

PROCEEDINGS OF THE  
MARTIN COUNTY BOARD OF COMMISSIONERS  
ON TUESDAY, NOVEMBER 20, 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 Steve Pierce, Elliot Belgard, Jack Potter, Dan Schmidtke, and Steve Donnelly. Also present were Scott Higgins, Martin County Coordinator, James Forshee, Martin County Auditor/Treasurer, Kevin Peyman, Martin County Highway Engineer, Jennifer Brookens, Sentinel Newspaper, Julie Walters, Administrative Assistant, and members of staff and public.

Motion by Commissioner Belgard, seconded by Commissioner Pierce, Be It Resolved that the Martin County Board of Commissioners, hereby approve the agenda with the following: Add 8.13 Consider Transit Contract Extension with Fairlakes Transportation; and Delete 3.1 Review Minutes of the November 6, 2012 regular Board of Commissioners meeting. Carried unanimously.

Forshee presented two Tobacco Licenses for approval for the following businesses: Casey's General Store #3003 located at 10 Broadway Street in Trimont, MN; and Casey's General Store #3005 located at 112 2<sup>nd</sup> Street in Welcome, MN. Forshee stated the required forms have been completed by the applicant.

Motion by Commissioner Potter, seconded by Commissioner Schmidtke,

R-#54/'12

RESOLUTION

ISSUANCE OF TOBACCO LICENSES FOR 2013

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 CountyCoordinator 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 2013:

- Casey's General Store #3003 located at 10 Broadway Street in Trimont, MN 56176
- Casey's General Store #3005 located at 112 2<sup>nd</sup> Street in Welcome, MN 56181

Upon this motion made by Commissioner Potter, seconded by Commissioner Schmidtke, was duly made and passed this 20<sup>th</sup> day of November, 2012.

BOARD OF COMMISSIONERS  
MARTINCOUNTY, MN

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

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

Roll Call AYES: Commissioners Pierce, Belgard, Schmidtke, Potter, and Donnelly. NAYS: None. Resolution duly passed and adopted this 20<sup>th</sup> day of November, 2012.

Higgins stated with the Christmas Eve (December 24) holiday falling on Monday this year the Board was asked to consider closing the courthouse for Christmas Eve's morning hours as the Personnel Policy allows for a half day holiday (close at noon on December 24). Staff would be expected to use PTO or comp time, or go unpaid for the half day. Higgins noted in 2007 staff was surveyed and based on the survey results the Board had authorized closure of the courthouse in order for staff to enjoy a longer holiday weekend. Higgins went on to note the Board had requested a new survey be sent to courthouse offices to poll how many employees were planning to take Christmas Eve off this year. Due to the nature of their work Law Enforcement, Highway, and Library would remain open.

Discussion ensued regarding the survey results.

CHRISTMAS EVE MORNING HOLIDAY SURVEY

This year Christmas Eve is on Monday and the Courthouse offices are open for ½ day, with the afternoon being the holiday. The County Board is being asked to consider closing the Courthouse Offices on Christmas Eve day. A survey was sent to all department heads for polling of their staff. The survey results are as follows:

	<u>Yes</u>	<u>No</u>
1. Are you planning to take Christmas Eve morning off?	22	12

2. If the Courthouse Offices were closed on Christmas Eve morning, would you be willing to take accrued time off (i.e. PTO, Comp., or go unpaid)?

24

9

Comments:

Only two people in our office. One of us will need to be in the office unless the courthouse would close.

The County did not have to pay out this holiday at all last year so this would have been a savings to the County. Based on this, employees are requesting that the County pay for the entire day for a holiday this year. Also, if the Courthouse is closed they would like to have the option to work ½ day and do catch up or paperwork. None of them like the idea of being forced to take time off.

Two out of six in our office have not requested the day off and neither of these two wants to be here. Only coming in to have the office open. It would be great if we could be closed that day. Thanks for considering it.

After further discussion,

Motion by Commissioner Belgard, seconded by Commissioner Schmidtke, Be It Resolved that the Martin County Board of Commissioners, hereby deny closure of the Martin County Courthouse on Christmas Eve morning; and that all County offices will have at least one person in the office and be open for business as usual the morning of December 24, 2012; and that the afternoon of December 24, 2012 is a published holiday and that the Courthouse will be closed for business Christmas Eve afternoon on December 24, 2012. Carried unanimously.

Kevin Peyman, Martin County Highway Engineer, stated that Bid Letting for C.P. 13:11 Bulk Purchasing of Gasoline & Diesel Fuel was held November 15, 2012 at 10:00 a.m. at the Martin County Highway Department – Fairmont, MN; and that two bids were received. Peyman noted that the dollar amount shown on the bid sheet is an estimate for the year and includes the City of Fairmont and Mn/DOT’s estimated usage that is billed back accordingly. Peyman recommends low bid award to Watonwan Farm Service (WFS).

Bid Results  
C.P. 13:11  
Supplying Gasoline & Diesel Fuel

Bidder – Watonwan Farm Service

Gallons	Unit Price	11/12/12 “Rack”	“Constant”	Fuel Tax	Amount
125,000 Diesel to Fairmont	3.3031	3.2431	0.06		412,887.50
15,000 Diesel to Dunnell	3.3031	3.2431	0.06		49,546.50
15,000 Diesel to Trimont	3.3031	3.2431	0.06		49,546.50
65,000 Gasoline to Fairmont	3.0163	2.6713	0.345	0.285	196,059.50
Total for All					\$708,040.00

Bidder – NuWay Cooperative

Gallons	Unit Price	11/12/12 “Rack”	“Constant”	Fuel Tax	Amount
125,000 Diesel to Fairmont	3.3200	3.2431	0.0800		415,000.00
15,000 Diesel to Dunnell	3.5000	3.2431	0.2560		52,500.00
15,000 Diesel to Trimont	3.5000	3.2431	0.2560		52,500.00
65,000 Gasoline to Fairmont	3.0400	2.6713	0.3650	0.2850	197,600.00
Total for All					\$717,600.00

Motion by Commissioner Belgard, seconded by Commissioner Pierce, Be It Resolved that the Martin County Board of Commissioners, after the appropriate advertisement for bids, and receiving bids for C.P. 13:11 Bulk Purchasing of Gasoline and Diesel Fuels, and upon the recommendation of the County Engineer, hereby approve and award the low bid for purchasing of gasoline and diesel fuels to Watonwan Farm Service (WFS) in the amount of 708,040.00; and to authorize the Board Chair and/or the following appropriate staff (County Engineer, County Auditor/Treasurer, County Attorney) to sign and execute the necessary documents for the listed project. Carried unanimously.

Peyman presented a Highway Department update stating the temporary center line and edge line striping on CSAH 39 should be complete today and that the epoxy striping on CSAH 39 will be done next spring; and that most of the summer projects should be wrapped up and the Highway Department is ready for the winter season.

Corey Klanderud, Chief Deputy Martin County Sheriff’s Office, reviewed the digital video recorder equipment upgrade, for the dispatch center, which was presented at the October 16, 2012 regular Board of Commissioners meeting. With the current setup of our jailers covering dispatch for breaks, the jailers have to leave the jail area and take over at the dispatch center. With the proposed new digital video recording system upgrade, the jailers will be able to see all 30 plus cameras that we have currently in the jail. Klanderud noted the computer in the dispatch area will be connected to the county network. This proposal includes software (\$1,500) and 16 port audio and video capture cards (\$3,200).

Motion by Commissioner Pierce, seconded by Commissioner Potter, Be It Resolved that the Martin County Board of Commissioners, hereby approve the purchase and installation of the Digital Video Recorder Upgrade from Reliance Telephone, Inc. (East Grand Forks, MN) in the amount of \$4,700.00 for the Martin County Jail and Dispatch Center in the Martin County Sheriff’s Office, which would include video server package, and Ultra Extreme 16 port audio video capture cards. Carried unanimously.

Klanderud continued that our current inmate visitation system consists of public submitting a slip requesting to have visitation, it is one at a time, and taken to our small visitation room, which takes intensive staff and time to rotate the inmates to and from the visitation room, and guiding the public to and from the visitation room. As part of the Security Building Remodel Project, a new visitation room will be constructed and two monitors will be installed so public can come in, sit at those monitors, and do their visitation. There would be monitors also placed in the two

eight-person cells. The inmates would visit from the cell and not need the intensive staff time that it takes now. Klanderud stated visitations will be recorded and viewable on a monitor in the Martin County Jail Office. Along with installation of those monitors in the visitation room there will also be a kiosk in each of the two eight-man cells. Klanderud noted a quote was received from TurnKey for the two lobby station monitors is \$1,200.00 each; and \$1,500.00 for each inmate kiosk.

Motion by Commissioner Pierce, seconded by Commissioner Belgard, Be It Resolved that the Martin County Board of Commissioners, hereby approve the purchase of two public video visitation monitors and two inmate kiosks from TurnKey Corrections in the amount of \$5,400.00 for remodeled inmate visitation room in the Martin County Sheriff's Office. Carried unanimously.

Higgins updated the Board on the Security Building Remodel Project with the bid process and construction timeline. Higgins noted construction is anticipated to be complete in March, 2013.

Higgins presented and reviewed a quote received from Kahler Electric, Inc. in the amount of \$8,645.00 for the installation of the electrical needs to connect the Uninterrupted Power Source (UPS) System for the new ARMER Radio System dispatch center, which included installation of breaker in the generator panel and conduit to the UPS unit, install various circuits to the phone closets, installation of ground wire with crimped ends in phone closet, etc.; outlets for first response equipment in the phone room, and to install cabling from phone room to penthouse in Security Building.

Klanderud noted the urgency to make the aforementioned electrical installations and connections in order to be able to use the temporary dispatch center already set up in the basement of the LEC in anticipation of the remodeling project on first floor, and to train staff on the ARMER radio system, which are already being programmed with the hopes to start staff training by the second or third week of December.

After discussion,

Motion by Commissioner Belgard, seconded by Commissioner Schmidtke, Be It Resolved that the Martin County Board of Commissioners, hereby approve and authorize quote from Kahler Electric, Inc. for installation of the immediate electrical needs for the Uninterrupted Power Source (UPS) dispatch center upgrade in the amount of \$8,645.00, and to expend from the CIP Fund. Carried unanimously.

Klanderud stated that as part of the dispatch center upgrade, the purchase of the Uninterrupted Power Source (UPS) System for the new Dispatching Center is needed and that the cost of the system is \$14,296.81.

Motion by Commissioner Pierce, seconded by Commissioner Belgard, Be It Resolved that the Martin County Board of Commissioners, hereby approve and ratify the purchase of the Uninterrupted Power Source (UPS) System upgrade for dispatch center from CircuitWorks in the amount of \$14,296.81 with tax. Carried unanimously.

Klanderud stated the Board authorized the recruitment of two part-time corrections officers. Interviews were conducted and the Martin County Sheriff's Office recommended the hire of Emily Swanson and Bruce Strom as part-time corrections officers for the Martin County Sheriff's Office.

Motion by Commissioner Schmidtke, seconded by Commissioner Potter, Be It Resolved that the Martin County board of Commissioners, hereby approve and authorize the hire of Emily Swanson and Bruce Strom as part-time Corrections Officers at \$15.96/hour at an effective date yet to be determined; not eligible for benefits; and contingent upon background and required pre-employment testing that is satisfactory to the County. Carried unanimously.

Sheriff Markquart presented a brief update on the Assistance to Firefighters (AFG) Grant, stating that the Department has not yet heard on whether the grant was awarded to the Fairmont Fire Department or not, and that grants are still being awarded.

Jeff Spartz, AMC Executive Director, presented an award from the Association of Minnesota Counties Awards Committee to Commissioner Jack Potter on his retirement after serving three terms on the County Board.

Spartz continued with an AMC update including the AMC Redesign project status; and encouraged involvement in at least one of AMC's five policy standing committees that identify issues common to the members and develop concepts for implementation in the legislative process: the Environment & Natural Resources Policy Committee, General Government, the Health & Human Services Policy Committee, the Public Safety Policy Committee, and the Transportation Policy Committee; update on the status of the Minnesota Accountable Government Innovation and Cooperation (MAGIC) Act ; services provided for members by the National Association of Counties (NACo); update on the new credit card system to be used by counties in order to accept payment by allowing use of credit cards for payment of taxes and other county services; and new Coast-2-Coast (C2C) prescription discount card program.

Chair Donnelly thanked Spartz for his presentation.

Rebecca Bentele, Victim Witness Program Coordinator, stated Martin County Victim Services has received a charitable donation from the Truman Westford Waverly Community Chest in the amount of \$500 and will be used for Community Coordinated Response (CCR) work regarding domestic violence. Whenever donations to the County are received the Board must give its approval of acceptance for these donations.

Motion by Commissioner Pierce, seconded by Commissioner Belgard,

R-#55/'12

RESOLUTION  
APPROVING AND ACCEPTING DONATIONS for the  
DOMESTIC ABUSE PROGRAM

WHEREAS, pursuant to Minnesota Statutes 465.03, the county shall by resolution of the governing body adopted by a two-thirds majority of its members accept a grant, donations or devise of real or personal property and maintain such property for the benefit of its citizens in accordance with the terms prescribed by the donor.

WHEREAS, the Martin County Victim Services Program has received a donation from the Truman Westford Waverly Community Chest in the amount of \$500.00; and

WHEREAS, the Martin County Victim Services Program wishes to accept these donations and utilize them for the purpose of furthering Martin County's efforts in addressing and achieving the goals of 1) holding the offender accountable, 2) keeping the victim(s) safe, and 3) protecting children from the damaging effects of growing up in violent homes, through Martin County's Community Coordinated Response (CCR) Team.

NOW THEREFORE BE IT RESOLVED, that the Martin County Board of Commissioners hereby accepts the donation to be used as stated above.

Motion by Commissioner Pierce, seconded by Commissioner Belgard, said resolution was duly passed and adopted this 20<sup>th</sup> day of November, 2012.

BOARD OF COMMISSIONERS  
MARTINCOUNTY, MN

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

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

Roll Call AYES: Commissioners Potter, Schmidtke, Belgard, Pierce, and Donnelly. NAYS: None. Resolution duly passed and adopted this 20<sup>th</sup> day of November, 2012.

Doug Landsteiner, County Veterans Service Officer, stated the Martin County Veterans Service Office has been approved to receive a Community Outreach Grant from the Minnesota Department of Veterans Affairs in the amount of \$2,298.00. Landsteiner requests acceptance of this grant and that the intended use is for advertising and promotional items.

Motion by Commissioner Potter, seconded by Commissioner Schmidtke,

R-#56/'12

RESOLUTION  
AUTHORIZING EXECUTION OF  
COUNTY VETERANS SERVICE OFFICE  
COMMUNITY OUTREACH GRANT

BE IT RESOLVED, by the Martin County Board of Commissioners that Martin County, MN, enter into the attached Grant Contract with the Minnesota Department of Veterans Affairs (MDVA) in the amount of \$2,298.00 to conduct the following program: County Veterans Service Office Community Outreach Grant. This grant must be used for community outreach as defined in Minnesota Statutes, section 197.608, to all eligible Veterans regarding the availability of benefits they have earned and especially those relating to post traumatic stress disorder for all Veterans. Outreach is through the Grantee's County Veterans Service Office as specified in Minnesota Laws 2012, Chapter 292, Article 4, Section 18, Subdivision 2, and should not be used to supplant or replace other funding.

BE IT FURTHER RESOLVED, by the Martin County Board of Commissioners, that Doug Landsteiner, Martin County Veterans Service Officer, and Board Chair, be authorized to execute the attached Grant Contract for the above-mentioned Program on behalf of Martin County, MN.

Motion by Commissioner Potter, seconded by Commissioner Schmidtke, said resolution was duly passed and adopted this 20<sup>th</sup> day of November, 2012.

BOARD OF COMMISSIONERS  
MARTINCOUNTY, MN

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Steve Donnelly, Board Chair

ATTEST: \_\_\_\_\_  
Scott Higgins, CountyCoordinator

STATE OF MINNESOTA

MARTINCOUNTY, MINNESOTA

I, Scott Higgins, do hereby certify that I am the custodian of the minutes of all proceedings had and held by the Martin County Board of Commissioners of Martin County, MN, that I have compared the above resolution with the original passed and adopted by the Martin County Board of Commissioners of Martin County, MN at a regular meeting thereof held on the 20<sup>th</sup> day of November, 2012 at 9:00 a.m., that the above constitutes a true and correct copy thereof, that the same has not been amended or rescinded and is in full force and effect.

IN WITNESS WHEREOF, I have hereunto placed my hand and signature this 20<sup>th</sup> day of November, 2012, and have hereunto affixed the seal of the Martin County, MN.

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Scott Higgins, CountyCoordinator

Roll Call AYES: Commissioners Belgard, Pierce, Schmidtke, Potter, and Donnelly. NAYS: None. Resolution duly passed and adopted this 20<sup>th</sup> day of November, 2012.

Landsteiner next presented information on a federal Veterans Transportation and Community Living Initiative Grant project that will fund technology enhancements necessary to add agencies to the existing MinnesotaHelp Network™, a virtual call center that facilitates inter-agency ride referrals using LinkLive™ technology. This technology enables call center staff and participating agencies to easily route and transfer calls, chat, conference, send secure email, share documents, transfer files in real-time, and record all calls. Landsteiner stated this project seeks to extend the MinnesotaHelp Network™ technology to transportation providers and veterans' organizations by connecting veterans, military families, caregivers, and others to a single source of information about rides and local transportation options. Landsteiner went on to state funding through the Minnesota River Area Agency on Aging will provide hardware (one desktop or laptop) and software necessary to support participation of the Martin County Veterans Service Office and Martin County Transit Public Transportation System for up to three years at no cost through the Veterans Transportation and Community Living Initiative Grant program. Landsteiner noted he has been in contact with Steve McDonald, Martin County's MIS Director, and discussed the high speed internet access requirement. Landsteiner requested Board consideration to proceed with a Letter of Intent to the Minnesota River Area Agency on Aging, Inc. for the Martin County Veterans Service Office and Martin County Transit Public Transportation System to join the MinnesotaHelp Network™.

Higgins stated the MinnesotaHelp Network™ is where veterans and public can call in for transportation and other services, and that the County's public transit system would be eligible for the grant. Higgins went on to state the system is expected to be up and running by March, 2013.

Motion by Commissioner Belgard, seconded by Commissioner Potter, Be It Resolved that the Martin County Board of Commissioners, hereby approve and authorize sending a Letter of Intent for the Martin County Veterans Service Office and the Martin County Transit System to participate in the Federal Veterans Transportation and Community Living Initiative Grant funds to connect veterans, military families, caregivers, and others to a single source of information about rides and local transportation options. Carried unanimously.

Mike Forstner, Drainage Inspector, was present to review and discuss payment for crop damages to an individual landowner on JD #28. Forstner recommends payment based off of current corn prices less the average cost to plant per acre:

Area Damaged	Amt Damaged (ac.)	Avg Bushel Rate on 27 acre	Corn Price	Avg cost to plant per ac.
SW1/4 SW1/4 15-103-20	1.4	202	\$7.37	\$393.00
[(202*1.4)*7.37]-(393*1.4)=\$1,534.04				

Motion by Commissioner Schmidtke, seconded by Commissioner Belgard, Be It Resolved that the Martin County Board of Commissioners, acting as the County Drainage Authority, hereby approves payment in the amount of \$1,534.04 for crop damages to be paid to Greg Schock, 2861 163<sup>rd</sup> Street in Granada, MN for work completed on JD #28. Carried unanimously.

Forstner next reviewed quotes received from Jackson Sports, LLC and Doug's Sports Center for a replacement ATV for the Drainage Administration Office and noted it was not known at the last Board meeting that sales tax was not figured in to the ATV quote received from Doug's

Sports Center. The Doug's Sports Center quote with tax is \$10,847.00 so there is still about a \$1,200.00 difference between Jackson Sports, LLC and Doug's Sports Center. However, Doug Sport's did make the effort to reduce its price.

After discussion,

Motion by Commissioner Schmidtke, seconded by Commissioner Pierce, Be It Resolved that the Martin County Board of Commissioners, hereby approve and authorize the purchase of a replacement ATV for the Martin County Drainage Administration Office from Doug's Sports Center in an amount not to exceed \$10,847.00. Carried unanimously.

Motion by Commissioner Pierce, seconded by Commissioner Schmidtke, Be It Resolved that the Martin County Board of Commissioners, approve and certify the 2012 Martin County Individual Septic Loans in the amount of \$89,412.65 as presented, and is properly recorded by the Martin County Recorder's Office, and that the appropriate portion of the principle and interest for each loan be certified to the County Auditor/Treasurer's to be applied to the 2013 assessments per the ISTS loan agreements as follows:

Loans granted during 2012 through the Martin County ISTS Loan Program. Apply the principal and interest to tax statements as a special assessment.

Loans granted during 2012 through the Martin County ISTS Loan Program. Apply the principal and interest to tax statements as a special assessment.

	<b>Name</b>	<b>Parcel Number</b>	<b>Loan %</b>	<b>Years for Loan</b>	<b>Loan Type</b>	<b>Loan Amount</b>
1	Johnson, Chad	02.003.0350	2	10	<b><u>MC</u></b>	\$ 4,930.00
2	Waldee, Lance	09.011.0425	2	10	<b><u>MC</u></b>	\$ 9,725.00
3	Dojacques, Sophie	17.009.0800	4	10	<b><u>MC</u></b>	\$ 15,725.00
4	Hinz, Tom	02.020.0550	4	10	<b><u>MC</u></b>	\$ 10,901.65
5	Artz, Kelly	05.022.0800	4	10	<b><u>MC</u></b>	\$ 14,505.00
6	McCorkell, Jon	10.200.0025	2	10	<b><u>MC</u></b>	\$ 11,725.00
7	Honnette, Jordan	11.001.0350	4	10	<b><u>MC</u></b>	\$ 9,570.00
8	Spitzer, Roger	15.014.0200	4	10	<b><u>MC</u></b>	\$ 12,331.00
<b>GRAND TOTAL AMOUNT OF LOAN DOLLARS</b>						<b>\$ 89,412.65</b>

Higgins stated that annually the County Board reviews and sets the interest rate for the Martin County Septic Loan Program, stating that currently the interest rates are 2% and 4% dependent upon the applicant's household income, which is the same as last year. After discussion,

Motion by Commissioner Pierce, seconded by Commissioner Belgard, Be it Resolved that the Martin County Board of Commissioners, having the authority to adjust the interest rates charged for the Martin County Septic Loan Program, after careful review and consideration, hereby approve the rate of 2% and 4% (no change from 2012) annual interest to be charged accordingly per the income level of the applicants as described by the Martin County ISTS Loan Program for CY 2013 effective January 1, 2013. Carried unanimously.

Higgins stated in order to be in compliance with the Federal narrow band radio frequency, the Martin County Transit system will need to upgrade their bus radios to a digital radio system for compatibility to this requirement. Higgins went on to state that Martin County has been approved to receive a Capital Grant #01773 through the State of Minnesota acting by and through its Commissioner of Transportation to be used for the purchase of narrow-band communication equipment; with 80% (\$16,424.00) State/Federal Share and 20% (\$4,106.00) local share for the total project cost in the amount of \$20,530.00.

Motion by Commissioner Belgard, seconded by Commissioner Schmidtke, Be it Resolved that the Martin County Board of Commissioners, hereby accept the 2012 Capital Grant with the State of Minnesota through its Commissioner of Transportation in the amount of \$20,530.00 for the procurement and upgrade to a narrow-band digital radio system for the Martin County Transit public transportation system; and that the purchase amount is shared 80% (\$16,424.00 Mn/DOT) and 20% (\$4,106.00 local share); and is effective November 1, 2012 through May 31, 2013. Carried unanimously.

James Forshee, Martin County Auditor/Treasurer, presented the Advertising contract with the Fairmont Sentinel for the year 2013, stating that the new display advertising contract for 750 inches is at the rate of \$11.50 per column inch and that the classified advertising for 100 inches is at the rate of \$8.25 per column inch. Forshee stated without a contract the rates would be \$20.15 per column inch and \$13.85 per column inch respectively.

Motion by Commissioner Pierce, seconded by Commissioner Potter, Be It Resolved that the Martin County Board of Commissioners, hereby approve and authorize the Board Chair to sign the Advertising contract with the Fairmont Sentinel at the following rates: for Display advertising contract for 750 inches at a rate of \$11.50 per column inch and that the Classified advertising for 100 inches is at a rate of \$8.25 per column inch for the year 2013. Carried unanimously.

Higgins stated with the County's recent conversion to Microsoft Office 2010 it was determined that there was a need for training in this new version of this computer office software. Higgins noted local venues were researched for group training and it has determined that the Minnesota West Community and Technical College has the resources and venue to provide this training. Higgins went on to state the training will be conducted on November 29, 2012 at the Southern Minnesota Educational Campus (SMEC) classroom in Fairmont and that the cost for one training session is \$595.00. Higgins went on to note if a second training session is needed that day, the total cost for two sessions would be \$895.00.

Motion by Commissioner Pierce, seconded by Commissioner Belgard, Be It Resolved that the Martin County Board of Commissioners, due to the recent conversion to Microsoft Office 2010 and in order for staff to utilize the software to its fullest capabilities, hereby approve and authorize the Board Chair to sign the Training Services Income Contract between the Minnesota West Community and Technical College and the County of Martin, MN in the amount of \$595.00 for one session or if needed to approve and authorize the two sessions at a cost of \$895.00, to be held at the Southern Minnesota Education Campus (SMEC) in Fairmont on November 29, 2012. Carried unanimously.

Higgins stated the current contract with Fairlakes Transportation will expire December 31, 2012. Higgins went on to state that the required procurement process as established by the Minnesota Department of Transportation, Office of Transit, for obtaining a third party contractor to provide services for the operations of the Martin County Transit public transportation system for Martin County has been put on hold due to new requirements from the Federal Transit Authority (FTA). Higgins recommends a contract extension including a five percent increase to the current contract for Fairlakes Transportation to continue their third party operator service until they go through the required official bid process. Higgins noted it is expected that by the end of March, 2013 the bid process will be complete.

Motion by Commissioner Pierce, seconded by Commissioner Belgard, Be it Resolved that the Martin County Board of Commissioners, due to the need to complete the required procurement process as established by Mn/DOT for obtaining a third party contractor to provide services for the operations of the Martin County Transit public transportation system for Martin County, hereby approve the extension of the existing contract with Fairlakes Transportation, Inc., with final approval from the Minnesota Department of Transportation (MN/DOT) Office of Transit, in order to continue to provide services to operate the Martin County Transit until such time a competitive bid process is complete; and to allow for a reasonable cost adjustment for the contract extension, not to exceed a five (5) percent increase to the current contract. Carried unanimously.

Forshee presented and reviewed a funding request received from Prairieland Solid Waste Management & Compost Facility. After discussion,

Motion by Commissioner Potter, seconded by Commissioner Belgard, Be It Resolved that the Martin County Board of Commissioners, hereby approve and authorize the allocation request received from Prairieland Solid Waste Management & Compost Facility in the amount of \$21,340.00. Carried unanimously.

Motion by Commissioner Pierce, seconded by Commissioner Schmidtke, Be It Resolved that the Martin County Board of Commissioners, hereby approve payment of claims for the month of November, 2012 as presented; and includes the Martin County Highway Department bills as presented and Drainage Administration bills as presented. Carried unanimously.

Warrants received and paid November 20, 2012 re registered on file in the Auditor/Treasurer's Office as follows:

Revenue Fund – Warrants Approved November 20, 2012	\$369,720.26
Enhanced 9-1-1 Fund	\$ 7.26
Recreation and Safety Fund	\$ 1,085.73
Martin Co. Economic Development Authority	\$ 613.72
Solid Waste Management Fund	\$ 26,937.76
Law Library Fund	\$ 43.94
Martin County Transit Fund	\$ 54,881.09
Ind. Sewage Treatment Sys. Loans	\$ 65,673.12
Building – CIP – Fund	\$ 5,572.88
Bank Building Fund	\$ <u>4,222.70</u>
Total	\$528,758.46

Road and Bridge Funds Totaled	\$ 77,621.17
Martin County Ditch Fund – Warrants Totaled	\$ 67,434.01

The Board reviewed information received from the South Central Service Cooperative Board of Director's Meeting held on November 7, 2012; and the 2012 Minnesota Counties Intergovernmental Trust (MCIT) Dividend Notice.

Commissioners presented their individual board member reports:

Commissioner Potter stated he attended Extension Committee meeting at 8:00 a.m. and Library meeting at 1:30 p.m. on November 13<sup>th</sup>; Prairieland meeting on November 16<sup>th</sup>; Darryl Fowler's Retirement celebration on November 17<sup>th</sup>; 4-H Annual Banquet on November 18<sup>th</sup>; and MVAC Minnesota River Board in Mankato on November 19<sup>th</sup>, 2012.

Commissioner Schmidtke stated in addition to those mentioned he attended the Canvassing Board meeting on November 9<sup>th</sup>; and Glows Parade on November 16<sup>th</sup>, 2012.

Commissioner Pierce stated he had nothing new to add.

Commissioner Belgard stated he attended the Labor Management Committee meeting on November 6<sup>th</sup>; Roberta McDonald's farewell open house on November 9<sup>th</sup>; and noted that the County/City food drive challenge ends tomorrow on November 21<sup>st</sup>, 2012.

Commissioner Donnelly stated he had nothing new to add.

Commissioners reviewed their calendars of upcoming meetings and activities: November 20<sup>th</sup> – JD #350 Conference Call, and Department Director Performance Evaluations at 1:30 p.m.; November 21<sup>st</sup> – Human Services meeting; December 3-4, 2012 AMC Annual Conference in St. Cloud; December 6<sup>th</sup> regular Board of Commissioners meeting at 4:30 p.m. in the Board Room, and Truth in Taxation meeting at 6:00 p.m. in the Board Room.

With no further business to wit, Chairman Donnelly adjourned the meeting at 10:30 a.m.

BOARD OF COMMISSIONERS

MARTIN COUNTY, MN

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Steve Donnelly, Board Chair

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