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

Commissioners present were Donnelly, Potter, and Schmidtke. Commissioner District No. 1 is vacant. Also present were Scott Higgins, Martin County Coordinator, James Forshee, Martin County Auditor/Treasurer, Jennifer Brookens, Sentinel Newspaper, Rod Halvorsen, KSUM/KFMC Radio, Kevin Peyman, Martin County Highway Engineer, Julie Walters, Administrative Assistant, and members of staff.

Commissioner Pierce called for nominations for Chair for the year 2012.

Commissioner Potter nominated Steve Donnelly for Chairman.

Commissioner Pierce called for any other nominations two more times. There were none.

Motion by Commissioner Potter, seconded by Commissioner Schmidtke, to cast a unanimous ballot for Steve Donnelly as Chairman for 2012. All voting in favor. Motion carried.

Chairman Donnelly called for nominations for Vice-Chair for the year 2012.

Commissioner Schmidtke nominated Jack Potter as Vice-Chair.

Chairman Donnelly called for any other nominations two more times. There were none.

Motion by Commissioner Schmidtke, seconded by Commissioner Pierce, to cast a unanimous ballot for Jack Potter as Vice-Chairman for 2012. All voting in favor. Motion carried.

Motion by Commissioner Pierce, seconded by Commissioner Schmidtke, Be It Resolved that the Martin County Board of Commissioners, hereby approve the agenda with the following addition: 8.11 Consider Donation Received for the Martin County Mentoring Program. Carried unanimously.

James Forshee, Martin County Auditor/Treasurer, stated a Tobacco License application has been received from Legends Pub & Grill located in Ceylon, MN. The County Board is being asked to approve all Tobacco License applications and Forshee stated that all required background checks and paperwork has been received and is in order.

Motion by Commissioner Schmidtke, seconded by Commissioner Potter,
RESOLUTION

ISSUANCE OF TOBACCO LICENSES FOR 2012

WHEREAS, the County of Martin, MN (County) has established a Tobacco Ordinance (Ordinance) relating to the sale, possession, and use of tobacco in Martin County and to reduce the illegal sale, possession, and use of such items to and by minors, along with compliance with Minnesota Statutes and Rules; and

WHEREAS, applications for a tobacco license to sell tobacco shall be made through the County and its required forms as established by the Ordinance; and

WHEREAS, the Martin County Board of Commissioners (Board) may either approve or deny the license, or delay it for such reasonable period of time as necessary to complete any investigation of the application or the applicant it deems necessary. If the Board approves the application, the County Coordinator shall issue the license. If the application is denied, notice of the denial shall be given to the applicant along with notice of the applicants right to appeal the Board’s decision; and,

WHEREAS, all licenses shall be valid under the Ordinance for one calendar year from the date of issuance; and,

NOW THEREFORE BE IT RESOLVED, that the Martin County Board of Commissioners, hereby approve and authorize tobacco licenses for the following Retail Establishments, and valid for the year 2012:

- Legends Pub & Grill in Ceylon, MN

Upon this motion made by Commissioner Schmidtke, seconded by Commissioner Potter, was duly made and passed this 3rd day of January, 2012.

BOARD OF COMMISSIONERS
MARTIN COUNTY, MN

______________________________
Board Chair

ATTEST:______________________________
Scott Higgins, County Coordinator

Roll Call AYES: Commissioners Potter, Schmidtke, Pierce, and Donnelly. NAYS: None. Resolution duly passed and adopted this 3rd day of January, 2012.

Kevin Peyman, Martin County Highway Engineer, presented a department update concerning time spent on ice and snow removal off of the blacktops; and meeting on
Monday, January 9th with the City of Fairmont/Township regarding the road leading to the tree/leaf dump west of Fairmont.

Scott Higgins, Martin County Coordinator, presented the annual organizational resolutions for Board consideration and approval.

Motion by Commissioner Pierce, seconded by Commissioner Potter, to approve the following annual resolutions: Machine Signed Signatures and Depository Designations; Employee Expenses (Mileage Reimbursement at $0.555 cents/mile effective January 1, 2012); Hand Labor Hourly Rate; Pocket Gopher Bounty; and Designation of Public Notice Posting & Facility for CY2012.

R-#1/12

RESOLUTION

MACHINE-SIGNED SIGNATURES AND DEPOSITORY DESIGNATIONS

BE IT RESOLVED, that the banks listed below are designated depositaries of Martin County.

Profinium Financial
State Bank of Fairmont
Farmers State Bank of Trimont
Triumph State Bank
Ormsby State Bank
State Bank of Ceylon
First Farmers and Merchants National Bank
Farmers State Bank of Trimont/Dunnell
Bank Midwest
US Bank
Profinium Financial of Truman
Welcome State Bank
Farmers State Bank of Sherburn

It is thereby requested, authorized and directed to honor checks, drafts or other orders for the payment of money drawn in this County’s name, including those drawn to the individual order of any person or persons whose name or names appear thereon as signer or signers thereof, when bearing or purporting to bear the facsimile signature(s) or signatures of any of the following:

_______________________________
Jim Forshee, Auditor/Treasurer

_______________________________
Board Chair

And the above named banks shall be entitled to honor and to charge Martin County for all such checks, drafts or other orders, regardless of by whom or by what means the facsimile signature or signatures thereon may have been affixed thereto if such facsimile
signature or signatures resemble the facsimile specimens duly certified to or filed with Profinium Financial by the Clerk of the Board or other Officer of Martin County.

BE IT FURTHER RESOLVED, That any and all resolutions heretofore adopted by the Board of Commissioners of this County and certified to Profinium Financial or other institutions listed above as governing the operation of this corporation’s account(s) with it be and are hereby continued in full force and effect, except as the same may be supplemented or modified by the foregoing part of this resolution.

Commissioner Pierce, seconded by Commissioner Potter, made motion and unanimously carried this 3rd day of January, 2012.

IN WITNESS WHEREOF, I have hereunto subscribed by name as Clerk of the Board and have caused the County seal of Martin County to be hereunto affixed this 3rd day of January, 2012.

BOARD OF COMMISSIONERS
MARTIN COUNTY, MN

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Board Chair

ATTEST:
Scott Higgins, County Coordinator

I, Scott Higgins, Clerk of the Board of Commissioners do hereby certify that at a regular meeting of the Martin County Board of Commissioners duly and regularly called, and held at the office of Martin County on 3rd day of January, 2012 there being a quorum of said Board present, the following resolution was unanimously passed as appears from the records of Martin County and is now in full force and effect.

WITNESS my hand officially and the official seal of the County on January 3rd, 2012.

_____________________________
Scott Higgins, County Coordinator

R-#2/’12

R E S O L U T I O N

EMPLOYEE EXPENSES:

BE IT RESOLVED, that all County employees be authorized to be reimbursed the sum consistent with IRS allowable rate, and this rate will remain in place for 2012 for travel on official business by private transportation at the Internal Revenue announced mileage rate of $55.5 cents per mile effective January 1, 2012 and be further reimbursed for such
other expenses as are necessarily and actually incurred on official business during the year 2012.

BE IT FURTHER RESOLVED, that there be a maximum per day meal allowance of $30.

FOREGOING, was upon motion made by Commissioner Pierce, seconded by Commissioner Potter, and unanimously carried, duly passed and adopted this 3rd day of January, 2012.

BOARD OF COMMISSIONERS
MARTIN COUNTY, MN

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Board Chair

ATTEST:
Scott Higgins, County Coordinator

R-#3/’12

RESOLUTION FOR LABOR HOURLY RATES IN CONNECTION WITH JUDICIAL AND COUNTY DITCH MINOR REPAIRS AND MAINTENANCE

RE IT RESOLVED that Martin County as drainage authority for Judicial and County ditches receives request from landowners to do minor repairs and maintenance themselves and to be compensated by the drainage system. That such minor repairs and maintenance are often done when time is of the essence and contractors are not readily available. In addition, such minor repairs and maintenance results in repairs being done in a timely manner and often at a reduced cost.

NOW THEREFORE, BE IT RESOLVED that Martin County will pay at a rate of $12.00 per hour for hand labor done by landowners in connection with minor repairs and maintenance to judicial and county ditch systems for the year 2012 and be it resolved that a maximum of $20.00 per hour be set for tractor and loader or skid loader and $15.00 per day and $7.50 per half day for chainsaw, and be it resolved that such payments are under the following specific conditions:

1. That those conducting the work are not employees of the County;
2. That those workers specifically understand and agree that they are not covered by Worker’s Compensation Insurance through the County;
3. That any damage to equipment used is the sole responsibility of the owner, sole-proprietor and/or operator and is not the responsibility of Martin County;
4. That those individuals who conduct any type of work in connection with Judicial or County Ditch Drainage Systems are required to have on file a Certificate of Insurance of all required coverages before work commences including, but not limited to, a Certificate of Insurance for general liability coverage that shall
include “products/completed operations” coverage with length of time to be determined by the County, to be signed by the authorized insurer defining coverage, and the Certificate should include a 60 day written Notice to Cancel, Suspend or Reduce; all limits of coverage to be determined by the County.

5. That a Hold Harmless and Indemnification Agreement, along with all their required documents, must be signed by those doing the work before any work commences on the drainage systems. The worker shall hold harmless and indemnify the County for any claims of any nature resulting from work being done on the county or judicial drainage systems.

6. That a W-9 shall be provided;

7. That no work shall be done on county or judicial ditch systems without the above requirements being met and without specific authorization of the Martin County Ditch Authority;

8. That upon completion of any minor repairs or maintenance to the judicial or county ditch system, a specific written description of the work and location of work done shall be submitted to the ditch authority for filing in the proper ditch file. That no payment shall be made until all requirements are met.

9. All necessary documents above described must be filed with the Martin County Auditor/Treasurers Office before any work commences on the county judicial or county drainage systems.

Upon a Motion made by Commissioner Pierce, seconded by Commissioner Potter, and unanimously carried;

Said Resolution was adopted this 3rd day of January, 2012.

BOARD OF COMMISSIONERS
MARTIN COUNTY, MN

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Board Chair

ATTEST:
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Scott Higgins, County Coordinator

R-#4/’12
RESOLUTION

POCKET GOPHER BOUNTY:

BE IT RESOLVED, by this Board of Martin County Commissioners that a bounty of one dollar ($1.00) be placed on each Pocket Gopher destroyed in the County of Martin during the year 2012 pursuant to M.S.A. 1957 Section 348.12 and same be paid from General
Revenue Fund of the County upon proper certified claims with the County Auditor/Treasurer and according to other procedures as so fixed by Statutes.

UPON, motion made by Commissioner Pierce, seconded by Commissioner Potter, and unanimously carried, foregoing was duly passed and adopted this 3rd day of January, 2012.

BOARD OF COMMISSIONERS
MARTIN COUNTY, MN

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Board Chair

ATTEST:______________________________
Scott Higgins, County Coordinator

R-#5/’12

Resolution Relating to Designation of Public Meeting Notice Posting and Facility for CY2012

WHEREAS, the Martin County Board of Commissioners, in carrying out their official functions during the year 2012, will hold numerous and varied meetings to consider the business of Martin County government in various places in and about Martin County; and,

WHEREAS, it is the expressed intent of the Martin County Board of Commissioners to hold such meetings in an open and public forum; and,

WHEREAS, it is the expressed interest of the Martin County Board of Commissioners to provide notification of said meetings:

NOW THEREFORE BE IT RESOLVED, by the Martin County Board of Commissioners that the county bulletin board located outside of the Commissioners meeting room on the first floor of the Courthouse is hereby designated as the public notification facility of all county meetings involving the Martin County Board of Commissioners and its various committees.

BE IT FURTHER RESOLVED, that the County Coordinator be directed to post notices of all meetings in sufficient time prior to said meeting to allow adequate public notice.

BE IT FURTHER RESOLVED, that copies of this resolution be forwarded to each Department Director of Martin County and posted on the official bulletin board.

Motion by Commissioner Pierce, seconded by Commissioner Potter, resolution duly passed and adopted this 3rd day of January, 2012.
Jeff Markquart, Martin County Sheriff, presented a brief office update including getting through the holidays without any fatalities in the County; and current Martin County Jail population of twenty-two (22) in-house, nine (9) out-of-county, and eight (8) on Electronic Home Monitoring (EHM).

Higgins presented the annual resolution regarding Out-of-State Travel by Martin County Elected Officials.

Motion by Commissioner Pierce, seconded by Commissioner Schmidtke,

R-#6/’12

RESOLUTION REGARDING OUT-OF-STATE TRAVEL BY MARTIN COUNTY ELECTED OFFICIALS (2012)

WHEREAS, the 2005 regular session of the Minnesota State Legislature has mandated that every County develop and approve, by a recorded vote, an Out-of-State Travel Policy for its applicable elected officials (Minnesota Statutes 471.661); and

WHEREAS, the elected officials for Martin County affected by this statutory requirement are the five (5) County Commissioners: Sheriff, Attorney, Auditor/Treasurer, and Recorder; and

WHEREAS, each of the elected officials have different statutory duties which require the elected officials to seek ongoing education and training, as well as to receive updated information and technical expertise;

NOW THEREFORE BE IT RESOLVED that the following Out-of-State Travel Policy shall apply for all Martin County Elected Officials beginning January 1, 2012:

1. Each elected official shall determine when travel out of the state is appropriate, and in the interest of the office they hold; is in the interest of the citizens of Martin County; and is in the interest of good County Government.

2. Expenses when traveling out of state shall be limited to:
a. Actual transportation costs incurred by the official (i.e., mileage/airfare/parking);
b. Actual lodging costs incurred by the official (i.e., room rental, parking, etc.);
c. Actual meal expenses incurred by the official, provided, however, that a receipt shall be required and reimbursement shall not exceed the County approved rate;
d. Event conference, seminar or educational program registration or admittance fee actually incurred.

3. Elected officials shall notify the County Coordinator, at least three weeks in advance, by letter or e-mail of their intended travel out of state, to include the purpose of the trip, a list of the expenses, and how all expenses will be paid for.

4. Approval of the Out of State Travel Request must be approved by the majority of the County Board. The action by the board shall specify any limits imposed on the out-of-state travel expenses and document any anticipated payment of expenses by third parties. Additionally, any travel related expenses to be reimbursed by third parties must be verified directly from the third party prior to payment of expenses for the same travel.

5. Transportation expenses are limited to the lesser of mileage or airfare.

6. Travel out-of-state within a 150 mile radius of Fairmont, MN is exempt from approval.

This Out-of-State Travel Policy shall be available for public inspection upon request and shall be reviewed annually by the Martin County Board of Commissioners.

Motion was made by Pierce, seconded by Schmidtke, and unanimously carried, for the adoption of said resolution.

Dated this 3rd day of January, 2012.

BOARD OF COMMISSIONERS
MARTIN COUNTY, MN

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Board Chair

ATTEST:______________________________
Scott Higgins, County Coordinator

Roll Call AYES: Commissioners Potter, Schmidtke, Pierce, and Donnelly. NAYS: None. Resolution duly passed and adopted this 3rd day of January, 2012.

Steve McDonald, MIS Director, stated the County’s Technology Committee has been meeting for about the last year and members of the committee and department heads believe that the current Martin County website needs to be redesigned. Quotes have been solicited and received and after review by the Technology Committee, the Committee is
recommending that the quote received from Bevcomm in the amount of $8,104 be approved. The quote provides for a base cost that would take the existing County's website information over to a newly redesigned website. McDonald went on to state, that per the quote from BevComm, as content is added or changed, fees will be billed at an hourly rate of approximately $80. McDonald noted that he has been maintaining the site for quite a few years; but to have all the changes done in a timely manner it is necessary to hire a firm due to the time it would take to complete a redesign of the County's website.

Commissioner Pierce inquired what was wrong with our existing website. Stating that he has not had any problems with it and I haven’t heard any complaints regarding the existing County website. That’s a lot of money when we continue to nickel and dime other things.

McDonald stated that the members of the committee wanted it redesigned.

Commissioner Donnelly asked Kay Wrucke, Recorder, if she had any comments regarding the proposed bid.

Wrucke stated that the purpose of the website was to update it for a more current look that is considered more taxpayer/customer friendly, so it points the customer to the services that we have versus to the departments that we have. So it is all based on services and a little easier to look at. Wrucke went on to state we need a fresh look to our website because we need to have a more updated appeal to it. Some of the pieces that we’ve put into it we will be able to do a little more content management on our own site; and we can add pictures and short videos of services more easily. But the main focus is all for the customers. The website shouldn’t be about our offices or about us, it should be about the services that we provide and I think that’s how the website should come across.

Commissioner Potter stated I’m going to end up voting for it because I trust your recommendation. However, sometimes I feel like technology is a money vulture because we have to buy software and we’re changing stuff all the time. It’s a big cost, so that bothers me.

Commissioner Schmidtke stated I serve on that committee and I’ve been to a few meetings and I was there originally when we started talking about this. We wanted to upgrade to a more professional look and user friendly so I support it 100%. I think it’s a good thing.

Commissioner Donnelly stated is there going to be an up charge every year for this thing?

McDonald stated if you want the design and look of the website changed then you’ve got to hire Bevcomm to make that background change and pay for that service. Payment to Bevcomm for moving existing information over to new website and any future changes that may occur will be expended out of the Recorder’s Compliance Fund. All of these additions and changes will also add on to the workload in my office. I’ve tried to rewrite
the website more than once and it is very time consuming and I just don’t have the time
to do any of it. To incorporate things the committee wants done to our website we are to
the point that we have to hire it done if we want a turnkey type system.

Commissioners questioned the bid from Concepts and Design at nearly half the cost of
Bevcomm.

McDonald stated the committee asked all three bidders to relook at their quotes at least
four or five times over the last year due to different website requests. The Committee
still felt unsure of what was missing from the Concepts and Design quote and based on
the work product they have seen, recommend approval of the quote received from
Bevcomm.

<table>
<thead>
<tr>
<th></th>
<th>Bevcomm</th>
<th>Concepts &amp; Design</th>
<th>VoyageurWeb</th>
</tr>
</thead>
<tbody>
<tr>
<td>Website design &amp; move existing content</td>
<td>$7,985.00</td>
<td>$3,450 + $375 = $3,825.00</td>
<td>$7,850 + $1,000 = $8,850.00</td>
</tr>
<tr>
<td>Minutes &amp; Agenda’s</td>
<td>Included in Base Cost</td>
<td>Option 2 = $450.00</td>
<td>Option = $1,350.00</td>
</tr>
<tr>
<td>Photo video slide show</td>
<td>Included in Base Cost</td>
<td>Included in Base Cost</td>
<td>Included in Base Cost</td>
</tr>
<tr>
<td>Video Channel Setup</td>
<td>Included in Base Cost</td>
<td>Included in Base Cost</td>
<td>Basic = $150.00</td>
</tr>
<tr>
<td>Contact us page</td>
<td>Included in Base Cost</td>
<td>Included in Base Cost</td>
<td>Included in Base Cost</td>
</tr>
<tr>
<td>Events Calendar</td>
<td>Included in Base Cost</td>
<td>Standard Included – third party software used annual fee of $20</td>
<td>Included in Base Cost</td>
</tr>
<tr>
<td>News Article Feed</td>
<td>Included in Base Cost</td>
<td>Included in Base Cost</td>
<td>Included in Base Cost</td>
</tr>
<tr>
<td>Secure Login Page</td>
<td>Included in Base Cost</td>
<td>Included on a per page basis or overall server setting</td>
<td>Option B = $1,800.00</td>
</tr>
<tr>
<td>Language Translation Option – Free Language Applet</td>
<td>Included in Base Cost – Manual translation 2K to 5K</td>
<td>Included – additional charges apply for Manual translation</td>
<td>Included in Base Cost</td>
</tr>
<tr>
<td>Website search engine</td>
<td>Included in Base Cost</td>
<td>Included-not google, built in</td>
<td>Included in Base Cost</td>
</tr>
<tr>
<td>Law Enforcement Jail Roster Feed</td>
<td>Included in Base Cost</td>
<td>Included in Base Cost</td>
<td>Included in Base Cost</td>
</tr>
<tr>
<td>Space for County Fair Website/other and upload/connection info</td>
<td>Included in Base Cost</td>
<td>Included in Base Cost</td>
<td>Included in Base Cost</td>
</tr>
<tr>
<td>Google Analytics Website statistics</td>
<td>Included in Base Cost</td>
<td>Included in Base Cost</td>
<td>Included in Base Cost</td>
</tr>
<tr>
<td>Form development software/tools used for creating web forms for integration into website</td>
<td>$119.00</td>
<td>Included in Base Cost</td>
<td>Included in Base Cost</td>
</tr>
<tr>
<td>Total Estimated Base Cost</td>
<td>$8,104.00</td>
<td>$4,275.00</td>
<td>$12,150.00</td>
</tr>
<tr>
<td>Form Development Costs</td>
<td>$80.00/hour</td>
<td>Billed hourly @ $55.00 per hour</td>
<td>5-10 mns/form @ $50.00/hr</td>
</tr>
<tr>
<td>Service Description</td>
<td>Hourly Rate</td>
<td>Billed Rate</td>
<td>Notes</td>
</tr>
<tr>
<td>------------------------------------------------------------------------------------</td>
<td>-------------</td>
<td>-------------</td>
<td>----------------------------------------------------------------------</td>
</tr>
<tr>
<td>Create online fillable print only PDF (from existing usable electronic file Word etc.)</td>
<td>$80.00/hour</td>
<td>Billed hourly @ $55.00/hour. However, they will average $25.00 to $50.00 each</td>
<td>$75.00/hr-long forms can take 3-5 hours (about $200) short forms of 10 questions or less (1-2 hrs)</td>
</tr>
<tr>
<td>Create online fillable print only PDF (from scratch nonusable electronic form copy, etc.)</td>
<td>$80/hour</td>
<td>Billed hourly @ $55.00/hour. However, they will average $25 to $50 each</td>
<td>Would likely take an hour or less to type depending on the type of question also (essays take less time than multiple choice with lots of options to pick from)</td>
</tr>
<tr>
<td>Content Management System (CMS) Training</td>
<td>Included in base cost – Unlimited within reason</td>
<td>$55.00/hour</td>
<td>Included – 2 hours by phone or web</td>
</tr>
<tr>
<td>Travel &amp; On-Site Meetings</td>
<td>$80/hour includes travel time</td>
<td>$55.00 hour includes travel time</td>
<td>$.45/mile &amp; time onsite charged at $80/hour</td>
</tr>
<tr>
<td>Custom Form Development</td>
<td>Dependent on number of fields and form complexity</td>
<td>No option listed</td>
<td>No option listed</td>
</tr>
<tr>
<td>Assessor Interactive online forms</td>
<td>20K to 50K est.-Not available due to probable termination of program from Adobe</td>
<td>$2,150 + $275/form-Custom programming</td>
<td>Not enough information to estimate</td>
</tr>
<tr>
<td>Hourly fee for new/additional content and Graphics work</td>
<td>$80</td>
<td>$65</td>
<td>$80</td>
</tr>
<tr>
<td>Content Management Software (CMS)</td>
<td>Joomla</td>
<td>WordPress</td>
<td>Drupal</td>
</tr>
<tr>
<td>Monthly Hosting fees (Annual Fee) &amp; Space</td>
<td>w/o database $180 with database $360</td>
<td>$420</td>
<td>$280-10GB</td>
</tr>
</tbody>
</table>

After further discussion,

Motion by Commissioner Schmidtke, seconded by Commissioner Potter, Be It Resolved that the Martin County Board of Commissioners, upon the recommendation of the Martin County Technology Committee, hereby approve quote received from Bevcomm in the amount of $8,104.00 for the development and redesign of a new County website and to move existing content to the new website; and content management will be an added expense at $80 per hour on an as needed basis. Those voting in favor: Commissioners Potter, Schmidtke, and Donnelly. Those opposed: Commissioner Pierce. Motion carries.

Forshee stated Martin County has received an understanding of services agreement from the State of Minnesota Office of the State Auditor, stating they will audit the financial statements of the governmental activities, each major fund, and the aggregate remaining fund information, which collectively comprise the basic financial statements of Martin County for the year ended December 31, 2011. Forshee stated fees are based on standard hourly rates plus travel and any out-of-pocket expenses; and that it is anticipated the fees
charged in 2012 have not increased over 2011’s rates.

Motion by Commissioner Pierce, seconded by Commissioner Potter, Be It Resolved that the Martin County Board of Commissioners, hereby approve and authorize Board Chair and Auditor/Treasurer, to sign the letter of Understanding of Services Agreement for audit services by the State of Minnesota Office of the State Auditor for the year ended December 31, 2011. Carried unanimously.

Higgins stated Martin County has received the grant award from the Minnesota Department of Transportation Office of Transit (Mn/DOT) for operations of the Martin County Transit Public Transit System in the amount of $457,300 for operational expenses which represents 85% of the total operating budget of $538,000; and that the County is responsible for 15% of the total operational expenses to be paid by Mn/DOT per the Agreement. Higgins noted this is a zero percent (0%) increase from 2011. Martin County originally requested $557,835. Higgins went on to state that total projected revenues are $126,000 for CY2012. Higgins noted that one replacement Class 400 bus will be purchased in 2012 and is budgeted at $70,000.

Motion by Commissioner Schmidtke, seconded by Commissioner Pierce, Be It Resolved that the Martin County Board of Commissioners, hereby approve and authorize Board Chair to sign the 2012 Public Transit Participation Program Application Grant Agreement for an approved projected operations expense grant amount of $457,300 and total operating budget of $538,000; and that the County of Martin and the Minnesota Department of Transportation (Mn/DOT) will share in the expense in the operations of the Martin County Express Public Transit System per the Agreement at 85% provided by Mn/DOT and 15% provided by the County; and capital expenses split 80% Mn/DOT and 20% by local share effective January 1, 2012. Carried unanimously.

Higgins stated the Association of Minnesota Counties (AMC) Board of Directors have recently adopted new by-laws that allow each county to appoint one commissioner or county official to each of the five policy committees. No policy committee member can be on more than one Policy Committee. Additionally, AMC has requested appointments of Association delegates and districts for 2012. After discussion,

Motion by Commissioner Pierce, seconded by Commissioner Potter, Be It Resolved that the Martin County Board of Commissioners, hereby appoint the following Commissioners/County Staff to the following AMC Policy Committees: Environment & Natural Resources Policy Committee – Commissioner Steve Donnelly; General Government Policy Committee – Commissioner Steve Pierce; Transportation Policy Committee – Commissioner Dan Schmidtke; Health & Human Services Policy Committee – Commissioner Jack Potter; Public Safety Policy Committee – Vacant; and appoint the following County Staff as 2012 Delegates for eligibility to vote at any meeting of the Association or to be elected an officer or director of the Association: Scott Higgins, Martin County Coordinator, James Forshee, Martin County Auditor/Treasurer, and Kevin Peyman, Martin County Highway Engineer. Carried unanimously.
Higgins stated that Doug Landsteiner, Martin County VSO, is requesting out-of-state travel to Washington, D.C. in February, 2012 to attend the Disabled American Veterans (DAV) Conference. Expected expenses for the DAV Conference is estimated at $1,400.00, less travel reimbursement from DAV in the amount of $300.00 and half the cost of 4-days lodging if sharing a room. After review,

Motion by Commissioner Pierce, seconded by Commissioner Schmidtke, Be It Resolved that the Martin County Board of Commissioners, hereby approve and authorize the out-of-state travel request from Doug Landsteiner to travel to Washington, D.C. in February, 2012 to attend the Disabled American Veterans (DAV) Conference; and includes transportation, registration, meals, and lodging expenses not to exceed $500.00. Carried unanimously.

Higgins stated whenever donations are received by the County; the Board must give its approval of acceptance for these donations. Donations were received in the year 2011 for the Martin County Mentoring Network in the amount of $100.00.

Motion by Commissioner Pierce, seconded by Commissioner Schmidtke, Be It Resolved that the Martin County Board of Commissioners, hereby accept a donation received in the amount of $100.00 for the Martin County Mentoring Network. Carried unanimously.

Higgins stated the Board authorized the recruitment of a replacement Martin County Mentoring Coordinator position and we received eight (8) applicants and interviewed four (4). Higgins recommends the hire of Valerie Jepsen as Martin County’s Mentoring Network Coordinator with an anticipated start date on or about January 17-23, 2012.

Motion by Commissioner Schmidtke, seconded by Commissioner Potter, Be It Resolved that the Martin County Board of Commissioners, upon the recommendation of Martin County Coordinator, hereby approve the hire of Valerie Jepsen as the Martin County Mentoring Network Coordinator at Grade 9 Step 1 at $14.43/hour effective on or about January 17-23, 2012; contingent upon satisfactory reference and criminal background checks (BCA) as determined by the County; and is eligible for benefits per Courthouse Personnel Policies as it applies to this position. Carried unanimously.

The Board reviewed the County Auditor/Treasurer Expense Report for bills paid December 29, 2011; and the 2012 membership dues received from the Association of Minnesota Counties (AMC).

Motion by Commissioner Schmidtke, seconded by Commissioner Potter, Be It Resolved that the Martin County Board of Commissioners, hereby ratify payment of claims for the second bill run for the month of December 20, 2011 as presented; and includes the Martin County Highway Department as presented. Carried unanimously.

Commissioners presented their Board member reports:

Commissioner Potter stated he attended Drug Court Graduation on Tuesday, December
20th; Human Services meeting on Wednesday, December 21st; Canvass Board meeting with the Martin County Auditor/Treasurer’s Office on Friday, December 23rd; Ditch meeting at Huntley on December 27th; and House of Hope ribbon cutting ceremony on Thursday, December 29th.

Commissioner Schmidtke stated in addition to those already mentioned he went out on many Ditch calls.

Commissioner Donnelly stated he went to most of the same ones that Commissioner Potter attended.

Commissioner Pierce stated he has nothing additional.

Commissioners reviewed their calendars of upcoming meetings and activities: January 4th – Martin County Leadership Institute Health & Human Services Day; January 5th – Long Term Care Benefit Meetings 7:30 a.m. at Highway and 8:45 a.m. at Courthouse, and Human Services Executive Board at 9:00 a.m.; January 6th – Clean Energy Research meeting in Slayton, MN; January 9th – Township meeting with City Hall and EDA at 5:15 p.m.; January 11th – Region 9 in Mankato, MN; January 13th – Prairieland; January 16th – Courthouse closed; January 17th – regular Board of Commissioners meeting at 9:00 a.m.

Higgins opened discussion regarding the “grandfathering in” of one County employee participating in the Long Term Care (LTC) benefit offered through MetLife. There is one employee that receives a $10 monthly contribution paid by the County toward the LTC premium. Due to MetLife discontinuing any new offerings under their LTC program, the County has now contracted with Unum for LTC benefit coverage for eligible non-union employees. Under this new plan there is no cost to eligible employees for the base plan. After discussion,

Motion by Commissioner Schmidtke, seconded by Commissioner Potter, Be It Resolved that the Martin County Board of Commissioners, hereby approve and authorize continued County contribution of $10 per month to those employees who have MetLife Long Term Care benefit as of December 20, 2011. Carried unanimously.

With no further business to wit, Board Chair adjourned the meeting at 9:53 a.m.