

BOARD PROCEEDINGS
MARTIN COUNTY BOARD OF COMMISSIONERS
TUESDAY, SEPTEMBER 19, 2017
@ 9:00 A.M.

The regular meeting of the Martin County Board of Commissioners was called to order at 9:00 a.m. by Chairman Dan Schmidtke. Commissioners present were Dan Schmidtke, Tom Mahoney, Steve Flohrs, Elliot Belgard, and Kathy Smith. Also present were Scott Higgins, Martin County Coordinator, James Forshee, Martin County Auditor/Treasurer, Terry Viesselman, County Attorney, Rod Halvorsen, KSUM-KFMC Radio, Jason Sorensen, Sentinel Newspaper, Julie Walters, Administrative Assistant, and members of staff and public.

The Pledge of Allegiance was recited.

Motion by Commissioner Mahoney, seconded by Commissioner Smith, Be It Resolved that the Martin County Board of Commissioners, hereby approve the agenda for the September 19, 2017, regular Board of Commissioners meeting with the following additions: 5.3 Presentation of the Steven M. Donnelly memorial plaque; and 10.1 Consider CD #29 Project Extension Request. Carried unanimously.

Michi and Jason Donnelly presented the Board with the Steven M. Donnelly memorial plaque to be displayed in the Martin County Courthouse. The plaque denotes that Steven Donnelly was one of the longest serving commissioners in Martin County history. Donnelly was elected as County Commissioner of District 3 in January of 1992 and served the citizens of Martin County for twenty three years.

Commissioners thanked the Donnelly's for the memorial plaque.

Billeye Rabbe, Director Prairieland Solid Waste Management, presented Prairieland's Bill Summary as of August 31, 2017.

AmeriPride Services, Inc.	\$ 386.85
B & F Fastener Supply Co.	\$ 193.30
BoeKett Building Supply, Inc.	\$ 59.97
Cardmember Service	\$ 355.65
CFS	\$ 791.79
Frontier	\$ 358.92
Grainger	\$ 85.48
Hayden-Murphy Equipment Company	\$ 4,382.35
Hinrichsen, Dan	\$ 3,464.95
LJP Enterprises Trucking, LLC	\$ 8,488.04
LJP Enterprises, Inc.	\$ 1,835.00
M & D Machining	\$ 1,145.29
Midwest IT Systems, Inc.	\$ 1,443.22
Minnesota Elevator, Inc.	\$ 176.48
Minnesota Energy Resources	\$ 2,219.00

	MN Counties Intergovernmental Trust	\$ 78.00
	Nobles County Landfill	\$ 27,944.66
	Northern States Power Company	\$ 14,991.00
	Rabbe, Billeye	\$ 117.78
	River Bend Business Products	\$ 463.05
	STAR Group LLC	\$ 145.00
	Truman Public Utilities	\$ 7,405.22
	ULINE	\$ 2,577.84
	Voss Cleaning Services Inc.	\$ 234.00
	Total	\$ 79,342.84
8/15	American Pest Control	\$ 55.00
8/15	Frontier	\$ 358.92
8/15	Midwest IT Systems	\$ 150.00
8/15	MN Energy Resources	\$ 2,219.00
8/23	Cardmember Service	\$ 47.20
8/25	Nancy Jo's Catering	\$ 62.00
8/31	Discover Financial Services	\$ 113.72
9/15	Truman Public Utilities	\$ 7,405.22

After review,

Motion by Commissioner Belgard, seconded by Commissioner Flohrs, Be It Resolved that the Martin County Board of Commissioners, hereby approve the bills for Prairieland Solid Waste Management Facility as presented by Billeye Rabbe, Director Prairieland Solid Waste Management Facility. Carried unanimously.

Mary Muller, City Clerk of Ceylon, Minnesota, was present and noted the Schmidtke Rest Home in the City of Ceylon is in bad disrepair and we've had kids going in and out of the building. Muller went on to note she met with an inspector approximately one month ago to walk the outside of the building, the basement wall is collapsing in now and the first floor is starting to collapse. Muller also noted we don't know how to begin this and the City of Ceylon is looking for help if we have to raze the building. Muller noted we did put money away last year for demolition and try to put \$10,000 per year away because we have many properties in Ceylon that need to be probably taken down. This building has been secured probably twenty times and they still keep getting in and our biggest fear is safety. Muller also noted a full inspection of the building will be approximately \$500 and an estimated \$20,000 to take it down.

James Forshee, Martin County Auditor/Treasurer, noted in the past when cities have had properties like this we pull it off the public sale and we sell it to them for \$1. At that time the city takes care of the demolition and gets the property safe, with the city being liable if someone were to get hurt.

Scott Higgins, Martin County Coordinator, noted typically the city requests and obtains bids for demolition including asbestos removal and brings the bids back to the Board for consideration.

After further review and discussion,

No action taken on request for cost share in demolition of dilapidated building in the City of Ceylon.

Terry Viesselman, County Attorney, was present and noted he had nothing new to report.

Kevin Peyman County Engineer, presented a Highway Department update including a slight delay on some roadwork in Northrop; the flashing 4-way stop at the intersection of Highway 263 and County Road 26 near Welcome seems to be running smoothly; and tiling work at the Martin County Fairgrounds Arena parking lot is proceeding and the Highway Department plans to be milling and digging this week, the fairground will get the tile work done, and then the Highway Department will come back and do the restoration work.

Corey Klanderud, Chief Deputy Martin County Sheriff's Office, was present and noted the Martin County Sheriff's Office has received an agreement for Off Highway Vehicle Enforcement Grant funds in the amount of \$11,128.00 (increase of \$1,114.00 for FY2016-2017). Klanderud went on to note the effective date of the grant is July 1, 2017 and expires June 30, 2019; and that grant funds will cover equipment and supply expenses incurred for ATV enforcement equipment and activities.

Motion by Commissioner Belgard, seconded by Commissioner Flohrs, Be It Resolved that the Martin County Board of Commissioners, hereby approve and authorize execution of the Off Highway Vehicle Enforcement Grant agreement for FY2018-2019 in the amount of \$11,128.00 effective July 1, 2017 and expires June 30, 2019; and to authorize Board Chair and Martin County Sheriff, and/or the County Auditor/Treasurer, to sign the grant agreement and other required reporting on behalf of Martin County. Roll Call AYES: Commissioners Mahoney, Smith, Flohrs, Belgard, and Schmidtke. NAYS: None.

Klanderud noted the Martin County Sheriff's Office has completed the Martin County Emergency Operations Plan for submission to Homeland Security and Emergency Management (HSEM) regional program coordinator; and that the purpose of this plan is to ensure the effective, efficient, and coordinated use of resources in the event of a major disaster. Klanderud presented and reviewed a resolution adopting the revised Martin County Emergency Operations Plan and Local Emergency Operational Plan Review Form.

After review and discussion,

Motion by Commissioner Mahoney, seconded by Commissioner Smith,

R-#29/17

RESOLUTION

MARTIN COUNTY EMERGENCY OPERATIONS PLAN

Motion by Commissioner Mahoney, seconded by Commissioner Smith, Be It Resolved that the Martin County Board of Commissioners, hereby approve and adopt the revised Martin County Emergency Operations Plan.

Resolution duly passed and adopted this 19th day of September, 2017.

BOARD OF COMMISSIONERS
MARTIN COUNTY, MN

Dan Schmidtke, Board Chair

ATTEST: _____
Scott Higgins, County Coordinator

Roll Call AYES: Commissioners Belgard, Flohrs, Smith, Mahoney, and Schmidtke. NAYS: None. Resolution duly passed and adopted this 19th day of September, 2017.

Jeff Markquart, Martin County Sheriff, presented a Martin County Jail Population Update including twenty-six (26) in-house, one (1) out of county, and six (6) on Electronic Home Monitoring.

Markquart requested approval for a temporary full time Administrative Assistant/Civil Process position due to an upcoming medical leave of the current full time Administrative Assistant/Civil Process person. Markquart requests that Deb Lutz, part time Administrative Assistant, be moved to temporary full time status from October 9, 2017 through November 30, 2017.

Motion by Commissioner Flohrs, seconded by Commissioner Belgard, Be It Resolved that the Martin County Board of Commissioners, due to the medical leave of the full time Administrative Assistant/Civil Process person, hereby approve Deb Lutz, part time Administrative Assistant for the Martin County Sheriff's Office, be moved to temporary full time Administrative Assistant/Civil Process position effective October 9, 2017 through November 30, 2017. Carried unanimously.

Higgins noted there have been a number of discussions on budgeting the expenses for Human Services Fraud Investigation. It is recommended by county staff, that the expense is a Human Services expense and would need to be placed in the Human Services budget. It is currently being budgeted and expensed from the Martin County Sheriff's budget.

Higgins went on to note the agreement for fraud services that is on file is between F/M Human Services and the Faribault County Sheriff's Office. We are not sure why the expense ended up in the general fund (Sheriff's Office). Higgins also noted there is confusion as to who conducts services to who pays for the services. The Faribault County Sheriff's Office conducts the services per their agreement with F/M Human Services. However, the expenses are and should be paid for by Human Services to the Faribault County Sheriff's Office.

Jessica Korte, Accountant-Auditor/Treasurer's Office, noted she had checked with the JPB of Des Moines River Valley (Cottonwood and Jackson County) and asked them how they handled it and they do it a little different than what we do where they contract with somebody to do like more of the administrative part of it and if it does have to get investigated then it goes back to the Sheriff's Office. But, that contract is paid out of Human Service JPB for fraud investigator. And then whatever goes back to the Sheriff is so minimal that they don't bill for it.

Commissioner Belgard inquired is Human Services fighting this.

Higgins answered the answer that the Personnel Committee received is that they've always done it that way. It should be less work and paper-flow for both counties too and that is what Jessica (Korte) is showing in this flowchart.

Korte reviewed the flowchart noting that right now Faribault County keeps track of their time and bills Martin County, Martin County sends her a bill, Faribault County sends the Human Service Board a report on all the activity that they've done, Human Services turns that into the DHS and then they get reimbursement, Human Services then turns it back over to Faribault County, Faribault County sends Martin County our share. So that's kind of the whole system right now.

Korte noted what we're looking at going to it would be easier I guess if Human Services would just pay Faribault County for Faribault County's share and Martin County's share. And then when the Human Service Board would get the funds coming back in they'd keep it. And the contract is only between Human Service Board and Faribault County as far as getting the grant reimbursement.

Higgins noted the Personnel Committee has met a number of times and recommends the Fraud Investigator expense be included in the Human Services Budget.

After further discussion,

Motion by Commissioner Belgard, seconded by Commissioner Smith, Be It Resolved that the Martin County Board of Commissioners, upon the recommendation of the Personnel Committee, hereby approve that the Fraud Investigator expense be included in the Human Services Budget. Carried unanimously.

Higgins noted to increase efficiencies in the county's payroll (i.e. printing, folding, stuffing envelopes, and cost for these supplies and time) and accounting operations, it is being proposed to place pay checks, W-2's, payroll stuffers, etc., online for employees to access their payroll information on their own. An online employee services demonstration was presented by DT Ventures LLC via online educational presentation. Service features of the employee services include:

- ✓ Web Enabled Payroll – Employee Self Service Module. Payroll information is extracted and displayed to employees through a secure and private web site solution including:
 - Employee basic data
 - Check History information

- Direct deposit detail
- Employee Accrual Plans
- Taken/Accrued detail
- Deductions (pre-tax, post-tax)
- Check stub information
- Year to Date balances
- Vacation/Sick Time
- ✓ Secure User Authentication process
- ✓ Online Forms Library
- ✓ Printable YTD Check Stub and individual Check Stubs
- ✓ Online printable W-2's

Higgins reviewed fees associated with the D&T Ventures web services agreement including: One time Implementation Fee of \$2,500; Monthly Maintenance/Hosting Fees of \$225/month; and Annual Secure SSL Certificate fee of \$175/year.

After review and discussion,

No action taken on purchase of Employee Web Self Services for on line check stubs, W2's, etc.

Higgins noted to additionally increase efficiencies in the county payroll and accounting operations, it is being recommended to the Board to consider and approve mandatory direct deposit for employee paychecks and expense reimbursements, as well as per diem and expense checks for all citizen advisory committee members. The implementation date is proposed to be effective January 1, 2018. Higgins went on to note statistically, there are 130 employees on direct deposit and less than 10 employees have regular paychecks.

After review and discussion,

Motion by Commissioner Mahoney, seconded by Commissioner Smith, Be It Resolved that the Martin County Board of Commissioners, upon the recommendation of the Personnel Committee, and to increase efficiencies in county payroll and accounting operations, hereby approve that all employee paychecks and expense reimbursements, as well as per diem and expense checks for all citizen advisory committee members are to be processed as direct deposit payments, effective January 1, 2018. All those voting in favor: Commissioners Mahoney, Smith, and Schmidtke. Those voting against: Commissioners Belgard and Flohrs. Motion carries.

Higgins noted based on review and recommendation from the Martin County Building/Purchasing Committee to seek out proposals for pre-design/planning of a proposed garage facility, three architect firms were contacted, and as of today two quotes have been received.

- ISG of Mankato, Minnesota, proposes to provide the scope of services described within their proposal for compensation on an hourly basis, with an estimated value between \$7,500 and a not to exceed cost of \$9,500. Anticipated reimbursable expenses such as

the two review meetings with the County, travel time, mileage expense, and printing costs are included with this proposed compensation.

- Brunton Architects & Engineers of Mankato, Minnesota, proposes their services for the project will include consultation, calculations, and schematic design documents to determine total space requirements for a Public Works Garage for Martin County, develop space utilization concept plans suggesting potential layouts of building areas, with an estimated fixed fee of \$16,535.00.

Much discussion ensued pertaining to square footage of proposed garage facility.

After further discussion,

Motion by Commissioner Smith, seconded by Commissioner Flohrs, Be It Resolved that the Martin County Board of Commissioners, hereby approve and award low bid for pre-design/planning of a proposed garage facility to ISG Group of Mankato, Minnesota, in an amount not to exceed \$9,500.00. Carried unanimously.

Higgins opened discussion regarding moving forward with designation of the \$315,000 from the Wind Energy Tax Fund to the Capital Improvement Project (CIP) Fund; and status of \$20,000 request to pay for the Martin County Veteran's Memorial marker.

After discussion,

Motion by Commissioner Smith, seconded by Commissioner Flohrs, Be It Resolved that the Martin County Board of Commissioners, hereby approve moving \$315,000 Wind Energy Production Tax fund to the Capital Improvement Project (CIP) Fund for CY2018. Carried unanimously.

Forshee, Higgins, and Korte reviewed the proposed 2018 levy noting the mandated maximum levy for 2018 is \$15,868,136 which equates to a 5.84% increase over CY2017. The county can always go lower than the levy limit but we can't go any higher

After further discussion and review,

Motion by Commissioner Belgard, seconded by Commissioner Mahoney,

R-#30/'17

RESOLUTION

PROPOSING PRELIMINARY TAX LEVY FOR CY2018

WHEREAS, the Martin County Board of Commissioners met to review the recommended 2018 budget; and

WHEREAS, the 2018 recommended budget and levy was prepared with the participation of the Martin County Department Directors and Elected Officials.

THEREFORE BE IT RESOLVED, that on September 19, 2017, following discussion by the Martin County Board of Commissioners, the Board set the 2018 proposed levy at \$15,868,136 which equates to a 5.84% increase over CY2017 levy; with proposed expenditures in the amount of \$28,258,654 and revenues in the amount of \$28,913,670.

BE IT FURTHER RESOLVED THAT BEFORE ADOPTION OF THE FINAL 2018 BUDGET, the Board may reduce the proposed levy but cannot increase the levy from the amount set on this date; and

BE IT FURTHER RESOLVED, that the Public Hearing for the CY2018 Budget will be held on Thursday, December 7, 2017 at 6:00 p.m. in the Commissioners Board Room – Room No. 103 – First Floor of Courthouse – Fairmont, MN.

Upon Motion made by Commissioner Belgard, seconded by Commissioner Mahoney, and unanimously carried, said resolution was duly passed and adopted this 19th day of September, 2017.

BOARD OF COMMISSIONERS
MARTIN COUNTY, MN

Dan Schmidtke, Board Chair

ATTEST: _____
Scott Higgins, County Coordinator

Roll Call AYES: Commissioners Mahoney, Flohrs, Smith, Belgard, and Schmidtke. NAYS: None. Resolution duly passed and adopted this 19th day of September, 2017.

Forshee noted Gustafson Drainage has requested a one week extension to their contract to finish construction on the CD #29 Improvement Project.

Motion by Commissioner Flohrs, seconded by Commissioner Mahoney, Be It Resolved that the Martin County Board of Commissioners, acting as the Drainage Authority for Martin County, hereby approve a one week contract extension to Gustafson Drainage to finish construction on the CD #29 Improvement Project. Carried unanimously.

The Board reviewed warrants to be paid September 19, 2017.

Motion by Commissioner Smith, seconded by Commissioner Mahoney, Be It Resolved that the Martin County Board of Commissioners, hereby approve bills to be paid on September 19, 2017, as presented; and includes the Martin County Highway Department and Drainage bills as presented. Carried unanimously.

Warrants received and paid September 19, 2017, are registered on file in the Auditor/Treasurer's Office as follows:

Revenue Fund – Warrants Approved September 19, 2017	\$127,596.14
Enhanced 9-1-1 Fund	\$ 48.00
Martin County Economic Development Fund	\$ 5,207.34
Solid Waste Management Fund	\$ 31,013.21
Law Library Fund	\$ 2,310.88
County Attorney’s Forfeiture	\$ 1,749.00
Building – CIP – Fund	\$ 1,887.55
Bank Building Fund	\$ 5,309.60
Total	\$419,455.48

Road and Bridge Funds Totaled	\$ 61,679.44
Martin County Ditch Funds Totaled	\$115,375.59

Commissioners reviewed their calendars of previous and upcoming meetings and activities: September 6, 2017 – New Commissioner Training in St. Paul, Human Services Executive Board meeting, F-M Joint Transit Executive Board meeting, and Martin County Veterans Memorial meeting; September 7, 2017 – Labor Management Committee meeting at 9:00 a.m.; September 11, 2017 – meeting with Human Services regarding Fraud Investigator budget, regular Martin County EDA meeting at 5:15 p.m.; September 12, 2017 – Library Board meeting, Wellness Fall Golf Outing, South Central Minnesota Multi County HRA meeting in Mankato, Minnesota; September 14-15, 2017 – AMC Policy Committee meeting at Breezy Point; September 15, 2017 – Insurance Committee meeting; September 18, 2017 – Ditch Hearings in Blue Earth, Minnesota, at 9:00 a.m. and 10:30 a.m., and Minnesota Valley Action Council meeting; September 19, 2017 – Employee Recognition Day Event 11:30 a.m. to 1:00 p.m.; September 20, 2017 – Human Services meeting at the corner of 3rd and Park Street in Fairmont, and Informational meeting on the Emerald Ash Borer at 5:30 p.m. in the Commissioners meeting room – Room 103 – Martin County Courthouse; September 21, 2017 – Traverse de Sioux Library meeting and South Central EMS meeting in Lake Crystal, Minnesota; September 25, 2017 – JD #48 meeting at 8:00 a.m.; September 26, 2016 – Road and Forfeiture Land Tour at 7:00 a.m. and Planning and Zoning meeting at 5:30 p.m.; September 27, 2017 – Water Plan Committee meeting at 10:00 a.m. and leave for Health Conference; September 29, 2017 – Region 9 Fall Conference (Minnesota Social Services Association) at South Central College in North Mankato, Minnesota; October 2, 2017 – Martin County EDA meeting to be held at the Truman City Hall in Truman, Minnesota, at 5:15 p.m. and Beyond the Yellow Ribbon meeting; October 3, 2017 – regular Board of Commissioners meeting at 9:00 a.m. – Commissioners Meeting Room – Martin County Courthouse.

Motion by Commissioner Belgard, seconded by Commissioner Mahoney, Be It Resolved that the Martin County Board of Commissioners, hereby approve per diems and expenses to attend the Region 9 Fall Conference (Minnesota Social Services Association) on September 29, 2017, at South Central College in Mankato, Minnesota. Carried unanimously.

With no further business to wit, Board Chair adjourned the meeting at 11:11 a.m.

BOARD OF COMMISSIONERS
MARTIN COUNTY, MN

Dan Schmidtke, Board Chair

ATTEST: _____
Scott Higgins, County Coordinator