

REGULAR SESSION OF THE MOWER COUNTY
BOARD OF COMMISSIONERS

March 26, 2019

The Mower County Board of Commissioners in and for the County of Mower, Minnesota, met in Regular Session March 26, 2019 at 8:30 a.m. at the Government Center in Austin, Minnesota.

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

Motion made by Commissioner Gabrielson, seconded by Commissioner Baldus, to approve the agenda with the additions of 1) Cedar River Archery Club exempt lawful gambling permit and 2) annual sentence to serve Contract between Mower County and the Department of Corrections. Motion carried.

Lisa Dierks, Regional Director, provided the Board with a Mower County Extension departmental update. Information included staffing and Master Gardener program updates.

Motion made by Commissioner Gabrielson, seconded by Commissioner Reinartz, to approve the minutes of March 12, 2019. Motion carried.

Motion made by Commissioner Glynn, 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>
Advanced Correctional Healthcare, Inc	10,193.56	Minn Dept Of Agriculture	86,651.00
Anoka County Corrections	10,994.00	Prairie Lakes Youth Programs Secure	25,443.93
Baudoin Oil Company	12,731.28	Slowinski Flooring	3,468.00
Benchmark Behavioral Health	4,225.00	Thomson Reuters-West Payment Center	3,304.06
Cedar Valley Services, Inc	47,071.70	Tiny's Body Shop	3,484.11
Dell Marketing L P	25,599.14	West Central Indexing	15,375.00
Gold Cross Ambulance Service	2,019.50	64 Payments less than 2000	30,643.65
Midwest Monitoring & Surveillance	5,814.75	Final Total:	287,018.68

Motion carried.

The Chair noted that a letter of accommodation was received from the Minnesota Department of Health indicating that Mower County Health & Human Services had performed state reporting before or on time and in excellent order.

Lisa Kocer, Health & Human Services Director, provided the Board with Community Health updates which included 1) a summary report from the Minnesota Department of Health regarding the 2018 Health Board investigative activities related to food, pool and lodging health concern complaints received in Mower County, 2) as well as information pertaining to area cities and counties looking to revise tobacco ordinances to raise the age

from 18 to 21; 3) WIC vouchers going to EBT cards; 4) there is a desktop Mass Dispensing Public Health Emergency Exercise being planned and lastly 5) MnSHO audit by Ucare complete with a 100% satisfactory result.

A Public Hearing was held in regard to a Housing Tax Abatement request of Bigelow & Lennon Construction, applicant, to construct a single-family home, Lot 11, Block 2, Nature Ridge Subdivision, Austin, Minnesota (PIN 34.465.0121)

Trish Harren, County Administrator, reviewed the application and the recommendation is to approve the application.

A representative for the Applicant was present and spoke in favor of the application. No one else spoke for or against the Bigelow & Lennon housing tax abatement application.

Date: March 26, 2019

Res. #25-19

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

On motion of Commissioner Reinartz, seconded by Commissioner Glynn, the following Resolution was passed and adopted by the Mower County Board of Commissioners at a meeting held March 26, 2019 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, Nature Ridge Properties of Austin Co. is the owner and seller of certain property within Mower County, legally described as follows:

Lot 11, Block 2, Nature Ridge Subdivision, Austin, Minnesota (PIN 34.465.0121)

WHEREAS, Bigelow & Lennon Construction, LLC is the developer and purchaser making 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 March 26, 2019 before the Mower County Board of Commissioners, on said application.

WHEREAS, Nature Ridge Properties of Austin Co., seller, and Bigelow & Lennon Construction, LLC, developer and purchaser, 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, in the tax year the property realizes a value increase over original value due to construction of the housing project. Partially constructed housing may result in an abatement in the first abatement year that may be significantly less than the following years. This will still be considered one of the five years of eligible abatement. In the event construction has not commenced within one year of approval, the abatement is eliminated and the property owner will need to reapply in accordance with this policy.
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 30th of that calendar year.
4. The real estate taxes to be abated shall be for up to the full amount of the real estate taxes collected due to the added tax base of the newly constructed housing/home annually. The current value of the property is not eligible for the abatement, will not be abated as part of this program and is further defined as the "original value." Any eligible abatement years are calculated on the tax increase due to a value increase over the original value.

Passed and approved this 26th day of March, 2019.

A Public Hearing was held in regard to a Housing Tax Abatement request of Sean Selmecki, Midwest Cabinetry & Millwork, LLC, applicant, to construct a single-family home, Lot 1, Block 1, Nature Ridge Subdivision, Austin, Minnesota (PIN 34.465.0001)

Trish Harren, County Administrator, reviewed the application and the recommendation is to approve the application.

The Applicant was present and spoke on his own behalf. No one else spoke for or against the Sean Selmecki, Midwest Cabinetry & Millwork, LLC housing tax abatement application.

Date: March 26, 2019

Res. #26-19

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

On motion of Commissioner Gabrielson, seconded by Commissioner Baldus, the following Resolution was passed and adopted by the Mower County Board of Commissioners at a meeting held March 26, 2019 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, Nature Ridge Properties of Austin Co. is the owner and seller of certain property within Mower County, legally described as follows:

Lot 1, Block 1, Nature Ridge Subdivision, Austin, Minnesota (PIN 34.465.0001)

WHEREAS, Sean Selmecki / Midwest Cabinetry & Millwork, LLC is the developer and purchaser making 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 March 26, 2019 before the Mower County Board of Commissioners, on said application.

WHEREAS, Nature Ridge Properties of Austin Co., seller, and Sean Selmecki / Midwest Cabinetry & Millwork, LLC, developer and purchaser, 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, in the tax year the property realizes a value increase over original value due to construction of the housing project. Partially constructed housing may result in an abatement in the first abatement year that may be significantly less than the following years. This will still be considered one of the five years of eligible abatement. In the event construction has not commenced within one year of approval, the abatement is eliminated and the property owner will need to reapply in accordance with this policy.
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 30th of that calendar year.
4. The real estate taxes to be abated shall be for up to the full amount of the real estate taxes collected due to the added tax base of the newly constructed housing/home annually. The current value of the property is not eligible for the abatement, will not be abated as part of this program and is further defined as the "original value." Any eligible abatement years are calculated on the tax increase due to a value increase over the original value.

Passed and approved this 26th day of March, 2019.

A Public Hearing was held in regard to a Housing Tax Abatement request of Sean Selmecki, Midwest Cabinetry & Millwork, LLC, applicant, to construct a single-family home, Lot 6, Block 3, Nature Ridge Subdivision, Austin, Minnesota (PIN 34.465.0211)

Trish Harren, County Administrator, reviewed the application and the recommendation is to approve the application.

The Applicant was present and spoke on his own behalf. No one else spoke for or against the Sean Selmecki, Midwest Cabinetry & Millwork, LLC housing tax abatement application.

Date: March 26, 2019

Res. #27-19

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

On motion of Commissioner Reinartz, seconded by Commissioner Gabrielson, the following Resolution was passed and adopted by the Mower County Board of Commissioners at a meeting held March 26, 2019 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, Nature Ridge Properties of Austin Co. is the owner and seller of certain property within Mower County, legally described as follows:

Lot 6, Block 3, Nature Ridge Subdivision, Austin, Minnesota (PIN 34.465.0211)

WHEREAS, Sean Selmecki / Midwest Cabinetry & Millwork, LLC is the developer and purchaser making 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 March 26, 2019 before the Mower County Board of Commissioners, on said application.

WHEREAS, Nature Ridge Properties of Austin Co., seller, and Sean Selmecki / Midwest Cabinetry & Millwork, LLC, developer and purchaser, 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, in the tax year the property realizes a value increase over original value due to construction of the housing project. Partially constructed housing may result in an abatement in the first abatement year that may be significantly less than the following years. This will still be considered one of the five years of eligible abatement. In the event construction has not commenced within one year of approval, the abatement is eliminated and the property owner will need to reapply in accordance with this policy.
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 30th of that calendar year.
4. The real estate taxes to be abated shall be for up to the full amount of the real estate taxes collected due to the added tax base of the newly constructed housing/home annually. The current value of the property is not eligible for the abatement, will not be abated as part of this program and is further defined as the "original value." Any eligible abatement years are calculated on the tax increase due to a value increase over the original value.

Passed and approved this 26th day of March, 2019.

A Public Hearing was held in regard to a Housing Tax Abatement request of David Vieth, applicant, to construct a single-family home, Lot 4, Block1 Country Hills Estates, Section 12 Frankford Township Minnesota (PIN 06.034.0040)

Trish Harren, County Administrator, reviewed the application and the recommendation is to approve the application.

The Melissa Vieth was present and spoke on her own behalf. No one else spoke for or against the Vieth housing tax abatement application.

Date: March 26, 2019

Res. #28-19

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

On motion of Commissioner Glynn, seconded by Commissioner Baldus, the following Resolution was passed and adopted by the Mower County Board of Commissioners at a meeting held March 26, 2019 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, Dave and Melissa Vieth are the owner(s) of certain property within Mower County, legally described as follows:

Lot 4, Block 1 Country Hills Estates, Section 12, Frankford Township, Minnesota (PIN 06.034.0040)

WHEREAS, David Vieth has 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 March 26, 2019 before the Mower County Board of Commissioners, on said application.

WHEREAS, David and Melissa Vieth 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, in the tax year the property realizes a value increase over original value due to construction of the housing project. Partially constructed housing may result in an abatement in the first abatement year that may be significantly less than the following years. This will still be considered one of the five years of eligible abatement. In the event construction has not commenced within one year of approval, the abatement is eliminated and the property owner will need to reapply in accordance with this policy.
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 30th of that calendar year.
4. The real estate taxes to be abated shall be for up to the full amount of the real estate taxes collected due to the added tax base of the newly constructed housing/home annually. The current value of the property is not eligible for the abatement, will not be abated as part of this program and is further defined as the "original value." Any eligible abatement years are calculated on the tax increase due to a value increase over the original value.

Passed and approved this 26th day of March, 2019.

Mike Hanson, Public Works Director, presented bid information received for projects CP 50-19-01: CSAH 4 from West County Line to TH 218; CP 50-19-02: CSAH 7 from CSAH 2 to North County Line; CP 50-19-03: CSAH 16 from Austin City Limits to CSAH 16 and CP 50-19-04: CSAH 25 from CSAH 2 to CSAH 1.

Motion made by Commissioner Gabrielson, seconded by Commissioner Reinartz, to award the low bid of \$5,545,117.06 from bidder Rochester Sand & Gravel for the combined County projects of CP 50-19-01, 50-19-02, 50-19-03 and 50-19-04 for cold inplace recycling, plant-mixed bituminous overlay and aggregate shoulders for portions of CSAH 4, CSAH 7, CSAH 16 and CSAH 25 respectively and have the projects 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 projects SAP 050-601-037: CSAH 1 from TH 56 to CSAH 20; SAP 050-601-038: CSAH 1 from East City Limits Racine to East County Line; SAP 050-620-015: CSAH 20 from CSAH 46 to CSAH 1 and SAP 050-625-017: CSAH 25 from CSAH 45 to CSAH 25.

Motion made by Commissioner Glynn, seconded by Commissioner Baldus, to award the low bid of \$3,646,834.31 from bidder Rochester Sand & Gravel for the combined projects of SAP 50-601-037, SAP 50-601-038, SAP 50-620-015 AND SAP 50-625-017 cold inplace recycling, plant-mixed bituminous overlay and aggregate shoulders for portions of CSAH 1, CSAH 1, CSAH 20 and CSAH 25 respectively and have the projects 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 projects SAP 050-619-018/SAP 050-604-023: CSAH 19 and CSAH 4 in Rose Creek.

Motion made by Commissioner Gabrielson, seconded by Commissioner Glynn, to award the low bid of \$202,580.50 from bidder Rochester Sand & Gravel for the combined projects of SAP 50-604-023 and SAP 50-619-018 bituminous surface, bituminous overlay and aggregate shoulders for portions of CSAH 4 and CSAH 19 respectively and have the projects commence. Motion carried. Full bid abstract on file in the office of the County Auditor-Treasurer and Public Works Director.

Date: March 26, 2019

Res. #29-19

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 26, 2019 at the Government Center, Austin, Minnesota.

BE IT RESOLVED, that Mower County enter into MnDOT Agreement No. 1031887 with the State of Minnesota, Department of Transportation for the following purposes:

To provide for payment by the State to the County for the use and maintenance of County State Aid Highway No. 2 and No. 7 as a detour route during the contract construction to be performed upon, along and adjacent to Trunk Highway No. 16 from Interstate No. 90 to Tracy Road in the city of Spring Valley under State Project No. 5003-17 (T.H. 16=009).

BE IT FUTHER RESOLVED, that the Chair of the County Board and the County Administrator are authorized to execute the Agreement and any amendments to the Agreement.

Passed and approved this 26th day of March, 2019.

The Board recessed at 9:37 a.m. and reconvened at 9:47 a.m.

Motion made by Commissioner Glynn, seconded by Commissioner Gabrielson, to approve the Health & Human Services accounts payable in the total amount of \$133,006.88. Motion carried.

Date: March 26, 2019

Res. #30-19

RESOLUTION

On motion of Commissioner Glynn, seconded by Commissioner Baldus, the following Resolution was passed and adopted by the Mower County Board of Commissioners at a meeting held March 26, 2019 at the Government Center, Austin, Minnesota.

WHEREAS, Mower County has applied for and received authorization pursuant to part 7020.1600, subpart 3a, item C, to implement an animal feedlot program,

WHEREAS, Mn Rules 7020.1600 Subp. 3C requires a Delegation Agreement Work Plan that must be reviewed and approved by the County and the MPCA annually,

WHEREAS, Motion was made November 28, 2017 to adopt the 2018-2019 County Feedlot Delegation Agreement Work Plan for the period January 1, 2018 to December 31, 2019,

WHEREAS, the 2018-2019 County Feedlot Delegation Agreement Work Plan identifies Paul Hunter as County Feedlot Officer responsible for the 2018 and 2019 Work Plan Review,

WHEREAS, the County Feedlot Pollution Control Officer is employee or officer of a delegated county who is knowledgeable in agriculture and who is designated by the county board to perform the duties under part 7020.1600, on said petition;

NOW, THEREFORE, BE IT RESOLVED that Valerie Sheedy, P.G. – Environmental Technician in Office of Environmental Services is hereby designated the County Feedlot Pollution Control Officer; and that the 2018-2019 MPCA Delegation Agreement Work Plan shall be amended to identify Valerie Sheedy as the County Feedlot Officer responsible for the 2019 Work Plan Review;

BE IT FURTHER RESOLVED that said petition is hereby approved, as recommended by Angela Lipelt, Supervisor, Mower County Environmental Services.

Passed and approved this 26th day of March, 2019.

Motion made by Commissioner Glynn, seconded by Commissioner Reinartz, to approve Amendment to Attachment A of the 2019 AgBMP loan program agreement and authorize the Environmental Services supervisor to sign the amendment. Motion carried.

Date: March 26, 2019

Proclamation #01-19

PROCLAMATION
National County Government Month – April 2019
“Connecting the Unconnected”

On motion of Commissioner Baldus, seconded by Commissioner Gabrielson, the following Proclamation was unanimously passed and adopted by the Mower County Board of Commissioners at a meeting held March 26, 2019 at the Government Center, Austin, Minnesota.

WHEREAS, the nation’s 3,069 counties serving more than 300 million Americans provide essential services to create healthy, safe and vibrant communities; and

WHEREAS, counties provide health services, administer justice, keep communities safe, foster economic opportunities and much more; and

WHEREAS, Mower County take pride in our responsibility to protect and enhance the health, welfare and safety of our residents in efficient and cost-effective ways; and

WHEREAS, through National Association of Counties President Greg Cox’s “Connecting the Unconnected” initiative, NACo is demonstrating how counties deliver “people-centered” services to our residents nationwide; and

WHEREAS, each year since 1991 the National Association of Counties has encouraged counties across the country to elevate awareness of county responsibilities, programs and services; and

WHEREAS, Mower County is hosting County Government Day on April 16, 2019 to share information about county government with all juniors in Mower County.

NOW, THEREFORE, BE IT RESOLVED THAT I, Mower County Board Chair Michael Ankeny, do hereby proclaim April 2019 as National County Government Month and encourage all county officials, employees, schools and residents to participate in county government celebration activities.

IN WITNESS WHEREOF, I have hereunto set my hand this 26th day of March, 2019.

Date: March 26, 2019

Res. #31-19

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 March 26, 2019 at the Government Center, Austin, Minnesota.

WHEREAS, on March 26, 2019 the Cedar River Archery Club presented a request for a Minnesota Lawful Gambling License for gambling to be conducted at the Cedar River Archery Club located in Lansing, Minnesota on September 8, 2019.

BE IT RESOLVED THAT, the Mower County Board of Commissioners does hereby approve the issuance of a Minnesota Lawful Gambling License to Cedar River Archery Club for gambling at the Cedar River Archery Club located in Lansing, Minnesota on September 8, 2019.

Passed and adopted this 26th day of March, 2019.

Motion made by Commissioner Glynn, seconded by Commissioner Baldus to approve annual sentence to serve contract with the State of Minnesota effective July 1, 2019 through June 30, 2021. Motion carried.

Scott Felten, County Auditor-Treasurer, provided the Board with information pertaining to the 2020 Census with the goal and benefits of having a complete count and the strategies in reaching all demographics of the population. Proposed resolutions were presented and recommended for approval.

Date: March 26, 2019

Res. #32-19

**RESOLUTION
2020 Census Partnership**

On motion of Commissioner Glynn, seconded by Commissioner Baldus, the following Resolution was passed and adopted by the Mower County Board of Commissioners at a meeting held March 26, 2019 at the Government Center, Austin, Minnesota.

WHEREAS the U.S. Census Bureau is required by the U.S. Constitution to conduct a count of the population and provides a historic opportunity to help shape the foundation of our society and play an active role in American democracy; and

WHEREAS Mower County is committed to ensuring every resident is counted; and

WHEREAS federal and state funding is allocated to communities, and decisions are made on matters of national and local importance based, in part, on census data and housing; and

WHEREAS census data helps determine how many seats each state will have in the U.S. House of Representatives and is necessary for the an accurate and fair redistricting of state legislative seats, county and city councils and voting districts; and

WHEREAS information from the 2020 Census and American Community Survey are vital tools for economic development and increased employment; and

WHEREAS the information collected by the census is confidential and protected by law; and

WHEREAS a united voice from business, government, community-based and faith-based organizations, educators, media and others will enable the 2020 Census message to reach more of our citizens;

NOW, THEREFORE, BE IT RESOLVED that Mower County is committed to partnering with the U.S. Census Bureau and the State of Minnesota and will:

1. Support the goals and ideals for the 2020 Census and will disseminate 2020 Census information.
2. Encourage all County residents to participate in events and initiatives that will raise the overall aware- ness of the 2020 Census and increase participation.
3. Provide Census advocates to speak to County and Community Organizations.
4. Support census takers as they help our County complete an accurate count.
5. Strive to achieve a complete and accurate count of all persons within our borders.

Passed and approved this 26th day of March, 2019.

Date: March 26, 2019

Res. #33-19

RESOLUTION

Creation of the Mower County 2020 Census Complete Count Committee

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 26, 2019 at the Government Center, Austin, Minnesota.

WHEREAS the U.S. Census Bureau is required by the United States Constitution to conduct a count of all persons; and

WHEREAS the Census count requires extensive work, and the Census Bureau requires partners at the state and local level to insure a complete and accurate count; and

WHEREAS the Mower County Complete Count Committee will bring together a cross section of community members who will utilize their local knowledge and expertise to reach out to all persons of our community; and

WHEREAS the Mower County Complete Count Committee will work with the Census Bureau and the State of Minnesota to strive for an accurate count;

NOW THEREFORE, BE IT RESOLVED that the Mower County Board of Commissioners authorizes the Auditor-Treasurer's office to establish a 2020 Census Complete Count Committee from a cross section of Mower County community members.

Passed and approved this 26th day of March, 2019.

Commissioner Reinartz on behalf of the Personnel Committee informed the Board that the committee had reviewed a new job description which will replace the Highway Department Supervisor job description with an Assistant Public Works Director position. One of the most significant changes to the job description is the requirement to be a Licensed Engineer.

Motion made by Commissioner Reinartz, seconded by Commissioner Gabrielson, to approve a new job description that replaces the Highway Department Supervisor position with an Assistant Public Works Director position effective March 26, 2019. Motion carried.

Commissioner Reinartz also indicated that the Personnel Committee had reviewed the Reimbursement of Travel and Related Expenses (G100) policy as well as the Out of State Travel (G105) policy. The changes being proposed are to reduce the submission timeframe for reimbursements from 90 days to 60 days from date the expense was incurred. The reason behind the change is to be in compliance with the timeframe deemed as reasonable period of time per IRS regulations. Another revision is the reference to County Coordinator, it should be County Administrator.

Motion made by Commissioner Reinartz, seconded by Commissioner Baldus to amend Personnel Policy G100 Travel and Related Expenses and G105 Personnel Policy G105 Out of State Travel effective March 26, 2019 by deleting by modifying the language in each policy to change the timeframe for submission from 90 days to 60 days to reflect IRS regulations and to amend the reference to County Coordinator to County Administrator in Policy G100. Amendment detail is as follows:

G100 Travel and Related Expenses

Under "Other Authorized Expenses:" paragraph 3e. is amended as follows:

- e. In the event of an emergency, (i.e. staff hospitalization) prevents completion of #3, the Department Head or designee shall notify the County ~~Coordinator~~ **Administrator**.

Under "Documentation:" the paragraph is amended as follows:

Documentation required by the county is not necessarily sufficient for accounting to the Internal Revenue Service. It is, therefore, up to each employee to maintain adequate documentation to substantiate any claims. Receipts (other than meal expenses) shall be attached to the expense claim form. Travel expense should be claimed monthly, with charges carried no longer than ~~ninety (90)~~ **sixty (60)** days.

G105 Out of State Travel

Under "Airline Travel Credit" the paragraph is amended as follows:

Whenever public funds are used to pay for airline travel by an elected official or public employee, MS 15.435 requires that any credits or other benefits issued by any airline must accrue to the benefit of the public body providing the funding. In the event the issuing airline will not honor a transfer or assignment of any credit or benefit, the individual passenger shall report receipt of the credit or benefit to the public body issuing the initial payment within ~~90~~ **60** days of receipt.

Motion carried.

The Building Committee reported that the committee has been meeting with the Fair Board regarding their request to replace the beer garden with an event center. Several meetings have been scheduled regarding the vision, scope and funding options of the potential project.

Motion made by Commissioner Glynn, seconded by Commissioner Gabrielson, to adjourn the meeting at 10:53 a.m. Motion carried. The next meeting is scheduled for April 2, 2019 at 1:00 p.m.

THE MOWER COUNTY BOARD OF COMMISSIONERS

BY: _____
Chairperson

Attest:

By: _____
Clerk/Administrator

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