

TUESDAY, JANUARY 6, 2009

**APPROVED MINUTES OF THE
COUNTY BOARD OF COMMISSIONERS MEETING HELD**

**STATE OF MINNESOTA)
COUNTY OF DODGE)**

**COUNTY ADMINISTRATION OFFICE
MANTORVILLE, MN**

2009-01

The Dodge County Board of Commissioners met in organizational session January 6, 2009, in the Commissioner's Room at the Courthouse Annex, Mantorville, MN, at 9:30 a.m. CST. David McKnight, County Administrator called the County Board of Commissioners meeting to order at 9:30 a.m. CST.

Meeting Convened

Judge Agerter administered the Oath of Office to the following elected officials:

Swearing In
Ceremony

County Commissioner Don Gray
County Commissioner Lyle Tjosaas

The Clerk acknowledged those present and established that there was a quorum:

Those Present

Members present:	Klaus Alberts	District #1
	Lyle Tjosaas	District #2
	Don Gray	District #4
	David Hanson	District #5
Members absent:	David Erickson	District #3
Also present:	David McKnight	County Administrator
	Becky Lubahn	Deputy County Clerk
	Paul Kiltinen	County Attorney

Motion by Gray seconded by Alberts to approve and adopt the agenda as amended to include the addition of a Substantial Completion Document request. *Motion adopted unanimously.*

Agenda Approved

The Clerk took nominations for the position of Chair of the Dodge County Board of Commissioners. Commissioner Alberts nominated Commissioner Hanson. The Clerk called three times for further nominations. Hearing none, the Clerk closed nominations. Motion by Alberts seconded by Gray to cease nominations and direct the Clerk to cast a unanimous ballot for David Hanson as Chair of the Dodge County Board of Commissioners for 2009. *Motion adopted unanimously.*

Commissioner
Hanson Elected Chair
for 2009

The Clerk took nominations for the position of Vice Chair of the Dodge County Board of Commissioners. Commissioner Gray nominated Commissioner Tjosaas. The Clerk called three times for further nominations. Hearing none, the Clerk closed nominations. Motion by Alberts seconded by Gray to cease nominations and direct the Clerk to cast a unanimous ballot for Lyle Tjosaas as Vice Chair of the Dodge County Board of Commissioners for 2009. *Motion adopted unanimously.*

Commissioner
Tjosaas Elected Vice
Chair for 2009

The gavel was transferred to the new 2009 Chairman of the Board, David Hanson.

Gavel Transferred to
New Chair

Commissioner Alberts thanked the Board for the opportunity to serve as Chairman of the Board in 2008.

Comments from
Commissioner
Alberts

Mr. Alberts commented that he thinks 2009 will be challenging but believes they will get through it with the help of the County Administrator and Deputy Clerk.

Commissioner Hanson stated that in his opinion the County Board had a very successful year in 2008.

Comments from
Commissioner
Hanson

Mr. Hanson commented on what he thought were outstanding highlights from the last year.

Commissioner Hanson noted that a number of improvements took place at the Fairview Care Center with the help of the County Administrator and department heads.

The transition to a new Elections Administrator, Sara Marquardt, went very well. Township officials felt very informed during the election process due to the communication efforts of Ms. Marquardt. It was Mr. Hanson's opinion that the whole election process went very well.

Commissioner Hanson indicated that he believes that the tax levy amount for 2009 was good.

Mr. Hanson stated that he was surprised with the AA bond rating the county received last year.

Commissioner Hanson reported that he feels the renovation projects are going well.

Mr. Hanson commended the work of Assistant Zoning Administrator/Compliance Officer Melissa DeVetter who works in the Environmental Quality office.

Commissioner Hanson indicated that he believes the Board is working towards resolving courthouse parking issues with the purchase of two nearby properties last year.

Mr. Hanson stated that he thinks they have a good planning process in place to deal with the state budget shortfall.

Commissioner Hanson briefly discussed the school property, 4-H program and road concerns.

Commissioner Tjosaas thanked Commissioner Alberts for his leadership as Chairman of the Board in 2008.

Comments from
Commissioner
Tjosaas

Mr. Tjosaas agreed with Commissioner Hanson's comments and stated that he feels that the county has a tough year ahead of them.

Mr. Tjosaas thanked the County Administrator for his work in 2008.

Commissioner Gray stated that he agreed with the comments of the other commissioners.

Comments from
Commissioner Gray

Mr. Gray also acknowledged the work of County Attorney Paul Kiltinen over the past year.

The County Administrator discussed a request to set the 2009 County Board and Fairview Care Center Board meeting dates. Motion by Tjosaas seconded by Gray to set the 2009 County Board meeting dates as the second and fourth Tuesday of each month and the Fairview Care Center Board meeting date as the third Tuesday of the month with adjustments made to this schedule for the meeting that would have been scheduled on December 8th. County Board committee meetings will continue to start at 8:00 a.m., the Committee of the Whole at a time determined by the County Administrator and the regular County Board meeting time at 9:30 a.m. The Fairview Care Center Board meeting will begin at 9:00 a.m. *Motion adopted unanimously.*

2009 Meeting
Schedule Set

Mr. McKnight presented for the Board's review a resolution appointing the County Board as a standing committee of the whole. Motion by Alberts seconded by Gray to approve and authorize signatures to resolution #2009-01 appointing the County Board as a standing committee to be able to meet as a committee of the whole throughout the year:

Standing Committee
Resolution #2009-01
Approved

WHEREAS, on a regular basis throughout the year the Dodge County Board of Commissioners meet as a body in separate session to discuss business as the Committee of the Whole; and

WHEREAS, these meetings take place outside the regular meeting of the County Board but still meet the requirements of the Open Meeting Law.

NOW THEREFORE BE IT RESOLVED, that the Dodge County Board of Commissioners are appointed as a standing Committee of the Whole to be able to meet throughout the year at times required by the business of the county and this meeting is eligible for a per diem if the meeting takes place on a day not scheduled as a normal County Board meeting day.

Resolution adopted unanimously.

The Board reviewed the proposed 2009 committee assignments. Motion by Gray seconded by Tjosaas to approve and authorize designating the committee assignments as follows:

2009 Committee Assignments Approved

	COMMITTEE	FIRST MEMBER (S)	ALTERNATE (S)
1	Administration	David Hanson David McKnight	Lyle Tjosaas
2	Human Services	David Erickson Lyle Tjosaas	Klaus Alberts
3	Public Health	Klaus Alberts Don Gray	David Erickson
4	Public Safety	Lyle Tjosaas David Erickson	Don Gray
5	Public Works	Don Gray Klaus Alberts	Lyle Tjosaas
6	Committee of the Whole	County Board	
7	Fairview Care Center Board	County Board	
8	Extension Committee	Klaus Alberts Lyle Tjosaas	David Erickson
9	Investment Committee	David Hanson (C) Lyle Tjosaas (VC)	David Erickson
10	Safety Committee	Klaus Alberts	David Hanson
11	Building Committee	David Hanson (C)	Lyle Tjosaas (VC)
12	Law Library Board	David Erickson	Klaus Alberts
13	Judicial District Courts	David Hanson (C)	Lyle Tjosaas (VC)
14	AMC General Government	Don Gray	
15	AMC Environment and Natural Resources	Klaus Alberts	
16	AMC Health and Human Services	David Hanson	
17	AMC Transportation	Lyle Tjosaas	
18	AMC Public Safety	David Erickson	
19	AMC Agriculture Sub Committee	David Erickson	
20	MCIT Voting Delegates	David Hanson	David McKnight
21	Four Seasons Arena Board	Lyle Tjosaas Larry Schaefer	Klaus Alberts
22	Workforce Development	David Hanson	Klaus Alberts
23	South County Health Alliance	David Erickson	Lyle Tjosaas
24	SELCO	David Erickson	David Hanson
25	Area Agency on Aging	David Hanson	Lyle Tjosaas
26	SEMCAC	Lyle Tjosaas Klaus Alberts	David Erickson
27	Dodge/Steele Community Health Joint Powers Board	David Hanson Klaus Alberts Lyle Tjosaas	Don Gray
28	Community Health Services	Klaus Alberts	Don Gray

29	South Central Human Relations Center	Don Gray David Hanson	Lyle Tjosaas
30	SWCD	Klaus Alberts	Don Gray
31	Southeast Water Resources Joint Powers Board*	David Hanson Don Gray	Mark Gamm
32	Dodge/Olmsted Solid Waste Joint Powers Board	Klaus Alberts Don Gray	David Erickson
33	County and Judicial Ditch Board*	Don Gray David Erickson David Hanson	Lyle Tjosaas
34	Resource Conservation and Development Board	Don Gray	David Erickson
35	Southeastern Minnesota Recycling Exchange Joint Powers Board	David Hanson	David Erickson Terry Selthun Mark Gamm
36	EDA/HRA	David Erickson Lyle Tjosaas	Don Gray David Hanson Klaus Alberts
37	DFO Joint Powers Board	David Erickson Klaus Alberts	Lyle Tjosaas
38	Emergency Medical Services Joint Powers Board (EMS)	David Hanson	Klaus Alberts
39	Board of Health	County Board	
40	Drug Court Executive Committee	David Erickson Lyle Tjosaas	Don Gray
41	Regional Flood Reduction Committee	David Erickson	Don Gray
42	Dodge County Trail Association	David Hanson	Duane Johnson
43	Hiawatha Valley RC&D	Russ Lucas (3 year Term 08-10)	
44	Regional Radio Board	David Erickson	David Hanson

2009 Committee Assignments
Approved - Continued

Motion adopted unanimously.

The Board discussed the appointment of boards, commissions and committees for 2009. Motion by Alberts seconded by Tjosaas to approve and authorize the appointment of the following boards, commissions and committees for 2009:

Appointments of Boards, Commissions and Committees for 2009 Approved

County Board

District One – Klaus Alberts	Term	1/1/2007 – 12/31/2010
District Two – Lyle Tjosaas	Term	1/1/2009 – 12/31/2012
District Three – David Erickson	Term	1/1/2007 – 12/31/2010
District Four – Don Gray	Term	1/1/2009 – 12/31/2012
District Five – David Hanson	Term	1/1/2007 – 12/31/2010

Planning Commission

Claremont/Ellington – Richard Wolf	Term	1/1/2009 – 12/31/2011
Wasioja/Concord – Jon Balzum	Term	1/1/2009 – 12/31/2011
Ripley/Westfield – Larry Schmeling	Term	1/1/2007 – 12/31/2009
Ashland/Canisteo – Galen Johnson	Term	1/1/2007 – 12/31/2009
Milton/Mantorville – John Allen	Term	1/1/2008 – 12/31/2010
Hayfield/Vernon – Harlan Buck	Term	1/1/2008 – 12/31/2010
At Large – TBD	Term	1/1/2006 – 12/31/2008

Appointments of
Boards, Commissions
and Committees for
2009 Approved -
Continued

Personnel Board of Appeals

Patricia Dibble	Term	1/1/2009 – 12/31/2009
Sandra Hillesheim	Term	1/1/2009 – 12/31/2009
Betty Jacobson	Term	1/1/2009 – 12/31/2009

Board of Adjustments

Jim Masching	Term	1/1/2009 – 12/31/2011
Dan Ebenhoh	Term	1/1/2007 – 12/31/2009
Donald Leth	Term	1/1/2008 – 12/31/2010
Harlan Buck (Alternate)	Term	1/1/2009 – 12/31/2009

Feedlot Advisory Board

Brian DeVetter	Term	1/1/2009 – 12/31/2009
Galen Johnson	Term	1/1/2009 – 12/31/2009
Mark Moenning	Term	1/1/2009 – 12/31/2009
Myron Reber	Term	1/1/2009 – 12/31/2009

EDA/HRA

Bill Sanborn	Term	1/1/2009 – 12/31/2011
Phil Greene	Term	1/1/2009 – 12/31/2011
Ginny Busch	Term	1/1/2008 – 12/31/2010
Ron Durst	Term	1/1/2007 – 12/31/2009
Erick Habberstad	Term	1/1/2008 – 12/31/2010

Environmental Regulations Board

Kyle Skov	Term	1/1/2009 – 12/31/2009
Jeff Wirth	Term	1/1/2009 – 12/31/2009
Madge Alberts	Term	1/1/2009 – 12/31/2009
Jim Hruska	Term	1/1/2009 – 12/31/2009
Dennis Midthun	Term	1/1/2009 – 12/31/2009

Motion adopted unanimously.

The Board discussed setting the 2009 mileage reimbursement rate. Each year the county is required to set the mileage reimbursement rate for elected and appointed officials who qualify for this benefit as a part of their position. Traditionally Dodge County has used the Internal Revenue Service standard mileage reimbursement rate. Currently the IRS reimbursement rate is \$0.55 per mile for all business miles driven. This may change due to the reduction in gas prices over the past few months.

2009 Mileage
Reimbursement
Rates Set

Motion by Gray seconded by Alberts to set the 2009 mileage reimbursement rate at the Internal Revenue Service mile reimbursement rate, effective January 1, 2009. *Motion adopted unanimously.*

The County Administrator presented the legal newspaper bid information for the Board's review.

2009 Legal
Newspaper Bids
Awarded

Newspaper	Bid Per Column Inch
Dodge Center Star Record	\$3.00
New/Enterprise	\$5.00

Motion by Gray seconded by Tjosaas to award the first legal newspaper for Dodge County for 2009 to the Dodge Center Star Record and the second legal newspaper for Dodge County to the News/Enterprise. *Motion adopted unanimously.*

Mr. McKnight reviewed his request to authorize the Chair to act on behalf of the County Board in case of emergency. Motion by Alberts seconded by Gray to approve and authorize the Chairman of the Board to act on behalf of the County Board in case of emergency. This authority to act would be determined by consulting with the County Administrator if possible. *Motion adopted unanimously.*

Chair Authorized to
Act on Behalf of
County Board in
Case of Emergency

The County Administrator reviewed with the Board the Out of State Travel Policy for Elected Officials. Pursuant to Minnesota Statute 471.661, each county must have a policy that controls travel outside of the state of Minnesota for elected officials of the county. The policy must specify:

Out of State Travel
Policy for Elected
Officials Reviewed

1. When travel outside the state is appropriate.
2. Applicable expense limits.
3. Procedures for approval of the travel.

The Dodge County Board approved the Out of State Travel Policy for Elected Officials at their meeting on October 25, 2005 as required by law.

Mr. McKnight stated that an additional requirement of the statute is that this policy must be reviewed annually and any subsequent changes to the policy must be approved by a recorded vote.

After reviewing the policy the Board agreed that it does not appear at this time that there is a need to adjust the Out of State Travel Policy for Elected Officials.

County Administrator David McKnight discussed a request to approve a Substantial Completion Document submitted by Northfield Construction on the work performed on the courthouse roof project. Mr. McKnight has discussed the project with Building Operations Supervisor Roger Friedt and he is comfortable with the status of the project to have the County Board sign this document.

Substantial
Completion
Document for
Courthouse Roof
Project Approved

The only work that remains is the reinstallation of downspouts on the building. This work is scheduled to be done as soon as possible.

Motion by Alberts seconded by Tjosaas to approve and authorize the County Board Chair signature on the Certificate of Substantial Completion document for the work performed by Northfield Construction on the courthouse roof project.
Motion adopted unanimously.

Commissioner Erickson arrived to the meeting at 10:09 a.m. CST.

Commissioner
Erickson Arrived

Employee Relations Director Lisa Hager presented for the Board's consideration a Labor Agreement with Teamsters Local 320 – Courthouse and Human Services Unions for 2009-2010.

Labor Agreement
with Teamsters Local
320 – Courthouse
and Human Services
Unions for 2009-2010
Approved

A summary of significant issues includes the following:

1. Article IX Trial Work Period – Six month trial work period for promoted employees.
2. Article XVI Holidays – Overtime language for employees required to work on a holiday.
3. Wages – Increase by 3.25% in 2009 and 3.1% in 2010.

Motion by Erickson seconded by Gray to approve and authorize the Chairman of the Board, County Administrator and Employee Relations Director to sign the Labor Agreement with Teamsters Local 320 – Courthouse and Human Services Unions for 2009-2010 as presented. *Motion adopted unanimously.*

The Board reviewed the December 23, 2008 Committee of the Whole meeting minutes. Motion by Tjosaas seconded by Erickson to approve and authorize the December 23, 2008 Committee of the Whole meeting minutes as presented.
Motion adopted unanimously.

12/23/08 Committee
of the Whole Meeting
Minutes Approved

The Board reviewed the December 23, 2008 meeting minutes. Motion by Alberts seconded by Erickson to approve and authorize the December 23, 2008 meeting minutes as presented. *Motion adopted unanimously.*

12/23/08 Meeting
Minutes Approved

Commissioner Erickson thanked Klaus Alberts for his work as Chairman of the Board in 2008. Mr. Erickson commented that he believes Mr. Alberts did a good job.

Comments from
Commissioner
Erickson

Mr. Erickson also acknowledged the work of the County Administrator in 2008.

Motion by Gray seconded by Erickson to adjourn the meeting at 10:19 a.m. CST.
Motion adopted unanimously.

Meeting Adjourned

The next meeting of the Dodge County Board of Commissioners will be held on Next Regular Meeting
January 13, 2009 at 9:30 a.m. CST.

ATTEST:

DAVID HANSON
CHAIR, COUNTY BOARD

BECKY LUBAHN
DEPUTY COUNTY CLERK

DATED: