

PROCEEDINGS OF THE  
MARTIN COUNTY BOARD OF COMMISSONERS  
TUESDAY, MARCH 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 Steve Flohrs, Richard Koons, Tom Mahoney, Kathy Smith, and Elliot Belgard. Also present were Scott Higgins, Martin 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.

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

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

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

Scott Higgins, Martin County Coordinator, presented and reviewed for consideration renewal of Consumption and Display Permit for Ghost Town Tavern, LLC, located at in Granada, MN.

James Forshee, Martin County Auditor/Treasurer, noted all documentation is in order for renewal.

Motion by Commissioner Flohrs, seconded by Commissioner Mahoney, Be It Resolved that the Martin County Board of Commissioners, hereby approve and authorize renewal of Consumption and Display Permit for Ghost Town Tavern located at 1203 260<sup>th</sup> Avenue in Granada, MN, effective April 1, 2019 through March 31, 2020. Carried unanimously.

Jeremy Monahan, Prairie Lakes Transit Director, was present to request financial assistance for transit operations. Monahan noted the Faribault-Martin County Transit Board has a projected cash flow shortage in the near future due to the timing of funding deposits. The 2019 Operations contract stipulates that the State's share of the 2<sup>nd</sup> Quarter funding will be deposited no later than April 30<sup>th</sup> or one month into the 2<sup>nd</sup> Quarter. Monahan went on to note this year's deposit from the State for the 2<sup>nd</sup> Quarter is expected to be over \$248,000 but the projected funds figuring normal payroll and vendor activity will have the Board's bank balance not sufficient to handle staff payroll for April 19<sup>th</sup>. Due to this the Transit Executive Committee has suggested that each member county be approached and asked for a short term loan to bridge the gap of potential shortfall of funds. Monahan also noted it is estimated that no more than \$60,000 will be needed to meet the needs before the 2<sup>nd</sup> Quarter funds are deposited therefore the Transit Board is

requesting that both Martin and Faribault County extend a loan of \$30,000 each. This loan is requested with the provision that the funds could be repaid by the end of May 2019 after the Operations funds are received.

After discussion,

Motion by Commissioner Mahoney, seconded by Commissioner Flohrs, Be It Resolved that the Martin County Board of Commissioners, hereby approve and authorize \$30,000 loan to the Faribault-Martin County Joint Transit Board for assistance with cash flow for transit operations; with repayment by the end of May 2019. Carried unanimously.

Tam Plumhoff, Wellness Committee Co-chair, was present to review the Martin County CY2019 County Wellness Program Budget noting the South Central Service Cooperative (SCSC) Regional Wellness Program provides wellness dollars to improve the physical, mental, and social wellbeing of all individuals to its members. Plumhoff noted Martin County is again a member of the SCSC and is eligible to receive \$10,573.82 (\$80 per 132 contracts plus \$13.82 carryover from 2018) in wellness dollars to be used toward a variety of program goals to promote healthier/happier employees with improved self-esteem, increased job performance, a decrease in sick leave days and lower health plan utilization. Plumhoff also noted 2018 was a record year for employee attendance and participation in Martin County Wellness events.

Motion by Commissioner Belgard, seconded by Commissioner Koons, Be It Resolved that the Martin County Board of Commissioners, having already established the Martin County Wellness Program, and supports the programming of the Wellness Committee, hereby approve the CY2019 Wellness Budget; and approve and authorize Tam Plumhoff, Co-Chair of the Martin County Wellness Committee, to sign the required agreements pertaining to the Wellness Program through the South Central Service Cooperative for CY2019; and authorize the County Coordinator to administer the overall Wellness/Fitness program and budget. Carried unanimously.

Kevin Peyman, Highway Engineer, presented his recommendation to purchase a 2019 budgeted pickup truck from Fairmont Ford in the amount of \$29,650.00 for the Highway Department to replace Unit #7 (2003 Ford F-150 4x4 with 145,000 miles). Peyman noted usually we try and get prices on both the GM and the Ford but they are redoing their body styles on the GM and weren't able to give state contract pricing nor were the local people able to give us a price. We waited about a month thinking that by now they'd be able to but they still can't give us a price. So since it is about a 12 to 14 week wait to get the new pickup in we just decided to move forward with just the Ford option. Peyman recommends the purchase of a 2019 Ford F-150 4x4 Regular Cab 8' Box pickup from Fairmont Ford. Peyman also noted Unit #7 will be used as the park truck for the summer of 2019 and then recommend Unit #7 be sold on the state surplus website.

Martin County Highway Department  
March 19, 2019 Martin County Commissioners Meeting

2019 Budgeted Pickup Truck

2019 Budgeted Amount: \$27,000

Quote #1: Fairmont Ford, Fairmont, MN

2019 Ford F-150 4x4 Regular Cab 8' box \$29,650.00

Quote #2: Midway Ford Commercial Fleet Sales, Roseville, MN

2019 Ford F-150 4x4 Regular Cab 8' box \$29,718.92\*

\*State Contract Price

Replacing Unit #7 – 2003 Ford F-150 4x4 with 145,000 miles. Unit #7 is currently being used as the park truck. Old Unit #7 will be used as the park truck for the summer of 2019 and then be sold on the government surplus website.

After discussion,

Motion by Commissioner Flohrs, seconded by Commissioner Mahoney, Be It Resolved that the Martin County Board of Commissioners, after careful consideration and review of the bids for replacement pickup truck and upon the recommendation of Highway Engineer, hereby approve and authorize the purchase of a budgeted 2019 F-150 4x4 Regular Cab 8'box pickup in the amount of \$29,650.00 from Fairmont Ford of Fairmont, MN, and approve disposal of Unit #7 (2003 Ford F-150 4x4 with 145,000 miles) after the summer of 2019 via the government surplus website. Carried unanimously.

Peyman presented a Highway Department Update stating we currently have 10 spots that are still closed with water completely over the road. Normally when we get high water we know the spots to drive out to because it is the same spots every year that flood, but this year it was different. With a couple of rain days following the record amount of snow when all the ditches were still full and the culverts were frozen was less than ideal. So it wasn't necessarily the normal spots that flooded, it was spots where there was just nowhere for the water to go. So we were jockeying barricades around to the various county roads. We were able to get the backhoe out and some skidloaders out to free up some of the outlets and wait for things to cooperate.

Peyman went on to note, also related to that but a little different, gravel road restrictions went on March 15<sup>th</sup> and that will put them off sometime early to mid-May. This is one where usually Mother Nature has helped us a little bit because our gravels when restrictions first came on gravels were just a sloppy mess. Those first few days it was raining was not good for the gravels, but this last week where we haven't gotten rain and where it has actually been cold at night has helped. The hardest part (on the gravel roads) is how to fix them without making more of a mess because to get a load of gravel out there just tears up the road. So this weather, where it has been getting cold at night and the gravels are frozen in the morning, we're able to get gravel out while the roads are hard enough that you can get to them without doing damage.

Pam Flitter, Martin County Zoning Official, was present to review an update pertaining to the 2018 Martin County Feedlot Program Year-End Review. Flitter noted that on March 12, 2019, the Minnesota Pollution Control Agency (MPCA) completed a year-end review of the Martin County delegated feedlot program for the period of January 1, 2018 through December 31, 2018. Flitter went on to note the MPCA goes through our files and look at inspections for new

construction and the permitting system and also look at inspections of existing sites we have and Martin County received a 100% rating.

Motion by Commissioner Belgard, seconded by Commissioner Flohrs, Be It Resolved that the Martin County Board of Commissioners, hereby approve and authorize Board Chair to sign, receive and file, the 2018 County Feedlot Officer (CFO) Annual Report. Carried unanimously.

Steve McDonald, MIS Director, was present to review and recommend the purchase of a Unitrends recovery/backup upgrade system. McDonald noted he is proposing to upgrade our Unitrends backup/disaster recovery hardware appliance and that we have been using a Unitrends recovery appliance for 12 years. McDonald went on to note in the event of a server malfunction or disaster this backup appliance speeds up the time to rebuild the servers and restore data. It is also used to recover data that is deleted by accident by users up to a certain retention date/time. McDonald also noted it was discussed at the Recorder's Compliance Fund meeting and agreed to, by members, use the compliance funds to pay for the upgrade. McDonald recommends purchase of the Unitrends 8006 Recovery System and Archive Drives from CPS Technology Solutions in the amount of \$6,811.00.

Diane Sanders, County Recorder, was present to note funds are available in the Recorder's Compliance Fund to purchase this recovery system. Sanders went on to note as long as the Recorder's Office is in compliance, eleven dollars (\$11.00) per every recorded document goes into the Recorder's Compliance Fund.

Motion by Commissioner Mahoney, seconded by Commissioner Belgard, Be It Resolved that the Martin County Board of Commissioners, hereby approve and authorize the Martin County MIS Office to purchase a Unitrends 8006 Recovery System and archive drives from CPS Technology Solutions in the amount of \$6,811.00; to be expended from the Recorder's Compliance Fund. Carried unanimously.

Doug Borchardt, Building Maintenance Supervisor, presented and reviewed proposals received from architects for the replacement of the County's two Emergency Backup Generators as the generators appear to have met their useful mechanical life and repair parts for the generators are getting harder and harder to find. Based on review and recommendation from the Martin County Building and Purchasing Committee to seek out quotes from architectural/engineering firms for design, specifications, bidding and construction administration for the replacement of the two emergency generators, the following architectural/engineering firms were contacted. The Building and Purchasing Committee recommends low bid award to Wold.

**Architectural/Engineering Firms**

- Wold \$14,250 total Fixed Fee. Full Service Fee \$11,250 (based on budget of \$150,000 – 7.5%) (Charge reimbursable at actual cost with markup of 10%, cap reimbursable at \$3,000)
- Widseth/Nolting \$15,500 (Reimbursable billed at cost include travel expenses, color copies, printing of schematic and construction drawing sets – reprographics and travel not to exceed \$2,200)
- ISG \$17,500 (Includes reimbursables)

- Design Tree \$38,550 (Reimbursable submitted as they occur, including travel time and expenses, distribution of documents, copies)

After review,

Motion by Commissioner Belgard, seconded by Commissioner Flohrs, Be It Resolved that the Martin County Board of Commissioners, hereby approve and award low bid for design and specifications and bidding for replacement of two Emergency Generators to Wold Architects and Engineers in the amount of \$14,250.00. Carried unanimously.

Abigail Nesbit, Martin County Emergency Management Director, provided an update on the County's enrollment in the National Insurance Flood Program. Nesbit noted she has been told that historically Martin County doesn't flood except for the occasional roads that normally flood. Because this year was so different, I reached out to Cottonwood County and they were nice and gave us 2,000 sandbags and I've given about half of those out to cities and townships. Nesbit went on to note Cottonwood County has declared a state of emergency as have Nobles County and Jackson County. I've been in contact with Watonwan County and they are right on the border (of declaring a state of emergency). And will see if Martin County is close at all to declaring a state of emergency.

Nesbit also noted when I was first digging around with this and talking with the Sheriff about the National Insurance Flood Program. He said it would be a good idea to do some research on the program and get back to me. So I went digging and I found out that Martin County is actually enrolled in this program as of 1977 and that some preliminary mapping was done. But, the only mapping that was done was to draw a border around the county and the cities. So, I don't need approval to be in the program because we are in the program. What I'm here for today is for permission to reach out to different agencies such as the State Department of Natural Resources and Federal Emergency Management Agency, to figure out how to get more mapping of the lakes and creeks in the county. Nesbit noted it would be worthwhile to go through this because it would help residents of county. Residents of the county can't get this insurance unless their community is registered. Currently, Fairmont is the only city that's registered as of last year. When Martin County declares a state of emergency, which has happened quite a few times in the last few years, will not help residents. The individual private homeowners and private businesses will not receive state assistance if we declare a state of emergency. But with this National Flood Insurance, that will help them with things such as getting sandbags, money to move your property and pollutant help. Nesbit also noted she will continue to gather information and report back to the Board before any needed action would be taken.

Higgins noted that included in the CY2019 budget is a position for a full time Human Resources position. Higgins went on to note the Personnel Committee has been working on this position for a few months and recommends that the County establish and authorize recruitment of a full time Human Resources Manager position. Higgins also noted the HR 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 noted the overall functions and qualifications of the position would include, but not be limited to the following:

- Responsible for employee relations duties that create a favorite 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 stated minimum qualifications would include a Bachelor's degree in Human Resources Management, Business Administration, Public Administration or related fields of study and at least three plus years of experience of progressively responsible for human resources experience or equivalent (preferred); or two year degree in Human Resources or related field with five years of progressive human resources experience; and a valid driver's license is required. Higgins further noted the Human Resources Management position is considered an exempt position and the County's Compensation Advisory Committee (CAC) has reviewed the position and has determined the position be placed on the County's Compensation and Classification Plan at Grade 15 with pay rate range of \$26.72 - \$37.43/hour.

After review and discussion,

Motion by Commissioner Belgard, seconded by Commissioner Flohrs, Be It Resolved that the Martin County Board of Commissioners, hereby establish and authorize recruitment of a full time Human Resources Manager position; and to approve the proposed job description as presented; and upon the recommendation of the County's Compensation Advisory Committee, place the new position on the County's Classification and Compensation Plan at Grade 15. Carried unanimously.

Higgins presented and reviewed the 2019 Martin County Summer Internship Program Agreement between Martin County and Minnesota Valley Action Council (Grantee) which provides a summer work experience program for youth residing in Martin County. Higgins noted the effective date of this agreement is March 1, 2019 through September 30, 2019, with

compensation to workers under this program at \$10.50 per hour; and that the budget for this program is \$50,000 (wages and fringe for participants in summer internships). Higgins went on to note that the County Attorney has reviewed this Agreement and approves it as to form and content.

Motion by Commissioner Koons, seconded by Commissioner Mahoney, Be It Resolved that the Martin County Board of Commissioners, hereby approve and authorize Board Chair to sign the Administrative Agreement with Minnesota Valley Action Council to participate in the 2019 Martin County Summer Internship Program. Carried unanimously.

Scott Bohler and Mark Shannon of Frontier Communications were present to update the Board on the Martin County Broadband Initiative (Countywide Broadband Project Initiative-Border to Border Grant).

The Frontier and Martin County Broadband initiative is a joint venture that will bring a minimum of 25/3 internet speeds to rural areas within Martin County that are considered as unserved or under served. The Frontier engineering team with input from the Martin County Broadband Steering Committee has made an extensive review of the County and has found strategic locations for new or upgraded broadband deployment via FTTH and FTTN technology throughout the County. When complete the FTTH and FTTN initiative will bring a minimum speed of 25/3 to 2,119 households within Martin County that are either unserved or underserved today. All the electronics are in place, most of it is turned up, and we've got a little more cable work and testing to do in some areas. Most of the construction was done last year, in 2018. That was not a good year as far as weather and we had a number of delays. In most of this area, we're doing our standard approach where we run fiber out to a node in a neighborhood, and then from the node to individual destinations as customers sign up for the service. This initiative will focus on these key areas:

1. Fairmont area around South Silver/Rose Lake/West Rural town of East Chain
2. Town of East Chain
3. Fox Lake area
4. Town of Northrop and surrounding rural
5. Town of Ormsby (entire town-NW Martin County)
6. Town of Sherburn
7. Sherburn east rural CSAH 26 and 90<sup>th</sup> Avenue
8. Sherburn west rural CSAH 26 and 70<sup>th</sup> Avenue
9. Sherburn west rural CSAH 26 and 50<sup>th</sup> Avenue
10. Sherburn west rural CSAH 26 and 40<sup>th</sup> Avenue
11. Sherburn west rural CSAH 26 and 30<sup>th</sup> Avenue
12. Sherburn west rural CSAH 26 and 20<sup>th</sup> Avenue
13. Town of Truman
14. 145<sup>th</sup> Avenue and 165<sup>th</sup> Avenue area east of Ceylon
15. Town of Ceylon, Cedar Lake east and west
16. Perch Lake, 230<sup>th</sup> & 210<sup>th</sup>, 200<sup>th</sup> & 243<sup>rd</sup>
17. Cedar Hanson
18. Town and Big Twin Lake
19. Lair Road

20. Lake Aires Road

Much discussion ensued including: what is involved in the process to receive access to the higher speeds; costs associated with the higher speeds; constituents in western Martin County were told by Frontier employees that the cost for the higher speeds were unknown and others were told their area is not serviced by Frontier; service technician times and having to wait ten days to two weeks before a technician arrives but the customer is still paying for phone and internet during that wait time; internet access to county parks such as Cedar-Hanson (Trimont, MN); damage done to yards and driveways during installation with either a very poor job of restoration and sometimes no restoration at all; and that it is time for Frontier to finish this project and get word out let people know what it is going to cost and what it takes to hook up.

Commissioners thanked Frontier for their presentation.

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

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

Revenue Fund – Warrants Approved March 19, 2019	\$361,122.13
Enhanced 9-1-1 Fund	\$ 2,212.40
Martin County Economic Development Fund	\$ 8,902.93
Solid Waste Management Fund	\$ 36,040.08
Law Library Fund	\$ 1,474.90
Building – CIP – Fund	\$ 2,075.63
Bank Building Fund	<u>\$ 7,911.92</u>
Total	\$419,739.99

Road and Bridge Funds Totaled \$ 43,299.92

Martin County Ditch Funds Totaled \$ 46,795.50

Chairwoman Smith opened discussion pertaining to key fob access to courthouse entrance doors.

Higgins noted there are concerns from some staff that don't have key fob access to the courthouse entrance doors, that they feel they are not trusted or devalued in some way. Higgins went on to note when the keys fobs were issued, keys were issued based on need to access the courthouse regularly after hours. The Courthouse entrance doors on the electronic lock system opens up twenty minutes to 8:00 a.m. and automatically lock at 5:00 p.m. in the evening. For those staff that did not need access after-hours on a regular basis, each Dept. was issued an additional key fob for those staff that didn't have key fobs to be able to use if they were traveling for conferences or needed to come in to work early or after hours.

Chairwoman Smith noted the main reason we did this is for security. It was not our intent for staff without key fob access to feel devalued. Each department has an extra fob to use if access is needed. Department directors were tasked with letting their staff know what the decision of the Board was.

Commissioner Flohrs noted for years and years we've been hearing more security, more security. And so we started on this project and we got the outdoor locks and got the fobs. Well now you've got security but you don't have as much freedom. So, the doors open at twenty to 8:00 a.m. and they close at 5:00 p.m. and most of the staff have fobs.

After further discussion,

It was decided by consensus of the Board to set up a meeting with the Building Committee to discuss the matter further on those who have concerns of not being issued courthouse entrance door key fobs.

The Board reviewed information and reports including monthly financial statements for January and February 2019.

Commissioners reviewed their calendars of previous and upcoming meetings and activities: March 5, 2019 – regular Martin County Board of Commissioners meeting at 9:00 a.m., Extension Committee meeting at 8:00 a.m.; March 6, 2019 – Human Services Executive Board meeting, Personnel Committee meeting, JD #74 meeting at City Hall, and Martin County Veterans Memorial Committee meeting; March 7, 2019 – Testify at Capitol in St. Paul; March 8, 2019 – GBERBA, F-M Joint County Transit Executive Board meeting; March 11, 2019 – retirement party at Prairieland; March 12, 2019 – Library Board, City Comprehensive Plan meeting, Township meetings, and Martin County Substance Abuse Prevention meeting; March 13, 2019 – Department Director meeting at 8:30 a.m., Building Committee meeting, Bevcomm meeting, Bureau 14 meeting, Interviews for worker at Prairieland; March 14, 2019 – Soil and Water meeting, Building Committee meeting; March 15, 2019 – Prairieland meeting, JD #37 meeting, Personnel meeting; March 18, 2019 – MVAC, Insurance Review Committee meeting; March 19, 2019 – Broadband meeting, Community Health meeting, Water Plan meeting; March 20, 2019 – F-M Joint County Transit meeting, Human Services meeting, One Watershed One Plan meeting in St. James, Minnesota, Park Board meeting at 4:00 p.m., and Convention and Visitors Bureau meeting; March 21, 2019 – Traverse des Sioux Library meeting and South Central EMS meeting at Eagle Lake, Minnesota; March 22, 2019 – Drug Court Steering Committee meeting at 11:30 a.m., March 25, 2019 – Rural Minnesota Energy Board meeting; March 26, 2019 – Board Work Session at 2:00 p.m. and Annual Association of Townships meeting at Welcome American Legion at 7:00 p.m.; March 27, 2019 – Roundtable meetings in Mankato, Minnesota, and South Central Multi County HRA meeting at 5:45 p.m.; March 28, 2019 – Watershed Restoration at the Knights of Columbus Hall in Fairmont, Minnesota; April 1, 2019 – regular Martin County EDA meeting at 5:15 p.m., Beyond the Yellow Ribbon meeting; April 2, 2019 – regular Board of Commissioners meeting at 9:00 a.m. – Commissioners Meeting Room – Martin County Courthouse.

With no further business to wit Motion by Commissioner Mahoney, seconded by Commissioner Koons, to adjourn the meeting. Carried unanimously.

Meeting adjourned at 10:55 a.m.

BOARD OF COMMISSIONERS  
MARTIN COUNTY, MN

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Kathy Smith, Board Chair

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