

SPECIAL SESSION OF THE MOWER COUNTY  
BOARD OF COMMISSIONERS

December 15, 2015

The Mower County Board of Commissioners in and for the County of Mower, Minnesota, met in Special Session December 15, 2015 at 8:30 a.m. at the Government Center in Austin, Minnesota.

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

Motion made by Commissioner Bennett, seconded by Commissioner Reinartz to approve the agenda with the additions of 1) City of Adams 2016 Assessment Agreement; 2) Pictometry and 3) Appoint R. Ross Reichard, MD as the Medical Examiner for Mower County. Motion carried.

Kristen Nelsen, County Attorney, provided the Board with a department update.

**HUMAN SERVICES BOARD:**

Motion made by Commissioner Gabrielson, seconded by Commissioner Glynn to approve payment to vendors for Human Services Accounts Payable. Motion carried.

Motion made by Commissioner Bennett, seconded by Commissioner Glynn to approve increasing Kindred Family Focus' 2016 per diem rate by 6% for programs and services offered to youth and families. Motion carried.

Motion made by Commissioner Glynn, seconded by Commissioner Reinartz to approve the Memorandum of Agreement with Minnesota State University for student training experience/internship. Motion carried.

Motion made by Commissioner Reinartz, seconded by Commissioner Gabrielson to approve the Four County Agreement for Provision of Supplemental Nutritional Assistance Program with the Workforce Development, Inc. Motion carried.

New Social Workers were introduced to the Board: Dawn Davidson (waiver unit) and Lisa Borreson (protective services).

Motion made by Commissioner Gabrielson, seconded by Commissioner Glynn to authorize the Chair and the Director to sign the following Purchase of Service Agreements:

Guardian/Conservatorship:

- ♦ Hope Guardianship Services – renew contract for Guardian/Conservatorship Services, effective January 1, 2016 to December 31, 2017.
- ♦ Howard, Kathy - renew contract for Guardian/Conservatorship Services, effective January 1, 2016 to December 31, 2017.
- ♦ Olson, Norma - renew contract for Guardian/Conservatorship Services, effective January 1, 2016 to December 31, 2017.
- ♦ Stroup, Luann - renew contract for Guardian/Conservatorship Services, effective January 1, 2016 to December 31, 2017.
- ♦ Tindal, Barb - renew contract for Guardian/Conservatorship Services, effective January 1, 2016 to December 31, 2017.

Adult Mental Health Outreach:

- ♦ Quality Community Services, Inc. (Corcoran, Gary) – renew contract for the Bridge, effective January 1, 2016 to December 31, 2016.

Chemical Use Assessments:

- ♦ Mayo Clinic Health System – Albert Lea & Austin d/b/a Fountain Centers of Austin – renew contract for Chemical Use Assessments, effective January 1, 2016 to December 31, 2016.

IRTS:

- ♦ Austin Manor - renew contract for Intensive Residential Treatment Services, effective January 1, 2016 to December 31, 2016.

Mental Health:

- ♦ Retterath, Pamela – renew contract for Clinical Supervision Services, effective January 1, 2016 to December 31, 2016.
- ♦ Wolf, Karen – renew contract for Clinical Consultation Services, effective January 1, 2-16 to December 31, 2016.

MH TCM:

- ♦ Quality Case Management (Corcoran, Gary) – renew contract for Mental Health Targeted Case Management, effective January 1, 2016 to December 31, 2016.

Residential:

- ♦ Gerard Academy – renew contract for Residential Services – effective January 1, 2016 to December 31, 2016.

SILS:

- ♦ Cardinal of Minnesota, LTD – renew contract for Semi-independent Living Services, effective January 1, 2016 to December 31, 2017.
- ♦ REM Woodvale, Inc. – renew contract for Semi-independent Living Services, effective January 1, 2016 to December 31, 2017.

Motion carried.

Motion made by Commissioner Bennett, seconded by Commissioner Reinartz to approve the Social Service Actions. Motion carried.

Motion made by Commissioner Reinartz, seconded by Commissioner Glynn to adjourn the Human Services Board meeting at 9:22 a.m. Motion carried.

**COUNTY BOARD**

The Special Session of the Board was reconvened at 9:40 a.m. for regular business items.

Commissioner Reinartz, on behalf of the Solid Waste Committee, provided the Board with a brief update on the progress of the Committee's work with the consultant and attorney in reviewing the current Solid Waste Ordinance and formulating possible revisions to the ordinance.

Commissioner Gabrielson and Commissioner Ankeny provided to the rest of the Board a report on the Association of Minnesota's Counties annual conference and a brief summary of some of the sessions that were attended.

The Board continued the Annual Budget and Levy Public Hearing from December 1, 2015. In summary the proposed levy is for a 3.415% tax increase (\$19,252,488). No additional input was received.

**Date: December 15, 2015**

**Res. #68-15**

**RESOLUTION**

On motion of Commissioner Gabrielson, seconded by Commissioner Bennett, the following Resolution was passed and adopted by the Mower County Board of Commissioners at a meeting held December 15, 2015 at the Government Center, Austin, Minnesota.

**WHEREAS**, on September 22, 2015 the Mower County Board of Commissioners adopted a preliminary tax levy,

**WHEREAS**, on September 22, 2015 the Mower County Board of Commissioners set the public hearing on said levy and County Budget to December 1, 2015 at 6:01 p.m.,

**WHEREAS**, on December 1, 2015, a public annual budget and levy hearing was held with formal action to be taken on December 15, 2015,

**NOW THEREFORE BE IT RESOLVED** that the 2016 net property tax levy be set at \$19,250,488; and

**THEREFORE BE IT FURTHER RESOLVED** that the 2016 Departmental expenditure budgets which were used as the basis for the property tax levy certification as recommended by the County Finance Committee are hereby adopted; and that the 2016 budget for the County is as follows:

**EXPENSES**

<b>General Government</b>	
Board of Commissioners	286,141
Courts	92,000
Administration	875,071
County Auditor/Treasurer	259,662
Elections	134,856
Data Processing	846,554

**SOURCE of Funds**

<b>Revenues- General Government</b>	
Tax Levy	9,755,563
State Formula Aid	1,288,560
Del Tax & Penalties, Mortgage Tax	110,000
Wind Production Tax	1,323,374
PILT & PERA	107,232
Special Assessments	44,435

COMMISSIONERS' RECORD MOWER COUNTY, MINNESOTA

Human Resources	467,206
Attorney	1,014,951
Law Library	38,830
Recorder	493,560
County Assessor	502,394
Buildings & Plant	893,111
Veterans Service Officer	177,112
GIS & Land Records	45,714
Accounting & Auditing	75,000
<b>Total General Government</b>	<b>6,202,162</b>

License/Permits	41,150
Intergovernmental	840,849
Charges For Services	1,041,418
Fines & Forfeits	32,400
Investment Income	668,155
Miscellaneous	1,728,814
Sales	31,350
Donations	6,000
Net Use of Reserves	310,889
<b>Total General Government</b>	<b>17,330,189</b>

<b>Public Safety</b>	
Sheriff	2,771,123
E-9-1-1	67,060
Sentence to Serve	60,265
Coroner	111,285
County Jail	2,891,828
Community Corrections	2,014,652
Civil Defense	108,447
Law Enforcement Center	1,319,162
Canteen	157,840
Visitation Center	73,022
Bailiffs & Guards	82,142
<b>Total Public Safety</b>	<b>9,656,826</b>

<b>Public Works</b>	
Tax Levy	2,577,956
Wheelage Tax	350,000
PILT	6,000
State Formula Aid	276,942
Intergovernmental	10,022,609
Permits	42,000
Charges For Services	597,500
Sales	
Miscellaneous	154,700
Use of Reserves	1,607,510
<b>Total Highway &amp; Streets</b>	<b>15,635,217</b>

<b>Culture &amp; Recreation</b>	
Historical Society	44,765
Senior Citizens	43,400
CHORE	36,000
<b>Regional Library</b>	<b>251,400</b>
Other	9,000
<b>Total Culture &amp; Recreation</b>	<b>384,565</b>

<b>Human Services &amp; Public Health</b>	
Tax Levy	4,082,716
State Formula Aid	262,770
Intergovernmental	6,751,203
Charges For Services	932,250
Miscellaneous	686,155
<b>Total Human Services</b>	<b>12,715,094</b>

<b>Conservation of Natural Resources</b>	
Cooperative Extension	172,080
Soil & Water Conservation	146,998
Agricultural Society	30,000
<b>Total Conservation of Natural Resources</b>	<b>349,078</b>

<b>Sanitation</b>	
Special Assessments	465,000
Intergovernmental	123,300
Charges For Services & License	160,900
Use of Reserves	57,595
<b>Total Sanitation</b>	<b>806,795</b>

<b>Economic Development</b>	
Development Corporation	15,826
<b>Total Economic Development</b>	<b>15,826</b>
<b>Unallocated</b>	
Insurance	387,402
Contingency	298,726
Other	35,604
<b>Total Unallocated</b>	<b>721,732</b>
<b>Total General Revenue Fund</b>	<b>17,330,189</b>

<b>Ditch</b>	
Special Assessments	30,000
Use of Reserves	88,003
<b>Total Ditch Funds</b>	<b>118,003</b>

<b>Public Works</b>	
Administration	627,108
Maintenance	3,002,677
Construction	10,315,828
Equipment Maintenance & Shop	873,967
Building & Grounds	504,986
Planning & Zoning	88,375
Environmental Health	39,079
Water Planning	94,450
Agricultural Inspector	475
Feedlot	88,272

<b>Capital Projects Fund</b>	
Tax Levy	365,000
<b>Total Building Maintenance</b>	<b>365,000</b>

<b>Sewer Loan Revenue</b>	
State loan	220,500
Interest on Specials	25,000
Special Assessments - Princ	170,000
<b>Total Revenue</b>	<b>415,500</b>

<b>Bond Funds</b>	
Tax Levy	2,469,253
IRS Refund & Interest	138,435
	<b>2,607,688</b>

COMMISSIONERS' RECORD MOWER COUNTY, MINNESOTA

---

<b>Total Highways &amp; Streets</b>	<b>15,635,217</b>
-------------------------------------	-------------------

<b>Total County Revenues/Sources</b>	<b>49,993,486</b>
--------------------------------------	-------------------

<b>Human Services</b>	
Income Maintenance	3,732,918
Social Services	7,010,025
<b>Total Human Services</b>	<b>10,742,943</b>

<b>Health</b>	
Community Health Services	694,812
Nursing Service	78,851
State Health Improvement Plan	156,383
MSHO	525,283
Womens, Infant & Children	249,771
Health Officer	1,399
Maternal & Child Health	57,198
Disease Prevention	104,740
Family Health	103,714
<b>Total Health</b>	<b>1,972,151</b>

<b>Sanitation</b>	
Recycling	806,795
<b>Total Sanitation</b>	<b>806,795</b>

<b>Capital Projects Fund</b>	
Countywide Projects/Maintenance	365,000
<b>Total Capital Projects Fund</b>	<b>365,000</b>
<b>Bond Fund</b>	
Bond P & I payments	2,607,688
<b>Total Bond Fund</b>	<b>2,607,688</b>
<b>Ditch</b>	
Repairs & expenses	118,003
<b>Total</b>	<b>118,003</b>
<b>Sewer Loan</b>	
Contracted Services	220,500
Return of Principal	137,800
Addition To Reserves	57,200
<b>Total County Expenses</b>	<b>49,993,486</b>

**IT IS FURTHER RESOLVED:**

1. Departmental expenditures, except Personnel items, shall not exceed the approved budget. To provide flexibility to the department, the Budget Officer shall be authorized to amend line item budgets within a department, exclusive of personnel items, provided the total approved budget remains unchanged. All other budget amendments shall require County Board approval.
  
2. Personnel line items are based on position authorization listings and estimates of staffing needs developed during the budget preparation process. Any changes in payroll shall be subject to County Board approval through one of the following actions:
  - i. General salary adjustments authorized by the County Board;
  - ii. Salary adjustments pursuant to union contract provisions or statutory requirements;
  - iii. Specific authorization to fill a vacancy, add a new position or change a position classification.

3. Expenditure of funds budgeted shall be subject to applicable statutory procedures requiring proposals or bidding and any proposed expenditure in excess of \$25,000 shall be subject to prior approval of the County Board.

4. Department heads shall be responsible for maintaining sufficient internal departmental expenditure and receipt records to conform to requirements of this budget policy.

Passed and approved this 15<sup>th</sup> day of December, 2015.

**THE MOWER COUNTY BOARD OF COMMISSIONERS**

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

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

Steve Iverson and Kevin Kiser from the Freeborn County Coop addressed the Board concerning the Rural Recycling Drop Box Program. Due to the Coop's contract upcoming expiration, Mr. Iverson and Mr. Kiser propose some possible changes to a contract regarding the ownership and servicing of the rural drop boxes. The gentlemen were invited to present their proposal to the Solid Waste Committee.

**Date: December 15, 2015**

**Res. #69-15**

**RESOLUTION**

On motion of Commissioner Reinartz, seconded by Commissioner Gabrielson, the following Resolution was passed and adopted by the Mower County Board of Commissioners at a meeting held December 15, 2015 at the Government Center, Austin, Minnesota.

WHEREAS, project numbers SAP 50-704-003 and SAP 50-711-003 completed under contract number 21303 by Ulland Brothers, Inc. have in all things been completed and the County Board being fully advised in the premise.

NOW THEN BE IT RESOLVED that we do hereby accept said completed project for and on behalf of the County of Mower and authorize final payment as specified herein:

Contract Amount: \$ 793,903.02  
Final Amount: \$ 822,665.30 [103.62%]  
Final Payment: \$ 38,333.26

Passed and approved this 15<sup>th</sup> day of December, 2015.

**THE MOWER COUNTY BOARD OF COMMISSIONERS**

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

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

Motion made by Commissioner Reinartz, seconded by Commissioner Gabrielson to approve the minutes of December 1, 2015 regular county board meeting and the December 1, 2015 Annual Budget and Levy meeting. Motion carried.

Motion made by Commissioner Glynn, seconded by Commissioner Reinartz to approve the following Commissioner warrants for payment: *(except exclude Bathke bill – Board approved explanation prior to bill processing and included)*

<u>Vendor Name</u>	<u>Amount</u>	<u>Vendor Name</u>	<u>Amount</u>
180 Degrees Inc	3,633.04	Melchert Hubert Sjodin	15,815.50
Advanced Correctional Healthcare Inc	10,338.11	Mj O'connor Inc	8,418.31
Austin Utilities	2,403.49	Motorola Solutions Inc	25,871.25
Cedar Valley Services, Inc	30,740.45	Pomp's Tire Service, Inc	2,849.00
Dave Lucas Consulting	2,285.38	Prairie Lakes Youth Programs	11,820.00
DM Stamp & Specialties	4,740.07	Sgts Inc	72,751.51
Douglas C Bathke Const. LLC	3,900.00	Tactical Solutions	2,010.00
Falk Construction Co./L.R.	17,735.62	Titan Machinery	2,105.14
Fidlar Technologies Inc	20,114.71	Turnkey Corrections	5,832.30
Freeborn County Co-Operative Oil Co.	6,327.48	Ulland Brothers Inc.	54,955.29
Hodgman Drainage Co Inc And	2,950.00	Venture Products Inc	4,657.11
Icon Constructors Llc	3,839.38	Village Ranch Inc	5,190.00
Linderman/Dr Rosemary S	5,550.00	Ziegler, Inc	12,693.64
Mansfield Oil Company	11,918.35	105 Payments less than 2000	44,492.09
		<b>Final Total:</b>	<b>395,937.22</b>

Motion carried.

**Date: December 15, 2015**

**Res. #70-15**

**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 December 15, 2015 at the Government Center, Austin, Minnesota.

**WHEREAS**, 2014 Session Law Chapter 308 enacted by the Legislature provides Minnesota counties a County Program Aid grant for Aquatic Invasive Species (AIS) prevention. The amount designated for each county is based on the number of watercraft trailer launches as well as the number of watercraft trailer parking spaces within each county; and

**WHEREAS**, the legislation requires that Mower County must establish, by resolution or through adoption of a plan, guidelines for the use of the proceeds which are to prevent the introduction or limit the spread of aquatic invasive species at all access sites within the county; and

**WHEREAS**, the County may appropriate the proceeds directly or may use any portion of the proceeds to provide funding for a joint powers board or cooperative agreement with another political subdivision, a soil and water conservation district in the county, a watershed district in the county, or a lake association located in the county. Any money appropriated by the county to a different entity or political subdivision must be used as required under this section; and

**WHEREAS**, the County utilizes the 2014 AIS Prevention Aid Funds and sequential years as intended and described by state statute; and

**NOW, THEREFORE, BE IT RESOLVED**, the Board of Commissioners of Mower County Minnesota designates the 2014 and 2015 County Program Aid AIS prevention funds in their entirety, to be allocated to State FY 2016 and years following for services as yet to be determined by the Board of Commissioners.

Passed and approved this 15<sup>th</sup> day of December, 2015.

**THE MOWER COUNTY BOARD OF COMMISSIONERS**

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

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

Motion made by Commissioner Bennett, seconded by Commissioner Reinartz to approve the City of Adams 2016 Assessment Agreement. Motion carried.

The Board discussed the agreement for Pictometry. Commissioner's raised questions regarding its cost, its usefulness and what other projects the land records funds could possibly be used for. The matter was tabled for more information and should be presented to the Board again at the next meeting.

Motion made by Commissioner Gabrielson, seconded by Commissioner Reinartz to appoint R. Ross Reichard, MD as medical examiner. Motion carried.



Motion made by Commissioner Gabrielson, seconded by Commissioner Bennett to adjourn the meeting at 10:59 a.m. Motion carried. The next meeting is scheduled for December 29, 2015 at 8:30 a.m.

**THE MOWER COUNTY BOARD OF COMMISSIONERS**

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

**Attest:**

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

**INDEX**

**2**

2016 Assessment Agreement  
City of Adams, 247

**A**

adjourn, 248  
adjourn Human Services Board, 241  
agenda  
as amended, 240

**H**

Human Services Accounts Payable, 240

**K**

Kindred Family Focus  
youth & family services -- per diem rate increase  
2016, 240

**M**

medical examiner  
R. Ross Reichard, MD, 247  
Memorandum of Agreement with MSU  
student training, 240  
minutes 12-1-15 and 12-1-15 Budget & Levy hearing,  
246

**P**

Purchase of Service Agreements  
Adult Mental Health Outreach  
Quality Community Services, 241  
Chemical Use Assessments  
Mayo Clinic Health System, 241

Guardian/Conservatorship  
Hope Guardianship, 240  
Howard, Kathy, 241  
Olson, Norma, 241  
Stroup, Luann, 241  
Tindal, Barb, 241

**IRTS**

Austin Manor, 241

**Mental Health**

Retterath, Pamela, 241  
Wolf, Karen, 241

**MH TCM**

Quality Case Mgmt (Corcoran, Gary), 241

**Residential**

Gerard Academy, 241

**SILS**

Cardinal of MN, LTD, 241  
REM Woodvale, 241

**R**

Res. #68-15 2016 Budget & Levy, 242  
Res. #69-15 Final Payment  
SAP 50-704 & 711-003 Ulland Bros. \$38,333.26, 245  
Res. #70-15 Aquatic Invasive Species prevention grant,  
246

**S**

Social Service Actions, 241

**W**

warrants  
Commissioner, 246  
Workforce Development, Inc. Agreement  
4 county supplemental nutritional assistance, 240