

REGULAR SESSION OF THE MOWER COUNTY  
BOARD OF COMMISSIONERS

April 28, 2020

The Mower County Board of Commissioners in and for the County of Mower, Minnesota, met in Regular Session April 28, 2020 at 9:00 a.m. at the Government Center in Austin, Minnesota.

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

The meeting was opened with the Pledge of Allegiance.

Motion made by Commissioner Ankeny, seconded by Commissioner Glynn, to approve the agenda with the following additions: 1) Extend emergency declaration date and 2) Add under Public Works business Resolution for Feedlot Permit Relief due to COVID-19. The Commissioners voted as follows: Commissioner Glynn aye, Commissioner Reinartz aye, Commissioner Ankeny aye, Commissioner Gabrielson aye, and Commissioner Baldus aye. Motion carried 5 – 0.

Duane Felt, Information Technology Specialist, was recognized for nineteen years of service for Mower County.

County Recorder Jill Cordes provided the Board with a department update. There have been a number of staffing changes in the department and the staff is taking advantage of being closed to the public to train. Training has included cross training with the new task of splits brought into the department with an employee transferred from the Auditor-Treasurer's office. The standard operating procedures that have been recently developed are being used with the training and are being modified as necessary. The department continues to work scanning paper records. Covid-19 has increased the use of e-recording. In preparation of opening to the public, a computer to be used by the public has been placed in the hallway to eliminate the need for researchers to come into the suite of offices to do research.

Public Works Director Michal Hanson (via phone) presented and recommended for approval a Resolution for final payment on SAP 50-645-009 to Fox Electrical Company in the amount of \$3,778.60. The project was for lighting along 4<sup>th</sup> Avenue NW in Austin / Mapleview by the Holiday Inn.

**Date: April 28, 2020**

**Res. #33-20**

**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 April 28, 2020 at the Government Center, Austin, Minnesota.

WHEREAS, project number SAP 50-645-009 completed under contract number 21813 by Fox Electrical Company, has in all things been completed and the County Board being fully advised in the premise.

NOW THEN BE IT RESOLVED that we do hereby accept said completed project for and on behalf of the County of Mower and authorize final payment as specified herein:

Contract Amount: \$ 75,300.00  
Final Amount: \$ 75,572.00 [100.36%]  
Final Payment: \$ 3,778.60

The Commissioners voted as follows: Commissioner Glynn aye, Commissioner Reinartz aye, Commissioner Ankeny aye, Commissioner Gabrielson aye, and Commissioner Baldus aye. Passed and approved this 28<sup>th</sup> day of April, 2020 with a vote of 5 – 0.

The Board discussed the re-opening of recycling services effective May 4, 2020. Mike Hanson presented electronically a drafted press release indicating the County's plan for the re-opening of recycling. The Board felt the press release was well written and acceptable to disseminate to the media.

Environmental Services has sent electronically for the Board's consideration a Resolution for Feedlot Relief. Due to Covid-19, the Minnesota Pollution Control Agency has established temporary swine industry flexibility in animal numbers for feedlots. The County is proposing to follow similar flexibility and change maximum capacity temporarily.

**Date: April 28, 2020**

**Res. #34-20**

**RESOLUTION**

**Mower County Feedlot Permit Relief  
for 2020 Due to COVID-19 State of Local Emergency**

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 April 28, 2020 at the Government Center, Austin, Minnesota.

**WHEREAS**, Mower County currently is under a State declared Emergency Executive Order as a result of the COVID-19 pandemic; and

**WHEREAS**, livestock processing facilities have workers that have tested positive for COVID-19, have closed facilities long term/short term for cleanup, and reduced work hours and/or employee

numbers in an attempt to distance employee workstations and slow COVID-19 transmission from worker to worker; and

**WHEREAS**, the effect is causing disruptions in the supply chain for Mower County livestock owners; and

**WHEREAS**, Mower County feedlot sites may have a maximum capacity as stated in their permit; and

**WHEREAS**, The State of MN MPCA has established temporary swine industry flexibility in animal numbers for feedlots that the MPCA permit which exceed their SDS or NPDES threshold without the need to re-permit or update registrations for facilities, but does require notification to the MPCA for MPCA permitted facilities wanting to take advantage of this temporary flexibility. Details can be found at: <https://www.pca.state.mn.us/covid-19/covid-19-response-agriculture> ; and

**WHEREAS**, Mower County would like to also allow for temporary relief and allow flexibility in animal numbers caused by the COVID-19 outbreak; and

**WHEREAS**, the County is responsible for upholding MPCA Rules 7020 relating to feedlots which are not permitted, nor required to be permitted by the MPCA SDS or NPDES permits;

**NOW, THEREFORE, BE IT RESOLVED**, The Mower County Board of Commissioners will allow inventory numbers to exceed permitted capacity of a site or building, where the owner or manager notifies the Mower County feedlot officer of the intent to do so, with explanation of their particular circumstances, and will follow up with monthly updates, the first being June 1<sup>st</sup>, until supply chains are back to a capacity that allows backed up inventory to return to permitted levels. This resolution sunsets automatically on September 1, 2020 but may be extended upon action by the Mower County Board of Commissioners.

The Commissioners voted as follows: Commissioner Glynn aye, Commissioner Reinartz aye, Commissioner Ankeny aye, Commissioner Gabrielson aye, and Commissioner Baldus aye. Passed and approved this 28<sup>th</sup> day of April, 2020 with a vote of 5 – 0.

Health & Human Services Director Lisa Kocer presented to the Board for approval the Refugee Health Screening grant and the Public Health Emergency Preparedness Grant Amendment.

Motion made by Commissioner Ankeny, seconded by Commissioner Glynn, to approve the Refugee Health Screening Grant (\$3,000) effective March 2020 through September 30, 2021. The Commissioners voted as follows: Commissioner Glynn aye, Commissioner Reinartz aye, Commissioner Ankeny aye, Commissioner Gabrielson aye, and Commissioner Baldus aye. Motion carried 5-0.

Motion made by Commissioner Glynn, seconded by Commissioner Reinartz, to approve the Public Health Emergency Preparedness grant (\$39,931) amendment effective July 1, 2020 through June 30, 2021. The Commissioners voted as follows: Commissioner Glynn aye, Commissioner Reinartz aye, Commissioner Ankeny aye, Commissioner Gabrielson aye, and Commissioner Baldus aye. Motion carried 5-0.

For the Board's information, Ms. Kocer presented the "2019 Mower County Kids County" data fact sheet. The data was available in November but end of year and COVID activities has delayed her presenting the data to the Board. The report includes two years of data and data comparisons related to children age 0 – 19 related to finance, health care, safety and education. The full report is available at Health & Human Services.

In addition Ms. Kocer provided community health updates. Staffing remains to be primarily off-site in compliance with the Governor's stay at home order. The interview rooms have been equipped with barriers for conducting client interviews once the building re-opens to the public. Starting Monday, staff coming into the building will be health screened.

Motion made by Commissioner Ankeny, seconded by Commissioner Gabrielson, to approve the Health & Human Services accounts payable totaling \$162,543.73. The Commissioners voted as follows: Commissioner Glynn aye, Commissioner Reinartz aye, Commissioner Ankeny aye, Commissioner Gabrielson aye, and Commissioner Baldus aye. Motion carried 5 – 0.

Motion made by Commissioner Reinartz, seconded by Commissioner Glynn, to approve the minutes of April 14, 2020. The Commissioners voted as follows: Commissioner Glynn aye, Commissioner Reinartz aye, Commissioner Ankeny aye, Commissioner Gabrielson aye, and Commissioner Baldus aye. Motion carried 5 – 0.

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>
Axon Enterprise Inc	3,035.00	Mayo Clinic Ambulance Services	2,012.68
CDW Government	3,970.43	Midwest Monitoring & Surveillance	4,214.12
CliftonLarsonAllen LLP	7,330.96	Minnesota Counties Intergov'tal Trust	4,828.00
Department Of Corrections	21,285.00	Office Of Mn It Services	4,332.42
Donnelly Law Firm, PLLC	4,408.64	Olmsted County Community Services	23,010.00
Etterman Enterprises	2,544.85	Petroblend Corp.	2,683.00
Government Management Group Inc	5,000.00	REDI Transports, LLC	2,875.00
Jones Haugh & Smith Inc	7,712.59	Thomson Reuters-West Payment Center	4,093.80
K & K Fabrication, Inc	2,116.24	Ziegler, Inc	2,518.58
Larson Law Office/Evan	2,402.50	65 Payments less than 2000	32,105.58
		<b>Final Total:</b>	<b>142,479.39</b>

The Commissioners voted as follows: Commissioner Glynn aye, Commissioner Reinartz aye, Commissioner Ankeny aye, Commissioner Gabrielson aye, and Commissioner Baldus aye. Motion carried 5 – 0.

Motion made by Commissioner Glynn, seconded by Commissioner Ankeny, to approve the monthly investment report for the month ending March 2020. The Commissioners voted as follows: Commissioner Glynn aye, Commissioner Reinartz aye, Commissioner Ankeny aye, Commissioner Gabrielson aye, and Commissioner Baldus aye. Motion carried 5 – 0.

Motion made by Commissioner Glynn, seconded by Commissioner Reinartz to approve the Engagement Letter with Government Management Group, Inc. for the preparation of Mower County's Central Services Cost Allocation Plans for fiscal years

ending December 31, 2020, 2021, and 2022 (\$5,250 / year). The Commissioners voted as follows: Commissioner Glynn aye, Commissioner Reinartz aye, Commissioner Ankeny aye, Commissioner Gabrielson aye, and Commissioner Baldus aye. Motion carried 5-0.

Motion made by Commissioner Ankeny, seconded by Commissioner Gabrielson, to approve the Addendum to jail food contract with Consolidated Management Company effective 3/23/2020. The Commissioners voted as follows: Commissioner Glynn aye, Commissioner Reinartz aye, Commissioner Ankeny aye, Commissioner Gabrielson aye, and Commissioner Baldus aye. Motion carried 5-0.

Motion made by Commissioner Glynn, seconded by Commissioner Reinartz, to amend the Capital Asset Policy effective December 2019 by modifying language in the Infrastructure section in the paragraph entitled "Improvements vs. Repairs/maintenance" and reference to that paragraph in the last paragraph of the policy. The modifications are as follows:

~~Improvements~~ **Betterments** vs. Repairs/maintenance:

~~Improvements~~ **Betterments** to infrastructure are those that significantly extend the useful life, increase capacity, or improve the efficiency of the capital asset. Repairs and maintenance are costs incurred to keep the capital asset in service for its original intended purpose over its normal expected useful life. The County Engineer will determine whether costs should be classified as ~~an improvement~~ **a betterment** or repairs and maintenance using the following guidelines.

Costs should be classified as ~~an improvement~~ **a betterment** and capitalized if:

1. The costs exceed the capitalization threshold, and
2. One of the following criteria is met:
  - a. The estimated life of the asset is extended by more than 25%, or
  - b. The cost results in an increase in the capacity of the asset, or
  - c. The efficiency of the asset is increased by more than 10%.

**Betterment costs are to be depreciated.**

1. **Cold in Place Recycling (CIR) – 20 years**
2. **Bituminous Mill and Overlay – 10 years**

Last sentence of the policy modified as follows:

*These structures are on township or city roads and will be entered on the County's balance sheet if they meet the requirements in the "~~Improvements~~ **Betterments** vs. Repairs/Maintenance" section of this policy.*

The Commissioners voted as follows: Commissioner Glynn aye, Commissioner Reinartz aye, Commissioner Ankeny aye, Commissioner Gabrielson aye, and Commissioner Baldus aye. Motion carried 5-0.

Motion made by Commissioner Reinartz, seconded by Commissioner Ankeny to amend Res. #26-20 dated March 18, 2020 and as amended on March 24, 2020 and on April 7, 2020 that declares a peacetime state of emergency to extend the local state of emergency through June 2, 2020 pending any actions taken by the leadership for the State of Minnesota that would shorten the state of emergency declaration. The Commissioners voted as follows: Commissioner Glynn aye, Commissioner Reinartz aye, Commissioner Ankeny aye, Commissioner Gabrielson aye, and Commissioner Baldus aye. Motion carried 5 – 0.

Commissioner Ankeny on behalf of the Personnel Committee informed the Board that the Committee had discussed a Re-Opening plan for County Employees to return to work in County buildings. The County Administrator developed a plan to slowly return

operations to normal using a phased approach. The length of each of the phases will be based upon direction from the Governor and advice from the Department of Public Health.

Motion made by Commissioner Ankeny, seconded by Commissioner Gabrielson, to approve the Mower County COVID-19 Preparedness for Re-Opening Plan to be effective May 4, 2020 unless prohibited due to mandates from the Governor. The Commissioners voted as follows: Commissioner Glynn aye, Commissioner Reinartz aye, Commissioner Ankeny aye, Commissioner Gabrielson aye, and Commissioner Baldus aye. Motion carried 5 – 0.

Commissioner Ankeny informed the Board that the Personnel Committee had reviewed the Cell Phone Policy, B235. It was found that the recent revision had inadvertently left outdated language in the policy. The section regarding Allowance Activation and Allowance Change/Cancellation should have been removed from the policy revised on March 18, 2020.

Motion made by Commissioner Ankeny, seconded by Commissioner Gabrielson, to approve updated Cell Phone Policy B235 to be retroactive to March 18, 2020 when it was most recently revised to remove the Allowance Activation and Allowance Change/Cancellation paragraphs from the policy. The Commissioners voted as follows: Commissioner Glynn aye, Commissioner Reinartz aye, Commissioner Ankeny aye, Commissioner Gabrielson aye, and Commissioner Baldus aye. Motion carried 5 – 0.

Commissioner Glynn reported that she had requested sales tax information from the Finance Manager that has been designated for road and bridge projects. The County has received more than anticipated to date. The County is able to pay back the funds advance encumbered for last year's projects.

It was noted that the Auditor-Treasurer has been reporting on the property tax collections. Initially payments had been coming in ahead of previous years' collection statistics but not any longer. Escrow payments are expected.

Motion made by Commissioner Ankeny, seconded by TG, to adjourn the meeting at 10:39 a.m. The Commissioners voted as follows: Commissioner Glynn aye, Commissioner Reinartz aye, Commissioner Ankeny aye, Commissioner Gabrielson aye, and Commissioner Baldus aye. Motion carried 5 – 0. The next meeting is scheduled for May 5, 2020 at 1:00 p.m.

**THE MOWER COUNTY BOARD OF COMMISSIONERS**

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

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

**INDEX**

**A**

adjourn, 106  
agenda as amended, 101

**C**

Capital Asset Policy amended, 105  
COVID-19 Preparedness for Re-Opening Plan, 106

**E**

Engagement Letter  
Government Mgmt Group for cost allocation plans,  
104

**H**

Human Services accounts payable, 104

**I**

investment report  
March 2020, 104

**J**

jail food  
contract addendum, 105

**M**

minutes 4.14.20, 104

**P**

Personnel Policy Amendment  
Cell Phone Policy B235, 106  
Public Health Emergency Preparedness grant, 103

**R**

Refugee Health Screening Grant, 103  
Res. #26-20 amended  
Emergency status thru 6.2.20, 105  
Res. #33-20 Final Payment SAP 50-645-009 Fox Electric,  
102  
Res. #34-20 Feedlot Permit Relief 2020 – COVID -19, 102

**S**

service recognition  
Duane Felt 19 yrs, 101

**W**

warrants  
Commissioner, 104