

**TUESDAY, JANUARY 26, 2010**

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

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

**COUNTY ADMINISTRATION OFFICE  
MANTORVILLE, MN**

**2010-03**

The Dodge County Board of Commissioners met in regular session January 26, 2010, in the Commissioner's Room at the Courthouse Annex, Mantorville, MN, at 9:30 a.m. CST. Lyle Tjosaas, 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
	David Hanson	District #5
Members absent:	Don Gray	District #4
Also present:	Becky Lubahn	Deputy County Clerk
	Paul Kiltinen	County Attorney

Motion by Hanson seconded by Erickson to approve and adopt the agenda as presented. *Motion adopted unanimously.*

Agenda Approved

County Assessor Wendell Engelstad presented for the Board's consideration a request to set the 2010 County Board of Appeal and Equalization (CBAE) hearing date.

2010 Dodge County  
Board of Appeal and  
Equalization Hearing  
Date Set

Current law (M.S. 274.14) provides that the County Board of Appeal and Equalization may meet on any ten consecutive meeting dates in June, after the second Friday in June. The actual meeting dates must be contained on the valuation notices mailed to each property owner in the county. In no case can the CBAE exceed the maximum length of ten consecutive meeting days. If a CBAE completes its work in less than ten days, it may adjourn at that time. Any meetings outside of the statutorily-outlined dates or beyond the ten meeting days, as allowed by law, will have no force or effect.

Motion by Hanson seconded by Erickson to set a 2010 Dodge County Board of Appeal and Equalization Hearing date of Tuesday, June 15, 2010 at 7:00 p.m. at the Dodge County Courthouse, Mantorville, MN. *Motion adopted unanimously.*

Executive Assistant Becky Lubahn presented on behalf of Senior Probation Officer Roger Hanson the DFO Advisory Board appointment request.

DFO Advisory Board  
Appointment  
Approved

Christine Beech of Mantorville has submitted the necessary paperwork in applying for a position on the DFO Advisory Board as a citizen representative for Dodge County.

Roger Hanson spoke with Ms. Beech on the phone on a number of occasions and had an opportunity to meet with her to discuss the expectations and duties involved in being a DFO Advisory Board member. The Senior Probation Officer found Christine to be a very committed, knowledgeable and caring individual. Ms. Beech has a strong background and definite interest in helping and making a difference. Christine Beech is also doing some work in a volunteer capacity with DFO and has some personal connections within the system that could be of benefit.

DFO Advisory Board  
Appointment  
Approved -  
Continued

It was Mr. Hanson’s recommendation that the Dodge County Board of Commissioners give Christine Beech the highest consideration possible and appoint her as a Dodge County citizen representative on the DFO Community Corrections Advisory Board.

It was pointed out that there is another vacancy on the Advisory Board for a Dodge County citizen representative. The Senior Probation Officer will continue his efforts to recruit a quality candidate for the other position as well.

Motion by Erickson seconded by Alberts to approve and authorize appointing Christine Beech to represent Dodge County on the DFO Advisory Board as presented. *Motion adopted unanimously.*

Ms. Culbertson reviewed bills with the Board. Motion by Alberts 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	\$ 40,823.54
11	Human Services Fund	\$ 137.61
13	Road and Bridge Fund	\$ 81,078.99
16	Environmental Quality Fund	\$ 55,943.79
80	Agency Fund	\$ 109.00
	Total	\$178,092.93

*Motion adopted unanimously.*

Employee Relations Director Lisa Hager presented the Personnel Agenda for the Board’s consideration. Motion by Erickson seconded by Hanson to approve the following personnel actions:

Personnel Actions  
Approved

**A. Sheriff’s Office**

- A.1 Ginger Knight – Clerk Records  
 Step increase from B21 step 2 \$16. 74 to B21 step 1 \$17.24.  
 Effective Date: 1/9/10
- A.2 Part-time Sheriff’s Office staff review of FTE status. The following changes need to be made according to average hours worked. The next audit will be 7/2010.  
Natasha Bacon – 911 Dispatcher – PT  
 Decrease FTE from .45 to on-call and wage from B22 step 9 (union) \$15.32 to B22 step 11 (non-union) \$13.80.  
Scott Umsted – 911 Dispatcher - PT  
 Decrease FTE from .5 to .45.  
 Effective Date: 1/1/10

**B. Human Services**

- B.1 Valerie LaPorte – Social Services Supervisor  
Authorization to employ at C51 step 7 \$26.56 to fill approved vacancy.  
Effective Date: 2/16/10
- B.2 Jessica Bradford – Account Technician  
Step increase from B23 step 9 \$15.17 to B23 step 8 \$15.67.  
Effective Date: 1/14/10

**C. Administration**

- C.1 Jeff Mieras – GIS Specialist  
Step increase from C41 step 6 \$22.55 to C41 step 5 \$23.20.  
Effective Date: 1/7/10
- C.2 Part-time Administration staff review of FTE status. The following changes need to be made according to average hours worked. The next audit will be 7/2010.  
Kathi Sweet – Custodian/Maintenance – PT  
Decrease FTE from .80 to .70.  
Effective Date: 1/1/10

**D. Environmental Services**

- D.1 Terry Selthun – Solid Waste Facility Manager  
Step increase from B32 step 2 \$21.06 to B32 step 1 \$21.48.  
Effective Date: 1/2/10

**E. Attorney's Office**

- E.1 Mary Lewison – Legal Secretary  
Step increase from B22 step 11 \$13.80 to B22 step 10 \$14.10.  
Effective Date: 11/13/09

**F. Public Health**

- F.1 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 1/2010.  
Amber Converse – Dietitian  
Decrease FTE from .55 to .50.  
Jessica Schleck – Health Educator  
Increase FTE from .40 to .45.  
Effective Date: 1/1/10

*Motion adopted unanimously.*

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

Legal Update

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

Human Services  
Committee Report

Commissioner Hanson provided a summary of the Public Safety Committee report and action items.

Public Safety  
Committee Report

The Board reviewed the Sheriff's request to renew the Dispatch Mapping Support Project Agreement.

Renewal of Dispatch  
Mapping Support  
Project Agreement

The current contract with GeoComm expires at the end of February 2010.

Approved

The monthly fees of \$588.00 (\$7,056.00 yearly) are paid from 911 funds.

Motion by Hanson seconded by Erickson to approve and authorize the Chairman of the Board to sign a Dispatch Mapping Support Project Agreement with GeoComm. The new contract will be effective March 1, 2010 through February 28, 2011. *Motion adopted unanimously.*

Renewal of Dispatch Mapping Support Project Agreement Approved - Continued

The Board discussed the Sheriff's request to approve \$340.05 in additional funds for the purchase of a 2010 Chevy Impala police package (V6).

Sheriff's Office Squad Car Purchase Approved

The Sheriff's Office budgeted \$19,500 in their 2010 Capital Outlay budget for a new squad car based on quotes received in June 2009 when their budget was submitted.

The following additional quotes were received:

Vendor	Vehicle	Bid Amount
Perkins, Inc. Valley City, ND	2010 Chevy Impala Police Package	\$19,840.05
Midway Ford Roseville, MN	2010 Crown Victoria Police Package	\$21,745.56
Nelson Auto Center Fergus Falls, MN	2010 Dodge Charger Police Package	\$21,304.25

Motion by Hanson seconded by Erickson to approve and authorize the Sheriff's Office to purchase a 2010 Chevy Impala from Perkins, Inc. of Valley City, ND in the amount of \$19,840.05 as requested. *Motion adopted unanimously.*

The County Attorney left the meeting at 10:15 a.m. CST.

County Attorney Left Meeting

Commissioner Alberts provided a summary of the Public Health Committee report and action items.

Public Health Committee Report

The Board reviewed the Public Health Director's request to approve a letter of support for the Health and Human Services (HHS) Beacon Community Grant.

Letter of Support Approved for HHS Beacon Community Grant Application

During the last two weeks Mr. Espey has been in discussion with Mayo Clinic representatives, Minnesota Department of Health and the eleven southeast local Public Health Departments in regard to possibly partnering with Mayo Clinic in pursuing a HHS Beacon Grant.

The Beacon Community Cooperative Agreement Program will establish \$220 million in cooperative agreements with communities to build and strengthen their health Information Technology (IT) infrastructure and health information exchange capabilities to achieve measurable improvements in health care quality, safety, efficiency and population health.

This federal funding opportunity announcement is from the Office of the National Coordinator of Health Information Technology (ONC).

Some potential areas of interface between health care providers and public health include managing asthma and diabetes.

Letter of Support  
Approved for HHS  
Beacon Community  
Grant Application -  
Continued

There are no matching grant funds required by the county.

The grant is for 36 months beginning April 2010.

One potential advantage for SE Minnesota is that eight of the eleven counties use PH-Doc as their information system. This might offer an opportunity for system enhancement for PH-Doc users, for transitioning the three counties, Dodge being one of them, to PH-Doc and for more advanced development around interoperability.

The grant application is due February 1, 2010.

Dodge County IT Department has been informed of this grant opportunity and will play a crucial part in the discussions as they move forward.

Public Health has been invited to a demonstration of PH-Doc later this month.

Motion by Alberts seconded by Erickson to approve and authorize the Chair and Public Health Director to sign a letter of support to Mayo Clinic Rochester indicating Dodge County's interest in participating in the Beacon Communities program that is part of the American Recovery and Reinvestment Act of 2009, Title XIII – Health Information Technology grant. *Motion adopted unanimously.*

The Board discussed Ms. Espey's request to approve a letter of support for the Southeast Area Agency on Aging (SEAAA) Grant opportunity.

Letter of Support for  
Collaboration with  
SEAAA Approved

Ms. Espey has been contacted by SEAAA seeking participation by the Dodge County Public Health Department in expanding the Stanford Chronic Disease Self-Management Program (CDSMP) for seniors. This is a six week program and the participants meet one time per week for two and a half hours. Each session is designed for ten participants. Public Health would plan to utilize and train up to three volunteers to assist with this program.

Two workshops would be offered in the first year and three workshops would be offered in the second year.

This program is being funded by stimulus money over a two year period from March 2010 to April 2012. Public Health funding would be through a subcontract with SEAAA to cover staff time and mileage to become trained, lead classes and produce brochures.

Books and materials to lead classes will be provided.

There is no matching requirement of the county.

The Public Health Director feels this would be a great opportunity for the seniors in our community.

Ms. Espey is recommending that the county collaborate with SEAAA on this project.

Letter of Support for Collaboration with SEAAA Approved - Continued

Motion by Alberts seconded by Hanson to approve and authorize the Public Health Director to sign a letter of support to the Minnesota Board on Aging expressing Dodge County’s interest in partnering with the Southeastern Minnesota Area Agency on Aging and local Human Services partners to expand the reach of the Chronic Disease Self-Management Program in the Southeastern region of Minnesota. *Motion adopted unanimously.*

The Board reviewed the Public Health Director’s request to accept a donation from Holy Family CCW Catholic Church, Kasson, MN.

Public Health Nest Program Donations Approved by Resolution #2010-06

Holy Family CCW Catholic Church, Kasson, MN has donated \$100 cash and private citizens of Dodge County donated baby items valued at \$57.50 for the Public Health Nest Program.

Motion by Alberts seconded by Erickson to approve and authorize the Chair and Deputy Clerk to sign resolution #2010-06 accepting donations to the Public Health Nest Program:

**WHEREAS**, the Dodge County Public Health Department has received donations from Holy Family CCW Catholic Church, Kasson, MN and private citizens, Dodge County, MN; and

**WHEREAS**, the Dodge County Public Health Department wishes to accept these donations and utilize them for the purpose of the Public Health Nest Program; and

**WHEREAS**, pursuant to Minnesota Statute 465.03, the county shall by resolution of the governing body adopt by a two-thirds majority of its members accept a grant or devise of real or personal property and maintain such property for the benefit of its citizens in accordance with the terms prescribed by the donor.

**NOW THEREFORE BE IT RESOLVED**, that the Dodge County Board of Commissioners hereby accepts the following donations to be used for the Public Health Nest Program:

Holy Family CCW Catholic Church, Kasson, MN	\$100.00 (cash)
Private Citizens, Dodge County, MN	\$ 57.50 (baby items)

*Resolution adopted unanimously.*

Commissioner Alberts provided a summary of the Public Works Committee report and action items.

Public Works Committee Report

The Board discussed the County Engineer’s request for out of state travel to the National Association of County Engineers (NACE) conference in Texas April 25<sup>th</sup> – 30<sup>th</sup>, 2010.

Out of State Travel for County Engineer Approved

This is a conference of County Engineers from across the country presenting and discussing the challenges and solutions to problems arising in transportation. Discussions range from the use of warm mix asphalt to gravel road management.

Out of State Travel  
for County Engineer  
Approved -  
Continued

In 2011 this conference will be hosted by Minnesota and held in Minneapolis. As a current Board member of the Minnesota County Engineers Association (MCEA) the County Engineer has been strongly encouraged to attend the 2010 conference as a marketing agent for 2011.

The estimated cost of attending the conference is \$1,500 for registration, hotel and airfare. It was noted that there is money in the Highway Department budget for this training.

Motion by Alberts seconded by Erickson to approve and authorize the County Engineer to attend the NACE conference in Texas April 25<sup>th</sup> – 30<sup>th</sup>, 2010 at a cost of \$1,500 for registration, hotel and airfare as requested. *Motion adopted unanimously.*

The Board reviewed the Environmental Services Director's request to approve a cell phone allowance agreement.

Cellular Telephone  
Allowance  
Agreement with  
Environmental  
Technician Approved

Mr. Gamm's memo to the Board indicated that in some cases, a cell phone allowance of \$20/month is preferable for both the county and the employee.

The Environmental Services Director requested approval of a cell phone allowance agreement for the Environmental Technician in his office.

Motion by Alberts seconded by Hanson to approve and authorize the Chair to sign a Dodge County Cellular Telephone Allowance Agreement with Environmental Technician Chad Knudson as requested. *Motion adopted unanimously.*

Commissioner Tjosaas 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 12, 2010 Committee of the Whole meeting minutes as presented. *Motion adopted unanimously.*

01/12/10 Committee  
of the Whole Meeting  
Minutes Approved

Motion by Hanson seconded by Alberts to approve and authorize the January 12, 2010 meeting minutes as presented. *Motion adopted unanimously.*

01/12/10 Meeting  
Minutes Approved

The Board reviewed the Executive Assistant's request to amend the Highway Department 2010 fee schedule.

2010 Highway  
Department Fee  
Schedule

Motion by Erickson seconded by Alberts to approve and authorize the amendment of the Highway Department 2010 fee schedule as presented. *Motion adopted unanimously.*

Amendment  
Approved

Commissioners provided their agency reports. Commissioner Hanson attended a DNR Water meeting, an EMS Joint Powers meeting, a HRC Joint Powers meeting, a Fairview Care Center meeting, a Railroad meeting, a Township Officers meeting and a Legislative meeting in St. Charles. Commissioner Alberts attended a rail corridor public hearing in St. Paul, a Legislative meeting in St. Charles, a Semcac meeting and a Care Center meeting. Commissioner Gray was not available to report his meeting attendance. Commissioner Erickson attended a Cedar River Watershed Rules Committee meeting, a SCHA Utilization Committee meeting, a Fairview Care Center Board meeting, a meeting on SCHA with Public Health, Human Services and Commissioner Tjosaas, a DFO Advisory Board meeting, a Dodge County EDA/HRA meeting, a Senate Bonding Committee Meeting on Railroad Bonding, a Dodge County Township Officers meeting and a SHCA Joint Powers Board meeting. Commissioner Tjosaas attended a Care Center meeting, a Public Health meeting, an EDA meeting, a Township Officers meeting and a District 10 meeting.

Agency Reports

Motion by Hanson seconded by Alberts to adjourn the meeting at 10:58 a.m. CST. *Motion adopted unanimously.*

Meeting Adjourned

The next regular meeting of the Dodge County Board of Commissioners will be held on February 9, 2010 at 9:30 a.m. CST.

Next Regular Meeting

**ATTEST:**

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LYLE TJOSAAS  
CHAIR, COUNTY BOARD

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BECKY LUBAHN  
DEPUTY CLERK

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DATED: