

PROCEEDINGS OF THE
MARTIN COUNTY BOARD OF COMMISSIONERS
TUESDAY, OCTOBER 1, 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, Jessica Korte, Martin County Auditor/Treasurer, Terry Viesselman, 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 Belgard, seconded by Commissioner Mahoney, Be It Resolved that the Martin County Board of Commissioners, hereby approve the agenda for the October 1, 2019, regular Board of Commissioners meeting with the following addition: Add 9.22 Update from Commissioner Flohrs on the Watonwan One Watershed One Plan; and Delete Review of Minutes from the September 17, 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 from the September 3, 2019, regular Board of Commissioners meeting. Carried unanimously.

Pam Flitter, Martin County Zoning Official, presented and reviewed a Conditional Use Permit (CUP) request from Byron Steuer within Section 01 of East Chain Township. Steuer is proposing to expand his current feedlot operation with construction of a new total confinement building on an existing building site located in an "A" Agricultural District. The Martin County Zoning Ordinance requires a Conditional Use Permit in an "A" Agricultural District for any animal feedlot new or expanding containing over 1,000 animal units. The Planning Commission approved the CUP request with conditions during their September 24, 2019 meeting and is recommending approval of the Conditional Use Permit.

Motion by Commissioner Belgard, seconded by Commissioner Flohrs,

R-#34/'19

CONDITIONAL USE PERMIT
BYRON STEUER
CONSTRUCTING AND OPERATING A FEEDLOT SITE
OVER 1,000 ANIMAL UNITS
IN AN "A" AGRICULTURAL DISTRICT
WITHIN SECTION 01 OF EAST CHAIN TOWNSHIP

Motion by Commissioner Belgard, seconded by Commissioner Flohrs,

WHEREAS, a Conditional Use Permit was requested by Byron Steuer, applicant and owner of the property, located within Section 01 of East Chain Township in Martin County, Minnesota, (legally described in applications) for the purpose of constructing and operating a feedlot site over 1,000 animal units in an “A” Agricultural District; and

WHEREAS, the Martin County Planning and Zoning staff has completed a review of the application and made a report pertaining to the request, a copy of said report has been presented to the County Board of Commissioners; and

WHEREAS, the Planning Commission of the County on the 24th day of September, 2019, following proper notice, held a public hearing regarding the request and, following the hearing, adopted a recommendation that the request for a Conditional Use Permit be granted; and

WHEREAS, the Martin County Board of Commissioners finds that Conditional Use Permit is to be issued for the following purpose:

Constructing and operating a feedlot site over 1,000 animal units; and

WHEREAS, the following conditions have been applied:

- Any additional permits required by the State of Minnesota must be obtained by the applicant.
- Building permit(s) must be obtained.
- Failure to comply with conditions may result in revocation of the Conditional Use Permit.

NOW THEREFORE BE IT RESOLVED, that the Martin County Board of Commissioners, and upon the recommendation of the Martin County Planning Commission, hereby approves the Conditional Use Permit for the above described property and is hereby issued pursuant to MS 394.301 and Martin County Ordinance #1, Chapter 6.01 and that this permit shall remain in full force and effect provided in the conditions as described above are met and maintained by the applicant and his/or her successors in interest. This permit is binding upon the applicant, the record titleholder to the property, and his/her successors in interest. Notice is hereby given that this permit may be revoked if the conditions set forth above are not maintained as described above. This resolution shall become effective immediately upon its passage and without publication.

Dated this 1st day of October, 2019.

BOARD OF COMMISSIONERS
MARTIN COUNTY, MN

Kathy Smith, 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 1st day of October, 2019.

Flitter presented and reviewed a Conditional Use Permit (CUP) request from Lawrence and Diane Sukalski, and Suzanne Sukalski, within Section 34 of Silver Lake Township. Suzanne and Diane Sukalski are proposing to operate a business on an existing building site located in an “A” Agricultural District. The Martin County Ordinance requires a Conditional Use Permit in an “A” Agricultural District for any non-agricultural related retailers and/or businesses on existing farmsteads. The Planning Commission approved the CUP request with conditions during their September 24, 2019 meeting and is recommending approval of the Conditional Use Permit.

Motion by Commissioner Flohrs, seconded by Commissioner Koons,

R-#35/'19

CONDITIONAL USE PERMIT
LAWRENCE & DIANE SUKALSKI AND SUZANNE SUKALSKI
OPERATE “SUNSHINE SUZY SUPER CRUNCHY CORN NIBBLETS”
IN A NON-AGRICULTURAL RELATED RETAILERS AND/OR BUSINESSES
ON EXISTING FARMSTEADS
WITHIN SECTION 34 OF SILVER LAKE TOWNSHIP

Motion by Commissioner Flohrs, seconded by Commissioner Koons,

WHEREAS, a Conditional Use Permit was requested by Lawrence and Diane Sukalski; applicants and owners of the property; and Suzanne Sukalski, applicant, located within Section 34 of Silver Lake Township in Martin County, Minnesota, legally described in applications) for the purpose of Operate “Sunshine Suzy Super Crunchy Corn Nibbles” a non-agricultural related retailers and/or businesses on existing farmsteads.

WHEREAS, the Martin County Planning and Zoning staff has completed a review of the application and made a report pertaining to the request, a copy of said report has been presented to the County Board of Commissioners; and

WHEREAS, the Planning Commission of the County on the 24th day of September, 2019, following proper notice, held a public hearing regarding the request and, following the hearing, adopted a recommendation that the request for a Conditional Use Permit be granted; and

WHEREAS, the Martin County Board of Commissioners finds that Conditional Use Permit is to be issued for the following purpose:

Operate “Sunshine Suzy Super Crunchy Corn Nibbles” a non-agricultural related retailers and/or businesses on existing farmsteads; and

WHEREAS, the following conditions have been applied:

- Any additional permits required by the State of Minnesota must be obtained by the applicant.

- Building permit(s) must be obtained if applicable.
- Failure to comply with conditions may result in revocation of the Conditional Use Permit.

NOW THEREFORE BE IT RESOLVED, that the Martin County Board of Commissioners, and upon the recommendation of the Martin County Planning Commission, hereby approves the Conditional Use Permit for the above described property and is hereby issued pursuant to MS 394.301 and Martin County Ordinance #1, Chapter 6.01 and that this permit shall remain in full force and effect provided in the conditions as described above are met and maintained by the applicant and his/or her successors in interest. This permit is binding upon the applicant, the record titleholder to the property, and his/her successors in interest. Notice is hereby given that this permit may be revoked if the conditions set forth above are not maintained as described above. This resolution shall become effective immediately upon its passage and without publication.

Dated this 1st day of October, 2019.

BOARD OF COMMISSIONERS
MARTIN COUNTY, MN

Kathy Smith, Board Chair

ATTEST: _____
Scott Higgins, County Coordinator

Roll Call AYES: Commissioners Belgard, Mahoney, Koons, Flohrs, and Smith. NAYS: None. Resolution duly passed and adopted this 1st day of October, 2019.

Flitter presented and reviewed a Conditional Use Permit (CUP) request from Horvath Communications/Verizon Wireless within Section 7 of Galena Township. Horvath Communications/Verizon Wireless is proposing to install a new 300 foot wireless communications tower on property located in an “A” Agricultural Zoning District. The property is owned by Duane and Wendi Russenberger. The Martin County Wireless Communications Facilities Ordinance requires a Conditional Use Permit for any new tower in an “A” Agricultural District. The Planning Commission approved the CUP request with conditions during their September 24, 2019 meeting and is recommending approval of the Conditional Use Permit.

Motion by Commissioner Koons, seconded by Commissioner Belgard,

R-#36/’19

CONDITIONAL USE PERMIT
HORVATH COMMUNICATIONS/VERIZON WIRELESS
INSTALL NEW 300 FOOT WIRELESS COMMUNICATIONS TOWER
IN AN “A” AGRICULTURAL DISTRICT
WITHIN SECTION 7 OF GALENA TOWNSHIP

Motion by Commissioner Koons, seconded by Commissioner Belgard,

WHEREAS, a Conditional Use Permit was requested by Horvath Communications and Verizon Wireless; applicants and Wendi Russenberger, owner of the property, located within Section 7 of Galena Township in Martin County, Minnesota, legally described in applications) for the purpose of construction of a wireless communications tower.

WHEREAS, the Martin County Planning and Zoning staff has completed a review of the application and made a report pertaining to the request, a copy of said report has been presented to the County Board of Commissioners; and

WHEREAS, the Planning Commission of the County on the 24th day of September, 2019, following proper notice, held a public hearing regarding the request and, following the hearing, adopted a recommendation that the request for a Conditional Use Permit be granted; and

WHEREAS, the Martin County Board of Commissioners finds that Conditional Use Permit is to be issued for the following purpose:

Construction of a wireless communications tower; and

WHEREAS, the following conditions have been applied:

- Any additional permits required by the State of Minnesota; FAA/FCC must be obtained by the applicant.
- Building permit(s) must be obtained and be in compliance with the Martin County Zoning Ordinance.
- Applicant must construct according to the plan submitted and comply with the manufacturer's specifications and with ANS/TIA/EIA standards.
- The applicant shall comply with the Martin County Zoning Ordinance and the Martin County Wireless Communication Facilities Ordinance requirements.
- Failure to comply with conditions may result in revocation of the Conditional Use Permit.

NOW THEREFORE BE IT RESOLVED, that the Martin County Board of Commissioners, and upon the recommendation of the Martin County Planning Commission, hereby approves the Conditional Use Permit for the above described property and is hereby issued pursuant to MS 394.301 and Martin County Ordinance #1, Chapter 6.01 and that this permit shall remain in full force and effect provided in the conditions as described above are met and maintained by the applicant and his/or her successors in interest. This permit is binding upon the applicant, the record titleholder to the property, and his/her successors in interest. Notice is hereby given that this permit may be revoked if the conditions set forth above are not maintained as described above. This resolution shall become effective immediately upon its passage and without publication.

Dated this 1st day of October, 2019.

BOARD OF COMMISSIONERS
MARTIN COUNTY, MN

Kathy Smith, Board Chair

ATTEST: _____
Scott Higgins, County Coordinator

Roll Call AYES: Commissioners Mahoney, Flohrs, Belgard, Koons, and Smith. NAYS: None. Resolution duly passed and adopted this 1st day of October, 2019.

Kevin Peyman, County Engineer, was present to provide a Highway Department Update including recent progress on CSAH 54 bridge/box culverts and that project completion is still estimated to be by the end of October 2019.

Leigha Hauglid, HR Manager, was present and noted the Martin County Sheriff's Office has received and accepted the resignation of Beau Karge, full time Corrections Officer for the Martin County Sheriff's Office, effective September 19, 2019, and asks the Board to accept the resignation; and recommends advertising for recruitment to fill the vacancy.

Motion by Commissioner Belgard, seconded by Commissioner Flohrs, Be It Resolved that the Martin County Board of Commissioners, hereby accept the resignation of Beau Karge, full time Corrections Officer for the Martin County Sheriff's Office, effective September 19, 2019. Carried unanimously.

Motion by Commissioner Mahoney, seconded by Commissioner Koons, Be It Resolved that the Martin County Board of Commissioners, hereby approve and authorize recruitment to fill a full time Corrections Officer position with the Martin County Sheriff's Office. Carried unanimously.

Higgins noted that Martin County's current Jail Food Service Contract with Hy-Vee (Fairmont) will end December 31, 2019; and recommends that Martin County solicit proposals for Jail Food Service for a two-year term commencing January 1, 2020 to December 31, 2021. Higgins recommends bid opening and review during the regular meeting of the Martin County Board of Commissioners on Tuesday, November 19, 2019.

Motion by Commissioner Flohrs, seconded by Commissioner Koons, Be It Resolved that the Martin County Board of Commissioners, hereby approve and authorize advertisement for bids for the Martin County Jail Food Service Contract for a two-year term commencing January 1, 2020 through December 31, 2021. Carried unanimously.

Abigail Nesbit, Emergency Management Director, was present to review a renewal of the Mutual Aid Agreement between Martin County Emergency Management and the Southwest Region of Minnesota Counties comprised of eighteen (18) counties and two (2) tribal nations. Nesbit noted the intent of this Agreement is to make equipment, personnel, and other resources available to each Party who has signed this Agreement upon its request to the other Parties who have signed the Agreement. Nesbit also noted the only change to the Mutual Aid Agreement is the FEMA fee schedule which is updated by FEMA and reviewed on an annual basis. Nesbit went on to note those that can request emergency assistance includes Nesbit, the Martin County Sheriff, and the Martin County Board of Commissioners.

Motion by Commissioner Mahoney, seconded by Commissioner Koons, Be It Resolved that the Martin County Board of Commissioners, hereby approve and authorize Board Chair and County Emergency Management Director to sign the Region Five Homeland Security and Emergency Management Association (RFHSEMA) Mutual Aid Agreement; and is contingent upon final review by the Martin County Attorney. Carried unanimously.

Jeff Markquart, Martin County Sheriff, was present to provide a Martin County Jail Population Update including twenty (20) in-house, seven (7) out-of-county, and five (5) on Electronic Home Monitoring.

Rebecca Bentele, Victim Witness Coordinator, was present to review a resolution authorizing execution of the FY20-21 Crime Victim Services Prosecutorial Grant with the Office of Justice Programs in the Minnesota Department of Public Safety. Bentele noted the only difference between this grant to previous years is that she will be going under the County Attorney's Office. The Grant is in the amount of \$140,000 with a \$26,250 in-kind match. Bentele recommends acceptance of the grant funds.

Motion by Commissioner Koons, seconded by Commissioner Flohrs,

R-#38/'19

RESOLUTION
AUTHORIZING EXECUTION OF AGREEMENT

BE IT RESOLVED, that Martin County will enter into a cooperative agreement with the Office of Justice Programs in the Minnesota Department of Public Safety for grant agreement term effective 10/1/2019 through 9/30/2021.

BE IT FURTHER RESOLVED, that Federal funds for this grant contract are provided under the Victims of Crime Act (VOCA) for the purpose of providing supplemental funding to aid in the provision of direct services to victims of crime. Federal funds for this grant contract are expected in the amount of \$105,000 and are provided for the purpose of providing crime victim services to victims of general crime; and State funds are provided under the Office of Justice Programs (OJP) for the same purpose. State funds for this grant contract are expected in the amount of \$35,000.

BE IT FURTHER RESOLVED, that the grant contract requires a match of \$26,250, which will be met with Payroll Tax and Fringe.

BE IT FURTHER RESOLVED, that the State is in need of services to victims of crime; and

BE IT FURTHER RESOLVED, that Kathy Smith, Board of Commissioners Board Chair, is hereby authorized to execute such agreements and amendments as are necessary to implement the project on behalf of Martin County.

BE IT FINALLY RESOLVED, upon a motion by Commissioner Koons, and seconded by Commissioner Flohrs, and unanimously carried,

Said Resolution was adopted this 1st day of October, 2019.

BOARD OF COMMISSIONERS
MARTIN COUNTY, MN

Kathy Smith, Board Chair

ATTEST: _____
Scott Higgins, County Coordinator

Roll Call AYES: Commissioners Belgard, Mahoney, Flohrs, Koons, and Smith. NAYS: None. Resolution duly passed and adopted this 1st day of October, 2019.

Steve McDonald, MIS Director, was present to review Electronic Equipment Upgrade quotes for the Commissioners Meeting Room and Sisseton Conference Room. Quotes were received from Gemini Studios in Fairmont, Minnesota, VSI in Mankato, Minnesota, and Tierney in St. Paul, Minnesota. McDonald also noted a quote was also received from Kahler Electric in Fairmont, Minnesota for installation of three (3) wall mounted TV's. McDonald recommends low bid from Gemini Studios for 75" TV's with anti-glare in the amount of \$6,767.98.

Gemini Studios	\$ 5,117.98 (Includes material and labor)
Option for anti-glare TV's – Add	<u>\$ 1,650.00</u>
	\$ 6,767.98
VSI (Board Room)	\$ 9,039.95 (Includes materials, installation & training)
(Conference Room)	<u>\$ 4,439.95</u> (Includes materials, installation & training)
	\$13,479.90
Tierney – Commissioners Conference Room R-1	\$15,351.45
Commissioners Room Base	\$35,173.50
Commissioners Room Expanded Solution	\$50,504.40
Conference Room (Basic)	\$ 7,544.29
Conference Room Upgrade	\$10,991.84
Kahler Electric – Wire three (3) Wall Mounted TV's	\$ 1,771.00

After discussion,

Motion by Commissioner Belgard, Seconded by Commissioner Mahoney, Be It Resolved that the Martin County Board of Commissioners, hereby approve and accept low bid from Gemini Studios in the amount of \$6,767.98 for electronic equipment update for the Commissioners Meeting Room and Sisseton Conference Room and includes asking Gemini Studios about syncing the televisions in the Commissioners Meeting Room and Sisseton Conference Room;

and approve and accept bid received from Kahler Electric in the amount of \$1,771.00 for electrical work for installation of the electronic equipment. Carried unanimously.

McDonald continued noting he had budgeted to replace the AS400 in 2019. However, with recent discussions of possibly replacing TAX and CAMA, Payroll and Financial (all of which is housed on the AS400); McDonald suggests postponing the purchase of a replacement AS400 at this time and to review this purchase after the first of the New Year.

After discussion,

Motion by Commissioner Mahoney, seconded by Commissioner Belgard, Be It Resolved that the Martin County Board of Commissioners, hereby approve postponing the replacement purchase of an AS400 Computer System in CY2019. Carried unanimously.

Doug Borchardt, Building Maintenance Supervisor, was present and noted we recently had our underground fuel tank (for the emergency generators) inspected by the (Minnesota) Pollution Control Agency (PCA) and failed the inspection. So the inspector, after she got the test results back, recommended that we remove the fuel tank versus repairing it. Borchardt went on to note B&H Petroleum of Mankato came down and gave me estimates on repair versus removal. If they repair the tank they have to dig it up anyway and it costs more to fix it than it does just to remove it. This is a twenty-four (24) year old tank and it's got a life expectancy of thirty (30) years. So even if we dug it up this time we'd probably have to dig it out again in another four or five years. Borchardt recommends removal of the fuel tank and add the removal of the tank to Wold Architect and Engineers' Scope of Work for the Emergency Generator Replacement Project. Wold will figure out a temporary system until we get our new generator installed. The bid for removal is \$5,262.00 and for repairing it is \$5,598.00.

Discussion ensued including the new generator will be above ground; if Board moves forward with this proposal Wold will forward proposal request to DeWar Electric to make this project part of their current contract as a change order; and MPCA's requirement of fuel tank removal before the ground is frozen - waiting until spring is not an option.

After discussion,

Motion by Commissioner Belgard, seconded by Commissioner Flohrs, Be It Resolved that the Martin County Board of Commissioners, hereby approve and accept bid in the amount of \$5,262.00 from B&H Petroleum of Mankato, MN for removal of the Emergency Generator underground fuel tank. Carried unanimously.

Motion by Commissioner Belgard, seconded by Commissioner Flohrs, Be It Resolved that the Martin County Board of Commissioners, hereby approve and authorize Wold Architects and Engineers to add the removal of the Emergency Generator fuel tank to their Scope of Work for the Emergency Generator Replacement Project; and to notify DeWar Electric of the change order. Carried unanimously.

Terry Viesselman, County Attorney, was present and noted property located near the Fairmont liquor store off Highway 15 is on the County’s Forfeited Land List and is our number two preferred site for the proposed Justice Center and by statute the county can acquire the property free of charge. Viesselman went on to note in order to do that, we have to submit a letter to the County Auditor asking that the property be removed from being listed for sale. It would be removed for a period of six months and during that time we would proceed with getting a conveyance from the Minnesota Department of Revenue of the property to us. The way we can do that to get it free of charge is that a Minnesota statute provides that if a governmental agency is going to put the property to a public use, then you can get it free of charge. If you put it to what is called a public purpose then you have to pay fair market value for it.

Viesselman also noted public use means something that is open to the public while public purpose does not. The statute lists what would be public use and the one category that applies for us is for a public service facility and one example of that is a police station or administrative offices. So if we do the Justice Center, some administrative offices will be there, but clearly if we limit it to the lesser model of a jail, the police station will be out there too and I think a jail alone qualifies as a public service facility too. Viesselman recommends sending a written request to the County Auditor requesting that this tax forfeited land is withheld from sale or lease.

After discussion,

Motion by Commissioner Flohrs, seconded by Commissioner Belgard, Be It Resolved that the Martin County Board of Commissioners, hereby approve that the County of Martin send a written request, signed by the County Board Chair, to the Martin County Auditor requesting that the following parcels of tax-forfeited land located in Fairmont, Minnesota, be withheld from sale or lease to others for a maximum of six months:

Parcel ID #23.338.0020	Parcel ID #23.338.006	Parcel ID #23.338.0070	Parcel ID #23.338.0080
Lot 2 Blk 01	Lot 01 Blk 03	Lot Blk 03	Lot Blk 04
Center Creek Commons ADDN	Center Creek Commons ADDN	Center Creek Common ADDN	Center Creek Commons ADDN

Carried unanimously.

Korte noted the City of Trimont has requested removal of three parcels which have been forfeited to the State of Minnesota for nonpayment of property taxes. Two of the parcels are for blight removal and the other is for a City of Trimont economic development project. Korte recommends that these non-conservation tax forfeited parcels be sold each to the City of Trimont for the sum of \$1 instead of the dollar amount listed on Martin County’s Forfeited Land Listing since the buildings are going to be torn down anyway.

Motion by Commissioner Mahoney, seconded by Commissioner Koons, Be It Resolved that the Martin County Board of Commissioners, hereby approve and authorize conveyance of certain non-conservation land from Martin County’s Forfeited Land Listing located in the City of Trimont to the City of Trimont for blight removal (Parcel 39.820.0680 & Parcel 39.820.0800), and for economic development (Parcel 39.820.0160); and that each parcel of non-conservation

tax forfeited land be sold each to the City of Trimont for the sum of \$1. Roll Call AYES: Commissioners Belgard, Flohrs, Koons, Mahoney, and Smith. NAYS: None.

Resolution #42/19

**Conveyance of Certain Parcels of Tax Forfeited Nonconservation
Land Located in the City of Trimont, MN to the City of Trimont, MN**

WHEREAS, there are certain parcels of nonconservation land located in the City of Trimont, Minnesota, which have been forfeited to the State of Minnesota for nonpayment of property taxes; and

WHEREAS, the City of Trimont has requested that the County Board of Martin County convey the following nonconservation tax-forfeited land to the City of Trimont for blight removal pursuant to Mn. St. 282.01 subd. 1a(d):

Parcel	Lot 3	Block 7 (T)
39.820.0680	Lots 10,11, &	Block 8 (T)
Parcel	12	
39.820.0800		

and

WHEREAS, the City of Trimont has requested that the County Board of Martin County convey the following nonconservation tax-forfeited land to the City of Trimont for economic development pursuant to Mn. St. 282.01 subd. 1a(d):

Parcel 39.820.0160	Lot 10	Block 2 (T)
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and

WHEREAS, the County Board of Martin County determines that a sale of the above parcels at a reduced price is in the public interest because a reduced price is necessary to provide an incentive to correct the blighted conditions that make the lands undesirable in the open market, or the reduced price will lead to the development of affordable housing; and the City of Trimont has documented its specific plans for correcting the blighted conditions or developing affordable housing, and the specific law or laws that empower it to acquire real property in furtherance of the plans;

NOW, THEREFORE, BE IT RESOLVED, that the above described parcels of nonconservation tax-forfeited land be sold each to the City of Trimont for the sum of \$1 and other good and valuable consideration.

Adopted by the County board for Martin County, Minnesota, this 1st day of October, 2019.

Kathy Smith, Board Chair

Attest: _____
Scott Higgins, County Coordinator

Korte noted she has received a request for a petty cash change fund from the U of M Extension Office to be used to meet short term cash needs and reimbursements now that their office is no longer located in the courthouse. Korte recommends establishing a petty cash change fund in the amount of \$100 for the U of M Extension/4-H Office.

Motion by Commissioner Flohrs, seconded by Commissioner Belgard,

R - #39/19

R E S O L U T I O N

ESTABLISH PETTY CASH FUND AND CHANGE FUND FOR
U of M EXTENSION/4-H OFFICE

BE IT RESOLVED, that the Martin County Board of Commissioners hereby authorizes the County Auditor/Treasurer to:

Establish a petty cash fund and change funds for the following Department:

<u>Department</u>	<u>Amount</u>
U of M Extension/4-H Office	\$100.00

To be used to meet short-term cash needs and reimbursement. The listed amount is initially set as listed above, but may be increased or decreased to meet the needs of the Office.

Motion by Commissioner Flohrs, seconded by Commissioner Belgard, and unanimously carried, said resolution was duly passed and adopted this 1st day of October, 2019.

BOARD OF COMMISSIONERS
MARTIN COUNTY, MN

Kathy Smith, Board Chair

ATTEST: _____
Scott Higgins, County Coordinator

Roll Call AYES: Commissioners Mahoney, Koons, Belgard, Flohrs, and Smith. NAYS: None. Resolution duly passed and adopted this 1st day of October, 2019.

Cassie Nordquist, USI Insurance, was present to review the County's Health Insurance Plan. Nordquist noted she met with the County Insurance Committee and reviewed the current Health Insurance Plans with BlueCross and BlueShield through the South Central Services Cooperative along with the 105 Plan (ThrivePass). Nordquist went on to note the County received a health insurance renewal of -2.5% DECREASE. The County Insurance Committee has recommended that the County continue with the \$5,000 High Deductible Health Coverage with BlueCross and BlueShield, which within that plan two benefit health plans are offered to employees – the \$1,000 Deductible (Plan C) and the Health Savings Account (HSA).

Nordquist reviewed spreadsheets of the 2019 current premium contributions versus 2020 proposed plan contributions based on the recommendation of the County Insurance Committee to purchase a \$5,000 Deductible Health Plan with Rx to include the Mayo network on the health plans with BlueCross and BlueShield and to recommend no changes to Martin County's Health Insurance Plan(s) design and coverages.

After review and discussion,

Motion by Commissioner Belgard, seconded by Commissioner Mahoney, Be It Resolved that the Martin County Board of Commissioners, on an annual basis determines the County contributions to health insurance premiums for non-union staff, and therefore establishes the County contribution (single and family) for the following health plan(s) through the Select 105: Plan C (\$1,000 Deductible) Single \$838.00, Family \$1,774.76 for CY2020, and Health Savings Account (HSA) (\$6,650 Deductible) Single \$785.28, Family \$1,674.62 for CY2020; and hereby approves to continue to purchase the \$5,000 Deductible Health Plan (BlueCross BlueShield) through the South Central Services Cooperative with Martin County absorbing the premium rate increases (if any) over the 2019 premium rates at a Single premium rate of \$0.00/month and Family monthly premium of \$390.00/month; and includes a \$6,650 Deductible Health Savings Account (HSA) at a Single premium rate of \$0.00/month and Family rate of \$240.00/month for CY2020; to authorize the Board Chair and/or the County Coordinator to sign the necessary documents with South Central Service Cooperative and/or USI relating to the Health Insurance Plan (\$5,000 Deductible); and that the County absorb the full health insurance renewal decrease of 2.5%. Carried unanimously.

Michael Forstner, Martin County Drainage Administrator, was present to request setting a public hearing date and time for full Board consideration of JD #44 (and JD #50) Repair Petition. Forstner noted the suggested date is Tuesday, November 19, 2019 at 11:00 a.m.

After discussion,

Motion by Commissioner Mahoney, 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 Public Hearing date of Tuesday, November 19, 2019 at 11:00 a.m. for consideration of JD #44 (and JD #50) Repair Petition. Carried unanimously.

Bill Fahey, Northland Securities and Financial Consultant of the County, was present to review a resolution providing for the issuance and sale of approximately \$1,940,000 General Obligation Courthouse Bonds, Series 2019A. Proceeds from the Bonds will be used to finance the replacement of the copper dome and roofing on the Martin County Courthouse and to pay costs associated with the issuance of the Bonds; and Municipal Advisory Service Agreement in the amount of \$16,995 between Martin County and Northland Securities, Inc. (NSI) where NSI will provide Martin County advice on the structure, terms, timing and other matters related to the issuance of the General Obligation Courthouse Bonds, Series 2019A serving in the role of municipal (financial) advisor.

After review and discussion,

Motion by Commissioner Belgard, seconded by Commissioner Flohrs,

Extract of Minutes of Meeting
of the Board of Commissioners of
Martin County, Minnesota

Pursuant to due call and notice thereof a regular meeting of the Board of Commissioners of Martin County, Minnesota, was held at the Courthouse in the City of Fairmont, Minnesota on Tuesday, October 1, 2019, commencing at 9:00 a.m.

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

and the following were absent: None

* * *

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* * *

The following resolution was presented by Commissioner Belgard who moved its adoption:

RESOLUTION NO. R-#33/19

RESOLUTION PROVIDING FOR THE ISSUANCE AND SALE OF
APPROXIMATELY \$1,940,000 GENERAL OBLIGATION
COURTHOUSE BONDS, SERIES 2019A

BE IT RESOLVED By the Board of Commissioners of Martin County, Minnesota (the “County”) as follows:

1. Background. It is hereby determined that:

(a) it is necessary for efficient County management to erect, furnish and maintain a suitable courthouse pursuant to Minnesota Statutes, Section 375.18, subdivision 3, as amended (the “Courthouse Act”).

(b) Pursuant to the Courthouse Act, no indebtedness will be created for a courthouse in excess of an amount equal to a levy of 0.04030% of the estimated market value of property in the County (\$4,814,136,200) and no election is required.

(c) The County is authorized by the Courthouse Act and Minnesota Statutes, Chapter 475, as amended (collectively, the “Act”), to issue general obligation bonds to finance the costs of the erection, furnishing and maintenance of a suitable courthouse. The County Board has determined to issue general obligation bonds in the approximate aggregate principal amount of \$1,940,000 to finance the replacement of the copper dome and the roofing on the Martin County Courthouse (the “Project”).

(d) It is necessary and expedient to the sound financial management of the affairs of the County to issue its General Obligation Courthouse Bonds, Series 2019A (the “Bonds”), in the proposed aggregate principal amount of \$1,940,000, pursuant to the Act, to provide financing for the Project.

(d) The County is authorized by Minnesota Statutes Section 475.60, subdivision 2(9) to negotiate the sale of the Bonds, it being determined that the County has retained an independent municipal advisor in connection with such sale. The actions of the County staff and the County’s municipal advisor in negotiating the sale of the Bonds are ratified and confirmed in all respects.

2. Sale of Bonds. To finance the Project, the County will therefore issue and sell the Bonds in the proposed aggregate principal amount of \$1,940,000, which amount is subject to adjustment in accordance with the Notice of Sale. The Bonds will be issued, sold and delivered in accordance with the terms of the Notice of Sale attached as Exhibit A.

3. Authority of Municipal Advisor. Northland Securities, Inc. is authorized and directed to negotiate the sale of the Bonds in accordance with the Notice of Sale. The Board of Commissioners will meet at 9:00 a.m. on Tuesday, November 19, 2019, to consider proposals on the Bonds and take any other appropriate action with respect to the Bonds.

4. Authority of Bond Counsel. The law firm of Kennedy & Graven, Chartered, as bond counsel for the County, is authorized to act as bond counsel and to assist in the preparation and review of necessary documents, certificates and instruments relating to the Bonds. The officers, employees and agents of the County are hereby authorized to assist Kennedy & Graven, Chartered in the preparation of such documents, certificates, and instruments.

5. Covenants. In the resolution awarding the sale of the bonds, the Board of Commissioners will set forth the covenants and undertakings required by the Act.

6. Official Statement. In connection with the sale of the Bonds, the officers or employees of the County are authorized and directed to cooperate with Northland Securities, Inc. and participate in the preparation of an official statement for the Bonds and to execute and deliver it on behalf of the County upon its completion.

The motion for the adoption of the foregoing resolution was duly seconded by Commissioner Flohrs, and upon vote being taken thereon the following members voted in favor of the motion: Mahoney, Koons, Flohrs, Belgard, and Smith.

and the following voted against: None.

whereupon the resolution was declared duly passed and adopted this 1st day of October, 2019.

BOARD OF COMMISSIONERS
MARTIN COUNTY, MN

Kathy Smith, Board Chair

ATTEST: _____
Scott Higgins, County Coordinator

STATE OF MINNESOTA)
)
COUNTY OF MARTIN)

I, the undersigned, being the duly qualified and acting County Coordinator of Martin County, Minnesota (the “County”), hereby certify that I have carefully compared the attached and foregoing extract of minutes of a regular meeting of the Board of Commissioners of the County held on Tuesday, October 1, 2019, with the original minutes on file in my office and the extract is a full, true and correct copy of the minutes, insofar as they relate to the issuance and sale of approximately \$1,940,000 General Obligation Courthouse Bonds, Series 2019A of the County.

WITNESS My hand as County Coordinator and the corporate seal of the County this 1st day of October, 2019.

County Coordinator
Martin County, Minnesota

Roll Call AYES: Commissioners Mahoney, Koons, Flohrs, Belgard, and Smith. NAYS: None. Resolution duly passed and adopted this 1st day of October, 2019.

Motion by Commissioner Flohrs, seconded by Commissioner Mahoney, Be It Resolved that the Martin County Board of Commissioners, hereby approve and authorize the Board Chair to sign the Municipal Advisory Service Agreement by and between Martin County, MN and Northland Securities, Inc. in the amount of \$16,995 for the issuance of approximately \$1,940,000 General Obligation Courthouse Bonds, Series 2019A.

The Board recessed at 10:50 a.m.
The Board reconvened at 10:55 a.m.

Tyler Technologies provided the Board with a Web Demonstration of Tyler’s Financial, TAX & CAMA, and Payroll software solutions.

Commissioner Mahoney left the meeting at 11:42 a.m.

Tessia Melvin, DDA (David Drown & Associates) Consultant, was present to review up-to-date results of Martin County’s Employee Compensation Study, noting what we have done up to this

point is the employee job descriptions were rewritten, we did the market analysis, and employees had a chance to look at their job description and appeal any changes. Melvin noted our classification system looks at the education requirements, experience, problem solving and decision making, communications, hazards, working conditions, this is where it would rate in relation to a pay structure that we were asked to create. Most of the (classification) grades are the same. That doesn't mean that the pay structure would be the same because it is a new pay structure. But a lot of it does stay the same which isn't a huge surprise because some of the job descriptions didn't change that much.

Melvin also noted next steps include the Board can accept the classifications and then allow the classification appeal process to happen and what that means is employees get this information and they get their new job description and they just have one more chance to say is there anything missing in my job description that would warrant DDA to look at the classification again. You cannot say I should be a Grade 12 and that's it. You have to show something was missing. Basically all employees are doing is looking at their job description. The question that they need to ask is the job description correct? If they say yes, then it (the job description) should be classified correctly. If there's something missing or something has changed it would warrant a reclassification. Employees will want to see where they have been classified. Scott (Higgins) and I did a check and balance and I literally went through all the proposed maximums, all positions benefited except two positions in the County and from the information that we gathered they are over market. So we would address them using your current system and allow them to max out in that and then do a COLA like you normally would. We wouldn't take money away or freeze but in hiring would change their structure if they left or retired. But there are only two positions throughout the whole County. Otherwise everyone's maximum goes up some level. Some are definitely higher than others and that's just because they were below market. If it's equal, even if I was an 11 and am still an 11, I'm still going to get somewhat of an increase. If I go from an 11 to a 12 my increase is probably going to be a little bit more. And we are moving from 15 steps to 8 steps. But that allows you to calibrate your pay structure where you want to be in the market...most pay scales are 8 to 10, not 15 steps.

The Board thanked Melvin for the Classification and Compensation Study update.

Motion by Commissioner Belgard, seconded by Commissioner Flohrs, Be It Resolved that the Martin County Board of Commissioners, move into a closed session per MN Statute 13D.03 to discuss union negotiation strategies. Carried unanimously.

Meeting in closed session at 12:10 p.m.

Those present were Commissioners Koons, Smith, Belgard, and Flohrs; Terry Viesselman, County Attorney, Scott Higgins, County Coordinator, Leigha Hauglid, Human Resources Manager, Tessia Melvin, David Drown and Associates, and Julie Walters, Administrative Assistant.

Motion by Commissioner Belgard, seconded by Commissioner Koons, Be It Resolved that the Martin County Board of Commissioners, move back into open session.

Meeting returned to open session at 12:54 p.m.

Motion by Commissioner Koons, seconded by Commissioner Flohrs, having engaged in a Compensation Study for Martin County Employees by David Drown and Associates (DDA - Tessia Melvin, Consultant); and after being presented the job classification results of the study, and upon the review of the Compensation Study Project Committee and recommendation of the DDA Consultant, hereby approve the recommended Job Classifications for all employees as presented. Carried unanimously.

Hauglid presented and reviewed a new Lactation and Wellness Room Guidelines Policy to replace Martin County's current Nursing Mothers Support Policy. Hauglid noted this new policy designates the small conference next to the break room in the Security Building to a Nursing Mothers and Wellness Room and is to be used for this purpose only; and that scheduling of the room will be handled through Human Resources only for confidentiality, and also includes guidelines for anyone needing to use the room for a medical purpose or if we got someone who also had a prayer belief the room could also be used for that.

Motion by Commissioner Flohrs, seconded by Commissioner Koons, Be It Resolved that the Martin County Board of Commissioners, hereby approve and adopt the new Lactation & Wellness Room Guidelines Policy as presented and to replace the existing policy effective October 1, 2019. Carried unanimously.

Hauglid noted the County received its voluntary Vision Insurance Renewal with Avesis, through Integrity Employee Benefits (Jim Ochs). There was no change to the rates, but there is currently only one in-network provider in the Fairmont area so we requested quotes from other Integrity providers. VSP is a very similar product with a couple of other added bonuses. We did discuss this with the Personnel Committee and recommend making a change to the VSP Program. On top of what Avesis doesn't cover VSP covers annual exams with a \$20 copay once a year, they offer more options in coverage for lenses and then a much wider network of providers in the Fairmont area; and the change in premiums would be very, very minimal.

Motion by Commissioner Belgard, seconded by Commissioner Flohrs, Be It Resolved that the Martin County Board of Commissioners, after careful review of the bid quote for voluntary employee Vision Insurance Plan coverage, hereby approve and accept the bid received from VSP; and authorizes the Board Chair and/or its designee to sign all necessary documents with VSP effective January 1, 2020; and to offer to all eligible employees. Carried unanimously.

Higgins presented a resolution recommending the re-appointment of Mike Curley and Jay Takle to the Red Rock Rural Water System Board of Commissioners for an additional 4-year term effective January 1, 2020 through December 31, 2023. Higgins noted both Curley and Takle are willing to serve an additional term.

Motion by Commissioner Flohrs, seconded by Commissioner Belgard,

RESOLUTION No. R-#37'19

**RESOLUTION RECOMMENDING THE
APPOINTMENT OF MICHAEL CURLEY
AND JAY TAKLE
TO THE
RED ROCK RURAL
WATER SYSTEM
BOARD OF
COMMISSIONERS**

BACKGROUND INFORMATION

WHEREAS, Michael Curley's 4-year term as a Commissioner on the Red Rock Rural Water System ("RRRWS") Board of Commissioners is scheduled to expire at midnight on December 31, 2019; and

WHEREAS, Jake Takle's 4-year term as a Commissioner on the RRRWS Board of Commissioners is scheduled to expire at midnight on December 31, 2019; and

WHEREAS, on May 9, 2019 the RRRWS Board unanimously adopted a Motion which recommends that Michael Curley and Jay Takle each be re-appointed to a 4-year term on the RRRWS Board of Commissioners; and

WHEREAS, the County Board of Commissioners believes that Michael Curley and Jay Takle are qualified to act as Commissioners on the RRRWS Board of Commissioners and are both worthy of re-appointment.

NOW BE IT NOW RESOLVED, that the Martin County Board of Commissioners hereby recommends that Michael Curley and Jay Takle be appointed to the Red Rock Rural Water System Board of Commissioners pursuant to and provided for by Minnesota Statutes§116A et seq. for a 4-year term which shall commence on January 1, 2020 and shall expire at midnight on December 31, 2023.

I hereby certify that the foregoing Resolution was approved by the Martin County Board of Commissioners on October 1, 2019, by a vote of Four for, Zero against, one absent, and zero abstaining.

Scott Higgins
County Coordinator

Roll Call AYES: Commissioners Koons, Belgard, Flohrs, and Smith. NAYS: None. Commissioner Mahoney was absent. Resolution duly passed and adopted this 1st day of October, 2019.

Korte presented and reviewed the 2018 Cost Allocation Plan for Martin County which identifies the various costs incurred by the County to support and administer federal programs.

After review,

Motion by Commissioner Flohrs, seconded by Commissioner Koons, Be It Resolved that the Martin County Board of Commissioners, hereby receive and file the 2018 Cost Allocation Plan for Martin County. Carried unanimously.

Commissioner Flohrs presented a brief update on the One Watershed One Plan for the Watonwan Watershed.

Korte reviewed the Minnesota Counties Computer Cooperative (MCCC) Notification of Intent on the Avenu TAX and CAMA Projects. Korte noted at this point it is in the County's best interest to get out of the Avenu TAX and CAMA Project. Amendment 6 to the Software Services and License Agreement with Xerox/Conduent/Avenu allows counties, at their option, to end their participation in the TAX and/or CAMA portion of the license agreement and future maintenance and support agreements with no additional costs to the counties. Counties choosing to leave the project will not be refunded any monies; however, they will also not incur any additional project expenses. MCCC must receive Martin County's Notification of Intent no later than 4 p.m. on Wednesday, October 16, 2019.

Motion by Commissioner Belgard, seconded by Commissioner Koons, Be It Resolved that the Martin County Board of Commissioners, after careful review and upon the recommendation of the Auditor/Treasurer and Assessor, hereby approve and authorize ending Martin County's participation in the Avenu TAX Project; and approve and authorize ending Martin County's participation in the Avenu CAMA Project. Carried unanimously.

The Board reviewed Warrants, Auditor Warrants, and EFT Transactions to be paid October 1, 2019.

Motion by Commissioner Belgard, seconded by Commissioner Koons, Be It Resolved that the Martin County Board of Commissioners, hereby approve Warrants, Auditor Warrants, and EFT Transactions to be paid on October 1, 2019, and includes the Drainage bills as presented. Carried unanimously.

Warrants received and paid October 1, 2019, are registered on file in the Auditor/Treasurer's Office as follows:

Revenue Fund – Warrants Approved October 1, 2019	\$104,935.83
Martin County Economic Development Fund	\$ 5,293.86
Solid Waste Management Fund	\$ 736.91
Human Services Fund	\$293,898.09
Individual Sewage Treatment Systems Loans	\$ 20,183.86
Building – CIP – Fund	\$ 391.14
Human Service Building Fund	<u>\$ 2,696.88</u>
Total	\$428,136.57
 Martin County Ditch Funds Totaled	 \$ 35,391.89

Commissioners reviewed their calendars of previous and upcoming meetings and activities: September 17, 2019 – Employee Recognition Event and Ditch meeting in the afternoon; September 18, 2019 – Human Services meeting, F-M Joint County Transit meeting, CareerForce Open House, South Central Minnesota Multi County HRA meeting in North Mankato, MN; September 19, 2019 – Water Plan meeting and Census meeting; September 20, 2019 – Ditch #350 Informational meeting and Technology Committee meeting; September 23, 2019 – Rural Minnesota Energy Board meeting; September 24, 2019 – Personnel Committee meeting and Justice Center Committee meeting; September 25, 2019 – CVB meeting, Regional Radio Board meeting in the morning and annual EMS meeting in Mankato, MN; September 26, 2019 – Union Negotiations and Compensation Advisory Committee meeting; September 30, 2019 – One Watershed One Plan meeting and Compensation Advisory Committee meeting; October 1, 2019 – regular Board of Commissioners meeting at 9:00 a.m. – Commissioners Meeting Room – Martin County Courthouse; October 2, 2019 – Martin County Veterans Memorial Committee meeting, Human Services Executive Board meeting, MN House of Representative Capital Investment Committee State Bonding Tour Practice, Commissioner Smith and Commissioner Flohrs leave for Community Health Conference; October 3, 2019 – Tour of Manufacturing; October 3-4, 2019 – Community Health Conference; October 7, 2019 – regular Martin County EDA meeting at 5:15 p.m.; October 8, 2019 – Library Board meeting and F-M Joint Powers Transit Executive meeting; October 9, 2019 – MN House of Representative Capital Investment Committee State Bonding Tour, Martin County Parks/Trail Committee meeting; Region 9 Development Commission meeting; October 10, 2019 – Soil and Water meeting; October 11, 2019 – Prairieland meeting; October 14, 2019 – County In Service Day; October 15, 2019 – next regular Board of Commissioners meeting at 9:00 a.m. – Commissioners Meeting Room – Martin County Courthouse.

With no further business to wit, meeting adjourned at 1:12 p.m.

BOARD OF COMMISSIONERS
MARTIN COUNTY, MN

Kathy Smith, Board Chair

ATTEST: _____
Scott Higgins, County Coordinator