

SPECIAL SESSION OF THE MOWER COUNTY
BOARD OF COMMISSIONERS

August 14, 2018

The Mower County Board of Commissioners in and for the County of Mower, Minnesota, met in Special Session August 14, 2018 at 8:30 a.m. at the Government Center in Austin, Minnesota.

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

Motion made by Commissioner Ankeny, seconded by Commissioner Gabrielson, to approve the agenda removing Public Works business and adding approval of a Purchase Agreement with Gerald Denisen for the purchase of 3-4 acres of land adjacent to the Grand Meadow Shop. Motion carried.

Craig Oscarson, County Coordinator, provided the Board with a department update.

HUMAN SERVICES BOARD:

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

Motion made by Commissioner Glynn, seconded by Commissioner Gabrielson, to authorize the Chair and the Director to sign the Purchase of Service Agreement effective July 1, 2018 to June 30, 2019 for Group Residential Housing—St. Mark's Lutheran Home. Motion carried.

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

Motion made by Commissioner Glynn, seconded by Commissioner Ankeny, to adjourn the Human Services Board meeting at 9:09 a.m. Motion carried.

COUNTY BOARD

The Special Session of the Board was reconvened at 9:13 a.m. for regular business items.

Commissioner Glynn on behalf of the Finance Committee reported that an agreement had been reached with Mr. Denisen for the purchase of a little less than 4 acres from the Denisens. The acres are north and adjacent to the Grand Meadow Highway Shop. The purchase will position the site for future growth needs.

Motion made by Commissioner Ankeny, seconded by Commissioner Gabrielson, to approve the purchase agreement between Mower County and Gerald and Dorothy Denisen for the purchase of the approximate 3.91 acres of property adjacent to the Grand Meadow Highway Shop and authorize the County Coordinator to sign the agreement. Motion carried.

There was a brief discussion regarding the City of Preston's request for funding for a Veteran's nursing home. Questions were raised.

Motion made by Commissioner Gabrielson, seconded by Commissioner Ankeny, to table the decision on the Veteran Home funding request from the City of Preston until more information about the facility is received. Motion carried.

Motion made by Commissioner Glynn, seconded by Commissioner Gabrielson, to approve the minutes of August 7, 2018. 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>
180 Degrees, Inc.	2,289.24	Prairie Lakes Youth Programs Secure	18,095.57
AMERICAN LEAK DETECTION	2,771.32	Rochester Sand And Gravel, Inc	11,908.84
Baudoin Oil Company	19,561.40	SeaChange Print Innovations	3,232.12
Dave Lucas Consulting	4,593.75	Tiny's Body Shop	2,040.01
Davidson Septic Service LLC	2,432.41	Ulland Brothers Inc.	14,936.80
Gerard Treatment Program	9,178.79	Village Ranch Inc	15,432.98
Midwest Monitoring & Surveillance	5,408.77	38 Payments less than 2000	17,923.09
Office Of Mn It Services	2,495.00	Final Total:	132,300.09

Motion carried.

Date: August 14, 2018

Res. #83-18

RESOLUTION

2018 STATE EMERGENCY COMMUNICATIONS BOARD GRANT

On motion of Commissioner Ankeny, seconded by Commissioner Gabrielson, the following Resolution was passed and adopted by the Mower County Board of Commissioners at a meeting held August 14, 2018 at the Government Center, Austin, Minnesota.

WHEREAS Mower County and other counties are required to update their GIS Mapping Data to be in compliance with NEXT GENERATION 911; and

WHEREAS Mower County has identified the necessary changes that need to be made to be in compliance; and

WHEREAS there is grant funding that may be available to cover the cost of necessary upgrades to be in compliance;

NOW THEREFORE BE IT RESOLVED THAT Mower County makes application for the 2018 State Emergency Communications Board Grant in the amount of \$114,838.32 to fully fund the changes for NEXT GENERATION 911;

Passed and approved this 14th day of August, 2018.

THE MOWER COUNTY BOARD OF COMMISSIONERS

By: _____
Chairperson

By: _____
Clerk/Coordinator

The County has received an appeal regarding a potentially dangerous dog. The County needs to appoint a hearing officer/board for dangerous dog appeals and set a date for the hearing on the appeal received. A discussion followed.

Motion made by Commissioner Bennett, seconded by Commissioner Gabrielson, to appoint the County Board as the Appeal Board for Dangerous Dog Hearings and contract with an attorney to facilitate the hearing process. Motion carried.

Motion made by Commissioner Glynn, seconded by Commissioner Gabrielson, to amend the Electronic Fund Transfer Policy effective August 14, 2018 by modifying the language of the policy as follows:

Annual Electronic Funds Transfer Policy
Mower County

The goals for electronic fund transfers (EFT) are compliance with state and federal payment requirements, ease of use creating operational efficiencies, payments on demand, and purchase of services or investments. Any cost associated with an EFT should be carefully weighed against the benefit of wiring funds.

- **Authority to initiate an EFT is Mower County Administration or their designee.**
- Wire transfers are generated as per Letter of Agreement from the bank as to name, code, passwords, liability and authority.
- No wire transfers shall be made outside the continental United States.
- Only ~~listed~~ authorized employees of Mower County Treasurer functions can **authorize process** wire transfers ~~except those listed below~~. Wire transfer requests for disbursements must include departmental account coding authorization.
- Wire transfer information shall be held and retained in a secured vault.
- Security codes are changed on a random basis by the bank. Wires can only be initiated using the security code. Most wire transfers will be set up on a repetitive wire request form.
- All transfers will be recorded and confirmation must be received from the bank or money market fund accounts, currently US Bank and Cadre Consulting on the date of transfer. Confirmation receipt should also be sent/faxed/or e-mailed to an employee designee not in the Treasurer function, currently

- Administration staff approved for financial information data. Any single wire transfer amount in excess of \$500,000 requires pre-approval from Mower County Administration or their designee.
- Records of wire amounts, time and dates of occurrence, bank contact personnel along with transfer reference number are the responsibility of the Treasurer function to maintain and comply with retention records schedule.
 - Verification of wire transfers must be received from the financial institution within ~~five working days~~ **one business day** and bank accounts must be reconciled within 30 days after month end.
 - Wire transfers can occur outside of the Treasurer function in these areas: e-mail of payroll file by payroll/administration with review by Treasurer function; e-filing of state sales and fuel tax by administration and highway departments with same day review by Treasurer function **e-filing of mortgage registry and deed tax, and e-filing of state property tax**. Furthermore, Treasurer function has the ability to reverse previous mentioned transfers.
 - Investment institutions need a Letter of Authorization signed by the ~~Treasurer~~ **Investment Officer** and either County Administration Official or a County Commissioner with wire instructions to credit Mower County's account.
 - Items that wire transfers can generally be used for are: Distribution of property taxes, purchase or sale of investments, ~~and~~ payment of state, federal or local taxes, **payments to a pension or retirement fund, and vendor payments**. ~~Special items are also approved when savings are achieved such as a purchase of electronic equipment, but must be pre-approved by Administration.~~
 - **List of EFT transactions must be submitted to the County Board at a meeting following the transfers.**

Motion carried.

The Board recessed at 10:06 a.m. and reconvened at 10:18 a.m.

Motion made by Commissioner Gabrielson, seconded by Commissioner Bennett, to set the dangerous dog hearing on the appeal of Bustad and Hernandez on August 21 at 3:00 p.m. Motion carried.

Motion made by Commissioner Ankeny, seconded by Commissioner Bennett, to adjourn the meeting at 10:21 a.m. Motion carried. The next meeting is scheduled for August 28, 2018 at 8:30 a.m.

THE MOWER COUNTY BOARD OF COMMISSIONERS

BY: _____
Chairperson

Attest:

By: _____
Clerk/Coordinator

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