

REGULAR SESSION OF THE MOWER COUNTY  
BOARD OF COMMISSIONERS

November 8, 2022

The Mower County Board of Commissioners in and for the County of Mower, Minnesota, met in Regular Session November 8, 2022 at 9:00 a.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, Executive Assistant Denise Barthels, Finance Manager Loni Swenson, Public Works Accountant Becky Hanegraaf.

The meeting was opened with the Pledge of Allegiance.

Motion made by Commissioner Glynn, seconded by Commissioner Ankeny, to approve the agenda adding 1) Review / approve 4-H building use policy & rental agreement. Motion carried.

Recorder Sara Madison provided a department update. The Recorder is settling into her new position. The number of documents recorded to date (6264) is down compared to last year (7526) but this is true for all counties due to interest rates increasing. The number of passport applications processed to date (including photos) have increased over last year. The space created for researching documents by the public is working well. Scanning and indexing of historical records continues.

Motion made by Commissioner Glynn, seconded by Commissioner Reinartz, to approve the 4-H Building Use Agreement Policy and the proposed Agreement with one addition to include a line for Extension use for agreement processing. Motion carried.

Motion made by Commissioner Ankeny, seconded by Commissioner Mueller, to approve the minutes of November 1, 2022 (regular and work session). Motion carried.

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

| <u>Vendor Name</u>        | <u>Amount</u> | <u>Vendor Name</u>                  | <u>Amount</u> |
|---------------------------|---------------|-------------------------------------|---------------|
| Above All Cleaning, Inc   | 6,255.24      | Hodgman Drainage Co Inc             | 21,464.10     |
| Baudoin Oil Company       | 6,688.78      | Leadership Development Resources    | 4,829.00      |
| Binkley/Kenneth E         | 3,000.00      | Litesys,Inc/Intelicom,Inc           | 11,214.61     |
| Boe Brothers Tiling Inc   | 4,525.00      | Minnesota Dept Of Agriculture       | 2,405.00      |
| CDW Government            | 2,283.85      | Mississippi Welders Supply Co.,Inc  | 6,019.00      |
| Dave Lucas Consulting     | 3,255.00      | Parenting Solutions                 | 2,000.00      |
| DDA Human Resources, Inc. | 12,963.00     | Rochester Sand And Gravel, Inc      | 24,688.47     |
| Dell Marketing L P        | 10,515.96     | SeaChange Print Innovations         | 5,143.04      |
| Double Radius, Inc.       | 3,111.54      | Thomson Reuters-West Payment Center | 2,038.55      |
| Games People Play         | 2,284.00      | 49 Payments less than 2000          | 18,329.92     |
| Herness Construction Co   | 2,525.00      |                                     |               |
|                           |               | Final Total:                        | 155,539.06    |

Motion carried.

Motion made by Commissioner Glynn, seconded by Commissioner Ankeny, to authorize the Auditor-Treasurer to order 58 updated Poll Pads (\$25,955 – 2023 payment and delivery). Motion carried.

Motion made by Commissioner Mueller, seconded by Commissioner Glynn, to amend the Cash Receipt Policy effective November 8, 2022 by changing the title to “Receipt Policy”; by amending section 4 as follows:

4. ~~Cash~~ Receipt batches are balanced per Cash Drawer End of Day Procedure; a ~~serialized~~ deposit slip is ~~processed~~ **produced**; and deposits are made daily. Bank deposits ~~envelopes~~ are delivered to the current depository designated by the County Board via County Sheriff Department.
  - a. Cash and checks are to be deposited daily. The only exception to this rule is if cash does not exceed \$50; if checks do not exceed \$200. Checks not being deposited will be stored in a secured, locked area where physical access is limited to department staff. If the amounts exceed \$50 cash and/or \$200 in checks and the department staff is unable to bring the funds to the deposit office, the department staff will call the Finance department to make arrangements for the deposit.

And adding Section 5. with language as follows:

5. At **no time** should an employee handle their personal transactions. This would include any program the county uses, including but not limited to Cash Drawer and Aumentum.

Motion carried.

Motion made by Commissioner Reinartz, seconded by Commissioner Mueller, to extend the housing tax abatement program for another three years effective January 1, 2023 through December 31, 2025 and to amend the Housing Tax Abatement policy with the new policy language as follows:

**Housing Tax Abatement Policy**  
Effective January 1, 2023 through December 31, 2025

**Intent**

The purpose of the Mower County Housing Tax Abatement program is to provide incentives to encourage the construction of residential single-family and multi-family housing units, and to encourage replacement of dilapidated housing structures within Mower County to address the housing shortage in Mower County and to grow the Mower County tax base.

**Tax Abatement Availability**

Authority to utilize tax abatements is granted to local units of government through Minnesota Statute §469.1812 to 469.1815. In any given year, the total amount of taxes abated by a municipality shall not exceed 10% of the net tax capacity (NTC) for the tax's payable year to which the abatement applies, or (2) \$200,000, whichever is greater. The Mower County Policy will limit this to five percent (5%) of net tax capacity to be able to provide tax abatement options for non-residential projects.

**Program Description**

The Mower County tax abatement program provides five years of tax abatement (a refund of taxes) for the Mower County portion of property taxes on qualifying housing units.

**Qualifying Units of Housing**

Eligible units of housing include a single-family house or multi-family complexes. A house may be new construction, modular, or manufactured provided it is on a permanent foundation and is valued and assessed as real property for property tax purposes. Shouses qualify, but only the tax on the value of the area dedicated and occupied as a residence is eligible for abatement.

**Abatement Exclusions**

- Voter approved property tax referendums
- Existing or new special assessments on the property

**Criteria for Eligibility**

1. Property is located within Mower County
2. Project is not receiving other financial assistance including (tax increment financing/TIF, Workforce Housing, or SCDP)
3. Project complies with applicable zoning and building codes adopted at the time the building/zoning permit is obtained
4. Property does not have any outstanding land use issues (non-compliance or non-conformities)
5. Property taxes are current

**Tax Abatement Terms**

Single family houses are eligible for a five (5) year tax abatement. Multi-family projects of a minimum of four (4) rental units may seek approval for longer tax abatement period not exceeding the maximum defined by State Statute.

**How the Tax Abatement Program Works**

Abatements are calculated on the tax increase due to the value increase over the original property value. Property taxes to be abated are based on that added value. Added value is determined by the value of the new construction as of January 2nd of each year.

Tax abatements are paid bi-annually after taxes have been fully paid for the tax year. Payments are made no later than December 30<sup>th</sup> of each eligible tax abatement year.

The abatement period begins in the tax year the property realizes a value increase over original value due to the status of the housing project as of January 2<sup>nd</sup>. In the event the housing project has not commenced within one year of approval, the abatement is revoked. The property owner may reapply.

Failure to keep property taxes current during the abatement period shall result in revocation of the tax abatement for each year taxes are not current. Failure to provide assessor staff access to the property and interior of the new housing unit terminates the abatement.

**Transferability**

In the event property is sold, the abatement stays with the property and will transfer to the new owner with the sale of the property for the balance of the five-year abatement period.

**Application**

A completed housing tax abatement application is required to be considered for an abatement.

Completed applications include:

- Legal description of the subject property, including address and property identification number.
- Certification from the appropriate zoning entity (city/county/township) that the proposed housing project complies with applicable zoning regulations and there are no outstanding land use issues
- A site plan and construction plans for the proposed project

Once an abatement application has been received, a public hearing will be scheduled pursuant to sections 469.1812 to 469.1815 to receive public input on each abatement request. Following the public hearing, the Board will pass a resolution either approving or denying the application.

In the event the housing project is in a jurisdiction that also has approved a tax abatement opportunity such as a city, township or school district, the County will forward completed applications to the appropriate entity for their consideration.

Each taxing entity retains its individual authority on property tax abatements. The County is solely responsible for its share of property tax abatements and this policy does not allow the County to abate City, Township or School District property taxes.

**Appeal**

Applicants have 30 days to submit a written appeal. Appeals are heard by the Mower County Finance Committee. Recommendations are forwarded to the Board for decision. All decisions are final.

Motion carried.

Health & Human Services Director Crystal Peterson introduced the following new staff: Holly Lea, Beth Peterson and Chelsie Hemann; provided a Community Health Worker Presentation follow-up and a brief summary of efforts to establish a mentoring program in Mower County.

Motion made by Commissioner Ankeny, seconded by Commissioner Reinartz, to approve the following purchase of service agreement renewals effective 1/1/23 – 12/31/23 unless noted otherwise:

| <u>Funeral Assistance</u>                        | <u>Mental Health</u>                                                                                                | <u>Guardian/Conservator</u>                       |
|--------------------------------------------------|---------------------------------------------------------------------------------------------------------------------|---------------------------------------------------|
| Ranfranz & Vine Funeral Home<br>10/1/22-12/31/22 | Dahle, Teya<br>LGC Services, LLC dba Quality Case Management<br>Moran Professional Corporation<br>Retterath, Pamela | Olson, Norma<br>Serenity Services<br>Tindal, Barb |
| <u>Housing Support</u>                           | South Central Human Relations Center                                                                                | <u>Training</u>                                   |
| Sacred Heart Care Center<br>7/1/22-6/30/23       |                                                                                                                     | Safety Gal Consulting, LLC                        |

Motion carried.

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

Motion made by Commissioner Ankeny, seconded by Commissioner Mueller, to adjourn the Health & Human Services Board meeting at 9:57 a.m. Motion carried.

**COUNTY BOARD**

The Regular Session of the Board was reconvened at 9:58 a.m. for regular business items.

**Date: November 8, 2022**

**Res. #136-22**

Minnesota Pollution Control Agency Fiscal Year 2023 Grant Program Authorization

**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 November 8, 2022 at the Government Center, Austin, Minnesota.

**WHEREAS**, Mower County has applied for a grant from the Minnesota Pollution Control Agency (MPCA), under its FY2022 Greater MN Recycling and Composting Grant Program; and

**WHEREAS**, if MPCA funding is received, Mower County is committed to implementing the proposed project as described in the grant application; and

**WHEREAS**, MPCA requires that Mower County enter into a grant agreement with the MPCA that identifies the terms and conditions of the funding award;

**THEREFORE, BE IT RESOLVED THAT** Mower County hereby authorizes Mower County Solid Waste to submit an application to the Minnesota Pollution Control Agency (MPCA) under its FY2022 Greater MN Recycling and Composting Grant Program; and

**BE IT FURTHER RESOLVED**, that Mower County agrees to enter into and sign a grant agreement with the MPCA to carry out the project specified therein and to comply with all of the terms, conditions, and matching provisions of the grant agreement and authorizes and directs the Mower County Board Chair to sign the grant agreement on its behalf.

Passed and approved this 8<sup>th</sup> day of November, 2022.

Motion made by Commissioner Glynn, seconded by Commissioner Reinartz, to amend numerous sections of the Data Privacy for Members of the Public Policy effective November 8, 2022. A red-lined copy of changes is available in Human Resources or County Administration. The amended policy language is as follows:

**Data Practices Policy for Members of the Public  
Right to Access Public Data**

The Government Data Practices Act (Minnesota Statutes, Chapter 13) presumes that all government data are public unless a state or federal law says the data are not public. Government data is a term that means all recorded information a government entity has, including paper, email, DVDs, photographs, etc.

The Government Data Practices Act also provides that this government entity must keep all government data in a way that makes it easy for you, as a member of the public, to access public data. You have the right to look at (inspect), free of charge, all public data that we keep. You also have the right to get copies of public data. The Government Data Practices Act allows us to charge for copies. You have the right to look at data, free of charge, before deciding to request copies.

**How to Make a Data Request**

To look at data or request copies of data that this government entity keeps, submit a written request to the County Administrator, the Data Responsible Authority. You may use the form in this policy or access the form on-line from the County Web page <https://www.co.mower.mn.us/FormCenter/Data-6/Data-Practice-Request-53>

Alternatively, you may submit a request via email. This request should include the following:

- That you, as a member of the public, are making a request for data under the Government Data Practices Act, Minnesota Statutes, Chapter 13; and
- Whether you would like to look at the data, have the data scanned to you, or if you want paper copies of the data; and
- A clear description of the data you would like to inspect, have scanned and emailed or have copied.

This government entity cannot require you, as a member of the public, to identify yourself or explain the reason for your data request. However, depending on how you want us to process your request (if, for example, you want us to mail or email you copies of data), we may need some information about you. If you choose not to give us any identifying information, we will provide you with contact information so you may check on the status of your request. In addition, please keep in mind that if we do not understand your request and have no way to contact you, we will not be able to process your request.

**How We Respond to a Data Request**

Upon receiving your request, we will let you know that we are in receipt of your request.

- If we do not have the data, we will notify you in writing as soon as reasonably possible.
- If we have the data, but the data are not public, we will notify you as soon as reasonably possible and state which specific law says the data are not public.
- If we have the data, and the data are public, we will respond to your request appropriately and promptly, within a reasonable amount of time by doing one of the following:
  - arrange a date, time, and place to inspect data, for free, if your request is to look at the data, or
  - provide you with copies of the data as soon as reasonably possible via the format you are requesting. You may choose to pick up your copies, or we will mail, email or fax them to you. If you want us to send you the copies, you will need to provide us with an address or fax number. We will provide electronic copies (such as email or CD-ROM) upon request if we keep the data in electronic format.

Information about copy charges is on page 4.

*We also will arrange for you to pre-pay for the copies*

If you do not understand some of the data (technical terminology, abbreviations, or acronyms), please let us know. We will give you an explanation if you ask.

The Government Data Practices Act does not require us to create or collect new data in response to a data request if we do not already have the data, or to provide data in a specific form or arrangement if we do not keep the data in that form or arrangement. (For example, if the data you request are on paper only, we are not required to create electronic documents to respond to your request.) If we agree to reformat data in response to your request, we will work with you on the details of your request, including cost and response time.

In addition, the Government Data Practices Act does not require us to answer questions that are not requests for data.

#### **Requests for Summary Data**

Summary data are statistical records or reports that are prepared by removing all identifiers from private or confidential data on individuals. The preparation of summary data is not a means to gain access to private or confidential data. We will prepare summary data if you make your request in writing and *pre-pay* for the cost of compiling the data. Upon receiving your written request – you may use the data request form on page 5 – we will respond within ten business days with the data or details of when the data will be ready and how much we will charge.

#### **Data Practices Contacts**

##### **Responsible Authority**

Name Trish Harren, County Administrator  
Address 201 First Street NE  
Austin, MN 55912  
  
Phone number 507-437-9459  
Fax number 507-437-9458  
E-mail address trish.harren@co.mower.mn.us

##### **Data Practices Compliance Official**

Name Trish Harren, County Administrator  
Address 201 First Street NE  
Austin, MN 55912  
  
Phone number 507-437-9459  
Fax number 507-437-9458  
E-mail address trish.harren@co.mower.mn.us

##### **Data Practices Designee(s)**

Name Kris Kohn, Human Resources Director  
Address 201 First Street NE  
Austin, MN 55912

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COMMISSIONERS' RECORD MOWER COUNTY, MINNESOTA

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Phone number 507-437-9545  
Fax number 507-437-9458  
Email address krisk@co.mower.mn.us

**DATA Costs – Members of the Public**

Data may be viewed on site for no cost. Data that already exists and does not require staff time to compile may also be scanned and emailed at no cost. If the requester would like paper copies, Per Minnesota Statutes, section 13.04, subdivision 3, there is a fee associated. If the amount is less than \$5.00 in total the County will waive this fee.

**For 100 or Fewer Paper Copies – 25 cents per page**

100 or fewer pages of black and white, letter or legal-size paper copies is 25¢ per page.

**Most Data Related Expenses – Actual cost**

If data already exists in the form requested, there is no charge to compile the data. However, if the data does not exist in the format requested and requires staff time to comply with the request, the charge is the actual cost to search, retrieve, or compile that data.

In determining the actual cost, we factor in employee time, the cost of the materials onto which we are copying the data (paper, CD, DVD, etc.), and mailing costs (if any). If your request is for copies of data that we cannot reproduce ourselves, such as photographs, we will charge you the actual cost we must pay an outside vendor for the copies.

The cost of employee time is the hourly rate of the position multiplied by the County defined overhead rate, which is 2 times the hourly rate.

**Data Request Form – Members of the Public**

**Date of request:** \_\_\_\_\_

**I am requesting access to data in the following way:**

☐ Inspection ☐ Copies ☐ Both inspection and copies

**Copy Cost**

Note: Inspection is free. All costs (if any) are to be paid prior to any work being done to comply the with the request. Copies are 25 cents. If total cost is less than \$5.00, the county waives the fee.

**Other Costs**

If the data already exists, there is no additional cost. However, if the data must be searched for and retrieved to comply with your request, the cost is the actual time.

In determining the actual cost, we factor in employee time, the cost of the materials onto which we are copying the data (paper, CD, DVD, etc.), and mailing costs (if any). If your request is for copies of data that we cannot reproduce ourselves, such as photographs, we will charge you the actual cost we must pay an outside vendor for the copies.

The cost of employee time is the hourly rate of the position multiplied by the County defined overhead rate, which is 2 times the hourly rate.

**These are the data I am requesting:** \_\_\_\_\_

Describe the data you are requesting as specifically as possible. If you need more space, please use the back of this form.

**Contact Information**

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Phone number: \_\_\_\_\_ Email address: \_\_\_\_\_

You do not have to provide any of the above contact information. However, if you want us to mail/email your requested data, we need some type of contact information. In addition, if we do not understand your request and need to get clarification from you, without contact information we will not be able to begin processing your request until you contact us.

We will respond to your request as soon as reasonably possible.

Motion carried.

Motion made by Commissioner Mueller, seconded by Commissioner Ankeny, to amend numerous sections of the Data Privacy for Subject of the Data Policy effective November 8, 2022. A red-lined copy of changes is available in Human Resources or County Administration. The amended policy language is as follows:

**Data Practices Policy for Data Subjects**

**Data about You**

The Government Data Practices Act (Minnesota Statutes, Chapter 13) says that data subjects have certain rights related to a government entity collecting, creating, and keeping government data about them. You are the subject of data when you can be identified from the data. Government data is a term that means all recorded information a government entity has, including paper, email, DVDs, photographs, etc.

**Classification of Data about You**

The Government Data Practices Act presumes that all government data are public unless a state or federal law says that the data are not public. Data about you are classified by state law as public, private, or confidential. See below for some examples.

1. **Public data:** We must give public data to anyone who asks; it does not matter who is asking for the data or why.

The following is an example of public data about you:

Position title, Wages, Date of Hire, Accrued Overtime etc.

2. **Private data:** We cannot give private data to the general public, but you have access when the data are about you. We can share your private data with you, with someone who has your permission, with our government entity staff who need the data to do their work, and as permitted by law or court order.

The following is an example of private data about you:

Unsettled disciplinary actions, Social Security number, Date of Birth

3. **Confidential data:** Confidential data have the most protection. Neither the public nor you can get access even when the confidential data are about you. We can share confidential data about you with our government entity staff who need the data to do their work and to others as permitted by law or court order. We cannot give you access to confidential data.

The following is an example of confidential data about you:

You are the subject of an active criminal investigation

**Your Rights under the Government Data Practices Act**

This government entity must keep all government data in a way that makes it easy for you to access data about you. Also, we can collect and keep only those data about you that we need for administering and managing programs that are permitted by law. As a data subject, you have the following rights.

- **Access to Your Data**

You have the right to look at (inspect), free of charge, public and private data that we keep about you. You also have the right to get copies of public and private data about you. The Government Data Practices Act allows us to charge for copies. You have the right to look at data, free of charge, before deciding to request copies.

Also, if you ask, we will tell you whether we keep data about you and whether the data are public, private, or confidential.

As a parent, you have the right to look at and get copies of public and private data about your minor children (under the age of 18). As a legally appointed guardian, you have the right to look at and get copies of public and private data about an individual for whom you are appointed guardian.

Minors have the right to ask this government entity not to give data about them to their parent or guardian. If you are a minor, we will tell you that you have this right. We may ask you to put your request in writing and to include the reasons that we should deny your parents access to the data. We will make the final decision about your request based on your best interests. **Note:** Minors do not have this right if the data in question are educational data maintained by an educational agency or institution.

- **When We Collect Data from You**

When we ask you to provide data about yourself that are not public, we must give you a notice. The notice is sometimes called a Tennessean warning. The notice controls what we do with the data that we collect from you. Usually, we can use and release the data only in the ways described in the notice.

We will ask for your written permission if we need to use or release private data about you in a different way, or if you ask us to release the data to another person. This permission is called informed consent. If you want us to release data to another person, you may use the consent form we provide.

- **Protecting your Data**

The Government Data Practices Act requires us to protect your data. We have established appropriate safeguards to ensure that your data are safe.

Applies only to state agencies: In the unfortunate event that we determine a security breach has occurred and an unauthorized person has gained access to your data, we will notify you as required by law.

- **When your Data are Inaccurate and/or Incomplete**

You have the right to challenge the accuracy and/or completeness of public and private data about you. You also have the right to appeal our decision. If you are a minor, your parent or guardian has the right to challenge data about you.

### **How to Make a Request for Your Data**

To look at data, or request copies of data that this government entity keeps about you, your minor children, or an individual for whom you have been appointed legal guardian, make a written request. Make your request for data to the appropriate individual listed in the Data Practices Contacts on page 5. You may make your request by mail, fax, or email, using the data request form on page 7.

If you choose not use to use the data request form, your request should include:

- that you are making a request, under the Government Data Practices Act (Minnesota Statutes, Chapter 13), as a data subject, for data about you;
- whether you would like to inspect the data, have copies of the data, or both;
- a clear description of the data you would like to inspect or have copied; and
- identifying information that proves you are the data subject, or data subject's parent/guardian.

This government entity requires proof of your identity before we can respond to your request for data. If you are requesting data about your minor child, you must show proof that you are the minor's parent. If you are a guardian, you must show legal documentation of your guardianship. Please see the Standards for Verifying Identity located on page 8.

### **How We Respond to a Data Request**

Once you make your request, we will work to process your request. If it is not clear what data you are requesting, we will ask you for clarification.

- If we do not have the data, we will notify you in writing within 10 business days.
- If we have the data, but the data are confidential or private data that are not about you, we will notify you within 10 business days and state which specific law says you cannot access the data.

- If we have the data, and the data are public or private data about you, we will respond to your request within 10 business days, by doing one of the following:
  - arrange a date, time, and place to inspect data, for free, if your request is to look at the data, or
  - provide you with copies of the data within 10 business days. You may choose to pick up your copies, or we will mail or fax them to you. We will provide electronic copies (such as email or CD-ROM) upon request if we keep the data in electronic format.

Information about copy charges is on page 6.

We also will arrange for you to prepay for the copies.

After we have provided you with access to data about you, we do not have to show you the data again for 6 months unless there is a dispute or we collect or create new data about you.

If you do not understand some of the data (technical terminology, abbreviations, or acronyms), please let us know. We will give you an explanation if you ask.

The Government Data Practices Act does not require us to create or collect new data in response to a data request if we do not already have the data, or to provide data in a specific form or arrangement if we do not keep the data in that form or arrangement. (For example, if the data you request are on paper only, we are not required to create electronic documents to respond to your request.) If we agree to reformat data in response to your request, we will work with you on the details of your request, including cost and response time.

In addition, we are not required under the Government Data Practices Act to respond to questions that are not specific requests for data.

#### **Data Practices Contacts**

##### **Responsible Authority**

Name Trish Harren, County Administrator  
Address 201 First Street NE  
Austin, MN 55912

Phone number 507-437-9459  
Fax number 507-437-9458  
E-mail address trish.harren@co.mower.mn.us

##### **Data Practices Compliance Official**

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E-mail address trish.harren@co.mower.mn.us

##### **Data Practices Designee(s)**

Name Kris Kohn, Human Resources Director  
Address 201 First Street NE  
Austin, MN 55912

Phone number 507-437-9545  
Fax number 507-437-9458  
Email address krisk@co.mower.mn.us

#### **Copy Costs – Data Subjects**

Data may be viewed on site for no cost. Data may also be scanned and emailed at no cost. If the requester would like paper copies, Per Minnesota Statutes, section 13.04, subdivision 3, there is a fee associated. If the amount is less than \$5.00 in total the County will waive this fee.

**For 100 or Fewer Paper Copies – 25 cents per page**

100 or fewer pages of black and white, letter or legal size paper copies is 25¢ per page.

**Most Data Related Expenses - Actual Cost**

If data already exists in the form requested, there is no charge. However, if the data does not exist and requires staff time to comply with the request, cost is the actual staff time expense to search, retrieve, or compile that data.

In determining the actual cost, we factor in employee time, the cost of the materials onto which we are copying the data (paper, thumb drive, CD, DVD etc.), and mailing costs (if any). If your request is for copies of data that we cannot reproduce ourselves, such as photographs, we will charge the actual cost we must pay an outside vendor for the copies.

The cost of employee time is the hourly rate of the position multiplied by the County defined overhead rate, which is 2 times the hourly rate.

**Data Request Form – Data Subjects**

**Date of request:** \_\_\_\_\_

To request data as a data subject, you must show \_\_\_\_\_ a valid state ID, such as a driver's license, military ID, or passport as proof of identity.

**I am requesting access to data in the following way:**

☐ Inspection

☐ Copies

☐ Both inspection and copies

Note: inspection is free but we charge for copies when the cost is over \$5.00.

**These are the data I am requesting:**

Describe the data you are requesting as specifically as possible. If you need more space, please use the back of this form.

\_\_\_\_\_  
\_\_\_\_\_

**Contact Information**

Data subject name \_\_\_\_\_

Parent/Guardian name (if applicable) \_\_\_\_\_

Address \_\_\_\_\_

Phone number \_\_\_\_\_ Email address \_\_\_\_\_

**Staff Verification**

Identification provided \_\_\_\_\_

We will respond to your request within 10 business days.

**Standards for Verifying Identity**

The following constitute proof of identity.

- An **adult individual** must provide a valid photo ID, such as
  - a state driver's license
  - a military ID
  - a passport
  - a Minnesota ID
  - a Minnesota tribal ID

- A **minor individual** must provide a valid photo ID, such as
  - a state driver's license
  - a military ID
  - a passport
  - a Minnesota ID
  - a Minnesota Tribal ID
  - a Minnesota school ID
- The **parent or guardian of a minor** must provide a valid photo ID *and either*
  - a certified copy of the minor's birth certificate *or*
  - a certified copy of documents that establish the parent or guardian's relationship to the child, such as
    - ❖ a court order relating to divorce, separation, custody, foster care
    - ❖ a foster care contract
    - ❖ an affidavit of parentage
- The **legal guardian for an individual** must provide a valid photo ID *and* a certified copy of appropriate documentation of formal or informal appointment as guardian, such as
  - court order(s)
  - valid power of attorney

Note: Individuals who do not exercise their data practices rights in person must provide *either* notarized or certified copies of the documents that are required *or* an affidavit of ID.

Motion carried.

Motion made by Commissioner Reinartz, seconded by Commissioner Ankeny, to amend Personnel Policy B230 Information Technology effective November 8, 2022 by modifying the first sentence in the first paragraph under the first "Security" section on page one of the policy by replacing the word "reasonable" with "rigorous" AND adding a new Section entitled "Email". The added section language is as follows:

**Email:**

Security:

Though email is a common, easy way to communicate information both within and outside the County, Mower County's email system is not intended to be a method of transmitting information in a secure manner outside of the County network. Data whose release to unauthorized individuals would be a violation of law or regulation or would subject the County or any employee to damages should be sent through systems with higher levels of security than email. Users of the email system should always be aware that any communications have the potential to be accessed by unauthorized individuals either within or outside of the system.

All in-bound email messages are scanned for viruses and spam. All in-bound and out-bound mail is scanned for questionable content. Suspicious email is sent to a (system) "quarantine" folder. Details on how to release messages, block senders, etc. can be obtained from the IT Department.

Data Classification:

All email messages are subject to the Minnesota Government Data Practices Act and are discoverable to the subject of the data and to others pursuant to the provisions of the Act. Messages that are subject to special controls, such as attorney-client communications, should be clearly marked as such and handled accordingly.

Retention:

For business purposes, all email messages in an employee's "deleted", "Sent" and "Inbox" folders will be retained for 90 days, at which time they will be permanently deleted from the system. Items which employees wish to retain in their County email for more than 90 days should be placed in a subfolder within their email account. In the event that record retention is involved, a permanent copy of the message must be made and handled in accordance with Minnesota Statutes. In the event of litigation that has or may result in a request for certain County email messages, the County Attorney or County Administrator may direct staff to refrain from the destruction of messages until further notice.

Former Employees:

Access to the email system terminates at the time an employee leaves employment with Mower County.

Motion carried.

Under Committee Reports Commissioner Ankeny reported that he along with Commissioner Mueller and the County Administrator attended the Ag Society meeting on November 7. Election of new Board members had been conducted without any competition for the open seats on the Ag Society. Commissioner Baldus attended the One Watershed One Plan and on November 7 a Minnesota Rural Counties (MRC) meeting. Interviews are being completed to replace the retiring director. Instead of an executive director who is an employee, MRC is hiring an agency to provide the services.

Chair adjourned the meeting at 10:31 a.m. The next meeting is scheduled for November 22, 2022 at 9:00 a.m.

**THE MOWER COUNTY BOARD OF COMMISSIONERS**

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

**Attest:**

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

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