

SPECIAL SESSION OF THE MOWER COUNTY  
BOARD OF COMMISSIONERS

July 29, 2014

The Mower County Board of Commissioners in and for the County of Mower, Minnesota, met in Special Session July 29, 2014 at 9:00 a.m. at the Government Center in Austin, Minnesota.

Members present, viz:            Tony Bennett, Chair  
   Tim Gabrielson  
   Polly Glynn  
   Jerry Reinartz  
   Craig Oscarson, County Coordinator

Member absent:                    Mike Ankeny, Vice Chair

Motion made by Commissioner Glynn, seconded by Commissioner Reinartz to approve the agenda with an addition as follows: Accept Resignation of the Health & Human Services Director. Motion carried.

**HUMAN SERVICES BOARD:**

Overview of director's report. EDMS Update. Vulnerable Adults – Common Entry Point

Commissioner Glynn moved and Commissioner Gabrielson seconded to approve the revised fee schedule for Rule 25 Assessments. Motion carried.

Commissioner Gabrielson moved and Commissioner Reinartz seconded to approve designating the Social Services Unit (assigned intake social worker) as the Common Entry Point (CEP) for suspected maltreatment of Vulnerable Adults until the Commissioner of Human Services establishes a statewide centralized CEP system. Motion carried.

Commissioner Glynn moved and Commissioner Gabrielson seconded to approve the Cooperative Agreement for the SE Minnesota Chemical Dependency Pilot Project, 7/1/14-12/31/14. Motion carried.

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

Commissioner Glynn moved and Commissioner Reinartz 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.

Motion made by Commissioner Gabrielson, seconded by Commissioner Glynn to accept the resignation of Julie Stevermer, H&HS Director effective August 15, 2014. Motion carried.

Motion made by Commissioner Reinartz, seconded by Commissioner Glynn to refer the replacement of the Health & Human Services Director (with the possibility of an interim director prior to filling the position) to the Personnel Committee for a recommendation. Motion carried.

**Date: July 29, 2014**

**Res. #61-14**

**RESOLUTION**

On motion of Commissioner Reinartz, seconded by Commissioner Glynn, the following Resolution was passed and adopted by the Mower County Board of Commissioners at a meeting held July 29, 2014 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, 2014 through July 31, 2014 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 2014 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 2014 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: Tony Bennett aye, Tim Gabrielson aye, Jerry Reinartz aye, and Polly Glynn aye. Passed and approved this 29<sup>th</sup> day of July, 2014.

**THE MOWER COUNTY BOARD OF COMMISSIONERS**

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

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

**Date: July 29, 2014**

**Res. #62-14**

**RESOLUTION**

On motion of Commissioner Glynn, seconded by Commissioner Reinartz, the following Resolution was passed and adopted by the Mower County Board of Commissioners at a meeting held July 29, 2014 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, 2014 through July 31, 2014 are hereby approved.

BE IT FURTHER RESOLVED, That all assistance payments issued during the month of July 2014 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 2014 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 2014 as listed on the Report of Refunds and Cancellation, are hereby acknowledged as received.

The Commissioners voted as follows: Tony Bennett aye, Tim Gabrielson aye, Jerry Reinartz aye, and Polly Glynn aye. Passed and approved this 29<sup>th</sup> day of July, 2014.

**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 9:32 a.m. Motion carried.

**COUNTY BOARD**

The Special Session of the Board was reconvened at 9:43 a.m. for regular business items.

Pam Kellogg, Nursing Supervisor, provided an update on Healthy Families America Home Visiting Program.

Karissa Studier, Registered Nurse, provided an update on SHIP Mower County.

Pam Kellogg also provided an update on shot clinics indicating that the last one will be done during the K-12 registration days in early August

Commissioner Gabrielson, on behalf of the Personnel Committee, informed the Board that the Committee had reviewed the request that the Human Resources Director received from an employee in the Health and Human Services Department for an unpaid medical leave of absence for up to 6 weeks. The approximate start date is September 20th, 2014. The request is for employee number 770.

Motion made by Commissioner Gabrielson, seconded by Commissioner Glynn to approve an unpaid medical leave for employee number 770 for up to 6 weeks to begin on or about September 20, 2014. Motion carried.

It was further reported that the Personnel Committee has met with the Auditor/Treasurer to discuss his request to extend the assignment of a temp in the Auditor/Treasurer office until December 27, 2014. The Auditor/Treasurer stated the need was based on additional work due to election activities in the office and lack of trained staff. The Committee does not believe the level of activity for this election year would warrant adding additional staff to this department.

Motion made by Commissioner Gabrielson to deny the request of the Auditor-Treasurer to extend the assignment of a temp until December 27, 2014. Motion failed for a lack of a second. No discussion took place due to the lack of a second to the motion.

Commissioner Glynn reported on behalf of the Building Committee in regard to the Government Center that quotes are still being reviewed for paint, the floors are scheduled to be done in October, receiving quotes for updating the landscaping and there is new striping on the parking lots.

Mike Hanson, Public Works Director, presented bid information received for project SAP 50-607-037 with a recommendation to award to the low bidder.

Motion made by Commissioner Glynn, seconded by Commissioner Gabrielson to award the bid to the low bidder Rochester Sand and Gravel on project SAP 50-607-037 with a low bid of \$331,087.00 and have the project commence. Motion carried. Full bid abstract on file in the office of the County Auditor-Treasurer and Public Works Director.

**Date: July 29, 2014**

**Res. #63-14**

**RESOLUTION**  
**For Agreement to State Transportation Fund (Bridge Bonds)**  
**Grant Terms and Conditions**  
**SAP 050-646-005**

On motion of Commissioner Reinartz, seconded by Commissioner Glynn the following Resolution was passed and adopted by the Mower County Board of Commissioners at a meeting held July 29, 2014 at the Government Center, Austin, Minnesota.

WHEREAS, Mower County has applied to the Commissioner of Transportation for a grant from the Minnesota State Transportation Fund for construction of Bridge No. 50K45; and

WHEREAS, the Commissioner of Transportation has given notice that funding for this bridge is available; and

WHEREAS, the amount of the grant has been determined to be \$160,658.85 by reason of the lowest responsible bid;

NOW THEREFORE, be it resolved that Mower County does hereby agree to the terms and conditions of the grant consistent with Minnesota Statutes, section 174.50, subdivision 5, clause (3), and will pay any additional amount by which the cost exceeds the estimate, and will return to the Minnesota State Transportation Fund any amount appropriated for the bridge but not required. The proper county officers are authorized to execute a grant agreement with the Commissioner of Transportation concerning the above-referenced grant.

Passed and approved this 29<sup>th</sup> day of July, 2014.

**THE MOWER COUNTY BOARD OF COMMISSIONERS**

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

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

Motion made by Commissioner Glynn, seconded by Commissioner Gabrielson to approve the vegetation barrier planting and maintenance plan near the Pleasant Valley Wind Substation in Sargeant Township as a condition of CUP #800. Motion carried.

The Board recessed at 10:30 a.m. and reconvened at 10:32 a.m.

Motion made by Commissioner Reinartz, seconded by Commissioner Glynn to approve the minutes of July 15, 2014. Motion carried.

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

AMOUNT	VENDOR NAME	AMOUNT	VENDOR NAME
117.25	ADAMS RIZZI & SWEEN	2014.90	ADVANCED CORRECTIONAL HEALTHCA
23866.00	ANOKA CO JUVENILE CENTER	380.00	ARENS HEATING AND COOLING, LLC
122.34	ARROW PRINTING	451.91	AUSTIN NEWSPAPERS INC
8200.00	BUDGET BATES INC.	697.80	BOB BARKER COMPANY INC.
1391.74	BOUND TREE MEDICAL LLC	197.95	THE BRICKHOUSE COFFEE HOUSE
3812.22	BSN SPORTS	229.34	CARDINAL HEALTH
152.82	CARE EXPRESS PRODUCTS INC	3058.24	CDW GOVERNMENT INC
180.58	CHARTER COMMUNICATIONS	4107.22	DALCO
839.73	DELL MARKETING L P	1778.48	DANIEL DONNELLY LAW FIRM
4047.27	DOORS & FLOORS INC.	975.00	DS SOLUTIONS INC
2255.68	EMERGENCY AUTOMOTIVE TECHNOLOG	3015.00	EMERSON NETWORK POWER
504.21	FEATHERLITE GRAPHICS	497.76	FERNBROOK FAMILY CENTER
383.60	FIRSTLAB INC.		
1109.27	FOX ELECTRIC COMPANY, INC	585.00	HARTY MECHANICAL INC
150.00	HEALTH CARE EDUCATION & TRAINI	3924.00	HENRICKSEN PSG
313.41	INNOVATIVE OFFICE SOLUTIONS,LL	1850.00	JONES HAUGH & SMITH INC
		1806.48	EVAN LARSON LAW OFFICE
319.65	LASER PRODUCT TECHNOLOGIES	1350.00	LUNDBERG SIDING & WINDOWS LLC
1393.56	MANPOWER	1091.29	MATTHEW BENDER
1550.00	MAYO CLINIC -ROCHESTER	61625.45	MAYO CLINIC HEALTH SYSTEM WASE
5052.46	MAYO CLINIC HEALTH SYSTEM-ALBE	20979.40	MAYO CLINIC ROCHESTER
9599.00	MEDICAREBLUE RX	227.22	MEDTOX LABORATORIES INC
14350.25	MELCHERT HUBERT SJODIN	2600.00	MIDWEST CLINICAL PSYCHOLOGISTS
3213.75	MIDWEST MONITORING & SURVEILLA	7413.21	MINNESOTA COUNTIES COMPUTER CO
1281.45	MINNESOTA HUMAN SERVICES	435.00	MINNESOTA SHERIFFS ASSOCIATION
300.00	MN DEPT OF LABOR & INDUSTRY	107.00	MNCVSO ASSIST & SEC ASSOC
730.60	MOWER COUNTY HOUSING & REDEV	373.65	NAPA AUTO PARTS
161.37	O'REILLY AUTO PARTS	13819.00	OC RUGGED LAPTOPS
2647.75	OFFICE OF MN IT SERVICES	9075.00	OLMSTED COUNTY COMMUNITY SERVI
1361.04	ORBITCOM	250.00	PCA AMERICA
3831.30	PRISONER TRANSPORTATION SERVIC	319.81	RICOH USA INC
1320.00	SCHOOL DISTRICT 492	293.35	SELLERS LOCK & KEY

COMMISSIONERS' RECORD MOWER COUNTY, MINNESOTA

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195.00 SHERIFF FREEBORN COUNTY	2355.00 PAUL SPYHALSKI
4138.21 SUN LIFE FINANCIAL	4750.59 THOMSON REUTERS-WEST PAYMENT C
3418.77 TURNKEY CORRECTIONS	1029.00 UHL COMPANY INC
	340.00 WHITEWATER WIRELESS INC
172.96 Y WASTE REMOVAL INC	152.15 ZEE MEDICAL SERVICE
5928.95 180 DEGREES INC	
200.00 A.E.S., INC.	145.40 AUSTIN NEWSPAPERS INC
872.37 AWR INC	110.00 CARNEY AUTO INC
2362.77 CDW GOVERNMENT INC	113608.00 CRETEX CONCRETE PRODUCTS MIDWE
566.08 EMERGENCY AUTOMOTIVE TECHNOLOG	413.77 ETTERMAN ENTERPRISES
37369.87 L.R. FALK CONSTRUCTION CO.	955.57 FREEBORN COUNTY CO-OPERATIVE O
643.66 G & K SERVICES INC	2147.50 HANSEN HAULING & EXCAVATING IN
200.00 HANSON TIRE SERVICE INC.	402.44 JAMAR TECHNOLOGIES, INC.
139.52 JOHNSTON AUTO INDUSTRIAL OF SP	113.00 KESTNER ELECTRIC, INC.
8896.00 LANDWEHR CONSTRUCTION, INC	531.87 NAPA AUTO PARTS
8496.00 OC RUGGED LAPTOPS	1998.90 PETROBLEND CORP.
1076.35 PROLINE DIST INC	23680.88 SEVERSON OIL CO
800.00 ST JOHNS EVANGELICAL CHURCH	6500.00 ZION METHODIST CHURCH
33 PAYMENTS LESS THAN \$100	1,739.71
****	****
FINAL TOTAL.....	\$476,537.05

Motion carried.

Motion made by Commissioner Gabrielson, seconded by Commissioner Reinartz to approve the following final contractor payments on the LEC / HHS remodel project from Pay Application #12:

Ford Metro	2,373.30
Wagner Construction	4,245.00
Harty Mechanical	5,875.45
UHL Company	5,091.30
Knutson Construction	2,661.00

Motion carried.

Motion made by Commissioner Reinartz, seconded by Commissioner Glynn to approve the eCharging adapter Joint Powers Agreement with the Bureau of Criminal Apprehension. Motion carried.

Motion by Commissioner Glynn, seconded by Commissioner Gabrielson to approve out-of-state travel for medical examiner staff to attend an EMS expo-trauma symposium. Motion carried.

Motion made by Commissioner Gabrielson, seconded by Commissioner Reinartz to approve solid waste collection and facility permits for Waste Management of Southern MN. Motion carried.

The Board recessed at 10:40 a.m. and reconvened at 10:53 a.m.

Doug Groh, Auditor-Treasurer, came before the board to question the action / non-action regarding his request through the Personnel Committee for an extension of temporary help through the end of the year and to present an amended request to the full Board. Mr. Groh amended his original request to keep temporary help through December 27 to keep the temporary help through the week of November 14, 2014. The Chair asked the County Attorney to provide a legal opinion on the status of previously proposed motion by the

Personnel Committee to deny the request for an extension of a temporary employee which failed for lack of a second. The County Attorney's stated that the offered motion will be reflected in the minutes as a failed motion, that the Board followed the proper procedure and in essence the request by the Auditor/Treasurer doesn't officially exist. It was further noted that any Board member may offer another motion on the request regardless of who acted on the previously failed motion. A discussion of Mr. Groh's staffing levels, training and hiring of staff followed.

Motion made by Commissioner Glynn, seconded by Commissioner Reinartz to refer the Auditor-Treasurer's revised request to maintain the temporary help in his office through the week of November 10, 2014 to the Personnel Committee for review and recommendation to the board. Motion carried.

Motion by Commissioner Gabrielson, seconded by Commissioner Reinartz to adjourn the meeting at 11:25 a.m. Motion carried. The next meeting is scheduled for August 5, 2014 at 1:00 p.m.

**THE MOWER COUNTY BOARD OF COMMISSIONERS**

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

**Attest:**

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

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