

PROCEEDINGS OF THE  
MARTIN COUNTY BOARD OF COMMISSIONERS  
TUESDAY, NOVEMBER 5, 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 Tom Mahoney, Kathy Smith, Elliot Belgard, Steve Flohrs, and Richard Koons. 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 Koons, Be It Resolved that the Martin County Board of Commissioners, hereby approve the agenda for the November 5, 2019, regular Board of Commissioners meeting with the following: Delete 9.7 Consider Hire of Part Time Administrative Assistant II for Victim Witness Office; and Add 9.15 Homestead Application Update – Assessor’s Office. Carried unanimously.

Motion by Commissioner Mahoney, seconded by Commissioner Flohrs, Be It Resolved that the Martin County Board of Commissioners, hereby approve the minutes from the October 1, 2019, regular Board of Commissioners meeting; and approve the minutes from the October 15, 2019, regular Board of Commissioners meeting. Carried unanimously.

Sarah Eischens, Field Services Mankato District Supervisor Minnesota Department of Corrections (DOC), along with John McDonald and Kyle Redenius, Martin County Sentencing to Service (STS) Crew Leaders, were present to provide an agency update and review of the DOC Work Service Summary (STS) Report for Third Quarter 2019.

Commissioners thanked McDonald and Redenius for their report and the wonderful job that they do.

Motion by Commissioner Koons, seconded by Commissioner Mahoney, Be It Resolved that the Martin County Board of Commissioners, hereby receive and file the Department of Corrections Sentencing to Service Work Service Report for 3<sup>rd</sup> Quarter 2019. Carried unanimously.

Kathy Gonzalez and Jen Kahler, Associate Directors of Kinship of Martin County, along with Sarah Caballero, were present to provide commissioners with a program update and CY2020 budget request.

Motion by Commissioner Belgard, seconded by Commissioner Flohrs, Be It Resolved that the Martin County Board of Commissioners, hereby receive and file the CY2020 budget request received from Kinship of Martin County in the amount of \$50,000 (same as amount requested for 2019). Carried unanimously.

Terry Viesselman, County Attorney, along with Leigha Hauglid, Human Resources Manager, were present to note the Board has authorized the recruitment of a Legal Secretary for the Martin County Attorney's Office and recommends the hire of Dixie Murphy.

Motion by Commissioner Mahoney, seconded by Commissioner Belgard, Be It Resolved that the Martin County Board of Commissioners, upon the recommendation of the Human Resources Manager and County Attorney, hereby approve the hire of Dixie Murphy as Legal Secretary for the County Attorney's Office at Grade 12 Step 3 at \$22.18/hour, effective November 18, 2019; and is eligible for full benefits as it applies to this position; and is subject to successfully serving a twelve (12) month probationary period in this position. Carried unanimously.

Pam Flitter, Martin County Zoning Official, presented and reviewed a Conditional Use Permit (CUP) request from Donovan McCain (Site Acquisition Consultant for Buell Consulting, Inc.) on behalf of Verizon Wireless within Section 10 of Rutland Township. Verizon Wireless is proposing to install a new 259 foot, self-support wireless communications tower with ancillary ground equipment on property located in an "A" Agricultural Zoning District. The Martin County Wireless Communications Facilities Ordinance/Zoning 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 October 22, 2019 meeting and is recommending approval of the Conditional Use Permit.

Motion by Commissioner Belgard, seconded by Commissioner Flohrs,

R-#43/'19

CONDITIONAL USE PERMIT  
DONAVAN MCCAIN (SITE ACQUISITION CONSULTANT FOR BUELL CONSULTING,  
INC.)  
ON BEHALF OF VERIZON WIRELESS  
INSTALL NEW 259 FOOT WIRELESS COMMUNICATIONS TOWER  
IN AN "A" AGRICULTURAL DISTRICT  
WITHIN SECTION 10 OF RUTLAND TOWNSHIP

Motion by Commissioner Belgard, seconded by Commissioner Flohrs,

WHEREAS, a Conditional Use Permit was requested by Donovan McCain (site acquisition consultant for Buell Consulting, Inc.) on behalf of Verizon Wireless, and Neal and Dawn Becker, property owners, located within Section 10 of Rutland 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 22<sup>nd</sup> day of October, 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.
- The applicant shall comply with the Martin County Zoning 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 5<sup>th</sup> day of November, 2019.

BOARD OF COMMISSIONERS  
MARTIN COUNTY, MN

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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 5<sup>th</sup> day of November, 2019.

Kevin Peyman, County Engineer, was present to review a Road Agreement with Avangrid Renewables for the Trimont Wind Repowering Project. Peyman noted the Agreement specifies the commitments made by the parties for the purpose of ensuring that completion of the Trimont Wind Repowering Project is consistent with the Counties' existing applicable policies and ordinances regarding road usage, and to ensure that all final approvals will be in the best interests

of area citizens. Peyman recommends entering into the Road Agreement with Avangrid Renewables for the Trimont Wind Repowering Project, contingent upon County Attorney review.

Motion by Commissioner Flohrs, seconded by Commissioner Belgard, Whereas Trimont Wind I LLC intends to repower the existing Trimont Wind Farm Project located in Martin County, MN, and Jackson County, MN; and Whereas, in connection with the Repowering Project it will be necessary for Trimont Wind I LLC and its contractors and subcontractors or designees to use County Roads for purposes of transporting products, equipment, materials, and supplies relating to the Repowering Project; Now, Therefore, Be It Resolved that the Martin County Board of Commissioners, hereby approve and authorize the Board Chair to sign the Road Use Agreement (Trimont Wind Farm Repower Project) between Martin County, MN, Jackson County, and Trimont Wind I LLC; and is contingent upon County Attorney review. Carried unanimously.

Peyman next presented a resolution authorizing the transfer of all Martin County Municipal Construction Funds in excess of two years apportionment into the County's regular construction account. Peyman noted once a set maximum is reached and funds are not depleted, your needs start to be reduced because you can only accumulate so much. Peyman recommends the transfer of excess funds so Martin County does not receive a deduction.

After discussion,

Motion by Commissioner Belgard, seconded by Commissioner Koons,

Martin County Highway Department  
Resolution No. 10 - 2019

**COUNTY TRANSFER OF EXCESS MUNICIPAL FUNDS TO  
REGULAR FUNDS RESOLUTION**

**WHEREAS**, Minnesota Statute 162.08, Subd. 4 (3d), provides that accumulated balances in excess of two years of municipal account apportionments may be spent on projects located outside of municipalities under 5,000 population when approved solely by resolution of the county board.

**NOW THEREFORE BE IT RESOLVED**, that the Commissioner of Transportation transfer all funds in excess of two years apportionment into the Regular Construction Account.

Upon motion by Commissioner Belgard, seconded by Commissioner Koons, and carried said resolution was duly passed and adopted this 5th day of November, 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 5th day of November, 2019.

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

Roll Call AYES: Commissioners Flohrs, Mahoney, Koons, Belgard, and Smith. NAYS: None. Resolution duly passed and adopted this 5<sup>th</sup> day of November, 2019.

Peyman presented a brief Highway Department Update including CSAH 54 Project is still progressing; the Waverly Township bridge is done; and continuing to work on bad spots on gravel roads.

Corey Klanderud, Chief Deputy Martin County Sheriff's Office, was present to note Dr. Michael McGee, P.A., Medical Examiner for Martin County, is transitioning into his retirement and therefore recommends the appointment of Dr. Kelly Mills, M.D. as Medical Examiner for Martin County effective January 1, 2020.

Klanderud continued presenting the revised Medical Examiner Contract Agreement naming Dr. Kelly Mills, M.D. as Medical Examiner for Martin County. Klanderud noted compensation for services under this contract remain the same at \$250.00/month plus the following on a per service basis: (1) complete forensic autopsy with basic toxicology, at approximately \$2,000; and (2) external examination with basic toxicology at approximately \$1,000. Klanderud went on to note the Agreement shall continue for a period ending December 31, 2020 unless terminated sooner by either party on forty-five (45) days written notice to the other; and that the Agreement may be renewed on an annual basis upon agreement of both parties. Klanderud recommends entering into the new Medical Examiner Contract Agreement naming Dr. Kelly Mills, M.D. as Medical Examiner for Martin County.

Motion by Commissioner Belgard, seconded by Commissioner Koons,

R-#44/'19

RESOLUTION

APPOINTMENT OF DR. KELLY MILLS, M.D.  
AS COUNTY MEDICAL EXAMINER

WHEREAS, pursuant to MS 390.31-390.35 relating to the appointment qualifications, and duties and powers of a County Medical Examiner; and

WHEREAS, the County Board of Commissioners has the authority to appoint a County Medical Examiner.

NOW THEREFORE BE IT RESOLVED, that the Martin County Board of Commissioners, and having met the qualifications per Minnesota Statutes, hereby appoint Dr. Kelly Mills, M.D., to serve as the County Medical Examiner; and to serve at the will of the County Board of Commissioners; and that the Chairman of the County Board and the Clerk are authorized to enter into a contract for services with Dr. Kelly Mills, M.D., hereto attached and made a part of this resolution, with the appointment of Dr. Kelly Mills, M.D. effective January 1, 2020 through December 31, 2020.

BE IT FURTHER RESOLVED, that the County Medical Examiner shall have the authority to appoint such deputy Medical Examiners as will enable him/her to fully and efficiently perform the duties of the County Medical Examiner.

Resolution duly passed and adopted this 5<sup>th</sup> day of November, 2019.

BOARD OF COMMISSIONERS  
MARTIN COUNTY, MN

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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 5<sup>th</sup> day of November, 2019.

Motion by Commissioner Flohrs, seconded by Commissioner Mahoney, Be It Resolved that the Martin County Board of Commissioners, hereby approve the revised Medical Examiner Contract Agreement for Medical Examiner Services by Dr. Kelly Mills, M.D. and others per the Agreement, effective January 1, 2020; and authorize the Board Chair to sign the necessary agreements with the provider of the Medical Examiner Services effective January 1, 2020; and is contingent upon County Attorney review. Roll Call AYES: Commissioners Belgard, Koons, Mahoney, Flohrs, and Smith. NAYS: None.

Klanderud noted due to a recent retirement the City of Dunnell, the Martin County Sheriff's Office, and Martin County Attorney's Office have been working toward the development of an Agreement for Law Enforcement Services in the City of Dunnell. Klanderud went on to note an

Agreement has been drafted outlining municipal level law enforcement services to be performed by the Martin County Sheriff's Office; and that fees in the amount of \$65.00 per hour be paid by the City of Dunnell to Martin County.

After review,

Motion by Commissioner Koons, seconded by Commissioner Belgard, Whereas the City of Dunnell is desirous of contracting with the County and the Sheriff for the performance of the hereinafter described law enforcement of municipal ordinances with the City boundaries, with said function to be performed by the Martin County Sheriff's Office; and Whereas, such contract is authorized and provided for by the provisions of Minn. Stat. §§471.59, 625.76, and 629.40; Now, Therefore, Be It Resolved that the Martin County Board of Commissioners, hereby approve and authorize the Board Chair to sign the Martin County/City of Dunnell Agreement for Law Enforcement Services to be provided by the Martin County Sheriff's Office, effective November 1, 2019. Carried unanimously.

Klanderud noted the Martin County Sheriff's Office has received and accepted the retirement resignation of Deb Lutz, part time Administrative Secretary for the Martin County Sheriff's Office, effective December 31, 2019, and asks the Board to do the same. Klanderud went on to note the Martin County Sheriff's Office recommends advertising for recruitment to fill the vacancy.

Motion by Commissioner Mahoney, seconded by Commissioner Belgard, Be It Resolved that the Martin County Board of Commissioners, hereby accept the retirement resignation of Deb Lutz as part time Administrative Secretary for the Martin County Sheriff's Office, effective December 31, 2019. Carried unanimously.

Motion by Commissioner Belgard, seconded by Commissioner Flohrs, Be It Resolved that the Martin County Board of Commissioners, hereby approve and authorize recruitment to fill the part time Administrative Secretary vacancy in the Martin County Sheriff's Office. Carried unanimously.

Klanderud presented a current Martin County Jail Population Update including twenty-two (22) in house; twelve (12) out of county; and five (5) on Electronic Home Monitoring.

Scott Higgins, Martin County Coordinator, noted the Board is asked to ratify acceptance of the FY20/21 Legacy Grant Contract in the amount of \$97,000.00 effective October 2, 2019, through June 30, 2021, for enhancements (four (4) bronze statues) to the Martin County Veterans Memorial Park; and to authorize Doug Landsteiner, Grantees Authorized Representative, to sign the grant agreement and other required reporting on behalf of Martin County.

After discussion,

Motion by Commissioner Koons, seconded by Commissioner Mahoney, Be It Resolved that the Martin County Board of Commissioners, hereby ratify acceptance of the FY20/21 Legacy Grant Contract in the amount of \$97,000.00 effective October 2, 2019 through June 30, 2021; and authorize Board Chair and Doug Landsteiner, Grantees Authorized Representative, to sign the

Grant Agreement and other required reporting on behalf of Martin County. Carried unanimously.

Chairwoman Smith noted that Randy Lubenow, representing the Fairmont City Council, was appointed to serve on the Martin County Library Board effective January 1, 2019; however, Lubenow's appointment was not brought before the Martin County Board of Commissioners for approval. Chairwoman Smith and the Board also reviewed recommended new citizen appointments to the Martin County Library Board with term beginning January 1, 2020.

After discussion,

Motion by Commissioner Flohrs, seconded by Commissioner Koons, Be It Resolved that the Martin County Board of Commissioners, hereby ratify the appointment of Randy Lubenow, representing the Fairmont City Council, to serve on the Martin County Library Board effective January 1, 2019. Carried unanimously.

No action taken on new citizen appointments to the Martin County Library Board.

Jessica Korte, Martin County Auditor/Treasurer, was present to note the City of Fairmont has requested removal of four (4) parcels which have been forfeited to the State of Minnesota for nonpayment of property taxes. One parcel is for public use and the other three are for blight removal. Korte recommends that these nonconservation tax forfeited parcels be sold each to the City of Fairmont for the sum of \$1, including Parcel 23.207.0020, instead of the dollar amount listed on Martin County's Forfeited Land Listing.

Motion by Commissioner Koons, seconded by Commissioner Flohrs, Be it Resolved that the Martin County Board of Commissioners, hereby approve and authorize conveyance of certain nonconservation land from Martin County's Forfeited Land Listing located in the City of Fairmont to the City of Fairmont for public use (Parcel 23.040.0470), and for blight removal (Parcel's 23.207.0020, 23.239.0120, and 23.281.0640), and that each parcel of nonconservation tax forfeited land be sold each to the City of Fairmont for the sum of \$1. Roll Call AYES: Commissioners Mahoney, Belgard, Flohrs, Koons, and Smith. NAYS: None.

R-#45/'19

CONVEYANCE OF CERTAIN PARCELS OF  
TAX FORFEITED NONCONSERVATION LAND  
LOCATED IN THE CITY OF FAIRMONT, MN TO THE CITY OF FAIRMONT, MN

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

WHEREAS, the City of Fairmont has requested that the County Board of Martin County convey the following nonconservation tax forfeited land to the City of Fairmont for public use:

Parcel 23.040.0470, 315 Elm Street North abuts the City of Fairmont's Fire Department  
and

WHEREAS, the City of Fairmont has requested that the County Board of Martin County convey the following nonconservation tax forfeited land to the City of Fairmont for blight removal:

Parcel 23.207.0020, 103 Orient St. South  
Parcel 23.239.0120, 719 6<sup>th</sup> St. East; and  
Parcel 23.281.0640, 523 Elm St. North

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 Fairmont 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 Fairmont for the sum of \$1 and other good and valuable consideration.

Adopted by the County Board for Martin County, Minnesota, this 5<sup>th</sup> day of November, 2019.

BOARD OF COMMISSIONERS  
MARTIN COUNTY, MN

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Kathy Smith, Board Chair

ATTEST: \_\_\_\_\_  
Scott Higgins, Board Chair

Adopted by the County Board for Martin County, Minnesota, this 5<sup>th</sup> day of November, 2019.

Higgins noted the Planning & Zoning Office is proposing to increase their office fee structure beginning January 1, 2020. Therefore, a public hearing date must be set for all interested parties to attend and provide comments either orally or in writing on the proposed fees. Higgins went on to note the recommended date is December 3, 2019, at 10:00 a.m. Higgins also noted after checking with all Department Directors no other departments have come forth with any other adjustments in fees and recommends setting the Public Hearing date and time.

Discussion ensued including increasing Zoning Permit (Building) from \$125.00 to \$175.00.

After discussion,

Motion by Commissioner Flohrs, seconded by Commissioner Belgard, Be It Resolved that the Martin County Board of Commissioners, Whereas in accordance with MS §373.41 a Public Hearing is required; and Now, Therefore, Be It Resolved that the Martin County Board of Commissioners, in consideration of proposed revisions to the Martin County Fee Schedule (dated 2-19-19), hereby set the required Public Hearing for December 3, 2019, at 10:00 a.m., at the Martin County Courthouse located at 201 Lake Avenue, Fairmont, MN – Room #103 (Commissioners Meeting Room). Carried unanimously.

Higgins noted the 2019 Annual Meeting of the Minnesota Counties Intergovernmental Trust (MCIT) will be held on Monday, December 9, 2019 at 4:00 p.m. in St. Cloud, MN. An election will be held for four (4) seats on the MCIT Board of Directors. The MCIT Bylaws provide for the designation of official voting delegates and alternates and that the current voting delegate and alternate are: Elliot Belgard, voting delegate; and James Forshee, voting alternate. Higgins went on to note recommendation is to reappoint Elliot Belgard as voting delegate and appoint Jessica Korte as voting alternate.

Motion by Commissioner Mahoney, seconded by Commissioner Flohrs, Be It Resolved that the Martin County Board of Commissioners, hereby reappoint Commissioner Elliot Belgard as voting delegate, and Jessica Korte, Martin County Auditor/Treasurer, as voting alternate to the 2019 Annual Meeting of the Minnesota Counties Intergovernmental Trust to be held on Monday, December 9, 2019 at 4:00 p.m. in St. Cloud, MN. Carried unanimously.

Mike Forstner, Drainage Administrator, was present to recommend setting a public hearing date for JD #91 M&J Final Engineering Report and Determination of Benefits. Forstner recommends December 19, 2019, at 1:00 p.m. in the Commissioners Meeting Room – 201 Lake Avenue – Martin County Courthouse. Forstner noted this is a Joint Board with Jackson County and that Martin County Commissioners on that Board are Steve Flohrs, Kathy Smith, and Richard Koons.

Chairwoman Smith noted that she will not be available for the December 19, 2019 Public Hearing.

Commissioner Mahoney noted that he will be able to attend for Smith.

After discussion,

Motion by Commissioner Mahoney, seconded by Commissioner Flohrs, Be It Resolved that the Martin County Board of Commissioners, acting as the Drainage Authority for Martin County, hereby sets a Public Hearing date of December 19, 2019, at 1:00 p.m. for JD #91 M&J Final Engineering Report and Determination of Benefits. Carried unanimously.

Forstner next recommended setting a public hearing date for JD #9 M&W Final Engineering Report and Determination of Benefits. Forstner recommends December 19, 2019, at 2:30 p.m. in the Commissioners Meeting Room – 201 Lake Avenue, Martin County Courthouse. Forstner

noted this is a Joint Board with Watonwan County and that Martin County Commissioners on that Board are Steve Flohrs, Kathy Smith, and Tom Mahoney.

Chairwoman Smith noted that she will not be available for the December 19, 2019 Public Hearing.

Commissioner Koons noted that he will be able to attend for Smith.

Motion by Commissioner Flohrs, seconded by Commissioner Belgard, Be It Resolved that the Martin County Board of Commissioners, acting as the Drainage Authority for Martin County, hereby sets a Public Hearing date of December 19, 2019, at 2:30 p.m. for JD #9 M&W Final Engineering Report and Determination of Benefits. Carried unanimously.

Mike Sheplee, County Assessor, was present to provide an Assessor's Office Update including; 44% of missing Homestead Applications have been received; Walmart and Shopko Tax Court Petitions; and mini Kaizen Event for review of missing Zoning Permits in the Assessor's Office.

Chairwoman Smith opened discussion pertaining to usage of the first floor vault by the County Recorder for storage and moving the Prairie Lakes Transit Director's office from the first floor vault to the empty Extension Office area. Smith noted the Building Committee has met to review this request and is recommending the switch.

After discussion,

Motion by Commissioner Mahoney, seconded by Commissioner Flohrs, Be It Resolved that the Martin County Board of Commissioners, hereby approve and allow use of vault space on the first floor of the courthouse for County Recorder's Office storage; and approve and allow the Prairie Lakes Transit Director to move his office to the empty Extension Office area. Carried unanimously.

Tessia Melvin, DDA Consultant, was present via teleconference call to review the proposed pay matrix and implementation cost of the new pay plan. The proposed effective implementation of the compensation and classification pay plan is January 1, 2020.

Melvin reviewed pay plan charts including:

- 2020 Proposed Plan so you can see what the implementation cost is and then adjusted that by the suggested 2.5% general wage adjustment.
- Chart showing the Average Step Level of Employees in each Pay Grade. Currently your step system is 15 steps and we've shrunk that to 8 steps to match more of the market. We adjusted a pay philosophy that was agreed upon by the committee to be fair and equitable to the employees.
- Second chart shows the distribution of employees by step to show where the organization falls.

Melvin noted to date what we've done is the job descriptions were written by the County; we had an appeal process to make sure they were accurate; DDA did a market study; we came back with

where you were in relation to the market and the committee met and determined where they wanted to be as a pay philosophy; we calibrated several pay structures and made several changes and recently did the Job Classification and Appeal Process. And what that is, is that says here's your job description as you last corrected it or as we updated it and here is where it falls within the organization - do you agree with it. So right now we have some classification appeals we'll have at the next board meeting and once we put everyone where they need to be we'll run a pay equity test for you to show what it has done to your pay equity and then when you have your next one it will all be in the matrix for the County.

Melvin went on to note the first pay structure is the 2019 Pay Proposed Plan and what that does is it says your old plan had 15 steps and the percentage between steps was about 2.0% and it took you longer to get to the top. What we found and what the industry has found that most counties have 8 to 10 steps so we shrunk your 15 steps to 8 steps so your step percentages are now a little bit bigger and more matches the market. Then what we did is we looked at your comparison counties because that's where you wanted to be in relation to that and calibrated the 2019 numbers and the 2019 numbers gave you a study cost at 3.23% and then if you did a 2.5% general wage adjustment that's the other 2.5%. Now one thing is this number will be a little bit different because when you place people into their step and general wage adjustment I don't believe that is all on January 1<sup>st</sup>. So it will be decreased a little bit. But what this does is it allows you to see the study itself at 3.23% adjustment basically to get you to where you want to be in the market adjusting and then that general wage adjustment. And, Leigha (Hauglid) is working on what we call a lump sum so if I were an employee and I would have gotten \$.50 increase in the old system next year and in this system I'd only get \$.45 we're adjusting that 5% so nobody loses in the transition period.

Higgins noted the next step as part of this process is we're going to ask the Board to establish the general wage adjustment and the recommendation is 2.5% for non-bargaining employees as the unions are still in negotiations.

Melvin also noted the Board is at an advantage just because they did the study and you made corrections to your current system to be more reflective of where your pay philosophy wanted to be and so there's an adjustment there. A lot of your employees because of tenure would have been topped out and in this system they continue to have a couple of steps so that always is good for unions as well as for all employees. So again you're going from 15 years to get to the max to 8 so people will get there quicker which means that is a big incentive for employees. Melvin noted the other thing I was going to say this is a huge change in your pay structure you know from 15 to 8 steps and to be more in line to a pay philosophy that you feel comfortable with all positions are increasing except two so it is a good thing for employees and a huge statement of the Board to be invested and value the employees to take the time to do a study which I know is long and painful and causes lots of anxiety and then to stand behind the employees and make sure you're paying them well within the market. So like I said before the implementation cost is about 3.23% again that might change a little bit based on the appeal process but that's a good cost number and that would finalize then the general wage adjustment at 2.5%. Again the total number of 5.73% or \$373,000 probably will go down because of when you're actually putting people into the general wage adjustment or their step, whatever happens just because it's not all consistent, it will go down a little bit but that's an estimated number that's for the Board to kind

of understand what the cost of the study was and then you already budgeted for the general wage adjustment.

Chairwoman Smith inquired the lump sum adjustment that you're proposing is \$23,297.37 is that correct?

Melvin noted I think it actually went down a little bit...I think it's at \$21,000 right now. Yes, it's about in that \$21,000 to \$23,000 range. Leigha (Hauglid) can go in and check to make sure we have the right numbers and where they would be in 2020 if you stayed in your old system and then again once we do the classification that changes a little bit if we make any changes. So, yes it's about that cost.

Higgins noted from a budget perspective what that philosophy is and maybe you totally understand it, is that if you're trying to meet what they would have made on the old pay scale for next year rather than being placed between a step. You put them on the next step, resulting in higher cost. Therefore instead of placing on the next higher step, they would receive the difference in pay they would have received in the old plan, rather than move them a full step. This way the employee does not lose anything. So that's the philosophy of the lump sum that we're recommending to the Board. It is up to you as Board. You can always move the people up to the higher step, but that cost will rise.

Melvin noted we ran a couple of scenarios to ensure that everyone got a 2% or adding another step so we looked at it and thought that this would be your most cost efficient way of doing it and no one can say that it hurts them because we'll match what you would have made and you're still getting a new pay grid so this is a very cost efficient way and is very fair for the Board.

Peyman (member of the Project Team) noted I think this is a reasonable and a good plan for the employees

Corey Klanderud, Chief Deputy Martin County Sheriff's Office and member of the Project team was present and noted it's a good step forward because we need to stay competitive in the job market because we all struggle for quality employees.

After discussion,

Motion by Commissioner Belgard, seconded by Commissioner Koons, establishing the CY2020 non-bargaining general wage adjustment.

R-#46/19

RESOLUTION ESTABLISHING THE NON-BARGAINING  
GENERAL WAGE ADJUSTMENT FOR 2020

WHEREAS, it is the intent of the Board of Commissioners that Martin County non-bargaining unit employees be compensated fairly and equitably and based upon their performance; and

WHEREAS, the Board established an intent to maintain a competitive compensation schedule for County employees within the County's Classification and Compensation system.

NOW THEREFORE BE IT RESOLVED, by the Board of Commissioners in and for the County of Martin, State of Minnesota, that effective January 1, 2020, the non-union employees shall receive a General Wage Adjustment increase of 2.5% subject to the County's Classification and Compensation plan; and

BE IT FURTHER RESOLVED, that the 2020 Salary Matrix for the Martin County Classification and Compensation Plan shall include a 2.5% general increase effective January 1, 2020.

Motion by Commissioner \_\_\_\_\_, seconded by Commissioner \_\_\_\_\_, said resolution was duly passed and adopted this 5<sup>th</sup> day of November, 2019.

BOARD OF COMMISSIONERS  
MARTIN COUNTY, MN

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

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

Roll Call AYES: Commissioners Flohrs, Mahoney, Koons, Belgard, and Smith. NAYS: None. Resolution duly passed and adopted this 5<sup>th</sup> day of November, 2019.

Motion by Commissioner Flohrs, seconded by Commissioner Mahoney, Be It Resolved that the Martin County Board of Commissioners, engaging in a Compensation Study for employees by David Drown and Associates (DDA) (consultant), and after being presented the results of the study of pay structure, implementation cost (budget) and pay matrix, hereby approves the pay matrix (scale to include general wage adjustment of 2.5%) and projected implementation costs, effective January 1, 2020 (include proposed plan). Carried unanimously.

Korte and Higgins noted the Preliminary Budget was set at 6.44% and with additional proposed cuts we could get the levy down to 4.28%. Korte noted we have not accounted for the new garage building including utilities and property taxes of next year, and upcoming improvements. Korte reviewed anticipated software costs and funding sources for TAX/CAMA/Financial/Payroll.

Much discussion ensued regarding anticipated software costs and funding sources for TAX/CAMA/Financial/Payroll; Capital Improvement Costs for the garage facility; Dome Restoration costs and bonding; departmental budget reductions for the Recorder's Office, Attorney's Office, Planning and Zoning Office, Veterans Service Office, Building Maintenance, General Government, and Sheriff Administration, Homeland Security, Library, and CIP Fund; and that with the proposed cuts the levy could get down to 4.28%

The Board reviewed Warrants, Auditor Warrants, and EFT Transactions to be paid November 5, 2019.

Motion by Commissioner Koons, 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 November 5, 2019, and includes the Martin County Highway Department and Drainage bills as presented. Carried unanimously.

Warrants received and paid November 5, 2019, are registered on file in the Auditor/Treasurer's Office as follows:

Revenue Fund – Warrants Approved November 5, 2019	\$ 329,820.43
Enhanced 9-1-1 Fund	\$ 5,900.00
Sheriff's Contingency Fund	\$ 257.35
Martin County Economic Development Fund	\$ 137.64
Human Services Fund	\$ 293,898.09
County Attorney's Forfeiture Fund	\$ 2,740.92
Building – CIP – Fund	\$ 26,868.80
Human Service Building Fund	\$ 2,208.63
Refunding Fund	<u>\$ 8,476.44</u>
Total	\$ 670,308.30
Road and Bridge Funds Totaled	\$ 80,151.73
Martin County Ditch Funds Totaled	\$1,090,249.33

The Board reviewed Reports and Announcements including Monthly Financial Statement for September 2019; use of County garage space for the South Central Minnesota Dive Team; and Higgins informed the Board that a Fairmont property on the Tax Forfeiture List is valued at \$20,000 for the starting bid, and that he received a phone call from an individual that petitioned the Board to lower that rate. Higgins noted the cost is already published so it is too late. However, if no one buys it at the sale the Board does have the option to reestablish the value at that time.

Commissioners reviewed their calendars of previous and upcoming meetings and activities: October 15, 2019 – District 1 Ditch Assessments completed and Building Committee meeting; October 16, 2019 – Human Services meeting, F-M Joint Transit Board meeting, One Watershed One Plan meeting, Martin County Parks/Trail Committee meeting, and District 4 Ditch Assessments completed; October 17, 2019 – Traverse des Sioux Library meeting; October 18, 2019 – Blandin Training in Grand Rapids, Minnesota; October 21, 2019 – Regional WorkForce meeting in New Ulm, Minnesota; October 23, 2019 – Minnesota Senate Capital Investment Committee State Bonding Tour and Ditch #350 Informational meeting; October 28, 2019 – Kinship of Martin County meeting; October 29, 2019 – County Flu Vaccination Clinic and Connecting Cultures in Martin County meeting; October 30, 2019 – Personnel Committee meeting, Convention and Visitors Bureau meeting and Benefit Open Enrollment for Martin County Employees; October 31, 2019 – Building Committee meeting; November 1, 2019 – AMC Fall District meeting; November 4, 2019 – Martin County EDA meeting at 5:15 p.m.,

Human Services Executive Board meeting, Compensation Study meeting, Rural Minnesota Energy Board phone call, and CY2020 Budget meeting; November 5, 2019 – regular Board of Commissioners meeting at 9:00 a.m.; November 6, 2019 – Martin County Veterans Memorial Committee meeting and City of Fairmont Comprehensive Plan meeting; November 8, 2019 – F-M Joint Transit Executive Board meeting; November 11, 2019 – Veterans Day Observed-Courthouse closed; November 12, 2019 – Prairieland meeting and Martin County Library Board meeting; November 13, 2019 – Department Directors meeting at 8:30 a.m., Martin County Parks/Trail Committee meeting; November 14, 2019 – Soil and Water meeting; November 15, 2019 – Region 9 Transit Advisory Committee meeting in Mankato, Minnesota, Infectious Diseases meeting in Mankato, Minnesota; November 17, 2019 – Annual 4-H Banquet at KC Hall in Fairmont, Minnesota; November 18, 2019 – Minnesota Valley Action Council meeting; November 19, 2019 – Extension Committee meeting at 8:00 a.m. and next regular Board of Commissioners meeting at 9:00 a.m. – Commissioners Meeting Room – Martin County Courthouse; Week of November 18, 2019 – starting interviews for Human Services Director position; November 22, 2019 – 30<sup>th</sup> Annual Glows Parade at 6:00 p.m.

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

Meeting adjourned at 11:40 a.m.

BOARD OF COMMISSIONERS  
MARTIN COUNTY, MN

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Kathy Smith, Board Chair

ATTEST: \_\_\_\_\_  
Scott Higgins, Board Chair