

PROCEEDINGS OF THE  
MARTIN COUNTY BOARD OF COMMISSIONERS  
TUESDAY, FEBRUARY 19, 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 Kathy Smith, Elliot Belgard, Steve Flohrs, Richard Koons, and Tom Mahoney. Also present were Scott Higgins, Martin County Coordinator, James Forshee, Martin County Auditor/Treasurer, Terry Viesselman, Martin County Attorney, Rod Halvorsen, City of Lakes Media, Jason Sorensen, Sentinel Newspaper, Julie Walters, Administrative Assistant, and members of staff and public.

The Pledge of Allegiance was recited.

Motion by Commissioner Mahoney, seconded by Commissioner Koons, Be It Resolved that the Martin County Board of Commissioners, hereby approve the agenda for the February 19, 2019, regular Board of Commissioners meeting. Carried unanimously.

Motion by Commissioner Belgard, seconded by Commissioner Flohrs, Be It Resolved that the Martin County Board of Commissioners, hereby approve the minutes of the February 5, 2019, regular Board of Commissioners meeting. Carried unanimously.

Kassy Dumke, Biologist with Ducks Unlimited, and Doug Hartke, Board Member-Fox Lake Conservation League, Inc., were present to update the Board pertaining to the Ducks Unlimited acquisition of 147 acres in the NE ¼ of Section 29 in Fox Lake Township in Martin County for restoration and donation to the Minnesota DNR for the Seymour Lake State Wildlife Management Area via Minnesota Outdoor Heritage Fund. Dumke noted the land is situated between the Rooney Run WMA to the east, and Seymour Lake WMA to the west, and contains many drained wetlands. Ducks Unlimited is acquiring this land to restore wetlands and prairie for wildlife habitat and provide public land for hunting and other forms of outdoor recreation. Dumke went on to note the 2019 taxes due on this land parcel will be paid in full when Ducks Unlimited purchases the land. Ducks Unlimited will also pay taxes due in full during their ownership, before donating the land to the State of Minnesota. Thereafter, the Minnesota DNR will make Payment in Lieu of Taxes (PILT) payments in subsequent years.

Sarah Eischens, Field Services Mankato District Supervisor Minnesota Department of Corrections, and John McDonald, Sentencing to Service (STS) Crew Leader, were present to provide an agency update and review of the STS Quarterly Report for fourth quarter 2018. Eischens noted during that time there were about 45 crew members - 18 of which completed their hours and were able to pay off \$4,238.00 in fines, \$172.00 in fees, completed 1,878 hours, with the value for the projects completed that quarter totaling about \$498,000.00 which is a very good testament to the hard work that the crews are doing out there. Eischens thanked the Board for continued support of the STS Program.

McDonald presented a brief project update including office painting of the Felony Probation Office located at 117 No. Main Street in Fairmont, continual snow removal including shoveling

for CREST, work on gutting out old Lincoln School building, moving books out of the Sherburn Library due to flooding from water pipe break, and helping out the County guys if they need help with something.

The Board thanked Eischens and McDonald (including Kyle Redenius, STS Crew Leader) for their report and the great service they provide.

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

Kevin Peyman, County Engineer, presented and reviewed a resolution of County support for an agreement to sponsor the City of Welcome's pursuit of 2019 Local Road Improvement Program (LRIP) Funding from the Minnesota Department of Transportation (MnDOT) for the Dugan Street Reconstruction Project. Peyman noted the County agrees to sponsor the City of Welcome's Local Road Improvement Program application to MnDOT and act as the city's fiscal agent for this project. Peyman also noted that the County has no obligation to provide any additional funds for the design or construction of the project.

Motion by Commissioner Flohrs, seconded by Commissioner Koons,

Martin County Highway Department  
Resolution No. 1 - 2019

**RESOLUTION OF SUPPORT FOR AND AGREEMENT TO SPONSOR THE CITY OF WELCOME PURSUIT OF 2019 LOCAL ROAD IMPROVEMENT PROGRAM FUNDING FROM MnDOT FOR THE DUGAN STREET RECONSTRUCTION PROJECT**

WHEREAS, the Dugan Street Reconstruction project includes reconstruction of the existing Dugan Street (County Road 25) between Weaver Street and 5<sup>th</sup> Street within the City of Welcome, and

WHEREAS, the existing roadway surface within the Dugan Street corridor is in poor structural condition due to consistent heavy industrial use and failing underlying utilities, and

WHEREAS, the proposed improvements include the replacement of the degraded existing pavement with a new pavement section, replacement of existing concrete curb and gutter and sidewalk facilities, and

WHEREAS, the project provides an opportunity to update pedestrian facilities to meet ADA standards, providing safer mobility to all pedestrian traffic in the area, and

WHEREAS, Dugan Street is a minor collector featuring both urban and rural sections, extending between 5<sup>th</sup> Street and 120<sup>th</sup> Street, serving as the major north-south access route through the center of the City of Welcome, including a one block segment in the downtown area, and

WHEREAS, safe and efficient travel for all modes on Dugan Avenue is vital to the health and live ability of the surrounding area as it provides access to a restaurant, several city parks, an elementary school, a post office, city hall, many of the city's businesses, and several churches, and

WHEREAS, the Local Road Improvement Program (LRIP) administered by the Minnesota Department of Transportation makes available up to \$750,000 to apply towards projects on local roads that are regionally significant, result in safety improvements, and address transportation deficiencies, and

WHEREAS, the Local Road Improvement Program (LRIP) requires a city, such as Welcome, that is not a State Aid city, to have a county sponsor and the support of the County Board, and

WHEREAS, the proposed year for said project construction is 2020

NOW, THEREFORE BE IT RESOLVED BY THE MARTIN COUNTY BOARD OF COMMISSIONERS AS FOLLOWS; that

1. The County supports the City of Welcome's pursuit of Local Road Improvement Program (LRIP) funds for the reconstruction and upgrade of Dugan Street road segment within the Dugan Street Reconstruction project area, and
2. The County agrees to sponsor the City of Welcome's Local Road Improvement Program application to MnDOT and act as the city's fiscal agent for this project.
3. The County has no current obligation to provide any additional funds for the design or construction of the project.

Upon motion by Commissioner Flohrs, seconded by Commissioner Koons, and carried said resolution was duly passed and adopted this 19th day of February, 2019

BOARD OF COMMISSIONERS  
MARTIN COUNTY, MINNESOTA

By: \_\_\_\_\_  
Chair, Martin County Board of Commissioners

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

**CERTIFICATION**

I hereby certify that the foregoing resolution is a true and correct copy of a resolution presented to and adopted by the County of Martin at a duly authorized meeting thereof held on the 19th day of February, 2019.

\_\_\_\_\_  
Scott Higgins, County Coordinator

Roll Call AYES: Commissioners Belgard, Mahoney, Koons, Flohrs, and Smith. NAYS: None. Resolution duly passed and adopted this 19<sup>th</sup> day of February, 2019.

Peyman presented and reviewed a resolution of County support for an agreement to sponsor the City of Sherburn's pursuit of 2019 Local Road Improvement Program (LRIP) Funding from the Minnesota Department of Transportation (MnDOT) for the Temperance Lake Road Reconstruction Project. Peyman noted the County agrees to sponsor the City of Sherburn's Local Road Improvement Program application to MnDOT and act as the city's fiscal agent for this project. Peyman also noted that the County has no obligation to provide any additional funds for the design or construction of the project.

Motion by Commissioner Belgard, seconded by Commissioner Mahoney,

Martin County Highway Department  
Resolution No. 2 - 2019

**RESOLUTION OF SUPPORT FOR AND AGREEMENT TO SPONSOR THE CITY OF SHERBURN PURSUIT OF 2019 LOCAL ROAD IMPROVEMENT PROGRAM FUNDING FROM MnDOT FOR THE TEMPERANCE LAKE ROAD RECONSTRUCTION PROJECT**

WHEREAS, the Temperance Lake Road Reconstruction Project includes reconstructing the existing gravel surface to a new bituminous pavement section with aggregate base and related drainage improvements, from T.H. No. 4 to Fox Lake Avenue (2,360 feet) within the City of Sherburn, and;

WHEREAS, the existing gravel street is difficult to maintain, narrow in width and poorly drained, and;

WHEREAS, Temperance Lake Road serves as an alternate route to the assisted living facility and the primary route for emergency medical services departing from the fire hall, and;

WHEREAS, the good repair and safe accessibility of the road are a vital component of the City's existing and future economic development, and;

WHEREAS, the Local Road Improvement Program (LRIP) administered by the Minnesota Department of Transportation makes available up to \$750,000 to apply towards projects on local roads that are regionally significant, result in safety improvements, address transportation deficiencies, and contribute to economic development, and;

WHEREAS, the Local Road Improvement Program (LRIP) requires a city, such as the City of Sherburn, that is not a State Aid city, to have a county sponsor and the support of the County Board, and;

WHEREAS, the proposed year for project construction is 2020.

NOW, THEREFORE BE IT RESOLVED BY THE MARTIN COUNTY BOARD OF COMMISSIONERS AS FOLLOWS; that

1. The County supports the City of Sherburn's pursuit of Local Road Improvement Program (LRIP) funds for the reconstruction of the existing Temperance Lake Road Reconstruction project, and

2. The County agrees to sponsor the City of Sherburn's Local Road Improvement Program application to MnDOT and act as the city's fiscal agent for this project.
3. The County has no obligation to provide any additional funds for the design or construction of the project.

Upon motion by Commissioner Belgard, seconded by Commissioner Mahoney, and carried said resolution was duly passed and adopted this 19th day of February, 2019

BOARD OF COMMISSIONERS  
MARTIN COUNTY, MINNESOTA

By: \_\_\_\_\_  
Chair, Martin County Board of Commissioners

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

#### CERTIFICATION

I hereby certify that the foregoing resolution is a true and correct copy of a resolution presented to and adopted by the County of Martin at a duly authorized meeting thereof held on the 19th day of February, 2019.

\_\_\_\_\_  
Scott Higgins, County Coordinator

Roll Call AYES: Commissioners Flohrs, Koons, Mahoney, Belgard, and Smith. NAYS: None. Resolution duly passed and adopted this 19<sup>th</sup> day of February, 2019.

Peyman next presented and reviewed Minnesota Department of Transportation (MnDOT) Agreement – Contract No. 1032797 for Lighting Systems at Trunk Highway (T.H.) No. 4 at County State Aid Highway No. 8 and No. 26. Peyman noted for rural street lighting MnDOT will install, in coordination with the County, new Trunk Highway Lighting Systems when they are doing their construction projects but they don't pay for maintenance. Therefore, if the County wants their intersection of the County road lit the County will need to enter into a MnDOT Agreement providing that Martin County will provide for the operation, maintenance and electrical energy of the new Lighting System. Peyman recommends entering into a Lighting Maintenance Agreement with MnDOT for the intersection of Trunk Highway No. 4 at County State Aid Highway No. 8 and No. 26.

Motion by Commissioner Belgard, seconded by Commissioner Koons, Be It Resolved that the Martin County Board of Commissioners, hereby approve and authorize County Engineer to sign Lighting Maintenance Agreement Contract No. 1032797 with the Minnesota Department of Transportation for Lighting Systems at Trunk Highway No. 4 at County State Aid Highway No. 8 and No. 26; and approve and authorize Board Chair to sign resolution to enter into Lighting Agreement No. 1032797 with the Minnesota Department of Transportation.

Martin County Highway Department  
Resolution No. 3 - 2019

RESOLUTION TO ENTER INTO LIGHTING AGREEMENT #1032797 WITH MNDOT

IT IS RESOLVED that Martin County enter into MnDOT Agreement No. 1032797 with the State of Minnesota, Department of Transportation for the following purposes:

To provide ownership, operation, and maintenance of Lighting Systems at Trunk Highway (T.H.) No. 4 at County State Aid Highway No. 8 and No. 26. The contract construction is to be performed under State Project No. 4601-32 (T.H. 4).

IT IS FURTHER RESOLVED that the County Engineer \_\_\_\_\_ and the \_\_\_\_\_  
(Title)  
County Auditor/Treasurer \_\_\_\_\_ are authorized to execute the Agreement  
and any \_\_\_\_\_  
(Title)  
amendments to the Agreement.

Upon motion by Commissioner Belgard, seconded by Commissioner Koons, and carried said resolution was duly passed and adopted this 19th day of February, 2019

BOARD OF COMMISSIONERS  
MARTIN COUNTY, MINNESOTA

By: \_\_\_\_\_  
Chair, Martin County Board of Commissioners

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

**CERTIFICATION**

I hereby certify that the foregoing resolution is a true and correct copy of a resolution presented to and adopted by the County of Martin at a duly authorized meeting thereof held on the 19th day of February, 2019.

\_\_\_\_\_  
Scott Higgins, County Coordinator

Roll Call AYES: Commissioners Mahoney, Flohrs, Koons, Belgard, and Smith. NAYS: None. Resolution duly passed and adopted this 19<sup>th</sup> day of February, 2019.

Peyman presented and reviewed Minnesota Department of Transportation (MnDOT) Agreement – Contract No. 1032669 for Trunk Highway No. 90 Detour. Peyman noted MnDOT provides for payment from the State to Martin County for the use of County State Aid Highway No. 32 and No. 29 as a detour route during the contract construction to be performed upon, along and adjacent to Trunk Highway (T.H.) No. 90 from T.H. No. 15 to two miles west of T.H. No. 169 under State Project No. 4680-129 (T.H. 90=391). Peyman recommends entering into a Detour

Agreement with MnDOT for use of County State Aid Highway No. 32 and No. 39 as a detour route during Trunk Highway 90 detour.

Motion by Commissioner Flohrs, seconded by Commissioner Mahoney, Be It Resolved that the Martin County Board of Commissioners, hereby approve and authorize County Engineer to sign Detour Agreement Contract No. 1032669 with the Minnesota Department of Transportation for payment in the amount of \$2,262.34 for use of County State Aid Highway No. 32 and No. 39 as a detour route during Trunk Highway 90 detour; and approve and authorize Board Chair to sign resolution to enter into Detour Agreement No. 1032669 with the Minnesota Department of Transportation.

Martin County Highway Department  
Resolution No. 4 - 2019

**RESOLUTION TO ENTER INTO DETOUR AGREEMENT #1032669 WITH MNDOT**

IT IS RESOLVED that Martin County enter into MnDOT Agreement No. 1032669 with the State of Minnesota, Department of Transportation for the following purposes:

To provide for payment by the State to the County for the use of County State Aid Highway No. 32 and No. 39 as a detour route during the contract construction to be performed upon, along and adjacent to Trunk Highway (T.H.) No. 90 from T.H. No. 15 to two miles west of T.H. No. 169 under State Project No. 4680-129 (T.H. 90=391).

IT IS FURTHER RESOLVED that the County Engineer \_\_\_\_\_ and the \_\_\_\_\_<sup>(Title)</sup> are authorized to execute the Agreement and any \_\_\_\_\_<sup>(Title)</sup> amendments to the Agreement.

Upon motion by Commissioner Flohrs, seconded by Commissioner Mahoney, and carried said resolution was duly passed and adopted this 19th day of February, 2019

BOARD OF COMMISSIONERS  
MARTIN COUNTY, MINNESOTA

By: \_\_\_\_\_  
Chair, Martin County Board of Commissioners

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

**CERTIFICATION**

I hereby certify that the foregoing resolution is a true and correct copy of a resolution presented to and adopted by the County of Martin at a duly authorized meeting thereof held on the 19th day of February, 2019.

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Scott Higgins, County Coordinator

Roll Call AYES: Commissioners Belgard, Koons, Mahoney, Flohrs, and Smith. NAYS: None. Resolution duly passed and adopted this 19<sup>th</sup> day of February, 2019.

Peyman presented and reviewed bids received for the purchase of a budgeted 2019 Sign Truck & Body to replace Unit #32 (2005 Acterra Sterling with 128,420 miles). Peyman reviewed state contract pricing received from Harrison Truck Centers in Mankato, MN, for a 2019 Freightliner M2 106 SA Single Axle Diesel Engine Truck in the amount of \$67,862.00; and replacement truck body and accessories from Crysteel Truck Equipment in Lake Crystal, MN, in the amount of \$74,500.00. Peyman recommends purchase of the budgeted 2019 Freightliner M2 106 SA Single Axle Diesel Engine Truck from Harrison Truck Centers in Mankato, MN, and replacement truck body and accessories including installed 16' platform with sign/post storage, Toolboxes, Catwalk, Crane, Boom, Controllers and strobe lights, etc., from Crysteel Truck Equipment in Lake Crystal, MN. Peyman also recommends that Unit #32 be placed on the State of Minnesota Surplus Services auction site once the new truck and replacement body is ready.

MARTIN COUNTY HIGHWAY DEPARTMENT  
Feb. 19, 2019 Martin County Commissioners Meeting

**2019 Budgeted Sign Truck and Body**

2019 Budgeted amount: \$185,000.00

Unit #32 is our current Sign truck. It is a 2005 Acterra Sterling with 128,420 miles currently. It is anticipated this truck will stay on the road for the majority of the remainder of 2019 since the replacement vehicle isn't anticipated to be ready until around November, 2019. This truck has a lot of "idle time" as sign work is done along the road.

Replacement Vehicle:

2019 Freightliner M2 106 SA. Single Axle Diesel Engine Truck. Yellow.

**Truck Bid:**

Harrison Truck Centers **(State Contract Price)**  
Mankato, MN 56001

**\$67,862.00**

Replacement Body:

Installed 16' platform with sign/post storage, Toolboxes, Catwalk, Crane, Boom, controllers and strobe lights, etc.



**Body Bid:**

Crysteel Truck Equipment (**State Contract Price**)

Lake Crystal, MN 56001

**\$74,500.00**

**Total Cost: \$142,362**

Motion by Commissioner Mahoney, seconded by Commissioner Flohrs, Be It Resolved that the Martin County Board of Commissioners, after careful consideration and review of the bids for replacement sign truck and body, and upon the recommendation of County Engineer, hereby approve and authorize the purchase of a budgeted 2019 Freightliner M2 106 SA Single Axle Diesel Engine Truck (Yellow) from Harrison Truck Center of Mankato, Minnesota, in the amount of \$67,862.00; and approve and authorize the purchase of a replacement truck body and accessories from Crysteel Truck Equipment in Lake Crystal, Minnesota, in the amount of \$74,500.00; and authorize the sale of Unit #32 on the state surplus website once the new vehicle is on the road. Carried unanimously.

Peyman concluded with a brief Highway Department Update including continued snow removal and three recent accidents involving Highway Department snowplows.

Commissioners thanked Peyman and the Highway Department for the update and the good work that they do.

Ashley Brenke, Director Martin SWCD, and Pam Flitter, Martin County Zoning Official, presented year-end financial reports and review of the Natural Resources Block Grant (NRBG) including:

Grant Title	Total Awarded/Spent
2018 Septic Treatment Systems	\$18,600.00
2018 Septic Treatment Systems Upgrade	\$2,827.00
2018 Septic Treatment Systems Incentive	\$3,000.00
2018 Shoreland	\$3,024.00
2017 Septic Treatment Systems Upgrade	\$16,614.00
2018 Wetland Conservation Act	\$8,778.00
2018 Local Water Management	\$13,697.00

Brenke noted the Septic Programs are administered by Planning and Zoning four that touched on Septic Programs, one for the Shoreland Program which is administered by Planning and Zoning, and the Wetland Conservation Act and the Local Water Management implemented by Martin SWCD through an agreement with Martin County.

Flitter noted the \$3,024 for our Shoreland Program that we receive is typically gone by February or March but again that is what some of the Buffer money is supposed to be used for; the \$2,827 Septic Program that we received was our low income grant and one system was done for that; we had a 2018 Administered Program of \$18,600 which is received every year in order to administer the Septic Program; then in 2017 we had the Septic Treatment System Upgrade which was

\$16,614 and 4 systems received dollars for that; then we had the 2018 Septic Incentive for \$3,000 for the Property Transfer Program.

Brenke noted dollars received for the Wetland Conservation Act and the Local Water Management has not changed in a number of years.

After discussion,

Motion by Commissioner Flohrs, seconded by Commissioner Koons, Be It Resolved that the Martin County Board of Commissioners, hereby approve and authorize Board Chair to sign the Natural Resources Block Grant year-end financial reports in the amount of \$66,540.00 in expenditures. Carried unanimously.

Wendy Chirpich, Planning & Zoning Technician, presented a Martin County Septic System Update including the year 2018 in review including: 47 systems were installed – 14 mounds, 16 at grades, 7 in-ground, and 10 tanks; there were 5 abandonments; 25 private inspections (property transfer) with 8 failed inspections; and 6 loans - 5 of which received grant dollars.

Chirpich next reviewed the septic system database per township and noted that there are still 548 parcels with no permits on file (out of 2400) we're at 78%.

Martin County  
Septic System Database  
January 2019

Township	Permits on File	Total Residences	Missing Permits	% Complete
Cedar	61	98	37	62%
Center Creek	88	106	18	83%
East Chain	104	133	29	78%
Elm Creek	51	87	36	59%
Fairmont	117	128	11	91%
Fox Lake	136	159	23	86%
Fraser	100	126	26	79%
Galena	58	97	39	60%
Jay	72	108	36	67%
Lake Belt	90	103	13	87%
Lake Fremont	52	74	22	70%
Manyaska	125	161	36	78%
Nashville	67	93	26	72%
Pleasant Prairie	97	119	22	82%
Rolling Green	97	126	29	77%
Rutland	140	172	32	81%
Silver Lake	193	230	37	84%
Tenhassen	93	117	24	79%
Waverly	63	90	27	70%
Westford	104	129	25	81%

Total	1908	2456	548	78%
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Chirpich presented a Planning and Zoning Department Update noting two weeks ago we held an Infiltrator Training at the Knights of Columbus Hall with 50 people in attendance for training on how to install our (septic) tanks better; and coming in June we're holding a Soils Class here which everyone that is licensed in septic's is required to have 18 continuing education credits and 6 of those credits are required to be on soils and should bring in around 100 people; and we have received another \$27,000 to lend to homeowners qualifying at our 2% interest rate through our County Loan Program. Qualifying applicants will receive approximately \$2,500 per system so we should be able to do another 10 systems over the next two year period.

Flitter informed the Board she is working with Sidwell to bring a two-day training class to Martin County in June 2019 that takes you through a legal description or a deed and tells you how to figure out exactly where that property is.

Abigail Nesbit, Martin County Emergency Management Director, was present to request legal signing authority to accept and sign the Emergency Management Performance Grant (EMPG) for Federal Fiscal Year 2018. Nesbit noted grant dollars received go toward expenses for Emergency Management in the Martin County Sheriff's Office and that the contract award is in the amount of \$22,471.00 (\$22,583.00 for FY17).

Motion by Commissioner Belgard, seconded by Commissioner Koons,

R-#16/'19

**RESOLUTION AUTHORIZING EXECUTION OF  
EMERGENCY MANAGEMENT PERFORMANCE  
GRANT PROGRAM AGREEMENT**

BE IT RESOLVED, that Martin County, Minnesota, enters into a Grant Agreement with the State of Minnesota, acting through its Commissioner of Public Safety, Division of Homeland Security and Emergency Management, for the program entitled Emergency Management Performance Grant (EMPG) in the amount of \$22,471.00 effective January 1, 2018, through December 31, 2018, for the Federal Fiscal Year 2018.

BE IT FURTHER RESOLVED, that the Martin County Emergency Management Director, along with the Board Chair, is hereby authorized to execute and sign such Grant Agreements and amendments as are necessary to implement the program on behalf of Martin County, MN.

Motion by Commissioner Belgard, seconded by Commissioner Koons, and was duly made and adopted this 19<sup>th</sup> day of February, 2019.

BOARD OF COMMISSIONERS  
MARTIN COUNTY, MN

\_\_\_\_\_  
Kathy Smith, Board Chair

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

Roll Call AYES: Commissioners Mahoney, Flohrs, Koons, Belgard, and Smith. NAYS: None. Resolution duly passed and adopted this 19<sup>th</sup> day of February, 2019.

Nesbit invited the Board to attend an upcoming Rural Domestic Preparedness Consortium's PER 294: Testing an Emergency Operation Plan in a Rural Emergency Operation Center training to be held Monday, February 25<sup>th</sup> from 8 a.m. to 5 p.m. in the LEC basement meeting room.

Corey Klanderud, Chief Deputy Martin County Sheriff's Office, was present to recommend the hire of Luis Fernando Figueroa as part time Deputy Sheriff for the Martin County Sheriff's Office. Klanderud noted that Figueroa has completed a successful background check and it is anticipated that Figueroa will begin his duties on February 25, 2019.

Motion by Commissioner Flohrs, seconded by Commissioner Mahoney, Be It Resolved that the Martin County Board of Commissioners, hereby approve and authorize the hire of Luis Fernando Figueroa, part time Deputy Sheriff for the Martin County Sheriff's Office, effective February 25, 2019, at \$26.29/hour; not eligible for benefits. Carried unanimously.

Scott Higgins, County Coordinator, noted Martin County has received a proposed Memorandum of Agreement (MOA) to resolve the grievance filed by the Deputies Union (LELS #136) between Martin County and the Law Enforcement Labor Services #136 Deputy/Sergeant Union relating to the compensation issue for Martin County's Investigator Position. Higgins went on to note basically we're agreeing to give this individual assigned to the Investigator Position Sergeant rate pay from the date of their assignment until December 31, 2019; and that the Union and County will discuss the issue of Investigator pay during negotiations for the successor collective bargaining agreement. Higgins also noted Martin County's Labor Attorney has reviewed the MOA and recommends approval as well as the Martin County Personnel Committee.

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 Memorandum of Agreement between Law Enforcement Labor Services #136 Deputy-Sergeant Union and Martin County toward resolving the compensation issue for the Martin County Investigator Position. Carried unanimously.

Klanderud presented a current Martin County Jail Population Update including twenty-four (24) in house, six (6) out of county, and three (3) on Electronic Home Monitoring (EHM).

Michael Forstner, Martin County Drainage Administrator, was present to recommend setting a time and date to hold a Redetermination of Benefits Hearing for CD #2, CD #46, CD #65, JD #30 and JD #52. Forstner noted the suggested date is March 19, 2019.

After discussion,

Motion by Commissioner Belgard, seconded by Commissioner Koons, Be It Resolved that the Martin County Board of Commissioners, acting as the Drainage Authority for Martin County, hereby sets the date of Tuesday, March 19, 2019, at 11:00 a.m. in the Commissioners Meeting Room #103 – Martin County Courthouse – 201 Lake Avenue in Fairmont, MN, to hold a Redetermination of Benefits Hearing for CD #2, CD #46, CD #65, JD #30 and JD #52. Carried unanimously.

Higgins noted the Compensation Study Project Team requests approval of the benchmark entities as the municipal entities to be surveyed for wage comparisons for each of the county jobs to be included in the study. Higgins went on to note the benchmark entities are a mix of counties based on population, County State Aid Allotment, and Tax Capacity per capita which were some of the criteria used to establish the benchmark entities.

After review,

Motion by Commissioner Mahoney, seconded by Commissioner Belgard, Be It Resolved that the Martin County Board of Commissioners, upon the recommendation of the Compensation Advisory Committee, hereby approve the benchmark entities as listed to be included as part of Martin County's Compensation Study: Blue Earth County, Brown County, Cottonwood County, Douglas County, Faribault County, Freeborn County, Jackson County, Kandiyohi County, Le Sueur County, Martin County, Morrison County, Nicollet County, Nobles County, Sibley County, Waseca County, Emmet County, Iowa, Kossuth County, Iowa, and City of Fairmont. Carried unanimously.

Chairwoman Smith opened the public hearing to consider proposed fee changes for various services provided by the Assessor's Office.

Mike Sheplee, County Assessor, reviewed the proposed Assessor's Office fee changes.

Chairwoman Smith asked for input from the public. No representatives from the public were in attendance nor was public input or comments submitted in writing received concerning the proposed Martin County Fee Schedule.

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

Motion by Commissioner Flohrs, seconded by Commissioner Belgard, Whereas in accordance with MS 373.41 a public hearing was held at the Martin County Courthouse in the Commissioners Meeting Room on February 19, 2019, at 10:00 a.m. to consider changes to the Martin County Department Fee Schedule and policies for 2019; and to take public input on the Fee Schedule and proposed Assessor's Office fee changes; and Now Therefore, Be It Resolved, that the Martin County Board of Commissioners, reaffirm all Martin County Department Fee Schedules and policies and adopt additional charges (fees) and changes to the Martin County Fee Schedule as presented (attached); and as on file in the Office of the Auditor/Treasurer and the County Coordinator's Office, effective February 19, 2019.

Martin County Fee Schedule (New Fees Only)  
Effective February 19, 2019

<b>Countywide Fees</b>	
<b><u>Assessor's Office New Fees</u></b>	<b><u>Cost</u></b>
Data Download Reports	\$60.00 set-up fee + \$0.06 per parcel
Per Parcel Layer	\$0.06 per parcel per layer
Pictometry Imagery	4% of County Cost for 100%
	5% x Portion of County x County Cost
	County Cost 2019 = \$101,985

Carried unanimously.

Higgins reviewed information that included in the CY2019 budget is a position for a full time Human Resources position. Higgins noted it is recommended by the Martin County Personnel Committee that the County establish a full time Human Resources Coordinator/Manager position. The Human Resources function is becoming more and more complex and an ever increasing need to invest in a full time staff position to be able to focus on the personnel and other issues related to the human resources function. Higgins went on to note and present overall functions and qualifications of the position to include, but not limited to the following:

- Responsible for employee relations duties that create a favorable environment consistent with the County's goals and objectives.
- Assists Department Heads on personnel issues including discipline and performance.
- Develops and maintains countywide performance appraisal process.
- Develops and administers duties related to the County's compensation plan ensuring market competitiveness, and attainment of staffing and financial objectives.
- Manages the County's benefit plans including plan design, provider relationships, plan administration, plan communications and financial management.
- Assists the County Coordinator with oversight of the County's labor relations program, and negotiates collective bargaining agreements with bargaining units, to ensure operational effectiveness and accomplishment of organizational objectives.
- Manages the recruitment and hiring duties to ensure that the County is properly staffed.
- Coordinates and develops County's mandatory and supplementary training and development programs to ensure that training outcomes result in desired knowledge, skills, behavior, and productivity.
- Ensures that the County is in compliance with all appropriate state and federal laws governing employment, worker health and safety, through effective processes, postings, education, and audits, to minimize risk and create a favorable working environment.
- Involved with payroll administration and serves as payroll backup.
- Supports and enforces the County's Safety Program policies and processes.
- Administration ensuring timely processing, reconciliation, auditing, compliance, and report writing for State and Federal agencies, and union contracts.

Higgins also noted minimum qualifications would include a Bachelor's Degree in Human Resources Management, Business Administration, Public Administration or related fields of study and at least 3 (plus) years of experience of progressive human resources experience or

equivalent (preferred), or two year degree in Human Resources or related field with 5 years of progressive human resources experience, and a valid driver's license required. Higgins noted the Martin County Personnel Committee has discussed and recommends moving forward with this position and to finalize the job description and pay range.

After discussion,

Motion by Commissioner Flohrs, seconded by Commissioner Koons, Be It Resolved that the Martin County Board of Commissioners, hereby authorize the establishment of a full time Human Resources Manager/Coordinator and to authorize staff to formulate a job description and recommendation for proposed salary range for the position. Carried unanimously.

James Forshee, Martin County Auditor/Treasurer, was present and noted that he has submitted a letter announcing his retirement resignation effective July 5, 2019. Forshee read aloud his letter to the Board noting it has been an honor to serve the citizens of Martin County in his Auditor/Treasurer's position for the past 16 years and 6 months and to work with the past and present Board of Commissioners and the employees of Martin County. While leaving the office I am very confident that the present Auditor/Treasurer's Office staff will continue to do their jobs at the highest standard as they have done in the past which always made the office work efficiently. Forshee went on to note he will meet with the Martin County Personnel Committee to bring forward his replacement recommendation.

Motion by Commissioner Mahoney, seconded by Commissioner Belgard, Be It Resolved that the Martin County Board of Commissioners, hereby accept the retirement resignation of James Forshee, Martin County Auditor/Treasurer, effective July 5, 2019. Carried unanimously.

The Board reviewed Warrants, Auditor Warrants, and EFT Transactions to be paid February 19, 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 February 19, 2019, and includes the Martin County Highway Department and Drainage bills as presented. Carried unanimously.

Warrants received and paid February 19, 2019, are registered on file in the Auditor/Treasurer's Office as follows:

Revenue Fund – Warrants Approved February 19, 2019	\$101,695.78
Martin County Economic Development Fund	\$ 4,052.64
Solid Waste Management Fund	\$ 34,079.90
Law Library Fund	\$ 1,648.86
County Attorney's Forfeiture Fund	\$ 6,455.00
Building – CIP – Fund	\$ 888.38
Bank Building Fund	\$ 4,516.53
Taxes and Penalties Odd Years	<u>\$ 91,520.00</u>
Total	\$244,857.09

Road and Bridge Funds Totaled	\$573,820.96
Martin County Ditch Funds Totaled	\$ 89,588.11

The Board reviewed information and reports including a Thank You Letter received from Southern Minnesota Initiative Foundation.

Commissioners reviewed their calendars of previous and upcoming meetings and activities: February 5, 2019 – Kinship of Martin County meeting; February 6, 2019 – Human Services Executive Board meeting, Martin County Veterans Memorial Committee meeting, Martin County Kaizen Event; February 8, 2019 – F-M Joint County Transit Executive Board meeting and 2017 State Audit Review meeting; February 11, 2019 – Rural Minnesota Energy Board meeting; February 12, 2019 – Compensation Advisory Committee, Personnel Committee meeting; February 13, 2019 – Martin County Parks/Trail Committee meeting; February 13-14, 2019 – AMC’s 2019 Legislative Conference at the InterContinental Hotel in St. Paul, MN; February 15, 2019 – Prairieland full Board meeting, 2017 MnDOT Audit of Prairie Lakes Transit; February 18, 2019 – Presidents Day Holiday – Courthouse Closed; February 19, 2019 – Building Committee meeting after regular Board of Commissioners meeting and APEX Power Line meeting at noon; February 20, 2019 – Human Services meeting, F-M County Joint Transit Executive Board meeting, One Watershed One Plan meeting in St. James, MN; February 21, 2019 – Traverse des Sioux Library meeting, Lenny Tvedten Book Signing, conference call with Bill Fahey and Justice Center Study Committee at 1:30 p.m.; February 25, 2019 – Emergency Management Disaster Training, Minnesota Valley Action Council meeting; February 27, 2019 – Human Services All Agency meeting at the Knights of Columbus Hall in Fairmont, MN; February 28, 2019 – 2018 Insurance Review Meeting 11:30 a.m. to 1:30 p.m.; March 4, 2019 – Tentative Personnel and Compensation Advisory Committee meeting in the morning and regular Martin County EDA meeting at 5:15 p.m.; March 5, 2019 – Extension Committee meeting at 8:00 a.m. and next regular Board of Commissioners meeting at 9:00 a.m. in the Commissioners Meeting Room – Martin County Courthouse.

With no further business to wit, Board Chair adjourned the meeting at 10:34 a.m.

BOARD OF COMMISSIONERS  
MARTIN COUNTY, MN

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Kathy Smith, Board Chair

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