

TUESDAY, JULY 22 2008

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

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

**COUNTY ADMINISTRATION OFFICE
MANTORVILLE, MN**

2008-14

The Dodge County Board of Commissioners met in regular session July 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 Gray seconded by Hanson to approve and adopt the agenda as presented. *Motion adopted unanimously.* Agenda Approved

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

County Engineer Guy Kohlhofer met with the Board to discuss a request from the City of Mantorville to install welcome signs on Dodge County right-of-way. Mantorville Welcome Signs Discussion

Mr. Kohlhofer informed the Board that the City of Mantorville has requested permission to place welcome to Mantorville signs at the north and south ends of town. The first location is in the southwest corner of CSAH 16 and TH 57 and the second location is in the triangle of pines south of town on the east side of TH 57. Dodge County has either an easement or owns fee title to each of these locations.

The signs are expected to be placed five to six feet above the ground and be approximately six by ten feet in size. The city is considering different design options at this time. The location of the signs is such that they should not obscure necessary traffic sight lines.

Although the signs will be placed on Dodge County property, MnDOT has been contacted for their concerns regarding signs along a trunk highway.

Mantorville Welcome
Signs Discussion -
Continued

City of Mantorville representative Jane Olive was available to comment on the request.

The County Engineer informed the Board that no action is needed at this time, the Highway Department is seeking Board input only. Mr. Kohlhofer reported that if there are no objections, a utility permit will be issued to the City of Mantorville for the installation of these signs.

The Board indicated that they were supportive of the project.

County Recorder Sue Alberts discussed with the Board the statewide marriage index proposal.

Statewide Marriage
Index Approved

Ms. Alberts briefly explained the proposed involvement for the Dodge County Recorder's Office in the program that is being created which is an index of all marriage records in each county in Minnesota.

The County Recorder reported that this index will greatly increase the efficiency and ability of all counties in Minnesota to search for a marriage record. The index was created by and will be supervised by a group of eight County Recorders under the MACO umbrella. It was designed by an outside professional source who will be the agency that will make any and all adjustments/enhancements as requested by the supervisory group.

The cost to Dodge County will be \$500.00 initial start-up fee and \$250.00 maintenance fee each for the next two years. Ms. Alberts plans to use money from the equipment fund to pay these fees.

Motion by Tjosaas seconded by Hanson to approve and authorize the County Recorder to sign a Minnesota Official Marriage Database Statement of Commitment as presented and discussed. *Motion adopted unanimously.*

Court Administrator Annette Hodge updated the Board on the status of payment of court appointed attorneys in CHIPS (child in protection) and TPR (termination of parental rights) cases.

Payment of Court
Appointed Attorneys
in CHIPS and TPR
Cases Discussion

Ms. Hodge reported that the State Board of Public Defense announced its decision to discontinue representing parents in child protection cases effective July 8, 2008.

The State Board of Public Defense will discontinue participation of public defenders in Drug Courts and CJI (children justice initiative) teams. The Court Administrator noted that our public defender, Rachael Drenkohl, will continue to participate in Drug Court and CJI mainly because these are both held over the lunch hour.

The State Board will continue to represent children age 10 and older in those cases. Our public defender will continue to represent persons charged with misdemeanor, gross misdemeanors or felonies.

Payment of Court
Appointed Attorneys
in CHIPS and TPR
Cases Discussion -
Continued

Ms. Hodge informed the Board that in her county budget for court appointed attorney fee she has \$26,000 budgeted for 2008 of which \$14,986.86 has been spent through June. The Court Administrator also has \$5,000.00 public defender costs pursuant to 611.27 of which \$180.00 has been spent through June.

The Court Administrator discussed the following options with the Board:

1. Deny funding these costs (375.1691).
2. Continue to pay through the end of this year with close review of these funds.
3. Discuss the potential for the county to contract attorney to represent parents in CHIPS cases.

The County Attorney commented on the county's responsibility to these cases.

It was the consensus of the Board to continue paying these expenses through the end of the 2008 and include these expenses in the 2009 budget.

The County Administrator noted that he will work with the Court Administrator to put together a request for proposals for court appointed attorneys.

Septic System Coordinator Sandra Scheafer met with the Board to review her request to approve an environmental grant for well sealing. Environmental Technician/Educator Dean Schrandt was also available to comment.

Grants for Sealing
Wells on County
Road 34 Approved

Ms. Schaefer reported that residents along County Road 34 west of Kasson plan to upgrade existing septic systems. Because homes are on very small lots with individual shallow wells and failing septic systems their chosen option is to drill a new well serving eight (8) homeowners and seal existing wells which will allow them to construct new septic systems on their lots. Existing wells have very high nitrates so the new well will improve water quality while allowing the residents to construct new septic systems. If existing wells are not sealed the new septic systems cannot be constructed.

1. Dodge County Environmental Trust Fund may award grants up to \$500 a well for sealing wells in special circumstances that will improve water quality and the environment.
2. The grant program is administered by Dodge County Environmental Quality and is issued on a cost reimbursement basis.

Motion by Hanson seconded by Gray to approve and authorize a \$500 grant (\$4,000 total) from the Environmental Trust Fund per well owner as described above. Because residents cannot construct new septic systems without sealing the wells this would improve water quality and groundwater. *Motion adopted unanimously.*

Grants for Sealing Wells on County Road 34 Approved - Continued

Dodge County Historical Society President Sue Harwood was not available to provide the Board with a Historical Society update. Ms. Harwood is planning to reschedule at a later date.

Dodge County Historical Society Update Postponed

Building Operations Supervisor Roger Friedt presented for the Board's consideration a request to approve an asbestos abatement contract for the Ag Center project.

Ag Center Asbestos Abatement Survey Request Approved

Mr. Friedt reported that as a part of the Ag Center renovation project we must perform an asbestos abatement survey. The Building Operations Supervisor has obtained a quote from Kane and Johnson to perform the survey at a cost of \$3,285.00, which includes estimated reimbursable expenses.

This work is included in the project budget and does not include the actual abatement of any materials from the building.

Motion by Hanson seconded by Erickson to approve and authorize the County Administrator to sign an agreement with Kane and Johnson to perform an asbestos site survey on the Ag Center at an estimated cost of \$3,285.00. *Motion adopted Gray, Erickson, Tjosaas, Hanson aye, Alberts nay.*

County Administrator David McKnight discussed with the Board a resolution request for the South Country Health Alliance.

South Country Health Alliance Joint Powers Agreement Amendment Approved by Resolution #2008-31

Mr. McKnight informed the Board that the South Country Health Alliance Joint Powers Board has asked each participating county to consider the proposed resolution. This resolution goes with the summary email of the Joint Powers Board meeting that was distributed to commissioners last week.

The proposed resolution changes the method that a cash call could be made from South Country. The resolution changes the approval of a cash call from a vote of the Joint Powers Board to a two-thirds vote of the member County Boards.

Changing the joint powers agreement as recommended by the Joint Powers Board offers the counties protection in a number of ways. The County Administrator noted that Commissioner Tjosaas was in attendance at the meeting and could share any additional information that he feels would be helpful.

Motion by Tjosaas seconded by Erickson to approve and authorize the Chair and Deputy Clerk to sign resolution #2008-31 amending the joint powers agreement of the South Country Health Alliance:

BE IT FURTHER RESOLVED; that the Amended Joint Powers Agreement of South Country Health Alliance is amended as follows:

South Country Health Alliance Joint Powers Agreement Amendment Approved by Resolution #2008-31 - Continued

Section 10.5 of the Amended Joint Powers Agreement is stricken, and the following is substituted in its place:

10.5. Additional Contributions

Should the Board determine that losses or reductions in Capital Surplus make it necessary to obtain additional contributions to capital, the Board shall so inform the Member Counties, and the county boards of the Member Counties shall separately vote on whether to authorize a capital call. Upon a vote of a majority of each county board of two-thirds of the Member Counties, the Member Counties agree to make such additional contributions to capital as the Board requires, which contributions shall be pro-rated among the counties in the proportions of their current members as of the most recent year-end. If provided and approved by the Board, such contributions may be made in the form of Letter of Credit or such other instrument as the Board may determine and as is allowed by applicable law, on such terms as the Board may determine. Each such instrument shall constitute the unconditional obligation of the county giving it, shall bear interest at the Wall Street Journal Prime Rate in timely paid and a default interest rate of Wall Street Journal Prime Rate plus 3% for any late payments, shall waive technical defenses, and shall obligate a defaulting county to pay SCHA'S costs of collection (including fees) on default.

The Amended Joint Powers Agreement, as amended by this resolution, shall constitute the second Amended Joint Powers Agreement of South Country Health Alliance, immediately upon ratification by the boards of two-thirds of the Member Counties.

We hereby commit this County to the Terms and Conditions of this Amended Agreement and to participation in this Joint Powers County-Based Purchasing entity known as South Country Health Alliance.
Resolution adopted unanimously.

The County Administrator presented for the Board's consideration a request to approve an All Hazards Mitigation Plan contract with Bonestroo.

Hazard Mitigation Plan Contract Approved

Mr. McKnight reviewed with the Board the proposed contract between Dodge County and Bonestroo for the preparation of Dodge County's All Hazards Mitigation Plan. The County Administrator reminded the Board that they awarded this contract to Bonestroo at their meeting on May 13, 2008 in the amount of \$46,100.

The County Administrator noted that the County Attorney did review the contract and had a minor concern in regards to the wording that the consultant will not provide services nor incur expenses which would cause its charges to exceed this amount with client authorization.

Hazard Mitigation
Plan Contract
Approved -
Continued

The County Attorney addressed his concerns with the dollar figure presented by Bonestroo being an “estimated” dollar figure only.

Mr. McKnight indicated that he will make it clear to Bonestroo that we expect the cost of the plan to stay within the contracted amounts. If the expenses appear to be running higher than expected, Mr. McKnight will bring that information back to the Board.

Motion by Erickson seconded by Gray to authorize the signatures of the County Board Chair and County Administrator on the contract with Bonestroo to develop the All Hazards Mitigation Plan at a cost not to exceed \$46,100. *Motion adopted unanimously.*

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

Legal Update

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

Human Services
Committee Report

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

Bills Approved

01	Revenue Fund	\$ 80,410.05
11	Human Services Fund	\$ 339.36
13	Road and Bridge Fund	\$ 95,236.37
16	Environmental Quality Fund	\$ 38,789.63
30	County Building Fund	\$ 4,650.00
37	Debt Fund-Courthouse Improvement	<u>\$ 1,455.00</u>
	Total	\$220,880.41

Motion adopted unanimously.

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. Public Health

- A.1 Lisa Head – Account Technician - .8 FTE
Authorization to employ at B23 step 8 \$14.25 to fill approved vacancy.
Effective Date: 7/22/08

B. Highway

- B.1 Thomas Cashel – Engineering Tech III
End of probationary status in new position.
Effective Date: 8/1/08

C. Sheriff's DepartmentPersonnel Actions

- C.1 Kevin Krause - Deputy Sheriff – 1.0 FTE
Authorization to change status from on-call to full-time to fill approved vacancy.
Effective Date: 7/22/08
- C.2 Tammy Kunde – 911 Dispatcher – On-Call
Resignation.
Effective Date: 7/8/08
- C.3 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 1/2009.
Donald Flicek – Deputy Sheriff – Courtroom Security
Decrease FTE from .50 to On-call
William Weber – Transport Officer
Increase FTE from On-Call to .45
David Elliott – Transport Officer
Increase FTE from On-Call to .40
Effective Date: 7/1/08
- C.4 Dawn Frieberg – 911 Dispatcher .85 FTE
Step increase from B22 step 2 \$15.28 to B22 step 3 \$15.74.
Effective Date: 6/28/08

Approved -
Continued**D. Human Services**

- D.1 Greta Vomhof – Collections Services Supervisor
Resignation.
Effective Date: 8/28/08

E. Attorney's Office

- E.1 Tabatha Durand – Legal Secretary - .5 FTE
Step increase from B22 step 10 \$13.46 to B22 step 9 \$13.76.
Effective Date: 7/2/08

Motion adopted unanimously.

Commissioner Alberts 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 July 8, 2008 Committee of the Whole meeting minutes as presented. *Motion adopted unanimously.*

07/08/08 Committee
of the Whole Meeting
Minutes Approved

Motion by Erickson seconded by Hanson to approve and authorize the July 8, 2008 meeting minutes as presented. *Motion adopted unanimously.*

07/08/08 Meeting
Minutes Approved

Planning Director Duane Johnson shared with the Board a request from the Dodge County Trail Association (DCTA) asking Dodge County to act as sponsoring agency for a Transportation Enhancement Project Grant in the amount of \$350,000. County Engineer Guy Kohlnhofer was available to comment on the request.

DCTA Grant
Sponsorship
Approved by
Resolution #2008-32

Mr. Johnson informed the Board that the proposed resolution will need to be included with a grant application submitted to MnDOT District 6, Rochester, by August 1, 2008.

The purpose of this application is to apply for federal funding for construction of a portion of the Stagecoach Trail between 235th Avenue and 260th Avenue in Dodge County. In order for the application to move forward Dodge County needs to be the sponsoring agency. The County sponsored a similar application in 1999 and was awarded funding for construction of the Sunrise Trail.

DCTA Grant
Sponsorship
Approved by
Resolution #2008-32
- Continued

At the June meeting of the DCTA an engineering consultant, Bonestroo Inc., was contracted to help prepare an application for this grant. Also, the grant criteria require a 20% match to help fund the total project. A portion of the award of the state bond revenue can and will be used to satisfy the 20% local match.

The DCTA is asking the County Board to support this application as sponsor and authorize the Chair's signature to the proposed resolution. At this time the DCTA has also received resolutions of support for Dodge County to sponsor this grant application from Wasioja Township, City of Mantorville, Kasson-Mantorville School District and Mantorville Township (forthcoming at their August meeting).

The DCTA acknowledged their appreciation for the support they have received from the County Board and the citizens of Dodge County toward the efforts of developing a county trail system.

Motion by Hanson seconded by Tjosaas to approve and authorize the Chair and Deputy Clerk to sign resolution #2008-32 in support of the county acting as a sponsoring agency for a Transportation Enhancement Project Grant:

WHEREAS; Transportation enhancement projects receive federal funding from the Surface Transportation Program (STP) of the Safe, Accountable, Flexible, Efficient, Transportation Equity Act: A Legacy for Users (SAFETEA- LU); and

WHEREAS; the Federal Highway Administration (FHWA) requires that states agree to operate and maintain facilities constructed with federal transportation funds for the useful life of the improvement and not change the use of right of way or property ownership acquired without prior approval from the FHWA; and

WHEREAS; the Federal Highway Administration (FHWA) requires applicants to provide a minimum of 20% match of the estimated cost of proposed projects.

WHEREAS; the Minnesota Department of Transportation (Mn/DOT) has determined that for projects implemented with enhancement funds, these above requirements should be applied to the project sponsor; and

WHEREAS; Dodge County is the project sponsor for the transportation enhancements project identified as Stagecoach Trail from Mantorville to Oxbow Park.

BE IT RESOLVED THAT; Dodge County act as sponsoring agency for a "Transportation Enhancements" project identified as Stagecoach Trail from 235th Avenue to 260th Avenue in Dodge County and acknowledges herewith that it is willing to be the project sponsor; and accepts responsibility for seeing this project through to its completion, with compliance of all applicable laws, rules and regulations, including a commitment to secure and guarantee the local share of a minimum of 20% of the costs of this project.

DCTA Grant Sponsorship Approved by Resolution #2008-32 - Continued

BE IT FURTHER RESOLVED THAT; the project sponsor hereby agrees to assume full responsibility for the operation and maintenance of property and facilities related to the aforementioned enhancement project. The project sponsor also agrees to assume full responsibility for the preparation and submittal of necessary project plans, specifications and bid documents on or before April 15 of the project year.

BE IT FURTHER RESOLVED THAT; the primary contact shall be Duane Johnson, Planning Director and is hereby authorized to act as agent on behalf of this applicant.

Resolution adopted unanimously.

The County Attorney left the meeting at 11:02 a.m. CDT.

County Attorney Left Meeting

Commissioners provided their agency reports. Commissioner Hanson attended a SE Water Joint Powers meeting, a HRC meeting, a Fairview Care Center meeting and a Dodge County Trails meeting. Commissioner Alberts attended a fair picnic and a Fairview Care Center meeting. Commissioner Gray attended a SCHRC meeting and a Care Center meeting. Commissioner Erickson attended a Dodge County Fair picnic, an EDA/HRA Committee meeting and a SCHA Utilization Management Committee meeting. Commissioner Tjosaas attended a Fair Board picnic, an EDA meeting, a South Country meeting and a Fairview Care Center meeting.

Agency Reports

Motion by Gray seconded by Tjosaas to adjourn the meeting at 11:07 a.m. CDT. *Motion adopted unanimously.*

Meeting Adjourned

The next regular meeting of the Dodge County Board of Commissioners will be held on August 12, 2008 at 9:30 a.m. CDT.

Next Regular Meeting

ATTEST:

KLAUS ALBERTS
CHAIR, COUNTY BOARD

BECKY LUBAHN
DEPUTY CLERK

DATED: