

PROCEEDINGS OF THE
MARTIN COUNTY BOARD OF COMMISSIONERS
TUESDAY, DECEMBER 3, 2013
@ 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 Elliot Belgard.

Commissioners present were Dan Schmidtke, Steve Pierce, Steve Donnelly, Steve Flohrs, and Elliot Belgard. Also present were Scott Higgins, Martin County Coordinator, James Forshee, Martin County Auditor/Treasurer, Terry Viesselman, Martin County Attorney, Kevin Peyman, Martin County Highway Engineer, Jennifer Brookens, Sentinel Newspaper, Julie Walters, Administrative Assistant, and members of staff and public.

Motion by Commissioner Donnelly, seconded by Commissioner Pierce, Be It Resolved that the Martin County Board of Commissioners, hereby approve the agenda for the December 3, 2013 regular Board of Commissioners meeting with the following additions: 8.14 Discuss Courthouse Violence in 2010-2012 Lessons Learned Report; 8.15 Consider Martin County Jail Nursing Services Contract for 2014; and Consider Appointment of Second Alternate to the Minnesota Counties Computer Cooperative (MCCC). Carried unanimously.

Motion by Commissioner Flohrs, seconded by Commissioner Donnelly, Be It Resolved that the Martin County Board of Commissioners, hereby approve the minutes of the November 19, 2013 regular Board of Commissioners meeting. Carried unanimously.

Terry Viesselman, Martin County Attorney, presented an office update including recent blanket data privacy request; and future improved security at the Martin County Courthouse and County Attorney's Office.

Scott Higgins, Martin County Coordinator, stated Jon Eversman and Robbin Celandier have agreed to serve an additional term on the Planning & Zoning Commission; Ned Koppen and Jane Burkhardt are willing to serve an additional term on the Library Board; Commissioner Steve Pierce would like to serve on the Martin County Economic Development Authority Commission along with Commissioner Elliot Belgard, and Jerry Clark is willing to serve an additional term.

Motion by Commissioner Schmidtke, seconded by Commissioner Flohrs, Be It Resolved that the Martin County Board of Commissioners, hereby approve (re)appointments to the following Citizen Advisory Boards and Commissions: Planning & Zoning Commission – Jon Eversman and Robbin Celandier with terms ending December 31, 2016; Martin County Library Board: Ned Koppen and Jane Burkhardt with terms ending December 31, 2016; and Martin County Economic Development Authority Commission – Commissioner Steve Pierce, Commissioner Elliot Belgard, and Jerry Clark with terms ending December 31, 2016. Carried unanimously.

Kevin Peyman, Martin County Highway Engineer, reviewed a flow chart of the Martin County Highway Department including the Administration, Engineering, Maintenance, and Shop positions and staffing numbers. Peyman stated the three recent retirements of Highway

Technician, Maintenance Superintendent, and Shop Supervisor, has created a chain of events as positions open up and staff is promoted. Peyman went on to state the Board authorized the recruitment of a Maintenance Superintendent and internal applications were called for. Two individuals applied for the position and were interviewed. Peyman recommends the promotion and hire of Scott Jones as Maintenance Superintendent at Grade 16 Step 6 (2013).

Motion by Commissioner Pierce, seconded by Commissioner Schmidtke, Be It Resolved that the Martin County Board of Commissioners, upon the recommendation of the County Engineer, hereby approve the promotion and hire of Scott Jones as Maintenance Superintendent at Grade 16 Step 6 at \$28.96/hour effective December 1, 2013; and is eligible for benefits per Highway Supervisors Union Contract as it applies to this position. Carried unanimously.

Peyman stated the promotion of Jones opens up the Maintenance Crew Foreman position for which Peyman recommends posting internally to fill this position.

Motion by Commissioner Schmidtke, seconded by Commissioner Flohrs, Be It Resolved that the Martin County Board of Commissioners, upon the recommendation of the County Engineer, hereby approve and authorize posting internally for the Maintenance Crew Foreman position with the Martin County Highway Department. Carried unanimously.

Peyman noted due to recent retirements and approvals for replacement hires in the Highway Department, various job descriptions have been updated to include language regarding driver's license requirements. Updates have been made to the following Highway Department job descriptions: Shop Supervisor, Shop Mechanic, Highway Maintenance Foreman, and Maintenance Superintendent.

Motion by Commissioner Schmidtke, seconded by Commissioner Pierce, Be It Resolved that the Martin County Board of Commissioners, hereby approve the updates to the listed Highway Department job descriptions as presented dated November, 2013: Shop Supervisor, Shop Mechanic, Highway Maintenance Foreman, and Maintenance Superintendent. Carried unanimously.

Peyman inquired of setting a meeting date to discuss a proposed bike trail system in Martin County. After discussion,

It was determined to meet in conjunction with the next regularly scheduled Martin County Parks/Trail Committee meeting to be held January 8 or January 15, 2014. Peyman will send out a meeting reminder as we get closer to the meeting date.

Peyman concluded with a brief update on the completion of County Road 38.

Corey Klanderud, Captain - Martin County Sheriff's Office, stated the Martin County Sheriff's Office has completed a revision of their current policy manual to the Lexipol Online Based Comprehensive System through Lexipol's Risk Management Services. Klanderud went on to state Lexipol is America's leading provider of risk management policies and resources for organizations, delivering their services through a unique, web-based development system.

Klanderud noted Lexipol offers state-specific policy manuals that are integrated with scenario-based daily training in the form of traceable, daily training bulletins. Klanderud went to note the Lexipol system addresses issues related to risk management, liability, safety and best practices for law enforcement agencies.

Motion by Commissioner Pierce, seconded by Commissioner Schmidtke, Be It Resolved that the Martin County Board of Commissioners, hereby approve and adopt the revised Martin County Sheriff's Office Online Policy Manual through Lexipol as presented (dated 12-03-13) effective December 3, 2013. Carried unanimously.

Higgins stated the Jail Food Service contract was up for renewal the end of this year and the County had advertised for bids for proposals for inmate food service to the Martin County Jail with at least two hot meals per day for the period of two years covering January 1, 2014 through December 31, 2015. Bids were received, opened, and reviewed as follows:

<u>Bid Received From</u>	<u>Bid Amount</u>
Hy-Vee Food Store	\$4.00

Motion by Commissioner Donnelly, seconded by Commissioner Flohrs, for \$4.00 per meal for at least two hot meals per day with Hy-Vee Food Store of Fairmont, MN:

R#48/'13

RESOLUTION

ACCEPTING AND AWARDING BID FOR INMATE FOOD SERVICE FOR THE MARTIN COUNTY JAIL for TWO YEAR PERIOD
JANUARY 1, 2014 to DECEMBER 31, 2015

WHEREAS, pursuant to an advertisement for bids for proposals for Inmate Food Service to the Martin County Jail; and

WHEREAS, bids were received on a per meal basis for the period of two years covering January 1, 2014 through December 31, 2015; and

WHEREAS, bids were received, opened, and reviewed, and the following bids were received complying with the advertisement:

<u>BIDDER</u>	<u>BASE BID</u>
1. Hy-Vee Food Store – Fairmont	\$4.00
2. New Horizon Food Service	\$-0-

WHEREAS, it appears the low bid is from Hy-Vee Food Store, and after having carefully reviewed each bid proposal, the Board believes that the bid proposal from Hy-Vee Food Store meets the bid expectations, requirements, and concerns as follows:

- delivery of food three times each day,

- freshness of food would be greater due to be delivered three times each day rather than stored
- county's liability of food handling and storage minimized
- provides flexibility due to sudden increase and decrease of inmate population (due to arrests and releases)

NOW THEREFORE BE IT RESOLVED on a motion by Commissioner Donnelly, seconded by Commissioner Flohrs,

1. That the Martin County Board of Commissioners after due considerations of the bids received, approves and authorizes the Chair to sign the necessary Food Service contracts with Hy-Vee Food Store, on behalf of Martin County for the above referenced Inmate Food Service to the Martin County Jail according to the plans and specifications therefore approved by the County Board of Commissioners and on file in the office of the County Coordinator in the amount of \$4.00 per meal,

ADOPTED by the Martin County Board of Commissioners this 3rd day of December, 2013.

BOARD OF COMMISSIONERS
MARTINCOUNTY, MN

Elliot Belgard, Board Chair

ATTEST: _____
Scott Higgins, County Coordinator

Roll Call AYES: Commissioners Flohrs, Schmidtke, Pierce, Donnelly, and Belgard. NAYS: None. Resolution duly passed and adopted this 3rd day of December, 2013.

Jeff Markquart, Martin County Sheriff, stated that annually the Nursing Services contract is up for consideration and renewal. Markquart reviewed the 2014 proposed contract that calls for regular nursing services at \$36.00 per hour (a 0% increase over the 2013 contract price) with time rounded up to the nearest ¼ hour with a minimum of 1 hour charge. Markquart went on to state on-call services and emergency call back fees and language remain the same as with the 2013 contract.

Motion by Commissioner Pierce, seconded by Commissioner Donnelly, Be It Resolved that the Martin County Board of Commissioners, hereby approve and authorize the Board Chair to sign the Nursing Services Agreement between Joy Pousch, RN, BSN and the Martin County Sheriff's Office (Martin County) to provide regular and on-call nursing services; at an hourly rate of \$36.00 per hour and on-call services of \$90 per month. Carried unanimously.

Klanderud and Markquart stated the Martin County Sheriff's Office is receiving quotes from correctional healthcare vendors that manage correctional healthcare programs at different jails throughout the State of Minnesota. With the push for electronic medical records by the end of 2015, many of these vendors already provide this service. While the Martin County Jail is not

ready for this correctional healthcare service, it is the way of the future and will be addressed further as more information is gathered.

Sheriff Markquart provided a Martin County Jail update stating there are currently twenty-two (22) in-house; nine (9) in Faribault County; one (1) in Nobles County; and six (6) on Electronic Home Monitoring (EHM).

Klanderud opened discussion regarding two of our jail cells that don't meet the minimum square foot requirements as proposed in the Amendment to Rules Governing Jail Facilities, Minnesota Rules, chapter 2911. Klanderud noted Martin County was given a waiver for the two cells not meeting the minimum square foot requirements and that adjustments would have to be made when the new 2911 policies go into effect (and probably will be enforced in 2014). Klanderud went on to note plans have been made for removal of the center wall at an estimated \$5,000 per cell, funds are included in the 2014 Sheriff's Office budget, and is projected to begin in the next couple of months.

James Forshee, Martin County Auditor/Treasurer, stated the Auditor/Treasurer's Office is requesting authorization to abate the taxes due for mobile home No. 42.200.9007 in Welcome, MN. Forshee went on to state the Auditor/Treasurer's Office has been unable to locate the owner or collect delinquent taxes. Forshee noted abatement will clear up taxes to enable a person to purchase the mobile home and start to pay taxes for the future. The new owner is fixing up the home and will be living in it.

Motion by Commissioner Pierce, seconded by Commissioner Donnelly, Be It Resolved that the Martin County Board of Commissioners, hereby approve the mobile home tax abatement for Mobile Home No. 42.200.9007 located in Welcome, MN; and to abate the taxes in the amount of \$283.34. Carried unanimously.

Higgins stated the Martin County Veterans Service Office has received notification that Martin County is eligible to receive a CVSO Operational Enhancement Grant for FY2014 in the amount of \$10,000. Higgins went on to state funds must be used to enhance the operations of the County Veterans Service Office and should not be used to supplant or replace other funding.

Motion by Commissioner Flohrs, seconded by Commissioner Donnelly,

R-#45/'13

RESOLUTION
AUTHORIZING EXECUTION OF
COUNTY VETERANS SERVICE OFFICE
OPERATIONAL ENHANCEMENT 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) to conduct the following program: County Veterans Service Office Enhancement Grant Program. This grant must be used to provide outreach to the county's veterans; to assist in the reintegration of combat veterans into society; to collaborate with other social service

agencies, educational institutions, and other community organizations for the purposes of enhancing services offered to veterans; to reduce homelessness among veterans; and to enhance the operations of the county veterans service office, as specified in Minnesota Laws 2013 Chapter 142 Article 4. This grant 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 Flohrs, seconded by Commissioner Donnelly, said resolution was duly passed and adopted this 3rd day of December, 2013.

BOARD OF COMMISSIONERS
MARTINCOUNTY, MN

Elliot Belgard, 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 3rd day of December, 2013, 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 3rd day of December, 2013, and have hereunto affixed the seal of the Martin County, MN.

Scott Higgins, CountyCoordinator

(SEAL)

Roll Call AYES: Commissioners Schmidtke, Pierce, Donnelly, Flohrs, and Belgard. NAYS: None. Resolution duly passed and adopted this 3rd day of December, 2013.

Higgins stated each year the Board is required to establish its annual compensation and per diem and other reimbursable expenses for members when conducting their official duties prior to

January 1st. Higgins went on to state the Board may increase or decrease the annual compensation. Higgins noted in the past the Board has adjusted by either percentages or dollar amounts; and that a 2% increase has been included in the CY2014 Budget which equates to \$22,480.80 (\$22,040 in 2013). Higgins went on to note Board Chair receives an additional \$1,000 per year; and \$500 per year for Vice Chair and Commissioners appointed to the Personnel Committee (with the exception of the Board Chair) and per diem of up to \$75.00 each day performing official duties.

Motion by Commissioner Pierce, seconded by Commissioner Donnelly,

R-#46/'13

RESOLUTION

COUNTY COMMISSIONERS COMPENSATION, PER DIEM & EXPENSES

WHEREAS, Chapter 301 of the Session Laws 1975 provides a method for determining County Commissioners' compensation, per diem pay, and expense allowances, and

WHEREAS, resolution of the County Board establishing the salary, schedule of per diem payments, and expense allowance must be made before January first of each year so as to become effective January first of the next year, and

WHEREAS, the Board of County Commissioners of Martin County after due deliberation and discussion, have determined the annual salary, schedule of per diem payments, and expense allowances that will be effective January 1, 2014 and thereafter, until changed by resolution of the Board in a manner provided by law.

NOW THEREFORE, BE IT RESOLVED, by the Board of County Commissioners of Martin County as follows:

1. That the annual salary of each County Commissioner of Martin County shall be the sum of \$22,480.80 plus an additional \$1,000 per year for the Chairman; and \$500 per year for Vice Chair and/or Commissioners appointed to the Personnel Committee with the exception of the Board Chair, payable bi-weekly, less such deductions as are authorized or required by law, and shall be paid to such Commissioner during such interval as he or she is qualified by law to hold such office.

2. That each individual County Commissioner shall be paid one per diem of \$75.00 each day spent in performing the official duties connected with the office. The per diem pay may be paid to any individual County Commissioner making application therefore, who, by proper designation or authorization, has served or is an alternate on any board, committee, or commission of County government, including committees of the Board or for the performance of service for any of the following work, service or activity.

Region Nine Delegate
F/M Human Services Board
Prairieland Joint Powers
Delegate to M.V.A.C.
Building Committee
Personnel Committee
MN Extension Service
Region Nine E.M.S.
County Highway Liaison
MAAH
SouthCentral HRA Board
Insurance Committee
Transit Advisory Comm. (TAC)
Dist. 1, 2,3,4,5, Ditch Insp.
South Central Finance Committee

Workforce Council
County Planning Commission
CountyWater Plan Committee
GBERBA Board
A.M.C. Delegate
CountyPark Board
Community Corrections
Minnesota River Basin JPB
Law Library Board
State Health Improvement Plan (SHIP)
Economic Development Board County
County GASB Committee
Soil & Water Conservation Dist. Liaison
Library Board
Public Relations Campaign Comm.

Jail/Justice Center Committee
Investment in Current/Future Emp.
Martin Co. Recreational Trails Comm.
Labor Management Committee
GIS Committee
Library Board Alternate
Drug Court Representative
Bureau 14 (Chamber of Commerce)

County Solid Waste Committee
Highway 15 Coalition
MCIT Delegate
County Strategic Planning Committees
Iowa Lakes Regional Water Advisory Comm.
Rural Minnesota Energy Board (RMEB)
South Central Minnesota Radio Board

Activities relating to Ditches under the Jurisdiction of the County Board, or under Jurisdiction of a Joint County Ditch Authority.

For such committee, board, or commissioner work or meetings which may be required by law or which is authorized by the Board of County Commissioners, providing that such work, service or activity is authorized by Board action prior to the performance of such work, service or activity.

3. No Commissioner may receive an amount greater than one full per diem payment on any one day. A Commissioner may accept or claim less than the full per diem. If a per diem is paid by another entity or authority for work, service, or activity permitted by this resolution, MartinCounty shall not pay a per diem for the same work, service or activity.

4. That in addition to the salary and per diems set forth herein, each individual CountyCommissioner may be paid his or her actual and necessary expenses and the County mileage allowance, according to CountyPolicy when traveling on official business authorized by Board action.

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

Dated this 3rd day of December, 2013.

BOARD OF COMMISSIONERS
MARTINCOUNTY, MN

Elliot Belgard, Board Chair

ATTEST: _____
Scott Higgins, County Coordinator

Roll Call AYES: Commissioners Flohrs, Schmidtke, Donnelly, Pierce, and Belgard. NAYS: None. Resolution duly passed and adopted this 3rd day of December, 2013.

Higgins stated the Board is being asked to consider a tentative agreement with Martin County Library AFSCME Local 1204C. Higgins noted the proposed tentative agreement is for a three year period covering calendar years 2014, 2015 and 2016. After review and discussion,

Motion by Commissioner Schmidtke, seconded by Commissioner Flohrs, Be It Resolved that the Martin County Board of Commissioners, hereby approve the Martin County Library AFSCME Local 1204C tentative agreement and contract effective January 1, 2014 through December 31, 2016; and to authorize the Board Chair to sign the respective Union agreement. Carried unanimously.

Higgins stated that annually the Board has set the general wage adjustment for non-union employees and elected officials. Higgins went on to state the GWA for union contracts for the year 2014 has been set at 2.0% and has been included in the CY2014 proposed budget.

Motion by Commissioner Pierce, seconded by Commissioner Schmidtke:

R-#49/13

RESOLUTION
ESTABLISHING THE 2014 NON-BARGAINING COMPENSATION PLAN AND SALARY
MATRIX

WHEREAS, it is the intent of the Board of Commissioners that Martin County non-bargaining unit employees be compensated fairly and equitably based upon their performance; and,

WHEREAS, the Board established an intent to maintain a competitive compensation schedule for County employees within the County's Classification and Compensation system; and

NOW THEREFORE BE IT RESOLVED, by the Board of Commissioners in and for the County of Martin, State of Minnesota, that effective January 1, 2014 the non-union employees shall receive a General Wage Adjustment increase of 2.0% subject to the County's Classification and Compensation plan; and,

BE IT FURTHER RESOLVED, that the 2014 Salary Matrix for the Martin County Classification and Compensation Plan shall be adjusted by 2.0% general increase effective January 1, 2014; and,

BE IT FINALLY RESOLVED, that any employee may elect to reject the general salary increase by providing written notice to the CountyCoordinator prior to the implementation of the adjustment.

BOARD OF COMMISSIONERS
MARTINCOUNTY

Elliot Belgard, Board Chair

ATTEST: _____
Scott Higgins, CountyCoordinator

Roll Call AYES: Commissioners Donnelly, Flohrs, Schmidtke, Pierce, and Belgard. NAYS: None. Resolution duly passed and adopted this 3rd day of December, 2013.

Higgins presented a resolution to approve the Elected Official salaries for CY2014. Higgins stated the listed salaries in the resolution reflect a 2.0% increase for CY2014 plus merit step increase if eligible.

Motion by Commissioner Schmidtke, seconded by Commissioner Flohrs,

R-#47/'13

RESOLUTION
ESTABLISHING MARTINCOUNTY ELECTED OFFICIALS
SALARIES FOR CY2014

Motion by Commissioner Schmidtke, seconded by Commissioner Flohrs, to approve and authorize the Board Chair to sign this Resolution (R-#47/'13) setting the salaries for Martin County Elected Officials for 2014:

WHEREAS, the Martin County Board of Commissioners is responsible for setting the salaries of all elected officials in the County including the County Board, County Board Chair, County Auditor/Treasurer, County Recorder, and County Attorney; and

WHEREAS, the Martin County Board of Commissioners appreciates the work performed by all of the elected officials in Martin County.

NOW THEREFORE BE IT RESOLVED, that the annual salaries of elected officials in Martin County for the year CY2014 are set as follows (any rounding will be governed by payroll):

	<u>2014</u>
County Attorney	\$78,431.68
County Auditor/Treasurer	\$89,294.40
County Sheriff	\$91,644.80
County Recorder	\$68,078.40

BOARD OF COMMISSIONERS
MARTINCOUNTY, MN

Elliot Belgard, Board Chair

ATTEST: _____
Scott Higgins, County Coordinator

Roll Call AYES: Commissioners Donnelly, Pierce, Flohrs, Schmidtke, and Belgard. NAYS: None. Resolution duly passed and adopted this 3rd day of December, 2013.

The Board reviewed the proposed 2014 Standing Committee Assignments. After discussion,

Motion by Commissioner Flohrs, seconded by Commissioner Donnelly, Be It Resolved that the Board's Committee Assignments, with the Personnel Committee members changing at the county's organizational meeting on January 7, 2014; and that Commissioner Schmidtke will serve on the Martin County Building Committee for the year 2014 and that Commissioner Pierce will serve on the Martin County Economic Development Authority Commission for the year 2014; and that the appointments for all the Board Standing Committees be for one-year terms expiring on December 31, 2014; and that a copy of this resolution is transmitted to each appointee and the sponsoring agency, where appropriate, by the County Coordinator.

Motion by Commissioner Flohrs, seconded by Commissioner Donnelly,

R-#50/'13

**RESOLUTUION
APPOINTING COMMISSIONERS AND OTHER COUNTY OFFICIALS
TO BOARDS AND COMMITTEES FOR THE YEAR 2014**

BE IT RESOLVED, by the Board of Commissioners in and for the County of Martin, Minnesota, that the Commissioners and certain other officials are hereby appointed to serve for one-year terms expiring on December 31, 2014 on the designated Standing Committees as attached; and

2014 – MARTIN COUNTY BOARD
STANDING COMMITTEE ASSIGNMENTS

ELLIOT BELGARD – FIRST DISTRICT:
AMC Delegate/Public Safety

STEVE FLOHRS – FIFTH DISTRICT:
AMC Delegate/Health & Human Services

Community Corrections
Compensation Advisory Committee
County Park Board, Alternate
District One Ditch Authority
EDA Commission
South Central HRA Board
F/M Human Services Board
Highway 15 Coalition
Labor Management Committee
Prairieland Joint Powers
Public Relations Campaign Committee
Region 9
SBDC Partnership Board
Transit Advisory Committee (TAC)

STEVEN PIERCE – SECOND DISTRICT:

AMC Delegate/General Government
EDA Commission
County GASB Committee
County Insurance Committee
County Solid Waste Committee
District Two Ditch Authority
F/M Human Services Board
GIS Committee
Law Library Board
MVAC Delegate
Prairieland Joint Powers
Regional Radio Board/PSAP/ARMER
Region 9 EMS Committee
Fairmont Substance Abuse Prevention Coalition
State Health Improvement Plan (SHIP)
Transit Advisory Committee (TAC)
Workforce Council

DAN SCHMIDTKE – FOURTH DISTRICT:

AMC Delegate/Transportation
Community Corrections
County Highway Liaison
County Park Board Delegate
District Four Ditch Authority
Building Committee
F/M Human Services Board
GIS Committee
Investment in Current/Future Employees Committee
Library Board, Alternate
MN Extension Committee
Prairieland Joint Powers
Planning & Zoning Commission
Public Relations Committee – Strategic Plan
Economic Development – Strategic Plan

County Highway Liaison
County Water Plan Committee
District Five Ditch Authority
Economic Development Committee – Strategic Plan
F/M Human Services Board
Greater Blue Earth River Basin Alliance (GBERBA) Alternate
Investment in Current/Future Employees Committee
Labor/Management Committee
Library Board, Delegate
MN Extension Committee, Alternate
MN River Basin Joint Powers Board, Delegate
MVAC Delegate
Prairieland Joint Powers
Regional Radio Board/PSAP/ARMER, Alternate
Region 9 EMS Committee, Alternate
Rural Minnesota Energy Board, Delegate
Soil & Water Conservation District Liaison (SWCD)
Iowa Lakes Regional Water Advisory Committee
Beyond the Yellow Ribbon Committee
Personnel Committee

STEVE DONNELLY – THIRD DISTRICT:

AMC Delegate/Environment & Natural Resources
Building Committee
County Insurance Committee
County Solid Waste Committee
County Water Plan Committee
District Three Ditch Authority
F/M Human Services Board
Greater Blue Earth River Basin Alliance (GBERBA) Delegate
MCIT Delegate
Minnesota River Basin Joint Powers Board, Alternate
Prairieland Joint Powers

SCOTT HIGGINS:

Building Committee
Personnel Committee
Labor/Management Committee
Economic Development – Strategic Plan
Collaboration/Regionalization – Strategic Plan
Internal Efficiencies Committee – Strategic Plan
Compensation Advisory Committee
AMC Delegate
County Insurance Committee
Iowa Lakes Regional Water Advisory Committee

Iowa Lakes Regional Water Advisory Committee
Rural Minnesota Energy Board
Compensation Advisory Committee
Personnel Committee

WHEREAS, BE IT FINALLY RESOLVED, that a copy of this resolution be transmitted to each appointee and the sponsoring agency, where appropriate, by the County Coordinator.

On a Motion by Commissioner Flohrs, seconded by Commissioner Donnelly, resolution was duly passed and adopted this 3rd day of December, 2013.

BOARD OF COMMISSIONERS
MARTIN COUNTY, MN

Elliot Belgard, Board Chair

ATTEST: _____
Scott Higgins, County Coordinator

Roll Call AYES: Commissioners Pierce, Schmidtke, Donnelly, Flohrs, and Belgard. NAYS: None. Resolution duly passed and adopted this 3rd day of December, 2013.

Higgins presented and reviewed three (3) proposed county personnel policies that are being recommended for Board consideration and approval. New policies include:

- Electronic Mailbox Management Policy – establishes procedures and expectations in management of email accounts.
- Personal Appliance Policy – establishes procedures for county owned and personal appliances.
- Volunteer Fire Department and/or Ambulance Service Leave Policy – establishes procedures for employees who are part of volunteer fire departments and ambulance service who leave work to respond to emergency calls.

Higgins presented and reviewed two (2) revised personnel policies and recommended Board consideration and approval.

- PTO Policy – revision to the payout of PTO upon termination of employment and adding step-parent into Extended Sick Leave Bank.
- Health and Safety – delete #7 under policy guidelines.

After policy review and discussion,

Motion by Commissioner Pierce, seconded by Commissioner Flohrs, Be It Resolved that the Martin County Board of Commissioners, hereby approve and adopt the following new policies: Martin County Electronic Mailbox Management Policy, Personal Appliance Policy, Volunteer Fire Department and/or Ambulance Service Leave Policy; and hereby approve the revisions to the following County Personnel Policies: Paid Time Off (PTO) delete “up to 220 hours, or yearly

max accrual whichever is greater”, and add “step-parent” to Extended Sick Leave Bank provision of the policy; and to delete provision #7 of the Health and Safety – County Policy #P17, effective January 1, 2014. Carried unanimously.

Higgins stated it has come to his attention that Dan Whitman serves as regional representative for the Minnesota Counties Computer Cooperative (MCCC) and according to their bylaws you have to be a voting delegate or an alternate delegate and although Whitman has been serving for a number of years he does not have the delegate or alternate delegate designation. Higgins noted the representatives for MCCC from Martin County are Steve McDonald and James Forshee. Higgins went on to note to be in compliance with the MCCC bylaws we recommend the appointment of Dan Whitman as second alternate to MCCC.

Motion by Commissioner Pierce, seconded by Commissioner Schmidtke, Be It Resolved that the Martin County Board of Commissioners, hereby approve the appointment of Dan Whitman, Assessor for Martin County, to the Minnesota Counties Computer Cooperative (MCCC) as second alternate delegate for Martin County. Carried unanimously.

Commissioners reviewed reports and information including the 2013 Minnesota Counties Intergovernmental Trust (MCIT) Dividend Payment, CY2014 Truth in Taxation Agenda Packet, Martin County Leadership Program – Government Day Agenda, and Draft Brochure – Martin County Awards of Excellence Program.

Commissioners presented their individual board member reports.

Commissioner Donnelly stated he attended a Human Services Board meeting on November 20th.

Commissioner Pierce had nothing new to report.

Commissioner Belgard stated he attended the regular EDA meeting on December 2nd at Serenades by the lake.

Commissioner Schmidtke stated he participated in the Glows Parade on November 22nd, and attended the regular EDA meeting on December 2nd.

Commissioner Flohrs stated he attended an Agri-Business Committee meeting at The Ranch Restaurant on November 19th; Department Director Meeting and Human Services meeting on November 20th; FMJ Drug Court Steering Committee meeting at noon on November 22nd; helped Beyond the Yellow Ribbon distribute Thanksgiving meals on November 23rd; Rural Minnesota Energy Board meeting in Slayton, MN on November 25th; and Beyond the Yellow Ribbon meeting December 2nd.

Commissioners reviewed their calendars of upcoming meetings and activities: December 3, 2013 – JD #91 and JD #350 Ditch Meetings beginning at 2:30 p.m. in Trimont, MN, Department Head Evaluation meetings after today’s regular Board of Commissioners meeting, and South Central Multi-County HRA meeting in Mankato, MN; December 4, 2013 – Human Services Executive Board meeting, and Butterfield Petition meeting at 10:30 a.m. in Commissioners Room – Martin

County Courthouse; December 5, 2013 – Department Head Evaluations beginning at 3:00 p.m. and Truth in Taxation meeting at 6:00 p.m.; December 8, 2013 – Leave for AMC Conference in Minneapolis, MN; December 9-11, 2013 – Association of Minnesota Counties Conference at the Hyatt Regency in Minneapolis, MN, and Agri-Business Bureau 14 meeting at 6:00 p.m. at Interlaken Golf Club; December 12, 2013 – Soil and Water meeting; December 13, 2013 – Prairieland meeting (Commissioner Pierce and Commissioner Schmidtke will be gone for this meeting); December 16, 2013 – Minnesota River Board meeting in Olivia, MN; December 17, 2013 – regular Board of Commissioners meeting at 9:00 a.m. – Board Room, and Employee Potluck Luncheon 11:30 – 1:30 p.m. – First Floor Rotunda, Courthouse.

Forshee stated the forfeited land sale was held last week and we sold all but five properties which brought in \$22,501.00. Properties that no one bid on include one in Jay Township, two open lots in Ceylon, and two open lots in Fairmont.

With no further business to wit, Board Chair adjourned the meeting at 10:37 a.m.

BOARD OF COMMISSIONERS
MARTIN COUNTY, MN

Elliot Belgard, Board Chair

ATTEST: _____
Scott Higgins, County Coordinator