

PROCEEDINGS OF THE MARTIN  
COUNTY BOARD OF COMMISSIONERS  
THURSDAY, DECEMBER 7, 2006  
@ 4:00 P.M.

The regular meeting of the Martin County Board of Commissioners was called to order at 4:00 p.m. by Chairman Boler.

Those present were Commissioners Boler, Schmidtke, Pierce, Donnelly, and Potter. Also present were James Forshee, Martin County Auditor/Treasurer, Scott Higgins, Martin County Coordinator, Jennifer Brookens, Sentinel Newspaper, Julie Walters, Administrative Assistant, and members of staff.

Motion by Commissioner Potter, seconded by Commissioner Schmidtke, Be It Resolved that the Martin County Board of Commissioners, hereby approve the agenda with the following additions: Consider Resignation of Part-time Communications Officer, and Review of Draft Administrative Order for Courtroom Security Officers – Sheriff's Office. Carried unanimously.

Motion by Commissioner Schmidtke, seconded by Commissioner Potter, Be It Resolved that the Martin County Board of Commissioners, hereby approve the minutes of the November 21, 2006 regular Board of Commissioners meeting as presented. Carried unanimously.

Scott Higgins, Martin County Coordinator, stated the Martin County Auditor/Treasurer's Office has requested consideration for a second year-end bill payment cycle in December, 2006.

Motion by Commissioner Pierce, seconded by Commissioner Schmidtke, Be It Resolved that the Martin County Board of Commissioners, hereby approve a second year-end bill payment cycle in December, 2006; and authorize the Auditor/Treasurer to approve such bill payments for December, 2006. Carried unanimously.

Motion by Commissioner Pierce, seconded by Commissioner Schmidtke, Be It Resolved that the Martin County Board of Commissioners, hereby award bid for operation of the Martin County Transit Service to Fairlakes Transportation, Inc. of Fairmont, MN for a three-year term beginning January 1, 2007 to December 31, 2009 in the amount of \$924,614.71. Carried unanimously.

Higgins reviewed the list of Martin County Boards and Advisory Committees that have individuals whose terms expire the end of this year (2006), noting that there are two openings on the Planning & Zoning Commission: Rodney Erickson (Commissioner District #5) has indicated he is interested in serving another term and Gary Schaub (Commissioner District #2) has indicated he is interested in serving another term. The Extension Committee has two openings: Don Rudolph (Commissioner District #5) has served two terms in a row and is not eligible and Nancy Olson (Commissioner District

#2) is eligible to serve another term. The Martin County Library Board has one opening. Wes Clerk will not be able to be reappointed as he has served three full terms at the end of this year (2006). This seat has historically been filled by a Fairmont City Council person. Bryan McCormick, Martin County Library Director, will contact City of Fairmont for a recommendation to fill this seat. The Martin County Water Plan Advisory Board has two openings: Wendell Rode (Commissioner District #4) and Steve Flohrs (Commissioner District #5). The Martin County Park Board is in the process of formalizing the structure of the Board. The Justice Council/Planning Commission has requested each commissioner appoint a member from their respective districts. After consideration and discussion by the Board,

Motion by Commissioner Schmidtke, seconded by Commissioner Potter, Be It Resolved that the Martin County Board of Commissioners, hereby approve the (re) appointments to the Martin County Citizen Advisory Boards/Commissions as follows:

**MARTIN COUNTY BOARDS & ADVISORY COMMITTEES  
APPOINTMENTS – 2007**

**PLANNING & ZONING COMMISSION – THREE YEAR TERM**

**Members with Term Ending December 31, 2006**

Rodney Erickson – Has indicated he is interested in serving another term.

Gary Schaub – Has indicated he is interested in serving another term.

**EXTENSION COMMITTEE – THREE YEAR TERM**

**Members with Term Ending December 31, 2006:**

Don Rudolph – District Five     Don has served two terms in a row and is not eligible.

Nancy Olson – District #Two     Nancy is eligible to serve another term.

**MARTIN COUNTY LIBRARY BOARD – THREE YEAR TERM**

**Members with Term Ending December 31, 2006:**

Wes Clerk – Will not be able to be reappointed as he has served 3 full terms at the end of this year. This seat has historically been filled by a Fairmont City Council person. Bryan will contact Jim Zarling for a recommendation to fill this seat.

**MARTIN COUNTY WATER PLAN ADVISORY BOARD**

**Members with Term Ending December 31, 2006:**

Wendell Rode – District Four

Steve Flohrs – District Five

Sheriff Brad Gerhardt and Captain Brad Hady, Martin County Sheriff's Office, presented the Sheriff's Office Update: The Sheriff's Office 150 year commemorative calendars are in and may be purchased at the Law Enforcement window at a cost of \$10 each with

proceeds to fund the Sheriff's Office Mounted Posse/Reserve; retirement of Faribault County Sheriff, Scott Campbell; Holiday Wishes to all and is looking forward to serving the Board and citizens of Martin County for an additional four years; after holding the position of Sheriff's 5<sup>th</sup> District Director for two years, will be stepping down as of December 5, 2006 with Sheriff David Lange of Nicollet County taking over; briefly discussed the 800 mghz radio system coming to Martin County, noting that nothing mandates going on the state wide radio system at this time, however, it is strongly encouraged, and that this would not be cost effective for Martin County, the 800 mghz radio system works better for the suburban areas where city limits are right up against each other. Tom Cherney, State Communications Officer, and Ron Whitehead (E911) and have stated they are willing to come to Fairmont and speak about the State's purpose and objectives on this system; and concluded with Sheriff's Office goals for next year (2007).

Gerhardt next reviewed a draft Administrative Order regarding Courtroom security officers. Gerhardt noted that this Order states that the sheriff of every county shall provide, at a minimum, a post licensed peace officer at every court hearing in the 5<sup>th</sup> Judicial District unless otherwise ordered by the Judge presiding at the hearing. Gerhardt went on to state that this Order may be adopted in the near future. Gerhardt also stated that the Sheriff's Association is looking for ways to get funding for the court security.

Higgins stated the Sheriff's Office has received notice of resignation from one of their part-time Communications Officers.

Motion by Commissioner Schmidtke, seconded by Commissioner Potter, Be It Resolved that the Martin County Board of Commissioners, hereby accept the resignation of Diane Theobald, part-time Communications Officer with the Martin County Sheriff's Department, effective November 29, 2006. Carried unanimously.

Dan Whitman, Martin County Assessor, was present to request purchase approval of the following items and to expend from this year's (2006) Assessor's Office budget:

1. Joining the CAMA (Computer Aided Mass Appraisal) Exploratory Steering Committee. Estimated cost is \$6,500 - \$7,000 depending on the number of counties that end up signing up.
2. Schneider Corporation-Beacon Software. Estimated cost is \$7,000 set-up fee plus \$600-\$700 per month and suggests cost sharing with City of Fairmont in addition to monthly and/or quarterly subscriber fees.
3. Purchase of laser measuring devices and digital cameras. Estimated cost of three (3) cameras is \$350-\$400 each; and estimated cost of three (3) laser measuring tools is \$649 each.

After discussion,

Motion by Commissioner Pierce, seconded by Commissioner Schmidtke, Be It Resolved that the Martin County Board of Commissioners, after review of the CY2006 Assessor's

Office budget and after determining that the Assessor's Office budget will be under projection for the year, hereby approve and authorize the following purchases for the Assessor's Office to be expended from the 2006 Assessor's Office budget: Joining CAMA Manatron Exploratory Committee in the estimated amount of \$6,500-\$7,500; and Purchase of three (3) digital cameras at an estimated cost of \$350-\$400 each, and three (3) laser measuring devices at a cost of \$649 each; and to table request for Schneider Corporation – Beacon Solution web presence software pending future presentation. Carried unanimously.

Beverly Snow, Martin County Drug Court Coordinator, introduced herself to the Board and presented an overview of the Drug Court Program.

Doug Landsteiner, Martin County Veterans Service Officer, was present to request to increase VSO support staff hours from 35 to 40 hours per week due to the increased workload in the Veterans Service Office and to increase the VSO departmental budget for CY2007 in the amount of \$5,178. After discussion,

Motion by Commissioner Donnelly, seconded by Commissioner Potter, Be It Resolved that the Martin County Board of Commissioners, after careful consideration and review of the request to increase VSO support staff hours from 35 to 40 hours per week due to the increased workload in the Veterans Service Office, and upon the recommendation of Doug Landsteiner, Martin County Veterans Service Officer, hereby approve the increase in support staff hours from 35 hours per week to 37 ½ hours per week due to increased workload; and to increase the VSO departmental budget for CY2007 to compensate for those additional 2 ½ hours per week. AYES: Commissioners Potter, Donnelly, and Boler. NAYS: Commissioners Pierce and Schmidtke. Motion carried.

The Board recessed at 5:30 p.m.

Chairman Boler convened the Truth In Taxation hearing for the proposed CY2007 budget at 5:35pm. Higgins reviewed the CY2007 stating that total projected revenues are \$18,752,624 and total projected expenditures are \$18,559,839, with the difference of \$192, 785 projected to be added to the fund balance for various specific funds. The proposed tax levy is \$8,965,558 (a \$721,959 increase from CY2006), which equates to an 8.75% increase. The General Fund represents approximately 37% (Public Safety representing approximately over 17% of the General Fund) of the total budget, Road and Bridge Fund approximately 35% of the total budget, Human Service representing approximately 12%, Debt Service representing nearly 3% of the total budget, remaining funds representing the balance of the total budget.

Dan Whitman, Martin County Assessor was present and presented information packets pertaining to "Payable 2007 Tax Base Analysis"

Chair asked for public input, three members of the public present. One citizen inquiring about the public safety portion of the budget. The individual complimented the Board on a job well done.

Chair asked for further input or comments and receiving no further comments,

Motion by Commissioner Pierce, seconded by Commissioner Potter to close the public portion of the hearing.

Board discussion ensued pertaining to the proposed budget. With no further Board discussion,

Motion by Commissioner Pierce, seconded by Commissioner Donnelly for final consideration and approval of the CY2007 Budget, hereby sets December 19, 2006 at 10:00am. Carried unanimously.

Motion by Commissioner Schmidtke, seconded by Commissioner Donnelly to adjourn the Truth and Taxation hearing. Carried unanimously.

The Board reconvened at 6:25 p.m.

Motion by Commissioner Pierce, seconded by Commissioner Schmidtke,

R-#59/06

RESOLUTION ACKNOWLEDGING RECEIPT AND  
ACCEPTANCE OF DONATIONS TO MARTIN COUNTY

WHEREAS, Martin County received gifts and donations from time to time and that all gifts and donations to the County shall be accepted by the Board of Commissioners for purpose of record; and

WHEREAS, the Veteran Service Office within Martin County has received gift donations during the months of January 1, 2005 through December 31, 2005;

\$5,137.00 for Van Program Expense

BOARD OF COMMISSIONERS  
MARTIN COUNTY

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Gerald Boler, Chair

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

Roll Call AYES: Commissioners Pierce, Donnelly, Boler, Potter, and Schmidtke.  
NAYS: None. Duly passed and adopted this 7<sup>th</sup> day of December, 2006.

Scott Higgins, County Coordinator, reported the county has received notice of an increase to our janitorial services contract with MRCI for the Courthouse, Library and Security Building from \$915.49 per month to \$1,007.04 per month not including tax. MRCI has not passed on an increase for their services since 2003 even though they have added additional mopping services. Higgins continued that MRCI will not be increasing the 2007 Janitorial Services Contract for the Human Resources Building and contract services will remain the same at \$1,450.00 per month not including tax. Higgins stated the contracts are effective January 1, 2007 through December 31, 2007.

Motion by Commissioner Pierce, seconded by Commissioner Potter, Be It Resolved that the Martin County Board of Commissioners, hereby approve and authorize Chair to sign agreement with MRCI (Fairmont) for janitorial services for the Martin County Courthouse, Library and Security Building, effective January 1, 2007 through December 31, 2007 in the amount of \$1,007.04 per month not including tax; and approve and authorize Chair to sign agreement with MRCI (Fairmont) for janitorial services for the Martin County Human Resource Facility, effective January 1, 2007 through December 31, 2007 in the amount of \$1,450.00 per month not including tax. AYES: Commissioners Donnelly, Potter, Pierce, and Boler. NAYS: Commissioner Schmidtke. Motion carried.

Commissioner Boler left the meeting.

Higgins stated 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 2006. A spreadsheet is attached with all non-union staff and recommendations for merit increases as listed.

Motion by Commissioner Pierce, seconded by Commissioner Donnelly, Be It Resolved that the Martin County Board of Commissioners, hereby approve and authorize merit increases for all non-union staff including Elected and Appointed Officials eligible for merit increases per the County Classification and Compensation Plan for CY2007 (including the General Wage Adjustment of 2.5% for 2007) as presented. Carried unanimously. Commissioner Boler was absent.

Higgins continued that each year the Board is required to establish its annual compensation and per diem and other reimbursable expenses for members when conducting their official duties prior to January 1<sup>st</sup>. Higgins went on to state that the Board may increase or decrease annual compensation, noting that in the past the Board has adjusted by either percentages or dollar amounts. A 4% increase has been included in the CY2007 budget which equates to \$19,199.00. Higgins stated the proposed 2007 per diem of \$60.00 each day performing official duties has not changed. After discussion,

Motion by Commissioner Donnelly, seconded by Commissioner Potter,

R-#58/'06

# RESOLUTION

## COUNTY COMMISSIONERS COMPENSATION, PER DIEM & EXPENSES:

**WHEREAS**, Chapter 301 of the Session Laws 1975 provides a method for determining County Commissioners' compensation, per diem pay, and expense allowances, and

**WHEREAS**, resolution of the County Board establishing the salary, schedule of per diem payments, and expense allowance must be made before January first of each year so as to become effective January first of the next year, and

**WHEREAS**, the Board of County Commissioners of Martin County after due deliberation and discussion, have determined the annual salary, schedule of per diem payments, and expense allowances that will be effective January 1, 2007 and thereafter, until changed by resolution of the Board in a manner provided by law.

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

1. That the annual salary of each County Commissioner of Martin County shall be the sum of \$19,199.00 plus an additional \$500.00 per year for the Chairman payable bi-weekly, less such deductions as are authorized or required by law, and shall be paid to such Commissioner during such interval as he or she is qualified by law to hold such office.
2. That each individual County Commissioner shall be paid one per diem of \$60.00 each day spent in performing the official duties connected with the office. The per diem pay may be paid to any individual County Commissioner making application therefore, who, by proper designation or authorization, has served or is an alternate on any board, committee, or commission of County government, including committees of the Board or for the performance of service for any of the following work, service or activity.

Region Nine Delegate  
F/M. Human Services Board  
Prairieland Joint Powers  
Delegate to M.V.A.C.  
Building Committee  
Personnel Committee  
MN Extension Service  
Region Nine E.M.S.  
County Highway Liaison  
3 Rivers RC & D  
SouthCentral HRA Board  
Economic Development Committee

Workforce Council  
County Planning Commission  
County Water Plan Committee  
GBERBA  
A.M.C. Delegate  
County Park Board  
Community Corrections  
R.I.M. & Soil Conservation  
Minnesota River Basin JPB  
Law Library Board  
MAAH  
County Insurance Committee

Transit Advisory Comm. (TAC)	County GASB Committee
Dist. 1, 2,3,4,5, Ditch Insp.	Soil & Water Conservation Dist.
South Central Finance Committee	Library Board
New Law Enforcement Ctr. Comm.	Public Relations Campaign Comm.
Investment in Current/Future Emp.	Centennial Committee
Martin Co. Recreational Trails Comm.	S.W. Rural Energy Task Force
Labor Management Committee	Highway 15 Coalition
GIS Committee	Fox Lake Improvement Dist. Board (non-active)
Library Board Alternate	MCIT Delegate
Drug Court Representative	Tax (CAMA) Study Committee
Sesquicentennial Committee	

Activities relating to Ditches under the Jurisdiction of the County Board, or under Jurisdiction of a Joint County Ditch Authority.

For such committee, board, or commissioner work or meetings which may be required by law or which is authorized by the Board of County Commissioners, providing that such work, service or activity is authorized by Board action prior to the performance of such work, service or activity.

3. No Commissioner may receive an amount greater than one full per diem payment on any one day. A Commissioner may accept or claim less than the full per diem. If a per diem is paid by another entity or authority for work, service, or activity permitted by this resolution, Martin County shall not pay a per diem for the same work, service or activity.
4. That in addition to the salary and per diems set forth herein, each individual County Commissioner may be paid his or her actual and necessary expenses and the County mileage allowance, according to County Policy when traveling on official business authorized by Board action.

Motion was made by Commissioner Pierce, seconded by Commissioner Donnelly and unanimously carried, for the adoption of said resolution.

Dated this 7<sup>th</sup> day of December, 2006.

BOARD OF COMMISSIONERS  
MARTIN COUNTY, MN

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Gerald Boler, Chair

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

Roll Call AYES: Commissioners Pierce, Schmidtke, Potter, and Donnelly. NAYS: None. Duly passed and adopted this 7<sup>th</sup> day of December, 2006. Commissioner Boler was absent.

There was Board discussion pertaining to elected officials and status on the County's Compensation plan. It was stated that elected officials are an anomaly to the pay plan and should continue to be reviewed.

Motion by Commissioner Pierce, seconded by Commissioner Potter, Be It Resolved that the Martin County Board of Commissioners, after review and consideration for elected officials and their status to the pay plan; and in order to be consistent with the County Board approved wage increase, hereby approve and authorize a 4% wage increase for the County Recorder's position AYES: Commissioners Pierce, Boler, Potter, and Schmidtke. NAYS: Commissioner Donnelly. Commissioner Boler was absent. Motion carried.

Commissioner Boler returned to the meeting.

It was decided by consensus of the Board to table the 2007 Martin County Board Standing Committee Assignments.

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

With no further business to wit, Motion by Commissioner Schmidtke, seconded by Commissioner Schmidtke, seconded by Commissioner Potter, to adjourn the meeting. Carried unanimously. Meeting adjourned at 6:57 p.m.

BOARD OF COMMISSIONERS  
MARTIN COUNTY, MN

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Gerald Boler, Chair

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