

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

December 27, 2018

The Mower County Board of Commissioners in and for the County of Mower, Minnesota, met in Special Session December 27, 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
 Trish Harren, County Administrator

Motion made by Commissioner Ankeny, seconded by Commissioner Gabrielson, to approve the agenda with the addition to consider a proposed Resolution from the City of Grand Meadow to serve as Fiscal Agent on a grant for a bike path and to remove the minutes for approval under General Business. Motion carried.

Sherry Roth, Human Resources Director, provided the Board with a departmental update.

Marty Walsh, Director of Grand Meadow Economic Development Authority, provided the Board with information and a request for a resolution for the County to serve as fiscal agent on a grant application for a bike path in Grand Meadow.

Date: December 27, 2018

Res. #131-18

RESOLUTION

On motion of Commissioner Glynn, seconded by Commissioner Ankeny, the following Resolution was passed and adopted by the Mower County Board of Commissioners at a meeting held December 27, 2018 at the Government Center, Austin, Minnesota.

BE IT RESOLVED that Mower County agrees to act as sponsoring agency for the project identified as Deer Creek Trail Phase I seeking Transportation Alternatives Program Funding and has reviewed and approved the project as proposed. Sponsorship includes a willingness to secure and guarantee the local share of costs associated with this project and responsibility for seeing this project through to its completion, with compliance of all applicable laws, rules and regulations.

BE IT FURTHER RESOLVED that the Mower County Administrator is hereby authorized to act as agent on behalf of this sponsoring agency.

Passed and approved this 27th day of December, 2018.

THE MOWER COUNTY BOARD OF COMMISSIONERS

By: _____
Chairperson

By: _____
Clerk/Administrator

Commissioner Gabrielson reported that the Personnel Committee had reviewed the County Attorney's job duties and comparative salaries of other County Attorneys in southeast Minnesota. Based on satisfactory work performance, and to ensure comparable compensation with other counties, the Committee recommends that the County Attorney's salary be increased from \$115,422.52 to \$123,047.39.

Date: December 27, 2018

Res. #132-18

RESOLUTION

On motion of Commissioner Gabrielson, seconded by Commissioner Glynn, the following Resolution was passed and adopted by the Mower County Board of Commissioners at a meeting held December 27, 2018 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 2019:

County Attorney
as of 01/01/19.....\$123,047.39

Passed and approved this 27th day of December, 2018.

THE MOWER COUNTY BOARD OF COMMISSIONERS

By: _____
Chairperson

By: _____
Clerk/Administrator

Commissioner Gabrielson reported that the Personnel Committee had met with the Sheriff – Elect to review job duties and his work experience in the field of Law Enforcement. The Committee also reviewed comparative salaries of other Sheriff's in southeast Minnesota. Based on his work experience, and to ensure comparable compensation with other counties, the Committee recommends that the County Sheriff's salary be set at \$107,512.29.

Date: December 27, 2018

Res. #133-18

RESOLUTION

On motion of Commissioner Gabrielson, seconded by Commissioner Ankeny, the following Resolution was passed and adopted by the Mower County Board of Commissioners at a meeting held December 27, 2018 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 2019:

County Sheriff
as of 01/07/19.....\$107,512.29

Passed and approved this 27th day of December, 2018.

THE MOWER COUNTY BOARD OF COMMISSIONERS

By: _____
Chairperson

By: _____
Clerk/Administrator

Commissioner Gabrielson reported that the Personnel Committee had met with the County Recorder to review her job duties, and reviewed Recorder salary data from local counties. Based on satisfactory work performance, and to ensure comparable compensation with other counties, the Committee recommends increasing the Recorder's salary from \$74,457.14 to \$78,716.14.

Date: December 27, 2018

Res. #134-18

RESOLUTION

On motion of Commissioner Gabrielson, seconded by Commissioner Bennett, the following Resolution was passed and adopted by the Mower County Board of Commissioners at a meeting held December 27, 2018 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 2019:

County Recorder
as of 01/01/19.....\$78,716.14

Passed and approved this 27th day of December, 2018.

THE MOWER COUNTY BOARD OF COMMISSIONERS

By: _____
Chairperson

By: _____
Clerk/Administrator

Commissioner Gabrielson reported that the Personnel Committee had met with the Auditor/Treasurer Elect to review job duties and his work experience in the field of Accounting. Based on his work experience, and to ensure comparable compensation with other counties, the Committee recommends that the Auditor/Treasurer salary be set at \$83,274.67.

Date: December 27, 2018

Res. #135-18

RESOLUTION

On motion of Commissioner Gabrielson, seconded by Commissioner Ankeny, the following Resolution was passed and adopted by the Mower County Board of Commissioners at a meeting held December 27, 2018 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 2019:

County Auditor-Treasurer
as of 01/07/19.....\$83,274.67

Passed and approved this 27th day of December, 2018.

THE MOWER COUNTY BOARD OF COMMISSIONERS

By: _____
Chairperson

By: _____
Clerk/Administrator

Commissioner Gabrielson reported that the Personnel Committee is recommending no increase to the County Commissioner salary of \$24,200 for 2019, which is the same salary that was originally set in 2008.

Date: December 27, 2018

Res. #136-18

RESOLUTION

On motion of Commissioner Gabrielson, seconded by Commissioner Glynn, the following Resolution was passed and adopted by the Mower County Board of Commissioners at a meeting held December 27, 2018 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 2019:

County Commissioner
as of 01/07/19.....\$24,200.00

Passed and approved this 27th day of December, 2018.

THE MOWER COUNTY BOARD OF COMMISSIONERS

By: _____
Chairperson

By: _____
Clerk/Administrator

Commissioner Gabrielson also reported that the Personnel Committee is recommending no changes to the Commissioner In-County per diem and an Out-of-County per diem for 2019.

Date: December 27, 2018

Res. #137-18

RESOLUTION

On motion of Commissioner Gabrielson, seconded by Commissioner Glynn, the following Resolution was passed and adopted by the Mower County Board of Commissioners at a meeting held December 27, 2018 at the Government Center, Austin, Minnesota.

BE IT RESOLVED that effective January 1, 2019 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 27th day of December, 2018.

THE MOWER COUNTY BOARD OF COMMISSIONERS

By: _____
Chairperson

By: _____
Clerk/Administrator

Date: December 27, 2018

Res. #138-18

RESOLUTION

On motion of Commissioner Gabrielson, seconded by Commissioner Bennett, the following Resolution was passed and adopted by the Mower County Board of Commissioners at a meeting held December 27, 2018 at the Government Center, Austin, Minnesota.

BE IT RESOLVED that effective January 1, 2019 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, Personnel Board of Appeals and all regional or state boards and; 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 27th day of December, 2018.

THE MOWER COUNTY BOARD OF COMMISSIONERS

By: _____
Chairperson

By: _____
Clerk/Administrator

Commissioner Gabrielson 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 2019.

Motion made by Commissioner Gabrielson, seconded by Commissioner Ankeny, to set 2019 non-union salaries and health insurance premiums by increasing non-union 2019 wages by 2.5% above the 2018 rate along with applicable anniversary step increases on the wage scale and set the employee share of 2019 health insurance premiums as follows:

	Employee Share of 2019 Health Insurance	
	Single	Family
VEBA 2600/5200 (80% Plan)	\$ 0./month	\$477.42/month
VEBA 1850/3700 (100% Plan)	\$105.75/month	\$777.92/month
HSA/VEBA 3375/6750 (100% Plan)	\$19.30/month	\$505.50/month

Motion carried.

Commissioner Gabrielson 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 2019. 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 Gabrielson, seconded by Commissioner Bennett, to maintain the use of Policy B130, Recruitment and Selection, and to approve the annual staffing levels for 2019 for all departments as on file in Human Resources. Motion carried.

Commissioner Gabrielson reported on behalf of the Personnel committee that the Sheriff elect, Steve Sandvik, had submitted a written request for a leave of absence, from his current position of Sergeant Investigator, per MN Statute 3.088. This statute permits a leave of absence for up to 10 years when elected to a County Office.

Motion made by Commissioner Gabrielson, seconded by Commissioner Ankeny, to approve Steve Sandvik's request for a leave of absence from the position of Sergeant Investigator under MN Statute 3.088 effective January 7, 2019 and an end date as defined in the aforementioned statute. Motion carried.

Motion made by Commissioner Ankeny, seconded by Commissioner Gabrielson, to approve the Memorandum of Understanding between Federally Qualified Health Centers, the Minnesota Department of Health and Mower County Health and Human Services for Deputizing and Oversight of Public Health Departments to Provide Vaccine for Children vaccine to entitled underinsured children. Motion carried.

Lisa Kocer provided the Board Community Health Updates which included information pertaining to increased MnChoice Assessment requests and a summary of the 2018 Health Alerts.

Terese Amazi, County Sheriff, and Steven Reinartz, County Auditor-Treasurer, were unable to be present at the Board to receive recognition for their years of service.

Commissioner Glynn on behalf of the Finance Committee provided additional information pertaining to citizens who had not obtain zoning permits for structures erected based on an analysis of GIS mapping. The Committee is recommending setting a deadline for submitting after-the-fact zoning permits without incurring the penalty fee.

Motion made by Commissioner Glynn, seconded by Commissioner Gabrielson, to set February 28, 2019 as the deadline for properties that constructed structures without proper zoning permits to make proper applications without penalty and to set an additional deadline of June 30, 2019 for said property owners who desire to move structures constructed without a zoning permit out of the floodplain boundaries and/or those within setback regulations. Motion carried.

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

<u>Vendor Name</u>	<u>Amount</u>	<u>Vendor Name</u>	<u>Amount</u>
Anoka County Corrections	16,860.00	NUSS TRUCK & EQUIPMENT	222,950.00
Bruening Rock Products Inc	2,715.60	Office Of Mn It Services	3,444.24
Cedar River Counseling Services	2,200.00	Petroblend Corp.	4,279.79
Davidson Septic Service LLC	2,288.42	Proline Dist Inc	2,263.39
Department Of Corrections	21,700.00	Regents Of The University Of Minnesota	18,098.00
Galls LLC	3,030.67	SGTS Inc	7,600.00
Jones Haugh & Smith Inc	14,902.40	SOUTHERN MN REGIONAL LEGAL SERVI	4,380.94
Marston Consulting Group, LLC	2,000.00	Ulland Brothers Inc.	16,882.87
Melchert Hubert Sjodin, PLLP	6,125.00	Ziegler, Inc	2,480.66
Minnesota Counties Intergov'tal Trust	3,370.00	48 Payments less than 2000	19,168.58
		Final Total:	376,740.56

Motion carried.

Motion made by Commissioner Glynn, seconded by Commissioner Ankeny, to reappoint Gerald Utz to the Mower County Housing Authority for a third five year term effective January 1, 2019 through December 31, 2023. Motion carried.

Date: December 27, 2018

Res. #139-18

RESOLUTION

On motion of Commissioner Glynn, seconded by Commissioner Ankeny, the following Resolution was passed and adopted by the Mower County Board of Commissioners at a meeting held December 27, 2018 at the Government Center, Austin, Minnesota.

WHEREAS, 2014 Session Law Chapter 308 enacted by the Legislature provides Minnesota counties a County Program Aid grant for Aquatic Invasive Species (AIS) prevention. The amount designated for each county is based on the number of watercraft trailer launches as well as the number of watercraft trailer parking spaces within each county; and

WHEREAS, the legislation requires that Mower County must establish, by resolution or through adoption of a plan, guidelines for the use of the proceeds which are to prevent the introduction or limit the spread of aquatic invasive species at all access sites within the county; and

WHEREAS, the County may appropriate the proceeds directly or may use any portion of the proceeds to provide funding for a joint powers board or cooperative agreement with another political subdivision, a soil and water conservation district in the county, a watershed district in

COMMISSIONERS' RECORD MOWER COUNTY, MINNESOTA

the county, or a lake association located in the county. Any money appropriated by the county to a different entity or political subdivision must be used as required under this section; and

WHEREAS, the County utilizes the 2014 AIS Prevention Aid Funds and sequential years as intended and described by state statute; and

NOW, THEREFORE, BE IT RESOLVED, the Board of Commissioners of Mower County adopt the following 2019 Aquatic Invasive Species work plan and budget using 2019 County Program Aid AIS funds and, if necessary, designated AIS reserves from prior year AIS allocations:

- | | |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------|
| 1. AIS Coordinator and Staff time for related work and AIS surveying | \$ 2,000 |
| 2. AIS Awareness / Prevention advertising in various media forms | 2,000 |
| 3. Canoemobile programming with land- and water-based AIS education for 4 th and 5 th graders from Mower County public and private school districts | 8,000 |
| ♦ Costs will include \$6,000 for Canoemobile from non-profit Wilderness Inquiry and approx. \$2,000 for school busing | |
| ♦ Other programming will be made available to public for all ages | |
| ♦ Site will be Cedar River State Water Trail at Austin's Ramsey Dam | |
| 4. Potential opportunities for additional AIS-related programs/events/outreach as part of Austin hosting We Are Water MN state traveling exhibit April 27 – June 16 (in planning phase now). This could include a second session of Canoemobile in June; AIS speakers; and more. | 4,000 |

2018 Adopted Work Plan and Budget \$12,000

Passed and approved this 27th day of December, 2018.

THE MOWER COUNTY BOARD OF COMMISSIONERS

By: _____
Chairperson

By: _____
Clerk/Administrator

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

Motion made by Commissioner Ankeny, seconded by Commissioner Gabrielson, to amend the December 18, 2018 motion that noted clerical errors corrected since the Board of Review and Equalization to include two additional errors discovered and fixed this week. The updated list of clerical errors is as follows:

Parcel	Assmt Year	Prior Value	Adjusted Value	Date found by appraiser	Appraiser initials	Date tax system updated	Reason for change
16.013.0045	2018	\$ 737,200	\$ 927,200	6/22/2018	RLT	6/26/2018	UNDERVALUED PROPERTY
25.020.0020	2018	\$ 30,400	\$ 30,400	7/31/2018	JLK		MISSED DEED - SHOULD BE TAXABLE FOR THE '18 ASSESSMENT.
17.017.0010	2018	\$ 1,361,000	\$ 1,361,000	8/8/2018	JLK/RLT/ALL	8/14/2018	Class for 2nd house was changed to RES; however, should've been Ag
25.003.0420	2018	\$ 36,600	\$ 9,700	11/19/2018	MRK	11/20/2018	OVER VALUED PROPERTY. DETACHED GARAGE ACTUALLY ON ANOTHER PARCEL 25.008.0600
26.070.0160	2018	\$ 157,800	\$ 13,700	12/20/2018	MRK	12/21/2018	HOUSE WAS LOCATED ON 26.070.0160 WHERE IT SHOULD HAVE BEEN ON 26.070.0150
26.070.0150	2018	\$ 12,000	\$ 153,900	12/20/2018	MRK	12/21/2018	HOUSE WAS LOCATED ON 26.070.0160 WHERE IT SHOULD HAVE BEEN ON 26.070.0150

Motion carried.

Motion made by Commissioner Ankeny, seconded by Commissioner Glynn, to adjourn the meeting at 10:07 a.m. Motion carried. The next meeting is scheduled for January 8, 2019 at 1:00 p.m.

THE MOWER COUNTY BOARD OF COMMISSIONERS

BY: _____
Chairperson

Attest:

By: _____
Clerk/Administrator

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