

REGULAR SESSION OF THE MOWER COUNTY  
BOARD OF COMMISSIONERS

March 24, 2020

The Mower County Board of Commissioners in and for the County of Mower, Minnesota, met in Regular Session March 24, 2020 at 9:00 a.m. at the Government Center in Austin, Minnesota.

All members present, viz:     Jeff Baldus, Chair  
                                          Polly Glynn  
                                          Tim Gabrielson (via phone)  
                                          Jerry Reinartz  
                                          Mike Ankeny (via phone)  
                                          Trish Harren, County Administrator

Also on the phone: Kristen Nelsen, County Attorney; Sherry Roth, County Human Resource Director

The meeting was opened with the Pledge of Allegiance.

Motion made by Commissioner Reinartz, seconded by Commissioner Glynn, to approve the agenda noting that there will be two action items under the Personnel Committee report and to add under General Business a Resolution establishing changes for county petty cash and change funds. The Commissioners voted as follows: Commissioner Glynn aye, Commissioner Reinartz aye, Commissioner Gabrielson aye, Commissioner Ankeny aye, and Commissioner Baldus aye. Motion carried 5 – 0.

Health & Human Services Director Lisa Kocer presented to the Board for approval the 2020-2024 Community Health Assessment and Plan. The plan is updated every five years and is required under Statute. The plan was prepared by Chris Weis, Community Health Specialist. Data for the plan came from a randomly mailed survey developed in partnership with Mayo Clinic Health Systems as well as key informant interviews and focus groups. Multiple health concerns were identified and the top three were selected to focus on for this plan. Those three areas are 1) access to health care; 2) mental health well-being; and 3) chronic disease prevention. The plan outlines how the community health priorities will be addressed. A copy of the plan is available on the Mower County website.

Motion made by Commissioner Glynn, seconded by Commissioner Gabrielson, to approve the 2020-2024 Mower County Community Health Assessment and Improvement Plan. The Commissioners voted as follows: Commissioner Glynn aye, Commissioner Reinartz aye, Commissioner Gabrielson aye, Commissioner Ankeny aye, and Commissioner Baldus aye. Motion carried 5 – 0.

Under Community Health Updates, Lisa Kocer informed the Board that the local public health has already received a grant of \$80,813 in response and for funding COVID-19

needs. Staff has been making modifications to public health functions by switching face-to-face to services over the phone as possible and allowed. Women, Infant and Children (WIC) services are being done over the phone but at the office due to the need to use the state owned computers. There has been a large call volume for WIC. Home visiting has been canceled and MN Choice assessments are being done over the phone. It takes a long time to do each assessment but the staff is adjusting as the department continues to provide services. In-house staff has already been decreased by about fifty percent. The goal is to drop the number of persons remaining in the department to about 15 with all other personnel working from home. Since services are continuing and the State has allowed for services using phones, state reimbursements are still available for services. It is expected that Federal funding revenue streams will also allow.

Lisa Kocer provided the most recent state statistics on Covid 19. The numbers change daily and the numbers increase. The number of Mower County cases remains at 10 currently. The good news is that there is no longer a backlog on testing case samples. There has been one death in Minnesota. The larger more populated counties in the state have the largest number of reported cases. The median age of persons infected is 49 years old. The Minnesota Department of Health has reported that 80% of cases are still considered mild and can recover at home. The patients experience cough and fever.

Motion made by Commissioner Glynn, seconded by Commissioner Reinartz, to approve the Health & Human Services accounts payable totaling \$362,288.57. The Commissioners voted as follows: Commissioner Glynn aye, Commissioner Reinartz aye, Commissioner Gabrielson aye, Commissioner Ankeny aye, and Commissioner Baldus aye. Motion carried 5 – 0.

Motion made by Commissioner Glynn, seconded by Commissioner Gabrielson, to approve the minutes of March 10 and March 18, 2020. The Commissioners voted as follows: Commissioner Glynn aye, Commissioner Reinartz aye, Commissioner Gabrielson aye, Commissioner Ankeny aye, and Commissioner Baldus aye. Motion carried 5 – 0.

Motion made by Commissioner Ankeny, seconded by Commissioner Glynn, to approve the following Commissioner warrants for payment:

<u>Vendor Name</u>	<u>Amount</u>	<u>Vendor Name</u>	<u>Amount</u>
AUSTIN AUTOMOTIVE LLC	2,194.93	Lone Star Plumbing & Heating	2,137.85
Austin Electric Inc.	4,125.95	Marston Consulting Group, LLC	3,000.00
Baudoin Oil Company	26,338.70	Midwest Diesel Sales & Service Inc	3,166.77
Cedar Valley Services, Inc	51,893.86	Midwest Door Inc	2,162.50
CivicPlus, LLC	15,300.60	Midwest Monitoring & Surveillance	4,091.25
CliftonLarsonAllen LLP	3,885.00	MJ O'Connor Inc	2,390.24
Department Of Corrections	18,275.00	Pacific Dunes Forensic Psychological	3,112.50
Emergency Automotive Technologies, Inc	7,231.83	Prairie Lakes Youth Programs Secure	18,551.00
Erickson Engineering Co., LLC	5,663.50	Precision Signs	4,939.79
Falkstone Llc	8,888.54	Rupp, Anderson, Squires & Waldspurger Pa	4,375.38
Grainger	2,514.85	Schilling Supply Company	2,971.28
Grifols USA LLC	3,944.96	Schmidt Goodman Office Products Inc.	6,446.00
Hanson Tire Of Austin Inc	5,400.00	The Hills Youth and Family Services	16,824.64
Harber/Alexandra Shellaine	2,274.60	Thomson Reuters-West Payment Center	2,756.87
Harty Mechanical Inc	3,275.00	Village Ranch Inc	25,697.29
Heartland Girls Ranch	7,583.50	WatchGuard, Inc.	15,135.00
High Forest Bobcat Service Llc	40,859.71	87 Payments less than 2000	43,128.37
		<b>Final Total:</b>	<b>370,537.26</b>

The Commissioners voted as follows: Commissioner Glynn aye, Commissioner Reinartz aye, Commissioner Gabrielson aye, Commissioner Ankeny aye, and Commissioner Baldus aye. Motion carried 5 – 0.

County Administrator Trish Harren presented to the Board a resolution to reaffirm existing petty cash and change funds and to add two additional funds: one change fund of \$300 for taxpayer services and one petty cash fund for the County Administrator of \$5000 upon recommendation of the Finance Manager.

**Date: March 24, 2020**

**Res. #27-20**

**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 March 24, 2020 at the Government Center, Austin, Minnesota.

**WHEREAS**, Minnesota Statute 375.162 allows for imprest cash funds and Minnesota Statute 375.45 allows for change funds, and,

**WHEREAS**, the Mower County Finance Manager has reviewed all departmental needs and requests for said funds and found them valid,

**THEREFORE BE IT RESOLVED** that the following departmental change and imprest funds be established or re-established effective March 24, 2020:

Change Funds

Treasurer	\$ 600.00
Recorder	300.00
Extension	40.00
LEC	100.00
Health & Human Services	100.00
Public Works	30.00
Taxpayer Services	300.00

Petty Cash Funds

Health & Human Services	\$ 300.00
Administrator	5,000.00

**BE IT FURTHER RESOLVED** that all previous approvals for change or petty cash funds be repealed and replaced with the amounts in this resolution.

The Commissioners voted as follows: Commissioner Glynn aye, Commissioner Reinartz aye, Commissioner Gabrielson aye, Commissioner Ankeny aye, and Commissioner Baldus aye. Passed and approved this 24<sup>th</sup> day of March, 2020 with a vote of 5-0.

Sheriff Steve Sandvik provided the Board with a public safety update related to COVID-19 and the activities of the Emergency Operations Center (EOC). There has been 1 death in the State. There are currently reported 6 cases in Mower County. The purpose of the EOC is to address the needs of the community during the pandemic. Persons like Jim McCoy of the Austin Fire Department are serving as a liaison with the rest of the county to monitor the needs for Personal Protective Equipment (PPEs) and to assist in meeting the needs as possible. Some companies are retooling to help meet the needs. For example a company in Freeborn County is retooling to make hand sanitizer and the EOC is expected to receive 8 gallons in the near future to help meet the area need. Neighboring states have varying degrees of cases. Wisconsin has more cases and Iowa few cases than Minnesota currently. Cases of the virus are appearing in more counties in Minnesota. It used to be limited to four counties but has now spread to more.

The EOC is working with other area organizations and is assisting with getting food to shut-ins. It is assessing the needs of the community and helping to get PPE supplies when available. The goal is to flatten the curve as positive cases of COVID-19 are identified to lessen the strain on medical facilities and staff.

Sheriff Sandvik reported that changes have occurred throughout the county regarding staffing and activities. The Sheriff department's staff (deputies, jail & dispatch) has been switched to twelve hour shift schedules and is limiting the contact between employees as the shift changes occur. Protective gowns are in limited supply and staff has been using rain coats that can be disinfected. Procedures have been modified when responding to medical calls to limit the number of persons entering the building whenever possible. Employees by departments are directed to use only certain building access to enter and exit the building(s). If an employee would test positive, it would help to limit the known possible exposure.

County Attorney Kristen Nelsen brought to the attention of the County Board that according to Statute the Peacetime State of Emergency adopted by the Board on March 18, 2020 is only good for three days. In order to extend the state of emergency the governing Board (the County Board) would need to take action.

Motion made by Commissioner Gabrielson, seconded by Commissioner Reinartz, to amend Res. #26-20 dated March 18, 2020 that declares a peacetime state of emergency to extend the local state of emergency through April 7, 2020. The Commissioners voted as follows: Commissioner Glynn aye, Commissioner Reinartz aye, Commissioner Gabrielson aye, Commissioner Ankeny aye, and Commissioner Baldus aye. Passed and approved this 24<sup>th</sup> day of March, 2020 with a vote of 5-0.

Justin Hanson from the Soil & Water Conservation District appeared via phone to update the Board on the Dodge/Mower Joint Ditch project and to request the Board to assign three board members for the petitioned Ditch Board. The project originally started in 2009 and now attempts are to reconvene and closeout the project.

Motion made by Commissioner Ankeny, seconded by Commissioner Gabrielson to appoint Commissioner Glynn, Commissioner Gabrielson and Commissioner Reinartz as the three board members to the Dodge/Mower Joint Ditch #1 Board. The Commissioners voted as follows: Commissioner Glynn aye, Commissioner Reinartz aye, Commissioner Gabrielson aye, Commissioner Ankeny aye, and Commissioner Baldus aye. Motion carried 5-0.

Justin Hanson indicated that the initial request to set a public hearing date regarding the Dodge/Mower Joint Ditch project should be tabled to a later date to be determined when the restrictions on public gatherings have lifted. No action took place. Commissioner Glynn did express a concern that the delay will consequently delay the return of Mower County's initial \$80,000 investment. A request to set a date for a public hearing will be considered at a future date.

Justin Hanson presented to the Board for consideration a resolution to adopt and implement of the Cedar-Wapsipinicon Comprehensive Watershed Management Plan. Mr. Hanson recommended its approval.

**Date: March 24, 2020**

**Res. #28-20**

**RESOLUTION  
to Adopt and Implement the  
Cedar – Wapsipinicon Comprehensive Watershed Management Plan**

On motion of Commissioner Gabrielson, seconded by Commissioner Reinartz, the following Resolution was passed and adopted by the Mower County Board of Commissioners at a meeting held March 24, 2020 at the Government Center, Austin, Minnesota.

**WHEREAS**, the Mower County board has been notified by the Minnesota Board of Water and Soil Resources that the Cedar-Wapsipinicon Comprehensive Watershed Management Plan (Plan) has been approved according to Minnesota Statutes §103B.801 and Board Resolution #16-17:

**NOW, THEREFORE, BE IT RESOLVED**, the Mower County Board of Commissioners hereby adopts and will begin implementation of the approved Cedar – Wapsipinicon Comprehensive Watershed Management Plan.

The Commissioners voted as follows: Commissioner Glynn aye, Commissioner Reinartz aye, Commissioner Gabrielson aye, Commissioner Ankeny aye, and Commissioner Baldus aye. Passed and approved this 24<sup>th</sup> day of March, 2020 with a vote of 5-0.

Lastly, Mr. Hanson presented to the Board the Cedar – Wapsipinicon Comprehensive Watershed Management Plan Memorandum of Agreement for approval. The agreement is part of the implementation process of the plan approved.

Motion made by Commissioner Glynn, seconded by Commissioner Ankeny to approve the Cedar – Wapsipinicon Comprehensive Watershed Management Plan Memorandum of Agreement subject to final review and approval of the County Attorney. The Commissioners voted as follows: Commissioner Glynn aye, Commissioner Reinartz aye, Commissioner Gabrielson aye, Commissioner Ankeny aye, and Commissioner Baldus aye. Motion carried 5-0.

On behalf of the Personnel Committee, Commissioner Ankeny reported to the Board that the Health and Human Services Director and Division Manager of Fiscal Services had discussed with the Committee the workload in the Fiscal Services area and Office Services area. Procurement compliance and contract compliance continues to require more time and attention. The Department requested to reinstate a Fiscal Services Supervisor and an Office Services Supervisor. The Department also requested to move Child Support Unit to the Fiscal Services Division.

Motion made by Commissioner Ankeny, seconded by Commissioner Gabrielson, to approve reinstating the positions and job descriptions for the Fiscal Services Supervisor and Office Services Supervisor as well as modifying the Health & Human Services Organizational chart to move the Child Support Unit, Fiscal Services Unit and Office Services Unit to the Fiscal Services Division effective March 24, 2020. The Commissioners voted as follows: Commissioner Glynn aye, Commissioner Reinartz aye, Commissioner Gabrielson aye, Commissioner Ankeny aye, and Commissioner Baldus aye. Motion carried 5-0.

Additionally, Commissioner Ankeny on behalf of the Personnel Committee, reported that the Public Works Director had discussed with the Committee the workload in Environmental Services. It is believed the workload would be better managed if there were an Assistant Environmental Services Supervisor. The workload requires a higher degree of knowledge and decision making than does the Environmental Tech position. The request is to eliminate the Environmental Tech position and replace it with an Assistant Environmental Services Supervisor.

Motion made by Commissioner Ankeny, seconded by Commissioner Gabrielson, to eliminate the Environmental Tech position and approve the new position and job description of Assistant Environmental Services Supervisor effective March 24, 2020. The Commissioners voted as follows: Commissioner Glynn aye, Commissioner Reinartz aye, Commissioner Gabrielson aye, Commissioner Ankeny aye, and Commissioner Baldus aye. Motion carried 5-0.

There was a brief discussion concerning the current suspension / closure for recycling pickup and drop-off. Cedar Valley partners with the County to deliver recycling services and provides the staff to do the work. Without Cedar Valley staffing, Mower County cannot currently deliver this service. Cedar Valley provides work for many individuals who fall into high risk categories for exposure to COVID 19 and does not want to put its employees and the clients it serves at unnecessary risk. As well, the County has concerns about exposing the public to the virus either at the drop off site or in curbside pick-up. For the health and safety of employees, clients, and the public, recycling was suspended. In consultation with Cedar

Valley, Mower County Public Works will make a recommendation to the Board on when to re-open.

The Board discussed the distinguishing attributes of the Emergency Operations Center (EOC) and the Continuity of Operations Plan (COOP). The EOC is activated in response to major events and disasters that are beyond the scope of normal day-to day emergencies. The EOC has uses an incident command structure to organize operations and delegate duties. Typically, the County Sheriff serves as incident commander. The EOC supports field operations and is a liaison to all public and private disaster response agencies at all levels of government.

Public Health also has an incident command structure to guide response during a Public Health emergency. In some cases it operates independent of a county wide response and in some cases the Law Enforcement/Emergency Management and Public Health response is combined and a joint EOC is established. That is the status in Mower County.

The COOP is a federal initiative designed to encourage business to plan to address how critical operations will continue under a broad range of emergency circumstances. Government is also encouraged to create these plans. This plan addresses emergencies from an all-hazards approach and establishes policy and guidance ensuring that critical functions continue and that personnel and resources can be relocated in case of emergencies.

The Mower County COOP plan was updated in February but to date has not been implemented. The County has been utilizing guidance from the Center for Disease Control, the Minnesota Department of Public Health, and specific directions provided by the Governor's Office.

Motion made by Commissioner Glynn, seconded by Commissioner Reinartz, to adjourn the meeting at 10:56 a.m. Motion carried. The next meeting is scheduled for April 7, 2020 at 1:00 p.m.

**THE MOWER COUNTY BOARD OF COMMISSIONERS**

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

**Attest:**

**By:** \_\_\_\_\_  
**Clerk/Administrator**

**INDEX**

**A**

adjourn, 71  
agenda as amended, 65

**C**

Cedar – Wapsipinicon Comprehensive Watershed  
Management Plan Memorandum of Agreement, 70  
Community Health Assessment and Improvement Plan  
2020-2024, 65  
COVID-19 status updates, 65, 68, 70, 71

**D**

Dodge/Mower Joint Ditch #1 Board appointments  
Commissioner Gabrielson, 69  
Commissioner Glynn, 69  
Commissioner Reinartz, 69

**H**

Human Services accounts payable, 66

**J**

job description

Environmental Tech changed to Assistant  
Environmental Services Supervisor, 70  
Fiscal / Office Services Supervisor modified/returned  
to Office Services Supervisor, 70  
Fiscal Services Supervisor reinstated, 70

**M**

minutes 3.10.20 & 3.18.20, 66

**O**

Organizational chart modification  
HHS, 70

**R**

Res. #26-20 amended  
Emergency status thru 4.7.20, 68  
Res. #27-20 Petty Cash and Change Fund Designations,  
67  
Res. #28-20 Adopt & Implement the Cedar –  
Wapsipinicon Comprehensive Watershed  
Management Plan, 69

**W**

warrants  
Commissioner, 66