

PROCEEDINGS OF THE  
MARTIN COUNTY BOARD OF COMMISSIONERS  
TUESDAY, NOVEMBER 17, 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 Belgard, Smith, Koons, and Flohrs. Commissioner District #2 is vacant. Also present were Scott Higgins, Martin County Coordinator, Terry Viesselman, County Attorney, Rod Halvorsen, City of Lakes Media, Jason Sorensen, Sentinel Newspaper, Julie Walters, Administrative Assistant, and members of staff and public (via WebEx).

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 November 17, 2020 regular Board of Commissioners meeting with the following addition: 9.10 Consider Change Order No. 5 received for Sanitary Pipe Replacement Plumbing Plan Review at the new Garage Storage Facility. Roll Call AYES: Commissioners Smith, Belgard, Koons, and Flohrs. NAYS: None. Motion carries.

Motion by Commissioner Belgard, seconded by Commissioner Smith, Be It Resolved that the Martin County Board of Commissioners, hereby approve the minutes of the November 3, 2020 regular Board of Commissioners meeting. Roll Call AYES: Commissioners Koons, Smith, Belgard, and Flohrs. NAYS: None. Motion carries.

Jeff Markquart, Martin County Sheriff, was present via WebEx and recommends the hire of current part time Corrections Officer, Skylar Meyer, to a temporary full time Corrections Officer position to fill in available shifts. Markquart requests an immediate start date of November 17, 2020 for Skylar Meyer.

Motion by Commissioner Belgard, seconded by Commissioner Koons, Be It Resolved that the Martin County Board of Commissioners, hereby approve the hire of Skylar Meyer, part time Corrections Officer, to a temporary full time Corrections Officer position for the Martin County Sheriff's Office, effective November 17, 2020. Roll Call AYES: Commissioners Smith, Koons, Belgard, and Flohrs. NAYS: None. Motion carries.

Markquart next recommended the hire of Cory Lyons as part time Patrol Deputy to fill in available shifts due to the COVID-19 virus. Markquart noted Lyons was one of our Boat and Water Patrol people this summer and requests a start date of November 20, 2020.

Motion by Commissioner Koons, seconded by Commissioner Belgard, Be It Resolved that the Martin County Board of Commissioners, hereby approve and authorize the hire of Cory Lyons,

as Part Time Patrol Deputy on an as needed basis for the Martin County Sheriff's Office, effective November 20, 2020 at Grade 14 Step 1 at \$26.80/hour; not eligible for benefits per the County Personnel Policy. Roll Call AYES: Commissioners Smith, Belgard, Koons, 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 Smith,

R-#74/'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 # 236 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 17<sup>th</sup> day of November, 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 Belgard, Smith, Koons, and Flohrs. NAYS: None. Resolution duly passed and adopted this 17<sup>th</sup> day of November, 2020.

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

Higgins presented a brief update pertaining to the Legislative Bonding bill that was signed by the Governor on October 22, 2020. Higgins noted the County received two bonding bills. One for the Martin County Justice Center in the amount of \$2.167 million and one for the Martin County Veterans Memorial in the amount of \$350,000. Higgins went on to note bonding Bill Language for the Martin County Justice Center states the grant is to Martin County for site preparation, predesign, and design of a new county justice center to provide space for functions related to the county justice system, which may include the county jail, courtrooms, court offices and related purposes, offices for the sheriff and other law enforcement personnel, county and state corrections, the county attorney, dispatch, and emergency management. Higgins also noted the grant for the Martin County Veterans Memorial is for the design and construction of a memorial for those who have served in the military of the United States of America and those who have died in the line of duty.

Higgins continued and briefly reviewed the State of Minnesota Capital Grants Manual that provides a step-by-step guide that describes what grantees need to do to receive state capital grant payments. Higgins noted the need to get the architects back involved with the Martin County Justice Center since we'll have to go through these different steps. Higgins also noted Wold Architects and Engineers has completed a lot of the predesign but there's still work that needs to be done before moving on to the schematics.

Jonathan Loose, Wold Architects and Engineers, was present via WebEx and noted the committee and myself met last week and talked about the process that the state is going through in terms of appropriations; but thought it would be important to talk from our perspective what we might see next. Loose reviewed a PowerPoint presentation reviewing the Martin County Justice System Guiding Principles through next steps:

- Anticipate the needs of the County for the next 20 years; further if feasible.
- The facilities should strive to be safe for staff, but also be open and publically welcoming.
- Improve security, privacy, and impartiality of all staff, public, and incarcerated persons.
- Foster collaboration amongst staff with a focus on customer service.
- Maintain services within the County for all stages of the justice system process; limit transportation costs.
- Engage the public to gain insight and maintain transparency.

Loose reviewed the Space Needs Summary (GSF) including existing square footage (42,030 s.f.) and needed square footage (73,091 s.f.) for offices/departments proposed to occupy the Martin County Justice Center.

In Summary, Loose noted the recommendation of the Martin County Justice Center Committee was to construct a New Justice Center off-site to house Jail, Sheriff, Police, Courts, Corrections, DOC, County Attorney, and Victim Witness at an estimated project budget of \$40,000,000 (includes construction and project soft costs with an assumption of construction beginning year the end of 2021).

Loose reviewed Recommendation Next Steps including:

- Submit state required predesign to prepare project for streamlined state approval.
- Research zoning, airspace, utilities, topo, soils, etc.
- Develop site massing and configuration; provide initial graphics for Committee and Board.
- Continue consensus based process for developing building layout and adjacencies.
- Discuss exterior and building material concepts.
- Prepare more detailed estimate and potential phasing approach to align with funding.
- Develop CIP for project approval process and funding.
- Pursue state funding through Bonding Bill to support initiative.
- Begin State of MN B3 Design Process.

Loose reviewed Recommendation Impacts including:

- Lease costs reduced.
- Jail rental costs and transport costs nearly eliminated.
- Increase ability for classification and separation with larger Jail Capacity, opportunity for double bunks.
- Security and Safety issues greatly reduced (inmate transfer).
- Plan for future Justice Groups growth to 2040.
- Security Building needs deferred.
- Courthouse courts floor needs future consideration.

Higgins presented and reviewed Change Order #5 received from Robert W. Carlstrom Co. Inc. in the amount of \$3,034.50 as the result of Sanitary Pipe Replacement Plumbing Plan Review by the state for the drain system at the new Garage Storage Facility. Higgins noted the architects have reviewed and provided for this AIA Document to make the change order and feel it is reasonable and recommends approval.

Doug Borchardt, Building Maintenance Supervisor, was present and noted we needed to increase our vent pipe sizes, add another floor cleanout, and add RPZ backflow preventers to keep tainted water from getting back into the city system. Those are the three things that are on the change order and ties in with the new drains and sewer for that back building (at the Garage Storage Facility).

After review,

Motion by Commissioner Smith, seconded by Commissioner Koons, 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 #5 received from Robert W. Carlstrom Co. Inc. in the amount of \$3,034.50 for Sanitary Pipe Replacement Plumbing Plan Review associated with the new Garage Storage Facility Project. Roll Call AYES: Commissioners Belgard, Koons, Smith, and Flohrs. NAYS: None. Motion carries.

Higgins noted annually the Board reviews Citizen Advisory Boards/Commissions for (re)appointments for those terms expiring and that the Martin County Economic Development Authority Board with member terms ending December 31, 2020 include Tim Terfehr and Wes Anderson. Higgins noted both Terfehr and Anderson are eligible and willing to serve an additional three-year term.

Motion by Commissioner Koons, seconded by Commissioner Belgard, Be It Resolved that the Martin County Board of Commissioners, hereby approve the (re)appointments to the Martin County Economic Development Authority Board for Tim Terfehr and Wes Anderson with terms ending December 31, 2023. Roll Call AYES: Commissioners Smith, Belgard, Koons, and Flohrs. NAYS: None. Motion carries.

Higgins noted the Board has allocated \$750,000 of County CARES Act Funds to assist Small Businesses within Martin County that have been adversely affected by the COVID-19 pandemic. After the first round of grant awards, there was approximately \$382,376.30 remaining of the grant funds made available to the small businesses. A second round for grant applications was approved by the Board. Approximately 46 applications were received totaling \$314,111.00 with two pending for receipt of follow-up information for a total of \$326,283.66. Higgins recommends approval.

Motion by Commissioners Koons, seconded by Commissioner Smith, Be It Resolved that the Martin County Board of Commissioners, having established a County CARES Small Business Grant Program, and allocating \$750,000 to the grant program, and upon the recommendation of the County CARES Review Committee, and having met the requirements established by the County, hereby approves and authorizes the second round of grant awards to the various small businesses as follows: Trinity Lutheran Church - \$7,418.00; Waverly Lutheran Church - \$9,929.00; BoeKett Building Supply Inc. - \$10,000.00; Rural Horizons Inc. d/b/a Truman Tribune - \$7,493.00; Aardvarks Bar & Grill Inc. - \$10,000.00; Fairmont Convention & Visitor's Bureau - \$2,700.00; Jake's Pizza - \$10,000.00; Fairmont Photo Press - \$10,000.00; Knights of Columbus - \$9,178.00; Indulge Salon & Spa-Julie Lyle - \$2,859.00; Koep Enterprises-Fairmont True Value - \$10,000.00; MidAmerica Distributing - \$10,000.00; Good News Bookstore - \$5,632.00; St. Paul's Lutheran Church & School - \$8,269.00; Carlson Dental - \$10,000.00; Align Chiropractic & Acupuncture - \$6,042.00; Edie's Restaurant - \$10,000.00; Picture This Scrap That - \$10,000.00; Martin County Fair Board - \$10,000.00; East Chain Lutheran Church -

\$1,606.00; Kitzerow Repair & Towing - \$8,554.00; The Still Bar & Grill - \$10,000.00; Elm Creek Veggies - \$3,200.00; Royalty Rides - \$4,253.00; Ormsby Repair - \$5,390.00; Master Healing Touch Massage - \$2,286.00; Nancy Jo's Catering - \$8,853.00; St. Peter's Church of Ceylon - \$4,432.00; Ringnell Construction - \$1,722.00; Stacy Bulfer Massage - \$5,287.00; Martin County Preservation - \$7,247.00; D & R Repair - \$10,000.00; Dr. Reed Gethmann - \$10,000.00; The Shepard's In - \$4,082.00; Steph's Daycare - \$882.00; Fairmont Ford - \$10,000.00; Bark of the Town - \$3,600.00; Trinity Lutheran Church - \$7,945.00; Whittler's Lady Bed & Breakfast - \$5,968.00; Burtis Chiropractic - \$10,000.00; Richard's Auto Repair & Towing - \$5,766.00; Heavens Table Food Shelf - \$10,000.00; Dairy Freeze LLC - \$10,000.00; Brian Rahm Specialties LLC - \$3,518.00; Rahm Inc. - \$10,000.00; Fork & Spoon (Cup & Saucer) - \$2,172.66; and that any grant agreements required must be signed by business owner before receiving their grant award. Roll Call AYES: Commissioners Belgard, Smith, Koons, and Flohrs. NAYS: None. Motion carries.

Higgins reviewed costs associated with the CARES Act Business Grants and balance remaining.

The Board discussed uses for the approximate \$28,000 remaining.

Higgins presented and reviewed the Martin County Coronavirus Relief Funds spreadsheet of expenditures and funds remaining.

Martin County Coronavirus  
Relief Funds

|   |             |
|---|-------------|
| County Base Distribution                                  | \$2,403,965 |
| Supplemental Distribution (Those under 200 in population) | \$ 38,330   |
| Total Amount Received from the State                      | \$2,442,295 |

|   |        |
|---|--------|
| Funding Received back From Entities Receiving Direct Funding: |        |
| 9/28/20 - City of Northrop                                    | 15,671 |
| 10/2020 - East Chain  | 6900   |
| 11/2020 - City of Ceylon                                      | 20,000 |
| 11/2020 - Fox Lake Township                                   | 334.68 |

|                            |             |
|----------------------------|-------------|
| Total CARES Funding to Use | \$2,485,201 |
|----------------------------|-------------|

|  | Proposed Allocations: | Spent to date | Remaining  |
|--|-----------------------|---------------|--|
| <b>County Expenses:</b>                        |                       |               |  |
| Human Services                                 | \$295,000             | \$295,000     | \$0  |
| Elections, etc                                 | \$100,000             | 95,632.62     | \$4,367  |
|  |                       |               | *Includes Other department costs besides elections. Missing election judge salaries    |
| <b>FEMA</b>                                    |                       |               |  |
| Cameras/Microphone Upgrade Board Room          | \$62,561              |               | \$62,561   |
| Abby's Request-Thermometers/CART               | \$10,000              |               | \$10,000 ?   |
| Sheriff - Robotic Disinfecter?                 | \$110,000             |               | \$110,000 have bill for approx \$88,000 of this?                                       |
| Salary & Wages                                 | \$165,965             |               | \$165,965 Estimate to tie out  |
| County Website Rewrite                         | \$14,600              | \$6,800       | \$7,800 paid for \$6800 so far   |
| Upgrade bathrooms to touchless fixtures        | \$50,529              | \$50,529      | \$0  |
|  |                       |               | \$0  |
| VPN  | \$25,000              |               | \$25,000   |
| Highway - tabletic for new RT vision program + | \$20,000              |               | \$20,000   |
|  |                       |               | \$20,000 RDS - some tech software that could be purchased this year for remote support |

|   |              |              |            |                        |
|---|--------------|--------------|------------|------------------------|
| Cleaning for Courthouse and Other buildings         |              | \$7,275      | (\$7,275)  |                        |
| 4 Laptops & Hardwire Internet (Sheriff) - ZOOM Room | \$20,000     |              | \$20,000   |                        |
| Cubicles for AT Office                              | \$11,500     |              | \$11,500   |                        |
| County Expenses/Human Service Requests              | \$ 885,155   | \$ 455,236   | \$429,919  |                        |
| Schools   | \$ 608,775   | \$ 608,775   | \$0        |                        |
| First Responders?                                   |              |              |            |                        |
| Business Economic Relief                            | \$750,000    | \$702,000    | \$48,000   | Includes Chamber costs |
| Total Allocations Requests                          | \$ 2,243,930 | \$ 1,766,011 | \$ 477,919 |                        |
| Amount Remaining- Reserved by Board                 | \$250,000    | \$0          | \$250,000  |                        |
| Remaining to Spend                                  | (\$8,730)    |              | \$ 719,189 |                        |

Much discussion ensued pertaining to reserved balance of \$250,000; COVID-19 expenses submitted to FEMA vs CARES Act; dollars initially allocated to First Responders for temperature scanners, etc.; reaching out to fire departments from cities that ran out of CARES Act dollars; and dollar amount for installation of touchless restroom fixtures at the Highway Department.

Higgins recommends an additional billing cycle or two during the month of November 2020 for departments/offices to submit all CARES Act expenses prior to the December 1<sup>st</sup> 2020 deadline.

Motion by Commissioner Koons, seconded by Commissioner Smith, Be It Resolved that the Martin County Board of Commissioners, hereby approve and authorize the Martin County Auditor/Treasurer’s Office to run one to two special billing cycles as needed prior to November 30, 2020; and to approve expenditures of the County CARES dollars. Roll Call AYES: Commissioners Belgard, Smith, Koons, and Flohrs. NAYS: None. Motion carries.

Higgins noted the Budget Committee met briefly on the recent approved budget and levy at 3.26% and suggested some additional cuts that could reduce the levy down to 2.81%. Before adoption of the final 2021 Budget, the Board may reduce the proposed levy but cannot increase the levy.

The Board reviewed Warrants, Auditor Warrants, and EFT Transactions to be paid November 17, 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 November 17, 2020, and includes the Martin County Highway Department and Drainage bills as presented. Roll Call AYES: Commissioners Smith, Belgard, Koons, and Flohrs. NAYS: None. Motion carries.

Warrants received and paid November 17, 2020 are registered on file in the Auditor/Treasurer's Office as follows:

|  |              |
|--|--------------|
| Revenue Fund – Warrants Approved November 17, 2020 | \$305,896.84 |
| Sheriff's Contingency Fund                         | \$ 10.00     |
| Martin County Economic Development Fund            | \$ 751.50    |
| Solid Waste Management Fund                        | \$ 39,226.42 |
| Law Library Fund                                   | \$ 2,737.60  |
| Ind. Sewage Treatment System Loan Fund             | \$ 12,562.60 |
| Building – CIP – Fund                              | \$ 32,353.36 |
| Human Service Building Fund                        | \$ 20,975.25 |
| Refunding Fund                                     | \$ 517.38    |
| Flex Plan/Section 125 Odd Year                     | \$ 645.84    |
| Total  | \$415,676.79 |

|                                   |              |
|-----------------------------------|--------------|
| Road and Bridge Funds Totaled     | \$697,915.82 |
| Martin County Ditch Funds Totaled | \$706,331.28 |

Commissioners reviewed their calendars of previous and upcoming meetings and activities: November 3, 2020 – Extension Committee meeting, regular Board of Commissioners meeting, and Justice Center Committee meeting; November 4, 2020 – Personnel Committee meeting, and Martin County Veterans Memorial Committee meeting; November 5, 2020 – Prairieland Executive Board meeting and RCEF meeting; November 6, 2020 – F-M Joint County Transit Executive Board meeting, AMC District 7 Virtual meeting, Drug Court Steering Committee meeting; November 9, 2020 – Justice Center Committee meeting; November 10, 2020 – Human Services Executive Board meeting, and Martin County Substance Abuse Prevention meeting; November 11, 2020 – Veterans Day Observed, Courthouse Closed; November 12, 2020 – Canvassing Board meeting, Budget Committee meeting and CARES Act Committee meeting; November 13, 2020 – Prairieland Full Board meeting; November 16, 2020 – AMC Policy Committee Virtual Meetings (Commissioner Flohrs - Human Services & Commissioner Belgard - Public Safety); November 17, 2020 – regular Board of Commissioners meeting at 9:00 a.m., Personnel Committee meeting at 10:30 a.m., Public Hearing at 1:15 p.m. for Redetermination of Benefits Hearing for CD #28, CD #61, and JD #60, Public Hearing at 2:00 p.m. to hear Engineer's Preliminary Improvement Report for CD #28; November 18, 2020 – Department Directors meeting at 8:30 a.m. and Park Board meeting; November 19, 2020 – Emergency Communications Board Virtual meeting and South Central EMS Virtual meeting at 1:00 p.m., and Traverse des Sioux Library meeting; November 20, 2020 – GBERBA meeting; November 23, 2020 – Rural Minnesota Energy Board meeting; November 24, 2020 – Human Services meeting; November 26-27, 2020 – Thanksgiving Holiday Observed, Courthouse Closed; December 1, 2020 – next regular Board of Commissioners meeting at 4:00 p.m., Truth in Taxation Public Hearing at 6:00 p.m.

The Board discussed changing the regularly scheduled commissioner meeting time on December 1, 2020 from 9:00 a.m. to 4:00 p.m. to coincide with the Truth in Taxation public hearing at 6:00 p.m. on that date.

Motion by Commissioner Koons, seconded by Commissioner Belgard, Be It Resolved that the Martin County Board of Commissioners, hereby approve changing the regularly scheduled commissioner meeting time on December 1, 2020 from 9:00 a.m. to 4:00 p.m. Roll Call AYES: Commissioners Smith, Belgard, Koons, and Flohrs. NAYS: None. Motion carries.

With no further business to wit, Motion by Commissioner Belgard, seconded by Commissioner Koons, to adjourn the meeting. Roll Call AYES: Commissioners Smith, Koons, Belgard, and Flohrs. NAYS: None. Meeting adjourned at 10:34 a.m.

BOARD OF COMMISSIONERS  
MARTIN COUNTY, MN

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Steve Flohrs, Board Chair

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