

PROCEEDINGS OF THE
MARTIN COUNTY BOARD OF COMMISSIONERS
TUESDAY, JANUARY 8, 2019
@ 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 Tom Mahoney. Commissioners present were Koons, Smith, Mahoney, Belgard, and Flohrs. Also present were Scott Higgins, Martin County Coordinator, Jessica Korte, Accountant-A/T Office, Jason Sorensen, Sentinel Newspaper, Terry Viesselman, County Attorney, Rod Halvorsen, City of Lakes Media, Julie Walters, Administrative Assistant, and members of staff and public.

The Pledge of Allegiance was recited.

The Honorable Judge Michael Trushenski conducted the swearing in ceremony for those who were (re)elected/appointed as follows: Tom Mahoney, District 2 Commissioner, Richard Koons, District 4 Commissioner, Diane Sanders, County Recorder, Terry Viesselman, County Attorney, Jeff Markquart, County Sheriff, Ben Madsen, County Surveyor, Mike Sheplee, County Assessor, Soil and Water Conservation District Supervisors Linda Meschke, District Two, and Tyler Ask, District 5. All were sworn in and will receive their election certificates.

Commissioner Mahoney called for nominations for Chair for the year 2019.

Commissioner Belgard nominated Kathy Smith for Chair.

Commissioner Mahoney called for any other nominations. There were none.

Motion by Commissioner Belgard, seconded by Commissioner Flohrs, to cast a unanimous ballot for Kathy Smith as Chair for 2019. All voting in favor. Motion carried.

Chairwoman Smith called for nominations for Vice Chair for the year 2019.

Commissioner Belgard nominated Steve Flohrs for Vice Chair.

Chairwoman Smith called for any other nominations. There were none.

Motion by Commissioner Belgard, seconded by Commissioner Mahoney, to cast a unanimous ballot for Steve Flohrs as Vice Chair for 2019. All voting in favor. Motion carried.

Motion by Commissioner Flohrs, seconded by Commissioner Mahoney, Be It Resolved that the Martin County Board of Commissioners, hereby approve the agenda for the January 8, 2019, regular Board of Commissioners meeting with the following: Add Closed Session to Agenda Item 6.3 Consider Tax Court Filings. Carried unanimously.

Motion by Commissioner Mahoney, seconded by Commissioner Flohrs, Be It Resolved that the Martin County Board of Commissioners, hereby approve the minutes of the December 6, 2018,

regular Board of Commissioners meeting; approve the minutes of the December 6, 2018, Truth in Taxation meeting; and approve the minutes of the December 18, 2018, regular Board of Commissioners meeting. Carried unanimously.

Kevin Peyman, County Engineer, presented a brief Highway Department update including we have enjoyed the winter so far and have gotten some projects done that we don't always have time for in the winter such as painting and tree cutting; maintenance patching on Highway 263 between Welcome and Ceylon; and two different materials used for crack filling. Martin County uses rubberized crack filler which is meant to keep moisture out of the base so about the only time you can get enough material in to make it work is when the cracks are wide and that typically is about a three week window in the spring. Mastic material is more of an oil and rock mixture to fill voids and can be done in almost any weather.

Jeff Markquart, Martin County Sheriff, was present to review Martin County's Statewide Sheriff's Office Online Policy Manual noting the Policy Manual has been revised with legal wording updates that have been completed by the legal team at Lexipol Online Based Comprehensive System through Lexipol's Risk Management Services for consistency of the Policy Manual throughout the state. Markquart recommends adoption of the revised Policy Manual.

Motion by Commissioner Mahoney, seconded by Commissioner Belgard, Be It Resolved that the Martin County Board of Commissioners, hereby approve and adopt the revised Martin County Sheriff's Office Online Policy Manual as presented (draft policy dated 12-31-18). Carried unanimously.

Markquart presented the 2019 Inmate Nursing Services Contract for consideration. Markquart noted the renewal contract is set at \$40.00/hour (\$39.50/hour in 2018) for regular nursing services with time rounded up to the nearest ¼ hour with a maximum of one hour charge and on-call services and emergency call back fees remain at \$100/month. Markquart noted the County Attorney has reviewed the renewal contract and recommends Board approval.

Motion by Commissioner Flohrs, seconded by Commissioner Belgard, Be It Resolved that the Martin County Board of Commissioners, hereby approve and authorize the Board Chair to sign the Nursing Services Agreement between Joy Poush, RN, BSN and the Martin County Sheriff's Office (Martin County) to provide regular and on-call services at an hourly rate of \$40.00 per hour and on-call services of \$100.00 per month, effective January 1, 2019 through December 31, 2019. Carried unanimously.

Terry Viesselman, County Attorney, presented and reviewed a Memorandum of Understanding (MOU) between the Martin County Attorney's Office and Martin County Victim Services Office (MCVSO). Viesselman noted the MOU sets forth the services performed by the MCAO and the MCVSO for victims of crimes within the prosecutorial jurisdiction of the MCAO so as to comply with all statutory obligations in regard to crime victim rights in accordance with Minn. Stat. Ch. 611A. Viesselman recommends Board approval and ratification of required signatures.

Motion by Commissioner Belgard, seconded by Commissioner Koons, Be It Resolved that the Martin County Board of Commissioners, hereby ratify the Memorandum of Understanding setting forth the services performed by the Martin County Attorney's Office and the Martin County Victim Services Office for victims of crimes within the prosecutorial jurisdiction of the Martin County Attorney's Office as agreed upon and signed by the Martin County Victim Witness Coordinator and Martin County Attorney. Carried unanimously.

Viesselman presented and reviewed a letter and waiver received from the Kennedy & Graven Law Firm and noted that Kennedy & Graven is currently representing Martin County as bond or condemnation counsel on one or more legal matters, unrelated to the issues with Steele County. It is possible that Steele County's interests may conflict with Martin County's interests on the matter and the Firm therefore seeks the County's Waiver of Conflict before proceeding to represent Steele County.

Viesselman noted that Steele County has asked the Firm to represent it concerning a contract with Strategic Technologies Inc. (STI) negotiated and signed in 2017 by the Minnesota Counties Computer Cooperative (MnCCC). MnCCC acts on behalf of its members, which include Steele County, Martin County, and other state counties who are part of a MnCCC subgroup known as the County Attorney Users Group (CAUG). Martin County is also a member of CAUG. The STI contract is for support of the software system known as Minnesota County Attorney Practice System (MCAPS), used by CAUG members.

Viesselman noted Steele County's issues in this matter deal with its rights as a member of MnCCC and CAUG to withdraw from the STI contract prior to the end of the full contract term, as provided in the contract. Steele seeks to exercise a right it believes exists for all members of MnCCC that have ratified the STI contract. Steele County's early withdrawal from the STI contract could be contrary to Martin County's interests in the STI contract and CAUG. At this point, MnCCC opposes Steele County's position that it has the right to early withdrawal. Under the Minnesota Rules of Professional Responsibility, the Firm may have a conflict of interest with Martin County in representing Steele County regarding the STI contract because Steele County's withdrawal could be adverse to Martin County's interests in the STI contract.

Viesselman went on to note if this Waiver is signed and the Firm represents Steele County in this matter, the Firm attorneys representing Steele County will not review or use any Martin County information obtained in connection with the Firm's representation of the County. Viesselman recommends approval and authorization for Viesselman to sign the Waiver.

Motion by Commissioner Mahoney, seconded by Commissioner Flohrs, Be It Resolved that the Martin County Board of Commissioners, hereby approve and authorize Terry Viesselman, Martin County Attorney, to sign the Waiver of Conflict allowing Kennedy & Graven Law Firm in representing Steele County regarding the STI contract. Carried unanimously.

Viesselman presented a brief overview of information in reference to designation of Martin County's Official Newspaper. Viesselman noted the County is supposed to by statute take bids and designate one official newspaper in the County to publish our official Board proceedings. What the statute says it should be done annually by contract to the lowest bidder at the first

regular session of the Board in January of each year. There also is a sentence in that statute that says the Board may reject any offer if in its judgement the public interest require and may then designate a newspaper without any regard to any rejected offer...which means you don't have to take the lowest bid if you have something in the public interest to justify that you would have to clearly state that on the record as to what that is. What does that mean? Well it's a rather broad statement and you as a Board have broad discretion. I actually found a supreme court case back from 1925 which talks about that language in the statute and it says it gives broad discretion to the county board and that case involved Wabasha County that went with someone other than the lowest bidder because they felt the lowest bidder didn't have a large enough circulation to adequately reach the county and what the state court said is that if in its judgement the public interest requires a greater circulation of the publication than the bidder is able to give them it may let the contract without reference to the bid. So that is the one example I found of the public interest statement.

Viesselman went on to note in the past we had some issues and discussion from various newspapers because going with the Truman paper which has a lower circulation but it noted in the letter and this was discussed in 2013 is that because they're lower circulation and that there may be an issue that they don't reach everybody because there is another statute which is not talking about official proceeds but it talks about any public notices by a governing body that says notices shall be published in a qualified newspaper except as otherwise provided by law and in a paper that is also likely to give notice to the affected area for whom it is directed and what I had cautioned in my letter back then is that if we just do Truman it might not necessarily reach everybody and so we may want to also for important public notices like an ordinance change publish in a more widespread newspaper and our pattern has been that we've done that...and important ones we put in the Fairmont Photo Press and the Fairmont Sentinel and in Truman so I think we're covering ourselves there.

Viesselman also noted the Truman paper had brought up that they do publish everything we send them online and we talked about if that is sufficient to be online and I don't really know because the online thing wasn't in effect when they did these statutes and when they talked about the qualified newspaper thing they talk about printed and circulation but that was all before online so who really knows. We've gone with Truman because they've been the lowest bid by a considerable amount but then important notices we publish elsewhere and I think Scott (Higgins) had shared those figures with me as to what we're spending and the other newspapers are getting a significant amount too from us so all three of those papers are getting something.

Commissioner Belgard inquired would it be appropriate to do that issue now while we're talking about it.

Chairwoman Smith noted bids for designation of legal newspaper for 2019 were opened at the December 18, 2018, regular Board of Commissioners meeting and we also have them before us too.

Scott Higgins, County Coordinator, noted you also have a summary of the amount that was spent and that's everything in those newspapers for the past year and the low bid received...there's quite a difference between the Truman Tribune and the Sentinel.

Commissioner Belgard noted I think Terry (Viesselman) addressed the issue of the stuff that people have to see those publications we're addressing them in papers that have more circulation...the online thing is obviously a big issue and I think we've been doing it correctly and I think we need to continue doing it correctly.

Motion by Commissioner Belgard, seconded by Commissioner Mahoney, to award the Official Newspaper Bid and designating the Truman Tribune as the Official Newspaper for the Year 2019.

Discussion ensued pertaining to designation of the Official County Newspaper.

Commissioner Flohrs noted as long as we are publishing the important things in other papers that have a bigger circulation I don't have a problem with it. I've had people out in my district not like it because how many people out there subscribe to the Truman Tribune. But as long as the major things are being carried in other parts I would support this.

Commissioner Mahoney inquired if what we publish in the other papers are mostly job openings.

Higgins noted typically we don't publish the Board Proceedings in the other newspapers, just the Truman Tribune. However, things like ordinances and job openings do get published in the other county newspapers from time to time. You as a Board may direct staff to make that effort to advertise in the affected areas.

Commissioner Koons noted when I knocked on 1670 some doors this fall; this was one of the top five issues people had. There is no place in District 4 to buy this paper and you know as well as I do Steve (Flohrs) we don't have the best internet and we've got an aging population that doesn't use the internet. We don't get their bid price when we add extra stuff...the extra postings. It's costing us an extra 45% over what it would if we had the contracted price. If we had one paper that went countywide and if it shortened up the doubling up and tripling up on our advertising...we have a fiscal responsibility too, we've got a transparency issue and we need to make sure everybody in the County is getting it. I know it is not in your district's best interest but I can't vote for that.

Nikki Meyer, owner of the Truman Tribune, noted that is not a concern that we've heard before but one that we'd be happy to address and if people are stating they can't buy it on newsstands we'd be more than happy get into more areas...we just expanded over into the Granada area.

Meyer noted I have just highlighted a few of the things have been brought up in the past. My husband and I bought the paper in 2012 and in 2013 we were the lowest bid and were awarded the designation for 2013. Afterwards the award our status as a legal newspaper based on circulation was questioned by another area newspaper. Those are a couple of things that we've been challenged on over the years and every time Terry (Viesselman) has verified that we do meet all of the state qualifications and one of the biggest things he pointed out is Hennepin County which has a population of over 22 million use a legal newspaper with a circulation that's not even double our size.

Meyer went on to note, that I informed Scott that County official publications and notices are available online and are free of charge. We are looking into an upgrade on how we publish notices that may have a feature to allow people to subscribe to an email list that would send out public notices each week. Just a few extra things that we do provide for at no additional charge include: all notices are proofread both for grammar and content; Minnesota law states that each legally required County notice have the words “Public Notice” at the top. We use a gray header with the words “Martin County Public Notice, as well as the date and publisher of the notice at the top of each County notice.

Meyer also noted I do recognize that we are one of the smaller papers in this County, but we do work very hard to try and make sure that the constituents and your needs are met to the best of our ability.

Mike Sheplee, Assessor, noted I was just going to add that our notices from the Assessor’s Office the notices of Boards of Appeal and Homestead notices we publish in all four papers in the County and will continue to do so.

Viesselman noted definition can include for free...paid or free.

Commissioner Belgard inquired if the Photo Press has online capability.

Higgins noted it is not known at this time.

Commissioner Mahoney inquired of Richard (Koons) if there is a paper here that you would prefer.

Commissioner Koons noted I just don’t think it is the cheapest in the long run when we’re doubling and tripling stuff up. My big issue is it was in the top five issues that I heard in my district. Nobody in my district has a reason, other than the minutes, to buy the Truman paper. I guess in my business we do a lot of advertising and we use papers like the Photo Press because of the coverage. It’s not always the cheapest but it’s got the coverage.

Commissioner Belgard noted in my business, I do bids and I have to be the low bidder and if I’m not the low bid, I’m not going to do work. If somebody else if they want that they can bid low.

Chairwoman Smith asked if there was further discussion. There was none. Higgins was asked to call the roll.

R-#01/’19

Resolution Awarding the Official Newspaper Bid and
Designating the Truman Tribune as the Official Newspaper for the Year 2019

Motion by Commissioner Belgard, seconded by Commissioner Mahoney,

NOW THEREFORE BE IT RESOLVED, by the Board of Commissioners in and for the County of Martin, Minnesota, that pursuant to the opening of bids on printing for the year 2019 on December 18, 2018, and subsequent review thereof, the Truman Tribune be and hereby designated as the Official Newspaper for Martin County for the year 2019, for the purposes and at the rates as set forth as follows:

- Publication of Delinquent tax list \$5.00 per column inch
- Publication of Official Board Proceedings \$4.75 per column inch
- First Publication of Financial Statement \$4.75 (Plus cost of printing)
- Second Publication of Financial Statement \$.065

The Truman Tribune has a certified circulation of 873 subscribers residing in Martin County.

BOARD OF COMMISSIONERS
MARTIN COUNTY

Board Chair

ATTEST: _____
Scott Higgins, County Coordinator

Roll Call AYES: Commissioners Flohrs, Mahoney, Belgard, and Smith. NAYS: Commissioner Koons. Resolution duly passed and adopted this 8th day of January, 2019.

Viesselman noted on your agenda you're also going to be considering a Business Subsidy Agreement and Higgins forwarded those documents to me for review and I approve them as to form.

Higgins reviewed a list of Water Plan Advisory Committee members with terms that ended December 31, 2018, and noted that of those members Kurt Koehler, Tonya Klunder, Max Longley, and Jeff Ziemer are eligible and interested in serving an additional term.

Motion by Commissioner Belgard, seconded by Commissioner Koons, Be It Resolved that the Martin County Board of Commissioners, hereby approve the (re)appointments of the following Martin County citizens to the Water Plan Advisory Committee for a three year term ending December 31, 2021: Kurt Koehler, Tonya Klunder, Max Longley, and Jeff Ziemer. Carried unanimously.

Higgins noted the Martin Soil and Water Conservation District (SWCD) requests a joint meeting with the Martin County Commissioners.

After discussion,

Motion by Commissioner Belgard, seconded by Commissioner Mahoney, Be It Resolved that the Martin County Board of Commissioners, hereby set the date of Tuesday, January 22, 2019, for a

special joint meeting with Martin SWCD. The meeting will begin at 7:00 a.m. at The Ranch Restaurant in Fairmont, Minnesota. Carried unanimously.

Chairwoman Smith opened the public hearing for the proposed property tax abatement for the Arthur Andrews Properties, LLC project located in Fairmont, Minnesota.

Higgins noted the County has been requested to consider tax abatement for a proposed 12,000 square foot expansion to an existing corporate office building owned by Arthur Andrews Properties, LLC located on Parcel Numbers 232-90-0030 and 232-90-0040. Higgins went on to note the proposed abatement will be for up to 10 years beginning with real estate taxes payable in 2022 and continuing through 2031, inclusive and shall not exceed \$164,000. Higgins also noted the City of Fairmont and the Fairmont School District have approved their abatement requests.

Linsey Preuss, Economic Development Coordinator with the City of Fairmont, was present and noted Great Lakes Transportation started business here and they've been here for 23 years and they now have 42 employees and are looking at adding another 8 full time employees in the next 5 years with a minimum starting wage of \$12.50 per hour plus benefits. They are looking for this tax abatement only on the new portion of the building so they will continue paying taxes on the current portion of the building that they have right now and yes, the City of Fairmont and the Fairmont School District have both already had their public hearings and approved the request unanimously.

Sherri DeJong, Owner, was present and noted we are grateful to be in the City of Fairmont and have been here for 23 years. DeJong went on to note we've got employees that are coming from Jackson, over by Sherburn, Iowa, and are pulling employees from the Mankato area. So that is why we want to continue to be here and grow our business in this area and it is a good community. We're hoping that we can continue to bring in people that have children to help grow that and we do support a number of businesses with what we do here in the City and County.

Higgins noted that Wes Anderson and Elliot Belgard are members on the Martin County EDA Board and are present today. Higgins went on to note the Martin County EDA recommended the proposed abatement initially to you as a Board and fully support the proposed abatement.

Commissioner Belgard noted I'll just make a comment that Board (the EDA Board) did approve this. This is a good business and we want to keep them here.

Chairwoman Smith opened the hearing for public comment. There were none.

With no public comment,

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

After further discussion and consideration of the proposed tax abatement,

Motion by Commissioner Belgard, seconded by Commissioner Mahoney,

EXTRACT OF MINUTES OF A MEETING
OF THE BOARD OF COMMISSIONERS

OF MARTIN COUNTY, MINNESOTA

HELD: January 8, 2019

Pursuant to due call and notice thereof, a meeting of the Board of Commissioners of Martin County, Minnesota, was duly called and held at the Martin County Courthouse in the City of Fairmont, Minnesota on Tuesday, the 8th day of January, 2019, at 10:00 A.M.

The following members were present: Commissioners Koons, Mahoney, Smith, Belgard, and Flohrs.

and the following were absent: None.

Commissioner Belgard introduced the following resolution and moved its adoption:

R-#13/'19

RESOLUTION APPROVING PROPERTY TAX ABATEMENTS
AND AUTHORIZING EXECUTION OF
A TAX ABATEMENT AND BUSINESS SUBSIDY AGREEMENT

BE IT RESOLVED by the Board of Commissioners (the "Board") of Martin County, Minnesota (the "County"), as follows:

1. Recitals.

(a) The County has been requested to assist in financing the 12,000 square foot expansion to an existing corporate trucking service building owned by Arthur Andrews Properties, L.L.C. (the "Company") and leased to the tenant (the "Project"). The County proposes to use the abatement for the Project provided for in Minnesota Statutes, Sections 469.1812 through 469.1815 (the "Abatement Law"), from the property taxes to be levied by the County on Parcel Identification Numbers 232-90-0030 and 232-90-0040 (the "Tax Abatement Property").

(b) It is proposed that the County will enter into a Tax Abatement and Business Subsidy Agreement (the "Tax Abatement Agreement"), which provides for the use of tax abatements to finance the Project in accordance with the Abatement Law and Minnesota Statutes, Section 116J.993 to 116J.995 (the "Business Subsidy Act").

(c) The City of Fairmont, Minnesota (the "City") is proposing to grant an abatement on the City's share of property taxes on the Tax Abatement Property in an amount not to exceed \$228,820 for a term of up to 10 years to assist in financing the Project.

(d) Independent School District No. 2752 (Fairmont Area Schools), Minnesota (the "School District") is proposing to grant an abatement on the School District's share of property taxes on the Tax Abatement Property in an amount not to exceed \$146,320 for a term of up to 10 years to assist in financing the Project.

(e) On this date, the Board held a public hearing on the question of the Abatement, (as defined below) and the granting of a business subsidy to the Company, and said hearing was preceded by at least 10 days but not more than 30 days prior published notice thereof at which all interested persons appeared and were heard.

(f) The County proposes to approve tax abatements on the County's share of property taxes on the Tax Abatement Property in an amount not to exceed \$164,000 for a term of up to 10 years to finance a portion of the costs of the Project.

(g) The Abatement is authorized under the Abatement Law.

2. Findings for the Abatement. The Board hereby makes the following findings:

(a) The tax abatement (the "Abatement") is the County's share of taxes on the Tax Abatement Property.

(b) The Board expects the benefits to the County of the Abatement to at least equal or exceed the costs to the County thereof.

(c) Granting the Abatement is in the public interest because it will:

(i) provide employment opportunities in the County; and

(ii) increase or preserve tax base.

(d) The Tax Abatement Property is not located in a tax increment financing district.

(e) In any year, the total amount of property taxes abated by the County by this and other resolutions and agreements, does not exceed the greater of ten percent (10%) of the net tax capacity of the County for the taxes payable year to which the abatement applies or \$200,000, whichever is greater. The County may grant other abatements permitted under the Abatement Law after the date of this resolution, provided that to the extent the total abatements in any year exceed the Abatement Limit the allocation of the Abatement limit to such other abatements is subordinate to the Abatement granted by this resolution.

3. Terms of Abatement. The Abatement is hereby approved. The terms of the Abatement are as follows:

(a) The Abatement shall be for up to 10 years beginning with real estate taxes payable in 2022 and continuing through 2031, inclusive and shall not exceed \$164,000.

(b) The County will provide the Abatement as provided in this resolution and in the Abatement Agreement.

(c) The Abatement shall be subject to all the terms and limitations of the Abatement Law.

4. Approval of Tax Abatement Agreement.

(a) The Board hereby approves a Tax Abatement Agreement providing for payment of the Abatement in substantially the form submitted, and the Chairman and the County Auditor are hereby authorized and directed to execute the Tax Abatement Agreement on behalf of the County.

(b) The approval hereby given to the Tax Abatement Agreement includes approval of such additional details therein as may be necessary and appropriate and such modifications thereof, deletions therefrom and additions thereto as may be necessary and appropriate and approved by the County officials authorized by this resolution to execute the Tax Abatement Agreement. The execution of the Tax Abatement Agreement by the appropriate officer or officers of the County shall be conclusive evidence of the approval of the Tax Abatement Agreement in accordance with the terms hereof.

The motion for the adoption of the foregoing resolution was made by Commissioner Belgard and duly seconded by Commissioner Mahoney and, upon a vote being taken thereon after full discussion thereof, the following voted in favor thereof: Commissioners Flohrs, Koons, Mahoney, Belgard, and Smith.

and the following voted against the same: None.

Whereupon said resolution was declared duly passed and adopted this 8th day of January, 2019.

BOARD OF COMMISSIONERS
MARTIN COUNTY, MN

Kathy Smith, Board Chair

ATTEST: _____
Scott Higgins, County Coordinator

As a result of the closed session,

Viesselman recommended the hire of an outside appraisal service to update the Shopko appraisal for its tax court petition.

Motion by Commissioner Mahoney, seconded by Commissioner Koons, Be It Resolved that the Martin County Board of Commissioners, as a result of the tax court filings from Shopko, and upon the recommendation of the County Attorney, hereby approve obtaining an updated appraisal to be completed for the Shopko Store in Fairmont for purposes of the ongoing litigation by Shopko regarding their property tax appeal. Carried unanimously.

Viesselman recommends the hire of outside counsel and approve having an appraisal done on a current pending tax appeal of Wal-Mart.

Motion by Commissioner Flohrs, seconded by Commissioner Belgard, Be it Resolved that the Martin County Board of Commissioners, as a result of the tax court filings from Wal-Mart, and upon the recommendation of the County Attorney, hereby approve the hire of outside legal counsel and obtaining an updated appraisal to be completed for the Wal-Mart Store in Fairmont for purposes of a current litigation by Wal-Mart regarding their property tax appeal. Carried unanimously.

Laura Odgren, Appraiser-Assessor's Office, and Mike Sheplee, Assessor, were present to review Martin County's 2018 Tax Abatement Activity.

Motion by Commissioner Mahoney, seconded by Commissioner Flohrs, Be It Resolved that the Martin County Board of Commissioners, hereby receive and file the 2018 Martin County Tax Abatement Report. Carried unanimously.

Odgren provided an update and demonstration of new enhancements to the County Beacon System including the information is available to all public including Sales List (history of all property sold), Sales Search (by criteria i.e. qualified sales for year built between 1970 and 2010), Parcel Report Page (recent sales and area search by neighborhood and distance from that parcel), and eCRV link.

Sheplee noted the Assessor's Office is proposing the following changes to the Data Fee Schedule and Beacon Subscription fees.

Proposal A – Amend the Data Preparation Fee Schedule

- ✓ Most Assessor data is public, free at counter PC. Vendors request data for posting on real estate related websites. They are charged a convenience fee to help cover the cost of file preparation. Current practice is \$60 file prep plus \$.05/parcel.
 - ❖ Proposal \$.01/parcel increase to \$.06 20% increase from 2006 rates.

Proposal B – Eliminate Beacon Subscriptions for Sales and Maps

- ✓ Sales data is now available free at MN DoR eCRV; on Beacon parcel, and realtor related websites.

- ✓ Improved sales data availability through the Beacon website requires no additional prep or distribution time for our office. \$3,600 labor savings annually vs. manual preparation.
- ✓ Intent is to offer timely and easy access of sales information to all users, including the casual infrequent visitor to the site without the complex steps included with formal subscriptions.
- ✓ Valuation appeals – property owner first step is to review data and comparable sales – self-service.
- ✓ Building details would become open and free. We routinely ask owners to verify data about their property; we should then make this section available to them.
- ✓ Map Layers – Proposal to eliminate the Beacon Map Layer Subscription.
 - With the exception of aerial imagery, Beacon Map Layers are either obtained from free public sources, created internally within the county or by Beacon personnel and published for use by the public.
 - Some map layers are created for internal use only and are not disseminated for public consumption due to their specific content or are only periodically updated.
 - Aerial imagery is due to be flown spring 2019.
- ✓ Approximately \$540 of overpaid subscriptions will be returned to 7 users that had prepaid throughout the year.

Sheplee noted fees collected to offset cost of preparing to meet customer specifications:

| Assessor | 2017 | 2018 | |
|----------------------|----------|----------|--|
| Data Sales | \$10,194 | \$17,715 | Zillow, CoreLogic, Black Knight, Etc. |
| Sales Spreadsheets | \$1,720 | \$922 | 10 Subscribers |
| Field Cards | \$300 | \$105 | \$1/Card |
| Beacon Subscriptions | \$4,40 | \$3,050 | Between 5 & 10 subscribers throughout the year |
| Total | \$16,614 | \$21,792 | |

Higgins noted typically any time you adjust your fees you need to have a public hearing for that. Higgins noted that there is some history with this Beacon system, where some county departments felt there was a need to collect revenue to help offset the costs for the Beacon system.

Sheplee noted these layers have been Assessor layers in the past. I did, as part of my preparation here, speak with Planning and Zoning and Steve McDonald (MIS). I have not had a conversation with the Recorder.

Higgins recommended no action on the proposed changes to the data fee schedule until after determining there is a need for a public hearing.

Sheplee noted on a macro basis the increase on the data side of a penny would cover what we're giving up on the Beacon side. So we wouldn't be reducing the total overall revenue.

After discussion,

Motion by Commissioner Mahoney, seconded by Commissioner Koons, Be It Resolved that the Martin County Board of Commissioners, hereby table proposed revisions to the Data Fee Schedule and Beacon Subscription. Carried unanimously.

Higgins noted the Board authorized the recruitment of a Deputy Assessor/Senior Appraiser position in the Assessor's Office and that one internal application was received. The Personnel Committee reviewed and talked with the applicant and recommends the promotion of Laura Odgren to the Deputy Assessor/Senior Appraiser position.

Motion by Commissioner Belgard, seconded by Commissioner Koons, Be It Resolved that the Martin County Board of Commissioners, hereby approve and authorize the promotion of Laura Odgren to the Deputy Assessor/Senior Appraiser position at Grade 15 Step 2 at \$27.49/hour, effective January 7, 2019; and is eligible for full benefits per the County Personnel Policy; and is subject to serving a six (6) month probationary period. Carried unanimously.

Mike Forstner, Drainage Administrator, presented an amended resolution for Ditch Levies and Assessments Payable for CY2019 removing JCD #350 MJW&C from the levy list.

Motion by Commissioner Flohrs, seconded by Commissioner Mahoney

R-#12/'19

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 #4 | \$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 |

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 |

Upon motion by Commissioner Flohrs, seconded by Commissioner Mahoney, and carried, said amended resolution was duly passed and adopted this 8th day of January, 2019

BOARD OF COMMISSIONERS

Kathy Smith, Chairman

ATTEST: _____

James Forshee, Martin County Auditor/Treasurer

Roll Call AYES: Commissioners Belgard, Koons, Mahoney, Flohrs, and Smith. NAYS: None. Resolution duly passed and adopted this 8th day of January, 2019.

Higgins presented and reviewed annual organizational resolutions for Board consideration and approval including:

- Machine Signed Signatures and Depository Designations
- Employee Expenses (Mileage Reimbursement at \$0.58 cents/mile effective January 1, 2019)
- Hand Labor Hourly Rate
- Pocket Gopher Bounty
- Designation of Public Notice Posting & Facility for CY2019
- Authority to make Electronic Funds Transfers for CY2018 & CY2019
- Auditor Warrant Policy for CY2018 and CY2019

After review and discussion,

Motion by Commissioner Flohrs, seconded by Commissioner Mahoney,

R-#2/'19

RESOLUTION

MACHINE-SIGNED SIGNATURES AND DEPOSITORY DESIGNATIONS

BE IT RESOLVED, that the banks listed below are designated depositories of Martin County.

- | | |
|--|---------------------------------------|
| Profinium Financial | Farmers State Bank of Trimont/Dunnell |
| State Bank of Fairmont | Bank Midwest |
| Farmers State Bank of Trimont | Triumph State Bank |
| Profinium Financial of Truman | Multi Bank Securities |
| Ormsby State Bank | Welcome State Bank |
| State Bank of Ceylon | First Farmers and Merchants |
| Wells Fargo Advisors | |
| Profinium Wealth Planning/Cetera Investments | |

It is thereby requested, authorized and directed to honor checks, drafts or other orders for the payment of money drawn in this County's name, including those drawn to the individual order of

any person or persons whose name or names appear thereon as signer or signers thereof, when bearing or purporting to bear the facsimile signatures(s) or signatures of any of the following:

James Forshee, Auditor/Treasurer

Board Chair

And the above named banks shall be entitled to honor and to charge Martin County for all such checks, drafts or other orders, regardless of by whom or by what means the facsimile signature or signatures thereon may have been affixed thereto if such facsimile signature or signatures resemble the facsimile specimens duly certified to or filed with Profinium Financial by the Clerk of the Board or other Officer of Martin County.

BE IT FURTHER RESOLVED, that any and all resolutions heretofore adopted by the Board of Commissioners of this County and certified to Profinium Financial or other institutions listed above as governing the operation of this corporation's account(s) with it be and are hereby continued in full force and effect, except as the same may be supplemented or modified by the foregoing part of this resolution.

Commissioner Flohrs, seconded by Commissioner Mahoney, made motion and unanimously carried this 8th day of January, 2019.

IN WITNESS WHEREOF, I have hereunto subscribed by name as Clerk of the Board and have caused the County seal of Martin County to be hereunto affixed this 8th day of January, 2019.

BOARD OF COMMISSIONERS
MARTIN COUNTY, MN

Board Chair

ATTEST: _____
Scott Higgins, County Coordinator

I, Scott Higgins, Clerk of the Board of Commissioners do hereby certify that at a regular meeting of the Martin County Board of Commissioners duly and regularly called, and held at the office of Martin County on 8th day of January, 2019, there being a quorum of said Board present, the following resolution was unanimously passed as appears from the records of Martin County and is now in full force and effect.

WITNESS my hand officially and the official seal of the County on January 8, 2019.

Scott Higgins, County Coordinator

Roll Call AYES: Commissioners Koons, Belgard, Mahoney, Flohrs, and Smith. NAYS: None.
Resolution duly passed and adopted this 8th day of January, 2019.

Motion by Commissioner Belgard, seconded by Commissioner Mahoney,

R-#3/'19

RESOLUTION

EMPLOYEE EXPENSES:

BE IT RESOLVED, that all County employees be authorized to be reimbursed the sum consistent with IRS allowable rate, and this rate will remain in place for 2019 for travel on official business by private transportation at the Internal Revenue announced mileage rate of **\$0.58** cents per mile effective January 1, 2019, and be further reimbursed for such other expenses as are necessarily and actually incurred on official business during the year 2019.

BE IT FUTHER RESOLVED, that there be a maximum per day meal allowance of **\$30**.

FOREGOING, was upon motion made by Commissioner Belgard, seconded by Commissioner Mahoney, and unanimously carried, duly passed and adopted this 8th day of January, 2019.

BOARD OF COMMISSIONERS
MARTIN COUNTY, MN

Board Chair

ATTEST: _____

Scott Higgins, County Coordinator

Roll Call AYES: Commissioners Flohrs, Mahoney, Koons, Belgard, and Smith. NAYS: None.
Resolution duly passed and adopted this 8th day of January, 2019.

Motion by Commissioner Mahoney, seconded by Commissioner Flohrs,

R-#4/'19

RESOLUTION FOR LABOR HOURLY RATES IN CONNECTION
WITH JUDICIAL AND COUNTY DITCH MINOR
REPAIRS AND MAINTENANCE

RE IT RESOLVED that Martin County as drainage authority for Judicial and County ditches receives request from landowners to do minor repairs and maintenance themselves and to be compensated by the drainage system. That such minor repairs and maintenance are often done when

time is of the essence and contractors are not readily available. In addition, such minor repairs and maintenance results in repairs being done in a timely manner and often at a reduced cost.

NOW THEREFORE, BE IT RESOLVED that Martin County will pay at a rate of \$12.00 per hour for hand labor done by landowners in connection with minor repairs and maintenance to judicial and county ditch systems for the year 2019 and be it resolved that a maximum of \$20.00 per hour be set for tractor and loader or skid loader and \$15.00 per day and \$7.50 per half day for chainsaw, and be it resolved that such payments are under the following specific conditions:

1. That those conducting the work are not employees of the County;
2. That those workers specifically understand and agree that they are not covered by Worker's Compensation Insurance through the County;
3. That any damage to equipment used is the sole responsibility of the owner, sole-proprietor and/or operator and is not the responsibility of Martin County;
4. That those individuals who conduct any type of work in connection with Judicial or County Ditch Drainage Systems are required, to file with the county, before any work commences, a Certificate of Insurance of all the required coverage's and limits of coverage as recommended by the county's insurer, the Minnesota Counties Intergovernmental Trust (MCIT), including "products/completed operations" coverage with length of time to be determined by the County; and that the Certificate of Insurance must be signed by the authorized insurer defining coverage, and include a 60 day written Notice to Cancel, Suspend or Reduce of all required coverage's, and that the County of Martin, MN be named as additional insured.
5. That a Hold Harmless and Indemnification Agreement, along with all their required documents, must be signed by those doing the work before any work commences on the drainage systems. The worker shall hold harmless and indemnify the County for any claims of any nature resulting from work being done on the county or judicial drainage systems.
6. That a W-9 shall be provided;
7. That no work shall be done on county or judicial ditch systems without the above requirements being met and without specific authorization of the Martin County Ditch Authority;
8. That upon completion of any minor repairs or maintenance to the judicial or county ditch system, a specific written description of the work and location of work done shall be submitted to the ditch authority for filing in the proper ditch file. That no payment shall be made until all requirements are met.
9. All necessary documents above described must be filed with the Martin County Auditor/Treasurers Office before any work commences on the county judicial or county drainage systems.

Upon a Motion made by Commissioner Mahoney, seconded by Commissioner Flohrs, and unanimously carried;

Said Resolution was adopted this 8th day of January, 2019.

BOARD OF COMMISSIONERS
MARTIN COUNTY, MN

Board Chair

ATTEST: _____
Scott Higgins, County Coordinator

Roll Call AYES: Commissioners Belgard, Koons, Flohrs, Mahoney, and Smith. NAYS: None.
Resolution duly passed and adopted this 8th day of January, 2019.

Motion by Commissioner Koons, seconded by Commissioner Flohrs,

R-#5/19

RESOLUTION

POCKET GOPHER BOUNTY:

BE IT RESOLVED, by this Board of Martin County Commissioners that a bounty of one dollar (\$1.00) be placed on each Pocket Gopher destroyed in the County of Martin during the year 2019 pursuant to M.S.A. 1957 Section 348.12 and same be paid from General Revenue Fund of the County upon proper certified claims with the County Auditor/Treasurer and according to other procedures as so fixed by Statutes.

UPON, motion made by Commissioner Koons, seconded by Commissioner Flohrs, and unanimously carried, foregoing was duly passed and adopted this 8th day of January, 2019.

BOARD OF COMMISSIONERS
MARTIN COUNTY, MN

Board Chair

ATTEST: _____
Scott Higgins, County Coordinator

Roll Call AYES: Commissioners Mahoney, Belgard, Flohrs, Koons, and Smith. NAYS: None.
Resolution duly passed and adopted this 8th day of January, 2019.

Motion by Commissioner Belgard, seconded by Commissioner Koons,

R-#6/19

Resolution Relating to Designation of Public Meeting Notice Posting and Facility for CY2019

WHEREAS, the Martin County Board of Commissioners, in carrying out their official functions during the year 2019, will hold numerous and varied meetings to consider the business of Martin County government in various places in and about Martin County; and,

WHEREAS, it is the expressed intent of the Martin County Board of Commissioners to hold such meetings in an open and public forum; and,

WHEREAS, it is the expressed interest of the Martin County Board of Commissioners to provide notification of said meetings:

NOW THEREFORE BE IT RESOLVED, by the Martin County Board of Commissioners that the county bulletin board located outside of the Commissioners meeting room on the first floor of the Courthouse is hereby designated as the public notification facility of all county meetings involving the Martin County Board of Commissioners and its various committees.

BE IT FURTHER RESOLVED, that the County Coordinator be directed to post notices of all meetings in sufficient time prior to said meeting to allow adequate public notice.

BE IT FURTHER RESOLVED, that copies of this resolution be forwarded to each Department Director of Martin County and posted on the official bulletin board.

Motion by Commissioner Belgard, seconded by Commissioner Koons, resolution duly passed and adopted this 8th day of January, 2019.

BOARD OF COMMISSIONERS
MARTIN COUNTY, MINNESOTA

Board Chair

ATTEST: _____
Scott Higgins, County Coordinator

Roll Call AYES: Commissioners Flohrs, Mahoney, Koons, Belgard, and Smith. NAYS: None. Resolution duly passed and adopted this 8th day of January, 2019.

Motion by Commissioner Mahoney, seconded by Commissioner Koons,

R-#8/19

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 2019 to James Forshee, Martin County Auditor/Treasurer, and/or the Martin County Auditor/Treasurer's designated representative(s) to make electronic funds transfers in 2019.

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 Mahoney, seconded by Commissioner Koons, and unanimously carried, said resolution was duly passed and adopted this 8th day of January, 2019.

BOARD OF COMMISSIONERS
MARTIN COUNTY, MN

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 8th day of January, 2019.

Scott Higgins, County Coordinator

Roll Call AYES: Commissioners Belgard, Flohrs, Koons, Mahoney, and Smith. NAYS: None.
Resolution duly passed and adopted this 8th day of January, 2019.

Motion by Commissioner Belgard, seconded by Commissioner Flohrs,

R-#10/'19

Martin County, Minnesota
Auditor Warrant Policy

Purpose: The County board shall annually delegate the authority to approve Auditor Warrants to the Martin County Auditor/Treasurer.

The following is a list of items approved to be paid by Auditor's warrants in 2019:

Board approved contracts
Utilities (including garbage and telephone)
Payroll (including withholdings, taxes and benefits)
Postage
Flexible Benefit Plan reimbursements
Health insurance premiums and claims
Banking transactions (fund transfers, CD purchases, money market purchases, NSF checks, agency transfers)
Debt payments
Tax settlements
Court ordered payments
Payments from grant funds previously authorized by Board action
Library Board bills
Extension appropriations
Maintenance contracts
Training and conference registrations (when required in advance)
Overpayment refunds
Reissue Voids
Payments to Other Governmental Entities
Sewer Loan Contract Payments
Lease payments
Any other transactions specifically authorized by Minnesota Statute

Motion by Commissioner Belgard, seconded by Commissioner Flohrs, said policy resolution was duly passed and adopted this 8th day of January, 2019.

BOARD OF COMMISSIONERS
MARTIN COUNTY, MN

Board Chair

ATTEST: _____
Scott Higgins, County Coordinator

Roll Call AYES: Commissioners Koons, Mahoney, Flohrs, Belgard, and Smith. NAYS: None.
Resolution duly passed and adopted this 8th day of January, 2019.

Higgins presented the annual Out of State Travel resolution for Elected Officials noting each year the Board reviews and considers changes to the Out of State Travel Resolution for Elected Officials and that no changes have been made from the resolution approved in 2018.

Motion by Commissioner Mahoney, seconded by Commissioner Belgard,

R-#11/'19

RESOLUTION REGARDING OUT-OF-STATE TRAVEL
BY MARTIN COUNTY ELECTED OFFICIALS (2019)

WHEREAS, the 2005 regular session of the Minnesota State Legislature has mandated that every County develop and approve, by a recorded vote, an Out-of-State Travel Policy for its applicable elected officials (Minnesota Statutes 471.661); and

WHEREAS, the elected officials for Martin County affected by this statutory requirement are the five (5) County Commissioners, Sheriff, Attorney, Auditor/Treasurer, and Recorder; and

WHEREAS, each of the elected officials have different statutory duties which require the elected officials to seek ongoing education and training, as well as to receive updated information and technical expertise;

NOW THEREFORE BE IT RESOLVED that the following Out-of-State Travel Policy shall apply for all Martin County Elected Officials beginning January 1, 2019:

1. Each elected official shall determine when travel out of the state is appropriate, and in the interest of the office they hold; is in the interest of the citizens of Martin County; and is in the interest of good County Government.
2. Expenses when traveling out of state shall be limited to:
 - a. Actual transportation costs incurred by the official (i.e., mileage/airfare/parking);
 - b. Actual lodging costs incurred by the official (i.e., room rental, parking, etc.);
 - c. Actual meal expenses incurred by the official, provided, however, that a receipt shall be required and reimbursement shall not exceed the County approved rate;
 - d. Event conference, seminar or educational program registration or admittance fee actually incurred.
3. Elected officials shall notify the County Coordinator, at least three weeks in advance, by letter or e-mail of their intended travel out of state, to include the purpose of the trip, a list of the expenses, and how all expenses will be paid for.
4. Approval of the Out-of-State Travel Request must be approved by the majority of the County Board. The action by the board shall specify any limits imposed on the out-of-state travel expenses and document any anticipated payment of expenses by third parties. Additionally, any travel related expenses to be reimbursed by third parties must be verified directly from the third party prior to payment of expenses for the same travel.
5. Transportation expenses are limited to the lesser of mileage or airfare.
6. Travel out-of-state within a 150 mile radius of Fairmont, MN is exempt from approval.

This Out-of-State Travel Policy shall be available for public inspection upon request and shall be reviewed annually by the Martin County Board of Commissioners.

Motion was made by Mahoney, seconded by Belgard, and unanimously carried, for the adoption of said resolution.

Dated this 8th day of January, 2019.

BOARD OF COMMISSIONERS
MARTIN COUNTY, MN

Board Chair

ATTEST: _____
Scott Higgins, County Coordinator

Roll Call AYES: Commissioners Flohrs, Koons, Belgard, Mahoney, and Smith. NAYS: None. Resolution duly passed and adopted this 8th day of January, 2019.

Higgins noted the County Board is required per MN Statutes to set dates and locations for regularly conducted Board meetings. Traditionally the Board has met the first and third Tuesday of each month. Meetings are held in the Board Room in the Martin County Courthouse commencing at 9:00 a.m. Higgins went on to note variations of this meeting schedule have occurred during the year due to special meetings and budget workshops.

Motion by Commissioner Koons, seconded by Commissioner Flohrs, Be It Resolved that the Martin County Board of Commissioners, hereby approve the regularly scheduled Martin County Commissioner meeting dates, times, and location for 2019.

2019 – County Board of Commissioners Regularly Scheduled
Meeting Dates, Times, and Location

- | | | |
|----------|---|--|
| JANUARY | - | January 8, 2019 at 9:00 a.m. in the Board Room |
| | - | January 22, 2019 at 9:00 a.m. in the Board Room |
| FEBRUARY | - | February 5, 2019 at 9:00 a.m. in the Board Room |
| | - | February 19, 2019 at 9:00 a.m. in the Board Room |
| MARCH | - | March 5, 2019 at 9:00 a.m. in the Board Room |
| | - | March 19, 2019 at 9:00 a.m. in the Board Room |
| APRIL | - | April 2, 2019 at 9:00 a.m. in the Board Room |
| | - | April 16, 2019 at 9:00 a.m. in the Board Room |
| MAY | - | May 7, 2019 at 9:00 a.m. in the Board Room |

- May 21, 2019 at 9:00 a.m. in the Board Room
- JUNE - June 4, 2019 at 9:00 a.m. in the Board Room
- June 18, 2019 at 9:00 a.m. in the Board Room
- JULY - July 2, 2019 at 9:00 a.m. in the Board Room
- July 16, 2019 at 9:00 a.m. in the Board Room
- AUGUST - August 6, 2019 at 9:00 a.m. in the Board Room
- August 20, 2019 at 9:00 a.m. in the Board Room
- SEPTEMBER - September 3, 2019 at 9:00 a.m. in the Board Room
- September 17, 2019 at 9:00 a.m. in the Board Room
- OCTOBER - October 1, 2019 at 9:00 a.m. in the Board Room
- October 15, 2019 at 9:00 a.m. in the Board Room
- NOVEMBER - November 5, 2019 at 9:00 a.m. in the Board Room
- November 19, 2019 at 9:00 a.m. in the Board Room
- DECEMBER - TRUTH-IN-TAXATION, 6:00 p.m. Board Room – To Be Determined
- December 3, 2019 at 9:00 a.m. in the Board Room (Will need to be changed)
- December 17, 2019 at 9:00 a.m. in the Board Room

Carried unanimously.

Higgins presented and reviewed a request received from Judd Schultz, Housing Services Director with Minnesota Valley Action Council (MVAC), for additional funds for a household in the City of Welcome. The Small Cities Development Program Grant Rehabilitation Loan Fund is short in covering the required improvements by \$4,756.00 and Schultz is requesting accessing the County's Revolving Loan Funds for this project.

After discussion,

Motion by Commissioner Mahoney, seconded by Commissioner Flohrs, Be It Resolved that the Martin County Board of Commissioners, at the request of MVAC for additional funding for the Small Cities Development Program for Martin County in the amount of \$4,756.00 for a household rehabilitation project located in the City of Welcome, hereby approves the additional funding request for the aforementioned project, to be expended from the Martin County Area Redevelopment Fund. Carried unanimously.

Korte presented a service agreement for actuarial services from Hildi Inc. with offices in Minneapolis, MN. Korte noted services requested will be to obtain actuarial reports for compliance in the County's GASB 74 (OPEB-Plan) and 75 (OPEB-Employer) disclosures for years ending CY2018. Korte went on to note this agreement includes conducting actuary

evaluation for Martin County, Prairie Lakes Transit, and Prairieland Solid Waste Management and that each entity is to pay for their own actuary valuations. Korte recommends approval of the Actuarial Services Consulting Agreement with Hildi Inc.

Motion by Commissioner Mahoney, seconded by Commissioner Belgard, Be It Resolved that the Martin County Board of Commissioners, upon the recommendation of Jessica Korte, Accountant-Auditor/Treasurer's Office, hereby approve the Agreement for Consulting Services with Hildi, Inc. (Minneapolis) as presented for actuarial services for compliance with GASB 74 and 75 for the County; and the Agreement includes conducting actuary evaluation for Martin County, Prairie Lakes Transit, and Prairieland Solid Waste Management (each entity to pay for their own actuary valuations) for the same fiscal year. Carried unanimously.

Higgins noted the Association of Minnesota Counties (AMC) Board of Directors by-laws allow each county to appoint one commissioner or county official to each of the five policy committees. No policy committee member can be on more than one policy committee. Additionally, AMC has requested appointments of Association Delegates and Districts for 2019. After discussion,

Motion by Commissioner Belgard, seconded by Commissioner Mahoney, Be It Resolved that the Martin County Board of Commissioners, hereby appoint the following Commissioners to the following AMC Policy Committees:

- ✓ Environment & Natural Resources – Commissioner Smith
- ✓ General Government Policy Committee – Commissioner Mahoney
- ✓ Health & Human Services Policy Committee – Commissioner Flohrs
- ✓ Public Safety Policy Committee – Commissioner Belgard
- ✓ Transportation & Infrastructure Policy Committee – Commissioner Koons

Carried unanimously.

The Board reviewed a list of Martin County Board Standing Committee Assignments that commissioners and certain other officials are appointed to serve for one-year terms ending December 31, 2019.

Commissioners discussed potential changes to the following boards and committees:

- Labor Management Committee
- Personnel Committee
- Planning and Zoning Commission
- Transportation Liaison
- Building Committee
- Martin County Broadband Committee
- Compensation Advisory Committee
- GBERBA
- Martin County EDA
- Martin County Veterans Memorial Committee

After discussion,

Motion by Commissioner Mahoney, seconded by Commissioner Belgard,

R-#15/'19

RESOLUTION
APPOINTING COMMISSIONERS AND OTHER COUNTY OFFICIALS
TO BOARDS AND COMMITTEES FOR THE YEAR 2019

BE IT RESOLVED, by the Board of Commissioners in and for the County of Martin, Minnesota, that the Commissioners and certain other officials are hereby appointed to serve for one-year terms expiring on December 31, 2019, on the designated Standing Committees as attached; and

2019 – MARTIN COUNTY BOARD
STANDING COMMITTEE ASSIGNMENTS

ELLIOT BELGARD – FIRST DISTRICT:

AMC Delegate/Public Safety
Aquatic Invasive Species Advisory Committee
Building Committee
Community Corrections
District One Ditch Authority
EDA Commission
F/M Human Services Board
F/M Joint Transit Board
Highway 15 Coalition
MCIT Delegate
Planning and Zoning Commission
Prairieland Joint Powers Board
Region 9 Delegate
Region 9 EMS Committee, Delegate
Regional Radio Board/PSAP/ARMER, Delegate
SBDC Partnership Board
South Central HRA Board
Transit Advisory Committee (TAC)
Veterans Memorial Committee

TOM MAHONEY – SECOND DISTRICT:

AMC Delegate/General Government
Aquatic Invasive Species Advisory Committee
Blandin Broadband Steering Committee
Bureau 14
County GASB Committee
County Insurance Committee
County Solid Waste Committee
District Two Ditch Authority
F/M Human Services Board
F/M Joint Transit Board
GIS Committee
Labor Management Committee
Law Library Board
Minnesota Valley Action Council
Martin County Parks/Trail Committee, Delegate
Prairieland Joint Powers Board
South Central Workforce Council Joint Powers Board
State Health Improvement Plan (SHIP)
Transit Advisory Committee (TAC)

KATHY SMITH – THIRD DISTRICT:

AMC Delegate/Environment & Natural Resources
AMC/Soil and Water Conservation District Joint Work Group
Building Committee
Bureau 14
Community Center Feasibility Commission
Convention & Visitors Bureau, Delegate
County Budget Committee
County Insurance Committee
County Water Plan Committee
District Three Ditch Authority
F/M Human Services Board
F/M Joint Transit Board
Greater Blue Earth River Basin Alliance (GBERBA), Alternate
Justice Center Study Committee
Kinship of Martin County
Labor Management Committee
Martin County Substance Abuse Prevention Coalition

RICHARD KOONS – FOURTH DISTRICT:

AMC Delegate/Transportation
Community Corrections
County Highway Liaison
District Four Ditch Authority
EDA Commission
F/M Human Services Board
F/M Joint Transit Board
GIS Committee
Library Board, Alternate
Martin County Broadband Committee
Martin County Parks/Trail Committee, Alternate
MN Extension Committee, Delegate
Prairieland Joint Powers Board
Transportation Liaison
Veterans Memorial Committee

Personnel Committee
Prairieland Joint Powers Board
Rural Minnesota Energy Board, Alternate
Safety Committee

STEVE FLOHRS – FIFTH DISTRICT:

AMC Delegate/Health & Human Services
AMC Extension Committee, Delegate
Beyond the Yellow Ribbon Committee
County Budget Committee
County Highway Liaison
County Water Plan Committee
District Five Ditch Authority
Drug Court Representative
Fairmont Chamber Agri-Business
F/M Human Services Board
F/M Joint Transit Board
Greater Blue Earth River Basin Alliance (GBERBA), Delegate
Justice Center Study Committee
Library Board, Delegate
MN Extension Committee, Alternate
Minnesota Valley Action Council
Personnel Committee
Prairieland Joint Powers Board
Region 9 EMS Committee, Alternate
Regional Radio Board/PSAP/ARMER, Alternate
Rural Minnesota Energy Board, Delegate
Safety Committee
Soil & Water Conservation District Liaison (SWCD)
Traverse des Sioux Library Board

SCOTT HIGGINS:

AMC Agricultural Advisory Committee
Building Committee
Compensation Advisory Committee
County Budget Committee
County Insurance Committee
EDA Commission Staff
Justice Center Study Committee
Labor Management Committee
Martin County Broadband Committee
Personnel Committee
Safety Committee
Wellness Committee

WHEREAS, BE IT FINALLY RESOLVED, that a copy of this resolution be transmitted to each appointee and the sponsoring agency, where appropriate, by the County Coordinator.

On a Motion by Commissioner Mahoney, seconded by Commissioner Belgard, resolution was duly passed and adopted this 5th day of February, 2019.

BOARD OF COMMISSIONERS
MARTIN COUNTY, MN

Kathy Smith, Board Chair

ATTEST: _____
Scott Higgins, County Coordinator

Roll Call AYES: Commissioners Koons, Flohrs, Belgard, Mahoney, and Smith. NAYS: None.
Resolution duly passed and adopted this 8th day of January, 2019.

The Board reviewed Warrants, Auditor Warrants, and EFT Transactions to be paid January 8, 2019.

Motion by Commissioner Flohrs, 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 January 8, 2019, and includes the Martin County Highway Department and Drainage bills as presented. Carried unanimously.

Warrants received and paid January 8, 2019, are registered on file in the Auditor/Treasurer's Office as follows:

| | |
|--|---------------------|
| Revenue Fund – Warrants Approved January 8, 2019 | \$353,522.44 |
| Martin County Economic Development Fund | \$ 1,325.00 |
| Law Library Fund | \$ 1,461.56 |
| Human Services Fund | <u>\$301,371.17</u> |
| Total | \$657,680.07 |

| | |
|-----------------------------------|--------------|
| Road and Bridge Funds Totaled | \$ 25,459.42 |
| Martin County Ditch Funds Totaled | \$ 20,315.49 |

The Board reviewed Auditor Warrants and EFT Transactions that were paid on December 28, 2018.

Motion by Commissioner Belgard, seconded by Commissioner Mahoney, Be It Resolved that the Martin County Board of Commissioners, hereby ratify Auditor Warrants and EFT Transactions that were paid on December 28, 2018. Carried unanimously.

Auditor Warrants received and paid February 28, 2018, are registered on file in the Auditor/Treasurer's Office as follows:

| | |
|--|-----------------|
| Revenue Fund – Warrants Approved December 28, 2018 | \$267,727.33 |
| Martin County Economic Development Fund | \$ 19.62 |
| Solid Waste Management Fund | \$ 64,555.76 |
| Building – CIP – Fund | \$ 20,760.00 |
| Bank Building Fund | \$ 1,420.43 |
| Taxes and Penalties Even Years | \$ 376.00 |
| Forfeited Tax Fund | <u>\$ 62.21</u> |
| Total | \$354,921.35 |

The Board reviewed information and reports including MCIT Renewal Letter for CY2019.

Commissioners reviewed their calendars of previous and upcoming meetings and activities: December 18, 2018 – Annual Employee Potluck; December 19, 2018 – Human Services Full Board meeting and F-M Joint Transit Full Board meeting; December 20, 2018 – Exit Interview with State Auditors pertaining to the County's 2017 Audit and Entrance Interview with State Auditors pertaining to the County's 2018 Audit, Traverse des Sioux Library meeting, and Water Plan meeting; December 27, 2018 – Convention & Visitors Bureau meeting and Kinship of Martin County meeting; January 2, 2019 – Human Services Executive Board meeting; January 3, 2019 – Personnel Committee meeting; January 7, 2019 – Beyond the Yellow Ribbon meeting, and regular Martin County EDA meeting at 5:15 p.m.; January 8, 2019 – Organizational meeting

of the Martin County Board of Commissioners at 9:00 a.m. – Commissioners Meeting Room – Martin County Courthouse, City Planning meeting at 6:00 p.m., Library Board meeting, and Martin County Substance Abuse Committee meeting; January 9, 2019 – Traverse des Sioux Personnel meeting, F-M Joint Transit Executive Board meeting, Justice Center Committee meeting at 1:30 p.m., Park Board meeting at 4:00 p.m., Department Director meeting, and Bureau 14 meeting at 6:00 p.m.; January 10, 2019 – Buffer meeting at 10:00 a.m. and Soil and Water meeting at 9:00 a.m.; January 11, 2019 – Legislative Forum in Mankato and GBERBA meeting at 1:00 p.m.; January 15, 2019 – AgriBusiness meeting; January 16, 2019 – Human Services Full Board meeting and One Watershed One Plan meeting in St. James, Minnesota; January 17, 2019 – Traverse des Sioux Library meeting; January 18, 2019 – Prairieland Executive Board meeting (Kathy Smith will be absent and Elliot Belgard will attend for Kathy); January 21, 2019 – Martin Luther King Holiday Observed – Courthouse Closed, MVAC meeting; January 22, 2019 – regular Board of Commissioners meeting at 9:00 a.m. – Commissioners Meeting Room – Martin County Courthouse and joint meeting with Martin SWCD at 7:00 a.m. at The Ranch Restaurant.

With no further business to wit, Board Chair adjourned the meeting at 11:57 a.m.

BOARD OF COMMISSIONERS
MARTIN COUNTY, MN

Kathy Smith, Board Chair

ATTEST: _____
Scott Higgins, County Coordinator