

REGULAR SESSION OF THE MOWER COUNTY
BOARD OF COMMISSIONERS

March 12, 2019

The Mower County Board of Commissioners in and for the County of Mower, Minnesota, met in Regular Session March 12, 2019 at 8:30 a.m. at the Government Center in Austin, Minnesota.

Members present, viz: Jeff Baldus, Vice-Chair
 Polly Glynn
 Tim Gabrielson
 Jerry Reinartz
 Trish Harren, County Administrator
Member absent: Mike Ankeny, Chair

Motion made by Commissioner Glynn, seconded by Commissioner Gabrielson, to approve the agenda adding approval for the Deer Creek Speedway Consumption & Display Permit application and deleting the declaration of surplus property. Motion carried.

Steve Sandvik, County Sheriff, provided the Board with a departmental update. There is movement in the direction of using staff more efficiently which has included moving the court security check point to the second floor and increasing communications with the public which has included creating a Facebook page. Average jail population statistics were shared. The Sheriff is going to arrange a jail tour for the Commissioners.

HUMAN SERVICES BOARD:

Motion made by Commissioner Glynn, seconded by Commissioner Reinartz, to approve Human Services Accounts Payable in the total amount of \$218,939.10. Motion carried.

Lisa Kocer, Health & Human Services Director, provided the Board with Human Services updates with included information pertaining to Child Support Federal Audit Results; Medical Assistance Revenue Recapture; Regional Mental Health Crisis Center and New Telecommuter Area.

Motion made by Commissioner Glynn seconded by Commissioner Gabrielson, to authorize the Chair and Director to sign the Purchase of Service Agreement for interpreting services effective January 1, 2019 through December 31, 2019 for IMAA (Intercultural Mutual Assistance Association). Motion carried.

Motion made by Commissioner Reinartz, seconded by Commissioner Glynn, to approve the Social Service Actions. Motion carried.

Motion made by Commissioner Glynn, seconded by Commissioner Reinartz, to adjourn the Human Services Board meeting at 9:31 a.m. Motion carried.

COUNTY BOARD

The Regular Session of the Board was reconvened at 9:32 a.m. for regular business items.

Heidi Hillson, from the local Austin SEMCAC (Southeast Minnesota Citizens Action Council) office, provided the Board with an annual program update which included information pertaining to SEMCAC's Headstart, Energy & Weatherization and Outreach & Emergency Services programs. Teresa Knutson from SEMCAC's Senior Dining program provided information regarding the program including Meals on Wheel.

Mike Hanson, Public Works Director, presented bid information received for the following Bridge projects:

- SAP 050-599-154: Bridge L5144 in Waltham Township
- SAP 050-599-155: Bridge L5114 in Clayton Township
- SAP 050-599-156: Bridge L5065 in Sargeant Township
- SAP 050-599-157: Bridge L5032 in Adams Township
- SAP 050-599-158: Bridge 2559 in Lodi Township
- SAP 050-599-159: Bridge 2545 in Lyle Township
- SAP 050-599-160: Bridge 2499 in Lansing Township
- SAP 050-599-161: Bridge 2480 in Waltham Township
- SAP 050-599-162: Bridge 2512 in Dexter Township
- SAP 050-601-035: Bridge 2481 on CSAH 1 West of Waltham

Motion made by Commissioner Reinartz, seconded by Commissioner Gabrielson, to award the bids to the low bidder Midwest Contracting, LLC for the following projects:

SAP 050-599-154: Bridge L5144 in Waltham Township	\$113,801
SAP 050-599-155: Bridge L5114 in Clayton Township	150,526
SAP 050-599-156: Bridge L5065 in Sargeant Township	164,166
SAP 050-599-157: Bridge L5032 in Adams Township	150,072
SAP 050-599-158: Bridge 2559 in Lodi Township	140,583
SAP 050-599-159: Bridge 2545 in Lyle Township	144,807
SAP 050-599-160: Bridge 2499 in Lansing Township	98,806
SAP 050-599-161: Bridge 2480 in Waltham Township	179,581
SAP 050-599-162: Bridge 2512 in Dexter Township	344,275

and have the projects commence. Motion carried. Full bid abstract on file in the office of the County Auditor-Treasurer and Public Works Director.

Motion made by Commissioner Gabrielson, seconded by Commissioner Glynn, to award the bid of \$189,280.35 to the low bidder Alcon Excavating, Inc. for project SAP 050-601-035: Bridge 2481 on CSAH 1 West of Waltham and have the project commence. Motion carried. Full bid abstract on file in the office of the County Auditor-Treasurer and Public Works Director.

Mike Hanson, Public Works Director, presented bid information received for seasonal materials/services.

Motion made by Commissioner Glynn, seconded by Commissioner Reinartz, to award the low bid of \$29,330 from Baudoin Oil Co. Inc. for the seasonal materials/services of Gasoline and Diesel Fuel (CP 50-19-06). Motion carried. Full bid abstract on file in the office of the County Auditor-Treasurer and Public Works Director.

Motion made by Commissioner Glynn, seconded by Commissioner Gabrielson, to award the low bid of \$12,960 from DeAngelo Brothers, LLC for the seasonal materials/services of Weed Spraying (CP 50-19-09). Motion carried. Full bid abstract on file in the office of the County Auditor-Treasurer and Public Works Director.

Motion made by Commissioner Glynn, seconded by Commissioner Reinartz, to award the low bid of \$145,600 from Sir Lines-A-Lot for the seasonal materials/services Roadway Paint Striping (CP 50-19-07). Motion carried. Full bid abstract on file in the office of the County Auditor-Treasurer and Public Works Director.

Motion made by Commissioner Gabrielson, seconded by Commissioner Reinartz, to award the low bid of \$225,550 from Henry G. Meigs, LLC for the seasonal materials/services Bituminous Material (CP 50-19-08). Motion carried. Full bid abstract on file in the office of the County Auditor-Treasurer and Public Works Director.

Motion made by Commissioner Gabrielson, seconded by Commissioner Glynn, to authorize Public Works to proceed with ordering a Western Star Tandem Truck / Snowplow unit in the amount of \$244,559.93 through state contract. Motion carried.

Motion made by Commissioner Gabrielson, seconded by Commissioner Reinartz, to approve the minutes of March 5, 2019. Motion carried.

Motion made by Commissioner Gabrielson, 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>
180 Degrees, Inc.	6,484.17	Discover Austin MN	5,000.00
Baudoin Oil Company	40,183.09	Donnelly Law Firm, PLLC	3,744.70
Benchmark Behavioral Health	11,300.00	Falk Construction Co./L.R.	7,878.66
Chosen Valley Testing, Inc	2,285.00	Freeborn County Co-Operative Oil Co.	9,544.15
CliftonLarsonAllen LLP	6,200.00	SeaChange Print Innovations	4,716.61
Dave Lucas Consulting	15,681.25	Ziegler, Inc	2,843.20
Department Of Corrections	31,000.00	52 Payments less than 2000	19,341.51
		Final Total:	166,202.34

Motion carried.

Motion made by Commissioner Gabrielson, seconded by Commissioner Reinartz, to revise the Credit Card Payment Policy effective March 12, 2019 by modifying the language in Sections B. Policy/Process/Procedure and C. Contact Information of the policy as follows:

B. Policy/Process/Procedure

In accordance with MN State Statute 276.02, County Treasurers may accept credit cards as a form of payment. Payments are accepted over the counter, by phone or by accessing the Point & Pay website. All workstation computers that are used for processing credit cards reside on the local area network. Each workstation is connected directly to a firewall.

MN State Statute 276.02 requires that a fee be charged to the user of a credit card payment ~~for property taxes~~ to cover the cost of the transaction and the fee must be commensurate with the costs assessed by the card issuer. Each department of Mower County will follow this statute as it pertains to fees. No credit card numbers are stored by Mower County. Employees are not allowed to write down credit card numbers, or take the card out of the eyesight of the credit card holder. ~~No personal recording devices are allowed in the area credit card information is entered into a computer. This includes cameras and cell phones. All receipts and~~ Reports with payment information will be retained in Treasurer Office for reconciliation with the County's bank account.

- i. Counter: Point & Pay is only accessed via a workstation computer at the front counter of each office. Point & Pay is blocked by County policy on all workstation computers except those residing in the above described local area network in an authorized department. Card readers are accessed to process the transaction. ~~Two receipts will be printed. One copy will be signed and retained by the County and the other will go to the payer. A printed receipt will be provided if requested.~~
- ii. Phone: Point & Pay is only accessed via a workstation computer ~~at the front counter~~ of each office. Point & Pay is blocked by County policy on all workstation computers except those residing in the above described local area network in an authorized department. ~~Card readers are accessed to~~ Process the transaction by manually entering the credit card number. ~~Two receipts will be printed. One copy retained by the County and the other will be mailed or emailed to the payer if requested. A printed receipt will be provided if requested.~~
- iii. Point & Pay Website: Customer will access Mower County's website www.co.mower.mn.us which includes a link for online payments utilizing Point & Pay Website interface.

C. Contact Information

The County Finance ~~Director~~ ~~Manager~~ shall establish and administer contracts with payment vendors for all electronic payments. The current vendor for electronic payments is Point & Pay. Review of payment vendor contract terms and PCI (payment card industry) compliance shall be done annually. Questions regarding policy & processes should be directed to this office.

Motion carried.

Motion made by Commissioner Glynn, seconded by Commissioner Gabrielson, to approve the Professional Service Agreement between Mower County and ONSOLVE for Purchase of Code Red Emergency Communications effective upon execution of the agreement by all parties for one-year \$8,108.00 (3 modules). Motion carried.

Motion made by Commissioner Glynn, seconded by Commissioner Gabrielson, to approve a letter of support for HF 994/SF 1825 which would establish a regional revolving loan fund called the Venture SE MN Diversification Loan Fund. Motion carried.

Motion made by Commissioner Reinartz, seconded by Commissioner Gabrielson, to approve the MPCA SSTS Program Grant Agreement in the amount of \$18,600 effective upon execution through December 31, 2020. Motion carried.

Motion made by Commissioner Reinartz, seconded by Commissioner Glynn, to approve the renewal application for a consumption & display permit license effective April 1, 2019 through March 31, 2020 for Deer Creek Speedway, LLC. Motion carried.

Motion made by Commissioner Gabrielson, seconded by Commissioner Glynn, to adjourn the meeting at 10:32 a.m. Motion carried. The next meeting is scheduled for March 26, 2019 at 8:30 a.m.

THE MOWER COUNTY BOARD OF COMMISSIONERS

BY: _____
Vice-Chairperson

Attest:

By: _____
Clerk/Administrator

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