

PROCEEDINGS OF THE
MARTIN COUNTY BOARD OF COMMISSIONERS
TUESDAY, JANUARY 22, 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 Chairwoman Kathy Smith. Commissioners present were Richard Koons, Tom Mahoney, Kathy Smith, Elliot Belgard, and Steve Flohrs. Also present were Scott Higgins, County Coordinator, James Forshee, Martin County Auditor/Treasurer, Terry Viesselman, County Attorney, Jason Sorensen, Sentinel Newspaper, Rod Halvorsen, City of Lakes Media, Julie Walters, Administrative Assistant, and members of staff and public.

The Pledge of Allegiance was recited.

New District 4 Commissioner Richard Koons was welcomed by his fellow Board members and County staff.

Motion by Commissioner Belgard, seconded by Commissioner Mahoney, Be It Resolved that the Martin County Board of Commissioners, hereby approve the agenda for the January 22, 2019, regular Board of Commissioners meeting with the following: Delete 4.1 Review Minutes of the January 8, 2019, regular Board of Commissioners meeting. Carried unanimously.

Terry Viesselman, County Attorney, was present to note the retainer agreement with Briggs & Morgan regarding services for the Wal-Mart tax appeals has been signed.

Mike Sheplee, County Assessor, was present to note we have engaged Timothy Vergin to prepare a narrative appraisal of the Wal-Mart tax appeal properties; and have engaged Dwight Dahlen to prepare an updated appraisal report for the Shopko tax appeal. Sheplee went on to note both will be trial ready appraisals and that the Wal-Mart case is due March 4, 2019, and the Shopko case the middle of March, 2019. Sheplee also noted after the January 8, 2019, regular Board of Commissioners meeting he signed the letters of engagement and requests that the Board ratify the appraisal firms letters of engagement.

Motion by Commissioner Flohrs, seconded by Commissioner Koons, Be It Resolved that the Martin County Board of Commissioners, hereby ratify letters of engagement for the hire of Tim Vergin to prepare a narrative appraisal on Wal-Mart Properties #23.300.0010 and #23.330.0030, and for the hire of Dwight Dahlen to prepare an updated appraisal report on the Shopko Property; and approve and authorize appraisal fee expenditures. Carried unanimously.

Sheplee reviewed information pertaining to a Kaizen Event scheduled for February 6, 2019, to be held at the Presentation College site beginning at 8:30 a.m., involving staff from the Auditor/Treasurer's Office, Assessor's Office, Recorder's Office, and Planning and Zoning Office, to look at improving the land split and subdividing process. Sheplee noted AMC's Toni Smith will conduct the Event to aid in improving the County's land split process to achieve the following goals:

- Reduce the length of time it takes to complete a land split process in Martin County Government.
- Improve accuracy within the land split process.
- Increase the flow of the land split process by identifying, reducing and improving the wait times that occur in the current process.
- Improve the understanding among Kaizen team members of their work in the land split process.
- Improve both the service to the general public and their impression of Martin County government through a new more efficient land split process.

Sheplee invited the Board to attend any or all of the day's training and noted he will prepare an event PowerPoint presentation to review with the Board at a future work session. Sheplee noted the cost of the consulting fee for the Kaizen Event is \$1,500.00 and recommends approval to move forward with the Kaizen Event.

Commissioners inquired who the customer is that would be benefit from this training; if taxpayers are charged for a split request; how the elapsed time for the entire process will be measured; and approximately how many land splits are done each year.

After discussion,

Motion by Commissioner Flohrs, seconded by Commissioner Belgard, Be It Resolved that the Martin County Board of Commissioners, hereby approve and authorize the Assessor's Office to move forward with a Martin County Kaizen Event to be held on February 6, 2019, from 8:30 a.m. to 4:00 p.m. at Presentation College to improve the efficiencies of Land Splits, Subdividing Process, and eCRV Process Flow in Martin County; and authorize Kaizen Facilitator fee in the amount of \$1,500.00 for a full day of training. Carried unanimously.

Scott Higgins, County Coordinator, due to the absence of Kevin Peyman, County Engineer, presented and reviewed bids received for the purchase of a budgeted 2019 Ford F350 4x4 Crew Cab to replace Unit #13 (a 2000 Chevrolet 3500 with 173,000 miles). Higgins reviewed state contract pricing received from Midway Ford Commercial Fleet and Government Sales in Roseville, Minnesota, for a 2019 Ford F350 4x4 Crew Cab in the amount of \$33,722.00, and local bid received from Fairmont Ford in Fairmont, Minnesota, for a 2019 Ford F350 4x4 Crew Cab in the amount of \$33,700. Higgins noted that Peyman recommends the purchase of a 2019 F350 4x4 Crew Cab from Fairmont Ford in the amount of \$33,700.00 and to authorize the sale of Unit #13 on the state surplus website once the new vehicle is on the road.

MARTIN COUNTY HIGHWAY DEPARTMENT
Jan. 22, 2019 Martin County Commissioners Meeting

2019 Budgeted 4 door 1 Ton pickup

2019 Budgeted amount: \$38,000.00

Unit #3 is our Survey Vehicle. It is a 2011 Ford F350 4x4 with 82,950 miles.

Unit #13 is a Maintenance Crew Truck. It is a 2000 Chevrolet 3500 4x4 with 173,050 miles.

The new truck will replace Unit #13, the 2000 Chevrolet 3500 with 173,000 miles. However we will take the Survey Vehicle box off of Unit #3 and mount it on the new truck and that will become the new survey vehicle. The existing survey vehicle, Unit #3, the 2011 Ford F350 with 82,950 miles will then get the flat bed installed and become the new Maintenance Crew Truck.

Because we are re-using the survey box from our existing Unit #3 on the new truck we need the cab to axle measurements and frame to be the same as existing Unit #3 to make transferring the box to the new truck work. As a result of this we only have bids for Ford Trucks for this replacement.

Truck Prices:

Midway Ford Commercial Fleet and Government Sales (**State Contract Price**)

Roseville, MN 55113

2019 Ford F350 4x4 Crew Cab

\$33,722.00

Fairmont Ford

Fairmont, MN 56031

2019 Ford F350 4x4 Crew Cab

\$33,700.00

Recommendation: approve purchase of 2019 F350 4x4 Crew Cab from Fairmont Ford in the amount of \$33,700 and authorize the sale of unit #13 on the state surplus website once the new vehicles are on the road. *

* We are allowed to purchase local instead of being forced to use the State bid price because MN statute 471.345 states “contracts exceeding \$25,000 but not \$175,000 may be made either upon sealed bids or by direct negotiation, by obtaining two or more quotations for the purchase or sale when possible, and without advertising for bids or otherwise complying with the requirements of competitive bidding.”

We still obtain the State Contract bid price as one of our quotes because the State Auditor’s recommend that as best practice even when it isn’t required.

After review,

Motion by Commissioner Mahoney, seconded by Commissioner Koons, Be It Resolved that the Martin County Board of Commissioners, after careful consideration and review of the bids for replacement 4-door 1 Ton pickup, and upon the recommendation of County Engineer, hereby approve and authorize the purchase of a budgeted 2019 Ford 350 4x4 Crew Cab pickup from Fairmont Ford of Fairmont, Minnesota, in the amount of \$33,700.00; and approve the disposal of Unit #13 (2000 Chevrolet 3500 with 173,000 miles) via online auction. Carried unanimously.

Jeff Markquart, Martin County Sheriff, was present to request authorization to advertise for the recruitment of seasonal water patrol officers for patrol of city and county lakes.

After discussion,

Motion by Commissioner Belgard, seconded by Commissioner Flohrs, Be It Resolved that the Martin County Board of Commissioners, upon the recommendation of Jeff Markquart, Martin County Sheriff, hereby approve and authorize the recruitment of Seasonal Water Patrol Officer Position(s) for the purpose of patrolling the lakes throughout Martin County. Carried unanimously.

Markquart provided a Martin County Jail population update including twenty-seven (27) in custody with twenty-one (21) in house, six (6) out of county, and six (6) on Electronic Home Monitoring.

Abigail Nesbit, Emergency Management Director, was present to recommend a wording change to Martin County's outdoor warning sirens (tornado sirens). Nesbit noted learning from the Granada storm and the tornadoes that happened with that during the storm in Granada it wasn't declared a tornado so the tornado sirens were not set off. The next day the National Weather Service (NWS) determined that it was a tornado. Nesbit went on to present her recommendation for a change of language moving from "tornado siren" to "outdoor warning siren" so that during a tornado warning or a wind storm of 70 mph or more (as indicated by the NWS) we can set off that outdoor warning siren. Nesbit went on to note pending Board approval she will begin newspaper and social media outreach to educate the community on the change of language from tornado siren to outdoor warning siren and what to expect when the siren goes off.

After discussion,

Motion by Commissioner Belgard, seconded by Commissioner Koons, Be It Resolved that the Martin County Board of Commissioners, upon the recommendation of the Emergency Management Director, hereby approve proposed wording change to move Martin County's "tornado siren" to "outdoor warning siren" during a tornado warning or wind storm of 70 mph or more as indicated by the National Weather Service. Carried unanimously.

Diane Sanders, County Recorder, presented a Recorder's Compliance Fund and Vital Records update noting that pursuant to M.S. 357.182 Subd. 6, the Recorder's Office turnaround time for processing of real estate documents is in compliance and that fees collected from every recording fee goes into the Recorder's Compliance Fund that can be used by County offices. Sanders noted the balance in the fund is approximately \$201,000.00 and that approximately \$30,000.00 has been approved for a scheduled spring flyover and that the Compliance Committee will be meeting soon to discuss future projects.

Sanders next provided a 2018 Vital Records update including: 159 births, 221 deaths, 97 marriage license applications, and 369 passport applications. Sanders noted that historically the birth, death, and marriage numbers are very consistent.

Motion by Commissioner Flohrs, seconded by Commissioner Mahoney, Be It Resolved that the Martin County Board of Commissioners, hereby receive and file the Martin County Recorder's Office Compliance Fund and 2018 Vital Records report. Carried unanimously.

Steve McDonald, MIS Director, was present to review security system quotes for the Veterans Service Office (VSO) located at 2423 Albion Avenue in Fairmont, MN. McDonald recommends the purchase of a camera system with Hawk Alarm Systems, Inc. in the amount of \$4,397.32; and the purchase of panic alarm system with 1st Choice Security in the amount of \$250.00 plus \$21.00 per month (\$252/year) for the monitoring service at a 30% veteran discount.

Hawk Alarm Systems, Inc. – Mapleton, MN

Camera System \$4,397.32

Panic Alarm System \$1,028.05 (Use Fax Line) & (Monitoring Services \$288/Annually)
(\$150/Year Cell Service) & (Monitoring Service \$288/Annually)

1st Choice Security – Lake Crystal, MN

Camera System \$5,579.00

Panic Alarm System \$250 (Use Fax Line) & \$252.00/Year Monitoring Service)

Panic Alarm System \$450 (Cell Option) & \$358.80/Year Cell & Monitoring Service)

Foty Lock & Safe – Fairmont, MN

Camera System \$7,415.20

Panic Alarm System (No Quote)

Commissioner Belgard inquired if this is a budgeted item.

Higgins noted this is not a budgeted item but does fit with the County's new security protocol. Higgins went on to note the County Attorney's Office is also looking at a Panic Alarm System for their office; and that expenditure(s) will be taken from the General Fund Reserves or Capital Improvement Program Fund.

Chairwoman Smith noted the Building Committee has discussed this item due to an incident that occurred and recommends approval.

After discussion,

Motion by Commissioner Belgard, seconded by Commissioner Koons, Be It Resolved that the Martin County Board of Commissioners, hereby approve and authorize the Martin County MIS Department to move forward with the purchase of a security system for the Veterans Service Office (VSO) including a Camera System from Hawk Alarm Systems of Mapleton, Minnesota, in the amount of \$4,397.32, and Panic Alarm System from 1st Choice Security of Lake Crystal, Minnesota, in the amount of \$250.00 plus \$21.00 per month (\$252.00/year) for the monitoring service. Carried unanimously.

Sheplee presented and reviewed information to recommend setting a public hearing for proposed Assessor's Office revisions to the Martin County Fee Schedule in accordance with M.S. 373.41. Sheplee noted the amount the Assessor's Office charges for assessment data that is sold out of our office is proposed to increase from \$.05 per parcel to \$.06 per parcel (\$.01 increase). Sheplee went on to note it is proposed also to eliminate Beacon Subscription Rates as sales data is now available for free at other related websites.

Higgins noted the suggested date for holding the public hearing is February 19, 2019, at 10:00 a.m.

Motion by Commissioner Mahoney, seconded by Commissioner Koons, Be It Resolved that the Martin County Board of Commissioners, Whereas there is a Departmental Request for revisions to the Fee Structure; and Whereas in accordance with M.S. 373.41 a public hearing is required; and Now Therefore Be It Resolved, that the Martin County Board of Commissioners, in consideration of the proposed revisions to the Martin County Fee Schedule (dated 11-27-18), hereby set the required public hearing for February 19, 2019, at 10:00 a.m., at the Martin County Courthouse, located at 201 Lake Avenue, Fairmont, MN – Room #103 (Commissioners Meeting Room). Carried unanimously.

Higgins presented and reviewed proposed design and specs for the County's business cards, envelopes, and vehicle and equipment placement of the new Martin County Logo. Higgins noted these items have been reviewed and discussed at the January 9th Department Directors meeting and approved the proposed designs presented here today. Higgins went on to note we are currently working on standardizing email signatures and department/office letterhead as well.

After review of the proposed design and specs and discussion,

Motion by Commissioner Koons, seconded by Commissioner Mahoney, Be It Resolved that the Martin County Board of Commissioners, as part of the development of the County logo and to standardize business stationary, including business cards and envelopes, hereby approve the design and specifications for business cards, envelopes, and vehicle and equipment as proposed. Carried unanimously.

Jim Forshee, Martin County Auditor/Treasurer, and Jessica Korte, Accountant-Auditor/Treasurer's Office, reviewed the CY2017 Annual State Audit for Martin County. The audit information was provided to the Board and reviewed.

Motion by Commissioner Flohrs, seconded by Commissioner Mahoney, Be It Resolved that the Martin County Board of Commissioners, hereby receive and file the CY2017 State Audit Report. Carried unanimously.

Korte presented and reviewed Martin County's Year to Date December 31, 2018, Monthly Financial Statement.

The Board reviewed meeting information received from Michael Forstner, Drainage Administrator, regarding a JCD #350 M, J, W & C Joint Board Meeting to be held on February 4, 2019.

Motion by Commissioner Flohrs, seconded by Commissioner Mahoney, Be It Resolved that the Martin County Board of Commissioners, hereby set meeting date and time for JCD #350 M, J, W & C Joint Board meeting on February 4, 2019, at 1:00 p.m. at Triumph Hall located in Trimont, MN. Commissioners Flohrs and Koons plan to attend. Carried unanimously.

The Board reviewed Warrants, Auditor Warrants, and EFT Transactions to be paid January 22, 2019.

Motion by Commissioner Mahoney, 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 22, 2019, and includes the Drainage bills as presented. Carried unanimously.

Warrants received and paid January 22, 2019, are registered on file in the Auditor/Treasurer's Office as follows:

Revenue Fund – Warrants Approved January 22, 2019	\$447,426.56
Sheriff's Contingency Fund	\$ 86.50
Martin County Economic Development Fund	\$ 5,668.60
Solid Waste Management Fund	\$ 29,565.47
Law Library Fund	\$ 22.45
County Attorney's Forfeiture Fund	\$ 772.00
Recorder's Compliance Fund	\$ 2,325.00
Martin County Area Redevelopment Fund	\$ 4,756.00
Building – CIP – Fund	\$ 4,911.50
Bank Building Fund	\$ 12,560.20
Forfeited Tax Fund	<u>\$ 1,838.25</u>
Total	\$509,932.53

Martin County Ditch Funds Totaled \$162,282.75

The Board reviewed information and reports including Border to Border Broadband Grant Progress Report July 2018 through December 31, 2018. Higgins will keep in contact with Frontier and set up a Broadband meeting.

Commissioners reviewed their calendars of previous and upcoming meetings and activities: January 8, 2019 – City Land Use Committee meeting at City Hall, Library Board meeting, and Martin County Substance Abuse Prevention meeting; January 9, 2019 – Department Director meeting, F-M Joint Transit Executive Board meeting, Traverse des Sioux Library Personnel Board meeting, Park Board meeting, Bureau 14 meeting, Region 9 meeting, and Justice Center Study meeting; January 10, 2019 – Buffer meeting at 10:00 a.m. and Soil and Water meeting; January 11, 2019 – Legislative Forum on Energy Issues in Mankato, MN, and GBERBA

meeting; January 15, 2019 – Harassment and Discrimination Workshop through the Fairmont Chamber of Commerce, and AgriBusiness meeting; January 16, 2019 – Human Services meeting, Personnel Committee meeting, One Watershed One Plan meeting in Watonwan County, Walk-through with STS Crew Leader and Orientation/Benefits meeting at Prairieland; January 17, 2019 – Traverse des Sioux Library meeting and MCIT Coverage Review Webinar; January 18, 2019 – Prairieland meeting; January 21, 2019 – Martin Luther King Day Observed – Courthouse Closed; January 22, 2019 – Joint meeting with Martin SWCD at 7:00 a.m., Building Committee meeting following the regular Board of Commissioners meeting, and Planning and Zoning meeting at 5:30 p.m.; January 23, 2019 – Convention & Visitors Bureau meeting, leave for County Government 101 meeting in St. Paul, MN; January 24, 2019 – County Government 101 meeting in St. Paul, MN; January 25, 2019 – County Government 101 meeting in St. Paul, MN; January 28, 2019 – Minnesota Valley Action Council meeting at 6:30 p.m., Rural Minnesota Energy Board meeting in Slayton, MN, One Watershed One Plan Kick Off meeting, and Skilled Workforce Presentation in Lake Crystal, MN; January 29, 2019 – Compensation Advisory Committee meeting at 10:00 a.m.; January 30, 2019 – South Central Minnesota Multi-County HRA meeting, retirement open house for Kirk Langvardt at Prairieland; January 31, 2019 – SHIP (CLT) meeting at Fairmont and F-M Joint Transit Board 2016 Audit meeting; February 1, 2019 – Soil and Water Open House; February 4, 2019 – JCD #350 M, J, W & C meeting at 1:00 p.m. at Triumph Hall in Trimont, MN, regular Martin County EDA meeting at 5:15 p.m. and Beyond the Yellow Ribbon meeting; February 5, 2019 next regular Board of Commissioners meeting at 9:00 a.m. – Commissioners Meeting Room – Martin County Courthouse.

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

BOARD OF COMMISSIONERS
MARTIN COUNTY, MN

Kathy Smith, Board Chair

ATTEST: _____
Scott Higgins, County Coordinator