

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

December 26, 2017

The Mower County Board of Commissioners in and for the County of Mower, Minnesota, met in Special Session December 26, 2017 at 8:30 a.m. at the Government Center in Austin, Minnesota.

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

Motion made by Commissioner Ankeny, seconded by Commissioner Reinartz, to approve the agenda with the deletion of minutes under general business. Motion carried.

Sherry Roth, Human Resource Director, provided the Board with a department update.

Kathleen Grant, Office Support Specialist, Sr. Recorder's office, was recognized for retirement from Mower County with 11 years of service.

Chris Swatfager, Assistant Health & Human Services Director, appeared before the Board for the Community Health Services business.

Motion made by Commissioner Glynn, seconded by Commissioner Ankeny, to approve the Memorandum of Agreement with Winona State University effective through April 30, 2022. Motion carried.

Ms. Swatfager provided the Board with Community Health updates which included the following topics: 1) Increase in 2018 Medica Rates for MSHO services and 2) Health Alerts in 2017 which included Syphilis on the rise, outbreak in drug users, drug overdose deaths linked to Carfentanil, Measles – Hennepin County, false blood lead results, shortage of Penicillin to treat Syphilis, Mumps outbreak in U of M Twin Cities and Tularemia case in Minnesota.

Motion made by Commissioner Reinartz, seconded by Commissioner Ankeny, to approve the Health & Human Services accounts payable. Motion carried.

Commissioner Ankeny reported that the Personnel Committee had 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 \$112,607.34 to \$115,422.52 effective January 1, 2018.

**Date: December 26, 2017**

**Res. #103-17**

**RESOLUTION**

On motion of Commissioner Ankeny, seconded by Commissioner Glynn, the following Resolution was passed and adopted by the Mower County Board of Commissioners at a meeting held December 26, 2017 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 2018:

County Attorney  
as of 01/01/18.....\$115,422.52

Passed and approved this 26<sup>th</sup> day of December, 2017.

**THE MOWER COUNTY BOARD OF COMMISSIONERS**

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

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

Commissioner Ankeny reported that the Personnel Committee had 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 noted the exemplary performance of the Sheriff. Based on this, the Committee recommends that the County Sheriff's salary be increased from \$102,622.59 to \$105,188.15 effective January 1, 2018.

**Date: December 26, 2017**

**Res. #104-17**

**RESOLUTION**

On motion of Commissioner Ankeny, seconded by Commissioner Glynn, the following Resolution was passed and adopted by the Mower County Board of Commissioners at a meeting held December 26, 2017 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 2018:

County Sheriff  
as of 01/01/18.....\$105,188.15

Passed and approved this 26<sup>th</sup> day of December, 2017.

**THE MOWER COUNTY BOARD OF COMMISSIONERS**

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

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

Commissioner Ankeny reported that the Personnel Committee had 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 \$70,274.46 to \$74,457.14 effective January 1, 2018.

**Date: December 26, 2017**

**Res. #105-17**

**RESOLUTION**

On motion of Commissioner Ankeny, seconded by Commissioner Bennett, the following Resolution was passed and adopted by the Mower County Board of Commissioners at a meeting held December 26, 2017 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 2018:

County Recorder  
as of 01/01/18.....\$74,457.14

Passed and approved this 26<sup>th</sup> day of December, 2017.

**THE MOWER COUNTY BOARD OF COMMISSIONERS**

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

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

Commissioner Ankeny reported that the Personnel Committee had met with the Auditor/Treasurer to review his job duties, and Auditor/Treasurer salary data from local counties. The Personnel Committee recommends maintaining the Auditor/Treasurer's current salary for 2018.

**Date: December 26, 2017**

**Res. #106-17**

**RESOLUTION**

On motion of Commissioner Ankeny, seconded by Commissioner Bennett, the following Resolution was passed and adopted by the Mower County Board of Commissioners at a meeting held December 26, 2017 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 2018:

County Auditor-Treasurer  
as of 01/01/18.....\$58,106.05

Passed and approved this 26<sup>th</sup> day of December, 2017.

**THE MOWER COUNTY BOARD OF COMMISSIONERS**

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

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

Commissioner Ankeny reported that the Personnel Committee is recommending no increase to the County Commissioner salary of \$24,200 for 2018, which is the same salary that was set in 2008.

**Date: December 26, 2017**

**Res. #107-17**

**RESOLUTION**

On motion of Commissioner Ankeny, seconded by Commissioner Reinartz, the following Resolution was passed and adopted by the Mower County Board of Commissioners at a meeting held December 26, 2017 at the Government Center, Austin, Minnesota.

**BE IT RESOLVED,** that the annual salary for the elected official of County Commissioner for Mower County payable in bi-weekly installments, be set as follows for 2018:

County Commissioner  
as of 01/01/18.....\$24,200.00

Passed and approved this 26<sup>th</sup> day of December, 2017.

**THE MOWER COUNTY BOARD OF COMMISSIONERS**

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

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

Commissioner Ankeny reported that the Personnel Committee is recommending no changes to the Commissioner In-County per diem and an Out of County per diem for 2018.

**Date: December 26, 2017**

**Res. #108-17**

**RESOLUTION**

On motion of Commissioner Ankeny, seconded by Commissioner Glynn, the following Resolution was passed and adopted by the Mower County Board of Commissioners at a meeting held December 26, 2017 at the Government Center, Austin, Minnesota.

**BE IT RESOLVED;** that effective January 1, 2018 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 26<sup>th</sup> day of December, 2017.

**THE MOWER COUNTY BOARD OF COMMISSIONERS**

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

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

Commissioner Ankeny reported that the Personnel Committee is recommending that non-union wages and health insurance premiums be set consistent with what is negotiated by the unions for 2018.

Motion made by Commissioner Ankeny, seconded by Commissioner Reinartz, to set 2018 non-union salaries and health insurance premiums by increasing non-union 2018 wages by 2.5% above the 2017 rate along with applicable anniversary step increases on the wage scale and set the employee share of 2018 health insurance premiums as follows:

	Employee Share of 2018 Health Insurance	
	Single	Family
VEBA 2600/5200 (80% Plan)	\$ 0./month	\$354.67/month
VEBA 1850/3700 (100% Plan)	\$88.75/month	\$610.67/month
HSA/VEBA 3375/6750 (100% Plan)	\$20.80/month	\$387.25/month

Motion carried.

Commissioner Ankeny reported that the Personnel Committee had discussed an annual approval of the Staffing Levels for each department. The approved staffing levels are based on the budget approved by the Board for 2018. The outcome would be to permit the Human Resources Director to proceed with filling vacancies as they occur rather than wait on Board approval. Policy B130, Recruitment and Selection, provides for authorization to permit the Human Resources Director to fill vacancies according to union contract and County policies.

Motion made by Commissioner Ankeny, seconded by Commissioner Bennett, to maintain the use of Policy B130, Recruitment and Selection, and to approve the annual staffing levels for 2018 for all departments as on file in Human Resources. Motion carried.

**Date: December 26, 2017**

**Res. #109-17**

**RESOLUTION**

On motion of Commissioner Ankeny, seconded by Commissioner Reinartz, the following Resolution was passed and adopted by the Mower County Board of Commissioners at a meeting held December 26, 2017 at the Government Center, Austin, Minnesota.

**BE IT RESOLVED** that a per diem of fifty dollars (\$50) be set for the following non-county board working committees: Extension Committee, Planning Commission, Board of Adjustment, Mower County Community Health Services Advisory Committee, State C.H.S. Advisory Committee, Joint Powers Boards and all regional or state boards and Personnel Board of Appeals; and, to set a per diem of \$75 for Planning Commission/Board of Adjustment committee meetings when both meet on the same day.

Passed and approved this 26<sup>th</sup> day of December, 2017.

**THE MOWER COUNTY BOARD OF COMMISSIONERS**

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

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

The Public Works Director Mike Hanson recommended the Board approval of a resolution to approve Agency Delegated Contracting Process Agreement 1030050 with MnDOT. The agreement simplifies the administration / fiscal work done on federal projects.

**Date: December 26, 2017**

**Res. #110-17**

**RESOLUTION**

On motion of Commissioner Ankeny, seconded by Commissioner Reinartz, the following Resolution was passed and adopted by the Mower County Board of Commissioners at a meeting held December 26, 2017 at the Government Center, Austin, Minnesota.

**BE IT RESOLVED**, that pursuant to Minnesota Statute Section 161.36, the Commissioner of Transportation be appointed as Agent of Mower County to accept as its agent, federal aid funds which may be made available for eligible transportation related projects; and

**BE IT FURTHER RESOLVED**, the Mower County Chair and the County Coordinator are hereby authorized and directed for and on behalf of Mower County to execute and enter into an agreement with the Commissioner of Transportation prescribing the terms and conditions of said federal aid participation as set forth and contained in "Minnesota Department of Transportation Agency Agreement No. 1030050", a copy of which said agreement was before the County Board and which is made a part hereof by reference.

Passed and approved this 26<sup>th</sup> day of December, 2017.

**THE MOWER COUNTY BOARD OF COMMISSIONERS**

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

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

There was a brief discussion on the status of requesting formal bids on the electrical system work needed at the fairgrounds.

Motion made by Commissioner Glynn, 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>
American Solutions For Business	4,002.04	Jones Haugh & Smith Inc	9,605.43
Anoka County Human Services	34,490.04	Melchert Hubert Sjodin	4,742.95
Bruening Rock Products Inc	10,117.53	Olmsted County Community Services	11,100.00
City Of Austin	30,000.00	SKID STEER SOLUTIONS INC	9,995.00
Davidson Septic Service LLC	2,511.21	University of Central Missouri	3,714.15
Donnelly Law Firm/Daniel	2,169.99	38 Payments less than 2000	15,334.06
Erickson Engineering Co., Llc	4,025.00	<b>Final Total:</b>	<b>141,807.40</b>

Motion carried.

Motion made by Commissioner Glynn, seconded by Commissioner Bennett, to amend the County Sheriff's 2017 budget as follows to use additional revenue received (\$100,000) plus Reserve Contingency (\$20,000) towards operating expenses plus a capital outlay for a demolished squad:

01.004.000.0000.6379	-48,625	
Dept. 201 Revenue	-100,000	
01.201.000.0000.6409	+120,000	
01.201.000.0000.6616	+28,625	Replacement of demolished squad

Net budget change of \$48,625. Motion carried.

Motion made by Commissioner Ankeny, seconded by Commissioner Reinartz, to approve a budget amendment for the 2017 Jail budget as follows to use additional revenue and payroll funds to cover operating expenses:

Dept. 251 Revenue	-5,000
01.251.000.0000.6121	-17,000
01.251.000.0000.6276	+\$22,000

Net budget change of \$22,000. Motion carried.

The Board considered the request of Daniel & Katie Mallory to subordinate a sewer loan due to refinancing.

Motion made by Commissioner Glynn, seconded by Commissioner Reinartz, to make an exception on the septic loan and allow a subordination on the sewer loan on the Mallory property PIN 06.032.0011 making it possible for Mr. and Mrs. Mallory to refinance their home mortgage and authorize the Finance Director to sign the agreement on behalf of the County. Motion carried.

Motion made by Commissioner Reinartz, seconded by Commissioner Ankeny, to ratify the provisions outlined in the Tentative Agreement with LELS #83 (licensed deputies) for a new contract effective July 1, 2017 through June 30, 2020 and authorize the Chair and County Coordinator to execute the new contracts when completed. Motion carried.

The Board recessed at 10:13 a.m. and reconvened at 10:24 a.m.

The County Coordinator has not yet received the results of LELS #81 membership to the provisions of the Tentative Agreement.

Motion made by Commissioner Reinartz, seconded by Commissioner Bennett, to ratify the provisions outlined in the Tentative Agreement with LELS #81 (unlicensed detention deputies) for a new contract effective July 1, 2017 through June 30, 2020 subject to staff receiving written verification of the union's acceptance of the Tentative Agreement and authorize the Chair and County Coordinator to execute the new contracts when completed. Motion carried.

There was a brief discussion regarding the service of passport application processing by the Recorder's office and the hours of acceptance of applications.



Motion made by Commissioner Ankeny, seconded by Commissioner Glynn, to adjourn the meeting at 10:40 a.m. Motion carried. The next meeting is scheduled for January 2, 20178 at 1:00 p.m.

**THE MOWER COUNTY BOARD OF COMMISSIONERS**

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

**Attest:**

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

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