aye, Jerry Reinartz aye, and Polly Glynn aye. Passed and approved this 30<sup>th</sup> day of July, 2013.

**THE MOWER COUNTY BOARD OF COMMISSIONERS**

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

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

**Date: July 30, 2013**

**Res. #49-13**

**RESOLUTION**

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

Commissioners at a meeting held July 30, 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 July 1, 2013 through July 31, 2013 are hereby approved.

BE IT FURTHER RESOLVED, That all assistance payments issued during the month of July 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 July 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 July 2013 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 Polly Glynn aye. Passed and approved this 30<sup>th</sup> day of July, 2013.

**THE MOWER COUNTY BOARD OF COMMISSIONERS**

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

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

Motion made by Commissioner Ankeny, seconded by Commissioner Glynn to adjourn the Human Services Board meeting at 9:20 a.m. Motion carried.

**COUNTY BOARD**

The Special Session of the Board was reconvened at 9:30 a.m. for regular business items.

Lisa Kocer, Community Health Manager, presented the community health business.

Motion made by Commissioner Bennett, seconded by Commissioner Ankeny to approve the \$23,153 grant agreement effective July 1, 2013 through June 30, 2014 between the Minnesota Department of Health and the Mower County Board of Health for the purpose of Public Health Preparedness and Planning. Motion carried.

Motion made by Commissioner Gabrielson, seconded by Commissioner Glynn to approve the contract with Teya Dahle of Ferbrook Outreach LLC for the purpose of providing Infant Mental Health consultation as required by the Minnesota Department of Health. Motion carried.

Motion made by Commissioner Ankeny, seconded by Commissioner Glynn to approve the contract effective August 1, 2013 through December 31, 2016 with Olmsted County Public Health and Mower County Health and Human Services for the purposes of TB clinic outreach services for Mower County residents. Motion carried.

Lisa Kocer, Community Health Manager, provided community health updates pertaining to infectious diseases: Pertussis, Novel influenza virus, Middle East respiratory Syndrome Coronavirus and a request to MnDH for an increase in WIC administration funding.

The Board recessed at 9:50 a.m. and reconvened at 10:04 a.m.

Commissioner Ankeny on behalf of the Finance Committee recommended that Mower County establish a \$100 service fee for tax forfeited property repurchase to defray the Auditor-Treasurer's costs related to same.

**Date: July 30, 2013**

**Res. #50-13**

**RESOLUTION**

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 July 30, 2013 at the Government Center, Austin, Minnesota.

**WHEREAS** the County incurs internal costs when prior property owners make requests to repurchase their tax forfeited properties;

**BE IT RESOLVED** to set a County service fee of \$100 for tax forfeited property repurchase requests.

Passed and approved this 30<sup>th</sup> day of July, 2013.

**THE MOWER COUNTY BOARD OF COMMISSIONERS**

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

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

Mr. and Mrs. McBeain have requested to repurchase their tax forfeited property located at 609 4<sup>th</sup> Avenue NW, Austin, MN 55912.

**Date: July 30, 2013**

**Res. #51-13**

**RESOLUTION**

On motion of Commissioner Ankeny, seconded by Commissioner Bennett, the following Resolution was passed and adopted by the Mower County Board of Commissioners at a meeting held July 30, 2013 at the Government Center, Austin, Minnesota.

WHEREAS, the Mower County Board of Commissioners has received an application for repurchase of tax forfeited property located at 609 4th Avenue NW, Austin, MN 55912 and legally described as the North 95 feet of the East 45 feet of Lot 8, Block 43, Yates and Lewis Addition to the City of Austin, Mower County, Minnesota; and

WHEREAS, the Mower County Board has determined and classified the parcel as non-conservation land as provided for in Minnesota's Statutes 282.01; and

WHEREAS, the Mower County Board has determined the repurchase of the parcel by the former owners Terry and Christine McBeain will promote the use of the land that will best serve the public.

NOW, THEREFORE, BE IT RESOLVED That the Mower County Board of Commissioners classify the property as non-conservation land and approve the repurchase of the property by the former owner Terry and Christine McBeain at the repurchase price of \$7,960.07.

Passed and approved this 30<sup>th</sup> day of July, 2013.

**THE MOWER COUNTY BOARD OF COMMISSIONERS**

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

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

Commissioner Bennett on behalf of the Personnel Committee reported that the County has received a resignation notice from Michael Feuerhak, Jail Shift Sergeant. Resignation is to be effective July 25, 2013.

Motion made by Commissioner Bennett, seconded by Commissioner Gabrielson to accept Mike Feuerhak's resignation effective July 25, 2013 and authorize the Human Resources Director to fill the full-time Jail Shift Sergeant position vacancy and any subsequent vacancies created from the internal posting process. Motion carried.

Commissioner Bennett also informed the Board that the County has received a retirement notice from Gary Anderson. The retirement is to be effective July 29, 2013.

Motion made by Commissioner Bennett, seconded by Commissioner Ankeny to accept Gary Anderson's retirement effective July 29, 2013 and authorize the Human Resources Director to fill the full-time Maintenance and Equipment Operator position vacancy and any subsequent vacancies created from the internal posting process. Motion carried.

Commissioner Bennett informed the Board that during a Personnel Committee meeting the Health and Human Services Director presented several options for meeting the needs of the CCB Waiver Caseloads. A recent program audit of the CCB Waiver Case Load raised concerns regarding meeting program requirements. The Health and Human Services Director recommends hiring a full-time social worker for the CCB Waiver Program, which after all reimbursements are submitted this position will generate a savings of \$7,000 to \$16,000 per year.

Motion made by Commissioner Bennett, seconded by Commissioner Gabrielson to authorize the Human Resource Director to fill the full-time position of Social Worker for the CCB waiver program in Health & Human Services according to union contract and personnel policies and to fill any subsequent vacancies created in filling the position. Motion carried.

Commissioner Bennett also stated that the Health and Human Services Director presented at the Personnel Committee meeting an update for the "go-live" date for EDMS (Electronic Document Management System) and the MA (Medical Assistance) expansion due to the Affordable Care Act. The Health and Human Services Director is requesting a temporary full-time position for up to 67 days to prepare the County for the "go-live" date for EDMS and the extra workload for MA expansion.

Motion made by Commissioner Bennett, seconded by Commissioner Ankeny to authorize the Human Resources Director to hire one (1) temporary clerical staff employee for 40 hours per week for up to 67 days pursuant to County policy and union contract provisions. Motion carried.

Commissioner Bennett stated that the Personnel Committee reviewed renewals for Short Term and Long Term Disability insurance coverage. The current carrier for Short Term Disability has presented a bid which bundles both Short Term and Long Term

Disability. The bundling saves the County from a 52% increase in premiums for Short Term Disability and saves the Employees up to 9% on their Long Term Disability premiums. Other carriers were given the opportunity to bid and none were willing to provide these rates.

Motion made by Commissioner Bennett, seconded by Commissioner Glynn to approve the proposal of SunLife Assurance Company of Canada for short-term and long-term insurance coverage effective October 1, 2013 and authorize the Human Resources Director to accept and execute the application document(s). Motion carried.

Commissioner Bennett informed the Board that the six month trial period is near conclusion for the adjusted hours in the Auditor/Treasurer's office for vital statistics. The trial period permitted the Auditor-Treasurer to adjust service hours for processing the public requests for vital records statistics in the office to 3 days per week. Board members have received complaints/concerns from citizens regarding the reduced hours of service.

Motion made by Commissioner Bennett, seconded by Commissioner Gabrielson to terminate the trial period and return the service hours for vital statistics in the office of the Auditor-Treasurer to the regular office hours of 5 days per week, 8:00 am to 5:00 pm. as well as eliminate the expedited fee all effective August 1, 2013. Motion carried.

Commissioner Bennett informed the Board that the Auditor/Treasurer had told the Personnel Committee he would not make the genealogy records available to the public. Mr. Groh made it clear to the Personnel Committee that he intended to continue violating MN Statutes in regards to access of genealogy records. This is of great concern to the Personnel Committee. Discussions took place to find another department that will provide the access and service that is expected by the Board. The Recorder, Ms. Cordes, has offered to manage the records. She feels her department can manage the records with its current staff and a few adjustments to make room for the genealogy records.

Motion made by Commissioner Bennett, seconded by Commissioner Gabrielson to transfer the vital records necessary for genealogical research and other related purposes from the County Auditor-Treasurer to the County Recorder's Office to comply with MN Statute 382.16 effective August 5, 2013. Motion carried.

As a Building Committee report, Mike Hanson, Public Works Director, updated the Board on the status of the grandstand and Craig Oscarson updated the Board on the progress of the remodel.

Craig Oscarson reported on MnDOT's intention to change the funding stream to transit operations and the possible impact on AMCAT. MnDOT has suggested a possible merger of the Steele, Mower and Freeborn transit systems. Several options to consider include:

1. reject on any level – taking chance on continued funding
2. Create a new Joint Powers Board
3. Get out of the transit business and turn it over to Cedar Valley Services to run system

- a. Cedar Valley has indicated a willingness
- b. Well connected to the community
- c. Customer service – good
- d. MnDot would insure services, continue at current level or will be receptive for the County to reapply for this service in the future.

AMCAT / the Joint Transit Board will be reviewing the options and will make a recommendation to the Mower County Board and Austin City Council.

Motion made by Commissioner Glynn, seconded by Commissioner Ankeny to authorize to the Environmental Services Supervisor to apply for SSTS grant funding in the amount of \$1400. Motion carried.

Motion made by Commissioner Gabrielson, seconded by Commissioner Glynn to reject a grant application for septic grant funds due to the fact that Mower County already has a similar program in place. Motion carried.

Motion made by Commissioner Gabrielson, seconded by Commissioner Ankeny to approve the July 16, 2013 minutes. Motion carried.

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

AMOUNT	VENDOR NAME	AMOUNT	VENDOR NAME
128.25	A+ PRINTING	1088.75	ABOVE ALL CLEANING, INC
321.17	ALLIANT ENERGY	3974.60	ANOKA CO JUVENILE CENTER
151.11	AUSTIN BUILDERS SUPPLY, INC	269.73	AUSTIN DAILY HERALD
2823.95	AUSTIN UTILITIES	475.42	AUTO VALUE AUSTIN
63060.52	AWR INC	4666.95	BAUDOIN OIL COMPANY
1030.02	BOB BARKER COMPANY INC.	256.61	BOUND TREE MEDICAL LLC
2455.54	BROCK WHITE CO LLC	4613.41	BRUENING ROCK PRODUCTS INC
173.37	CARDINAL HEALTH	171.63	CARE EXPRESS PRODUCTS INC
6375.28	CDW GOVERNMENT INC	663.89	CDW GOVERNMENT, INC.
425.46	CITY OF AUSTIN	978.23	CONTINENTAL RESEARCH CORP.
140.00	CAROLINA CONTRERAS DE LA TORRE	100.00	KIM CRAWFORD
1980.00	DAROLD BERGER MASONRY INC	351.20	DASH MEDICAL GLOVES INC.
2711.40	DAVE'S PLUMBING & HEATING INC	1019.09	DELL MARKETING L P
1758.68	DRIVERS AND VEHICLES SERVICES	6424.48	EMERGENCY AUTOMOTIVE TECHNOLOG
4194.00	ERICKSON ENGINEERING CO., LLC	2351.40	ETTERMAN ENTERPRISES
10932.28	L.R. FALK CONSTRUCTION CO.	248.37	FIRESTONE COMPLETE AUTO CARE
223.90	FIRSTLAB INC.	9061.10	FORD METRO INC
30947.05	FOX ELECTRIC COMPANY, INC	535.07	G & K SERVICES
250.00	GFOA	524.18	GRAINGER
74100.00	GRAZZINI BROTHERS & COMPANY	544.30	HANSON TIRE OF AUSTIN INC
333.93	HANSON TIRE SERVICE INC.	33155.00	HARTY MECHANICAL INC
565.37	HEMOCUE AMERICA	216.51	HYVEE ACCOUNTS RECEIVABLE
672.73	INNOVATIVE OFFICE SOLUTIONS,LL	203.52	J-ROCKS AUTO GLASS LLC
780.00	JONES HAUGH & SMITH INC	47724.00	KNUTSON CONSTRUCTION SERVICES
1650.00	DR KOSSMAN	110.00	EVAN LARSON LAW OFFICE
324.99	LASER PRODUCT TECHNOLOGIES	164.95	CITY LYLE
2500.00	MAYO CLINIC -ROCHESTER	1385.30	MAYO CLINIC HEALTH SYSTEM-ALBE
2647.42	MEDGAARDEN'S SOUTHWEST SALES,	1252.50	MELCHERT HUBERT SJODIN
2231.55	METRO SALES INC	503.10	MIDSTATES EQUIPMENT & SUPPLY
291.12	MIDWEST DIESEL SALES & SERVICE	441.03	MII LIFE
4987.92	MINNESOTA COUNTIES COMPUTER CO	2936.24	MINNESOTA HUMAN SERVICES
800.00	MINNESOTA POLLUTION CONTROL AG	200.00	MINNESOTA SHERIFF ASSOCIATION



**COMMISSIONERS' RECORD MOWER COUNTY, MINNESOTA**

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827.00 MJ O'CONNOR INC	231.96 MN SUPPLY
36496.15 MOHS CONSTRUCTION	96036.95 MOTOROLA SOLUTIONS INC
683.00 MSBA	5487.30 NAPA AUTO PARTS
670.00 WILLIAM O'HARA JR LTD	1137.11 OFFICE OF ENTERPRISE TECHNOLOG
224.00 OHIO CALIBRATION LABORATORIES	1524.57 PETROBLEND CORP.
26821.48 PETROLEUM TRADERS CORPORATION	151.52 POWERPLAN
139.90 PRINSCO INC	168.00 PRO CAL CORPORATION
219.27 PROLINE DIST INC	1421.72 REGENTS OF THE UNIVERSITY OF M
281.73 RICOH USA INC	125.81 ROAD MACHINERY & SUPPLIES CO.
11542.50 CHRIS ROBINSON	277.78 ROCHESTER FORD-TOYOTA
4159.60 ROCHESTER SAND AND GRAVEL, INC	367.01 RONCO ENGINEERING SALES, INC.
1797.12 RS EDEN INC	588.95 RUBBER-INC
204.46 SELLERS LOCK & KEY	574.93 SEMA EQUIPMENT, INC
2989.60 SGTS INC	140.00 SHERIFF DODGE COUNTY
302.46 SMYTH COMPANIES LLC	89300.00 SUPERIOR CONTRACTORS LLC
87799.95 SUPERIOR MECHANICAL	262.06 SWANSTON EQUIPMENT CORPORATION
4570.34 DAVE SYVERSON FREIGHTLINER	316.10 TERMINAL SUPPLY CO.
2780.59 THOMSON REUTERS-WEST PAYMENT C	3052.27 TURNKEY CORRECTIONS
73752.35 UHL COMPANY INC	6035.09 ULLAND BROTHERS INC.
967.06 UNIFORMS UNLIMITED INC	2568.93 VILLAGE RANCH CHILD FAMILY SER
620.54 WEX BANK	624.31 WHITEWATER WIRELESS INC
172.96 Y WASTE REMOVAL INC	183.67 ZEE MEDICAL SERVICE
205.19 ZEP SALES & SERVICE	578.65 ZIEGLER, INC
245.90 1-800-RADIATOR & AC	4949.12 180 DEGREES INC
26 PAYMENTS LESS THAN \$100	1,447.76
**** FINAL TOTAL.....	\$824,602.29 ****

Motion carried.

Motion made by Commissioner Gabrielson, seconded by Commissioner Glynn to approve the replacement agreement for Preventative Maintenance Agreement with SGTS, Inc. for jail security systems. Motion carried.

Motion made by Commissioner Glynn, seconded by Commissioner Bennett to approve the application of NCPERS Minnesota for a duplicate warrant in the amount of \$540 for previous warrant #22052 without bond or surety. NCPERS's request to waive the \$30 fee is denied. Motion carried.

**Date: July 30, 2013**

**Res. #52-13**

**RESOLUTION OF SUPPORT  
TO SECURE STATE BONDING TO FURTHER DEVELOP AND PAVE THE  
BLAZING STAR STATE TRAIL**

On motion of Commissioner Glynn, seconded by Commissioner Bennett, the following Resolution was passed and adopted by the Mower County Board of Commissioners at a meeting held July 30, 2013 at the Government Center, Austin, Minnesota.

**WHEREAS**, the County of Mower supports efforts to develop and pave the Blazing Star State Trail; and

**WHEREAS**, the County of Mower believes multi-use trail development of the Blazing Star State Trail provides the best opportunity to effect the greatest amount of trail users; and

**WHEREAS**, the County of Mower believes the further development and paving of the Blazing Star State Trail would provide the opportunity for expanded recreational use, improved safety, and wellness activities, and improve access for handicapped users; and

**WHEREAS**, the County of Mower believes that further development and paving of the Blazing Star State Trail will connect people to nature, provide linkage opportunities between cities, area parks, local trail systems and provide looping opportunities and connections to the Shooting Star Regional Trail when it is developed in the future; and

**WHEREAS**, the County of Mower believes further development and paving of the Blazing Star State Trail would provide important economic development opportunities and economic stimulus to the area,

**NOW, THEREFORE, BE IT RESOLVED** by the Mower County Board of Commissioners that Mower County supports a state appropriation of \$500,000 from Minnesota State bonding proceeds for the further development and paving of the approximate 2.9 miles of the Blazing Star State Trail from Helmer Myre State Park to the City of Hayward. The trail shall be available for multiple uses including hiking, biking and rollerblading; and

**BE IT FURTHER RESOLVED**, that the Mower County Board of Commissioners also supports any and all efforts to complete the Shooting Star Regional Trail and this resolution of support for the Blazing Star State Trail shall not diminish Mower County's support for the Shooting Star Regional Trail nor should this resolution be considered to prioritize the Blazing Star State Trail over the Shooting Star Regional Trail.

Passed and approved this 30<sup>th</sup> day of July, 2013.

**THE MOWER COUNTY BOARD OF COMMISSIONERS**

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

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

Motion made by Commissioner Gabrielson, seconded by Commissioner Bennett to ratify the LELS #81 union contract effective July 1, 2012 through June 30, 2014. Motion carried.

Date: July 30, 2013

Res. #53-13

**RESOLUTION  
AUTHORIZING THE CITY OF ADAMS, MINNESOTA, TO EXERCISE THE  
POWERS OF A COUNTY UNDER  
MINNESOTA STATUTES, SECTIONS 376.55 TO 376.60**

On motion of Commissioner Ankeny, seconded by Commissioner Bennett the following Resolution was passed and adopted by the Mower County Board of Commissioners at a meeting held July 30, 2013 at the Government Center, Austin, Minnesota.

**WHEREAS**, the Board of the County of Mower, Minnesota (the "County"), has not established a county nursing home; and

**WHEREAS**, the City of Adams, Minnesota (the "City"), owns and operates an existing 54 bed nursing home facility known as the Adams Health Care Center in the County (the "Facility"); and

**WHEREAS**, the City is a Minnesota statutory city,

**NOW, THEREFORE, BE IT RESOLVED** by the Board of Commissioners of the County of Mower, Minnesota, as follows:

Pursuant to Minnesota Statutes, Section 376.55 Subdivision 7, the Board hereby authorizes the City of Adams to exercise, within the County, the powers of a county under Minnesota Statutes, Sections 376.55 to 376.60.

Passed and approved this 30<sup>th</sup> day of July, 2013.

**THE MOWER COUNTY BOARD OF COMMISSIONERS**

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

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

Motion made by Commissioner Gabrielson, seconded by Commissioner Ankeny to adjourn the meeting at 11:19 a.m. Motion carried. The next meeting is scheduled for August 6, 2013 at 1:00 p.m.

**THE MOWER COUNTY BOARD OF COMMISSIONERS**

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

Attest:

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

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