

REGULAR SESSION OF THE MOWER COUNTY
BOARD OF COMMISSIONERS

March 28, 2023

The Mower County Board of Commissioners in and for the County of Mower, Minnesota, met in Regular Session March 28, 2023 at 9:00 a.m. at the Government Center in Austin, Minnesota.

Members present, viz: Vice-Chair Jerry Reinartz, John Mueller, Dan Sparks and Polly Glynn and Chair Mike Ankeny (remotely). Also in attendance were County Attorney Kristen Nelsen, County Administrator Trish Harren, and Executive Assistant Denise Barthels.

The meeting was opened with the Pledge of Allegiance.

The Chair handed the meeting over to the Vice-Chair due to his remote participation.

Motion made by Commissioner Mueller, seconded by Commissioner Glynn, to approve the agenda adding 1) appoint Mower County HRA Director. The Commissioners voted as follows: Commissioner Ankeny aye; Commissioner Mueller aye; Commissioner Sparks aye; Commissioner Glynn aye; Commissioner Reinartz aye. Motion carried 5-0.

For the Health & Human Services department update, Jennie Crews (Mower County), Tammy Snee (Community Advocate) and Molly Lanke (United Way) presented to the Board the Hometown Food Security Project Update. In a community-wide cooperative effort the coalition is building partnerships between such organizations and businesses as Hormel Foods, United Way, Mower County, Riverland Community College (to name a few) and is collecting data and formulating scaled plans to address food insecurity in Mower County. When people are hungry and it impacts us all. To date the coalition has set a foundation, has been recruiting participants, has established a structure with goals and values and is now planning the next actions / or steps to be taken.

Correctional Services Technician Kelly Mehus was recognized for retirement from Mower County with 38 years of service.

Motion made by Commissioner Glynn, seconded by Commissioner Sparks, to amend Personnel Policy B220 Employee Recognition effective March 28, 2023 by modifying various sections of the policy and red-lined as follows:

EMPLOYEE RECOGNITION POLICY

Policy Statement:

*It is the policy of Mower County to recognize that employees are **our most** a valuable asset in customer service oriented county government. In order to demonstrate this belief and ensure positive employee relations that meet the needs of the county, employees and the public, the Mower County Board of Commissioners has adopted this policy.*

Procedure:

Length of Service Recognition

The Human Resource Department shall ensure that an annual Employee Recognition event takes place. ~~They will calculate monetary gifts, send invitations, order refreshments, create certificates, and budget the necessary funds.~~ Awards will be

presented by the Board of Commissioners for Employee Recognition in September. The following anniversaries shall be observed with a monetary gift:

40	years of service	\$400
35		350
30		300
25		250
20		200
15		150
10		100
5		50

The monetary gift will be paid out on the employee's next regular payroll check following the Employee Recognition. The amount will be a supplemental wage indicated with a separate line item as "recognition" and the gift is subject to payroll taxes.

Achievement Recognition County Stewardship Award

Employees will also have the opportunity to be recognized for inventive behavior, which improves services, increases inclusion and belonging or creates a savings to Mower County. The county chooses to recognize employees whose performance substantially exceeds standards in contributions and accomplishments in service to the public, community, and Mower County.

Nominations for achievement awards for individuals or groups of employees can be initiated by any employee. All nominations must include at a minimum the following information:

1. A short statement, which summarizes the contributions, followed by specific examples relating how the contributions have positively impacted Mower County staff, citizens and/or services.
2. The nominee's name, department and a brief history of the development of this new idea. Presented to the department head for approval then routed to the Human Resource Department.
3. Nominations will be taken anytime during the year but need to be delivered to the Human Resource Department by November 1st. Entries will be evaluated by Human Resources to ensure that they meet the criteria.
4. Achievement Award winners will receive an Award of Recognition and \$100. This award will not necessarily be given out every year.

The County Stewardship Award recognizes employees who utilize their knowledge, expertise, and creativity to create savings to the County without sacrificing, or while improving the quality of services delivered. This award is based on County values of Trust, Accountability, and Resourcefulness in understanding Mower County's responsibility to provide the best possible services to its residents while being strong stewards of taxpayer dollars.

Nominations will be reviewed by the Finance Committee with awards being presented at the County Awards Banquet each year. Winners will receive a physical award and \$100. All nominees will receive a certificate of recognition for their nomination.

Customer Service Award County Recognition Award

Mower County is a customer service agency that recognizes employees who show excellence in their customer service behavior. This award is intended to give the public, other agencies, and co-workers from other departments as well as department heads, the opportunity to recognize and thank those individuals. This award is for excellence in Customer Service to both internal and external customers.

Mower County has defined our values as an organization:

- Accountability
- Community Building
- Innovation
- Making a Difference
- Resourcefulness
- Respect
- Service
- Teamwork
- Trust
- Welcoming/Inclusion

The County Recognition Award recognizes employees who model Mower County's values in the workplace. Each year, one employee will be recognized for each individual value as well as one employee and one team who model all of the County values overall. Nominations for awards are chosen through nominations from all County staff.

Nominations will be reviewed by the Personnel Committee with awards being presented at the County Awards Banquet each year. Winners will receive a physical award and \$100. All nominees will receive a certificate of recognition for their nomination.

Leader of the Year Award

The Leader of the Year Award is presented to one Leader each year who has demonstrated an extraordinary level of positive leadership and who has "Raised the Lid" on their team's ability to thrive. This award is determined at the sole discretion of the County Administrator who will announce their decision at the annual Employee Recognition Banquet each year.

The winner of the Leader of the Year Award shall receive an award of the Administrator's choosing and \$100.

Retirement Recognition Policy

Purpose:

To recognize employees who are retiring or resigning and who have served the public sector for ten (10) years; with at least five (5) years with Mower County.

Procedure:

The Board of Commissioners will purchase a Recognition Award for all employees who are retiring or resigning with ten or more years of service. The award will be presented to the employee by the Board at a regular County Board meeting. In the event that the employee cannot attend a meeting, the Board will attempt to present the plaque at a retirement reception, open house, etc. As a last resort the Board or its representative will mail the plaque to the individual. The Board of Commissioners will present a certificate for all other employees who have retired or resigned with ten years of service. This certificate will be presented at a regular County Board meeting.

The Commissioners voted as follows: Commissioner Ankeny aye; Commissioner Mueller aye; Commissioner Sparks aye; Commissioner Glynn aye; Commissioner Reinartz aye. Motion carried 5-0.

Motion made by Commissioner Mueller, seconded by Commissioner Sparks, to approve the minutes of March 14, 2023. The Commissioners voted as follows: Commissioner Ankeny aye; Commissioner Mueller aye; Commissioner Sparks aye; Commissioner Glynn aye; Commissioner Reinartz aye. Motion carried 5-0.

Motion made by Commissioner Glynn, seconded by Commissioner Ankeny, to approve the following Commissioner warrants for payment:

<u>Vendor Name</u>	<u>Amount</u>	<u>Vendor Name</u>	<u>Amount</u>
Anoka County Corrections	22,053.82	MCHS SE Minnesota	2,317.00
Austin Automotive LLC	7,327.99	Midwest Monitoring & Surveillance	2,510.00
Baudoin Oil Company	46,801.32	Mineral Service Plus, LLC	6,737.50
Beckleys	15,081.05	Minnesota Counties Computer Cooperative	21,542.39
City Of Austin	3,650.00	Nexus-Mille Lacs Family Healing	6,944.00
Department Of Corrections	21,840.00	Petroblend Corp.	2,806.25
Donnelly Law Firm, PLLC	4,444.32	Scott County Treasurer	8,400.00
Erickson Engineering Co., LLC	4,221.00	SEMV CET	7,878.56
Falkstone LLC	4,175.18	Streicher's	2,971.22
Fox Electric Company	8,848.65	Verus Corporation	21,740.00
Gallagher Benefit Services Inc	4,000.00	Village Ranch Inc	12,934.60
Jones Haugh & Smith Inc	3,275.00	Ziegler, Inc	3,199.87
Lenway Law Office	3,180.00	81 Payments less than 2000	36,020.55
Mayo Clinic	16,991.20	Final Total:	301,891.47

The Commissioners voted as follows: Commissioner Ankeny aye; Commissioner Mueller aye; Commissioner Sparks aye; Commissioner Glynn aye; Commissioner Reinartz aye. Motion carried 5-0.

Motion by Commissioner Mueller, seconded by Commissioner Glynn, to approve the following list of surplus property for disposal and/or auction:

<u>Quantity</u>	<u>Item</u>	<u>Department</u>
1	Box of old parts no longer used or need for old truck	Public Works
1	Tire Machine Model 7065AX Rim Clamp (SN 9902106539)	Public Works

The Commissioners voted as follows: Commissioner Ankeny aye; Commissioner Mueller aye; Commissioner Sparks aye; Commissioner Glynn aye; Commissioner Reinartz aye. Motion carried 5-0.

Motion made by Commissioner Glynn, seconded by Commissioner Ankeny, to reappoint Mike Merten to the Cedar River Watershed District Board for a three-year term

effective May 1, 2023 through April 30, 2026. The Commissioners voted as follows: Commissioner Ankeny aye; Commissioner Mueller aye; Commissioner Sparks aye; Commissioner Glynn aye; Commissioner Reinartz aye. Motion carried 5-0.

Mike Hanson, Public Works Director, presented bid information received for the seasonal projects.

Motion made by Commissioner Mueller, seconded by Commissioner Glynn, to award the low bid of Baudoin Oil Co., Inc. on seasonal project CP 50-23-03 fuel. The Commissioners voted as follows: Commissioner Ankeny aye; Commissioner Mueller aye; Commissioner Sparks aye; Commissioner Glynn aye; Commissioner Reinartz aye. Motion carried 5-0. Full bid abstract on file in the office of the County Auditor-Treasurer and Public Works Director.

Motion made by Commissioner Mueller, seconded by Commissioner Ankeny, to table making an award on seasonal project CP 50-23-04 Striping. The Commissioners voted as follows: Commissioner Ankeny aye; Commissioner Mueller aye; Commissioner Sparks aye; Commissioner Glynn aye; Commissioner Reinartz aye. Motion carried 5-0.

Motion made by Commissioner Glynn, seconded by Commissioner Sparks, to award the low bid of MG Meigs LLC on seasonal project CP 50-23-05 Bituminous. The Commissioners voted as follows: Commissioner Ankeny aye; Commissioner Mueller aye; Commissioner Sparks aye; Commissioner Glynn aye; Commissioner Reinartz aye. Motion carried 5-0. Full bid abstract on file in the office of the County Auditor-Treasurer and Public Works Director.

Motion made by Commissioner Mueller, seconded by Commissioner Sparks, to award the low bid of Sunshine Enterprises LLC on seasonal project CP 50-23-06 Weed Spraying. The Commissioners voted as follows: Commissioner Ankeny aye; Commissioner Mueller aye; Commissioner Sparks aye; Commissioner Glynn aye; Commissioner Reinartz aye. Motion carried 5-0. 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 Mueller, to award the low bid of Bruening Rock Products on seasonal project CP 50-23-07 Aggregate. The Commissioners voted as follows: Commissioner Ankeny aye; Commissioner Mueller aye; Commissioner Sparks aye; Commissioner Glynn aye; Commissioner Reinartz aye. Motion carried 5-0. 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 Mueller, to approve the Health & Human Services accounts payable totaling \$266,924.70. The Commissioners voted as follows: Commissioner Ankeny aye; Commissioner Mueller aye; Commissioner Sparks aye; Commissioner Glynn aye; Commissioner Reinartz aye. Motion carried 5-0.

Next Era Energy Director Danelle Herzig and Project Manager Brittney Paxson provided the Board with an update on the Dodge County Wind project and the Timberwolf Solar Project. There has been a change in the proposed transmission line route for the Dodge County Wind project. Alternative routes are being considered using private land and running along roadways that are wider in width. The company is meeting with townships and the counties to establish the best transmission line route. MnDot has granted an exception in the use of the right-of-ways. This may be a benefit to the Timberwolf Solar Project too. Currently Next Era Energy is meeting with Lodi Township officials and landowners concerning the options for connecting solar energy in Lodi to the Adams substation. The target date for this project is construction commencing in 2024 to conclude in 2025.

Motion made by Commissioner Glynn, seconded by Commissioner Ankeny, to award the low quote of Harty Mechanical to install 3-way boiler bypass valve (\$10,557). The Commissioners voted as follows: Commissioner Ankeny aye; Commissioner Mueller aye; Commissioner Sparks aye; Commissioner Glynn aye; Commissioner Reinartz aye. Motion carried 5-0.

Date: March 28, 2023

Res. #28-23

RESOLUTION

On motion of Commissioner Mueller, seconded by Commissioner Sparks, the following Resolution was passed and adopted by the Mower County Board of Commissioners at a meeting held March 28, 2023 at the Government Center, Austin, Minnesota.

WHEREAS, Minnesota Statute 375.162 allows for imprest cash funds and Minnesota Statute 375.45 allows for change funds, and,

WHEREAS, the Mower County Finance Manager has reviewed all departmental needs and requests for said funds and found them valid,

THEREFORE BE IT RESOLVED that the following departmental change and imprest funds be established or re-established effective March 28, 2023:

Change Funds

Treasurer	\$ 1,000.00
Recorder	100.00
Extension	40.00
LEC	100.00
Health & Human Services	100.00
Public Works	30.00

Petty Cash Funds

Health & Human Services	\$ 300.00
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BE IT FURTHER RESOLVED that all previous approvals for change or petty cash funds be repealed and replaced with the amounts in this resolution.

Passed and approved this 28th day of March, 2023. The Commissioners voted as follows: Commissioner Ankeny aye; Commissioner Mueller aye; Commissioner Sparks aye; Commissioner Glynn aye; Commissioner Reinartz aye. Motion carried 5-0.

Motion made by Commissioner Glynn, seconded by Commissioner Mueller, to approve the purchase of two Outdoor Distributed Antenna Systems (ODAS) to enhance ARMER coverage for the City of Grand Meadow, the Grand Meadow School and the City of Lyle at a cost not to exceed \$200,000 using ARPA funds and authorize the chair to sign the contracts with ANCOM for the three project areas. The Commissioners voted as follows: Commissioner Ankeny aye; Commissioner Mueller aye; Commissioner Sparks aye; Commissioner Glynn aye; Commissioner Reinartz aye. Motion carried 5-0.

Motion made by Commissioner Glynn, seconded by Commissioner Ankeny, to accept the quote of ANCOM for the purchase of Microwave Link in an amount of \$176,786 as well as the ANCOM quote for Spare Microwave Radio in the amount of \$27,750.00 using \$100,000 in LATCF funding and \$104,536 in ARPA funding. *(Staff is continuing to research other grant options to help in funding this microwave project.)* The Commissioners voted as follows: Commissioner Ankeny aye; Commissioner Mueller aye; Commissioner Sparks aye; Commissioner Glynn aye; Commissioner Reinartz aye. Motion carried 5-0.

Motion made by Commissioner Glynn, seconded by Commissioner Mueller, to approve the quote of Northland Business Systems (\$20,022.50) for a Voice Logging System. The Commissioners voted as follows: Commissioner Ankeny aye; Commissioner Mueller aye; Commissioner Sparks aye; Commissioner Glynn aye; Commissioner Reinartz aye. Motion carried 5-0.

Motion made by Commissioner Glynn, seconded by Commissioner Ankeny, to approve the quote of DDA for performance management software (\$7500) using ARPA funding. Motion carried. The Commissioners voted as follows: Commissioner Ankeny aye; Commissioner Mueller aye; Commissioner Sparks aye; Commissioner Glynn aye; Commissioner Reinartz aye. Motion carried 5-0.

Motion made by Commissioner Glynn, seconded by Commissioner Sparks, to approve the 2022 payroll liability account write-offs totaling \$688.59. Transaction detail is available in County Finance. The Commissioners voted as follows: Commissioner Ankeny aye; Commissioner Mueller aye; Commissioner Sparks aye; Commissioner Glynn aye; Commissioner Reinartz aye. Motion carried 5-0.

Motion made by Commissioner Ankeny, seconded by Commissioner Glynn, to approve the Austin Utilities Natural Gas Service Line Contract and Gas Main Extension Agreement for a gas line installation at the Fairgrounds [*beer garden & event center (Purple Ribbon Plaza)*] (\$4750.00). The Commissioners voted as follows: Commissioner Ankeny

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aye; Commissioner Mueller aye; Commissioner Sparks aye; Commissioner Glynn aye; Commissioner Reinartz aye. Motion carried 5-0.

Motion made by Commissioner Mueller, seconded by Commissioner Glynn, to authorize the purchase of a HPE Aruba 52 port switch from CDW-G or from another County who may have a spare port in an amount not to exceed \$102,460 provided the purchased switch comes with warranty and support services. The Commissioners voted as follows: Commissioner Ankeny aye; Commissioner Mueller aye; Commissioner Sparks aye; Commissioner Glynn aye; Commissioner Reinartz aye. Motion carried 5-0.

Motion made by Commissioner Glynn, seconded by Commissioner Mueller, to approve the two solid waste hauler licenses for Harters Disposal of Minnesota LLC and Red Can LLC. The Commissioners voted as follows: Commissioner Ankeny aye; Commissioner Mueller aye; Commissioner Sparks aye; Commissioner Glynn aye; Commissioner Reinartz aye. Motion carried 5-0.

Motion made by Commissioner Glynn, seconded by Commissioner Sparks, to appoint Eleanor Gordon to the Mower County Housing Authority board, to fill a vacancy that occurred effective 1/1/23, for a 5-year term effective April 1, 2023 through December 31, 2027. The Commissioners voted as follows: Commissioner Ankeny aye; Commissioner Mueller aye; Commissioner Sparks aye; Commissioner Glynn aye; Commissioner Reinartz aye. Motion carried 5-0.

Under Committee Reports Commissioner Mueller reported he attended (also Commissioner Reinartz) the Township Association meeting on March 16. Commissioner Reinartz attended the Senior Center meeting on March 17 and budgets were discussed. Commissioner Ankeny reported that he and Commissioner Sparks attended a Finance Committee meeting on March 21. Commissioner Sparks also reported attending the Mn Collaborative Family Connections on March 21 also with Commissioner Reinartz. Commissioner Sparks also attended an Impact Austin (& Accelerate Austin) meeting on March 23 and the Mn Rural Energy Board meeting on 3/27. Commissioner Mueller indicated that he attempted to attend the virtual meeting of the Siebel Center on March 15 but the meeting had connection issues. The next meeting is planned to be in person.

The Vice-Chair adjourned the meeting at 11:17 a.m. The next meeting is scheduled for April 4, 2023 at 1:00 p.m.

THE MOWER COUNTY BOARD OF COMMISSIONERS

BY: Jay Reinartz Vice Chairperson

Attest:

By: Justin Hansen
Clerk/Administrator