

**TUESDAY, SEPTEMBER 23, 2008**

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

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

**COUNTY ADMINISTRATION OFFICE  
MANTORVILLE, MN**

**2008-18**

The Dodge County Board of Commissioners met in regular session September 23, 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 Tjosaas to approve and adopt the agenda as amended to include the addition of a lead based paint abatement action item, a Finstuen conditional use permit amendment item and an additional DFO Advisory Board application. *Motion adopted unanimously.*

Agenda Approved

Southeastern Minnesota Initiative Fund President Tim Penny provided the Board with a 2009 budget and program update.

Southeastern  
Minnesota Initiative  
Fund Budget and  
Program Update

Mr. Penny reported that since 1986, Southern Minnesota Initiative Foundation (SMIF) has been a catalyst for economic growth in twenty Minnesota counties. Their work focuses on building a prosperous region with vibrant communities, innovative businesses and a skilled and valued workforce.

Under the leadership of Mr. Penny, SMIF is providing resources in emerging workforce and business opportunities that have the biggest growth potential and impact on the future economy in southern Minnesota.

Over the past 22 years, SMIF, together with hundreds of partners, has supported nearly 500 businesses with loans and technical assistance totaling over \$20 million, securing over 6,400 jobs. It has benefited hundreds of communities and organizations through grants, training, and asset-based community development initiatives totaling nearly \$18 million.

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

County Attorney  
Arrived

Mr. Penny stated that SMIF remains committed to making “investments that break new ground” to create economic prosperity in southern Minnesota.

Southeastern  
Minnesota Initiative  
Fund Budget and  
Program Update -  
Continued

SMIF’s investment in Dodge County is \$1,400,477. Twenty seven loans accounted for \$1,282,709 of the investment and seventeen grants account for \$117,768 for the remainder of the investment.

Today, consumers are looking for environmentally friendly products for personal and business use. Local entrepreneurs George and Matt Coy are capitalizing on this growing demand. Founded in 1982 to develop and sell chemical hand cleaners, Clean Plus has grown to five divisions.

Clean Pus received a \$25,000 Bio Seed Fund award from SMIF to move ahead with creating their new crumbled product that they’re calling ‘Stover Crumbles’.

Since 1986 SMIF has provided financial support and technical assistance to over 500 businesses, impacting over 6,400 jobs. Their Foundation has long supported southern Minnesota businesses that innovate, particularly those who use this region’s resources to develop high-tech products.

Here in Dodge County, SMIF supports business growth by providing a variety of financial and management tools, including the following highlights:

Clean Plus, Inc. - West Concord: 1994, 1997, 2002, 2004, 2007, 2008.  
Kasson-Mantorville Nursery Group – Kasson: 2006  
Prairie Stone Coffee & Juice LLC – Kasson: 2006  
Craftsman Cabinetry – Kasson: 2006  
Foam Pro Insulation – Hayfield: 2004  
Petals and Paper – West Concord: 2002  
Woods Metal Works, Inc. – Kasson: 1993, 1994  
Tri-Star Manufacturing, Inc. – Kasson: 1992  
Hiawathaland Tool, Inc. – Kasson: 1992  
RDM of MN – Dodge Center: 1989

Since 1986 SMIF has provided over 1,700 grants to better our communities and our workforce. Key areas include early childhood development, engaging elders, new immigrants, and experiential learners.

SMIF will continue to serve as both a catalyst for collaboration and a facilitator for leveraging resources in these areas.

The Board acknowledged that the organization is often asked to have guest speakers at various events and commended Mr. Penny on how knowledgeable his staff are on the topics they are asked to present.

Mr. Penny was thanked for the update.

Derek Finstuen  
Conditional Use  
Permit Amendment  
Approved

The Board discussed with the County Attorney the proposed amendment to condition number twelve for Derek Finstuen’s conditional use permit.

The condition which was approved on August 12, 2008 reads as follows:

- 12. Jeff Green must be present at the time of excavating to monitor whether there is a sink hole present.

Engineer Ralph Bartz informed the Board that the inspection was performed yesterday and that no karst features were found. Mr. Bartz informed the Board that they would like to pour the concrete floor today due to expected rain showers tomorrow.

Motion by Gray seconded by Erickson to approve and authorize the amendment of condition number twelve on the Derek Finstuen conditional use permit as follows since Mr. Green is unable to be present:

- 12. Authorized qualified engineer to be present at time of excavation to monitor whether there is a sink hole present.

*Motion adopted unanimously.*

Environmental Quality Director Mark Gamm discussed with the Board his request to approve a hauler license application for Ron Grose Refuse. Ron Grose was available to comment.

2008 Hauler’s  
License Approved by  
Resolution #2008-39

Mr. Gamm reported that this summer, his office was notified that Ron Grose Refuse was collecting and transporting solid waste in Dodge County. Mr. Grose’s business is located in Kenyon and he is currently providing collection services in the northwest part of Dodge County. The company has not typically been hauling waste to the Dodge County Transfer Station.

The Environmental Quality Department informed Mr. Grose of the need to obtain a license and haul the solid waste he collects to the Dodge County Transfer Station per our Designation Ordinance. Mr. Grose has since applied for the license.

Motion by Gray seconded by Hanson to approve and authorize the Chair and Deputy Clerk to sign resolution #2008-39 granting a 2008 Hauler’s License to Ron Grose Refuse:

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

Ron Grose Refuse

**WHEREAS**, the Dodge County Solid Waste Officer has reviewed the hauler’s application and supplemental information and finds that they meet 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 September 23, 2008 to February 13, 2009 to the following hauler:

2008 Hauler's License Approved by Resolution #2008-39 - Continued

Ron Grose Refuse

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

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

*Resolution adopted unanimously.*

The Environmental Quality Director and Solid Waste Facility Manager Terry Selthun reviewed with the Board a request to approve an exception to the Waste Designation Ordinance.

Waste Designation Exception Approved by Resolution #2008-40

Dodge County's Waste Designation Ordinance allows the county to determine on a case-by-case basis if certain waste materials should be exempt from designation for reasons of public health and safety. The proposed resolution describes one such case where the county could approve an exception with special conditions.

Motion by Erickson seconded by Tjosaas to approve and authorize the Chair and Deputy Clerk to sign resolution #2008-40 which grants an exception to the Dodge County Waste Designation Ordinance:

**WHEREAS**, Viet Container Corporation currently collects Municipal Solid Waste from IFP Incorporated and transports it directly to the Dodge County Transfer Station in accordance to the County's Designation Ordinance; and

**WHEREAS**, much of the waste from IFP contains food grade powder that will often coat the floor, walls, and equipment in the County Transfer Station, creating a safety risk; and

**WHEREAS**, Dodge County may grant exceptions to the Dodge County Solid Waste Designation Ordinance pursuant to Section 1, Subsection 5 of said ordinance; and

**WHEREAS**, Viet Container Corporation has agreed to transport all Municipal Solid Waste it collects from IFP Incorporated directly to the Olmsted Waste to Energy Facility or Olmsted Landfill when such waste is compacted and stored in a roll-off receiver container located at IFP; and

**WHEREAS**, the Dodge County Solid Waste Officer finds that such an agreement with Veit is consistent with the County’s Waste Management Plan and the Dodge-Olmsted Waste Management Agreement.

Waste Designation  
Exception Approved  
by Resolution  
#2008-40 -  
Continued

**THEREFORE BE IT RESOLVED**; that the Dodge County Board of Commissioners grants an exception per Section 1, Subsection 5 of the Designation Ordinance to Viet Container Corporation with the following conditions:

1. The exception is only valid as long as Viet Container Corporation maintains its Dodge County License and operates in accordance with Dodge County Solid Waste Ordinance.
2. The exception only applies to Mixed Municipal Waste that Viet Container Corp. collects from IFP Inc., located at 72241 259th Avenue, Hayfield, MN, and only when such waste is compacted and stored in a roll-off receiver container located at IFP.
3. All Mixed Municipal Waste collected via this exception must be transported directly to the Olmsted Waste To Energy Facility or Olmsted County Landfill in accordance with Dodge County and Olmsted County policy, ordinance, and Joint Agreements.
4. This exception can be terminated by Dodge County or Veit Container Corporation for any reason following a 30 day written notice.  
*Resolution adopted unanimously.*

The Environmental Quality Director and Solid Waste Facility Manager discussed with the Board their request to approve a trailer purchase.

Environmental  
Quality Trailer  
Purchase Approved

Mr. Gamm reported that throughout the summer they have been preparing to modify their operation so that they can transport more waste per trip to the Olmsted Waste to Energy Facility (OWEF). Mr. Selthun and his staff have evaluated different types of trailers that would allow them to transport at least 20 tons per trip. The Solid Waste Facility Manager reviewed with the Board a summary of specifications and price quotes for trailers.

The Environmental Quality Department is recommending that they be allowed to accept the Crysteel proposal.

Environmental Quality staff recommended the Crysteel trailer for the following reasons:

1. It has the most capacity for hauling waste because of the dimension and weight of the trailer.
2. The Crysteel trailer unloads faster; around two minutes compared to six minutes for the ejector trailer and ten minutes for the walking floor trailer. Also the Crysteel trailer unloads without requiring manual clean-out of residual waste.

3. Environmental Quality staff also thinks the Crysteel trailer will be easier to maintain, easier to get parts, and easier to fix.
4. Crysteel is the only vendor who will accept the existing trailer as a trade-in discount on the purchase price.

Environmental  
Quality Trailer  
Purchase Approved -  
Continued

The revenue for this purchase will come from our Equipment Replacement Fund and is a part of our five-year capital purchase plan. The trailer is not likely to be delivered until early 2009. The 2009 Environmental Quality budget includes \$80,000 for the purchase of a trailer.

Discussion took place on whether the trailer would be leased or purchased. The County Administrator suggested that the trailer be purchased.

Motion by Gray seconded by Erickson to approve and authorize the Environmental Quality Department to purchase a 48' Steel Apron Trailer in the amount of \$59,800 from Crysteel, this amount includes the trade-in. *Motion adopted unanimously.*

ISTS Coordinator Sandra Schafer met with the Board to discuss her request to approve a well sealing grant.

Well Sealing Grant  
for Southside Well  
Group, County Road  
34 Approved

Ms. Schaefer reported that residents along County Road 34 in Kasson on the south side 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 seven (7) homeowners and seal six (6) 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 Tjosaas to approve and authorize a \$500 grant (\$3,000 total) from the Environmental Trust Fund per well owner as described above for the Southside Well Group, County 34. Because residents cannot construct new septic systems without sealing the wells this would improve water quality and groundwater. *Motion adopted unanimously.*

Emergency Management Director Matthew Mass reviewed with the Board his request to adopt the National Incident Management System.

NIMS Program  
Approved

Mr. Maas stated that his purpose for meeting with the County Board was to inform them of the formal adoption of "NIMS" (National Incident Managements System) for Dodge County in its entirety. This will include all municipalities, emergency agencies, and Dodge County departments possibly associated with large scale incidents, to include the Highway and Environmental Quality Departments.

As required under Homeland Security Presidential Directive (HSPD)-5 the NIMS enables responders, authorities from different jurisdictions, and disciplines to better work together with a consistent framework for incident management.

This is the framework that Dodge County has been operating under for several years however as requirements have changed and our county continues to grow; we have a need to enhance all components of our Emergency Management Systems. This will include NIMS as well as the Emergency Operations Plan and all of the training associated with them.

Mr. Maas noted that he is currently beginning this process with revising and implementing necessary programs. This will continue over the next twelve to eighteen months as he works together with all departments/agencies within the county and with neighboring counties.

As Emergency Management Director Mr. Maas will be working with all of the above mentioned department/agencies to ensure that policies, programs, and training are compliant with regulations and up to date.

Currently any costs associated with this are within the budget. During the process of completing these enhancements, Dodge County may become eligible for grant money available from associated federal and state funds.

Motion by Tjosaas seconded by Erickson to adopt NIMS for Dodge County and approval the enhancement of Dodge County's Emergency Management systems as outlined. *Motion adopted unanimously.*

Sheriff Gary Thompson met with the Board to discuss his request to approve a proposed safe and sober resolution.

2009 Safe & Sober  
Grant Approved by  
Resolution #2008-41

Mr. Thompson reported that the Dodge County Sheriff's Office application for a 2009 Safe & Sober grant has been accepted. The Minnesota Department of Public Safety has set aside \$10,000 for Dodge County's Safe & Sober project and \$1,540 for supplemental DWI activities.

The Office of Traffic Safety is requesting a resolution authorizing participation of each agency in our grant from the appropriate council or board as soon as possible. Work for 2009 begins with publicity starting on October 4, 2008 and enforcement beginning October 12, 2008.

It was noted that competition was heavy and many grants received less than requested.

2009 Safe & Sober Grant Approved by Resolution #2008-41 - Continued

Motion by Hanson seconded by Tjosaas to approve and authorize the Chair and Deputy Clerk to sign resolution #2008-41 in support of a Safe & Sober Grant Agreement with the Dodge County Sheriff's Office and Minnesota Department of Public Safety:

**BE IT RESOLVED**, that the Dodge County Sheriff's Office enter into a grant agreement with the Minnesota Department of Public Safety, Office of Traffic Safety for the project entitled Safe & Sober Grant Program during the period from October 1, 2008 through September 30, 2009.

The Sheriff of Dodge County is hereby authorized to execute such agreements and amendments as are necessary to implement the project on behalf of the Dodge County Sheriff's Office and to be the fiscal agent and administer the grant. *Resolution adopted unanimously.*

The County Administrator reported that as a part of the Board's continued County Board meeting on Tuesday, September 16, 2008 the Board authorized a portion of the courthouse roof project to continue contingent upon additional bids being gathered for the lead base paint abatement on the cupola. At that time the Board was presented with one bid in the amount of \$40,875.

Lead Based Paint Abatement Bid on Courthouse Roof Project Awarded

County Staff has worked in conjunction with Kane and Johnson Architects and they have received three new bids on this project. The bid results are listed as follows:

| Bidder                       | Base Bid | Alternate #2 | Total    |
|------------------------------|----------|--------------|----------|
| Twell Environmental          | \$31,355 | \$2,720      | \$34,075 |
| Dennis Environmental         | \$33,880 | \$5,120      | \$39,000 |
| Environmental Plant Services | \$38,100 | \$7,785      | \$45,885 |

Motion by Gray seconded by Erickson to award the lead based paint abatement bid on the courthouse roof project to Twell Environmental in the amount of \$34,075. *Motion adopted unanimously.*

Mr. McKnight was thanked for his efforts to work with the Building Operations Supervisor and Kane and Johnson to obtain more lead based paint abatement quotes.

Senior Probation Officer Roger Hanson met with the Board to discuss his request to appoint two DFO Community Corrections Advisory Board members.

DFO Community Corrections Advisory Board Appointments Approved

Mr. Hanson informed the Board that Dodge County currently has two openings for citizen positions representing Dodge County on the DFO Community Corrections Advisory Board. These positions are filled by appointment by the Dodge County Board of Commissioners for a term of two years in length with a maximum of three consecutive terms.

The work performed by these appointed representatives includes reviewing and establishing correctional administrative policies, input on budget matters for consideration by the three County Boards and attending and fully participating in monthly Advisory Board Meetings along with possible other committee assignments.

DFO Community  
Corrections Advisory  
Board Appointments  
Approved -  
Continued

Dodge County has had these two positions open for an extended amount of time and the sooner they are filled the better Dodge County correctional needs and concerns will be represented. The openings have previously been posted in the county newspapers without much response. Historically these positions have been most often filled by word of mouth referrals or recommendations.

Glenda Johnson was previously appointed as a Dodge County representative on the Advisory Board and resigned due to other employment obligations. Ms. Johnson is once again requesting to be reappointed to the position. Ms. Johnson's employment situation has changed allowing her more flexibility to meet the needs of serving on the Advisory Board.

Rose Pappas has also expressed an interest in serving on the Advisory Board.

The Senior Probation officer recommends that Glenda Johnson and Rose Pappas be appointed to the DFO Community Corrections Advisory Board as requested.

Motion by Erickson seconded by Hanson to approve and authorize the appointment of Glenda Johnson and Rose Pappas to the DFO Community Corrections Advisory Board for a term of two years. *Motion adopted unanimously.*

Drug Court Coordinator Eric Thompson reviewed with the Board his request to set up a revolving account for Sober Fest donations.

Sober Fest Revolving  
Account  
Establishment  
Approved

The Dodge County Adult Drug Court collected \$1,437.00 in donations for Sober Fest in 2008. After paying for Sober Fest related expenses, \$972.88 in donation money remains.

Motion by Erickson seconded by Hanson to approve and authorize the establishment of a revolving account in which \$972.88 of donations to the 2008 Sober Fest will be deposited for future Sober Fest activities. *Motion adopted unanimously.*

Finance Director Lisa Kramer presented for the Board’s consideration an abatement request.

Request to Abate  
Penalty Amount for  
Improper Homestead  
Classification Credit  
Denied

Yun Son and Roger Webb have requested to have the penalty amount assessed with the repayment of improper homestead credit abated. The Webbs contend that they were confused by the Homestead Application and that they thought the form was filled out correctly. They have been receiving Homestead Credit in two counties for the last three years. The Minnesota Department of Revenue sends listings of duplicate homestead listings to counties as a tool for verifying that homestead status is legitimate. The Webb’s property in Ashland Township was on the duplicate list for 2007. The Assessor’s Office worked with Olmsted County Property Records and Tax Department, and determined that the Webbs lived in Oronoco, so that address was their correct homestead property. At that point the information was turned over to the Finance Director to collect the improper homestead credit and the 100% penalty assessed by MN Statute 273.124 sub. 13(h). The Webbs are willing to pay back the homestead credit, but wish to have the penalty abated.

The Board reviewed documents that were provided to Yun Son and Roger Webb.

It was Ms. Kramer’s recommendation that the request be denied based on MN Statute 273.124 Sub. 13(h) rules.

Motion by Erickson seconded by Tjosaas to deny the request of Yun Son and Roger Webb to have the penalty amount assessed with the repayment of improper homestead credit abated. *Motion adopted unanimously.*

Fairview Care Center Administrator Jane Sheeran requested approval for a 2008-2009 pay scale for Fairview Care Center employees.

2008-2009 Fairview  
Care Center Pay  
Scale Increases  
Approved

Motion by Gray seconded by Hanson to approve and authorize the 2008-2009 Fairview Care Center pay scale as presented, effective September 29, 2008. *Motion adopted unanimously.*

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                    | \$116,222.53       |
| 11 | Human Services Fund             | \$ 1,249.09        |
| 13 | Road and Bridge Fund            | \$ 67,621.24       |
| 16 | Environmental Quality Fund      | \$ 81,481.16       |
| 41 | J.D. #11 (Ripley Ditch) Fund    | \$ 1,186.40        |
| 42 | J.D. #7 (Havana) Fund           | \$ 165.84          |
| 43 | County Ditch #1 Fund            | \$ 1,395.64        |
| 44 | County Ditch #4 Fund            | \$ 88.74           |
| 45 | County Ditch #5 Fund            | \$ 1,603.22        |
| 46 | County Ditch #7 Fund            | \$ 71.92           |
| 64 | Environmental Grant & Loan Fund | <u>\$ 3,500.00</u> |
|    | Total                           | \$274,585.78       |

A payment to Culligan in the amount of \$91.26 on page five will be reduced to \$45.63, a duplicate payment was discovered. A payment to Northfield Construction Company for \$31,578.48 will be added to the bills for courthouse roof construction. The payment will be taken out of fund 801.

*Motion adopted unanimously.*

Bills Approved -  
Continued

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

Legal Update

The County Attorney left the meeting at 10:58 a.m. CDT.

County Attorney Left  
Meeting

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

Personnel Actions  
Approved

**A. Four Seasons Arena**

A.1 Ryan Christensen – Zamboni Driver/Janitor – On-Call  
Authorization to employ at A13 step 11 \$11.69.  
Effective Date: 9/23/08

**B. Extension Office**

B.1 James Speer – 4H Summer Assistant  
End of seasonal employment.  
Effective Date: 8/15/08

**C. Highway Department**

C.1 Russell Lucas - Equipment Operator III – 1.0 FTE  
Authorization to change status from Equipment Operator II B22 90%  
\$16.06 to Equipment Operator III B23 90% \$16.61 to fill vacancy created  
by status change.  
Effective Date: 9/10/08

C.2 Russell Lucas - Equipment Operator III – 1.0 FTE  
End of initial probationary period and salary adjustment to 100% of B23  
\$18.46. Continue on trial work period in Equipment Operator III position  
until 12/10/08.  
Effective Date: 10/1/08

**D. Human Services**

D.1 Jessica Westphal – Social Worker  
Recommend step increase from C42 step 6 \$19.96 to C42 step 5 \$20.70.  
Effective Date: 10/3/08

D.2 Ginger Nelson – Financial Worker  
Annual review.  
Effective Date: 10/1/08

D.3 Julie Holgate – Social Services Supervisor  
Step increase from C51 step 4 \$26.36 to C51 step 3 \$27.04.  
Effective Date: 10/4/08

**E. Administration**

E.1 Tobey Hicks – Information Systems Specialist  
Step increase from B24 step 8 \$15.99 to B24 step 7 \$16.39.  
Effective Date: 9/17/08

E.2 Lisa Hager – Employee Relations Director  
Annual review.  
Effective Date: 9/2/08

**F. Assessors’ Office**

F.1 Wendell Engelstad – County Assessor  
Reappoint as County Assessor for four year term to run January 1, 2009 to December 31, 2012.  
Effective Date: 1/1/09

Personnel Actions

Approved -  
Continued

**G. Sheriff’s Department**

G.1 Kevin Krause – Deputy Sheriff  
Step increase from C41 12 month step \$19.24 to C41 24 month step \$20.60.  
Effective Date: 8/26/08

G.2 Jeff Brumfield – Investigator  
Step increase from C43 24 month step \$26.97 to C43 36 month step \$27.41.  
Effective Date: 10/3/08

**H. Job Description Annual Review**

**H.1 Annual Review of Job Descriptions**

Request approval of revised job descriptions for:

- 1. Administrative Assistant - Planning**
- 2. Case Aide – Human Services**
- 3. Financial Assistance Supervisor – Human Services**
- 4. Information Systems Specialist – Human Services**
- 5. Deputy Abstractor – Recorder**
- 6. Lead Dispatcher – Sheriff’s Office**

(All updates have been reviewed by the employees in the position, Department Heads, County Administrator and Employee Relations)

Effective Date: 12/1/08

*Motion adopted unanimously.*

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

Human Services  
Committee Report

The Board reviewed the Human Services Director’s request to approve contracts with Group Residential Housing providers.

Group Residential  
Housing Contracts  
Approved

Motion by Hanson seconded by Tjosaas to approve contracts with the following Group Residential Housing providers effective July 1, 2008 to June 30, 2009 at a monthly rate of \$776:

- Catherine Baudion - Dodge Center
- Cenneidigh, Inc. - West Concord
- Stephanie Chicos - West Concord
- Circle Drive Manor - West Concord
- Vicki Munson - Dodge Center
- Elm Care, Inc. - Hayfield, Mantorville
- Field Crest Assisted Living - Hayfield
- Lois and Duane Klocke - Hayfield
- Minnesota State Operated Community Services – Hayfield, West Concord, Kasson

Comfort Home Health Care - Kasson  
REM Woodvale, Inc. – Kasson, Dodge Center  
Janie Hill – Dodge Center  
Sue Westin – Hayfield  
Marlene Wirth - Kasson

Group Residential  
Housing Contracts  
Approved -  
Continued

*Motion adopted unanimously.*

Ms. Hager discussed with the Board the proposed 2009 cafeteria plan contribution. Committee members Gary Albers and Rick Eggert were available to comment.

2009 Cafeteria Plan  
Contribution  
Discussed

The Employee Relations Director reported that the 2008 Insurance Committee discussed the cafeteria plan options for 2009, taking into consideration the 9.75% increase in health premiums and the 15% increase in dental premiums.

The committee had the following recommendation for the County Board:

1. Increase the county contribution to \$640 for single (\$50 increase) and to \$1,170 for family (\$100 increase).

2008 committee members include the following employees:

Rick Eggert  
Ginger Knight  
Gary Albers  
Lisa Kramer  
Galen Heinle  
Mark Brannan  
Jessica Bradford  
Sue Alberts

The Board took the information under advisement.

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

Public Safety  
Committee Report

The Board reviewed the Sheriff’s request to approve a Comprehensive Incident-Based Reporting System (CIBRS) Agreement with the Department of Public Safety/BCA.

CIBRS Agreement  
Approved

The BCA is developing an investigative tool called CIBRS. This program will allow law enforcement agencies state wide to submit and/or query records/information falling within certain criteria such as specific types of crimes, individuals, etc.

In order for the Sheriff’s Office to submit or access this program the Sheriff must sign a user agreement with the BCA and be designated as the Local Agency Administrator and Responsible Authority.

It was noted that the BCA is working with CIS (our records management system) to accommodate this new program.

CIBRS Agreement  
Approved -  
Continued

The Sheriff indicated that there should be no charge to the county.

Motion by Tjosaas seconded by Hanson to approve and authorize the Sheriff to sign a user agreement with the BCA and be designated as the Local Agency Administrator and Responsible Authority for Dodge County. *Motion adopted unanimously.*

Commissioner Erickson presented a summary of the Public Health Committee report and action items.

Public Health  
Committee Report

The Board reviewed Public Health's request to accept donations. Baby items have been donated by First Presbyterian Church Kasson, MN valued at \$30.00 and private citizens valued at \$96.00 for Public Health Nest. In addition Wal-Mart North, Rochester, MN has donated a \$50.00 gift card to the Public Health Nest. Public Health also received \$4.10 cash from private citizens to be used toward general health promotion activities.

Public Health Nest  
and Health  
Promotion Donations  
Approved by  
Resolution #2008-42

Motion by Erickson seconded by Gray to approve and authorize the Chair and Deputy Clerk to sign resolution #2008-42 authorizing Public Health to accept donations for the Public Health Nest Program and Health Promotion Programs:

**WHEREAS**, the Dodge County Public Health Department has received donations from Wal-Mart North, Rochester, First Presbyterian Church, Kasson, and private citizens; and

**WHEREAS**, the Dodge County Public Health Department wishes to accept these donations and utilize them for the purpose of the Nest Program and Health Promotion 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 donations to be used for the Nest and Health Promotion Programs:

|                                   |                       |
|-----------------------------------|-----------------------|
| Wal-Mart North, Rochester         | \$ 50.00 (gift card)  |
| First Presbyterian Church, Kasson | \$ 30.00 (baby items) |
| Private Citizens                  | \$ 96.00 (baby items) |
| Private Citizens                  | \$ 4.10 (baby items)  |

*Resolution adopted unanimously.*

The proposed 2008 flu shot fee requested was discussed.

2008 Flu Shot Fee  
Set

2007 flu clinic program activities and fees were reviewed. Based on a cost analysis that was completed, the Public Health Director is recommending that the 2008 flu shot fee be set at \$24.00 per shot. The approved flu shot fee for 2007 was \$23.00 per shot.

One issue that Ms. Espey wanted to bring to the Commissioner's attention is that for the past six years Public Health has paid for part time employees that received their shots through their clinics. This cost the Public Health Department approximately \$300.00 during the last flu season. Public Health highly encourages all employees to receive their annual flu shot and is very happy to see the trend of employees receiving their shot increasing, however, they have concerns if the cost continues to rise. The cost Public Health has to cover for these shots directly impacts their budget. For full time employees Public Health is able to bill insurance and recover their costs. For part-time employees they have nobody to bill. Public Health will continue to absorb the cost for the part-time employees unless directed by the County Board to do otherwise.

Motion by Erickson seconded by Gray to approve and authorize the Public Health Department to set the 2008 flu shot fee at \$24.00 per shot as recommended.  
*Motion adopted unanimously.*

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

Administration  
Committee Report

Motion by Tjosaas seconded by Gray to approve and authorize the September 9, 2008 Committee of the Whole meeting minutes as presented. *Motion adopted unanimously.*

09/09/08 Committee  
of the Whole Meeting  
Minutes Approved

Motion by Erickson seconded by Hanson to approve and authorize the September 9, 2008 meeting minutes as presented. *Motion adopted unanimously.*

09/09/08 Meeting  
Minutes Approved

The Board reviewed the Accounting Services Director's request to approve a temporary liquor license.

Temporary Liquor  
License Request  
Denied

The Wasioja Men's League is requested a temporary liquor license for the dates of October 5, 2008. They will be using the license for Wasioja Days. This event will be held at 20917 601<sup>st</sup> Street in Wasioja.

Motion by Gray seconded by Erickson to deny the 1-4 day temporary liquor license for the Wasioja Men's League based on the fact that the application was incomplete. *Motion adopted unanimously.*

The Board discussed the Building Operations Supervisor's request to purchase snow removal equipment.

Snow Removal  
Equipment Purchase  
Approved

Building Operations has budgeted \$22,000 for replacement of their snow removal equipment unit in the 2008 capital budget. This would replace the current 1990 John Deere F910 commercial front mount snow blower, rotary broom and mower equipment unit.

This type of unit has provided the best versatility in light and heavy snow removal on sidewalks where close maneuverability at the buildings, curbs, parking areas and landscape features are needed. Roger Friedt has reviewed the state contract pricing for John Deere and Toro as approved manufactures for purchase of the type of equipment maintenance needs for snow removal.

|                           | <b>John Deere 1420</b><br>Wanamingo, MN | <b>Toro Groundmaster 3320</b><br>Brooklyn Center, MN |
|---------------------------|---|--|
| Gas Front Machine Unit    | \$14,450.00                             | \$14,789.40  |
| Snow Blower               | \$ 3,075.00                             | \$ 5,859.00  |
| Soft Cab                  | \$ 1,700.00                             | \$ 5,186.49  |
| Heavy Duty Broom          | \$ 2,550.00                             | \$ 5,499.00  |
| Side Discharge Lawn Mower | \$ 2,950.00                             | Included with machine.                               |
| <b>Equipment total</b>    | <b>\$24,725.00</b>                      | <b>\$31,333.89</b>                                   |

| Additional Accessories:             |                    |                    |
|-------------------------------------|--------------------|--------------------|
| -heater/defrost kit                 | \$ 600.00          | Included           |
| -tire chains                        | \$ 100.00          | Included           |
| -service manuals                    | \$ 125.00          | Included           |
| -aux. valve for broom & blower      | Included           | \$ 400.47          |
| -135 lb. weight kit                 | Included           | \$ 540.62          |
| -relay harness kit – broom & blower | Included           | \$ 224.25          |
| -hyd. Control kit-broom & blower    | Included           | \$ 52.05           |
| <b>Sub Total</b>                    | <b>\$25,550.00</b> | <b>\$32,551.28</b> |

|  |                    |                    |
|--|--------------------|--------------------|
| <b>Less trade in:</b>  | <b>\$ 3,000.00</b> | <b>\$ 1,500.00</b> |
| 1990 John Deere F910, snow blower, rotary broom, mower deck and related accessories. |                    |                    |
| <b>Total</b>   | <b>\$22,550.00</b> | <b>\$31,051.28</b> |

The lowest total price is \$22,550.00 by SEMA Equipment, Inc. of Wanamingo for a John Deere 1420. This item is \$550.00 over the budgeted amount. The Building Operations Supervisor recommends the additional \$550.00 be taken from his grounds maintenance budget to cover this overage.

Motion by Gray seconded by Erickson to approve and authorize the Building Operations Supervisor to purchase a John Deere 1420 with related equipment and accessories at a cost of \$22,550 from the state contract pricing through SEMA Equipment, Inc., Wanamingo, MN as discussed. *Motion adopted unanimously.*

The Board reviewed Mr. Friedt’s request to donate an old jail cell located on county property.

Old Jail Cell Donation  
Approved

There is an old metal jail cell located outside the Dodge County maintenance garage (old Sheriff’s Department building) that has been there for 25 years or more and is no longer used by the Sheriff. The base of the jail cell is rusting and should be stored inside and out of the elements. Nobody is quite sure of its past, it may have been used by the Sheriff’s Department in another historic building many years ago to house prisoners.

The Mantorville Restoration Association has shown interest in the jail and is willing to take the jail cell and preserve it for historical purposes.

Motion by Gray seconded by Erickson to approve and authorize the donation of the old jail cell to the Mantorville Restoration Association. *Motion adopted unanimously.*

Commissioners provided their agency reports. Commissioner Hanson attended a Work Force Development meeting, a Fairview Care Center meeting and a Dodge County Trails Association meeting. Commissioner Alberts attended a Fairview Care Center meeting, a Corrections meeting and a Soil & Water meeting. Commissioner Gray attended a Care Center meeting and a RC&D meeting. Commissioner Erickson attended a SCHA Quality Assurance Committee meeting, a Fairview Care Center meeting, a continued County Board meeting, a DFO Advisory Board meeting, a Radio Survey Kick-Off meeting, an AMC Public Safety Committee meeting and a Dodge County Corrections Task Force meeting. Commissioner Tjosaas attended a Care Center meeting and a Radio Service meeting.

Agency Reports

Motion by Gray seconded by Hanson to adjourn the meeting at 11:49 a.m. CDT. *Motion adopted unanimously.*

Meeting Adjourned

The next regular meeting of the Dodge County Board of Commissioners will be held on October 14, 2008 at 9:30 a.m. CDT.

Next Regular Meeting

**ATTEST:**

\_\_\_\_\_  
KLAUS ALBERTS  
CHAIR, COUNTY BOARD

\_\_\_\_\_  
BECKY LUBAHN  
DEPUTY CLERK

\_\_\_\_\_  
DATED: