

PROCEEDINGS OF THE  
MARTIN COUNTY BOARD OF COMMISSIONERS  
TUESDAY, APRIL 3, 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 Smith, Mahoney, Belgard, Flohrs, and Schmidtke. Also present were Scott Higgins, Martin County Coordinator, James Forshee, Martin County Auditor/Treasurer, Terry Viesselman, County Attorney, Jeff Markquart, Martin County Sheriff, Corey Klanderud, Chief Deputy, Kevin Peyman, County Engineer, Rod Halvorsen, KSUM-KFMC Radio, Jason Sorensen, Sentinel Newspaper, Julie Walters, Administrative Assistant, and members of staff.

The Pledge of Allegiance was recited.

Motion by Commissioner Smith, seconded by Commissioner Schmidtke, Be It Resolved that the Martin County Board of Commissioners, hereby approve the agenda for the April 3, 2018, regular Board of Commissioners meeting. Carried unanimously.

Motion by Commissioner Flohrs, seconded by Commissioner Belgard, Be It Resolved that the Martin County Board of Commissioners, hereby approve the minutes of the March 20, 2018, regular Board of Commissioners meeting; and approve the minutes of the January 30, 2018, Board Work Session. Carried unanimously.

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

Scott Higgins, Martin County Coordinator, presented a tobacco license application for approval from Town Center Super Value located at 500 Hwy 4 South in Trimont, MN. Higgins noted that all required documentation and fees have been received and are in order.

Motion by Commissioner Flohrs, seconded by Commissioner Smith,

R-#21/'18

RESOLUTION

ISSUANCE OF TOBACCO LICENSES FOR 2018

WHEREAS, the County of Martin, MN (County) has established a Tobacco Ordinance (Ordinance) relating to the sale, possession, and use of tobacco in Martin County and to reduce the illegal sale, possession, and use of such items to and by minors, along with compliance with Minnesota Statutes and Rules; and

WHEREAS, applications for a tobacco license to sell tobacco shall be made through the County and its required forms as established by the Ordinance; and

WHEREAS, the Martin County Board of Commissioners (Board) may either approve or deny the license, or delay it for such reasonable period of time as necessary to complete any investigation of the application or the applicant it deems necessary. If the Board approves the application, the County Coordinator shall issue the license. If the application is denied, notice of the denial shall be given to the applicant along with notice of the applicants right to appeal the Board's decision; and,

WHEREAS, all licenses shall be valid under the Ordinance for one calendar year from the date of issuance; and,

NOW, THEREFORE BE IT RESOLVED, that the Martin County Board of Commissioners, hereby approve and authorize tobacco license for the following Retail Establishment, effective April 3, 2018 through April 2, 2019:

- Town Center Inc., d/b/a Town Center Super Valu located at 500 Hwy 4 South in Trimont, MN 56176

Upon this motion made by Commissioner Flohrs, seconded by Commissioner Smith, was duly made and passed this 3<sup>rd</sup> day of April, 2018.

BOARD OF COMMISSIONERS  
MARTIN COUNTY, MN

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Tom Mahoney, Board Chair

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

Roll Call AYES: Commissioners Belgard, Schmidtke, Flohrs, Smith, and Mahoney. NAYS: None. Resolution duly passed and adopted this 3<sup>rd</sup> day of April, 2018.

Kevin Peyman, County Engineer, was present and noted that Cary Villeneuve is interested and willing to serve on the Martin County Parks/Trail Committee; and recommends Villeneuve's appointment.

Motion by Commissioner Belgard, seconded by Commissioner Schmidtke, Be It Resolved that the Martin County Board of Commissioners, hereby approve the appointment of Cary Villeneuve to serve a three-year term on the Martin County Parks/Trail Committee, effective January 1, 2018 through December 31, 2020. Carried unanimously.

Commissioner Flohrs noted that Les Anderson is interested and willing to serve on the Water Plan Advisory Committee replacing the Well Driller vacancy.

Motion by Commissioner Flohrs, seconded by Commissioner Schmidtke, Be It Resolved that the Martin County Board of Commissioners, hereby approve the appointment of Les Anderson to

serve a three year term on the Water Plan Advisory Committee, effective January 1, 2018 through December 31, 2020. Carried unanimously.

Peyman noted the interview process for the seasonal County Parks Caretaker position has been completed and the Martin County Parks/Trail Committee recommends the hire of Grant Carlson for the six month position.

Motion by Commissioner Belgard, seconded by Commissioner Smith, Be It Resolved that the Martin County Board of Commissioners, upon the recommendation of the Martin County Parks/Trail Committee, hereby approve and authorize the hire of Grant Carlson for the seasonal position of County Parks Caretaker effective on or about April 16, 2018, and will continue for six (6) months at a monthly compensation (with required payroll deductions) of approximately \$1,115.38 per pay period; and is not eligible for county benefits; and is contingent upon satisfactory reference and background checks. Carried unanimously.

Peyman next provided a review of the proposed Courthouse Parking Lot Improvement project which will include approximately 275 feet of curb and gutter, optional fencing, and overflow drainage system.

Peyman noted the curb and gutter will be a couple feet forward from where the edge of the blacktop is now. The Highway Department will come in and mill a clean edge where the curb and gutter line is now and get that area prepped. There will be three (3) spillways that will be utilized to contain as much water as possible rather than have it all run directly off the parking lot down over the lake bank. Peyman went on to note we are planning on doing a type of rain garden to fit behind that curb and gutter. Right now we are looking at a 12 foot x 5 foot concrete box with plantings and rocks and tile in the bottom with the plan to catch as much of the water as you can which will be filtered out through the rocks and be absorbed by the plants with any excess running over the lake bank; with erosion controlled with the installation of rip rap around the tile outlet. Peyman also noted he will be finalizing project bid specs in the next couple of weeks and that the project is anticipated to take up to three weeks to complete once the project is started.

After discussion,

Motion by Commissioner Schmidtke, seconded by Commissioner Flohrs, Be It Resolved that the Martin County Board of Commissioners, upon the recommendation of the County Building and Purchasing Committee, hereby approve and authorize County Engineer to proceed with pre-design plan for the proposed Courthouse Parking Lot Improvement Project and obtain bids for the project. Carried unanimously.

Peyman presented a brief Highway Department Update including recent plowing activity and soft condition of the county's gravel roads and shoulders.

Jeff Markquart, Martin County Sheriff, and Corey Klanderud, Chief Deputy-Martin County Sheriff's Office, were present to request authorization to advertise for the recruitment of an Investigator Position for the Martin County Sheriff's Office. Markquart noted the Sheriff's

Office has been without an Investigator Position for a number of years and recommends filling this position. Markquart noted the Investigator Position will be a dual position incorporating investigator and patrol deputy duties. Markquart also presented an updated job description for the Investigator Position and recommends approval.

Motion by Commissioner Belgard, seconded by Commissioner Smith, Be It Resolved that the Martin County Board of Commissioners, upon the recommendation of the Martin County Sheriff, hereby approve and authorize advertising for recruitment of an Investigator Position for the Martin County Sheriff's Office. Carried unanimously.

Motion by Commissioner Belgard, seconded by Commissioner Flohrs, Be It Resolved that the Martin County Board of Commissioners, hereby approve the updated job description (April, 2018) for the Deputy Sheriff/Investigator Position. Carried unanimously.

Markquart presented a brief Martin County Sheriff's Office update including current Martin County Jail population with twenty-three (23) in-house, thirteen (13) out of county, and five (5) on Electronic Home Monitoring; and financial aid request received from the Granada Huntley School District for a School Resource Officer.

Erin Morrill, Emergency Management Director-Martin County Sheriff's Office, presented and reviewed a recommendation for acceptance of additional grant funds in the amount of \$2,000 from the 2017 Hazardous Materials Emergency Preparedness Grant to be used towards training related to hazardous materials. Morrill noted Martin County Emergency Management, along with other county EM's are planning on using the funds to host a discussion based training on the Incident Command System during a hazardous materials incident. The training would be for area law enforcement agencies, fire departments, and EMS departments, with the goal of improving and refreshing responders' knowledge of the Incident Command System. Morrill went on to note the grant allocation is \$2,000 and requires a 20% match from the local jurisdiction; and that Martin County will easily meet that 20% or \$500 match through an in-kind match of responders' time spent at the training.

Motion by Commissioner Flohrs, seconded by Commissioner Smith, Be It Resolved that the Martin County Board of Commissioners, hereby approve and authorize Board Chair and County Emergency Management Director, to sign the 2017 Hazardous Materials Emergency Preparedness Grant Agreement for additional funds in the amount of \$2,000, with 20% in-kind match, for responder training of the Incident Command System, effective March 1, 2018 through September 30, 2018. Carried unanimously.

Doug Borchardt, Building Maintenance Supervisor, reported on the request for replacement of the two (2) roof top air conditioning units (RTU's) located at the Human Resource Building. Borchardt noted the units are approximately 25 years old and that the typical life is 15-20 years as wear and dirt begin to impede the operation of mechanical functions; and older RTU's have higher maintenance costs as replacement parts become more difficult to find and become more expensive. Borchardt went on to note new RTU's will be more efficient than the existing units and would be around 10 EER efficient and the existing units are around 8 EER efficient, which would be a significant energy savings during the cooling season. The new RTU's would have

internal electronic controls and would be independently controlled from the pneumatic system. Borchardt also noted according to the analysis received from ISG the estimated cost to replace the two (2) RTU's in 2018 would be approximately \$200,000; and that the Building and Purchasing Committee has reviewed this project request and recommends moving forward with replacement of the two (2) RTU's located at the Human Resource Building.

Motion by Commissioner Schmidtke, seconded by Commissioner Flohrs, Be It Resolved that the Martin County Board of Commissioners, hereby approve and authorize proceeding with HVAC upgrades for the replacement of two (2) roof top air conditioning units for the Human Resource Building, per the recommendation of the Martin County Building and Purchasing Committee and ISG, at an estimated cost of \$200,000; and authorize ISG to advertise specifications for bids. Carried unanimously.

Higgins and Borchardt reported on replacement lighting request in the Coordinator's Office, noting the area where the new service window is to be installed is in a darker part of the room, as well as above the second desk area, and that there is a need for additional lighting in the office. The Building Committee has reviewed quotes received with their recommendation to install new lighting fixtures similar to the light fixtures on the Commissioners room and will include LED lighting in the Coordinator's outer and inner office areas.

Kahler Electric:

Option #1 – 6 LED Panel light fixture in the amount of \$2,115 installed (Additional \$875 for 2-fixtures in Coordinator's Office)

Option #2 – 6 Pendant Lighting (antique brass) \$2,665 (Additional 2 fixtures (antique brass) \$1,075 in Coordinator's Office)

DeWar Electric:

Option #1 – 6 LEC Panel Light Fixtures \$3,034.

Option #2 – 6 Pendant Lighting (antique brad) - \$5,052

Discussion ensued regarding bids received.

Higgins stated that the Building/Purchasing Committee recommended approval for the apparent low bid from Kahler Electric (Fairmont).

Belgard inquired if there were other quotes received. Higgins stated no.

Belgard stated that it there are a number of other electricians in the county and suggested that the county staff obtain additional bids from other electricians for the project.

After discussion,

By consensus the Board tabled the quotes received for replacement lighting in the Coordinator's Office until obtaining the additional quotes for the project and will consider at the next regular Board of Commissioners meeting.

The Board reviewed warrants to be paid April 3, 2018.

Motion by Commissioner Flohrs, seconded by Commissioner Smith, Be It Resolved that the Martin County Board of Commissioners, hereby approve bills to be paid on April 3, 2018, as presented; and includes the Martin County Highway Department and Drainage bills as presented. Carried unanimously.

Warrants received and paid April 3, 2018, are registered on file in the Auditor/Treasurer's Office as follows:

Revenue Fund – Warrants Approved April 3, 2018	\$219,201.16
Enhanced 9-1-1 Fund	\$ 200.25
Martin County Economic Development Fund	\$ 15.26
Human Services Fund	\$298,193.67
Recorder's Compliance Fund	\$ 10,397.50
M.C. Area Redevelopment Fund	\$ 20,000.00
Building – CIP – Fund	\$ 1,611.38
Bank Building Fund	<u>\$ 689.41</u>
Total	\$550,308.63

Road and Bridge Funds Totaled	\$ 41,130.29
Martin County Ditch Funds Totaled	\$ 4,646.25

The Board reviewed reports and announcements including: Minutes of South Central Service Cooperative's Organizational meeting and regular Board meeting on March 7, 2018; and Minnesota Emergency Medical Services Regulatory Board – Notice of Completed Application-Children's Minnesota.

Commissioner Smith noted she has been asked to serve on a newly organized Child Care Task Force; and is interested and willing to serve on the Child Care Task Force.

Motion by Commissioner Flohrs, seconded by Commissioner Belgard, Be It Resolved that the Martin County Board of Commissioners, hereby approve the appointment of Commissioner Smith to serve on the Child Care Task Force; and to approve and authorize per diems and expenses to attend the Child Care Task Force meetings.

Commissioners reviewed their calendars of previous and upcoming meetings and activities: March 20, 2018 – regular Board of Commissioners meeting, Building and Purchasing Committee meeting, USI Insurance meeting, and AgriBusiness meeting; March 21, 2018 – Human Services meeting; March 22, 2018 – AMC Regional Training Workshop “Your Role as a Local Elected Official” in Mankato, MN (Commissioner Smith attended); March 23, 2018 – JD #9 and JD #99 meetings in the Commissioners Meeting Room; March 26, 2018 – Kinship of Martin County meeting; March 27, 2018 – Annual Martin County Association of Townships meeting in Welcome, MN, and FMJ Drug Court Substance Abuse graduation; March 28, 2018 – South Central Minnesota Multi-County HRA meeting in Mankato, MN; March 29, 2018 – Water Plan meeting, Justice Center Study Committee meeting, and Building and Purchasing Committee meeting; March 30, 2018 – Vickie Savick Retirement in Blue Earth, MN; April 2, 2018 – Rural

Minnesota Energy Board meeting and Martin County EDA meeting at 5:15 p.m.; April 3, 2018 – regular Board of Commissioners meeting at 9:00 a.m. in the Commissioners Meeting Room – Martin County Courthouse, and Personnel Committee meeting following the commissioners meeting; April 4, 2018 – Faribault-Martin County Joint Transit Executive Committee meeting, AMC’s Leadership Summit April 4-6, 2018, in Nisswa, MN (Commissioners Flohrs and Smith attending), Martin County Veterans Memorial Committee meeting; April 5, 2018 – Border to Border meeting in Mankato, MN; April 10, 2018 – Labor Management Committee meeting at 1:00 p.m.; April 11, 2018 – Area Career Exploration Event at the Fairmont Area High School Gym, Bureau 14 meeting, Region 9 DOT Update, Region 9 Development Commission meeting, and SHIP meeting; April 12, 2018 – ITC Task Force meeting in Mankato, MN; April 13, 2018 – Prairieland meeting, Faribault-Martin County Joint Transit Committee meeting, Grand Opening at BoeKett in Jackson, MN; April 17, 2018 – regular Board of Commissioners meeting at 9:00 a.m. in the Commissioners Meeting Room (Student Government Day) – Martin County Courthouse.

With no further business to wit, Board Chair adjourned the meeting at 9:55 a.m.

BOARD OF COMMISSIONERS  
MARTIN COUNTY, MN

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Tom Mahoney, Board Chair

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