

SPECIAL SESSION OF THE MOWER COUNTY  
BOARD OF COMMISSIONERS

December 31, 2013

The Mower County Board of Commissioners in and for the County of Mower, Minnesota, met in Special Session December 31, 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 Gabrielson, seconded by Commissioner Ankeny to approve the agenda with one revision by tabling Personnel item 1a setting minimum salaries for elected officials to a meeting in January 2014. Motion carried.

**HUMAN SERVICES BOARD:**

Overview of director's report. MFIP Biennial Service Agreement. MNSure Update. Child Support EDMS Update.

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

Commissioner Gabrielson moved and Commissioner Ankeny seconded to approve contractual agreement with MJS Consulting for project management of EDMS for the Child Support Unit from December 30<sup>th</sup> through October 31, 2014, not to exceed \$19,329.00. Motion carried.

Commissioner Glynn moved and Commissioner Bennett seconded to approve Caseworks Child Support Software Acquisition and License Agreement with Next Chapter Technology (\$117,573 gross). Motion carried.

Commissioner Gabrielson moved and Commissioner Ankeny seconded to approve Child Support EDMS Software Support Agreement with Next Chapter Technology. Motion carried.

Commissioner Ankeny moved and Commissioner Glynn seconded to authorize the Chair to sign the addendum to the Crest Initiative Cooperative Agreement, effective January 1, 2014 to December 31, 2014. Motion carried.

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

- a. Kindred Family Services – amend contract to change name to Kindred Family Focus, effective January 1, 2014.
- b. Mayo Clinic Health System Albert Lea & Austin dba Fountain Centers of Austin – renew contract for Chemical Use Assessments, effective January 1, 2014 to December 31, 2014.
- c. Retterath, Pamela - renew contract for Guardianship Services, effective January 1, 2014 to December 31, 2014.
- d. Spyhalski, Paul – approve contract for CHIPS Attorney Services, effective October 1, 2013 to December 31, 2014.
- e. Stroup, LuAnn – renew contract for Guardianship Services, effective January 1, 2014 to December 31, 2014.
- f. Tindal, Barb – renew contract for Guardianship Services, effective January 1, 2014 to December 31, 2014.

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.

**Date: December 31, 2013**

**Res. #92-13**

**RESOLUTION**

On motion of Commissioner Bennett, seconded by Commissioner Glynn, the following Resolution was passed and adopted by the Mower County Board of Commissioners at a meeting held December 31, 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 December 1, 2013 through December 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 December 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 December 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 31<sup>st</sup> day of December, 2013.

**THE MOWER COUNTY BOARD OF COMMISSIONERS**

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

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

**Date: December 31, 2013**

**Res. #93-13**

**RESOLUTION**

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

BE IT FURTHER RESOLVED, That all assistance payments issued during the month of December 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 December 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 December 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 31<sup>st</sup> day of December, 2013.

**THE MOWER COUNTY BOARD OF COMMISSIONERS**

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

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

Motion made by Commissioner Gabrielson, seconded by Commissioner Glynn to adjourn the Human Services Board meeting at 9:38 a.m. Motion carried.

**COUNTY BOARD**

The Special Session of the Board was reconvened at 9:50 a.m. for regular business items.

Lisa Kocer, Community Health Supervisor, introduced the new registered nurse, Tricia Nerison, and provided the Board with updates concerning the following: Response to the Minnesota Department of Health Alert System – 2013; Strategic Planning work plans for Long-term Care, Healthy Families America and Public Health Preparedness; and Local Public Health 2013 investigations into infectious diseases and State Community Health Service Advisory Committee.

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

AMOUNT	VENDOR NAME	AMOUNT	VENDOR NAME
292.79	ALLIANT ENERGY	1494.00	ANOKA CO JUVENILE CENTER
235.91	MARK APPLIN	115.00	AUSTIN HIGH SCHOOL ATHLETIC CL
104.00	AUSTIN HIGH SCHOOL ATHLETIC DE	1493.26	AUSTIN NEWSPAPERS INC
2730.19	AUSTIN UTILITIES	144.75	AUTO VALUE AUSTIN
1445.87	BOB BARKER COMPANY INC.	528.29	BOUND TREE MEDICAL LLC
527.82	CARDINAL HEALTH	1494.35	CDW GOVERNMENT INC
1915.57	CENTRAL STATES WIRE PROD	440.00	CHILDREN'S HOSPITALS & CLINICS
3455.00	CHOSEN VALLEY TESTING, INC	220.16	CMI INC.
182.00	LAURIE COCHRAN RPR	1024.84	CONTINENTAL RESEARCH CORP.
110.23	CREATIVE FORMS & CONCEPTS	671.38	DALCO
496.12	DAVE'S PLUMBING & HEATING INC	3207.11	DELL MARKETING L P
23817.78	DEVELOPMENT CORP OF AUSTIN	441.64	EMERGENCY AUTOMOTIVE TECHNOLOG
10750.50	ERICKSON ENGINEERING CO., LLC	265.43	ETTERMAN ENTERPRISES
900.42	FARM & HOME PUBLISHERS	738.79	FERNBROOK FAMILY CENTER

**COMMISSIONERS' RECORD MOWER COUNTY, MINNESOTA**

326.22 GRAINGER	2409.50 HANSEN HAULING & EXCAVATING
113849.02 HOVERSTEN, JOHNSON, BECKMANN & H	318.78 INNOVATIVE OFFICE SOLUTIONS, LL
160.00 EVAN LARSON LAW OFFICE	255.55 LASER PRODUCT TECHNOLOGIES
340.65 MATTHEW BENDER	257.40 MAYO CLINIC HEALTH SYSTEM-ALBE
100.00 MCAA EDUCATIONAL FOUNDATION	216.40 MEDTOX LABORATORIES INC
3836.37 MELCHERT HUBERT SJODIN	233.01 METRO SALES INC
503.00 MIDWEST MONITORING & SURVEILLA	446.52 MII LIFE
2381.23 MINNESOTA HUMAN SERVICES	25547.92 NACR
297.96 NAPA AUTO PARTS	969.07 OFFICE OF MN IT SERVICES
4455.00 OLMSTED COUNTY COMMUNITY SERVI	386.35 PETROBLEND CORP.
19303.35 PETROLEUM TRADERS CORPORATION	312.00 POMP'S TIRE SERVICE, INC
140.83 PROLINE DIST INC	16387.50 REGENTS OF THE UNIVERSITY OF M
3380.14 RONCO ENGINEERING SALES, INC.	3696.00 RS EDEN INC
119.71 RUBBER-INC	1280.47 RUPP, ANDERSON, SQUIRES & WALDSP
915.65 SCHILLING SUPPLY COMPANY	208.00 DR SCHMITT
172.27 SHRED-IT USA MINNEAPOLIS	1255.00 PAUL SPYHALSKI
4045.25 SUN LIFE FINANCIAL	505.59 THOMSON REUTERS-WEST PAYMENT C
18196.75 TIERNEY BROTHERS INC	447.16 TIGERDIRECT
2507.23 TINY'S BODY SHOP	4158.85 TURNKEY CORRECTIONS
9237.76 UNIFORMS UNLIMITED INC	1000.00 VANGUARD APPRAISALS INC
2630.93 VERIZON WIRELESS	2373.00 VILLAGE RANCH CHILD FAMILY SER
7901.88 VILLAGE RANCH INC	230.77 WEX BANK
22034.49 WHITEWATER WIRELESS INC	106.72 WOODRUFF COMPANY
670.00 WORLEIN FUNERAL HOME	467.28 Y WASTE REMOVAL INC
239.42 ZIEGLER, INC	130.87 ZUMBROTA BEARING & GEAR, INC
3457.58 180 DEGREES INC	
38 PAYMENTS LESS THAN \$100	1,611.28
**** FINAL TOTAL.....	\$345,656.88 ****

Motion carried.

Donna Welsh, Finance Director, provided the Board with a list of recommended budget amendments to finish the year 2013.

Motion made by Commissioner Glynn, seconded by Commissioner Gabrielson to approve the following 2013 budget amendments:

<b>PUBLIC WORKS</b>		
13-320-000-0000-5212	State Grant	(\$3,000,000)
13-320-000-0000-6296	Pymts to Contractors	(\$3,000,000)
13-310-000-0000-5535	Charges from other funds	(\$135,000)
13-340-000-0000-6562	Gas/Fuel	(\$135,000)
13-310-000-0000-5940	Sale of Equipment	\$230,000
13-310-000-0000-6621	Equipment purchase	\$230,000
13-391-397-0000-6262	Sewer Inventory expense	(\$51,000)
13-391-397-0000-5375	State Inventory Grant	(\$40,000)
13-391-397-0000-6814	Local Water Match	(\$4,920)
13-330-000-0000-6105	Admin salaries	(\$4,920)
Overall Reduction using reserves for PW		(\$11,000)
<b>General Fund</b>		
01-201-000-0000-6409	Minor Equipment	\$26,000
	Use Reserves	

COMMISSIONERS' RECORD MOWER COUNTY, MINNESOTA

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01-201-000-0000-5401	Federal Grant	\$96,037
01-201-000-0000-6409	Minor Equipment	\$96,037
01-004-000-0000-6379	Contingency	(\$11,000)
01-235-000-0000-6105	Bailiffs/Guards	\$11,000
01-004-000-0000-6379	Contingency	(\$6,000)
01-212-000-0000-6105	LeRoy Sheriff	\$6,000
01-004-000-0000-6379	Contingency	(\$24,000)
01-249-000-0000-6273	Coroner	\$24,000
01-225-000-0000-6621	E-9-1-1 fund	\$52,413
	Use Reserves	
01-003-000-0000-6814	Bellemen return of princ	(\$34,800)
01-003-000-0000-6621	Pool Car Purchase	\$34,800
01-281-222-0000-6814	Firefighter Grant	\$43,906
01-004-000-0000-6379	Contingency	(\$43,906)
01-781-000-0000-6810	Vision 2020	\$10,000
01-004-000-0000-6379	Contingency	(\$10,000)
	Prior Contingency Balance	\$194,100
	Use of Contingency	(\$94,906)
	Remaining Contingency	\$99,194
	Reserves Use	\$78,413

Motion carried.

Doug Groh, County Auditor-Treasurer, requested that the County provide him with salary compensation in accordance with the Board approved salary resolution for 2013 in the total amount of \$69,374.32. By Mr. Groh's calculations, his 2013 salary will be short \$50.56 when payment is made bi-weekly. The remainder of the 2013 salary will be paid in 2014 which will not reflect properly on his W-2 for 2013 wages. A discussion followed Mr. Groh's request.

Motion made by Commissioner Glynn, seconded by Commissioner Gabrielson to reject the request of the County Auditor-Treasurer to pay him his salary on a cash basis for the full 2013 board approved salary compensation. Motion carried.

Commissioner Bennett on behalf of the Personnel Committee informed the Board that the Committee has discussed having an annual approval of the Staffing Levels for each department. The outcome would be to permit the Human Resources Director to proceed with filling vacancies as they occur, rather than wait on Board approval for each vacant position. Due to the ever increasing changes in Health and Human Services, the Personnel Committee is not recommending an approved Staffing Level for that department. Vacancies in this department will still need Board approval.

Motion made by Commissioner Bennett, seconded by Commissioner Ankeny that vacant positions be filled in accordance with Personnel Policy B130 Recruitment and Selection, and that the Board approve the 2014 annual staffing level list for each department (except Health & Human Services) as on file in the office of Human Resources and authorize the Human Resources Director to fill any vacant positions according to union contract and personnel policies and to fill any subsequent vacancies created in filling the vacant positions. Motion carried.

The Personnel Committee presented two new job descriptions for Board approval.

Motion made by Commissioner Gabrielson, seconded by Commissioner Glynn to approve the job descriptions for the new positions of Help Desk Specialist and GIS / Computer Technician. Motion carried.

The Personnel Committee presented a Memorandum of Understanding with the AFSCME union in regards to pay for work performed on Holidays. The current contract did not provide for premium pay for work that is required to be performed on a Holiday. This MOU provides for compensation at 1.5 for hours that are required to be worked on a Holiday and compensation at straight time for hours worked at the regular rate of pay for that employee. The MOU also states that overtime will be paid based on Fair Labor Standards Act requirements.

Motion made by Commissioner Bennett, seconded by Commissioner Gabrielson to approve the Memorandum of Understanding with AFSCME Local 2566 in regards to Holiday hours. Motion carried.

The proposed Resolution for setting Minimum Salaries for elected officials was tabled to January 7, 2014.

The Finance Committee had received a request from the City of LeRoy for additional matching funds related to the rural radio project. The County had agreed to a 10% match for a 2010 grant not to exceed \$33,000. Since that time, another grant had been received. The request is for a 10% match on the second grant (FEMA Assistance to Firefighters) received.

Motion made by Commissioner Ankeny, seconded by Commissioner Glynn to approve the additional matching funds for the rural radio project (FEMA Assistance to Firefighters Grant EMW-2011-FR-00003) in the amount of \$20,039.03. Motion carried.

Commissioner Glynn brought to the attention of the Board that there is a tax forfeited property in LeRoy that a neighbor is willing to purchase and demolish. There will be a letter forthcoming presenting the proposal.

Motion by Commissioner Gabrielson, seconded by Commissioner Bennett to deny the Application for Abatement of penalty of Donald Zimmerman in regard to parcel number numbers 06.004.0050, 06.020.0040, 06.017.0060 and 06.005.0060 in Mower County for

taxes payable in 2013. The basis for denial is consistency with current policy and practice. Motion carried.

Motion by Commissioner Gabrielson, seconded by Commissioner Ankeny to deny the Application for Abatement of penalty of Josephine Millenacker in regard to parcel number 34.390.0020 in Mower County for taxes payable in 2013. The basis for denial is consistency with current policy and practice. Motion carried.

It was noted that the Fair Board provided the County Board with a list of 2014 / 2015 long range building / capital improvement requests for review.

Motion made by Commissioner Glynn, seconded by Commissioner Ankeny to adjourn the meeting at 11:12 a.m. Motion carried. The next meeting is scheduled for January 7, 2014 at 1:00 p.m.

**THE MOWER COUNTY BOARD OF COMMISSIONERS**

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

**Attest:**

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

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