

**PROCEEDINGS OF THE MARTIN COUNTY
BOARD OF COMMISSIONERS MEETING
TUESDAY, DECEMBER 21, 2004
@ 9:00 A.M.**

The meeting was called to order by Chairman Jack Potter at 9:00 A.M. Those Commissioners present were: Steve Donnelly, Steve Pierce, Dan Schmidtke and Gerald Boler. Also present were Jim Forshee, Auditor/Treasurer, Scott Higgins, County Coordinator, Terry Viesselman, County Attorney, Kevin Peyman, County Engineer, Mark Geerdes, Jailer, Brad Hady, Chief Deputy, Rod Halverson, KSUM/KFMC Radio, and Faye O'Sell Administrative Assistant.

Motion by Commissioner Donnelly, seconded by Commissioner Schmidtke to approve the agenda with the following additions: (1) Pay matrix-2005-2006 (2) Disposal of Suburban (3) Consider Sheriff's Gerhardt Out-of-State Travel Request (4) Discuss Xcel Energy Southwest Minnesota Transmission project. Carried unanimously.

Motion by Commissioner Donnelly, seconded by Commissioner Schmidtke to approve the minutes of the December 10, 2004 Board of Commissioners meeting with corrections. Carried unanimously.

Motion was made by Commissioner Boler, seconded by Commissioner Donnelly to approve the minutes of the Truth and Taxation Meeting, December 2, 2004. Carried unanimously.

Terry Viesselman, County Attorney, was present to update the Board regarding the Xcel Energy's Southwest Minnesota Transmission project and stated that Xcel Energy was exempt from the county permitting process due to the size of the project and are required to file through the State's Environmental Quality Board (EQB).

Viesselman stated that he had reviewed the letter from the Minnesota Department of Transportation (MNDOT) regarding the purchasing of property to build a new transit garage facility for the county. Viesselman stated that the seller should provide an abstract and clear title before sending payment to MNDOT for the property.

Viesselman updated the Board on the recruitment of a new County Attorney for his office and that he will get back to the Board on the salary amount needed for the new attorney at a future Board meeting. Viesselman informed the Board as a point of information, that the County Attorney's Office had to do some major upgrades to its computer systems in order to be compatible with the new Court software computer programs. The estimated costs for the upgrades would be approximately \$16,000.

Kevin Peyman, County Highway Engineer, was present and recommended approval for merit increase for Greg Rabbe, Road Foreman, from Grade 16, Step 3 at \$22.10/hour to Grade 16, Step 4 at \$22.70/hour per the Highway Supervisors union contract effective 12-1-04.

Motion by Commissioner Boler, seconded by Commissioner Donnelly, Be It Resolved that the Martin County Board of Commissioners hereby approve merit increase for Greg Rabbe, Road Foreman, Martin County Highway, from Grade 16, Step 3 at \$22.10/hour to Grade 16, Step 4 at \$22.70/hour per the Highway Supervisors union contract, effective 12-1-04. Carried unanimously.

Motion by Commissioner Boler, seconded by Commissioner Schmidtke, to approve the following resolution,

Martin County Highway Department
Resolution No. 5 - 2004

RESOLUTION

Authorization to enter into Master Contract with Mn/DOT

WHEREAS, The Minnesota Department of Transportation and Martin County wish to cooperate closely with each other to coordinate the delivery of transportation services and maximize the efficient delivery of such services at all levels of government; and

WHEREAS, Occasionally opportunities arise for local governments to provide services to Mn/DOT; and

WHEREAS, The parties wish to be able to respond quickly and efficiently to such opportunities for collaboration, and have determined that Mn/DOT having the ability to write work orders against a master contract would provide the greatest flexibility;

THEREFORE, be it resolved :

1. That the County of Martin enters into the Master Contract with the Minnesota Department of Transportation.

2. That the proper County officers are authorized to execute such contract, and any amendments thereto.

3. That the County Engineer is authorized to negotiate work order contracts pursuant to the Master Contract, which work order contracts, will provide for payment of the County by Mn/DOT, and that the County Engineer may execute such work order contracts on behalf of the County without further approval by this Board.

Upon motion by Commissioner Boler, seconded by Commissioner Schmidtke, and carried said resolution was duly passed and adopted this 21st day of December, 2004

**BOARD OF COMMISSIONERS
MARTIN COUNTY, MINNESOTA**

By: _____
Chairman, 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 21st day of December, 2004.

Scott Higgins
County Coordinator

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Roll call was taken: AYES: Potter, Donnelly, Pierce, Schmidtke, Boler. NAYS: None. Said resolution was duly adopted and approved this 21st day of December 2004.

Peyman reviewed the State Aid needs and options for County State Aid Highway (CSAH) redesignations, with the Board. Peyman requested approval before he completed the necessary paper work that the State of Minnesota required in order for the county to

maximize the County's road systems to collect the maximum amount of State Aid available for the County's road system. After discussion, it was the consensus of the Board to authorize the County Engineer to move ahead with the submission of required documents for the County State Aid Highway redesignations.

Mark Geerdes, Jail Administrator and Captain Brad Hady were present to discuss with the Board the upgrade and for the installation of a Closed Circuit Television monitoring system for the County Jail. After much discussion,

Motion was made by Commissioner Pierce, seconded by Commissioner Donnelly, Be It Resolved that the Martin County Board of Commissioners, after consideration and discussion, approve the upgrade and installation of a Closed Circuit Television monitoring system for the Martin County Jail; and to approve the quote received from Reliance Telephone, Inc., East Grand Forks, MN in the amount of \$14,683 to be expended from the equipment line item of the Sheriff's Office (Jail Fund); and that the fees collected from the inmates through telephone card receipts would supplement the cost of the system. Carried unanimously.

Commissioner Schmidtke inquired about the new food service trays ordered for jail meals for inmates of the jail. Schmidtke passed on concerns by Dave's Homeplate, Inc, (Jail Food Caterer) about the washing, drying and storage of the new food trays.

Mark Geerdes, informed the Board that these various issues and concerns were discussed with Dave's Homeplate, Inc. and that it was upon a mutual agreement that these food trays would work for their operation and is the best option available at this time. Geerdes further stated that the only remaining issue is the need for a storage rack for these food trays. After further discussion,

Motion was made by Commissioner Schmidtke, seconded by Commissioner Pierce, Be It Resolved that the Martin County Board of Commissioners approve purchasing a drying/storage rack for the food service trays contingent upon the food trays will work for the operations of Dave's Homeplate, Inc.; and that Commissioner Schmidtke, Mark Geerdes, Dave Kuhl (owner of Dave's Home Plate) and other necessary county staff work for mutual agreement resolve this matter. Carried unanimously.

Rebecca Bentele, Victim Services Coordinator, was present and recommended recruitment of a part-time support staff for the General Victim Services program for Martin County to replace the former Domestic Violence/Sexual Assault Victim Advocate position due to a resignation. Bentele informed the Board that the Personnel Committee has reviewed the request and was determined that due to the limited budget available, the position be approved for up to 30 hours average per week. After discussion,

Motion was made by Commissioner Pierce, seconded by Commissioner Schmidtke, Be It Resolved that the Martin County Board of Commissioners approve and authorize the recruitment of a part-time support staff up to an 30 hours per week average for the Martin County Victim Services program; and to authorize staff to develop the job description for the position; and that said position would again be reviewed at a later time that may allow for the position to become full time if deemed appropriate. Carried unanimously.

Jerry Voyles, SWCD Director, was present and request approval from the Board to sign the following Service Agreements for CY2005 between the Martin Soil and Water Conservation District and Martin County as follows, 1) Implementation of the Martin County Water Plan, 2) Administer the Wetland Conservation Act (WCA) Program, 3) Feedlot Inspections. Voyles stated that the SWCD currently contracts with the county to implement the county water plan, feedlot inspections and Wetland administration. The proposed Service Agreement for the Implementation of the County Water Plan is for a total of \$23,368. This amount is derived from the 2005 Allocation from the Natural Resources Block Grant (NRGB) funds- \$18,033 grant dollars, \$5,335 county cash match. The proposed Service Agreement to administer the Wetland Conservation Act (WCA) is a total of \$20,000, \$10,000 grant funding (NRGB) and \$10,000 cash match. The SWCD is proposing to conduct the required feedlot inspections for the County at \$240 per feedlot inspection. Voyles stated that it is expected that 70-100 will be inspected per year

to keep with the required law of inspections every five years. This is a \$40.00 increase from the current year.

Higgins provided the Board with information concerning the amount of feedlot fees collected and the amount paid to the SWCD per the service agreement, stating that it is projected that fees paid to the SWCD exceeds the fees collected for the year 2004 and 2005. After review and consideration,

Motion was made by Commissioner Pierce, seconded by Commissioner Boler, Be It Resolved that the Martin County Board of Commissioners approve an increase for feedlot inspections for the County from \$200 to \$240 per feedlot inspections scheduled to be inspected in normal rotation, per the County Ordinance for 2005. Carried unanimously.

Motion by Commissioner Boler, seconded by Commissioner Donnelly, Be It Resolved that the Martin County Board of Commissioners hereby approve and authorize the Chair to sign the Service Agreements between Marin County Soil and Water Conservation District (SWCD) and Martin County for Feedlot Inspections, in the amount of \$240.00 for those feedlots scheduled to be inspected for 2005; and the Service Agreement for the Implementation of the County Water Plan for \$23,368; and to administer the Wetland Conservation Act (WCA) for \$20,000; and that all Agreements are effective January 1, 2005. Carried unanimously.

Patricia Stumme, REE Health and Nutrition, was present to request approval for the Memorandum of Intent between Martin County and the University of Minnesota Extension Service Nutrition Education Program. This program will be conducted by the Minnesota Extension Service to provide Nutritional Education to eligible county residents in promoting diet, quality of food safety, wise consumerism, etc. The USDA provides approximately \$70,000 to fund a Nutrition Education Assistant (NEA) staff person and Extension is required to equal the amount in in-kind contributions. The memorandum of intent is for the period October 1, 2004- September 30, 2005. The total requested in-kind match for Martin County is \$5,488.50. This includes office space, support staff, use of county MIS staff, supplies, conference registration, travel, and per diems. After discussion, it was the consensus of the Board to resume the discussion at the Martin/Faribault Human Services meeting in Blue Earth, MN and bring back a decision at the next regular Board of Commissioners meeting January 4, 2005.

Deb Mosloski, Drainage Specialist for Martin County, reviewed the resolution Order Fixing Ditch Repair and Maintenance Levies and Assessments on County, Joint County, and Judicial Ditches of Martin County and stated that each of the Commissioners have reviewed the assessments for their district and recommend approval.

Motion by Commissioner Donnelly, seconded by Commissioner Boler, Be It Resolved that the Martin County Board of Commissioner hereby approve,

R E S O L U T I O N

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 2005 :

NUMBER	DITCH	AMOUNT
1023	CD #27	\$500.00
1024	CD #28	\$1,000.00
1032	CD #33	\$2,500.00
1035	CD #36	\$500.00
1044	CD #47	\$500.00
1048	CD #53	\$10,000.00
1052	CD #56	\$4,000.00
1059	CD #63	\$1,000.00
1064	CD #69	\$200.00
9001	JD # 1	\$500.00
9002	JD #2 M & F	\$10,000.00
9005	JD #3	\$10,000.00
9008	JD #6	\$3,000.00
9009	JD #7 M & F	\$10,000.00
9012	JD #8	\$3,000.00
9014	JD #9 M & W	\$3,000.00
9022	JD #13	\$1,0000.00
9039	JD #26 (FMT)	\$500.00
9040	JD #26 M & F	\$500.00

9041	JD #27	\$1,500.00
9139	JD #28 Imp	\$6,000.00
9047	JD #31	\$3,000.00
9049	JD #32	\$400.00
9050	JD #33	\$300.00
9055	JD #37	\$3,000.00
9057	JD #38 Impr	\$1,000.00
9058	JD #39	\$1,000.00
9064	JD #42	\$1,000.00
9069	JD #47	\$5,000.00
9071	JD #48	\$1,000.00
9072	JD #48M &J	\$2,500.00
9074	JD #50	\$1,000.00
9078	JD #57	\$1,000.00
9079	JD #59	\$1,000.00
9080	JD #60	\$3,000.00
9083	JD #65	\$1,000.00
9090	JD #72	\$1,000.00
9094	JD #76	\$1,000.00
9096	JD #78	\$500.00
9097	JD #79	\$2,000.00
9098	JD #80	\$1,000.00
9100	JD #82 Orig	\$2,500.00
9104	JD #86	\$500.00
9105	JD #88	\$1,000.00
9106	JD #89	\$3,000.00
9108	JD #91M & J	\$1,500.00
9110	JD #93	\$1,000.00
9113	JD #97	\$300.00
9116	JD #100	\$2,000.00
9119	JD#103	\$1,000.00

9121	JD#105 M & J	\$1,000.00
9126	JD#111	\$1,000.00
9127	JD #115	\$3,000.00
9128	JD #116 M F & BE	\$5,000.00
9132	JD #14 Orig M & F	\$13,000.00
9137	JD #301	\$3,000.00

Upon motion by Commissioner Donnelly, seconded by Commissioner Boler, and carried, said resolution was duly passed and adopted this 21st day of December, 2004.

BOARD OF COMMISSIONERS

Jack Potter, Chairman

ATTEST: _____
James Forshee
Martin County Auditor/Treasurer

DITCHES LEVIED FOR MORE THAN ONE YEAR

<u>Ditch #</u>	<u>Name of Ditch</u>	<u>Year Ending</u>
9026-1	Judicial Ditch #15 M & J	2017
9140-0	Judicial Ditch #39 Main Drain	2007
9141-0	Judicial Ditch #39 Branch "O"	2007
9142-0	Judicial Ditch #14 Branch A-38 Impr	2007
9143-0	Judicial Ditch #34 Impr	2007
09133-9	Judicial Ditch #204 (Owens Petition)	2007
9062	Judicial Ditch #40	2005
9062	Judicial Ditch #40	2006
9054	Judicial Ditch #367	2006
9054	Judicial Ditch #367	2007
9074	Judicial Ditch #50	2007

9128	Judicial Ditch #116 M,F,& BE	2005
9130	Judicial Ditch #202 M & F	2005
1009	County Ditch #11	2006
1022	County Ditch #26 Impr	2006
1009	County Ditch #11 (\$45,000)	2013
9036	Judicial Ditch #25 (\$35,000)	2013
9057	Judicial Ditch #38 Impr. (\$10,000)	2008
9071	Judicial Ditch #48 (\$8,000)	2008
9074	Judicial Ditch #50 (\$5,000)	2008
9054	Judicial Ditch #367 (\$45,000)	2013
9015	Judicial Ditch #10 (5 years) (2005) (\$100,000)	2009
9018	Judicial Ditch #11 (5 years) (2005) (\$10,000)	2009
9028	Judicial Ditch #18 (3 years) (2005) (\$5,000)	2007
9031	Judicial Ditch #21 (3 years) (2005) (\$5,000)	2007
9103	Judicial Ditch #85 (3 years) (2005) (\$7,000)	2007

AYES: Commissioners Potter, Donnelly, Schmidtke, Boler and Pierce NAYS: None.
Passed and Approved this 21st day of December 2004.

Jim Forshee, County Auditor/Treasurer, informed the Board that there was an upcoming Drainage Seminar to be held January 6, 2005, with snow date, set for January 13, 2005.

Motion was made by Commissioner Schmidtke, seconded by Commissioner Boler to approve per diems and expenses for County Commissioner, to attend the Minnesota Viewers Association for a one day drainage seminar, to be held on January 6, 2005, at Jack Pot Casino, Morton, MN; and to approve payment of dues in the amount of \$125.00 to the Minnesota Viewers Association. Carried unanimously.

Billee Rabbe, Solid Waste Consultant for Prairieland, was present to request approval for the following Solid Waste Haulers and Recycling Licenses for 2005: City of Fairmont, Fairmont, MN, LJP Enterprises, Inc. St. Peter, MN-Recycle & Hauler, Madelia Sanitation, Inc., Madelia, MN, Southland Sanitation, Fairmont, MN, Curry Sanitation, Inc., St. James, MN, Waste Management, Fairmont, MN-garbage, Waste Management, Fairmont, MN-recycling

Motion was made by Commissioner Pierce, seconded by Commissioner Donnelly, Be It Resolved that the Martin County Board of Commissioners hereby approve and authorize the Chair and the County Auditor/Treasurer to sign the Solid Waste Haulers and Recycling Licenses for the year 2005 for the following haulers,

- ❑ City of Fairmont, Fairmont, MN
- ❑ LJP Enterprises, Inc. St. Peter, MN-Recycler & Hauler
- ❑ Madelia Sanitation, Inc., Madelia, MN
- ❑ Southland Sanitation, Fairmont, MN
- ❑ Curry Sanitation, Inc., St. James, MN
- ❑ Waste Management, Fairmont, MN-garbage
- ❑ Waste Management, Fairmont, MN-recycling

Carried unanimously.

Motion was made by Commissioner Pierce, seconded by Commissioner Donnelly, Be It Resolved that the Martin County Board of Commissioners have received from Knights Lounge, Ormsby, MN the necessary application and required fee of \$75.00 for a tobacco license; and that the Martin County Board of Commissioners hereby approve issuance of Tobacco License for 2005.

R-#51/04

R E S O L U T I O N

ISSUANCE OF TOBACCO LICENSE FOR 2005

WHEREAS, the County of Martin, MN (County) has established a Tobacco 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 MN 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,

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, that the applicant listed below have provided the necessary application and required fee of \$75.00, does hereby approve and authorize tobacco license for the following Retail Establishments, and valid for the year 2005,

License approved for Knights Lounge, Ormsby, MN.

Upon motion by Commissioner Pierce, seconded by Commissioner Donnelly, said resolution was duly made and passed this 21st day of December 2004.

BOARD OF COMMISSIONERS
MARTIN COUNTY, MN

Jack Potter, Chairperson

Attest: _____

Scott Higgins, County Coordinator

AYES: Commissioners Potter, Donnelly, Schmidtke, Pierce, Boler. NAYS: None
Passed and Approved this 21st day of December 2004.

Tom Davis, Martin County landowner, was present, to discuss with the Board the Xcel Energy Southwest Minnesota Transmission Project. Davis expressed his concerns for the landowners of Martin County who will be directly affected with heavy construction equipment crossing over their properties to install these power transmission lines. Davis further stated that he is requesting the County's help in making sure the contractor and subcontractors are held liable for any damage on any of the county drainage systems as this power transmission line is being constructed. Davis further stated that he was appointed to the Citizen Advisory Task Force to the Environmental Quality Board (EQB) for this project and that nothing had been addressed on the issue dealing with County Drainage Systems that may be impacted by this project, nor the easement contract have any language protecting the Drainage Systems.

Potter stated that per the County Attorney Xcel Energy was exempt from the County permitting process and went through the Environmental Quality Board review process due to the size of the project and other applicable laws.

Mosloski stated that it would be best if an agreement was put in place similar to what is in place for installation of fiber optic cable. After discussion,

Motion was made by Commissioner Pierce, seconded by Commissioner Schmidtke, Be It Resolved that the Martin County Board of Commissioners hereby approve that Deb Mosloski, Drainage Administrator, and Jim Forshee, Auditor/Treasurer and other necessary county staff to contact the other counties affected by the Southwest Minnesota Project in the installation of overhead power transmission lines to the Fox Lake Substation in Martin County to determine what they have done to protect the County Drainage Systems and to formulate whatever agreements are necessary to protect the Martin County Drainage Systems (Ditch Systems) that may be affected by the construction of these overhead power transmission lines in Martin County. Carried unanimously.

The Board recessed at 11:20 a.m.

The Board reconvened at 11:30 a.m.

Chairman Potter asked for a motion to approve the monthly bills.

Motion by Commissioner Pierce, seconded by Commissioner Donnelly to approve the bills to be paid and to hold payment to the Commissioner of Transportation – Trunk Highway Fund until necessary abstract is obtained. The full listing of warrants are on file at the Martin County Auditor/Treasurer's Office. Carried unanimously.

REVENUE FUND	Warrants approved to be paid	\$218,015.18
PARK & RECREATION	Warrants approved to be paid	\$ 43,343.68
ENHANCED 911 FUND	Warrants approved to be paid	\$.33
SOLID WASTE FUND		\$14,178.00
LAW LIBRARY FUND		\$ 506.97
MARTIN CO TRANSIT FUND		\$30,883.56
BANK BUILDING FUND		\$ 4,931.42
FORFEITED TAX FUND		\$ 1,367.75
ISTS FUND		<u>\$ 4,545.14</u>
GRAND TOTAL		\$339,282.20
DITCH FUND-	Warrants approved to be paid	\$28,937.06
ROAD & BRIDGE-	Warrants approved to be paid	\$50,844.89

Scott Higgins, County Coordinator, stated annually the Board reviews the citizen Advisory Boards/Commissions for (re) appointments for those terms expiring 2004.

Higgins stated Vernon Willie, Planning and Zoning Commission Board member has asked not to re-appoint and Jim Smith has resigned his seat. Higgins stated that Jerry Voyles has accepted to replace Vernon Willie. The County Extension Committee also has two seat vacant District 3 –Connie Katzenberger, and District 5 Mary Jagodzinske both have served their terms and cannot be re-appointed.

Commissioner Pierce stated that he has yet to receive a confirmation from an individual to replace Jim Smith who has resigned from the Planning and Zoning Commission. His replacement will be announced at the first meeting in January.

Motion by Commissioner Schmidtke, seconded by Commissioner Donnelly to approve the (re) appointments of the following Martin County citizens to the following Citizen Advisory Boards/Commissions as follows:

PLANNING & ZONING COMMISSION

Jon Eversman
Jerry Voyles

EXTENSION COMMITTEE

Pat Burns- Dist 3
Joan Anderson – Dist-5

MARTIN CO. LIBRARY BOARD

Larry Siegler
Joann Olson

MARTIN CO. WATER PLAN BD

Guy Beemer-(Well Drillers)
Bryan Gregor-(Health Field)

Higgins reported to the Board that Union negotiations with the Martin County AFSCME Highway Union, Library Local 1204C, and Martin County Highway Supervisors Association have been completed. All contracts are for duration of two years (2005-2006). Higgins further stated that he has not received ratification notice from the Library union. Additionally, each unit has stated that they agree to continue discussions and development of mutual agreement for possible implementation of a Paid Time Off plan (PTO) for their respective employee groups.

Motion by Commissioner Pierce, seconded by Commissioner Donnelly to approve the Tentative Agreements and Authorize the Chair to sign the following collective bargaining units Agreements for two year duration 2005-2006 for the following as follows: Martin County AFSCME Council #65 Highway Union, Martin County Supervisors Association, Martin County AFSCME Library Local 1204C. Carried unanimously.

Higgins stated that Minnesota Statutes require that bids be taken for Official County Newspaper for the publication of notices, minutes, etc. Request for Bids have been advertised and bid forms sent to all known newspapers in Martin County. Bids were due Friday December 17, 2004. One bid was received from the Fairmont Sentinel. The legal newspaper bid is to be awarded during the first Board meeting in January 2005.

Higgins reported to the Board that performance evaluations are completed annually for all non-union staff and elected officials. The Personnel Committee has met and conducted Department Directors/Elected Officials performance evaluations for 2004. After discussion,

Motion was made by Commissioner Pierce, seconded by Commissioner Schmidtke, to approve the Pay Matrix for (2005) to include a 2% General Wage Adjustment and a 12-step scale. Carried unanimously.

Motion by Commissioner Schmidtke, seconded by Commissioner Pierce, Be It Resolved that the Martin County Board of Commissioners approve salary and merit increases (including the General Wage Adjustment of 2% for 2005) for all non-union staff including Elected and Appointed officials eligible for merit increases per the County

Classification and Compensation Plan for CY2005 as presented; and to move those individuals who are in between Steps to the next highest Step; and to submit the approved increases to payroll; effective January 1, 2005. Carried unanimously.

Higgins requested approval for Out-of- State Travel for Sheriff Brad Gerhardt and to approve registration of \$75.00 to attend Homeland Security Seminar “Boss Lift” Training January 12-14, 2005 in New Orleans, LA. After discussion,

Motion made by Commissioner Pierce, seconded by Commissioner Boler, Be It Resolved that the Martin County Board of Commissioners hereby approve the out-of-state travel request for Sheriff Brad Gerhardt and payment of the registration fee of \$75.00 to attend a Homeland Security Training Seminar January 12-14, 2005, to be held in New Orleans, LA. Carried unanimously.

Motion was made by Commissioner Pierce, seconded by Commissioner Donnelly. Be It Resolved that the Martin County Board of Commissioners approve the disposal of a 1988 Suburban as surplus County property to the Martin County Soil and Water Conservation; and that title be transferred to the same. Carried unanimously.

The Board gave their reports and reviewed their calendars of previous and upcoming meetings and activities.

Discussion ensued regarding a proposed legislation to establish a Solid Waste Tax for the education to those counties concerning disposal of garbage and to provide research funds for the establishment of recycling efforts in counties that do not have such programs. It was stated that those counties who have recycling programs (Martin does through the Prairieland Compost Facility) would be exempt from such a tax.

Motion by Commissioner Schmidtke, to move into closed session for the performance evaluation of the Coordinator, seconded by Commissioner Boler at 12:15pm. Carried unanimously.

The Board went into closed session at 12:15 p.m. Those present were Commissioners Potter, Schmidtke, Donnelly, Pierce, Boler, and Scott Higgins, Coordinator.

Motion by Commissioner Pierce, to move back into open session, seconded by Commissioner Donnelly. Carried unanimously. Open session at 12:35 PM.

Motion by Commissioner Pierce, seconded by Commissioner Donnelly to approve merit increase for Scott Higgins, County Coordinator per the County Classification Compensation Plan based on the performance evaluation. Carried unanimously.

With no further business to wit and upon proper motion by Commissioner Pierce, seconded by Commissioner Schmidtke, meeting was adjourned at 12:40 PM.

The next meeting of the Martin County Board of Commissioners will be held January 4, 2005.

BOARD OF COMMISSIONERS
MARTIN COUNTY, MN

Jack Potter, Chair

ATTEST: _____
Scott Higgins, County Coordinator