

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

August 12, 2014

The Mower County Board of Commissioners in and for the County of Mower, Minnesota, met in Special Session August 12, 2014 at 9:00 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

Motion made by Commissioner Glynn, seconded by Commissioner Gabrielson to approve the agenda additions as follows: 1) consideration of Resolution for Integrated Waste Management Facility Ordinance Amendment 2) approve/deny request of Cheers Bar in Waltham, MN for street closure 3) Authorize Chair to sign the 2014 Emergency Management Performance grant agreement 4) Amend Personnel Policy G100 and 5) Update on Auditor-Treasurer's request for temporary employee through mid-November . Motion carried.

HUMAN SERVICES BOARD:

Overview of director's report.

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

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

- a. Hindt Funeral Home - approve contract for Funeral Assistance Services, effective July 1, 2014 to December 31, 2016.
- b. Sacred Heart – renew agreement for Group Residential Housing Services, effective July 1, 2014 to June 30, 2016.
- c. Worlein Funeral Home – approve contract for Funeral Assistance Services, effective July 1, 2014 to December 31, 2016.

Motion carried.

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

INCOME MAINTENANCE ACTIONS:

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

Motion made by Commissioner Gabrielson, seconded by Commissioner Ankeny to adjourn the Human Services Board meeting at 9:26 a.m. Motion carried.

COUNTY BOARD

The Special Session of the Board was reconvened at 9:32 a.m. for regular business items.

Motion made by Commissioner Glynn, seconded by Commissioner Gabrielson to further amend the agenda to add on additional personnel item to approve/deny filling a full-time social services supervisor position in Health & Human Services. Motion carried.

Representatives of SKB Environmental, Inc. verbally withdrew from the Board's consideration a proposed resolution for directing an evaluation and development of an ordinance amendment to allow integrated waste management systems.

Motion made by Commissioner Gabrielson, seconded by Commissioner Ankeny to authorize the Human Resources Director to fill the full-time position of Social Service Supervisor in the HHS department according to union contract and personnel policies and to fill any subsequent positions that become vacant during the process. Motion carried.

Motion made by Commissioner Gabrielson, seconded by Commissioner Ankeny to amend Personnel Policy G100 Reimbursement of Travel and Related Expenses effective September 1, 2014 by modifying the language under Meal Allowance of the policy as follows:

Meal Allowance: (This policy section is subject to change if required by IRS regulations.)

Gratuity and alcohol are not allowable expenses.

NON-TAXABLE

- ± 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.

TAXABLE

- 2. **Meal reimbursements that do not involve an overnight stay are considered taxable income and shall be claimed as such by the County. An employee is not eligible to claim a meal reimbursement** ~~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 location is within the Mower County borders. If the destination is outside of Mower County borders 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.~~

Motion carried.

The Personnel Committee noted that Auditor-Treasurer withdrew his request to extend the assignment of temporary staff through November.

Commissioner Gabrielson on behalf of the Personnel Committee, informed the Board that PERA has requested that each County Board make a decision on a voting process for employees in the Correctional plan under PERA. A vote is needed in order to legitimize the current practice of Correctional Plan employees participating in both PERA and Social Security. It was identified the vote is either majority referendum (majority vote rules) or divided referendum where each employee can make their own determination for on-going participation in Social Security. The recommendation is to use the majority referendum method for the vote.

Motion made by Commissioner Gabrielson, seconded by Commissioner Ankeny to recommend the majority referendum method for the voting process for the Section 218 Social Security Coverage and the PERA Correctional Plan. Motion carried.

Motion made by Commissioner Gabrielson, seconded by Commissioner Reinartz to approve the minutes of August 5, 2014. Motion carried.

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

AMOUNT	VENDOR NAME	AMOUNT	VENDOR NAME
1018.71	ABOVE ALL CLEANING, INC	10037.00	ADVANCED CORRECTIONAL HEALTHCA
101.64	ALLIANT ENERGY	157.36	ASTRUP DRUG INC
6541.00	AUSTIN ELECTRIC INC.	824.81	AUSTIN NEWSPAPERS INC
4375.80	BLUFF COUNTRY SEPTIC SYSTEMS L	317.00	PATRICIA BOHN
1895.84	DELL MARKETING L P	1273.93	DANIEL DONNELLY LAW FIRM
121.50	ELECTION SYSTEMS & SOFTWARE	2030.40	EMERGENCY AUTOMOTIVE TECHNOLOG
6327.48	FREEBORN COUNTY CO-OPERATIVE O	297.84	INNOVATIVE OFFICE SOLUTIONS,LL
300.00	SANDRA JARVIS	127.16	JENNIFER LLOYD
169.00	LOU'S GLOVES	143.65	LYNN PEAVEY CO
705.60	MANPOWER	513.52	METRO SALES INC
9202.50	MOWER COUNTY SOIL & WATER CONS	1806.20	PRISONER TRANSPORTATION SERVIC
199.33	RICOH USA INC	356.40	ROCHESTER FORD-TOYOTA
323.15	SCHILLING SUPPLY COMPANY	130.00	SHERIFF FREEBORN COUNTY
370.61	SMYTH COMPANIES LLC	800.36	TERMINAL SUPPLY CO.
3586.33	TURNKEY CORRECTIONS	415.19	WASTE MANAGEMENT OF WI-MN
595.00	WORLEIN FUNERAL HOME		
	10 PAYMENTS LESS THAN \$100	429.70	
****	FINAL TOTAL.....	\$55,494.01	****

Motion carried.

The Chair appointed Commissioner Gabrielson and Commissioner Glynn to the canvassing board. It was noted that the Auditor-Treasurer has scheduled the canvassing board to meet on August 15, 2014 at 1:30 p.m.

There has been a request from the SHIP Coordinator, Karissa Studier (RN in H&HS) to establish a Mower County Workplace Wellness Committee and she would like a representation of employees from different departments to serve on the committee.

Motion made by Commissioner Ankeny, seconded by Commissioner Gabrielson to approve a Workplace Wellness Committee for up to nine employees to participate on the committee during scheduled work time. Motion carried.

Motion made by Commissioner Glynn, seconded by Commissioner Ankeny to approve the Utility Easement Agreement for the SW ¼ of the SE ¼ of Section 35, T102N, R18W near the Mower County Public Works facility with Austin Utilities and authorize the chair and the coordinator to sign the agreement. Motion carried.

Motion made by Commissioner Glynn, seconded by Commissioner Gabrielson to authorize the chair to sign the 2014 Emergency Management Performance Grant agreement effective January 1, 2014 through December 31, 2014 in the amount of \$36,896. Motion carried.

Motion made by Commissioner Gabrielson, seconded by Commissioner Reinartz to approve the request of Cheers Bar in Waltham, MN to close a section of Mower County #101 (Main Street through Waltham) for a street dance on Saturday, August 16, 2014. Motion carried.

Motion by Commissioner Ankeny, seconded by Commissioner Glynn to adjourn the meeting at 9:58 a.m. Motion carried. The next meeting is scheduled for August 26, 2014 at 8:30 a.m.

THE MOWER COUNTY BOARD OF COMMISSIONERS

BY: _____
Chairperson

Attest:

By: _____
Clerk/Coordinator

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