

Proceedings of the  
Martin County Board of Commissioners  
February 7, 2017

The regular meeting of the Martin County Board of Commissioners was called to order by Board Chair, Dan Schmidtke. Members present were: Tom Mahoney, Kathy Smith, and Steve Flohrs. Absent: Elliot Belgard. Others present: Kevin Peyman, County Engineer, Jeff Markquart, Sheriff, Pete Odgren, Assistant County Attorney, Corey Klanderud, Captain-Sheriff's Office, Mike Forstner, Drainage Manager, Doug Borchardt, Interim Maintenance Supervisor, Rod Halvorsen, KFMC/KSUM radio reporter and Jason Sorensen, Reporter Fairmont Sentinel.

Motion by Commissioner Mahoney, seconded by Commissioner Smith, to approve the agenda as presented. Carried unanimously.

Motion by Commissioner Mahoney, seconded by Commissioner Flohrs, to approve the minutes of the regular meeting held on January 17, 2017 as presented. Carried unanimously.

Odgren gave an update on the County Attorney's Office, stating the Office has been very busy and Kathryn Karjala-Curtis has been doing a great job. Odgren further stated that the first Court/Courthouse Security Committee is scheduled for this Friday and stated his appreciation that the County Board has established the committee to look into the security concerns of the court and courthouse.

Schmidtke thanked Odgren for the report.

Higgins presented the request from Rose Lake Golf Club for renewal of its Liquor, Wine, Club or 3.2% license with Sunday sales for one year, effective April 1, 2017 through March 31, 2018. Higgins stated that the Auditor/Treasurer has received all the proper documentation and certificates of insurance, plus required fees.

Motion by Commissioner Mahoney, seconded by Commissioner Smith, Be It Resolved that Martin County Board of Commissioners, having received the required application, certificate of insurance, and other required documents and fees, hereby approve the renewal of Liquor, Wine, Club, or 3.2%, with Sunday sales license, effective at 10am, on April 1, 2017-March 31, 2018. Carried unanimously.

Higgins reviewed the remaining citizen advisory boards that are in need of appointments, which included Martin County Water Plan Advisory Committee-well driller representative and the County Park Board in needing an At large appointment.

Commissioner Mahoney stated that Roger Carlson would be interested in serving on the County Park Board.

Motion by Commissioner Mahoney, seconded by Commissioner Flohrs, Be It Resolved that the Martin County Board of Commissioners, hereby appoint Roger Carlson as an At large member

of the Martin County Park Board for a three year term, effective January 1, 2017- December 31, 2019. Carried unanimously.

Peyman presented and reviewed the bids to purchase a 2017 pickup truck, to replace Unit #2 a 2001 Ford F150 4x4 regular cab with 185,000 miles. Three bids were received as follows:

- State Contract Bid-General Motors (Bob O'Hara Motors Ely, MN) \$23,349.76
- State Contract Bid-Ford (Midway Ford in Roseville, MN) \$24,624.76
- Local Quote-General Motors (Elizabeth Chevrolet, Truman, MN) \$26,060.00

Peyman recommended the low bid through the State Contract bid from Bob O'Hara Motors, Ely, MN in the amount of \$23,349.76. Additionally Peyman requested that Unit #2 be disposed as surplus property via online auction through the state's MinnBid.org.

Motion by Commissioner Mahoney, seconded by Commissioner Smith, Be It Resolved that the Martin County Board of Commissioners, upon receiving bids and quotes from the State Contract; and upon the recommendation of the County Engineer, hereby accept and award the bid to Bob O'Hara Motors, Ely, MN as the low bidder, in the amount of \$23,349.76 for the purchase of a 2017 GMC Sierra 1500, 4wheel drive regular cab pickup; and to dispose of Highway Unit #2, 2001 Ford F-150 4 x4, regular cab with 185,000 miles as surplus property, once the county receives the newly purchased unit, through MinnBid online auction service. Carried unanimously.

Peyman presented his request for out of state travel to the National Association of County Engineers (NACE) Annual Conference in Cincinnati, OH on April 9-13, 2017. The estimated cost is \$1,795, which includes conference registration, lodging, airfare and other related expenses. Peyman stated that he is currently serving as the President of the Minnesota County Engineers Association and will represent the Association at the conference.

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 Kevin Peyman, Martin County Engineer to attend the National Association of County Engineers (NACE) Annual Conference in Cincinnati, OH on April 9-13, 2017; and to authorize expenses for conference registration, airfare, lodging and other related expenses in the amount of \$1,795. Carried unanimously.

Peyman gave an update regarding the State Highway 15 through Fairmont, stating that the plans are ready to bid, but allocating the money is being held up by the legislature and the project is expected to be delayed than originally planned. If the project moves forward, it is expected to be completed over a two year period.

Captain Klanderud presented and reviewed the Mayo-Pre Arrival Medical Services Agreement to provide health services, which include emergency communications services provided through the Mayo Clinic Emergency Communications Center, to provide pre-arrival instruction services to qualified callers in Martin County. There is no charge to the county for calls for pre-arrival instructions, provided to individuals transported by non-Mayo medical transportation services. If Mayo provides more than 400 service calls by non-Gold Cross services, Mayo will provide

written notice in order to evaluate a need for a fee schedule and possible modification of the terms of the agreement.

Higgins stated that the County Attorney's Office has reviewed the agreement and approves to its form and content.

After careful review and consideration,

Motion by Commissioner Flohrs, seconded by Commissioner Smith,

R-#10/17

RESOLUTION  
AUTHORIZING SIGNING AUTHORITY FOR  
MAYO PRE-ARRIVAL MEDICAL SERVICES AGREEMENT

WHEREAS, Mayo Clinic is a nonprofit corporation organized under applicable state laws whose purposes include providing health services, including emergency communications services through the Mayo Clinic Emergency Communications Center; and

WHEREAS, the Martin County Sheriff's Office arranges for emergency transportation services for all municipalities and locations in the Martin County area emergency medical services; and

WHEREAS, the Martin County Sheriff's Office desires to have Mayo supply pre-arrival instruction services to qualified callers in Martin County, and Mayo is willing to provide such services.

NOW THEREFORE, BE IT RESOLVED, that the Board of County Commissioners of Martin County, Minnesota, approves and authorizes Jeffrey Markquart, Martin County Sheriff; or his successor, as the designated and Authorized Representative for the Sheriff's Office, to sign the Services Agreement for Mayo Pre-Arrival Medical Services.

Motion by Commissioner Flohrs, seconded by Commissioner Smith, said resolution was duly passed and adopted this 7<sup>th</sup> day of February, 2017.

BOARD OF COMMISSIONERS  
MARTIN COUNTY, MN

\_\_\_\_\_  
Dan Schmidtke, Board Chair

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

All voting Aye. Resolution was approved.

Forstner, along with Peyman presented and reviewed the quotes to purchase a new 4x4 pickup for the Drainage Department. The following bids have been received for a 4x4¾ ton crew cab truck:

Ford F-250 4x4 Crew Cab

Fairmont Ford	\$31,320.00
State Contract	\$30,743.00

Chevrolet Silverado 2500HD 4x4 Crew Cab

Hawkins Chevrolet	\$39,729.00
State Contract	\$30,094.30 (no back up camera included)

Forstner stated that the Ford model has the specs we needed and recommended that the vehicle be purchased from Fairmont Ford. Although the state contract bid is the low bid, the difference in price is minimal.

After further discussion,

Motion by Commissioner Mahoney, seconded by Commissioner Flohrs, Be It Resolved that the Martin County Board of Commissioners, upon received bids, for a ¾ ton 4x4 crew cab pickup through the state contract and two local dealers; and upon the recommendation of the Drainage Manager, hereby accept and award the bid to Fairmont Ford (Fairmont MN) for a Ford F-250 4x4 Crew Cab pickup truck, in the amount of \$31,320.00. Carried unanimously.

Wendy Chirpich, Planning and Zoning Technician presented and reviewed the 2016 Building, CUP, and Variance permits issued in the county, stating that there were six (6) CUP's granted, seven (7) Variances requests and 113 Building permits, which included 20 swine finisher barns, four Broiler barns, 14 grain bins, 22 machine sheds/additions/ shop, nine houses, nine home additions, seven decks to list the major permits issued. It was noted that the city of Fairmont had two building permits issued for homes construction.

Chirpich informed the board that the annual Martin County Septic contractors meeting is scheduled for February 10, 2017. There were 39 septic systems installed, which includes 115 mound systems, 8 at grade, 5 in ground, 10 tanks, and one ATU system. Chirpich further stated that 75% of the homeowners have a permit on file, which equates to 1,800 parcels.

The Board thanked Chirpich for the report.

Ashley Brenke, District Director for the Martin County SWCD, presented and reviewed the year-end financial reports for the 2016 Natural Resources Block Grant (NRGB) grant program. In 2016 the county Septic Treatment Systems expended \$18,600.00 for administration of septic system in the county. The Local Water Management grant expended \$13,697 in 2016 for education, administration/coordination and monitoring of local water plan. The Wetland Conservation Act (WCA) expended \$8,778.00 for education and administration of WCA in the county. Finally, the Shore land grant expended \$3,085 for the administration/coordination for shore land in the county.

After further discussion,

Motion by Commissioner Smith, seconded by Commissioner Flohrs, Be It Resolved that the Martin County Board of Commissioners, hereby approve and authorize the Board Chair to sign the 2016 Natural Resources Block Grant year-end financial reports, in the amount of \$44,160 expenditures. Carried unanimously.

Higgins presented the Master Subscriber Agreement for the Minnesota Government Access (MGA) Accounts for Minnesota Court Data Services and resolution for approval. This agreement is between the Martin County Victim Services and the State of Minnesota Office of State Court Administration.

Motion by Commissioner Mahoney, seconded by Commissioner Flohrs,

R-#9/17

RESOLUTION  
MARTIN COUNTY VICTIM SERVICES –  
MASTER SUBSCRIBER AGREEMENT FOR MGA

BE IT RESOLVED, that the Martin County Board of Commissioners hereby authorize and direct the Martin County Victim Witness Coordinator, Rebecca Bentele, to sign on behalf of and bind Martin County and Martin County Victim Services to the Master Subscriber Agreement for Minnesota Court Data Services for Governmental Agencies between Martin County Victim Services and the State of Minnesota Office of State Court Administration.

FOREGOING, was upon motion made by Commissioner Mahoney, seconded by Commissioner Flohrs, and unanimously carried, duly passed and adopted this 7<sup>th</sup> day of February, 2017.

BOARD OF COMMISSIONERS  
MARTIN COUNTY, MN

\_\_\_\_\_  
Dan Schmidtke, Board Chair

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

All Voting Aye. No Nays. Resolution approved.

Higgins stated that there were six applicants for the part time Administrative Assistant II position for the Probation Dept. and there were three applicants interviewed. Higgins recommended the hire of Patricia Mathews as part time Administrative Assistant II for the Probation Department at \$16.02/hour, effective February 9, 2017, eligible for pro-rated PTO accrual.

Motion by Commissioner Flohrs, seconded by Commissioner Mahoney, Be It Resolved that the Martin County Board of Commissioners, hereby approve and authorize the hire of Patricia Mathews as Administrative Assistant II for the Probation Department at Grade 9 Step 1 at \$16.02/hour, effective February 9, 2017, not eligible for benefits per the County Personnel Policy; and is subject to a twelve month probationary period. Carried unanimously.

Higgins stated that the Personnel Committee met and interviewed Doug Borchardt for the Building Maintenance Supervisor opening and recommended that Doug Borchardt be hired as a Building Maintenance Supervisor.

Motion by Commissioner Mahoney, seconded by Commissioner Smith, Be It Resolved that the Martin County Board of Commissioners, hereby approve and authorize the promotion of Doug Borchardt to Building Maintenance Supervisor at Grade 13 Step 1, \$21.64/hour, effective February 7, 2017; and to serve a six (6) month probationary period. Carried unanimously.

Higgins stated that the Personnel Committee met and interviewed Diane Sanders for the appointment to County Recorder to fill the remainder of the term of Kay Wrucke and recommended the appointment of Diane Sanders as County Recorder.

Motion by Commissioner Smith, seconded by Commissioners Flohrs, Be It Resolved that the Martin County Board of Commissioners, due to the resignation of Kay Wrucke, Martin County Recorder, effective March 3, 2017, hereby appoint Diane Sanders, Chief Deputy Recorder, as the Martin County Recorder to fill the remainder of the term of the County Recorder; and to approve the hourly salary rate at Grade 15, Step 1 \$25.44/hour, effective March 7, 2017. Carried unanimously.

Borchardt stated that quotes were obtained to replace the carpet and paint the third floor offices at the Human Resource Building. The following quotes were received:

Painting: Whitmore Painting and More - \$6,610, Eppens Painting - \$8,500  
Carpet and vinyl base board: Doolittle's Carpet and Paints-\$11,218, Carpet Plus-\$12,191.98, Amborn Lumber-\$12,285.50. Borchardt recommended that the low bid for painting be awarded to Whitmore's Painting and More at \$6,610, and recommended that the carpet bid go to low bid from Doolittle's Carpet and Paint at \$11,218.

Motion by Commissioner Smith, seconded by Commissioner Mahoney, Be It Resolved that the Martin County Board of Commissioners, after receiving bids for painting of the 3<sup>rd</sup> floor Offices at the Human Resource Building, hereby accept and award the low bid to Whitmore's Painting and More in the amount of \$6,610.00.

Motion by Commissioner Flohrs, seconded by Commissioners Smith, Be It Resolved that the Martin County Board of Commissioners, after receiving bids for replacing all carpet on the third floor offices of the Human Resource Building, hereby by accept and award the low bid from Doolittle's Carpet and Paint in the amount of \$11,218.00. Carried unanimously.

Higgins stated that due to the expiration of the terms of Commissioner Belgard and Commissioner Flohrs from the Labor Management Committee (LMC), there is a need for the Board to appoint two Commissioners to the LMC. Higgins stated that one term will be for a one year period, the second term will be for a two year period.

Motion by Commissioner Flohrs, seconded by Commissioner Mahoney, Be It Resolved that the Martin County Board of Commissioners, due to the expiration of the terms for Commissioner Belgard and Commissioner Flohrs to the Labor Management Committee, hereby appoint Commissioner Mahoney to a one year term and Commissioner Smith to a two year term, effective February 7, 2017. Carried unanimously.

Higgins requested the disposal of the 1997 Ford Taurus, due to the repairs and other mechanical issues of the vehicle. The vehicle has approximately 146,500 miles on it. It is recommended that the vehicle be disposed of through the state's online auction through MinnBid. This vehicle was assigned to the Planning and Zoning Department.

Motion by Commissioner Flohrs, seconded by Commissioner Mahoney, Be It Resoled that the Martin County Board of Commissioners, hereby approve the disposal of the 1997 Ford Taurus (Planning and Zoning Fleet Vehicle) due to the high need for repair and other mechanical concerns and problems with the vehicle; and to dispose the vehicle through MinnBid, the State of Minnesota's online auction service. Carried unanimously.

Forstner presented and reviewed the recommendation for the change orders for the JD #51 Improvement Project, which includes the following change orders:

Change Order No. 1 – covers major repairs to slough areas in the pond from bad soils.  
Net Increase of this Change Order \$48,300.00

Change Order No. 2 – covers re-grading the property on Bahr property.  
Net Increase of this Change Order \$7,520.00

Original Contract Price	\$1,029,055.78
Contract Price with Approved Change Orders	\$1,084,875.78

After discussion,

Motion by Commissioner Mahoney, seconded by Commissioner Flohrs, Be It Resolved that the Martin County Board of Commissioners acting as the Martin County Drainage Authority, hereby approved the following change orders for Judicial Ditch #51 Improvement project, as follows:

Change Order No. 1 – covers major repairs to slough areas in the pond from bad soils.  
Net Increase of this Change Order \$48,300.00

Change Order No. 2 – covers re-grading the property on Bahr property.  
Net Increase of this Change Order \$7,520.00

Original Contract Price	\$1,029,055.78
Contract Price with Approved Change Orders	\$1,084,875.78

Carried unanimously.

The Board reviewed warrants to be paid February 7, 2017.

Motion by Commissioner Smith, seconded by Commissioner Flohrs, Be It Resolved that the Martin County Board of Commissioners, hereby approve bills to be paid on February 7, 2017, as presented; and includes the Martin County Highway Department and Drainage bills as presented. Carried unanimously.

Warrants received and paid February 7, 2017, are registered on file in the Auditor/Treasurer's Office as follows:

Revenue Fund – Warrants Approved February 7, 2017	\$124,222.11
Enhanced 9-1-1 Fund	\$ 399.00
Martin Co. Economic Development Fund	\$ 255.16
Recorder's Compliance Fund	\$ 2,325.00
Bank Building Fund	\$ 5,380.57
Debt Service Fund	\$242,435.00
Forfeited Tax Fund	\$ 325.00
Total	\$375,341.84
Road and Bridge Funds Totaled	\$548,928.61
Martin County Ditch Funds Totaled	\$333,198.29

Commissioners reviewed their calendars of previous and upcoming meetings and activities.

With no further business to wit, Chair Schmidtke declared the meeting adjourned. Meeting adjourned at 4:58 pm.

BOARD OF COMMISSIONERS  
MARTIN COUNTY, MN

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Dan Schmidtke, Board Chair

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