

TUESDAY, MAY 26, 2009

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

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

**COUNTY ADMINISTRATION OFFICE
MANTORVILLE, MN**

2009-10

The Dodge County Board of Commissioners met in regular session May 26, 2009, in the Commissioner's Room at the Courthouse Annex, Mantorville, MN, at 9:30 a.m. CDT. David Hanson, 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
Paul Kiltinen County Attorney

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

Agenda Approved

County Attorney Paul Kiltinen introduced Mary Lewison who is the new Legal Secretary in the Attorney's Office. The Board welcomed Ms. Lewison.

New Employee
Introduced

Minnesota Counties Insurance Trust (MCIT) Account Executive Bruce Underdahl provided the Board with a 2009 MCIT member report.

2009 MCIT Member
Report

The Board thanked Mr. Underdahl for the report.

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

Human Services
Committee Report

Environmental Quality Director Mark Gamm met with the Board to discuss performance credit for the feedlot program.

Performance Credit
Grant Agreement for
Feedlot Program

Mr. Gamm reported that because Dodge County has completed its 2008 feedlot work plan and has met the obligations of the MPCA's Feedlot Delegation, that the county can receive a performance credit of \$2,838.00. This credit comes in the form of a grant agreement. The agreement was provided for the Board's review.

Approved

The Environmental Quality Director noted that it is difficult to comply with MPCA's job performance criteria and at the same time meet the work demands for what they believe are feedlot priorities. Recognition for this accomplishment goes primarily to Environmental Quality's feedlot and zoning staff including Ken Folie, Mary Greening, Melissa DeVetter and Dean Schrandt.

Performance Credit
Grant Agreement for
Feedlot Program
Approved -
Continued

Motion by Gray seconded by Alberts to approve and authorize the Chair to sign a grant agreement with the State of Minnesota allowing Environmental Quality to receive performance credit for the feedlot program. *Motion adopted unanimously.*

The Board acknowledged the work of the Environmental Quality staff to obtain the grant.

Mr. Gamm discussed with the Board his request to approve a 2009 waste hauler license for Green Planet Disposal, Inc. (GPI).

2009 Hauler's
License Approved by
Resolution #2009-30

GPI is a licensed hauler in Olmsted County that wishes to also offer service to Dodge County households and businesses.

Troy Andrist of Allied Roll-Off expressed concern regarding the issuance of a hauler's license to Green Planet Disposal since he feels they have violated county waste hauling rules and regulations. Mr. Andrist observed that GPI does not have a local place in the county to store their trucks. They are working in Byron and have been for a year without a license. They have been observed leaving Dodge County with waste that should be deposited at the Dodge County Transfer Station. Mr. Andrist stated that he abides by the rules and regulations in the county and does not feel the county should issue a hauler's license to someone that does not follow these same rules and regulations.

The Environmental Quality Director informed the Board that these are two different situations. Mr. Andrist has a conditional use permit issued by Dodge County that allows him to operate his business as a home occupation and is subject to the Zoning Ordinance rules and regulations. Green Planet Disposal is licensed in Olmsted County and is governed by their rules and regulations.

Mr. Andrist reiterated that he follows the rules which require him to have a commercial area to store his trucks and that he dumps all waste collected in Dodge County at the Dodge County Transfer Station. Mr. Andrist would like to see the Board compare apples to apples and indicated that he felt Green Planet Disposal does not know the waste hauling laws. It was Mr. Andrist's opinion that there needs to be enforcement for some of these other haulers in the county.

Mr. Gamm reported that when his office receives tips that there are waste hauling violations occurring in the county his staff looks into it but sometimes it takes a while to resolve these issues due to manpower.

The Environmental Quality Director informed the Board that the applicant meets all of the requirements needed in order to obtain a waste hauler's license in Dodge County, therefore there is no reason to deny this request.

Motion by Alberts seconded by Gray to approve and authorize the Chair and Deputy Clerk to sign resolution #2009-30 to issue a 2009 waste haulers license to Green Planet Disposal, Inc.:

2009 Hauler's License Approved by Resolution #2009-30 - Continued

WHEREAS, the following waste hauler has applied for a license to collect and transport solid waste in Dodge County:

Green Planet Disposal, Inc.

WHEREAS, the Dodge County Solid Waste Officer has reviewed the hauler's application and supplemental information and finds that it meets requirements set forth in Dodge County Solid Waste Ordinance.

THEREFORE, BE IT RESOLVED, that the Dodge County Board of Commissioners grants a license to collect and transport solid waste in Dodge County for a period from May 14, 2009 to February 15, 2010 to the following hauler:

Green Planet Disposal, Inc.

BE IT FURTHER RESOLVED, that the enforceable conditions of each license is as follows:

1. The licensee will comply with all provisions of Dodge County Ordinance and state law.
2. The licensee will pay Transfer Station tipping fees as determined by Dodge County.

Resolution adopted unanimously.

Finance Director Lisa Kramer reviewed bills with the Board. Motion by Tjosaas 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	\$ 45,781.15
11	Human Services Fund	\$ 1,870.88
13	Road and Bridge Fund	\$ 25,295.56
16	Environmental Quality Fund	\$ 48,707.77
32	County Capital Projects	<u>\$ 84,284.18</u>
	Total	\$205,939.54

Motion adopted unanimously.

Ms. Kramer shared with the Board a penalty and interest abatement request.

Property Tax Penalty
and Interest
Abatement Request
Denied

Kirk Walker has submitted a request to abate the penalty and interest for his 2005-2008 property taxes. He was selling the property on a contract for deed basis assuming the contract holder was paying the taxes. The contract holder had not been paying the property tax and the property has reached the expiration of redemption period. The contract for deed was rescinded and Mr. Walker received the expiration notice as the listed owner on the property. Although the Finance Office empathizes with Mr. Walker's situation, as the property owner it was his responsibility to verify that the property tax was paid, therefore the Finance Director recommended that the request be denied in order to remain consistent with past decisions.

Motion by Erickson seconded by Gray to deny Kirk Walker's request to abate the penalty and interest for his 2005-2008 property taxes in order to remain consistent with past decisions. *Motion adopted unanimously.*

Building Operations Supervisor Roger Friedt met with the Board to discuss a request to increase a part-time custodian position to full-time.

Building Operations
FTE Increase
Approved

Mr. Friedt reported that the Dodge County Service Center has received a temporary certificate of occupancy and this allows the county to move into the building. The moving schedule has not changed and the move of the Public Health Department into the new Dodge County Service Center will occur on May 28-29, 2009 and open for business on June 1, 2009 at its new location.

Building Operations reviewed the hours of cleaning maintenance required for the new building and the leased building of the Dodge County Extension Office now located in Kasson and previously presented this information to the County Board February 24, 2009. The County Board did not take action regarding this request. Mr. Friedt noted that within two weeks the new Dodge County Service Center will be fully occupied by the Public Health Department. Building Operations is concerned that the current staffing level is not adequate for the additional cleaning hours required to clean and maintain this Public Health facility. This building will require additional care in cleaning and sanitizing in order to protect the health of the employees and clients.

Building Operations has been able to do a test run at the Service Center to verify how long it takes to clean the building on a daily basis. The results were close to the estimated hours reported in February. The time to actually clean this building daily was recorded at 4.25 hours, 4 hours were the previously estimated.

Mr. Friedt pointed out that travel time was not included in the February 24, 2009 document as it was assumed they would be able to somehow adjust for that. Now it has become apparent that travel time needs to be noted due to the fact the Extension office is now in Kasson. Travel time was determined by starting at the Courthouse and traveling to the outbuildings that are cleaned on a daily basis.

The Building Operations Supervisor shared the following travel time information with the Board:

Building Operations
FTE Increase
Approved -

Start:	Courthouse to Service Center	15 minutes	(8 miles)	<u>Continued</u>
	Service Center to Highway Department	5 minutes	(1 mile)	
	Highway Department to Extension Building	10 minutes	(6 miles)	
	Extension Building to Transfer Station	5 minutes	(4 miles)	
End:	Transfer Station to Courthouse	<u>5 minutes</u>	<u>(3 miles)</u>	
		40 minutes	(22 miles)	

Prior to the relocation of the Extension office, travel time was from the courthouse to the Service Center, Highway building, Transfer Station buildings and back to the courthouse. Total travel time was 35 minutes (18 miles).

Mr. Friedt provided for the Board's consideration information regarding the maintenance hours needed to clean and maintain the following Dodge County buildings:

	<u>Now</u>	<u>Before</u>
New Service Center Building		
Public Health Department	4.25 hours	2.00 hours*
Highway Department	2.00 hours	1.25 hours
Extension Office	1.50 hours	--*
Transfer Station	1.00 hours	0.75 hours
Travel Time	<u>0.60 hours</u>	<u>0.50 hours</u>
	9.35 hours	4.50 hours*

*Included in the old ag building.

The Building Operations Supervisor believes that the increase of four hours will greatly improve the cleaning services performed for all these buildings. To accomplish this, he is recommending that he be allowed to increase the staffing level in Building Operations by 0.5 FTE. Currently there is a 0.5 FTE custodian on staff performing cleaning services of these buildings and will be considered for 1.0 FTE status for the additional hours required for cleaning now.

It was noted that an increase in custodial hours was budgeted for last year.

Discussion took place regarding adding another part-time position and the number of hours an employee can work each week before they become eligible for benefits.

The County Administrator suggested a compromise that would allow an increase in custodial hours to help Mr. Friedt but require that they keep the hours under the amount needed to become eligible for benefits.

Motion by Gray seconded by Erickson to approve and authorize the Building Operations Supervisor to work with the Employee Relations Director to increase the existing staffing level of Building Operations to a 0.8 FTE position in order to meet the required hours of custodial cleaning of the Dodge County Buildings.

Motion adopted Gray, Erickson, Tjosaas, Hanson aye, Alberts nay.

Building Operations
FTE Increase
Approved -
Continued

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

Personnel Actions
Approved

A. Human Services

- A.1 Becky Eifert – Financial Worker
Regular status and step increase from B22 step 8 \$13.85 to B22 step 7 \$14.30.
Effective Date: 6/2/09
- A.2 Cathy Skogen – Financial Assistance Supervisor
Step increase from C42 step 3 \$25.73 to C42 step 2 \$26.43
Effective Date: 4/16/09

B. Extension Office

- B.1 Kirsten Weis – 4H Summer Assistant
Authorization to employ at \$10.00 to fill approved vacancy.
Effective Date: 6/8/09 – 8/13/09

C. Assessor's Office

- C.1 Mike Stupka – Property Appraiser
Step increase from B23 step 2 \$17.83 to B23 step 1 \$18.42
Effective Date: 5/16/09

D. Highway Department

- D.1 Guy Kohlnhofer – County Engineer
Annual review.
Effective Date: 4/30/09
- D.2 Jacob Cray – Engineering Technician II
Regular status and increase from B22 probationary step \$20.15 to B22 \$22.06. (includes \$3 R/R)
Effective Date: 6/1/09

E. Sheriff's Department

- E.1 Onawa Dostal – 911 Dispatcher - .8 FTE
Step increase from B22 step 3 \$16.26 to B22 step 4 \$16.75
Effective Date: 5/9/09
- E.2 Lois Johnson – 911 Dispatcher – On-Call
Resignation.
Effective Date: 5/7/09
- E.3 Scott Prins – Deputy Sheriff
Step increase from C41 24 month step \$21.27 to C41 36 month step \$22.76.
Effective Date: 5/8/09

G. Environmental Quality

- G.1 Mark Gamm - Zoning Administrator – Interim
Appointment as Interim Zoning Administrator.
Effective Date: 5/22/09
- G.2 Job Descriptions
1. Environmental Services Director
2. Zoning Administrator
Approval of revised job descriptions and authorization to submit for B/G review.
Effective Date: 5/26/09

Personnel Actions
Approved -
Continued

Motion adopted unanimously.

Ms. Hager presented for the Board's consideration a request to approve reasonable suspicion training.

Reasonable
Suspicion Training
Approved

The Employee Relations Director informed the Board that the county is required to train our DOT Supervisors (Highway and Solid Waste Facility Supervisors) in Drug and Alcohol Recognition. While all of our supervisors have been through this type of training, it has been a few years and this course will serve as a refresher.

Ms. Hager noted that they have invited surrounding counties to this training and will be billing them once cost per person has been determined.

Motion by Erickson seconded by Gray to approve and authorize the Employee Relations Director to conduct Reasonable Suspicion Training for county employees as discussed. *Motion adopted unanimously.*

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

Legal Update

A brief discussion took place regarding the creation of regional rail authority. The County Attorney was asked to research regional rail authority on a county level and bring the information back at the next meeting.

The County Attorney left the meeting at 11:14 a.m. CDT.

County Attorney Left
Meeting

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

Administration
Committee Report

Motion by Gray seconded by Erickson to approve and authorize the May 12, 2009 Committee of the Whole meeting minutes as presented. *Motion adopted unanimously.*

05/12/09 Committee
of the Whole Meeting
Minutes Approved

Motion by Alberts seconded by Tjosaas to approve and authorize the May 12, 2009 meeting minutes as corrected on pages 95 and 96. *Motion adopted unanimously.*

05/12/09 Meeting
Minutes Approved

Motion by Erickson seconded by Gray to approve and authorize the May 19, 2009 work shop meeting minutes as presented. *Motion adopted unanimously.*

05/19/09 Work Shop
Meeting Minutes
Approved

The Board reviewed the Finance Director’s request to approve two snowmobile sponsorship requests.

K-M Snowdrifter
Snowmobile Club
Sponsorship
Approved by
Resolution #2009-31

The State Department of Natural Resources requests a resolution confirming Dodge County sponsorship of both the K-M Snowdrifter Snowmobile Club and Dodge Center SnowSeekers Snowmobile club for the 2009/2010 season accompany each year’s grant application.

The county does not provide any funds for trail maintenance but acts as a flow through agent for the state reimbursement.

Motion by Tjosaas seconded by Erickson to approve and authorize the Chair and Deputy Clerk to sign resolution #2009-31 confirming that Dodge County will act as a sponsor for the K-M Snowdrifter Snowmobile Club:

WHEREAS, Dodge County has two snowmobile clubs that maintain the county snowmobile trails; and

WHEREAS, these snowmobile clubs need the county to act as sponsor to receive their reimbursements from the State Department of Natural Resources; and

WHEREAS, the Finance Director needs County Board approval to sign the grant agreements and expense reports.

THEREFORE BE IT RESOLVED, that the County Board approves the county sponsorship of the K-M Snowdrifter Snowmobile Club and gives approval to the County Finance Director to sign the related reports.

Resolution adopted unanimously.

Motion by Tjosaas seconded by Erickson to approve and authorize the Chair and Deputy Clerk to sign resolution #2009-32 confirming that Dodge County will act as a sponsor for the Dodge Center SnowSeekers Club:

Dodge Center
SnowSeekers
Snowmobile Club
Sponsorship
Approved by
Resolution #2009-32

WHEREAS, Dodge County has two snowmobile clubs that maintain the county snowmobile trails; and

WHEREAS, these snowmobile clubs need the county to act as sponsor to receive their reimbursements from the State Department of Natural Resources; and

WHEREAS, the Finance Director needs County Board approval to sign the grant agreements and expense reports.

THEREFORE BE IT RESOLVED, that the County Board approves the county sponsorship of the Dodge Center SnowSeeker Snowmobile Club and gives approval to the County Finance Director to sign the related reports.

Resolution adopted unanimously.

Commissioners provided their agency reports. Commissioner Hanson attended two budget work sessions, a Fairview Care Center meeting, a Trails meeting, a retirement party and a W.D.I. meeting. Commissioner Alberts attended a Fairview Care Center meeting and two work sessions. Commissioner Gray attended two budget work sessions, an RC&D meeting, a Care Center meeting and a retirement party. Commissioner Erickson attended two budget work sessions, a public information meeting on rail by-pass, a work conference on sewage rules, etc., a Southern MN Regional Competitiveness Project meeting, a SCHA Joint Powers Board meeting, a meeting at the courthouse on railroad by-pass, a Fairview Care Center meeting, a DFO Advisory Board meeting, a retirement party and a Southeast MN work session on Toward Zero Death. Commissioner Tjosaas attended a Care Center meeting, two work sessions and a retirement party.

Agency Reports

Motion by Tjosaas seconded by Gray to adjourn the meeting at 11:29 a.m. CDT. *Motion adopted unanimously.*

Meeting Adjourned

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

Next Regular Meeting

ATTEST:

DAVID HANSON
CHAIR, COUNTY BOARD

BECKY LUBAHN
DEPUTY CLERK

DATED: