

REGULAR SESSION OF THE MOWER COUNTY  
BOARD OF COMMISSIONERS

January 14, 2020

The Mower County Board of Commissioners in and for the County of Mower, Minnesota, met in Regular Session January 14, 2020 at 9:00 a.m. at the Government Center in Austin, Minnesota.

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

The meeting was opened with the Pledge of Allegiance.

Motion made by Commissioner Glynn, seconded by Commissioner Reinartz, to approve the agenda noting that the Public Works Director does not have any business for the Board. Motion carried.

County Administrator Trish Harren provided the Board with a department update that was a summary of her first year in the position including projects completed, projects on-going and goals for 2020.

Motion made by Commissioner Gabrielson, seconded by Commissioner Reinartz, to approve the minutes of December 31, 2019 and January 7, 2020. Motion carried.

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>
180 Degrees, Inc.	2,750.86	Minnesota Counties Intergov'tal Trust	450,474.00
Beckleys	2,500.00	Northland Business Systems Inc.	6,900.00
CliftonLarsonAllen LLP	2,000.00	Prairie Lakes Youth Programs Secure	22,199.38
Heartland Girls Ranch	7,720.24	Rural Minnesota Energy Board	2,500.00
Mayo Clinic -Rochester	29,434.79	Southern Mn Regional Legal Servi	2,190.47
Michael Todd & Company, Inc.	2,697.80	The Hills Youth And Family Services	19,921.70
Midwest Monitoring & Surveillance	7,536.25	Village Ranch Inc	16,287.30
Minnesota Counties Computer Cooperative	9,635.90	73 Payments less than 2000	35,667.19
		<b>Final Total:</b>	<b>620,415.88</b>

Motion carried.

**Date: January 14, 2020**

**Res. #08-20**

**RESOLUTION**

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 January 14, 2020 at the Government Center, Austin, Minnesota.

WHEREAS, Mower County is required by Minnesota Statutes 203B.121, Subd. 1 to establish an Absentee Ballot Board effective January 15, 2020; and

WHEREAS, this board will bring uniformity in the processing of accepting or rejecting returned absentee ballots in Mower County; and

WHEREAS, the Absentee Ballot Board would consist of a sufficient number of election judges as provided in sections 204B.19 to 204B.22 or deputy county auditors trained in the processing and counting of absentee ballots;

THEREFORE, BE IT RESOLVED THAT, the Mower County Board of Commissioners hereby establishes an Absentee Ballot Board that would consist of a sufficient number of election judges as provided in sections 204B.19 to 204B.22 or deputy auditors to perform the task.

Passed and approved this 14<sup>th</sup> day of January, 2020.

**Date: January 14, 2020**

**Res. #09-20**

**RESOLUTION**  
**Approving Organizational Structure Changes**

On motion of Commissioner Ankeny, seconded by Commissioner Gabrielson, the following Resolution was passed and adopted by the Mower County Board of Commissioners at a meeting held January 14, 2020 at the Government Center, Austin, Minnesota.

WHEREAS, Mower County committed to deliver quality services for the people of Mower County; and

WHEREAS, Mower County continuously evaluates service delivery systems in order to maximize efficiency and enhance customer service; and

WHEREAS, Mower County recently completed an organizational study that assessed all transaction based services including services provided by the offices of Auditor/Treasurer, Assessor, Recorder, Planning & Zoning, and GIS; and

WHEREAS, the organizational study identified areas where organizational changes can be made which will improve and streamline services provided by these departments; and

WHEREAS, the study suggested the creation of a Tax Payer Services Division consisting of the Auditor/Treasurer, Assessor, GIS, Planning & Zoning and Recorder offices; and

WHEREAS, the Mower County Administrator has prepared a recommendation for reorganization as follows:

- Create a Tax Payer Services Division following the 18-24 month timeline established in the Organizational Study.
- Include Assessor, Recorder and Auditor/Treasurer Departments in the new Division.
- Include Planning & Zoning and GIS in process improvements but not the organizational structure change.
- Finalize organizational chart once process improvements and cross training is complete.
- Request County Recorder serve as project manager for the process improvements and projects associated with the creation of tax payer services including digitizing of records, cross training, creating standard operating procedures, leaning processes, space planning and enhancing communication.
- Request County Assessor supervisor the two new FTE's allocated to this service division and assist in cross training and process improvement.
- Request County Auditor/Treasurer assists in cross training and process improvement.
- Request HR Director support the department heads in the implementation process.
- Retain space planning specialist to assist in concept design to create work space that best fits the effective delivery of service and utilize the Building Committee as committee to oversee project with Building Maintenance Supervisor service as lead.

WHEREAS, the Mower County Board of Commissioners participated in the organizational study and supports the recommendations;

NOW THEREFORE BE IT RESOLVED, that the Mower County Board of Commissioners establishes a Taxpayer Services Division consisting of the Auditor/Treasurer, Recorder, and Assessor;

BE IT FURTHER RESOLVED, that implementation follow the County Administrator's recommendations as enumerated herein;

BE IT FURTHER RESOLVED, the hiring and filling of staff positions related to the Reorganization Plan will be done using the County's hiring practices and policies.

Passed and approved this 14<sup>th</sup> day of January, 2020.

Priscilla Diggins, Mental Health Case Manager with Quality Case Management Services, was recognized for outstanding commitment and support to the clients and the mental health teams at Mower County and for her conscientious problem solving ensuring the best placement for clients at the least cost. Ms. Diggins was nominated for this recognition by Bev Atzl, Social Worker at Mower County Health & Human Services.

**HUMAN SERVICES BOARD:**

Motion made by Commissioner Ankeny, seconded by Commissioner Reinartz, to approve payments in the total amount of \$198,735.47 to vendors for Human Services Accounts Payable. Motion carried.

Motion made by Commissioner Gabrielson, seconded by Commissioner Glynn, to approve the Electronic Document Management System Hosting Agreement with Minnesota Prairie County Alliance, effective January 1, 2020 to December 31, 2021. Motion carried.

Kelli Finholdt was introduced as a new Office Support Specialist in the department.

Motion made by Commissioner Reinartz, seconded by Commissioner Ankeny, to approve the following Purchase of Service Agreements renewals effective January 1, 2020 through December 31, 2020 (or December 31, 2021 if noted; or other as noted):

**Attorney Services**

- Donnelly, Daniel – CHIPS (to 12/31/21)
- Larson, Evan - CHIPS (to 12/31/21)

**Case Management**

- Quality Case Management, Inc. - Targeted Case Management Services
- Thomas Allen, Inc. – General Case Management Services

**Employment Services**

- Cedar Valley Services –Extended Employment Services
- Wabasha County –SNAP Employment Services (10/1/19 – 9/30/20)

**Family Services**

- Family Services Collaborative – Family Services
- Parenting Resource Center –Visitation Services
- Parenting Resource Center –Parenting Education & Shelter Services
- Parenting Resource Center –Parents Forever Services

**Funeral Assistance**

- Clasen Jordan Mortuary

**Guardian/Conservator**

- Alternative Resolutions (to 12/31/21)
- Olson, Norma (to 12/31/21)
- Serenity Services (to 12/31/21)
- Tindal, Barb (to 12/31/21)

**Interpreter Services**

- The Welcome Center

**Mental Health**

- Quality Community Services (The Bridge) –Adult Mental Health Outreach Services

**Residential**

- Austin Manor (Thrive Behavioral Network II, LLC) –Intensive Residential Treatment Services
- Gerard Academy –Residential Services

**Semi-Independent Living Services**

- Cardinal of Minnesota, LTD (to 12/31/21)
- Cenneidigh, Inc. (to 12/31/21)
- REM Woodvale, Inc. (to 12/31/21)

**Substance Abuse**

- Mayo Clinic Health System –Chemical Use Assessment Services

Motion carried.

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

Motion made by Commissioner Reinartz, seconded by Commissioner Glynn, to adjourn the Human Services Board meeting at 9:54 a.m. Motion carried.

**COUNTY BOARD**

The Regular Session of the Board was reconvened at 10:03 a.m. for regular business items.

Mark Nibaur, General Manager, Austin Utilities, provided the Board with a Utilities update. The report included 2019 highlights including Automatic Meter Deployment (electric) pilot, wellhead protection plan and geographical information system conversion.

Under Building Committee it was reported that the old information center / central services is being refurbished to be staffed by the new “floater” tax payer services counter staff before further remodeling for the division.

Motion made by Commissioner Ankeny, seconded by Commissioner Reinartz, to adjourn the meeting at 10:38 a.m. Motion carried. The next meeting is scheduled for January 28, 2020 at 9:00 a.m.

**THE MOWER COUNTY BOARD OF COMMISSIONERS**

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

**Attest:**

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

**INDEX**

**A**

adjourn, 13  
adjourn Human Services Board, 13  
agenda, 9

**E**

Electronic Document Management System Hosting Agreement, 12

**H**

Human Services Accounts Payable, 12

**M**

minutes 12.31.19 and 1.7.20, 9

**P**

Purchase of Service Agreements  
Attorney Services/CHIPS  
Donnelly, Daniel, 12  
Larson, Evan, 12  
Case Management  
Quality Case Management, 12  
Thomas Allen, Inc., 12  
Employment Services  
Cedar Valley Services, 12  
Wabasha County, 12  
Family Services  
Family Services Collaborative, 12  
Parenting Resource Center – Parenting Education & Shelter, 12  
Parenting Resource Center – Parents Foever, 12  
Parenting Resource Center – Visitation, 12

Funeral Assistance

Clasen Jordan Mortuary, 12

Guardian/Conservator

Alternative Resolutions, 12

Olson, Norma, 12

Serenity Services, 12

Tindal, Barb, 12

Interpreter Services

The Welcome Center, 12

Mental Health

Quality Community Services (The Bridge), 12

Residential

Austin Manor, 12

Gerard Academy, 12

Semi-Independent Living Services

Cardinal of MN, 12

Cenneidigh, 12

REM Woodvale, 12

Substance Abuse

Mayo Clinic Health System, 13

**R**

recognition

Diggins, P. Mental Health Case Mgr, 11

Res. #08-20 Establish Absentee Ballot Board, 9

Res. #09-20 Establish Tax Payer Services Division, 10

**S**

Social Service Actions, 13

**W**

warrants

Commissioner, 9