

REGULAR SESSION OF THE MOWER COUNTY  
BOARD OF COMMISSIONERS

April 5, 2022

The Mower County Board of Commissioners in and for the County of Mower, Minnesota, met in Regular Session April 5, 2022 at 1:00 p.m. at the Government Center in Austin, Minnesota.

All members present, viz: Chair Jeff Baldus, Vice-Chair Mike Ankeny, John Mueller, Jerry Reinartz and Polly Glynn. Also in attendance were County Attorney Kristen Nelsen, County Administrator Trish Harren (remote), Executive Assistant Denise Barthels, and Austin Daily Herald Editor Eric Johnson.

The meeting was opened with the Pledge of Allegiance.

Motion made by Commissioner Glynn, seconded by Commissioner Ankeny, to approve the agenda. Motion carried.

The Board recessed at 1:01 p.m. for the purpose of a public hearing.

The Chair called the Public Hearing to order at 1:01 p.m. in regard to a Housing Tax Abatement application of Dustin & Jessica Wiste to construct a single-family home located Block 1, Lots 5 & 6, Boe Subdivision, Adams, MN (PINs 21.016.0050 & .0060)

County Administrator Trish Harren reviewed the application and recommended approval.

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

The Chair closed the Public Hearing at 1:04 p.m. in regard to a Housing Tax Abatement application of Dustin & Jessica Wiste.

The Chair called the Public Hearing to order at 1:04 p.m. in regard to a Housing Tax Abatement application of Jarred Ellis to construct a single-family home located on 5.8 acres of SE ¼ of NE ¼ of Section 29 Red Rock Twp, MN (16.029.0020 split from).

County Administrator Trish Harren reviewed the application and recommended approval.

The applicant was not present. No one spoke for or against the Ellis housing tax abatement application.

The Chair closed the Public Hearing at 1:05 P.M. in regard to a Housing Tax Abatement application of Jarred Ellis.

The Chair called the Public Hearing to order at 1:05 p.m. in regard to a Housing Tax Abatement application of Bigelow & Lennon Construction to construct a single-family home located Block 1, Lot 9 North Pointe Addition, Austin, MN (34.509.0090).

County Administrator Trish Harren reviewed the application and recommended approval.

The Jim Martin for the Applicant Bigelow & Lennon Construction was present and spoke in favor of the application. No one else spoke for or against the Bigelow & Lennon housing tax abatement application.

The Chair closed the Public Hearing at 1:08 p.m. in regard to a Housing Tax Abatement application of Bigelow & Lennon Construction.

The Chair called the Public Hearing to order at 1:08 p.m. in regard to a Housing Tax Abatement application of Ruth Klitzke to construct a single-family home located S½ NW¼ Section 22 T103 R018, Austin, MN (08.022.0120).

County Administrator Trish Harren reviewed the application and neither recommended approval or denial of the application leaving it to the Board to decide.

The John Ryther, representative for applicant, was present and spoke in favor of the application. No one else spoke for or against the Klitzke housing tax abatement application.

The Chair closed the Public Hearing at 1:11 p.m. in regard to a Housing Tax Abatement application of Ruth Klitzke.

The County Board reconvened its regular session at 1:11 p.m.

**Date: April 5, 2022**

**Res. #27-22**

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

On motion of Commissioner Glynn, seconded by Commissioner Ankeny, the following Resolution was passed and adopted by the Mower County Board of Commissioners at a meeting held April 5, 2022 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, Dustin and Jessica Wiste are the owners of certain property within Mower County, legally described as follows:

Block 1, Lots 5 & 6 Boe Subdivision, Adams, MN (21.016.0050 & .0060)

WHEREAS, Dustin and Jessica Wiste 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 April 5, 2022 before the Mower County Board of Commissioners, on said application.

WHEREAS, Dustin and Jessica Wiste 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 30<sup>th</sup> 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 5<sup>th</sup> day of April, 2022.

**Date: April 5, 2022**

**Res. #28-22**

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

On motion of Commissioner Mueller, seconded by Commissioner Glynn, the following Resolution was passed and adopted by the Mower County Board of

Commissioners at a meeting held April 5, 2022 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, Jarred K. Ellis is the owner of certain property within Mower County, legally described as follows:

5.8 acres of SE ¼ of NE ¼ of Section 29 Red Rock Twp, MN (16.029.0020 split from)

WHEREAS, Jarred K. Ellis 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 April 5, 2022 before the Mower County Board of Commissioners, on said application.

WHEREAS, Jarred K. Ellis has 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 30<sup>th</sup> 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 5<sup>th</sup> day of April, 2022.

**Date: April 5, 2022**

**Res. #29-22**

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

On motion of Commissioner Ankeny, seconded by Commissioner Reinartz, the following Resolution was passed and adopted by the Mower County Board of Commissioners at a meeting held April 5, 2022 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. (Seller) is the owner of certain property within Mower County, legally described as follows:

Block 1, Lot 9 North Pointe Addition, Austin, MN (34.509.0090)

WHEREAS, Bigelow & Lennon Construction (Buyer) 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 April 5, 2022 before the Mower County Board of Commissioners, on said application.

WHEREAS, Nature Ridge Properties of Austin, Co. (Seller) and Bigelow & Lennon Construction (Buyer) 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 30<sup>th</sup> 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 5<sup>th</sup> day of April, 2022.

**Date: April 5, 2022**

**Res. #30-22**

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

On motion of Commissioner Ankeny, seconded by Commissioner Mueller, the following Resolution was passed and adopted by the Mower County Board of Commissioners at a meeting held April 5, 2022 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, Ruth Klitzke is the owner of certain property within Mower County, legally described as follows:

S½ NW¼ Section 22 T103 R018, Austin, MN (08.022.0120)

WHEREAS, Ruth Klitzke 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 April 5, 2022 before the Mower County Board of Commissioners, on said application.

WHEREAS, Ruth Klitzke has 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 30<sup>th</sup> 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 5<sup>th</sup> day of April, 2022.

Motion made by Commissioner Glynn, seconded by Commissioner Reinartz, to approve filling an open 1.0 FTE Office Technician position in Health & Human Services with an Eligibility Worker instead. Motion carried.

Motion made by Commissioner Glynn, seconded by Commissioner Ankeny, to approve reallocate a Public Health nursing position in the care coordination unit of Health & Human Services to a lead position (Lead Care Coordinator) in the same unit. Motion carried.

Motion made by Commissioner Ankeny, seconded by Commissioner Mueller, to continue the additional duty stipend for the Sr. Accountant position serving as Interim County Recorder. Motion carried.

Motion made by Commissioner Glynn, seconded by Commissioner Reinartz, to approve the Memorandum of Understanding with Local 663 to address/clarify holiday pay for part-time employees in the bargaining unit. Motion carried.

Under miscellaneous correspondence, the Board Chair read a letter of commendation from the Minnesota Department of Human Services for the timely and accurate 2021 financial reporting of Mower County Health & Human Services.

Motion made by Commissioner Ankeny, seconded by Commissioner Reinartz, to approve the minutes of March 22, 2022. Motion carried.

COMMISSIONERS' RECORD MOWER COUNTY, MINNESOTA

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Motion made by Commissioner Glynn, seconded by Commissioner Ankeny, to approve the following Commissioner warrants for payment (*hold Reagan Outdoor Advertising of Rochester \$575 until verified – verified on 4/6 and included in payments below*):

<u>Vendor Name</u>	<u>Amount</u>	<u>Vendor Name</u>	<u>Amount</u>
Advanced Correctional Healthcare, Inc	37,195.92	Mayo Clinic Ambulance Services	9,403.86
Andersen, Inc./Earl F.	6,236.60	Mayo Clinic Rochester	138,570.69
Austin Daily Herald	2,703.00	MCHS SE Minnesota	7,738.10
Baudoin Oil Company	6,314.67	Minnesota Counties Computer Cooperative	108,305.00
Charm-Tex Inc	2,436.40	Nexus-Mille Lacs Family Healing	8,669.53
CliftonLarsonAllen LLP	2,625.00	Office Of Mn It Services	3,187.42
Complete Automotive Services	4,102.40	Regents Of The University Of Minnesota	43,405.26
Consolidated Correctional Foodservice	16,163.14	Schilling Supply Company	2,528.29
Emergency Automotive Technologies, Inc	17,459.84	Streicher's	3,381.46
Fox Electric Company	7,551.06	Thomson Reuters-West Payment Center	2,044.70
Healthiest You	2,980.00	Zarnoth Brush Works, Inc.	2,717.08
K & K Fabrication, Inc	2,468.00	Ziegler, Inc	3,438.98
Kiesler's Police Supply Inc	7,462.56	68 Payments less than 2000	25,109.45
		<b>Final Total:</b>	<b>474,198.41</b>

Motion carried.

The Board recessed at 1:34 p.m. for the purpose of a public hearing.

The Chair called the Public Hearing to order at 1:36 p.m. in regard to County Redistricting to allow for Public Comment.

Auditor-Treasurer Scott Felten summarized the reasons behind the redistricting due to the census results and a shift in population. Lead Technician Amanda Kiefer reviewed the four optional districting plans compiled by the Redistricting Committee. There wasn't any public comment received either in person or in writing during this hearing. The Board will select an optional redistricting plan at the next Board meeting. The Redistricting Committee is recommending Redistricting Plan Number 2.

The Public Comment Period in regard to the Commissioner Redistricting closed at 2:09 p.m.

The County Board reconvened its regular session at 2:09 p.m.

Motion made by Commissioner Mueller, seconded by Commissioner Reinartz, to accept a \$387 memorial donation from the family of Robert Fryer for the Coffee Connection program. Motion carried.

Motion made by Commissioner Glynn, seconded by Commissioner Ankeny, to approve the renewal application of Deer Creek Speedway for a consumption and display permit license effective April 1, 2022 through March 31, 2023. Motion carried.

Motion by Commissioner Ankeny, seconded by Commissioner Mueller, to approve the following list of surplus property for disposal/(trade-in):

<u>Quantity</u>	<u>Item</u>	<u>Department</u>
10	Various incomplete or damaged office furniture components and other	Various



scrap metal parts		
16	ES&S M100 election equipment (traded-in for new DS200)	Elections
16	ES&S M100 election equipment (scrapped)	Elections
42	Automark voting equipment (scrapping)	Elections
6	ES&S M100 election equipment (City of Austin used and scrapped in 2021)	Elections

Motion carried.

Motion made by Commissioner Glynn, seconded by Commissioner Ankeny, to approve the Lakeshore Recycling Systems of Minnesota solid waste hauler license effective April 5, 2022 through January 31, 2023.

**Date: April 5, 2022**

**Res. #31-22**

**RESOLUTION**

On motion of Commissioner Mueller, seconded by Commissioner Reinartz, the following Resolution was passed and adopted by the Mower County Board of Commissioners at a meeting held April 5, 2022 at the Government Center, Austin, Minnesota.

**WHEREAS**, the County Board of Commissioners of the County of Mower, State of Minnesota, desires to offer for sale certain parcels of land that have forfeited to the State of Minnesota for non-payment of real estate taxes and,

**WHEREAS**, said parcels of land have been reviewed by the County Board of Commissioners and have been classified as non-conservation land as provided for in Minnesota Statutes 282.01,

**NOW, THEREFORE, BE IT RESOLVED**, that the Mower County Board of Commissioners hereby certify that all parcels of land indicated on the Mower County Auditor-Treasurer's Certified List of Tax-Forfeited Lands #2022-1 on file for review in the Auditor-Treasurer's office, have been viewed and comply with the provisions of Minnesota Statutes 282.01, Subd. 1-8, and 282.018. In addition, the County Board of Commissioners hereby certifies that the staff of the Soil and Water Conservation Board of the district in which the land is located has reviewed the following list of Tax-Forfeited Lands and identified any and all non-forested marginal land and wetland.

06.013.0050 06.021.0031 06.023.0061 08.002.0170 11.033.0101 22.003.0223  
22.005.0090 23.005.0480 26.070.0160 28.001.0700 34.095.0090 34.160.0220  
34.165.0070 34.190.0220 34.235.0560 34.595.0060 34.751.0120 34.916.0250  
34.916.0260 34.916.0300

**BE IT FURTHER RESOLVED**, which the Mower County Board of Commissioners hereby requests approval from the municipalities named in the Auditor-Treasurer's Certified List within 60 days of notice for the Sale of Lands.

Passed and approved this 5<sup>th</sup> day of April, 2022.

**Date: April 5, 2022**

**Res. #32-22**

**RESOLUTION**

On motion of Commissioner Glynn, seconded by Commissioner Ankeny, the following Resolution was passed and adopted by the Mower County Board of Commissioners at a meeting held April 5, 2022, at the Government Center, Austin, Minnesota.

**WHEREAS**, the County Board of Commissioners of the County of Mower, State of Minnesota, desires to offer for sale certain parcels of land that have forfeited to the State of Minnesota for non-payment of real estate taxes, and,

**WHEREAS**, said parcels of land have been reviewed by the County Board of Commissioners and have been classified as non-conservation land as provided for in Minnesota Statutes 282.01,

**NOW, THEREFORE, BE IT RESOLVED**, that the Mower County Board of Commissioners hereby certify that all parcels of land indicated on the Mower County Auditor-Treasurer's Certified List of Tax-Forfeited Lands #2022-1 on file for review in the Auditor-Treasurer's office, have been viewed and comply with the provisions of Minnesota Statutes 282.01, Subd. 1-8, and 282.018.

**BE IT FURTHER RESOLVED**, that the Mower County Board of Commissioners hereby request approval from the cities of Austin, Brownsdale, Dexter, LeRoy, and Mapleview, and the townships of Frankford, Lansing, and Lyle within 60 days' notice, for the Sale of Lands.

Passed and approved this 5<sup>th</sup> day of April, 2022.

Motion made by Commissioner Reinartz, seconded by Commissioner Glynn, to approve the modified/revised Mower County Election Equipment Plan. The plan is as follows:

The Mower County Election Plan & Cost Allocation plan previously approved in 2016 is being updated in 2022 as the Mower County Election Equipment Plan in accordance of Minnesota Statutes 206.55 to 206.90. An election cost allocation will be disseminated via a separate agreement with periodic reviews. This plan will replace any and all prior agreements, both oral and written, with the parties involved.

It should be noted that as of March 1, 2022, there are 4 cities and 4 townships that share a polling location, (i.e., 1 city and 1 township = 1 combined polling location), the City of Austin has 2 precincts that share a polling location. 5 cities and 8 townships are mail ballot only. After redistricting in 2022 the shared polling locations will reduce by 1 beginning with the August 2022 election.

**ELECTION EQUIPMENT**

In 2006 Mower County acquired State-Certified Precinct Based Optical Scan equipment (model M100 ballot counters) and Assistive Voting Machines (AVM) ("Auto-Mark") for use in all polling locations within the County. A majority of the cost was paid for using Help America Vote Act (HAVA) grant funds in 2005. This equipment was used in all Federal and State Elections.

In 2016 the County purchased a new ballot counter (model DS200) for processing mail and absentee ballots. In 2018 the County purchased a second DS200 ballot counter and the City of Austin purchased seven DS200 ballot counters to replace their M100 ballot counters. The ballot counter machine for all other polling locations remained the M100 model.

In 2018, 58 electronic rosters (aka Poll Pads) were used by all precincts (cities/townships). The City of Austin purchased 28 of these units at the end of 2018. Mower County purchased 27 of these units in 2019 and the final three units in 2020. State Voting Equipment Grant Act (VEGA) funds were used to pay for part of the costs of the electronic rosters purchased in 2018 and 2019.

In 2022 Mower County has purchased 16 DS200 machines, one DS450 central count machine, and 25 Omniballot AVM machines to replace the M100 ballot counters and the Auto-Mark machines which have been removed from service in the County. A VEGA grant was applied for in 2021 and awarded grant funds were applied toward the cost of updated election equipment and software in 2022.

The DS200 precinct count equipment and DS450 central count equipment was purchased from Election Systems & Software, LLC (ES&S). The Omniballot AVM machines and printers were purchased from Seachange Election Services.

All equipment utilized in the Mower county elections comply with Minnesota Statute 206.80. The Minnesota Secretary of State has examined these voting equipment systems and has concluded that it complies with all requirements of Minnesota Statutes 206.55 to 206.90, and the equipment listed can be used to safely conduct elections within the State.

#### **TRAINING AND TESTING**

- 1.) Training on the AVMs, ballot counters, and electronic rosters shall be in addition to the required certification training for election judges, and shall be coordinated by the County Auditor's Office through the Public Accuracy Testing (PAT), with the exception of the City of Austin which conducts their own PAT separately.
- 2.) Online and in person training will be made available to all staff and election judges through Mower County as necessary.
- 3.) All jurisdictions (including mail ballot precincts) will be required, at minimum, to assign a clerk and head judge to receive the training on the AVMs, ballot counters, and electronic rosters.

#### **PROFESSIONAL SERVICES**

Mower County has entered into contract with the following companies:

- 1.) ES&S provides services for hardware and software for the DS200 and DS450 including maintenance and support. The contract requires ES&S to provide support during the implementation phase including delivery, acceptance testing, and system installation and configuration. ES&S will provide Mower County Elections staff with training in equipment operation and software programming.
- 2.) Seachange Election Services is the vendor for ballot production and media programming for the Omniballot, DS200, and DS450. The contract requires Seachange to provide support during the implementation phase including delivery, acceptance testing, and system installation and configuration. Seachange will provide Mower County Elections staff with training in equipment operation and software programming for the Omniballot machines. Online training services are coordinated through an online environment for the election judges and Auditor staff, through Seachange as well.
- 3.) Knowink provides services for hardware and software for the electronic rosters (aka Poll Pads) including maintenance and support. The contract requires Knowink to provide support during the implementation phase including delivery, acceptance testing, and system installation and configuration. Knowink will provide Mower County Elections staff with training in equipment operation and software programming.

#### **PROGRAMMING PROCEDURES**

The County Auditor's office will coordinate the programming of all AVMs and ballot counters, and electronic rosters for all elections conducted within Mower County.

- 1.) Mower County will be responsible for programming costs for Federal, State, and County offices and/or questions. Cities/Townships/School Districts and other entities which may appear on a ballot will be responsible for their share of the programming costs for the offices on the ballot.
- 2.) Mower County will pay all programming costs for each election held within the county and bill Cities/Townships for their share as applicable.
- 3.) For elections other than the State or Federal Primary and General elections, or a County special election, the Cities/Townships/School Districts will be billed for 100% of programming costs.

#### **INSURANCE**

- 1.) Mower County will insure all assistive voting machines, ballot counters, and electronic rosters while they are stored at a County facility/election office.
- 2.) The serial numbers of each unit are recorded in the County's Fixed Asset System and insurance coverage.
- 3.) Cities/Townships/School Districts are responsible for insuring each AVM, ballot counter, and electronic roster while those units are in the physical possession of the municipality or its agents.

**STORAGE**

- 1.) Mower County will provide storage for all AVMs, ballot counters, and electronic rosters; with the exception of the units assigned to the City of Austin as the City of Austin will store those.
- 2.) Cities/Townships/School Districts are responsible for storage and maintenance of the ballot box portion of the DS200 ballot counter and the printer from the Omniballot AVM.

**MAINTENANCE AND SUPPLIES**

- 1.) Mower County is responsible for the execution and administration of all maintenance agreements or contracts.
- 2.) Cities/Townships/School Districts are fiscally responsible for repairs or replacement of AVMs, ballot counters, and electronic rosters not covered by the maintenance agreement or insurance.
- 3.) Mower County will arrange for all repair requests on behalf of all cities/townships/school districts.
- 4.) Mower County will pay maintenance agreement fees on all backup AVMs, ballot counters and electronic rosters.
- 5.) After expiration of the initial equipment warranty, Mower County will pay the equipment vendor's maintenance agreement fee, and bill the municipalities (cities and townships) accordingly for reimbursement (see separate Cost Allocation Plan for details).
- 6.) Reimbursement will be based on the number of units individually acquired or shared by all municipalities.
- 7.) The County will order consumable operating supplies for all AVMs, ballot counters, and electronic rosters utilized for election purposes.

**TRANSPORTATION OF EQUIPMENT AND SUPPLIES**

- 1.) Cities/Townships/School Districts will be responsible for transporting the programmed AVMs, ballot counters, electronic rosters, ballots, and election supplies for any particular election from the County Auditor's office to the polling location, and returning all items to the County Auditor's Office after the polls have closed.
- 2.) Pick up of supplies will only be available the Saturday or Monday before the election, unless otherwise arranged with the County Auditor or election staff.

**SCHOOL DISTRICT ELECTIONS**

- 1.) For elections other than the State or Federal Primary and General election, or a County special election, the municipality (city/township) will "rent" a school district as many AVMs, ballot counters, and electronic rosters that the school district wishes to use.
- 2.) The "rent" per unit will be at the municipality's discretion. Payments from the school district will directly be paid to the municipality. The municipality can only use the funds to reduce the annual maintenance fee.
- 3.) Special elections programming and ballots will be coordinated with the County Auditor's Office and the school district will be billed for 100% of all costs.
- 4.) The Mower County Auditor's Office may also bill the school district for election staff's time spent on stand-alone school district elections.

\*This plan is subject to change per approval by the Mower County Board based on the County Auditor's Office requirements, costs, and unexpected events. Should major expenditures occur, such as for new voting equipment deemed necessary by the County Auditor's Office, or mandated by the State of Minnesota or by the Federal Government, these costs will be billed to the cities/townships, and reduced by any available state or federal government grant funding and/or by any county contribution as determined by the Mower County Board.

Motion carried.

Motion made by Commissioner Glynn, seconded by Commissioner Ankeny, to approve the Professional Services Agreement between Mower County and the Development Corporation of Austin (DCA) for the administration of the Mower County American Rescue Plan Act (ARPA) grant program. Motion carried.

Under Committee Reports Commissioner Glynn reported on attending the Rural Energy Board meeting. Commissioner Ankeny requested that a meeting of the Solid Waste Committee be arranged. Commissioner Mueller reported on attending a meeting with Discover Austin and the Mower County Fair Board. It was also noted that some electrical work is planned at the fairgrounds. Commissioner Baldus reported on attending the MN Rural Counties meeting on April 4.

Aaron Keenan provide a program overview of the Mower County Resiliency Grants program that is to be administered by the Development Corporation of Austin as part of the professional services agreement for the administration of the ARPA grant funding program. The objective is to provide resiliency grants to support small businesses and non-profits to be better equipped to survive and thrive through current and future economically challenging times.

The Chair adjourned the meeting at 3:13 p.m. The next meeting is scheduled for April 12, 2022 at 9:00 a.m.

**THE MOWER COUNTY BOARD OF COMMISSIONERS**

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

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

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