

PROCEEDINGS OF THE  
MARTIN COUNTY BOARD OF COMMISSIONERS  
TUESDAY, FEBRUARY 4, 2020  
@ 9:00 A.M.

The regular meeting of the Martin County Board of Commissioners was called to order at 9:00 a.m. by Chairman Steve Flohrs. Commissioners present were Tom Mahoney, Steve Flohrs, Elliot Belgard, Kathy Smith, 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 Smith, seconded by Commissioner Koons, Be It Resolved that the Martin County Board of Commissioners, hereby approve the minutes of the January 21, 2020, regular Board of Commissioners meeting. Carried unanimously.

Motion by Commissioner Belgard, seconded by Commissioner Koons, Be It Resolved that the Martin County Board of Commissioners, hereby approve the minutes of the January 21, 2020, special Board meeting with Martin Soil and Water Conservation District. Carried unanimously.

Abigail Nesbit, Emergency Management Director, was present to introduce Madison Geerdes, part time Administrative Secretary II for the Martin County Sheriff's Office.

The Board welcomed Geerdes to her new duties.

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

Chairman Flohrs opened the public hearing for consideration of an Off-Sale Intoxicating Liquor License for Ghost Town Tavern, LLC. County Board members Koons, Mahoney, Flohrs, Belgard, and Smith were present.

Chairman Flohrs opened the meeting for public comments in consideration of an Off-Sale Intoxicating Liquor License for Ghost Town Tavern, LLC. No representatives from the public were in attendance nor was public input or comments submitted in writing received concerning the proposed Off-Sale Intoxicating Liquor License.

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

Board discussion ensued concerning the proposed Off-Sale Intoxicating Liquor License for Ghost Town Tavern, LLC including: Notice of the hearing was published in the official county newspaper and mailed to interested parties including City of Granada, Pleasant Prairie Township, and Ghost Town Tavern, and have had no response; If County chooses to establish a fee for the initial Off-Sale License/Renewal; and fee in the amount of \$575 (includes \$75 filing fee to the

County) already paid by Ghost Town Tavern, LLC for their On-Sale License and not wanting to pay for the same thing twice.

Scott Higgins, County Coordinator, noted the County would need to hold a public hearing before taking any action on setting a new fee for Off-Sale Licensure.

After further discussion,

Motion by Commissioner Belgard, seconded by Commissioner Koons, Be It Resolved that the Martin County Board of Commissioners, hereby grant an Off-Sale Intoxicating Liquor License for Ghost Town Tavern, LLC, integrated with their present On-Sale Liquor License fee schedule (\$575.00); and that any new fee will be readdressed at license renewal. Carried unanimously.

Korte presented two tobacco licenses for approval for the following businesses: Casey's Retail Company General Store #3003 located at 10 Broadway Street in Trimont, MN; and Casey's Retail Company General Store #3005 located at 112 2<sup>nd</sup> Street in Welcome, MN. Korte noted the required forms have been completed by the applicant and everything is in order.

Motion by Commissioner Koons, seconded by Commissioner Mahoney,

R-#16/'20

## RESOLUTION

### ISSUANCE OF TOBACCO LICENSES FOR 2020

WHEREAS, the County of Martin, MN (County) has established a Tobacco Ordinance (Ordinance) relating to the sale, possession, and use of tobacco in Martin County and to reduce the illegal sale, possession, and use of such items to and by minors, along with compliance with Minnesota Statutes and Rules; and

WHEREAS, applications for a tobacco license to sell tobacco shall be made through the County and its required forms as established by the Ordinance; and

WHEREAS, the Martin County Board of Commissioners (Board) may either approve or deny the license, or delay it for such reasonable period of time as necessary to complete any investigation of the application or the applicant it deems necessary. If the Board approves the application, the County Coordinator shall issue the license. If the application is denied, notice of the denial shall be given to the applicant along with notice of the applicants right to appeal the Board's decision; and,

WHEREAS, all licenses shall be valid under the Ordinance for one calendar year from the date of issuance; and,

NOW, THEREFORE BE IT RESOLVED, that the Martin County Board of Commissioners, hereby approve and authorize tobacco license for the following Retail Establishment, effective January 1, 2020 through December 31, 2020:

- Casey’s Retail Company General Store #3003 located at 10 Broadway Street in Trimont, MN 56176
- Casey’s Retail Company General Store #3005 located at 112 2<sup>nd</sup> Street in Welcome, MN 56181

Upon this motion made by Commissioner Koons, seconded by Commissioner Mahoney, was duly made and passed this 4<sup>th</sup> day of February, 2020.

BOARD OF COMMISSIONERS  
MARTIN COUNTY, MN

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Steve Flohrs, Board Chair

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

Roll Call AYES: Commissioners Smith, Belgard, Mahoney, Koons, and Flohrs. NAYS: None. Resolution duly passed and adopted this 4<sup>th</sup> day of February, 2020.

Pam Flitter, Planning and Zoning Director, was present to review a Conditional Use Permit (CUP) request from Mike Bettin within Section 32 of Rutland Township. Bettin is proposing to operate a Concrete Ready-Mix Plant located in an “I” Industrial Zoning District. The Martin County Zoning Ordinance requires a Conditional Use Permit for any concrete plant or any ready-mix plant in an “I” Industrial Zoning District. The Planning Commission approved the CUP request with conditions during their January 28, 2020 meeting and is recommending approval of the Conditional Use Permit.

Motion by Commissioner Koons, seconded by Commissioner Mahoney,

R-#18/’20

CONDITIONAL USE PERMIT  
MIKE BETTIN  
OPERATE A CONCRETE READY-MIX PLANT  
IN AN “I” INDUSTRIAL ZONING DISTRICT  
WITHIN SECTION 32 OF RUTLAND TOWNSHIP

Motion by Commissioner Koons, seconded by Commissioner Mahoney,

WHEREAS, a Conditional Use Permit was requested by Mike Bettin, applicant, and Buffalo Lake Leasing, owners of the property, located within Section 32 of Rutland Township in Martin County, Minnesota, (legally described in applications) for the purpose of Operating a Concrete Ready-Mix Plant located in an “I” Industrial Zoning District.

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 28<sup>th</sup> day of January, 2020, following proper notice, held a public hearing regarding the request and, following the hearing, adopted a recommendation that the request for a Conditional Use Permit be granted; and

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

Operate a Concrete Ready-Mix Plant; and

WHEREAS, the following conditions have been applied:

- Any additional permits required by the State of Minnesota must be obtained by the applicant.
- The applicant shall comply with the Martin County Zoning Ordinance.
- 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 4<sup>th</sup> day of February, 2020.

BOARD OF COMMISSIONERS  
MARTIN COUNTY, MN

\_\_\_\_\_  
Steve Flohrs, Board Chair

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

Roll Call AYES: Commissioner Koons, Smith, Belgard, Mahoney, and Flohrs. NAYS: None. Resolution duly passed and adopted this 4<sup>th</sup> day of February, 2020.

Flitter next presented and reviewed a Conditional Use Permit (CUP) request from Darin and Val Pesta within Section 3 of Nashville Township. The Pesta's are proposing to operate a business on an existing building site located in an "A" Agricultural District. The Martin County Zoning

Ordinance requires a Conditional Use Permit in an “A” Agricultural District for any non-agricultural related retailers and/or businesses on existing farmsteads. The Planning Commission approved the CUP request with conditions during their January 28, 2020 meeting and is recommending approval of the Conditional Use Permit.

Motion by Commissioner Koons, seconded by Commissioner Smith,

R-#19/'20

CONDITIONAL USE PERMIT  
DARIN AND VAL PESTA  
OPERATE A BUSINESS ON AN EXISTING BUILDING SITE  
IN AN “A” AGRICULTURAL DISTRICT  
WITHIN SECTION 3 OF NASHVILLE TOWNSHIP

Motion by Commissioner Koons, seconded by Commissioner Smith,

WHEREAS, a Conditional Use Permit was requested by Darin and Val Pesta, applicants and owners of the property, located within Section 3 of Nashville Township in Martin County, Minnesota, (legally described in applications) for the purpose of Operating a Business on an Existing Building Site located in an “A” Agricultural District.

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 28<sup>th</sup> day of January, 2020, following proper notice, held a public hearing regarding the request and, following the hearing, adopted a recommendation that the request for a Conditional Use Permit be granted; and

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

Operate a Business on an Existing Building Site; and

WHEREAS, the following conditions have been applied:

- Any additional permits required by the State of Minnesota must be obtained by the applicant.
- The applicant shall comply with the Martin County Zoning Ordinance.
- 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 4<sup>th</sup> day of February, 2020.

BOARD OF COMMISSIONERS  
MARTIN COUNTY, MN

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Steve Flohrs, Board Chair

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

Roll Call AYES: Commissioners Mahoney, Belgard, Smith, Koons, and Flohrs. NAYS: None. Resolution duly passed and adopted this 4<sup>th</sup> day of February, 2020.

Chairman Flohrs introduced Agenda Item 8.1 Consider Martin County Revolving Loan Forgiveness.

Korte reviewed with the Board that a letter had been received from Harlan and Sena Berkness asking for forgiveness of a loan through Martin County's Revolving Loan Program in the amount of \$12,752.00. The Berknesses are no longer living in their home and are unable to repay the loan. Judd Schultz, MVAC Housing Services Director, at the September 1, 2015, regular Board of Commissioners meeting, requested additional funds from the County's revolving loan fund as rehabilitation needs at this particular residence exceeded MVAC's Minnesota Housing Rehabilitation Loan Program funding by \$12,752.00. In a look back of meeting minutes from September 1, 2015, Schultz noted that a lien for the County will be placed on the property ahead of the Minnesota Housing lien ensuring repayment of County funds.

Schultz was present and noted first of all I'll address the question on recording of Martin County Revolving Loan Funds first. When we send the documents in for recording they generally will go in together and my staff person that does that makes sure that any leverage money is recorded before the program dollars whether that's the state funding or the small cities funding. Small Cities funding doesn't care about equity so they're always going to take that most junior position. The state funding we deal with they recently in the last two years make us go through an equity calculation just to see what it is. But, more often than not, they're going to step back and take that junior position. When this was done back in 2015 they didn't have that test so they understood that the leveraged funds would be recorded first. So when we did this property at the time the market value was a little over \$25,000 and we were asking for \$12,000 from the County and there were no other liens on the property so that would put you in that lead position. I don't know what happened in the recording of that. When we send those in we always note to the county recorder telling them which one to record before the other one. So I don't know if that note fell off or got stuck in the envelope or what so in this situation the state money ended up getting recorded before the revolving loan fund money.

Schultz went on to note I did reach out to Minnesota Housing and they haven't gotten back to me yet just to find out if there's anything they'd be willing to let the County money be paid first. They know when we bring leveraged money into these programs that that is the intent that leveraged money has a prior lien position especially back five years ago that would really have been the case. So I just haven't heard back from them. My concern is that the short sale (on this property) is already to the point that it is closing. I don't know if they'll back (off) from that at this point or at the minimum would they be willing to share it - some sort of percentage. But in looking back, I think going forward if we have this request, I think the information I should bring to you is what the equity is, what the situation is, what the value is, what we're doing, and all of that just so you know that going forward. But, that was the intent in this particular case that the equity was there.

Commissioner Smith inquired so are you saying that the County will not be the first lienholder on this property and we will have to forgive the \$12,000? Is that what you're saying? I just want to be sure I know what you're asking us to do.

Schultz noted I don't know. I haven't heard back from my contacts at Minnesota Housing. I would like to think that we could work something out with them; but, my concern is the short sale is already to the point where they're ready to close and they might just say we can't do anything at this point. The parties would be requesting the County to forgive that loan. I guess you don't have to. I mean I'd be looking at the county attorney for that. They're just making the request. They want you to forgive that loan so they can have perfect title on the property. But you wouldn't have to. The lien should be paid so it's just there are no proceeds out of the property to pay it so somebody else would have to. They'd have to come up with another source.

Terry Viesselman, County Attorney, inquired is there a closing date set yet?

Korte I asked Jenkinson's where they're at and information I have gotten back was that the buyers and sellers were okay with waiting because they want to get this forgiven if they can.

Schultz noted so that would give us the opportunity to continue that conversation with Minnesota Housing.

Commissioner Belgard noted I think we'd be willing to wait too. I mean there's no urgency for us to forgive that loan because that gets us nothing.

Viesselman noted my recommendation would be to wait until you hear back from Minnesota Housing. Judd (Schultz) has pointed out that they understand that normally we would have been in first place and they know the mistake was made so they might agree to let us get paid first or if they give us a counter proposal - fine. But my recommendation is to wait. You don't want to just agree to sign off. If you refuse the sale just won't take place.

After further discussion,

Motion by Commissioner Belgard, seconded by Commissioner Koons, Be It Resolved that the Martin County Board of Commissioners, hereby table consideration of Martin County Revolving

Loan Forgiveness in the amount of \$12,752.00 until additional information is received. Carried unanimously.

Leigha Hauglid, HR Manager, was present to review new job classifications as rated by David Drown & Associates (DDA), including the new Highway Maintenance Specialist/Parks Position and Jail Administrator position. Hauglid noted DDA has recommended a name change from Highway Maintenance Specialist/Parks Position to Highway Maintenance Specialist/Parks Coordinator and rated this job at a Grade 11 (same as the other Highway Maintenance Specialists). Hauglid went on to note we also sent the updated Jail Administrator job description that was approved in October 2019 that added the higher supervisory duties which were not originally graded in the compensation study which now moves the Jail Administrator Position up to a Grade 16. Hauglid recommends approval of the new job classifications.

Motion by Commissioner Belgard, seconded by Commissioner Smith, Be It Resolved that the Martin County Board of Commissioners, after DDA review of the PAQ, job description, and County's current classification for the Martin County Parks Caretaker Position, hereby approve and name the Parks Caretaker Position as Highway Maintenance Specialist/Parks Coordinator and rate this job at a Grade 11 on the County's new pay plan; and hereby approve job description with supervisory and confidential job duties for Martin County's Jail Administrator Position and rate this job at a Grade 16 on the County's new pay plan. Carried unanimously.

Kevin Peyman, County Engineer, was present to provide a Highway Department Update including: this winter has allowed us to catch up on a few things including crack filling; with the new County storage facility we've been able to move some things around to free up a little space at the Highway cold storage building; gravel roads have rutted up from truck traffic due to warmer temps and refreezing; and road restrictions have not been posted yet.

Abigail Nesbit, Emergency Management Director, was present to note that the Martin County Sheriff's Office submitted the annual Emergency Management Performance Grant for Federal Fiscal Year 2019 and that the County has received grant dollars in the amount of \$21,633 for FY19 to be used toward expenses for Emergency Management in the Martin County Sheriff's Office. Nesbit recommends execution of the Emergency Management Performance Grant Program Agreement and requests legal signing authority to accept and sign the Emergency Management Performance Grant (EMPG).

Motion by Commissioner Smith, seconded by Commissioner Mahoney,

R-#17/'20

RESOLUTION AUTHORIZING EXECUTION OF  
EMERGENCY MANAGEMENT PERFORMANCE  
GRANT PROGRAM AGREEMENT

BE IT RESOLVED, that Martin County, Minnesota, enters into a Grant Agreement with the State of Minnesota, acting through its Commissioner of Public Safety, Division of Homeland Security and Emergency Management, for the program entitled Emergency Management

Performance Grant (EMPG) in the amount of \$21,633.00 effective January 1, 2019, through January 31, 2020, for the Federal Fiscal Year 2019.

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

Motion by Commissioner Smith seconded by Commissioner Mahoney, and was duly made and adopted this 4<sup>th</sup> day of February, 2020.

BOARD OF COMMISSIONERS  
MARTIN COUNTY, MN

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Steve Flohrs, Board Chair

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

Roll Call AYES: Commissioners Koons, Belgard, Mahoney, Smith, and Flohrs. NAYS: None. Resolution duly passed and adopted this 4<sup>th</sup> day of February, 2020.

Nesbit provided a brief office update including: Commissioner Flohrs and Commissioner Smith came to the Mitigation Wrap-up Planning meeting that was last week and hopefully we'll have the plan approved by FEMA by March/April which is good news which means our townships and cities will be able to apply for any mitigation grants that might pop up now that we'll have an actual plan made. So if this spring's flooding or defrosting issues arise like it did last year hopefully they can apply for some grants and get some help with their roads or whatever it is they're looking for; testing of panic buttons throughout the courthouse and security building; employee ID's older than 5 years must be updated; and I have been asked to present a Fire/Jail Evacuation Exercise next week at the Governor's Emergency Management Conference to all the emergency managers and the governor because they heard about it and it was such a success that the Department of Corrections wants to make something like this happen in every county jail throughout the state once a year so they're using us (Martin County) as an example.

Mike Sheplee, County Assessor, was present to recommend that the 2020 Martin County Board of Appeal and Equalization be set for Tuesday, June 16, 2020, at 6:30 p.m. Sheplee noted that Minnesota Statutes set guidelines as to when the County Board of Appeal and Equalization may convene. Current law provides that the County Board of Appeal and Equalization may meet after the second Friday in June on at least one meeting day and may meet up to 10 consecutive days. The Board of Appeal and Equalization for 2020 must hold a meeting that does not recess or adjourn prior to 7:00 p.m. The County Board is being asked to establish the meeting date in order to include it on the valuation notices to be mailed to each property owner in March. The law also requires that at least one member of the County Board of Equalization must have received the training provided by the Department of Revenue and be certified.

Higgins noted that part of Sheplee’s request is to appoint the County Commissioners as the Board of Equalization, as well as the Auditor/Treasurer.

After discussion,

Motion by Commissioner Smith, seconded by Commissioner Mahoney, Be It Resolved that the Martin County Board of Commissioners, representing themselves as the Martin County Board of Appeal and Equalization, along with the appointment of the Auditor/Treasurer, hereby approve and set the meeting date of June 16, 2020, beginning at 6:30 p.m. for the County Board of Equalization to be held at the Martin County Courthouse, 201 Lake Avenue, Fairmont, MN, First Floor – Commissioners Meeting Room, with the County Board of Commissioners serving as the Board of Equalization, along with the appointment of Jessica Korte, Martin County Auditor/Treasurer, as a member of the Board as well. Carried unanimously.

Sheplee noted Minnesota Statute says the Assessor needs to submit to the County Board once per year a report on abatement activity specifically those that they classify as clerical errors. Sheplee presented and reviewed the listing of the 2018 Audit Results of clerical error abatements. Sheplee noted this is the second year we’ve actually done it and pointed out a couple of items on the summary page including some of the bigger numbers on there that changed are the tax court section where there were 32 parcels involved in tax abatements because these are state assessed properties. So the state worked through all of those appeals and we ended up refunding money about \$26,000 for those appeals. Sheplee went on to note the actual errors is the coding numbers, there are four of them, and the nature of them too were timing on when we received exempt applications and the timing of getting those coded on our system, and one was a wind turbine coding change that we found after the fact, and the third one was a homestead partial ownership reduction. So really nothing there that is too unusual. Last year we had four as well.

Motion by Commissioner Belgard, seconded by Commissioner Koons, Be It Resolved that the Martin County Board of Commissioners, hereby receive and file the 2018 Clerical Error Abatement Audit Report. Carried unanimously.

Sheplee next presented the contract for Tyler Technologies iasWorld TAX/CAMQA Software. Sheplee noted back in late November 2019 we culminated our search and the Board approved taking the next step which was to get the contract, go through it, and bring it back when it was ready to be signed. We’ve been working on that now for 2 months and have had conference calls and checked in with MCIT for insurance and risk on this contract, the county attorney has reviewed it and approved it as to form and content. So I’m here today, along with the Auditor/Treasurer, to recommend that this contract be signed and executed.

Sheplee reviewed software costs for the TAX and CAMA (replacing the County’s existing AS400 based software); and the Tyler Cashiering that the Auditor/Treasurer will be receiving.

iasWorld CAMA and TAX Billing & Collection	Cost
Annual SaaS Fees – Initial Term	\$66,482
Implementation Services	\$257,600
Estimated Travel Expenses	\$20,800

Tyler Cashiering	Cost
Annual SaaS Fees – Initial Term	\$6,285
Implementation Services	\$43,125
Estimated Travel Expenses	\$5,000

Commissioner Smith inquired on a software installation timeline.

Sheplee noted the plan for implementation is expected to be three years from today. So in between there's data migration, reviewing of our processes to make sure they're able to work with the software and how they would and then run parallel for a short time. It also means that we'd probably get started within six months with some pretty heavy lifting.

After further review,

Motion by Commissioner Belgard, seconded by Commissioner Smith, Be It Resolved that the Martin County Board of Commissioners, after review and consideration, hereby approve and authorize Board Chair to sign the contract for Tyler Technologies iasWorld TAX/CAMA and Tyler Cashiering Software. Carried unanimously.

Sheplee next presented a brief tax court petition update.

Doug Borchardt, Building Maintenance Supervisor, was present to review and recommend building improvements to the County's new storage facility. Borchardt noted Wold Architects and Engineering gave us a prioritized list of improvements needed; including their first goal is to get occupancy. Borchardt noted he talked to the City's building inspector and we do have to get a permit in by the end of March otherwise we'd have to sprinkle that whole building.

Item	Description of Work	Estimated Cost
Fire Separation	CMU Fire separation & two (2) rated doors; misc. sealing and reinforcing	\$58,000
Bathroom to ADA	Removal of shower and existing door, new door and fixtures to meet ADA, misc. finishes, exhaust fan; new mop sink	\$24,200
Ventilation & Sensors	CO/NOX Sensors, Intake Dampers & controls, Fans and Ductwork	\$62,000
Misc. Demolition	Misc. demolition, including non-ADA or code compliant elements and loft space, existing north-south partition wall; replacement of water heater	\$24,500
Electrical Panel	Modernize existing electrical distribution infrastructure. Replace existing service disconnects and panel with new infrastructure	\$23,000
	Estimate Total	\$191,700

Discussion ensued pertaining to the prioritized improvements.

Higgins clarified that the listed #1 Priority Items for occupancy are estimated at \$191,700.

Commissioner Smith noted the Building Committee has looked at this and met with Wold and recommend proceeding with Priority #1 building improvement items.

Motion by Commissioner Smith, seconded by Commissioner Mahoney, Be It Resolved that the Martin County Board of Commissioners, upon the recommendation of the Building/Purchasing Committee, hereby approve and authorize proceeding with Priority #1 Building Improvement Items as recommended by Wold Architects and Engineers in an estimated amount of \$191,700. Carried unanimously.

Higgins presented and reviewed a proposal received from ISG to enhance the lighting of the courthouse dome after the courthouse dome restoration. ISG estimates up-lighting of the courthouse dome at \$5,000 for design and spec.

Commissioner Smith noted the Building Committee discussed the up-lighting of the dome and recommends proceeding.

After review and discussion,

Motion by Commissioner Koons, seconded by Commissioner Mahoney, Be It Resolved that the Martin County Board of Commissioners, upon the recommendation of the Building/Purchasing Committee, hereby approve and authorize proceeding with add-on design and spec with ISG for accent lighting to the courthouse dome in the amount of \$5,000. Carried unanimously.

Higgins noted we have been approached by the City of Fairmont regarding promotion of the 2020 Census. Proposed items that the County may be able to cost share include:

- Martin County Transit Advertisement - \$3,500
- Printing and Design Services - \$2,500
- Online Marketing - \$500
- Events - \$1,000

After discussion,

Motion by Commissioner Belgard, seconded by Commissioner Smith, Be It Resolved that the Martin County Board of Commissioners, hereby approve and authorize shared cost with the City of Fairmont for promotion of the 2020 Census in an amount not to exceed \$3,750 and includes: Martin County Transit Advertisement, Printing and Design Services, Online Marketing, and Events. Carried unanimously.

Higgins presented and reviewed the Department of Employment and Economic Development (DEED) grant noting the Regional Center for Entrepreneurial Facilitation (RCEF) received a grant in the amount of \$150,000 per year for two years for state fiscal year 2020/2021. Higgins noted services to be provided are to include the Nine County Region including the counties of Martin, Blue Earth, Brown, Watonwan, Waseca, Faribault, LeSueur, Nicollet, and Sibley. Eligible expenses include payment of overhead expenses, pre-venture assistance to individuals starting a business, and services for underserved populations, agriculture businesses and students. Higgins went on to note that Martin County serves as the host/fiscal agent for the RCEF grant and that the grant has an effective date of July 1, 2019 through June 30, 2021. Higgins noted the Economic Development Board did approve authorization and recommends approval by the County Board to ratify this contract.

Motion by Commissioner Belgard, seconded by Commissioner Smith, Be It Resolved that the Martin County Board of Commissioners, upon the recommendation of the Martin County Economic Development Authority, hereby approve and ratify the Department of Employment and Economic Development (DEED) Grant Contract No. SPAP-19-0009-P-FY20 in the amount of \$291,000 for FY20-21 (\$145,000/year) between DEED and the Martin County Economic Development Authority on behalf of the Regional Center for Entrepreneurial Facilitation. Carried unanimously.

Korte presented the formal Engagement Letter received from the State Auditor listing what the auditors will be doing for the 2019 audit. Korte noted record of a signed Letter of Engagement is required for the State of Minnesota Office of the State Auditor for the year ending December 31, 2019.

Motion by Commissioner Smith, seconded by Commissioner Koons, Be It Resolved that the Martin County Board of Commissioners, hereby approve and authorize the Board Chair, Auditor/Treasurer, and Coordinator to sign the Letter of Understanding of Services Agreement for audit services by the State of Minnesota Office of the State Auditor for the year ending December 31, 2019. Carried unanimously.

Higgins noted the Fairmont HRA is requesting the appointment of two commissioners to work with the Fairmont HRA and to have conversations on housing needs in the area and ways the County and City of Fairmont could work together to address this issue. Higgins went on to note a meeting is scheduled on Wednesday, February 5, 2020, beginning at noon at the Southern Minnesota Education Campus (SMEC) building.

After discussion,

Motion by Commissioner Belgard, seconded by Commissioner Koons, Be It Resolved that the Martin County Board of Commissioners, hereby approve and appoint Commissioner Mahoney and Commissioner Smith to serve on and work with the Fairmont HRA on housing needs in Martin County; and approve and authorize per diems and expenses to attend the meetings. Carried unanimously.

Higgins noted he has been in contact with the LeSueur County Administrator and has arranged dates that members of the Building and Purchasing Committee and Justice Center Study Committee would be able to tour the LeSueur County Justice Center. Suggested dates are February 18 or February 25 with a tour time of 2:00 p.m.

After discussion,

Motion by Commissioner Smith, seconded by Commissioner Mahoney, Be It Resolved that the Martin County Board of Commissioners, hereby set the date of February 25, 2020, at 2:00 p.m. to tour the LeSueur County Justice Center in LeCenter, Minnesota. Carried unanimously.

The Board reviewed Warrants, Auditor Warrants, and EFT Transactions to be paid February 4, 2020.

Motion by Commissioner Mahoney, seconded by Commissioner Smith, Be It Resolved that the Martin County Board of Commissioners, hereby approve Warrants, Auditor Warrants, and EFT Transactions to be paid on February 4, 2020, and includes the Martin County Highway Department and Drainage bills as presented. Carried unanimously.

Warrants received and paid February 4, 2020, are registered on file in the Auditor/Treasurer's Office as follows:

Revenue Fund – Warrants Approved February 4, 2020	\$191,990.14
Martin County Economic Development Fund	\$ 156.22
Solid Waste Management Fund	\$ 10,512.65
Human Services Fund	\$302,451.17
Building – CIP – Fund	\$ 940.52
Human Service Building Fund	\$ 127.07
Debt Service Fund	\$250,585.00
Forfeited Tax Fund	\$ 47.65
Total	\$756,810.42
Road and Bridge Funds Totaled	\$ 83,890.48
Martin County Ditch Funds Totaled	\$ 90,488.56

The Board reviewed Reports and Announcements including: Area Career Exploration (ACE) to be held Wednesday, April 8, 2020, at the Fairmont Area High School Gym; and Thank You received from the Martin County Historical Society.

Commissioners reviewed their calendars of previous and upcoming meetings and activities: January 23, 2020 – Drainage ditch hearings, and Kinship of Martin County meeting; January 27, 2020 – Rural Minnesota Energy Board in Slayton, Minnesota, and Minnesota Valley Action Council (MVAC) meeting in Mankato, Minnesota; January 28, 2020 – Human Services meeting, Planning and Zoning meeting, and Convention and Visitors Bureau meeting; January 29, 2020 – South Central Minnesota Multi-County HRA meeting, and Martin County Hazard Mitigation Plan meeting; January 30, 2020 – SHIP meeting; January 31, 2020 – Kathy Werner retirement open house and FMJ Drug Court Steering Committee meeting; February 3, 2020 – regular Martin County Economic Development Authority meeting at 5:15 p.m.; February 5, 2020 – Personnel Committee meeting at 10:30 a.m., Fairmont Housing Committee meeting at noon in the SMEC Building; February 6, 2020 – RCEF meeting in Mankato, Minnesota, and Martin County Veterans Memorial Committee Helicopter Dedication Sub-Committee meeting at 8:30 a.m.; February 7, 2020 – F-M Joint Transit Executive Board meeting; February 11, 2020 – Human Services Executive Board meeting, Library Board meeting, and Martin County Substance Abuse Prevention meeting; February 12, 2020 – Martin County Parks/Trail Committee meeting, Technology Committee meeting at 1:30 p.m., and payroll system demonstration at 2:00 p.m.; February 13, 2020 – Soil and Water meeting and payroll system demonstration at 1:30 p.m.; February 17, 2020 – Presidents Day Holiday – Courthouse Closed; February 18, 2020 – regular Board of Commissioners meeting at 9:00 a.m. – Commissioners Meeting Room – Martin County Courthouse, drainage ditch hearings, and AgriBusiness meeting; February 19, 2020 – Prairieland meeting.

With no further business to wit, Motion by Commissioner Smith, seconded by Commissioner Mahoney, to adjourn the meeting at 10:26 a.m.

BOARD OF COMMISSIONERS  
MARTIN COUNTY, MN

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Steve Flohrs, Board Chair

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