

PROCEEDINGS OF THE  
MARTIN COUNTY BOARD OF COMMISSIONERS  
TUESDAY, DECEMBER 15, 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 Koons, Flohrs, Belgard, and Smith. Commissioner District #2 is vacant. Also present were Scott Higgins, Martin County Coordinator, Leigha Johnson, Human Resources Manager, Terry Viesselman, County Attorney, Rod Halvorsen, City of Lakes Media, Jason Sorensen, Sentinel Newspaper, Julie Walters, Administrative Assistant, and members of staff (via WebEx).

The Pledge of Allegiance was recited.

Motion by Commissioner Belgard, seconded by Commissioner Koons, Be It Resolved that the Martin County Board of Commissioners, hereby approve the agenda for the December 15, 2020 regular Board of Commissioners meeting with the following change: move December 17, 2020 Calendar Item – Continued Redetermination Hearing for JD #60 at 11:00 a.m. to Agenda Item 11.0. Roll Call AYES: Commissioners Smith, Koons, Belgard, and Flohrs. NAYS: None. Motion carries.

Motion by Commissioner Koons, seconded by Commissioner Belgard, Be It Resolved that the Martin County Board of Commissioners, hereby approve the minutes from the November 17, 2020 regular Board of Commissioners meeting, the November 19, 2020 Special Emergency Board meeting, the December 1, 2020 regular Board of Commissioners meeting, and the December 1, 2020 Truth in Taxation Public Hearing. Roll Call AYES: Commissioners Smith, Belgard, Koons, and Flohrs. NAYS: None. Motion carries.

Terry Viesselman, County Attorney, was present via WebEx and noted he had nothing new to report and that it is business as usual for the County Attorney's Office.

Jessica Korte, Auditor/Treasurer, was present via WebEx and presented two tobacco licenses for approval for the following businesses: Casey's Retail Company General Store #3003 located at 10 Broadway Street in Trimont, MN; and Casey's Retail Company General Store #3005 located at 112 2<sup>nd</sup> Street in Welcome, MN. Korte noted the required forms have been completed by the applicant, everything is in order, and the effective date of the licenses is January 1, 2021 through December 31, 2021.

Motion by Commissioner Belgard, seconded by Commissioner Smith,

R-#82/'20

RESOLUTION

ISSUANCE OF TOBACCO LICENSES FOR 2021

WHEREAS, the County of Martin, MN (County) has established a Tobacco Ordinance (Ordinance) relating to the sale, possession, and use of tobacco in Martin County and to reduce the illegal sale, possession, and use of such items to and by minors, along with compliance with Minnesota Statutes and Rules; and

WHEREAS, applications for a tobacco license to sell tobacco shall be made through the County and its required forms as established by the Ordinance; and

WHEREAS, the Martin County Board of Commissioners (Board) may either approve or deny the license, or delay it for such reasonable period of time as necessary to complete any investigation of the application or the applicant it deems necessary. If the Board approves the application, the County Coordinator shall issue the license. If the application is denied, notice of the denial shall be given to the applicant along with notice of the applicants right to appeal the Board's decision; and,

WHEREAS, all licenses shall be valid under the Ordinance for one calendar year from the date of issuance; and,

NOW, THEREFORE BE IT RESOLVED, that the Martin County Board of Commissioners, hereby approve and authorize tobacco license for the following Retail Establishment, effective January 1, 2021 through December 31, 2021:

- Casey's Retail Company General Store #3003 located at 10 Broadway Street in Trimont, MN 56176
- Casey's Retail Company General Store #3005 located at 112 2<sup>nd</sup> Street in Welcome, MN 56181

Upon this motion made by Commissioner Belgard, seconded by Commissioner Smith, was duly made and passed this 15<sup>th</sup> day of December, 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 15<sup>th</sup> day of December, 2020.

The Board briefly discussed citizen appointments to the 4H/Extension Committee and that two committee members' terms are due to expire December 31, 2020 and are not eligible to continue serving on the committee.

After discussion,

No action taken on Citizen Appointments to the 4H/Extension Committee. The Board will review names and consider appointments at the January 5, 2021 Commissioners Organizational meeting.

Ashley Brenke and Dustin Benes, Martin Soil and Water Conservation District, were present via WebEx to present and review the proposed 2021 Aquatic Invasive Species Prevention Plan for Martin County. Benes noted the AIS allocation of funds is derived by the number of launch sites and trailer parking spaces at each launch site in the County and that total funds Martin County would receive is \$93,862.

After review and discussion,

Motion by Commissioner Smith, seconded by Commissioner Koons, Be It Resolved that the Martin County Board of Commissioners, hereby approve and adopt the 2021 Aquatic Invasive Species Prevention Plan for Martin County. Roll Call AYES: Commissioners Belgard, Koons, Smith, and Flohrs. NAYS: None. Motion carries.

Kevin Peyman, County Engineer, was present via WebEx and reviewed bids in consideration of the farm land lease agreements on the McClain Property, Vanderwert Property (new property), Landfill Property, and Rose Lake Pit Property. Peyman noted sealed bids were received and opened by the Martin County Highway Engineer at 10:00 a.m. on Friday, December 11, 2020; and that bids will be accepted for a three (3) year term.

Bid Summary on Farm Land for the  
2021, 2022, 2023 Farming Seasons  
*Bid Date: December 11, 2020*

***All Bids are subject to approval by the Martin County Board of Commissioners  
At their next meeting on December 15, 2020***

***McClain Property***

<u>Name</u>	<u>Bid per Tillable Acre</u>	<u>High Bid</u>
	<b><u>2020</u></b>	<u>2017</u>
1. Pat Hardt and Phillip Hardt Fairmont, MN & Swea City, IA	<b>\$362.24</b>	\$340.00
2. Tim Wegener Fairmont, MN	\$315.00	
3. Chris Carlson Fairmont, MN	\$280.00	
4. Conrad Zoeller	\$275.00	

Blue Earth, MN

5. Six-Eight Farms \$261.00  
(Paul Miller)  
Fairmont, MN

***Vanderwert Property***

Name Bid per Tillable Acre

**2020**

1. Faber Bros **\$150.00**  
(Donald Faber)  
Sherburn, MN

***Landfill Property***

Name Bid per Tillable Acre

**2020**

High Bid  
2017

1. TILO Farms **\$175.00** \$152.00  
(Tim Maschoff)  
Fairmont, MN

***Rose Lake Pit Property***

Name Bid per Tillable Acre

**2020**

High Bid  
2017

1. Conrad Zoeller **\$265.00**  
Blue Earth, MN
2. Ben & Chad Carlson \$246.00 \$241.00  
Fairmont & Granada, MN
3. Jacob Shoen \$200.00  
Sherburn, MN

Motion by Commissioner Belgard, seconded by Commissioner Koons, Be It Resolved that the Martin County Board of Commissioners, after having received and reviewed bids in consideration of the farm land lease agreements and upon the recommendation of County Engineer, hereby accept the following farm lease bids: McClain Property – Pat Hardt and Phillip Hardt in the amount of \$362.24 per Tillable Acre; Vanderwert Property – Faber Bros (Donald Faber) in the amount of \$150.00 per Tillable Acre; Landfill Property – TILO Farms (Tim

Maschoff) in the amount of \$175.00 per Tillable Acre; and Rose Lake Pit Property – Conrad Zoeller in the amount of \$265.00 per Tillable Acre; for a three (3) year lease term. Roll Call AYES: Commissioners Smith, Koons, Belgard, and Flohrs. NAYS: None. Motion carries.

Peyman next noted there are three people on the Parks/Trail Committee with terms ending December 31, 2020. All three have been active members of the Parks/Trail Committee and have indicated that they are willing to serve another three-year term on the Committee. Peyman recommends the (re)appointment of Laurie Quinn, Cary Villeneuve, and Pat Bulfer for an additional three-year term serving on the Martin County Parks/Trail Committee/Commission.

Motion by Commissioner Koons, seconded by Commissioner Belgard, Be It Resolved that the Martin County Board of Commissioners, hereby approve the (re)appointments of the following Martin County citizens to the Martin County Parks/Trail Committee Citizen Advisory Board/Commission: Laurie Quinn, Cary Villeneuve, and Pat Bulfer to serve an additional three-year term beginning January 1, 2021. Roll Call AYES: Commissioners Smith, Belgard, Koons, and Flohrs. NAYS: None. Motion carries.

Peyman presented a Highway Department Update noting it has been a really productive early winter and the Highway Department has accomplished quite a bit of work that most years is weather dependent including all of the snow fencing is up, tree and ditch work done, and extra work done on the plows. Peyman went on to note one issue is the County's gravels (roads) are extremely dry and difficult to keep the material filled in and that it will be hard to tie that material down until we get a little moisture.

Steve McDonald, MIS Director, was present via WebEx and presented a MIS Department Update including (COVID-19 related) purchased 18 laptops for various departments and worked with setting up firewalls and laptop access so staff could remote work from home; helped the Auditor/Treasurer's Office with a remote Elections Office and getting that set up and hooked up to the courthouse so staff could still do their functions up here but yet work out there; and purchased some equipment for the Jail Videoconferencing Room.

McDonald continued in the year 2020 MIS staff logged 1,260 Tech Tickets with our older system; purchased a new SysAid System with COVID Relief Funds so that we could provide better support back to the departments and remotes for logging on to computers and laptops; finished up the 2020 budgeted computer upgrades; purchased the WatchGuard Firewall and the new SysAid Tech; all the electronic locks in the Recorder's Office have been installed; got the audio/video equipment done in the Board Room; working with the Highway Department on RT Vision on some E-Timecard Software and purchased some laptops for Highway staff; and working on a project with the county attorney's office.

Leigha Johnson, Human Resources Manager, was present to recommend the hire of Jeremiah Fitzgerald as an Appraiser in the Martin County Assessor's Office. Johnson noted we have conducted the interview process and had five applicants, three of which were interviewed, and had two rounds of interviews. Johnson went on to note the background check has been completed which is satisfactory to the County's requirements and recommends approval with a tentative start date of December 21, 2020.

Motion by Commissioner Belgard, seconded by Commissioner Smith, Be It Resolved that the Martin County Board of Commissioners, upon the recommendation of County Assessor and Human Resources Manager, hereby approve the hire of Jeremiah Fitzgerald as Appraiser for the Martin County Assessor's Office at Grade 13 Step 1 at \$24.51/hour, with a tentative start date of December 21, 2020; eligible for full benefits as it applies to this position; and is subject to successfully serving a twelve (12) month probationary period in this position. Roll Call AYES: Commissioners Koons, Smith, Belgard, and Flohrs. NAYS: None. Motion carries.

Higgins presented and reviewed a resolution for approval of a newly hired Sheriff's Deputy, employee #140 to be included on the Public Employees Police and Fire Plan.

Motion by Commissioner Koons, seconded by Commissioner Belgard,

R-#81/'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 # 140 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 15<sup>th</sup> day of December, 2020; the original of which is on file in this office. I further certify that 4 members voted in favor of this resolution and that 4 members were present and voting.

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

Roll Call AYES: Commissioners Smith, Belgard, Koons, and Flohrs. NAYS: None.  
Resolution duly passed and adopted this 15<sup>th</sup> day of December, 2020.

Jessica Korte, Auditor/Treasurer, was present via WebEx and presented the resolution Establishing the Tax Levy collectible in 2021 in the amount of \$17,593,548 (2.81 percent increase from 2020).

After discussion and consideration,

Motion by Commissioner Belgard, seconded by Commissioner Koons,

R-#79/'20

### RESOLUTION

#### ESTABLISHING THE TAX LEVY FOR YEAR 2020 COLLECTIBLE IN 2021:

WHEREAS, the Martin County Board of Commissioners duly considered budgets to determine the tax levy to be collected in 2021.

NOW THEREFORE, BE IT RESOLVED, that the Martin County Board of Commissioners do hereby order and determine that taxes to be levied in the year 2020 and collectible in the year 2021 be as follows to-wit:

	<u>Net Levy</u>
Revenue Fund	\$ 9,497,140
Road & Bridge Fund	\$ 2,474,134
Parks and Rec.	\$ 65,000
Solid Waste Management Fund	\$ 0
Library Fund	\$ 870,830
Human Service Fund	\$ 3,651,496
Building CIP Fund	\$ 557,000
Debt Service Fund/Hwy Debt Service	\$ 397,783
Economic Development	\$ 75,165
Forfeited Land	\$ 5,000
TOTAL TAX LEVY	\$17,593,548

BE IT FINALLY RESOLVED, that copies of this resolution be filed with the Martin County Auditor/Treasurer; and

Upon Motion made by Commissioner Belgard, seconded by Commissioner Koons, and unanimously carried, said resolution was duly passed and adopted this 15<sup>th</sup> day of December 2020.

BOARD OF COMMISSIONERS  
MARTIN COUNTY, MN

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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 15<sup>th</sup> day of December, 2020.

Korte presented the resolution establishing the CY2021 Fund Expenditures and Revenues noting fun expenditures for 2021 are estimated at \$28,527,835 and fund revenues are estimated at \$11,110,112.

After discussion and consideration,

Motion by Commissioner Smith, seconded by Commissioner Koons,

R-#80/'20

R E S O L U T I O N

ESTABLISHING THE FUND EXPENDITURES AND REVENUES  
FOR THE YEAR 2021

WHEREAS, the Martin County Board of Commissioners duly considered fund Expenditures and Revenues for the year 2021.

NOW THEREFORE, BE IT RESOLVED, that the Martin County Board of Commissioners do hereby order and determine that fund expenditures and revenues for the year 2021, is as follows:

	<u>Expenditures</u>	<u>Revenues</u>
Revenue Fund	\$ 12,543,313	\$ 3,080,275
Forfeited Lands	\$ 8,000	\$ 10,000
Parks & Recreation	\$ 139,787	\$ 76,300
Road & Bridge	\$ 8,927,932	\$ 6,453,798
E-911 Fund	\$ 50,270	\$ 98,600
Sheriff Contingency Fund	\$ 5,000	\$ 5,000
Solid Waste	\$ 698,439	\$ 698,439
Library	\$ 883,830	\$ 13,000
Law Library	\$ 26,000	\$ 25,000
Human Services	\$ 3,651,496	\$ 0
Recorders Technology Fund	\$ 22,000	\$ 40,000
Recorders Compliance Fund	\$ 38,250	\$ 44,000
Building CIP Fund	\$ 400,000	\$ 260,000
Human Services Building	\$ 591,700	\$ 206,700
Hwy Debt Service	\$ 267,830	\$ 0



New Constr Debt Service	\$ 129,953	\$ 0
ISTS Loan	\$ 150,000	\$ 99,000
MC Area Redevelopment Agency	\$ 0	\$ 0
Economic Development	\$ 94,035	\$ 0
General Tax Levy	\$ 0	\$ 0
TOTAL	<b>\$ 28,627,835</b>	<b>\$11,110,112</b>

Upon motion by Commissioner Smith, seconded by Koons, and carried, said resolution was duly passed and adopted this 15<sup>th</sup> day of December, 2020.

BOARD OF COMMISSIONERS  
MARTIN COUNTY, MN

\_\_\_\_\_  
Steve Flohrs, Board Chair

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

Roll Call AYES: Commissioners Belgard, Koons, Smith, and Flohrs. NAYS: None. Resolution duly passed and adopted this 15<sup>th</sup> day of December, 2020.

Higgins presented and reviewed the resolution to approve the Elected Official Salaries for CY2021. Higgins noted the listed salaries in the resolution reflect a 2.5% increase for CY2021 plus merit step increase if eligible.

After review and consideration,

Motion by Commissioner Koons, seconded by Commissioner Smith,

R-#78/'20

**RESOLUTION  
ESTABLISHING MARTIN COUNTY ELECTED OFFICIALS  
SALARIES FOR CY2021**

Motion by Commissioner Koons, seconded by Commissioner Smith, to approve and authorize the Board Chair to sign this Resolution setting the salaries for Martin County Elected Officials for 2021:

WHEREAS, Pursuant to Minnesota Statutes, the Martin County Board of Commissioners is responsible for setting the salaries of all elected officials, based upon the responsibilities and duties of the Office and taking into account the performance of each elected official including the County Auditor/Treasurer, County Recorder, Sheriff and County Attorney; and  
WHEREAS, the Martin County Board of Commissioners very much appreciates the work performed by all of the elected officials in Martin County.

NOW THEREFORE BE IT RESOLVED, that the annual salaries of elected officials in Martin County for the year CY2021 are set as follows (any rounding will be governed by payroll):

	<u>2021</u>	<u>2020</u>
County Attorney	\$138,144.00	\$129,708.80
County Auditor/Treasurer	\$ 93,308.00	\$ 86,590.40
County Sheriff	\$123,094.00	\$115,377.60
County Recorder	\$ 76,918.00	\$ 71,697.60

BOARD OF COMMISSIONERS  
MARTIN COUNTY, MN

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Steve Flohrs, Board Chair

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

Roll Call AYES: Commissioners Belgard, Smith, Koons, and Flohrs. NAYS: None.  
Resolution duly passed and adopted this 15<sup>th</sup> day of December, 2020.

Higgins noted each year the Board takes action to approve annually the employee wages for payroll purposes. Higgins went on to note this typically includes the non-union employees, County Highway Supervisor's Association, and AFSCME Library 1204C, LELS #115 Corrections/Communications Officers, and LELS #136 Deputy and Sergeants. Higgins also noted the Library Board is responsible for the Library staff and typically follows the County Board's action as it pertains to the Library Union contract for step increases. Eligible LELS #115 (Corrections/Communications) and LELS #136 (Deputy/Sergeants) receive their step increase on their employment anniversary dates per their respective union contracts.

After review and discussion,

Motion by Commissioner Koons, seconded by Commissioner Smith, Be It Resolved that the Martin County Board of Commissioners, hereby approve the general wage adjustment of 2.5% for eligible employees, and approve step increases for eligible non-union employees (appointed and hired), per the County Compensation/Classification Plan, and eligible AFSCME Library 1204C per Union Contract, and Highway Supervisor's Association, per Union Contract, and to approve step increases for eligible employees in the LELS #115 (Corrections/Communications Officers) and LELS #136 (Deputy and Sergeants) per their respective Union Contracts, effective January 1, 2021.

R-#84/'20

RESOLUTION  
ESTABLISHING THE CY2021 WAGES AND SALARIES  
FOR UNION AND NON-UNION ELIGIBLE EMPLOYEES

WHEREAS, it is the intent of the Board of Commissioners that Martin County non-bargaining unit employees be compensated fairly and equitably based upon their performance; and,

WHEREAS, the Board established an intent to maintain a competitive compensation schedule for County employees within the County's Classification and Compensation system; and

NOW THEREFORE BE IT RESOLVED, by the Board of Commissioners in and for the County of Martin, State of Minnesota, that effective January 1, 2021, the non-union employees shall receive a General Wage Adjustment increase of 2.5% subject to the County's Classification and Compensation plan; and,

BE IT FURTHER RESOLVED, that the 2021 Salary Matrix for the Martin County Classification and Compensation Plan shall be adjusted by 2.5% general increase effective January 1, 2021; and,

BE IT FINALLY RESOLVED, that the Martin County Board of Commissioners, hereby approve the general wage adjustment of 2.5% for eligible employees, and approve step increases for eligible non-union employees (appointed and hired), per the County Compensation/Classification Plan, and eligible AFSCME Library 1204C per union contract, and Highway Supervisor's Association, per union contract; and to approve step increases for eligible employees in the LELS #115 (Corrections/Communications Officers) and LELS #136 (Deputy and Sergeants) per their respective union contracts, effective January 1, 2021.

Motion by Commissioner Koons, seconded by Commissioner Smith, said resolution duly passed and adopted this 15<sup>th</sup> day of December, 2020.

BOARD OF COMMISSIONERS  
MARTIN COUNTY

\_\_\_\_\_  
Steve Flohrs, Board Chair

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

Roll Call AYES: Commissioners Belgard, Smith, Koons, and Flohrs. NAYS: None. Resolution duly passed and adopted this 15<sup>th</sup> day of December, 2020.

Korte presented her recommendation, for the County's Financial Statement and state audit purposes, to commit the Human Services fund balance so funds can be used only for Human Services. Korte noted commitments may be changed or lifted by Board action if found that funds are needed in the general fund; and that formal Board action for commitment of funds is recommended.

Motion by Commissioner Belgard, seconded by Commissioner Koons, Be It Resolved that the Martin County Board of Commissioners, hereby approve commitment of the Human Services

fund balance in the Human Services Fund. Roll Call AYES: Commissioners Smith, Koons, Belgard, and Flohrs. NAYS: None. Motion carries.

Higgins noted Minnesota Statutes require that bids be taken for Official County Newspaper for the publication of notices, board minutes, etc. Higgins went on to note advertisement for bids was published and bid information sent to the four newspapers in Martin County. Higgins also noted bids were due Monday, December 14, 2020 by 12:00 noon with bids to be opened during the regular Board of Commissioners meeting on Tuesday, December 15, 2020. Bids were received from:

<b>Fairmont Sentinel</b>	<b>Bid Price</b>
Publication of Delinquent Tax List	\$8.10
Publication of Official Board Proceedings	\$5.25
First Publication of Financial Statement	\$3.50 + \$425 for 8,000 Overrun
Second Publication of Financial Statement as an insert to a newspaper	\$0.05
Subscribers residing in Martin County	7,950
<b>Truman Tribune</b>	<b>Bid Price</b>
Publication of Delinquent Tax List	\$4.00
Publication of Official Board Proceedings	\$4.00
First Publication of Financial Statement	\$4.00
Second Publication of Financial Statement as an insert to a newspaper	\$0.03
Subscribers residing in Martin County	875
<b>Fairmont Photo Press</b>	<b>Bid Price</b>
Publication of Delinquent Tax List	\$5.00
Publication of Official Board Proceedings	\$4.75
First Publication of Financial Statement	\$4.75
Second Publication of Financial Statement as an insert to a newspaper	\$0.05
Subscribers residing in Martin County	9,750

No action taken by the Board. Bid will be awarded during the first meeting in January, 2021.

Korte presented and reviewed the 2019 Cost Allocation Plan for Martin County which identifies the various costs incurred by the County to support and administer federal programs. After review,

Motion by Commissioner Koons, seconded by Commissioner Belgard, Be It Resolved that the Martin County Board of Commissioners, hereby receive and file the 2019 Cost Allocation Plan for Martin County. Roll Call AYES: Commissioners Smith, Belgard, Koons, and Flohrs. NAYS: None. Motion carries.

Higgins presented the CY2021 County Board Standing Committee Assignments listing noting this is an opportunity for the Board to review current committee assignments and to make any changes. The Board did split out the vacant commissioner district committee assignments earlier

this past year. Now is the opportunity, if there are committees you no longer want to participate on or there are other committees you may be interested in, you may talk amongst yourselves about switching committees. The Board will consider the Standing Committee Assignments at our organizational meeting on January 5, 2021.

After review and discussion it was noted the CARES Act Committee for Commissioners Smith and Belgard is a new assignment; RCEF Board for Commissioner Koons is a new assignment; Region 9 EMS is to be noted as South Central EMS Committee for Commissioner Belgard; Des Moines River Watershed 1W1P, Alternate and Watonwan River Watershed 1W1P is to be listed for Commissioner Flohrs, and Des Moines River Watershed 1W1P, Alternate is to be listed for Commissioner Koons; and Personnel Committee will change to the 2021 Board Chair and Vice Chair.

Higgins noted the County Board is required per MN Statutes to set dates and locations for regularly conducted Board meetings. Traditionally the Board has met the first and third Tuesday of each month. Meetings are held in the Board Room in the Martin County Courthouse commencing at 9:00 a.m. Higgins went on to note variations of this meeting schedule have occurred during the year due to special meetings and budget workshops.

After review,

Motion by Commissioner Belgard, seconded by Commissioner Koons, Be It Resolved that the Martin County Board of Commissioners, hereby approve the regularly scheduled Martin County Commissioner meeting dates, times, and locations for 2021.

2021 – County Board of Commissioners Regularly Scheduled  
Meeting Dates, Times, and Location

- |          |   |  |
|----------|---|--|
| JANUARY  | - | January 5, 2021 at 9:00 a.m. in the Board Room   |
|          | - | January 19, 2021 at 9:00 a.m. in the Board Room  |
| FEBRUARY | - | February 2, 2021 at 9:00 a.m. in the Board Room  |
|          | - | February 16, 2021 at 9:00 a.m. in the Board Room |
| MARCH    | - | March 2, 2021 at 9:00 a.m. in the Board Room     |
|          | - | March 16, 2021 at 9:00 a.m. in the Board Room    |
| APRIL    | - | April 6, 2021 at 9:00 a.m. in the Board Room     |
|          | - | April 20, 2021 at 9:00 a.m. in the Board Room    |
| MAY      | - | May 4, 2021 at 9:00 a.m. in the Board Room       |
|          | - | May 18, 2021 at 9:00 a.m. in the Board Room      |
| JUNE     | - | June 1, 2021 at 9:00 a.m. in the Board Room      |
|          | - | June 15, 2021 at 9:00 a.m. in the Board Room     |

- JULY - July 6, 2021 at 9:00 a.m. in the Board Room
- July 20, 2021 at 9:00 a.m. in the Board Room
  
- AUGUST - August 3, 2021 at 9:00 a.m. in the Board Room
- August 17, 2021 at 9:00 a.m. in the Board Room
  
- SEPTEMBER - September 7, 2021 at 9:00 a.m. in the Board Room
- September 21, 2021 at 9:00 a.m. in the Board Room
  
- OCTOBER - October 5, 2021 at 9:00 a.m. in the Board Room
- October 19, 2021 at 9:00 a.m. in the Board Room
  
- NOVEMBER - November 2, 2021 at 9:00 a.m. in the Board Room
- November 16, 2021 at 9:00 a.m. in the Board Room
  
- DECEMBER - December 7, 2021 TRUTH-IN-TAXATION, 6:00 p.m. Board Room
- December 7, 2021 at 9:00 a.m. in the Board Room
- December 21, 2021 at 9:00 a.m. in the Board Room

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

Korte recommends setting an additional bill run cycle for the end of December 2020; and to authorize the Martin County Auditor/Treasurer to approve such bill payments for December 2020. Korte noted the cutoff date for vouchers will be 12:00 noon on December 28, 2020; with checks going out on or by December 31, 2020.

Motion by Commissioner Belgard, seconded by Commissioner Koons, Be It Resolved that the Martin County Board of Commissioners, hereby approve a final year-end bill payment cycle in December 2020; and authorize the Martin County Auditor/Treasurer to approve such bill payments for December 2020. Roll Call AYES: Commissioners Smith, Koons, Belgard, and Flohrs. NAYS: None. Motion carries.

Korte presented and reviewed the final CARES Act Expenditure Report.

**Martin County Coronavirus Relief Funds**  
**Accounting**  
 For December 15, 2020 Board of Commissioners  
 Meeting

***Funds Received:***

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County Base Distribution	\$	2,403,965.00
Supplemental Distribution (Those under 200 in population)		38,330.00
Total Amount Received from the State	\$	2,442,295.00

**Funding Received back From Entities Receiving Direct Funding:**

9/28/20 - City of Northrop		15,671.00
10/2020 - East Chain		6,900.00

11/2020 - City of Ceylon	20,000.00
11/2020 - Fox Lake Township	334.68
11/20 - Jay Township	5,450.00
11/20 - Pleasant Prairie	2,417.12
11/20 - City of Granada	294.27
11/20 - Rutland Township	<u>2,656.00</u>
Total Funding Returned to the County	53,723.07
Total CARES Funding to Use	<u><u>\$ 2,496,018.07</u></u>

**Funds Paid Out:**

	<b>Spent to date</b>
County Expenses:	
Human Services	295,000.00
Elections, etc	78,143.50
Election Judge Salaries	6,002.84
FEMA	
Cameras/Microphone Upgrade Board Room	67,911.00
Abby's Request-Thermometers/CART	-
Sheriff - Robotic Sanitizer	80,731.45
Salary & Wages	380,273.73
County Website Rewrite	14,750.00
Upgrade bathrooms to touchless fixtures	58,250.57
VPN	24,600.00
Highway - tablets for new RT vision program +	22,144.00
Cleaning for Courthouse and Other buildings	9,269.00
4 Laptops & Hardwire Internet (Sheriff) - ZOOM Room	22,105.89
Cubicles for AT Office	11,119.44
Other Telework costs	11,402.03
P&Z Outer office area	521.62
PPE - Shields, masks, cleaning supplies	26,513.09
City of Dunnell Allocation	11,872.50
County Expenses/Human Service Requests	<u>\$ 1,120,610.66</u>
Schools	<u>\$ 651,464.05</u>
Business Economic Relief	<u>\$ 723,943.36</u>
<b>Total Allocations Requests</b>	<u><u>2,496,018.07</u></u>
<b>Unallocated/Unspent Funds</b>	<u><u>-</u></u>

After review and consideration,

Motion by Commissioner Smith, seconded by Commissioner Belgard, Be It Resolved that the Martin County Board of Commissioners, hereby receive and file the Final CARES Act Expenditure Report. Roll Call AYES: Commissioners Koons, Belgard, Smith, and Flohrs. NAYS: None. Motion carries.

Michael Forstner, Drainage Administrator, was present via WebEx and reviewed the resolution setting the 2021 Drainage Ditch Levies and Assessments on County, Joint County, and Judicial Ditches of Martin County.

After review and consideration,

Motion by Commissioner Belgard, seconded by Commissioner Koons, acting as the Drainage Authority for Martin County,

**R-#83/'20**

**RESOLUTION**

**ORDER FIXING DITCH REPAIR AND MAINTENANCE LEVIES AND ASSESSMENTS ON COUNTY, JOINT COUNTY, AND JUDICIAL DITCHES OF MARTIN COUNTY, MN:**

WHEREAS, ditch repair and maintenance expenditures having been made, or to be made, on various County, Joint County, and Judicial Ditches located wholly or partly within Martin County, MN and it appearing that there are not sufficient funds to the credit of the ditches to finance said repairs and maintenance expenditures; therefore the Martin County Board of Commissioners do hereby, by resolution; levy and assess the following ditch fund accounts to pay for current expenditures for repairs and maintenance or to reimburse other funds where monies have been or will be loaned to the ditch fund, or for the designated purpose of payments on future repair and maintenance expenditures, and

WHEREAS, the various drainage system levy and assessments hereby made by the County Board of Commissioners shall be apportioned and assessed pro rata upon all lands, corporations, and municipalities which have participated in the total benefits theretofore determined; and such levy and assessments for repairs and maintenance of any one ditch system be limited in any one calendar year based upon pro rata percentage of the original calendar year based upon pro rata percentage of the original benefits of that particular drainage system thereof in Martin County, MN under the provisions of Minnesota Statutes Annotated 103-E.

THEREFORE, BE IT RESOLVED, by the Martin County Board of Commissioners of Martin County, MN that the following County, Joint County, and Judicial ditches hereby levied and assessed in the amounts so indicated as sufficient to take care of their obligations for repairs and maintenance heretofore made, or to be made, and equal installments be spread and made payable where necessary, with and made payable where necessary, with and as apart of the Real Estate Taxes in the indicated as follows, to-wit:

**DITCHES LEVIED FOR ONE YEAR PAYABLE 2021:**

<b><u>Ditch #</u></b>	<b><u>Name of Ditch</u></b>	<b><u>AMOUNT</u></b>
1001	CD #1	\$ 5,000.00
1013	CD #14	\$ 5,000.00
1003	CD #2	\$ 30,000.00
1024	CD #28	\$ 55,000.00



1005	CD #3	\$ 5,000.00
1037	CD #38	\$ 8,000.00
1042	CD #44	\$ 500.00
1044	CD #47	\$ 500.00
1057	CD #61	\$ 2,500.00
1058	CD #62	\$ 5,000.00
1060	CD #64	\$ 1,000.00
1066	CD #71	\$ 1,000.00
9002	JD #2 M&F	\$ 2,500.00
9005	JD #3	\$ 10,000.00
9008	JD #6	\$ 500.00
9035	JD #24 M,BE,&F	\$ 500.00
9037	JD #25 M,BE &W	\$ 500.00
9041	JD #27	\$ 2,500.00
9046	JD #30	\$ 2,500.00
9049	JD #32	\$ 7,500.00
9055	JD #37	\$ 2,500.00
9064	JD #42	\$ 2,500.00
9069 & 9070	JD #47	\$ 15,000.00
9073	JD #49	\$ 500.00
9077	JD #56	\$ 3,500.00
9079	JD #59	\$ 12,000.00
9092	JD #74	\$ 5,000.00
9093	JD #75	\$ 1,000.00
9094	JD #76	\$ 2,500.00
9097	JD #79	\$ 2,500.00
9100	JD #82 M&BE	\$ 2,500.00
9103	JD #85 M&BE	\$ 25,000.00
9106	JD #89	\$ 1,000.00
9114	JD #98	\$ 10,000.00
9117	JD #101	\$ 5,000.00
9119	JD #103	\$ 10,000.00
9125	JD #110	\$ 500.00
9128	JD #116 M,BE&F	\$ 10,000.00
9150	JD #214 M&F	\$ 5,000.00
9054	JD #367	\$ 20,000.00
9155	JD #390	\$ 5,000.00
9156	JD #391	\$ 5,000.00

**DITCHES LEVIED FOR MORE THAN ONE YEAR**

<b><u>Ditch #</u></b>	<b><u>Name of Ditch</u></b>	<b><u>Year Starting</u></b>	<b><u>Year Ending</u></b>	<b><u>AMOUNT</u></b>
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1009	CD #11	2021 (2 years)	2022	\$ 45,000.00
1017	CD #22	2021 (3 years)	2023	\$ 30,000.00
1040	CD #42	2021 (2 years)	2022	\$ 15,000.00
1043	CD #46	2021 (2 years)	2022	\$ 15,000.00
1045	CD #50	2021 (2 years)	2022	\$ 10,000.00
1046	CD #51	2021 (2 years)	2022	\$ 7,000.00
1047	CD #52	2021 (2 years)	2022	\$ 20,000.00
9015	JD #10	2021 (2 years)	2022	\$ 30,000.00
9018	JD #11 M & J	2021 (3 years)	2023	\$ 7,000.00
9027	JD #17	2021 (3 years)	2023	\$ 33,500.00
9057	JD #38	2021 (2 years)	2022	\$ 15,000.00
9063	JD #41	2021 (5 years)	2025	\$ 35,000.00
9067	JD #44	2021 (4 years)	2024	\$ 40,000.00
9068	JD #46	2021 (2 years)	2022	\$ 10,000.00
9071	JD #48	2021 (5 years)	2025	\$ 75,000.00
9080	JD #60	2021 (10 years)	2030	\$ 145,000.00
9084	JD #66	2021 (3 years)	2023	\$ 23,300.00
9111	JD #95	2021 (5 years)	2025	\$ 80,000.00
9152	JD #414 M&F	2021 (2 years)	2022	\$ 60,000.00

Upon motion by Commissioner Belgard, seconded by Commissioner Koons, and carried, said amended resolution was duly passed and adopted this 15<sup>th</sup> day of December, 2020

**BOARD OF COMMISSIONERS**

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**Steve Flohrs, Chairman**

**ATTEST:** \_\_\_\_\_  
**Jessica Korte, Martin County Auditor/Treasurer**

Roll Call AYES: Commissioners Smith, Koons, Belgard, and Flohrs. NAYS: None. Resolution duly passed and adopted this 15<sup>th</sup> day of December, 2020.

Forstner recommends setting a public hearing date to consider Final Acceptance of JD #97 Alterations. Forstner recommends setting the public hearing for December 28, 2020 or December 29, 2020 and that attendance of the full Board is required.

After discussion,

Motion by Commissioner Belgard, seconded by Commissioner Koons, Be It Resolved that the Martin County Board of Commissioners, acting as the Drainage Authority for Martin County, hereby sets a Public Hearing date and time to consider the Final Acceptance of JD #97 Alterations. Public Hearing will be held on December 29, 2020 at 9:00 a.m. in the

Commissioners Meeting Room – Martin County Courthouse. Roll Call AYES: Commissioners Smith, Koons, Belgard, and Flohrs. NAYS: None. Motion carries.

Forstner noted the Auditor/Treasurer’s Office received the 2021 Retainer Agreement from Kurt Deter, attorney with Rinke Noonan (legal counsel for drainage matters to the County Board). Forstner went on to note the retainer amount of \$200 per month (Option One) covers phone calls from County Commissioners and County staff regarding drainage issues under Minnesota Statutes Chapter 103E and also covers short opinion letters and that involvement in more detailed matters or appearances at hearings is at Deter’s regular hourly rate; but only upon approval or request by the County Board or staff. Forstner recommends approval of the retainer agreement with Rinke Noonan.

Motion by Commissioner Belgard, seconded by Commissioner Koons, Be It Resolved that the Martin County Board of Commissioners, acting as the Drainage Authority for Martin County, hereby approve and authorize Board Chair to sign the 2021 Retainer Agreement with Rinke Noonan, Attorneys at Law, for defined services provided Martin County pertaining to drainage issues under Minnesota Statutes Chapter 103E, with monthly retainer fee in the amount of \$200. Roll Call AYES: Commissioners Smith, Koons, Belgard, and Flohrs. NAYS: None. Motion carries.

The Board reviewed Warrants, Auditor Warrants, and EFT Transactions to be paid December 15, 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 December 15, 2020, and includes the Martin County Highway Department and Drainage bills as presented. Roll Call AYES: Commissioners Belgard, Smith, Koons, and Flohrs. NAYS: None. Motion carries.

Warrants received and paid December 15, 2020 are registered on file in the Auditor/Treasurer’s Office as follows:

Revenue Fund – Warrants Approved December 15, 2020	\$125,859.78
Sheriff’s Contingency Fund	\$ 236.70
Martin County Economic Development Fund	\$ 828.75
Solid Waste Management Fund	\$ 43,361.75
Law Library Fund	\$ 802.41
Recorder’s Compliance Fund	\$ 2,715.00
Building – CIP – Fund	\$156,146.89
Human Service Building Fund	<u>\$ 2,734.17</u>
Total	\$332,685.45
Road and Bridge Funds Totaled	\$141801.12
Martin County Ditch Funds Totaled	\$ 91,414.11

The Board reviewed Inter-Agency Reports and Announcements including the Monthly Financial Statement for November 2020.

Commissioners reviewed their calendars of previous and upcoming meetings and activities: December 1, 2020 – F-M Joint County Transit Bid Opening for Transit Facility Project at 1:00 p.m., regular Board of Commissioners meeting at 4:00 p.m., and special Truth in Taxation meeting at 6:00 p.m. – Commissioners Meeting Room – Martin County Courthouse (via WebEx); December 2, 2020 – AMC Coffee & Conversations, Martin County Veterans Memorial Committee meeting; December 3, 2020 – RCEF meeting, Childcare in Martin County meeting; December 7, 2020 – 2020 AMC Virtual Annual Meeting 1:00 p.m. to 4:00 p.m., Martin County EDA meeting at 5:15 p.m.; December 8, 2020 – Human Services Executive Board meeting, Personnel Committee meeting; December 9, 2020 – Personnel Committee meeting; December 10, 2020 – F-M Joint County Transit Executive Board meeting, Martin Soil and Water Committee meeting; December 11, 2020 – Prairieland meeting; December 14, 2020 – Department Director Evaluations; December 15, 2020 – regular Board of Commissioners meeting at 9:00 a.m. – Commissioners Meeting Room – Martin County Courthouse (via WebEx), Department Director Evaluations; December 16, 2020 – potential Department Director Evaluations; December 17, 2020 – F-M Joint County Transit Executive Board meeting; December 18, 2020 – Personnel Committee meeting at 8:30 a.m.; December 22, 2020 – Human Services and F-M Joint County Transit Full Board meetings, Audit Exit meeting at 11:00 a.m.; December 28, 2020 – Kinship of Martin County meeting; December 29, 2020 – Public Hearing to consider the Final Acceptance of JD #97 at 9:00 a.m.; January 1, 2021 – New Year’s Holiday Observed – Courthouse Closed; January 4, 2021 – Martin County EDA meeting at 5:15 p.m.; January 5, 2021 – Organizational Meeting of the County Board at 9:00 a.m.

The Board recessed at 10:46 a.m.

The Board reconvened at 11:00 a.m.

Chairman Flohrs opened the continuation public hearing for the Redetermination Hearing for JD #60. All County Board members acting as the Martin County Drainage Authority were present, in person or via WebEx, along with Mike Forstner, Drainage Administrator, Scott Higgins, Martin County Coordinator, Jessica Korte, Auditor/Treasurer, Kurt Deter (legal counsel for Drainage Matters to the County Board) Attorney for the Board, Ron Ringquist, Viewer, and Merle Burmeister, landowner.

Forstner noted as you will recall it was brought to our attention that a landowner was not included on the Viewers’ Redetermination of Benefits Report for JD #60. Therefore, the reports needed to be amended to reflect the landowner. Forstner went on to note public hearing notices for this continuation hearing were mailed out to all affected landowners.

Deter noted the report has been filed. The Redetermination of Benefits Hearing for JD #60 was continued simply to get that one landowner proper notice.

Chairman Flohrs opened the meeting for public comments on the Redetermination of Benefits for JD #60.

Merle Burmeister, landowner, was present and noted he questioned the number of acres listed on the Redetermination Report for a Mr. Douglas Bicknase.

Forstner noted the report shows there are two 40's listed within the watershed and 28 acres goes to JD #60.

Ron Ringquist, Viewer, was present via WebEx and noted Bicknase owns 160 (acres) but only two of the 40's are actually affected. So, I just listed the acres in each of those two 40 acres rather than including the 160. Ringquist went on to note I have reviewed that information with Mr. Burmeister and explained it and I think we were in agreement once he understood why only two 40's were listed as they were the only two out of the 160 that were impacted. So the benefited acres are all correct.

Commissioner Koons noted I drew a picture for Merle (Burmeister) and yes he does understand it now. Koons also noted Burmeister had talked to Ron Ringquist earlier and but it wasn't real clear at that time and it does make sense to him now.

Deter noted if there is no more public comment then someone would need to make a motion that the Viewer's Report as amended has been completed under Minnesota Statutes 103E, the reports made or amended are complete and correct, and the damages and benefits have been properly determined.

Motion by Commissioner Belgard, seconded by Commissioner Koons, acting as the Drainage Authority for Martin County, after having been presented the amended Viewer's report for the Redetermination of Benefits for JD #60, and after having determined that the Viewers' Report made or amended and other proceedings have been completed under Minnesota Statutes 103E, and that the reports made or amended are complete and correct, and that the damages and benefits have been properly determined, hereby approve the Amended Redetermination of Benefits Report for JD #60. Roll Call AYES: Commissioners Smith, Koons, Belgard, and Flohrs. NAYS: None. Motion carries.

Ringquist noted I will provide the Board and Mr. Deter with a copy of all of the reports of the ditch systems in this section that are dated with those corrections in place.

Deter noted he will prepare an Order and that this continuation hearing has been completed unless Mike (Forstner) has something it is possible to adjourn the public hearing on JD #60.

Forstner noted he did not have anything else.

Motion by Commissioner Belgard, seconded by Commissioner Koons, Be It Resolved that the Martin County Board of Commissioners, acting as the Drainage Authority for Martin County, hereby adjourn the Continuation Public Hearing for the Amended Redetermination of Benefits Report for JD #60. Roll Call AYES: Commissioners Smith, Koons, Belgard, and Flohrs. NAYS: None. Motion carries.

Motion by Commissioner Belgard, seconded by Commissioner Koons, to move into closed session for the performance evaluation of the Martin County Coordinator. Roll Call AYES: Commissioners Smith, Koons, Belgard, and Flohrs. NAYS: None. Motion carries.

Closed session began at 11:17 a.m.

Motion by Commissioner Belgard, seconded by Commissioner Koons, to move back into open session. Roll Call AYES: Commissioners Smith, Koons, Belgard, and Flohrs. NAYS: None. Motion carries.

Board back into open session at 11:38 a.m.

The Board reviewed the performance evaluation of the Coordinator's position.

With no further business to wit, Motion by Commissioner Belgard, seconded by Commissioner Koons, to adjourn the meeting. Roll Call AYES: Commissioners Belgard, Smith, Koons, and Flohrs. NAYS: None. Motion carries. Meeting adjourned at 12:01 p.m.

BOARD OF COMMISSIONERS  
MARTIN COUNTY, MN

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Steve Flohrs, Board Chair

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