

TUESDAY, JANUARY 22, 2008

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

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

**COUNTY ADMINISTRATION OFFICE
MANTORVILLE, MN**

2008-02

The Dodge County Board of Commissioners met in regular session January 22, 2008, in the Commissioner's Room at the Courthouse Annex, Mantorville, MN, at 9:30 a.m. CST. Klaus Alberts, Chair called the County Board of Commissioners meeting to order at 9:30 a.m. CST.

Meeting Convened

The pledge of allegiance was recited.

Pledge of Allegiance

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

Those Present

Members present: Klaus Alberts District #1
Lyle Tjosaas District #2
David Erickson District #3
Don Gray District #4
David Hanson District #5

Members absent: None

Also present: David McKnight County Administrator
Becky Lubahn Deputy County Clerk
Paul Kiltinen County Attorney

Motion by Hanson seconded by Tjosaas to approve and adopt the agenda as amended to allow the County Administrator to present the Employee Relations Director's agenda items at 10:35 a.m. CST. *Motion adopted unanimously.*

Agenda Approved

Drug Court Case Manager Eric Thompson introduced Amanda Linderman who is a new Drug Court Case Manager.

New Employee
Introduced

The Board welcomed Ms. Linderman.

Mr. Thompson discussed with the Board a request to approve a Drug Court state grant contract.

Drug Court Grant
Contract with State of
Minnesota Approved

The Drug Court Case Manager reminded the Board that the Dodge County Adult Drug Court program was awarded a \$98,030.00 grant from the State of Minnesota (Judicial Branch-Drug Court Initiative Advisory Committee). The grant funding is available on a quarterly reimbursement basis from January 1, 2008 through June 30, 2009 pursuant to an established contract. Mr. Thompson provided the following breakdown for the funding:

\$88,750.00	Supervisory Services (salary and benefits)
\$ 6,750.00	Drug Testing (u/a kits, breathalyzer supplies, lab testing costs)
\$ 2,530.00	Program Costs (incentives, incidentals, etc.)

The Drug Court Case Manager reported that the State of Minnesota presented Dodge County with a grant contract that was reviewed by the Dodge County Attorney's Office. Assistant County Attorney Gary ReMine suggested several minor changes that were incorporated into the contract and subsequently approved by the State of Minnesota.

Drug Court Grant
Contract with State of
Minnesota Approved
- Continued

Motion by Erickson seconded by Gray to approve and authorize the Chairman of the Board and Drug Court Case Manager Eric Thompson to sign a Third Judicial District Court and Dodge County Drug Court Cooperative Agreement with the State of Minnesota as presented for the Dodge County Adult Drug Court program.
Motion adopted unanimously.

Emergency Management Director Ryan Chartier provided the Board with an update on Emergency Management activities.

Emergency
Management Activity
Update

Mr. Chartier briefly discussed the following information with the Board:

- 75% complete on the update and revision of the Emergency Operations Plan
- 30% complete on the update and revision of the Dodge County Strategic National Stockpile Plan
- 90% complete on certification for Emergency Manager in Minnesota
- Incident command refresher course to all Dodge County Sheriffs Deputy's
- Grant extension from 2005 from MN HSEM for \$31,000 for communication interoperability and EOC capabilities
- 800 MHZ base station, portable and vehicle radio from HSEM
- 60% complete on a five year exercise cycle and plan
- RFP for hiring a consultant to write Dodge County All-Hazard Mitigation Plan as per federal and state requirements
- Responded to August and October flooding, and still in the process of recovery
- Recovery dollars will be in excess of 2 million dollars
- \$250,000 grant from the state for private citizen debris removal reimbursement program

The Emergency Management Director stated that he appreciates the assistance he has received from the Planning Director.

The Board thanked Mr. Chartier for his update.

County Administrator David McKnight discussed with the Board 2008 County Board Goals/Projects.

2008 County Boards
Goals/Projects
Approved

Mr. McKnight provided the Board with a summary of the 2008 County Board Goals/Projects that they discussed at their work session on January 8, 2008.

The 2008 County Board Goals/Projects discussed are as follows:

Property

1. Parking Lot Addition/Street Vacation Project Review
2. Decision on School Property Acquisition
3. Review Other Locations for Future County Facilities
4. Holding Facility Research
5. Ag Center Project

2008 County Boards
Goals/Projects
Approved -
Continued

Transportation

1. Continue Lettered Road Projects/Planning
2. Review Highway 14 Accesses
3. Review Fuel Use in County Vehicles
4. Review/Plan East/West Connections
5. Review Possible Road Trades with Townships

Projects

1. Township Overlay District Project
2. SRO Resolution
3. Equipment Purchase Review
4. Improve Communications with Cities
5. Take Home Squad Review
6. 2010 Census Impact Review/Preparation
7. Quarterly Meetings with Staff
8. Innovative Thinking
9. 2009 Budget Improvement and Tax Levy Control

Motion by Tjosaas seconded by Gray to approve the 2008 County Board Goals/Project list as presented. *Motion adopted unanimously.*

Planning Director Duane Johnson presented the January 9, 2008 Planning Commission Recommendations. Motion by Gray seconded by Erickson to approve the following action of the Planning and Zoning Commission as reviewed on January 9, 2008 with the reasons, recommendations and conditions as found in the individual permit:

Planning Commission
Recommendation
CUP #08-01
Approved

Greg & Deb Horsman – CUP #08-01

The request is to consider an application for a Conditional Use Permit to establish a non-farm dwelling in the Agricultural District. The property is 5.6 acres located in the NW ¼ of NW ¼, of Section 17, Concord Township. Greg and Deb Horsman are the applicants and Barbara Erickson is the property owner.

The Planning Commission recommends approval of the Findings of Facts and Recommendations of the agenda report with the following conditions:

1. The Agricultural Covenant shall be signed and recorded.
2. The septic system must meet the Dodge County's septic ordinance.
3. Driveway access and permits be obtained from the Township.
4. Address be obtained from Dodge County Highway Department.

Motion adopted unanimously.

Motion by Gray seconded by Erickson to approve the following action of the Planning and Zoning Commission as reviewed on January 9, 2008 with the reasons, recommendations and conditions as found in the individual permit:

Planning Commission
Recommendation
CUP #08-02
Approved

Luke Smith – CUP #08-02

The request is to consider an application for a Conditional Use Permit to establish a non-farm dwelling in the Agricultural District. The property is 120 acres located in the SE ¼, of Section 22, Milton Township. Luke Smith is the applicant and Larry Smith is the property owner.

The Planning Commission recommends approval of the Findings of Facts and Recommendations of the agenda report with the following conditions:

1. The Agricultural Covenant shall be signed and recorded.
2. The septic system must meet the Dodge County’s septic ordinance.
3. Driveway access and permits be obtained from the Township.
4. Address be obtained from Dodge County Highway Department.

Motion adopted unanimously.

Motion by Erickson seconded by Tjosaas to approve the following action of the Planning and Zoning Commission as reviewed on January 9, 2008 with the reasons, recommendations and conditions as found in the individual permit:

Planning Commission
Recommendation
CUP #08-03
Approved

High Country Energy, LLC – CUP #08-03

The request is to consider an application for a Conditional Use Permit to establish a meteorological tower in the Agricultural District. The property is 78 acres located in the E ½ of SE ¼, of Section 30, Vernon Township. High Country Energy, LLC is the applicant and Ralph and Anita Senjem are the property owners.

The Planning Commission recommends approval of the Findings of Facts and Recommendations of the agenda report with the following conditions:

1. Zoning Permit be obtained before building.
2. Driveway access and permits be obtained from the Township.
3. Address be obtained from Dodge County Highway Department.

Motion adopted unanimously.

Mr. Johnson briefly discussed with the Board the Robert Snaza – ZA #07-03 Planning and Zoning Commission request as reviewed on January 9, 2008.

Planning
Commission
Recommendation ZA
#07-03 Reviewed

Robert Snaza – ZA #07-03

The request is to consider a request by Robert Snaza for a text amendment to the Dodge County Zoning Ordinance which currently prohibits commercial go-cart tracks. A text amendment would allow commercial go-cart tracks county wide. The county is studying whether this type of business should be considered as (1.) a conditional use in the Agricultural District (2.) allowed only in a Commercial District. Robert Snaza owns 37.5 acres located in the NE ¼ of NE ¼, Section 1, Ripley Township and is proposing to operate an outdoor commercial go-cart track on this property.

The Planning Commission postponed this request for the second time until the February 6, 2008 meeting to allow staff time for additional study.

Planning
Commission
Recommendation ZA
#07-03 Reviewed -
Continued

The County Administrator shared with the Board a Dodge County Board Procedures proposal.

County Board
Procedures
Approved

Mr. McKnight reminded the Board that the procedures were reviewed with them during the November 27, 2007 Committee of the Whole meeting to get their initial reaction and comments.

The County Administrator's reasoning for putting these together and presenting them was to formalize the procedures the Administration Office uses to develop the agenda and the packet for County Board meetings and the methods the commissioners use to conduct the County Board meetings. These procedures will provide a resource for commissioners, county staff and the public when there are questions on County Board meeting process.

Mr. McKnight noted that the current draft of the procedures has one change that the Board should be aware, he added one sentence to Procedure Nine that discusses the use of a consent agenda. In addition, he did not make any changes to Procedure 16 on requiring that every proposed ordinance to be considered at two separate regular meetings.

The County Administrator informed the Board that he offered department heads the opportunity to comment on the proposed procedures and received very few comments.

Proposed County Board Procedures are as follows:

Procedure 1 - Regular Meeting Dates

The County Board will hold regular sessions on the second and fourth Tuesday of each month. Committee meetings start at 8:00 a.m., the Committee of the Whole starts at 9:00 a.m. and the regular meeting begins at 9:30 a.m. The Fairview Care Center Board of Directors meets on the third Tuesday of each month at 9:00 a.m. at the Care Center. Deviations from this schedule will be noted on the agenda.

County Board
Procedures
Approved -
Continued

Procedure 2 - Special Meeting

The Chair of the County Board may call special meetings in conjunction with the County Administrator. Such meetings shall be called with a 72 hour notice to all County Board members and members of the news media. Notwithstanding any other notice requirements, notice shall be posted on the bulletin board at the courthouse, along with the county's website www.co.dodge.mn.us. Notices shall specify the items to be considered at the special meeting and the date, time and location of the meeting. Special meetings of the County Board shall be held at the courthouse unless the County Administrator determines that another facility is to be used. All special meetings of the County Board shall be limited to the specific item or items set forth in the notice. The costs associated with conducting a special meeting shall be charged back to the individual requesting the meeting if deemed appropriate by the Chair and/or County Administrator.

Procedure 3 - Emergency Meeting

The Chair of the County Board may call an emergency meeting only due to circumstances that, in the County Board Chairs judgment, require immediate attention. Good faith efforts must be made to provide notice to all news media in the county. The notice must include the date, time, place and an explanation of the subject matter of the meeting. Notice must also be given by telephone or other reasonable method to members of the public body.

Procedure 4 - Recessed or Continued Meeting

These are meetings that are a continuation of a previous meeting. No notice is required so long as the time and place of the meeting was established during the previous meeting and recorded in the meeting minutes.

Procedure 5 - Presiding Officer and Roll Call

The County Board Chair, or in the Chair's absence, the Vice Chair of the County Board shall take the chair at the time appointed for the meeting and call the County Board to order.

Procedure 6 - Quorum

A majority of the members of the County Board shall constitute a quorum for the transaction of business. The Chair shall be a member of the County Board and shall have the right to vote on all matters coming before the Board.

County Board
Procedures
Approved -
Continued

Procedure 7 - Minutes

The County Administrator shall prepare written copies of the minutes of the preceding session or sessions of the County Board and distribute them to the members no later than the start of its current session, unless otherwise notified. One or more copies of the minutes shall be available in the Administration Department for review by members of the public after the minutes are approved by the County Board. Upon the appearance of a quorum at a County Board meeting, the Chair shall inquire of the County Board whether they wish to approve, disapprove or amend the draft minutes of the previous session or sessions of the County Board as prepared by the County Administrator. Any mistake or omission in the minutes may then be corrected by the County Board.

Procedure 8 - Packet Material

The County Administrator shall prepare for the County Board a packet of material to educate board members on the topics to be discussed at the meeting. The packet material shall be as complete as possible so as to allow discussion to occur and decisions to be made at the meeting.

Board items and supporting material shall be submitted to the County Administrator by noon on the Wednesday before the Tuesday meeting. Failure to submit agenda topics and full supporting material will cause the topic to not appear on the agenda. Decisions on what constitutes full supporting material will be determined by the County Administrator. Packets will be mailed out to the County Board members on the Thursday before the Tuesday meeting.

County Board packets will be assembled for the media (2) and the general public (1) and will be available in the County Board Room on the day of the meeting.

Procedure 9 - Order of Business

Upon the appearance of a quorum of the County Board, the Chair shall inquire of the County Board whether they wish to approve, disapprove or amend the agenda as prepared by the County Administrator.

Agenda Preparation - The County Administrator shall prepare a written agenda in advance of all regular County Board meetings and shall place Convene County Board Meeting, Pledge of Allegiance, Determine Quorum, Establish Agenda and New Employee Introductions as the first five items; thereafter, other items of business shall be presented in the order deemed best by the County Administrator or as requested by the County Board. A consent agenda may be used at the discretion of the County Administrator if there is a large amount of business or items that will need extended time.

Procedure 10 - Recognition by Chair

Every County Board member or member of the public shall respectfully address the Chair by the appellation of “Chair” followed by the Chair’s surname and shall not speak further until recognized by the Chair. Once a member of the audience has been recognized by the Chair as requesting to address the County Board, the Chair shall require the individual to identify themselves by stating their name and address.

Procedure 11 - Designation by Chair

When two or more members request to speak, the Chair or presiding officer shall designate who is first to speak, but in all cases the member who shall first address the Chair shall speak first.

Procedure 12 - Distribution of Materials During a County Board Meeting

The County Board does not have time to read information, petitions, etc. while a meeting is being conducted. Any information that the County Board needs to consider to assist in making a decision on an issue should be included in the meeting packet that is produced and distributed on the Thursday prior to the Tuesday meeting.

Procedure 13 - Voting

When a question is put to vote by the Chair, every member present shall vote on the issue unless the County Board shall excuse a member prior to the calling of the roll or a legal conflict of interest prohibits a member from voting. Any member, who being present when the vote is called, who fails to vote upon any item, unless previously excused by the County Board, shall be counted as having voted in the positive. Resolutions or other issues that require a vote different than a voice vote, shall be conducted by raising of the hand.

Procedure 14 - Individual Votes

When considering a resolution or an ordinance the vote of the County Board shall be by raising of the hand. Unless a member requests, or is designated by statute, other items will be by voice vote. A member may demand a hand vote at any time prior to the assumption of other business.

Procedure 15 - Public Hearing Procedure

Prior to any public hearing, the Chair or presiding officer shall establish the following rules as part of their introduction to the hearing:

1. The presenter of the topic will present the entire item and any proposed amendments prior to taking any testimony from citizens or the County Board.

2. The County Board shall have the opportunity to discuss the issue and ask any questions they may have of the presenter immediately after the presentation of the item.
3. There will be a public comment period where the audience will have the opportunity to provide comments and/or ask questions on the issue after the County Board has discussed the proposal. Time limits may be set as to allow for appropriate public comment. Repetitive comments will be discouraged. No member of the public may speak until recognized by the Chair.
4. After the public comment period the County Board will close the public hearing and discuss the issue and select the appropriate action for the proposal.

County Board
Procedures
Approved -
Continued

Procedure 16 - Ordinances

Every proposed ordinance shall be considered at two separate regular meetings of the County Board. Amendments may be offered at either meeting when the ordinance is under consideration. Amendment to any section may be made and acted upon at any time up to the final passage. If amendments are made, the sections of the ordinance amended shall be read as amended before the question of its passage is taken. Approval of the second reading of the ordinance shall constitute final passage of said ordinance. When a proposed ordinance fails to pass, a motion to reconsider the same may be made, but such motion must be made at the session at which the same failed to pass and action thereupon shall be postponed to the next regular session.

Procedure 17 - Absent Member

Every member of the County Board who knows they will be absent from a meeting shall notify the County Administrator when possible.

Procedure 18 - Journal

It shall be the duty of the County Administrator to keep the journal of the proceedings of the County Board and perform such duties as may be required by Minnesota Statutes. The County Administrator shall not allow the official journal of the County to be taken from the custody of the County Administrator without the knowledge and consent of the County Board. The approved minutes will be the official record of the County Board meetings.

Procedure 19 - Roberts Rules of Order

The rules of parliamentary practice, embraced in Robert's Rules of Order shall govern the County Board in all cases in which they are applicable, and in which they are not inconsistent with the standing practices of the County Board.

Procedure 20 - Conduct

County Board
Procedures
Approved -
Continued

Any County Board member, employee or citizen may be asked to cease their comments, return to their seat, leave the premises, leave by law enforcement escort or be arrested for not following the County's policies of offensive conduct, harassment and violence in the workplace. The Chair, or presiding officer shall enforce the conduct policy. Any member of the County Board or the County Administrator can ask for the enforcement of this policy or recess in the meeting when it becomes apparent that the policies are not being followed. Some general things for which the policy may be enforced include, but are not limited to:

1. Being in attendance under the influence of an intoxicant or non prescription illegal drugs, or using such substances while on County property.
2. Conduct which violates the common decency or morality of individuals.
3. Commission of a felony or gross misdemeanor.
4. Violating safety rules and regulations.
5. Speaking or making derogatory or false accusations so as to discredit other individuals.
6. The use of profanity or abusive language towards any individual.
7. Harassment or discrimination.
8. Speaking without being recognized by the Chair.

Procedure 21 - Notice of Agenda

The regular County Board agenda shall be provided to the county newspapers, posted on the county bulletin board and posted on the county website, www.co.dodge.mn.us to provide the public with timely and accurate notice of regular County Board meetings.

Motion by Gray seconded by Tjosaas to approve the Dodge County Board Procedures as presented. *Motion adopted unanimously.*

County Assessor Wendell Engelstad shared with the Board a Local Option Abatement request.

Local Option
Abatement for former
Mantorville Social
Club Property
Approved

Mr. Engelstad reported that if a property is not eligible for disaster credit, an owner of property that has been accidentally damaged may apply for a reduction in the amount of taxes on the property in the year of destruction and in the following year if 50% or more of the structure, as established by the County Assessor, if accidentally destroyed and not usable. (M.S. 273.123)

The Mantorville Social Club (Relay Station) was accidentally destroyed by fire on March 25, 2007 and the owner has applied for a Local Option Abatement for the taxes paid in that year, 2007.

Local Option
Abatement for former
Mantorville Social
Club Property
Approved -
Continued

Motion by Tjosaas seconded by Gray to approve a Local Option Abatement in the amount of \$1,468 for Richard Swenke for the property located at 421 Clay Street, Mantorville, MN as requested. *Motion adopted unanimously.*

Mr. Thompson discussed with the Board 2008 Law Enforcement Contracts for the cities of Hayfield, Dodge Center, Mantorville and Claremont.

2008 Law
Enforcement
Contracts for the
Cities of Hayfield,
Dodge Center,
Mantorville and
Claremont Approved

The Sheriff noted that the contracts are identical in content to the contracts they have operated under for the past several years with the exception of the hourly rate. The 2008 rate is \$37.92 per hour and represents a 3% increase over 2007.

Motion by Hanson seconded by Erickson to approve and authorize the Sheriff, Chair, County Clerk and County Attorney to sign Law Enforcement Contracts with the cities of Hayfield, Dodge Center, Mantorville and Claremont as presented for 2008. *Motion adopted unanimously.*

Sheriff Gary Thompson reviewed with the Board a GeoComm Maintenance Agreement renewal request.

GeoComm
Maintenance
Agreement Renewal
Approved

Mr. Thompson informed the Board that the agreement between GeoComm and Dodge County for software support and GIS data maintenance services will expire at the end of February 2008. In order for GeoComm to continue serving Dodge County without interruption a renewal contract must be signed.

This agreement will ensure that Dodge County has 24/7 support for the critical dispatch mapping software.

Motion by Gray seconded by Hanson to approve and authorize the Chair to sign a renewal Dispatch Mapping Support Project Agreement (Maintenance Agreement) for 2008 with GeoComm in the amount of \$5,770 annually. This figure represents a \$250 increase over 2007. *Motion adopted unanimously.*

County Administrator David McKnight presented the Personnel Agenda for the Boards consideration. Motion by Hanson seconded by Tjosaas to approve the following personnel actions:

Personnel Actions
Approved

A. Sheriff's Department

- A.1 Ryan Rismeyer – On-Call
Authorization to employ at B22 step 11 \$13.15 to fill approved vacancy.
Effective Date: 1/9/08
- A.2 Heather DePoppe – Transport Officer
Resignation.
Effective Date: 1/22/08
- A.3 Transport Officer – On-Call
Authorization to post and fill vacancy created by resignation.
Effective Date: 1/22/08

Personnel ActionsApproved –
Continued**B. Human Services**

- B.1 Part-time Human Services staff review of FTE status. The following changes need to be made according to average hours worked. The next audit will be 7/2008.

Korina Osborn

Increase FTE from .60 to .65.

Effective Date: 1/1/08

C. Public Health

- C.1 Melissa McLaurin – Family Service Aide – On-Call
Authorization to hire at A13 step 6 \$12.07.
Effective Date: 1/14/08
- C.2 Jayme Conner – Family Service Aide – On-Call
Remove from on-call status.
Effective Date: 1/9/08
- C.3 Part-time Public Health staff review of FTE status. The following changes need to be made according to average hours worked. The next audit will be 7/2008.

Kelly Fennell – PHN I

Increase FTE from .60 to .65.

Amber Converse – Dietitian

Increase FTE from .50 to .55.

Ardell Haberer - Administrative Secretary

Decrease FTE from .75 to .70.

Catalina Hotung – Nest Clerk

Decrease FTE from .50 to .45.

Effective Date: 1/1/08

- C.4 Patricia Busse – Public Health Nurse II – On-Call
Authorization to hire at C41 step 6 \$22.02 (\$19.02 + \$3 R/R) to fill approved vacancy.
Effective Date: 1/28/08

D. Attorney's Office

- D.1 Eileen Callahan – Legal Secretary – On-Call
Authorization to employ at B22 step 1 \$16.22 in on-call status.
Effective Date: 2/1/08

E. Assessor's Office

- E.1 Wendell Engelstad – County Assessor
Step increase from D61 step 7 \$28.24 to D61 step 6 \$29.47.
Effective Date: 1/2/08

F. Highway Department

- F.1 Jamie Finne – Highway Accountant
Step increase from C41 step 7 \$19.74 to C41 step 6 \$20.48.
Effective Date: 1/12/08
- F.2 Part-time Highway Department staff review of FTE status. The following changes need to be made according to average hours worked. The next audit will be 7/2008.
- Jessica Brennan – Administrative Assistant
Increase FTE from .80 to .85.
Effective Date: 1/1/08

G. Environmental Quality

G.1 Compliance Officer – Job Description

Approval of revised job description and approval of submittal for B/G review.

Effective Date: 1/23/08

Motion adopted unanimously.

Personnel Actions

Approved –

Continued

Mr. McKnight presented for the Board’s consideration a tentative 2008-2010 Labor Agreement with Teamsters Local 320 – Dispatcher Union.

2008-2010 Labor

Agreement with

Teamsters Local 320

– Dispatcher Union

Approved

It was noted that the Dispatcher Union has voted and signed this agreement.

Mr. McKnight shared the following summary of significant issues with the Board:

1. Article XIX — Shift Differential - \$.30 per hour between the hours of 8:00 p.m. and 6:00 a.m.
2. Appendix A - Wage Scale:

January 1, 2008	2.50%
January 1, 2009	3.25%
January 1, 2010	3.10%

Motion by Gray seconded by Erickson to approve the 2008-2010 Labor Agreement with Teamsters Local 320 – Dispatcher Union as presented. *Motion adopted unanimously.*

Commissioner Hanson commended the work of the negotiations group in finalizing this agreement.

County Attorney Paul Kiltinen provided the Board with a legal update.

Legal Update

Taxpayer Services Director Rose Culbertson reviewed bills with the Board. Motion by Tjosaas seconded by Hanson to approve the bills as discussed in the following amounts from the appropriate funds as determined by Finance:

Bills Approved

01	Revenue Fund	\$302,882.01
11	Human Services Fund	\$ 16,136.30
13	Road and Bridge Fund	\$159,054.81
16	Environmental Quality Fund	\$ 69,335.74
30	County Building Fund	\$218,472.82
37	Debt Fund-Courthouse Improvement	\$ 62,850.00
80	Agency Fund	<u>\$ 80.00</u>
	Total	\$828,811.68

Motion adopted unanimously.

Finance Director Lisa Kramer met with the Board to discuss a 2009-2011 Support Agreement for the ACS Property Tax Software and CAMA-USA.

Ratification
Statement Between
ACS and MCCC for
Contract Years 2009-
2011 Approved

Ms. Kramer reported that Dodge County is a member of Minnesota Counties Computer Cooperative (MCCC). ACS State and Local Solutions, Inc. (ACS) is currently contracted to support and maintain the tax and CAMA system for all MCCC members. The Finance Director provided the Board with a copy of the agreement which continues the relationship between MCCC and ACS, and extends the contract from January 1, 2009, to December 31, 2011. Both the Tax User Group and MCCC Executive Board have approved the contracts. In order for the agreement to be finalized, each County Board must ratify the agreements between the MCCC Tax User Group and ACS.

Motion by Gray seconded by Erickson to approve and authorize the Chair to sign a Ratification Statement between ACS and MCCC for the contract years 2009-2011 as presented. *Motion adopted unanimously.*

Ms. Kramer presented a Dodge County Direct Deposit Requirement Policy for the Board's consideration.

Direct Deposit
Requirement Policy
Approved

Pursuant to statute 471.426 a governing body of a municipality may require direct deposit for all its employees who are being paid by its payroll system. Direct deposit is a more timely method of payment than sending a check through the mail and the employee has access to their entire paycheck more quickly than if they were to deposit a check. Ms. Kramer reported that the county only has one employee who still receives a paper check all others have already opted for direct deposit.

Motion by Erickson seconded by Hanson to approve the Dodge County Direct Deposit Policy per statute 471.426 as presented. *Motion adopted unanimously.*

The County Attorney left the meeting at 10:40 a.m. CST.

County Attorney Left
Meeting

Commissioner Hanson presented a summary of the Human Services Committee report and action items.

Human Services
Committee Report

The Board discussed the Human Service Directors resolution request to participate in the creation of a shared Regional Contract Manager position.

Human Services
Participation in
Creation of Shared
Regional Contract
Manager Position
Approved by
Resolution #2008-03

Motion by Hanson seconded by Tjosaas to approve and authorize the Chair and Deputy Clerk to sign resolution #2008-03 authorizing Human Services to participate in the creation of a shared Regional Contract Manager position:

WHEREAS, County Boards may elect to collaboratively perform various duties including purchase of service and MA Waiver contract development, monitoring and oversight; and

WHEREAS, the Dodge County Board has authorized staff to assess the feasibility of developing a regional purchase of service Contract Manager position agreement with Olmsted County shared among the Counties of Winona, Houston, Dodge, Fillmore, Mower, Freeborn, Steele and Wabasha; and

Human Services
Participation in
Creation of Shared
Regional Contract
Manager Position

WHEREAS, the county staff have explored the viability of doing this alone or in partnership with other counties.

Approved by
Resolution #2008-03
- Continued

NOW THEREFORE BE IT RESOLVED, that the Dodge County Board of Commissioners has approved entering into this agreement and to so notify the Minnesota Department of Human Services indicating Dodge County would like to create this shared Contract Manager position in cooperation with the other above mentioned Counties and Olmsted County.

Resolution adopted unanimously.

Commissioner Hanson informed the Board that the Human Services Director was recently informed by the Concord Cemetery Association that Dodge County has eight unused burial sites located at the Concord Cemetery. The Board discussed the possibility of using one of these burial sites for an indigent burial.

Unused Concord
Burial Sites
Discussed

Commissioner Erickson presented a summary of the Public Health Committee report and action items.

Public Health
Committee Report

Mr. Erickson discussed with the Board the Public Health Director's Substance Abuse and Mental Health Services Administration (SAMHSA) grant application request.

Public Health
SAMHSA Grant
Application Request
Approved

The Public Health Department has been working with the Mower County Chemical Health Coalition/Parenting Resource Center since May of 2005.

This agreement was put in place with the approval of the County Board. The agreement was to mentor our county to develop and grow the Dodge County Chemical Health Coalition with the intent to prepare us to apply for the SAMHSA funding that was available last March.

Since May of 2005 Public Health has worked to develop the Chemical Health Coalition and made big strides to work with other community members and agencies that are working to prevent youth alcohol, tobacco and other drug use as well as lowering use in the adult population of Dodge County.

The Public Health Department is working with the collaborative to apply for SAMHSA funds. This is a federal grant from the Department of Health and Human Services. The two main goals for which the funds will be used are: 1) Strengthen collaboration and long-term commitment to reduce youth substance abuse among all sectors and organizations within the community and 2) Reduce substance abuse among youth, and overtime, among adults in Dodge County by using multiple strategies to reduce the risk factors and increase protective factors that correlate to alcohol, tobacco and other drug abuse.

Dodge County Public Health was to serve as the fiscal host and hire a new full time employee to implement the program as planned since the 2005 agreement with Mower County Chemical Health Coalition/Parenting Resource Center. The Chemical Health Coalition applied for \$99,975 per year times five years. This was a five year grant with the option of reapplying at that time. The Collaborative was required to match dollar for dollar. This match could be in kind as well as cash.

Public Health
SAMHSA Grant
Application Request
Approved -
Continued

Public Health submitted a proposal in March 2007 and received notice in September 2007 that they did not receive funding. However, they have continued to meet with the intent to submit their application for the next round of funding. Public Health has been notified that the next round of funding is available and applications are due March 21, 2008.

The Mower County Chemical Health Coalition/Parenting Resource Center has continued to be available to work with Public Health and is strongly encouraging them to submit this proposal again, therefore, the Public Health Director is requesting that they once again submit their application with the same goals and respond by making minor changes in their application to reflect the feedback given on their application from 2007. Public Health has devoted much time and energy to this process to be ready to apply for the grant dollars in 2008.

Public Health requests the Board's continued support and approval as they move forward in submitting a proposal in March. It was Ms. Espey's opinion that these are dollars are well invested for the return that we will receive in the collaborative efforts with several partners working together to prevent drug abuse in our youth and adult populations of Dodge County.

Motion by Erickson seconded by Gray to approve and authorize the Public Health Department to submit a Substance Abuse and Mental Health Services Administration (SAMHSA) grant application. *Motion adopted unanimously.*

Commissioner Alberts presented a summary of the Administration Committee report and action items.

Administration
Committee Report

Motion by Erickson seconded by Hanson to approve and authorize the January 8, 2008 organizational and regular meeting minutes as corrected on page 10. *Motion adopted unanimously.*

01/08/08
Organizational and
Regular Meeting
Minutes Approved

The County Administrator discussed his request to approve a Feedlot Advisory Board appointment.

Feedlot Advisory
Board Appointment
Approved

Mr. McKnight reported that Commissioner Erickson has found a resident to fill the vacant position on the Feedlot Advisory Board for 2008. Mark Moenning has expressed an interest in filing this vacant position for the remainder of this year.

Motion by Erickson seconded by Gray to appoint Mark Moenning to the Feedlot Advisory Board for the remainder of 2008. *Motion adopted unanimously.*

Commissioners provided their agency reports. Commissioner Hanson attended a Southeast Water Joint Powers meeting, a SCHRC Joint Powers meeting, a Fairview Care Center meeting and a Dodge County Trails meeting. Commissioner Alberts attended a Fairview Care Center meeting and a Semcac meeting. Commissioner Gray attended a Planning meeting, a P.A.C. Highway 14 meeting, an HRC meeting and a Care Center meeting. Commissioner Erickson attended an informational meeting on wind farms, a Dodge County Planning and Zoning meeting, a SCHA Joint Powers Board meeting, a Fairview Care Center Board meeting and a DFO Advisory Board meeting. Commissioner Tjosaas attended a Semcac meeting and a Care Center meeting.

Agency Reports

Motion by Gray seconded by Tjosaas to adjourn the meeting at 11:14 a.m. CST. *Motion adopted unanimously.*

Meeting Adjourned

The next regular meeting of the Dodge County Board of Commissioners will be held on February 12, 2008 at 9:30 a.m. CST.

Next Regular Meeting

ATTEST:

KLAUS ALBERTS
CHAIR, COUNTY BOARD

BECKY LUBAHN
DEPUTY CLERK

DATED: