

**TUESDAY, JANUARY 27, 2009**

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

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

**COUNTY ADMINISTRATION OFFICE  
MANTORVILLE, MN**

**2009-03**

The Dodge County Board of Commissioners met in regular session January 27, 2009, in the Commissioner's Room at the Courthouse Annex, Mantorville, MN, at 9:30 a.m. CST. David Hanson, 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

Motion by Tjosaas seconded by Alberts to approve and adopt the agenda as presented. *Motion adopted unanimously.*

Agenda Approved

County Administrator David McKnight discussed with the Board the Southeast Minnesota Multi-County Housing and Redevelopment Authority (SEMMCHRA) 2009 legislative initiative.

SEMMCHRA 2009  
Legislative Initiative  
Discussion

Mr. McKnight shared with the Board correspondence that Commissioner Erickson received from SEMMCHRA in regards to a 2009 legislative initiative they are undertaking. The basic premise of the initiative is that SEMMCHRA, upon approval of two thirds of its members (three of four), may levy an amount not to exceed 25% of the total levy permitted under M.S. 469.033, subdivision six, without approval of that levy by the governing body of the city and county within which the authority operates. These levy dollars would be used for overhead and to cover shortfalls for bond-obligated projects which have previously been funded by County Board approval of county financial commitments.

The County Administrator reported that the impact of this proposed legislation would be the imposition of a SEMMCHRA general overhead tax levy in Dodge County in the amount of \$29,716. Goodhue, Winona and Wabasha counties would have their levies lowered in this same amount.

Mr. McKnight indicated that the information sent to Commissioner Erickson is offering Dodge County an opportunity to provide input on this proposal. The County Administrator placed this item on the agenda to inform the Board of this proposed legislation and provide an opportunity to get their feedback so he can draft a response/plan of action from Dodge County. The feedback will be shared with Joseph Wheeler, SEMMCHRA and the counties currently participating in SEMMCHRA.

SEMMCHRA 2009  
Legislative Initiative  
Discussion -  
Continued

Mr. McKnight noted that he was not aware of this project or the proposed tax levy until he received this information from Commissioner Erickson on January 13, 2009.

It was Commissioner Alberts' opinion that SEMMCHRA is going to have some big projects coming up and that with big projects come big expenses which is why SEMMCHRA is now asking that Dodge County pay into the program since the projects are now more expensive than expected.

The County Attorney arrived to the meeting at 9:35 a.m. CST.

County Attorney  
Arrived

Commissioner Tjosaas stated that if the county is going to be funding the proposed 2009 legislative initiative Dodge County needs a voice on the SEMMCHRA board.

SEMMCHRA 2009  
Legislative Initiative  
Discussion -  
Continued

Commissioner Hanson commented that he was surprised to learn through the correspondence they received in the Board packet that SEMMCHRA has been operating since 1981.

Mr. Hanson briefly discussed the fact that SEMMCHRA took on the Section 8 rental assistance program and is still working with Section 8 today.

Also discussed were the foreclosures and repossessions in Dodge County. Commissioner Hanson stated that he believes Dodge County does not need to be a part of the repossession process since the cities are already involved.

Commissioner Erickson reported that Dodge County has a high number of the recorded foreclosures in the state of Minnesota.

Mr. Erickson clarified that SEMMCHRA wants two commissioners (elected officials) to serve on their Board. If no commissioners are appointed to this board SEMMCHRA may ask that two mayors be appointed to the Board. Doug Klevous is currently listed as a Commissioner for Dodge County but was self appointed to represent Dodge County.

Commissioner Erickson noted that when dealing with Section 8 he would rather do business with Semcac, but according to Joseph Wheeler the problem with Semcac working with Section 8 is that they would have to have fifty units to deal with in order for the program to be instituted.

Mr. Erickson briefly discussed the legislative issue. Two years ago the legislative initiative was proposed to the legislative session, it did not pass. Last year the Northwest Minnesota HRA became involved in the process and legislative initiative was again presented to the legislative session and again did not pass.

SEMMCHRA 2009  
Legislative Initiative  
Discussion -  
Continued

Commissioner Erickson commented on the fairness issue. The other counties that participate in SEMMCHRA have expressed their frustrations that Dodge County does not contribute to the program yet still receives the benefits of the program. It was Mr. Erickson's opinion that Dodge County needs to make SEMMCHRA and the other counties aware that Dodge County has been and is currently pursuing other options.

Mr. Erickson shared comments regarding the fact that several years ago Dodge County requested that they be allowed out of SEMMCHRA, the request was denied.

Commissioner Gray stated that he believes if the Dodge County Board approves appointing two commissioners to serve on the SEMMCHRA Board as requested that there will be more pressure for Dodge County to pay into the program.

The County Administrator stated the conclusion that he has drawn from the commissioner's discussion is that they are not interested in supporting this bill at this time and that now is not the time to increase taxes in Dodge County. Mr. McKnight also commented that this issue should have been addressed to the County Board first instead of going to the legislature.

It was Commissioner Erickson's opinion that Dodge County needs to explain our position to the other counties.

Mr. Erickson also noted that SEMMCHRA does not deal with HUD properties.

Mr. McKnight stated that he now has enough direction from the County Board to respond and that he will share the letter that he drafts to SEMMCHRA with the Board before he sends it.

Employee Relations Director Lisa Hager presented the Personnel Agenda for the Boards consideration. Motion by Gray seconded by Tjosaas to approve the following personnel actions:

Personnel Actions  
Approved

**A. Sheriff's Office**

- A.1 Cindy Wunderlich – 911 Dispatcher - .8 FTE  
Step increase from B22 step 1 \$14.84 to B22 step 2 \$15.28.  
Effective Date: 8/14/08

- A.2 Part-time Sheriff Department staff review of FTE status. The following changes need to be made according to average hours worked. The next audit will be 7/2009.

Onawa Dostal – 911 Dispatcher

Increase FTE from .80 to .85.

David Elliot – Transport Officer

Increase FTE from .40 to .45.

William Weber – Transport Officer

Decrease FTE from .45 to .40.

Effective Date: 1/1/09

Personnel Actions  
Approved -  
Continued

**B. Administration**

- B.1 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 7/2009.

Kathi Sweet – Custodian

Increase FTE from .50 to .60.

Effective Date: 1/1/09

- B.2 Jaime Nawrocki - Adult Drug Court Intern  
Authorization for non-paid internship (160 hours) with Drug Court.  
Effective Date: 1/12/09

**C. Public Health**

- C.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 7/2009.

Patricia Busse – PHN I

Increase FTE from .40 to .45.

Gail Hester – Business Office Manager

Increase FTE from .70 to .75.

Iva Kietzmann – PHN II

Increase FTE from .60 to .65.

Catalina Hotung – Nest Co-Lead/Interpreter

Decrease FTE from .55 to .45.

Amber Converse - Dietitian

Decrease FTE from .55 to .50.

Teresa Prond – PHN I

Decrease FTE from .75 to .65.

Effective Date: 1/1/09

- C.2 Carol Braun – Health Educator – On-Call  
Terminate – No recent record of hours worked.  
Effective Date: 1/27/09

- C.3 Melissa McLaurin – Health Educator – On-Call  
Terminate – No recent record of hours worked.  
Effective Date: 1/27/09

- C.4 Kelly Corbin – Health Educator  
Authorization to hire at C41 step 9 \$17.58 to fill approved vacancy.  
Effective Date: 1/26/09

**D. Environmental Quality**

- D.1 Ken Folie – Feedlot Officer  
Annual review.

Effective Date: 1/23/09

- D.2 Alvin Ditrich – Sorter/Processor – On-Call  
Terminate – No recent record of hours worked.  
Effective Date: 1/27/09

Personnel Actions  
Approved -  
Continued

**E. Assessor’s Office**

E.1 Lura Hansen – On-Call Clerical  
Terminate – No recent record of hours worked.  
Effective Date: 1/27/09

**F. Attorney’s Office**

F.1 Tabatha Durand – Legal Secretary .5 FTE  
Step increase from B22 step 10 \$14.10 to B22 step 9 \$14.43.  
Effective Date: 1/2/09

**G. Highway Department**

G.1 Dallas Ness – Maintenance Superintendent  
Approve PTO conversion for 2009.

*Motion adopted unanimously.*

Finance Director Lisa Kramer met with the Board to discuss her request to approve the payment of incidental expenses.

Payment of Incidental  
Expenses Approved

Ms. Kramer reported that every year the county pays incidental expenses as Auditor Warrants.

Motion by Alberts seconded by Gray to approve and authorize the payment of incidental and necessary expenses by authorization of the Finance Office approved by an Auditor Warrant for the following qualified bills, salaries, wages, benefits, related withholdings, previously presented commissioner warrants, training, conferences and related travel expenses, jurors and witness expenses, background checks necessary for employment, Four Seasons claims as approved by the Joint Powers Board, utility bills i.e. (water, sewer, electrical), postage, vehicle registration/tabs, telephone, and freight claims approve by other authorized boards, claims that are due and would incur interest and penalties, and any claims authorized by state statutes, and various state agencies pursuant to MS 384.13, 375.16., 378.18, 471.38 Subd. 2. The Board may review the Auditor’s Register and Payroll Register monthly to determine appropriate payments of these incidental expenses. *Motion adopted unanimously.*

Ms. Kramer shared with the Board her request to approve setting the 2009 savings rate.

2009 Savings Rate  
Set by Resolution  
#2009-05

The Finance Director reminded the Board that in January of every year, the county establishes a savings rate by resolution for governmental agencies that qualify for accrued interest. Family Services Collaborative is currently the governmental agency that qualified for this rate. Ms. Kramer reported that the county will consider Wells Fargo savings account rate as the benchmark rate and set the interest rate at 1.29% for 2009.

Motion by Alberts seconded by Gray to approve and authorize the Chair and Deputy Clerk to sign resolution #2009-05 setting the 2009 savings rate:

**WHEREAS**, Dodge County needs to establish an annual interest rate payable to governmental agencies that qualify for accrued interest; and

**WHEREAS**, the interest rate used by Wells Fargo Bank savings account will be considered the benchmark rate; and

**WHEREAS**, the general funds were invested in the year 2008 in a money market savings account earning 1.29% at year end 2008.

2009 Savings Rate  
Set by Resolution  
#2009-05 -  
Continued

**THEREFORE BE IT RESOLVED**, that the year 2009 annual interest rate payable to qualified agencies shall be 1.29%.

*Resolution adopted unanimously.*

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

Bills Approved

01	Revenue Fund	\$ 55,095.80
11	Human Services Fund	\$ 336.90
13	Road and Bridge Fund	\$ 28,848.72
16	Environmental Quality Fund	\$ 7,757.44
32	County Capital Projects	\$145,548.00
64	Environmental Grant & Loan Fund	\$ 2,000.00
80	Agency Fund	<u>\$ 185.50</u>
	Total	\$239,772.36

*Motion adopted unanimously.*

County Recorder Sue Alberts provided for the Board's review a recording system contract update request.

Recorder's Office  
Recording System  
Contract Update  
Approved

The updated contract from West Central Indexing is for a major upgrade to the computer recording system currently being used in the Recorder's Office. The upgrade will implement new procedures which will be extremely beneficial to the recording process as well as the process of searching the system for information on recorded documents. The recording procedure will be a more seamless process allowing a document to be recorded and then scanned without the need of exiting one program to go into another for the finished product, which is the current procedure.

The cost of the upgrade is \$3,400 which will be paid out of the office's equipment fund designated for projects such as this. The additional fees listed on the contract are for other options which will not be implemented at this time but may be added in the future. The annual maintenance fee will remain unchanged at \$2,600.

Ms. Alberts noted that one of the options not being implemented at this time is called RecordEASE Web Front End. This is a system which would allow customers off-site to access all records in the Recorder's Office which have been imaged. The cost for this would be \$6,000. At some time in the future this program will be added to the system but since there is still a need to complete indexing of converted images it would not be feasible right now to add this program. Interest in a program such as this has been expressed by some of the customers who frequent the Recorder's Office and the initial fee would be re-captured through fees which would be established for use of the system.

Motion by Erickson seconded by Alberts to approve and authorize the County Recorder to sign an updated recording system contract with West Central Indexing as requested to upgrade the computer recording system currently being used in the Recorder's Office. The cost of the upgrade is \$3,400, funds will be taken out of the Recorder's Office's equipment fund. *Motion adopted unanimously.*

Recorder's Office  
Recording System  
Contract Update  
Approved -  
Continued

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

Legal Update

Mr. Kiltinen noted that there is a grand jury in Dodge County for the first time since he has been the County Attorney for the Dodge County.

Human Services Director Jane Wilcox-Hardwick met with the Board to discuss a request to split one room into two designated, confidential interview rooms.

Human Services  
Interview Room  
Conversion Approved

Ms. Wilcox-Hardwick informed the Board that the Human Services Department continues to have space pressures. The Human Services Director reported that her office is working with the County Administrator and Building Operations Supervisor on long-term solutions and understands that the Board needs to first address office space for the Extension Office, however, the Human Services Department has an immediate concern that Ms. Wilcox-Hardwick recommends be addressed in the interim. The department currently has only one confidential interview room. A wall can be erected in the existing interview room to create two confidential interview rooms necessary to enable more than one interview at a time.

The Human Services Director shared the following preliminary estimate as prepared by Roger Friedt:

Wall installation estimate between \$9,500.00-\$10,500.00. There will be modifications to the HVAC and fire sprinklers, electrical outlets and lighting, construction of the wall, ceiling grid, tile and carpeting. A contractor may not be able to start immediately due to ordering and receiving of construction materials and various HVAC components, etc. From the time of approval it is estimated that it will take approximately one and a half to two months for completion at a minimum.

Ms. Wilcox-Hardwick stated that her office frequently has more than one client that is being interviewed at the same time. Because most staff share offices, having only one confidential interview room is not adequate.

Motion by Erickson seconded by Tjosaas to allow the Human Services Department to proceed with their request to convert one interview room into two designated, confidential interview rooms at a cost of up to \$10,500. The money will come from the Human Services fund. *Motion adopted unanimously.*

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

Human Services  
Committee Report

The Board discussed Human Services request for approval of the delegation of duties for 2009. Annually the Board has delegated to the Human Services Director the following duties by resolution:

Human Services  
Delegation of Duties  
Approved by  
Resolution #2009-06

- a. To sign documents legally binding the department directly relative to the operation and necessary to implement the judicially or statutorily mandated fiscal responsibilities of the department, and
- b. To approve the payment of expenditures utilizing auditor's warrants for the year of 2009.

Motion by Erickson seconded by Tjosaas to approve and authorize the Chair and Deputy Clerk to sign resolution #2009-06 in support of the delegation of duties to the Human Services Director:

**WHEREAS**, the Human Services Department has numerous purchase of service contracts and agreements, individual service and placement agreements, warrants, reports, and other documents that are required and/or essential for the professional and successful operation of the Department; and

**WHEREAS**, the County Board of Commissioners is charged with the responsibility to ensure that these documents are completed and signed in an accurate and timely manner; and

**WHEREAS**, the payment of Federal and State Public Assistance program expenditures, Social Services program expenditures, and Administrative expenditures is required and/or necessary to maintain the orderly flow of Agency business; and

**WHEREAS**, the ability to pay these expenditures in a timely and opportune manner promotes efficient and effective Agency practices; and

**WHEREAS**, it is advisable and prudent for the Board of Commissioners to delegate these responsibilities to the Human Services Director or her designee.

**NOW, THEREFORE BE IT RESOLVED**, that the Dodge County Board of Commissioners hereby authorizes the Director of Human Services or designee to sign documents legally binding the department directly relative to the operation and necessary to implement the judicially or statutorily mandated fiscal responsibilities of the department, and to approve the payment of expenditures utilizing auditor's warrants for the year of 2009.

*Resolution adopted unanimously.*

The County Attorney left the meeting at 10:31 a.m. CST.

County Attorney  
Leaves Meeting

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

Public Safety  
Committee Report

The Board reviewed the Sheriff's request to approve electronic burning permits.

[Electronic Burning Permit Agreement Approved](#)

Historically, all county burning permits have been issued by the Sheriff's Office at no cost to citizens, this will be changing. The Department of Natural Resources (DNR) has started a new program of issuing burning permits electronically. There will be a \$5.00 fee for those permits, however, not all people have access to a computer. The new law allows the Sheriff's Office to issue written permits as they have done in the past.

The Sheriff is requesting two things from the Board, first, Mr. Thompson would ask that the Board allow him to sign an Authorization/Agreement with the DNR. It was noted that the Sheriff's Office has always had a verbal agreement with the DNR regarding the issuance of burn permits but the DNR would like a formal agreement signed by the Sheriff since his office will be responsible for issuing the written permits in Dodge County. Secondly, the Sheriff would like authorization to charge a \$5.00 fee in order to stay consistent with the on-line permit process.

The Board had several questions on the request and asked that the Sheriff be present to answer questions. The Sheriff addressed concerns regarding the process for activating the permit, how the Sheriff's Office will process permits that they issue, the new procedures for looking up burning permits electronically and how his office will continue to enforce burning permit regulations.

Motion by Tjosaas seconded by Alberts to approve and authorize the Sheriff to sign an agreement with the DNR which authorizes them to issue open burning permits. No fee will be charged by the Sheriff's Office for the permits that they enter on-line into the DNR's system. *Motion adopted unanimously.*

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

[Administration Committee Report](#)

Motion by Erickson seconded by Gray to approve and authorize the January 13, 2009 Committee of the Whole meeting minutes as presented. *Motion adopted unanimously.*

[01/13/09 Committee of the Whole Meeting Minutes Approved](#)

Motion by Gray seconded by Alberts to approve and authorize the January 13, 2009 meeting minutes as presented. *Motion adopted unanimously.*

[01/13/09 Meeting Minutes Approved](#)

The Board reviewed the Accounting Services Director's request to approve a standard liquor license with Sunday sale for the Dodge Country Club.

[Dodge County Liquor License Renewal Approved](#)

The Dodge County Club in Dodge Center is requesting a renewal of their liquor license and Sunday sale license. This renewal will cover the time period of January 1, 2009 through December 31, 2009.

Motion by Erickson seconded by Gray to approve a liquor and Sunday sale license for the Dodge Country Club for calendar year 2009, pending the approval of the County Attorney and County Sheriff and the submission of all required insurance documentation. *Motion adopted unanimously.*

Commissioners provided their agency reports. Commissioner Hanson attended a retirement party, a W.D.I. Joint Powers meeting, an EMS Joint Powers meeting, an H.R.C. Joint Powers meeting and a Fairview Care Center meeting. Commissioner Alberts attended a Corrections meeting and a Fairview Care Center meeting. Commissioner Gray attended a retirement party, a Fairview Care Center meeting, a value added conference, an RC&D meeting, a P.A.C. Highway 14 meeting and a SCHRC meeting. Commissioner Erickson attended a SCHA Utilization Committee meeting, a retirement party, a Fairview Care Center meeting, a DFO Advisory Board meeting, a meeting on the determination of benefits for County Ditches #5 and #1 and a SCHA Joint Powers Board meeting. Commissioner Tjosaas attended a retirement party, a Care Center meeting, a Semcac meeting and a Homeland Security meeting.

Agency Reports

The County Administrator briefly discussed C.H.I.P.S. attorney funding with the Board. It was agreed that the county would continue to fund C.H.I.P.S. attorney's for 2009 as recommended. The Board agreed with the Mr. McKnight that it would likely cost the county more money if they did not continue to pay for C.H.I.P.S. placements.

C.H.I.P.S.  
Placements  
Discussed

Motion by Gray seconded by Erickson to adjourn the meeting at 11:09 a.m. CST. *Motion adopted unanimously.*

Meeting Adjourned

The next regular meeting of the Dodge County Board of Commissioners will be held on February 10, 2009 at 9:30 a.m. CST.

Next Regular  
Meeting

**ATTEST:**

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DAVID HANSON  
CHAIR, COUNTY BOARD

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BECKY LUBAHN  
DEPUTY CLERK

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DATED: