

PROCEEDINGS OF THE  
MARTIN COUNTY BOARD OF COMMISSIONERS  
TUESDAY, APRIL 21, 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 Flohrs via WebX (video conferencing due to the COVID-19 Virus pandemic). Commissioners present via WebX were Steve Flohrs, Elliot Belgard, Kathy Smith, Richard Koons, and Tom Mahoney. Present in the Board Room were Scott Higgins, Martin County Coordinator, Julie Walters, Administrative Assistant, Jason Sorensen, Sentinel Newspaper, Rod Halvorsen, City of Lakes Media, and Pam Flitter, Planning and Zoning Director. Staff present via WebX was Jessica Korte, Auditor/Treasurer, Abigail Nesbit, Emergency Management Director, Terry Viesselman, County Attorney, Mike Sheplee, Assessor, Leigha Hauglid, Human Resources Manager, and Kevin Peyman, County Engineer.

The Pledge of Allegiance was recited.

Motion by Commissioner Belgard, seconded by Commissioner Mahoney, Be It Resolved that the Martin County Board of Commissioners, hereby approve the agenda for the April 21, 2020 regular Board of Commissioners meeting with the following: Add 9.10 Consider Advertising for Bid Quotes on the following Martin County Projects: Garage Facility (Level #1 Improvements), Boiler Replacement Project for the Human Resource Building, and Construction of Recorder's Office Service Counter; and Change Presentation Time for Agenda Item 5.2 from 9:10 a.m. to 10:15 a.m. for First Quarter 2020 Department of Corrections STS Crew Work Service Summary Report. Roll Call AYES: Commissioners Koons, Smith, Mahoney, Belgard, and Flohrs. NAYS: None. Motion carries.

Motion by Commissioner Mahoney, seconded by Commissioner Koons, Be It Resolved that the Martin County Board of Commissioners, hereby approve the minutes of the March 17, 2020 and April 7, 2020 regular Board of Commissioners meetings. Roll Call AYES: Commissioners Smith, Belgard, Koons, Mahoney, and Flohrs. NAYS: None. Motion carries.

Motion by Commissioner Koons, seconded by Commissioner Belgard, to approve the minutes of the March 18, 2020 and March 26, 2020 special Board of Commissioners meetings. Roll Call AYES: Commissioners Mahoney, Smith, Belgard, Koons, and Flohrs. NAYS: None. Motion carries.

Abigail Nesbit, Emergency Management Director, was present via WebX and provided a COVID-19 pandemic update including Martin County, over the weekend, stayed at 39 positive cases with 2 people who were actively sick throughout that time. Yesterday it went up to 41 so now we have 4 people who are still currently sick but the rest of the people have recovered besides the 4 that passed away. So I want to think and I want to hope that hopefully we're reaching our peak and I think that the Easter blizzard did a good job in keeping people at home and away from going out and visiting people and potentially spreading the virus more. But I really hope that this is going to be our peak but I make no promises on that.

Nesbit next presented and reviewed a resolution extending Martin County's State of Emergency declaration another 30 days. Nesbit noted Commissioner Flohrs signed the last declaration on March 18, 2020 which technically expired on April 18, 2020 and recommends the Board extend the declaration of emergency another 30 days.

Motion by Commissioner Belgard, seconded by Commissioner Mahoney,

R-#31/'20

## **Resolution Extending the Declaration of an Emergency**

WHEREAS on March 18<sup>th</sup> 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 health emergencies; and

WHEREAS, on March 13<sup>th</sup>, 2020 Governor Tim Walz declared a Peacetime State of Emergency to authorize any and all necessary resources to be used in support of the COVID-19 response; and

WHEREAS, the State of Minnesota has extended the Peacetime State of Emergency for another 30 days through May 13<sup>th</sup>; and

WHEREAS the Martin County Office of Emergency Management requests the Martin County Board of Commissioners to extend the declaration of 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 extends the declaration of emergency in Martin County for conditions resulting from the COVID-19 event of 2020. This State of Emergency is extended and will remain in effect for 30 more days, and may be extended again if necessary.

Upon this motion made by Commissioner Belgard, and seconded by Commissioner Mahoney, resolution was duly passed and adopted this 21<sup>st</sup> day of April, 2020.

BOARD OF COMMISSIONERS  
MARTIN COUNTY, MN

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Steve Flohrs, Board Chair

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

CERTIFICATION

I, Scott Higgins, County Coordinator, hereby attest that the foregoing resolution was duly adopted by the Martin County Board of Commissioners on the 21<sup>st</sup> day of April, 2020.

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

Roll Call AYES: Commissioners Koons, Smith, Mahoney, Belgard, and Flohrs. NAYS: None. Resolution duly passed and adopted this 21<sup>st</sup> day of April, 2020.

Nesbit continued noting the state is dusting off their animal agriculture mass fatality plan just in case. We’re having some issues with big plants shutting down and having to deal with animal carcasses. I know we have a lot of hog business here and I haven’t heard of a lot of disruption, but just in case, we do have that plan in our emergency operations plan.

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

Kevin Peyman, County Engineer, was present via WebX to review bid results for 2020 construction projects. Peyman noted that bid letting for S.P. 046-652-11 CSAH 52 from T.H. 15 East to Faribault County Line: Mil, CIR (Cold Inplace Recycling), Bituminous Overlay, Bit. & Agg. Shoulders was held April 3, 2020 at 10:00 a.m. at the Martin County Highway Department – Fairmont, MN. Peyman went on to note the Engineer’s Estimate for the project was \$5,763,334.10 and we had two bidders with Duininck Construction of Prinsburg, MN as the low bidder at \$6,048,590.74. Peyman noted that funding of this project is \$1,600,000 Federal Aid and \$4,448,591 State Aid Construction Allotment (Martin County’s Allotment from state fuel tax, license fees, motor vehicle sales tax, and auto parts sales tax). Peyman recommends award of the contract to the low bidder.

MARTIN COUNTY HIGHWAY DEPARTMENT  
April 21, 2020 Martin County Commissioners Meeting

**BID RESULTS FOR PROJECT S.P. 046-652-011**

CSAH 52 from T.H. 15 east to Faribault County line; Mill, CIR, Bituminous Overlay, Bit. & Agg. Shoulders.

BIDS:

<b>Duininck Construction</b> , Prinsburg, MN	<b>\$6,048,590.74</b>
<b>Central Specialties, Inc.</b> , Alexandria, MN	<b>\$6,523,310.84</b>

Funding:	\$1,600,000 Federal Aid
	\$4,448,591 State Aid Construction Allotment (Martin County Allotment from state fuel tax, license fees, motor vehicle sales tax, auto parts sales tax)

Engineers Estimate: \$5,763,334.10

**Recommendation:** Award construction contract S.P. 046-652-011 to Duinick Construction in the amount of \$6,048,590.74.

Motion by Commissioner Belgard, seconded by Commissioner Koons, Be It Resolved that the Martin County Board of Commissioners, after the appropriate advertisement for bids, and upon receiving bids for S.P. 046-652-011, and upon the recommendation of the County Engineer, hereby approve and award the low bid for S.P. 046-652-011 CSAH 52 Mill, CIR, Bituminous Overlay, Bit. & Agg. Shoulders from T.H. 15 East to Faribault County Line to Duinick Construction of Prinsburg, MN in the amount of \$6,048,590.74; and to authorize the Chair and appropriate staff (County Engineer, County Auditor/Treasurer, County Attorney) to sign and execute the necessary documents for the listed project. Roll Call AYES: Commissioners Mahoney, Smith, Koons, Belgard, and Flohrs. NAYS: None. Motion carries.

Peyman next noted that bid letting for S.A.P. 046-652-012 and S.A.P. 046-743-001 CSAH 52 from T.H. 15 West (Main Street in Truman) to CSAH 50: CIR, Mill and Overlay; and CSAH 143 from CSAH 52 North to 240<sup>th</sup> St: CIR, Mill and Overlay was held April 3, 2020 at 10:00 a.m. at the Martin County Highway Department – Fairmont, MN. Peyman went on to note the Engineer’s Estimate for the project was \$1,491,583.48 and that one bid was received from Duinick Construction of Prinsburg, MN in the amount of \$1,265,124.98. Peyman noted these projects are funded completely with State Aid Construction Allotment (Martin County Allotment from state fuel tax, license, fees, motor vehicle sales tax, and auto parts sales tax). Peyman recommends award to the low bidder.

**BID RESULTS FOR PROJECT S.A.P. 046-652-012 and S.A.P. 046-743-001**

CSAH 52 from T.H. 15 west (Main Street in Truman) to CSAH 50; CIR, Mill and overlay.  
CSAH 143 from CSAH 52 north to 240<sup>th</sup> St.; CIR, Mill and overlay.

**BIDS:**

**Duinick Construction**, Prinsburg, MN **\$1,265,124.98**  
(S.A.P. 046-652-012: \$990,507.23, S.A.P. 046-743-001: \$274,617.75)

Funding: Funded completely with State Aid Construction Allotment (Martin County Allotment from state fuel tax, license fees, motor vehicle sales tax, auto parts sales tax)

Engineers Estimate: \$1,491,583.48

**Recommendation:** Award construction contract for projects S.A.P. 046-653-012 and S.A.P. 046-743-001 to Duinick Construction in the amount of \$1,265,124.98.

Motion by Commissioner Mahoney, seconded by Commissioner Smith, Be It Resolved that the Martin County Board of Commissioners, after the appropriate advertisement for bids, and upon receiving bids for S.A.P. 046-652-012 and S.A.P. 046-743-001, and upon the recommendation of the County Engineer, hereby approve and award the low bid for S.A.P. 046-652-012 CSAH 52 from T.H. West (Main Street in Truman) to CSAH 50: CIR, Mill and Overlay, and S.A.P. 046-743-001 CSAH 143 from CSAH 52 North to 240<sup>th</sup> St: CIR, Mill and Overlay, to Duinick Construction of Prinsburg, MN in the amount of \$1,265,124.98; and to authorize the Chair and

appropriate staff (County Engineer, County Auditor/Treasurer, County Attorney) to sign and execute the necessary documents for the listed project. Roll Call AYES: Commissioners Koons, Belgard, Smith, Mahoney, and Flohrs. NAYS: None. Motion carries.

Peyman presented a brief Highway Department Update including once the construction contracts are in place he will provide commissioners with the construction schedule; and road restrictions were lifted yesterday (Monday, April 20, 2020). Gravels are in good shape compared to the last two years. However, the Highway Department is hauling some rock out to keep on top of the bad spots; and that there is still some work to do on the road west of Ormsby but the goal is to let and award it late summer/early fall.

Pam Flitter, Planning and Zoning Director, was present to review the Minnesota Pollution Control Agency (MPCA) 2019 County Feedlot Officer's Annual Report and 2019 Year-End Review Worksheet.

Flitter noted the funding period you know we're on the 4 year cycle program and the 4 years ended now in 2019 and the 4 year count was 474 feedlots is what we are considered to be registered for and being paid for by the state. That number now for 2020 will be 520 feedlots and so that does affect our funding. Flitter went on to note in 2019, based on the 474 feedlots, our base funding was \$34,014.00 with our match being \$34,014.00. We had a performance credit award of \$14,997.00 for our total of \$49,011. In 2020 with the numbers now increased from 474 to 520 our base funding now will be \$39,998; our match will be \$17,560; and they have predicted our performance credit award will be \$17,560 for a total award of \$57,558. Flitter also noted in that report it also lists the number of inspections and the type of inspections that we've done. We are currently and will always exceed the 7% minimum because of our program being a high priority and inspecting each site on a 4 year rotation. Other than that we are down of course in new construction permits and I think that will be that way for 2020 also.

Chairman Flohrs inquired what are you doing about inspections right now.

Flitter noted all of the notices went out in January and February letting them know that we would be giving them a call and scheduling something. Ben (Huntley, Planning and Zoning Technician) has done a number (of them) already. If a producer calls and wants to schedule it we are willing to go out and do those and just keeping the separation distance. We will probably be behind on those this year but if we can get some good weather and with other programs maybe not so active maybe we'll get those completed. I'm remaining optimistic about that.

Motion by Commissioner Mahoney, seconded by Commissioner Belgard, Be It Resolved that the Martin County Board of Commissioners, hereby approve and accept the Minnesota Pollution Control Agency Feedlot Program 2019 Annual County Feedlot Officer and Performance Credit Report (data for the period of January 1, 2019 through December 31, 2019); and authorize Board Chair to sign the report. Roll Call AYES: Commissioners Koons, Smith, Belgard, Mahoney, and Flohrs. NAYS: None. Motion carries.

Flitter next noted the 2019 year-end review had to be done by phone due to COVID-19 and ended up being quite lengthy. It's usually about 3 hours when they come in the office and go

through the review, but because it was on the phone we had to scan and send them files and even though it was more work to do it that way, I'm happy to report that we received 100%. I just want to extend kudos to Ben Huntley, Wendy Chirpich, and Denise Jorgenson for all of the work that they do with the Feedlot Program. It is a big program that we have in the County and I'm very proud that we continue to get the 100%.

Flitter noted I might just say that when Abigail (Nesbit) was talking about the animal carcasses, as far as feedlots, we are greatly involved with the Minnesota Board of Animal Health. They are in connection with us and the Minnesota Pollution Control Agency talking about the carcasses and how and if this really affects. A lot of our producers already have contacts with a rendering service and I know that they are working with them to continue with that. We have quite a few producers who also compost so they are continuing with that. One of the producers I talked to a couple weeks ago was very concerned because he said his pigs are gaining at about 2 ½ pounds a day. They're trying to cut back on the feed but it doesn't really help. But, as far as I know, everybody is doing alright with what they have and with the rendering service and the Board of Animal Health. So we'll just continue to keep an eye on it and hopefully it will work out.

Mike Sheplee, Assessor, was present via WebX and noted he has recently been working with Parker and Amanda Weihe from Truman on their Housing Tax Abatement Application and they have completed their application and all the requirements that were set out in the Policy. Sheplee noted I've been out to review their property and confirm that no construction has begun and I think we are at the point where the public hearing date can now be set. Sheplee went on to note this property is located at 28 Harris Lane in Shady Beach Estates on Big Twin Lake southwest of Trimont, MN in Elm Creek Township. The Weihe's have met all the requirements we've set forth and at this time it is time to move ahead to the next step.

Scott Higgins, County Coordinator, noted this is our first Tax Abatement Application for a single family home so this is pretty historic. I really want to send out thanks and appreciation to Mike (Sheplee) for taking this on and involving the Planning and Zoning and the Auditor/Treasurer's Offices in doing the work too for the inspections and the permitting. As Mike (Sheplee) said it appears we are ready to hold a hearing which we're offering on May 5, 2020 at 10:05 a.m. The Public Hearing Notice does refer that due to COVID-19 the public hearing may be conducted via telephone or other electronic means as allowed under Minnesota Statutes Section 13D.021. Higgins recommends setting the public hearing date to consider Housing Tax Abatement Policy Application for the Weihe's.

Motion by Commissioner Belgard, seconded by Commissioner Koons, Be It Resolved that the Martin County Board of Commissioners, hereby set a public hearing date and time to consider tax abatement to Parker and Amanda Weihe of property taxes to be levied by the County for new construction of a single family home in Sherburn, MN. Public Hearing will be held on Tuesday, May 5, 2020 beginning at 10:05 a.m. in the Commissioners Meeting Room – Martin County Courthouse. Roll Call AYES: Commissioners Mahoney, Smith, Koons, Belgard, and Flohrs. NAYS: None. Motion carries.

Commissioner Smith inquired as to the process to apply.

Sheplee noted we now have the application in fillable format in a pdf so we can email that out or applicants can fill that out in person. The application requires information about the applicant, about the property itself, about what the property will be valued at, includes maps and sites, construction plans, and property tax history. And, it has a little bit of background on other properties that the applicant has and whether those taxes are current, includes an application fee of \$250, and signature. A completed application, along with an approved building permit from Planning and Zoning, I can then view the property. Those are some of the requirements to get the application in place and in front of the Board of Commissioners.

Commissioner Smith inquired you said you go out inspect. So you go out and make sure that the project hasn't been started and that is important, right.

Sheplee noted correct. The policy indicates that no construction should begin until the applications are approved and then it further qualifies what construction means including the installation of footings, slab, foundation, posts, walls or other portions of a building. Site preparation, land clearing or the installation of utilities shall not constitute construction.

Bob Mickelson, ISG Architects and Engineers, was present via WebX to provide an asbestos removal update noting we have asbestos that is on all of the steel structure up there (courthouse dome) and it's on the underside of the copper. We contacted IEA and they did the test to confirm that it was asbestos containing. They in turn got hold of MAVO and what we did is we went in and did a sample of the work to make sure that the process was going to work. They are actually using a media blasting that has water in it, very unique to asbestos abatement, but it has been done by MAVO in the past with some success and this looks like it will work for us in that way.

Mickelson noted at that time MAVO gave us a quote that was between \$25,000 and \$175,000 so it didn't formally need to go out for bid. Due to the uniqueness of this we also had IEA try to solicit a couple of other quotes. IEA got hold of two additional firms and neither one of them had the capabilities of doing media blasting so we are recommending to approve the MAVO bid for \$93,657.00.

Motion by Commissioner Belgard, seconded by Commissioner Mahoney, Be It Resolved that the Martin County Board of Commissioners, after seeking other contractors that provide asbestos abatement services, and after review of one proposal submitted by MAVO Systems (White Bear Lake, MN), and upon the recommendation of ISG (architects for the County), hereby approve and award the MAVO bid proposal in the amount of \$93,657.00; and authorize the Board Chair or the County Coordinator to sign and execute the necessary documents for the aforementioned project. Roll Call AYES: Commissioners Koons, Smith, Mahoney, Belgard, and Flohrs. NAYS: None. Motion carries.

Mickelson next presented bid information for the Reconstruction of the Courthouse Dome and Clock. On that bid process, we had to use a Best Value Bid Process. During the pre-bid meeting we had 2 potential bidders attend that meeting, but we only received one response during the bid process, and that was by Renaissance Roofing. Renaissance was also the people we used to help do some of the consultation with this copper replacement. We feel they are well qualified on

that. Their number is a bit higher than what we had initially budgeted. Mickelson reviewed an outline of the budget where we were at initially, where the budget is now, and trying to identify some of the overages on where we fell short on the budget.

Martin Co Dome 4/20/2020

	Budget	Bids/Current	Over Amount
Renaissance Roofing	\$2,000,000.00		Scaffold about \$70,000 additional for abatement needs
Clock Repair	\$49,500		
Auto winder	\$6,950.00		
Gold leaf on dial hands	\$3,400.00		
Dial repair	\$59,920.00		
Wood clock dial frames	\$35,000.00		
Structural repairs allowance	\$50,000.00		Came in about \$200,000.00
Electrical work allowance	\$10,000.00		Electrical is about \$47,000.00
<b>Total original budget</b>	<b>\$2,214,770.00</b>		\$252,630.00
Renaissance Roofing		\$2,467,400.00	
MAVO Abatement		\$93,657.00	
<b>Total contract awards</b>		<b>\$2,561,057.00</b>	
Design Fees ISG Dome	\$145,000.00		
Design Fees ISG Clock	\$24,000.00		
SHPO Submittals Not to exceed	\$25,000.00		
Total Design fees	\$194,000.00	<b>\$194,000.00</b>	
<b>Preconstruction services</b>			
Mechanical Watch Supply Assessment	\$500.00		
Renaissance Roofing Assessment	\$3,350.00		
IEA Hazard Material Assessment	\$1,500.00		
MAVO Abatement Feasibility Work	\$2,000.00		
<b>Total preconstruction service</b>	\$7,350.00	<b>\$7,350.00</b>	
Total project costs		<b>\$2,762,407.00</b>	
Recommended construction			
Contingency 4% of Total Contract Awards		\$102,442.28	
<b>Project Budget</b>		<b>\$2,864,849.28</b>	

After review Mickelson noted right now with all of the design and preconstruction services the budget is at \$2,762,407. I'm recommending that we carry a 4% construction contingency to deal with change orders and those types of things, and we've put a total budget at \$2,864,850 (rounded up).

Commissioner Smith noted one thing we talked about too is the fact that some of those historical pieces up there could possibly be refurbished so there may be some cost savings there we just don't know.

Mickelson noted we did get the response back from the State Historical Society Office. In general they have approved that. One of the notes they had in there was that the items should be reused wherever possible. The fact is that until we actually have materials setting down on the ground to where we can do a thorough review in detail on what the condition of those is and what it will take to refurbish them and if they are satisfactory to go back up there, can we make them water tight, you know those types of things there, until we can do that it is hard to say if we can reuse anything. The other portion of it is that the abatement we can't use the media blasting on the copper to remove the coating on the backside. We have to do a chemical dip on that to soften the material to be able to take it out of there and that will be done down on the ground. The media blasting distorts copper and that's why we can't use it on that end of it. So once the materials are taken down we'll review them and see what we can come up with on if anything can be reused. Probably the two target areas are the 2 eagles that are there and possibly the lantern up on top and if that is found to be acceptable we could work with Renaissance and adjust the contract accordingly and go from there. So that's kind of where that's at on that end of it. It's just unknown. Right now we have it all being replaced so there isn't any additional cost. So right now we have it all 100% being replaced.

After review and discussion,

Motion by Commissioner Smith, seconded by Commissioner Belgard, Be It Resolved that the Martin County Board of Commissioners has determined the need for the reconstruction and restoration of the Courthouse Dome and Dome Clock due to corrosion, deterioration and needed restoration of the Courthouse Dome and Dome Clock in order to preserve and maintain the historical significance of the dome for and on behalf of the citizens of Martin County and for future generations, and after review and upon the recommendation of ISG, hereby approve this historical reconstruction and restoration of the Martin County Courthouse Dome and Dome Clock, and award the bid to Renaissance Roofing, Inc. in the amount of \$2,467,400.00; and authorize the Board Chair or the County Coordinator to sign and execute the necessary documents for the aforementioned project. Roll Call AYES: Commissioners Koons, Mahoney, Belgard, Smith, and Flohrs. NAYS: None. Motion carries.

Robert Long, Larkin Hoffman Attorneys, was present via WebX and provided an update on the status of the County's bonding request HF 1075 and SF 1222 for the proposed Justice Center.

Mike Forstner, Drainage Administrator, was present via WebX to request an extension on the completion date for the JD #20 Improvement Project. Forstner noted this is the second extension request. The original substantial completion date was June 1, 2019 and an extension to April 1,

2020 was recommended by the project engineer due to weather conditions and bad soil. The project engineer is now recommending an extension to the substantial completion date to July 17, 2020. Forstner recommends approval of the time extension.

Motion by Commissioner Belgard, seconded by Commissioner Koons, Be It Resolved that the Martin County Board of Commissioners, acting as the Drainage Authority for Martin County, hereby approve and authorize the time extension request received extending the completion date for the JD #20 Improvement Project to July 17, 2020. Roll Call AYES: Commissioners Mahoney, Smith, Flohrs, Koons, and Belgard. NAYS: None. Motion carries.

Jonathan Loose, Wold Architects and Engineers, was present via WebX noting he had submitted an advertisement to Scott (Higgins) for the commissioners to review requesting that we put an ad in the paper the next couple of weeks and have our bid opening on May 14, 2020 for three projects that have been underway: the Human Services Boiler Replacement, Recorder's Office Service Counter at the Courthouse, and the update to the Vehicle Storage Facility. The construction bid is such that bidders can bid all three together or each project individually. From feedback from the Building Committee we wanted to make sure that we provided opportunities to smaller contractors if they wanted to bid those projects individually. But, we also wanted to allow for maybe some of the more distant general contractors the advantage of lumping some projects together and potentially getting some savings. If we structured it that way it provided the opportunity to give the County the decision one way or the other depending on how the numbers come back. We're planning to issue drawings the end of the week and wanted to make sure that we got in on this Board agenda to get that advertisement out so that we may meet state statute for public bidding.

Loose continued one of the other things that I want to point out is that as a part of this ad for bid, and as a part of our procedure, we are still trying to do contractor walk-throughs of each facility and then we do still have it such that it's a publicly open bid at the courthouse what we're asking to get from the commissioners today is whether your current COVID-19 policies might influence how we conduct those. Some discussions with Scott (Higgins) have already led us to indicate that we're going to manage the number of people that walk through each particular area at a given time, so we're trying to make sure that we're maintaining some social distancing during those walk-throughs. And then certainly if there is an excess amount of bidders attending that bid opening we may find an alternative location or have folks just at least spread out as much as possible. The consideration on the table is making sure the language and procedures that we have in place are acceptable to the Board and meet the current policies. If not we can discuss any other changes that might be needed. Right now we have the pre-bid walk-through scheduled for May 4, 2020 and we have the bid opening scheduled for 2:00 p.m. on May 14, 2020.

Higgins we also talked about doing a virtual tour or pre-bid walk tour. But, depending on the number of bidders and where we might be at that time with the governor's order. Construction is considered an essential function. The best thing to do would be to manage it if we're going to get a large crowd.

After discussion,

Motion by Commissioner Belgard, seconded by Commissioner Koons, Be It Resolved that the Martin County Board of Commissioners, after careful review and consideration of the proposed 2020 Martin County Facility Improvements, hereby approve and authorize Advertisement for Bids for the 2020 Martin County Facility Improvements including Boiler Replacement at the Human Resource Building, Recorder's Office Service Counter, and Improvements to the Vehicle Storage Facility Projects; and that sealed bids will be received by the Martin County Board of Commissioners at the Office of the County Coordinator, 201 Lake Avenue, Room 100, Fairmont, MN 56031 by mail or personal delivery until 2:00 p.m. local time on May 14, 2020 at which time and date the bids will be opened and read aloud. Roll Call AYES: Commissioners Mahoney, Smith, Koons, Belgard, and Flohrs. NAYS: None. Motion carries.

Sarah Eischens, Field Services Mankato District Supervisor Minnesota Department of Corrections (DOC), was present via WebX to provide an agency update and review of the DOC Work Service Summary (STS) Report for First Quarter 2020. Eischens noted we were pretty much business as usual at STS for this last quarter up until about the last two weeks. On March 17, 2020 we discontinued crew members. The crew leaders were continuing to work at that time and continue to do some work. Last quarter over 1,700 hours were completed, and had about 58 STS referrals, 26 people completed their hours successfully, 8 were unsuccessful completion, did about \$33,000 worth of estimated work was done during that time, paid off about \$3,000 worth of fines were paid off, and about \$800 worth of fees. Eischens went on to note the DOC decided to end the crews on March 17, 2020 in order to promote social distancing and comply with the governor's Stay at Home Order.

Korte noted in recent weeks Minnesota businesses, residents, chambers of commerce, and legislators have reached out to county commissioners and staff to ask for some form of property tax relief due to the COVID-19 pandemic. Property tax revenue represents counties' main source of revenue to operate mandated and community services.

Korte went on to note we've been patiently or impatiently watching to see if the state is going to do anything. The proposal that you have in front of you is kind of what different counties have talked about as far as reducing the penalty...not necessarily waiving it all, but reducing the penalty. The County does not have to do anything. I talked to several counties including Faribault, Jackson, and Watonwan and they are proposing if their Board were to do anything they're looking at a reduction of penalties; but, are going to wait until May 5<sup>th</sup> to see if the state will do anything.

#### Property Tax Relief Proposal for COVID-19 Related Hardships

- Keep the payment deadline at May 15<sup>th</sup>, but:
- Reduce (rather than waive/abate) the penalty for payments made after that date.
  - 1% (from May 16<sup>th</sup> to June 30<sup>th</sup>);
  - Then 2% (from July 1<sup>st</sup> to July 31<sup>st</sup>);
  - Then back to the existing penalty/interest schedule beginning on August 1<sup>st</sup>
  - Penalty amount be the same for all types of real property
  - Reduction would not apply to personal property and wind/solar
  - Parcels paid by escrow would still be May 15<sup>th</sup>
  - Parcels paid with ACH draw would still be May 15<sup>th</sup>

Korte next reviewed Martin County's Property Tax Information Supplement to COVID-19 Tax Relief Proposal including: Escrowed Taxes Information, Penalties Collected Prior Years; Prior Year Collections (Charged on Tax Statements Only); and History of collections January 1 through April 27 Each Year, Respectively (2017 to 2020).

After discussion,

No action taken on Proposal for Reducing the Penalty for Property Taxes.

Higgins presented and reviewed a resolution for approval of a newly hired Sheriff's Deputy to be included on the Public Employees Police and Fire Plan.

Motion by Commissioner Koons, seconded by Commissioner Mahoney,

R-#30/'20

### **POLICE OFFICER DECLARATION RESOLUTION**

WHEREAS, the policy of the State of Minnesota as declared in Minnesota Statutes 353.63 is to give special consideration to employees who perform hazardous work and devote their time and skills to protecting the property and personal safety of others; and

WHEREAS, Minnesota Statutes Section 353.64 permits governmental subdivisions to request coverage in the Public Employees Police and Fire plan for eligible employees of police or sheriff departments whose position duties meet the requirements stated therein and listed below.

BE IT RESOLVED that the Board of Commissioners of Martin County hereby declares that the position of Deputy Sheriff, currently held by Employee # 61 meets all of the following Police and Fire Plan membership requirements:

1. Said position requires a license by the Minnesota peace officer standards and training board under sections 626.84 to 626.863 and this employee is so licensed;
2. Said position's primary (over 50%) duty is to enforce the general criminal laws of the state;
3. Said position charges this employee with the prevention and detection of crime;
4. Said position gives this employee the full power of arrest, and
5. Said position is assigned to a designated police or sheriff's department.

BE IT FURTHER RESOLVED that this governing body hereby requests that the named employee be accepted as a member of the Public Employees Police and Fire Plan effective the date of this employee's initial Police and Fire Plan salary deduction by the governmental subdivision.

STATE OF MINNESOTA  
COUNTY OF MARTIN

I, Scott Higgins clerk of Martin County Board of Commissioners do hereby certify that this is a true and correct transcript of the resolution that was adopted at a meeting held on the 21<sup>st</sup> day of April, 2020 ; the original of which is on file in this office. I further certify that 5 members voted in favor of this resolution and that 5 members were present and voting.

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

Roll Call AYES: Commissioners Belgard, Smith, Koons, Mahoney, and Flohrs. NAYS: None. Resolution duly passed and adopted this 21<sup>st</sup> day of April, 2020.

The Board reviewed Warrants, Auditor Warrants, and EFT Transactions to be paid April 21, 2020.

Motion by Commissioner Belgard, seconded by Commissioner Koons, Be It Resolved that the Martin County Board of Commissioners, hereby approve Warrants, Auditor Warrants, and EFT Transactions to be paid on April 21, 2020, and includes the Martin County Highway Department and Drainage bills as presented. Roll Call AYES: Commissioners Mahoney, Smith, Koons, Belgard, and Flohrs. NAYS: None. Motion carries.

Warrants received and paid April 21, 2020, are registered on file in the Auditor/Treasurer's Office as follows:

Revenue Fund – Warrants Approved April 21, 2020	\$241,189.66
Martin County Economic Development Fund	\$ 507.00
Solid Waste Management Fund	\$ 29,830.07
Law Library Fund	\$ 1,008.22
Recorder's Technology Fund	\$ 3,195.00
Building – CIP – Fund	\$ 26,161.63
Human Services Building Fund	\$ <u>7,263.46</u>
Total	\$309,155.04
Road and Bridge Funds Totaled	\$ 70,611.36
Martin County Ditch Funds Totaled	\$239,757.79

The Board reviewed Reports and Announcements including: Proposed Fees Update for County Auditor/Treasurer's Office Liquor Licenses; Southern Minnesota Initiative Foundation Thank You and 2021 Budget Request; Account Set Up for E911 Funds (Profinium); and Monthly Financial Statement – March 2020.

Motion by Commissioner Belgard, seconded by Commissioner Smith, Be It Resolved that the Martin County Board of Commissioners, hereby receive and file Southern Minnesota Initiative Foundation's CY2021 Budget Allocation Request in the amount of \$4,000.00. Roll Call AYES: Commissioners Koons, Mahoney, Smith, Belgard, and Flohrs. NAYS: None. Motion carries.

Korte noted every year there is an audit that we need to do for the E911 funds that has to be sent in. This year they had sent out from the state a statute that states that E911 money not be kept in

the same checking account as the county's general fund, so we had to set up a separate account. This is just a liquid investment savings account with Profinium, so we will periodically transfer money in and out of that E911 fund to the general account. When the money comes in we'll transfer it out of the general checking account and into the E911 fund and then when the county disburses checks out of there, we will send the money back. This is by statute that we have to set that account up.

Korte next presented a brief Election Update pertaining to mail-in ballots for cities and townships.

Commissioners reviewed their calendars of previous and upcoming meetings and activities: April 7, 2020 – regular Board of Commissioners meeting at 9:00 a.m. via WebX teleconference and Lobbyist phone call; April 9, 2020 – Soil and Water meeting and Department Director's meeting; April 10, 2020 – F-M Joint County Transit Executive Board meeting and Region 9 Transportation Advisory Committee meeting; April 14, 2020 – Human Services Executive Board meeting, Engineer's phone call, Personnel Committee meeting, and Lobbyist phone call; April 16, 2020 – Traverse des Sioux Library meeting; April 17, 2020 – Prairieland meeting; April 21, 2020 – Lobbyist phone call at 3:00 p.m.; April 22, 2020 – Highway 4 Discussion with MnDOT and the Drainage Authority (Commissioner Flohrs); April 27, 2020 – Kinship of Martin County meeting via Zoom; April 28, 2020 – Human Services Executive Board meeting and F-M Joint County Transit meeting; May 4, 2020 – Beyond the Yellow Ribbon meeting; May 5, 2020 – regular Board of Commissioners meeting at 9:00 a.m. – Commissioners Meeting Room (WebX) – Martin County Courthouse.

With no further business to wit, Motion by Commissioner Koons, seconded by Commissioner Mahoney, to adjourn the meeting. Roll Call AYES: Commissioners Belgard, Smith, Mahoney, Koons, and Flohrs. NAYS: None. Motion Carries.

Meeting adjourned at 10:58 a.m.

BOARD OF COMMISSIONERS  
MARTIN COUNTY, MN

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Steve Flohrs, Board Chair

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