

PROCEEDINGS OF THE
MARTIN COUNTY BOARD OF COMMISSIONERS
TUESDAY, JULY 7, 2020
@ 9:00 A.M.

The regular meeting of the Martin County Board of Commissioners was called to order at 9:06 a.m. by Chairman Steve Flohrs via WebX (videoconferencing due to the COVID-19 Virus pandemic). Commissioners present via WebX were Belgard, Koons, and Flohrs. Commissioner Smith was present in the Board Room. Commissioner District #2 is vacant. 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.

Chairman Flohrs called for a moment of silence in remembrance of Tom Mahoney's combined twenty-six (26) years of service (nearly six years as County Commissioner) to Martin County.

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 July 7, 2020 regular Board of Commissioners meeting with the following: Add 9.13 Lobbyist Report on Legislative Bonding Request; Delete 6.5 Review of Homestead Classification of Property; and Change 9.2 Consider Request for Personal Leave – Sheriff's Office to Consider Retirement/Resignation Request – Sheriff's Office. Roll Call AYES: Commissioners Smith, Koons, Belgard, and Flohrs. NAYS: None. Motion carries.

Motion by Commissioner Koons, seconded by Commissioner Belgard, Be It Resolved that the Martin County Board of Commissioners, hereby approve the minutes of the June 16, 2020 regular Board of Commissioners meeting. Roll Call AYES: Commissioners Belgard, Koons, Flohrs, and Smith. NAYS: None. Motion carries.

Motion by Commissioner Belgard, seconded by Commissioner Flohrs, Be It Resolved that the Martin County Board of Commissioners, hereby approve the minutes of the June 16, 2020 Board of Appeal and Equalization meeting. Roll Call AYES: Commissioners Koons, Flohrs, Belgard, and Smith. NAYS: None. Motion carries.

Abigail Nesbit, Emergency Management Director, was present via WebX and provided a COVID-19 pandemic update noting Martin County's current numbers as of July 6, 2020 are 169 total confirmed cases with 17 active cases all recovering at home.

Terry Viesselman, County Attorney, was present via WebX to recommend the hire of Emma Koehler as a Temporary Employee to continue with the scanning project in the County Attorney's Office. Koehler has worked on the ongoing scanning project over the last two summers and is expected to work through the months of July and August 2020.

After discussion,

Motion by Commissioner Belgard, seconded by Commissioner Koons, Be It Resolved that the Martin County Board of Commissioners, hereby approve and authorize the hire of Emma Koehler as a Temporary Employee for the Martin County Attorney’s Office effective at a date yet to be determined at \$12.00/hour; and is not eligible for full time employee benefits. Roll Call AYES: Commissioners Smith, Koons, Belgard, and Flohrs. NAYS: None. Motion carries.

Viesselman next presented his recommendation to purchase Case Management Software from Karpel Solutions for the County Attorney’s Office. Viesselman noted Karpel is nationwide with 500 clients including Minnesota Counties of Olmstead, Mille Lacs, Steele, Yellow Medicine, Rice, and Faribault County is looking at it for next year. Viesselman went on to note right now what people are using is the MCAPS software package and most people are not very happy with MCAPS. One of the big differences that Karpel does is it gives us storage for our files in the cloud. So basically we can access our files anywhere from any device. And, it also has many case management tools that will really improve the efficiency (of the County Attorney’s Office). Viesselman reviewed costs and payment terms for the Case Management Software from Karpel.

	<u>Invoice Date</u>		
Pmt. #1	August 1, 2020	50% of Software Licenses	\$6,750.00
		Installation Services	\$1,300.00
		Onsite Training	\$4,800.00
		Customization Services	<u>\$10,000.00</u>
		Total Due	\$22,850.00
Pmt. #2	February 1, 2021	50% of Software Licenses	\$6,750.00
		Professional Services	\$11,200.00
		Year 1 Annual Support	\$5,800.00
		Estimated Travel Expenses	<u>\$2,100.00</u>
		Total Due	\$25,850.00
Pmt. #3	Approx. 1 Year From Go Live	Year 2 Annual Support	\$5,800.00

Viesselman noted the first installment will be expended from the County Attorney Forfeiture Fund. However, the fund will be approximately \$3,000.00 short due to COVID-19 expenses incurred for the County Attorney’s Office to work remotely. And, that the 2nd installment will be added to the CY2021 County Attorney’s Office Budget Request. Viesselman also noted he has presented this request to the Personnel Committee and IT Committee and recommends purchase of the Case Management Software from Karpel Solutions.

Discussion ensued including if the cost of this software could be expended from the Recorder’s Office Technology Fund versus the County’s reserves; and if the CARES Act will cover the COVID-19 expenses for the County Attorney’s Office having to purchase laptops so office staff could work remotely.

After discussion,

Motion by Commissioner Smith, seconded by Commissioner Belgard, Be It Resolved that the Martin County Board of Commissioners, hereby approve and authorize the purchase of Case

Management Software for the County Attorney's Office from Karpel Solutions in the total amount of \$54,500.00. Roll Call AYES: Commissioners Koons, Belgard, Smith, and Flohrs. NAYS: None. Motion carries.

Scott Higgins, County Coordinator, noted the question has been raised if there is a time requirement for videoconference meetings versus in-person meetings and that we are eligible to continue videoconferencing as long as there is an Emergency Order in place (currently extended to July 12, 2020).

Viesselman presented a review of the Open Meeting Law Requirements due to the Governor's declared State of Emergency due to the COVID-19 pandemic. Viesselman noted there is no deadline or language in the statute noting when you have to go back to live meetings. Viesselman went on to note 13D.02 says that the presiding officer or chief legal counsel may determine that due to a health pandemic or emergency declared under Chapter 12, can determine that is not practical or prudent to have live meetings as long as the condition continues or the presiding officer determines in his discretion that it is not prudent to go live again and hold in-person meetings.

Jeff Markquart, Martin County Sheriff, inquired if the Governor does extend this order on July 12th how does that affect County supported gatherings that would be going on after that during that time?

Viesselman noted if the Governor extends his order, which we've heard that he intends to do, if he does extend his order people are supposed to comply with it. So if there is noncompliance law enforcement can go out and issue tickets or the County could go to court and get Injunctive Orders. For example if a city were to be having a festival and we knew that they were going to be violating the order you could try and get a court order to enjoin that activity from taking place. That's somewhat difficult because how do you know they're going to comply or not. Right now the limit for gatherings is I believe 250 people. So it would be tough to prove how many people are going to be there so the injunctive relief is probably difficult to do. More likely what is going to happen is if they violate the order and it is going on at that time and they are exceeding the number of people that are supposed to be there the local law enforcement, could be the Sheriff's Office which has countywide authority, or it could be if it is within the City the City Law Enforcement, should be enforcing the law because it would be a crime.

Markquart inquired on those lines how does that affect something that the County would be supporting such as an event that is planned for August 1, 2020?

Viesselman noted the County should not support anything that is going to violate the Governor's order. That would be illegal. So the County would have to take measures to make sure that it is consistent with the Governor's order.

Commissioner Smith noted the Martin County Veterans Memorial Dedication Committee has talked about this every week for I don't know how many weeks that the County will comply with the Governor's orders. So we are going to talk about it again tomorrow to make sure that the County is doing everything that we need to do.

Viesselman provided an update on the status of a home rehabilitation county loan for parcel #R06.050.0230 noting Minnesota Valley Action Council had given out a \$27,000 home improvement loan to a couple here in Martin County. MVAC approached Martin County and asked if Martin County would give an additional \$12,752 loan for a home improvement project for that same property. At the time of the request the Board was told that the County's loan would be recorded first and has priority over the Minnesota Valley Action Council loan. So the Board approved that and the loan was given. What happened is Minnesota Valley Action Council recorded their mortgage first (which was transferred to Minnesota Housing Finance Agency) and Martin County's was recorded second and so we no longer have priority.

Viesselman noted the owners of the property are now trying to sell the property. They have a buyer for it and I believe the sale price is \$18,000 and obviously it is not enough money to cover even the first mortgage. So if the sale were to go through the sale proceeds would go to Minnesota Housing Finance Agency and Martin County wouldn't get anything. The realtor or the seller has asked the Martin County Board to do something such as forgive our loan and okay the sale. When we talked about this the last time there was no reason for the Board to do that and so the Board did not agree to do that. A representative from Minnesota Valley Action Council came down and talked to the Board and acknowledged that it was their mistake that they had recorded the mortgages in the wrong order and Minnesota Valley Action Council was going to contact HUD and see if they would do something different as far as the priority so we would get something. But we never heard anything and the realtor is questioning what's going on so finally they forwarded an email from HUD in which they said they told the realtor that they would agree to release their mortgage if they were given \$12,500 from the sale proceeds which was basically all of the net proceeds that were going to be from this sale and I was wondering if they were even asked or told about the situation. So I emailed HUD and Minnesota Housing Finance and I told them the situation and said that I thought we should have priority as intended and thought I'd open the door for discussion and they never responded. So the property still isn't sold and it's just sitting there.

Viesselman went on to note nothing has been offered to Martin County so far as any settlement so at this point I wouldn't recommend taking action and don't know what action you could take. I think the realtors can push more with HUD and see if they will do something. I don't know why that should be our responsibility.

Commissioner Koons noted I know this property. Basically what they have to sell there is siding and roof. I don't believe it's got a septic. The inside of the house is not good. I'm not in favor of giving up on this but I think we need to put a little pressure on HUD somehow to negotiate this. The County in good faith gave this loan because they were supposed to be first in line. I can't see that we should give in yet but I do think that we need to put some pressure on HUD because honestly the \$18,000 the family has been offered is probably more than it is worth.

Much discussion ensued regarding the County not wanting to give up yet; have the County Attorney talk to HUD and ask them if they're willing to compromise in some manner; if there is an opportunity to re-record the lien as it is so mentioned in the Martin County Board minutes that the lien was recorded second by mistake; and Martin County could sue Minnesota Action Council.

After further discussion,

By consensus, the Board requests that the County Attorney talks with HUD and see what they are willing to do.

Pam Flitter, Planning and Zoning Director, was present to review a Conditional Use Permit (CUP) request from Center Creek Pork Inc. within Section 7 of Center Creek Township. Flitter noted Center Creek Pork Inc. is proposing to expand their current feedlot operation with the construction of a new total confinement barn on an existing building site in an "A" Agricultural District. The Martin County Feedlot Ordinance requires a Conditional Use Permit for any new or expanding animal feedlot containing over 1,000 animal units. The Planning Commission/Board of Adjustment approved the CUP request with conditions during their June 23, 2020 meeting and is recommending approval of the Conditional Use Permit.

Motion by Commissioner Koons, seconded by Commissioner Smith,

R-#45/'20

CONDITIONAL USE PERMIT
CENTER CREEK PORK INC.
EXPAND CURRENT FEEDLOT OPERATION ON AN EXISTING BUILDING SITE
IN AN "A" AGRICULTURAL DISTRICT
WITHIN SECTION 7 OF CENTER CREEK TOWNSHIP

Motion by Commissioner Koons, seconded by Commissioner Smith,

WHEREAS, a Conditional Use Permit was requested by Center Creek Pork Inc., applicants and owners of the property, located within Section 7 of Center Creek Township in Martin County, Minnesota, (legally described in applications) for the purpose of Expanding their Current Feedlot Operation 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 23rd day of June, 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:

Expansion of a current feedlot operation with over 1,000 animal units; and

WHEREAS, the following conditions have been applied:

- Any additional permits required by the State of Minnesota must be obtained by the applicant.

- Building permit(s) must be obtained and be in compliance 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 7th day of July, 2020.

BOARD OF COMMISSIONERS
MARTIN COUNTY, MN

Steve Flohrs, Board Chair

ATTEST: _____
Scott Higgins, County Coordinator

Roll Call AYES: Commissioners Belgard, Smith, Koons, and Flohrs. NAYS: None. Resolution duly passed and adopted this 7th day of July, 2020.

Jessica Korte, Martin County Auditor/Treasurer, was present via WebX and reviewed an application for renewal of Liquor, Wine, Club or 3.2% License for Skinny Minnow, Inc., d/b/a I-90 Expo Center. Korte noted all required documentation has been received and recommends approval.

Motion by Commissioner Belgard, seconded by Commissioner Smith, Be It Resolved that the Martin County Board of Commissioners, hereby approve the renewal of Liquor, Wine, Club or 3.2% Intoxicating On-Sale Liquor License for Skinny Minnow Inc., d/b/a I-90 Expo Center in Sherburn, Minnesota. Roll Call AYES: Commissioners Koons, Smith, Belgard, and Flohrs. NAYS: None. Motion carries.

Higgins noted the Fox Lake Conservation League, Inc. is requesting approval of a gambling license for off-site operation for an event at Everett Park Campground located at 131st Street in Welcome, Minnesota on September 7, 2020.

Motion by Commissioner Smith, seconded by Commissioner Koons,

R-#46/'20

GAMBLING PERMIT APPLICATION APPROVAL (OFF-SITE)
FOX LAKE CONSERVATION LEAGUE, INC.

BE IT RESOLVED, the Martin County Board of Commissioners, hereby approve the Minnesota Lawful Gambling Off-site Permit Application – Form LG230 Application to Conduct Off-site Gambling Activity for the Fox Lake Conservation League, Inc. per the requirements of Minnesota Statutes; and concurrent with the rest of their off-site permits, to include the following location at: Everett Park Campground, 131st St Welcome, MN (Raffle Drawing to be held on September 7, 2020).

Motion by Commissioner Smith, seconded by Commissioner Koons, and was duly passed and adopted this 7th day of July, 2020.

BOARD OF COMMISSIONERS
MARTIN COUNTY, MN

Steve Flohrs, Board Chair

ATTEST: _____
Scott Higgins, County Coordinator

Roll Call AYES: Commissioners Belgard, Koons, Smith, and Flohrs. NAYS: None. Resolution duly passed and adopted this 7th day of July, 2020.

Kevin Peyman, County Engineer, was present via WebX and noted the last time the Highway Department purchased a tandem truck we just authorized the purchase because sometimes things will change like if something goes wrong with the truck so we didn't authorize getting disposal at the same time. Peyman went on to note the new truck has been on the road for a long enough time that we're ready to dispose of the old one and recommend authorizing Unit #19 (2006 Sterling LT-9500 Tandem Axle Dump Truck with just over 280,000 miles) to sell on the MnDOT Surplus Auction Website and Martin County's Website.

Motion by Commissioner Belgard, seconded by Commissioner Koons, Be It Resolved that the Martin County Board of Commissioners, upon the recommendation of County Engineer, hereby approve and authorize advertising for the sale of Highway Department Unit #19 (2006 Sterling LT-9500 Tandem Axle Dump Truck) on the State of Minnesota MinnBid Surplus Auction Site and Martin County's Website. Roll Call AYES: Commissioners Smith, Koons, Belgard, and Flohrs. NAYS: None. Motion carries.

Higgins noted that the County has received a letter from Sergeant Matt Klages announcing his retirement/resignation effective July 10, 2020. Higgins recommends acceptance and approval of Klages' resignation.

Motion by Commissioner Smith, seconded by Commissioner Koons, Be It Resolved that the Martin County Board of Commissioners, hereby approve and accept the retirement/resignation of

Matt Klages, Sergeant with the Martin County Sheriff's Office, effective July 10, 2020. Roll Call AYES: Commissioners Belgard, Koons, Smith, and Flohrs. NAYS: None. Motion carries.

Higgins recommends advertising to fill the full time Sergeant position.

Motion by Commissioner Smith, seconded by Commissioner Belgard, Be It Resolved that the Martin County Board of Commissioners, hereby approve and authorize recruitment to fill the Sergeant vacancy in the Martin County Sheriff's Office. Roll Call AYES: Commissioners Koons, Belgard, Smith, and Flohrs. NAYS: None. Motion carries.

Corey Klanderud, Chief Deputy, was present via WebX and recommends the hire of Skylar Meyer to fill a part time Corrections Officer position in the Martin County Sheriff's Office.

After discussion pertaining to required background checks,

Motion by Commissioner Belgard, seconded by Commissioner Koons, Be It Resolved that the Martin County Board of Commissioners, hereby approve and authorize the hire of Skylar Meyer as part time Corrections Officer, on an as needed basis, for the Martin County Sheriff's Office, effective July 20, 2020 at \$22.91/hour; is not eligible for full time employee benefits; and is contingent upon successful background check(s). Roll Call AYES: Commissioners Smith, Koons, Belgard, and Flohrs. NAYS: None. Motion carries.

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 Belgard,

R-#47/'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 # 122 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 7th day of July, 2020 ; the original of which is on file in this office. I further certify that 4 members voted in favor of this resolution and that 4 members were present and voting.

Signed: _____ Date: _____

Roll Call AYES: Commissioners Smith, Belgard, Koons, and Flohrs. NAYS: None.
Resolution duly passed and adopted this 7th day of July, 2020.

Doug Landsteiner, Martin County Veterans Service Officer, was present and noted he has received notification that Martin County is eligible to receive a CVSO Operational Grant for FY2021 in the amount of \$10,000; and that the funds must be used to enhance the operation of the County Veterans Service Office and should not be used to supplant or replace other funding. Landsteiner recommends authorization to execute the FY2021 CVSO Operational Enhancement Grant. Landsteiner also noted that VA records indicate Martin County has 1,445 veterans; \$13,655,000 federal dollars has been spent on Martin County veterans and their families; compensation and pension monies coming into Martin County in the amount of \$7,089,000 and medical care that the VA expends for the citizens of this County is about \$6,027,000. The total number of veteran/family office visits including phone call meetings was approximately 5,215 in 2019, total number of veterans attending outreach events where at least one staff member is present was approximately 56 in 2019, and the approximate number of veterans served at outreach events was 520.

Motion by Commissioner Koons, seconded by Commissioner Smith,

R-#43/'20

RESOLUTION
AUTHORIZING EXECUTION OF
COUNTY VETERANS SERVICE OFFICE
OPERATIONAL ENHANCEMENT GRANT

BE IT RESOLVED, by the Martin County Board of Commissioners that Martin County, MN, enter into the attached Grant Contract with the Minnesota Department of Veterans Affairs (MDVA) to conduct the following Program: County Veterans Service Office Operational Enhancement Grant Program. The grant must be used to provide outreach to the county's Veterans; to assist in the reintegration of combat Veterans into society; to collaborate with other social service agencies, educational institutions, and other community organizations for the purposes of enhancing services offered to veterans; to reduce homelessness among veterans; and to enhance the operations of the county Veterans Service Office, as specified in Minnesota Statutes 197.608 and Minnesota Laws 2017, Chapter 4, Article 1, Section 38, Subdivision 2. This Grant should not be used to supplant or replace other funding.

BE IT FURTHER RESOLVED, by the Martin County Board of Commissioners, that Douglas C. Landsteiner, Martin County's Veterans Service Officer, be authorized to execute the attached Grant Contract for the above-mentioned Program on behalf of the County.

WHEREUPON, Motion by Commissioner Koons, seconded by Commissioner Smith, said resolution was duly passed and adopted this 7th day of July, 2020.

BOARD OF COMMISSIONERS
MARTIN COUNTY, MN

Steve Flohrs, Board Chair

ATTEST: _____
Scott Higgins, County Coordinator

STATE OF MINNESOTA

MARTIN COUNTY, MN

I, Scott Higgins, do hereby certify that I am the custodian of the minutes of all proceedings had and held by the Martin County Board of Commissioners of Martin County, MN, that I have compared the above resolution with the original passed and adopted by the Martin County Board of Commissioners of Martin County, MN, at a regular meeting thereof held on the first Tuesday of July, 2020, at 9:00 a.m., that the above constitutes a true and correct copy thereof, that the same has not been amended or rescinded and is in full force and effect.

Scott Higgins, County Coordinator

Roll Call AYES: Commissioners Belgard, Smith, Koons, and Flohrs. NAYS: None. Resolution duly passed and adopted this 7th day of July, 2020.

Mike Sheplee, Assessor, was present and noted the Assessor's Office has received and accepted four (4) completed Single Family Housing Tax Abatement Policy applications along with the

required \$250 application fee from: Jacob Lemon in Center Creek Township; Warren and Michelle Olson in Manyaska Township; David and Debra Kroon in Rutland Township; and Steve and Cheryl Petrowiak in the City of Fairmont. All four have made application and I've received the sign off from each of the Zoning Officials and the Auditor/Treasurer that taxes are current so we are ready to make the next step which is to schedule a public hearing. Sheplee recommends the date of Tuesday, July 21, 2020 at 10:05 a.m.

Motion by Commissioner Belgard, seconded by Commissioner Smith, Be It Resolved that the Martin County Board of Commissioners, hereby set a public hearing date and time to consider tax abatement to Jacob Lemon, David and Debra Kroon, Warren and Michelle Olson, and Steve and Cheryl Petrowiak, of property taxes to be levied by the County for new construction of a single family home in Center Creek Township, Manyaska Township, Rutland Township, and the City of Fairmont, respectively. Public Hearing will be held on Tuesday, July 21, 2020 beginning at 10:05 a.m. in the Commissioners Meeting Room – Martin County Courthouse. Roll Call AYES: Commissioners Koons, Smith, Belgard, and Flohrs. NAYS: None. Motion carries.

Sheplee provided a recap of the Tax Abatement Program noting this makes six (6) total applications with an estimated new value of construction of just over \$2 million dollars and the taxes that will be rebated over a ten (10) year time period is about \$82,000. Sheplee noted this Program seems to be working great.

Leigha Hauglid, Human Resources Manager, was present and reviewed an updated Preparedness Policy related to COVID-19, noting that Martin County's goal is to mitigate the potential for transmission of COVID-19 in our workplace and community and requires full cooperation among our workers, management, and constituents. Hauglid noted updates to the Plan include communication measures and training of employees which is emphasized throughout the document as far as the social distancing and good hygiene practices.

Motion by Commissioner Koons, seconded by Commissioner Belgard, Be It Resolved that the Martin County Board of Commissioners, due to the COVID-19 pandemic and in conjunction with Executive Orders related to the COVID-19 pandemic and the need for a Preparedness Plan Policy for the implementation of policies and procedures in continuing County operations and meeting the public needs due to the COVID-19 pandemic, and with the County staff returning to their regular work schedules and with the courthouse and its facilities open to provide necessary services to the public, hereby approve the proposed revisions to Martin County's Preparedness Policy Plan as presented, effective July 7, 2020. Roll Call AYES: Commissioners Smith, Belgard, Koons, and Flohrs. NAYS: None. Motion carries.

Hauglid noted a tentative agreement has been reached with the Law Enforcement Labor Services #115 Corrections/Communications Officers. The proposed tentative agreement is as follows:

- Agreed to a three year contract (2020, 2021 and 2022).
- Union agrees to place employees into new pay structure with 2.5% General Wage Adjustment to salaries on an annual basis (2020 through 2022), as approved by the Board of Commissioners.
- Wage step increases will be effective as of January 1st of each year (no longer on Service Anniversary date).

- Increase in shift differential from \$0.50 per hour to \$1.00 per hour for overnight shift.
- Employees who work on Christmas Eve Day or Easter Sunday will receive pay at two times their regular hourly rate for actual hours worked on this holiday.
- Revisions added to usage for Sick Leave hours to include to care for step-children.
- Revisions added to usage for Funeral Leave hours to include step-parents, step-siblings, half-siblings, grandparents and step-grandchildren to the definition of “immediate family”.

After review,

Motion by Commissioner Smith, seconded by Commissioner Belgard, Be It Resolved that the Martin County Board of Commissioners, hereby approve the tentative agreement between Martin County and the Law Enforcement Labor Services #115 Corrections/Communications Officers and contract effective January 1, 2020 through December 31, 2022; and to authorize Board Chair to sign the respective Union agreement.

- Agreed to a three year contract (2020, 2021 and 2022).
- Union agrees to place employees into new pay structure with 2.5% General Wage Adjustment to salaries on an annual basis (2020 through 2022), as approved by the Board of Commissioners.
- Wage step increases will be effective as of January 1st of each year (no longer on Service Anniversary date).
- Increase in shift differential from \$0.50 per hour to \$1.00 per hour for overnight shift.
- Employees who work on Christmas Eve Day or Easter Sunday will receive pay at two times their regular hourly rate for actual hours worked on this holiday.
- Revisions added to usage for Sick Leave hours to include to care for step-children.

Revisions added to usage for Funeral Leave hours to include step-parents, step-siblings, half-siblings, grandparents and step-grandchildren to the definition of “immediate family”

Roll Call AYES: Commissioners Koons, Belgard, Smith, and Flohrs. NAYS: None. Motion carries.

Higgins noted due to the passing of Tom Mahoney, this creates a vacancy on the Martin County Board of Commissioners. Per Minnesota Statute 375.101 a special election will need to be held to fill the remaining term of the Commissioner District #2 seat on the County Board.

Korte noted the filing period for candidates will be from July 28, 2020 through August 11, 2020. If two or more candidates file, the Special Primary Election will be held on November 3, 2020; and the General Election for the Special Election will be held February 9, 2021.

Motion by Commissioner Koons, seconded by Commissioner Belgard,

R-#46/’11

RESOLUTION

WHEREAS, the Martin County Board of Commissioners is aware that a vacancy has occurred on the Martin County Board of Commissioners due to the passing of Second District Commissioner Tom Mahoney.

NOW THEREFORE BE IT RESOLVED, that the Martin County Board of Commissioners declares a vacancy on the Board of County Commissioners and directs the Martin County Auditor to conduct a special election pursuant to Minnesota Statute 375.101.

BE IT FURTHER RESOLVED, that the filing period for candidates shall be from July 28, 2020 to August 11, 2020, if two or more candidates file, the Special Primary Election shall be held November 3, 2020, and the General Election shall be held February 9, 2021.

BOARD OF COMMISSIONERS
MARTIN COUNTY, MN

Steve Flohrs, Board Chair

ATTEST: _____
Scott Higgins, County Coordinator

Roll Call AYES: Commissioners Smith, Belgard, Koons, and Flohrs. NAYS: None. Resolution duly passed and adopted this 7th day of July, 2020.

Higgins noted until a new District #2 Commissioner is elected and takes office it is recommended that Commissioners Flohrs, Koons, Belgard, and Smith temporarily divide Commissioner District #2 committee assignments to attend meetings on behalf of Martin County.

After review and discussion,

Motion by Commissioner Belgard, seconded by Commissioner Koons, Be It Resolved that the Martin County Board of Commissioners, due to the passing of Commissioner Tom Mahoney, hereby reassign Commissioner Mahoney's CY2020 Standing Committee Assignments, effective July 7, 2020 temporarily until after the elections and new commissioner is duly sworn in as follows. Commissioner Koons: Transit Executive Board, Martin County Parks/Trail Committee-Delegate, Prairieland Executive Board, Blandin Broadband Steering Committee, IT Committee (GIS), and add RCEF Board; Commissioner Smith: Labor Management Committee, County Insurance Committee, Martin County Parks/Trail Committee-Alternate, AMC Delegate/General Government, Law Library Board, District Two Ditch Authority, and add CARES Act Committee; Commissioner Flohrs: Aquatic Invasive Species Advisory Committee, County Solid Waste Committee, South Central Workforce Council Joint Powers Board, State Health Improvement Plan (SHIP); and Commissioner Belgard: Bureau 14, Labor Management Committee, and add CARES Act Committee. Roll Call AYES: Commissioners Smith, Koons, Belgard, and Flohrs. NAYS: None. Motion Carries.

Michael Forstner, Drainage Administrator, was present via WebX and recommends setting a public hearing date to consider repair to JD #48. Forstner recommends July 21, 2020 at 11:00 a.m.

After discussion,

Motion by Commissioner Smith, seconded by Commissioner Belgard, Be It Resolved that the Martin County Board of Commissioners, acting as the Drainage Authority for Martin County, hereby sets a Public Hearing date and time to consider repair to JD #48. Public Hearing will be held on July 21, 2020 at 11:15 a.m. in the Commissioners Meeting Room – Martin County Courthouse. Roll Call AYES: Commissioners Koons, Belgard, Smith, and Flohrs. NAYS: None. Motion carries.

Robert Long, Larkin Hoffman Attorneys, was present via WebX and provided an update on the Special Legislative Session and the status of the County’s bonding request and remains optimistic and feels good about the chance of getting the County’s \$2.167 in the Bill with “No Local Match” language. Nothing has been finalized yet and we’re continuing to work on it and will continue to report on it and feel it would be worth the County’s effort to stay engaged to extend our contract for the month of July 2020 (in the amount of \$5,000 per month) on the same terms and conditions as we did for June 2020. If it looks like it is a very short Session I think that we would reduce that July fee from \$5,000 to \$2,500.

Discussion ensued pertaining to if the County is willing to extend the contract with Larkin Hoffman Attorneys through the month of July 2020.

After discussion,

Motion by Commissioner Belgard, seconded by Commissioner Koons, Be It Resolved that the Martin County Board of Commissioners, hereby approve and authorize extending Legislative Representation through the 2020 Second Special Session by Larkin Hoffman for Martin County’s State Bonding Request in an amount not to exceed \$2,500 for the month of July 2020. Roll Call AYES: Commissioners Smith, Koons, Belgard, and Flohrs. NAYS: None. Motion carries.

Tammie Hested, Family Resource Coordinator with Minnesota Valley Action Council (MVAC), along with seven (7) Martin County Summer Youth Intern Program participants, were present via WebX to introduce themselves to the commissioners and to share what business they are interning with in Martin County over the summer. Hested noted this year has been a struggle due to the COVID-19 pandemic. However, these students and the worksites and businesses have come through in a big way with many of the interns being able to work from home. Hested indicated the Program was able to fund sixteen (16) interns this summer and that the remaining interns will introduce themselves at the July 21, 2020 regular Commissioners meeting.

- Abigail Bachenberg – Easy Automation
- Tom Havnen – Cutting Edge
- Eric Head – Fairmont Opera House

Dan Reiter – Kahler Automation
 Sarah Kløver – Great Plains Transportation
 Claire Cutler – Carlson Dental
 Shawn Busche – Associate Optometry

Higgins presented and reviewed rent increase addendums for the City/County Law Enforcement Center Lease Agreement, effective January 1, 2021, and the Human Services of Faribault & Martin Counties Lease Agreement, effective January 1, 2021, and proposed language for Amendment No. 2 of Lease No. 11986 Section 1 with the Department of Corrections Office. Higgins noted the Building Committee has reviewed and recommends a three percent (3%) increase to the amount of rent being received for 2021 leased office space by the City of Fairmont Police Department in the Security Building, Faribault & Martin County Human Services in the Human Resource Building, and Department of Corrections (DOC) Office space located at 117 No. Main Street in Fairmont. Higgins noted the lease increase is due to increased costs in building maintenance and energy costs and that the effective date of the increase is January 1, 2021. Higgins recommends approval.

Motion by Commissioner Belgard, seconded by Commissioner Koons, Be It Resolved that the Martin County Board of Commissioners, hereby approve and authorize a three percent (3%) increase in lease amount for County office space being leased by the City of Fairmont (Police Department) that includes office space in the Martin County Security Building from \$52,518.96 to \$54,094.52 (annually); to increase the lease amount for Faribault & Martin County Human Services from \$200,626.40 to \$206,645.19 (annually) that includes office space in the Human Resources Building; and to increase the lease amount for the Department of Corrections Office from \$59,312.40 to \$61,091.77 (annually) that includes office space at 117 No. Main Street in Fairmont, MN; and due to increased costs in building maintenance and energy costs; all three effective January 1, 2021. Roll Call AYES: Commissioners Smith, Koons, Belgard, and Flohrs. NAYS: None. Motion carries.

The Board reviewed Warrants, Auditor Warrants, and EFT Transactions to be paid July 7, 2020.

Motion by Commissioner Koons, 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 July 7, 2020, and includes the Martin County Highway Department and Drainage bills as presented. Roll Call AYES: Commissioners Belgard, Smith, Koons, and Flohrs. NAYS: None. Motion carries.

Warrants received and paid July 7, 2020, are registered on file in the Auditor/Treasurer’s Office as follows:

Revenue Fund – Warrants Approved July 7, 2020	\$ 98,596.16
Martin County Economic Development Fund	\$ 14,710.20
Solid Waste Management Fund	\$ 9,450.14
Human Services Fund	\$302,451.17
Recorder’s Technology Fund	\$ 2,250.00
Building-CIP-Fund	\$ 90,841.80
Human Services Building Fund	<u>\$ 3,052.28</u>

Total \$521,351.75

Road and Bridge Funds Totaled	\$57,211.11
Martin County Ditch Funds Totaled	\$97,429.32

Higgins reviewed the formal request received for Budget Allocation in CY2021 from Minnesota Valley Action Council in the amount of \$11,869.

Motion by Commissioner Koons, seconded by Commissioner Belgard, Be It Resolved that the Martin County Board of Commissioners, hereby receive and file the CY2021 Budget Allocation Request received from Minnesota Valley Action Council in the amount of \$11,869. Roll Call AYES: Commissioners Smith, Belgard, Koons, and Flohrs. NAYS: None. Motion carries.

Higgins, for information purposes, reviewed a funding request letter proposing to build or develop a residential treatment center for troubled youth ages 6-13 in Southwest Minnesota.

Higgins reviewed the CY2021 dues request received from the Rural Minnesota Energy Board in the amount of \$2,500.

Motion by Commissioner Koons, seconded by Commissioner Belgard, Be It Resolved that the Martin County Board of Commissioners, hereby receive and file the CY2021 Dues Request received from the Rural Minnesota Energy Board in the amount of \$2,500. Roll Call AYES: Commissioners Smith, Belgard, Koons, and Flohrs. NAYS: None. Motion carries.

Higgins presented and reviewed an updated version of Martin County's Five-Year Capital Improvement Plan for the Years 2020 through 2024 noting a public hearing has been set for July 21, 2020 in consideration of adopting a Capital Improvement Plan.

Higgins reviewed a listing of counties that are receiving distribution from the CARES Act (Coronavirus Aid Relief and Economic Securities Act), and that Martin County is listed for a base distribution of \$2.4 million dollars. As some of you begin to hear about this you have to have qualifying costs that includes any necessary expenditure, things that are related to COVID-19, including extra hours of staff time addressing the COVID-19 issues. Higgins noted I believe the time period starts March 1, 2020 through December 20, 2020 and recommended forming an internal committee to take a look at how the funds will be disbursed.

Commissioner Smith noted she would like to be on the committee as the Chair of the Human Services Board to represent them.

Commissioner Belgard noted he is willing to be on the committee as well.

After discussion,

Motion by Commissioner Koons, seconded by Commissioner Flohrs, Be It Resolved that the Martin County Board of Commissioners, hereby approve and appoint Commissioners Kathy Smith and Elliot Belgard to serve on the proposed Martin County Coronavirus Aid, Relief, and

Economic Security (CARES) Act Committee; and approve and authorize per diems and expenses for Commissioners Smith and Belgard to attend the meetings. Roll Call AYES: Commissioners Belgard, Smith, Flohrs, and Koons. NAYS: None. Motion carries.

The Board briefly discussed the fall Employee Recognition Day Event and Awards of Excellence Program.

Commissioners reviewed their calendars of previous and upcoming meetings and activities: June 16, 2020 – regular Board of Commissioners meeting and Board of Appeal and Equalization meeting; June 17, 2020 – Region 9 Development Commission virtual meeting and Lobbyist phone call; June 18, 2020 – COBRA helicopter moved to the Martin County Veterans Memorial Site, Traverse des Sioux Library meeting; June 19, 2020 – Drug Court Steering Committee meeting and Insurance Committee meeting; June 22, 2020 – Kinship of Martin County meeting; June 23, 2020 – Human Services Full Board meeting, F-M Joint County Transit Full Board meeting, Planning and Zoning meeting at 5:30 p.m., and Convention and Visitors Bureau meeting; June 24, 2020 – Personnel Committee meeting and Building Committee meeting; June 30, 2020 – Tom Mahoney funeral; July 1, 2020 – Personnel Committee meeting, Lobbyist phone call, Martin County Veterans Memorial Committee-Dedication meeting in the morning and Martin County Veterans Memorial Committee meeting in the evening; June 2, 2020 – RCEF meeting; July 3, 2020 – July 4th Holiday Observed – Courthouse Closed; July 6, 2020 – Martin County EDA meeting at 5:15 p.m.; July 7, 2020 – regular Board of Commissioners meeting at 9:00 a.m.; July 8, 2020 – Department Directors meeting at 8:30 a.m.; July 9, 2020 – Soil and Water meeting; July 10, 2020 – F-M Joint County Transit Executive Board meeting; July 14, 2020 – Human Services Executive Board meeting and Library Board meeting; July 15, 2020 – Martin County Veterans Memorial Committee-Dedication meeting at 9:00 a.m.; July 16, 2020 – Traverse des Sioux Library meeting; July 17, 2020 – Prairieland meeting; July 21, 2020 – next regular Board of Commissioners meeting at 9:00 a.m., JD #414 M&F meeting at 2:00 p.m. in Blue Earth, MN.

Higgins reviewed options for courthouse roof replacement received from ISG including drain relocations, roof penetrations, addressing the top of the cove around the courthouse and the multiple details needed. It assumes a copper roof with membrane used at some of the flatter portions. Visually you'll see only copper from the ground. Higgins noted there are two roofing options – membrane roof estimated at \$212,000 or a copper roof at \$1.49 million. ISG's proposal includes a copper roof design, spec and bid at \$62,250. The Board will need to have a discussion on whether to go with copper roofing or some sort of membrane roof or other roofing material. The roof project is included in the plan for the issuance of Bonds as well. You can go copper or you can go membrane roof and there's quite a bit of difference in the costs. At this time, we are projecting an estimate of around \$650,000 for roof replacement costs for bonding purposes, which aligns with more of a installing a membrane roof versus the copper roof, assuming that's the way you want to go unless you want to go copper then we would need to adjust that figure. The proposal also includes replacement of two (2) air units up which is about \$60,000 included in this price of this roof replacement. Higgins also noted this (project) wouldn't be completed until next summer, but if you get the design phase going, ISG would have it bid out next spring. The board has some time to further discuss this project.

With no further business to wit, Motion by Commissioner Koons, seconded by Commissioner Smith, to adjourn the meeting. Meeting adjourned at 11:49 a.m.

BOARD OF COMMISSIONERS
MARTIN COUNTY, MN

Steve Flohrs, Board Chair

ATTEST: _____
Scott Higgins, Board Chair