

PROCEEDINGS OF THE  
MARTIN COUNTY BOARD OF COMMISSIONERS  
TUESDAY, AUGUST 18, 2020  
@ 9:00 A.M.

The regular meeting of the Martin County Board of Commissioners was called to order at 9:00 a.m. by Chairman Steve Flohrs via WebEx (videoconferencing due to the COVID-19 Virus pandemic). Commissioners present via WebEx were Belgard and Flohrs. Commissioners Smith and Koons were present in the Commissioners Meeting Room. Commissioner District #2 is vacant. Also present were Scott Higgins, Martin County Coordinator, Terry Viesselman, County Attorney, Jessica Korte, Martin County Auditor/Treasurer, Jason Sorensen, Sentinel Newspaper, Rod Halvorsen, City of Lakes Media Robbin Celander (Fair Board) and Bryan Stading (RCEF), and members of staff.

The Pledge of Allegiance was recited.

Motion by Commissioner Belgard, seconded by Commissioner Smith, Be It Resolved that the Martin County Board of Commissioners, hereby approve the agenda for the August 18, 2020 regular Board of Commissioners meeting with the following: Delete 9.6 Consider Compensation Adjustment for Jail Administrator and Head Dispatcher Positions; and Add Consider Change Order for Emergency Generator Replacement Project. Roll Call AYES: Commissioners Smith, Belgard, Koons, 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 August 4, 2020 regular Board of Commissioners meeting. Roll Call AYES: Commissioners Belgard, Smith, Koons, and Flohrs. NAYS: None. Motion carries.

Abigail Nesbit, Emergency Management Director, was present via WebEx and provided a COVID-19 pandemic update noting that there is a total of 212 cases, five active and one of the five is hospitalized, total of six people have passed away due to complications from covid19. The state is sending out masks to all schools.

Celander reviewed request for CY2021 budget allocation for the Martin County Fair Board in the amount of \$17,000.

Motion by Commissioner Belgard, seconded by Commissioner Koons, Be It Resolved that the Martin County Board of Commissioners, hereby receive and files the budget allocation request from the Martin County Fair Board for CY2021 in the amount of \$17,000. Roll Call AYES: Commissioners Smith, Belgard, Koons, and Flohrs. NAYS: None. Motion Carries.

Stading and Higgins reviewed the 2019 Annual EDA report.

Motion by Commissioner Koons, seconded by Commissioner Smith, Be It Resolved that the Martin County Board of Commissioners after review of the 2109 Annual EDA Report, hereby

receive and file the 2019 Annual Martin County Economic Development Authority Report. Roll Call AYES: Commissioners Belgard, Smith, Koons, and Flohrs. NAYS: None. Motion carries.

No action taken on a citizen appointment to the Martin County EDA Board.

Menno Schukking, Senior Planner SRF Consulting Group, gave a presentation to provide an update on the RTCC planning process and asked for the Board's support to implement a Regional Transportation Coordinating Council (RTCC) in southern Minnesota, in partnership with the Minnesota Department of Transportation. There is a need for support from at least four of the eight counties to fulfill MnDOT prerequisites for Phase 2 implementation funds and to start the implementation process. The resolution of support does not involve a financial commitment from the county for RTCC implementation.

Schukking stated that the SRF Consulting Group is working with the Mankato/North Mankato Area Planning Organization (MAPO) and have created a draft work plan and organizational structure and will set up an Operational Implementation Plan to facilitate the creation of an RTCC. The RTCC will include representatives from transportation and human services providers as well as other social service organizations and agencies from across the eight-county south-central Minnesota region, comprised by Blue Earth, Brown, Faribault, Le Sueur, Martin, Nicollet, Waseca, and Watonwan counties. The purpose of the RTCC is to coordinate the provision of transportation services throughout this region.

Belgard stated that the proposed plan would assist transit systems in the region in connecting rides to the various systems.

After further discussion,

Motion by Commissioner Belgard, seconded by Commissioner Smith,

R-#55/'20

RESOLUTION IN SUPPORT OF  
THE REGIONAL TRANSPORTATION COORDINATING COUNCIL (RTCC)  
PHASE 2 IMPLEMENTATION EFFORT

WHEREAS, the Minnesota Department of Transportation (MnDOT) Office of Transit and Active Transportation and the Minnesota Council On Access (MCOTA) seek to formalize and increase coordination between transportation providers that will result in better connections between providers, identification and elimination of transportation service gaps, identification and elimination of system redundancies, and development of a more efficient system of transportation, and easier customer access to providers that meet their travel needs; and

WHEREAS, MnDOT is providing the financial and technical support for the creation of a statewide network of Regional Transportation Coordination Councils (RTCC's) throughout Greater Minnesota to meet those goals; and

WHEREAS, the Mankato/North Mankato Area Planning Organization (MAPO) administered an RTCC Phase 1 planning grant and led the coordination of transportation stakeholders in South-Central Minnesota to create an Operational Implementation Plan for the Southern Minnesota RTCC; and

WHEREAS, the County of Martin, Minnesota is a transportation stakeholder in South-Central Minnesota that seeks to ensure an efficient and cost-effective transportation system that improves the mobility of “transportation-disadvantaged” individuals, such as older adults, individuals with disabilities, individuals with low incomes, and/or military veterans; and

WHEREAS, the County of Martin, Minnesota understands that the RTCC Phase 2 implementation effort will include (but not necessarily be limited to):

- Organizing the RTCC membership, board, and staff to implement the RTCC Work Plan tasks.
- Implementing Work Plan tasks such as coordinating transportation services and resources; providing communication, training, and organizational support; and implementing mobility strategies.
- Working towards statewide coordination emphasis areas such as a Transportation Management Coordination Center (TMCC) and volunteer driver programs.

NOW THEREFORE BE IT RESOLVED, that the County of Martin, Minnesota supports the Southern Minnesota RTCC to apply for Phase 2 implementation funding from MnDOT; and

BE IT RESOLVED FURTHER, that the County of Martin, Minnesota commits to working in good faith with the Southern Minnesota RTCC and other regional transportation stakeholders through the RTCC Phase 2 implementation effort, which will include providing staff time to assist the RTCC board and staff with input and feedback at critical decision-making stages.

Motion by Commissioner Belgard, seconded by Commissioner Smith, said resolution was duly passed and adopted this 18<sup>th</sup> day of August, 2020.

BOARD OF COMMISSIONERS  
MARTIN COUNTY, MN

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Steve Flohrs, Board Chair

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

Roll Call AYES: Commissioners Koons, Smith, Belgard, and Flohrs. NAYS: None. Resolution duly passed and adopted this 18<sup>th</sup> day of August, 2020.

Kevin Peyman, County Engineer, presented and reviewed the need for a Permit and Road Use Agreement for the Huntley-Wilmarth Powerline Project that will be constructed partially in Martin County. The Minnesota Public Utilities Commission has granted a certificate of need for

the Project and a route permit for the Project and the route permits contain certain conditions, including a condition that the Permittees shall cooperate with County road authorities to develop appropriate signage and traffic management during construction and shall restore the right-of-way, temporary work spaces, access roads, abandoned right-of-way and other private lands affected by construction of the transmission line.

Motion by Commissioner Koons, seconded by Commissioner Smith, Be It Resolved that the Martin County Board of Commissioners, hereby approve and authorize Board Chair and County Coordinator to sign the Permit and Road Use Agreement for the Huntley-Wilmarth Powerline Project, whereas a portion of the transmission line will be constructed in Martin County. Roll Call AYES: Commissioners Belgard, Koons, Smith, and Flohrs. NAYS: None. Motion carries.

Peyman gave an update on the progress on CR #52 paving project and on CR #54 crews are working on the shouldering for CR #54.

Higgins presented the Sheriff's Office request to approve the Annual County Boat and Water Safety Grant application. The county was awarded \$4,281.00 for FY2020 (\$3,112.00 for FY2019). The effective date of the grant is January 1, 2020 and expires June 30, 2021. The grant will cover expenses incurred for patrol, enforcement, search and rescue, watercraft inspection, waterway marking and accident investigation.

Motion by Commissioner Smith, seconded by Commissioner Koons,

R-#57/'20

**RESOLUTION**  
**AUTHORIZING EXECUTION OF**  
**ANNUAL COUNTY BOAT AND WATER SAFETY AGREEMENT**

BE IT RESOLVED THAT, Martin County enters into a grant agreement with the Minnesota Department of Natural Resources for the program entitled County Boat and Water Safety in the grant amount of \$4,281.00 to cover expenses incurred for patrol, enforcement, search and rescue, watercraft inspection, waterway marking and accident investigation effective January 1, 2020 and expires June 30, 2021.

BE IT FURTHER RESOLVED, that the Martin County Sheriff, Chairman of the Martin County Board of Commissioners, and Martin County Auditor/Treasurer, are hereby authorized to execute and sign such grant agreement on behalf of Martin County.

Motion made by Commissioner Smith, seconded by Commissioner Koons, and duly adopted this 18<sup>th</sup> day of August, 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. Motion carries.

Jonathan Loose, Wold Architects and Engineers was present via WebEx and presented and reviewed three Proposal Requests for the Vehicle Storage Facility Improvements and the Service Counter for the Recorder's Office for the Board's consideration and approval.

**PR-001R- Recorders' Service Counter Revisions.**

This proposal includes cabinetry work (case work) needed for the staff side of the counter (drawing attached) approx. \$6,600, includes wood trim base vs stone to match the exiting trim work (deduct), and other small adjustments to the counter work. Total \$7,785.50

**PR-002-Vehicle Storage Facility Plumbing Review Changes**

This is a result of inspection/testing and includes code required fixtures and all associated plumbing for restroom. Total \$1, 880.55

**PR-003-Vehicle Storage Facility Hardware**

This includes door hardware (handles and locks for four new doors to be installed in the garage facility. Originally included in specification as the owners responsibility. Sometimes this is left open in specifications because the owner may have their own standard locking system. It was asked that the contractor provided a quote. In talking with the Architect, it was believed if the owner were to provide their own lock system; it could save us approx. \$350. Total \$2, 952.83.

After further review and consideration,

Motion by Commissioner Smith, seconded by Commissioner Belgard, Be It Resolved the Martin County Board of Commissioners, after review and upon the recommendation of Wold hereby approve the Proposal Request for the Vehicle Storage Facility Improvements and the Service Counter adjustments for the Recorder's Office as follows. PR-001R- Recorders' Service Counter Revisions. Total \$7,785.50; and PR-002-Vehicle Storage Facility Plumbing Review Changes. Total \$1, 880.55; and PR-003-Vehicle Storage Facility Hardware Total \$2, 952.83. Roll Call AYES: Commissioners Koons, Belgard, Smith, and Flohrs. NAYS: None. Motion carries.

Loose also presented and reviewed a proposal request (PR-003 for the Emergency Generator replacement project for additional rental fees for the temporary generator for the project in the amount of \$3, 097. Wold finds the amount acceptable for the scope of work performed.

Motion by Koons, seconded by Smith, Be It Resolved that the Martin County Board of Commissioners , after review and upon the recommendation of Wold hereby approve the Proposal Request-003 in the amount of \$3,907 for additional rent of temporary generator by Dewar (contractor) for the Emergency Generator replacement project. Roll Call AYES: Commissioners Belgard, Smith, Koons, and Flohrs. NAYS: None. Motion carries.

Higgins presented the reappointment of Mike Sheplee as the Martin County Assessor, stating that the Assessor is an appointed position (Minnesota Statutes 273.061). Mike Sheplee was appointed as Martin County Assessor to fill the remainder of Dan Whitman's term effective January 1, 2019 with term ending December 31, 2020. The new term for Sheplee is effective January 1, 2021 with term ending December 31, 2024. Higgins stated that the Personnel Committee has reviewed the reappointment and recommends approval.

Motion by Commissioner Belgard, seconded by Commissioner Smith,

R-#58/'20

## RESOLUTION

### REAPPOINTING MIKE SHEPLEE AS COUNTY ASSESSOR TO A FOUR-YEAR TERM EFFECTIVE JANUARY 1, 2021 THROUGH DECEMBER 31, 2024

WHEREAS, Mike Sheplee was first appointed as the County Assessor for the initial term beginning January 1, 2019 and continuing through December 31, 2020; and by reappointment of the Board of County Commissioners, will serve through the term expiring December 31, 2024; and

WHEREAS, the County Board of Commissioners has determined that performance objectives have been met and, therefore, recommends reappointment.

NOW THEREFORE BE IT RESOLVED, by the Board of Commissioners in and for the County of Martin, Minnesota, that, in accordance with Minn. Stat. 273.061, that Mike Sheplee be and hereby is reappointed to a four-year term beginning January 1, 2021 and continuing through December 31, 2024.

BE IT FURTHER RESOLVED, that a copy of this resolution be included with the personnel file held by the County Coordinator's Office; and that a copy of this resolution be forwarded to the Minnesota Commissioner of Department of Revenue by the County Coordinator.

Motion by Commissioner Belgard, seconded by Commissioner Smith, said resolution was duly passed and adopted this 18<sup>th</sup> day of August, 2020.

BOARD OF COMMISSIONERS  
MARTIN COUNTY, MN

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Steve Flohrs, Board Chair

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

Roll Call AYES: Commissioners Koons, Belgard, Smith, and Flohrs. NAYS: None. Resolution duly passed and adopted this 18<sup>th</sup> day of August, 2020.

Mike Forstner, Drainage Administrator presented the minutes from the July 21, 2020 Joint County Ditch 414 (Martin and Faribault Counties) Preliminary Improvement to Branch A40 Hearing.

Motion by Commissioner Smith, seconded by Chairman Flohrs, acting as the Drainage Authority for Martin County, hereby approve minutes from the July 21, 2020 Joint County Ditch 414 (Martin and Faribault Counties) Preliminary Improvement to Branch A40 Hearing. Roll Call AYES: Commissioners Belgard, Smith, and Flohrs. NAYS: None. Motion carries.

Sheplee was present to request replacement of the Deputy Assessor position due to a resignation. Higgins stated that the Personnel Committee has reviewed the request and recommends approval to fill the vacancy.

Motion by Commissioner Belgard, seconded by Commissioner Koons, Be It Resolved that the Martin County Board of Commissioners, upon the recommendation of the County Assessor and the Personnel Committee, hereby approves the recruitment of the Deputy Assessor position for the Martin County Assessor's Office. Roll Call AYES: Commissioners Smith, Koons, Belgard, and Flohrs. NAYS: None. Motion carries.

Leigha Johnson HR Manager presented the request for leave of absence for Chris Mielke, Road and Bridge Department. Department, stating that per the County Personnel Policy, employees who wish to go on an unpaid leave of absence must receive approval from the County Board. The request is for unpaid leave of absence for medical reasons is from August 5, 2020 through August 11, 2020, with terms and conditions as stated in the County Personnel Policy.

Motion by Commissioner Koons, seconded by Commissioner Smith, Be It Resolved that the Martin County Board of Commissioners, upon the request for an unpaid leave of absence by Chris Mielke, and after careful consideration and based on the information received, hereby approve the request for an unpaid leave of absence from August 5, 2020 through August 11, 2020, with terms and conditions as stated in the County Personnel Policy. Roll Call AYES: Commissioners Belgard, Smith, Koons, and Flohrs. NAYS: None. Motion carries.

Higgins presented the request for Board approval of appointment to the Red Rock Rural Water System (RRRWS) Board. Mike Curley resigned as a member of the RRRWS Board of Commissioners on July 1, 2020. It is recommended that Paul A. Johnson be appointment to complete Mike Curley's remaining term which is scheduled to expire on December 31, 2023.

Motion by Commissioner Smith, seconded by Commissioner Belgard,

RESOLUTION RECOMMENDING THE APPOINTMENT

OF PAUL A. JOHNSON

TO THE

RED ROCK RURAL WATER  
SYSTEM BOARD OF  
COMMISSIONERS

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BACKGROUND INFORMATION

WHEREAS, Michael Curley resigned as a Commissioner on the Red Rock Rural Water System (“RRRWS”) Board of Commissioners effective as of July 1, 2020; and

WHEREAS, Paul A. Johnson has agreed to replace Mike Curley on the RRRWS Board of Commissioners; and

WHEREAS, on May 14, 2020 the RRRWS Board of Commissioners unanimously adopted a Motion which recommends that Paul A. Johnson be appointed to the RRRWS Board of Commissioners to complete Mike Curley’s term which is scheduled to expire on December 31, 2023; and

WHEREAS, the Martin County Board of Commissioners believes that Paul A. Johnson is qualified to act as a Commissioner on the RRRWS Board of Commissioners and is worthy of appointment.

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R-#56/'20

RESOLUTION

NOW BE IT NOW RESOLVED, that the Martin County Board of Commissioners hereby recommends that Paul A. Johnson be appointed to the Red Rock Rural Water System Board of Commissioners pursuant to and provided for by Minnesota Statutes §116A et seq. to complete the remaining portion of Mike Curley’s term which is scheduled to expire on December 31, 2023.

Motion by Commissioner Smith, seconded by Commissioner Belgard, said resolution was duly passed and adopted this 18<sup>th</sup> day of August, 2020.

BOARD OF COMMISSIONERS  
MARTIN COUNTY, MN

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Steve Flohrs, Board Chair

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

CERTIFICATION



I hereby certify that the foregoing Resolution was approved by the Martin County Board of Commissioners on August 18, 2020 by a vote of 4 for, 0 against, 1 absent, and 0 abstaining.

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Scott Higgins, County Coordinator

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

Higgins presented the proposed Martin County Board of Commissioners Operating Rules & Guidelines for Board and public information outlining county commissioner protocols while serving in office. Higgins stated that the proposed policy outlines protocols including County Board Organization, County Board Meetings, Conduct of Debate, Types of Board Action, County Board Agenda, Advisory Committees, Code of Ethics, Citizens, and Staff Roles. The Personnel Committee recommends adoption as the Operating Rules & Guidelines will be helpful in the future for new Board members.

Motion by Commissioner Belgard, seconded by Commissioner Koons, Be It Resolved that the Martin County Board of Commissioners, hereby approve and adopt the Martin County Board of Commissioners Operating Rules & Guidelines, effective August 18, 2020. Roll Call AYES: Commissioners Smith, Koons, Belgard, and Flohrs. NAYS: None. Motion carries.

Sheplee stated that the Assessor's Office has received and accepted a completed Single Family Housing Tax Abatement Policy application along with the required \$250 application fee from Larry and Serena Johnson. MN Statutes require the County Board hold a public hearing to consider abatement to the Johnsons of property taxes to be levied by the County for new construction of a single family home in Sherburn, MN. The recommended hearing date is Tuesday, September 15, 2020, beginning at 10:00 a.m.

Motion by Commissioner Koons, seconded by Commissioner Smith, Be It Resolved that the Martin County Board of Commissioners, hereby set the public hearing date on Tuesday, September 15, 2020, beginning at 10:00 a.m. consider abatement to Larry and Serena Johnson 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 in the Commissioners Meeting Room – Martin County Courthouse. Roll Call AYES: Commissioners Belgard, Smith, Koons, and Flohrs. NAYS: None. Motion carries.

Jessica Korte, Martin County Auditor/Treasurer, along with Higgins, reviewed the preliminary CY2021 budget, which included proposed reductions and other adjustments to reduce the original levy request of 7.28% increase from 2020 to 2021 Levy, to 3.07%. Board discussion included that we are getting closer, but need to look at other possible reductions.

The Board reviewed Warrants, Auditor Warrants, and EFT Transactions to be paid August 4, 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 August 18, 2020, and includes the Highway Department bills and Drainage bills as presented. Roll Call AYES: Commissioners Belgard, Smith, Koons, and Flohrs. NAYS: None. Motion carries.

Warrants received and paid August 18, 2020, are registered on file in the Auditor/Treasurer's Office as follows:

Revenue Fund – Warrants Approved August 18, 2020	\$159,551.84
Martin County Economic Development Fund	\$ 36,029.01
Solid Waste Management Fund	\$ 38,475.67
Law Library Fund	\$ 1,436.88
County Attorney's Forfeiture Fund	\$ 982.00
Recorder's Compliance Fund	\$ 31,928.33
Building-CIP-Fund	\$ 28,486.21
Human Services Building Fund	\$ 8,335.25
Total	\$305,225.19
Road and Bridge Funds Totaled	\$158,319.02
Martin County Ditch Funds Totaled	\$362,598.37

Korte reviewed the July 2020 Monthly financial report with the Board.

Higgins reviewed the 2020 Dividend Notice and the amount received by the county is \$63,919 from Workers Compensation and \$6,821 from the Property/Casualty division. Higgins further stated that the Martin County EDA received a dividend notice in the amount of \$78 from property and casualty.

Higgins reviewed the TelecommuterForward! DEED certification the county received recently from DEED in promoting broadband and telecommuting opportunities in the county.

With no further business to wit, Motion by Commissioner Koons, seconded by Commissioner Smith, to adjourn the meeting. Meeting adjourned at 11:36 a.m. Roll Call AYES: Commissioners Belgard, Smith, Koons, and Flohrs. NAYS: None. Motion carries.

BOARD OF COMMISSIONERS  
MARTIN COUNTY, MN

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Steve Flohrs, Board Chair

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