

PROCEEDINGS OF THE MARTIN  
COUNTY BOARD OF COMMISSIONERS  
TUESDAY, NOVEMBER 20, 2007  
@ 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 Potter.

Those present were Commissioners Schmidtke, Boler, Pierce, and Donnelly. Also present were Scott Higgins, Martin County Coordinator, James Forshee, Martin County Auditor/Treasurer, Gary Schaub, Assistant Martin County Highway Engineer, Terry Viesselman, Martin County Attorney, Jennifer Brookens, Sentinel Newspaper, Julie Walters, Administrative Assistant, and members of staff and public.

Motion by Commissioner Schmidtke, seconded by Commissioner Boler, Be It Resolved that the Martin County Board of Commissioners, hereby approve the agenda with the following deletions: 8.5 Consider Resolution Authorizing Signing Master Partnership Agreement with MN/DOT – Highway Department; and 8.6 Consider Signing Master Partnership Agreement with MN/DOT – Highway Department. Carried unanimously.

Motion by Commissioner Schmidtke, seconded by Commissioner Boler, Be It Resolved that the Martin County Board of Commissioners, hereby approve the minutes of the November 6, 2007 regular Board of Commissioners meeting as presented. Carried unanimously.

Terry Viesselman, Martin County Attorney, was present and had nothing to report.

Kay Wrucke, Martin County Recorder, presented an office update stating they are in the second phase of the records conversion process which when completed will incorporate all records in Martin County and will be available on line for a subscription fee, except mortgage records. Wrucke went on to state the conversion of mortgage records will take place during the third phase of the conversion process. Wrucke noted that monies for all phases of the conversion process has been budgeted for in the Recorder's Technology Fund; and that the temporary office staff person with his great computer skills has been doing an excellent job and has really helped out our office during this records conversion process.

Wrucke concluded stating the MACO E-Counties Group has developed a state wide marriage index which will be in operation by the first of the new year; whereby public will be able to look up marriage license information on line; and that passports have slowed a bit and turnaround time is getting better at approximately four weeks. Wrucke stated the Recorder's Office remains the only place in town for passports which is attributed partly to the offices exceptional customer service.

Pam Flitter, Martin County Zoning Official, stated Kate Brigmann, Minnesota Pollution control Agency (MPCA) Southern District Feedlot Specialist, and Don Houge, MPCA County Feedlot Program Coordinator, have completed their feedlot compliance audit for Martin County and the County has received 100% compliance. Flitter noted that a 100% compliance report is quite rare. Flitter went on to note that the MPCA checks to make sure that all timelines are met,

paperwork is filled out, and that we have all the criteria needed for expanding sites, new construction sites, or existing sites on our five year rotation basis.

Scott Higgins, Martin County Coordinator, presented the 2007 Individual Septic Treatment System (USTS) Loan Listing (agreements) to be approved, certified, and placed as special assessments per the Martin County Individual Septic System Loan Program. In addition the Board will need to review the rate of interest for the next year. It currently is 3% and 6% depending on the applicant's income level. Staff recommends approval for the 2007 septic loans in the amount of \$229,853.23.

During 2007, the following individuals applied for, and were granted, loans through the Martin County ISTS Loan Program. The appropriate portion of the principal and interest for each loan should be applied to the tax statements as a special assessment.

Loans granted during 2007 through the Martin County ISTS Loan Program. Apply the principal and interest to tax statements as a special assessment.

	<b>Name</b>	<b>Parcel Number</b>	<b>Loan %</b>	<b>Years for Loan</b>	<b>Loan Type</b>	<b>Loan Amount</b>
1	Bentson, Curtis	02.009.0100	3 %	10	MC	\$ 14,175.00
2	Johnson, Jeff	09.023.0275	6 %	10	MC	\$ 6,650.00
3	Carlson, Garth	20.001.0250	3 %	9	MC	\$ 4,802.25
4	Selbrade, Jasen	16.013.0250	6 %	6	MC	\$ 3,134.76
5	Spear, Larry	03.007.1000	3 %	10	MC	\$ 8,075.00
6	Jaskulke, DuWayne <i>Loan was paid off prior to certification</i>	02.018.0300	6 %	7	MC	\$ 3,675.00
7	Ertman, Matt <i>Loan was paid off prior to certification</i>	02.020.0450	6 %	10	MC	\$ 6,251.00
8	Peterson, Daniel	08.007.0150	6 %	10	MC	\$ 8,675.00
9	Pankow, Todd	08.021.0250	3 %	10	MC	\$ 9,490.00
10	Shumski, Derek	14.035.0327	3 %	10	MC	\$ 6,175.00
11	Rudolph, Donald	19.030.0360	6 %	10	MC	\$ 10,100.00
12	Oltman, David	16.036.0500	3 %	10	<b>BE</b>	\$ 6,200.00
13	Thate, Robert	10.018.0200	3 %	10	MC	\$ 9,675.00
14	Weihe, Tory	20.020.0800	6 %	9	MC	\$ 4,798.75

	Name	Parcel Number	Loan %	Years for Loan	Loan Type	Loan Amount
1 5	Personius, Glen	17.820.0020	3 %	10	<u>BE</u>	\$ 8,409.00
1 6	Hartung, Dustyn	07.023.0225	3 %	10	<u>BE</u>	\$ 7,728.00
1 7	Steuber, Brandon	07.014.0100	3 %	10	MC	\$ 7,776.96
1 8	Brodersen, David	09.009.0500	3 %	10	MC	\$ 12,927.50
1 9	Lewis, Blake	02.006.0300	3 %	10	<u>BE</u>	\$ 13,387.79
2 0	Carlson, Ruth	14.034.0400	3 %	10	MC	\$ 8,015.00
2 1	Hall, Tammy & Lunz, Karen	19.018.0650	6 %	10	MC	\$ 12,164.00
2 2	Moeller, Matt	07.034.0150	3 %	10	<u>BE</u>	\$ 10,461.68
2 3	Feis, William	13.017.0550	3 %	10	<u>BE</u>	\$ 7,570.00
2 4	Spencer, Pamela	20.026.0250	3 %	10	<u>BE</u>	\$ 8,095.00
2 5	Holm, Wendell	11.003.0100	6 %	10	MC	\$ 8,487.00
2 6	Hilgendorf, John	06.013.0400	3 %		<u>BE</u>	\$ 7,127.00
2 7	Jones, Rob	16.028.0200	3 %	10	<u>BE</u>	\$ 5,728.75
2 8	Hines, Kory	14.008.1300	6 %	9	MC	\$ 4,823.79
<b>TOTAL AMOUNT OF LOAN DOLLARS</b>						<b>\$ 224,578.23</b>
<b>Just waiting for documents to be returned/signed/notarized –could be certified, too:</b>						
2 9	Schmidt, Kevin	10.034.0150	6 %	10	MC	\$ 5,275.00
<b>GRAND TOTAL AMOUNT OF LOAN DOLLARS</b>						<b>\$ 229,853.23</b>
<b>These systems are installed, waiting for final paperwork to prepare loan documents:</b>						
	Bucholz, Robert Jr.	15.035.0200	3 %	10	<u>BE</u>	\$12,027.80
	Pastrick, Aaron & Heise, Kathryn	03.027.0400	3 %		<u>BE</u>	

<b>The following loans are in various stages of completion for certification in 2008.</b>						
	Boe, Darrell	11.036.0250	6 %		MC	
	Cronk, Robert	08.002.0300	6 %		MC	
	Kotewa, Roger	16.015.0800	3 %		<b>BE</b>	
	Siem, Gary	08.015.0150	3 %		MC	
	White, Justin	08.016.0160	6 %		MC	

Motion by Commissioner Pierce, seconded by Commissioner Boler, Be It Resolved that the Martin County Board of Commissioners, after review of the 2007 Septic Loans, hereby approve and certify the Individual Septic Treatment Systems (ISTS) loans in the amount of \$229,853.23 as presented, and is properly recorded by the Martin County Recorder’s Office, and that the appropriate portion of the principle and interest for each loan be certified to the County Auditor/Treasurer to be applied to the tax statements and special assessments per the ISTS Loan agreements. Carried unanimously.

Motion by Commissioner Donnelly, seconded by Commissioner Schmidtke, Be It Resolved that the Martin County Board of Commissioners, after review of the Martin County Individual Septic Treatment Systems (ISTS) Loan program interest rate being charged for the Loan program, hereby approves the rate of 3% and 6% annual interest to be charged accordingly per the income level of the applicants as described by the Martin County ISTS Loan Program for CY2008. Carried unanimously.

Gary Schaub, Assistant Martin County Highway Engineer, presented a resolution for transfer of excess municipal funds to regular funds. Schaub stated we are asking to transfer the County Municipal Construction account in the amount of \$155,682 to the County Regular Construction account. Schaub went on to state that once a set maximum is reached and you don’t use it up, your needs start to be reduced because you can only accumulate so much. Schaub continued that we don’t get enough in that account to do a full blown project; however, whenever we do get a project that is how we are able to finance them. Schaub noted it does not matter what the fund balance is, it is the two year time limit. After discussion,

Motion by Commissioner Pierce, seconded by Commissioner Boler,

R-#57/'07

COUNTY  
TRANSFER OF EXCESS MUNICIPAL FUNDS TO REGULAR FUNDS  
RESOLUTION

COUNTY OF MARTIN

WHEREAS, Minnesota Statute 162.08, Subd 4 (3d), provides that accumulated balances in excess of two years of municipal account apportionments may be spent on projects located outside of municipalities under 5000 population when approved solely by resolution of the county board.

NOW, THEREFORE, BE IT RESOLVED, that the Commissioner of Transportation transfer all Municipal Construction Account funds in excess of two years apportionment into the Regular Construction Account.

I, James Forshee, duly appointed and qualified Auditor in and for the County of Martin, State of Minnesota, do hereby certify that the above is a true and full copy of a resolution duly adopted by the County Board of Martin County, Minnesota, assembled in regular session on the 20th day of November, 2007.

County of Martin

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County Auditor

Roll Call AYES: Commissioners Donnelly, Schmidtke, Boler, Pierce, and Potter. NAYS: None. Duly passed and adopted this 20<sup>th</sup> day of November, 2007.

Schaub continued with an update on the County State Aid Highway 26 road project and discussed the average life expectancy of roads.  
Higgins presented renewal agreements received from the Sentinel Newspaper for Display Advertising and Classified Advertising rates stating that the new rates increased slightly under last year's rates.

<b><u>Current Rates</u></b>	<b><u>New Rates</u></b>	<b><u>% Increase</u></b>
Display (\$9.70/column inch)	\$10.10	4.2%
Classified (\$7.00/column inch)	\$ 7.25	3.5%
<b><u>Business Rates w/o Contract</u></b>		
Display \$17.95 & Classified \$12.35		

Motion by Commissioner Schmidtke, seconded by Commissioner Donnelly, Be It Resolved that the Martin County board of Commissioners, hereby approve and authorize Board Chair to sign the contract agreements with the Sentinel Newspaper for Display Advertising at a rate of \$10.10 per column inch and Classified Advertising at a rate of \$7.25 per column inch, for one year effective December 1, 2007 through November 30, 2008. Carried unanimously.

Higgins presented proposed dates for a special joint meeting with the Martin County Soil and Water Conservation District. Dates to consider are Thursday, December 6<sup>th</sup>, or Wednesday, December 12<sup>th</sup>.

Motion by Commissioner Donnelly, seconded by Commissioner Boler, Be It Resolved that the Martin County Board of Commissioners, hereby set the date of Thursday, December 6<sup>th</sup>, 2007 for a special joint meeting with Martin County Soil and Water Conservation District. The meeting will begin at noon at a location yet to be determined. Carried unanimously.

The Board recessed at 9:49 a.m.

The Board reconvened at 10:00 a.m.

Deb Mosloski, Martin County Drainage Administration, stated that in April, 2006 the Martin County Drainage Authority had gotten met and discussed which ditches needed to be redetermined; however, redeterminations were not ordered at that time. Mosloski recommends ordering redeterminations on CD #11, CD #24, JD #50, JD #44, JD #81, & JD #46.

Mosloski continued that Ron Ringquist, Jim Wiedeman, and Charles Bowers will need to be appointed as viewers for the redetermination.

Motion by Commissioner Schmidtke, seconded by Commissioner Boler, Be It Resolved that the Martin County Board of Commissioners, acting as the Drainage Authority for Martin County has the authority to redetermine benefits for county drainage systems and hereby appoints Ron Ringquist, Jim Wiedemann, and Charles Bowers as the Ditch Viewer(s) for the redetermination of the original construction and subsequent improvements to be assessed for CD #11, CD #24, JD #50, JD #44, JD #81, and JD #46. Carried unanimously.

Randy Van Dyke and Mark Ward with the Iowa Lakes Regional Water Association (ILRWA) presented an information update on the Jackson/Martin County Rural Water Expansion Project. Van Dyke informed the Commissioners that once they receive the necessary state funds they will begin construction bringing in water to rural residents in the southwest part of the county. At this time the project has 187 hookups. Additionally, ILRWA is working to create a steering committee for this project and would like to have twelve people serve. Van Dyke suggested that it would be good to have the following on the steering committee: County Zoning Official, County Engineer, and two Commissioners, with the committee expected to meet at least twice per month. Van Dyke introduced Mark Ward, Project Manager for ILRWA. Ward will serve as the project manager for this project phase.

Higgins stated the Jail Food Service contract was up for renewal and the county had advertised for bids for proposals for inmate food service to the Martin County Jail at three (3) meals a day on a per meal bid basis with an alternate bid including two (2) hot meals for the period of two years covering January 1, 2008 through December 31, 2009. Bids were received, opened, and reviewed as follows:

<b><u>Bid Received From</u></b>	<b><u>Bid Amount</u></b>	<b><u>Alternate Bid (2 Hot Meals)</u></b>
Dave's Home Plate	\$3.15/meal	\$3.00/meal
Hy-Vee Food Store (current supplier)	\$3.25/meal	\$3.95/meal

Higgins stated that the alternate bid received from Dave's Home Plate for \$3.00/meal for two hot meals will need to be confirmed. After discussion,

Motion by Commissioner Donnelly, seconded by Commissioner Boler, Be It Resolved that the Martin County Board of Commissioners, hereby table the award of the Jail Food Service Contract until the next regular Board of Commissioners Meeting on Thursday, December 6, 2007. Carried unanimously.

Higgins stated the Board approved reviewing the County Classification and Compensation Plan and established a committee to conduct the review back in January, 2007. Higgins went on to note that after a number of meetings, the Committee has provided three areas that need to be addressed. The Board began discussion on the recommendations in October, 2007. However, no action was taken. Higgins reviewed the recommendations are as follows:

1. To simplify the annual Employee Performance Evaluations Rating System.
2. Step increases provided on a more satisfactory evaluation rather than performance rating based (rating system of 1-5).
3. Determine/method to achieving Step 15.

Higgins presented the three AFSCME union contracts (Highway, Library, and Courthouse) that talks about their wages and steps. Higgins stated that on January 1<sup>st</sup> of each year, typically all those who are going to receive a step increase based on their performance evaluation as well as position and range and upon the recommendation of supervisor and Board final approval, is addressed in all three contracts as to how step movement is achieved. Higgins continued that a Class Action Grievance has been filed stating that those who are at Step 12 should be able to move beyond Step 12.

Much discussion ensued with the Commissioners agreeing with simplifying the annual employee performance evaluation rating system; felt that the County's Classification and Compensation plan was set up where Step 8 (mid range of scale) was set as the level of compensation for the job and to move beyond that step, an employee must show exemplary performance; to conduct a meeting with Department Directors to ensure consistency in the performance based employee evaluations; and that the Pay Plan Review Committee should review other salary surveys to compare current pay plan to determine if the current pay plan is in line with similar job classifications and competitive.

Commissioner Pierce stated that when the Compensation plan was formulated, it did not include total compensation for benefit package for the employees.

Commissioner Boler stated concerns of the performance evaluation system where evaluations come in at all 5's.

Commissioner Pierce stated that getting beyond Step 8 we have never pushed the issue as making sure the employee is achieving continuing education, coming up with cost savings ideas, etc.

It was decided by consensus of the Board to end discussions pertaining to the Classification and Compensation Plan Review Committee recommendations.

Motion by Commissioner Pierce, seconded by Commissioner Donnelly, Be It Resolved that the Martin County Board of Commissioners, hereby approve the payment of claims for the month of November, 2007 as presented; including Martin County Highway Department claims as presented. Carried unanimously.

Warrants received and paid November 20, 2007 are registered on file in the Auditor/Treasurer's Office as follows:

Revenue Fund – Warrants Approved November 20, 2007	\$163,548.08
Enhanced 9-1-1 Fund	\$ 625.92
Recreation and Safety Fund	\$ 196.04
Solid Waste Management Fund	\$ 21,855.66
Law Library Fund	\$ 950.92
Martin County Transit Fund	\$ 40,973.59
Ind. Sewage Treatment SYS. Loan FD (ISTS)	\$ 63,918.41
Building-CIP-Fund	\$ 715.00
Bank Building Fund	\$ 11,276.50

Debt Service-Prairieland Fund	<u>\$ 12,985.00</u>
Grand Total	\$317,045.12

Martin County Ditch Fund – Warrants Totaled	\$ 82,614.33
Road and Bridge Fund – Warrants Totaled	\$ 45,853.11

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 Pierce, seconded by Commissioner Donnelly, to adjourn the meeting. Carried unanimously. Meeting adjourned at 11:48 a.m.

BOARD OF COMMISSIONERS  
MARTIN COUNTY, MN

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Jack Potter, Chair

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