

SPECIAL SESSION OF THE MOWER COUNTY  
BOARD OF COMMISSIONERS

January 14, 2014

The Mower County Board of Commissioners in and for the County of Mower, Minnesota, met in Special Session January 14, 2014 at 8:30 a.m. at the Government Center in Austin, Minnesota.

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

A departmental update to the Board was provided by Steve King, Correctional Services Director. He discussed potential impacts to his department with the upcoming retirement of both Mower County judges. He provided a status update on the Electronic Home Monitoring equipment (EHM) owned by the County. The equipment is outdated and will not be replaced and the department will be utilizing Midwest Monitoring in lieu of equipment replacement. In addition, Mr. King provided a statistical update on the caseload in his department.

Motion made by Commissioner Glynn, seconded by Commissioner Reinartz to approve the agenda with the following addition:

1. Add Personnel Committee Item:
  - e. Approve/Deny new personnel policy Section D183 - On Call Policy for Sheriff Department

Motion carried.

**HUMAN SERVICES BOARD:**

Overview of director's report. EDMS Update. MNSure Update. MNChoices Update.

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

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

- a. Parenting Resource Center – renew contract for Crisis Nursery & parenting Services, effective January 1, 2014 to December 31, 2014.
- b. Stegenga, Sue – approve amendment to contract for Mental Health Services, effective January 1, 2013 to February 28, 2014.

Motion carried.

Commissioner Ankeny moved and Commissioner Gabrielson 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.

Commissioner Glynn moved and Commissioner Reinartz seconded to approve the Social Service Actions. Motion carried.

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

Commissioner Glynn moved and Commissioner Reinartz seconded adjournment of the Human Services Board at 9:43 a.m. Motion carried.

**COUNTY BOARD:**

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

Commissioner Gabrielson reported on behalf of the Personnel Committee that the Committee has reviewed the Travel and Vehicle Policies with the recommendation to revise the policy. The most notable change has to do with reimbursement for meals for travel that occurs less than 75 miles from the County. The other changes were more for clarification purposes.

Motion made by Commissioner Gabrielson, seconded by Commissioner Ankeny to revise Personnel Policy G100 Reimbursement of Travel and Related Expenses by deleting all current language and replacing it with the following new language for Personnel Policy G100 Reimbursement for Travel and Related Expenses as follows:

**TRAVEL AND VEHICLE POLICIES  
SECTION G100  
Reimbursement of Travel and Related Expenses**

**Policy Statement:**

This policy is designed to provide the basis for determining authority, public purpose, and necessity for reimbursement of County Travel expenditures.

**Scope:**

This policy applies to all Mower County employees, elected officials, and volunteers. In the event that this policy conflicts with a current collective bargaining agreement, state or federal law, those provisions prevail.

**Approval and Notification of Travel:**

1. Department Heads shall be responsible for travel approval for all employees, including themselves, based on their approved budgets. Department heads shall submit travel and training expenses during the annual budget process. It is understood that training and travel needs may change during the budget year. Department heads are permitted to vary from their submitted travel and training detail as long as expenses remain within the approved travel and training budgets.
2. Whenever possible, travel and lodging arrangements shall be made in advance and be billed directly to the County. All authorized travel expenses, which are not billed directly to the County, shall be paid by the employee subject to reimbursement upon approval of a travel expense claim.
3. Out of State travel and training shall require board approval regardless if the amount remains within the department budget. Exceptions to this are inmate and client transports.

**Authorized Expenses:**

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## COMMISSIONERS' RECORD MOWER COUNTY, MINNESOTA

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County employees, elected officials, and volunteers may be reimbursed for reasonable and necessary expenditures. It shall be the responsibility of the respective department head or designees to review the expense claim to insure that the expense is not a substitute for that which would normally be incurred by the employee in a day-to-day personal expense.

### Vehicle Expenses:

1. For the purpose of definition vehicle includes
  - a. Car, van or truck, county or individually owned.
  - b. Specially equipped personal van or van-type vehicle - to qualify it must be equipped with a ramp, lift, or other level exchanging devices designated to provide access for a wheel chair.
  - c. Private aircraft - if which use is authorized shall have reimbursement based on direct air mileage between the point of departure and destination.
2. Utilization and reimbursement
  - a. County vehicles should be used whenever possible (See Fleet Vehicle Policy).
  - b. When a fleet vehicle is not available, or use of a personal vehicle to conduct authorized County business is required for County benefit, the individual will be reimbursed at the rate established by the County Board.
  - c. Motorcycles, motor scooters, motorbikes and other motorized two or three wheeled open cab vehicles shall not be used for travel on behalf of Mower County.
3. Mileage shall be approved based on the normal route (s) between departure and destination. Variations from the route shall be documented on the expense claim.
4. When an employee does not report to their normal work location during the day or makes business calls before or after reporting to that location, the allowable mileage shall be:
  - a. The lesser of the mileage from the employee's residence or from their normal work location to the first stop.
  - b. All mileage between points visited on County business during the day.
  - c. The lesser of the mileage from the last stop to the employee's residence or from the last stop to their normal work location.
  - d. Telecommuters do not receive mileage reimbursement when reporting to County facilities.
5. License/Insurance  
Mower County employees must have a valid driver's license in order to drive County vehicles. If a personal vehicle is used for County business the employee is required to have proper vehicle license and insurance.
6. Traffic/parking violations  
Traffic/parking violations incurred while operating a vehicle on County business will be the responsibility of the vehicle operator. Exceptions to this section based on extenuating circumstances shall be presented to the Board of Commissioners for approval or denial.

### Commercial Transportation:

1. Air Transportation  
Any employee, traveling on County business shall be reimbursed for their travel expense. Air fare should be billed to the County at the lowest available rate based on inquiries to travel or ticket agents.
2. Personal Vehicle  
When a personal vehicle is used for extended travel, reimbursement is paid on the basis of the prevailing County mileage allowance rate or lowest available air fare, whichever is less.
3. Automobile rental  
The Department Head or designee shall authorize, at reasonable rental rates, when necessary for County business. If need results from an emergency (i.e. County vehicle has a major malfunction and travel status must be continued) the Department Head or designee is to be notified as soon as reasonably possible.

### Lodging Expense:

1. The County will pay reasonable lodging expenses necessarily incurred during the course of County business. Effort will be made to insure the lowest cost (i.e. government rate) to the County.
2. Charges for lodging will be paid for:  
Those nights a conference, seminar, meeting, etc., is actually in session and/or the night prior to the event providing the starting time is 9:00 am or before, and distance to event exceeds 75 miles . Exceptions to this restriction, due to weather conditions or other extenuating circumstances, shall be subject to and at the discretion of the Department Head.
3. In special situations not covered above, (i.e. pick-up for and return following court appearance) lodging expenses will be paid when authorized by the Department Head or their designee.
4. Lodging should be billed directly to the County whenever possible.

### Meal Allowance:

1. Employees in overnight travel status away from their work station shall be reimbursed for meals up to established maximums set by the County Board on an annual basis. Gratuity and alcohol **are not** allowable expenses.

- a. Breakfast reimbursement may be claimed only if the employee is on assignment away from their work location in a travel status overnight.
  - b. Noon Meal reimbursement shall be based upon an overnight travel status.
  - c. Dinner reimbursement may be claimed only if the employee is away from their home location in a travel status overnight or is required to remain in a travel status until after 7:00 pm.
2. There shall be no meal reimbursement when in training or travel status when the distance to said location is less than 75 miles from an employee's work location. If the distance exceeds 75 miles the employee is eligible to claim meal reimbursement at the rates established by the County board. Meal reimbursements that do not involve an overnight stay are considered taxable income and shall be claimed as such by the County. This policy is subject to change if required by IRS regulations.
  3. When meals are part of tuition or registration fee, no additional charges for those meals can be claimed. The County will not reimburse employees for the cost of alcoholic beverages.

**Other Authorized Expenses:**

1. Parking shall be reimbursed on an actual cost basis. Receipts shall be obtained whenever possible.
2. Reimbursement for reasonable miscellaneous travel expenses are authorized when on County business (e.g. cab/bus fare, toll fees, business telephone calls, etc. and shall be itemized on the expense claim).
3. Travel Advance
  - a. The County Board, in accordance with MS 471.97 has authorized Mower County employees to draw travel advances.
  - b. The Department Head may advance the estimated cost of travel expenses where anticipated expenses total at least fifty dollars (\$50.00), provided the employee makes such a request in a reasonable period of time in advance of the travel date.
  - c. The employee must submit an accounting of the travel advance drawn no later than two (2) weeks after the work related travel is completed. The employee must substantiate all claims.
  - d. Any unused portion of the travel advance will be repaid to the County within two (2) weeks after the work related travel is completed.
  - e. In the event of an emergency, (i.e. staff hospitalization) prevents completion of #3, the Department Head or designee shall notify the County Coordinator.

**Emergency in Travel Status:**

In the event of emergency occurring while in a travel status the County employee must notify the Department Head or designee as soon as reasonably possible. Compensation will be based upon duration of time away from home up to (8) eight hours per day. If an overnight stay is required the County will pay for meals and lodging.

**Documentation:**

Documentation required by the county is not necessarily sufficient for accounting to the Internal Revenue Service. It is, therefore, up to each employee to maintain adequate documentation to substantiate any claims. Receipts (other than meal expenses) shall be attached to the expense claim form. Travel expense should be claimed monthly, with charges carried no longer than ninety (90) days.

**Compensation while traveling (for an hourly employee):**

When hourly employees travel overnight on business (i.e. for more than one day) they must be paid for time spent in traveling (except for meal periods) during their normal working hours on their non-working days, such as Saturday, Sunday or holidays, as well as on their regular working days. Travel time for a passenger is paid if the travel occurs during their normal hours of work regardless of the day of the week in which the travel occurs. Travel time for the driver is paid regardless of the time of day or the day of the week. Breaks for meals are not compensated for either driver or passenger.

Motion carried.

Commissioner Gabrielson also informed the Board that the Personnel Committee had reviewed the Outside Employment policy. The policy was completely re-written. The revisions were to address questions that have arisen in various departments in regards to staff having outside employment.

Motion made by Commissioner Gabrielson, seconded by Commissioner Ankeny to revise Personnel Policy B210 Outside Employment by deleting all current language and replacing it with the following new language for Personnel Policy B210 Outside Employment as follows:

**SECTION B210  
Outside Employment**

Purpose: The purpose of this policy is to ascertain conflicts of interest and job related behaviors stemming from outside employment. It is not intended to curtail an employee's ability to obtain income from an outside source.

It shall be the responsibility of each employee to inform his/her Department Head about all outside employment, activity or enterprise entered into for private gain which may conflict with his/her public duties. In determining whether such outside employment or activities for private gain constitute a conflict of interest with public duties or are inconsistent or incompatible with public employment, the following such activities or employment shall be considered. The determination of a conflict is at the sole discretion of the employer.

The following actions are prohibited:

- Accept any employment which is similar to the employment held by the employee for the County which may mislead the outside employer that such outside employment is an extension of their county employment.
- Accept employment with any individual who is a client through the County and the employee of the County has direct or indirect control of provision of services or goods or the County employee would be in a position to directly or indirectly monitor, license or otherwise have input regarding the outside provision of goods/services.
- The use for private gain or advantage of County time, facilities, equipment and supplies or the badge, uniform, prestige or influence of County employment.
- Receipt or acceptance by the employee of any money or other consideration from anyone other than the County for the performance of an act which the employee would be required or expected to perform in the regular course or hours of County employment or as a part of his/her duties as an employee.
- The performance of an act in other than his/her capacity as an employee which act may later be subject directly or indirectly to the control, inspection, review, audit or enforcement by such employee for the department by which he/she is employed.
- No employee shall hold an outside position when it is determined by the Department Head that the outside position (or the hours of work) are incompatible with the assigned position the employee holds with the County.

Employees shall notify their Department Head in writing (use Outside Employment form available from Human Resources or on the County intranet) of their intent to seek outside employment including the nature, place and working hours. The Department Head shall examine whether the outside employment or activity is of a similar nature to County employment. The Department Head will indicate approval or disapproval in writing with a copy forwarded to the Human Resource Director. In instances where the Human Resource Director finds an actual or apparent conflict of interest the employment or activity may be disapproved. In such cases the aggrieved employee may appeal the determination to the Board, whose decision shall be final. Failure to report outside employment is grounds for disciplinary action, up to and including termination.

In addition, the Board approves the related request form. Motion carried.

Also, Commissioner Gabrielson informed the Board that the Personnel Committee had reviewed the On-Call policy as it pertains to the Sheriff's Department. The current policy does not provide for any compensation when non-union employees are required to be in an on-call status. Due to the nature of the work performed in the Sheriff's department the Committee recommends a new policy to address compensation when the Chief Deputy Sheriff is required to be in an on-call status.

Motion made by Commissioner Gabrielson, seconded by Commissioner Ankeny to adopt Personnel Policy D183 On Call Pay - Sheriff Department effective December 20, 2013. The language is as follows:

**SECTION D183  
ON CALL PAY – SHERIFF DEPARTMENT**

In order to provide adequate coverage outside the normal work week to meet the needs of public safety services it is necessary to have properly trained employees available to be able to make leadership decisions when required. In the

absence of on call sergeants to make these leadership decisions, the Chief Deputy Sheriff shall be assigned to the on call rotation which covers a seven (7) day period and shall receive compensation of \$100 for the seven (7) day assignment. The Chief Deputy shall be required to follow the department policy as to response time and availability as it exists and as it changes. In no case shall more than one employee receive compensation for on call duty or be assigned this duty during the same seven (7) day period.

Motion carried.

It was reported to the Board that the Personnel Committee has been discussing the open hours for the Government Center as well as the Justice Center. The Committee feels there would be efficiencies created for the departments by closing the two buildings to the public at 4:30 p.m.

Motion made by Commissioner Gabrielson, seconded by Commissioner Ankeny to approve changing the public hours at the Mower County Justice Center and the Mower County Government Center from the current public hours of 8:00 a.m. to 5:00 p.m. to new public hours of 8:00 a.m. to 4:30 p.m. effective March 3, 2014. The Law Enforcement Center public counter hours shall coincide with the new hours of the Government Center but public safety remains 24/7.

The Personnel Committee met with the Director of Health and Human Services regarding the requests for new positions in that department. The Personnel Committee would like additional time to discuss all the requests.

Motion made by Commissioner Gabrielson, seconded by Commissioner Ankeny to table the request of the Health & Human Services Director to fill four budgeted employee positions, approve one budgeted Phased Retirement Option (PRO) position and hire temporary staff and/or add employee hours for the EDMS project (Child Support Office phase.)

Commissioner Ankeny and Commissioner Glynn updated the Board in regard to the County Extension Committee meeting. The Extension Committee will be requesting both commissioners to attend a meeting with the Fair Board regarding 4-H fair operations and budget.

At this point, Mike Carlson, Mower County HRA Director, provided an update to the Board. He reviewed the agency's facilities as to number of units and eligibility guidelines as part of his update.

Motion made by Commissioner Glynn, seconded by Commissioner Reinartz to approve the minutes of December 31, 2013. Motion carried.

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

AMOUNT	VENDOR NAME	AMOUNT	VENDOR NAME
308.87	A.E.S., INC.	130.00	DONALD ADAMS
9744.66	ADVANCED CORRECTIONAL HEALTHCA	118.21	ALLIANT ENERGY
5130.28	AMERICAN SOLUTIONS FOR BUSINES	1471.00	ASSOCIATION OF MINNESOTA COUNT
34034.98	AUSTIN UTILITIES	136.63	AUTO VALUE AUSTIN
4697.27	BAUDOIN OIL COMPANY	630.00	BUREAU OF CRIMINAL APPREHENSIO
5241.86	CARDMEMBER SERVICE	300.00	CEDAR VALLEY SERVICES, INC

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3000.18 CHARTER COMMUNICATIONS	20350.00 CLIFTONLARSONALLEN
3106.85 NORMAN CRAIG	250.00 CZAPLEWSKI FAMILY FUNERAL HOME
1069.63 DEXTER LP, INC	120.15 ETTERMAN ENTERPRISES
2739.00 TIMOTHY FLYNN	6327.48 FREEBORN COUNTY CO-OPERATIVE O
416.24 G & K SERVICES	650.00 GTS
1973.42 HANSON TIRE OF AUSTIN INC	570.00 DAVID HILLIER
505.88 INNOVATIVE OFFICE SOLUTIONS,LL	760.00 THE JOSEPH COMPANY, INC
413.80 KRUEGER TRANSPORTATION	7710.00 EVAN LARSON LAW OFFICE
361.07 LASER PRODUCT TECHNOLOGIES	222.00 LHB INC
1626.94 LITTLE FALLS MACHINE, INC.	608.39 MANTEK
330.00 MAYER FUNERAL HOME	150.00 MID STATES ORGANIZED CRIME
47457.01 MINNESOTA COUNTIES COMPUTER CO	3653.00 MINNESOTA COUNTY ATTORNEYS ASS
6678.00 MINNESOTA SHERIFFS ASSOCIATION	187.70 MISSISSIPPI WELDERS SUPPLY CO.
807.50 MN DEPT OF HEALTH WELL MANAGEM	2215.92 MOWER COUNTY SOIL & WATER CONS
320.74 NAPA AUTO PARTS	675.00 PALLETON OF MINNESOTA
700.02 RONCO ENGINEERING SALES, INC.	134.94 SHRED-IT USA MINNEAPOLIS
3521.10 DAVE SYVERSON FREIGHTLINER	107.53 TARGET
505.59 THOMSON REUTERS-WEST PAYMENT C	440.32 TITAN MACHINERY
9248.75 UHL COMPANY INC	689.19 WASTE MANAGEMENT OF WI-MN
330.99 WHITEWATER WIRELESS INC	1591.57 ZACK'S, INC.
1959.84 ZIEGLER, INC	
13 PAYMENTS LESS THAN \$100	703.97
**** FINAL TOTAL.....	\$197,133.47 ****

Motion carried.

Motion made by Commissioner Ankeny, seconded by Commissioner Reinartz to appoint Sue Olson of the Cedar River Watershed District as that agency's representative to the County Water Advisory Committee. Motion carried.

Motion by Commissioner Gabrielson, seconded by Commissioner Ankeny to adjourn the meeting at 11:08 a.m. Motion carried. The next meeting is scheduled for January 28, 2014 at 8:30 a.m.

THE MOWER COUNTY BOARD OF COMMISSIONERS

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

Attest:

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

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