

ANNUAL MEETING OF THE MOWER COUNTY BOARD OF COMMISSIONERS

January 2, 2024

The Mower County Board of Commissioners in and for the County of Mower, Minnesota, met for its Annual Meeting on January 2, 2024 at 1:00 p.m. at the Government Center, 201 1st Street NE, in Austin, Minnesota.

All members present, viz: Chair John Mueller, Vice-Chair Polly Glynn, Mike Ankeny, Jerry Reinartz and Dan Sparks. Also in attendance were County Administrator Trish Harren Gjersvik and Executive Assistant Denise Barthels.

The meeting was opened with the Pledge of Allegiance.

County Administrator/Board Clerk Trish Harren Gjersvik called for nominations for Chair. Commissioner Ankeny nominated Commissioner Mueller. The Board Clerk called for further nominations two additional times.

Motion made by Commissioner Ankeny, seconded by Commissioner Reinartz, to close nominations and cast a unanimous ballot for Commissioner Mueller for Board Chair. Motion carried.

Chair Commissioner Mueller called for nominations for Vice-Chair. Commissioner Ankeny nominated Commissioner Glynn for Vice-Chair. Chair Commissioner Mueller called for further nominations two additional times.

Motion made by Commissioner Ankeny, seconded by Commissioner Reinartz, to close nominations and cast a unanimous ballot for Commissioner Glynn as Vice-Chair. Motion carried.

The Board discussed the proposed Committee Appointments.

Motion made by Commissioner Glynn, seconded by Commissioner Sparks, to accept the 2024 Committee Assignments as designated by the chair. Motion carried.

The 2024 Committee Appointments (including all Association of Minnesota Counties Policy Committee Assignments) as set by the Chair and accepted by the Board are as follows:

<u>Committee</u>	<u>Commissioner(s)</u>
Finance & Audit	Ankeny / Glynn
Personnel	Reinartz / Mueller
Buildings & Grounds	Glynn / Sparks
Solid Waste	Ankeny / Mueller
Planning Commission	Mueller / Ankeny (Alt)
Land Use Committee	Reinartz / Glynn
Safety Committee	Reinartz

COMMISSIONERS' RECORD MOWER COUNTY, MINNESOTA

Committee	Commissioner(s)
Accelerating Austin	Ankeny
Austin Library Board (ex-officio)	Sparks
Austin Mower County Homeownership Fund Board	Ankeny / Sparks
City/County Joint Meeting (quarterly meeting)	Ankeny / Mueller
Community Health Services Advisory Committee	Reinartz / Glynn (alt)
County Extension	Ankeny / Mueller
Fair Board (no vote)	Mueller / Ankeny (alt)
Historical Society	Ankeny
Impact Austin Committee	Sparks
Interstate Trail Committee	Glynn
Law Library	Glynn
Law Enforcement Center Commission	Mueller / Ankeny
Minnesota Rural Counties (MRC)	Sparks
Mower County Collaborative / Family Connections	Sparks / Reinartz
Mower County Senior Center	Reinartz
One Watershed / One Plan – Cedar River	Sparks
One Watershed / One Plan – Root River	Glynn
Rural Minnesota Energy Board	Sparks / Mueller (alt)
SCHSAC Statewide Community Health Services Advisory Committee (ex-officio)	Glynn / Reinartz (alt)
SE MN Emergency Communications Joint Powers Board	Mueller / Glynn (alt)
SE MN Emergency Medical Services Joint Powers Board (SE EMS)	Glynn / Mueller (alt)
SEMCAC Southeast Minnesota Citizens Action Council, Inc.	Glynn
SEMREX Joint Powers Board	Ankeny
School/County Joint Meeting	All
Siebel Visitation Center Advisory Board	Mueller
SMART Southern Mn Assn of Regional Trail Advisory Committee	Sparks
Soil and Water Conservation Board (ex-officio)	Glynn
Work Force Development Joint Powers Board	Sparks

Assoc. of MN Counties -- Policy Committees					
Environmental & Natural Resources	Public Safety	General Government	Health & Human Services	Transportation & Infrastructure	Economic Dev., Workforce & Housing Policy Subcommittee
Ankeny	Mueller	Sparks	Glynn	Reinartz	Gjersvik

The information is also available on the Mower County website or at the offices of County Administration. <https://www.co.mower.mn.us/DocumentCenter/View/4367/Committee-Appointments-2024>

Motion made by Commissioner Glynn, seconded by Commissioner Reinartz, to approve the agenda deleting approval of minutes under the consent agenda. Motion carried.

Motion made by Commissioner Sparks, seconded by Commissioner Ankeny, to approve the consent agenda as follows: Accept a \$200 donation from First Congregational Church in support of Correctional Services Coffee Connection program. Motion carried.

Date: January 2, 2024

Res. #01-24

RESOLUTION

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 January 2, 2024 at the Government Center, Austin, Minnesota.

BE IT RESOLVED, that the County Auditor-Treasurer be authorized to make the following expenditures from the County General Revenue Funds. Payment in full to be made for all appropriations under \$5,000.00. All appropriations over \$5,000.00 to be disbursed quarterly.

SEMCAC	\$6,000.00
Senior Citizen Appropriations:	
Lyle Senior Citizens.....	600.00
LeRoy Senior Citizens	600.00
Brownsdale Seniors	600.00
Sargeant Seniors.....	600.00
Mower County Senior Citizens	
Building \$40,000	
Operations \$16,000	56,000.00
Total Senior Citizen Appropriations	58,400.00
Mower County Senior Citizens -- Chore	36,000.00
Mower County Soil & Water.....	170,000.00
Historical Society.....	64,959.00
SEMN Initiative Fund.....	1,500.00
Discover Austin	5,000.00
SE MN EMS	5,000.00
Mower County Ag Society – Service Contract.....	45,000.00

Passed and approved this 2nd day of January, 2024.

Motion made by Commissioner Ankeny, seconded by Commissioner Sparks, to allocate the fairgrounds minor repair fund as follows for 2024 and to authorize full distribution of the 2024 amounts.

Ag Society	45%	\$ 15,000
Historical Society	30%	10,500
Extension	25%	<u>8,500</u>
	TOTAL	\$34,000

Motion carried.

Date: January 2, 2024

Res. #02-24

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 January 2, 2024 at the Government Center, Austin, Minnesota.

BE IT RESOLVED That the County Auditor-Treasurer be allowed to pay various incidental expenses, refunds, state agency payments, tax apportionments; M.S. Chapter 375.34 Memorial Day Appropriations and Board approved appropriations. Items paid by auditor warrant include: monthly recurring building services expenses (garbage, pest control, utilities, elevator, cleaning services, etc.); telephone; internet; court required payments; MN DHS state payments; M.S. Chapter 375.35 Military Service Organization Memorial Day exercise expense reimbursements; requests by a Judge for immediate payment; postage; license fees; tax overpayments; employee benefits; payroll deductions; credit card payments; check reissues; refunds to citizens for fees paid in error. All claims for employee reimbursement must be submitted Payroll within sixty (60) days of occurrence in order to qualify for payment.

BE IT FURTHER RESOLVED, that the County Auditor-Treasurer be allowed to pay the, partial contract payments and claims for payment from foster care, guardianship and placement care providers. An auditor warrant may be issued provided a signed legal contract is on file, the department head supervising the contract has approved the payment for work completed and that the payment is not a final payment on a contract.

BE IT FURTHER RESOLVED, that the County Administrator be allowed to approve payment via auditor warrant up to \$50,000 for emergency items, legal settlements, and disaster recovery items;

Passed and approved this 2nd day of January, 2024.

Date: January 2, 2024

Res. #03-24

RESOLUTION

On motion of Commissioner Sparks, seconded by Commissioner Reinartz, the following Resolution was passed and adopted by the Mower County Board of Commissioners at a meeting held January 2, 2024 at the Government Center, Austin, Minnesota.

WHEREAS, Mower County receives and disburses public funds and shall deposit such funds in a commercial bank, savings association, trust company, credit union or other financial institution as defined by law in Minnesota Statutes 118A.01;

WHEREAS, Mower County will designate as a depository of its funds one or more financial institutions per MS 118A.02;

WHEREAS, the following financial institutions are designated depositories for 2024:

First Farmers & Merchants
US Bank
Home Federal Savings Bank

Amended
2.13.24 to
include
another further
resolve
paragraph.
Please see
Page BBB-45

Mower County Employees Credit Union
Minnesota Association of Government Investing for Counties /PFM Asset Management LLC
UBS

BE IT RESOLVED THAT, the Mower County Board of Commissioners adopt and designate the listed financial institutions in this resolution as depositories of public funds for the year 2024.

Passed and approved this 2nd day of January, 2024.

Motion made by Commissioner Glynn, seconded by Commissioner Ankeny, to approve the amended annual Electronic Funds Transfer Policy for 2024. The Annual Electronic Fund Policy is amended as follows and is on file in the office of County Administration and County Finance:

Annual Electronic Funds Transfer Policy

The goals for electronic fund transfers (EFT) are compliance with state and federal payment requirements, ease of use creating operational efficiencies, payments on demand, and purchase of services or investments. Any cost associated with an EFT should be carefully weighed against the benefit of wiring funds.

- Authority to initiate an EFT is Mower County Administration or their designee.
- **Electronic fund Wire** transfers are generated as per Letter of Agreement from the bank as to name, code, passwords, liability and authority.
- No **electronic fund wire** transfers shall be made outside the continental United States.
- Only authorized employees of Mower County Treasurer functions can **approve process electronic fund wire** transfers. **Electronic fund Wire** transfer requests for disbursements must include departmental account coding authorization.
- **Electronic fund Wire** transfer information shall be held and retained in a secured **vault location**.
- Security codes are changed on a random basis by the bank. **Electronic fund transfers Wires** can only be initiated using the security code. Most wire transfers will be set up on a repetitive wire request form.
- All **investment** transfers will be recorded and confirmation must be received from the bank or money market fund accounts, currently US Bank, **UBS** and Cadre Consulting on the date of transfer. Confirmation receipt should also be sent/faxed/or e-mailed to an employee designee not in the Treasurer function, currently Administration staff approved for financial information data. Any single wire transfer amount in excess of \$500,000 requires pre- approval from Mower County Administration or their designee.
- Records of **electronic fund transfer wire** amounts, time and dates of occurrence, bank contact personnel along with transfer reference number are the responsibility of the Treasurer function to maintain and comply with retention records schedule.
- Verification of **electronic fund wire** transfers must be received from the financial institution within one business day and bank accounts must be reconciled within 30 days after month end.
- **Electronic fund Wire** transfers for MN E-File State Payments can occur outside of the Treasurer function. ~~in these areas: e-mail of payroll file by payroll/administration with review by Treasurer function; e-filing of state sales and fuel tax by administration and highway departments with same day review by Treasurer function e-filing of mortgage registry and deed tax, and e-filing of state property tax.~~ Furthermore, Treasurer function has the ability to reverse previous mentioned transfers.
- Investment institutions need a Letter of Authorization signed by the Investment Officer and either County Administration Official or a County Commissioner with **electronic fund transfer wire** instructions to credit Mower County's account.

- Items that ~~electronic fund wire~~ transfers can generally be used for are: Distribution of property taxes, purchase or sale of investments, payment of state, federal or local taxes, payments to a pension or retirement fund, and vendor payments.
- List of EFT transactions must be submitted to the County Board at a meeting following the transfers.

Motion carried.

Date: January 2, 2024

Res. #04-24

RESOLUTION

On motion of Commissioner Ankeny, seconded by Commissioner Reinartz, the following Resolution was unanimously passed and adopted at a meeting held January 2, 2024 at the Government Center in Austin, Minnesota.

BE IT RESOLVED, by the Board of County Commissioners of Mower County, Minnesota to appoint the following persons as Mower County Delegates to the Association of Minnesota Counties for 2024: Commissioner Jerry Reinartz, Commissioner Polly Glynn, Commissioner John Mueller, Commissioner Dan Sparks, Commissioner Mike Ankeny, County Administrator Trish Harren Gjersvik, and two staff delegates: Crystal Peterson and Kris Kohn.

Passed and approved this 2nd day of January, 2024.

Motion made by Commissioner Ankeny, seconded by Commissioner Glynn, to set the 2024 meal reimbursements as follow:

Breakfast-\$15; Lunch-\$20; Dinner-\$25 (*same as 2023*)

Motion carried.

Motion made by Commissioner Ankeny, seconded by Commissioner Reinartz, to establish an annual mileage reimbursement rate to be automatically set to match the IRS established rate. Motion carried.

Motion made by Commissioner Reinartz, seconded by Commissioner Glynn, to set the County Board of Appeal and Equalization meeting for June 18, 2024 at 6:30 p.m. in the County Board Room. Motion carried.

Motion made by Commissioner Ankeny, seconded by Commissioner Reinartz, to approve the 2024 Board meeting schedule as proposed re-establishing a work session on the first Tuesday of the month at 1:00 p.m. and maintaining the second and fourth Tuesdays of the month at 9:00 a.m. as business meetings all subject to change to accommodate holidays, other conflicts or to ensure a quorum. (*December meetings differ from the normal schedule.*) Motion carried. The 2024 Board Meeting Calendar that reflects the Board meeting dates and Association of Minnesota meetings can be found on the county website <https://www.co.mower.mn.us/DocumentCenter/View/4364/2024-County-Board-Meeting-Calendar> or a copy can be obtained from County Administration.

Date: January 2, 2024

Res. #05-24

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 January 2, 2024 at the Government Center, Austin, Minnesota.

BE IT RESOLVED; That Jenna Wheeler Anderson, M.D., be appointed as Mower County Medical Consultant / Health Officer effective January 1, 2024 until such time the Mower County Board of Commissioners appoints a new medical consultant / health officer; and

BE IT FURTHER RESOLVED: that the medical officer shall receive \$2,600.00 per year plus expenses upon receipt of an itemized and verified bill for said expenses.

Passed and approved this 2nd day of January, 2024.

Date: January 2, 2024

Res. #06-24

RESOLUTION

On motion of Commissioner Glynn, seconded by Commissioner Sparks, the following Resolution was passed and adopted by the Mower County Board of Commissioners at a meeting held January 2, 2024 at the Government Center, Austin, Minnesota.

BE IT RESOLVED That effective January 2, 2024 Mower County Board of Commissioners (Mower County Community Health Board) hereafter referred to as the "Board", by virtue of its authority under Minnesota Statute 145A and by this Resolution of the Board hereby appoints and authorizes Pam Kellogg Marmsoler, Health & Human Services Manager of Mower County located at 201 1st Street NE, Austin, MN (pamkn@co.mower.mn.us), to act and bind the Mower County Community Health Board for the following purpose(s):

- a. To serve as the Community Health Services Administrator and the Board's agent according to Minnesota Statute 145A.04, Subd. 2, in communicating with the Commissioner of Health between Board meetings, including receiving information from the Commissioner and disseminating that information to the Board, as well as providing information to the Commissioner on the Board's behalf.
- b. To sign and submit to the Commissioner the required components of the Local Public Health Act including identification of local priorities, progress reports and budgets according to Minnesota Statute 145A.04, Subd. 1a.
- c. To submit grant applications, sign and execute contracts on behalf of the Board for funding opportunities administered by the Department of Health and other entities.

- d. To review, approve and submit invoices on behalf of the Board for activities for funding opportunities administered by the Minnesota Department of Health and other entities.

Passed and approved this 2nd day of January, 2024.

The Board discussed the quotes received from the Austin Daily Herald and the Mower County Independent, reviewed their circulation numbers and areas of circulation and anticipated costs to publish in both papers in the best interest of the public.

Date: January 2, 2024

Res. #07-24

RESOLUTION

On motion of Commissioner Reinartz, seconded by Commissioner Glynn, the following Resolution was unanimously passed and adopted by the Mower County Board of Commissioners at a meeting held January 2, 2024 at the Government Center, Austin, Minnesota.

WHEREAS Minnesota Statutes 375.12 requires board meeting proceedings be published in a qualified newspaper of general circulation in the county; and

WHEREAS Minnesota Statutes 331A.01 requires counties publish every notice required or authorized by law or by order of a court in a qualified newspaper; and

WHEREAS Minnesota Statutes 375.12 requires that counties call for bids and award a contract to the lowest qualified bidder, at the first regular session of the board in January each year; and

WHEREAS Mower County has called for bids for the 2024 qualified legal newspaper.

BE IT RESOLVED, that the "*Austin Daily Herald*," a bi-weekly newspaper, be awarded as the official county newspaper with a quote of \$5.64 per column inch and an average general circulation of approximately 1,735 in which the notice and list of real estate remaining delinquent on the first business day in January 2024, the 2023 Financial Statement, the proceedings of the County Board of said County for the year 2024 and all other official notices shall be published.

BE IT FURTHER RESOLVED, that the "*Mower County Independent*," a weekly newspaper, be awarded as the secondary county newspaper with a quote of \$5.00 per column inch and a general circulation of approximately 1,550.

BE IT FURTHER RESOLVED that the Board has determined it to be in the best interest of the constituents of Mower County and has directed that the publication of the proceedings of the County Board of said County for the year 2024 including the annual

meeting, the County Board of Equalization, the 2023 Financial Statement, and all other official notices shall also be published in the secondary county newspaper, the *Mower County Independent*.

Passed and approved this 2nd day of January, 2024.

Motion made by Commissioner Glynn, seconded by Commissioner Ankeny, to approve the CliftonLarsonAllen statement of work for processing Affordable Care Act (ACA) reporting documentation (approximately \$1900). Motion carried.

The Commissioners did not have any committee reports. The Commissioners briefly discussed the business start-ups loan/grant program and the consequences if a business not succeeding.

The Chair adjourned the meeting at 1:47 p.m. The next meeting is scheduled for January 9, 2024 at 9:00 a.m.

THE MOWER COUNTY BOARD OF COMMISSIONERS

BY: John S. Mueller Chairperson

Attest:

By: Shirley Hawn Gervais
Clerk/Administrator