

REGULAR SESSION OF THE MOWER COUNTY
BOARD OF COMMISSIONERS

May 7, 2019

The Mower County Board of Commissioners in and for the County of Mower, Minnesota, met in Regular Session May 7, 2019 at 1:00 p.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 Glynn, seconded by Commissioner Reinartz, to approve the agenda with the addition to introduce the new Payroll/Benefits Coordinator Rochelle Kalvig to the Board. Motion carried.

Rochelle Kalvig, Payroll/Benefits Coordinator, was introduced to the Board

Paul Hajduk, MCIT Risk Management Consultant, provided the Board with the annual 2019 MCIT Report. Mower County's 2018 dividend was \$120,195.

Under Personnel Committee, Commissioner Reinartz reported to the Board that Lisa Kocer, Val Kruger and Crystal Peterson from Health & Human Services had presented to the Committee a request to add a Social Worker position to the Family and Child Unit due to the difficulty with keeping up to the increased work demands with the current staffing level with the additional social worker it is anticipated that the net payroll expense for the remainder of the year would be about \$28,000.

In addition, Commissioner Reinartz reported to the Board that the Personnel Committee discussed adding a second GIS Intern for the summer. One of the interns has limited availability which would leave money remaining in the budget. For an additional \$3600 a second intern could be added. There are several projects throughout the County in various departments that would benefit from having the additional help this summer.

Motion made by Commissioner Reinartz, seconded by Commissioner Gabrielson, to approve the addition of a new Social Worker and authorize Human Resources to amend the 2019 approved staffing levels to reflect the addition of the Social Worker in Health & Human Services and to approve a budget amendment of \$3600 for an additional GIS summer intern. Motion carried.

Under Finance Committee, Commissioner Glynn informed the Board that the committee is reviewing some policies for possible revision: Economic Development Loans, Septic Loans, etc. No action items today.

A Public Hearing was held in regard to a Housing Tax Abatement request of Cedar City Builders LLC, applicant, (Nature Ridge Properties of Austin Co. previous owner) to construct a single-family home Lot 4, Block 3, Nature Ridge subdivision, Austin, Minnesota (PIN 34.465.0207).

Trish Harren, County Administrator, reviewed the application and recommended approval.

The applicant was not present. No one spoke for or against the Cedar City Builders, LLC housing tax abatement application.

Date: May 7, 2019

Res. #46-19

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

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 May 7, 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, Cedar City Builders, LLC is the owner of certain property within Mower County, legally described as follows:

Lot 4, Block 3, Nature Ridge in the North Half of the Southwest Quarter of Section 36, Township 103 North, Range 18 West, Austin, Mower County, Minnesota (PIN 34.465.0207)

WHEREAS, Cedar City Builders, LLC, through the prior owner Nature Ridge Properties of Austin Co., 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 May 7, 2019 before the Mower County Board of Commissioners, on said application.

WHEREAS, Cedar City Builders, LLC, new owner, and Nature Ridge Properties of Austin, Co., prior owner, 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 7th day of May, 2019.

A Public Hearing was held in regard to a Housing Tax Abatement request of Kathleen G. Wencil and James O. Rinehart, applicants, to construct a single-family home Lot 10, Block 2, Nature Ridge in the North Half of the Southwest Quarter of Section 36, Township 103 North, Range 18 West, Mower County, Minnesota (PIN 34.465.0119).

Trish Harren, County Administrator, reviewed the application and recommended approval.

Applicants Kathleen Wencil and James Rinehart were present and spoke on their own behalf. No one else spoke for or against the Wencil/Rinehart housing tax abatement application.

Date: May 7, 2019

Res. #47-19

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

On motion of Commissioner Glynn, seconded by Commissioner Gabrielson, the following Resolution was passed and adopted by the Mower County Board of Commissioners at a meeting held May 7, 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(s) of certain property within Mower County, legally described as follows:

Lot 10, Block 2, Nature Ridge in the North Half of the Southwest Quarter of Section 36, Township 103 North, Range 18 West, Mower County, Minnesota

WHEREAS, Kathleen G. Wencil and James O. Rinehart, Purchasers, have 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 May 7, 2019 before the Mower County Board of Commissioners, on said application.

WHEREAS, Nature Ridge Properties of Austin, Co., Seller, and Kathleen G. Wencil and James O. Rinehart, Purchasers, 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 7th day of May, 2019. Jeff Baldus abstained.

Under Building Committee, Commissioner Ankeny reported that the old beer garden is raised and the building materials for the Purple Ribbon Plaza are being delivered May 7 (today). Some additional issues with the proposed construction have arisen but all additional issues are the responsibility of the Ag Society.

Under Solid Waste Committee the Board was informed that the septic system compliance meetings are going well. A plan is being developed including education, loan incentives and prioritization of focus areas -- working collaboratives with SWCD, Isaac Walton League and the public.

Bob Auer appeared before the Board regarding the possibility of having two commemorative veteran plaques re-displayed. The plaques used to be displayed near the swimming pool and are currently in storage. The Commissioners will discuss the matter with Veteran Services and the City of Austin.

Motion made by Commissioner Reinartz, seconded by Commissioner Baldus, to approve the minutes of April 23, 2019. Motion carried.

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

Vendor Name	Amount	Vendor Name	Amount
Advanced Correctional Healthcare, Inc	14,249.11	ESRI	8,348.90
Baudoin Oil Company	20,746.17	Grifols USA LLC	16,341.84
Benchmark Behavioral Health	14,175.00	Mpower Technologies Inc	3,000.00
C S S Contractors & Surveyors Supply	3,054.30	Office Of Mn It Services	3,147.61
CDW Government	2,171.03	R & S Installation, LLC	2,593.50
Cedar Valley Services, Inc	2,293.66	Reliance Systems	8,160.00
Central States Wire Prod	3,779.00	Streicher's	2,209.49
City Of Austin	5,570.40	Thomson Reuters-West Payment Center	3,891.75
Dave Lucas Consulting	7,656.25	79 Payments less than 2000	33,921.11
		Final Total:	155,309.12

Motion carried.

Motion made by Commissioner Glynn, seconded by Commissioner Gabrielson, to approve out-of-state travel for Sheriff staff to attend a meth lab recertification training in Iowa on May 7. Motion carried.

Motion made by Commissioner Gabrielson, seconded by Commissioner Glynn, to approve out-of-state travel for Sheriff staff to attend the 2019 PSCR Public Safety Broadband Stakeholder meeting in Chicago in July. Motion carried.

Justin Hanson from Mower County Soil and Water Conservation District provided the Board with a history of the SE MN Water Resources Board / Joint Powers Board with the request that the Board support by resolution their action taken on March 11, 2019 to disband.

Date: May 7, 2019

Res. #48-19

RESOLUTION

On motion of Commissioner Glynn, seconded by Commissioner Gabrielson, the following Resolution was passed and adopted by the Mower County Board of Commissioners at a meeting held May 7, 2019 at the Government Center, Austin, Minnesota.

WHEREAS, the Southeast Minnesota Water Resources Board operates under a Joint Powers Board Agreement effective May 5, 1987, and

WHEREAS, the Southeast Minnesota Water Resources Board was formed to improve the planning, coordination, and implementation of Comprehensive Water Management Planning within the multi-county area, and

WHEREAS, local water planning efforts have moved toward the state's 1 Watershed 1 Plan model, and

WHEREAS, these watershed groups and other regional organizations are more appropriate to receive grants related to local water protection, and

WHEREAS, regional grant opportunities for the SEMNWRB are diminishing, and

WHEREAS, the JPB agreement states that, "the Board and this Agreement shall remain in existence until there is an affirmative vote to terminate existence by 2/3 of the then-member counties," and

WHEREAS, at the March 11, 2019 meeting the board members present, representing the 10 counties, voted 7-2 to disband and ask the county boards involved to ratify that vote,

NOW, THEREFORE, BE IT RESOLVED, that the Mower County Board of Commissioners supports the JPB members action at the March 11, 2019 board meeting to terminate the Southeast Minnesota Water Resources Board Joint Powers Board Agreement.

Passed and approved this 7th day of May, 2019.

Motion made by Commissioner Baldus, seconded by Commissioner Reinartz, to amend the Professional Services Agreement with Dave Lucas Consulting to assist in enhanced septic compliance work effective May 7, 2019 through December 31, 2020. Motion carried.

Motion made by Commissioner Glynn, seconded by Commissioner Baldus, to amend the Budget Policy effective May 7, 2019 by modifying the policy as follows:

1. amending any reference to "County Coordinator" to "County Administrator";
2. deleting subparagraph 1) which read as follows:
 - 1) ~~The Finance Director can authorize internal expenditure budget changes that are non-personnel in nature and have no net expenditure budget change. An example would be to transfer \$500 from the telephone expenditure category to the travel expenditure category. The Finance Committee will receive quarterly budget change reports.~~ and renumber subsequent paragraphs; and
3. amending the budget amounts in subparagraph from \$5,000 and \$25,000 to \$10,000 and \$50,000 respectively; and
4. adding a new subparagraph numbered 3) as follows:

"3) Requests for budget changes shall be submitted for approval using the budget amendment form.; and

5. deleting the last paragraph which read as follows:

~~Changes to budgets will be approved according to the current budget amendment form. The initial budget amendment form is Year 2004. Approved budget changes will be tracked.~~

The Budget Policy as amended is as follows:

Budget Policy

It is the position of Mower County to present anticipated revenues, expenditures, and appropriations of all funds in a formal budget that is approved by the County Board. Departments are responsible for submitting proposed departmental budgets to the County Administrator upon request. Local and area agencies need to direct their annual request of funds to the County Administrator.

Revenues may constitute governmental income, donations, or charges for services. Fee schedules for charges for services must be prior board approved. Donations or grant funds must be prior board approved for acceptance. Expenditures must be for a "public purpose" that will "serve as a benefit to the community as a body and which, at the same time, is directly related to the functions of government." *Visina v. Freeman*, 89 N.W.2d 635(1958)

The Mower County Board shall review all budget requests and adopt an annual budget. The County Administrator shall communicate and post the final budget data. County departments and agencies are required to manage within their budgets. Decrease in revenue should also translate into a decrease in expenditures. An increase in revenue does not automatically translate into an increase in expenditures unless a budget amendment form is approved. Departments cannot exceed any portion of their approved expenditure budget without approval as follows:

- 1) The County Administrator shall be authorized to approve non-personnel departmental expenditure budget changes under \$10,000 per occurrence, with a total annual maximum of \$50,000. The Administrator shall provide the Mower County Board with a quarterly update of budget changes.
- 2) All other budget changes shall require approval by the County Board.
- 3) Requests for budget changes shall be submitted for approval using the Budget Amendment Form.

Motion carried.

Motion made by Commissioner Gabrielson, seconded by Commissioner Reinartz, to amend the Cash Receipt Policy effective May 7, 2019 by deleting all current language and replacing it with the following new language for the Cash Receipt Policy as follows:

Cash Receipt Policy

Purpose: Policies are designed to protect a local government from loss or misuse of its assets. Sound policies help ensure that transactions are properly authorized and that the information contained in financial reports is reliable. Policies allow for the following.

- All transactions are properly authorized;
- Assets are securely maintained;
- Accounting records are properly maintained.

1. Cash, check, electronic check and credit card payments are to be recorded in the current county cashiering system **at the time of receipt**. This creates an electronic audit trail of the payment as it is received.
 - a) If system is unavailable the receipt will be recorded as soon as possible when system is available.
 - b) Cash Drawer Transaction Processing and Credit Card Payment Policy are to be followed.
 - c) Credit card payments via the internet will be recorded daily.
2. Checks are to be endorsed "FOR DEPOSIT ONLY" when received. This ensures that checks will not be cashed by unauthorized persons.
3. All customers remitting payment in person should be offered a receipt. Receipts will be printed from the current county cashiering system. Departments will post an "Ask for a receipt" sign in a conspicuous place.
4. Cash Receipt batches are balanced per Cash Drawer End of Day Procedure, a serialized deposit slip is processed and deposits are made daily. Bank deposit envelopes are delivered to the current depository designated by the County Board via County Sheriff Department.
 - a) Cash and checks are to be deposited daily. The only exception to this rule is if cash does not exceed \$50, if checks do not exceed \$200. Checks not being deposited will be stored in a secured, locked area where physical access is limited to department staff. If the amounts exceed \$50 cash and/or \$200 in checks and the department staff is unable to bring the funds to the deposit office, the department staff will call the Finance department to make arrangements for the deposit.

Motion carried.

Motion made by Commissioner Gabrielson, seconded by Commissioner Baldus, to approve the Plan-It License Agreement for Capital Improvement Planning Software from Strategic Insights, Inc. effective through July 1, 2020 (\$2,175). Motion carried.

Date: May 7, 2019

Res. #49-19

RESOLUTION

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 May 7, 2019 at the Government Center, Austin, Minnesota.

WHEREAS Minnesota Counties maintain 30,742 miles of County State Aid Highway (CSAH) roads and 14,141 miles of county roads, totaling over 30% of the state's roadways; and

WHEREAS the total annual need is \$1.084 billion over the next 25 years just to maintain the current CSAH and county road system, not including expansion; and

WHEREAS the annual funding gap for counties has resulted in deferring basic maintenance, delaying expansion projects with resulting safety concerns, mounting congestion, and missed economic growth for businesses and commuters; and

WHEREAS a comprehensive and sustainable transportation solution should include robust funding for roads, bridges, and transit, and address the varying needs in different parts of the state; and

WHEREAS increased funding for Minnesota's Highway User Tax Distribution Fund would provide additional, stable funds for MnDOT, all 87 counties, all cities with a population of 5,000 or more, and townships across the state;

NOW THEREFORE BE IT RESOLVED that the Mower County Board of Commissioners encourages the Minnesota Legislature to pass and the Governor to sign a bill that brings adequate funding to Minnesota's statewide transportation system.

Passed and approved this 7th day of May, 2019.

Motion made by Commissioner Glynn, seconded by Commissioner Reinartz, to adjourn the meeting at 2:56 p.m. Motion carried. The next meeting is scheduled for May 14, 2019 at 8:30 a.m.

THE MOWER COUNTY BOARD OF COMMISSIONERS

BY: _____
Chairperson

Attest:

By: _____
Clerk/Administrator

INDEX

A

adjourn, 103
agenda as amended, 95

B

budget amendment 2019
 \$3600 for 2nd GIS summer intern, 95

C

Capital Improvement Planning
 software
 Plan-It License Agreement, 102
Cash Receipt Policy amended, 101

D

Dave Lucas Consulting agreement, 100

M

minutes 4.23.19, 99

O

out-of-state travel
 sheriff staff
 Illinois, 99
 Iowa, 99

P

Plan-It License Agreement, 102
Public Hearing
 Housing Tax Abatement
 Cedar City Builders 34.465.0207, 96
 Wencl/Rinehart 34.465.0119, 97

R

Res. #46-19 housing tax abatement Cedar City Builders 34.465.0207, 96
Res. #47-19 housing tax abatement Wencl/Rinehart 34.465.0119, 97
Res. #48-19 support disband decision of SE Mn Water Resources / Joint Powers Board, 100
Res. #49-19 request legislation for adequate statewide transportation funding, 102

S

staffing levels 2019 amended
 social worker HHS, 95

W

warrants
 Commissioner, 99