

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

October 24, 2017

The Mower County Board of Commissioners in and for the County of Mower, Minnesota, met in Special Session October 24, 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 Glynn, seconded by Commissioner Ankeny to approve the agenda with the following additions: 1) Motion to authorize Laurie Clendenning (and remove Victoria Cory) to process wire transfers with First Farmers & Merchants Bank; 2) Tax forfeited repurchase – Ed Miller – time expired – received request for installment plan; and 3) Public Works – add request to purchase pickup. Motion carried.

Chris Swatfager, Assistant Health & Human Services Director, provided the Board with a departmental update with staff, Julie Holgate and Christina Blake that included information pertaining to MnChoices.

Chris Swatfager, further provided the Board with community health updates and introduced the new Community Health Specialist Chris Weis.

Craig Oscarson, County Coordinator, informed the Board that Ed Miller who had requested a repurchase of tax forfeited property that Board had approved previous is now asking to make the repurchase by installment payments. Steve Reinartz will be present later at the Board to discuss with the Board Mr. Miller's request. The Board held a preliminary brief discussion.

Motion made by Commissioner Ankeny, seconded by Commissioner Glynn, to approve the Human Services Accounts Payable. Motion carried.

Public Works Director Michal Hanson requested and recommended a letting date of December 5 for township bridge replacement projects for the bridges 391 in Windom, 2542 in Bennington, 2565 in LeRoy, 3343 in Austin and L1949 in Waltham.

Motion made by Commissioner Glynn, seconded by Commissioner Reinartz, to set the project letting date to December 5, 2017 at 1:00 p.m. at the office of Public Works and awarded at the County Board of Commissioner's meeting for the following County projects:

Bridge 391 in Windom Township;  
Bridge 2542 in Bennington;  
Bridge 2565 in LeRoy;  
Bridge 3343 in Austin and  
Bridge L1949 in Waltham

Motion carried.

Michal Hanson, Public Works Director, presented to the Board with a recommendation for approval a resolution for grant application for funding on CSAH 46 West.

**Date: October 24, 2017**

**Res. #82-17**

**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 October 24, 2017 at the Government Center, Austin, Minnesota.

**WHEREAS**, Mower County roads play an essential role in the overall State transportation network, and

**WHEREAS**, new commercial development proposed along County State Aid Highway 46 between the west County line and Interstate Highway 90 will require that geometric and structural improvements be made to the roadway, and

**WHEREAS**, the improvements will include but not be limited to turn lanes and pavement strengthening, and

**WHEREAS**, State support for the improvement of County infrastructure continues to be crucial to maintaining the integrity of the local road systems and is necessary for the County, and

**WHEREAS**, Mower County intends to proceed with the improvements as soon as possible when State Funds are available; now therefore

**BE IT RESOLVED:**

The Public Works Director is hereby authorized and directed to apply for funding for the improvement of County State Aid Highway 46, between the west County line and Interstate Highway 90; including the preparation and submittal of an application for funding under the Local Road Improvement Program (LRIP) sponsored by State Aid For Local Transportation, Minnesota Department of Transportation.

**BE IT FURTHER RESOLVED:**

The Public Works Director is hereby authorized and directed to prepare Plans and Specifications for the improvement.

Passed and approved this 24<sup>th</sup> day of October, 2017.

**THE MOWER COUNTY BOARD OF COMMISSIONERS**

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

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

Motion made by Commissioner Reinartz, seconded by Commissioner Bennett, to authorize the Public Works department to proceed with a pick-up replacement by accepting the Austin Ford truck bid for a 2018 F-150 4x4 Crew Cab truck for \$35,003 with a trade-in of current unit #59 a 2002 Ford F-150 4x4 truck. Motion carried.

Steve Reinartz, Auditor-Treasurer, presented to the Board the request of Ed Miller to now make the approved repurchase of his former property on an installment plan with 10% down with 10 installments over 10 years with interest. Mr. Miller was unable to secure a loan for his approved repurchase.

Motion made by Commissioner Ankeny, seconded by Commissioner Reinartz, to authorize the Auditor-Treasurer to prepare a contract to allow Ed Miller to pay delinquent taxes and make the previously approved repurchase of tax forfeited parcel 34.689.0080 located at 504 31<sup>st</sup> Street NW, Austin, Minnesota on installments with 10% down, 10% interest over ten years due no later than December 31 of the calendar year and taxes and installment payments must remain current to be reviewed by the Chair and the County Coordinator prior to acceptance by Mr. Miller. The Commissioners voted as follows: Commissioner Bennett aye, Commissioner Reinartz aye, Commissioner Glynn aye, Commissioner Ankeny aye, Commissioner Gabrielson nay. Motion carried 4-1.

Scott Delaney, The Bridge, appeared before the Board with a Program Update.

Motion made by Commissioner Reinartz, seconded by Commissioner Bennett, to approve the minutes of October 10, 2017. Motion carried.

Commissioner Glynn left at 9:52 a.m.

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

<u>Vendor Name</u>	<u>Amount</u>	<u>Vendor Name</u>	<u>Amount</u>
Advanced Correctional Healthcare Inc	3,240.33	Mayo Clinic	28,413.76
American Lung Association	5,219.22	Melchert Hubert Sjodin	2,290.00
Baudoin Oil Company	14,672.70	Midwest Monitoring & Surveillance	3,298.86
Bob Barker Company Inc.	2,488.19	Mille Lacs Academy	32,201.10

COMMISSIONERS' RECORD MOWER COUNTY, MINNESOTA

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Bustad Dozing And Excavating Inc	9,072.50	Minnesota Counties Computer Co	5,708.55
Cedar Valley Services, Inc	48,361.43	Office Of Mn It Services	4,347.76
Davidson Septic Service LLC	4,249.48	Prairie Lakes Youth Programs	4,283.00
Erickson Engineering Co., Llc	2,251.50	Rochester Sand And Gravel, Inc	11,453.18
Falk Construction Co./L.R.	15,290.06	Sgts Inc	20,738.80
Freeborn County Co-Operative Oil Co.	7,615.12	Thomson Reuters-West Payment Center	2,308.47
Freeborn County Environmental Services	2,742.45	Uhl Company Inc	6,060.00
Frontier Fire Protection	5,170.00	Ulland Brothers Inc.	2,173.04
Government Management Group Inc	5,000.00	Village Ranch Inc	12,282.36
Jones Haugh & Smith Inc	2,896.23	Welcome Center Inc	3,403.75
Kindred Family Focus	2,652.00	87 Payments less than 2000	38,150.98
Mathy Construction Company	6,569.77	<b>Final Total:</b>	<b>314,604.59</b>

Motion carried.

A Public Hearing was held in regard to a Housing Tax Abatement request of John Bergstrom / Steve Penz / Penz Custom Homes, Inc. , applicants, to construct a single-family home in Lot 1, Block 3 The Meadows as platted and located in the W ½ of the NE ¼ of Section 8, Twp 102N, Range 18W, City of Austin, Mower County, Minnesota (PIN 34.742.0140).

Craig Oscarson reviewed the application and the recommendation is to approve the application.

The Applicant John Bergstrom was present and spoke on his own behalf. No one else spoke for or against the John Bergstrom / Steve Penz / Penz Custom Homes, Inc. housing tax abatement application.

**Date: October 24, 2017**

**Res. #83-17**

**RESOLUTION APPROVING TAX ABATEMENT  
FOR CERTAIN PROPERTY PURSUANT TO MINN. STAT. 469.1813**

On motion of Commissioner Reinartz, seconded by Commissioner Ankeny, the following Resolution was passed and adopted by the Mower County Board of Commissioners at a meeting held October 24, 2017 at the Government Center, Austin, Minnesota.

WHEREAS, Minnesota Statute 469.1813 gives authority to the County of Mower to grant an abatement of property taxes imposed by the County if certain criteria are met; and

WHEREAS, in addition to the statutory requirements, Mower County has adopted the Tax Abatement Policy for new construction of Single and Multi-family homes which includes criteria which must be met before an abatement of taxes will be granted; and

WHEREAS, John Bergstrom is the owner of certain property within Mower County, legally described as follows:

Lot 1, Block 3, The Meadows as platted in that certain plat recorded as Document No. A000540458 in the Office of the Mower County Recorder, and which land is located in the West Half of the Northeast Quarter of Section 8, Township 102 North, Range 18 West in the City of Austin, Mower County, Minnesota, except that portion Lot 1, Block 3, which lies in the Northwest Quarter of the Northeast Quarter of Section 8, Township 102 North, Range 18 West, Mower County, Minnesota and

that portion of Lot 1, Block 3, The Meadows which lies in the Northwest Quarter of the Northeast Quarter, of Section 8, Township 102 North, Range 18 West, Mower County, Minnesota. (PIN 34.742.0140)

WHEREAS, John Bergstrom, landowner, Steve Penz / Penz Custom Homes, Inc., developer, have made application to Mower County for the abatement of taxes as to the above-described parcel; and

WHEREAS, Notice having been duly given, a public hearing was held on October 24, 2017 before the Mower County Board of Commissioners, on said application.

WHEREAS, John Bergstrom, landowner, and Steve Penz / Penz Custom Homes, Inc., developer, have met the statutory requirements outlined under Minnesota Statute 469.1813 Subdivision 1(1) and Subdivision 2(i) as well as Mower County's criteria for tax abatement;

NOW, THEREFORE BE IT RESOLVED BY THE BOARD OF COMMISSIONERS OF MOWER COUNTY, MINNESOTA:

1. Mower County does, hereby grant an abatement of Mower County's share of real estate taxes upon the above-described parcel for the construction of the single-family home.
2. The tax abatement will be for no more than five years commencing with the receipt of the Certificate of Occupancy, or not more than one year following approval of the taxing authority's resolution, whichever is first, on the first year of taxes payable for the assessed value(s) related to the capital improvements outlined in Paragraph 1.
3. The County shall provide the awarded abatement payment following payment of due real estate taxes annually. One single payment shall be made to the owner of record at the time of the payment, by December 30<sup>th</sup> of that calendar year.
4. The tax abatement shall be for up to the full amount of the real estate taxes collected from added tax base of the newly constructed housing/home annually. Land values and the current base value are not eligible and will not be abated.

Passed and approved this 24<sup>th</sup> day of October, 2017.

**THE MOWER COUNTY BOARD OF COMMISSIONERS**

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

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

Commissioner Ankeny reported on behalf of the Personnel Committee that the Committee has reviewed Policy B120 Classification of Positions. The purpose of the policy is to define the process for classifying new positions as well as current positions in the county. The HR Director would like to see 1/5 of the job descriptions reviewed on an annual basis. The goal in doing this is to prevent having outdated job descriptions. The Personnel Committee discussed the frequency in which changes to job descriptions do not change the classification (pay grade) for the position. These changes could be made without Board approval.

Motion made by Commissioner Ankeny, seconded by Commissioner Reinartz, to amend Personnel Policy B120 Classification of Positions effective August 1, 2017 to give authorization to the Human Resources Director to approve revisions that do not increase the compensation level of the job description by amending the language under the two approval process sections of the policy as follows:

*Approval process.*

**The Human Resources Director has authorization to approve revisions to job descriptions as long as the revisions do not increase the compensation level for the position.**

~~Prior to the classification of a new position, the position and the corresponding position budget must be approved by the County Board.~~ If, after the classification process, the resulting wage rating exceeds the previously approved position budget, ~~additional~~ approval from the County Board is necessary prior to filling the vacancy.

and

*Approval process.*

~~If the re-classification request is a result of a position enhancement for a vacant or existing position, it shall be brought to the County Board for approval prior to initiation of the process. Position enhancements that do not require County Board approval include duty changes due to the requirements of a governing body and those that are part of a departmental restructure previously approved by the Board. If the changes that warrant re-classification are a result of the reallocation of current duties in the department, then the other affected jobs may also be subject to re-classification.~~

Motion carried.

Commissioner Ankeny reported that the Personnel Committee reviewed Policy G100 Reimbursement of Travel and Related Expenses. This policy defines what expenses are approved for payment when traveling for County purposes. The Committee discussed the travel that occurs during non-work hours, the current policy limits when an employee gets paid when in travel status. There are times when a non-exempt employee is traveling and is not getting paid for their travel time. The Human Resources Director has requested approval to change the policy to pay for travel time for non-exempt employees regardless of the time of day or day of the week in which they are traveling for County purposes.

Motion made by Commissioner Ankeny, seconded by Commissioner Bennett, to amend Personnel Policy G100 Reimbursement of Travel and Related Expenses effective August 1, 2017 to modify the language to allow non-exempt employees to be paid their hourly rate of pay for approved travel time regardless of when the travel takes place by making the following modification to the last paragraph of the policy:

**Compensation while traveling (for an hourly employee):**

~~When hourly employees travel overnight on business (i.e. for more than one day) they must be paid for time spent in traveling (except for meal periods) during their normal working hours on their non-working days.~~

~~such as Saturday, Sunday or holidays, as well as on their regular working days. Travel time for a passenger is paid if the travel occurs during their normal hours of work regardless of the day of the week in which the travel occurs. Travel time for the driver is paid regardless of the time of day or the day of the week. Breaks for meals are not compensated for either driver or passenger.~~

**Non-exempt employees will be paid their hourly rate of pay for time spent traveling to and from an activity that is approved by their Department Head. When possible, it is preferred that flexing work schedules occur in order to maintain a 40 hour work week. It is at the discretion of the department head to flex an employee's work schedule in order to maintain a 40 hour work week.**

Motion carried.

Motion made by Commissioner Ankeny, seconded by Commissioner Bennett, to authorize the Human Resources Director to sign insurance renewals for health insurance, short-term disability and negotiated life insurance. Motion carried.

Commissioner Ankeny reported that the Personnel Committee discussed the optional insurance plans the County voluntarily provides to County employees. These plans do not receive County contributions and are not in any union contracts. The optional plans are Dental, Vision, Long Term Disability and non-negotiated optional Life Insurance. The Human Resources Director shared the process involved for the renewal of these plans, including the RFP done on the County's behalf by the insurance agent. We feel the process is thorough and the renewal decision can be made by the Human Resources Director.

Motion made by Commissioner Ankeny, seconded by Commissioner Reinartz, to authorize the Human Resource Director to be the authorized agent to approve renewals of county non-negotiated insurance plans of dental, vision, long-term disability and voluntary optional life insurance. Motion carried.

Commissioner Ankeny on behalf of the Personnel Committee informed the Board that the Human Resources Director and the County Attorney have selected a candidate for the Legal Secretary position. The candidate has over 22 years of applicable experience which will allow her to hit the ground running on the first day of work. The Human Resources Director has requested approval to offer the candidate a starting wage that is above what the Board has approved her to offer. The requested offer is an hourly wage based on Grade 7, Step 10, which is \$23.7691 per hour.

Motion made by Commissioner Ankeny, seconded by Commissioner Reinartz, to authorize the Human Resources Director to extend an offer to the successful Legal Secretary candidate a wage at Grade 7, Step 10 which is \$23.7691 per hour. Motion carried.

Commissioner Ankeny reported that the Personnel Committee had been informed by the Human Resources Director that the contract from Hildi Inc. for preparing the data required for meeting reporting and disclosure requirements under GASB 43/45(Government Accounting Standards Board) is ready to be approved. The report is the Post-employment Benefit Valuation Report actuarial of the County's retirement benefits.

Motion made by Commissioner Ankeny, seconded by Commissioner Bennett, to authorize the Human Resources Director to sign the contract with Hildi Inc. to prepare the County's actuarial report required under GASB Services, Inc. for the estimated amount of \$13,000 - \$15,000. Motion carried.

Motion made by Commissioner Reinartz, seconded by Commissioner Bennett to ratify the provisions outlined in the Tentative Agreement with LELS #74 (Dispatch) 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.

Craig Oscarson, the County Coordinator, reported to the Board that the Sheriff and he are requesting and recommending that the Board start the process of acquiring tax forfeited parcel #34.905.0020 for public use. The Sheriff has been seeking approval from the Board for several years for an impound garage area and the location will also be good for additional area for Public Works. The Board has acquired tax forfeited parcels in the past for public purpose such as for the bike trail.

**Date: October 24, 2017**

**Res. #84-17**

**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 October 24, 2017 at the Government Center, Austin, Minnesota.

**WHEREAS**, the Mower County Board of Commissioners has authorized the Mower County Board of Commissioners to request, by application, that it be given free of charge the following described tax-forfeited land:

S641.7 FT SW ¼ SE ¼ W OF 11<sup>TH</sup> DRIVE NE EXC W321FT & EXC STRLY .72 AC  
Section 35, Township 103N, Range 18W, City of Austin, Mower County, Minnesota  
2.25 deeded acres / PIN 34.905.0020  
*(Full legal description is on file in the office of the Mower County Auditor-Treasurer.)*

**WHEREAS**, Mower County Board of Commissioners state in the application they wish to acquire the above-described land for a public purpose,

**NOW THEREFORE BE IT RESOLVED**, that the Mower County Board of Commissioners hereby approve the conveyance free of charge, except costs and fees associated with the transfer of the property, of the above tax-forfeited land as per the application of the Mower County Board of Commissioners.

Passed and approved this 24<sup>th</sup> day of October, 2017.

**THE MOWER COUNTY BOARD OF COMMISSIONERS**

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

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



Craig Oscarson requested and recommended that the Board amend the Credit Card Policy that was adopted in 2007. Initially only a few departments were issued a credit card and the County Coordinator's credit card was used for all other departments for travel arrangements, conference registrations, etc. For record keeping and accountability it is recommended to modify the policy to issue credit cards to all department heads.

Motion made by Commissioner Reinartz, seconded by Commissioner Ankeny, to amend the Credit Card and Charge Account Policy effective October 24, 2017 to authorize additional county credit cards for Human Resources, Auditor-Treasurer, Assessor, Public Works and Recorder and amend also by modifying provisions under Section III Background and Section IV Approval and Use of Credit Cards and Charge Accounts as follows:

Section III

Each of the authorized county officials shall be limited to ~~\$10,000~~ **\$12,000** per statement period. All attempts must be made to pay the monthly statement in full before interest charges accrue.

Section IV

3. The credit card can also be used **for approved department budgeted expenditures noting this is limited in total by department pursuant to this policy.** ~~to purchase supplies, materials and equipment. , but should be limited to use only when no other way of purchasing the item is possible.~~
4. Budgeted data processing equipment that could be purchased via internet for a savings in equipment purchased through traditional methods.

For purposes of this Section IV. A., the following **Mower County** officials are approved for a County Credit Card:

<del>County</del> Coordinator	<b>Recorder</b>
<del>County</del> Attorney	<b>Assessor</b>
Data Processing Manager	<b>Auditor-Treasurer</b>
<del>Mower County</del> Sheriff	<b>Public Works Director</b>
<del>Mower County</del> Health & Human Services Director	<b>Human Resources Director</b>
<del>Mower County</del> Director of Community Health Services	<b>Mower County</b> Director of Correctional Services Director

B. In addition, credit cards are approved limited to specific purposes and specific employees as follows:

1. Sheriff Deputies are authorized to use credit cards for fuel purchases only for marked and unmarked cars when the county gas pump is unavailable.
- ~~2. Central Service Administration for the purchase of office supplies and equipment for all departments.~~
- 32.** Credit cards for fuel purchases for pool vehicles when outside the range of county gas pumps. Pool vehicles can be signed out by employees for government use only, not personal use.

Motion carried.

Motion made by Commissioner Reinartz, seconded by Commissioner Bennett, to authorize the County Coordinator to sign the Letter of Understanding to engage Government Management Group, Inc. (GMG) for central services cost allocation plans for years ending 2017, 2018 and 2019 at a cost of \$5,000 annually. Motion carried.

Motion made by Commissioner Bennett, seconded by Commissioner Ankeny, to authorize Laurie Clendenning to process wire transfers with First Farmers & Merchants Bank on behalf of the Mower County Auditor-Treasurer's office and to remove Victoria Cory from the list of authorized personnel to process wire transfers with First Farmers & Merchants Bank effective October 24, 2017. Motion carried.

Motion made by Commissioner Ankeny, seconded by Commissioner Bennett, to adjourn the meeting at 10:33 a.m. Motion carried. The next meeting is scheduled for November 7, 2017 at 1:00 p.m.

**THE MOWER COUNTY BOARD OF COMMISSIONERS**

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

**Attest:**

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

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