

TUESDAY, APRIL 28, 2009

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

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

**COUNTY ADMINISTRATION OFFICE
MANTORVILLE, MN**

2009-08

The Dodge County Board of Commissioners met in regular session April 28, 2009, in the Commissioner's Room at the Courthouse Annex, Mantorville, MN, at 9:30 a.m. CDT. Lyle Tjosaas, Vice Chair called the County Board of Commissioners meeting to order at 9:31 a.m. CDT.

Meeting Convened

The pledge of allegiance was recited.

Pledge of Allegiance

The Vice 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
Members absent:	David Hanson	District #5
Also present:	David McKnight	County Administrator
	Becky Lubahn	Deputy County Clerk

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

Agenda Approved

Chief Deputy Jim Trihey met with the Board to request authorization to purchase video surveillance, intercom and electronic door entrance equipment. IS Specialist Tobey Hicks was available to comment.

Sheriff's Office Video
Surveillance,
Intercom & Electronic
Door Entrance

The Chief Deputy proposed purchasing the following equipment with impound lot reserve account funds:

Equipment Purchase
Approved

Vendor	Description	Bid Price
All Systems	Video Surveillance Equipment	\$10,596.00
Whitewater Wireless, Inc.	Intercom System	\$ 1,843.01
Custom Alarm	Electronic Door Entrance Controller	\$ 2,011.80
Custom Alarm	Electric Door Strike	\$ 985.00
Scott Binner Electric	Electrician	\$ 300.00
Total		\$15,735.81

The Board discussed with Mr. Trihey hooking the new surveillance equipment up to the backup emergency generator.

Motion by Alberts seconded by Erickson to approve and authorize the Sheriff's Office to purchase video surveillance, intercom and electronic door entrance equipment as presented at a cost of \$15,735.81 with payment coming from the impound lot reserve account funds. *Motion adopted unanimously.*

Wold Architects Associate John McNamara arrived to the meeting early and his request to approve a parking lot project was moved up on the agenda.

New Parking Lot Plan
Approved

Wold Architects was asked to design plans for a new parking lot adjacent to the courthouse. Mr. McNamara acknowledged that the county has purchased a residential home lot on the corner of 7th Street and Blanch Street and is interested in developing this into new parking to supplement the parking at the courthouse.

At the County Administrator's request Wold Architects has developed two options for parking. Option one meets the setback and zoning requirements of the City of Mantorville and provides for twelve parking stalls. Option two would require a variance from the city to allow encroachment into the side yard setbacks, but would provide parking for 24 vehicles. The project cost for option one is \$87,500 and the project cost for option two is \$105,000. Option two affords the best value for development of the site.

Mr. McNamara proposed a fixed fee of \$6,600 to develop contract documents for this parking lot. Their fee would include working with the City of Mantorville to determine the best solution for the site, any storm water requirements and work with them on any rezoning or variance requests. Wold Architects would start work immediately upon Board approval and determine an appropriate bidding schedule that takes into consideration city approvals.

Motion by Alberts seconded by Gray to approve and authorize Wold Architects to proceed with option two for the 24 vehicle north parking lot project which will require a variance from the City of Mantorville to allow encroachment into the side yard setbacks. The cost of the project will be approximately \$105,000. Also included in the motion was authorization for a topographic survey, soil borings on both the north and east properties around the courthouse and a fixed fee payment of \$6,600 to Wold Architects to develop contract documents for this parking lot. *Motion adopted unanimously.*

Mr. McNamara discussed the status of the Service Center remodeling project.

Service Center
Change Orders
Approved

Wold Architects received final pricing from Key Builders for the remodeling of the Agricultural Building in Dodge Center. Wold is recommending approval for the following contract changes:

1. PR #11 – Add \$1,260;

Electrical switch locations were added and changed due to existing condition coordination. An additional outlet was added for a workstation as part of the coordination with the furniture project.

2. New Rear Doors – Add \$1,640:

The existing steel doors at the rear of the building were originally schedule to remain based on design discussions. Given the poor condition and swing on two of the doors, a cost was requested by facilities staff to replace two doors.

There are no additional cost changes for this project. Upon Board approval Wold will process a final Change Order in the amount of \$2,900.

Service Center
Change Orders
Approved -
Continued

Motion by Gray seconded by Erickson to approve and authorize Service Center Change Order PR # 11 and Change Order New Rear Doors at a cost of \$2,900 as presented. *Motion adopted unanimously.*

Environmental Quality Director Mark Gamm discussed with the Board a request to approve landfill buffer land lease extensions. Dodge County owns bare land around the landfill. They lease this buffer land to adjacent landowners: Sterling Larson, Leona Blatti, and Myron Lutter. The lease obligates them to maintain the property as agricultural cropland and pay taxes on the land but does not require them to pay rent. The current annual leases have expired.

Landfill Buffer Land
Lease Extensions
Approved

Motion by Alberts seconded by Gray to approve and authorize the Board Vice Chair and County Administrator to sign lease amendments which extend the term of the lease to April 1, 2019 and provides the right of either party to terminate the lease with a 30 day written notice. *Motion adopted unanimously.*

IT Director Paul Wiltgen reviewed his request to approve updates to lease agreement for multi-function printers/copiers.

Amended Lease
Agreement with IKON
Approved

At the February 10, 2009 County Board meeting commissioners approved a new contract with IKON. The old contract was due to expire in June. The county replaced all of the multifunction printers in March. The replacement process went smoothly. However, once the machines were installed, it was discovered that some desired features were missing: 1) fax capability - Sheriff's Office; 2) scan and paper capacity - Recorder's Office.

The Sheriff's Office wants a fax in their machine for emergency backup to the fax unit in Dispatch.

The Recorder's Office wants to be able to use special paper sizes and they also want to be able to scan documents.

Mr. Wiltgen discussed these feature additions and changes with IKON. Adding a fax to the Sheriff's printer is easily done, but to handle the requests for the Recorder's Office requires a different model printer. The Recorder's Office currently has a RICOH MP2000; the replacement machine would be a RICOH MP2550. Because this requires swapping out the entire machine and additional costs, IKON needs to have a new contract written up and signed. The increased cost with this new contract is \$150.75/quarter.

The IT Director's goal when he negotiated the new contract with IKON back in January was to achieve an overall reduction in yearly costs. With these changes, the cost will still be less than before, but not as much as hoped. This new contract submitted is for \$7,539.75/quarter. The previous contract submitted in February was for \$7,389. The old, expired contract was \$7,770/quarter. This new contract still has the slightly lower costs per additional image: \$0.070 for color instead of \$0.079; and \$0.0070 for black/white instead of \$0.0095.

A major consideration in renewing the contract with IKON is service, their service to Dodge County has been excellent.

Amended Lease Agreement with IKON
Approved -
Continued

A copy of the amended contract was provided for the Board's review.

Motion by Erickson seconded by Alberts to approve and authorize the Board Vice Chair to sign a new lease with IKON Office Solutions, Inc. as requested. *Motion adopted unanimously.*

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

Personnel Actions
Approved

A. Public Health

- A.1 Kristin Cerda – Health Educator
Step increase from C41 step 5 \$20.38 to C41 step 4 \$21.15.
Effective Date: 5/1/09

B. Human Services

- B.1 Financial Assistance Specialist – 1.0 FTE
Authorization approve new job description and to post and fill new position created by resignation.
Effective Date: 4/28/09

C. Sheriff's Office

- C.1 Gary Thompson – County Sheriff
Resignation.
Effective Date: 6/30/09
- C.2 David Crable – Deputy Sheriff
Step increase from C41 48 month step \$23.56 to C41 60 month step \$24.35.
Effective Date: 4/27/09
- C.3 Daryl Clements – Transport Officer
Authorization to employ at B21 step 11 \$12.80 to fill approved vacancy.
Effective Date: 4/13/09

D. Extension

- D.1 4H Summer Assistant - Seasonal
Authorization to post and fill seasonal position.
Effective Date: 6/8/09 – 8/13/09

E. Highway

- E.1 Warren Schwenke – Engineering Supervisor
Step increase from C41 step 2 \$25.17 to C41 step 1 \$25.86.
Effective Date: 4/20/09

Motion adopted unanimously.

Tax Services Director Rose Culbertson reviewed bills with the Board. Discussion took place regarding the amount of the Investigator's Alltel cell phone bill. The County Board directed the County Administrator to address this issue with the Sheriff's Office. Motion by Gray 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	\$ 84,510.87
11	Human Services Fund	\$ 134.97
13	Road and Bridge Fund	\$ 16,698.53
16	Environmental Quality Fund	<u>\$ 6,980.15</u>
	Total	\$108,324.52

Bills Approved -
Continued

It was noted that two payments to Hardware Hank in the amount of \$2.13 and \$57.55 on page five will be pulled, they have already been paid.

Motion adopted unanimously.

County Administrator David McKnight provided the Board with a 2009 first quarter financial report.

2009 First Quarter
Financial Report

Mr. McKnight informed the Board that they needed to go into closed session to hold preliminary discussion concerning the purchase of property located at 721 Main Street, Mantorville. This is the Intermediate School property located across the street from the courthouse.

Closed Session to
Discuss Preliminary
Consideration of
Property Purchase

Minnesota Statute 13D allows a public body to close a meeting to discuss a limited number of items. One of those items is the preliminary consideration of purchase or sale of real or personal property; to review confidential or nonpublic appraisal data.

State statute requires that before the meeting is closed the public body must identify on the record the particular property that is the subject of the meeting (Intermediate School property – 721 Main Street, Mantorville, MN). The closed session must also be tape recorded, the property identified on the tape and the tape preserved for eight years.

Motion by Alberts seconded by Gray to go into closed session at 10:30 a.m. CDT for the purpose of conducting preliminary consideration of the purchase of property located at 721 Main Street, Mantorville, MN (Intermediate School). Present in the closed session were the four County Commissioners, County Attorney and County Administrator. *Motion adopted unanimously.*

The Vice Chair reopened the meeting to the public at 10:55 a.m. CDT.

Meeting Reopened to
the Public

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

Legal Update

The County Attorney left the meeting at 10:59 a.m. CDT.

County Attorney Left
Meeting

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

Human Services
Committee Report

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

Public Health
Committee Report

The Board discussed Public Health’s request to accept a donation for the Public Health Department. A private citizen from Kasson has donated four boxes of 100 lancets each for a total of 400 lancets to the Public Health Department. The donation is valued at \$32.00.

Public Health
Donations Approved
by Resolution
#2009-27

Motion by Alberts seconded by Gray to approve and authorize the Vice Chair and Clerk to sign resolution #2009-27 in support of the Public Health Department accepting a donation of lancets:

WHEREAS, the Dodge County Public Health Department has received a donation from a private citizen, Kasson, MN; and

WHEREAS, the Dodge County Public Health Department wishes to accept this donation and utilize it for the purpose of the Public Health Programs; and

WHEREAS, pursuant to Minnesota Statute 465.03, the county shall by resolution of the governing body adopted 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 donation to be used for Public Health Programs:

Private Citizen, Kasson \$ 32.00 (four boxes/100 lancets per box)

Resolution adopted unanimously.

The Board reviewed the Public Health Director’s request to destroy records according to the Minnesota Record Retention schedule.

Destruction of
Records Approved
for Public Health
Department

Motion by Alberts seconded by Gray to approve and authorize the Public Health Department’s request to destroy Public Health records according to the Minnesota Record Retention schedule as requested. *Motion adopted unanimously.*

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

Administration
Committee Report

Motion by Alberts seconded by Erickson to approve and authorize the April 14, 2009 Committee of the Whole meeting minutes as presented. *Motion adopted unanimously.*

04/14/09 Committee
of the Whole Meeting
Minutes Approved

Motion by Erickson seconded by Alberts to approve and authorize the April 14, 2009 meeting minutes as corrected on page 78. *Motion adopted unanimously.*

04/14/09 Meeting
Minutes Approved

Motion by Gray seconded by Erickson to approve and authorize the April 21, 2009 work session meeting minutes as presented. *Motion adopted unanimously.*

04/21/09 Work
Session Meeting
Minutes Approved

The Board reviewed a request to approve an amended agreement between Dodge County and the City of Mantorville for providing computer technical support.

Amended Computer
Technical Support
Agreement with the
City of Mantorville
Approved

At the April 14, 2009 County Board meeting the Board approved an agreement with the City of Mantorville. Mr. Wiltgen forwarded a copy of the approved agreement to the city for their review. In the agreement the IT Director listed three computers. After seeing the agreement, the city informed Mr. Wiltgen that they have two more computers they would like included: one at the city shop and one at the WWTF. These two extra computers are similar to the other three the city owns. Supporting all five machines will not be a problem for the IT Department.

Motion by Alberts seconded by Erickson to approve and authorize the Board Vice Chair to sign an amended agreement between Dodge County and the City of Mantorville to provide computer technical support for five computers. *Motion adopted unanimously.*

Commissioners provided their agency reports. Commissioner Hanson was not available to report his meeting attendance. Commissioner Alberts attended a Fairview Care Center meeting, a work session and a joint meeting with Soil and Water. Commissioner Gray attended a Fairview Care Center meeting, a work session and a SWCD joint meeting. Commissioner Erickson attended a DFO Advisory Board meeting, a SCHA Utilization Committee meeting, an Environmental Regulations Board of Adjustment meeting, a Fairview Care Center meeting, a County Board work session, a joint meeting between Dodge County Soil and Water Conservation District and the County Board, a SCHA Executive Committee meeting and a Dodge County Corrections Task Force meeting. Commissioner Tjosaas attended a Care Center meeting, a work session and a Soil and Water meeting.

Agency Reports

Motion by Gray seconded by Alberts to adjourn the meeting at 11:24 a.m. CDT. *Motion adopted unanimously.*

Meeting Adjourned

The next regular meeting of the Dodge County Board of Commissioners will be held on May 12, 2009 at 9:30 a.m. CDT.

Next Regular Meeting

ATTEST:

LYLE TJOSAAS
VICE CHAIR, COUNTY BOARD

BECKY LUBAHN
DEPUTY CLERK

DATED: