

PROCEEDINGS OF THE
MARTIN COUNTY BOARD OF COMMISSIONERS
TUESDAY, FEBRUARY 15, 2011
@ 9:00 A.M.

The regular meeting of the Martin County Board of Commissioners was called at order at 9:00 a.m. by Chairman Pierce.

Commissioners present were Schmidtke, Donnelly, Boler, and Potter. Also present were Scott Higgins, Martin County Coordinator, James Forshee, Martin County Auditor/Treasurer, Kevin Peyman, Martin County Highway Engineer, Jennifer Brookens, Sentinel Newspaper, Terry Viesselman, Martin County Attorney, Rod Halvorsen, KSUM/KFMC Radio, Corey Klanderud, Chief Deputy, Julie Walters, Administrative Assistant, and members of staff and public.

Motion by Commissioner Boler, seconded by Commissioner Potter, Be It Resolved that the Martin County Board of Commissioners, hereby approve the agenda with the following additions: 8.14 Approve Appointment to Martin County Economic Development Authority Commission; 8.15 Approve Assignment of Head Dispatcher – Sheriff’s Office; 8.16 Request One-Year Extension to Jail Operations and Program Enhancement Project Award; and 8.17 Discuss Proposed Tax Legislation for Energy Producing Equipment. Carried unanimously.

Motion by Commissioner Schmidtke, seconded by Commissioner Donnelly, Be It Resolved that the Martin County Board of Commissioners, hereby approve the minutes of the February 1, 2011 regular Board of Commissioners meeting. Carried unanimously.

Terry Viesselman, Martin County Attorney, and Dan Whitman, County Assessor, stated a tentative settlement agreement has been made on pending tax appeals from Torgerson Properties and Greischar Partnership. Whitman went on to state there are currently no other pending tax court petitions within Martin County.

Viesselman next presented information on eCharging for the electronic processing of citations, criminal complaints, incident referrals, and DWI administrative forms; and stated the Bureau of Criminal Apprehension (BCA) is urging counties to adopt eCharging services.

Viesselman continued, reviewing eCharging components:

- eCitation – allows law enforcement to electronically send citations to their record management system via a ticket writer and then submit those same citations from their record management system to Courts via the eCharging system. This reduces the dependence on writing paper tickets and eliminates the need for rekeying citation information into the records management system.
- eComplaints – allows prosecutors to electronically process summons and warrants from the prosecutor’s office to the law enforcement agency for review and approval before electronically signing the complaint and submitting it electronically to Courts

for review/approval/signature by the judge. Along the way, the complaint can be rejected either by law enforcement or the judge. If that happens, all of the previous electronic signatures are stripped off and the complaint is sent back to the prosecutor with a reason for rejection. The prosecutor's offices can then go and make whatever corrections are needed and resubmit the complaint through eCharging. Once the complaint has made its way through eCharging and has gotten all of the required reviews and signatures, the court staff publishes the complaint to MNCIS and receives the case number that is then affixed to the complaint in eCharging. Court staff can then go into the complaint and enters the court date information and finalizes the complaint. This speeds up the process time for complaints and eliminates the need for law enforcement to travel to the prosecutor's office for dropping off and picking up complaints as they make their way to courts.

- eReferral – allows law enforcement records clerks to refer Incidents from their record management system to the prosecutor's office for the creation of a criminal complaint. The incidents are submitted to eCharging and MCAPS retrieves the incidents where the prosecutor's office can decide whether or not to charge the defendant, refer the case to another prosecuting agency, or drop the charges.
- DWI Administrative Forms – this is the only independent component of eCharging; meaning that law enforcement can use this component without the participation of the county attorney's office and Courts. This component allows law enforcement officers to electronically submit the required DWI paperwork to the State through eCharging that identifies for the officer what forms are required for a particular DWI stop. The subject and stop information is entered once and eCharging populates all the forms with that information. This is big time savings for law enforcement in that today they have to enter the same information multiple times. eCharging also allows an officer to start the forms, save them, and then go back to complete them later; or have a records clerk prepare the forms.

Viesselman noted the eCharging system mainly will benefit law enforcement and courts; but the county attorney's office has to be involved or eCharging is not available to them except for the DWI report portion. Viesselman went on to note that Steve McDonald, MIS Director, and Chief Greg Broolsma, Fairmont Police Department, have been attending eCharging informational meetings and have information on costs involved.

Steve McDonald, MIS Director, reviewed costs associated with eCharging for the Sheriff's Department & Fairmont Police Department, County Attorney's Office, and City Attorney's Office. McDonald noted that start-up costs for the County and City Attorney's Office are estimated at \$3,000.00 with an additional \$1,000.00 per year for ongoing maintenance fees. McDonald went on to note that funding is available through the BCA on a first come first served basis.

After further review of start up costs,

Motion by Commissioner Potter, seconded by Commissioner Schmidtke, Be It Resolved that the Martin County Board of Commissioners, hereby approve and authorize County Attorney's Office to move forward with the eCharging option for electronic processing of

citations, criminal complaints, incident referrals, and DWI administrative forms. Carried unanimously.

Bev Snow, FMJ Multi-County Drug Court Coordinator, was present representing the Bureau of Justice Assistance (BJA) Recovery Act grant award and requesting to for approval for extension of the grant until July 31, 2012. Snow stated that two years ago she wrote a grant for the Martin County Jail and received \$282,000. Although the original grant period began on August 1, 2009, Martin County did not receive our award documents until September 16, 2009. Snow continued that due to the delay in being able to access the funds, the hiring process for the correctional staff and additional nursing service hours was also delayed for eight months. Snow noted there is currently \$105,078.82 in grant funds remaining at this time and are unencumbered through July 31, 2011. Snow stated she is requesting Board Approval to file for a no cost extension in order to expend the remaining funds which are primarily dedicated to two staff positions and are not a change of scope of the project.

Motion by Commissioner Boler, seconded by Commissioner Schmidtke, Be it Resolved that the Martin County Board of Commissioners, hereby approve and authorize Board Chair to sign letter requesting a one year no cost extension to July 31, 2012 for the Martin County, Minnesota Jail Operations and Program Enhancement Project Grant Award. Carried unanimously.

Scott Higgins, Martin County Coordinator, stated Hometown Sanitation Service, LLC has met the criteria and have submitted the necessary forms to receive a license for collection and transportation of recyclables in Martin County.

Motion by Commissioner Schmidtke, seconded by Commissioner Boler, Be It Resolved that the Martin County Board of Commissioners, hereby approve and authorize Board Chair and County Auditor/Treasurer to sign the Recycle Transportation License for the Year 2011 for Hometown Sanitation Service, LLC of Windom, MN. Carried unanimously.

Higgins continued that Cindy Martens of Fairmont, MN has been recommended to serve and is willing to serve a three-year term on Martin County's Extension Committee; and that Larry Baarts of Truman, MN has been recommended to serve and is willing to serve on the Martin County Economic Development Authority Commission for the balance of a three year term left vacant by the resignation of Stephen Pribyl.

Motion by Commissioner Schmidtke, seconded by Commissioner Potter, Be It Resolved that the Martin County Board of Commissioners, hereby approve the appointment of Cindy Martens to the Martin County Extension Committee for a three (3) year term effective January 1, 2011 through December 31, 2013; and the appointment of Larry Baarts to the Martin County Economic Development Authority Commission to serve the balance of a three (3) year term expiring December 31, 2012. Carried unanimously.

Kevin Peyman, Martin County Highway Engineer, stated the Martin County Parks/Trail Committee is requesting an eight month County Parks Caretaker Position instead of a six month position. Peyman stated a six month position does not allow enough time at the beginning and end of the season to completely prepare the parks; and that in 2010 the caretaker hadn't even started to winterize the parks yet when his time was up. Peyman went on to state that the County is fortunate that the caretaker has been willing to go above and beyond by keeping on working through his ending date even though his time was up so he could get done what needed to be done. Peyman stated that pay will be at \$17,200.00 (3% increase over 2010 pay of \$12,500/six month season) without benefits. However, by breaking the six month work barrier the County would be required to pay into the Public Employees Retirement Association (PERA) in an approximate amount of \$1,200. Peyman stated that he and the County Park Board recommend the hire of Gary Jacobsen as Seasonal County Parks Caretaker to begin on or around March 14, 2011 extended to eight months. Peyman noted that the two extra months of County Parks Caretaker employment will be expended from park development funds received through the McClain property rent.

Motion by Commissioner Boler, seconded by Commissioner Potter, Be It Resolved that the Martin County Board of Commissioners, hereby approve the hire of Gary Jacobsen for the seasonal position of County Parks Caretaker, effective on or about March 14, 2011 and will continue for eight (8) months at a monthly compensation (with required payroll deductions including PERA) of approximately \$955.56 per pay period; and is not eligible for full-time county benefits. Carried unanimously.

Peyman presented a department update including already receiving inquiries on spring road restrictions which typically go on sometime between March 8 and March 13. Peyman stated his office has historically been given only a three day notice and in turn passes on the restriction information as soon as he receives it. Restrictions then automatically come off after eight weeks.

Peyman also stated that he has received many compliments about the Martin County Highway Department on their snow removal and maintenance this winter season, even receiving a telephone call commenting on how much better roads were in Martin County than the three other surrounding counties.

Commissioner Boler asked if Perch Lake Park will have a park supervisor this year.

Peyman stated that this position will be discussed at the February 16th Martin County Park/Trails Committee meeting, with the plan that ads will be placed in the newspaper for this non-paid position.

Commissioner Potter inquired if the Martin County Highway Department still helps out townships if their equipment gets stuck due to weather conditions.

Peyman stated that during normal department working hours, we'll pull them out at no charge. However, if we have to call our guys in after normal rounds our hours, and then we bill them for our services.

Captain Corey Klanderud, Martin County Sheriff's Office, presented the annual County Boat and Water Safety Grant noting that Martin County has been awarded \$5,537.00 for FY2011 (an increase of \$2,348.00 over FY2010) with an effective date of January 1, 2011 through June 30, 2012. The grant will cover expenses incurred for patrol, enforcement, search and rescue, watercraft inspection, waterway marking, and accident investigation.

Motion by Commissioner Schmidtke, seconded by Commissioner Boler,

R-#12/'11

RESOLUTION

AUTHORIZING EXECUTION OF ANNUAL COUNTY BOAT AND WATER SAFETY AGREEMENT

BE IT RESOLVED THAT, Martin County enters into a grant agreement with the Minnesota Department of Natural Resources for the program entitled County Boat and Water Safety in the grant amount of \$5,537.00 to cover expenses incurred for patrol, enforcement, search and rescue, watercraft inspection, waterway marking and accident investigation effective January 1, 2011 and expires June 30, 2012.

BE IT FURTHER RESOLVED, that the Martin County Sheriff, Chairman of the Martin County Board of Commissioners, and Martin County Auditor/Treasurer, are hereby authorized to execute and sign such grant agreement on behalf of Martin County.

Motion made by Commissioner Schmidtke, seconded by Commissioner Boler, and duly adopted this 15th day of February, 2011.

BOARD OF COMMISSIONERS
MARTIN COUNTY, MN

Steve Pierce, Board Chair

ATTEST: _____
Scott Higgins, County Coordinator

Roll Call AYES: Commissioners Potter, Donnelly, Boler, Schmidtke, and Pierce.
NAYS: None. Resolution duly passed and adopted this 15th day of February, 2011.

Klanderud stated the current jail population is 24 with 4 at other locations; and 5 on work release.

Klanderud continued presenting Personnel Action Forms for the head dispatcher position stating JoAnne Russenberger has been reassigned from regular dispatcher to head dispatching duties effective February 14, 2011 at a Year 8 Step rate of \$23.11/hour (includes \$170/month override pay). Klanderud stated that Greta Olson has been reassigned from head dispatcher to regular dispatching duties effective February 14, 2011 at a Year 8 Step of \$22.13/hour (2009).

Motion by Commissioner Schmidtke, seconded by Commissioner Donnelly, Be It Resolved that the Martin County Board of Commissioners, hereby approve and authorize the reassignment of head dispatcher for the Martin County Sheriff's Office to JoAnne Russenberger effective February 14, 2011 at the Year 8 Step rate of \$23.11/hour (includes \$170/month override pay); and approve and authorize the reassignment of Greta Olson from head dispatching duties to regular dispatching duties for the Martin County Sheriff's Office effective February 14, 2011 at the Year 8 Step rate of \$22.13/hour. Carried unanimously.

Pam Flitter, Martin County Zoning Official, presented the 2010 Annual Martin County Feedlot Report stating that there are 497 feedlot sites in Martin County; and that Kate Brigman with the Minnesota Pollution Control Agency (MPCA) gave Martin County a 100% rating for meeting all of the program requirements according to the MPCA and state law.

Commissioner Boler asked if the number of sites is up or down.

Flitter stated the number of sites is down, primarily due to the inactive sites that we have and that we find throughout the year. Flitter went on to state that if sites are made inactive, the County still receives funding for them for five years according to the state law.

Commissioner Pierce asked what is the County seeing for new ones (sites).

Flitter stated the County is not seeing any new sites; there were three new sites last year and none so far this year and Flitter does not think there will be any new sites.

Commissioner Potter asked about site funding.

Flitter stated the County receives \$99 per site from the state; and also receives dollars from performance credits.

Motion by Commissioner Potter, seconded by Commissioner Boler, Be It Resolved that the Martin County Board of Commissioners, hereby receive and file the 2010 Martin County Annual Feedlot Report. Carried unanimously.

Rachael Janssen, Martin County 4-H Program Coordinator, was present and introduced Deb Hadley the new Regional Extension Educator.

Hadley stated she is from Sleepy Eye and was an elementary school teacher, a sales manager for about ten years, and then the 4-H Program Coordinator in Redwood County for seven years. Hadley went on to state I loved being the program coordinator and when the position came open down in this area working with the eight counties to help develop the program coordinators to make sure that you are getting the most impact that you possibly can with your programming dollars I thought that was a great opportunity. Hadley noted it has been a thrill to work with Rachael, and is impressed with the support from the County Commissioners, the County, the 4-Hers, the 4-H families, and I think that you just have a gem with Rachael; she is doing a great job. When I got the Extension Committee's report they were just thrilled with the way Rachael is getting more after school participation, working really well with the kids. One of the big things is building the Ambassador program and trying to get those kids at the top level to grow and actually maintain and then build at the bottom as well. So I'm really exciting to be working with Rachael and to meet all of you and be down here and move the program forward.

Janssen presented an update on the Martin County 4-H Program including the program's four mission mandates: 4-H Citizenship, 4-H Science, 4-H Animal Science, and 4-H Healthy Living. Janssen then pointed out what 4-H in Minnesota stands for and the goals that they have set aside for each aspect of the program and then described how Martin County is meeting those goals. Janssen stated she is most excited about the 4-H Healthy Living program as we've just received a \$10,000 grant from the Statewide Health Improvement Program (SHIP) to start a 4-H Garden Club here in the community of Fairmont. It was noted by the Extension Committee for me to increase awareness in Fairmont of 4-H as Fairmont has the lowest number of 4-Hers and is our largest town in Martin County. So it was really important for me to find a way to access these individuals and I think that this is going to be great. My goal is to have fifty new youth from Fairmont to join in this summer program. This group will be having garden boxes at four different locations here in town so that way transportation shouldn't be an issue; they can walk to the program and they are going to meet once a week to learn about agriculture, plants, plant a garden, work in their garden, and we're joining with the junior master gardener curriculum as well as other 4-H curriculum to learn more about gardening and producing their own vegetables. So it should be a great opportunity for youth especially with the lack of agriculture curriculum in the Fairmont school system, I think it's great. Janssen also noted that the Shooting Sports and Wildlife Club will be holding their State Shoot 2011-2012 in Fairmont.

Discussion ensued regarding a larger garden plot area to replace Rotary Club garden land that will be lost to new construction at the Winnebago Ball Diamonds.

Janssen stated that at this time it is not possible for the 4-H Program to move forward with land acquisition as the grant stipulation is for the Jr. Master Garden Curriculum for increased awareness; however, acquiring ground would not be out of the question perhaps at some point in the future.

Commissioners thanked Janssen and Hadley for the work they are providing to the County's youth through 4-H Programming.

Dan Whitman, Martin County Assessor, stated the need to set the County Board of Appeal and Equalization (BOE) meeting that by current law must meet after the second Friday in June on at least one meeting day and may meet up to 10 consecutive days. The BOE for 2011 must hold a meeting that does not recess or adjourn prior to 7:00 p.m., and Whitman recommends setting the date for June 21, 2011 beginning at 6:00 p.m.

Motion by Commissioner Schmidtke, seconded by Commissioner Potter, Be it Resolved that the Martin County Board of Commissioners, representing themselves as the Martin County Board of Appeal and Equalization, along with the appointment of the Auditor/Treasurer, hereby approve and set the meeting date of June 21, 2011 beginning at 6:00 p.m. for the County Board of Equalization to be held in the Martin County Courthouse, 201 Lake Avenue, Fairmont, MN – First Floor – Commissioners Meeting Room; with the County Board of Commissioners serving as the Board of Equalization, along with the appointment of James Forshee, Auditor/Treasurer, as member of the Board as well; and set the meeting date of June 21, 2011 beginning at 4:00 p.m. for the regular Board of Commissioners meeting. Carried unanimously.

Whitman opened discussion regarding a request from the Southern Minnesota Municipal Power Agency (SMMPA) for tax exemption information on electric generation equipment, as SMMPA is looking at constructing a power generation plant in the City of Fairmont to replace Fairmont's generator. In Minnesota utilities attached to machinery and other personal property is taxable by law but over the past two decades the legislature has granted many property tax exemptions for the machinery and other personal property at newly constructed facilities. Whitman stated that it is possible the City of Fairmont will be addressing the Board of Commissioners regarding SMMPA's exemption request.

Whitman next inquired about the former Nexus building (juvenile detention facility) and the center portion of the building that is still owned by Martin County; and informed the Board of the March 1st Beyond the Yellow Ribbon event at 7:00 p.m. at the National Guard Armory in Fairmont, for providing real services to the families of deployed military personnel as well as raising money in order to provide the services.

Higgins stated that Whitman has also arranged for a Martin County Legislative Day in St. Paul for County Department Directors and/or effected staff to visit our state capitol and our local representatives on March 10, 2011. We will have the opportunity to sit in a variety of committee meetings, meet with Representative Gunther and Senator Rosen, visit the House Republican Caucus, and sit in both the House and Senate during their respective sessions that day. There may be other special activities taking place, or if you have a specific person you would like to visit, he will try to work it into the schedule.

Barb Schreier, Managing Director of Red Rock Center for the Arts, was present to thank the County Board for their support of the Red Rock Center and the Martin County Preservation Association; and stated that a formal letter requesting continued support will

be forthcoming. Schreier stated that the Red Rock Center is actively seeking business sponsorships in addition to fundraising activities to help sustain their operating budget. Schreier will also submit a monthly Calendar of Events outlining special events and programs available at the Red Rock Center on a monthly/yearly basis.

James Forshee, Martin County Auditor/Treasurer, presented his request for approval of a new position for the Auditor/Treasurer's Office – Drainage Inspector/Technician. The position is placed at Grade 11 (\$16.27-\$21.41). The County Compensation Committee (CAC) has reviewed and discussed this request and is recommending approval. Forshee stated the position will be posted internally and will also be published outside with the WorkForce Center for outside applications and once we get all that process done we'll review them and schedule interviews accordingly. Forshee went on to state this position will be compensated by the Ditch Authority and is a budgeted item. After discussion,

Motion by Commissioner Schmidtke, seconded by Commissioner Boler, Be It Resolved that the Martin County Board of Commissioners, hereby approve the Drainage Inspector/Technician job description as presented, and authorize recruitment of a Drainage Inspector/Technician staff position for the Martin County Auditor/Treasurer's Office. Carried unanimously.

Forshee next presented his request for approval of a new position for the Auditor/Treasurer's Office – Accountant. The position is placed at Grade 11 (\$16.27 - \$21.41). The County Compensation Committee (CAC) has reviewed and discussed this request and is recommending approval. Forshee stated since Judy Sinn retired we've been looking at replacing that position. But what we're looking at instead of replacing that position with a person in that same capacity, we're looking for a person that has an associate or bachelor degree in accounting. With this person having an accounting background we would rely on this person to do a lot of the financial reporting for the state auditor and get the reports ready for the state audit in-house, and also be working with the bank. Forshee stated we're looking for a lot more of an accounting type person with a degree to handle a lot of that stuff. I've seen other counties that are doing the same thing in hiring a financial background person.

Commissioner Pierce stated this position is something we've talked about almost since the day I've been on the Board. We've got good people in the Auditor/Treasurer's Office; but no one is an Accountant, and that's what it is all about up there. So it is certainly a good thing here to get somebody that ultimately will cut down on a lot of our outside accounting costs that we have.

Motion by Commissioner Potter, seconded by Commissioner Donnelly, Be It Resolved that the Martin County Board of Commissioners, hereby approve the Accountant (A/T) job description as presented and authorize recruitment of an Accountant staff position for the Martin County Auditor/Treasurer's Office. Carried unanimously.

Higgins stated the Board is being asked to consider the tentative agreement with Law Enforcement Labor Services #115 Corrections and Communications Officers. The

proposed tentative agreement is for a three year period for the years 2011, 2012, and 2013 with the following negotiated issues: 1) Increase accumulation of compensatory time from 60 to 80 hours; 2) Convert to Paid Time Off (PTO) plan from Vacation and Sick time effective June 19, 2011; 3) Allow to convert up to 40 hours of sick leave to PTO by June 1, 2011; 4) Health Insurance-new language stating the same health plan and contributions as non-union (same as Deputy contract language); 5) Increase in uniform allowance of \$25 for 2011 and \$50 for 2013, increase uniform maintenance payout from \$200 to \$225; 6) Adjust wage scale to include steps in between even years effective January 1, 2011; 7) Three year contract 2011-2013 (with memorandum of agreement for 2010 to be included in new contract); 8) Add \$0.10 cents to top step; 9) Increase life insurance benefit from \$10,000 to \$20,000 for full-time employees only; 10) New Injury on Duty (IOD) language – if injured on job and receive workers compensation, allowed maximum 60 calendar days to receive equivalent of regular full paycheck without having to use accumulated sick leave or PTO; and 11) Define In-Laws – mother, father, brother, sister, son, and daughter-in-laws.

Motion by Commissioner Schmidtke, seconded by Commissioner Potter, Be It Resolved that the Martin County Board of Commissioners, hereby approve the Law Enforcement Labor Services #115 – Corrections and Communications Officers tentative agreement and contract effective January 1, 2011 through December 31, 2013; and authorize Board Chair to sign the respective Union agreement for the Law Enforcement Labor Services #115 – Corrections and Communications Officer Union. Carried unanimously.

Higgins stated the 1996 Chevrolet Lumina that was used in the Sheriff's Office was transferred over to Fairlakes Transportation for use and is having some mechanical issues and has met its useful life for the County's need. Higgins recommends disposing of the vehicle via the State of Minnesota's on-line auction system.

Motion by Commissioner Donnelly, seconded by Commissioner Schmidtke, Be It Resolved that the Martin County Board of Commissioners, hereby authorize disposal of the 1996 Chevrolet Lumina Sedan, VIN #2G1WL52MOT9283551, as surplus property and to dispose through the State of Minnesota On-Line Auction, due to having met its useful mechanical life for the County's needs. Carried unanimously.

Higgins stated the County has updated and made revisions to its current credit card policy that was effective in 2002. Higgins stated the main objective is to clarify and place in writing expectations and procedures for those authorized to use the county credit card.

MARTIN COUNTY CREDIT CARD USAGE POLICY

Adopted/Effective: October 1, 2002

Revised: February 15, 2011- (This policy supersedes all prior policies relating to this subject)

Purpose:

The purpose of this policy and procedure is to provide detailed information regarding the use of credit cards assigned to selected Martin County employees and elected officials for work related expense as listed herein.

Scope:

This policy and procedures applies to all County Departments and agencies that have selected employees to use credit cards.

Background:

The Martin County Board of Commissioners approved usage of VISA credit cards on October 1, 2002. These credit cards are to be monitored by the appropriate department head

Application:

Credit cards are authorized for use by the Martin County Commissioners, Martin County Coordinator, Martin County Auditor/Treasurer, Martin County Sheriff, Martin County Highway Department, Martin County Assessor, Martin County Victim Services, and other department heads for official county business.

Credit cards for use by department heads not specified above are held in County Coordinator's Office when not in use, and usage of these cards is to be documented in that office. Credit cards for use by Martin County Commissioners, Martin County Coordinator, Martin County Auditor/Treasurer, Martin County Sheriff, and the Martin County Highway Department are held in the individual departments when not in use, and usage of these cards is to be documented in the appropriate department. The respective accounting personnel will maintain ongoing files of all county authorized credit cards for the purposes of paying invoices received.

All those who are approved to use county credit cards must complete the "Request for County Issued Credit Card", review and sign the "County Of Martin County Issues Credit Card User Agreement. Additionally, those that are approved to use county credit cards must complete the required training in credit card usage and policies, and sign the "Policy Receipt and Training Acknowledgement" form.

Procedure:

County credit card charges are to be paid off on a monthly basis at the first part of the month. Charges applied on credit cards are paid based on original itemized receipts presented to the Deputy Auditor/Treasurer in order to avoid late and/or finance charges.

Each Department issued a credit card must complete the County's voucher payment forms, with itemized receipts and other required supporting documentation, and must be received by the Auditor/Treasurers office immediately after the charge is made in order to be reconciled and paid.

Usage:

Use of the Credit Cards is to be used for purchases for Martin County only. Purchases made with County credit cards must be consistent with state law.

Examples of approved usage includes: guaranteeing room for conferences and/or meeting attendance, lodging and travel expenses while attending authorized meetings, airline tickets, advance registrations, fuel when out of range of County gas pumps and emergency repairs or towing for county vehicles only, meals when overnight travel is necessary, and purchase of supplies/materials where no other means is feasible.

Taxable meals are not an allowed expense through the use of the credit card. Taxable meals mean any meal provided by the county while the employee is at a one day meeting where no overnight travel is needed. These meals require that federal and state tax is taken from the meal deduction and must be submitted through payroll.

No tips or alcoholic beverages are to be included in the credit card billing when used for meals connected with overnight travel, this is included in the County Personnel Policy that tips and alcoholic beverages are not paid by the county. If charges for these items are included, they are to be promptly reimbursed to the county by the employee.

Personal use of a county owned credit card is strictly prohibited, including fuel purchased for privately-owned vehicles by any county employee or elected officials.

Unauthorized use of a county authorized credit card by any county employee or non-authorized individual are personally liable for the amount of purchase and is subject to prosecution and disciplinary action as deemed appropriate.

The Credit Card Application and other forms are available in the County Auditor/Treasurer's Office.

A. Usage of Credit Card Maintained by County Coordinator.

Responsibility:	Action:
Department Head	1. Requests use of credit card.
County Coordinator	2. Approves use of credit card. NOTE: If use of credit card is denied, no further action is completed within this policy.
	3. Logs in credit card for use on the dates and purpose of credit card use on Credit Card Usage Log.
Department Head	4. Receives credit card for use on the dates and for the purpose specified on the request.
	5. After credit card has been used, returns credit card to County Coordinator. Dept Head responsible for turning in the itemized receipts, along with a completed county claim voucher, with appropriate account number and amounts shown.
County Coordinator	6. Logs in return of credit card and stores card for future use.
Auditor/Treasurer	7. Pays claim for credit card use as appropriate.
Department Head	8. Reviews credit card statement upon receipt for correct charges, then forwards same to Auditor/Treasurer's Office.
Auditor/Treasurer	9. Maintains file of all original credit card statements.

B. Usage of Credit Card maintained by County Commissioners, County Coordinator, County Auditor/Treasurer, County Sheriff, County Assessor, Victim Services, County Highway Dept.

Responsibility:	Action:
Department Employee	1. Requests use of credit card.

Department Head	2. Approves use of credit card. NOTE: If use of credit card is denied, no further action is completed within this policy.
	3. Logs in credit card for use on the dates and purpose of credit card use on Credit Card Usage Log.
Department Employee	4. Receives credit card for use on the dates for the purpose specified on the request.
	5. After credit card has been used, returns credit card to the department head and forwards itemized receipts, along with a completed county claim voucher, with appropriate account number and amounts shown, signed by the authorized cardholder, and sent to the Auditor/Treasurer for prompt payment.
Department Head	6. Logs in return of credit card and stores card for future use.
Auditor/Treasurer	7. Pays claim for credit card use in next payment cycle.
Department Head	8. Reviews credit card statement upon receipt for correct charges, and then forwards same to Auditor/Treasurer's Office.
Auditor/Treasurer	9. Maintains file of all original credit card statements.

Motion by Commissioner Schmidtke, seconded by Commissioner Donnelly, Be It Resolved that the Martin County Board of Commissioners, hereby approve the revised Martin County Credit Card Usage Policy effective February 15, 2011; and that this policy supersedes all previous Credit Card Usage policies as presented. Carried unanimously.

Forshee stated we have received a proposal for accounting services by LarsonAllen, LLP for compiling the County's basic financial statements of Martin County for the year ended 2010. The fee for compilation of the basic financial statements is estimated to be \$11,000.00 and includes expenses such as mileage, postage, etc. This is a zero percent increase from the prior year quote.

Motion by Commissioner Boler, seconded by Commissioner Potter, Be It Resolved that the Martin County Board of Commissioners, hereby approve and authorize Board Chair to sign an agreement with LarsonAllen, LLP for accounting services in the preparation of the necessary financial statements for the 2010 audit. Carried unanimously.

Motion by Commissioner Donnelly, seconded by Commissioner Boler, Be It Resolved that the Martin County Board of Commissioners, hereby approve payment of claims for the month of February, 2011; and includes the Martin County Highway Department as presented. Carried unanimously.

Warrants Received and paid February 15, 2011 are registered on file in the Auditor/Treasurer's Office as follows:

Revenue Fund – Warrants Approved February 15, 2011	\$202,794.83
Enhanced 9-1-1 Fund	\$ 8.21
Recreation and Safety Fund	\$ 267.48
Martin County Economic Development Authority	\$ 3,789.58
Solid Waste Management Fund	\$ 18,126.23
Law Library Fund	\$ 4,778.37
Martin County Transit Fund	\$ 50,225.05
Building – CIP – Fund	\$ 95.93
Bank Building Fund	\$ 731.28
Debt Service Fund	<u>\$213,621.25</u>
Total	\$494,438.21

Road and Bridge Funds Totaled \$127,311.02

Commissioners reviewed and discussed the University of Minnesota Worthington Regional Office Report; Transit Expanded Service Hours – 2010 and 2009 Comparison; February 2, 2011 Meeting minutes of the South Central Service Cooperative Board of Directors Meeting; CY2010 Listing of Wellness Activities and Participation; Legislative Day at the Capitol; and Martin County Leadership Program March Agenda.

Commissioners presented their Board Member Reports.

Commissioner Potter stated he attended Human Services Executive Board meeting on Wednesday, February 2nd; Red Bull and Yellow Ribbon meeting at the Fairmont Armory on February 3rd; Extension Committee meeting on Tuesday, February 8th; Prairieland meeting on February 11th; and Retirement Open House for Gary Schaub on February 12th.

Commissioner Schmidtke stated in addition to those mentioned by Commissioner Potter, he attended the Martin County Economic Development Authority Commission meeting on February 7th; Jail/Dispatch Negotiations on February 8th; and Retirement Open House for Gary Schaub on February 12th.

Commissioner Boler stated he attended an RC&D meeting on the morning of February 7th and attended a Region 9 Development Committee meeting in the afternoon of February 7th; and Prairieland meeting on Friday, February 11th.

Commissioner Donnelly stated the only thing he had different was attending a Personnel Committee meeting on February 10th.

Commissioner Pierce stated he toured the Buffalo Lake Energy plant with Commissioner Potter on February 7th.

The Board reviewed their calendars of upcoming meetings and activities: February 16, 2011 – Human Services meeting in Blue Earth, Martin County Park Board meeting at 4:00 p.m. at the Highway Department; Regional Assessor’s Meeting at 10:00 a.m. at the Martin County Courthouse; February 17, 2011 – SWCD meeting at 9:00 a.m.; February

23, 2011 – Fairmont Chamber of Commerce Annual Meeting at 6:00 p.m.; February 24, 2011 – Regional Extension Committee meeting; February 25, 2011 – musician Corey Stevens at the Fairmont Opera House, and Region 9; February 26, 2011 – Presentation College Mardi Gras Fundraiser; February 28, 2011 – Renewable Energy Series with Linda Meschke; March 1, 2011 – next regular Board of Commissioners meeting at 9:00 a.m.

With no further business to wit, Board Chair adjourned the meeting at 10:39 a.m.

BOARD OF COMMISSIONERS
MARTIN COUNTY, MN

Steve Pierce, Board Chair

ATTEST: _____
Scott Higgins, County Coordinator