

PROCEEDINGS OF THE
MARTIN COUNTY BOARD OF COMMISSIONERS
TUESDAY, NOVEMBER 6, 2018
@ 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 Mahoney. Commissioners present were Flohrs, Schmidtke, Smith, Mahoney, and Belgard. Also present were Scott Higgins, Martin County Coordinator, Jessica Korte, Deputy Auditor/Treasurer, Jason Sorensen, Sentinel Newspaper, Rod Halvorsen, City of Lakes Media, Terry Viesselman, County Attorney, Julie Walters, Administrative Assistant, and members of staff and public.

The Pledge of Allegiance was recited.

Motion by Commissioner Belgard, seconded by Commissioner Schmidtke, Be It Resolved that the Martin County Board of Commissioners, hereby approve the agenda for the November 6, 2018, regular Board of Commissioners meeting with the following: Add 6.2 Closed Session Pursuant to Minnesota Statute 13D.05 Subd. 3(b); Delete 9.5 Consider New Appointment of County Assessor; and Move 9.3 Amend the use of Supervision Fees to follow 5.1 STS Quarterly Report. Carried unanimously.

Motion by Commissioner Smith, seconded by Commissioner Flohrs, Be It Resolved that the Martin County Board of Commissioners, hereby approve the minutes from the October 16, 2018, regular Board of Commissioners meeting; approve the minutes of the August 28, 2018, Board Work Session; and approve Correction to the October 2, 2018, regular Board of Commissioners meeting pertaining to County contributions to health insurance premiums for CY2019. Carried unanimously.

Sarah Eischens, Department of Corrections District Supervisor, along with Jon McDonald, Sentencing to Service Crew Leader, were present to review the STS Quarterly Report for Third Quarter 2018 including a Work Service Summary Report and Work Service Daily Crew Detail Report.

Commissioners thanked Eischens and McDonald for their report and for the work that the STS Crew Leaders and crews do for Martin County.

Eischens and Julie Grunewald, Corrections Agent Martin County Probation Department, presented their recommendation to utilize supervision fees collected to offset the costs of domestic violence programming incurred by adult probationers. The legislature mandates that Department of Corrections staff impose supervision fees on adult offenders who are placed on supervised probation and we collect about \$200 per file. The collected supervision fees were originally used to pay the costs of juvenile restitution STS reimbursement, contracted bail studies, and to offset transportation costs related to juvenile clients and their families.

Eischens and Grunewald recommend expanding the use of supervision fees to assist clients in paying for Domestic Violence Programming. One of the continued obstacles in our rural area is accessing quality programming that is affordable and is no longer offered by providers in

Fairmont. As a result, clients are referred to programming in Albert Lea, New Ulm, and Mankato which is costing extra money for transportation and a lot of these programs do not take insurance so what ends up happening is clients have to pay \$25 each week to participate in the program and if clients can't pay it will delay them in starting the program. If they fall behind on the payments then they might have to stop the program and restart it later. We are proposing utilizing supervision fee money to assist our clients in paying for the required domestic violence programming so that they can receive the benefits of completing this programming in a timely fashion. We will no longer be contracting bail studies with the Sheriff's Office. Therefore, moving forward in 2019, we have a little room to use the supervision fee monies for something else and feel this is a good way to use the money.

After discussion,

Motion by Commissioner Schmidtke, seconded by Commissioner Flohrs, Be It Resolved that the Martin County Board of Commissioners, hereby approve and authorize the Martin County Probation Department to utilize Supervision Fees collected to offset the costs of domestic violence programming incurred by adult probationers, effective January 1, 2019. Carried unanimously.

Terry Viesselman, County Attorney, was present to recommend setting a public hearing date and time in consideration of the proposed Martin County Social Host Ordinance.

Motion by Commissioner Belgard, seconded by Commissioner Smith, Be It Resolved that the Martin County Board of Commissioners, hereby set the date and time of December 18, 2018, at 10:00 a.m. to hold a public hearing in consideration of the proposed Martin County Social Host Ordinance. Carried unanimously.

Pam Flitter, Martin County Zoning Official, presented a Conditional Use Permit (CUP) request from Avangrid Renewables, LLC within Section 5 of Jay Township. Avangrid Renewables is proposing to construct a temporary meteorological tower in an "A" Agricultural District. The Martin County Zoning Ordinance/Martin County Renewable Energy Ordinance requires a Conditional Use Permit for any essential structures/meteorological towers. Flitter noted the Planning Commission approved the CUP request during their October 23, 2018, meeting and is recommending approval of the Conditional Use Permit.

Motion by Commissioner Flohrs, seconded by Commissioner Belgard,

R-#43/'18

CONDITIONAL USE PERMIT
AVANGRID RENEWABLES
CONSTRUCT A TEMPORARY METEOROLOGICAL TOWER
IN AN "A" AGRICULTURAL DISTRICT
WITHIN SECTION 5 OF JAY TOWNSHIP

Motion by Commissioner Flohrs, seconded by Commissioner Belgard,

WHEREAS, a Conditional Use Permit was requested by Avangrid Renewables, applicant, and Chambers Family Farms, LLC, owner of property located within Section 5 of Jay Township in Martin County, Minnesota, (legally described in applications) for the purpose of construction of a temporary meteorological tower in an “A” Agricultural District; and

WHEREAS, the Martin County Planning and Zoning staff has completed a review of the application and made a report pertaining to the request, a copy of said report has been presented to the County Board of Commissioners; and

WHEREAS, the Planning Commission of the County on the 23rd day of October, 2018, following proper notice, held a public hearing regarding the request and, following the hearing, adopted a recommendation that the request for a Conditional Use Permit be granted; and

WHEREAS, the Martin County Board of Commissioners finds that Conditional Use Permit is to be issued for the following purpose:

Construction of a temporary meteorological tower; and

WHEREAS, the following conditions have been applied:

- Any additional permits required by the State of Minnesota must be obtained by the applicant
- Building permit(s) must be obtained and be in compliance with the Martin County Zoning Ordinance and the Martin County Renewable Energy Ordinance.
- Meet Safety Design Standards and Tower Configuration Standards according to the FAA and Martin County Renewable Energy Ordinance.
- Meet guyed tower requirements according to the Martin County Renewable Energy Ordinance.
- Provide written notice before the project begins to the County Engineer/Township Board establishing that relocating the utility lines/structures at any time exempts the County/Township of any costs associated with the relocation.
- Provide and adhere to decommissioning plan with the minimum outlined in the Martin County Renewable Energy Ordinance.
- Failure to comply with conditions may result in revocation of the Conditional Use Permit.

NOW THEREFORE BE IT RESOLVED, that the Martin County Board of Commissioners, and upon the recommendation of the Martin County Planning Commission, hereby approves the Conditional Use Permit for the above described property and is hereby issued pursuant to MS 394.301 and Martin County Ordinance #1, Chapter 6.01 and that this permit shall remain in full force and effect provided in the conditions as described above are met and maintained by the applicant and his/or her successors in interest. This permit is binding upon the applicant, the record titleholder to the property, and his/her successors in interest. Notice is hereby given that this permit may be revoked if the conditions set forth above are not maintained as described above. This resolution shall become effective immediately upon its passage and without publication.

Dated this 6th day of November, 2018.

BOARD OF COMMISSIONERS

MARTIN COUNTY, MN

Tom Mahoney, Board Chair

ATTEST: _____
Scott Higgins, County Coordinator

Roll Call AYES: Commissioners Smith, Schmidtke, Belgard, Flohrs, and Mahoney. NAYS: None. Resolution duly passed and adopted this 6th day of November, 2018.

Jeff Markquart, Martin County Sheriff, was present to note the end of employment date for Jennifer Lax's Seasonal Water Patrol Deputy position was September 30, 2018.

Motion by Commissioner Belgard, seconded by Commissioner Schmidtke, Be It Resolved that the Martin County Board of Commissioners, hereby accept the end of employment with Jennifer Lax, Seasonal Water Patrol Deputy with the Martin County Sheriff's Office, effective September 30, 2018. Carried unanimously.

Markquart presented a current Martin County Jail Population update including thirty-five (35) in custody, eleven (11) out of county, and zero (0) on Electronic Home Monitoring.

Kevin Peyman, County Engineer, reported on final contract for C.P. 18:08 Maintenance Gravel Production (Rose Lake Pit) with 70,000 ton of material crushed. 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 to Knopik Crushing Inc. of Inver Grove Heights, Minnesota, in the amount of \$164,315.06.

Motion by Commissioner Flohrs, seconded by Commissioner Smith, Be It Resolved that the Martin County Board of Commissioners, upon the recommendation of County Engineer, hereby approve the final contract payment for C.P. 18:08 Maintenance Gravel Production (Rose Lake Pit) with Knopik Crushing Inc. of Inver Grove Heights, Minnesota, in the amount of \$164,315.06. Carried unanimously.

Peyman presented a brief Highway Department Update including County Road 26 has been open now for a couple of weeks and we're happy with the way it turned out.

Doug Borchardt, Building Maintenance Supervisor, was present to review carpet quotes received to replace worn, raveled, and mismatched carpeting in the courthouse stairwell lobbies. Borchardt went on to note the Building committee recommends installation of new carpet in the courthouse stairwell lobbies and quotes were request and received for broadloom and carpet tile from Doolittle's Carpet & Paints, Carpet Plus Fairmont, and Amborn Lumber, Inc.

<u>Vendor</u>	<u>Broadloom</u>	<u>Carpet Tile</u>
Doolittle's Carpet & Paints, Inc.	\$4,017.12*	\$5,963.89*
Carpet Plus Fairmont	\$3,786.23*	\$3,574.07*
Amborn Lumber, Inc.	\$3,448.27*	\$3,454.00*

*All quotes include installation of stain-resistant/no ravel carpeting and floor prep.

After review and discussion,

Motion by Commissioner Schmidtke, seconded by Commissioner Belgard, Be It Resolved that the Martin County Board of Commissioners, hereby award low bid for installation of new carpeting in the Courthouse Stairwell Lobbies to Amborn Lumber, Inc. Carried unanimously.

Jim Forshee, Martin County Auditor/Treasurer, and Jessica Korte, Deputy Auditor/Treasurer, were present to note for compliance with the recent 2017 Audit Martin County must consider a resolution authorizing the county auditor/treasurer to make electronic funds transfers. Korte went on to note the County board shall annually delegate the authority to make electronic funds transfers to the county treasurer.

After review,

Motion by Commissioner Smith, seconded by Commissioner Belgard,

R-#44/'18

RESOLUTION
AUTHORITY TO MAKE
ELECTRONIC FUNDS TRANSFERS TO
MARTIN COUNTY AUDITOR/TREASURER

WHEREAS, Minnesota Statute 471.38, allows for the use of electronic fund transfer as a means of making various payments; and

WHEREAS, a local government may make an electronic funds transfer for the following:

- a. For a claim for a payment from an imprest payroll bank account or investment of excess money;
- b. For a payment of tax or aid anticipation certificates;
- c. For a payment of contributions to pension or retirement fund;
- d. For vendor payments; and
- e. For payment of bond principal, bond interest and a fiscal agent service charge from the debt redemption fund.

WHEREAS, the County board shall annually delegate the authority to make electronic funds transfers to the county treasurer.

THEREFORE, BE IT RESOLVED, that the Martin County Board of Commissioners delegates the authority to make electronic funds transfers in 2018 to James Forshee, Martin County Auditor/Treasurer.

BE IT FURTHER RESOLVED, that the county treasurer will:

- a. Provide copy of this resolution to the disbursing bank;
- b. Provide a list of all transactions made by electronic fund transfer to the county board at its next regularly scheduled meeting.

Upon Motion made by Commissioner Smith, seconded by Commissioner Belgard, and unanimously carried, said resolution was duly passed and adopted this 6th day of November, 2018.

BOARD OF COMMISSIONERS
MARTIN COUNTY, MN

Tom Mahoney, Board Chair

ATTEST: _____
Scott Higgins, County Coordinator

CERTIFICATION

I, Scott Higgins, County Coordinator, hereby attest that the foregoing resolution was duly adopted by the Martin County Board of Commissioners on the 6th day of November, 2018.

Scott Higgins, County Coordinator

Roll Call AYES: Commissioners Schmidtke, Smith, Flohrs, Belgard, and Mahoney. NAYS: None. Resolution duly passed and adopted this 6th day of November, 2018.

Korte continued for compliance with the recent 2017 Audit Martin County must adopt a 2017 Auditor Warrant Policy to update the County's current policy. The Martin County Auditor Warrant Policy delegates the authority to approve Auditor Warrants to the Martin County Auditor/Treasurer and includes a list of items approved to be paid by Auditor's warrants in identified years. Korte noted the County will continue to update this policy annually at the County's organizational meeting each New Year.

Motion by Commissioner Belgard, seconded by Commissioner Flohrs, Be It Resolved that the Martin County Board of Commissioners, after review and consideration of the proposed Martin County Auditor Warrant Policy, and having determined the need for such a policy, hereby approve the proposed policy as presented, effective November 6, 2018. Carried unanimously.

Forshee presented the formal Engagement Letter received from the State Auditor listing what the auditors will be doing for the 2017 audit. Forshee noted record of a signed Letter of Engagement is required for the State of Minnesota Office of the State Auditor's files and recommends signing this Letter of Engagement.

Motion by Commissioner Flohrs, seconded by Commissioner Smith, Be It Resolved that the Martin County Board of Commissioners, hereby approve and authorize the Board Chair, Auditor/Treasurer, and Coordinator to sign the Letter of Understanding of Services Agreement for audit services by the State of Minnesota Office of the State Auditor for the year ending December 31, 2017. Carried unanimously.

Scott Higgins, Martin County Coordinator, noted the Compensation Advisory Committee (CAC) has received and reviewed three proposals from consultant firms to conduct a Classification and Compensation Study for Martin County, including ongoing support to assist the County in maintaining the plan. Higgins went on to note proposals were received from Springsted Human Capital Advisors, Bjorklund Compensation Consulting and Human Resources, Inc., and David Drown and Associates (DDA) Company. The CAC interviewed the three consultant firms that submitted proposals and checked references for each consulting firm. Higgins went on to note generally all proposals seemed to have addressed and acknowledged the services the County was looking for; and generally the approach in conducting the study varied, along with the methodology in accomplishing each phase of study varied as well as the end product.

Springsted Human Capital Advisors \$34,800.00
(Adjusted from original quote/clarification)

Bjorklund Compensation Consulting and Human Resources, Inc. \$20,125.00 - \$21,125.00
(Adjusted – Additional \$1,500 for employee meetings)

David Drown and Associates (DDA) Company \$35,375.00
(Adjusted from original quote/clarification)

Higgins noted the CAC recommends David Drown and Associates due to feeling more comfortable with the staffing they have based on the interviews we conducted.

Commissioner Schmidtke noted that's not lowest bid.

Peyman noted DDA sent two people down (for the interview) and they had done a preliminary assessment of our pay plan and identified a lot of things including that the whole plan wasn't way out of whack; but yet there are some issues that we need to iron out with some of the starting wages and how long it takes you to get to the top. We were comfortable with how they were going to implement it and they really stressed having meetings in the front and the back. Peyman went on to note DDA is made up of a lot of ex-county people so they really stress transparency and getting buy-in from employees. Some of the other firms especially the lowest bid firm - when we talked about having a chance for people to appeal the process he indicated well you can have an appeal process but I'm not going to change my recommendation anyway - and we felt that by the time it was done and the way he was selling it there wouldn't be any employee buy-in at all. DDA was a little more expensive but they really stress employee meetings in the front and the back making it very transparent to all employees and commissioners and they do so much more legwork that they understood our plan before they came in and the other companies they never even looked at our pay plan and didn't know what we were looking for. Peyman also noted so I just felt like with this project you're really going to get what you pay for with them (DDA)...it's just going to be so much better of a process with them (DDA). Everyone always wants to go with low bid and with this you're not necessarily getting apples to apples. These companies are going to have their own way of doing it and they really stressed you know meetings and buy-in and being transparent as can be. That's why I personally felt that they (DDA) were worth going with the more expensive company.

Viesselman noted I think I would have said about everything that Kevin (Peyman) said. We did some reference checking and like the low bid one of the reference checks commented that they felt their county did 90% of the work themselves because he expects us to go and gather information and we are looking for someone that can go and get their own. DDA seemed like they were more inclined to go out (to other entities for the study), and because we want to go out (to other entities) and not just see what the other counties are paying, but also the private sector because that's always been one of our issues is trying to compete with that private sector. We were so impressed with DDA because they work with the Association of Minnesota Counties (AMC) and all of their employees are former county employees and they were so prepared they looked at our plan and the other two hadn't and they saw the exact two issues that we saw...they brought them up before we mentioned it and so they knew just what our issues were and saw the problem.

Peyman noted when we got done with the interviews; I was feeling on the low bid, that I would rather not do it based on the impression, so the other two were both really close. I would have been comfortable with either one, but at that point it's such a small price difference if you throw out the low one then at this point there's a \$200 difference, so we might as well go with the one that did the extra work up front.

After review and discussion,

Motion by Commissioner Belgard, seconded by Commissioner Smith, Be It Resolved that the Martin County Board of Commissioners, due to the desire to keep the County's classification and compensation competitive for all of the job classifications and in compliance with Pay Equity, hereby approve David Drown and Associates (DDA) Company as the consultant firm to conduct the Classification and Compensation Study for Martin County in the amount of \$35,375.00; and to authorize the Board Chair to sign the required agreements with the approved consulting firm. Carried unanimously.

Michael Forstner, Martin County Ditch Administrator, was present to recommend setting a date and time with the Joint Board of Martin and Watonwan counties to hear the preliminary engineer's report for JD #9 M&W. Suggested dates are November 26, 2018, or November 28, 2018, in Ormsby, Minnesota, with Fairmont, Minnesota, as an alternate location. (Martin County Commissioners required at this public hearing include Steve Flohrs, Tom Mahoney, and Kathy Smith; plus two commissioners from Watonwan County).

After discussion,

Motion by Commissioner Smith, seconded by Commissioner Flohrs, Be It Resolved that the Martin County Board of Commissioners, acting as the Drainage Authority for Martin County, hereby sets the date of Wednesday, November 28, 2018, at 1:00 p.m. in Ormsby, Minnesota, to hold a Public Hearing with the Joint Board of Martin and Watonwan Counties to hear the preliminary engineer's report for JD #9 M&W; and that an alternate location for the Public Hearing will be Fairmont, Minnesota. Carried unanimously.

Forstner noted so we have that current project down there...again Branch G you go into the Carl Meyer Trust property through the farmable wetland. Their contention is that when we replaced the main, we took separable maintenance away from the tile that was there, as it being a former

wetland; they're not allowed to tie into the new tile. So they are requesting that either they be compensated for the cost of replacing that pipe or that we replace that pipe. He had paid for that separable maintenance, but he is not allowed to use that separable maintenance is what he's saying.

Commissioner Schmidtke noted I've met with Mike (Forstner) and Shane (Fett) and the engineers, and with the people on that system and several times now we've been out there, and would recommend that we go ahead and do the replacement of the tile. First it had to be in the same ditch as the old tile but we've gotten them to agree to go right next to the old tile as close as we can and at the same depth so there's no improvement there. It's just putting in tile that would work.

Forstner noted we did check the condition of it and it was extremely poor and he's not allowed to tie into the new one and he paid for the separable maintenance on the new one, but is not allowed to use it. So that is his contention. It's usually not a big deal, but to tie into a new one you'd probably be violating his farmable wetland. Right now the full main goes right through his farmable wetland and he's got private tile that are tied into that. He's not allowed to tie into that new pipe and the old pipe is shot, so we're going to replace that stretch from his last private tile or at least recommending to, and then bring that to 150 feet outside of his wetland and tie it in. So there is approximately 900 feet worth. The engineer said we could install either an 8" or a 10" tile.

After discussion,

Motion by Commissioner Schmidtke, seconded by Commissioner Smith, Be It Resolved that the Martin County Board of Commissioners, acting as the Drainage Authority for Martin County, hereby approve moving forward with replacement of 900 feet of tile on the Carl Meyer Trust property (CD #29). Carried unanimously.

Motion by Commissioner Belgard, seconded by Commissioner Schmidtke, Be It Resolved that the Martin County Board of Commissioners, hereby move into a closed session per Minnesota Statute 13D.05 Subd. 3(b) at 9:55 a.m. Carried unanimously.

Those present were Commissioners Schmidtke, Smith, Mahoney, Belgard, and Flohrs. Also present were Terry Viesselman, Martin County Attorney, Scott Higgins, Martin County Coordinator, Dan Whitman, Martin County Assessor, and Julie Walters, Administrative Assistant.

Motion by Commissioner Belgard, seconded by Commissioner Flohrs, to go back into open session. Carried unanimously.

Meeting returned to open session at 10:25 a.m.

Motion by Commissioner Belgard, seconded by Commissioner Schmidtke, Be It Resolved that the Martin County Board of Commissioners, hereby approve to continue independent attorney representation for ongoing litigation for a county employee; and to contact Minnesota Counties

Intergovernmental Trust (MCIT) to determine if there is coverage for this type of matter. Carried unanimously.

Higgins noted the Board of Commissioners for Red Rock Rural Water System (RRRWS) consists of 9 individuals who reside throughout the 9 counties served by RRRWS. Higgins went on to note the RRRWS Board requests that the Martin County Board of Commissioners adopt a resolution which recommends that Gary Schimbene be reappointed to another 4-year term on the RRRWS Board, and that Shelley Sweetman be appointed to replace Dave Hulstein on the RRRWS Board due to Dave Hulstein's retirement. The terms for these 2 individuals would commence on January 1, 2019, and will expire on December 31, 2022.

Motion by Commissioner Smith, seconded by Commissioner Flohrs,

R-#45/'18

RESOLUTION
APPOINTING
GARY SCHIMBENO AND SHELLEY SWEETMAN
TO THE
RED ROCK RURAL WATER SYSTEM
BOARD OF COMMISSIONERS

BACKGROUND INFORMATION

WHEREAS, Gary Schimbene's 4-year term as a Commissioner on the Red Rock Rural Water System ("RRRWS") Board of Commissioners is scheduled to expire at midnight on December 31, 2018; and

WHEREAS, current RRRWS Commissioner, Dave Hulstein has resigned as a Commissioner on the RRRWS Board effective at midnight on December 31, 2018; and

WHEREAS, the RRRWS Board of Commissioners conducted a search for Dave Hulstein's replacement; and

WHEREAS, on October 10, 2018 the RRRWS Board unanimously adopted a Motion which recommends that Shelley Sweetman replace Dave Hulstein on the RRRWS Board; and

WHEREAS, on October 10, 2018 the RRRWS Board unanimously adopted a Motion which recommends that Gary Schimbene and Shelley Sweetman each be appointed to a 4-year term on the RRRWS Board of Commissioners; and

WHEREAS, the Martin County Board of Commissioners believes that Gary Schimbene and Shelley Sweetman are qualified to act as Commissioner on the Red Rock Rural Water System Board of Commissioners and are both worthy of appointment.

RESOLUTION

BE IT NOW RESOLVED, that the Martin County Board of Commissioners hereby recommends that Gary Schimbeno and Shelley Sweetman be appointed to the Red Rock Rural Water System Board of Commissioners pursuant to and provided for by Minnesota Statutes §116A et seq. for a 4-year term which shall commence on January 1, 2019 and shall expire at midnight on December 31, 2022.

Motion by Commissioner Smith, seconded by Commissioner Flohrs, said resolution was duly passed and adopted this 6th day of November, 2018.

BOARD OF COMMISSIONERS
MARTIN COUNTY, MN

Tom Mahoney, Board Chair

ATTEST: _____
Scott Higgins, County Coordinator

CERTIFICATION

I hereby certify that the foregoing Resolution was approved by the Martin County Board of Commissioners on November 6, 2018, by a vote of 5 for, 0 against, 0 absent, and 0 abstaining.

Scott Higgins, County Coordinator

Roll Call AYES: Commissioners Belgard, Schmidtke, Flohrs, Smith, and Mahoney. NAYS: None. Resolution duly passed and adopted this 6th day of November, 2018.

Higgins noted Minnesota Statutes require that bids be taken for Official County Newspaper for the publication of notices, minutes, etc. The Truman Tribune was awarded the bid for the 2018 Official County Newspaper and it is time to once again advertise for bids to all known newspapers in Martin County in order to designate the official newspaper for Martin County for the year 2019.

Motion by Commissioner Schmidtke, seconded by Commissioner Flohrs, Be It Resolved that the Martin County Board of Commissioners, hereby approve and authorize the Martin County Coordinator's Office to advertise for bids for designation of the official newspaper for Martin County for the year 2019. Carried unanimously.

Higgins noted the Association of Minnesota Counties (AMC) requests that each county provide voting delegates to the Annual Conference to be held December 3-4, 2018, in Bloomington, MN. Higgins went on to note the county is allowed up to eight (8) voting delegates, and recommends the following eight delegates: Commissioners Schmidtke, Smith, Belgard, Mahoney, and Flohrs; and James Forshee, Jessica Korte, and Julie Walters.

Motion by Commissioner Flohrs, seconded by Commissioner Smith, Be It Resolved that the Martin County Board of Commissioners, hereby appoint the following individuals as voting delegates to the Association of Minnesota Counties (AMC) Annual Conference to be held December 3-4, 2018, in Bloomington, Minnesota: Commissioners Schmidtke, Smith, Belgard, Mahoney, and Flohrs; and James Forshee, Jessica Korte, and Julie Walters. Carried unanimously.

Higgins noted the 2018 Annual Meeting of the Minnesota Counties Intergovernmental Trust (MCIT) will be held on Monday, December 3, 2018, at 4:00 p.m. during the Association of Minnesota Counties (AMC) Annual Conference in Bloomington, Minnesota. Higgins went on to note an election will be held for one (1) seat on the MCIT Board of Directors; and MCIT by-laws provide for the designation of official voting delegates and alternates. Martin County's two current delegates are Commissioner Elliot Belgard and James Forshee, Auditor/Treasurer.

Motion by Commissioner Smith, seconded by Commissioner Schmidtke, Be It Resolved that the Martin County Board of Commissioners, hereby confirm the 2018 Minnesota Counties Intergovernmental Trust Voting Delegate, Commissioner Elliot Belgard, and Voting Alternate, James Forshee, Auditor/Treasurer, to the 2018 Annual Meeting of the Minnesota Counties Intergovernmental Trust to be held Monday, December 3, 2018, at 4:00 p.m. in Bloomington, Minnesota. Carried unanimously.

Higgins noted an alternate meeting date must be set for the first regular Board of Commissioners meeting in December, 2018, as the first Tuesday of the month of December falls during the Association of Minnesota Counties (AMC) Annual Conference. Higgins recommends Thursday, December 6, 2018, beginning at 4:30 p.m. prior to the scheduled Truth in Taxation public meeting that same day at 6:00 p.m.

Motion by Commissioner Belgard, seconded by Commissioner Flohrs, Be It Resolved that the Martin County Board of Commissioners, due to the first regular Board of Commissioners meeting in December, 2018, falling during the Association of Minnesota Counties (AMC) Annual Conference, the Martin County Board of Commissioners, hereby approve the date of Thursday – December 6, 2018, beginning at 4:30 p.m. for holding the first regular Board of Commissioners meeting during the month of December, 2018. Carried unanimously.

The Board reviewed Warrants, Auditor Warrants, and EFT Transactions to be paid November 6, 2018.

Motion by Commissioner Smith, seconded by Commissioner Flohrs, Be It Resolved that the Martin County Board of Commissioners, hereby approve Warrants, Auditor Warrants, and EFT Transactions to be paid on November 6, 2018, and includes the Martin County Highway Department and Drainage bills as presented. Carried unanimously.

Warrants received and paid November 6, 2018, are registered on file in the Auditor/Treasurer's Office as follows:

Revenue Fund – Warrants Approved November 6, 2018	\$109,630.66
Enhanced 9-1-1 Fund	\$ 10,912.55

Sheriff's Contingency Fund	\$ 74.94
Martin County Economic Development Fund	\$ 212.50
Solid Waste Management Fund	\$ 4,147.50
Human Services Fund	\$298,193.67
Martin County Area Redevelopment Fund	\$ 1,700.00
Building-CIP-Fund	\$ 9,101.00
Bank Building Fund	\$ 1,789.64
Taxes and Penalties Even Years	<u>\$ 33,360.00</u>
Total	\$469,122.46

Road and Bridge Funds Totaled	\$356,795.17
Martin County Ditch Funds Totaled	\$765,383.88

The Board reviewed information and reports including Region Nine's annual report for Fiscal Year 2018.

Commissioners reviewed their calendars of previous and upcoming meetings and activities: October 16, 2018 – Drug Court Graduation; October 17, 2018 – Human Services meeting, One Watershed One Plan at St. James, Minnesota, and Local Government Workplace Symposium in Willmar, MN; October 18, 2018 – Traverse des Sioux Library meeting in Mankato, Minnesota; October 23, 2018 – Planning and Zoning meeting at 5:30 p.m., Broadband Conference in Brainerd, Minnesota; October 24, 2018 – 2017 Audit Entrance meeting and Convention and Visitor's Bureau (CVB) meeting at noon; October 25, 2018 – Prairieland Emergency Meeting at 8:00 a.m.; October 26, 2018 – Compensation Advisory Committee meeting/interviews; October 29, 2018 – Compensation Advisory Committee meeting/interviews; October 30, 2018 – Employee Open Enrollment meetings, South Central EMS Steering Committee meeting, and ITC Open House at Blue Earth, Minnesota; November 1, 2018 – CLT (SHIP) meeting; November 2, 2018 – AMC District 7 meeting at Waseca, Minnesota; November 5, 2018 – Martin County EDA meeting at 5:15 p.m., Personnel Committee meeting, Compensation Advisory Committee meeting, and Beyond the Yellow Ribbon meeting; November 6, 2018 – regular Board of Commissioners meeting, Election Day, and Building Committee meeting; November 7, 2018 – Human Services Executive Board meeting and Martin County Veterans Memorial Committee meeting; November 8, 2018 – F-M Joint Transit Executive Board meeting at 9:00 a.m. and Soil and Water meeting; November 9, 2018 – GBERBA meeting and Canvass Board meeting at 9:00 a.m.; November 13, 2018 – Community Childcare meeting at 6:00 p.m. at the Holiday Inn in Fairmont, Minnesota, Extension Committee meeting at 8:00 a.m., and Library Board meeting; November 14, 2018 – One Watershed One Plan meeting at St. James, Minnesota, Department Directors meeting at 8:30 a.m., and Park Board meeting; November 15, 2018 – Traverse des Sioux Library meeting and South Central EMS meeting at Eagle Lake, Minnesota; November 16, 2018 – Prairieland meeting and 29th Annual Glows Parade at 6:00 p.m.; November 19, 2018 – WorkForce and MVAC meeting at Mankato, Minnesota; November 20, 2018 – regular Board of Commissioners meeting at 9:00 a.m. – Commissioners Meeting Room – Courthouse.

Higgins reviewed a draft copy of the County Assessor job description noting the job description has been revised to reflect the objective and essential functions of the position.

After review,

Motion by Commissioner Belgard, seconded by Commissioner Smith, Be It Resolved that the Martin County Board of Commissioners, hereby approve the revised job description for the County Assessor position as presented; and which more accurately reflects the objective and essential functions of the position. Carried unanimously.

With no further business to wit, Board Chair adjourned the meeting at 10:44 a.m.

BOARD OF COMMISSIONERS
MARTIN COUNTY, MN

Tom Mahoney, Board Chair

ATTEST: _____
Scott Higgins, County Coordinator