

PROCEEDINGS OF THE
SPECIAL MEETING OF THE
MARTIN COUNTY BOARD OF COMMISSIONERS
WEDNESDAY, MARCH 18, 2020
@ 3:30 P.M.

The special meeting of the Martin County Board of Commissioners was called to order at 3:30 p.m. by Chairman Flohrs. Commissioners present were Richard Koons, Steve Flohrs, Elliot Belgard, and Kathy Smith. Commissioner Mahoney was absent. Also present were Scott Higgins, Martin County Coordinator, Jessica Korte, Martin County Auditor/Treasurer, Julie Walters, Administrative Assistant, Jason Sorensen, Sentinel Newspaper, Leigha Hauglid, Human Resources Manager, and Terry Viesselman, County Attorney.

The Pledge of Allegiance was recited.

Motion by Commissioner Belgard, seconded by Commissioner Koons, Be It Resolved that the Martin County Board of Commissioners, hereby approve the agenda for the March 18, 2020, Special Board of Commissioners meeting. Carried unanimously.

Abigail Nesbit, Emergency Management Director, presented a COVID-19 pandemic update noting that this morning we were notified that we have two positive cases in Martin County. One of them is in their 60's and they are in the hospital and another is in their 50's and they are at home. We can't know their location due to HIPPA reasons. One is travel related and one is community spread so Public Health is working on figuring out who has been in contact with whom. Public Health has opened their partial EOC so I'm in constant contact with them. Anything that they are sharing I'm sharing on the Sheriff's Facebook page. The Sheriff, Captain and I are working closely in regards to law enforcement in our County and don't have many changes since yesterday even before there were positive cases. So we're running pretty smoothly in regards to all of the regulations we've put into the Law Enforcement Center and all of our personnel within that.

Nesbit next presented and reviewed an emergency declaration, which declares Martin County to be in a state of emergency for conditions resulting from the COVID-19 event of 2020 and recommends Board signature. The signed declaration will be submitted to the state for potential refund by the state and federal government of any dollars spent from the County, cities, or law enforcement related to the COVID-19 event.

Motion by Commissioner Koons, seconded by Commissioner Smith,

R-#32/'20

Resolution Declaring a State of Emergency

WHEREAS the COVID-19 impacted the population of Martin County, its cities and townships due to COVID-19; and

WHEREAS the COVID-19 event has caused a significant amount of public property damage, public health emergencies; and

WHEREAS the Martin County Office of Emergency Management requests the Martin County Board of Commissioners to declare Martin County in a STATE OF EMERGENCY for the COVID-19 event of 2020;

NOW, THEREFORE, BE IT RESOLVED, that the Martin County Board of Commissioners declares Martin County in a State of Emergency for conditions resulting from the COVID-19 event of 2020.

Adopted by the Martin County Board of Commissioners this 18th day of March 2020.

ATTEST:

I, Steven O. Flohrs County Commissioner, hereby attest that the foregoing resolution was duly adopted by the Martin County Board of Commissioners on the 18th day of March, 2020.

County Board Chair

ATTEST:

I, Scott Higgins, County Coordinator, hereby attest that the foregoing resolution was duly adopted by the Martin County Board of Commissioners on the 18th day of March, 2020.

County Coordinator

Roll Call AYES: Commissioners Belgard, Smith, Koons, and Flohrs. NAYS: None. Commissioner Mahoney was absent. Resolution duly passed and adopted this 18th day of March, 2020.

Scott Higgins, County Coordinator, noted due to the COVID-19 pandemic and for the further safety of the public and County employees, the Personnel Committee met and recommends that the public not be able to access services on a walk-in basis for County offices and becomes effective March 19, 2020 at 8:00 a.m. until further notice. County services and operations will continue to be provided as deemed necessary, by telephone, email or special appointment. However, the courthouse doors will be open for courts and other County related meetings and appointments. Higgins went on to note what that means is that anybody that is not behind glass probably ought to close their doors. That is the directive at this point and will include the Recorder's Office and Auditor/Treasurer's Office. Signs will be placed at the main entrances and highlight office contact information and posted on social media restricting further access to the public. The doors will remain open for courts but no walk-ins unless you call ahead. We can't just close the doors at this point because of the different functions that are happening here.

Motion by Commissioner Smith, seconded by Commissioner Belgard, Be It Resolved that the Martin County Board of Commissioners, due to the COVID-19 virus pandemic and for the further safety of the public and County employees, hereby approve the following closures and/or restrictions for public access to the Martin County Courthouse until further notice as follows: That the public will not be able to access County administrative services on a walk-in basis for County Offices. County Administrative services and operations will be continued to be provided, as deemed necessary, by telephone, email or special appointment; and to encourage the public to conduct their business using the aforementioned methods; and that the Martin County Courthouse doors will be open for courts as well as County meetings by appointment; and that restrictions of public access to County Offices becomes effective at 8:00 a.m. on March 19, 2020, until further notice, and that signage will be placed at main entrances to County buildings that highlight office contact information. Carried unanimously.

Mike Sheplee, Assessor, presented an update noting the local Board of Appeal and Equalization meetings are scheduled to start on April 6. Within the last 15 minutes we heard from the Department of Revenue about our options for that. The most appealing one is to work with the local boards on a twenty (20) day extension or delay on that meeting. Then those bodies they have to meet, convene, and then automatically say we're going to begin in twenty (20) days and will publicize that. There are ten (10) of those that are scheduled to meet that first week of April so I'll work with those township officials and talk about that option. The Department (of Revenue) also says interior reviews are not state law and these local boards have an option to require that or not. So I'll also be working with those boards on whether they want to relieve us on that policy for this year or do something different. Just know that we're working in conjunction with the Department of Revenue and townships to make sure these things do happen.

Connie Belgard, Court Administrator, was present and noted the Chief Justice has issued an order that a lot of our hearings are going to be continued to a later date through the 30th (of March) and will be reevaluated. So we also won't have as much traffic in (the courthouse). It's only the high and super high priority type of hearings that we'll be having.

Leigha Hauglid, Human Resources Manager, was present to review and recommend an Emergency Remote Work Policy for County staff. In the event of an emergency such as weather disaster or pandemic, at the directive of the Martin County Board of Commissioners, and approval by the County Coordinator, Martin County may allow or require employees to temporarily work remotely to ensure business continuity. Hauglid reviewed the proposed Emergency Remote Work Policy and Temporary Remote Work Agreement.

Emergency Remote Work Policy

In the event of an emergency such as a weather disaster or pandemic, at the directive of the Martin County Board of Commissioners, Martin County may allow or require employees to temporarily work remotely to ensure business continuity. These employees will be advised of such requirements by the Department Director, after first receiving approval by the County Coordinator. Preparations should be made by employees and managers well in advance to allow remote work in emergency circumstances. This includes appropriate equipment needs,

such as hardware, software, phone and data lines. The IT department is available to review these equipment needs with Department Director and to provide support to employees in advance of emergency remote work situations.

For voluntary remote work arrangements, either the employee or department manager can request a temporary remote work agreement during emergency circumstances. The Department Director, Human Resources Manager and County Coordinator will discuss the job responsibilities and determine if the job is appropriate for a telecommuting arrangement, including equipment needs, workspace design considerations and scheduling issues.

A telecommuting agreement will be prepared by the Human Resources Manager and signed by the Employee, Department Director, and County Coordinator.

The employee will establish an appropriate work environment within his or her home for work purposes. Martin County will not be responsible for costs associated with the setup of the employee's home office, such as remodeling, furniture or lighting, nor for repairs or modifications to the home office space.

Martin County will determine the equipment needs for each employee on a case-by-case basis. Equipment supplied by the organization is to be used for business purposes only.

Consistent with the organization's expectations of information security for employees working at the office, telecommuting employees will be expected to ensure the protection of proprietary company and customer information accessible from their home office.

Employees should not assume any specified period of time for emergency remote work arrangements. The County Coordinator holds the right to rescind the Temporary Remote Work Agreement at any anytime.

After review, much discussion ensued including:

- Not currently set up for remote work nor is there enough (computer) equipment.
- Each office runs different software and there will be licensing issues.
- The County will have no control over employees' personal home computers with anti-virus software.
- The Assessor's Office has the ability to do their work by a combination of paper and the Beacon site.
- Planning and Zoning Department has iPads and hot spots for working remotely.

After further discussion,

Motion by Commissioner Koons, seconded by Commissioner Belgard, Be It Resolved that the Martin County Board of Commissioners, hereby approve and adopt the new Emergency Remote Work Policy; and that each request must first be reviewed and receive approval by the County

Coordinator before the department director advises the employee; and that Martin County will determine the equipment needs for each employee on a case by case basis. Carried unanimously.

With no further business to wit, Motion by Commissioner Smith, seconded by Commissioner Koons, to adjourn the meeting. Meeting adjourned at 5:08 p.m.

BOARD OF COMMISSIONERS
MARTIN COUNTY, MN

Steve Flohrs, Board Chair

ATTEST: _____
Scott Higgins, County Coordinator