

PROCEEDINGS OF THE MARTIN
COUNTY BOARD OF COMMISSIONERS
TUESDAY, AUGUST 1, 2006
@ 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 Gerald Boler.

Those present were: Commissioners Pierce, Donnelly, Potter, and Schmidtke. Also present were Scott Higgins, Martin County Coordinator, James Forshee, Martin County Auditor/Treasurer, Jennifer Brookens, Sentinel Newspaper, Rod Halvorsen, KSUM/KFMC Radio, Julie Walters, Administrative Assistant, and members of County staff and one member of the public.

Motion by Commissioner Schmidtke, seconded by Commissioner Donnelly, to approve the agenda with no additions. Carried unanimously.

Motion by Commissioner Pierce, seconded by Commissioner Potter, Be It Resolved that the Martin County Board of Commissioners, hereby approve the minutes of the July 18, 2006 regular Board of Commissioners meeting as presented. Carried unanimously.

Scott Higgins, Martin County Coordinator, reviewed discussion from the July 18, 2006 regular Board of Commissioners meeting regarding the hire of the Deputy Assessor/Senior Appraiser position for the County Assessor's Office. The Board had proposed to combine and create an Appraiser/Senior Appraiser position and advertise the salary range that would include the Appraiser level and Deputy Assessor Senior Appraiser level. Higgins continued that Dan Whitman, Martin County Assessor, is requesting that the Board re-consider approval for the recruitment for the position of Deputy Assessor/Senior Appraiser for the Martin County Assessor's Office. The position is placed at Grade 14 (\$18.51-\$24.34/hour). Higgins stated that the County Personnel Committee has further reviewed the request and that Dan Whitman will provide additional information on the need for the Deputy Assessor/Senior Appraiser position.

Dan Whitman, Martin County Assessor, stated that the Assessor's Office is severely understaffed and needs to hire someone to fill an Appraiser position. Whitman stated his recommendation is to continue with the Deputy Assessor/Senior Appraiser position due to the fact that it is very important there be a second in command in the office at all times so in the event the Assessor is out of the office there is someone there who is able to answer questions and has the authority to handle situations. Whitman went on to say that there are a lot of reports run and information that the office puts out throughout the year, and it would be very beneficial to the county to be able to have two people who have at least gone over those procedures and processes so that in the event that someone is gone the office is able to maintain a smooth output of information to the Department of Revenue. Whitman stated he was also concerned where the change of current position would be placed on the wage scale. Right now the deputy position is a non-union position at Grade 14 and an appraiser position is union at Grade 13.

Commissioner Pierce stated that part of his thinking was that by having a wider band, you might increase the pool of potential people. Then, if you found someone who you felt would be a good appraiser, but did not feel comfortable in the Deputy Appraiser position, there would be that flexibility.

Whitman stated that is a good thought but the question is, where do we place them on the wage scale and are they union or non-union. Whitman went on to say that depending on how this process goes, we need to get somebody going on the appraisals.

Higgins stated that the County Personnel Committee was recommending the recruitment for the position of Deputy Assessor/Senior Appraiser for the Martin County Assessor's Office. After further discussion,

Motion by Commissioner Schmidtke, seconded by Commissioner Pierce, Be It Resolved that the Martin County Board of Commissioners, upon the recommendation of the County Personnel Committee and Martin County Assessor, hereby approve and authorize the recruitment of the Deputy Assessor/Senior Appraiser position for the Martin County Assessor's Office, at Grade 14. Carried unanimously.

Captain Brad Hady presented the Sheriff's Office update that included information on the current jail population; Sheriff Gerhardt has one Emergency Management class left in the certification process as Emergency Management Director; the Justice Council Subcommittee has selected Wold Architects and Engineers of St. Paul, MN for the study and comprehensive planning for the proposed jail; summer parades and community celebrations are complete with only the Martin County Fair and National Night Out remaining; close to selecting a vendor for the Emergency Notification System; reminded Commissioners of the "Disasterville" exercise on to be held on August 23rd; and have had positive feedback from the Martin County Park Board on how deputy's are handling park issues.

Lori Pomerence, 4-H Program Coordinator, was present and introduced 4-H Ambassador Blake Potthoff. Potthoff personally thanked the Commissioners for their support of the Martin County 4-H Program during the past year and in an effort to show their appreciation, Potthoff extended an invitation to the Commissioners to join them for a thank you breakfast to be held at 9:30 a.m. on Saturday, August 19th, at the 4-H Food Stand.

Chairman Boler thanked Pomerence and Potthoff for the good work they do.

Higgins next stated that the Martin County Personnel Committee and non-union employees have had the opportunity to review and comment on the proposed Short Term Disability Plan Policy. Higgins went on to say that the basics of the plan are to provide a benefit to an employee who may be off work due to being disabled or partially disabled due to an illness or injury. The basics of the plan include:

- Eligibility – Those employee groups who are on the Paid Time Off (PTO) plan, Regularly scheduled 35 hours or more per week after successful completion of Probationary Status – For Employees only and may not be used for illness or injury of a family member.
- Part-time Employees are not eligible.
- If employee is approved for Short Term Disability (STD) Benefit – begins after the 30 day waiting period from the date of occurrence. Does not include preventative treatment leading up to the occurrence.
- Full Compensation (pay check) for actual days worked during the 60 calendar day period (approx. actual work days of 40-43 days depending on the month).
- Benefit coordinated with other benefit sources relating to the disability.
- County continues to provide its health insurance contribution when employee on approved STD leave
- PTO Accruals continue while on approved STD leave
- Maternity benefit – typically six week leave
The total six week leave includes the 30 day waiting period (four (4) weeks use of PTO) and then STD provides for remaining two (2) weeks for a total of six (6) weeks benefit, unless doctor's orders for additional time. However, the maximum benefit is 60 calendar days.
- County Board is the final discretionary authority to determine eligibility for participation or benefits and to interpret the terms of the policy. All decisions made by the Board are conclusive and binding on all parties.

Higgins concluded that this is an additional benefit for eligible full-time employees.

Discussion ensued regarding proposed STD maternity leave policy language. After discussion and review of the proposed plan benefit,

Motion by Commissioner Schmidtke, seconded by Commissioner Donnelly, Be It Resolved that the Martin County Board of Commissioners, hereby approve implementation of the Martin County Short Term Disability (STD) Policy, effective August 1, 2006 for all eligible non-union employees, contingent upon a few clarification revisions to the plan that include “maternity leave benefit” language. Carried unanimously.

Higgins again stated that due to the bids coming in over projections for electrical heat for the courthouse, the Building and Purchasing Committee is recommending a re-bid for the Courthouse heating system replacement to natural gas as there are existing furnaces in the Courthouse that can be hooked up to natural gas.

Mel Sukalski, Maintenance Supervisor, was present to answer any questions the Board may have regarding design, plans and specifications for advertising for bids for natural gas heat system for the Courthouse. Sukalski stated the only objection he has to gas heating is having pipes protruding on the exterior courthouse walls; however, Sukalski noted that pipe ends could be painted to match the exterior of the courthouse and that no

pipes would be in the front of the courthouse – only the backside, with the exception of one or two on the ends.

Commissioner Pierce questioned the current architect and engineering firm’s knowledge and performance of the heating system conversion project and suggests entering into a financial arrangement with a local company to oversee this project. After discussion,

Motion by Commissioner Pierce, seconded by Commissioner Donnelly, Be It Resolved that the Martin County Board of Commissioners, after having received and rejected bids for electric heating systems for the Courthouse, hereby approve and authorize TSP Architects and Engineers to proceed with design, plans, and specifications and advertisement for bids, for the installation of natural gas heating system for the Courthouse, contingent upon no added fees by TSP Architects and Engineers for re-bid and to have a local contractor oversee the Courthouse heating system conversion project; and to authorize county staff to provide information and assist the Architects/Engineers as needed. Carried unanimously.

Discussion ensued regarding the need of two furnaces at the Security Building, relocation of electrical panel box at Library. Discussion ensued on the shower rinse system to be located outside of boiler room in the event of chemical spills on a worker or in eyes of the worker.

Higgins noted that Blue Earth Environmental has been hired to check for asbestos in the Security Building and Library.

Higgins stated that during a recent energy audit performed by G.A. Ernst & Associates, Inc., of Northfield, MN through Aquila, a concern was brought up for the conversion of the courthouse heating system in that there may need to be some sort of supplement heating along the outside walls of the offices in order to achieve the full level of “comfort heating and a there were a number of recommendations to be considered. Higgins went on to note the three heating system replacement options as presented by G.A. Ernst (1) Provide natural gas to the existing high efficiency furnaces. Relocation of thermostats and/or installation of manual dampers to balance airflow for heating/cooling modes will be required in several office locations. Even with modifications, this system design may not provide full comfortable distribution of heat. Therefore perimeter heating may be necessary. Perimeter heating could be provided by portable electric heater or convert the fin-coil from steam to hydronic; (2) Utilize the existing furnaces to provide heating and provide perimeter heat with portable electric heaters. It is doubtful that the existing electrical circuitry could handle the amperage so additional rewiring would probably be required. In addition to the fact, that portable electric heaters are a significant fire hazard in an office environment; and (3) Utilize the existing furnaces to provide heating and provide perimeter heat by converting the existing steam fin-coil baseboard distribution system to hydronic.

Bill Fahey, Northland Securities, noted that in order to complete the Private Placement Process in the issuance of all of the \$3,000,000 General Obligation (GO) Bonds for the

Road Reconstruction plan and to keep within the County Board's direction concerning the issuance of the \$3,000,000 GO Bonds to be offered first to financial institutions of Martin County, Fahey is recommending that Northland Securities buy the bonds and sell the bonds first to Martin County banks and then to other buyers to complete the placement of the Bonds.

Fahey noted that included in the Board packets is the Auditor's Certificate, certifying that since the public hearing on June 5, 2006 regarding the Road Reconstruction plan and the issuance of the \$3,000,000 GO Bonds to finance certain road projects, that there were no petitions filed asking for an election on the issuance of the GO Bonds during the required 30 day waiting period. Fahey asked the Board to receive and file this certificate.

Motion by Commissioner Donnelly, seconded by Commissioner Pierce, Be It Resolved that the Martin County Board of Commissioners, hereby receive and file the County Auditor's Certificate as to No Receipt of Election Petition. Carried unanimously.

STATE OF MINNESOTA) COUNTY AUDITOR'S CERTIFICATE
)
COUNTY OF MARTIN) AS TO NO RECEIPT
 OF ELECTION PETITION

I, James Forshee, being duly qualified and acting Auditor of the County of Martin, Minnesota, hereby certify that the Board of Commissioners of the County held a duly noticed public hearing on June 6, 2006 regarding a road reconstruction plan and issuance of general obligation bonds in the maximum principal amount of \$3,000,000 to finance certain road reconstruction activities. I further certify that during the 30-day period following the public hearing, no petition asking for an election on the issuance and sale of such bonds was filed in my office.

WITNESS My hand as County Auditor and the corporate seal of the County this 1st day of August, 2006.

County Auditor
County of Martin, Minnesota

(SEAL)

Fahey went on to note that during the past three weeks, he has been in contact with the local financial institutions either verbally or by email asking their interest in the three million dollar bond offering. Five of the fifteen banks were interested in the bond offering, which obviously is not enough for private placement. Fahey continued that to keep within the last Board action concerning the issuance of the \$3,000,000 GO Bonds to be offered first to financial institutions of Martin County, the only way to guarantee that is to authorize Northland Securities to purchase the bonds, then turnaround and try to place the bonds with those institutions that indicated an interest. After discussion,

Motion by Commissioner Pierce, seconded by Commissioner Donnelly, Be It Resolved that the Martin County Board of Commissioners, hereby appoints Northland Securities, Inc. under the advisement and consultation of Bill Fahey, VP of Northland Securities, Inc., to purchase the \$3,000,000 General Obligation Bonds, Series 2006A, for the financing of certain road improvements; and to offer/sell first to all Martin County Banks and then to any other purchaser including regional banks. Carried unanimously.

Deb Mosloski, Drainage Specialist, was present to request a hearing date be set for final re-determination of JD #26, JD #31, JD #9 M & W, and City of Fairmont ditches including CD #56, JD #74, JD #48, JD #18 and JD #42. Mosloski noted that Ron Ringquist, Ditch Viewer, was not able to have the final viewer's reports, land owner's reports, and hearing notices by today's meeting; but will have them for the Board meeting on August 15, 2006 at which time a final hearing date will be set for the second week in September.

By consensus of the Martin County Board of Commissioners, acting as the Martin County Drainage Authority, hereby set a tentative public hearing date for Tuesday, September 5, 2006 beginning at 1:00 p.m. for re-determinations of JD #26, JD #31, JD #9 M & W, CD #56, JD #74, JD #48, JD #18 and JD #42, to be held in the Martin County Courthouse, First Floor – Commissioners Meeting Room.

Higgins presented information that Wold Architects and Engineers will be present at the August 15th, 2006 regular Board of Commissioners meeting to discuss their proposed RFP; stated that at a recent energy audit at the Transit Facility, it has been determined that energy costs will be substantially less with the installation of either radiant heat or insulation at the facility. A quote has been received for radiant heat at a cost of approximately \$11,000 and of insulation board only at a cost of \$22,000 and that the Building and Purchasing Committee will continue to review these options before presenting to the Board.

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

Higgins noted that included with the Commissioner Board Packets is the 2nd Quarter Revenue & Expenditure reports and overall appears to be within the projected county

budget. Higgins suggested setting a tentative budget workshop date of August 22nd, 2006 at 9:00 a.m. in the Commissioners Board Room.

With no further business to wit, Motion by Commissioner Schmidtke, seconded by Commissioner Donnelly, to adjourn the meeting. Carried unanimously. Meeting adjourned at 10:41 a.m.

BOARD OF COMMISSIONERS
MARTIN COUNTY, MN

Gerald Boler, Chair

ATTEST: _____
Scott Higgins, County Coordinator