

PROCEEDINGS OF THE
MARTIN COUNTY BOARD OF COMMISSIONERS
TUESDAY, SEPTEMBER 16, 2014
@ 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 Dan Schmidtke.

Commissioners present were Elliot Belgard, Dan Schmidtke, Steve Pierce, Steve Donnelly, and Steve Flohrs. Also present were Scott Higgins, Martin County Coordinator, James Forshee, Martin County Auditor/Treasurer, Rod Halvorsen, KSUM/KFMC Radio, Jennifer Brookens, Sentinel Newspaper, Julie Walters, Administrative Assistant, and members of staff and public.

Motion by Commissioner Belgard, seconded by Commissioner Donnelly, Be It Resolved that the Martin County Board of Commissioners, hereby approve the agenda for the September 16, 2014 regular Board of Commissioners meeting with the following additions: 8.6 Consider Employee Classification – Martin County Sheriff’s Office; 8.7 Highway Department Update; 8.8 Aquatic Invasive Species Prevention Aid Update; and Information Items pertaining to Fiscal Agent for Parents to Parents Group, and Rent Increase for county owned building located at 121 No. Main Street in Fairmont. Carried unanimously.

The Board recognized Jennifer Brookens, Sentinel Newspaper Reporter, for eight (8) years of covering meetings of the Martin County Board of Commissioners. Brookens noted she is leaving her position at the Sentinel Newspaper and pursuing another career path.

Kathy Smith, Director-Martin County Soil and Water Conservation District, presented an update to the Board on the Aquatic Invasive Species Prevention Aid dollars that will go out to counties to help with their AIS programs. Smith noted Martin County will be receiving a total of \$145,000 (with payments to Martin County on July 20, 2014 and December 26, 2014) based 50% on each county’s share of watercraft trailer launches and 50% based on each county’s share of watercraft trailer parking spaces. Smith went on to note there are many different ways these dollars can be used. Funds can be used for education, signage, decontamination stations, etc. Smith also noted three public meetings have been set to gain information from the community and area lakes foundations as to how they think the Aquatic Invasive Species Prevention Aid should be used. Meeting dates and times are:

- Thursday – September 28, 2014 at 5:30 p.m. at the KC Hall in Fairmont, MN.
- Tuesday – September 23, 2014 at 5:30 p.m. at the Sherburn Senior Center in Sherburn, MN.
- Tuesday – September 30, 2014 at 10:00 a.m. at the KC Hall in Fairmont, MN.

Kevin Peyman, Martin County Highway Engineer, presented a Highway Department update including paving project(s), maintenance gravel, getting our plows ready, and MN/DOT’s anticipated start on Highway 15.

Jeff Markquart, Martin County Sheriff, noted the Sheriff’s Office received applications and interviews were conducted for a full time communications officer position; and recommends the

hire/promotion of Karen Bless as full time communications officer for the Martin County Sheriff's Office.

Motion by Commissioner Flohrs, seconded by Commissioner Pierce, Be It Resolved that the Martin County Board of Commissioners, hereby approve and authorize the hire/promotion of Karen Bless as full time communications officer for the Martin County Sheriff's Office, effective September 7, 2014 at \$18.94/hour, and is eligible for full benefits per LELS Local No. 115 Union Contract. Carried unanimously.

Markquart presented the Martin County Sheriff's Office reclassification request for Michael Schultz, temporary full time corrections officer, back to part time corrections officer. Markquart noted Schultz filled in as temporary full time due to a leave of absence of an employee.

Motion by Commissioner Pierce, seconded by Commissioner Belgard, Be It Resolved that the Martin County Board of Commissioners, hereby approve and authorize the reclassification of Michael Schultz from temporary full time corrections officer for the Martin County Sheriff's Office at \$18.50/hour to part time corrections officer at \$15.96/hour, effective September 16, 2014. Carried unanimously.

Markquart noted with Schultz stepping back from temporary full time corrections officer status, the Martin County Sheriff's Office requests the reclassification of Beau Karge, part time corrections officer, to temporary full time corrections officer, to fill in due to a leave of absence of an employee.

Motion by Commissioner Donnelly, seconded by Commissioner Flohrs, Be It Resolved that the Martin County Board of Commissioners, hereby approve and authorize the reclassification of Beau Karge from part time corrections officer for the Martin County Sheriff's Office to temporary full time corrections officer for up to six months at \$18.50/hour, and accrual of Paid Time Off (PTO) during the time period, not eligible for full time benefits, with the exception of PTO accrual starting at 0-4 year accrual rate, effective September 16, 2014. Carried unanimously.

Markquart presented a Martin County Jail update including twenty-one (21) in house, and sixteen (16) out of county. Markquart did not have current stats on Electronic Home Monitoring.

Higgins stated Martin County is working with LELS No. 115 Corrections/Communications and the Bureau of Mediation Services for unit clarification of the Records/System Administrator position in the Martin County Sheriff's Office. Higgins noted it is being recommended that the existing position be moved from the union to non-union, due to the nature and function of the job. Staff recommends that the new position be classified at Grade 12. Higgins went on to note the Compensation Advisory Committee has reviewed the proposed Grade and draft job description and recommends approval.

After discussion,

Motion by Commissioner Donnelly, seconded by Commissioner Pierce, Be It Resolved that the Martin County Board of Commissioners, upon review and recommendation of the Compensation Advisory Committee, hereby approve the new classification of the Records Specialist/Systems Administrator position be placed in Grade 12 of the County Compensation Plan, and to approve the job description of the Specialist/Systems Administrator, and to approve Kathy Peterson, incumbent for the position, wage adjustment from \$24.93/hour to Grade 12 Step 13 at \$25.15/hour per the County Pay Matrix; and that the placement of this position would be per personnel policies or past practices, effective the next full pay period upon receiving the Order from the Bureau of Mediation Services regarding the issue of Unit Clarification; and is contingent upon acceptance by the LELS No. 115. Carried unanimously.

Higgins noted the Board is being asked to approve an amendment to the office space lease agreement between Martin County and the State of Minnesota Department of Administration (Department of Public Safety) for office space being provided to the State Patrol. Higgins went on to note the amount of space being leased is approximately 144 usable square feet in the basement of the Law Enforcement Center (LEC) at the current two year term amount of \$1,745.28 (\$6.06/usable sq. ft. = \$72.72/month) for the term beginning December 1, 2014 through November 30, 2016. Higgins recommends a 3% increase at the term amount of \$1,797.12 (\$6.24 per square foot = \$74.88/month) with the option to renew for one year beginning December 1, 2016, at an additional 3% increase.

Commissioner Pierce inquired about inclusion of monthly Frontier telephone line charges.

After discussion,

Motion by Commissioner Pierce, seconded by Commissioner Belgard, Be It Resolved that the Martin County Board of Commissioners and the State of Minnesota, Department of Administration, for office space located in the basement of the Law Enforcement Center, hereby approve and authorize a three percent (3%) increase for the term of two years commencing on December 1, 2014 through November 30, 2016, for a term amount of \$1,797.12 payable in monthly payments of \$74.88 (\$6.24 per square foot); and will include payment of monthly Frontier telephone line charges by the State of Minnesota Department of Administration (Department of Public Safety) for office space being provided to the State Patrol. Carried unanimously.

Higgins noted Martin County has received its renewals for the following employee benefits: Life Insurance, Long Term Disability, Dental, and Vision coverages as follows for the year 2015. Higgins went on to note there are no changes for this next year except with the vision plan which is a 3% increase. Higgins stated we did look at another vision plan through Assurant, and the Assurant plan offered a higher monthly premium than the increase on the Avesis plan. Higgins recommends staying with the Avesis vision plan.

- Life Insurance: No increase in monthly rates for base plan provided by the County to employee and no increase in monthly rates for buy up options for employees for the year 2015. Also, full time employees receive a \$20,000 term life policy with buy up options for themselves and dependents.
- Voluntary Long Term Disability: Monthly rates will remain unchanged for the year 2015.

- Voluntary Dental: Dental coverage is provided through Dearborn National. There will be no increase in monthly rates for the Low Plan or High Plan for the year 2015.
- Voluntary Vision (Avesis) Plan: Monthly premiums will increase 3% for the year 2015.

Motion by Commissioner Flohrs, seconded by Commissioner Donnelly, Be It Resolved that the Martin County Board of Commissioners, hereby accepts the renewal(s) and authorizes the Board Chair and/or its designee to sign all necessary documents for the following employee benefit plans with Integrity Employee Benefits, LLS (Jim Ochs), with no rate increase for the year 2015 which includes: Basic Life Insurance and employee buy up options through Minnesota Life; Voluntary Long Term Disability offered through The Hartford; Voluntary Dental Plan through Dearborn National; and to approve the increase for Voluntary Vision Plan for 2015 through Avesis.

- Basic Life Insurance and employee buy up options through Minnesota Life

<u>Age</u>	<u>Monthly cost per \$1,000</u>
Under 25	\$.07
25-29	\$.07
30-34	\$.08
35-39	\$.10
40-44	\$.12
45-49	\$.17
50-54	\$.25
55-59	\$.45
60-64	\$.68
65-69	\$1.29
70-74	\$2.08

- Voluntary Long Term Disability offered through The Hartford

<u>Age</u>	<u>Price per Month/\$100 Monthly Benefit</u>
Under 25	\$.23
25-29	\$.30
30-34	\$.31
35-39	\$.45
40-44	\$.77
45-49	\$1.19
50-54	\$1.68
55-59	\$1.92
60-64	\$1.90
65+	\$1.87

- Voluntary Dental offered through Dearborn National

	<u>Monthly Rate</u>	
	<u>Low Plan</u>	<u>High Plan</u>
Employee	\$24.50	\$33.56
Employee + Spouse	\$54.84	\$75.54
Employee + Child(ren)	\$47.33	\$64.71

Family \$78.50 \$107.89

- Voluntary Vision Plan offered through Avesis

	<u>Monthly Rates</u>
Employee	\$6.59
Employee + 1	\$11.52
Family	\$17.12

Carried unanimously.

James Forshee, Martin County Auditor/Treasurer, presented a resolution requesting approval from the Minnesota Department of Natural Resources for the sale of said parcels of land that have been forfeited to the State of Minnesota for non-payment of property taxes.

Motion by Commissioner Belgard, seconded by Commissioner Flohrs,

MARTIN COUNTY BOARD RESOLUTION #46 / 14

WHEREAS, The County Board of Commissioners of the County of Martin, State of Minnesota, desires to offer for sale certain parcels of land that have forfeited to the State of Minnesota for non-payment of taxes, and

WHEREAS, Said parcels of land have been viewed by the County Board of Commissioners and have been classified as non-conservation lands as provided for in Minnesota Statutes 282.01.

NOW, THEREFORE, BE IT RESOLVED That the Martin County Board of Commissioners hereby certify that all parcels of land on the attached list have been viewed and comply with the provisions of Minnesota Statutes 85.012, 92.461, 282.01, Subd. 8, and 282.018, and other statutes that require the withholding of tax-forfeited lands from sale.

BE IT FURTHER RESOLVED That the Martin County Board of Commissioners hereby request approval from the Minnesota Department of Natural Resources for the sale of said lands.

MOTION WAS MADE by Commissioner Belgard, seconded by Commissioner Flohrs and carried to adopt said resolution.

Dated the 16th Day of September, 2014

BOARD OF COMMISSIONERS
MARTIN COUNTY, MINNESOTA

Dan Schmidtke, Chairperson

ATTEST: _____
Scott Higgins

Martin County Coordinator

Roll Call AYES: Commissioners Pierce, Donnelly, Flohrs, Belgard, and Schmidtke. NAYS: None. Resolution duly passed and adopted this 16th day of September, 2014.

Higgins presented the bills to be paid.

Motion by Commissioner Belgard, seconded by Commissioner Flohrs, Be It Resolved that the Martin County Board of Commissioners, hereby approve payment of claims for the month of September, 2014 as presented; and includes the Martin County Highway Department bills as presented and Drainage Administration bills as presented. Carried unanimously.

Warrants received and paid September, 2014 are registered on file in the Auditor/Treasurer's Office as follows:

Revenue Fund – Warrants Approved September, 2014	\$136,144.82
Recreation and Safety Fund	\$ 4,318.26
Martin Co. Economic Development Authority	\$ 3,003.17
Solid Waste Management Fund	\$ 30,364.82
Law Library Fund	\$ 1,030.38
Martin County Transit Fund	\$ 54,876.47
Recorder's Technology	\$ 17,328.46
Ind. Sewage Treatment System Loans	\$ 12,248.00
Building – CIP – Fund	\$ 9,925.00
Bank Building Fund	<u>\$ 854.33</u>
Total	\$270,093.71

Road and Bridge Funds Totaled	\$129,692.14
Martin County Ditch Funds Totaled	\$ 94,834.95

The Board reviewed information and reports including request from Parents to Parents Group requesting Martin County to be fiscal agent for grant funds received in 2014; Year to Date Monthly Financial Statement as of August, 2014; South Central Service Coop Board of Directors Meeting Minutes of September 3, 2014; FAQ Sheet Packet – Aquatic Invasive Species Prevention Aid; and Discuss rental decrease for county property located at 121 No. Main in Fairmont, MN.

No action taken on request to lower county building rent at 121 North Main Street in Fairmont.

Commissioners presented their individual board member reports.

Commissioner Flohrs noted he attended the Annual Road and Forfeited Land Tour immediately after the regular Board of Commissioners meeting on September 2, 2014; AMC Fall Policy Conference in Alexandria, MN on September 3-4, 2014; Awards of Excellence judging committee Friday afternoon September 5, 2014; Aquatic Invasive Species Aid Workshop in the morning on September 8, 2014; Library Board meeting on September 9, 2014; Human Services

Executive Board meeting on September 10, 2014; Soil and Water meeting on September 11, 2014; Prairieland meeting on September 12, 2014; and MVAC meeting on September 15, 2014.

Commissioner Belgard noted in addition to those mentioned he attended a Planning and Zoning Land Use Seminar on September 4, 2014; had a couple ditch meetings; and regular EDA Board meeting on September 8, 2014.

Commissioner Pierce noted he had nothing new to add.

Commissioner Donnelly noted he had nothing new to add.

Commissioner Schmidtke noted he had nothing new to add.

Commissioners reviewed their calendars of upcoming meetings and activities: September 16, 2014 – Employee Recognition Day event from 11:30 a.m. to 1:30 p.m. at the Transit Facility, and JD #2 M & W Ditch Hearing at 2:30 p.m. in Ormsby, MN; Public Health Conference Wednesday through Friday, Department Directors meeting at 8:30 a.m., and interviews for Mentoring Coordinator position at 1:00 p.m.; September 19, 2014 – Insurance Committee meeting at 1:00 p.m.; September 22, 2014 – E-Court presentation at 1:00 p.m.; September 23, 2014 – There will be no Planning and Zoning meeting for the month of September, and Adult Substance Abuse Court graduation at 12:30 p.m.; September 24, 2014 – Flu Vaccine Clinic from 7 – 8:30 a.m. at the Courthouse and from 8:45 – 10:00 a.m. at the Human Resource Building, and Human Services Board meeting in Fairmont; September 25, 2014 – City of Fairmont has arranged a Broadband meeting with Frontier in the morning; September 30, 2014 – Retirement Open House for Bob Wallace, Water Plan meeting at 7:00 p.m. (Commissioner Flohrs will be unable to attend); October 2, 2014 – Soil and Water meeting (Commissioner Flohrs will be unable to attend); October 6, 2014 – regular Martin County EDA meeting at 5:15 p.m., and Beyond the Yellow Ribbon meeting; October 7, 2014 – next regular Board of Commissioners meeting at 9:00 a.m. – Commissioners Board Room; and Regional Transit Meeting in Faribault County at 1:30 p.m.

With no further business to wit, Board Chair adjourned the meeting at 9:43 a.m.

BOARD OF COMMISSIONERS
MARTIN COUNTY, MN

Dan Schmidtke, Board Chair

ATTEST: _____
Scott Higgins, County Coordinator