

PROCEEDINGS OF THE
MARTIN COUNTY BOARD OF COMMISSIONERS
TUESDAY, FEBRUARY 17, 2015
@ 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 Flohrs.

Commissioners present were Elliot Belgard, Steve Flohrs, Tom Mahoney, and Steve Donnelly. Commissioner Dan Schmidtke was absent. Also present were Scott Higgins, Martin County Coordinator, James Forshee, Martin County Auditor/Treasurer, Jodelle Greiner, Sentinel Newspaper, Rod Halvorsen, KSUM/KFMC Radio, 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 February 17, 2015 regular Board of Commissioners meeting with the following addition: 9.1 Consider Amended Resolution for Ditch Assessments to be collected for Payable 2015 – Mike Forstner, Drainage Inspector. Carried unanimously.

Scott Higgins, Martin County Coordinator, noted citizen appointments remain open on the Martin County Parks/Trail Committee and Personnel Board of Appeals.

Commissioner Mahoney noted he is still looking for a District 1 representative and an At-Large representative to serve on the Martin County Parks/Trail Committee.

Chairman Flohrs asked what the Personnel Board of Appeals is.

Higgins noted the purpose of the three members Personnel Board of Appeals is to hear grievance appeals and veteran's preference hearing as they come up. Higgins went on to note it is ideal to have at least one member who has human resource knowledge and experience, and at least one member should be an attorney. Higgins also noted he has contacted a couple of possible members who said they were willing to serve, and Higgins will bring their names to the next commissioners meeting.

Mike Forstner, Drainage Inspector/Technician, presented an amendment to the Ditch Levy resolution that was originally approved December 16, 2014, noting a typographical error on JD #40. Forstner noted the original resolution had the amount levied out to the taxpayers as \$1,315,000 and it should be \$1,150,000. Forstner also noted information sent out to landowners reflected the correct information and recommends approval of the amended resolution.

Motion by Commissioner Belgard, seconded by Commissioner Mahoney,

RESOLUTION

ORDER FIXING DITCH REPAIR AND MAINTENANCE LEVIES AND ASSESSMENTS ON COUNTY, JOINT COUNTY, AND JUDICIAL DITCHES OF MARTIN COUNTY, MN:

WHEREAS, ditch repair and maintenance expenditures having been made, or to be made, on various County, Joint County, and Judicial Ditches located wholly or partly within Martin County, MN and it appearing that there are not sufficient funds to the credit of the ditches to finance said repairs and maintenance expenditures; therefore the Martin County Board of Commissioners do hereby, by resolution; levy and assess the following ditch fund accounts to pay for current expenditures for repairs and maintenance or to reimburse other funds where monies have been or will be loaned to the ditch fund, or for the designated purpose of payments on future repair and maintenance expenditures, and

WHEREAS, the various drainage system levy and assessments hereby made by the County Board of Commissioners shall be apportioned and assessed pro rata upon all lands, corporations, and municipalities which have participated in the total benefits theretofore determined; and such levy and assessments for repairs and maintenance of any one ditch system be limited in any one calendar year based upon pro rata percentage of the original calendar year based upon pro rata percentage of the original benefits of that particular drainage system thereof in Martin County, MN under the provisions of Minnesota Statutes Annotated 103-E.

THEREFORE, BE IT RESOLVED, by the Martin County Board of Commissioners of Martin County, MN that the following County, Joint County, and Judicial ditches hereby levied and assessed in the amounts so indicated as sufficient to take care of their obligations for repairs and maintenance heretofore made, or to be made, and equal installments be spread and made payable where necessary, with and made payable where necessary, with and as apart of the Real Estate Taxes in the indicated as follows, to-wit:

DITCHES LEVIED FOR ONE YEAR PAYABLE 2015:

NUMBER	DITCH	AMOUNT
1003	CD #2	\$ 10,000.00
1014	CD #15	\$ 1,000.00
1019	CD #24	\$ 5,000. 00
1023	CD #27	\$ 1,000.00
1029	CD #30	\$ 5,000.00
1032	CD #33	\$ 5,000. 00
1045	CD #50	\$ 1,000.00
1046	CD #51	\$ 1,000.00
9027	JD #17	\$ 2,000.00
9052	JD #35	\$ 2,000.00
9057	JD #38	\$ 5,000.00
9066	JD #43	\$ 5,000.00
9080	JD #60	\$ 5,000.00

9089	JD #71	\$ 3,000.00
9099	JD #81	\$ 5,000.00
9109	JD #92	\$ 5,000.00

Upon motion by Commissioner Belgard , seconded by Commissioner Mahoney, and carried, said resolution was duly passed and adopted this 17th day of February, 2015.

BOARD OF COMMISSIONERS

Steven O Flohrs, Chairman

ATTEST:_____

James Forshee, Martin County Auditor/Treasurer

DITCHES LEVIED FOR MORE THAN ONE YEAR

Ditch #	Name of Ditch	Year Ending	
1009	County Ditch #11	2015(3 years)	2017(\$20,000)
1015	County Ditch #19	2015 (8 years)	2022 (\$20,000)
1016	County Ditch #20	2015 (3 years)	2017 (\$ 5,000)
1017	County Ditch #22	2015 (2 years)	2016 (\$4,304)
1043	County Ditch #46	2015 (2 years)	2016 (\$5,000)
1048	County Ditch #53	2015 (2 years)	2016 (\$10,000)
1055	County Ditch #59	2015 (2 years)	2016 (\$5,000)
1064	County Ditch #69	2015 (5 years)	2019 (\$20,000)
9008	Judicial Ditch #6	2015 (3 years)	2017 (\$10,000)
9021	Judicial Ditch # 12	2015 (3 years)	2017 (\$10,000)
9022	Judicial Ditch #13	2015 (3 years)	2017 (\$20,000)
9028	Judicial Ditch #18`	2015 (3 years)	2017 (\$15,000)
9139	Judicial Ditch #28	2015 (12 years)	2026(\$150,000)
9143	Judicial Ditch #34	2015 (15 years)	2029 (\$95,000)
9156	Judicial Ditch #391	2015 (5 years)	2019 (\$25,000)
9062&9140	Judicial Ditch #40 Imp	2015 (20 years)	2034 (\$1,150,000)
9063	Judicial Ditch #41	2015 (5 years)	2019 (\$10,000)
9071	Judicial Ditch #48	2015 (10 years)	2024 (\$50,000)
9075	Judicial Ditch #51	2015 (3 years)	2017 (\$10,000)
9085	Judicial Ditch #67	2015 (5 years)	2019 (\$6,000)
9090	Judicial Ditch #72	2015 (3 years)	2017 (\$8,000)
9104	Judicial Ditch #86	2015 (2 years)	2016 (\$8,000)
9151	Judicial Ditch #314	2015 (10 years)	2024 (\$60,000)

***** The following drainage systems have borrowed from another ditch fund*****

**9001 (701) Judicial Ditch #1 borrowed \$30,000.00 from 9150 (850) JD 204
Hugoson Petition**

**9063 (769) Judicial Ditch # 41 borrowed \$10,000.00 from 9152 (951) JD #204
Br A-38 Petition**

1009 (869) County Ditch #11 borrowed \$15,000.00 from 1070 (928) CD #75

**This money must be paid back at 6% per annum interest from January 1, 2008
until paid back.**

**9036-2(739) Judicial Ditch #25 borrowed \$25,000 from Revenue Fund in 2002.
Paid back \$15,000.00 in 2009**

**This money must be paid back at 6% per annum interest from January 1, 2010 until
paid back.**

Roll Call AYES: Commissioners Belgard, Mahoney, Donnelly, and Flohrs. NAYS: None.
Commissioner Schmidtke was absent. Resolution duly passed and adopted this 17th day of
February, 2015.

Kevin Peyman, Highway Engineer, noted the Martin County Parks/Trail Committee has
unanimously recommended the hire of Gary Engler as Seasonal Parks Caretaker for an eight (8)
month period beginning on or about March 9, 2015. Peyman noted Engler does a good job for
the County and recommends the Board approve the re-hire of Gary Engler at \$17,500 for the 8
month season (no change in pay rate for the last 3 years).

After discussion,

Motion by Commissioner Mahoney, seconded by Commissioner Belgard, Be It Resolved that the
Martin County Board of Commissioners, upon the recommendation of the Martin County
Parks/Trail Committee, hereby approve the hire of Gary Engler for the seasonal position of
County Parks Caretaker, effective on or about March 9, 2015, and will continue for eight (8)
months at a monthly compensation (with required payroll deductions) of approximately
\$1,029.42 per pay period; and is not eligible for county benefits. Carried unanimously.

Peyman presented his recommendation to purchase a 2015 budgeted pickup truck from Fairmont
Ford in the amount of \$24,048.00 for the Highway Department to replace Unit #11 (1998 old
courthouse pickup with 179,000 miles). Peyman reviewed state contract price bids received
from Midway Ford in Roseville, Minnesota, and Ranger GM in Hibbing, Minnesota, and local
bid received from Fairmont Ford. Peyman noted with Fairmont Ford so close to the state
contract prices and by picking up the truck in Fairmont, thereby saving fuel and labor costs
driving out of town to pick up the vehicle, Peyman recommends the purchase of a 2015 F-150
Regular Cab 4 x 4 with 8' box from Fairmont Ford. Peyman also noted Unit #11 will be placed
on the State of Minnesota Surplus Services MinnBid auction site.

2015 BUDGETED PICKUP TRUCK

Midway Ford, Roseville, MN (Ford State Contract Price)	
2015 F-150 Regular Cab 4x4 8' box	\$23,832.00
*Truck picked up by us in Roseville.	
Ranger GM, Hibbing, MN (GM State Contract Price)	
2015 GMC Sierra Regular Cab 4x4 8' box	\$23,516.61
* Truck picked up by us in Hibbing.	
Fairmont Ford, Fairmont, MN	
2015 F-150 Regular Cab 4x4 8' box	\$24,048.00
* Truck picked up by us in Fairmont.	

\$22,000 budgeted for 2015

Replacing Unit 11 (old court house pickup). 1998 with 179,000 miles. This unit will be sold in auction when new truck is in service.

After discussion,

Motion by Commissioner Belgard, seconded by Commissioner Donnelly, Be It Resolved that the Martin County Board of Commissioners, after careful consideration and review of the bids for replacement pickup truck and upon the recommendation of Highway Engineer, hereby approve and authorize the purchase of a 2015 F-150 Regular Cab 4x4 8' box in the amount of \$24,048.00 from Fairmont Ford of Fairmont, MN, and approve disposal of Unit #11 (1998 with 179,000 miles) via online auction. Carried unanimously.

Peyman presented and reviewed bids received for the purchase of a budgeted 2015 Tandem Axle Dump Truck to replace Unit #18 (1995 with 178,425 miles). Peyman reviewed state contract price bids received for the cab and chassis from I-State Truck Center in Inver Grove Heights, Nuss Truck & Equipment in Mankato, and Westman Freightliner in Fairmont. Peyman noted once again with Westman Freightliner so close to the state contract price and being able to pick up the vehicle and have the vehicle serviced in town, Peyman recommends the purchase of a 2015 Freightliner 114 SD Tandem Axle Cab & Chassis from Westman Freightliner in Fairmont, MN. Peyman also noted Unit #18 will be placed on the State of Minnesota Surplus Services MinnBid auction site.

2015 BUDGETED TANDEM AXLE TRUCK

CAB AND CHASSIS

I-State Truck Center, Inver Grove Heights (Freightliner State Contract Price)	
2015 Freightliner 114SD Tandem Axle Cab & Chassis	\$108,536.00
* Truck picked up by us in Inver Grove Heights.	
Nuss Truck & Equipment, Mankato, MN (Mack State Contract Price)	
2015 Mack GU713 Tandem Axle Cab & Chassis	\$107,924.95
* Truck picked up by us in Mankato.	

Westman Freightliner, Fairmont, MN

2015 Freightliner 114 SD Tandem Axle Cab & Chassis \$108,543.00

* Truck picked up by us in Fairmont.

\$200,000 budgeted for 2015

Unit 18 will be converted to our tile truck. 2000 with 213,391 miles. The old tile truck (unit 64) will be sold in auction when new truck is in service. 1995 with 178,425 miles.

Motion by Commissioner Mahoney, seconded by Commissioner Belgard, Be It Resolved that the Martin County Board of Commissioners, after careful consideration and review of the bids for replacement tandem axle truck and upon the recommendation of Highway Engineer, hereby approve and authorize the purchase of a budgeted 2015 Freightliner 114 SD Tandem Axle Cab and Chassis from Westman Freightliner in Fairmont, MN, in the amount of \$108,543.00; and approve disposal of Unit #18 (1995 with 178,425 miles) via online auction. Carried unanimously.

Peyman next presented and reviewed bids for the purchase of a box and plow for the new 2015 tandem axle truck, noting bids were received from Crysteel Truck Equipment and TBEI, Inc. – both of which are located in Lake Crystal, Minnesota. Peyman went on to note that while the Highway Department usually purchases Monroe plows, the quote from TBEI, Inc., for a J-Craft plow is \$11,000 less. Peyman also noted we have spent a lot of time with TBEI and have had them go over our existing trucks pretty closely and are confident we've received the same bid and recommend the purchase of the 15.5' box and J-Craft Plow from TBEI, Inc., in Lake Crystal, Minnesota.

BOX AND PLOWS

Crysteel Truck Equipment, Lake Crystal, MN

15.5' Box, Hoist, Hydraulics, Rear patrol wing, fixed angle scraper plow and plow hitch,
Trailer hitch, sander and wiring. Monroe plows. \$98,050.44

TBEI, Inc., Lake Crystal, MN

15.5' Box, Hoist, Hydraulics, Rear patrol wing, fixed angle scraper plow and plow hitch,
Trailer hitch, sander and wiring. J-Craft plows. \$87,343.00

Motion by Commissioner Belgard, seconded by Commissioner Donnelly, Be It Resolved that the Martin County Board of Commissioners, after careful consideration and review of the bids for truck box and plow equipment and upon the recommendation of Highway Engineer, hereby approve and authorize the purchase of a 15.5' Box, Hoist, Hydraulics, Rear patrol wing, fixed angle scraper plow and plow hitch, Trailer hitch, sander and wiring (J-Craft Plow) from TBEI, Inc., in Lake Crystal, MN, in the amount of \$87,343.00. Carried unanimously.

Peyman presented and reviewed bids in consideration of the farmland lease agreements on the McClain Property, Landfill Property, and Rose Lake Pit Property. Sealed bids were received and opened by the Martin County Highway Engineer at 10:00 a.m. on February 13, 2015.

Bid Summary on Farm Land (February 13, 2015)

McClain Property

<u>Name</u>	<u>Bid Per Acre</u>
1. Pat Hardt and Phillip Hardt Fairmont, MN	\$346.12
2. TILO Fairmont, MN	\$314.70
3. Tim Wegener Fairmont, MN	\$298.00
4. Spencer Olson Fairmont, MN	\$288.00
5. Dave Leiding Ceylon, MN	\$275.00
6. Mark Kotewa Welcome, MN	\$275.00
7. Richard Detert Fairmont, MN	\$200.75
8. Jordan Meyer Ceylon, MN	\$195.00
9. Jon Meschke Welcome, MN	\$181.50

Landfill Property

<u>Name</u>	<u>Bid Per Acre</u>
1. Jon Meschke Welcome, MN	\$141.50
2. Tim Maschoff Fairmont, MN	\$130.00

Rose Lake Pit Property

<u>Name</u>	<u>Bid Per Acre</u>
1. Mike Thate	\$207.00

	Fairmont, MN	
2.	Jon Meschke Welcome, MN	\$171.50
3.	Tim Wegener Fairmont, MN	\$168.00
4.	Tim Maschoff Fairmont, MN	\$120.00

Motion by Commissioner Mahoney, seconded by Commissioner Donnelly, Be It Resolved that the Martin County Board of Commissioners, after having received and reviewed bids in consideration of the farmland lease agreements and upon the recommendation of Highway Engineer, hereby accept the following farm lease bids: McClain Property: Pat Hardt and Phillip Hardt - \$346.12 Per Acre; Landfill Property: Jon Meschke - \$141.50 Per Acre; Rose Lake Pit Property: Mike Thate - \$207.00 Per Acre; for a three year term lease. Carried unanimously.

Peyman noted bid letting for C.P. 15:11 Bulk Purchasing of Gasoline & Diesel Fuel was held February 13, 2015 at 10:00 a.m. at the Martin County Highway Department – Fairmont, MN; and that two (2) bids were received. Peyman noted that the dollar amount shown on the bid sheet is an estimate for the year and recommends low bid award to Watonwan Farm Service (WFS).

Martin County Highway Department
C.P. 15:11 Supply of Gasoline and Diesel Fuel
Bid Summary

WFS, Truman, MN

<u>Description</u>	<u>Gallons</u>	<u>Rack \$\$</u>	<u>Constant</u>	<u>Unit Price</u>	<u>Amount</u>
Diesel to Fairmont Shop	90,000	\$1.973	\$0.06	\$2.033	\$182,970.00
Diesel to Dunnell Shop	10,000	\$1.973	\$0.14	\$2.113	\$ 21,130.00
Diesel to Trimont Shop	10,000	\$1.973	\$0.14	\$2.113	\$ 21,130.00
Gasoline to Fairmont Shop	75,000	\$1.5625	\$0.345	\$1.908	\$143,100.00
E-85 to Fairmont Shop	4,000	\$1.2245	\$0.345	\$1.57	\$ 6,280.00
					<u>\$374,610.00</u>

NuWay Cooperative, Trimont, MN

<u>Description</u>	<u>Gallons</u>	<u>Rack \$\$</u>	<u>Constant</u>	<u>Unit Price</u>	<u>Amount</u>
Diesel to Fairmont Shop	90,000	\$1.973	\$0.05	\$2.023	\$182,070.00
Diesel to Dunnell Shop	10,000	\$1.973	\$0.22	\$2.193	\$ 21,930.00
Diesel to Trimont Shop	10,000	\$1.973	\$0.22	\$2.193	\$ 21,930.00
Gasoline to Fairmont Shop	75,000	\$1.5625	\$0.05	\$1.90	\$142,500.00
E-85 to Fairmont Shop	4,000	\$1.2308	\$0.505	\$1.74	\$ 6,960.00
					<u>\$375,390.00</u>

Motion by Commissioner Belgard, seconded by Commissioner Donnelly, Be It Resolved that the Martin County Board of Commissioners, after the appropriate advertisement for bids, and receiving bids for C.P. 15:11 Bulk Purchasing of Gasoline and Diesel Fuels, and upon the recommendation of the Highway Engineer, hereby approve and award the low bid for purchasing of gasoline and diesel fuels to Watonwan Farm Service (WFS) in Truman, MN, in the amount of \$374,610.00; 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 noted that with the recent approval for a replacement hire in the Highway Department, the job description for Heavy Equipment Operator has been updated to include language requiring a valid Class B driver's license.

Motion by Commissioner Mahoney, seconded by Commissioner Belgard, Be It Resolved that the Martin County Board of Commissioners, hereby approve the revisions to the Highway Department Heavy Equipment Operator job description as presented dated February, 2015. Carried unanimously.

Lindsey Preuss, newly hired City of Fairmont Economic Development Coordinator, was present to introduce herself to the Board. Preuss noted she spent the last six years in Faribault County as the County Economic Development Director and is looking forward to working with the City of Fairmont and the Martin County EDA.

The Board welcomed Preuss and wished her good luck in her new position.

Jenny Trushenski, Martin County Library Director, presented a staffing update noting that after 28 years of service as Children's/Young Adult Librarian; Jennifer Tow is retiring effective March 31, 2015. Trushenski went on to note recruitment to fill this position will be posted locally and on some other library jobsites and that the job posting is open until March 6, 2015. Trushenski also noted terminology revisions and updates to the 2001 job description have been made, and the Children's/Young Adult Library position will be increased from 28 hours to 35 hours; and is considered a professional position; and the position will be eligible for the County's health insurance benefits. Trushenski recommends approval of the revised job description and noted the position itself was already approved by the Library Board.

Motion by Commissioner Mahoney, seconded by Commissioner Donnelly, Be It Resolved that the Martin County Board of Commissioners, hereby approve the revisions to the Children's/Young Adult Librarian job description as presented dated January, 2015. Carried unanimously.

Trushenski next updated the Board on the new Branch Floater position to cover Paid Time Off (PTO) usage at all four libraries. Trushenski noted the Branch Floater will work a consistent ten (10) hours per week, 52 weeks per year, in lieu of an on-call basis which was tried before unsuccessfully. Trushenski went on to note sufficient funds are in the budget to cover this position due to previous cutback of hours and retirements that were at the top of the pay scale

versus new hires at entry level wages. Trushenski also noted the Library Board is very supportive of this position and feel it is important position.

Scott Higgins, Martin County Coordinator, noted he has asked Jenny to review this with the Compensation Advisory Committee due to it being a new position.

After further discussion and review,

Motion by Commissioner Mahoney, seconded by Commissioner Belgard, Be It Resolved that the Martin County Board of Commissioners, hereby affirm the advertisement and recruitment of a ten (10) hour per week Branch Floater Position at the Martin County Library; and to have the Compensation Advisory Committee review the new position for proper classification. Carried unanimously.

Trushenski continued noting the Fairmont Library recently received grant funding through the Minnesota Department of Education and Library and Services Technology Act through the Institute of Museum and Library Services in the amount of \$6,000 to create an early learning play area. Trushenski also noted due to budget cuts at the Internal Revenue Service (IRS), tax forms will no longer be supplied to the library for public distribution. Trushenski noted although these forms are available online, it is upsetting to those that do not have computer access or do not want to use a tax preparer.

Jeff Markquart, Martin County Sheriff, presented his recommendation for step increase based on satisfactory performance evaluation and according to Union Contract for Clint Cole, Patrol Deputy.

Motion by Commissioner Belgard, seconded by Commissioner Mahoney, Be It Resolved that the Martin County Board of Commissioners, upon the recommendation of Jeff Markquart, Martin County Sheriff, hereby approve and authorize step increase based on satisfactory performance evaluation and according to Union Contract for the following Martin County Sheriff's Office personnel: Clint Cole, Patrol Deputy, from 8 Year Step at \$27.24/hour to 9 year Step at \$27.65/hour, effective February 28, 2015. Carried unanimously.

Markquart presented a brief Martin County Jail update including twenty (20) in-house, ten (10) out of county, and five (5) on Electronic Home Monitoring (EHM).

Higgins noted the Board is being asked to consider the installation of baseboard heating units for the five offices in the Probation Department (located in the Security Building), along with stating the need to save on energy cost by replacement of the single pane windows for each of the offices. Higgins stated that forty five windows would need to be replaced in the Security Building. Higgins went on to note over the years there have been heating issues in that area of the facility during the winter months. Higgins also noted staff has expressed their concerns and feel installation of baseboard heaters will definitely help with the heating issue. Higgins reviewed quotes received from Kahler Electric in the amount of \$4,429 (includes materials and labor); and from Dewar Electric in the amount of \$3,400 (includes materials and labor). Higgins noted the Building/Purchasing Committee has reviewed the proposal and recommends approval

of the Dewar Electric as the low bid for installation of baseboard heating. Higgins also noted that further information on the window replacement project will be presented at a future meeting.

After discussion,

Motion by Commissioner Mahoney, seconded by Commissioner Donnelly, Be It Resolved that the Martin County Board of Commissioners, hereby approve the quote from Dewar Electric (Fairmont) in the amount of \$3,400 for installation of baseboard heaters in the Probation offices located in the Martin County Law Enforcement Center (Security Building). Carried unanimously.

Higgins presented a renewal agreement to continue the Sentencing to Service (STS) Program in Martin County effective July 1, 2015 through June 30, 2017 (FY15-16). Higgins noted the total obligation of the County for all compensation and reimbursements to the state under this contract is \$241,062.00 as its share of the cost in providing two full time (2) crew leaders, and vehicle and equipment needs for the duration of the agreement. Higgins also noted in comparison, the previous two year contract (July 1, 2013 through June 30, 2015) was in the amount of \$232,623.00. Higgins further noted that the STS crews have done a great job for the county.

Motion by Commissioner Donnelly, seconded by Commissioner Mahoney, Be It Resolved that the Martin County Board of Commissioners, hereby approve and authorize Board Chair to sign the contract between the State of Minnesota, acting through its Commissioner of Corrections, Sentencing to Service Program (“State”), and Martin County (“Purchaser”), for two (2) STS crew leaders (includes salaries, fringe benefits, and equipment cost) effective July 1, 2015 and will expire June 30, 2017 in the amount of \$241,062.00. Carried unanimously.

Higgins noted Martin County was selected to be a part of the Blandin Broadband Communities Project and as part of that program, a steering committee must be established. Higgins went on to note as a result of the first meeting held on January 27, 2015, there were a number of individuals interested in serving on the Broadband Steering Committee. Higgins also noted as the Broadband Project moves forward, there may be additional members that are interested and willing to serve on the committee. Higgins stated that the Martin County EDA has reviewed the list and recommends approval for the listed members to serve on the Blandin Broadband Communities Steering Committee.

Broadband Steering Committee
(Interested in Serving on Committee)

<u>Name</u>	<u>Representing</u>
1. Steve McDonald	Martin County
2. Tom Mahoney	Martin County
3. Billeye Rabbe	Prairieland
4. Roni Dauer	CER
5. Kay Wrucke	Martin County
6. Roman Johnson	Avery Weigh-Tronix

- | | |
|-------------------------|------------------------|
| 7. Margaret Dillard | Chamber of Commerce |
| 8. Joseph E. Brown, Sr. | Fairmont Area Schools |
| 9. Lee Stewart | Fairmont Area Schools |
| 10. Jason Subbert | TPI – Hospitality |
| 11. Bryan Stading | Martin County EDA/RCEF |
| 12. Scott Higgins | Martin County |

Motion by Commissioner Belgard, seconded by Commissioner Donnelly, Be It Resolved that the Martin County Board of Commissioners, hereby approve and authorize establishing a Broadband Communities Steering Committee and appoint the following individuals to serve: Steve McDonald, Tom Mahoney, Billeye Rabbe, Roni Dauer, Kay Wrucke, Roman Johnson, Margaret Dillard, Joseph E. Brown, Sr., Lee Stewart, Jason Subbert, Bryan Stading, and Scott Higgins. Carried unanimously.

Higgins presented and reviewed various job descriptions that have been revised and updated to more accurately reflect their duties and responsibilities:

- Youth Intervention and Prevention Coordinator – delete essential functions for facilitating the GLAMS Program; and add coordination of BEST Program.
- Accountant – Add numerous essential job functions including: prepare the financial reporting form annually, as well as the budget form for the State Auditor’s Office; prepare the summary financial statements and budget for publication; track federal and state grants revenue throughout the year; prepare school tax abatement reports; maintain the debit tax program; prepare the unclaimed property report annually; assist in bill payment as needed; track MCARA loans , as well as new 2012 SCDP Grant funds; and prepare amounts to be distributed for PILT and Forfeited Land proceeds to the appropriate jurisdictions.
- Drainage Inspector – Add various responsibilities and duties and qualifications that include certification of GIS and courses related to civil engineering.

Motion by Commissioner Mahoney, seconded by Commissioner Belgard, Be It Resolved that the Martin County Board of Commissioners, hereby approve the revisions to the following job descriptions: Youth Intervention and Prevention Coordinator – delete essential functions for facilitating the GLAMS Program, and add coordination of BEST Program; Accountant - Add numerous essential job functions including: prepare the financial reporting form annually, as well as the budget form for the State Auditor’s Office, prepare the summary financial statements and budget for publication, track federal and state grants revenue throughout the year, prepare school tax abatement reports, maintain the debit tax program, prepare the unclaimed property report annually, assist in bill payment as needed, track MCARA loans, as well as new 2012 SCDP Grant funds, and prepare amounts to be distributed for PILT and Forfeited Land proceeds to the appropriate jurisdictions; and Drainage Inspector – add various responsibilities, duties, and qualifications that include certification of GIS and courses related to civil engineering; and becomes effective February 17, 2015. Carried unanimously.

Higgins noted Minnesota Statutes set guidelines as to when the County Board of Appeal and Equalization may convene. Higgins went on to note current law provides that the County Board of Appeal and Equalization may meet after the second Friday in June on at least one meeting day

and may meet up to ten (10) consecutive days. The Board of Equalization for 2015 must hold a meeting that does not recess or adjourn prior to 7:00 p.m. The County Board is being asked to establish the meeting date in order to include on the valuation notices to be mailed to each property owner in March. Higgins also noted it is recommended that the 2015 Martin County Board of Appeal and Equalization be set for Tuesday, June 16, 2015, with appointments available from 6:30 p.m. through 7:00 p.m. It is further recommended that the County Commissioners make up the Board. In the event outside appointments are deemed necessary we recommend the appointees be real estate professionals from outside our jurisdiction to help insure no conflict of interest.

Motion by Commissioner Mahoney, seconded by Commissioner Belgard, Be It Resolved that the Martin County Board of Commissioners, representing themselves as the Martin County Board of Appeal and Equalization, along with the appointment of the Auditor/Treasurer, hereby approve and set the meeting date of June 16, 2015, beginning at 6:30 p.m. for the County Board of Equalization to be held in the Martin County Courthouse, 201 Lake Avenue, Fairmont, MN, First Floor – Commissioners Meeting Room; with the County Board of Commissioners serving as the Board of Equalization, along with the appointment of James Forshee, Auditor/Treasurer, as a member of the Board as well. Carried unanimously.

Higgins noted after initial review of the designated 2015 Commissioner Standing Committee assignments revisions were necessary as follows:

- Commissioner Belgard: Delete Compensation Advisory Committee; Change wording to Martin County Parks/Trail Committee, Alternate; and Add F/M Joint Transit Board, MCIT Delegate, and SBDC Partnership Board.
- Commissioner Mahoney: Add F/M Joint Transit Board, Fairmont Substance Abuse Prevention Coalition, and Broadband Steering Committee.
- Commissioner Donnelly: Delete MCIT Delegate; and Add F/M Joint Transit Board.
- Commissioner Schmidtke: Delete Compensation Advisory Committee and Iowa Lakes Regional Water Advisory Committee; and Add F/M Joint Transit Board.
- Commissioner Flohrs: Delete Iowa Lakes Regional Water Advisory Committee; and Add Beyond the Yellow Ribbon Committee, Bureau 14 (Chamber of Commerce), Compensation Advisory Committee, and F/M Joint Transit Board.
- Scott Higgins: Delete Iowa Lakes Regional Water Advisory Committee.

After review of the designated committees,

Motion by Commissioner Mahoney, seconded by Commissioner Donnelly, Be It Resolved that the Martin County Board of Commissioners and certain other officials, are hereby appointed to serve one-year terms expiring on December 31, 2015, on the 2015 Martin County Board Standing Committee Assignments as revised and updated including:

- Commissioner Belgard: Delete Compensation Advisory Committee; Change wording to Martin County Parks/Trail Committee, Alternate; and Add F/M Joint Transit Board, MCIT Delegate, and SBDC Partnership Board.
- Commissioner Mahoney: Add F/M Joint Transit Board, Fairmont Substance Abuse Prevention Coalition, and Broadband Steering Committee.
- Commissioner Donnelly: Delete MCIT Delegate; and Add F/M Joint Transit Board.

- Commissioner Schmidtke: Delete Compensation Advisory Committee and Iowa Lakes Regional Water Advisory Committee; and Add F/M Joint Transit Board.
- Commissioner Flohrs: Delete Iowa Lakes Regional Water Advisory Committee; and Add Beyond the Yellow Ribbon Committee, Bureau 14 (Chamber of Commerce), Compensation Advisory Committee, and F/M Joint Transit Board.
- Scott Higgins: Delete Iowa Lakes Regional Water Advisory Committee.

Be It Finally Resolved that a copy of this revised resolution is transmitted to each appointee and the sponsoring agency, where appropriate, by the County Coordinator.

R-#9/15

**RESOLUTION
APPOINTING COMMISSIONERS AND OTHER COUNTY OFFICIALS
TO BOARDS AND COMMITTEES FOR THE YEAR 2015**

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, 2015 on the designated Standing Committees as attached; and

**2015 – MARTIN COUNTY BOARD
STANDING COMMITTEE ASSIGNMENTS**

ELLIOT BELGARD – FIRST DISTRICT:

AMC Delegate/Public Safety
Community Corrections
District One Ditch Authority
EDA Commission
F/M Human Services Board
F/M Joint Transit Board
Highway 15 Coalition
Labor Management Committee
MCIT Delegate
Martin County Parks/Trail Committee, Alternate
Personnel Committee
Prairieland Joint Powers
Public Relations Campaign Committee
Region 9
Regional Radio Board/PSAP/ARMER, Delegate
Region 9 EMS Committee, Delegate
SBDC Partnership Board
South Central HRA Board
Transit Advisory 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
F/M Joint Transit Board

TOM MAHONEY – SECOND DISTRICT:

AMC Delegate/General Government
County GASB Committee
County Insurance Committee
County Solid Waste Committee
Convention & Visitors Bureau, Delegate
District Two Ditch Authority
F/M Human Services Board
F/M Joint Transit Board
Fairmont Substance Abuse Prevention Coalition
GIS Committee
Law Library Board
MVAC Delegate
Martin County Parks/Trail Committee, Delegate
Prairieland Joint Powers
State Health Improvement Plan (SHIP)
Transit Advisory Committee (TAC)
Workforce Council
Blandin Broadband Steering Committee

DAN SCHMIDTKE – FOURTH DISTRICT:

AMC Delegate/Transportation
Building Committee
Community Corrections
County Highway Liaison
District Four Ditch Authority
EDA Commission
F/M Human Services Board
F/M Joint Transit Board

Greater Blue Earth River Basin Alliance (GBERBA),
Delegate
Minnesota River Basin Joint Powers Board, Alternate
Prairieland Joint Powers

GIS Committee
Investment in Current/Future Employees Committee
Library Board, Alternate
MN Extension Committee, Delegate
Prairieland Joint Powers
Planning & Zoning Commission
Public Relations Committee – Strategic Plan
Economic Development – Strategic Plan
Rural Minnesota Energy Board

STEVE FLOHRS – FIFTH DISTRICT:

AMC Delegate/Health & Human Services
Beyond the Yellow Ribbon Committee
Bureau 14 (Chamber of Commerce)
Compensation Advisory Committee
County Highway Liaison
County Water Plan Committee
District Five Ditch Authority
Drug Court Representative
Economic Development Committee – Strategic Plan
F/M Human Services Board
F/M Joint Transit 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
Personnel Committee
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)

SCOTT HIGGINS:

AMC Delegate
Building Committee
Collaboration/Regionalization – Strategic Plan
Compensation Advisory Committee
County Insurance Committee
Economic Development – Strategic Plan
Internal Efficiencies Committee – Strategic Plan
Labor/Management 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 Mahoney, seconded by Commissioner Donnelly, resolution was duly passed and adopted this 17th day of February, 2015.

BOARD OF COMMISSIONERS
MARTIN COUNTY, MN

Board Chair

ATTEST: _____
Scott Higgins, County Coordinator

Roll Call AYES: Commissioners Belgard, Donnelly, Mahoney, and Flohrs. NAYS: None. Commissioner Schmidtke was absent. Resolution duly passed and adopted this 17th day of February, 2015.

The Board reviewed warrants to be paid February 17, 2015.

Forshee referenced payment to the Fairmont Holiday Inn for two (2) communications officers that stayed in town due to inclement weather. Forshee noted payment was approved by the department director.

Higgins noted this is something the County has never done before. Normally staff are expected to get to their work area one way or another. Higgins further stated that the County does not have a policy that addresses this issue.

Much discussion ensued regarding this issue setting a precedent the Board may not want.

Commissioner Belgard noted I want to know exactly what happened here...somebody needs to explain that to me so if we need to make a policy on it, we make a policy.

After further discussion,

Motion by Commissioner Belgard, seconded by Commissioner Donnelly, Be It Resolved that the Martin County Board of Commissioners, hereby approve bills to be paid on February 17, 2015 as presented; and includes the Martin County Highway Department and Drainage bills as presented. Carried unanimously.

Warrants received and paid February 17, 2015 are registered on file in the Auditor/Treasurer's Office as follows:

Revenue Fund – Warrants Approved February 17, 2015	\$314,372.13
Recreation and Safety Fund	\$ 10.00
Martin Co. Economic Development Authority	\$ 1,349.91
Solid Waste Management Fund	\$ 27,938.60
Law Library Fund	\$ 14,748.09
Martin County Transit Fund	\$107,819.15
Recorder's Compliance	\$ 225.00
Ind. Sewage Treatment System Loan Fund	\$ 14,284.50
Bank Building Fund	\$ 8,524.41
Debt Service Fund	<u>\$230,722.50</u>
Total	\$719,994.29
Road and Bridge Funds Totaled	\$135,805.71
Martin County Ditch Funds Totaled	\$148,837.34

The Board reviewed the January, 2015 Monthly Financial Report.

By consensus, the Board tabled Agenda Item 6.1 Consider Approval of Solid Waste and Recycling Hauler License and Permit until the March 3, 2015 regular Board of Commissioners meeting.

Commissioners presented their individual board member reports.

Commissioner Belgard noted he attended an F/M Joint Transit Executive Board meeting and met with Dominic Jones with Red Rock Rural Water on February 4, 2015. Belgard noted he had some questions about bringing rural water into Fox Lake and apparently they've taken over for Iowa Lakes Regional Water and are going to be moving into Jackson County and Lake Fremont and Jay Township in Martin County; and they're going to start probably permitting to offer rural water in the southern part of Martin County and the following year up in the Fox Lake area.

Commissioner Flohrs noted he attended a Labor Management Committee meeting on February 3, 2015; Human Services Executive Board meeting and after dinner I met with Neal Potthoff, independent assessor, regarding True County Assessment in Martin County, MN.

Commissioner Mahoney noted he attended the Human Services Executive Board meeting and F/M Joint Transit Executive Board meeting on February 4, 2015; Convention and Visitors Bureau meeting and Martin County Parks/Trail Committee meeting on February 11, 2015.

Commissioner Donnelly noted he attended the farewell open house for Duane Schultz on February 12, 2015; and Building/Purchasing Committee meeting on February 13, 2015.

Forshee noted during a recent telephone conversation with Bill Fahey, Vice President of Northland Securities (financial consultant to the County), Martin County's credit rating with Moody's Investors Services has increased to a 2A rating.

Commissioners reviewed their calendars of upcoming meetings and activities: February 17, 2015 – Agri Business Committee meeting 6 p.m. tonight at The Ranch Restaurant; February 18, 2015 – Human Services Full Board meeting at 9:00 a.m., F/M Joint Transit Board meeting at 11:00 a.m. in Blue Earth, MN, and Prairieland Executive Board meeting at 2:00 p.m. and full board meeting at 2:30 p.m. in Blue Earth, MN; February 23, 2015 – Fairmont Substance Abuse Prevention Coalition meeting at noon at the Fairmont High School, and JD #2 W & M Preconstruction meeting at 2:00 p.m. at the Ormsby Fire Hall in Ormsby, MN; February 24, 2015 – Blandin Broadband Committee meeting from 2-5 p.m. at the SMEC Building; February 25, 2015 – Convention and Visitor's Bureau meeting (The CVB would like to get Martin County more involved in a few things and one of the things that they're working on right now is a Community Calendar which would involve the schools, the city, the county, so you don't have multiple meetings on the same nights. They figure it might cost around \$25,000 to get it started and it might be something that Blandin Broadband could take care of and after that it would be about \$5,000 per year to maintain), and Martin County Wellness Weigh-in and Blood Pressure Check at the Highway Department; February 26, 2015 – Martin County Wellness Weigh-in and Blood Pressure Check at the Courthouse; March 2, 2015 – Beyond the Yellow Ribbon meeting, interviews beginning at 9:00 a.m. for the Regional Transit Director position, and regular EDA meeting at 5:15 p.m. in the Commissioners Meeting Room; March 3, 2015 – regular Board of

Commissioners meeting at 9:00 a.m. in the Commissioners Meeting Room; and March 4-5, 2015 AMC Joint Local Government Legislative Conference – Crowne Plaza St. Paul Riverfront.

Higgins noted that a benefits update meeting with H & A Administrator representatives is scheduled for noon on March 12, 2015.

With no further business to wit, Board Chair adjourned the meeting at 10:16 a.m.

BOARD OF COMMISSIONERS
MARTIN COUNTY, MN

Steve Flohrs, Board Chair

ATTEST: _____
Scott Higgins, County Coordinator