

PROCEEDINGS OF THE
MARTIN COUNTY BOARD OF COMMISSIONERS
TUESDAY, DECEMBER 18, 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 Schmidtke, Smith, Mahoney, Belgard, and Flohrs. Also present was Scott Higgins, Martin County Coordinator, Jason Sorensen, Sentinel Newspaper, Rod Halvorsen, City of Lakes Media, Kevin Peyman, County Engineer, Julie Walters, Administrative Assistant, and members of staff and public.

The Pledge of Allegiance was recited.

Motion by Commissioner Schmidtke, seconded by Commissioner Smith, to approve the agenda for the December 18, 2018, regular Board of Commissioners meeting with the following additions: 9.15 Review Letter Received for State Public Disaster Assistance – A. Nesbit, Emergency Management Director, 9.16 Consider Architect Firm for Proposed County Garage Facility, and 9.17 Consider 4-H Office Move to the Martin County Fairgrounds. Carried unanimously.

At this time the Board recognized and presented Commissioner Dan Schmidtke with a service year plaque and clock inscribed with Schmidtke’s years of faithful and dedicated service to Martin County as District #4 Commissioner (Term of Office December 27, 2001 through January 8, 2019).

The Board next recognized and presented Dan Whitman with a clock inscribed with Whitman’s 20 years of service to the citizens of Martin County and serving as County Assessor from July 5, 2006 through December 31, 2018.

Joey Wendinger and Bob Mickelson, Project Managers with ISG of Mankato, Minnesota, presented a Dome and Roof Repair Feasibility Report of the Martin County Courthouse. The copper dome of the Courthouse has been experiencing water infiltration in multiple locations that jeopardize the building’s structural integrity and is causing damage to historic artwork. ISG met with County representatives to verify the project goals for the Courthouse and an assessment was conducted to document existing conditions of the interior and exterior Courthouse dome and roof. The assessment included visual observation, drone footage, and interviews with the facility maintenance staff. Information was analyzed upon completion of the site visit to develop recommendations for each of the following building elements including copper dome, Courthouse roof, clock movement and dials, exterior masonry, and ceiling murals; with estimated project cost at \$1.9 million.

| Work Category | Cost Range |
|--|---------------------------|
| Copper dome replacement | \$500,000 - \$650,000 (a) |
| Clock restoration | \$75,000 - \$135,000 (b) |
| Wood frame clock dials and clad aluminum exterior trim (Marvin Windows | \$72,000 |

| | |
|---|--|
| Masonry restoration | \$75,000 |
| Roofing over the Courthouse (EPDM) | \$200,000 - \$250,000 |
| Structural repairs to the dome structure | \$50,000 Allowance |
| Electrical work (scope yet undefined) | \$10,000 Allowance |
| Additional work to cover sky facing stone at base of the dome (material to be determined) | \$35,000 Allowance |
| Mural restoration | \$75,000 - \$85,000 (c) |
| Contingency (based on high value approximately 20%) | \$275,000 |
| Total construction cost range | \$1,720,000 |
| Architectural and engineering plans and specifications | \$120,000 |
| Construction administration | \$50,000 |
| Project total costs | \$1,887,000 Plus other owner items Such as financing and staff Time involved. |

Other considerations: Replacement of the RTU's, attic insulation, permanent fall protection, windows to match the original drawings or historical photographs, and louver replacements.

Wendinger noted the number one priority is probably the roofing along with the tuckpointing to salvage that. That's where the major leaking is coming from.

Mickelson noted the option is to go up there and continue to caulk and patch. It's still an option that is on the table but you'd have to be up there probably on a regular basis and accessibility up to the very top is hard to do so there are some challenges.

Commissioners inquired of financial advantages to completing repairs all at once; general manager versus construction manager; accessibility and availability of grant dollars to pay for restoration due to the Courthouse being placed on the National Register of Historic Places; and if some of the damages to the dome are covered under the County's insurance.

After discussion,

Motion by Commissioner Smith, seconded by Commissioner Flohrs, Be It Resolved that the Martin County Board of Commissioners, due to the need for Courthouse dome repair, hereby receive and file the Martin County Dome Assessment Feasibility Study as presented by ISG Architects and Engineers of Mankato, Minnesota. Carried unanimously.

Kevin Peyman, County Engineer, presented and reviewed a Detour Agreement between the State of Minnesota Department of Transportation and Martin County for Trunk Highway No. 4 Detour. Peyman noted the State requires a detour to carry Trunk Highway No. 4 traffic on CSAH No. 8 and No. 13 during the construction and will reimburse Martin County approximately \$2,997.59 for use of the detour routes. Peyman recommended approval of the agreement.

Motion by Commissioner Schmidtke, seconded by Commissioner Belgard, Be It Resolved that the Martin County Board of Commissioners, hereby approve and authorize entering into an Agreement with the State of Minnesota Department of Transportation to provide for payment by the State to Martin County for the use of Martin County Road No. 8 and No. 13 as detour routes during contract construction to be performed upon, along and adjacent to Trunk Highway 4 from the Iowa State Line to CSAH 26 under State Project No. 4601-32 (4=084). Carried unanimously.

Peyman presented and reviewed a resolution authorizing Martin County enter into a Detour Agreement – Contract No. 1032734 with the Minnesota Department of Transportation, to provide payment by the State to Martin County for the use of Martin County Road No. 8 and No. 13 as detour routes during the contract construction to Trunk Highway No. 4.

Motion by Commissioner Smith, seconded by Commissioner Belgard,

Martin County Highway Department
Resolution No. 4 - 2018

**RESOLUTION FOR DETOUR AGREEMENT No. 1032734
WITH THE MINNESOTA DEPARTMENT OF TRANSPORTAION**

BE IT RESOLVED, that Martin County enter into Mn/DOT Agreement No. 1032734 with the State of Minnesota, Department of Transportation for the following purposes:

To provide payment by the State to the County for the use of County State Aid Highway (CSAH) No. 8 and 13 as a detour route during the contract construction to be performed upon, along and adjacent to Trunk Highway 4 from the Iowa State Line to CSAH 26 under State Project No. 4601-32 (T.H. 4=084).

IT IS FURTHER RESOLVED that the County Engineer and the County Auditor are authorized to execute the Agreement and any amendments to the Agreement.

Upon motion by Commissioner Smith, seconded by Commissioner Belgard, and carried said resolution was duly passed and adopted this 18th day of December, 2018

BOARD OF COMMISSIONERS
MARTIN COUNTY, MINNESOTA

By: _____
Chairman, Martin County
Board of Commissioners

Attest: _____
Scott Higgins
County Coordinator

CERTIFICATION

I hereby certify that the foregoing resolution is a true and correct copy of a resolution presented to and adopted by the County of Martin at a duly authorized meeting thereof held on the 18th day of December, 2018.

Scott Higgins
County Coordinator

Roll Call AYES: Commissioners Schmidtke, Flohrs, Belgard, Smith, and Mahoney. NAYS: None. Resolution duly passed and adopted this 18th day of December, 2018.

Peyman presented and reviewed bids received for the purchase of a new 2019 budgeted Tandem Axle Truck to replace Unit #22 a 2006 Sterling LT-9500 Tandem Axle Truck with 260,752 miles. Peyman noted Unit #22 is not our oldest tandem axle truck in the fleet but it does not have an under body plow so we want to move up the Unit #22 replacement a year to increase the number of under body plows we have in the fleet. Peyman reviewed state contract pricing received from Harrison Truck Centers for a 2020 Freightliner 114SD Tandem Axle Truck in the amount of \$114,740.00 and recommends the purchase of the 2019 Tandem Axle Truck from Harrison Truck Centers of Mankato, Minnesota. Peyman also recommends that Unit #22 be placed on the State of Minnesota Surplus Services MinnBid auction site once the new truck is ready.

Peyman noted the box, plows, and attachments are all done separately and reviewed state contract pricing received from Truck Bodies & Equipment International (TBEI) in Lake Crystal, Minnesota, and recommends the purchase of the box, plow and attachments from TBEI, Inc.

Motion by Commissioner Flohrs, seconded by Commissioner Smith, Be It Resolved that the Martin County Board of Commissioners, after careful consideration and review of the bids for replacement tandem axle truck, and upon the recommendation of County Engineer, hereby approve and authorize the purchase of a new 2019 budgeted 2020 Freightliner 114SD Tandem Axle Truck from Harrison Truck Centers in Mankato, Minnesota, in the amount of \$114,740.00; and approve disposal of Unit #22 (2006 Sterling LT-9500 Tandem Axle Truck with 260,752 miles) via online auction; and after careful consideration and review of the bid for truck box, plow, and attachments and upon the recommendation of County Engineer, hereby approve and authorize the purchase of a truck box, plow, and attachments for the new 2019 Tandem Axle Truck from Truck Bodies & Equipment International in Lake Crystal, Minnesota, in the amount of \$108,530.00. Carried unanimously.

Diane Sanders, County Recorder, was present to recommend the purchase of Replication software in the amount of \$2,500.00 and off-site shared host server fees in the amount of \$9,000.00 per year. Sanders noted in the event of a disaster that compromises our office's production server and recorded data and images, Replication serves as a secure off-site repository to retain our land record indices and images. The Official Public Record is securely maintained and protected at a second location. Sanders went on to note lost land record indices

and images will not only be recovered through Replication, but searchers can continue to search on the replicated data even if our office is off-line. All searching of public documents can be pointed towards the replicated area, decreasing traffic on the County's local server. If our server or system dies, Fidlar has our data and images. Sanders also noted this is an additional backup that is already being provided by our IT Department. There is no gap in the backup. If necessary, remote users and our in-house stations are put on Replication so if our server is down, they can still search. It is business as usual for our customers. Sanders recommended the purchase of the Replication software and payment of the annual shared host server fees from the Recorder's Office Technology Fund and noted that the purchase and annual fee has been budgeted for 2019.

Commissioner Smith inquired how this affects our IT Department and if the two offices have communicated about this purchase.

Steve McDonald, MIS Director, noted he sent Diane (Sanders) an email about getting together to talk.

Sanders noted Fidlar contacted me yesterday and there's no need for additional equipment...this doesn't change the backup that we have now...it's just an enhancement to what we already have. This is for our images and indices. Not financials.

Schmidtke noted that was my question. We already have backup.

McDonald noted I finally did talk to Fidlar late yesterday but I still had some questions on bandwidth usage because they've got to replicate from here to there and by the time I came down (here) I hadn't received that information. McDonald went on to note this isn't a true disaster recovery system. The web services that are running here that the external vendors that they subscribe to they go through and they attach to what is local. Those services now will be moved down from Fidlar so subscribers will hit that server instead of coming to our server. The images they're talking moving from today forward on replicating them down. There's like hundred and...close to 200 gigabyte of images on there. We would have to back them up to an external drive and then send that to Fidlar to put on their server down there because it would kill our bandwidth to try and replicate all of those images...there's thousands of them and it will probably take a day to two days just to transfer the images off onto another drive. Once they are down there then some of the information they have to get the databases down there but it's not...I just want to make sure that you know it's not a true failover system where say our server blows up...it's limited access to what's down there because a lot of the financial stuff is housed here so its basically just the images which we backup here already and we do that nightly. Over the years there have been a handful of times that they were even down. Our internet has been down a couple of times over the years. So I guess it boils down to if they want us spending that kind of money to have some of it replicated down there in the event we have an issue and for external customers to be able to still hit the servers. But they would still all run local on these servers and then whatever the documents would get pushed off of that server. It's kind of a toss-up.

Commissioner Smith noted you mentioned disaster so if something would happen and our system was blown away or whatever, Diane, you're saying that this is going to be a safeguard and Steve; you're saying that it is already safeguarded.

McDonald noted it will be somewhat safeguarded down there because only the images...there's some other stuff that's here that still has to be restored/built here. All it would have is some of the images down there. So all the databases, I think she said the financials would still be housed here because we don't want that down there. So we still have to rebuild all that so it would be more of a service to our external customers to be able to hit that to get their documents.

Sanders noted those are our customers. Our records are the official public records. We are required by statute to have them available and if there was ransomware, malware or a tornado these searchers can continue doing their work from this replicated server.

McDonald noted that's the benefit...it would be to the external customer. Our backup system backs-up to devices and then we actually house them out at the Highway Department.

Sanders noted this is totally offsite in Iowa someplace. If there was a tornado the Highway Department isn't necessarily secure.

Commissioner Belgard noted the Technology Fund is financed by a fee on every transaction and is put away specifically for this purpose, correct? It's not levy money.

Sanders noted yes. And it is strictly at the discretion of the Recorder to use this.

Commissioner Schmidtke inquired how much money is in the account.

Sanders answered about \$208,000.

McDonald noted I just wanted to make sure you were aware this is not considered a full total disaster recovery system.

Sanders noted I know that and I'm not trying to change the backup that's already in process...we need that and this is an additional enhancement where if there was some disaster we can continue servicing our customers.

Chairman Mahoney inquired if Steve (McDonald) is okay with what they have proposed.

McDonald noted I think it boils down to is it providing that service to a customer so if they feel they need it...over the years our disaster...we've never been down but it's not to say it couldn't happen.

Commissioner Smith noted as long as there is communication between the IT Department and the Recorder's Office to get this completed and to make sure that everything is...

Sanders noted I have not signed a contract I just wanted to let you know that I was considering it. I first wanted to do this (present to the Board) and then McDonald saw it on the agenda and but yes I understand the IT Department needs to be involved and I spoke with Fidler and they add this software remotely so they don't have to come up here.

McDonald noted it still affects everything we do in our office. It would be nice if that would come and we would hash this out first before. It's just my stance on that.

Motion by Commissioner Belgard, seconded by Commissioner Flohrs, Be It Resolved that the Martin County Board of Commissioners, upon the recommendation of the County Recorder, hereby approve and authorize the purchase of Replication software for retaining land record indices and images in the amount of \$2,500.00; and approve annual offsite Shared Host Server fees in the amount of \$9,000.00; and that software and server fees be expended from the Recorder's Office Technology Fund. Carried unanimously.

Chairman Mahoney opened the public hearing for the consideration of the County's proposed Social Host Ordinance to establish social host liability for alcohol and underage persons. All County Board members were present along with Scott Higgins, Martin County Coordinator, Terry Viesselman, County Attorney, Jason Sorensen, Sentinel Newspaper, Rod Halvorsen, City of Lakes Media, Julie Walters, Administrative Assistant, and members of the public including Margaret Dillard, Char Kahler, Martin County Substance Abuse Prevention, Abigail Nesbit, Martin County Emergency Management Director, Steph Johnson, Martin County Substance Abuse Prevention Coalition Director & YOCO, Hannah Botzet, YOCO Student, Ronelva Dauer, Martin County Substance Abuse Prevention Coalition/Fairmont Community Ed & Rec/ECI, and Dustin Benes, Martin SWCD Technician.

Terry Viesselman, County Attorney, reviewed the format of the proposed Social Host Ordinance and recommends, if the County chooses to adopt a Social Host Ordinance, to use the City of Truman model. Viesselman noted currently there are laws out there to address many of these issues. The Ordinance takes it a step further in that our current laws if someone is permitting or has someone underage drinking on their premises and if they had some part in allowing that they could be charged. This proposed ordinance goes a step further that if someone is drinking at your party or on your premises and you know it, even though he just brought it with him and started to drink, you could be charged if you didn't stop it. We would also have to have good police work to show that there was a connection there that the adults know it and they're allowing it.

Chairman Mahoney opened the meeting for public comments on the County's proposed Social Host Ordinance.

Steph Johnson, Martin County Substance Abuse Prevention Coalition Director & YOCO, was present to thank Commissioners for holding this forum today. On behalf of the coalition I'm here just to represent and say thank you for your consideration and for all the work that you have put into this as well as other community members to help us create an ordinance that will help prevent underage drinking in our community. Johnson noted I am also here to represent Tyson Geerdes, student, (as he was unable to be present this morning).

Motion by Commissioner Belgard, seconded by Commissioner Flohrs, to close the public portion of the meeting. Carried unanimously.

Scott Higgins, Martin County Coordinator, noted that the Coordinator's Office did not receive any written comments or questions about the proposed Martin County Social Host Ordinance.

Motion by Commissioner Schmidtke, seconded by Commissioner Smith, Whereas in accordance with Minnesota Statutes a public hearing was held at the Martin County Courthouse in the Commissioners Meeting Room on December 18, 2018, at 10:00 a.m. to consider the County's proposed Ordinance to Establish Social Host Liability for Alcohol and Underage Persons; and Now Therefore, Be It Resolved, that the Martin County Board of Commissioners, hereby adopt the Martin County Social Host Ordinance as presented, effective upon the date of official publication of the Martin County Social Host Ordinance. Carried unanimously.

Viesselman noted our annual contract with Dr. Michael B. McGee, Martin County's Medical Examiner, expires December 31, 2018, and McGee is willing to renew the contract. Viesselman noted upon his recommendation and the recommendation of the Martin County Sheriff, the Board is advised to approve the contract for one more year at the same service rate of \$250 per month to have Dr. McGee as Martin County's medical examiner plus a per diem charge of \$2,500 for any actual autopsies he performs and a per hour charge for Dr. McGee to testify on any cases.

Motion by Commissioner Smith, seconded by Commissioner Schmidtke, Be It Resolved that the Martin County Board of Commissioners, upon the recommendation of the County Attorney and County Sheriff, hereby approves the Contract renewal for Medical Examiner Services by Dr. Michael B. McGee and others per the Contract; and approve and authorize Board Chair to sign the renewal Contract for Medical Examiner Services upon receipt; and is effective January 1, 2019 through December 31, 2019. Carried unanimously.

McDonald presented and reviewed proposed bundled services contracts with Frontier for our phone system and circuit to the Veterans Service Office and County Attorney's Office. McDonald noted working with the VSO Office when we moved them out there we put a 5Meg circuit in out there as a starting point to see how that would work out because of the cost of these circuits and it is a little slow. So I started working with our Frontier representative and he started looking at our services especially with our phone service. We have two T1 lines now that come in for that. They did a study on that and we're probably paying more than what we need with these T1 lines so we're proposing to move us over to SIP Trunking which reduces our costs and our overall contract. McDonald went on to note we currently pay \$2,437.72/month. By redoing the contract and move the VSO Office from a 5Meg to a 10Meg circuit they're actually throwing in a 20Meg internet circuit in there which up here we don't really need that so we looked at the County Attorney's Office because they have a DSL slow line there so we would propose to put that 20Meg internet circuit over at the County Attorney's Office so they can get faster internet access over there also...by bundling all of these services and taking the two T1's out and moving them over to a SIP trunking, when they did this study I think when they put the T1's in they weren't really sure on our traffic and usage, they went back and did some monitoring on traffic on how many phone calls we make a day and how many simultaneous calls we would make and it

isn't near what the T1's are for so he took the average and bumped it up three times and came up with like 25 SIP trunks and that should suffice you know for our phone system and by doing all of that, by resigning the contracts, will lower our costs by \$302.00 per month. McDonald recommended approval of the Frontier bundling services contracts.

Higgins noted the Building Committee has reviewed the contracts and recommends approval of the cost saving bundled service package.

Motion by Commissioner Smith, seconded by Commissioner Flohrs, Be It Resolved that the Martin County Board of Commissioners, hereby approve and authorize Board Chair and/or MIS Director to sign the five-year Frontier Contracts and Agreements for SIP IP Connect PRI T1 Frontier Bundled Services in the amount of \$2,135.29/month at a cost savings of \$302.43 per month. Carried unanimously.

Dustin Benes, Martin SWCD District Technician, presented the proposed 2019 Aquatic Invasive Species (AIS) Prevention Plan for Martin County noting one of the requirements to receive state allocation of funds is to have a Plan that is approved by the Board of Commissioners. Benes noted the Plan has been reviewed and approved by the Martin Soil and Water Board last week. Benes went on to note that the AIS allocation of funds is derived by the number of launch sites and trailer parking spaces at each launch site that we have in the County and that total funds we would receive is \$94,340.00.

Motion by Commissioner Belgard, seconded by Commissioner Flohrs, Be It Resolved that the Martin County Board of Commissioners, hereby approve and adopt the 2019 Aquatic Invasive Species Prevention Plan for Martin County. Carried unanimously.

Higgins presented the resolution Establishing the Tax Levy for 2019 collectible in 2020 in the amount of \$16,310,856 (2.94 percent increase from 2018).

After discussion and consideration,

Motion by Commissioner Schmidtke, seconded by Commissioner Belgard,

R-#54/'18

RESOLUTION

ESTABLISHING THE TAX LEVY FOR YEAR 2019 COLLECTIBLE IN 2020:

WHEREAS, the Martin County Board of Commissioners duly considered budgets to determine the tax levy to be collected in 2020.

NOW THEREFORE, BE IT RESOLVED, that the Martin County Board of Commissioners do hereby order and determine that taxes to be levied in the year 2019 and collectible in the year 2020 be as follows to-wit:

Net Levy

| | |
|------------------------------------|--------------|
| Revenue Fund | \$ 8,631,659 |
| Road & Bridge Fund | \$ 2,307,954 |
| Parks and Rec. | \$ 64,456 |
| Solid Waste Management Fund | \$ -0- |
| Library Fund | \$ 759,163 |
| Human Service Fund | \$ 3,621,246 |
| Building CIP Fund | \$ 497,185 |
| Debt Service Fund/Hwy Debt Service | \$ 360,597 |
| Economic Development | \$ 68,596 |
| TOTAL TAX LEVY | \$16,310,856 |

BE IT FINALLY RESOLVED, that copies of this resolution be filed with the Martin County Auditor/Treasurer; and

Upon Motion made by Commissioner Schmidtke, seconded by Commissioner Belgard, and unanimously carried, said resolution was duly passed and adopted this 18th day of December, 2018.

BOARD OF COMMISSIONERS
MARTIN COUNTY, MN

Tom Mahoney, Board Chair

ATTEST: _____
Scott Higgins, County Coordinator

Roll Call AYES: Commissioners Smith, Flohrs, Belgard, Schmidtke, and Mahoney. NAYS: None. Resolution duly passed and adopted this 18th day of December, 2018.

Higgins presented the resolution establishing the CY2019 Fund Expenditures and Revenues noting fund expenditures for 2019 are estimated at \$27,303,597 and fund revenues are estimated at \$28,196,254.

After discussion and consideration,

Motion by Commissioner Belgard, seconded by Commissioner Smith,

R-#55/'18

R E S O L U T I O N

ESTABLISHING THE FUND EXPENDITURES AND REVENUES
FOR THE YEAR 2019

WHEREAS, the Martin County Board of Commissioners duly considered fund Expenditures and Revenues for the year 2019.

NOW THEREFORE, BE IT RESOLVED, that the Martin County Board of Commissioners do hereby order and determine that fund expenditures and revenues for the year 2019, is as follows:

| | <u>Expenditures</u> | <u>Revenues</u> |
|------------------------------|---------------------|---------------------|
| Revenue Fund | \$11,109,669 | \$ 2,794,842 |
| Parks & Recreation | \$ 142,136 | \$ 77,680 |
| Road & Bridge | \$ 9,014,237 | \$ 6,706,283 |
| E-911 Fund | \$ 50,270 | \$ 98,600 |
| Sheriff Contingency Fund | \$ 5,000 | \$ 5,000 |
| Solid Waste | \$ 716,959 | \$ 716,959 |
| Library | \$ 772,163 | \$ 13,000 |
| Law Library | \$ 39,200 | \$ 26,000 |
| Human Services | \$ 3,621,246 | \$ -0- |
| Recorders Technology Fund | \$ 42,000 | \$ 45,100 |
| Recorders Compliance Fund | \$ 42,000 | \$ 45,100 |
| Building CIP Fund | \$ 1,000,000 | \$ 1,065,000 |
| Human Services Building | \$ 158,383 | \$ 194,834 |
| Hwy Debt Service | \$ 258,025 | \$ -0- |
| New Constr Debt Service | \$ 102,572 | \$ -0- |
| ISTS Loan | \$ 161,141 | \$ 97,000 |
| MC Area Redevelopment Agency | \$ -0- | \$ -0- |
| Economic Development | \$ 68,596 | \$ -0- |
| General Tax Levy | <u>\$</u> | <u>\$16,310,856</u> |
| TOTAL | \$27,303,597 | \$28,196,254 |

Upon motion by Commissioner Belgard, seconded by Smith, and carried, said resolution was duly passed and adopted this 18th day of December, 2018.

BOARD OF COMMISSIONERS
MARTIN COUNTY, MN

Tom Mahoney, Board Chair

ATTEST: _____
Scott Higgins, County Coordinator

Roll Call AYES: Commissioners Schmidtke, Flohrs, Smith, Belgard, and Mahoney. NAYS: None. Resolution duly passed and adopted this 18th day of December, 2018.

Higgins presented an updated resolution naming Kristin Sparks, Deputy Auditor/Treasurer, and Jessica Korte, Accountant-A/T Office; as also having the authority to make electronic funds transfers in 2018 in addition to James Forshee, Martin County Auditor/Treasurer.

Motion by Commissioner Flohrs, seconded by Commissioner Schmidtke,

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, Kristin Sparks, Deputy Auditor/Treasurer, and Jessica Korte, Accountant-A/T Office.

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 Flohrs, seconded by Commissioner Schmidtke, and unanimously carried, said resolution was duly passed and adopted this 18th day of December, 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 18th day of December, 2018.

Scott Higgins, County Coordinator

Roll Call AYES: Commissioners Belgard, Smith, Schmidtke, Flohrs, and Mahoney. NAYS: None. Resolution duly passed and adopted this 18th day of December, 2018.

Higgins noted whenever donations to the County are received the Board must give its approval of acceptance of these donations and designate the purpose of the donation(s). Higgins reviewed donations received in 2018 for the following County program(s):

- Martin County Victim Witness Program - \$270.00
- Martin County Veterans Service Office - \$1,700.00

Motion by Commissioner Flohrs, seconded by Commissioner Schmidtke,

R-#57/'18

RESOLUTION
APPROVING AND ACCEPTING DONATIONS FOR CY2018

WHEREAS, pursuant to Minnesota Statutes 465.03, the County shall by resolution of the governing body adopted by a two-thirds majority of its members accept a grant or devise of real or personal property and maintain such property for the benefit of its citizens in accordance with the terms prescribed by the donor.

WHEREAS, the Martin County Victim Witness Program has received donations from:

| | |
|---|-----------|
| Truman Westford Waverly Community Chest | \$ 270.00 |
|---|-----------|

WHEREAS, the Martin County Veterans Service Office has received donations from:

| | |
|-----------------------------------|------------------|
| W. James and Marilyn Rock | \$ 200.00 |
| South Central Chapter #32 DAV | \$1,000.00 |
| Welcome Legion Auxiliary Post 553 | <u>\$ 500.00</u> |
| | \$1,700.00 |

WHEREAS, the Martin County Victim Witness Program wishes to accept these donations and utilize them to serve victims of general crime; and the Martin County Veterans Service Office wishes to accept these donations and utilize them for the purchase of a veterans service van.

NOW THEREFORE BE IT RESOLVED, that the Martin County Board of Commissioners hereby accepts the listed donations to be used to serve victims of general crime for the Martin County Victim Witness Program; and accepts the listed donations to be used towards the purchase of a veterans service van for the Veterans Service Office.

Motion by Commissioner Flohrs, seconded by Commissioner Schmidtke, said resolution was duly passed and adopted this 18th day of December, 2018.

BOARD OF COMMISSIONERS
MARTIN COUNTY, MN

Tom Mahoney, Board Chair

ATTEST: _____
Scott Higgins, County Coordinator

Roll Call AYES: Commissioners Smith, Belgard, Schmidtke, Flohrs, and Mahoney. NAYS: None. Resolution duly passed and adopted this 18th day of December, 2018.

Higgins noted Minnesota Statutes require that bids be taken for Official County Newspaper for the publication of notices, board minutes, etc. Higgins went on to note advertisement for bid was published and bid information sent to the four newspapers in Martin County. Higgins also noted bids were due Monday, December 17, 2018, by 4:00 p.m. with bids to be opened during the regular Board of Commissioners meeting on Tuesday, December 18, 2018. Bids were received from: Fairmont Photo Press, Truman Tribune, and Fairmont Sentinel.

| Fairmont Photo Press | Bid Price |
|---|----------------------------------|
| Publication of Delinquent Tax List | \$7.25 |
| Publication of Official Board Proceedings | \$6.25 |
| First Publication of Financial Statement | \$7.25 |
| Second Publication of Financial Statement as an insert to a newspaper | \$0.06 |
| Subscribers residing in Martin County | 10,185 |
| Truman Tribune | Bid Price |
| Publication of Delinquent Tax List | \$5.00 |
| Publication of Official Board Proceedings | \$4.75 |
| First Publication of Financial Statement | \$4.75 + cost of printing |
| Second Publication of Financial Statement as an insert to a newspaper | \$0.065 |
| Subscribers residing in Martin County | 873 |
| Fairmont Sentinel | Bid Price |
| Publication of Delinquent Tax List | \$8.10 |
| Publication of Official Board Proceedings | \$5.25 |
| First Publication of Financial Statement | \$3.50 + \$425 for 8,000 Overrun |
| Second Publication of Financial Statement as an insert to a newspaper | \$0.05 |
| Subscribers residing in Martin County | 8,200 |

| | |
|--|---|
| | (3,600 Sentinel and 4,600 Sentinel Plus) |
|--|---|

After review,

No action taken by the Board.

Abigail Nesbit, Martin County Emergency Management Director, presented an update noting damage in Martin County resulting from severe thunderstorms with heavy rains, damage winds, and tornadoes during the period of September 18-20, 2018, is of sufficient severity and magnitude to warrant the use of the State Public Disaster Assistance fund, as described under Minn. Stat. §12B; and that Governor Dayton has authorized the emergency management of the State to allocate funds. Nesbit noted it is not known when the funds will become available.

Michael Forstner, Drainage Administrator, presented the annual resolution for Ditch Levies and Assessments payable for CY2019.

Motion by Commissioner Flohrs, seconded by Commissioner Belgard,

R-#53/'18

RESOLUTION

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

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

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

THEREFORE, BE IT RESOLVED, by the Martin County Board of Commissioners of Martin County, MN that the following County, Joint County, and Judicial ditches hereby levied and assessed in the amounts so indicated as sufficient to take care of their

obligations for repairs and maintenance heretofore made, or to be made, and equal installments be spread and made payable where necessary, with and made payable where necessary, with and as apart of the Real Estate Taxes in the indicated as follows, to-wit:

DITCHES LEVIED FOR ONE YEAR PAYABLE 2019:

| <u>Ditch #</u> | <u>Name of Ditch</u> | <u>AMOUNT</u> |
|-----------------------|-----------------------------|----------------------|
| 1008 | County Ditch #9 | \$3,000.00 |
| 1024 | County Ditch #28 | \$2,000.00 |
| 1032 | County Ditch #33 | \$2,500.00 |
| 1037 | County Ditch #38 | \$1,500.00 |
| 1043 | County Ditch #46 | \$7,000.00 |
| 1066 | County Ditch #71 | \$800.00 |
| 1069 | County Ditch #74 | \$5,000.00 |
| 9012 | Judicial Ditch #8 | \$18,000.00 |
| 9027 | Judicial Ditch #17 | \$500.00 |
| 9028 | Judicial Ditch #18 | \$3,500.00 |
| 9040 | Judicial Ditch #26 M&F | \$500.00 |
| 9042 | Judicial Ditch #27 F & M | \$1,000.00 |
| 9143 | Judicial Ditch #34 | \$15,000.00 |
| 9052 | Judicial Ditch #35 | \$2,000.00 |
| 9076 | Judicial Ditch #52 | \$200.00 |
| 9080 | Judicial Ditch #60 | \$7,000.00 |
| 9084 | Judicial Ditch #66 | \$2,000.00 |
| 9100 | Judicial Ditch #82 M&BE | \$10,000.00 |
| 9103 | Judicial Ditch #85 M&BE | \$15,000.00 |
| 9106 | Judicial Ditch #89 | \$5,000.00 |
| 9115 | Judicial Ditch #99 | \$5,000.00 |
| 9116 | Judicial Ditch #100 | \$5,000.00 |

Upon motion by Commissioner Flohrs, seconded by Commissioner Belgard, and carried, said resolution was duly passed and adopted this 18th day of December, 2018

BOARD OF COMMISSIONERS

Tom Mahoney, Chairman

ATTEST: _____

James Forshee, Martin County Auditor/Treasurer

DITCHES LEVIED FOR MORE THAN ONE YEAR

| <u>Ditch #</u> | <u>Name of Ditch</u> | <u>Year Starting</u> | <u>Year Ending</u> | <u>AMOUNT</u> |
|-----------------------|-----------------------------|-----------------------------|---------------------------|----------------------|
| 1009 | County Ditch #11 | 2019 (2 years) | 2020 | \$37,000.00 |
| 1023 | County Ditch #27 | 2019 (2 years) | 2020 | \$9,500.00 |
| 1060 | County Ditch #64 | 2019 (3 years) | 2021 | \$5,000.00 |

| | | | | |
|------|---------------------------------|-----------------|------|--------------|
| 9005 | Judicial Ditch #3 | 2019 (3 years) | 2021 | \$30,000.00 |
| 9041 | Judicial Ditch #27 | 2019 (2 years) | 2020 | \$15,000.00 |
| 9139 | Judicial Ditch #28 | 2019 (5 years) | 2023 | \$10,000.00 |
| 9071 | Judicial Ditch #48 | 2019 (3 years) | 2021 | \$30,000.00 |
| 9092 | Judicial Ditch #74 | 2019 (10 years) | 2028 | \$45,000.00 |
| 9111 | Judicial Ditch #95 | 2019 (5 years) | 2023 | \$20,000.00 |
| 9127 | Judicial Ditch #115 | 2019 (3 years) | 2021 | \$20,000.00 |
| 9130 | Judicial Ditch #202 F&M | 2019 (5 years) | 2023 | \$30,000.00 |
| 9151 | Judicial Ditch #314 M&F | 2019 (15 years) | 2033 | \$475,000.00 |
| 9854 | Joint County Ditch #350 M,J,W&C | 2019 (18 years) | 2036 | \$850,000.00 |

Roll Call AYES: Commissioners Schmidtke, Smith, Belgard, Flohrs, and Mahoney. NAYS: None. Resolution duly passed and adopted this 18th day of December, 2018.

Greg Mangold, Project Lead with David Drown Associates, reviewed Martin County’s Classification and Compensation Study Executive Summary including an update and orientation presentation of the study process, via telephone conference call.

Mangold presented an overview of David Drown Associates including:

- Nearly 20 years of experience working with cities and counties in Minnesota
- With staff having practical experience in the public sector, we understand local government
- Administers new Association of Minnesota Counties Human Resources Technical Assistance Program
- Practical and realistic solutions for cities and counties including: compensation and benefits, classification, executive recruitment, performance management and organizational management
- Other services are public finance and economic development

DDA’s Mission is to provide quality advice – with a simple focus on you, our client.\

Why Conduct a Study?

- Gradual changes in duties performed
- Changes in organizational relationships and responsibilities
- Recruitment/Retention problems
- Statutory Compliance

Why Hire a Compensation Consultant?

- Time Factor
- Experience
- Objectivity
- Cost/Benefit
- Availability

Outcomes of a Study

1. A study will examine, edit or create job descriptions that are accurate. (The County will update job descriptions for this study.)
2. A study of the current labor market will provide us information to make changes to the current pay structure.
3. A study can determine if job classifications are properly structured.
4. A study will provide insight and recommendations to the current compensation structure, policies and practices.
5. A study will help the County comply with statutory requirements regarding pay equity.

What to Expect

This study will not result in:

- Job loss
- Reduction in pay
- Organizational restructuring

This study will result in:

- Updated Job Descriptions
- Pay structure that is internally equitable and externally competitive

What can you do as an employee?

- Cooperate
- Participate
- Provide Input
- Ask Questions
- Stay Positive

Your Role

- Complete your Position Analysis Questionnaire (PAQ)
- Cooperation
- Input on your Job Description
- Ask questions (Supervisor first), don't assume
- Patience

Complete Classification and Compensation Study (consists of)

- Initial Project Meeting
- Position Analysis Questionnaire and Job Description Review and Rewrite
- Job Description Appeal and Job Description Approval
- Market Analysis
- Evaluation of Job Positions
- Provide Budget Analysis
- Project Team Preliminary Results
- Final Report to Board and Job Classification Appeal
- Ongoing Maintenance

Importance of Job Descriptions

- Critical for good recruitment
- Provides basis for job comparison to market data
- Develops job worth hierarchy
- Clear expectations for employees

PAQ Process

- Employees will receive current job description and Position Analysis Questionnaire (PAQ) to complete
- Employee will complete PAQ, sign and return to supervisor
- Supervisor and/or department head review PAQ, add comments and provide to HR
- HR to review PAQ, add comments and provide to consultant

| <u>PAQ Schedule</u> | <u>Task</u> | <u>Due Date</u> |
|--|-------------|---------------------|
| Employees Complete, Sign/Send PAQs to Immediate Supervisor | | - January 7, 2019 |
| Supervisors Sign/Send PAQs to Department Heads | | - January 14, 2019 |
| Department Heads Sign/Send PAQs to HR | | - January 21, 2019 |
| HR sends PAQs to Consultant | | - January 28, 2019 |
| HR Reviews and Updates Job Descriptions | | - February 21, 2019 |

What is Job Content Evaluation?

- Uses a defined methodology to determine the relative value of jobs within an organization.
- Provides an objective and documented method for job analysis and evaluation.

Job Content Evaluation

- Qualifications: Education and Experience
- Decision Making: Nature of Decision Process
- Problem Solving: Nature of Problem Solving
- Relationships: Nature of Relationships
- Effort: Mental and Physical Effort
- Conditions/Hazards: Elements of Work Environment

Job Description Review Process

- Consultant to review current positions and PAQs
- Consultant may conduct interviews with individual employees and small groups as needed for purposes of clarifying PAQ content as needed
- County writes updated job descriptions
- Employees will receive a new job description to review and appeal if needed
- County Board approves all job descriptions

Immediate Next Steps

1. Complete PAQ
2. Job Description Rewrite by County
3. Job Description Appeal Process
4. Approval of Job Descriptions by County Board

Next Steps of Study

1. Market Analysis
2. Job Classification and Evaluation
3. Job Classification Appeal Process
4. Development of Pay Structure. Implementation Solutions and Budget Impact.
5. Final Report

Study Timetable by Months (Estimated)

| | | | | | |
|-----------------|---|---|---|---|---|
| STUDY COMPONENT | 1 | 2 | 3 | 4 | 5 |
|-----------------|---|---|---|---|---|

| | | | | | |
|--|--|--|--|--|--|
| Introduction, Orientation and Overall Management | | | | | |
| PAQ Completion and Review | | | | | |
| Job Descriptions Updated by County and Appeals | | | | | |
| Job Evaluations | | | | | |
| Wage and Benefit Benchmarks and Market Pricing | | | | | |
| Design New Pay Plan | | | | | |
| Final Report, Implementation and Training | | | | | |

The Board thanked Mangold for his presentation.

Higgins noted the 4-H Office has approached the Building Committee for a potential office move to the Martin County Fairgrounds. The Building Committee spoke with the Fair Board last Friday and thought there ought to be some discussion here today in consideration of a potential move. Higgins noted that 4-H staff is also present.

Kia Harries, Regional Director, Southwest Extension, was present to note we've had several conversations both within the office team, talking with the Fair Board looking for opportunities and this really came about...there are several counties in the state where 4-H or Extension is housed at the fairgrounds. They've got different facilities of course everywhere you go but the opportunities that those staff have talked about of being on-site. We do happen to own the 4-H Food Stand at the fairgrounds so being on-site to deal with things that happen we frequently will get a phone call from the sheriff saying door is open or something looks odd...stop on out and take a look and this would allow us to be there to do that. Using the facilities at the fairgrounds for events like day camp, having opportunity to use the space a little differently because we could be there but then also our storage. We do leave things in the 4-H Office that is a part of the exhibit building but because everything from that exhibit building goes into the 4-H Office you have to climb over things throughout the year to get access to things. So being able to store things differently the Fair Board would work with us to use one of the ticket booths as a storage facility and then being able to access things differently.

Harries went on to note we have talked about what the cost increases would be. There would be a rent cost that would include utilities, working with some of the space/storage at one of the ticket booths, the Fair Board would allow us to share their copy machine, they would allow us access to their fax machine, they are willing to do a little remodeling in the office that exists out at that Fair Board Office, use some storage cabinets, doing some updating of painting and those sorts of things. Our costs would include a rent increase and then as Steve (McDonald) mentioned earlier some internet bundling of phones and those sorts of things. The document you do have also shows that we've had over the past six years we have saved at least at minimum \$8,000 in our proposed budget. What you need to know about our budget is we budget for per diem for all of our Extension Committee members to come to meetings and several of those members don't claim per diem or don't do it each time so that's a cost savings to us. We do budget for the use of the County car for Daneen (Silker) to travel for professional and staff development and that car frequently doesn't get used as she carpools with others, we budget for things like overtime at County Fair which we don't often use to the extent that we planned, we

use colored paper to print instead of colored ink, so we've been very fiscally responsible. When you look at what our proposed under budget cost for 2018 is which is just about \$10,000 that offsets what our proposal of our increases would be for 2019 to move to the fairgrounds; and then we have over the past couple of years continue to reduce line items in our budget. So, we do think we can stay within target of where we're at now by being smart about our choices and what we've been doing.

Martin County Extension Office Info

2019 Proposed budget: \$146,571

Increases would include:

\$6,000 rent

\$6,060 bundled internet circuit/service (3 year term) **OR** \$4,740 for a 5 year term)
(\$505/month) (\$395/month)

\$158,631 Total (\$12,060 increase -3 yr term) OR \$157,311 Total (\$10,740 increase -5 yr term)

Past year's final budget numbers:

2013 – Amount under budget \$12,574

2014 – Amount under budget \$10,887

2015 – Amount under budget \$8,108

2016 – Amount under budget \$22,945 (Enid retired – vacant position for 4 months)

2017 – Amount under budget \$8,433

2018 – Amount projected under budget \$9,941

Fair Board information:

- Rent of \$500/month - \$6,000
- Initial snow removal done with an early pass through fairgrounds. Hockey Assn does full removal.
- Would share the copy machine with Fair Board.
- Fair Board will move current items in Fair Board Office and build storage on the west wall.
- Could use Fair Boards fax line for the estimated 6 faxes/year.
- Could use insulated ticket booth for storage of program resources and supplies.
- Cost would include utilities.

Other Information:

- Possibility of MidContinent fiber optic line past the fairgrounds in the near future.
- Average telephone bill at the Courthouse is around \$90/month (which includes fax line).
- Currently use 35 gigs of data used space in drive on the computers (could be reduced).
- Do not pay rent at the Courthouse.
- University of MN Extension IT is not able to provide IT support to a remote location.
- Fair Board copy machines does not print in color.

In summary, Martin County would need to provide the following for a move:

- Install phone lines.
- Discuss server/back-up storage.

- Discuss internet options for the fairgrounds.

Timeline to support a move to the fairgrounds:

- Martin County Building Committee meet to review this information: By December 31.
- Meet with Steve McDonald, Martin Co. IT Department to explore server, back-up and internet options: by December 31.
- Fair Board complete cleaning of the Fair Board Office and install new cabinetry and paint: by January 31.
- Install technology (phones, server, internet): By March 1.
- Possible move date: March 29.

Commissioner Schmidtke noted the Building Committee had several questions and concerns about the area out there and the Fair Board does have security cameras in that building and law enforcement does patrol through there frequently and there's actually a farmer that rents a building out there and comes through there all the time. I think this is a natural perfect fit and we've been struggling with space here and when this move is done it kind of ties everything together and it will really work out well for space down here in the Courthouse.

Kristie Gaalswyk-Pomerence, 4-H Program Coordinator, noted when I first started it was apparent to me that my current office space was a commodity within this building and if I am to be moved I would appreciate being moved to a place where it is advantageous for us programmatically. A good chunk of our positions is planning and managing the fair so it just makes sense to be on-site for that type of operations that we need to oversee. Again also with building management and since the passing of Eddie Murphy things aren't as watched as closely with buildings and things like that and so this past winter our food stand door blew open and I had snow drifts and ice in my food stand because people hadn't seen it for a couple of days. If I would have been notified or if I would have been on-site to see it sooner I could have fixed that issue. Again I know that space is needed in here and so if I am to be moved the Fair Board approached us with this opportunity. I think it makes sense. I appreciate you even considering this option but I will be upset if two years from now you want my office and I'll be moved to somewhere that doesn't make sense for 4-H or Extension. The opportunity is here if you want my office I found a way to make it work for you and for it to work for Extension 4-H. Thank you for even listening and considering this option.

Commissioner Smith noted we've talked about this with the Building Committee and I expressed some concern at that meeting. One of the concerns is that we really do not have a cost nailed down of what this is actually going to be.

Harries noted the internet...that bundling that Steve (McDonald) has talked about that one based on a 3 year or 5 year and how it is bundled is still negotiable. You are correct.

Commissioner Smith noted and also the Fair Board...there is some advantages to the Fair Board for having you there and they are saying that only the utilities is what they're charging you to us the County for being there; but, we don't really know what those charges are actual so that's another one of my concerns.

Gaalswyk-Pomerenke noted I would say if we were to do this I would like to have a written agreement with the Fair Board about their expectations and our expectations of them. I would definitely promote doing that just so we're all on the same page and that costs don't move within the year so we'll have to have like a lease agreement with them to ensure that is handled as well as if we are going to help them what that looks like for Daneen (Silker) to make sure we're not taken advantage of and that we're upholding our end of the bargain with them as well with this.

Chairman Mahoney noted at one time there was discussion that they wanted you to move out of there during fair week. Anything to that?

Gaalswyk-Pomerenke noted we would still have to move during the week of the fair. We would at least get to be there up until the weekend before the fair but that would also put us closer to our 4-H exhibit and we're okay with that move as well as with the fact that we're able to access, they said, still our original office so it is a lot easier just to run down a few feet and grab a file instead of having to drive here and get what we need. It would be a lot easier during the fair with that move.

Commissioner Belgard noted I have a number of concerns mostly with the timing of it and I'll preface it by saying I think when I first heard this and I just heard it yesterday so I haven't had much time to think about it but I think that there probably is a lot of advantage in being at the fairgrounds. I don't question that at all. I will say addressing some of the things we talked about we just did a space study and everything was okay with staying just the way it was, basically. We just paid to do that. The budget is \$10,000 minimum that I see addition to the budget and you can argue whether you lower your budget or not and you're just budgeting too much maybe but it's a \$10,000 hit to a budget that we just passed today and its already now \$10,000 off if you make this move now. When we decided to do the VSO Office it took us three or four years that they wanted us out of that Human Services office space and we didn't have a great place to move to. We thought about it and investigated it. We did due diligence and I think we need to do that here. I don't think we need to make a decision today and I think maybe the Fair Board we kind of support them...it doesn't seem to me like \$500/month is going to take that much to pay the...they already heat it to a certain temperature. I'm not even opposed to it I just think it is too fast and I couldn't vote for it to happened today. I don't think we ever make moves that fast.

Commissioner Smith noted I think it makes sense too, I do, I think it makes perfect sense. All of your arguments are good arguments. But when we talked about it at the Building Committee, the Building Committee did recommend bringing it to the Board for recommendation. However, I agree with Commissioner Belgard that sometimes we just need to slow down a little bit. If we wait I don't know maybe we'll be more comfortable with the decision and maybe we'll think of things we haven't thought of already and it's not something that you need to be there in three months. Is there an advantage to moving right away...is that something that has to be done.

Gaalswyk-Pomerenke noted the Fair Board is coming to us with this opportunity now and I don't want to miss my opportunity to potentially move out there. I would hope they would still want us down the way but maybe they'll figure something else out. Another reason we're kind of accelerating this is because of how our programming timeline works. We want to get things solidified before spring hits and like we're already sending out judges letters and we're already

in the fair planning mode so it is going to get busier for us here so programmatic wise it would be nicer to move in quicker just so that we're there and ready for the summer ahead and we can start making those changes of like day camp locations and other considerations that we might have. I will say if you want more information before moving forward what would that look like? What would you like from us to provide?

Commissioner Belgard noted from my point it's not even so much that information. I've made decisions on boards over the years that we don't think through and then the next week somebody says why didn't you think of this. That's really why we don't make snap decisions here we think things through and we get information. I don't know I think the \$10,000 hit to the budget is big. If the Fair Board wants you there they might consider reducing that number...I didn't say I'm opposed to the idea. I think that actually in the long run its going to make sense. I'm just not comfortable with it yet.

Chairman Mahoney noted I would agree with Commissioner Belgard that you know I think we're moving way too fast on this thing. Like Commissioner Belgard said yesterday was the first time when I looked at my agenda that (I) heard it was going to be an issue. But you know we've been talking about this probably for six months to a year and at one period I thought it was tabled until we came up with some situations. It's really not a space issue that's going to send you out there it's because the Fair Board probably wants you out there.

Commissioner Schmidtke noted I disagree with that. There's still a space need.

Commissioner Belgard noted it is valuable space there's no doubt about it. We don't have an excessive amount of it in here.

Commissioner Schmidtke noted the space that is being used down there right now is not being used correctly at all and not just by them (4-H/Extension) but in that whole area down there.

Higgins noted in fairness to 4-H like Kristie mentioned it's not just their space but everybody's space that we've been looking at trying to get the most efficient use (of the space).

Gaalswyk-Pomerence noted I understand but I'm just saying like I have an opportunity to help you so that's why I brought this forward because it's an opportunity not only for you but for our programs. Like it will be advantageous for us to be out there so that's why I proceeded. I'm not picking a random building because I want to get out of here. There's a purpose and a reason for wanting to be there.

Commissioner Smith noted I just wanted to say too that Martin County we support 4-H one hundred percent and you do great things for our youth in the County. And just because we don't act on this today does not necessarily mean it won't go forward.

Gaalswyk-Pomerence noted and I understand that. I know you have a lot to consider in your roles. Again I'm just bringing this up to be at the table that's really what this is.

Commissioner Flohrs noted I appreciate you guys' caution on all this and I feel bad that you just heard about this last night. We've been hearing about this for quite a while and hearing about everything and I would like to move on this as fast as possible and if not today I think something should definitely be done by the first meeting in January (2019). If we have all these questions and answers can we satisfy all of you guys' needs by the first meeting in January (2019)?

Commissioner Schmidtke noted I don't know what you're going to find out different...rent is going to be \$500/month and you're paying for electric and utilities out there...they're going to put a heater in one of the new ticket booths for storage and the other is to bundle your internet and I don't think they're that far off on what Steve (McDonald) has explained to us today.

Commissioner Flohrs noted I don't know how much more you're going to know by January 8th (2019) and you could have just as well voted on it today.

Commissioner Belgard noted one of the other problems I have with the whole thing is we hired a full time employee for the cross training and make it available for that window to be open at all times.

Commissioner Schmidtke noted that will change no matter what...no matter if they move to the fairgrounds or not. That crutch will be gone. I'm not going to be here next month but I guarantee you that will be changed.

Commissioner Belgard noted but we hired that employee for that reason. You know what it costs to add an employee.

After discussion,

A motion by Commissioner Schmidtke, seconded by Commissioner Flohrs, to allow Extension to move out to the fairgrounds and work out an agreement with the Fair Board for signature.

Commissioner Smith stated she would like to make an amendment to the motion. I would like to make an amendment to the motion that we continue the discussion with the intent of moving the 4-H Office to the fairgrounds; but, we do a little bit more...dig a little deeper to find out some of the specifics that we do not have the answers for and there are some that we don't have the answers to and then at that time, at the next meeting, we move ahead and maybe by that time we can talk to the Fair Board.

Commissioner Schmidtke noted I just don't know what the answers would be. I don't know what you're looking for other than the bundle of the internet and that cost we don't know yet.

Commissioner Belgard noted then if there's no second to that we just vote on the other one.

Chairman Mahoney noted so you have an amendment.

Commissioner Belgard noted I'll second that amendment because that's what I want to do.

Chairman Mahoney asked for any further discussion on the amendment with the intent to move forward (with the move of the 4-H Office to the fairgrounds) pending further information specific to what we don't have and then talk again.

Commissioner Flohrs noted you're just buying time. You're just wasting three weeks here.

Motion by Commissioner Smith, seconded by Commissioner Belgard, to amend the motion to allow Extension to move out to the fairgrounds and work out an agreement with the Fair Board for signature, that we continue the discussion with the intent of moving the 4-H Office to the fairgrounds; and to find out some of the specifics that we do not have the answers to at this time, and to allow time to talk with the Fair Board regarding a lease.

Those voting in favor: Commissioners Belgard and Smith. Those voting against: Commissioners Schmidtke, Flohrs, and Mahoney. Amendment Motion Failed.

Chairman Mahoney now called the Main Motion.

Chairman Mahoney asked for further discussion on the motion.

Commissioner Smith noted it looks like consensus of the Board is we move ahead.

Commissioner Belgard noted they haven't voted on that yet.

Commissioner Schmidtke noted I think in the long run they will move eventually.

Gaalswyk-Pomerence inquired if we move ahead and then if we put together a rental agreement that you then approve would that be sufficient for that January time to give you...like you're approving us pursuing it basically, but we provide the contract. I don't know if I can provide any more information but it would be at least a written document that you could then approve.

Chairman Mahoney called for the vote.

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 4-H/Extension Office to move from the Courthouse to the Fair Board Office at the Martin County Fairgrounds pending the drafting of a lease agreement with the Fair Board that is agreeable to both parties for signature. Those voting in favor: Commissioners Flohrs, Smith, and Schmidtke. Those voting against: Commissioners Belgard and Mahoney. Motion carries.

Gaalswyk-Pomerence thanked the Commissioners for their consideration and support of our program.

The Board reviewed Warrants, Auditor Warrants, and EFT Transactions to be paid December 18, 2018.

Motion by Commissioner Schmidtke, seconded by Commissioner Belgard, Be It Resolved that the Martin County Board of Commissioners, hereby approve Warrants, Auditor Warrants, and EFT Transactions to be paid on December 18, 2018, and includes the Martin County Highway Department and Drainage bills as presented. Carried unanimously.

Warrants received and paid December 18, 2018, are registered on file in the Auditor/Treasurer's Office as follows:

| | |
|--|----------------|
| Revenue Fund – Warrants Approved December 18, 2018 | \$169,872.24 |
| Enhanced 9-1-1 Fund | \$ 8,925.00 |
| Sheriff's Contingency Fund | \$ 70.29 |
| Martin County Economic Development Fund | \$ 714.11 |
| Solid Waste Management Fund | \$ 72,348.79 |
| Law Library Fund | \$ 374.45 |
| Ind. Sewage Treatment Sys. Loans | \$ 5,211.33 |
| Building-CIP-Fund | \$ 5,251.50 |
| Bank Building Fund | \$ 3,677.58 |
| Refunding Fund | \$ 95.85 |
| Forfeited Tax Fund | \$ 9.90 |
| | <u>\$ 9.90</u> |
| Total | \$266,551.04 |
| | |
| Road and Bridge Funds Totaled | \$ 53,790.64 |
| Martin County Ditch Funds Totaled | \$ 32,904.56 |

Motion by Commissioner Smith, seconded by Commissioner Flohrs, Be It Resolved that the Martin County Board of Commissioners, hereby table consideration of quotes from architect firms for bid design and specifications for the proposed garage facility. Carried unanimously.

Motion by Commissioner Belgard, seconded by Commissioner Schmidtke, to move into closed session for the performance evaluation of the Martin County Coordinator. Carried unanimously.

Closed session began at 11:26 a.m.

Motion by Commissioner Smith, seconded by Commissioner Belgard, to move back into open session. Carried unanimously.

Board back into open session at 11:50 p.m.

With no further business to wit, Board Chair adjourned the meeting at 12:04 p.m.

BOARD OF COMMISSIONERS
MARTIN COUNTY, MN

Tom Mahoney, Board Chair

ATTEST: _____
Scott Higgins, County Coordinator