

PROCEEDINGS OF THE  
MARTIN COUNTY BOARD OF COMMISSIONERS  
TUESDAY, AUGUST 21, 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, and Schmidtke. Commissioner Flohrs was absent. Also present were Scott Higgins, Martin County Coordinator, James Forshee, Martin County Auditor/Treasurer, Jason Sorensen, Sentinel Newspaper, Terry Viesselman, County Attorney, Kevin Peyman, County Engineer, Rod Halvorsen, City of Lakes Media, 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 August 21, 2018, regular Board of Commissioners meeting as presented. Carried unanimously.

There were no minutes to review and consider.

Terry Viesselman, County Attorney, was present to review Amendment No. 1 to the office space lease agreement between Martin County and the State of Minnesota Department of Corrections for county owned office space at 117 North Main in Fairmont. The amount of space being leased is approximately 1,864 usable square feet of space. Viesselman noted he has reviewed the amendment to the lease and approves as to form and content. Amendments to the lease include:

- 2 year lease commencing September 1, 2018 through August 31, 2020
- Amount of \$15.91/square foot = \$29,656 annually. Total lease amount of \$59,312.40 paid in equal monthly installments
- Paint areas of office space as outlined
- Replace carpet area that was affected by sewer backup
- Other revisions include the amendment itself

Discussion ensued regarding painting and carpet replacement request.

After review and discussion,

Motion by Commissioner Smith, seconded by Commissioner Belgard, Be It Resolved that the Martin County Board of Commissioners, hereby approve and authorize Board Chair to sign the lease agreement between Martin County and the State of Minnesota Department of Corrections for office space located at 117 North Main in Fairmont, Minnesota, for a term of two (2) years commencing on September 1, 2018 through August 31, 2020, for a term amount of \$59,312.40 (\$15.91/square foot = \$29,656 annually), paid in equal monthly installments. Those voting in favor: Commissioners Smith, Belgard, and Mahoney. Those voting against: Commissioner Schmidtke. Commissioner Flohrs was absent. Motion carries.

Kevin Peyman, County Engineer, was present to provide a Highway Department Update on the CSAH 26 construction. Peyman noted the Cold Inplace Recycle (CIR) finished early last week and the paving was to have started last Thursday. However, due to rain delays paving is just now starting. If the weather cooperates we're probably looking at a good three weeks before the pavement portion is wrapped up. But, the CIR is done and now we're on to the paving and needing the weather to cooperate and we'll get it done.

Pam Flitter, Martin County Zoning Official, was present to note the County advertised for recruitment for a Planning and Zoning Technician and interviews were conducted. The Personnel Committee is recommending the hire of Ben Huntley at Grade 12 Step 1 at \$20.47/hour effective September 4, 2018; and is contingent upon successful and satisfactory background check(s).

Motion by Commissioner Smith, seconded by Commissioner Belgard, Be It Resolved that the Martin County Board of Commissioners, hereby approve and authorize the hire of Ben Huntley as Planning and Zoning Technician for the Martin County Planning and Zoning Office at Grade 12 Step 1 at \$20.47/hour, with a tentative start date of September 4, 2018; and is eligible for full benefits as it applies to this position; and is subject to serving a twelve (12) month probationary period; and is contingent upon completed criminal and other required background checks that are successful and satisfactory to the County. Carried unanimously.

Scott Higgins, Martin County Coordinator, was present to recommend the appointment of Clint Cole to Investigator for the Martin County Sheriff's Office, effective August 27, 2018, at \$33.05/hour per the union contract.

Motion by Commissioner Smith, seconded by Commissioner Belgard, Be It Resolved that the Martin County Board of Commissioners, upon the recommendation of the Martin County Sheriff, hereby approve and authorize the appointment of Clint Cole to the Investigator Position for the Martin County Sheriff's Office, at \$33.05/hour per the union contract, effective August 27, 2018. Carried unanimously.

Higgins noted a request has been received for CY2019 Budget Allocation funding from the South Central Minnesota EMS. The South Central Minnesota EMS Regional Program plans and coordinates emergency services throughout the nine county area.

Commissioner Belgard noted since that group was started it was funded by seatbelt fines which 10 years ago was oodles of money; however, the current use of seatbelts in Minnesota is at an all-time high and as seatbelt compliance increases, the amount of revenue going to EMS has significantly decreased. And as funding continues to dwindle, the regional EMS systems are forced to make cuts to these programs. Belgard went on to note the South Central Minnesota EMS Region is requesting \$5,000 from each of the 9 counties to aid in trying to keep the EMS doors open and urgently need a sufficient and stable funding source in order to maintain the Minnesota EMS System.

Motion by Commissioner Belgard, seconded by Commissioner Schmidtke, Be It Resolved that the Martin County Board of Commissioners, hereby receive and file the CY2019 Budget

Allocation Request received from the South Central Minnesota EMS in the amount of \$5,000. Carried unanimously.

The Board reviewed warrants to be paid August 21, 2018.

Commissioner Schmidtke questioned mileage reimbursements for county offices that have fleet vehicles available for use.

Motion by Commissioner Schmidtke, seconded by Commissioner Belgard, Be It Resolved that the Martin County Board of Commissioners, hereby approve bills to be paid on August 21, 2018, and includes the Martin County Highway Department and Drainage bills as presented. Carried unanimously.

Warrants received and paid August 21, 2018, are registered on file in the Auditor/Treasurer's Office as follows:

Revenue Fund – Warrants Approved August 21, 2018	\$ 97,317.83
Enhanced 9-1-1 Fund	\$ 507.85
Martin County Economic Development Fund	\$ 735.85
Law Library Fund	\$ 2,364.90
Recorder's Technology Fund	\$ 8,546.00
Building – CIP – Fund	\$ 820.45
Bank Building Fund	\$ 6,106.16
Refunding Fund	\$ <u>62.00</u>
Total	\$ 116,461.04
Road and Bridge Funds Totaled	\$1,132,484.20
Martin County Ditch Funds Totaled	\$ 102,945.67

Commissioners reviewed their calendars of previous and upcoming meetings and activities: August 7, 2018 – Labor Management Committee meeting at 1:30 p.m.; August 8, 2018 – Park Board meeting, Convention and Visitor's Bureau meeting, and F-M Joint Transit Executive Committee meeting; August 10, 2018 - Teen Court 20<sup>th</sup> Anniversary Celebration at 2:00 p.m.; August 14, 2018 – Primary Election; August 15, 2018 – Human Services Executive Committee meeting, special Department Director meeting; August 16, 2018 – Election Canvass Board meeting; August 17, 2018 – Prairieland meeting and F-M Joint Transit meeting; August 20, 2018 – Martin County Substance Abuse Prevention meeting; August 21, 2018 – Human Services Budget Meeting at 5:30 p.m.; August 27, 2018 – Mediation at 1:00 p.m.; August 28, 2018 – Board Work Session at 3:00 p.m., DEED Office of Broadband meeting at 1:00 p.m.; August 29, 2018 – Human Services meeting at 8:30 a.m. in Blue Earth, Minnesota; August 30, 2018 – South Central Services Coop Insurance Meeting in Mankato, Minnesota, beginning at 10:00 a.m.; September 3, 2018 – Labor Day Holiday Observed – Courthouse Closed; September 4, 2018 – next regular Board of Commissioners meeting at 9:00 a.m. – Commissioners Meeting Room – Martin County Courthouse, and Martin County EDA meeting at Korte's in Welcome, Minnesota, at 5:15 p.m.

Higgins noted Wold Architects and Engineers of St. Paul, Minnesota, have conducted and completed an updated study (2009) of the proposed new Justice Center facility for Martin County. Higgins went on to note Jonathan Loose with Wold Architects and Engineers, along with members of the Justice Center Study Committee, will present and review the final report with the Board. Higgins also noted that the Justice Center Study Committee is also recommending moving to the next step of the Pre-design Phase.

Loose reviewed the purpose of this study was to determine long-term space needs for the county and to address department service delivery for the next 20 years. Previous conclusions from a study performed in 2007 were re-evaluated based on updated population and staffing projections, and feedback from a Core Planning Group of current commissioners and department heads. In addition to evaluating space and service delivery, safety and security of the courthouse and Security Building were studied and an analysis of existing facilities was performed.

Loose noted Wold worked with the Core Planning Group to develop a list of guiding principles based on best practices in government as well as the expressed desires and priorities of the Core Planning Group, which was made up of county commissioners and representatives from affected departments. These principles formed the rest of the study and would also be considered during the eventual design process for a future project to address the needs of the County. Loose reviewed the Guiding Principles:

- Anticipate the needs of the County for the next 20 years; further if feasible
- The facilities should strive to be safe for staff, but also be open and publically welcoming
- Improve security, privacy, and impartiality of all staff, public, and incarcerated persons
- Foster collaboration amongst staff with a focus on customer service
- Maintain services within the County for all stages of the justice system process; limit transportation costs
- Engage the public to gain insight and maintain transparency

Loose went on to note in depth surveys and interviews were conducted by the Core Planning Group with the heads of each department in the County. The feedback from these surveys was used to cater the space planning effort to the specific needs of each department.

#### Court Services/DOC:

- Co-location would be ideal
- No growth capacity for anticipated/current staff needs
- Disparate UA process is unsafe for staff, clients, and the public
- Existing facility mixes too many different parties, safety and security improvements are needed

#### Sheriff/Police:

- Lobby spaces are not ideal for customer service or security
- Support spaces are lacking (conference, interview, training, holding, etc.)
- More personal areas needed (reports, break area, wellness, lockers)
- Desire more indoor vehicle storage

#### Courts:

- Two full jury trial courtrooms needed
- Video courtroom needed
- Inmate transfer is not impartial, unsafe
- Break-out spaces are lacking

Victim Witness:

- Little growth anticipated
- Need more small private rooms (conference, visitation, etc.)

County Attorney:

- Disconnected with probation
- Consistent security is an issue

Jail:

- Lack of adequate separation/classifications
- Increased drug court creates staff shortage
- Varying interview rooms are lacking
- Detox locations are inconsistent
- Transport/staffing costs continue to climb
- Recreation space could be improved
- Jail spaces no longer meet DOC requirements
- Jail projections support an increase from the existing 32-bed facility to approx. 64 beds. Added capacity requires conservative increase of one staff post (rounded to five FTE).

Loose next reviewed the following graphs:

- Average Daily Population (historical ADP for the Jail with a projected trend to 2040)
- Inmate Days Served (historical Inmate Days Served data for the Jail with a projected trend to 2040)
- Bookings (historical bookings for the Jail)

Loose noted a thorough and detailed review of all of the space needs of each department was conducted to arrive at a recommended space program. Loose reviewed a chart showing the comparison between the overall floor area of the existing and proposed facility by department:

Shared Law Enforcement Space	6,103 sf	12,051 sf
Sheriff	1,947 sf	3,074 sf
Police	2,022 sf	2,447 sf
Jail	8,338 sf	23,113 sf
Courts	12,412 sf	12,132 sf
Corrections	1,884 sf	2,538 sf
DOC	1,400 sf	784 sf
County Attorney	4,800 sf	1,733 sf
Victim Witness	<u>636 sf</u>	<u>599 sf</u>
Space Program Subtotal	39,622 sf	58,472 sf
Net to Gross Factor	<u>1.25</u>	<u>1.25</u>

SPACE PROGRAM TOTAL

49,428 sf

73,091 sf

Loose briefly reviewed deferred maintenance items that the Group looked at for Architectural, Mechanical and Electrical conditions and issues of the Security Building and Courthouse. This information was used to create a deferred maintenance plan and a cost estimate for the work required to address all of the issues discovered.

Loose continued after evaluating many options, the Core Group concluded that in light of the intervention required to adapt the courthouse to include modern courtroom security measures it would be in the County's best interest to convert the historic courthouse to another use. Additionally, it was determined that the deficiencies within the existing Security Building from a deferred maintenance and functional space standpoint would not fit the current or long-term needs of departments currently located there. The recommendation by the Core Planning Group that best fits the long-range needs of the County includes:

1. Construct a new Justice Center (Sheriff, Jail and Courts)
2. Perform deferred maintenance work at the Security Building in preparation for a future re-purposing of that space
3. Leave the Historic Courthouse as-is and relocate courts and associated departments to the new justice center

Loose noted the estimated project budget that as a group we looked at was \$40,160,000 which is that FY2019 number so that's as if it is being constructed in 2019 and I should just say that if or when we start to look at an actual design and construction schedule we would really target the mid-point construction for any sort of budget and so for example if we said that construction would be somewhere in 2020 or 2021 applying inflation to our consensus budget comes to about \$43,500,000.

Loose went on to note the next steps in moving forward the consensus of the Core Planning Group is that the County should:

- Pursue State Funding through the Bonding Bill cycle to help support the costs of the project that is a combination of several different governmental agencies. One approach would be to complete the Pre-design requirements that the state would have so if you have that Pre-design completed that gives it that "shovel ready" look that governmental entities are generally supportive of or helps that process move forward.
- Continue pursuit of adequate site locations. We looked at a lot of different sites and have started to whittle that down. I think just in the interest of individual property owners not wanting to necessarily be engaged in that conversation now we don't have that in our report but certainly if those conversations continue and we start to dial in on that, that's the sort of supplemental information that we would certainly, be able to provide.
- Consider CIP process for project approval and funding (how to pursue funding at both the state and county level).

Loose reviewed Impacts in pursuing the recommendation include:

- Lease costs are reduced
- Jail rental and transport costs are nearly eliminated

- There are some staffing increases
- Increase ability for classification and separation with larger jail capacity (opportunity for double bunks)
- Security and safety issues are greatly reduced especially with inmate transfers from jail to courts
- Plan for a future justice groups growth to 2040
- Security Building needs addressed and tackling those deferred maintenance items
- Courthouse courts floor needs future consideration (considered for some other purpose)

Higgins noted Wold has included a New Justice Center State Pre-design proposal for consulting services to develop a Pre-design document for the Martin County Justice Center Facility to prepare for submission to the State of Minnesota Department of Administration. In alignment with Minnesota Statute 16B.335 a Pre-design submittal is required for any public entity receiving state funding for a construction project. The critical elements that Wold will complete in the Pre-design submittal will be in accordance with the 6<sup>th</sup> Edition of the Pre-design Manual for Capital Budget Projects as follows:

1. A Pre-design Summary Statement
2. Project Background Narrative
3. Agency/Organization Planning
4. Project Description
5. Site Selection and Analysis
6. Financial Information – Capital Expenditures
7. Schedule Information

Higgins continued Wold’s fixed fee to complete the Pre-design services includes a fixed fee of \$13,500 plus reimbursable expenses such as mileage and printing estimated at \$2,600.

Discussion ensued pertaining to whether or not the Proposed Martin County Justice Center study needs to go back to the Core Planning Group for further discussion; and the need to explore state funding.

After further review and discussion,

Motion by Commissioner Belgard, seconded by Commissioner Schmidtke, Be It Resolved that the Martin County Board of Commissioners, hereby accept and receive the final proposed Martin County Justice Center Study as presented and completed by Wold Architects and Engineers located in Saint Paul, Minnesota. Carried unanimously.

Motion by Commissioner Belgard, seconded by Commissioner Schmidtke, Be It Resolved that the Martin County Board of Commissioners, hereby approve the Pre-Design Phase proposal presented by Wold Architects and Engineers for the proposed Martin County Justice Center in the amount of \$13,500.00 plus expenses in the amount of \$2,600.00. Carried unanimously.

Forshee, Korte, and Higgins reviewed the preliminary CY2019 budget noting that with additional proposed reductions from Human Services, Capital Improvements, and Health

Insurance Renewal numbers, we are now at 5.49% increase from 2018 to 2019 Levy. The Board will continue to review proposed cuts and reductions, along with additions to the preliminary budget. No action taken on the Preliminary Budget.

With no further business to wit, Board Chair adjourned the meeting at 10:35 a.m.

BOARD OF COMMISSIONERS  
MARTIN COUNTY, MN

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Tom Mahoney, Board Chair

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