

SPECIAL SESSION OF THE MOWER COUNTY  
BOARD OF COMMISSIONERS

March 1, 2016

The Mower County Board of Commissioners in and for the County of Mower, Minnesota, met in Special Session March 1, 2016 at 2:00 p.m. at the Government Center in Austin, Minnesota.

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

Motion made by Commissioner Gabrielson, seconded by Commissioner Ankeny to approve the agenda with the following additions: Personnel Committee action to modify the job description of the Chief Deputy Auditor-Treasurer to Chief Assistant and to declare surplus property. Motion carried.

Commissioner Ankeny on behalf of the Personnel Committee reported that the Committee had met with the County Coordinator, Auditor/Treasurer and the Finance Director to discuss the workflow between the Auditor/Treasurer office and the Finance office. One of the deputies from the Auditor/Treasurer's department is physically located in the Finance office. The functions of this position interact a great deal with the Finance Director, yet there are occasional needs for additional support in the Auditor/Treasurer office. It was concluded that one position is performing tasks which would be best managed under shared leadership between the Auditor/Treasurer and the Finance Director. The recommendation is for 75% of the direction for this position fall under the Finance Director and 25% fall under the direction of the Auditor/Treasurer.

Motion made by Commissioner Ankeny, seconded by Commissioner Reinartz to make the following changes in staffing effective March 5, 2016:

- a) The 2016 Staffing Level be revised to reflect a full-time Office Support Specialist Sr. position listed in the Auditor/Treasurer office be revised to .25 FTE in Auditor/Treasurer department and .75 FTE in the Department of Administration.
- b) Amend the 2016 budgeted payroll expenses in the Auditor/Treasurer department and the Administration department to reflect .75 FTE Office Support Specialist, Sr. in Administration and .25 FTE Office Support Specialist, Sr. in Auditor/Treasurer.

Motion carried.

Commissioner Ankeny further reported on behalf of the Personnel Committee that the committee had met with the Auditor/Treasurer to discuss the resignation of his Chief Deputy and the options for replacing the position. Part of the discussion was about the revisions to

the job description based on the current needs of the department. The Auditor/Treasurer and the Human Resources Director worked together to develop the revised job description. The Auditor/Treasurer requested to relinquish his rights to maintain a Chief Deputy. The Auditor/Treasurer has proposed to give up his appointment and removal authority of the current Chief Deputy Auditor/Treasurer position as well as to relinquish the right in the future to select a Chief Deputy Auditor/Treasurer. Based on Mr. Reinartz's proposal, the position would convert to a regular county employee that falls under the jurisdiction of the Human Resources Department and all County policies. The title of this position would change from Chief Deputy Auditor/Treasurer to Chief Assistant.

Motion made by Commissioner Ankeny, seconded by Commissioner Reinartz to accept the County Auditor/Treasurer's proposal to give up his appointment and removal authority of a Chief Deputy position in the County Auditor/Treasurer's office for which he will not seek to add again during his term(s) as County Auditor-Treasurer, to convert the Chief Deputy position to a Chief Assistant position approving the revised job description and revising Section A160 Human Resource Department Jurisdiction to reflect the exception of this department from having a chief or principle assistant. Motion carried.

Motion made by Commissioner Reinartz, seconded by Commissioner Gabrielson to approve proceeding with the initial steps for reviewing the implementation of a true county assessing method of assessments and approve the Finance Committee's letter to Township and City officials regarding the County's proposal to implement a true county assessing method of assessments for 2018 Assessments which will begin approximately in the Spring of 2017. Motion carried.

Motion made by Commissioner Ankeny, seconded by Commissioner Reinartz to approve the rural recycling contract with Freeborn County Coop Oil effective April 1, 2016 through March 31, 2023 subject to the contractor's approval of the final language on the fuel escalation clause. Motion carried.

Motion made by Commissioner Gabrielson, seconded by Commissioner Reinartz to extend the current recycling contract with Cedar Valley Services through August 30, 2016 to allow for the company to prepare for the Board approved modifications in the recycling program that will be incorporated into a new contract. Motion carried.

The Solid Waste Committee is recommending that the County enter into a contract with LGB, Inc. / Tim Kenyon for a SONAR study related to the Solid Waste Ordinance review. The SONAR (Statement Of Need And Reasonableness) report will look at the geology of the County and will give the County a base line report for future guidance.

Motion made by Commissioner Ankeny, seconded by Commissioner Reinartz to approve entering into a contract with LGB, Inc. / Tim Kenyon for a SONAR study for an approximate cost of \$25,000 to \$35,000 contingent upon final contract language approval by Kristen Nelsen, County Attorney, and Craig Oscarson, County Coordinator. Motion carried.

The Solid Waste Committee has received architectural quotes for the proposed modifications to the Recycling Center. The low quote was received by Zenk Read Trygstad and Associates.

Motion made by Commissioner Ankeny, seconded by Commissioner Gabrielson to award the low quote of Zenk Read Trygstad and Associates for the architectural work associated with the proposed modifications to the Mower County Recycling Center with a low quote of \$10,500. Motion carried.

Motion made by Commissioner Bennett, seconded by /Commissioner Ankeny to set the project letting date to March 31, 2016 at 1:00 p.m. at the office of Public Works and awarded at the County Board of Commissioner's meeting for the following seasonal County projects:

- CP 50-16-03 gasoline and diesel fuel
- CP 50-16-04 Striping
- CP 50-16-05 Bituminous materials
- CP 50-16-06 Weed spraying

Motion carried.

Mike Hanson, Public Works Director, presented to the Board information pertaining to a local option sales tax for road and bridge improvements. The Board held a discussion on the needs versus the options to fund the needed road and bridge improvements. It was suggested that the information be also presented to the townships and cities.

Motion made by Commissioner Gabrielson, seconded by Commissioner Reinartz to approve the minutes of February 23, 2016. Motion carried.

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

| <u>Vendor Name</u>          | <u>Amount</u> | <u>Vendor Name</u>               | <u>Amount</u>    |
|-----------------------------|---------------|----------------------------------|------------------|
| 3M                          | 2,054.25      | Office Of Mn It Services         | 2,683.68         |
| Anoka County Human Services | 20,979.00     | Positive Promotions, Inc.        | 2,045.05         |
| Bishop Excavating Inc and   | 6,316.54      | Prisoner Transportation Services | 2,125.20         |
| Little Falls Machine, Inc.  | 4,518.11      | Village Ranch Inc                | 10,292.87        |
| Mille Lacs Academy          | 9,968.36      | 52 Payments less than 2000       | 14,215.83        |
|                             |               | <b>Final Total</b>               | <b>75,198.89</b> |

Motion carried.

Motion made by Commissioner Ankeny, seconded by Commissioner Gabrielson that effective January 1, 2016 the County will follow the Finance Director's recommendation to use a formula using road mileage, population and tax rates to distribute gas tax share allotments to townships from the town road accounts. Motion carried.

Motion made by Commissioner Gabrielson, seconded by Commissioner Bennett to include on the Auditor-Treasurer's 2016 Sewer Loans list referenced in Resolution #11-16 adopted by the County Board on February 9, 2016 one additional sewer loan as follows:

Parcel #11.017.0030 ISTS loan for \$7,500

Motion carried.

COMMISSIONERS' RECORD MOWER COUNTY, MINNESOTA

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Motion by Commissioner Bennett, seconded by Commissioner Reinartz to approve the following list of surplus property for disposal and/or auction:

| Quantity | Item                             | Department  |
|----------|----------------------------------|-------------|
| 75 boxes | Used T8 light bulbs (15 per box) | Maintenance |

Motion carried.

Dave DeFor addressed the Board with his concerns regarding a road project to include curb and gutter along 4<sup>th</sup> Drive SW in rural, Austin, MN.

Motion made by Commissioner Reinartz, seconded by Commissioner Gabrielson to adjourn the meeting at 3:44 p.m. Motion carried. The Board is holding a Retreat/Work Session this afternoon at 4:00 p.m. The next Board meeting is scheduled for March 8, 2016 at 8:30 a.m.

**THE MOWER COUNTY BOARD OF COMMISSIONERS**

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

**Attest:**

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

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