

PROCEEDINGS OF THE
MARTIN COUNTY BOARD OF COMMISSONERS
TUESDAY, OCTOBER 6, 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 were Smith, Belgard, Koons, and Flohrs. Commissioner District #2 is vacant. Also present were Scott Higgins, Martin County Coordinator, Terry Viesselman, County Attorney, Jessica Korte, Auditor/Treasurer, Leigha Johnson, Human Resources Manager, Rod Halvorsen, City of Lakes Media, Jason Sorensen, Sentinel Newspaper, Julie Walters, Administrative Assistant, and members of staff.

The Pledge of Allegiance was recited.

Motion by Commissioner Koons, seconded by Commissioner Belgard, Be It Resolved that the Martin County Board of Commissioners, hereby approve the agenda for the October 6, 2020 regular Board of Commissioners meeting with the following additions: 9.30 Consider Quote for Electrostatic Disinfectant from CleanRite (Chem-Dry); and 9.31 Consider Quote for Installation of Lighting on Exterior of Office Building (1200 No. State Street). Roll Call AYES: Commissioners Smith, Belgard, Koons, and Flohrs. NAYS: None. Motion carries.

Motion by Commissioner Smith, seconded by Commissioner Koons, Be It Resolved that the Martin County Board of Commissioners, hereby approve the minutes of the September 15, 2020 regular Board of Commissioners meeting. Roll Call AYES: Commissioners Belgard, Koons, Smith, and Flohrs. NAYS: None. Motion carries.

Jen Kahler, Martin County Kinship Executive Director, was present via WebEx and provided a program update including: Group Mentoring Program; Staff working from home and meeting remotely; new Pen Pal Program; Online Scavenger Hunts; Transition to all online documentation; Outdoor Painting Party; Drive-by Graduation in June; Outdoor Frisbee Golf Event; Annual Summer Picnic; and most recently the Industrial/Commercial Rummage Sale at the Fairgrounds. Kahler noted there have been 13 new matches during the COVID-19 pandemic months and 7 mentees that graduated high school. Kahler also noted there are 34 kids on our waiting list, 46 active matches, with 33% (of the matches) outside of the Fairmont area.

Terry Viesselman, County Attorney, was present via WebEx and noted that Taylor McGowan, new Assistant County Attorney, was busy in court this morning and would not be available for introduction to the Board.

Viesselman continued recommending the Attorney General's Office begin the sexual offender/sexual predator commitment process on a person that was sent to prison and is set to be released on February 1st, 2021. Viesselman noted fees associated with this process include an initial cost for an evaluation from an independent expert along with out of pocket expenses for the Attorney General's Office (i.e. hotel, mileage). Viesselman went on to note upon review of the offender's prison file the County Attorney's Office is moving forward to start the commitment process.

Bob Mickelson, ISG Inc., was present via WebEx to present and review Change Order #3 from Renaissance Roofing in the amount of \$43,252 for additional steel work for the Martin County Dome Restoration Project including: Credit for deleting structural rivet replacement, Replacement of 100% of the bottom continuous ring at base of dome, Replacement of 7 sections of the second ring from the bottom, Miscellaneous replacement of decayed outriggers at clock level, Removal and reinstallation of lower outriggers, Supplemental steel as needed, and Painting of all new steel. Mickelson noted what we're proposing to do is to proceed forward on a time and material basis not to exceed \$43,252. This is very labor intensive work. The materials portion of the work is not the large cost on the contract. It is the labor portion of it that is where the time is being spent. If the project goes faster than anticipated this cost would be reduced. If the project goes longer than we anticipate the cost will not exceed the \$43,252 dollar amount.

Commissioner Smith noted the Building Committee has reviewed the change order and knew it was a possibility that we would have to replace more steel than we thought. The Building Committee recommends proceeding with Change Order #3 with Renaissance Roofing.

Motion by Commissioner Smith, seconded by Commissioner Belgard, Be It Resolved that the Martin County Board of Commissioners, after review and upon the recommendation of ISG Inc., hereby approve Change Order #3 received from Renaissance Roofing in the amount of \$43,252.00 for additional steel work associated with the Martin County Dome Restoration Project. Roll Call AYES: Commissioners Koons, Belgard, Smith, and Flohrs. NAYS: None. Motion carries.

Mickelson, along with Lon Gorsch with Renaissance Roofing, presented and reviewed Change Order #2 from Renaissance Roofing in the amount of \$5,515.00 for additional rental for hoisting costs associated with the Mavo Abatement Work. Mickelson noted the scaffolding is a continuation of the previous discussion that you had with Renaissance Roofing regarding some additional scaffolding charges that we needed to complete the abatement portion. The abatement portion is now completed and this change order can be finalized.

Commissioner Belgard noted the Building Committee discussed and reviewed this at great length and recommends proceeding with Change Order #2 with Renaissance Roofing.

Motion by Commissioner Belgard, seconded by Commissioner Smith, Be It Resolved that the Martin County Board of Commissioners, after review and upon the recommendation of ISG Inc., hereby approve Change Order #2 received from Renaissance Roofing in the amount of \$5,515.00 for additional rental for hoisting costs (scaffolding) associated with the Mavo Abatement Work for the Martin County Dome Restoration Project. Roll Call AYES: Commissioners Koons, Smith, Belgard, and Flohrs. NAYS: None. Motion carries.

Gorsch provided a brief project update noting progress is moving along. The sheet metal for the first ring at the shelf has been in production and we anticipate in the next two weeks to begin installing copper on that lower shelf. We are building up our carpenter crew size so that as materials come out of the fabrication process we can keep things moving along. It takes a while to get these projects off the ground but in the next two weeks we'll have measurable progress.

Dan Ochs, Integrity Benefits, was present via WebEx and reviewed quotes received for voluntary employee Dental Insurance Plan and recommends switching from Dearborn National

to Delta Dental due to a 4% rate increase received from Dearborn National and enhancements that Delta Dental offers over the current Plan including additional “In Network” dental providers and a 2-year rate guarantee.

Commissioner Smith noted the Personnel Committee has reviewed the quotes and recommends accepting the bid from Delta Dental Option #1.

Motion by Commissioner Smith, seconded by Commissioner Flohrs, Be It Resolved that the Martin County Board of Commissioners, after careful review of the renewal quotes for voluntary employee Dental Insurance Plan coverage, hereby approves and accepts the bid received from Delta Dental, Option #1; and authorizes the Board Chair and/or its designee to sign all necessary documents with Delta Dental effective January 1, 2021; and to offer to all eligible employees. Roll Call AYES: Commissioners Koons, Belgard, Smith, and Flohrs. NAYS: None. Motion carries.

Kevin Peyman, County Engineer, was present via WebEx to recommend the purchase of a 2020 budgeted pickup truck from Saxon Fleet Services in Oakdale, MN at the state contract price of \$35,337.00 for the Highway Department to replace Unit #9 (2008 Chevrolet Silverado with 142,000 miles). Peyman noted we normally get state contract pricing both from GM and Ford and then we also allow any local dealers that want to bid. The lowest of the state contract pricing for a Chevrolet Silverado is \$35,337; and the lowest of the local bids was also for a Chevrolet Silverado from Hawkins at \$36,024. Peyman recommends the purchase of a 2021 Chevrolet Silverado 1500 4WD Crew Cab from Saxon Fleet Services at the state contract price of \$35,337. Peyman went on to note we are replacing Unit #9 which is a 2008 Chevrolet Silverado with 142,000 miles and was a park truck for a number of years. Peyman noted the courthouse maintenance department would like to add this truck to their fleet so will not request authorization to sell.

MARTIN COUNTY HIGHWAY DEPARTMENT
October 6, 2020 Martin County Commissioners Meeting

2020 Pickup Truck

2020 Budgeted amount: \$32,000

2021 Chevrolet Silverado 1500 4WD Crew Cab Saxon Fleet Services, Oakdale, MN (<u>State Contract Price</u>)	\$35,337.00
2021 Ford F150 4WD SuperCrew Cab Saxon Fleet Services, Oakdale, MN (<u>State Contract Price</u>)	\$39,179.00
2021 Chevrolet Silverado 1500 4WD Crew Cab Hawkins Chevrolet, Fairmont, MN	\$36,024.20
2021 Chevrolet Silverado 1500 4WD Crew Cab	

Elizabeth Chevrolet, Truman, MN

\$47,386.55 *

* minus rebates at time of delivery.

2021 Ford F150 4WD Super Crew Cab
Fairmont Ford, Fairmont, MN

\$38,343.00

After review and discussion,

Motion by Commissioner Koons, seconded by Commissioner Belgard, Be It Resolved that the Martin County Board of Commissioners, after careful consideration and review of the bids for replacement pickup truck and upon the recommendation of County Engineer, hereby approve and authorize the purchase of a budgeted 2021 Chevrolet Silverado 1500 4WD Crew Cab from Saxon Fleet Services in Oakdale, MN at the state contract price of \$35,337.00; and approve the transfer/sale of Unit #9 a 2008 Chevrolet Silverado with 142,000 miles to the Martin County Building Maintenance Department once the new pickup is received. Roll Call AYES: Commissioners Smith, Belgard, Koons, and Flohrs. NAYS: None. Motion carries.

Peyman next presented and reviewed Minnesota Department of Transportation (MnDOT) Agreement – Contract No. 1036968 for Lighting Systems at Trunk Highway (T.H.) No. 15 at County State Aid Highway No. 32. Peyman noted for rural street lighting MnDOT will install, in coordination with the County, new Trunk Highway Lighting Systems when they are doing their construction projects but they don't pay for maintenance. Therefore, if the County wants their intersection of the County road lit the County will need to enter into a MnDOT Agreement on condition that Martin County will provide for the operation, maintenance and electrical energy of the new lighting system. Peyman recommends entering into a Lighting Maintenance Agreement with MnDOT for the intersection of Trunk Highway No. 15 at County State Aid Highway 32 (north end of Fairmont).

Motion by Commissioner Belgard, seconded by Commissioner Koons,

Martin County Highway Department
Resolution No. 2 - 2020

RESOLUTION TO ENTER INTO LIGHTING AGREEMENT #1036968 WITH MNDOT

IT IS RESOLVED that Martin County enter into MnDOT Agreement No. 1036968 with the State of Minnesota, Department of Transportation for the following purposes:

To provide ownership, operation, and maintenance of Lighting Systems at Trunk Highway (T.H.) No. 15 at County State Aid Highway No. 32. The contract construction is to be performed under State Project No. 8827-339 (T.H. 999).

IT IS FURTHER RESOLVED that Kevin Peyman, Martin County Engineer and Jessica Korte, Martin County Auditor/Treasurer are authorized to execute the Agreement and any amendments to the Agreement.

Upon motion by Commissioner Belgard, seconded by Commissioner Koons, and carried said resolution was duly passed and adopted this 6th day of October, 2020.

BOARD OF COMMISSIONERS
MARTIN COUNTY, MINNESOTA

By: _____
Steve Flohrs, Board Chair,
Martin County Board of Commissioners

ATTEST: _____
Scott Higgins, County Coordinator

CERTIFICATION

I hereby certify that the foregoing resolution is a true and correct copy of a resolution presented to and adopted by the County of Martin at a duly authorized meeting thereof held on the 6th day of October, 2020.

Scott Higgins, County Coordinator

Roll Call AYES: Commissioners Koons, Smith, Belgard, and Flohrs. NAYS: None.
Resolution duly passed and adopted this 6th day of October, 2020.

Peyman presented a brief Highway Department Update including all paving projects are done and that shoulder work, rumbles, and striping should finish up later this week or early next week.

Deputy Brandon Lamack, Martin County Sheriff's Office, was present to note the Sheriff's Office has submitted a TZD (Toward Zero Deaths) Enforcement Grant application and has been informed by the State of Minnesota, Office of Traffic Safety, that Martin County will be awarded with a grant for Federal Fiscal Year 2021 that begins October 1, 2020 and ends September 30, 2021 in the amount of \$13,100.00. Lamack noted grant dollars will fund enforcement of traffic laws pertaining to DWI, Seat Belt and child restraints, Distracted Driver, Speed, and Move Over violations.

Motion by Commissioner Belgard, seconded by Commissioner Koons,

R-#66/'20

RESOLUTION
TOWARD ZERO DEATHS (TZD) ENFORCEMENT GRANT

BE IT RESOLVED, that Martin County enters into a grant agreement with the State of Minnesota, Office of Traffic Safety, for the program entitled Toward Zero Deaths (TZD) Enforcement Grant Program for Federal Fiscal Year 2021, beginning October 1, 2020 and ends September 30, 2021 in the amount of \$13,100.00.

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 by Commissioner Belgard, seconded by Commissioner Koons, said resolution was duly passed and adopted this 6th day of October, 2020.

BOARD OF COMMISSIONERS
MARTIN COUNTY, MN

Steve Flohrs, Board Chair

ATTEST: _____
Scott Higgins, County Coordinator

Roll Call AYES: Commissioners Smith, Koons, Belgard, and Flohrs. NAYS: None. Resolution duly passed and adopted this 6th day of October, 2020.

Scott Higgins, County Coordinator, was present and noted that the Martin County Sheriff's Office has received and accepted the resignation of Richard Bolster, part time Transport Officer for the Martin County Sheriff's Office, effective September 28, 2020.

Motion by Commissioner Koons, seconded by Commissioner Belgard, Be It Resolved that the Martin County Board of Commissioners, hereby accept the resignation of Richard Bolster as part time Transport Officer for the Martin County Sheriff's Office, effective September 28, 2020. Roll Call AYES: Commissioners Smith, Belgard, Koons, and Flohrs. NAYS: None. Motion carries.

Cory Klanderud, Chief Deputy Martin County Sheriff's Office, was present and noted duties of the summer Water Patrol Deputies ended just after the Labor Day weekend and recommends approving the end of employment date for Seasonal Water Patrol Deputies Desirae Hertling and Cory Lyons, effective September 10, 2020.

Motion by Commissioner Smith, seconded by Commissioner Belgard, Be It Resolved that the Martin County Board of Commissioners, hereby approve the end of employment with Desirae Hertling and Cory Lyons, Seasonal Water Patrol Deputies for the Martin County Sheriff's Office, both effective September 10, 2020. Roll Call AYES: Commissioners Koons, Belgard, Smith, and Flohrs. NAYS: None. Motion carries.

Mike Sheplee, Assessor, was present via WebEx and reviewed the Martin County Assessor Confidentiality Request Form for the Beacon System. Sheplee noted he was contacted by criminal justice folks to ask if there was something that could be done on the public facing Beacon site to suppress or make unavailable a search by name for some folks in the criminal justice field so that they can protect their families. They were concerned that it was too easy for people with bad intentions to find and locate where criminal justice folks lived and then to possibly do harm. Sheplee went on to note he did some research with Beacon and found they could do this. Sheplee surveyed some surrounding counties to see if they employ this process in

their own counties to make searches for certain parcels a little bit more difficult and found that it was a practice that some implemented and others were researching. Sheplee developed a confidentiality request form and asked those that had contacted him to complete the form asking that their information be suppressed on Beacon. What this does is if someone were to put in the name of the person on Beacon and ran the name search on Beacon it would show that there is no information available. The same if they put in an address of someone that is suppressed it would show no information available. That means that it is not searchable on Beacon it does not mean that we're turning this information into private information. We're not making public information private we're just making it harder to search for from the public that wants to do harm. Sheplee also noted we've had eight (8) applicants covering about 14 properties that requested suppression on Beacon and wanted to let the Board know that was in place and it is limited to the criminal justice field i.e. law enforcement, judges, FBI agents, Probation agents, County Attorneys, folks who have a legitimate work related need to protect their identity or safeguard their families. Sheplee recommends approving the Confidentiality Request Form and authorizing the Assessor's Office to suppress parcel specific information from a public search and display on the Beacon site for anyone in the criminal justice field who has a legitimate work-related need to protect their identity or safeguard their property.

Discussion ensued pertaining to the need for future discussions on the ability for public to search by name on the County's Beacon site.

After discussion,

Motion by Commissioner Smith, seconded by Commissioner Koons, Be It Resolved that the Martin County Board of Commissioners, hereby approve and authorize the Martin County Assessor's Office Confidentiality Request Form granting certain criminal justice personnel the ability to suppress parcel specific information on the public facing Beacon site to protect their identity and/or safeguard their property. Roll Call AYES: Commissioners Belgard, Koons, Smith, and Flohrs. NAYS: None. Motion carries.

Sheplee presented and reviewed a draft policy entitled Relative Homestead Classification Relative to Probate associated with a recent issue questioning the definition of Martin County's Relative Homestead Classification. Sheplee noted after seeking and following the opinion of the Minnesota Department of Revenue Sheplee prepared a draft policy defining if Probate is underway and the relative is living in the home of the deceased parents they would qualify to continue homestead classification until probate is completed. If Probate has not begun 3 years after the death of the parents then there are 3 taxable grace years where we will allow relative homestead classification.

Insert Policy

Much discussion ensued pertaining to MN Statute 273.124 subd 1(h), number of years allowable before the Probate process to be started, and the Minnesota Department of Revenue's Interpretation.

After discussion,

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 Relative Homestead Classification Relative to Probate Policy, effective October 6, 2020. Roll Call AYES: Commissioners Smith, Koons, Belgard, and Flohrs. NAYS: None. Motion carries.

Jonathan Loose, Wold Architects and Engineers, was present via WebEx and reviewed Change Order #2 for the Garage Storage Facility received from R.W. Carlstrom Co. Inc. in the amount of \$2,033.05 which includes: Sanitary Line Extra Work in the amount of \$1,091.20, Fire Barrier Location Adjustment in the amount of \$548.10, and Relocate Two Exit Signs and Add One Sign in the amount of \$393.75. Loose noted the first two items on Change Order #2 have already been approved by the Board. The third item on Change Order #2 is for some exit signs that have to be removed and relocated due to the fire barrier sensor and a request for an additional sign. This third item on Change Order #2 is in the amount of \$393.75.

Commissioner Belgard noted the Building Committee has talked in depth about these and while we're kind of disappointed in what that is costing us we know these are all things that are required by the building code.

Motion by Commissioner Belgard, seconded by Commissioner Smith, Be It Resolved that the Martin County Board of Commissioners, after review and upon the recommendation of Wold Architects and Engineers, hereby approve Change Order #2 received from R.W. Carlstrom Co. Inc. in the amount of \$2,033.05 for general construction at the Garage Storage Facility including: Sanitary Line Extra Work in the amount of \$1,981.20, Fire Barrier Location Adjustment in the amount of \$548.10, and Relocate Two Exit Signs and Add One Sign in the amount of \$393.75. Roll Call AYES: Commissioners Koons, Smith, Belgard, and Flohrs. NAYS: None. Motion carries.

Loose reviewed the proposal request (Change Order #3) submitted by R.W. Carlstrom Co. Inc. for the installation of floor drains and sewer hookup for the Garage Storage Facility in the amount of 56,544.04. Loose noted there are two items on Change Order #3 the smaller of which is for \$973.35. Duct work previously detailed dropped from the top of the building all the way down to the bottom to make sure that we're exhausting out any sort of carbon monoxide which would be in the space. We were actually showing that duct work as being secured to the firewall and even with fire caulking and things like that the inspector indicated that he didn't want anything penetrating that firewall. So this cost is to actually weld steel supports together to hold up the duct work in a few different locations. The \$973.35 is comprised of the labor and materials, welding, and the installation of those supports for the duct work.

Loose continued the other item (on Change Order #3), is the redo of the drains, the sanitary lines, and the oil and sand interceptor at the facility and we had previously discussed at the Board level to move forward with this scope of work. Loose noted our estimated budget was \$60,000 to \$65,000 for this. It does include some of the work that was previously identified as future phases at the facility. Right now after quite a bit of back and forth between R.W. Carlstrom Co. Inc. and Wold and making sure you're getting fair value on those items we're at an add of \$55,570.69. That item, I should clarify, includes essentially all of the work inside of the building. Loose went on to note the one point of clarification is that we still need to make the connection from the building to the utility line at the city main and we're suggesting that happen on a time and material basis that the contractor and plumber track their hours for excavation and track the

material costs. The reason why is that we don't have a full survey of the site at the city or the County. Nor do we have any records of the actual utilities that are underground. Certainly we know where there's a manhole and we have a good sense of where the main is but in terms of how much has to be replaced and what the existing material is and what the necessary material going back into place would be for making that connection as well as the depth of that is definitely unknown. In discussing this with the Building Committee the best course of action is approve this approximate \$55,000 item as a part of this change order and then we would need to consider a future change order for what that time and material cost was to actually make that connection. Loose also noted we've been working pretty closely with R.W. Carlstrom Co. Inc. and the city to try and at least get a ballpark number. But this having no information makes it pretty difficult for us to get an estimate on what that is. But certainly as we get more information we'll be sharing that with the Building Committee. The other piece of this that I want to make sure that you folks are aware of, is because this is a significant plumbing change we also need to submit those changes to the state for a plan review so there's an additional plan review cost to the County that's outside of R.W. Carlstrom's contract that would have to be paid to the state so they can review all plumbing aspects of the work, approve it, and then send it out to the city so that the city knows that they have additional inspections to make on this work.

After review and discussion,

Motion by Commissioner Koons, seconded by Commissioner Belgard, Be It Resolved that the Martin County Board of Commissioners, after review and upon the recommendation of Wold Architects and Engineers, hereby approve the Change Order #3 proposal from R.W. Carlstrom Co. Inc. (current contractor on the project) for the construction of floor drains and sewer hookup for the Garage Storage Facility located at 1200 No. State Street in the amount of \$55,570.69; and to authorize the Board Chair to sign the required documents and AIA Agreement for the aforementioned project. Roll Call AYES: Commissioners Smith, Belgard, Koons, and Flohrs. NAYS: None. Motion carries.

Loose next reviewed Change Order #4 that includes a proposal from R.W. Carlstrom Co. Inc. for the exterior painting of the Garage Storage Facility in the amount of \$19,425.00 including the sandblasting, priming and painting of the entire exterior with exception of the color. We're leaving that off right now as that is something that we will continue to review with the Building Committee. We're getting some actual color samples and it is likely that it would be a petty neutral grey or tan but as of right now we're just approving the cost so that they can mobilize and get that final color selection and get started on the prep work. So, again, Change Order #4 in the amount of \$19,425.00 is to paint the exterior of the Garage Storage Facility.

Commissioner Koons inquired if that dollar amount is just the garage or both buildings.

Loose answered just the garage.

Motion by Commissioner Smith, seconded by Commissioner Belgard, Be It Resolved that the Martin County Board of Commissioners, after consideration and review of the proposal for painting of the exterior of the County Garage Storage Facility located at 1200 No. State Street (Fairmont), and upon the recommendation of Wold Architects and Engineers, hereby approve the painting bid proposal from R.W. Carlstrom Co. Inc. (current contractor for the project) in the amount of \$19,425.00; and to authorize the Board Chair to sign the required documents and AIA

Agreement for the aforementioned painting project. Roll Call AYES: Commissioners Koons, Belgard, Smith, and Flohrs. NAYS: None. Motion carries.

Cassie Nordquist, USI, was present via WebEx and reviewed the county's Health Insurance Plans with BlueCross and BlueShield through the South Central Services Cooperative along with the 105 Plan (ThrivePass). Nordquist went on to note the County received a negotiated 9% increase insurance renewal and recommends that the County continue with the \$5,000 High Deductible Health Coverage with BlueCross and BlueShield, which within that plan two benefit health plans are offered to employees – the \$1,000 Deductible (Plan C) and the Health Savings Account (HSA).

Nordquist continued and reviewed three different cost analyses including increasing Plan C single from no cost to \$20 per month, continuing the free single premium for the HSA, keeping the \$1,000 single contribution to the HSA and keeping the \$2,000 family contribution to the HSA, and passing on the increase from Blue Cross Blue Shield to the Family Plan C and Family HSA.

Option #1: is a 9% increase to the employees with Plan C single at \$20 per month and Plan C family would increase an additional \$35.10 per month. HSA single would remain free and HSA family would increase and additional \$21.60 per month.

Option #2: is a 15% increase to the employees with Plan C single at \$20 per month and Plan C family would increase an additional \$58.50 per month. HSA single would remain free and HSA family would increase an additional \$36.00 per month.

Option #3: is a 20% increase to the employees with Plan C single at \$20 per month and Plan C family would increase an additional \$78.00 per month. HSA single would remain free and HSA family would increase by \$48.00 per month.

Commissioners questioned and discussed each of the three options presented.

After much discussion,

Motion by Commissioner Koons, seconded by Commissioner Belgard, Be It Resolved that the Martin County Board of Commissioners, on an annual basis determines the County contributions to health insurance premiums for non-union staff, and therefore establishes the County contribution (single and family) for the following health plan(s) through the Select 105: Plan C (\$1,000 Deductible) Single \$896.50, Family \$1,966.64 for CY2021, and Health Savings Account (HSA) (\$6,650 Deductible) Single \$848.28, Family \$1,819.62 for CY2021, and hereby approves to continue to purchase the \$5,000 Deductible Health Plan (BlueCross and BlueShield) through the South Central Services Cooperative; and that Plan C single increase to \$20 per month, keep HSA Single free and increase Plan C family and HSA family by 5% for CY2021. Roll Call AYES: Commissioners Smith, Belgard, Koons, and Flohrs. NAYS: None. Motion carries.

Jessica Korte, Auditor/Treasurer, was present via WebEx and presented and reviewed a resolution establishing a second absentee polling location at 1200 No. State Street for the November 3, 2020 general election. Korte noted due to the COVID-19 pandemic and current

access to the courthouse, adding the second polling place will allow social distancing for the election set up to ensure the safety of the election judges and the voters, as well as safe access to the polling place and drop box. Korte went on to note that the 1200 No. State Street location will be the only polling place on November 3, 2020 for mail ballot voters, as well as agent delivery. Korte recommends adding 1200 No. State Street as a second absentee polling location.

Motion by Commissioner Belgard, seconded by Commissioner Smith,

R-#67/'20

STATE OF MINNESOTA)
MARTIN COUNTY)
SS

RESOLUTION
ESTABLISHING A SECOND ABSENTEE POLLING LOCATION

WHEREAS, Minnesota Statute § 204B.16, states that municipalities must designate precinct polling places for all elections by December 31 for the upcoming year, and;

WHEREAS, the County of Martin designated the Martin County Courthouse located at 201 Lake Avenue, Fairmont, MN as its absentee and mail ballot polling place, and;

WHEREAS, the Martin County has the ability to change the polling location mid-year for an emergency or if the polling place becomes unavailable, and;

WHEREAS, the November 3, 2020 general election is a presidential election and the voter turnout is anticipated to be very high for absentee voting, and;

WHEREAS, due to the COVID-19 pandemic, Governor Walz Emergency Orders and CDC guidelines, an emergency exists to prevent the safe, secure and full operation of the November 3, 2020 general election to be held at the Martin County Courthouse, and;

WHEREAS, currently the Martin County Courthouse has less usable space and is hard to provide social distancing as well as safe access to the Courthouse, and;

WHEREAS, adding the 1200 N State Street polling place would allow social distancing for the election set up to ensure the safety of the election judges and the voters, as well as safe access to the polling place and drop box.

WHEREAS, the 1200 North State Street location will be the only polling place on November 3, 2020 for mail ballot voters, as well as agent delivery.

WHEREAS, the County Auditor will mail non-forwardable mailing to all households with at least one registered voter in the city stating the location of the new polling place at least 25 days before the next election and notice will be published and posted.

NOW, THEREFORE, IT IS HEREBY RESOLVED that the Martin County Board of Commissioners designates the boundaries of the voting precincts and polling place for the 2020 general election to be held on November 3, 2020 as follows:

Precinct Name – Martin County

Polling Place Location – 1200 North State Street, Fairmont, MN 56031

Motion by Commissioner Belgard, seconded by Commissioner Smith, said resolution was duly passed and adopted this 6th day of October, 2020.

BOARD OF COMMISSIONERS
MARTIN COUNTY, MN

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 6th day of October, 2020.

Korte next noted the Auditor/Treasurer's Office recommends the temporary hire of three (3) election judges to help out the Auditor/Treasurer's Office effective October 7, 2020 through the November general election and possibly after to help process ballots. The main duties will be assisting in administering absentee ballots both in person and by mail, receiving ballots, assisting voters with questions, and helping to keep the polling place clean with regards to the safety requirements of the COVID-19 pandemic. The election judges will provide assistance to our office and help with the large number of absentee ballots that have been sent out due to the COVID-19 pandemic, and will also be able to better provide curbside voting to voters, especially at the 1200 No. State Street office building. Korte recommends the hire of Mary Tomlinson, Phil Schafer, and Jim Kluver as temporary Election Judges for the Martin County Auditor/Treasurer's Office at \$15.00/hour, effective October 7, 2020. All three have served as prior election judges in their townships.

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 Mary Tomlinson, Phil Schafer, and Jim Kluver, as temporary Election Judges for the Martin County Auditor/Treasurer's Office at \$15.00/hour, effective October 7, 2020. Roll Call AYES: Commissioners Smith, Koons, Belgard, and Flohrs. NAYS: None. Motion carries.

Korte next presented a request to purchase eleven (11) OmniBallots (hardware and software) to replace the Automarks (Assistive Voting Devices) that have not been replaced since the 2000's. Korte noted using CARES Act funds for the Central Count (voting system), the Auditor/Treasurer's Office will have some money in the budget for replacement. Additional units will be purchased next year with the hopes that there will be more funding from the state for grants. Korte also noted these machines will make it a lot easier for someone to vote,

whether they have a disability or not, and is easier to transport and store. Korte recommends the purchase in the amount of \$49,334.45.

Motion by Commissioner Koons, seconded by Commissioner Smith, Be It Resolved that the Martin County Board of Commissioners, hereby approve and authorize the purchase of eleven (11) OmniBallots including hardware and software through Seachange Election Services in the amount of \$49,334.45. Roll Call AYES: Commissioners Belgard, Smith, Koons, and Flohrs. NAYS: None. Motion carries.

Korte presented and reviewed a resolution authorizing a County Absentee Ballot Board noting the state has given counties authorization to appoint an absentee ballot board which would process the absentee ballots when received in the Auditor/Treasurer's Office. Korte went on to note the Absentee Ballot Board will be made up from current staff in the Martin County Auditor/Treasurer's Office, including Election Judges.

Motion by Commissioner Belgard, seconded by Commissioner Smith,

R-#68/'20

RESOLUTION
AUTHORIZING A COUNTY ABSENTEE BALLOT BOARD AND
DESIGNATE THE MARTIN COUNTY COURTHOUSE
BE THE ABSENTEE POLLING PLACE

WHEREAS, Martin County is permitted by Minnesota Statute 203.12 Sub 1 to authorize a County Absentee Ballot Board effective May 1, 2018 ; and

WHEREAS, this authorization will bring uniformity in the processing of accepting and rejecting returned absentee ballots to Martin County Elections that would consist of a sufficient number of election judges as provided in sections 204B.22; and

WHEREAS, this will eliminate the need for election judges to perform this technical and time consuming task on election day wherein the county absentee ballot board can begin this process 30 days prior to an election; and

WHEREAS, this will speed the processing of accepted absentee ballots delivered to the precincts to be incorporated into the vote counts on election day; giving election judges more available time for the voters at the polls; and

NOW, THEREFORE BE IT RESOLVED THAT, the Martin County Board of Commissioners hereby authorizes Martin County Elections to implement a County Absentee Ballot Board that would consist of a sufficient number of election judges as provided in the sections 204B.19 to 204B.22 to perform the task.

Motion by Commissioner Belgard, seconded by Commissioner Smith, said resolution was duly passed and adopted this 6th day of October, 2020.

BOARD OF COMMISSIONERS
MARTIN COUNTY, MN

ATTEST: _____
Scott Higgins, County Coordinator

Roll Call AYES: Commissioners Koons, Smith, Belgard, and Flohrs. NAYS: None.
Resolution duly passed and adopted this 6th day of October, 2020.

Korte next presented and reviewed the Martin County CARES Fund Transfer Agreement that will be used for the transfer of funds to local units of government that request transfer of CARES Act funds from the County to the local unit of government. The proposed agreement includes the purpose of the agreement, the amount of funds to be transferred to the entity, and other requirements regarding the CARES Act funds. Korte noted the F-M County Human Services has requested that Martin County transfer their CARES Act funds in the amount of \$295,000. Korte recommends approval of the Martin County CARES Fund Transfer Agreement.

Motion by Commissioner Smith, seconded by Commissioner Koons, Be It Resolved that the Martin County Board of Commissioners, after review and consideration of the proposed Martin County CARES Funds Transfer Agreement, hereby approve the Agreement and use of the Agreement for its stated purpose and as the Agreement for transfer of CARES Funds from the County to the local unit of government(s). Roll Call AYES: Commissioners Belgard, Koons, Smith, and Flohrs. NAYS: None. Motion carries.

Korte presented and reviewed a resolution approving the creation of a School Grant Program to be funded by funds received through the Federal Coronavirus Relief Fund for state, territorial, local and tribal governments. Korte noted the CARES Act board did set aside \$600,000 of the funds received through the federal Coronavirus Relief Funds which includes the opportunity to establish a County grant program for schools demonstrating an increase in expenses or costs due to COVID-19. Korte recommends approval of the resolution establishing the Martin County CARES School Grant Program.

Motion by Commissioner Koons, seconded by Commissioner Belgard,

R-#69'20

A RESOLUTION APPROVING THE CREATION OF A SCHOOL GRANT PROGRAM TO BE FUNDED BY FUNDS RECEIVED THROUGH THE FEDERAL CORONAVIRUS RELIEF FUND FOR STATE, TERRITORIAL, LOCAL AND TRIBAL GOVERNMENTS.

WHEREAS, the County of Martin is supportive of its School Districts and Parochial Schools within Martin County; and,

WHEREAS, the various Martin County School Districts and Parochial Schools have been severely impacted by the closures required to protect the health of the public as part of COVID-19; and,

WHEREAS, the State of Minnesota has allocated federal Coronavirus Relief Funds for State, Territorial, Local and Tribal Governments to cities to cover eligible expenses which includes the opportunity to establish a County grant program for Schools using CARES Funds received by the county; and,

WHEREAS, the County of Martin, MN is making every effort to support its Schools during these difficult times.

NOW, THEREFORE, BE IT RESOLVED, by the Martin County Board of Commissioners as follows:

1. The County of Martin County, MN is creating a School CARES Act Grant Program that will provide grants to eligible School Districts and Parochial Schools within the County.
2. The County of Martin County, MN has designated \$600,000 of the funds received through the federal Coronavirus Relief Funds for State, Territorial, Local and Tribal Governments received from the State of Minnesota.
 - a. Schools must meet all of the following criteria established by the County to be eligible for CARES funding, along with any required reporting and documentation needed by the County and within the guidelines in the use of CARES Act Funds,
 - b. Schools must complete the required County grant application to request funds,
3. The grant program can be used by a Schools to reimburse eligible expenses as established by the County and within the guidelines of the CARES Act Funding as it relates to Schools incurred beginning March 1, 2020
- 4.

Motion by Commissioner Koons, seconded by Commissioner Belgard, said resolution was duly passed and adopted this 6th day of October, 2020.

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 6th day of October, 2020.

Motion by Commissioner Belgard, seconded by Commissioner Koons, Be It Resolved that the Martin County Board of Commissioners, having established a Martin County School Grant Program using CARES Act Funds, hereby approve the Martin County School Grant Program application, which must be completed, and that all expenditures for the Grant Program must be

approved by the County Board. Roll Call AYES: Commissioners Smith, Koons, Belgard, and Flohrs. NAYS: None. Motion carries.

Doug Borchardt, Building Maintenance Supervisor, was present to review quotes received for the purchase and installation of two replacement heating units at the Garage Storage Facility. Quotes were requested for two (2) 150,000 BTU hanging unit heaters. Three quotes were received:

Day Plumbing, Heating & Cooling 2-Reznor heaters Material, labor, electrical and city permit included	\$7,699.00
Cress Refrigeration 2-Reznor heaters Does not include electrical Option upgrade unit heaters to 2 stage gas valves	\$7,800.00 \$875.00
Javens Mechanical Contracting Co. 2-Reznor heaters. Includes remove and dispose of old heaters, electrical and Tstat disconnect and reconnect, gas pipe disconnect and reconnect, new vent pipe up through existing roof opening, city permit included, startup of new heaters included, new T-stats	\$7,850.00

After discussion and review,

Motion by Commissioner Koons, seconded by Commissioner Smith, Be It Resolved that the Martin County Board of Commissioners, as part of the building improvements to the new Garage Storage Facility located at 1200 No. State Street (Fairmont, MN); and having received quotes for replacement of two heating units, hereby approve the bid quote from Day Plumbing, Heating & Cooling (Fairmont, MN) in the amount of \$7,699. Roll Call AYES: Commissioners Belgard, Smith, Koons, and Flohrs. NAYS: None. Motion carries.

Borchardt next reviewed quotes received for the purchase and installation of all LED replacement new lighting fixtures at the Garage Storage Facility. Three quotes were received:

Kahler Electric LED Lights Material, Labor, and Inspection Fee LED Bulbs Potential Rebate from City of Fairmont	\$8,053.94 <u>\$1,707.00</u> \$6,346.94
DeWar Electric, Inc. LED Light Fixtures Potential Rebate from City of Fairmont	\$9,936.00 <u>\$1,707.00</u> \$8,229.00
Guaranteed Electric Service, Inc. LED Lights Option #1(Garage Area) Option #2 Option #3 (Office/Tool Storage Area)	\$14,841.00 \$10,901.00 \$3,773.00

Option #4	\$3,232.00
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After discussion and review,

Motion by Commissioner Koons, seconded by Commissioner Smith, Be It Resolved that the Martin County Board of Commissioners, as part of the building improvements to the new Garage Storage Facility located at 1200 No. State Street (Fairmont, MN), and having received quotes for replacement of lighting fixtures, hereby approve the bid quote received from Kahler Electric (Fairmont, MN) in the amount of \$8,053.94 with estimated rebate from the City of Fairmont in the amount of \$1,707.00 for an estimated total project cost at \$6,346.94. Roll Call AYES: Commissioners Belgard, Smith, Koons, and Flohrs. NAYS: None. Motion carries.

Borchardt reviewed options for repair and patching of the roof at the Garage Storage Facility noting Option #1 was to patch and put a foam coating over it that is rather expensive at an estimated \$100,000; Option #2 is patching the roof and shoring up the skylights and taking the satellite dishes down. A quote for Option #2 was received from The Garland Company of Cleveland, OH in the amount of \$12,709.00.

After review and discussion,

Motion by Commissioner Belgard, seconded by Commissioner Smith, Be It Resolved that the Martin County Board of Commissioners, as part of the building improvements to the new Garage Storage Facility located at 1200 No. State Street (Fairmont, MN), and having received a quote for the repair of the steel roof, hereby approve the bid quote as presented from The Garland Company, Inc. in the amount of \$12,700.00. Roll Call AYES: Commissioners Koons, Smith, Belgard, and Flohrs. NAYS: None. Motion carries.

Borchardt next noted as part of the response to COVID-19 in keeping the employees and public safe, the Building Committee is recommending that restroom fixtures be replaced with touchless sensor fixtures in the Courthouse, LEC, Human Services, and Library buildings. A quote was received from Day Plumbing in the amount of \$31,902.10.

Higgins noted the objective is to prevent the spread of germs and this is a good way to improve and modernize the restrooms as well and will be expended from CARES Act funding.

Motion by Commissioner Smith, seconded by Commissioner Belgard, Be It Resolved that the Martin County Board of Commissioners, hereby approve and authorize quote received from Day Plumbing, Heating & Cooling (Fairmont, MN) for the replacement of restroom fixtures to sensor “touchless” fixtures in the Courthouse, LEC, Human Services, and Library buildings, in the amount of \$31,902.10; and to expend CARES Act Funding for the project. Roll Call AYES: Commissioners Koons, Belgard, Smith, and Flohrs. NAYS: None. Motion carries.

Higgins noted annually the Board reviews the Citizen Advisory Boards/Commissions for (re)appointments for those terms expiring. Martin County Boards and Advisory Committees with member terms ending December 31, 2020, and who are not eligible to serve an additional term or do not wish to serve an additional term includes the following Martin County Library Board members: Glenni Urban and Judy Beckman have served their eligible respective terms. Higgins went on to note that Commissioner Koons is recommending the appointment of Sue

Crissinger to serve on the Martin County Library Board representing Commissioner District #4 and that Commissioner Belgard is recommending the appointment of Gary Wassman to serve on the Martin County Library Board representing Commissioner District #1. Higgins also noted the appointments will be for a three-year term effective January 1, 2021 through December 31, 2023.

Motion by Commissioner Belgard, seconded by Commissioner Koons, Be It Resolved that the Martin County Board of Commissioners, hereby appoint Sue Crissinger, representing Commissioner District #4 and Gary Wassman, representing Commissioner District #1, to serve on the Martin County Library Board for a three year term effective January 1, 2021 through December 31, 2023. Roll Call AYES: Commissioners Smith, Koons, Belgard, and Flohrs. NAYS: None. Motion carries.

Leigha Johnson, Human Resources Manager, was present via WebEx to review and recommend a resolution for authorization for workplace staffing in response to COVID-19. Johnson noted obviously in our County we've had a recent increase in COVID-19 cases and we're looking to establish a proactive approach to how the County and the workplace responds to this increase and potential increases as the flu season comes about. Johnson noted before you is a resolution to put the department directors on notice that we need to be evaluating what the different departments are doing to maintain operations as part of our Preparedness Plan and also that the Board of Commissioners give the Personnel Committee some discretion in making some decisions regarding how we respond so that we can respond to a COVID-19 outbreak in our workplace in a timely fashion. Johnson recommends approval of the resolution addressing COVID workplace response.

Motion by Commissioner Belgard, seconded by Commissioner Koons,

R-#70/'20

Authorization for Workplace Staffing in Response to Covid-19
Martin County, MN

WHEREAS, the United States and Minnesota are under state and federal emergency declarations due to the COVID-19 pandemic; and

WHEREAS, the Martin County Board of Commissioners pursue to look out for the well-being of its staff and their families during this pandemic.

WHEREAS, every attempt will be made to have those employees, that are capable, work from home in accordance with current pandemic guidance and in conjunction with the county's interim COVID Workplace Preparedness Plan and Remote Work Policy; and

THEREFORE, BE IT RESOLVED, that the Martin County Board of Commissioners directs all department heads to assess the essential needs of their department to maintain governmental operations; and

BE IT FURTHER RESOLVED, the Martin County Board of Commissioners authorizes the Martin County Personnel Committee to make executive decisions regarding the execution of COVID workplace response to ensure the health and safety of the employees of

Martin County. Circumstances may include, but should not be limited to, remote work approval, reorganization of workspace to aid in social distancing, and operational shifting of employees; and

BE IT FURTHER RESOLVED, this resolution operates in conjunction with the interim COVID-19 Workplace Preparedness Plan and personnel policies which includes the Federal Families First Coronavirus Response Act, and any active Executive Orders; and

BE IT FURTHER RESOLVED, this resolution will remain in effect unless amended or suspended, at which time the County Board of Commissioners, at its sole discretion, would consider further action.

Dated this 6th day of October, 2020.

Steve Flohrs, Chair
Martin County Board of Commissioners

ATTEST:

Scott Higgins
Martin County Coordinator

Roll Call AYES: Commissioners Smith, Koons, Belgard, and Flohrs. NAYS: None. Resolution duly passed and adopted this 6th day of October, 2020.

Korte presented a list of obsolete election equipment that is no longer used by the County and recommends disposal.

Motion by Commissioner Smith, seconded by Commissioner Koons, Be It Resolved that the Martin County Board of Commissioners, hereby approves the disposal of the M100's Election Equipment including ballot boxes that attach to these units due to the County no longer uses this type of equipment and considers the equipment obsolete; and to dispose of them via Think Dynamic (Wisconsin) recycling company free of charge. Roll Call AYES: Commissioners Belgard, Koons, Smith, and Flohrs. NAYS: None. Motion carries.

Higgins noted due to the COVID-19 pandemic, we continue to look for ways to keep the staff and public safe in the workplace. Recently we have received a proposal from our current janitorial contractor for a disinfectant product called MicroPro-Shield by Chem-Dry in the amount of \$4,525 for disinfecting three county buildings to include the Courthouse, Law Enforcement Center, and Human Resource Building. Higgins went to note product review information including:

- Each treatment will last for 90 days.
- The product does not leave a film on surfaces; the only thing you might notice is some water spots here and there.
- The product is completely safe for all electronics and it is actually important to make sure the computers, keyboards, etc., are treated as they are high touch points.

- Cleaning, wiping, scrubbing, etc., does not do anything to the product as it is made to create a bond with the surface that only goes away over time (90 days) and is not affected by anything else.

Higgins also noted the Building Committee has reviewed the disinfectant quote and recommends approval. The CARES Act funding received by the County will be used to pay for this treatment.

After discussion,

Motion by Commissioner Belgard, seconded by Commissioner Smith, Be It Resolved that the Martin County Board of Commissioners, due to the COVID-19 pandemic and in an effort to keep the County facilities disinfected and safe for employees and the public, and having received a quote from CleanRite Chem-Dry (current janitorial contractor) for a disinfectant product called MicroPro-Shield by Chem-Dry that provides a 90 day disinfectant treatment in the amount of \$4,525.00 and to include the following County facilities: Courthouse, Law Enforcement Center, and Human Resource Building, hereby approve the aforementioned proposal for the disinfectant product. Roll Call AYES: Commissioners Smith, Belgard, and Flohrs. NAYS: Commissioner Koons. Motion carries.

Higgins reviewed a quote received from DeWar Electric for the purchase and installation of four (4) “wall pack” light fixtures for the exterior of the County Office Building located at 1200 No. State Street (Fairmont) in the amount of \$3,540.00. Higgins noted the Building Committee has reviewed the quote and recommends approval.

Motion by Commissioner Koons, seconded by Commissioner Smith, Be It Resolved that the Martin County Board of Commissioners, as part of the building improvements to the new Garage Storage Facility located at 1200 No. State Street (Fairmont, MN), and having received a bid quote for the purchase and installation of wall pack exterior lighting fixtures from DeWar Electric (Fairmont) for the front office building located at the same location in the amount of \$3,540.00, hereby approve the aforementioned bid quote. Roll Call AYES: Commissioners Belgard, Smith, Koons, and Flohrs. NAYS: None. Motion carries.

Shane Fett, Ditch Inspector, was present via WebEx and reviewed bids received for a tile re-route on CD #53 in Dunnell. Fett noted county tile is running about 1,000 feet alongside of railroad tracks and a row of trees in the City of Dunnell and the tile is inundated with tree roots. Beemer Companies tried to Jetter the tile out but that did not work. Fett reviewed a map showing where the current tile runs and the requested re-route of tile bringing that tile out away from all of the trees and around the city building. Fett went on to note bid requests were sent to 8 or 9 different contractors to get multiple quotes on this repair plan and ended up receiving 3 back. The engineer’s estimate is \$39,815.83 for the repair cost based off of a recent county tile project and looking at what other companies had been bidding. Fett reviewed the quotes received and recommends low bid for the County Ditch #53 Tile Re-route Repair to Forsberg Drainage in the amount of \$39,742.40:

	Engineer’s Estimate \$39,815.83
Forsberg Drainage in Dunnell, MN	\$39,742.40
Precision Farm Drainage in St. James, MN	\$49,130.00

Beemer Companies in Fairmont, MN	\$46,976.00
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After review and discussion,

Motion by Commissioner Koons, seconded by Commissioner Belgard, acting as the Drainage Authority for Martin County, hereby approve and award bid for CD #53 Re-route/Repair on the main tile in the City of Dunnell, MN to Forsberg Drainage in Dunnell, MN in the amount of \$39,742.40. Roll Call AYES: Commissioners Smith, Belgard, Koons, and Flohrs. NAYS: None. Motion carries.

Fett continued requesting to set a public hearing date and time for the Engineer's Preliminary Improvement Report for CD #28 and recommends November 17, 2020 at 2:00 p.m.

Motion by Commissioner Koons, 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 hear the Engineer's Preliminary Improvement Report for CD #28. Public Hearing will be held on Tuesday, November 17, 2020 at 2:00 p.m. in the Commissioners Meeting Room – Martin County Courthouse. Roll Call AYES: Commissioners Smith, Belgard, Koons, and Flohrs. NAYS: None. Motion carries.

Fett requests setting a public hearing date and time for the Redetermination of Benefits Hearing for CD #28, CD #61, and JD #60. Fett recommends November 17, 2020 at 1:15 p.m.

Motion by Commissioner Smith, seconded by Commissioner Koons, 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 for the Redetermination of Benefits Hearing for CD #28, CD #61, and JD #60. Public Hearing will be held on Tuesday, November 17, 2020 at 1:15 p.m. in the Commissioners Meeting Room – Martin County Courthouse. Roll Call AYES: Commissioners Belgard, Koons, Smith, and Flohrs. NAYS: None. Motion carries.

Higgins presented and reviewed bids received for upgrading the existing presentation equipment purchased and installed Fall 2019 (with Gemini Studios in Fairmont, MN) in the Commissioners Meeting Room and Sisseton Conference Room. Higgins noted due to sound issues with videoconferencing meetings the County's MIS Director sought quotes for an enhanced system.

Jason Nelson, Network Administrator, was present via WebEx and noted what we are looking at doing is rewiring both the Commissioners Meeting Room and the Sisseton Room. They will be independent rooms and then they will also be joined together to operate as one if there is a meeting that has overflow.

Higgins noted the recommendation is to go with wireless systems in both meeting rooms (microphones and monitors). The current TV monitors will be replaced and they will put cameras in the room for a better view. Higgins reviewed quotes received from Video Services Inc. (VSI) and Gemini Studios noting the quotes are very similar for the scope of work. Higgins recommends the wireless system quote from Video Services Incorporated (VSI) at \$47,225 for the Commissioners Meeting Room and \$15,336 for the Sisseton Room. Higgins went on to note the Building Committee has reviewed and based on the recommendation from the IT Director if you want everything to be done correctly and for the possibility of future video streaming of the

meetings this would be the way to go. Higgins also noted the audio visual upgrade to the Commissioners Meeting Room and Sisseton Room will be expended from CARES Act funding.

After review and discussion,

Motion by Commissioner Belgard, seconded by Commissioner Smith, Be It Resolved that the Martin County Board of Commissioners, having received a quote from Video Services Inc. (VSI) for the purchase and installation of upgraded wireless electronic equipment for videoconferencing in the Commissioners Meeting Room in the amount of \$47,225.00, and Sisseton Conference Room in the amount of \$15,336.00, hereby approve the aforementioned quote; and to expend CARES Act Funding for the project. Roll Call AYES: Commissioners Koons, Smith, Belgard, and Flohrs. NAYS: None. Motion carries.

Nelson reviewed quotes received for remote desktop services and IT help desk/support software upgrades to help with remote support for employees that are working remotely:

Remote Desktop Services (RDS): This system will allow a more secure access for staff to remote into our county systems when working remotely. The \$20,000 was pulled from the budget to be paid for by CARES Act funds.

SysAid IT Help Desk/Support Software: This software will allow us to provide better remote support options, track trouble tickets, reporting, etc. With this system we can remote on to staff computers to provide support instead of having to physically go to the computer. A few different vendors were looked at and SysAid fits what we are looking for. This was also discussed that we could use CARES Act funds to purchase yet this year and get implemented to help with remote support.

Motion by Commissioner Koons, seconded by Commissioner Smith, Be It Resolved that the Martin County Board of Commissioners, hereby approve and authorize the MIS Director to move forward with the purchase of Remote Desktop Services (RDS) from Computer Technology Solutions in the amount of \$19,933.00; and the purchase of SysAid IT Help Desk/Support Software in the amount of \$4,667.00; to be expended from CARES Act Funding. Roll Call AYES: Commissioners Belgard, Smith, Koons, and Flohrs. NAYS: None. Motion carries.

The Board reviewed Warrants, Auditor Warrants, and EFT Transactions to be paid October 6, 2020.

Motion by Commissioner Koons, seconded by Commissioner Belgard, Be It Resolved that the Martin County Board of Commissioners, hereby approve Warrants, Auditor Warrants, and EFT Transactions to be paid on October 6, 2020, and includes the Highway Department bills and Drainage bills as presented. Roll Call AYES: Commissioners Smith, Belgard, Koons, and Flohrs. NAYS: None. Motion carries.

Warrants received and paid October 6, 2020, are registered on file in the Auditor/Treasurer's Office as follows:

Revenue Fund – Warrants Approved October 6, 2020	\$ 442,143.80
Martin County Economic Development Fund	\$ 25,580.47
Human Services Fund	\$ 302,451.17
Recorder's Technology Fund	\$ 5,042.00

Ind. Sewage Treatment System Loan Fund	\$ 12,065.53
Building-CIP-Fund	\$ 244,328.90
Human Service Building Fund	\$ 5,159.32
Refunding Fund	\$ <u>366.63</u>
Total	\$1,037,137.82
 Martin County Ditch Funds Totaled	 \$ 448,311.09

The Board reviewed Reports and Announcements including Deferment of Payroll Taxes IRS Notice 202-65.

Commissioners reviewed their calendars of previous and upcoming meetings and activities: September 16, 2020 – South Central Minnesota Multi-County HRA meeting; September 17, 2020 – AMC Policy Committee virtual meeting, Human Services meeting, and Traverse des Sioux Library meeting; September 18, 2020 – AMC Policy Committee virtual meeting; September 21, 2020 – Personnel Committee meeting, SHIP meeting cancelled, WorkForce meeting at 4:00 p.m. and Minnesota Valley Action Council meeting at 6:30 p.m.; September 22, 2020 – Human Services meeting, Assessor’s meeting, Traverse des Sioux Library Strategic Plan meeting; September 23, 2020 – Insurance Committee meeting; September 24, 2020 – Southern Minnesota and South Central Minnesota Emergency Communications Board virtual meeting, annual meeting of the South Central Emergency Medical Services virtual meeting, Commissioner Smith participated in a DNR Panel Discussion pertaining to public lands, and Water Plan Committee meeting; September 28, 2020 – Building Committee meeting and Rural Minnesota Energy Board meeting; October 2, 2020 – CARES Act Funding meeting with the City of Fairmont; October 6, 2020 – regular Board of Commissioners meeting at 9:00 a.m. – Commissioners Meeting Room – Martin County Courthouse; October 7, 2020 – Personnel Committee meeting at 2:30 p.m., Martin County Veterans Memorial Committee meeting; October 8, 2020 – Soil and Water Committee meeting; October 9, 2020 – F-M Joint County Transit Executive Board meeting; October 12, 2020 – County In-Service Day, One Watershed One Plan meeting; October 13, 2020 – Human Services Executive Board meeting, Library Board meeting; October 14, 2020 – Region 9 Development Commission meeting; October 15, 2020 – Traverse des Sioux Library meeting; October 16, 2020 – Prairieland meeting; October 20, 2020 – next regular Board of Commissioners meeting at 9:00 a.m. – Commissioners Meeting Room – Martin County Courthouse.

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

Meeting adjourned at 12:16 p.m.

BOARD OF COMMISSIONERS
MARTIN COUNTY, MN

Steve Flohrs, Board Chair

ATTEST: _____

Scott Higgins, County Coordinator