

SPECIAL SESSION OF THE MOWER COUNTY
BOARD OF COMMISSIONERS

December 29, 2015

The Mower County Board of Commissioners in and for the County of Mower, Minnesota, met in Special Session December 29, 2015 at 8:33 a.m. at the Government Center in Austin, Minnesota.

All members present, viz: Mike Ankeny, Chair
Tim Gabrielson (8:34 a.m.)
Polly Glynn
Jerry Reinartz
Tony Bennett
Craig Oscarson, County Coordinator

Motion made by Commissioner Bennett, seconded by Commissioner Glynn to approve the agenda with the addition of the following: 1) 2016 /2017 Feedlot Work Plan; 2) Planning Commission / Board of Adjustment appointment and 3) set assessing deadline date for local assessors. Motion carried.

Commissioner Gabrielson arrived at 8:34 a.m.

Motion made by Commissioner Glynn, seconded by Commissioner Bennett to set February 1, 2016 as the deadline for all local assessing; to grant no extensions to the deadline and to set a fee of \$54.00 per hour for incomplete local assessing that will be completed by the Mower County Assessor's department and billed to the applicable Cities and Townships. The Chair was authorized to sign a letter to the Cities and Townships notifying them of this action. Motion carried.

Motion made by Commissioner Glynn, seconded by Commissioner Gabrielson to approve the minutes of December 23, 2014. Motion carried.

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

<u>Vendor Name</u>	<u>Amount</u>	<u>Vendor Name</u>	<u>Amount</u>
Anoka County Human Services	4,662.00	Nicollet Partners	6,240.00
Bluff Country Septic Systems Llc	2,118.75	Northland Business Systems	7,586.00
Cps Technology Solutions	3,849.99	Office Of Mn It Services	3,724.61
Dell Marketing L P	3,831.72	Olmsted County Community Services	18,315.00
Donnelly Law Firm/Daniel	2,739.92	Petroleum Traders Corporation	12,620.89
Frontier Precision, Inc	8,415.00	Regents Of The University Of Minnesota	16,882.50
Jones Haugh & Smith Inc	10,193.03	Syverson Freightliner/Dave	3,491.65
Mansfield Oil Company	9,975.79	Uniforms Unlimited Inc	2,560.18
Mayo Clinic	3,156.54	Veolia Environmental Services Inc	5,689.36
Mayo Clinic Health System-Albert Lea &	4,314.02	Village Ranch Inc	22,265.30
Midwest Clinical Psychologists	6,100.00	West Central Indexing	26,667.00
Midwest Monitoring & Surveillance	2,978.25	Zenk,Read,Trygstad & Associate	6,986.00
Minnesota Counties Intergov'tal Trust	2,550.00	110 Payments Less than 2000	40,756.00
Nelson Auto Center	33,627.50	Final Total:	272,297.00

Motion carried.

Motion made by Commissioner Reinartz, seconded by Commissioner Glynn to reappoint Denny Helgeson to the Mower County HRA Board effective 1-1-16 through 12-31-2020. Motion carried.

Date: December 29, 2015

Res. #71-15

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 29, 2015 at the Government Center, Austin, Minnesota.

WHEREAS, on December 29, 2015 the Tip 1 Run presented a request for a Minnesota Lawful Gambling License for gambling to be conducted at the Windrift Restaurant & Lounge on March 5, 2016.

BE IT RESOLVED THAT, the Mower County Board of Commissioners do hereby approve the issuance of a Minnesota Lawful Gambling License to Tip 1 Run for gambling at the Windrift Restaurant & Lounge on March 5, 2016.

Passed and adopted this 29th day of December, 2015.

THE MOWER COUNTY BOARD OF COMMISSIONERS

By: _____
Chairperson

By: _____
Clerk/Coordinator

Motion made by Commissioner Glynn, seconded by Commissioner Reinartz to approve the Cooperative Agreement between H&HS and Mower County Sheriff and Cooperative Agreement between H&HS and County Attorney's office for welfare fraud investigation and fraud prosecution. Motion carried.

Motion made by Commissioner Gabrielson, seconded by Commissioner Bennett to approve the Human Services Accounts Payable. Motion carried.

Motion made by Commissioner Glynn, seconded by Commissioner Reinartz to approve the 2016 amended Child and Teen Checkup Administrative Outreach contract with the Minnesota Department of Human Services for a funding amount of up to \$143,763. Motion carried.

Lisa Kocer provided Community Health Services updates which included data concerning 2015 health inquiries which included roaches, bed bugs, lice, scabies, raw sewage; 2015 Health Alerts / Infectious Diseases; the department met Public Health Act Statutory requirements and the department should meet requirements and should receive accreditation for Healthy Families American National.

Commissioner Glynn reported that the Personnel Committee has reviewed the County Attorney's job duties, changes in workload over the past year, and job performance. The Committee also reviewed salary data for the County Attorney position in counties comparable to Mower County. The Committee notes appreciation regarding the County Attorney's attentiveness and assistance to other departments. Based on exemplary performance, and to ensure equitable compensation with other counties, the Committee recommends that the County Attorney's salary be increased from \$106,143.23 to \$109,327.52 effective January 1, 2016.

Date: December 29, 2015

Res. #72-15

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 29, 2015 at the Government Center, Austin, Minnesota.

BE IT RESOLVED THAT; the annual salary for the elected official of County Attorney for Mower County payable in bi-weekly installments, be set as follows for 2016:

County Attorney
as of 01/01/16.....\$109,327.52

Passed and approved this 29th day of December, 2015.

THE MOWER COUNTY BOARD OF COMMISSIONERS

By: _____
Chairperson

By: _____
Clerk/Coordinator

Commissioner Glynn reported that the Personnel Committee met with the Sheriff to review her job duties and job performance. The Committee also reviewed Sheriff Salary data for other counties in SE Minnesota. The Committee notes appreciation for the Sheriff's leadership and the support provided to other County departments. A review of the salary data shows that the Sheriff is equitably compensated. The Committee also notes the exemplary

performance of the Sheriff. Based on this, the Committee recommends that the County Sheriff's salary be increased from \$96,731.64 to \$99,633.59 effective January 1, 2016.

Date: December 29, 2015

Res. #73-15

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 December 29, 2015 at the Government Center, Austin, Minnesota.

BE IT RESOLVED THAT; the annual salary for the elected official of County Sheriff for Mower County payable in bi-weekly installments, be set as follows for 2016:

County Sheriff
as of 01/01/16\$99,633.59

Passed and approved this 29th day of December, 2015.

THE MOWER COUNTY BOARD OF COMMISSIONERS

By: _____
Chairperson

By: _____
Clerk/Coordinator

Commissioner Glynn reported that the Personnel Committee met with the County Recorder to review her job duties, and reviewed Recorder salary data from local counties. The Committee notes appreciation of the Recorder's willingness to permit her office to accept additional tasks and her willingness to work with other departments. Based on exemplary performance, the Committee recommends increasing the Recorder's salary from \$61,177.25 to \$65,929.34 effective January 1, 2016.

Date: December 29, 2015

Res. #74-15

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 29, 2015 at the Government Center, Austin, Minnesota.

BE IT RESOLVED THAT; the annual salary for the elected official of County Recorder for Mower County payable in bi-weekly installments, be set as follows for 2016:

County Recorder
as of 01/01/16.....\$65,929.34

Passed and approved this 29th day of December, 2015.

THE MOWER COUNTY BOARD OF COMMISSIONERS

By: _____
Chairperson

By: _____
Clerk/Coordinator

Commissioner Glynn reported that the Personnel Committee met with the Auditor/Treasurer to review his job duties, and Auditor/Treasurer salary data from local counties. The Committee notes appreciation of the Auditor/Treasurer's willingness to work with other departments. Based on exemplary teamwork and assistance with the on-going efforts to consolidate financial functions, the Committee recommends increasing the Auditor/Treasurer's salary from \$56,413.55 to \$58,106.05 effective January 1, 2016.

Date: December 29, 2015

Res. #75-15

RESOLUTION

On motion of Commissioner Glynn, seconded by Commissioner Bennett, the following Resolution was passed and adopted by the Mower County Board of Commissioners at a meeting held December 29, 2015 at the Government Center, Austin, Minnesota.

BE IT RESOLVED THAT; the annual salary for the elected official of County Auditor-Treasurer for Mower County payable in bi-weekly installments, be set as follows for 2016:

County Auditor-Treasurer
as of 01/01/16\$58,106.05

Passed and approved this 29th day of December, 2015.

THE MOWER COUNTY BOARD OF COMMISSIONERS

By: _____
Chairperson

By: _____
Clerk/Coordinator

Commissioner Glynn reported that the Personnel Committee is recommending no increase to the County Commissioners salary for 2016, which is the same salary that was set in 2008.

Date: December 29, 2015

Res. #76-15

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 29, 2015 at the Government Center, Austin, Minnesota.

BE IT RESOLVED, that the Commissioners salaries for 2016 be set at \$24,200.00 payable in bi-weekly installments.

Passed and approved this 29th day of December, 2015.

THE MOWER COUNTY BOARD OF COMMISSIONERS

By: _____
Chairperson

By: _____
Clerk/Coordinator

Commissioner Glynn reported that the Personnel Committee is recommending an In-County per diem and an Out of County per diem for 2016, this will be the first per diem change since 2000.

Date: December 29, 2015

Res. #77-15

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 29, 2015 at the Government Center, Austin, Minnesota.

BE IT RESOLVED, that a Commissioner per diem of fifty dollars (\$50) be set for all In County working committees and a Commissioner per diem of sixty-five dollars (\$65) be set for all Out of County working committees.

Passed and approved this 29th day of December, 2015.

THE MOWER COUNTY BOARD OF COMMISSIONERS

By: _____
Chairperson

By: _____
Clerk/Coordinator

Motion made by Commissioner Glynn, seconded by Commissioner Bennett to set non-union salaries and health insurance premiums for 2016 to increase non-union 2016 wages by 3.0% along with applicable anniversary step increases on the wage scale and set the employee share of 2016 health insurance premiums as follows:

	Employee Share of 2016 Health Insurance	
	Single	Family
CMM / PPO 300/900	\$77.17/month	\$458.00/month
VEBA 1850/3700 (100% Plan)	\$66.75/month	\$380.67/month
VEBA 2600/5200 (80% Plan)	\$ 0.	\$181.67/month

Motion carried.

Motion made by Commissioner Glynn, seconded by Commissioner Gabrielson to maintain the use of Policy B130, Recruitment and Selection, and to approve the annual staffing levels for 2016 for all departments as on file in the Human Resources Department. Motion carried.

Date: December 29, 2015

Res. #78-15

RESOLUTION

On motion of Commissioner Glynn, seconded by Commissioner Bennett, the following Resolution was passed and adopted by the Mower County Board of Commissioners at a meeting held December 29, 2015 at the Government Center, Austin, Minnesota.

BE IT RESOLVED THAT; the minimum salaries for elected officials for Mower County be set as follows for 2016:

County Commissioner\$24,200.00

BE IT FURTHER RESOLVED, that said salaries are set in a manner to be consistent with other Mower County employees and their pay equity evaluation system.

Passed and approved this 29th 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 purchase a refuse compactor in the amount of \$40,628 plus sales tax with 2016 budget funds. Motion carried.

Motion made by Commissioner Glynn, seconded by Commissioner Bennett to approve the 2016/2017 Feedlot Work Plan. Motion carried.

Motion made by Commissioner Glynn, seconded by Commissioner Glynn to appoint Taggart Medgaarden to the Planning Commission and Board of Adjustment for a three year term effective January 1, 2016 through December 31, 2018. Motion carried.

The Board held a discussion concerning Pictometry including a cost analysis, its usefulness in comparison to its cost and other possible uses of the funds in the land records fund.

Motion made by Commissioner Bennett, seconded by Commissioner Gabrielson to approve the agreement between Pictometry International Corp, Minnesota Counties Computer Cooperative and Mower County for an eight year pictometry project at an approximate cost of \$192,000.00. The Commissioners voted as follows: Commissioner Gabrielson aye, Commissioner Glynn aye, Commissioner Reinartz nay, Commissioner Bennett aye and Commissioner Ankeny aye. Motion carried 4-1.

There was a discussion concerning the public works / road and bridge budgets and the proposed use of the 2015 fuel savings for equipment and other proposed 2015 budget amendments for the department.

Motion made by Commissioner Reinartz, seconded by Commissioner Gabrielson to approve the following 2015 public works budget amendments:

1. - \$50,000 interdepartmental/intergovernmental fuel reimbursements moved from maintenance to equipment due to low fuel prices
2. - \$150,000 unexpected additional fuel savings
3. - \$1,145,681 construction project delays and adjustments
4. +\$131,580 adjustment for State Aid Maintenance allotment to actual

Full detail concerning budget adjustments on file in the Finance Department. Motion carried.

Donna Welsh, Finance Director, provided information concerning a proposed change in the handling of the inmate checking account.

Date: December 29, 2015

Res. #79-15

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 December 29, 2015, 2015 at the Government Center, Austin, Minnesota.

WHEREAS, Mower County contracts with Turnkey Corrections that currently supplies an accounting software called TEAM, and

WHEREAS, the TEAM accounting software is able to manage revenues and expenditures including, but not limited to, inmate vending sales, inmate phone sales, inmate deposits, inmate withdrawals and various county fees charged to inmates; and

WHEREAS, currently all expenditures have been processed using commissioner warrants; and

WHEREAS, the TEAM accounting software can properly manage all revenues and expenditures, including segregation of Canteen accounts and regular jail fees and enable the County to properly utilize the Jail Inmate Checking Account.

NOW, THEREFORE, BE IT RESOLVED, that the Jail Inmate Checking Account be established as the proper account to receive revenues and disburse payments.

Passed and approved this 29th day of December, 2015.

THE MOWER COUNTY BOARD OF COMMISSIONERS

By: _____
Chairperson

By: _____
Clerk/Coordinator

Donna Welsh, Finance Director, provided information and a proposed revision on the process of approving and issuing duplicate check requests. The current practice to issue duplicate checks can result in unintended financial hardship to the recipient due to the various approvals required and the time to receive the approvals. The Finance Director has reviewed the process and is recommending the Board approve a new procedure which also includes necessary checks and balances to the process. Approval of the new procedure will

eliminate the need for formal County Board approval of individual requests and shall serve to reduce unnecessary delays when issuing duplicate warrants.

Date: December 29, 2015

Res. #80-15

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 December 29, 2015, 2015 at the Government Center, Austin, Minnesota.

WHEREAS, the general public and vendors who do business with Mower County upon discovery of a missing or lost check currently have to submit an application and affidavit to the County Board for approval; and

WHEREAS, the current approval process can cause financial hardship to the recipient of Mower County funds due to frequency of scheduled County Commissioner meetings;

NOW THEREFORE BE IT RESOLVED, that the Mower County Board of Commissioners do hereby approve a new procedure to the issuance of duplicate checks as follows:

1. The vendor or citizen shall complete an application form, approved by the Finance Director, or his/her designee, and submit the application to the Finance Director, or his/her designee.
2. The Finance Director, or his/her designee, shall confer with County bank reconciliation staff to determine if collection of a stop payment fee is required. A stop payment fee will not be required if finance and bank reconciliation staff determine that overpayment can be recollected by the county through alternative methods. All occurrences where a stop payment fee is not required shall be documented and submitted to the County Board on a quarterly basis for review, but shall not require additional approval.
3. The vendor or citizen shall also sign a statement on the application that funds can be recollected should a lost or missing check be cashed or deposited whether accidentally or purposefully.
4. The Finance Director, or his/her designee, and county bank reconciliation staff shall approve the issuance of a duplicate check and shall submit a quarterly report to the County Board.

BE IT FURTHER RESOLVED, that all applicants for duplicate checks shall be required to enroll in the ACH payment process for future disbursements of county funds; and

BE IT ALSO RESOLVED, that this new procedure shall be effective upon the date of adoption.

Passed and approved this 29th day of December, 2015.

THE MOWER COUNTY BOARD OF COMMISSIONERS

By: _____
Chairperson

By: _____
Clerk/Coordinator

Motion made by Commissioner Glynn, seconded by Commissioner Gabrielson to approve the 2015 (January 1, 2015 – November 30, 2015) investment reports presented by the Finance Director. Motion carried.

Motion made by Commissioner Gabrielson, seconded by Commissioner Reinartz to adjourn the meeting at 10:53 a.m. Motion carried. The next meeting is scheduled for January 5, 2016 at 1:00 p.m.

THE MOWER COUNTY BOARD OF COMMISSIONERS

BY: _____
Chairperson

Attest:

By: _____
Clerk/Coordinator

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