

PROCEEDINGS OF THE  
MARTIN COUNTY BOARD OF COMMISSIONERS  
TUESDAY, AUGUST 7, 2012  
@ 9:00 A.M.

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

Commissioners present were Belgard, Pierce, Schmidtke, 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, Rod Halvorsen, KSUM/KFMC Radio, Julie Walters, Administrative Assistant, and members of staff and public.

Commissioner Potter introduced Rochelle Krusemark, one of the four candidates vying for 5<sup>th</sup> District Commissioner.

Chairman Donnelly requested a moment of silence in honor of Marv Erdman, Martin County Choir director for the Sesquicentennial celebration.

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: 9.4 Final Hearing date and time information for JD #7 M&F. Carried unanimously.

Scott Higgins, Martin County Coordinator, introduced Jane Vader, Supervised Visitation Program Coordinator. Jane began her duties on July 30, 2012; and Blake Potthoff, Intern for the U of MN Extension/4-H Program and Coordinator's Office. Blake's internship is a result of the 2012 Martin County Summer Work Experience Program.

The Board welcomed Jane and Blake.

Commissioner Schmidtke announced on behalf of the Martin County 4-H Candidate Selection Committee that Kendra VanBeusekom has accepted the position of Martin County 4-H Program Coordinator and will begin her duties in early September, 2012.

Motion by Commissioner Pierce, seconded by Commissioner Potter, Be It Resolved that the Martin County Board of Commissioners, hereby approve the minutes of the July 17, 2012 regular Board of Commissioners meeting. Carried unanimously.

Miranda Rosa, Drug Court Coordinator, stated the Drug Court Steering Committee met on August 1, 2012 and unanimously approved the Peer Mentoring Case Aide position and to pay the salary for this position out of FMJ Drug Court funds allocated by each county (Faribault, Martin & Jackson). Rosa recommended approval for the use of the county allocated Drug Court funds for this position.

Motion by Commissioner Belgard, seconded by Commissioner Pierce, Be It Resolved that the Martin County Board of Commissioners, hereby approve and authorize the use of

Drug Court funds in the amount of \$2,000 to be used as salary for the Faribault, Jackson & Martin County Family Dependency Court Peer Mentoring Case Aide Position for a six month period. Carried unanimously.

Kevin Peyman, Martin County Highway Engineer, stated that Martin County Parks/Trail Committee members Ericka Ask-District 5 Representative (term ending December 31, 2013) and Rod DeBoer-At Large Representative (term ending December 31, 2012) have resigned from the committee due to work and meeting schedule conflicts. Peyman noted the committee has discussed changing the meeting date and time; however, no other conflicts were noted by committee members. Peyman asked commissioners to seek out candidates that are interested and have time available to serve on the Martin County Parks/Trail Committee.

Peyman presented a Highway Department update including the status of Maintenance Worker that was involved in an accident, stating that he has been back to work for an approximate week and a half while recovering from two broken ribs; the Rolling Green Township bridge replacement has been completed and is open to traffic; the first phase of CSAH 39 Concrete Surfacing has been completed and is open to traffic; and the Salvage & Grade of CSAH 38 running from the fairgrounds road past Zion Lutheran-Fraser is scheduled to begin the week of August 13, 2012.

Commissioners inquired about the tree dump road and pavement striping.

Peyman stated that the Department has formulated a plan for the tree dump road that will include an extra 15 foot of tile and French inlet drain to help drain the low area of the road by the city holding ponds. Peyman noted this project is slated to be the next project after the blacktop hauling has been completed; and that striping will take approximately three days to complete and is on a two year striping cycle. Peyman added that striping is contracted out and is in conjunction with work in Faribault County.

Jeff Markquart, Martin County Sheriff, stated the Sheriff's Office has accepted the resignation of Paul Frerichs, part-time Deputy Sheriff, effective August 3, 2012 and asks the Board to do the same.

Motion by Commissioner Pierce, seconded by Commissioner Belgard, Be It Resolved that the Martin County Board of Commissioners, hereby accept the resignation of Paul Frerichs as part-time Deputy Sheriff for the Martin County Sheriff's Office effective August 3, 2012; and hereby ratify the recruitment to fill a part-time Deputy Sheriff position and part-time Corrections Officer position(s) with the Martin County Sheriff's Office. Carried unanimously.

Markquart concluded with a brief Sheriff's Office update including the second tower (ARMER Radio System) and building is up west of town. Markquart stated he will be in contact with Mn/DOT for a schedule as to when the towers will be lit up.

Higgins stated it was brought to our attention that the salaries for the County Attorney and three Assistant County Attorneys may not be correct. In reviewing the salaries for the four positions, it appears that only a 2% salary increase was given and should have

been a total of 4.5% increase in wages for CY2012. The other 2.5% represents the average step increase on the county pay scale. Higgins stated that it the budgeted amount for salaries for the County Attorney's Office was 4.5%. Higgins went on to state that this equates to an additional amount of \$5,759. Higgins noted that it appears that an oversight may have occurred in December, 2011 when wages were approved by the board. Higgins went on to note that a comparable was done for starting salaries for assistant county attorney is the \$60,000 range. It may be tough for the County Attorney to retain assistants at their current salary. Higgins stated the Personnel Committee has reviewed this recommendation.

Discussion ensued regarding the additional 2.5% which equates to step increases passed on to employees that have received a satisfactory performance evaluation and approval from the County Board.

Commissioners inquired at what point the attorneys will receive general wage increases only, if so approved by the County Board. Higgins stated that the current pay scale for union and non-union employees allow for a step increase in addition to the general wage increase, unless they are topped out at Step 12. The pay increase would be retro to January 1<sup>st</sup>. The Board asked for information of how much actual time is spent by each attorney on County business to be reported at a future meeting.

Motion by Commissioner Belgard, seconded by Commissioner Potter, Be It Resolved that the Martin County Board of Commissioners, after careful review and study and upon the recommendation of the Personnel Committee, hereby approve the following wage adjustments for the following employees of the County Attorney's Office from 2% to a total of 4.5% wage increase for 2012: Terry Viesselman – from \$70,781.34 to \$72,516.18; R. William Barke – from \$59,364.99 to \$60,820.00; Mike Trushenski – from \$59,364.99 to \$60,820.00; and Peter Odgren from \$45,449.16 to \$46,563.11 (any rounding payroll will govern) effective January 1, 2012; and request individual time allocation for county work performed. Carried unanimously.

James Forshee, Martin County Auditor/Treasurer, stated the County Compensation Advisory Committee has reviewed his request to reclassify the job class of Accountant and Ditch Inspector positions in the Auditor/Treasurer's Office. Forshee went on to state both of these positions are newer positions and due to the responsibilities, complexities, and comparison to similar positions, warrant the reclassifications.

Motion by Commissioner Schmidtke, seconded by Commissioner Potter, Be It Resolved that the Martin County Board of Commissioners, after careful review and consideration and upon the recommendation of the Martin County Compensation Advisory Committee, and due to the responsibilities, complexities, and comparison to similar positions, hereby approve the reclassification of Jessica Korte, Accountant, from Grade 11 Step 2 at \$17.07/hour to Grade 12 Step 1 at \$18.00/hour; and approve the reclassification of Michael Forstner, Ditch Inspector, from Grade 11 Step 2 at \$17.07/hour to Grade 12 Step 1 at \$18.00/hour, effective August 13, 2012. Carried unanimously.

Higgins presented a request to apply for grant funding through the Minnesota Department of Transportation – Office of Transit (Mn/DOT) for Job Access and Reverse Commute

(JARC) funding. The Job Access Reverse Commute (Federal Section 5316) is intended to meet the transportation needs of residents to employment locations and activities. Higgins went on to state funding is provided by the Federal government through the SAFE, Accountable, Flexible, Efficient Transportation Act, a Legacy for Users (SAFETEA-LU) Act established in 2005. Higgins noted that Mn/DOT Office of Transit coordinates both the FTA Rural JARC Program and FTA Small Urban JARC Program. This is the second year the county has applied for JARC funding. Higgins went on to note applications were due August 3, 2012. The JARC grant provides 50% of operational deficit costs and 80% of capital expenses. Higgins added that Martin County has been providing EasyTransit commuter rides to the Jackson, MN and Blue Earth, MN Industrial Parks since July 9, 2012.

Motion by Commissioner Pierce, seconded by Commissioner Belgard,

R-#35/'12

RESOLUTION  
JARC (Job Access and Reverse Commute)  
CY2013

BE IT RESOLVED, that Martin County, MN enters into an Agreement with the State of Minnesota to receive a Section 5316 (Job Access and Reverse Commute – JARC) grant to improve access to transportation services to employment and employment-related activities for welfare recipients and eligible low-income individuals.

BE IT FURTHER RESOLVED, that Martin County, MN agrees to provide a local share of 20% of net capital costs for JARC Capital, Planning and Marketing projects, and 50% of net operating costs for JARC operating projects.

BE IT FURTHER RESOLVED, that Martin County, MN authorizes the Chairman of the Martin County Board of Commissioners and/or the Martin County Coordinator to execute the aforementioned Agreement and any amendments thereto.

BE IT FURTHER RESOLVED, that the Board Chairman and/or County Coordinator is authorized to execute requests for reimbursement to the Minnesota Department of Transportation. Dated this 7<sup>th</sup> day of August, 2012.

BOARD OF COMMISSIONERS  
MARTIN COUNTY, MN

\_\_\_\_\_  
Steve Donnelly, Board Chair

ATTEST: \_\_\_\_\_  
Scott Higgins, County Coordinator

CERTIFICATION

I hereby certify that the foregoing resolution is a true and correct copy of the resolution presented to and adopted by the Martin County Board of Commissioners at a duly authorized meeting thereof held on the 7<sup>th</sup> day of August, 2012 as shown by the minutes of said meeting in my possession.

\_\_\_\_\_  
Scott Higgins, County Coordinator

Notary: \_\_\_\_\_

Roll Call AYES: Commissioners Schmidtke, Potter, Belgard, Pierce, and Donnelly.  
NAYS: None. Resolution duly passed and adopted this 7<sup>th</sup> day of August, 2012.

Higgins stated each year a resolution is needed for the county’s annual grant application to Mn/DOT – Office of Transit for the operation of the Martin County Transit public transit system. The county is required to provide for 15% of all operational costs and 20% of all capital costs. Higgins went on to state the resolution also authorizes the Chairman and/or Coordinator to sign all necessary documents on behalf of the county. Higgins noted the requested operations budget for CY2013 is estimated at \$599,336.00 an approximate 7% increase from the CY2012 budget request of \$560,585.00.

Motion by Commissioner Pierce, seconded by Commissioner Potter,

R-#36/12

RESOLUTION  
MARTIN COUNTY TRANSIT SYSTEM  
CY2013

BE IT RESOLVED, that Martin County, MN enters into an Agreement with the State of Minnesota to provide public transportation service in Martin County, MN.

BE IT FURTHER RESOLVED, that Martin County, MN agrees to provide a local share of fifteen percent (15%) of the total operating cost and twenty percent (20%) of the total capital costs for CY2013.

BE IT FURTHER RESOLVED, that Martin County, MN authorizes the Chairman of the Martin County Board of Commissioners and/or the Martin County Coordinator to execute the aforementioned Agreement and any amendments thereto.

BE IT FURTHER RESOLVED, that the Board Chairman or the County Coordinator is authorized to execute requests for reimbursement to the Minnesota Department of Transportation. Dated this 7<sup>th</sup> day of August, 2012.

BOARD OF COMMISSIONERS  
MARTIN COUNTY, MN

\_\_\_\_\_  
Steve Donnelly, Board Chair

ATTEST: \_\_\_\_\_

Scott Higgins, County Coordinator

CERTIFICATION

I hereby certify that the foregoing resolution is a true and correct copy of the resolution presented to and adopted by the Martin County Board of Commissioners at a duly authorized meeting thereof held on the 7<sup>th</sup> day of August, 2012 as shown by the minutes of said meeting in my possession.

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Scott Higgins, County Coordinator

Notary: \_\_\_\_\_

Roll Call AYES: Commissioners Schmidtke, Belgard, Potter, Pierce, and Donnelly.  
NAYS: None. Resolution duly passed and adopted this 7<sup>th</sup> day of August, 2012.

Higgins stated in a review of the current board members of the South Central Minnesota Multi-County HRA, it has come to our attention that the terms of Steve Pierce and John Hovick, who currently represent Martin County, will expire on September 30, 2012. The South Central Minnesota Multi-County HRA is requesting appointments by the County Board to fill these positions on the South Central Minnesota Multi-County HRA Board of Directors.

Motion by Commissioner Pierce, seconded by Commissioner Schmidtke, Be It Resolved that the Martin County Board of Commissioners, hereby approve and authorize the reappointment of Steve Pierce and John Hovick to the South Central Minnesota Multi-County HRA Board of Directors with term beginning October 1, 2012 and term ending September 30, 2013. Carried unanimously.

Higgins stated the Board of Commissioners for Red Rock Rural Water System (RRRWS) consists of 9 individuals who reside throughout the 9 counties served by RRRWS. The terms for each commissioner are 4 years in length. The 4 year terms for Les Anderson, Glen Friedrich and Marlow Nickel are scheduled to expire on December 31, 2012. They would like to serve another 4 year term on the RRRWS Board. Higgins went on to state Curtis Reinert and James Evers also currently serve on the RRRWS Board. The terms for both of these individuals are scheduled to expire on December 31, 2014, however both of these individuals would like to retire from the RRRWS Board as soon as their replacements are approved by the Cottonwood County District Court. Higgins noted the RRRWS Board unanimously passed a resolution which recommended that Les Anderson, Glen Friedrich and Marlow Nickel all be appointed to another 4 year term. The resolution also recommended that Gary Schimbeno replace James Evers, and that Dave Hulstein replace Curtis Reinert. Gary Schimbeno and Dave Hulstein would serve out the remaining portion of Curt and Jim's terms.

Motion by Commissioner Belgard, seconded by Commissioner Potter,

RESOLUTION NO. 37/12

RESOLUTION APPOINTING

LES ANDERSON, GLEN FRIEDRICH, MARLOW NICKEL, DAVE HULSTEIN, AND GARY SCHIMBENO

TO THE

RED ROCK RURAL WATER SYSTEM

BOARD OF COMMISSIONERS

WHEREAS, Les Anderson's, Glen Friedrich's, and Marlow Nickel's 4-year terms as Commissioners on the Red Rock Rural Water System (RRRWS) Board of Commissioners are scheduled to expire at midnight on December 31, 2012; and

WHEREAS, Les Anderson, Glen Friedrich, and Marlow Nickel would all like to serve another 4-year term as Commissioners on the RRRWS Board of Commissioners, which terms will commence at 12 a.m. on January 1, 2013; and will expire at midnight on December 31, 2016; and

WHEREAS, On June 14, 2012 the RRRWS Board of Commissioners unanimously passed a Resolution which recommended that Les Anderson, Glen Friedrich, and Marlow Nickel all be appointed for another 4-year term on the RRRWS Board of Commissioners; and

WHEREAS, Curtis Reinert's 4-year term as a Commissioner on the RRRWS Board of Commissioners is scheduled to expire at midnight on December 31, 2014; and

WHEREAS, Curtis Reinert wishes to retire as a commissioner on the RRRWS Board immediately after his replacement is confirmed by the Cottonwood County District Court; and

WHEREAS, On June 14, 2012 the RRRWS Board of Commissioners unanimously passed a Resolution which recommends that Dave Hulstein replace Curtis Reinert on the RRRWS Board of Commissioners;

WHEREAS, James Evers 4-year term as a Commissioner on the RRRWS Board of Commissioners is scheduled to expire at midnight on December 31, 2014; and

WHEREAS, James Evers wishes to retire as a commissioner on the RRRWS Board immediately after his replacement is confirmed by the Cottonwood County District Court; and

WHEREAS, On June 14, 2012 the RRRWS Board of Commissioners unanimously passed a Resolution which recommends that Gary Schimbano replace James Evers on the RRRWS Board of Commissioners; and

WHEREAS, the Martin County Board of Commissioners believes that Les Anderson, Glen Friedrich, Marlow Nickel, Dave Hulstein, and Gary Schimbano are qualified to act as Commissioners on the RRRWS Board of Commissioners and all are worthy of appointment.

RESOLUTION

BE IT NOW RESOLVED, that the Martin County Board of Commissioners hereby appoints Les Anderson, Glen Friedrich, Marlow Nickel, Dave Hulstein, and Gary Schimbeno to the RRRWS Board of Commissioners pursuant to and provided for by Minnesota Statutes §116A et seq.; and

BE IT RESOLVED, that Les Anderson's, Glen Friedrich's and Marlow Nickel's terms shall be for a period of 4 years which shall all commence at 12:00 a.m. on January 1, 2013, and shall expire at midnight on December 31, 2016; and

BE IT RESOLVED, that Dave Hulstein's term shall commence on the date his appointment is approved by the Cottonwood County District Court and shall expire at midnight on December 31, 2014; and

BE IT RESOLVED, that Gary Schimbeno's term shall commence on the date his appointment is approved by the Cottonwood County District Court and shall expire at midnight on December 31, 2014.

Motion by Commissioner Belgard, and seconded by Commissioner Potter, and was unanimously carried.

Resolution duly passed and adopted this 7<sup>th</sup> day of August, 2012.

BOARD OF COMMISSIONERS  
MARTIN COUNTY, MN

\_\_\_\_\_  
Steve Donnelly, Board Chair

ATTEST: \_\_\_\_\_  
Scott Higgins, County Coordinator

I hereby certify that the foregoing Resolution was approved by the Martin County Board of Commissioners on this 7<sup>th</sup> day of August, 2012 by a vote of Five for, Zero against, Zero Absent, and Zero abstaining.

\_\_\_\_\_  
Scott Higgins, County Coordinator

Roll Call AYES: Commissioners Pierce, Schmidtke, Potter, Belgard, and Donnelly.  
NAYS: None. Resolution was duly passed and adopted this 7<sup>th</sup> day of August, 2012.

Higgins continued with the addition of Face Book and other business and social media such as LinkedIn, it was determined that implementing a policy governing the use of Social Media in the workplace is appropriate. Higgins reviewed a draft of the proposed Social Media Policy for Board consideration, stating the purpose of the policy is to further the goals of the county where a clear business purpose has been determined for use of social media. It addresses the use of personal social networking accounts, the appropriate use of social media accounts, and guidelines when using this means of

communication on behalf of the county. Higgins recommended approval of the Martin County Social Media Usage Policy.

**Adopted August 7, 2012**

## **MARTIN COUNTY SOCIAL MEDIA USAGE POLICY**

### **1. Purpose**

To address the fast-changing landscape of the Internet and the way we communicate and obtain information online, county departments may consider participating in social media formats to reach a broader audience and to address the expectations regarding the personal use of social media as it relates to employment with Martin County. Martin County allows the use of social media to further the goals of the County and the missions of its departments where a clear business purpose has been determined.

### **2. Policy**

- a. All official Martin County presences on social media sites or services are considered an extension of the County's information networks and are governed by the Martin County Internet Policy, Acceptable Use Policy for Utilizing Information Technology Systems and Resources, which are part of and included in the Martin County Personnel Policies. Use of social media sites or services must clearly meet a business need and be authorized by the County Coordinator.
- b. Information which is distributed via social networking must be professional, accurate, consistent, timely and meet the informational needs of the department it is representing.
- c. All social media content associated with or originating from a specific County Department must be approved by the Department Head or his/her designee prior to such content being posted on any social media site.
- d. Departments that use social media are responsible for complying with applicable federal, state and county laws, regulations, and policies. This includes adherence to established laws and policies regarding copyright, records retention, Freedom of Information Act (FOIA), First Amendment, codes of conduct and ethics policies, data practices or privacy policies, privacy laws and information security policies established by Martin County.
- e. Wherever possible, links to more information should direct users back to the County's official website for more information, forms, documents or online services necessary to conduct business with Martin County.

- f. Employees representing Martin County government via social media outlets must conduct themselves at all times as representatives of Martin County. Employees who fail to conduct themselves in an appropriate manner shall be subject to discipline pursuant to the Martin County Personnel Policies.
- g. Martin County social networking content and comments containing any of the following forms of content shall not be allowed for posting:
  - 1. Comments not topically related to the particular site or blog article being commented upon;
  - 2. Profane language or content;
  - 3. Content that promotes, fosters, or perpetuates discrimination on the basis of race, creed, color, age, religion, gender, marital status, status with regard to public assistance, national origin, physical or mental disability or sexual orientation;
  - 4. Sexual content or links to sexual content;
  - 5. Solicitations of commerce;
  - 6. Conduct or encouragement of illegal activity;
  - 7. Information that may tend to compromise the safety or security of the public or public systems; or
  - 8. Content that violates a legal ownership interest of any other party,
  - 9. Disclosure of private or confidential information.
- h. The County Coordinator along with the MIS Director will monitor content on each of the department social media sites to ensure adherence to the Social Media Policy for appropriate use, message and branding consistent with the goals of Martin County.
- i. Violation of these standards may result in the removal of department pages from social media outlets. The County Coordinator's Office retains the authority to remove information.

### **USE OF PERSONAL ACCOUNTS**

For those employees who have been given access by their Department Head, the creation or use of personal social networking technology or account with a County resource is prohibited.

The County may monitor information created or accessed on County resources including but not limited to computers, cell phones, pagers, smart phones, etc., and employees should have no expectation of privacy regarding such information.

In online social media, the lines between public and private, personal and professional may become blurred. Online social media content should be consistent with the County's professional standards. The County expects employees to use discretion while using their

personal social media accounts, including but not limited to, not posting or disclosing any County information or data considered private or confidential. Employees are to respect the privacy of others and not reveal personal information learned in the workplace.

Employees should not have any expectation of privacy relating to the use of the county computer systems or equipment. Any information and data transmitted through the county computer system or equipment may be monitored, and that the Internet and the Acceptable Use Policy for Utilizing Information Technology Systems and Resources, and other pertinent County Personnel policies apply to the social media use.

### **DEPARTMENT RESPONSIBILITIES**

Each department that is contemplating the use of social media will submit a plan to the County Coordinator that should at a minimum include:

- a) Specific goals for the use of the technology where a clear business purpose has been determined including the target audience
- b) Describe the approach the department will take in implementing the plan, including: a listing of which social media tool(s) will be used; a listing of which staff members will be assigned for viewing only and which will be responsible for posting on the department's social media account(s); and a description of the procedures the department will use to manage the outgoing message content

### **OFFICIAL RECORDS AND RECORDS RETENTION**

Each department must be aware of the official records it maintains and the retention of those records according to an approved records retention schedule. Social media communications and posts might not consist of official records required to be maintained according to a record retention schedule. However, if a department determines that any communication or posts are official records, those records should be maintained in an appropriate format according to the relevant records retention schedule.

### **APPROPRIATE USE**

County employees who are designated by Department Heads to be responsible for posting on the department's social media accounts are expected to ensure appropriate communication forums, including the types of messages created and the tone and content.

Employee use of all social media technologies must be able to withstand public scrutiny without embarrassment to the recipient, the Department, or Martin County. These employees are expected to adhere to the highest ethical standards when conducting County business. They must use excellent judgment in making decisions about their department's day-to-day postings and what is shared with the public as it relates to the department's specific goals. Employees that fail to conduct themselves in an appropriate

manner shall be subject to the disciplinary procedures outlined in the Personnel Policy or applicable union contracts.

When speaking on behalf of the county:

1. Employees must identify themselves as representing the county. Account names on social media sites must clearly be connected to the county and approved by the Coordinator.
2. All information must be respectful, professional and truthful. Corrections must be issued when needed.
3. Personal opinions generally don't belong in official county statements. One exception is communication related to promoting a county service. For example, if an employee posted on the county's Face book page, "My family visited Cedar Park this weekend and really enjoyed camping at the park". Employees who have been approved to use social media sites on behalf of the county should seek assistance from the Coordinator on this topic.

### **GUIDELINES REGARDING PERSONAL USE AND COMMUNICATIONS**

It is important for employees to remember that the personal communications of employees may reflect on the county, especially if employees are commenting on county business. The following guidelines apply to personal communications including various forms such as social media (Face book, Twitter, blogs, YouTube, etc), letters to the editor of newspapers, and personal endorsements.

1. Remember that what you write is public, and will be so for a long time. It may also be spread to large audiences. Use common sense when using email or social media sites. It is a good idea to refrain from sending or posting information that you would not want your boss or other employees to read, or that you would be embarrassed to see in the newspaper.
2. Martin County expects its employees to be truthful, courteous and respectful towards supervisors, co-workers, citizens, customers and other persons associated with the county. Do not engage in name-calling or personal attacks.
3. If you publish something related to county business, identify yourself and use a disclaimer such as, "I am an employee of Martin County, MN. However, these are my own opinions and do not represent those positions, strategies, or opinions of the Martin County, MN."
4. County resources, working time, or official county positions cannot be used for personal profit or business interests, or to participate in personal political activity. For example, a building inspector could not use the county's logo, email, or working time to promote his/her side business as a plumber.
5. Personal social media account names or email names should not be tied to the county.

6. Employees are prohibited to from using work e-mails, passwords and public entity logos on their personal social media sites.
7. Posting of private or confidential government data; or discriminatory, harassing or defamatory statements regarding co-workers, supervisors or citizens, even if off duty, could result in discipline, up to and including termination.
8. Employees are encouraged to bring their work-related complaints to their supervisors or human resources department representative in place of blogging or posting the complaints.

### **POLITICAL ACTIVITY**

Employees cannot use county resources or participate in personal political activity while on county time or while discharging county responsibilities. No employee may act in a manner that suggests that the county either supports a particular candidate or political issue, or endorses the personal political opinions of the employee. This policy shall be reviewed and complied with in full.

### **VIOLATIONS OF THIS POLICY**

This policy is not intended to interfere with employee rights under the First Amendment.

The county reserves the right to take disciplinary action in the event that the employee violates this policy or any related policies, up to and including termination from employment.

Motion by Commissioner Potter, seconded by Commissioner Schmidtke, Be It Resolved that the Martin County Board of Commissioners, hereby approve and adopt the Social Media Usage Policy for the purposes to provide guidance and procedures for using social media in the workplace effective August 7, 2012; contingent upon review and opinion by County Attorney. Carried unanimously.

Higgins next stated the Policy Committee is proposing to revise the meal reimbursements to allow gratuity to be reimbursed, not to exceed 15% and the \$30/day meal allowance. Additionally, the policy is being revised to state that meals which are included as part of registration for an approved conference the actual cost of the meal will be paid by the County. In cases such as this, employees will not be reimbursed for meals eaten elsewhere when a meal is paid for in the registration fee.

County Policy # P18  
Effective: September 1, 2012

Subject: TRAINING AND DEVELOPMENT

### **I. POLICY STATEMENT**

Martin County is committed to the training of its personnel on a continued basis. This includes both on the job training and classroom study.

## **II. POLICY GUIDELINES**

1. Department Heads will be responsible for determining appropriate training of employees for the purpose of improving the quality of services rendered to the County and to assist employees to prepare themselves for advancement.
2. Conferences and workshops will be job related and used to develop the information and skills of county staff.
3. Training sessions and workshops may be attended upon approval of the Department Head. The County Coordinator shall approve conferences, training, and workshop for Department Heads. Out of state conferences or seminars must be approved by the County Board in advance.
4. Any cost incurred for an educational course directed by the County shall be reimbursed in total to the employee.
5. Employees are reimbursed at the rate set by the Internal Revenue Service when using their own car for County business. Use of county vehicles is expected. Mileage will be recorded beginning and ending the trip at the office. If the actual departure point is other than the County office, mileage will be reimbursed from the departure point or office, whichever is shorter. It is expected that trips for the same place will be pooled whenever possible.
6. When employees and elected officials are outside of the County on County business, they shall be reimbursed the actual cost of meals (as determined by receipts,) and other appropriate expenses per Board Resolution or Union Contract, to include gratuity, up to a maximum of 15% of the cost of the meal (unless a group gratuity is automatically applied by the eating establishment) not to exceed the daily meal allowance. In the event meals are included in any registration or tuition fee for an approved conference, training, seminar, etc., the actual cost of the meal will be paid by the County. In cases such as this, employees will not be reimbursed for meals eaten elsewhere when a meal has been paid for in the registration/tuition fee. There will be no reimbursements for snacks or alcoholic beverages. Meals not commensurate with overnight lodging shall be considered taxable income.
7. All Department Head reimbursement claims are to be signed by the Auditor/Treasurer or County Coordinator. When attending special meetings or events in the County, upon approval of the department head, the actual cost of the meal shall be reimbursed and is considered taxable income.

If county business keeps the employee away overnight, actual room cost will be reimbursed (receipt necessary) with prior authorization by the department head.

Motion by Commissioner Pierce, seconded by Commissioner Belgard, Be It Resolved that the Martin County Board of Commissioners, hereby approve and adopt the revisions to the meal reimbursements to include allowing up to 15% maximum gratuity when appropriate and that meals which are included as part of registration for an approved conference the actual cost of the meal will be paid by the County. In cases such as this, employees will not be reimbursed for meals eaten elsewhere when a meal is paid for in the registration fee, effective September 1, 2012. Carried unanimously.

Higgins noted Employee Recognition Day will be held on Tuesday, September 18, 2012. The Labor Management Committee has met and recommends closing the Courthouse, Highway Department, and Library from 11:30 a.m. to 1:30 p.m. on Tuesday, September 18, 2012 so that all county employees may take part in the Employee Recognition Day program.

Motion by Commissioner Belgard, seconded by Commissioner Potter, Be It Resolved that the Martin County Board of Commissioners, hereby approve closure of Courthouse, Highway Department, and Library on Tuesday, September 18, 2012 from 11:30 a.m. to 1:30 p.m. for the Employee Recognition Day program. Carried unanimously.

Higgins stated he has received a scholarship through the Minnesota Department of Transportation Office of Transit Rural Transit Assistance Program (RTAP) to attend the Rural Public and Intercity Bus Transportation Conference in Salt Lake City, Utah on October 14-17, 2012. RTAP has approved scholarship confirmation to attend this conference up to the total amount of \$1,500.00. Higgins went on to state he is also requesting approval for staff to attend the Minnesota/Wisconsin Transportation Conference in LaCrosse, Wisconsin on October 8-10, 2012. Higgins noted meals, mileage, and hotel expenses will be reimbursed by RTAP and are estimated at \$782.02 per person.

Motion by Commissioner Schmidtke, seconded by Commissioner Pierce, Be It Resolved that the Martin County Board of Commissioners, hereby approve and authorize the out of state travel request for Scott Higgins and Julie Walters to attend the Minnesota/Wisconsin Public Transportation Conference to be held on October 8-10, 2012 in LaCrosse, Wisconsin, at an estimated cost of \$782.02 per person; and approve and authorize the out of state travel request for Scott Higgins to attend the Rural Public and Intercity Bus Transportation Conference in Salt Lake City, Utah on October 14-17, 2012 at an estimated cost of \$1,500.00; and that both the Wisconsin and Utah conference scholarship applications have been submitted for reimbursement through the Minnesota Department of Transportation Office of Transit Rural Transit Assistance Program (RTAP). Carried unanimously.

Commissioner Pierce introduced Lawrence Lau and Erica Volkir, board members with the Martin County Humane Society. Lau and Volkir presented information and statistics including during 2011, there were 696 animals taken in. Of these, 494 (71%) were from outside of Fairmont. The Martin County Humane Society is seeking help in support of the animal shelter. Our mission is to provide a safe haven for lost and homeless animals. Over the years the number of animals coming through the shelter has grown 500% and we are in need of a larger shelter. In Martin County, we have a very active robust

humane society that depends on volunteers and local donations. Currently we have raised \$70,000 out of the estimated \$120,000 needed towards a larger shelter. Needed renovations include the addition of an office and reception area, a get acquainted/adoption area, conference/training/meeting room area, and an additional 9 x 12 animal area. Lau and Volkir thanked the Board for the \$3,600 annual allotment received from Martin County and will appreciate any additional capital assistance so that the Humane Society may continue to provide a safe haven for animals.

Commissioner Belgard asked if the City of Fairmont is contributing anything for capital assistance.

Lau and Volkir stated the City of Fairmont is holding \$5,000 for construction other than that we've been told they won't be giving any contributions. Of course you have to understand that the City of Fairmont maintains the building plus pays all the utilities.

Motion by Commissioner Pierce, seconded by Commissioner Belgard, Be It Resolved that the Martin County Board of Commissioners, hereby approve and authorize a one time only capital assistance payout in the amount of \$25,000 to the Martin County Humane Society to aid in animal shelter renovation costs. Carried unanimously.

Deb Mosloski, Drainage Administration, and Mike Forstner, Ditch Inspector, were present to recommend the date of September 4, 2012 to hear final viewer's reports for CD #69, CD #70, JD #95, JD #4 F&M, and JD #2 M&F. Mosloski stated she has reserved the Knights of Columbus hall in Fairmont for the meetings and recommends the following times:

- 4:15 p.m. to hear the final viewer's report for CD #69, CD #70, & JD #95 (three commissioners from Martin County).
- 5:00 p.m. to hear the final viewer's report for JD #4 F&M (Faribault County has 3 commissioners and Martin County has 2 commissioners).
- 5:45 p.m. to hear the final viewer's report for JD #2 M&F (Martin County has 3 commissioners and Faribault County has 2 commissioners).

Motion by Commissioner Schmidtke, seconded by Commissioner Potter, Be It Resolved that the Martin County Board of Commissioners, acting as the Drainage Authority for Martin County, hereby approve setting final redetermination hearing date and times as follows: Set the date of September 4, 2012 at 4:15 p.m. to hear the final viewer's report for CD #69, CD #70, & JD #95 at the Knights of Columbus Hall in Fairmont, MN; Set the date of September 4, 2012 at 5:00 p.m. to hear the final viewer's report for JD #4 F&M at the Knights of Columbus Hall in Fairmont, MN; and Set the date of September 4, 2012 at 5:45 p.m. to hear the final viewer's report and engineer's report for JD #2 M&F at the Knights of Columbus Hall in Fairmont, MN. Carried unanimously.

Mosloski stated the Drainage Authority of Martin County has made JD #39 into three systems instead of five and recommends renaming of the three branches as follows:

- JD #39 Open Ditch - renamed JD #390 Open Ditch
- JD #39 Main - renamed JD #391 Main
- JD #39 Branch O - renamed JD #392 Branch O

Motion by Commissioner Belgard, seconded by Commissioner Potter, Be It Resolved that the Martin County Board of Commissioners, acting as the Drainage Authority for Martin County, hereby approve and authorize renaming of the three branches of JD #39 as follows: JD #39 Open Ditch – renamed JD #390 Open Ditch; JD #39 Main – renamed JD #391 Main; and JD #39 Branch O – renamed JD #392 Branch O. Carried unanimously.

Mosloski continued stating after hearing from Ron Ringquist, Viewer, she recommends the date of September 4, 2012 at 10:00 a.m. to hear the viewer's report and final engineer's report for the JD #40 Improvement (during the regular Board of Commissioners meeting).

Motion by Commissioner Potter, seconded by Commissioner Belgard, Be It Resolved that the Martin County Board of Commissioners, acting as the Drainage Authority for Martin County, hereby set the date of September 4, 2012 at 10:00 a.m. in the Commissioners Board Room – Courthouse to hear the viewer's report and final engineer's report for the JD #40 Improvement. Carried unanimously.

Forshee informed the Board that the final hearing date and time for the JD #7 Project has been set for Tuesday, August 28, 2012 at 11:30 a.m. in the Board Room at the Faribault County Courthouse in Blue Earth, Minnesota.

Neil Johnson, Minnesota Department of Corrections-District Supervisor, Julie Grunewald, Nancy Johnson, and Heather Hawkins, Probation Agents, were present to discuss Probation Office security. Both the court administration offices and probation department are housed on the second floor of the security building and both require a high level of security measures. Behind the security doors for both portions, a back hallway connects the two. However, the office now being used by the newly hired Supervised Visitation Coordinator is in the same hallway as the Probation department and Probation staff is concerned about confidentiality being compromised, as well as safety issues. While probation staff is appreciative of having new locks rekeyed on their office doors, they still request installation of a security door in the hallway to separate the probation department from the section that leads into the second floor courtrooms and the court administration offices for more of a separation of the two departments.

Rebecca Bentele, Victim/Witness Coordinator, remarked probation office staff is no more compromised than the court administration. We all have things that are confidential and do not feel they need lockdown areas and more doors. None of us have an ideal set-up. But I don't understand how a security door will help.

Commissioners, having already toured this area and addressed this issue approximately one month ago, had contacted Pat Parsley, Building Official with the City of Fairmont, to tour the area. Parsley stated if a security door is installed an architect would need to be hired to address issues with building code and which side of the hallway would have control of the panic bar.

After listening to concerns from both the Probation department and Victim/Witness Office, consensus of the Board is to tour the areas of concern again at the end of this morning's meeting and make a final resolution.

Commissioners reviewed various informational reports including the CY2012 Second Quarter Budget Report; Martin County Transit CY2012 Y-T-D Budget Detail Report; Martin County STS Program Y-T-D CY2012 Report; Thank You Letter from Minnesota Valley Action Council for use of Sentencing to Service services; MCIT Letter of 2012 Dividend Notice for Martin County and Martin County EDA.

Commissioners presented their Board member reports:

Commissioner Potter stated on Wednesday, July 18<sup>th</sup> he attended the Human Services Executive Board meeting and Extension meeting in Worthington, MN; on Monday, July 23<sup>rd</sup> he attended the Rural Minnesota Energy Board meeting; on Tuesday, July 24<sup>th</sup> he attended a County Compensation Advisory Committee meeting; on Wednesday, July 25<sup>th</sup> he attended the full Board meeting at Human Services in Fairmont; and on Tuesday, August 2<sup>nd</sup> he attended a Personnel Committee meeting.

Commissioner Schmidtke stated on Tuesday, July 24<sup>th</sup> he attended the Planning & Zoning meeting; on Wednesday, July 25<sup>th</sup> he attended the Human Services meeting; on Tuesday, August 2<sup>nd</sup> he attended the Extension interviews across the street in the Human Resource Building, completed the interviews and hired an Extension person for Martin County; and on Monday, August 6<sup>th</sup> he attended the Martin County EDA meeting.

Commissioner Pierce stated he attended a Building Committee meeting and HRA meeting.

Commissioner Belgard stated in addition to those already mentioned on Tuesday, July 31<sup>st</sup> he attended the Region 9 Community Economic Development meeting in Mankato, MN; and on Monday, August 6<sup>th</sup> he attended the Martin County EDA meeting.

Commissioner Donnelly stated on Tuesday, July 24<sup>th</sup> he attended the County Compensation Advisory Committee meeting; and a couple of Building Committee meetings and Personnel Committee meeting.

Commissioners reviewed their calendars of upcoming meetings and activities: August 7<sup>th</sup>, 2012 – JD #15 Informational Meeting at 2:00 p.m. in Sherburn, MN; August 9, 2012 Foster Care Picnic at the Yacht Club in Fairmont, and Public Health meeting at 10:00 a.m. in Worthington, MN; August 13, 2012 Martin County Fair begins, August 14, 2012

Primary Election held; August 15, 2012 Human Services Exec Board; August 17, 2012 Prairieland meeting at 9:00 a.m. and Canvass Board at 10:00 a.m.; August 21, 2012 regular Board of Commissioners meeting at 9:00 a.m. in the Board Room and Human Services Advisory Board Budget meeting at 5:30 p.m.; August 23, 2012 Reception for the 2012 Summer Youth Work Experience Program participants beginning at 5:00 p.m. at the Red Rock Center for the Arts.

The Board recessed at 10:48 a.m. to tour the first and second floors of the Security Building.

The Board reconvened at 11:14 a.m.  
After further discussion,

Motion by Commissioner Schmidtke, seconded by Commissioner Belgard, Be It Resolved that the Martin County Board of Commissioners, hereby deny the request for the installation of a secure door in the back hallway of the Security Building between the Probation Department and Court Administration Department. Carried unanimously. Discussion ensued regarding the proposed Security Building first floor renovations including relocation of the dispatch area.

Motion by Commissioner Pierce, seconded by Commissioner Potter, Be It Resolved that the Martin County Board of Commissioners, hereby approve and authorize the Martin County Sheriff's Office to move forward with contacting Paulsen Architects of Mankato, MN for a letter of engagement and design plans for space renovation in the Security Building. Carried unanimously.

James Forshee, Scott Higgins, and Jessica Korte, Accountant, reviewed the CY2013 Preliminary Budget information with the Board stating that the initial request was an 13.581% increase over CY2012. This increase equates to a total levy of \$12,269,077 or a \$1,467,046 increase over the CY2012 levy. Total requested expenditures of \$22,082,405 and total revenues (excluding levy) of \$12,269,077. There was discussion and review of various departmental budget requests. After further review and discussion,

Consensus of the Board is to set a second CY2013 Preliminary Budget Workshop after the regular Board of Commissioners meeting on Tuesday, August 21, 2012 in the Commissioners Board Room to review the budget.

With no further business to wit, Chairman Donnelly adjourned the meeting at 11:28 p.m.

BOARD OF COMMISSIONERS  
MARTIN COUNTY, MN

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Steve Donnelly, Board Chair

ATTEST: \_\_\_\_\_  
Scott Higgins, Coordinator