

PROCEEDINGS OF THE
MARTIN COUNTY BOARD OF COMMISSIONERS
DECEMBER 8, 2016
@ 4:30 P.M.

The regular meeting of the Martin County Board of Commissioners was called to order at 4:30 p.m. by Chairman Elliot Belgard. Commissioners present were Steve Flohrs, Dan Schmidtke, Kathy Smith, Elliot Belgard, and Tom Mahoney. Also present were Scott Higgins, Martin County Coordinator, James Forshee, Martin County Auditor/Treasurer, Terry Viesselman, Martin County Attorney, Kevin Peyman, Martin County Engineer, Jeff Markquart, Martin County Sheriff, Rod Halvorsen, KSUM-KFMC Radio, Julie Walters, Administrative Assistant, and members of staff and public.

The Pledge of Allegiance was recited.

Motion by Commissioner Schmidtke, seconded by Commissioner Flohrs, Be It Resolved that the Martin County Board of Commissioners, hereby approve the agenda for the December 8, 2016, regular Board of Commissioners meeting with the following: Add 9.19 Consider Final Contract Payment for Box Culvert Replacement Projects – Highway Department. Carried unanimously.

Motion by Commissioner Mahoney, seconded by Commissioner Smith, Be It Resolved that the Martin County Board of Commissioners, hereby approve the minutes of the November 15, 2016, regular Board of Commissioners meeting. Carried unanimously.

Chairman Elliot Belgard introduced and recognized Sue Palmer, retiree of the Martin County Probation Department, over 18 years of service, and presented Palmer with a retirement gift.

Terry Viesselman, County Attorney, was present to review an Online Legal Research contract with Westlaw Thomson Reuters for research subscription services. Subscription services will be automatically renewed for a 12 month period and include a 7% price increase unless notified of a different rate at least 60 days before each Automatic Renewal term begins. Subscription service fees for the initial 12 month period are \$552.90/month. Viesselman recommends approval.

Motion by Commissioner Schmidtke, seconded by Commissioner Flohrs, Be It Resolved that the Martin County Board of Commissioners, upon the recommendation of County Attorney, hereby approve and authorize Board Chair to sign the Westlaw Thomson Reuters Contract for Print/ProView eBook Programs research subscription services in the amount of \$552.90 per month. Carried unanimously.

Viesselman opened discussion regarding Court Visitors and Court Visitor rates noting that whenever there is a guardianship or conservatorship the statute allows a court to appoint a Court Visitor which is basically an independent person who investigates the need for the guardianship or conservatorship and does the investigation on behalf of the court. It is discretionary with the Judge but the Judges always appoint them. Viesselman noted the role of the Court Visitor is to serve the petition on the person for whom a guardianship or conservatorship is being sought, to go over the petition with them and to provide a written report to the Court about the visit. The

Court Visitor's report will include an opinion as to whether guardianship/conservatorship appears to be appropriate. Normally it takes one to two hours for the Court Visitor to do that unless there is a contested guardianship or conservatorship. Then, the Court Visitors may have to spend a little more time and testify in court.

Viesselman went on to note in the past, Human Services have been Court Visitors and have not been charging for their services. However, recently Faribault County has quit having Human Services do them as Judge Richards believes there are too many conflicts, and currently use Faribault County's Guardian ad Litem and pays that person \$20/hour for Court Visitor services. Viesselman also noted Human Services in Martin County have wanted to stop Court Visitor services too because of these same conflicts; and so we want to get a procedure set up where we have independent persons provide Court Visitor services.

Viesselman noted there were 22 petitions filed in 2015-2016 to date. Of these, 8 were filed by Human Services and the agency could have been involved in some of the others as well. There are some requirements on who can act as a Court Visitor such as needing training in the law, social work, or the medical field. If a Court Visitor is appointed and there is money in the ward's estate, the estate is supposed to pay that cost. If there's no money available to pay or if they are basically indigent, then the county is on the hook for that and the county has to actually pay any fees to a guardian or a conservator and the county is responsible also to pay for a lawyer if a lawyer is appointed for them. With Human Services acting as the petitioner...they're doing those for free and the 8 filed with Human Services acting as the petitioner were all indigent people. And with these indigent cases, the county is on the hook.

Viesselman also noted Martin County has two qualified individuals who are also part time Guardian ad Litem (Lori Pomerence and Alison Hennagir) and both have indicated they are willing to be Court Visitors. Viesselman recommends setting an hourly rate for Court Visitor services and reviewed hourly rate ranges for surrounding counties. Viesselman also recommends setting up a new line item in the county's budget that we use for court appointed lawyers for payment of Court Visitors services and then for those that have the ability to pay, we just assess that cost back and so the Court Visitors will be paid from the county through Court Administration and then whenever the guardians or conservators are appointed, when they get assessed, they would make their payment back to Court Administration. That way, the Guardian ad Litem always get paid. At this point I think procedurally it would be a better way to do it.

Much discussion ensued regarding Court Visitors, Guardian ad Litem, and service fees.

After further discussion,

Motion by Commissioner Mahoney, seconded by Commissioner Smith, Be It Resolved that the Martin County Board of Commissioners, upon the recommendation of the County Attorney, hereby set the hourly rate of pay for Court Visitors at \$30 per hour plus mileage reimbursement at the IRS rate. Carried unanimously.

Motion by Commissioner Schmidtke, seconded by Commissioner Flohrs, Be It Resolved that the Martin County Board of Commissioners, upon the recommendation of the County Attorney,

hereby approve and authorize payment of Court Visitor service fees and mileage reimbursements and to assess county paid fees back to the appointed guardians and/or conservators. Carried unanimously.

Higgins noted that Glenda Clifford and Phillip Bettin are interested in serving an additional term on the Martin County Parks/Trail Committee.

Motion by Commissioner Flohrs, seconded by Commissioner Smith, Be It Resolved that the Martin County Board of Commissioners, hereby approve the reappointment of the following Martin County citizens to the following Citizen Advisory Boards/Commissions: Martin County Parks/Trail Committee – reappointment of Glenda Clifford and Phillip Bettin for an additional three-year term effective January 1, 2017 through December 31, 2019. Carried unanimously.

Higgins noted the Board approved installation of new carpeting in the 3rd Floor District Courtroom (courtroom and judges bench area). Quotes for carpet tile and broadloom carpet were requested and were received from Carpet Plus Fairmont and Doolittle’s Carpet & Paints, Inc.

JoRae Determan, District Court Office, was present to review the quotes received.

| | Carpet Plus Fairmont | Doolittle’s Carpet & Paints |
|---------------------------------|--|---|
| Carpet tile Materials & Labor | \$9,946.87 | \$9,881.07 + any extra floor |
| Less \$575.99 Material & Labor | <u>-\$575.99</u> | prep & STS to |
| Depending on condition of floor | \$9,370.88 | tear-up and scrape |
| Under existing carpet | | |
| Broadloom Material & Labor | \$9,080.58 Straw Hat \$9,898.39 Pistachio | \$8,418.31 + any extra floor prep & STS to tear-up and scrape |

Determan reviewed the quotes received and recommends carpet tile for durability and ease of replacement.

Commissioner Flohrs noted the Martin County Library just replaced all of their carpeting over there and they have carpet tiles.

Chair Belgard inquired if there were any extra carpet tiles included in the quotes.

Determan noted I don’t know if that is in the quote or not.

Higgins noted for the Boards information in talking with Doolittle’s, it was indicated that if there was any extra floor work to be done, the base bid would raise approximately \$240.00.

After further discussion and careful consideration,

Motion by Commissioner Schmidtke, seconded by Commissioner Flohrs, Be It Resolved that the Martin County Board of Commissioners, hereby approve and award low bid for installation of

new carpet tiles in the District Courtroom and Judges Bench area to Carpet Plus Fairmont in the amount of \$9,370.88; plus cost of replacement carpet tiles. Carried unanimously.

James Forshee, Martin County Auditor/Treasurer, noted the Department of Natural Resources provides grants to local units of government for maintenance of ATV trails, and the All Seasons Wheelers Club – Elm Creek ATV Trail (on behalf of the County) is requesting approval to submit an application to the Minnesota Department of Natural Resources (DNR) – OHV Trails Assistance Program for maintenance of the existing Elm Creek ATV Trail. Forshee noted this is the preliminary application and once the DNR has reviewed and awarded a grant dollar amount, it will be brought before the Board for acceptance and approval.

Motion by Commissioner Flohrs, seconded by Commissioner Smith,

R-#51/'16

RESOLUTION

Application from the All Seasons Wheelers Club for Maintenance Funding for the Existing Elm Creek ATV Trail System

WHEREAS, Martin County, Minnesota desires to apply for maintenance funding for the existing Elm Creek ATV Trail System; and,

WHEREAS, by Law of 1975, Chapter 204, Sections 51 and 95, there was appropriated to the Commissioner of Natural Resources, as a grants-in-aid to Local Units of Government, funds for said purposes; and,

WHEREAS, said Martin County, Minnesota will contract with the All Seasons Wheelers Club to apply for this funding to maintain said ATV Trail System.

NOW THEREFORE BE IT RESOLVED, that the Martin County Board of Commissioners approve of the application for maintenance funding for the existing ATV Trail, and that the Chairperson and/or the County Auditor/Treasurer be authorized to sign all documents relating to the program year.

Motion was made by Commissioner Flohrs, seconded by Commissioner Smith, said resolution was duly passed and adopted this 8th day of December, 2016.

BOARD OF COMMISSIONERS
MARTIN COUNTY, MN

Elliot Belgard, Board Chair

ATTEST: _____
Scott Higgins, County Coordinator

Roll Call AYES: Commissioners Mahoney, Schmidtke, Smith, Flohrs, and Belgard. NAYS: None. Resolution duly passed and adopted this 8th day of December, 2016.

Kevin Peyman, Martin County Engineer, presented a brief Highway Department update including forecast of snow.

Peyman reported on final contract for Box Culvert Replacement projects including SAP 46-599-064 Replacement over CD #1 in Jay Township, SAP 46-599-067 Replacement over Unknown Stream in Jay Township, and SAP 46-599-073 Replacement over CD #2 in Rolling Green Township. Peyman noted final examination has been made, work has been completed, and the entire amount of work has been performed. Peyman recommends approval of the final contract with Mathiowetz Construction of Sleepy Eye, Minnesota, in the amount of \$405,520.19.

Motion by Commissioner Flohrs, seconded by Commissioner Schmidtke, Be It Resolved that the Martin County Board of Commissioners, upon the recommendation of Kevin Peyman, County Engineer, hereby approve the final contract payment for SAP 46-599-064, SAP 46-599-067, and SAP 46-599-073 Box Culvert Replacement Projects with Mathiowetz Construction of Sleepy Eye, Minnesota, in the amount of \$405,520.19. Carried unanimously.

Peyman noted he has had additional meetings pertaining to the possible turn back of 263; and potential of some type of permanent snow fencing on the corner by Ceylon.

Jeff Markquart, Martin County Sheriff, presented and reviewed the Minnesota River Valley Drug Task Force Amended Joint Powers Agreement, which became operative on February 1, 1990, to reflect changes in membership since February 1990, and to provide greater detail on task force procedures. Markquart noted most of the amendments are involved with the grant itself that funds the task force. One of the things that was changed in the wording was the insurance that the task force itself carries instead of each county or city having insurance for that so they are self-insured. Another one was they dropped some verbiage about laboratory analysis that didn't need to be in there; and also some violent crime and drug investigation wordage that was added to that so as to go along with the grant.

Higgins noted the county attorney has reviewed the Amended JPA and approves it as to form.

Motion by Commissioner Schmidtke, seconded by Commissioner Mahoney, Be It Resolved that the Martin County Board of Commissioners, hereby approve and authorize Board Chair and Martin County Sheriff to sign the Minnesota River Valley Drug Task Force Amended Joint Powers Agreement which reflects changes in membership and provides greater detail on task force procedures, and is effective as of the date all nine participating governmental units have executed this Agreement, including the City of Mankato, City of North Mankato, City of St. James, City of St. Peter, City of Madelia, Blue Earth County, Martin County, Watonwan County, and Nicollet County. Carried unanimously.

Markquart noted the Sheriff's Office has been granted a Federal Boating Safety Supplemental Equipment Grant in the amount of \$4,642.00. The effective date of the grant is October 1, 2016,

and expires January 31, 2017. Markquart went on to note that grant funds will be used to update some life vests and buoys, and boating safety activities.

Motion by Commissioner Mahoney, seconded by Commissioner Flohrs,

R-#50/16

RESOLUTION

AUTHORIZING EXECUTION OF BOATING SAFETY
SUPPLEMENTAL GRANT AGREEMENT

BE IT RESOLVED, that Martin County, MN enters into a grant agreement with the Minnesota Department of Natural Resources for the program entitled County Boat and Water Safety in the supplemental grant amount of \$4,642.00 to cover expenses incurred for boating safety activities effective October 1, 2016, and expires January 31, 2017.

BE IT FURTHER RESOLVED, that the Martin County Sheriff, Chairman of the Board of Commissioners, and Martin County Auditor/Treasurer, are hereby authorized to execute and sign such grant agreement on behalf of Martin County.

Motion by Commissioner Mahoney, seconded by Commissioner Flohrs, resolution was duly passed and adopted this 8th day of December, 2016.

BOARD OF COMMISSIONERS
MARTIN COUNTY, MN

Elliot Belgard, Board Chair

ATTEST: _____
James Forshee, Auditor/Treasurer

Roll Call AYES: Commissioners Schmidtke, Smith, Flohrs, Mahoney, and Belgard. NAYS: None. Resolution duly passed and adopted this 8th day of December 8, 2016.

Markquart provided a current Martin County Jail population update including sixteen (16) in-house, six (6) out of county, and seven (7) on Electronic Home Monitoring (EHM).

Wendy Chirpich, Planning and Zoning Technician, presented a list of Martin County Septic Loans for the year 2016 for certification and assessments to property taxes for those listed in the amount of \$69,931.35. After Board consideration and review,

Motion by Commissioner Smith, seconded by Commissioner Flohrs, Be It Resolved that the Martin County Board of Commissioners, being presented the listing of the 2016 Martin County Septic Loans in the amount of \$69,931.35 to be certified and assessed to the respective properties, effective for 2017 as follows:

Loans granted during 2016 through the Martin County ISTS Loan Program. Apply the principal and interest to tax statements as a special assessment.

Loans granted during 2016 through the Martin County ISTS Loan Program. Apply the principal and interest to tax statements as a special assessment.

| | Name | Parcel Number | Loan % | Years for Loan | Loan Type | Loan Amount |
|---|--------------------------|----------------------|---------------|-----------------------|------------------|--------------------|
| 1 | Jorgensen, Andrew | 05.034.0450 | 2 % | 10 | <u>MC</u> | \$ 1,898.21 |
| 2 | Shumski, James | 17.011.0450 | 2 % | 10 | <u>MC</u> | \$ 4,910.91 |
| 3 | Hinz, Larry & Jacquelyne | 05.021.0500 | 2 % | 10 | <u>MC</u> | \$ 2,681.07 |
| 4 | Steuer, Nicholas | 03.024.0575 | 2 % | 10 | <u>MC</u> | \$ 919.75 |
| 5 | Steuer, Nathan & Melissa | 03.014.0450 | 2 % | 10 | <u>MC</u> | \$ 13,847.90 |
| 6 | Oelke, Teresa | 14.036.0400 | 2 % | 10 | <u>MC</u> | \$ 3,307.37 |
| 7 | Willers, Dustin & Sarah | 15.032.0150 | 4 % | 10 | <u>MC</u> | \$ 18,949.81 |
| 8 | Dietzman, Paul J. | 01.022.0705 | 4 % | 10 | <u>MC</u> | \$ 11,400.00 |
| 9 | Eggert, Bryant | 18.005.0300 | 2 % | 10 | <u>MC</u> | 12,016.33 |
| GRAND TOTAL AMOUNT OF LOAN DOLLARS | | | | | | \$69,931.35 |

Carried unanimously.

Chirpich noted that annually the County Board sets the interest rate for the Martin County Septic Loan Program and that current interest rates are 2% and 4% dependent upon the applicant's household income. Chirpich recommends no change in interest rates for 2017. After discussion,

Motion by Commissioner Schmidtke, seconded by Commissioner Smith, Be It Resolved that the Martin County Board of Commissioners, having the authority to adjust the interest rates charged for the Martin County Septic Loan Program, after review and consideration, hereby approve the rate of 2% and 4% (no change from 2016) annual interest to be charged accordingly per the income level of the applicant's as described by the Martin County ISTS Loan Program for CY2017 effective January 1, 2017. Carried unanimously.

Kay Wrucke, Martin County Recorder, was present to request approval for herself and one staff person to attend and participate in a conference for the Property Records Industry Association, PRIA, in Albuquerque, New Mexico, on February 20-23, 2017. Wrucke noted expenses include conference registration fee, airfare, hotel and incidentals totaling approximately \$2,600 for two. Wrucke went on to note expenses will be covered by the Recorder's Technology Fund. Recorder's Technology money is to be used by the Recorder at their discretion and it is in the Electronic Real Estate Recording Commission that it is a standard to be used for that purpose for conferences. Wrucke also noted that she serves as a co-chair to the PRIA eNotarization work group and will be on a panel for that topic.

Motion by Commissioner Flohrs, seconded by Commissioner Smith, Be It Resolved that the Martin County Board of Commissioners, hereby approve the out of state travel request for Kay Wrucke, Martin County Recorder, and Diane Sanders, to attend the Property Records Industry Association, PRIA, conference in Albuquerque, New Mexico, on February 20-23, 2017; and that conference expenses are estimated at \$2,600. Carried unanimously.

Higgins noted a tentative agreement has been reached with the LELS #115 Corrections/Communications Officers. The proposed tentative agreement is as follows:

Article 20 – Paid Time Off (PTO)

- Add language to reference MN Statute 181.9413 (same as Deputy contract)
- Add language using one half hour increments after the first hour

Article 23 – Insurance

- Employer premium contributions the same as non-union and change dates to 2017-2019
- Add language – “Employees shall be eligible for Retiree Health Insurance on the same terms as non-union employees”

Article 24 – Uniforms

- Increase from \$550 to \$575 for calendar years 2017, 2018, 2019
- Add language to set December 1st as deadline for uniform maintenance payout
- Add language allow employees to order uniform items directly through approved county invoices (to be deducted from their uniform allowance account)

Article 27 – Funeral Leave

- Include “stepchildren”

Article 29 – Compensation

- General Wage Adjustment – 2.5% - 2017, 2018, 2019
- Supervisory override for Head Corrections and Head Communications Officer from \$170/month to \$180/month
- Assistant Jail Administrator override from \$110/month to \$130/month 2017; increase to \$150/month for 2018

After discussion,

Motion by Commissioner Schmidtke, seconded by Commissioner Mahoney, Be It Resolved that the Martin County Board of Commissioners, hereby approve the LELS #115 Corrections/Communications Tentative Union Contract (List Tentative Agreement) effective January 1, 2017 through December 31, 2019; and authorize Board Chair to sign the Union Agreement for the LELS #115 Corrections/Communications Union, upon final review and mutual agreement of contract language revisions by the County Coordinator and the Business Agent. Carried unanimously.

Higgins noted a tentative agreement has been reached with the Martin County Highway Supervisors Association. The proposed tentative agreement is as follows:

Article VI – Overtime

- Allow comp time up to 60 hours same as non-union policy

Article VIII – Salary Pay

- General Wage Adjustment – 2.5% for 2017, 2018, and 2019

Article IX – Paid Time Off (PTO)

- Revise language contract to read “PTO may be utilized a minimum of one hour”

Article XV – Insurance

- Same employer premium contribution rate as non-union for all health plans – 2017, 2018, and 2019

Article XXIII – Term of Agreement

- Three year duration – 2017, 2018, and 2019

After discussion,

Motion by Commissioner Schmidtke, seconded by Commissioner Flohrs, Be It Resolved that the Martin County Board of Commissioners, hereby approve the Martin County Highway Supervisors tentative agreement (List Tentative Agreement) and contract effective January 1, 2017 through December 31, 2019; and to authorize Board Chair to sign the respective Union Agreement. Carried unanimously.

Rebecca Bentele, Victim Witness Coordinator, presented the FY17 Crime Victim Services Prosecutorial Grant with the Office of Justice Programs in the Minnesota Department of Public Safety. Bentele noted Federal funds for this grant are provided under the Victims of Crime Act (VOCA) for the purpose of providing supplemental funding to aid in the provision of direct services to victims of crime. Bentele went on to note State and Federal funds for this grant contract are expected in the amount of \$105,000 (no change from FY16) with \$19,601 in-kind match (i.e. office space in the Security Building) and are provided for the purpose of providing crime victim services to victims of general crime. Bentele recommends acceptance and execution of the grant agreement.

Motion by Commissioner Mahoney, seconded by Commissioner Flohrs,

R-#52/'16

RESOLUTION

AUTHORIZING EXECUTION OF AGREEMENT

BE IT RESOLVED, that Martin County, Victim Services, will enter into a cooperative agreement with the Minnesota Department of Public Safety, Office of Justice Programs Domain: and

BE IT FURTHER RESOLVED that Federal Funds for this grant contract are provided under the Victims of Crime Act (VOCA) for the purpose of providing supplemental funding to aid in the provision of direct services to victims of crime. State and Federal funds for this grant contract are expected in the amount of \$105,000 and are provided for the purpose of providing crime victim services to victims of general crime; and

BE IT FURTHER RESOLVED, that the State is in need of services to victims of crime; and

BE IT FURTHER RESOLVED, that Scott Higgins, County Coordinator, is hereby authorized to execute such agreements and amendments as are necessary to implement the project on behalf of Martin County.

BE IT FINALLY RESOLVED, upon a motion by Commissioner Mahoney, and seconded by Commissioner Flohrs, and unanimously carried.

Said Resolution was adopted this 8th day of December, 2016.

BOARD OF COMMISSIONERS
MARTIN COUNTY, MN

Elliot Belgard, Board Chair

ATTEST: _____
Scott Higgins, County Coordinator

Roll Call AYES: Commissioners Schmidtke, Smith, Flohrs, Mahoney, and Belgard. NAYS: None. Resolution duly passed and adopted this 8th day of December, 2016.

Bentele noted FY17 grant funding includes approximately \$30,000 for hire of a Victim Witness Assistant. Bentele noted she has met with the Personnel Committee and recommends moving forward with the hiring process of a Victim Witness Assistant position at Grade 12, along with the new job description. Bentele went on to note the grant should come in at an amount to cover approximately 30 hours and the County then would be covering an additional 10 hours plus benefits.

Chair Belgard noted the Personnel Committee has met and discussed this new position and are in agreement with moving forward with the hiring process.

Motion by Commissioner Schmidtke, seconded by Commissioner Smith, Be It Resolved that the Martin County Board of Commissioners, hereby approve the job description and classification of a Victim Witness Assistant position with the Martin County Victim Services Office at Grade 12 per the County Compensation Plan Policy; and authorize the recruitment of a Victim Witness Assistant position. Carried unanimously.

Forshee introduced a new position slated in the CY2017 budget for the Auditor Treasurer's Office for an Account Technician II position. Forshee noted through the recent space study we are looking at moving our Payroll/HR person down to a separate office under the County Coordinator and we are looking at filling a new Account Technician II position at Grade 11. Forshee went on to note this person will be more of an accounts payable person along with functioning as backup for all other positions in the Auditor/Treasurer's Office. Forshee recommends moving forward with the hiring process.

Motion by Commissioner Schmidtke, seconded by Commissioner Flohrs, Be It Resolved that the Martin County Board of Commissioners, hereby approve the job description and classification of an Account Technician II position with the Martin County Auditor/Treasurer's Office at Grade 11 per the County Compensation and Classification Plan Policy; and authorize the recruitment of an Account Technician II position. Carried unanimously.

Steve McDonald, MIS Director, noted with the reclassification of Jason Nelson to Network Administrator, there is a need to fill an Information Specialist I position at Grade 11 and presented a revised job description. McDonald noted the Personnel Committee has reviewed the reclassification of the Information Specialist I position from Grade 10 to Grade 11 per the County Compensation and Classification Plan Policy and the revised job description. McDonald recommends moving forward with the hiring process.

Motion by Commissioner Flohrs, seconded by Commissioner Smith, Be It Resolved that the Martin County Board of Commissioners, hereby approve the job description and reclassification of an Information Specialist I position with the Martin County MIS Department to Grade 11 per the County Compensation and Classification Plan Policy; and authorize the recruitment of an Information Specialist I position. Carried unanimously.

Higgins noted the base rent for leased office space at the Human Resource Building has increased from 18,485 square feet to 19,399 square feet with the addition of the former VSO office space (914 square feet) on the third floor; thereby increasing the annual rent collected by \$8,700.44 (beginning January 2017).

After discussion,

Motion by Commissioner Mahoney, seconded by Commissioner Schmidtke, Be It Resolved that the Martin County Board of Commissioners, hereby approve and authorize the increase in lease amount for county office space being leased by the Faribault/Martin County Human Services from \$175,978.04 to \$184,678.48 (annually) that includes vacated Veteran Services Office space of 914 additional square feet on the third floor of the Human Resource Building, effective January 2017. Carried unanimously.

Higgins noted 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 note the Board may increase or decrease the annual compensation. Higgins also noted in the past the Board has adjusted by either percentages or dollar amounts; and that a 2.5% increase has been included in the CY2017 Budget which equates to \$23,975.00 (\$23,390.00 in 2016). Higgins noted the 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 each day performing official duties.

Commissioner Flohrs noted to add the Traverse de Sioux Library Board to the list of committees of the Board.

Motion by Commissioner Flohrs, seconded by Commissioner Mahoney,

R-#53/'16

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, 2017, 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 \$23,975.00 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 Board
Delegate to M.V.A.C.
Building Committee
Personnel Committee
MN Extension Service Committee
Region Nine E.M.S.

South Central Workforce Council
County Planning Commission
County Water Plan Committee
GBERBA Board
A.M.C. Delegate
County Park/Trails Board
Community Corrections
Minnesota River Basin JPB

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|--|--|
| County Highway Liaison | Law Library Board |
| MAAH | State Health Improvement Plan (SHIP) |
| South Central HRA Board | Economic Development Board County |
| Insurance Committee | County GASB Committee |
| Transit Advisory Comm. (TAC) | Soil & Water Conservation Dist. Liaison |
| Dist. 1, 2,3,4,5, Ditch Insp. | Library Board |
| South Central Finance Committee | Public Relations Campaign Comm. |
| Jail/Justice Center Committee | County Solid Waste Committee |
| Investment in Current/Future Emp. | Highway 15 Coalition |
| MCIT Delegate | Drainage/ Joint Drainage Authority |
| Labor Management Committee | County Strategic Planning Committees |
| GIS Committee | Broadband Steering Committee |
| Library Board Alternate | Rural Minnesota Energy Board (RMEB) |
| Drug Court Representative | South Central Minnesota/Regional Radio Board |
| Bureau 14 (Chamber of Commerce) | Fairmont Convention & Visitors Bureau |
| Personnel Board of Appeals | Faribault-Martin Transit Board JPB |
| Community Center Feasibility Committee | Kinship Board |
| Fairmont Substance Abuse Prevention | Traverse de Sioux Library Board |
| Aquatic Invasive Species Committee (AIS) | SBDC Partnership Board |
| Compensation Advisory Committee (CAC) | Beyond the Yellow Ribbon |
| Planning and Zoning Commission Liaison | |

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, Martin County 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 County Commissioner may be paid his or her actual and necessary expenses and the County mileage allowance, according to County Policy when traveling on official business authorized by Board action.

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

Dated this 8th day of December, 2016.

BOARD OF COMMISSIONERS
MARTIN COUNTY, MN

Elliot Belgard, Board Chair

ATTEST: _____
Scott Higgins, County Coordinator

Roll Call AYES: Commissioners Schmidtke, Smith, Mahoney, Flohrs, and Belgard. NAYS: None. Resolution duly passed and adopted this 8th day of December, 2016.

Higgins noted that annually the Board has set the general wage adjustment for non-union employees and elected officials. Higgins went on to note the GWA for union contracts for the year 2017 has been set at 2.5% and has been included in the CY2017 proposed budget. Higgins also noted that the GWA for years 2018 and 2019 have been set at 2.5% as well.

Motion by Commissioner Flohrs, seconded by Commissioner Schmidtke,

R-#54/'16

RESOLUTION
ESTABLISHING THE 2017 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, 2017, the non-union employees shall receive a General Wage Adjustment increase of 2.5% subject to the County's Classification and Compensation plan; and,

BE IT FURTHER RESOLVED, that the 2017 Salary Matrix for the Martin County Classification and Compensation Plan shall be adjusted by 2.5% general increase effective January 1, 2017; and,

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

BOARD OF COMMISSIONERS
MARTIN COUNTY

Elliot Belgard, Board Chair

ATTEST: _____
Scott Higgins, County Coordinator

Roll Call AYES: Commissioners Smith, Mahoney, Schmidtke, Flohrs, and Belgard. NAYS: None. Resolution duly passed and adopted this 8th day of December, 2016.

Higgins presented and reviewed the 2017 Commissioner Standing Committee assignments that commissioners and other officials are appointed to serve for one-year terms.

After review and discussion,

No action taken on resolution for 2017 Martin County Board Standing Committee Assignments.

Forshee presented and reviewed a draft copy of Martin County's Procurement Policy for compliance with the Uniform Administrative Requirements, Cost Principles and Audit Requirements for Federal Awards beginning in 2017. Forshee noted the County has been following policy guidelines in the past and now have a written policy in place outlining the procurement policy requirements.

Motion by Commissioner Schmidtke, seconded by Commissioner Flohrs, Be It Resolved that the Martin County Board of Commissioners, hereby approve and adopt Martin County's Procurement Policy for compliance with the Uniform Administrative Requirements, Cost Principles and Audit Requirements for Federal Awards beginning in 2017. Carried unanimously. Higgins noted the Martin Soil and Water Conservation District would like to schedule a joint meeting with commissioners to present project updates. Higgins went on to note the suggested date is December 20, 2016, at 7:00 a.m.

After discussion,

Motion by Commissioner Flohrs, seconded by Commissioner Smith, Be It Resolved that the Martin County Board of Commissioners, hereby set the date of Tuesday, December 20, 2016, at 7:00 a.m. for a joint meeting with Martin Soil and Water Conservation District to be held at The Ranch Restaurant in Fairmont. Carried unanimously.

The Board reviewed warrants to be paid December 8, 2016.

Motion by Commissioner Mahoney, seconded by Commissioner Smith, Be It Resolved that the Martin County Board of Commissioners, hereby approve bills to be paid on December 8, 2016, as presented; and includes the Martin County Highway Department and Drainage bills as presented. Carried unanimously.

Warrants received and paid December 8, 2016, are registered on file in the Auditor/Treasurer's Office as follows:

| | |
|---|--------------|
| Revenue Fund – Warrants Approved December 8, 2016 | \$ 87,059.38 |
| Road and Bridge Fund | \$ 80.00 |

| | |
|---|--------------------|
| Martin County Economic Development Fund | \$ 1,081.25 |
| Bank Building Fund | \$ 302.05 |
| | Total \$ 88,522.68 |
| Road and Bridge Funds Totaled | \$151,878.35 |
| Martin County Ditch Funds Totaled | \$311,844.57 |

The Board reviewed information including the Drainage and Wetland Conference to be held Monday – February 13, 2017, at River’s Edge Convention Center in St. Cloud, MN.

Commissioners reviewed their calendars of previous and upcoming meetings and activities: November 15, 2016 – Building Committee meeting, JD #12 F&M meeting in Blue Earth, MN, and Agri-Business meeting; November 16, 2016 – Human Services meeting, Prairieland meeting, and Park Board meeting; November 17, 2016 – Traverse de Sioux Library Board meeting; November 18, 2016 – Faribault-Martin County Joint Transit Executive Board meeting at 8:00 a.m., GBERBA meeting, and Glows Parade; November 21, 2016 – Fairmont Substance Abuse Prevention meeting, JD #2 W&M and JD #4 meeting in Ormsby, MN; November 22, 2016 – Union negotiations with Highway and Library, and Kinship meeting; November 24-25, 2016 – Thanksgiving Holiday observed – Courthouse Closed; November 28, 2016 – Rural Minnesota Energy Board meeting in Slayton, MN; November 29, 2016 – Human Services Agency-wide employee appreciation and Department Director evaluations; November 30, 2016 – Convention & Visitor’s Bureau meeting and South Central Multi-County HRA meeting in North Mankato, MN; December 1, 2016 – Department Director evaluations and Compensation and Advisory Committee meeting; December 5-6, 2016 – Association of Minnesota Counties (AMC) Annual Conference in Minneapolis, MN; December 7, 2016 – Faribault-Martin County Joint Transit Executive Board meeting, Human Services Executive Board meeting, and Martin County Veterans Memorial Committee meeting; December 8, 2016 – Martin Soil and Water meeting this morning and Truth in Taxation meeting at 6:00 p.m.; December 12, 2016 – regular EDA meeting at 5:15 p.m. and 4-H Steering Committee meeting; December 13, 2016 – Library Union Negotiations at 6:00 p.m., and Library Board meeting; December 14, 2016 – Bureau 14 meeting; December 15, 2016 – Traverse de Sioux Library Board meeting, Water Plan Committee meeting at 1:00 p.m., Prairieland Executive Board meeting at 9:30 a.m., and Prairieland regular Board meeting at 10:00 a.m.; December 20, 2016 – Joint meeting with SWCD at 7:00 a.m. at The Ranch Restaurant, regular Board of Commissioners meeting at 9:00 a.m., Annual Employee Holiday Potluck 11:30 a.m. to 1:00 p.m., Building Committee meeting at 1:30 p.m., VSO Office Open House at 2:00 p.m.

By consensus, the Board rescheduled the next Labor Management Committee meeting to be held at 10:30 a.m. on January 3, 2017.

With no further business to wit, Board Chair adjourned the meeting at 5:50 p.m.

BOARD OF COMMISSIONERS
MARTIN COUNTY, MN

Elliot Belgard, Board Chair

ATTEST: _____
Scott Higgins, County Coordinator