

PROCEEDINGS OF THE
MARTIN COUNTY BOARD OF COMMISSIONERS
TUESDAY, DECEMBER 3, 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 Elliot Belgard, Steve Flohrs, Richard Koons, and Kathy Smith. Commissioner Tom Mahoney was absent. Also present were Scott Higgins, Martin County Coordinator, Jessica Korte, Martin County Auditor/Treasurer, Terry Viesselman, County Attorney, Leigha Hauglid, Human Resources Manager, 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 Flohrs, Be It Resolved that the Martin County Board of Commissioners, hereby approve the agenda for the December 3, 2019, regular Board of Commissioners meeting. Carried unanimously.

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

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

Terry Viesselman, County Attorney, introduced Dixie Murphy, Legal Secretary for the County Attorney's Office and noted that Murphy began her duties two and one-half weeks ago.

The Board welcomed Murphy to her new duties.

Viesselman reviewed proposed Prosecution Contracts with the cities of Trimont, Ceylon, Sherburn/Welcome, and Granada. Viesselman noted the Contracts are all set for one-year terms, and they automatically renew each year unless the parties want to do something different. Viesselman went on to note what I did is I offered each of the cities a choice of whether they wanted to go with an hourly rate of \$150 per hour or at an annual rate at a set amount and the set amounts I proposed were based on Attorney Jim Wilson's billings for the last four quarters to the different cities because it varies quite a bit. Granada and Dunnell are so small I just told them hourly because they're under \$1,000 a year because they just don't have that much. As far as the hourly or annual rate I gave them their choice whichever way they want to do it. Hourly we can't go wrong but I prefer the annual just because I've done work with the small cities before and the problem you get if you get a careless driver and get that one person that will not plead guilty and demands a trial you can't not do it or others will hear that. So you go through a trial and all of a sudden you get a big bill and the city says why so much for a careless (driver) case. So far I've gotten favorable indications from all so I expect that they all will approve them and I

think that will be good for law enforcement in the County. Viesselman also noted our plan is assuming that they all go through, what I'll do is probably come back to you in January (2020) and ask for another attorney for our office and I'll have the numbers for you. I think the city contracts will pretty much cover it (to pay for another attorney). We're up 66 felonies this year from last year and just to give you some perspective way back when I started we would maybe get 100 in a year and now we're up 66 and last year was a record. We have a real problem with meth here and its affecting us everywhere. Viesselman recommends approval of each individual Contract.

Motion by Commissioner Belgard, seconded by Commissioner Flohrs, Be It Resolved that the Martin County Board of Commissioners, after review and consideration of the proposed Prosecution Contract with the City of Trimont, hereby approve the Prosecution Contract as proposed to include services that provide prosecution of statutory gross misdemeanor, misdemeanor and petty misdemeanor violations, municipal ordinance violations occurring within the City of Trimont; and the term of the Contract is for one year commencing January 1, 2020; and the City of Trimont will pay the County \$150/hour for attorney time spent in furnishing prosecution services per the Contract, as well as reimburse the County Attorney's Office for out of pocket expenses. Carried unanimously.

Motion by Commissioner Koons, seconded by Commissioner Flohrs, Be It Resolved that the Martin County Board of Commissioners, after review and consideration of the proposed Prosecution Contract with the City of Ceylon, hereby approve the Prosecution Contract as proposed to include services that provide prosecution of statutory gross misdemeanor, misdemeanor and petty misdemeanor violations, municipal ordinance violations occurring within the City of Ceylon; and the term of the Contract is for one year commencing January 1, 2020; and the City of Ceylon will pay the County \$4,000 per year for attorney time spent in furnishing prosecution services per the Contract, as well as reimburse the County Attorney's Office for out of pocket expenses. Carried unanimously.

Motion by Commissioner Koons, seconded by Commissioner Flohrs, Be It Resolved that the Martin County Board of Commissioners, after review and consideration of the proposed Prosecution Contract with the Cities of Sherburn/Welcome, hereby approve the Prosecution Contract as proposed to include services that provide prosecution of statutory gross misdemeanor, misdemeanor and petty misdemeanor violations, municipal ordinance violations occurring within the Cities of Sherburn/Welcome; and the term of the Contract is for one year commencing January 1, 2020; and the Cities of Sherburn/Welcome will pay the County a combined total of \$10,000 per year for attorney time spent in furnishing prosecution services per the Contract, as well as reimburse the County Attorney's Office for out of pocket expenses. Carried unanimously.

Motion by Commissioner Belgard, seconded by Commissioner Flohrs, Be It Resolved that the Martin County Board of Commissioners, after review and consideration of the proposed Prosecution Contract with the City of Granada, hereby approve the Prosecution Contract as proposed to include services that provide prosecution of statutory gross misdemeanor, misdemeanor and petty misdemeanor violations, municipal ordinance violations occurring within the City of Granada; and the term of the Contract is for one year commencing January 1, 2020;

and the City of Granada will pay the County \$150 per hour for attorney time spent in furnishing prosecution services per the Contract, as well as reimburse for County Attorney's Office out of pocket expenses. Carried unanimously.

Viesselman reviewed information pertaining to legal newspaper bids and whether the County could accept the late bid received from the Truman Tribune. Viesselman noted it is my understanding that the bids were to be delivered to the Coordinator's Office by the end of the day on November 18, 2019, but that the Truman Tribune's bid was not delivered by then but dropped off in a drop box for payment of real estate taxes supposedly sometime yet that day. Viesselman went on to note whatever the exact time it was dropped off, it was still received by the County prior to the opening of any of the bids on November 19th at the Board meeting. The Truman Tribune obtained no advantage in making its bid by the late drop off. Therefore, Viesselman recommends that the Board may consider the Truman Tribune's bid even though it was late.

Viesselman continued generally the Board accepts low bid and the situation if you feel it is in the public's interest to take a different bid than the low bid you're entitled to do that. So if you reject the low bid in the public's interest you need to state what that public interest is that you're considering. Then if you do reject the lowest bid because it's in the public's interest then you can consider any and all bids so you're no longer bound to the second lowest or the third lowest (bid).

The Board briefly discussed the Official Newspaper Bids received and will award bid at the first Board meeting in January 2020.

Nikki Meyer, Editor-Publisher Truman Tribune, was present and noted the Truman Tribune is 20% cheaper than the Photo Press even though the bid dollar amounts are approximately the same. Our column sizes are 20% wider so even though your per column inch is the same amount you're getting 20% more with our columns than you are with the Photo Press columns and I'd be happy to officially illustrate that.

Chairwoman Smith noted the County is not requiring a larger column width.

Ashley Brenke, Director-Martin SWCD, was present to review the Des Moines River Watershed One Watershed, One Plan Program and reviewed a map to help visualize the watersheds when we're talking about them. Brenke noted the resolution is for One Watershed, One Plan so right now we have been working in the Watonwan River Watershed which is in the north central part of Martin County and Commissioner Flohrs has been the representative to those meetings. We're wrapping up on the Watonwan and now there is discussion of doing a planning effort in the Des Moines River Watershed, which is in the south western part of Martin County. To do the One Watershed One Plan, it's a grant application with the other counties and Soil and Water Conservation Districts in this watershed. So what the resolution lays out is that you as a Board are willing to partner with those other counties and Soil and Water Conservation Districts to submit an application to plan in the Des Moines River Watershed. So same thing as we're doing in the Watonwan but we're just at the beginning of the process. This resolution allows the grant to be submitted so when the actual planning process starts there will be another. Generally it's been a Memorandum of Agreement, that I will bring to you as Commissioners, and that lays out

more of what your roles and what you are expected to do at that point. Then we'd ask for a commissioner and an alternate to serve on that group.

Motion by Commissioner Flohrs, seconded by Commissioner Belgard,

R-#49/° 19

Resolution to support a Des Moines River Watershed
One Watershed, One Plan project.

WHEREAS, the Minnesota Board of Soil and Water Resources has developed policies for coordination and development of comprehensive watershed management plans, also known as One Watershed, One Plan, consistent with Minnesota Statutes, Chapter 103B.801, Comprehensive Watershed Management Planning Program; and

WHEREAS, Minnesota Statutes, Chapter 103B.301, Comprehensive Local Water Management Act, authorizes Minnesota Counties to develop and implement a local water management plan; and

WHEREAS, Minnesota Statutes, Chapter 103D.401, Watershed Management Plan, authorizes Minnesota Watershed Districts to develop and implement a watershed management plan; and

WHEREAS, Minnesota Statutes, Chapter 103C.331, subdivision 11, Comprehensive Plan, authorizes Minnesota Soil and Water Conservation Districts to develop and implement a comprehensive plan; and

WHEREAS, the counties, soil and water conservation districts, and watershed districts within the Des Moines River watershed #34, as delineated in the attached One Watershed, One Plan Suggested Boundary Map, have interest in developing a comprehensive watershed management plan for this area.

NOW, THEREFORE, BE IT RESOLVED, that Martin County recognizes and supports watershed-scale planning efforts consistent with Minnesota Statutes, Chapter 103B.801, also known as One Watershed, One Plan; and

BE IT FURTHER RESOLVED that Martin County welcomes the opportunity to collaborate with the counties, soil and water conservation districts, and watershed districts within the Des Moines River watershed for watershed-scale planning efforts in the future; and

BE IT FURTHER RESOLVED that Martin County supports an application to the Board of Water and Soil Resources for a planning grant to develop a comprehensive watershed management plan and anticipates entering into a Memorandum of Agreement with the counties, soil and water conservation districts, and watershed districts within the Des Moines River watershed, to collaborate on this effort, pending selection as a recipient of a planning grant.

Motion by Commissioner Flohrs, seconded by Commissioner Belgard, said resolution was duly passed and adopted this 3rd day of December, 2019.

BOARD OF COMMISSIONERS
MARTIN COUNTY, MN

Kathy Smith, Board Chair

ATTEST: _____
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 3rd day of December, 2019.

Mike Sheplee, County Assessor, along with Jessica Korte, Auditor/Treasurer, were present to provide information and recommendation to purchase the Tyler TAX and CAMA Software which will replace the County's current software package. We've known that we needed to replace our existing software as the vendor failed to deliver a rewritten product and work on that for the MCCC and not in a position to continue with a completed product at this time we feel we need to leave that one and it is fifteen (15) years old at this point.

Sheplee noted we started looking for TAX and CAMA replacement software in the summer and have looked at and viewed a number of systems that are available. There are more CAMA pieces to this equation than the TAX solutions. TAX solutions are quite limited because of the difficulty of calculating taxes in the State of Minnesota. Very few vendors have taken that on and are in production and working right now. The software that we've looked at we've invited vendors to show it to us and they've done that. We've talked to other counties in the Assessor's Offices and the Auditor/Treasurer's Offices to get their feel, for they are similarly situated to us. There are 25 or 27 counties that have existing Avenu product as well. We're not going into this blind and on our own, but we're gathering up as much information as we can.

Sheplee went on to note we met with the Technology Committee three (3) times about this software recommendation. Most recently on November 20th, 2019, and I believe we have the blessing of that committee to make a recommendation to you today. Sheplee reviewed top reasons why the product called Tyler iasWorld will meet our needs.

1. Excellent Appraisal features to improve accuracy and validity
2. Expanding integration of GIS features for Reporting, Appraisal and Analysis
3. Intuitive and flexible report writing abilities
4. Opportunity to simplify process to collect and disburse tax revenue
5. Customer Service improvement opportunities
6. Supports Beacon or has its own Public Access
7. Mass/Size/Customer Base/Continual Upgrades
8. In production, in Minnesota seven (7) years successful TAX administration. One item that Tyler is working on for Blue Earth County is Ditch Administration. They didn't have a real good module for that but Blue Earth County wrote into their contract that completion of that module and by the time we get there for our installation we believe that would be ready and available for us.

9. Active/Large Minnesota user group; large counties/cities
10. Reasonable cost; funding in hand
11. TAX & CAMA integrated
12. Secure; configurable to Martin County organization needs
13. SaaS – Software as Service – Accessible, Secure, Reliable
14. Permit data can be imported
15. Conversion from Avenu TAX/CAMA already done for others
16. 2 months post-live support, 30 days training, 20 days go-live support
17. Available through Sourcewell – RFQ/RFP already done

Sheplee estimates it will take two and one-half years to complete the implementation and go live.

Much discussion ensued including: comparison of current system to new system; will ditch administration tie in with the new system; is the new system totally internet based and what happens if the internet were to go down; data will be in Texas; imperative for the next system to have a flexible data structure and GIS integration. The vendor advertises that they are an “Evergreen Company” so they are constantly updating the software and not waiting for some big future event to make a big release. It’s just a constant ongoing thing. And, those releases are then installed at a service center by the vendor rather than us having to do it and worry about any conversion issues.

Sheplee presented and reviewed the costs associated with the system.

The quote that we have for TAX & CAMA includes:

- \$257,600 One-time cost implementation services
- \$ 66,482 Annual costs – SaaS maintenance three year fixed
- \$ 20,800 Travel expense billed as incurred
- \$344,882

Korte stated we didn’t have receipting system in our original quote to begin with. If we do go with a financial side of Tyler it also ties everything together so TAX and financial will be in one receipting system and then it distributes it accordingly and will print out a receipt for you for your payment. So that I feel is a needed option as well.

The quote for Tyler Cashiering includes:

- \$ 43,125 One-time cost implementation services
- \$ 6,285 Annual costs SaaS Maintenance
- \$ 5,000 Travel expense billed as incurred
- \$ 54,410
- + \$344,882 TAX & CAMA
- \$399,292 Total

Sheplee noted identified sources to fund the software system and cashiering include the Recorder’s Compliance Fund has agreed to put \$60,000 toward that. Over the past five years our predecessors found the wisdom in setting money aside for this eventual day and they had done that to the tune of about \$406,000. So we’ve more than covered the cost for this with what

we've already levied and not spent. My recommendation to you and I think that Jessica (Korte) shares this is that we could get approval today to contract with Tyler for iasWorld TAX & CAMA software and then proceed with the implementation following contract approval and review by the County Attorney. One item that we'll look at putting in there...MCCC is the cooperative that we've historically looked and received software through...they are in the process of what we just did the last 6 months and is looking at vendors and seeing if vendors will bid on a contract. But we'd like to put an item in our contract (Tyler) that if MCCC comes up with somehow a better price, then we'd like to be able to go under their contract and have an option to do that.

Commissioner Belgard inquired what is the payment structure.

Sheplee noted they want the first year annual cost down on contract signing so \$66,482 and then progress payments as implementation occurs.

Commissioner Koons inquired as to what Sheplee was actually asking the Board to do today. I don't like passing things before I read them.

Sheplee noted I wouldn't want you to approve this without knowing what the contract says.

After further discussion,

Motion by Commissioner Belgard, seconded by Commissioner Flohrs, Be It Resolved that the Martin County Board of Commissioners, after review and consideration, hereby approve to proceed in contracting with Tyler Technologies for iasWorld TAX & CAMA and cashiering software and implementation in the amount of \$399,292; and is contingent upon contract approval. Carried unanimously.

Pam Flitter, Martin County Zoning Official, was present to review and recommend approval for the Re-zone Request received from Mike Bettin within Section 32 of Rutland Township from an "A" Agricultural District to an "I" Industrial District for the purpose of operating any concrete block plant or any ready mix plant. Flitter noted the Planning Commission approved the Re-zone request at their November 26, 2019 meeting and is recommending approval.

Motion by Commissioner Belgard, seconded by Commissioner Koons,

R-#51/'19

RE-ZONE REQUEST
MIKE BETTIN
RE-ZONE PROPERTY FROM "A" AGRICULTURAL DISTRICT
TO "I" INDUSTRIAL DISTRICT
WITHIN SECTION 32 OF RUTLAND TOWNSHIP

Motion by Commissioner Belgard, seconded by Commissioner Koons,

WHEREAS, a Re-Zone of property was requested by Mike Bettin within Section 32 of Rutland Township in Martin County, Minnesota (legally described in applications) from “A” Agricultural District to “I” Industrial District for the purpose of operating any concrete block plant or any ready mix plant; 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 26th day of November, 2019 following proper notice, held a public hearing regarding the request and, following the hearing, adopted a recommendation that the request for a Re-Zone of property be granted; and

WHEREAS, the Martin County Board of Commissioners finds that Re-Zone Request is to be issued for the following purpose:

Construct future concrete block plant or any ready mix plant

WHEREAS, the following findings have been applied:

- The requested re-zone is compatible with the surrounding area.
- The requested re-zone is reasonably related to the existing land use and environment.
- The requested re-zone is consistent with the County Comprehensive Plan.
- The requested re-zone is consistent with the Martin County Zoning Ordinance.

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 Re-zone Request 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 3rd day of December 2019.

BOARD OF COMMISSIONERS
MARTIN COUNTY, MN

Kathy Smith, Board Chair

ATTEST: _____
Scott Higgins, County Coordinator

Roll Call AYES: Commissioners Flohrs, Koons, Belgard, and Smith. Commissioner Mahoney was absent. NAYS: None. Resolution duly passed and adopted this 3rd day of December, 2019.

Brenke and Flitter presented and reviewed the FY2020/21 Natural Resources Block Grant Agreement noting the money from this grant will provide funding for the following County programs and services:

	FY2020/21
	<u>Total to be Received</u>
Local Water Management	\$27,394
Wetland Conservation Act	\$17,556
Shoreland	\$ 6,048
Septic Treatment Systems	\$18,600
Septic Treatment Systems Upgrade	<u>\$20,088</u>
Total	\$89,686

Motion by Commissioner Flohrs, seconded by Commissioner Koons,

R-#50/'19

RESOLUTION

BOARD OF WATER AND SOIL RESOURCES NATURAL RESOURCES BLOCK GRANT FOR FY2020 & 2021

WHEREAS, Martin County has a State approved comprehensive local water plan, which has been locally adopted pursuant to Minnesota Statutes Chapter 103B; and

WHEREAS, Martin County may assess a levy under its general levy authority to match such grants by BWSR pursuant to Minnesota Statutes 103B.335;

NOW, THEREFORE BE IT RESOLVED, that the Martin County Board of Commissioners approves of Martin County entering into a Grant Agreement with the State of Minnesota to receive state funds for the implementation of its comprehensive local water management in the amount of \$27,394; the administration of the wetland conservation act in the amount of \$17,556; administration of the DNR shoreland program in the amount of \$6,048; Septic Treatment Systems in the amount of \$18,600; Septic Treatment Systems Upgrade in the amount of \$20,088; with total grant amount of \$89,686 under the terms of the Grant Agreement and all statutory requirements; and

THAT THE Martin County Board of Commissioners authorizes the expenditure of cash and in-kind contributions to match the Natural Resources Block Grant as specified in Laws of Minnesota and the Grant Agreement.

BE IT FURTHER RESOLVED THAT, the Chairperson of the Martin County Board of Commissioners and the County Auditor or County Coordinator is authorized to execute the Grant Agreement together with all related documents.

Motion was made by Commissioner Flohrs, seconded by Commissioner Koons, and was duly passed and adopted this 3rd day of December, 2019.

BOARD OF COMMISSIONERS
MARTIN COUNTY, MN

Kathy Smith, Board Chair

ATTEST: _____
Scott Higgins, County Coordinator

Roll Call AYES: Commissioners Belgard, Koons, Flohrs, and Smith. Commissioner Mahoney was absent. NAYS: None. Resolution duly passed and adopted this 3rd day of December, 2019.

Tessia Melvin, DDA Consultant, was present via teleconference to present and review the County's Classification and Compensation Study Final Report including the County's Pay Philosophy, Process and Analysis, Updated Job Descriptions and Classifications, Market Analysis, Findings and Recommendations, Implementation of New Plan, and How to Maintain Your Salary Plan.

Melvin noted a lot of this obviously is stuff we've talked about before but it's a collection of information of everything that we've done, said we were going to do, and basically walks you through the whole process. Basically the report talks about that pay philosophy which was established to be above market on those five spotlight entities and then the process of what we were going to do including the introductory meeting with employees, job description updates and PAQ's, job evaluation scoring and classification, market wage and benefit analysis, and develop a pay plan going from 15 steps to 8 steps. Melvin stressed the importance of the County maintaining this salary plan in future years and that a market analysis is completed every year.

Higgins noted DDA has designed an ongoing maintenance system for Martin County and that the cost is estimated at \$10,300 per year, with a discounted price of \$5,150 for year one. Higgins also noted DDA's ongoing maintenance system does not have to be decided on today.

After review and discussion,

Motion by Commissioner Koons, seconded by Commissioner Flohrs, Be It Resolved that the Martin County Board of Commissioners, hereby receive and file the Classification and Compensation Study Final Report for Martin County. Carried unanimously.

Melvin continued the Planning and Zoning Technician job description was appealed to change that position. I think the intent there was to have a career ladder that would separate if you hire someone. We haven't seen those changes yet so at this point we would say continue keeping them at the same level and when that happens we'll look at the job description or create a new

one and the classification. So my recommendation to this committee and to the Board would be to leave as is until more is done on that.

Melvin continued the Office Manager/Senior Legal Assistant for the County Attorney’s Office was appealed because of the office management. There isn’t enough to warrant a classification change. That is considered in the job description. And I think also that the Board has talked about looking at the hierarchy of the office and that’s nothing that has come forward. So at this point I would say it is classified where it needs to be and my recommendation to the committee and to the Board would be to leave it as is.

Motion by Commissioner Flohrs, seconded by Commissioner Belgard, 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 classification appeals results and review of the recommendations, hereby approve the consultant recommendations on the classification appeals: Planning and Zoning Technician – No Grade Change; Office Manager/Senior Legal Assistant – No Grade Change. Carried unanimously.

Jessica Korte, Auditor/Treasurer, informed the Board the option to have the General Fund loan to the Ditch Fund for upcoming major improvements and repairs for the various Ditch Systems versus Bonding for such improvements and save on bonding for such Ditch projects.

Chairwoman Smith opened the public hearing for consideration of adjustments to the Planning and Zoning Fee Schedule. County Board members Smith, Koons, Belgard, and Flohrs were present. Commissioner Mahoney was absent.

Pam Flitter, Martin County Zoning Director, was present noting today we are having a public hearing regarding our proposed fee changes. It has been since 2003 since there has been an increase in the fees except for our feedlot fees which was done in 2018. We review them pretty much every year if not every other year. This is just one of the years after meeting with Commissioners Smith and Flohrs we decided to bring it to the full Board. We’re looking at a 17% increase and the reason for that is because of increased costs of our administration and we have just more and more program requirements with every single one of them. So really felt that now after this much time it was necessary to make that 17% increase.

Flitter reviewed each proposed fee increase line item:

Fee Schedule ~ Martin County Planning & Zoning

(Effective ~~January 1, 2018~~) January 1, 2020

Item	Cost		
Conditional Use Permit (CUP)	(See attached)	\$350	\$ 300
Variances	(See attached)	\$350	\$ 300

Re-Zone	\$450	\$ 400
Sub Division	\$ 400 PLUS	\$ 100 Per lot
Special Meeting or Hearing	\$550.	\$ 500
Administrative Appeal		\$ 800
"After the Fact" Conditional Use Permit (CUP) or Variance		\$ 1,000
Feedlot Permit Fee	(Changed January 1, 2018)	\$ 500
Feedlot Inspection Fee ~ Every Four (4) years	(Changed January 1, 2018)	
• 0-50 Animal Units		\$ 100
• 51-150 Animal Units		\$ 150
• 151-300 Animal Units		\$ 200
• 301-600 Animal Units		\$ 275
• 601+ Animal Units		\$ 400
• Change of Ownership		\$ 50
Septic Permit		\$ 150
• Septic Permit Type 1-3		\$200
• Type 4 or 5		\$400
• Septic Permit - Cluster System	\$200	\$ 150 per Household
• Septic Loan Program Administration Fee		\$275 \$ 225
Zoning Permit (Building)		\$175 \$ 125
• Grain Bin		\$.005 per bushel capacity \$ 50 Minimum / \$ 500 Maximum
• Commercial		\$.05/square feet \$175 \$ 50 minimum
• Wind Turbines		\$250 \$ 200
• Communication Towers		\$250 \$ 200
• Solar Energy System		\$250
• Meteorological Tower		\$250
Land Alteration (Grading and Filling)		\$150 \$ 100
Commercial Pesticide Test		\$25.00
"After the Fact" Zoning and Land Permit		\$ 500

Flitter reviewed the following:

- Septic Permits – we had a flat \$150 fee for septic and the septic program has changed. We now have septic permit type 1-3 and we bumped that up \$50 to \$200. And then type 4-5 requires more paperwork and a higher license and so we bumped that up to \$400. Septic permit cluster system we had \$150 per household before and that's \$200 (we have one of those over on Fox Lake). Septic Loan Program Administration Fee has been at \$225 for quite a few years and we propose \$275.
- Building Permits \$125 proposed \$175 (\$50 increase). I want to make it clear that our office doesn't have the uniform building code adopted in the County. We are giving Land Use Permits. And with a Land Use Permit we identify where they are located and that they meet all of the setbacks. A Land Use Permit takes us the same amount of time for a deck as it does with a house or a machine shed. We only handle outside the city limits, we do not handle anything inside municipalities and all the building permits that we do each one of them are looked at separately but again they require the same amount of time. It has been helpful not having the uniform building code in the County because we have a lot of agriculture buildings and agriculture buildings are exempt a lot from the uniform building code. Grain bins will be charged a flat fee of \$175 as a structure instead of charging by the per bushel capacity.
- Commercial we had again \$.05 square foot minimum and we're doing a flat \$175. Wind turbines \$250; Communication Towers \$250; Solar Energy System \$250; Meteorological Tower \$250; Land Alteration (Grading and Filling) \$150; Commercial Pesticide Test \$25 (2016 - 6 testers and 13 tests administered; 2017 – 9 testers and 23 tests administered; 2018 – 25 testers and 38 tests administered; and in 2019 – 28 testers and 59 tests administered. And after the fact zoning and land permits.

Chairwoman Smith opened the meeting for public comments in consideration of adjustments to the Planning and Zoning Fee Schedule. No representatives from the public were in attendance nor was public input or comments submitted in writing received concerning the proposed adjustments to the Planning and Zoning Office Fee Schedule.

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

Board discussion ensued concerning proposed adjustments to the Planning and Zoning Fee Schedule.

Commissioner Koons inquired about the Zoning Permit Land Alteration (Grading and Filling). What does that amount to?

Flitter responded that is under our Shoreland DNR provisions that we are a delegated program through. And if they're going to be doing so much work in the shoreland...I think they take 500 cubic yards away from the shoreland or within that shoreland then they have to have a permit to be able to do that. It's just for alterations and the landscaping part of it...how many truckloads they bring in and take out. This could affect anybody. But the shoreland is where our main impact is at.

Commissioner Koons noted so you took care of my grain bin concern. I'm still going to say no because of the Planning and Zoning (Building) Permit going to \$175 when it's the same amount if you're doing a deck or hog house or a \$300,000 house. But you've got to take into consideration taxpayers are already paying these wages. I'd split the difference with you.

Flitter responded I'm not here to negotiate, honestly. Here's the thing. The people that are receiving these permits are the ones who are using it. Not every four years are people being charged that. It's when they need a permit is when they pay for it.

Commissioner Koons noted when I have to pay \$175 to put a swing set in my yard and the neighbor has to pay \$175 for a \$500,000 house...we need some kind of a split here and I don't know how to do it.

Commissioner Belgard noted but their work is the same.

Flitter responded it's because of the uniform building code.

Commissioner Belgard noted they're not going out and inspecting that \$500,000 house at the footing, at the insulation, at the wiring. All they're doing is a one-time land use where it's going to fit in relation to set backs and variances. Realistically we should call it a Zoning Permit – not a Building Permit. We call them Building Permits. That's what city issues are building permits that are requirements of the Uniform Building Code and they have to meet code.

Flitter noted a Land Use Permit.

After further discussion,

Motion by Commissioner Flohrs, seconded by Commissioner Belgard, Whereas, in accordance with Minnesota Statutes a public hearing was held at the Martin County Courthouse in the Commissioners Meeting Room on December 3, 2019, at 10:00 a.m. to consider the proposed Fee Schedule for the Martin County Planning and Zoning Office for 2020; and to take public input on the proposed fee schedule and new proposed fees; and Now, Therefore, Be It Resolved, that the Martin County Board of Commissioners, hereby adopt fee increases and additional charges to the Martin County Fee Schedule as presented; and includes fee reduction from proposed \$175 for Zoning Permit (Building) to \$150; and is on file in the Office of the Auditor/Treasurer and the County Coordinator's Office, effective January 1, 2020. Carried unanimously.

Doug Borchardt, Building Maintenance Supervisor, was present to update the Board on the following building projects:

- Security Building Generator Replacement, storage tank and vent credit. Project will take place spring 2020. Still trying to find solution of where to put the above ground (fuel) tank.
- Status of Dome Tuck-pointing Project. Inside of dome is done. Project will resume spring 2020.
- Fire Alarm Panel Replacement at Courthouse and Security Building as the panels are losing memory and we are starting to have problems in both buildings. Currently

obtaining bids to replace both panels in the Courthouse and Security Building and the annunciator in the Jail.

- Needed improvements to the new Vehicle Storage Facility. Will get list from Wold Architects and Engineers but basic things are patching the roof, updating the electric, heating, and fire wall.
- Boiler Replacement for the Human Resources Building. Requesting engineering bids for failing boilers.
- Status of the Service Counters for Recorder's and Auditor/Treasurer's Office (bullet proof glass). Have countertop bids in from several businesses. Need to decide on material to get accurate numbers. Also in process of getting architect bids for Recorder's Office.
- Snow removal at the new Vehicle Storage Facility by outside vendor.
- Jail Office remodel will be completed this week.
- Big leak at the Human Resource Building with the wet, heavy snow that we had that caved in office ceiling tiles.
- Library – need for elevator repair/replacement. Jenny (Trushenski) is obtaining quotes for just car replacement and total replacement. Jenny contacted the City of Fairmont and they think that they could possibly go for a full repair in 2020 for their half.
- Library roof replacement in two to three years.
- Replacement of copper dome – waiting for design and specs from ISG.

The Board thanked Borchardt for the update.

Michael Clancy, RenoDry USA, was present via telephone conference call to provide and review the current Rising Damp – One Year Dehydration Report for the Martin County Courthouse. Clancy noted the courthouse is drying out at the expected rate right now. It's actually doing a little bit better than we anticipated considering how much rainfall we had in 2019. The third page of the report shows measurement records of the initial masonry measurements and moisture points at various locations around the courthouse foundation and then the second column is the one year measurement numbers when I took the core samples and you can see that the majority of those numbers have decreased and that's the sign of dehydration in the masonry. The next bar graph gives you a visual representation of how much moisture has already exited the walls and so the courthouse is drying out phenomenally well right now. Clancy went on to note courthouse staff has shared with him that they have noticed that the smell has decreased dramatically and that over the next year it should complete its dry out.

The Board thanked Clancy for his report.

Clancy continued that he had an opportunity to check out the 117 No. Main Office Building due to the ongoing discussions by the Building Committee on dealing with possible moisture and odor reports at that building. Clancy noted that he was able to walk through the building and took several different measurements that show that the walls are wet because even the sheetrock was wet and when the sheetrock gets wet that means the moisture is absorbing and rising up the walls. Clancy went on to note there are also several different areas of carpeting where there are moisture spots where you could tell that water was coming up through the concrete slab from underneath the building because there were no other sources of water that would have caused

that. So that means the slab is wet and water is coming up underneath the slab and we should dry that out as well. Clancy recommends installation of two RenoDry dehydration systems at 117 No. Main Office building at a cost of \$7,000 and that dehydration system services will include: professional building survey; installation of building dehydration units and moisture measurements; 2 follow-up moisture measurement assessments until the building is dry; consultation and advice on handling renovation matters; and testimonial and documentation of the dehydration process.

After discussion,

Motion by Commissioner Belgard, seconded by Commissioner Flohrs, Be It Resolved that the Martin County Board of Commissioners, hereby approve the purchase of two RenoDry USA Building Dehydration Systems, as presented, in the amount of the project estimate of \$7,000.00 in order to help alleviate the moisture in the walls and odor at the 117 No. Main Office Building and assist in the maintenance and preservation of the office building currently housed by the Department of Corrections. Carried unanimously.

Korte presented an update of the County's Tax Forfeited Land Sale that took place on November 22, 2019:

- The Ceylon house sold for \$2,500 and that is what it was appraised at; that bare lot next to the old grocery store did not sell. That one was valued at \$1 so I don't really know what else we can do at this point in time.
- That house in Fairmont here on 1st Street had an appraised value of \$20,000 and it sold for \$30,000.
- The bare lot to the south of the Municipal Liquor Store that was appraised at \$25,000 and nobody even showed up for that so I don't know if that's something that you want to reappraise or look at doing something different with otherwise it just sits there until next year.
- 629 Orient Street great big lot it was owned previously by Brad McFarland and he showed up at the sale trying to buy it. He can't repurchase it so that one didn't sell.
- The City of Granada sold for \$100.
- The City of Trimont one finally sold to the neighbor for \$1.

Korte continued we have one in Ceylon (a bare lot), a bare lot here in Fairmont, that \$25,000 parcel, the one kind of by the railroad track, and the Hannaman one was set at \$3,500 and Hannaman's came and said that it was too much so that's still sitting there. We do have the choice of reappraising it. We did get an approval from the DNR on that East Chain lot and so it's set for \$1.

Korte recommends the Board approve a private auction sale of Parcel 03.007.2950 to the adjoining landowners. Because this parcel is not buildable, this allows the parcel to be offered to the adjoining landowners in a private sale, either in an auction, or bid process. This parcel has over 150 feet of water frontage on public waters. Due to recent legislation, Minn. Stat. sec. 282.018, subd. 1(e) was changed, stating "a county may sell property governed by this section upon written authorization from the commissioner of natural resources." Due to this change in

legislation, Martin County will not need to obtain special legislation in order to sell this parcel. The DNR's authorization is given for the sale of Parcel 03.007.2950.

After discussion,

Motion by Commissioner Flohrs, seconded by Commissioner Belgard, Be It Resolved that the Martin County Board of Commissioners, hereby approve and authorize the private auction sale of tax forfeited land bordering public water in Martin County – Parcel No. 03.007.2950, as approved and authorized by Legislative Action Minn. Stat. sec. 282.018, subd. 1(e), to the adjoining landowners Michael J. and Lorna Coady, Olson Revocable Trust, and Jerald D. and Linda S. Buhmann, valued by Martin County at \$1; and that the new owners are responsible for any and all fees associated with the sale of land parcel including required surveys, recording, etc., of the transfer of land as required by law. Carried unanimously.

Korte next recommends the Board reappraise Parcel 23.173.0010 down from the previously appraised value of \$25,000 as there was nobody interested in this property at the County's Forfeited Land Sale on November 22, 2019.

After discussion,

Motion by Commissioner Koons, seconded by Commissioner Belgard, Be It Resolved that the Martin County Board of Commissioners, hereby reappraise Parcel 23.173.0010 down from \$25,000 to \$1 value; and to authorize the Auditor/Treasurer's Office to republish, repost and re-mail private sale notices to the adjoining landowners. Carried unanimously.

Korte recommended an additional bill run cycle for the end of December, 2019; and to authorize the Martin County Auditor/Treasurer to approve such bill payments for December 2019.

Motion by Commissioner Belgard, seconded by Commissioner Flohrs, Be It Resolved that the Martin County Board of Commissioners, hereby approve a second year-end bill payment cycle in December 2019; and authorize the Martin County Auditor/Treasurer to approve such bill payments for December 2019. Carried unanimously.

Higgins noted annually the Board sets the annual salaries of the County's Elected Officials and presented a resolution for consideration in setting these salaries. Higgins noted the listed salaries in the resolution reflect a 2.5% increase and placement on the new pay plan.

Motion by Commissioner Belgard, seconded by Commissioner Flohrs,

R-#52/'19

RESOLUTION
ESTABLISHING MARTIN COUNTY ELECTED OFFICIALS
SALARIES FOR CY2020

Motion by Commissioner Belgard, seconded by Commissioner Flohrs, to approve and authorize the Board Chair to sign this Resolution setting the salaries for Martin County Elected Officials for 2020:

WHEREAS, Pursuant to Minnesota Statutes, the Martin County Board of Commissioners is responsible for setting the salaries of all elected officials, based upon the responsibilities and duties of the Office and taking into account the performance of each elected official including the County Auditor/Treasurer, County Recorder, Sheriff and County Attorney; and

WHEREAS, the Martin County Board of Commissioners very much appreciates the work performed by all of the elected officials in Martin County.

NOW THEREFORE BE IT RESOLVED, that the annual salaries of elected officials in Martin County for the year CY2020 are set as follows (any rounding will be governed by payroll):

	<u>2020</u>	<u>2019</u>
County Attorney	\$129,708.80	\$123,739.20
County Auditor/Treasurer	\$ 86,590.40	\$ 81,598.40
County Sheriff	\$115,377.60	\$107,592.00
County Recorder	\$ 71,697.60	\$ 66,726.40

BOARD OF COMMISSIONERS
MARTIN COUNTY, MN

Kathy Smith, Board Chair

ATTEST: _____
Scott Higgins, County Coordinator

Roll Call AYES: Koons, Flohrs, Belgard, and Smith. Commissioner Mahoney was absent.
NAYS: None. Resolution duly passed and adopted this 3rd day of December, 2019.

Higgins noted the Faribault-Martin County Transit Board and Prairieland Board receive employee benefits through Martin County. The County takes care of the administration of employee benefits for both Joint Powers Boards (JPB's). This agreement was put in place to be in compliance with the Affordable Care Act (ACA) as well as our health insurance providers and ancillary benefit providers for administration of employee benefits to the JPB's. Higgins went on to note due to staff time the proposed agreement includes a 7% administration charge, which is based on benefit premiums and fees associated with our employee benefits. Currently Prairieland administrative fees are \$9,111.43. Based on the current formula and the reduction in staff to 7 benefited employees, the proposed fee is \$6,766.93 annually. Higgins recommends reduced administrative fee.

After review and discussion,

Motion by Commissioner Flohrs, seconded by Commissioner Belgard, Be It Resolved that the Martin County Board of Commissioners, hereby approve and renew the Agreement to administer employee benefits (i.e. Health Insurance, Flex Plans, Ancillary Benefits, etc.) to the Prairieland Joint Powers Board; and to include reduced administrative fee of \$6,766.93 effective January 1, 2020. Carried unanimously.

The Board reviewed Board Committee Assignments for the year 2020.

No action taken on Board Committee Assignments for 2020.

Higgins noted the Board received a request from the Martin County Humane Society for funds to help with a tiling and fencing project. The total estimated cost of the project is approximately \$26,666.50. Higgins went on to note the remaining funds needed for the project is \$16,666.50. Included in the total project is a topographical survey, tile for the backyard to address drainage issues and fencing for the new dog runs and repairs for old fencing.

After discussion,

Motion by Commissioner Belgard, seconded by Commissioner Koons, Be It Resolved that the Martin County Board of Commissioners, after review and consideration of the funding request for tiling and fencing installation project from the Martin County Humane Society; hereby approve an allocation in the amount of \$10,000.00 for CY2020 to go toward the aforementioned projects. Carried unanimously.

The Board briefly reviewed 2020 Proposed Budget Changes referencing a 4.91% change in Levy for 2020.

The Board reviewed Warrants, Auditor Warrants, and EFT Transactions to be paid December 3, 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 December 3, 2019, and includes the Martin County Highway Department and Drainage bills as presented. Carried unanimously.

Warrants received and paid December 3, 2019, are registered on file in the Auditor/Treasurer's Office as follows:

Revenue Fund – Warrants Approved December 3, 2019	\$ 96,822.75
Enhanced 9-1-1 Fund	\$ 7,943.00
Martin County Economic Development Fund	\$ 139.20
Human Services Fund	\$293,898.09
Ind. Sewage Treatment Sys. Loans	\$ 19,847.36
Human Service Building Fund	<u>\$ 2,170.18</u>
Total	\$420,820.58

Road and Bridge Funds Totaled	\$140,384.68
Martin County Ditch Funds Totaled	\$ 11,635.37

The Board reviewed Reports and Announcements including review of the 2019 Resolution for Hourly Rate for Hand Labor/Skid Loader Drainage System Repairs and Maintenance; Draft Resolution for CY2020 County Board Salaries and Per Diems; and discussed the suggested date of August 1, 2020, to hold a dedication ceremony of the Cobra Helicopter at the Martin County Veterans Memorial.

Commissioners reviewed their calendars of previous and upcoming meetings and activities: November 19, 2019 – Agribusiness meeting and ditch meetings in the afternoon; November 20, 2019 – Human Services meeting, South Central Minnesota Multi County HRA meeting, and Interviews for Human Services Director; November 21, 2019 – Traverse des Sioux Library meeting, Interviews for Human Services Director, Census meeting, and Compensation Study meetings with employees; November 22, 2019 – Building Committee meeting and Glows Parade; November 25, 2019 – Rural Minnesota Energy Board meeting and Kinship of Martin County meeting; November 26, 2019 – Personnel Committee meeting and Planning and Zoning meeting at 5:30 p.m.; November 28-29, 2019 – Thanksgiving Holiday Observed, Courthouse Closed; December 2, 2019 – Martin County EDA meeting at 5:15 p.m., Kiwanis Pancake Supper; December 3, 2019 – next regular Board of Commissioners meeting at 9:00 a.m., Truth in Taxation meeting at 6:00 p.m.; December 4, 2019 – Martin County Veterans Memorial Committee meeting, Human Services Executive Board meeting, Community Health Leadership meeting; December 5, 2019 – LELS #136 Deputies and Sergeants Union Negotiations at 10:30 a.m., St. Paul Lutheran Bell Choir Concert at 12:00 p.m. – Courthouse second floor rotunda, Martin County Veterans Memorial Committee planning commission meeting; December 6, 2019 – F-M County Joint Transit Executive Board meeting, and Supervisor Evaluations beginning at 1:00 p.m.; December 9-11, 2019 – Association of Minnesota Counties (AMC) 2019 Annual Conference in St. Cloud, MN; December 11, 2019 – Agribusiness/Bureau 14 meeting; December 12, 2019 – Soil and Water meeting and Supervisor Evaluations; December 13, 2019 – Prairieland Executive Board meeting at 10:00 a.m. and Full Board meeting at 10:30 a.m.; December 17, 2019 – next regular Board of Commissioners meeting at 9:00 a.m. and Annual Employee Holiday Potluck at 11:30 a.m.

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

Meeting adjourned at 11:25 a.m.

BOARD OF COMMISSIONERS
MARTIN COUNTY, MN

Kathy Smith, Board Chair

ATTEST: _____
Scott Higgins, County Coordinator