

**TUESDAY, APRIL 22, 2008**

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

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

**COUNTY ADMINISTRATION OFFICE  
MANTORVILLE, MN**

**2008-08**

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

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

Agenda Approved

Director of Information Technology Paul Wiltgen introduced Tobey Hicks who is the new Information Systems Specialist in his office. The Board welcomed Mr. Hicks.

New Employee  
Introduced

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

Public Safety  
Committee Report

The Board reviewed the Drug Court Case Managers request to approve an out of state training request for Judge Lawrence Agerter and Drug Court Team Member/Volunteer Robert Lermon to attend the 24<sup>th</sup> Annual National Rural Institute on Alcohol & Drug Abuse conference.

Out-of-State Training  
Approved for Drug  
Court Team Member/  
Volunteer

The 24<sup>th</sup> Annual National Rural Institute on Alcohol & Drug Abuse is a unique conference that provides participants the opportunity to personally interact with other rural alcohol and drug abuse professionals, federal agency representatives, and nationally known institute faculty and resource persons. The five day training consists of fourteen twelve-hour tracks, 4.5 hours of mini-workshops, and 1.5 hours of special topics. The training takes place on the University of Wisconsin-Stout campus where the participants will be staying.

Training participants will be able to bring back the knowledge and materials provided at the training to the entire Drug Court team and staff. The Drug Court team and staff may implement the knowledge and materials gleaned from the training in day-to-day operations.

Out-of-State Training  
Approved for Drug  
Court Team Member/  
Volunteer -  
Continued

Motion by Tjosaas seconded by Hanson to approve and authorize Lawrence Agerter and Robert Lermon to attend the 24<sup>th</sup> Annual National Rural Institute on Alcohol & Drug Abuse training in Menomonie, Wisconsin June 1-5, 2008 at an estimated cost of \$548.22 (registration, mileage, meals, lodging) for Judge Agerter and \$425.00 (registration, meals, lodging) for Robert Lermon. *Motion adopted unanimously.*

County Attorney Paul Kiltinen arrived to the meeting at 9:31 a.m. CDT.

County Attorney  
Arrived

County Attorney Paul Kiltinen informed the Board that there were no new legal issues to report since the last update.

Legal Update

County Administrator David McKnight discussed with the Board setting a date for a strategic planning work session.

Strategic Planning  
Work Session Date  
Set

Motion by Tjosaas seconded Erickson to set a date of Tuesday, April 29, 2008 at 8:30 a.m. CDT for a strategic planning work session. *Motion adopted unanimously.*

Environmental Quality Director Mark Gamm presented for the Board's consideration a Natural Resources Block Grant agreement.

2008 Natural  
Resources Block  
Grant Agreement  
Approved

Mr. Gamm reported that the Natural Resources Block Grant provides funding for the county's feedlot, wetland, shoreland, septic, and water management activities. Dodge County is eligible to receive \$81,851 in state grants for budget year 2008.

Motion by Erickson seconded by Hanson to approve and authorize the Chairman of the Board to sign a Minnesota Board of Water and Soil Resources 2008 Natural Resources Block Grant agreement with the State of Minnesota. *Motion adopted unanimously.*

The Environmental Quality Director discussed with the Board his request to approve a lease agreement for landfill buffer land.

Landfill Buffer Land  
Lease Agreement  
Approved

Mr. Gamm informed that Board that ten years ago the county purchased fourteen acres of land south of the landfill owned by Theodore Lutter. The purchase agreement gave the Lutter's the right to farm the land for ten years. Mr. Lutter's farming rights will expire at the end of this month.

The Environmental Quality Director reported that his department does not have any plans to use this property within the next year, therefore, he recommends that the county agree to lease the land to Myron Lutter with similar terms granted Leona Blatti and Sterling Larson who also have landfill buffer land lease agreements with the county.

Landfill Buffer Land  
Lease Agreement  
Approved -  
Continued

Motion by Gray seconded by Tjosaas to approve and authorize the Chairman of the Board to sign a one year property lease agreement with Myron Lutter for landfill buffer land. *Motion adopted unanimously.*

Mr. Gamm informed the Board that the way they handle waste at the Transfer Station is changing due to the following conditions that did not exist three years ago:

Transfer Station  
Waste Handling  
Changes Discussed

1. The Dodge/Olmsted Joint Powers Board agreement, effective in 2006, requires Dodge County to transport waste from the Transfer Station to the Olmsted Waste to Energy Facility (OWEF).
2. Our waste designation ordinance, effective in May this year, will increase the amount of waste that is delivered to the Transfer Station.
3. The Olmsted Waste to Energy Facility will expand its processing capacity in 2009. As a result, almost all of the waste collected in Dodge County will be transported to the OWEF and very little will be transported to the landfill.

Changes planned include the following:

1. To control costs Environmental Quality must transport waste more efficiently. The first step is to increase the amount of waste they can transport per trip to the OWEF. To do so they plan to replace their existing roll-off trailer with a larger walking floor trailer. This will increase our payload from about 13 tons per trip to 20 tons per trip.
2. To reduce maintenance cost and improve safety Environmental Quality plans to dismantle their old waste sorting equipment. This equipment includes their conveyor, trommel screen and compactor.

The Environmental Quality Director noted that the first step is to consider selling unneeded equipment. Mr. Gamm provided for the Boards review two separate requests for proposals. The Environmental Quality Director pointed out that this action does not commit us to selling any equipment and noted that his office will judge the pros/cons of selling the equipment only after they receive proposals.

No action was needed at this time.

County Engineer Guy Kohlnhofer presented for the Board's consideration a Minnesota Department of Transportation (MnDOT) Master Agreement.

MnDOT Partnership  
Agreement Approved  
by Resolution  
#2008-21

Mr. Kohlnhofer reported that for the last several years Dodge County has had a standing partnership contract with the MnDOT for doing minor work across jurisdictional boundaries. They have on occasion worked under this existing contract for such things as materials testing and bridge repair. Other examples of possible work may be short notice ditch clearing or resurfacing and chip sealing. Some of this MnDOT does, some the Highway Department does.

The County Engineer reported that it is possible that larger scale work between agencies may be needed in the future. As all sorts of emergencies and unplanned needs arise for an agency that may not have the ability or available equipment to respond, the agreement for help from other agencies is welcome.

Mr. Kohlnhofer stated that the MnDOT agreement the county currently has in place has expired. A new contract has been updated and clarified for easier use avoiding some of the complications of the previous agreement. Additional changes have been made to better represent county needs. MnDOT has asked the Highway Department to execute the proposed partnership contract to avoid any delay in partnering services.

Motion by Gray seconded by Hanson to approve and authorize the Chairman of the Board and Deputy Clerk to sign resolution #2008-21 in support of the MnDOT Partnership Agreement and allow the Chairman of the Board and County Administrator to sign a Master Partnership Contract with the State of Minnesota:

**WHEREAS**, the Minnesota Department of Transportation wishes to cooperate closely with local units of government to coordinate the delivery of transportation services and maximize the efficient delivery of such services at all levels of governments; and

**WHEREAS**, MnDOT and local governments are authorized by Minnesota Statutes sections 471.59, 174.02, and 161.20, to undertake collaborative efforts for the design, construction, maintenance, and operation of state and local roads; and

**WHEREAS**, the parties wish to be able to respond quickly and efficiently to such opportunities for collaboration, and have determined that having the ability to write "work orders" against a master contract would provide the greatest speed and flexibility in responding to identified needs.

**NOW THEREFORE BE IT RESOLVED,**

1. That Dodge County enter into a Master Partnership Contract with the Minnesota Department of Transportation, a copy of which was before the Board.
2. That the proper county officers are authorized to execute such contract and any amendments thereto.

3. That the County Engineer is authorized to negotiate work order contracts pursuant to the Master Contract, which work order contracts may provide for payment to or from MnDOT, and that the County Engineer may execute such work order contracts on behalf of the county without further approval by this Board.

MnDOT Partnership Agreement Approved by Resolution #2008-21 - Continued

*Resolution adopted unanimously.*

Veteran Services Officer Todd Nelson and Interim Human Services Director Gary Trelstad met with the Board to discuss Veteran Services van drivers.

Volunteer Veteran Services Van Drivers Converted to County Employees

Mr. Nelson provided the Board with an update on the status of the VA volunteer van drivers. As discussed at the March 25, 2008 Board meeting, Dodge County's drivers are considered independent contractors and are paid \$40 per trip. This arrangement poses two concerns. The first is the insurance liability to the contract driver and the second is the IRS definition of an independent contractor.

The Veteran Services Officer discussed the need to change our driver's status and pay in order to get it in line with the majority of counties in District One.

Mr. Nelson stated that the Dodge County Veteran Transportation program is vital to Dodge County veterans who depend on our transportation capabilities to enable them to attend scheduled appointments at the Minneapolis VA Medical Center. The Veteran Services Office provides transportation on Tuesdays and Thursdays every week unless there is a holiday on those days. They also provide special transportation on an as needed basis for appointments that cannot be scheduled on Tuesday or Thursday.

The Veteran Services Officer noted that because our drivers are contract employees, MCIT does not cover the driver if they are specifically named in a claim/lawsuit. They also would not receive workers compensation via no-fault benefits if they were injured in an accident. This puts a lot of liability on our drivers. What are the options?

- **Leave as is**
  - Drivers are liable for claims, lawsuits and workers comp
  - Could become a tax issue with penalties - Olmsted County was required to make contract drivers county employees by the IRS because they, like us, direct the drivers activities and provide the vehicle
  - 2 of 6 counties polled operate this way
- **Make them on-call Dodge County employees**
  - MCIT will cover our veteran drivers liability and workers compensation
  - A per trip or hourly schedule would have to be implemented = added administrative costs
  - Legal by IRS requirements
  - 3 of 6 counties polled operate this way

• **Use volunteer drivers**

- They would be covered by MCIT
- Program would be much more time consuming to manage
- May not get volunteer/non-paid drivers
- If we pay them mileage or a stipend they are considered contract drivers unless they use their own vehicles
- 1 of 6 counties polled operate this way with drivers using their own vehicles

Volunteer Veteran Services Van Drivers Converted to County Employees - Continued

Mr. Nelson recommended that the Board convert the volunteer Veteran Services van drivers to on-call Dodge County employee status. This option protects the driver's liability, makes the county legal under IRS rules and maintains a very positive veteran's transportation program for Dodge County veterans.

The Veteran Services Officer noted that while researching this issue he also became aware that Dodge County is reimbursing their drivers at a much lower rate than our neighboring counties. On average other counties are paying their drivers \$86.00 per trip or hourly equivalent. Dodge County currently pays our drivers \$40.00 per trip. Increasing our per trip pay to \$75.00 will increase the Veteran Service budget by approximately \$2,520 for the remainder of the FY.

Motion by Gray seconded by Tjosaas to approve and authorize converting the volunteer Veteran Services van drivers to on-call county employees to be paid at a rate of \$75.00 per trip to the Saint Cloud or Minneapolis VA Hospital and/or other facilities. Effective April 28, 2008. *Motion adopted unanimously.*

Mr. Trelstad thanked the Board and County Administrator for their support over the last few weeks. The Interim Human Services Director stated that he greatly appreciated the support he has received since the former Human Services Directors passing.

County Board and County Administrator Support Acknowledged

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

Administration Committee Report

Motion by Hanson seconded by Erickson to approve and authorize the April 8, 2008 meeting minutes as corrected on page 109. *Motion adopted unanimously.*

04/08/08 Meeting Minutes Approved

Executive Assistant Becky Lubahn requested authorization to amend the March 25, 2008 meeting minutes.

03/25/08 Meeting Minute Amendment Approved

On Tuesday, March 25, 2008 the County Board approved the purchase of land next to the Transfer Station at a cost of \$30,000.

Tax Services Director Rose Culbertson has informed Ms. Lubahn that there is an additional expense of \$303.32 for closing costs.

Motion by Gray seconded by Erickson to approve and authorize an amendment to page 85 on the March 25, 2008 County Board of Commissioners meeting minutes to include the addition of authorization to pay closing cost expenses associated with the purchase of land next to the Transfer Station. The amended motion will read as follows:

03/25/08 Meeting  
Minute Amendment  
Approved -  
Continued

Motion by Tjosaas seconded by Erickson to approve and authorize the purchase of 2.24 acres of land north of the Transfer Station from Jim Paulson at a cost of \$30,000 **plus closing costs**. The land will be used to expand the Transfer Station access and yard to the north. Also included in the motion was authorization for the Chair and County Administrator to sign a shared driveway access agreement with Stussy Construction Inc. and any paperwork associated with the purchase. Motion adopted unanimously.  
*Motion adopted unanimously.*

Planning Director Duane Johnson met with the Board to discuss his request to set a public hearing date to establish a Township Zoning Overlay District (TZOD).

Public Hearing Date  
Set to Discuss the  
Establishment of a  
Township Zoning  
Overlay District

Mr. Johnson reported that the purpose of the Township Zoning Overlay District is:

- To coordinate county zoning and township zoning administration in townships that have adopted zoning ordinances, and
- To preclude the need for approval from both the county and township for most land development proposals, while ensuring that the Dodge County Comprehensive Plan and official controls are followed.

The TZOD will be superimposed upon the other Dodge County zoning districts, superseding underlying regulations only to the extent expressed in the proposed provisions.

The Planning Director informed the Board that staff will be working with each town board regarding how the TZOD will apply to each township, special procedures and cooperative agreements between the county and townships that provide more efficient administration of land use and zoning controls.

Motion by Tjosaas seconded by Hanson to set a public hearing date of Tuesday, June 17, 2008 at 7:00 p.m. CDT to discuss establishing a Township Zoning Overlay District. *Motion adopted unanimously.*

Building Operations Supervisor Roger Friedt shared with the Board courthouse re-roof estimates.

Courthouse Roof  
Estimate  
Recommendation  
Approved

Mr. Friedt reported that a cost estimate report for re-roofing the courthouse has been completed and submitted by Kane and Johnson Architects. The report provides a summary of the various aspects of the project and three recommendations for re-roof options and associated cost estimates.

The Building Operations Supervisor reviewed with the Board the Kane and Johnson Architects, Inc. roof system analysis. Kane and Johnson Project Designer/Manager Lindsey Scurlock was present to answer questions. It was noted that Kane and Johnson expanded on the original 2007 Roof System Analysis dated June 18, 2007, by studying structural reinforcement options, looking at means of ventilating the roof, and determining associated costs. The following is a brief summary of the various aspects of the project:

Courthouse Roof  
Estimate  
Recommendation  
Approved -  
Continued

1. Structural Modifications: KJA, in conjunction with Structural Design Group, looked at three options for reinforcing the courthouse roof. As noted in the previous study, there are significant concerns regarding the structural framing of the attic, including significant deflection in various joists and some structural beams, substandard ridge beam conditions, and non-engineered connections. A quick summary of the options:
  - Option A — Reinforcing the existing roof in place. Note: Deflection will remain.
  - Option B — Level existing structure, re-frame and reinforce.
  - Option C — Full roof replacement: New structure, deck and roofing.Note that upon further discussion on cost, staging, and feasibility, Option B has been changed to re-frame to level vs. lifting existing members to level with jacks.
2. Mechanical Modifications: Per conversations with Mr. Friedt, additional fresh air ducting will be added to the current HVAC equipment. This will have little impact on the re-roofing or structural modifications described in this report (Options A and B), but should be coordinated to avoid any conflicts between ductwork and new structural members. There will be significant mechanical system rework associated with Option C, as the new trusses eliminate much of the usable attic space.
3. Insulation: To effectively insulate the attic space from the heated tempered spaces below, additional insulation will be needed. In addition, there will need to be a replacement of the asbestos-containing vermiculite insulation abated prior to the structural reinforcement work.
4. Ventilation: Following investigations by Skyline Building Envelope Consultants, there are multiple options for achieving proper ventilation into the attic space. These include:
  - a) Adding standard rectangular soffit vents — Would not create the desired aesthetic appearance, would look like an “afterthought.”
  - b) Concealed soffit vents — Requires manipulating the soffit, which is currently in adequate condition.
  - c) Concealed vent through a new fascia system — Provides the best aesthetic appearance, replaces the deteriorating fascia discussed in the previous report, and allows venting within the historical context.

Proper ventilation, regardless of method, in conjunction with increased insulation, should reduce ice-damming issues and provide life-cycle energy savings to heat and cool the Courthouse.

5. Cupola: As noted above, the asbestos-containing transite siding will need to be removed during cupola repair work, which includes replacement of all the cornice panels and flashing, as well as roof repairs. Roof work includes adding a new self-adhering membrane, additional felt, and roof replacement or repair. Kane and Johnson suggests bidding the roofing work with two options: 1) Reconditioning the existing system, or 2) Replacing the existing roof with new copper panels (or a less-expensive metal system, if desired).
  
6. Asbestos Abatement: Although initial sampling indicated there were no asbestos or other hazardous materials present in the attic space, a follow-up inspection found that there is original asbestos-containing vermiculite insulation below the blown fiberglass insulation. Because this will be disturbed during any structural repair work, it will need to be abated. There are also limited amounts of transite panels (asbestos cement board) on the cupola that will need to be removed prior to any necessary cupola repairs.
  
7. Cost Estimates: The following is a breakdown of project costs for incorporating each of the structural options, in conjunction with the roofing replacement. (Cost estimate based on architect’s recommendations)

Courthouse Roof  
Estimate  
Recommendation  
Approved -  
Continued

<b>OPTION A: Reinforcing the existing roof in place</b>		
1. Structural Costs:	\$30,000	
2. Roofing replacement and venting:	\$90,000	(Assumes synthetic cedar shakes)
3. Cupola repairs:	\$45,000	(Roof panel replacement & column repair)
4. Asbestos abatement:	\$55,000	(Vermiculite and transite)
5. Insulation:	\$12,000	(Replacement and additional)
6. New fascia:	\$9,000	(Assume galvanized steel)
7. Scaffolding:	\$25,000	(Assume 2-month rental)
8. Lightning protection:	<u>\$13,000</u>	
Subtotal:	\$279,000	
Contingency, 10%	<u>\$27,900</u>	
<b>TOTAL:</b>	<b>\$306,900</b>	

<b>OPTION B: Re-frame/reinforce structural members to level</b>		
1. Structural Costs:	\$30,000	
2. Roofing replacement and venting:	\$90,000	(Assumes synthetic cedar shakes)
3. Additional roofing costs associated with increased labor:	\$7,500	
4. Cupola repairs:	\$45,000	(Roof panel replacement & column repair)
5. Asbestos abatement:	\$55,000	(Vermiculite and transite)
6. Insulation:	\$12,000	(Replacement and additional)
7. New fascia:	\$9,000	(Assume galvanized steel)
8. Scaffolding:	\$25,000	(Assume 2-month rental)
9. Lightning protection:	<u>\$13,000</u>	
Subtotal:	\$286,500	
Contingency, 10%	<u>\$28,650</u>	
<b>TOTAL:</b>	<b>\$315,150</b>	

<b>OPTION C: Full roof replacement</b>		
1. Structural Costs:	\$75,000	
2. Roofing replacement and venting:	\$90,000	(Assumes synthetic cedar shakes)
3. Roofing savings:	(\$10,000)	(Work performed by General Contractor)
4. Cupola repairs:	\$45,000	(Roof panel replacement & column repair)
5. Asbestos abatement:	\$55,000	(Vermiculite and transite)
6. Insulation:	\$12,000	(Replacement and additional)
7. New fascia:	\$9,000	(Assume galvanized steel)
8. Scaffolding:	\$25,000	(Assume 2-month rental)
9. Lightning protection:	\$13,000	
Subtotal:	\$314,000	
Contingency, 10%	\$31,400	
<b>TOTAL:</b>	<b>\$345,400</b>	

Courthouse Roof Estimate Recommendation Approved - Continued

It was noted that these cost estimates are approximate and that detailed construction documents and formal bidding will be required to get an exact cost. These numbers do not include architectural and engineering design fees, the mechanical equipment modifications, tuckpointing, masonry repairs, security fencing, lead paint removal, soffit restoration or additional waterproofing.

Based on site visits, photo documentation, roof analysis, structural analysis and cost breakdown as indicated above and in the support documentation, Kane and Johnson Architects recommends the following:

- Recommendation #1 — Structural Modifications**  
Option B: This option allows for the correction of the deflected areas as well as the reinforcement of the substandard structural members at a reasonable cost.
- Recommendation #2 — Roofing Materials**  
Synthetic Cedar Shakes: This option recalls roofing materials appropriate within the historical context without the high cost or fire-resistance issues associated with authentic cedar shingles. Coordination with the Minnesota Historical Society will occur during Design.  
  
Cupola: Consider alternative metal systems for replacement. Bid both options for cupola roof repair to establish cost differences between repair and replacement.
- Recommendation #3 — Insulation/Ventilation:**  
 Increasing the insulation R-value and adding ventilation are key to eliminating ice damming and to protecting against future mold issues. Kane and Johnson recommends an integrated fascia ventilation system that accomplishes the necessary ventilation within the historical context. Kane and Johnson will coordinate with the Minnesota Historical Society during design.

The Building Operations Supervisor recommended that the Board determine the appropriate repair option for addressing the historic courthouse structural roof repairs and re-roofing system and direct Kane and Johnson Architects to begin design documents for future bidding of this project.

Courthouse Roof  
Estimate  
Recommendation  
Approved -  
Continued

Motion by Tjosaas seconded by Gray to allow Kane and Johnson Architects, Inc. to proceed with construction design documents for Recommendation #1 Structural Modifications (Option B) and proceed with the bidding process. *Motion adopted unanimously.*

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

Personnel Actions  
Approved

**A. Human Services**

- A.1 Sandy Gilbertson – Child Support Officer  
Step increase from B23 step 5 \$15.69 to B23 step 4 \$16.21.  
Effective Date: 4/17/08
- A.2 Carrie Anderson – Social Worker  
Step increase from C42 step 9 \$17.87 to C42 step 8 \$18.54.  
Effective Date: 4/29/08
- A.3 Gary Trelstad – Interim Human Services Director  
Authorization for temporary wage increase from C43 step 1 \$27.07/hour to D64 step 5 \$32.53/hour due to higher level responsibility in the absence of a Human Services Director.  
Effective Date: 4/14/08

**B. Highway Department**

- B.1 Joe Allen – Equipment Operator II  
Regular status and increase from B22 probationary step \$16.06 to B22 \$17.84.  
Effective Date: 5/1/08
- B.2 Thomas Cashel – Engineering Tech III  
Change status from Engineering Tech II \$18.46 (+ \$3 R/R) to Engineering Tech III \$18.95 (+ \$3 R/R).  
Effective Date: 5/1/08

**C. Sheriff's Department**

- C.1 Jeff Hoffman – Deputy Sheriff  
Step increase from C41 36 month step \$21.51 to C41 48 month step \$22.26.  
Effective Date: 3/24/08
- C.2 Mark Dyshaw – Deputy Sheriff  
Step increase from C41 36 month step \$21.51 to C41 48 month step \$22.26.  
Effective Date: 3/10/08

**D. County Attorney**

- D.1 Stephanie Morris – Paralegal  
Step increase from B31 step 7 \$16.39 to B31 step 6 \$16.80.  
Effective Date: 2/26/08

Personnel Actions

Approved - Continued

**E. Environmental Quality**

E.1 Mark Brannan – SW Facility Operator  
Annual review.  
Effective Date: 3/1/08

E.2 Assistant Zoning Administrator - approval of recommended changes in Band and Grade assignment. Band and Grade review completed by Dale Ignatius.

	<u>From</u>	<u>To</u>
Assistant Zoning Administrator	New	C41
Effective Date: 1/23/08 (as approved on 1/22/08)		

**F. Public Health**

F.1 Melissa McLaurin – Health Educator  
Resignation.  
Effective Date: 5/29/08

F.2 RN, PHN, Health Educator, ECFE - .6-.7 FTE  
Authorization to post and fill vacancy created by resignation.  
Effective Date: 4/22/08

F.3 Kristin Cerda – Health Educator/CRMT  
Step increase from C41 step 6 \$19.02 to C41 step 5 \$19.74.  
Effective Date: 5/1/08

**G. Administration**

G.1 Ryan Chartier – Emergency Management Director  
Resignation.  
Effective Date: 4/16/08

G.2 Emergency Management Director  
Authorization to post and fill vacancy created by resignation.  
Effective Date: 4/16/08

*Motion adopted unanimously.*

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

Bills Approved

01	Revenue Fund	\$103,386.12
11	Human Services Fund	\$ 356.35
13	Road and Bridge Fund	\$ 39,342.38
16	Environmental Quality Fund	\$ 34,633.25
80	Agency Fund	<u>\$ 210.00</u>
	Total	\$177,928.10

*Motion adopted unanimously.*

The County Administrator reviewed his request to approve cellular telephone agreements.

Cellular Telephone Allowance Agreements Approved

Mr. McKnight reported that over the past few years the Board has approved cellular telephone allowance agreements for a few county employees to eliminate the need for the county to provide a cellular telephone to employees. The agreement that we have in place provides the employee with \$15 per month in lieu of providing a county paid for telephone.

This agreement has worked out for a number of employees and lets them use their personal cellular telephone as a work telephone. There is no longer a need for the employee to potentially carry both a work and personal cellular telephone. This type of agreement saves the county both time and money.

Cellular Telephone  
Allowance  
Agreements  
Approved –  
Continued

There are two employees in the Administration Department that have the potential for contact on a 24 hour basis. These employees are Information Systems employees Jeff Mieras and Tobey Hicks. Due to the 24 hour nature of a number of our departments, especially the Sheriff's Office, these employees have been contacted at all times of the day or night when technical issues arise.

Motion by Erickson seconded by Tjosaas to approve and authorize the Chairman of the Board and County Administrator to sign Dodge County Cellular Telephone Allowance Agreements with Jeff Mieras and Tobey Hicks effective April 18, 2008.  
*Motion adopted unanimously.*

The County Attorney left the meeting at 10:53 a.m. CDT.

County Attorney Left  
Meeting

Commissioners provided their agency reports. Commissioner Hanson attended an AMC meeting, a H.R.C. Joint Powers meeting, a Trails meeting, a Historical Society meeting and a S.E. Initiative Fund meeting. Commissioner Alberts attended a Semcac meeting, a Care Center meeting and an AMC meeting. Commissioner Gray attended a Legislative Conference, a S.C.H.R.C. meeting, a Care Center meeting and a Southern Minnesota Initiative Foundation meeting. Commissioner Erickson attended an AMC Legislative Conference, a funeral for the Human Services Director, an EDA/HRA meeting, a SCHA Joint Powers Board meeting, meeting with Public Health, Human Services and Administration, a Fairview Care Center meeting, a continuation meeting of the County Board, a Southeast Minnesota Regional Radio Board meeting, a meeting on Wind Energy and a SCHA Utilization Committee meeting. Commissioner Tjosaas attended two AMC meetings, a Semcac meeting, a S.E.M. Radio meeting, an EDA meeting and a Fairview Care Center meeting.

Agency Reports

Motion by Gray seconded by Hanson to adjourn the meeting at 11:06 a.m. CDT.  
*Motion adopted unanimously.*

Meeting Adjourned

The next regular meeting of the Dodge County Board of Commissioners will be held on May 13, 2008 at 9:30 a.m. CDT.

Next Regular Meeting

**ATTEST:**

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**KLAUS ALBERTS**  
**CHAIR, COUNTY BOARD**

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**BECKY LUBAHN**  
**DEPUTY CLERK**

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**DATED:**