

TUESDAY, SEPTEMBER 28 2010

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

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

**COUNTY ADMINISTRATION OFFICE
MANTORVILLE, MN**

2010-19

The Dodge County Board of Commissioners met in regular session September 28, 2010, in the Commissioner's Room at the Courthouse Annex, Mantorville, MN, at 9:30 a.m. CDT. David Erickson, Vice 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 Vice Chair acknowledged those present and established that there was a quorum:

Those Present

Members present: Klaus Alberts District #1
David Erickson District #3
Don Gray District #4
David Hanson District #5
Members absent: Lyle Tjosaas District #2
Also present: Jim Elmquist County Administrator
Paul Kiltinen County Attorney

County Administrator Jim Elmquist reported that Emergency Management Director Matt Maas needs to add a few resolutions to the agenda to address the county's State of Emergency called on Thursday, September 23, 2010. Motion by Alberts seconded by Gray to approve and adopt the agenda as amended to include the addition of resolutions declaring Dodge County in a State of Emergency due to the September 23rd flooding. *Motion adopted unanimously.*

Agenda Approved

Human Services Director Jane Hardwick introduced Joan Scholljegerdes, a Steele County Child Support Supervisor who will be performing contract supervision with the Dodge County Child Support Unit. The Board welcomed Ms. Scholljegerdes.

New Contracted
Employee
Introduced

Fairview Care Center Administrator Jane Sheeran, Director of Environmental Services Galen Heinle and John McNamara from Wold Engineering presented for the Board's review the bids for the Fairview Care Center Roofing Project. The following five bids were received:

Fairview Care
Center Roof Bid
Awarded

Bidders Name	Base Bid Reroofing	Alternate #1 30-Year Warranty
Merit Contracting, Inc. - Rochester, MN	\$265,867	\$ 4,995
Winona Heating & Ventilating - Winona, MN	\$349,000	\$21,000
Horizon Roofing, Inc. - Waite Park, MN	\$277,433	\$ 9,000
Scwickert Company - Stewartville, MN	\$386,200	\$36,400
Allweather Roof - Austin, MN	\$246,500	\$12,500

It was reported that the base bid removes the existing ballasted roof and replaces it with a new fully adhered EPDM roof with a 20 year No Dollar Limit warranty. Additionally, the north deteriorated metal roof is removed and replaced with a new standing seam metal roof with a 25 year No Dollar Limit warranty.

Fairview Care
Center Roof Bid
Awarded -
Continued

The following information was shared on Alternate No. 1. This alternate was to change the 20 year No Dollar Limit warranty to a 30 year No Dollar Limit warranty. Given the range in cost of the alternate bids, this does not appear to be a good value for the work. Wold does not recommend acceptance of this alternate.

Motion by Gray seconded by Alberts to accept the low bidder’s base bid of \$246,500 from Allweather Roof of Austin, MN to replace the existing ballasted roof and north deteriorated metal roof at the Fairview Care Center as recommend.
Motion adopted unanimously.

It was the consensus of the Board not to approve Alternative No. 1 with the 30 year warranty.

Building Operations Supervisor Roger Friedt presented to the Board a remodeling plan for the Court Services area addressing security concerns presented from staff.

Court Services
Remodel Project
Approved

The following two bids were received:

Contractors	Quote Amount
Scott Berg Construction	Phil Johnson Construction
\$4,525.00	\$2,750.00

Mr. Friedt stated he was comfortable with either contractor.

Motion by Alberts seconded by Hanson to approve and authorize Phil Johnson Construction of Kasson, MN to remodel the Court Services area at a cost of \$2,750.00. *Motion adopted unanimously.*

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

Personnel Actions
Approved

A. Administration

- A.1 Jeremy Allen – Financial Assistance Specialist
Step increase from C41 step 2 \$24.34 to C41 max \$25.07.
Effective Date: 10/12/10
- A.2 Ginger Nelson – Financial Worker
Step increase from B23 step 3 \$18.38 to B23 step 2 \$18.99.
Effective Date: 10/01/10
- A.3 Jessica Westphal – Social Worker
Step increase from C42 step 5 \$22.87 to C42 step 4 \$23.72.
Effective Date: 10/03/10

- A.4 Jane Hardwick – Human Services Director
Annual review.
Effective Date: 8/18/10
- B. Human Services**
- B.1 Wendy Iverson – Assessment Support Specialist
Step increase from B23 step 2 \$18.99 to B23 max \$19.56.
Effective Date: 9/13/10
- C. County Attorney’s Office**
- C.1 Janet Mahle Hinds – Assistant County Attorney
Step increase from C43 step 5 \$28.49 to C43 step 4 \$29.59.
Effective Date: 9/16/10
- D. Sheriff’s Office**
- D.1 Matt Maas – Emergency Management Director
Annual review.
Effective 9/02/10
- D.2 Joseph Rau – 911 Dispatcher
Step increase from B22 step 8 \$19.64 to B22 step 9 \$20.22.
Effective Date: 8/27/10
- D.3 Christine Wolcott – 911 Dispatcher
Step increase from B22 step 8 \$19.64 to B22 step 9 \$20.22.
Effective Date: 8/19/10
- D.4 Cindy Wunderlich – 911 Dispatcher
Step increase from B22 step 3 \$16.76 to B22 step 4 \$17.27.
Effective Date: 8/14/10
- D.5 Richard Allee – Deputy
Annual review.
Effective Date: 9/17/10
- D.6 Wendell (Gene) Meyer – Transport Officer – On-Call
Authorization to employ at A13 step 9 \$12.18 to fill approved vacancy.
Effective Date: 9/29/10
- E. Job Description Annual Review**
- E.1 **Annual Review of Job Descriptions**
Approval of revised job descriptions for:
1. Support Enforcement Aide - Human Services
 2. Clerk Typist – Sheriff’s Office
- (All updates have been reviewed by the employees in the position, Department Heads, County Administrator and Employee Relations)
Effective Date: 12/1/10

Motion adopted unanimously.

Ms. Hager discussed with the Board the Insurance Committee recommendation for the 2011 cafeteria plan.

2011 Cafeteria Plan
Contribution
Discussion

Insurance Committee members Ginger Knight and Lisa Kramer informed the Board that the voting members of the 2011 Insurance Committee would like some direction from the County Board before holding an informational meeting with the employees and making a recommendation on plan options for 2011.

It was noted that the committee would like to get employees reactions to switching from a \$2,600/\$5,200 100% VEBA Plan to a \$2,600/\$5,200 80/20 VEBA Plan. In order to better explain the financial impact of this switch to employees, the committee is hoping to have a commitment from the County Board to an increase in the county contribution of a specific amount based on the members agreeing to change plans.

2011 Cafeteria Plan Contribution Discussion - Continued

It was noted that after this discussion, the Insurance Committee will hold informational meetings and return to the County Board meeting on October 12th with a formal recommendation.

Plan options were reviewed.

The Board will have to determine what sort of contribution the county would like to make after conferring with the County Administrator regarding budget conditions.

Taxpayer Services Director Rose Culbertson reviewed bills with the Board. Motion by Gray 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	\$ 43,332.43
11	Human Services Fund	\$ 88.57
13	Road and Bridge Fund	\$ 45,207.68
16	Environmental Quality Fund	<u>\$ 9,568.00</u>
	Total	\$ 98,196.68

Motion adopted unanimously.

SSTS Coordinator Sandra Schaefer met with the Board to discuss her request to authorize payment for the completion of a septic system at 26980 625th Street, Kasson, MN with Clean Water Amendment Grant funds.

Payment for Clean Water Amendment Grant Approved

Dodge County received a Clean Water Amendment Grant for replacement of septic systems that are considered an Imminent Public Health Threat. Six systems were approved and received funding from BWSR. Money for this payment is in the water quality budget.

Existing conditions were discussed. Construction has been completed for another septic system under the grant reimbursement. This totals four systems that have received a "Certificate of Compliance" to date. The following address is asking for grant reimbursement.

Date of Compliance	Vendor	Explanation	Cost
8/26/2010	26980 625th Street Kasson, MN	Completed Septic System	\$8,320.00
Total Amount From Grant Funds			\$8,320.00

Motion by Alberts seconded by Hanson to approve and authorize payment of \$8,320.00 from Clean Water Amendment grant funding for installation of a new septic system at 26980 625th Street, Kasson, MN. *Motion adopted unanimously.*

Payment for Clean Water Amendment Grant Approved - Continued

The Board thanked Ms. Schaeffer for all the work she has done to get this program up and running.

Environmental Services Director Mark Gamm provided for the Board's review the 2011 Natural Resources Block Grant Agreement.

2011 Natural Resources Block Grant Agreement Approved

The Natural Resources Block Grant provides state funding for the county's feedlot, wetland, shoreland, septic, and water management activities. Dodge County is eligible to receive \$74,288 for our budget years 2011-2012.

Motion by Alberts seconded by Gray to approve and authorize the Environmental Services Director to sign the FY 2011 State of Minnesota BWSR Natural Resources Block Grant Agreement on behalf of the county. *Motion adopted unanimously.*

Public Health Director Peggy Espey provided the Board with a Southeast Minnesota Beacon Program update.

Southeast Minnesota Beacon Program

In January the Public Health Director came to the Board and sought the Board's support to pursue the Beacon Grant opportunity with Mayo Clinic and the other ten SE Minnesota Counties. After review and discussion, the County Board supported the effort to move forward and submit a letter of commitment to participate in the Beacon Communities Program. Ms. Espey noted that she has provided updates these past months since being notified that they had been selected as one of 15 selected nationwide to participate in the Beacon Grant programs. Public Health will continue to move forward with the project has requested to bring forward a presentation that will:

- Review the Beacon Grant and explain the activities that will occur in SE Minnesota.
- Relate the importance of the Beacon program mission to improving the health of our community.
- Engage the County Board support for our local health department to engage health care providers and school districts in this regional effort to improve community health.

This continues to be an exciting project that has the potential to help Dodge County strengthen our community capacity to improve health outcomes.

The Board thanked Ms. Espey for her presentation.

The Public Health Director also presented the flu shot schedule for the Board.

Flu Shot Schedule Presented

County Engineer Guy Kohlnhofer discussed with the Board his request to pass a resolution to accept Safety Funds for SAP 20-611-011 to construct a cul-de-sac at the County Road 11 and TH 57 intersection.

Safety Funds
Accepted for SAP
20-611-011 by
Resolution #2010-46

In 2008 the intersection at CSAH 11 and TH 57 just north of Mantorville was reconstructed to form a cul-de-sac with the authorization to use Rural Road Safety Funds in the amount of \$33,636.00. Swenke Company performed the work to Dodge County's satisfaction with the final contract amount being \$33,528.00. The project was completed in 2008 and final payment has been made to Swenke Company.

It recently came to the Highway Department's attention that the funds for this project have not been received by the Highway Department. Upon investigating the status of funding, it was discovered that the required resolution accepting the funds was overlooked. The funds have been set aside at the State of Minnesota since the start of the project and upon passing the resolution the funds will be released.

Motion by Gray seconded by Alberts to approve and authorize the Vice Chair and Clerk to sign resolution #2010-46 in support of accepting safety funds in the amount of \$33,636.00 for project SAP 20-611-011:

WHEREAS, Dodge County has applied to the Commissioner of Transportation for a grant from the Minnesota State Transportation Fund for construction of Local Road Improvement Project at the intersection of CSAH 24 and TH 57; and

WHEREAS, the Minnesota Department of Transportation recommended the project be moved south to the intersection of CSAH 11 and TH 57. Namely Local Road Improvement Project SAP 020-611-011 for the removal of the intersection and placement of a cul-de-sac; and

WHEREAS, the Commissioner of Transportation has given notice that funding for SAP 020-611-011 is available; and

WHEREAS, the amount of the grant has been determined to be \$33,636.00, by reason of the lowest responsible bid.

NOW THEREFORE BE IT RESOLVED, that Dodge County does hereby agree to the terms and conditions of the grant with Minnesota Statutes, section 174.52, subdivision 5, and will pay any additional amount by which the cost exceeds the estimate, and will return to the Minnesota State Transportation Fund any appropriations for the road project, but not required.

Resolution adopted unanimously.

Matthew Maas, Emergency Management Director, presented the funding plan for the ARMER System and a communications systems agreement with Motorola. Total expense after revenues for the project is \$1,042,771.04. However, the contract with Motorola is for \$34,120.25 to be invoiced in 20 days and another invoice will follow in October for \$907,316.49 to be paid in October.

Communications
System Agreement
with Motorola for
ARMER Project
Approved

A long discussion took place regarding contract financing and technical questions for the Attorney and the Emergency Services Director.

Communications System Agreement with Motorola for ARMER Project Approved - Continued

Motion by Alberts seconded by Gray to approve and authorize the Emergency Management Director to move forward with a Communications System Agreement with Motorola to purchase and install ARMER equipment. Also included in the motion was authorization for the Vice Chair to sign a Communications System Agreement with Motorola. *Motion adopted unanimously.*

Maas presented two resolutions pertaining to the floods from September 23rd, 2010. The first was the official ratification by the Board relating to the State of Emergency from September 23, 2010 signed by Board Chair Lyle Tjosaas.

State of Emergency Declaration Approved by Resolution #2010-47

Motion by Hanson, seconded by Gray to approve and authorize the Chair and Deputy Clerk to sign resolution #2010-47 declaring Dodge County in a State of Emergency due to the September 23, 2010 flooding:

WHEREAS, the flash flooding impacted the population of Dodge County and its cities; and

WHEREAS, the flash flooding event has caused a significant amount of public property damage; and

WHEREAS, the Dodge County Department of Emergency Management requests the Dodge County Board of Commissioners to declare Dodge County in a STATE OF EMERGENCY for the flash flooding event of 2010.

NOW THEREFORE BE IT RESOLVED, that the Dodge County Board of Commissioners declares Dodge County in a State of Emergency for conditions resulting from the flash flooding event of September 23rd, 2010.

Resolution adopted unanimously.

Mr. Maas presented for the Board's consideration the second resolution requesting the declaration of a major disaster.

Request for Presidential Disaster Declaration for Dodge County Approved by Resolution #2010-48

Motion by Alberts seconded by Hanson to approve and authorize signatures of the Vice Chair and Clerk to resolution #2010-48 in support of a resolution requesting a Presidential declaration of a major disaster:

WHEREAS, the County of Dodge has sustained severe losses of major proportion, caused by flooding on the date(s) of September 23 & 24th, 2010; and

WHEREAS, Dodge County is a public entity within the State of Minnesota; and

WHEREAS, substantial damage has been sustained to public and private property, as outlined in the damage assessment forms; and

WHEREAS, the cost of recovery from this disaster is beyond the resources available within the county, and state and federal resources are necessary.

NOW, THEREFORE, BE IT RESOLVED, that the Board of County Commissioners, for and on behalf of the citizens of Dodge County, request the Governor of the State of Minnesota to petition the President of the United States to declare the County of Dodge, Minnesota, to be a major disaster area, through appropriate channels.

Request for
Presidential Disaster
Declaration for
Dodge County
Approved by
Resolution #2010-48
- Continued

BE IT FURTHER RESOLVED, that this request is for:

1. The Public Assistance (Infrastructure Support) and Individual Assistance Programs as offered under the Robert T. Stafford Disaster Relief and Emergency Assistance Act.
2. The Hazard Mitigation Program, as offered under the Robert T. Stafford Disaster Relief and Emergency Assistance Act.

BE IT FURTHER RESOLVED, that the County Emergency Management Director is authorized to coordinate the damage survey teams with local government, and assist in the administration of the disaster recovery process, as needed.

Resolution adopted unanimously.

Drug Court Coordinator Eric Thompson discussed with the Board a request to accept donations for the 2010 Sober Fest event. Mr. Thompson noted that an additional donation of \$10.00 from Gary Trelstad will be added to the list.

2010 Sober Fest
Program Donations
Approved by
Resolution
#2010-49

Motion by Gray seconded by Hanson to approve and authorize the Vice Chair and Clerk to sign resolution #2010-49 accepting donations for the 2010 Sober Fest program:

WHEREAS, the Drug Court receives donations from time to time from individuals and/or organizations; and

WHEREAS, Drug Court wishes to accept these donations and utilize them for the purpose of sponsoring the 2010 Sober Fest program; and

WHEREAS, pursuant to Minnesota Statute 465.03, the county shall by resolution of the governing body adopt 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 accept the following donations to be used for the 2010 Sober Fest program:

1. Fashion Beauty Lounge-\$20.00 gift certificate
2. Rosemary Blaine-\$5.00 cash donation
3. Verlyn Pool-\$10.00 cash donation
4. Cheryl Stellenberg-\$5.00 check donation
5. Roger’s Barber Shop-1 haircut
6. Safeway Agency-\$20.00 check donation

7. Fit & Tan-\$20.00 check donation
8. Napa (Hayfield)-3 hats
9. Craig's Cuts-1 gift certificate
10. Dairy Queen (Dodge Center)-2 \$10.00 and 4 \$5.00 gift certificates
11. Country Pizza-2 large pizzas
12. Kwik Trip (Kasson)-3 pizza coupons
13. Kasson Dollar & Video-2 DVD rental gift cards
14. Expressions-\$20.00 gift certificate
15. Deanna Kay's Hairstyling-\$12.00 gift certificate
16. Americana Community Bank-\$100.00 savings bond
17. Napa (Kasson)-1 replica Napa truck
18. Wells Fargo (Dodge Center)-MN Wild puck, pen, bag, towel, pennant
19. Citizens Bank-15 can coolies
20. Carin Minelli (American Family Insurance)-3 card decks, coffee mug, \$25.00 check donation
21. Fahning & Assoc.-\$25.00 check donation
22. Spare Time Lanes-1 family bowling package
23. Buffet King-\$10.00 gift certificate
24. Mane Image Salon-1 gift certificate and hair product
25. Culligan-8 cases of water
26. Hardware Hank (Kasson)-2 tape measures, pair of gloves, wheel restoration kit, 2 flashlights, 2 cable turtles, hat, coffee cup
27. Subway (Kasson)-2 6" subs and 2 breakfast sandwiches
28. Kasson State Bank-2 \$50.00 savings bonds
29. AmericInn (Kasson)-1 pool pass
30. Burger King (Kasson)-5 value meal coupons
31. Hardware Hank (Dodge Center)-1 hardware caddy
32. Dodge Country Club-4 rounds of 18-hole golf
33. Bear's Den-\$25.00 gift card
34. Universal Marine & RV-4 hats, replica Winnebago, and sports tube
35. Subway (Rochester)-184 \$1.00 coupons
36. Subway (Dodge Center)-4 6" subs
37. Hot Wok-2 \$5.00 gift certificates
38. Custom Embroidery-2 "Drug Court Works" handbags
39. Great Clips (Rochester)-2 haircuts
40. His & Her Hair-\$12.00 gift certificate
41. Jorgenson Auto-1 oil change
42. In Town Floral-1 candle, 1 reed diffuser
43. Kasson State Theatre-discount movie tickets
44. Hayfield T-Shirts Etc.-2 t-shirts
45. Alter Metal Recycling-2 hats
46. Neil's Small Engine Repair-2 \$10.00 gift cards
47. Ready Mix-2 hats
48. Subway (Byron)-4 6" subs
49. Forget-Me-Not Floral & Gift-\$10.00 gift certificate
50. City Looks-purse, t-shirt, bracelet, make-up, Aveda hair accessories
51. Sears-24 pc. tool set, tool bag, hat
52. Lowell's Auto-\$25.00 cash donation, jewelry kit, beading kit
53. Jan's Costumes-\$45.00 gift certificate
54. Project Linus-13 quilts
55. Houston's Green House-1 reed diffuser and 1 candle

2010 Sober Fest
Program Donations
Approved by
Resolution
#2010-49 -
Continued

56. Windsor Court-\$20.00 check donation
57. Roxanne's Cleaning Service-\$20.00 cash donation
58. Mary and Randy Dessner-\$20.00 cash donation
59. Mavis and Dick Dessner-\$20.00 cash donation
60. McNeilus Steel-4 Vikings tickets
61. Dodge Board & Lodge-\$100.00 check donation
62. Virgil and Carol Andrist-\$50.00 check donation
63. KM Telecom-\$100.00 check donation
64. Prime Time Bar & Grille-\$20.00 gift certificate
65. Schmidt Printing-2 water bottles, 6 coolies, 3 t-shirts
66. Alvin E. Benike, Inc.-2 hats, 2 t-shirts
67. Daube's Bakery-1 gift card for 8" or ¼ cake
68. Farm Bureau (Richard Veldman)-\$25.00 check donation
69. Claremont Service & Sports Center-1 gift certificate for oil change
70. John Hardy's-8 coupons (2 small plates each)
71. Hubbell House-5 \$15.00 gift cards
72. Wal-Mart-\$50.00 gift card
73. McNeilus Trucking-4 calculators, 2 pair gloves, 8 frisbees, 2 stocking caps, 2 windbreakers, 6 hats, 2 travel mugs, 15 t-shirts, 8 coloring books
74. Truckin' America-2 \$25.00 gift certificates
75. Zumbro Valley Recreation Club-1 ten time golf pass (9 hole)
76. 4 Corner Convenience, Inc.-\$20.00 gift certificate
77. Daniel's-1 cheesecake
78. Hy-Vee-Free slice of pizza & soda
79. Dalen Jensen-\$5.00 cash donation
80. Chris Torgerson-\$1.00 cash donation
81. Josh Thiemann-\$5.00 cash donation
82. Duke Thiemann-\$10.00 cash donation
83. Sharon Thiemann-\$15.00 cash donation
84. Erdman's County Market-Grocery Items
85. Comfort Inn-One night stay in whirlpool suite
86. Wabasha County Rotary-\$100.00 check donation
87. Gary Trelstad - \$10.00 check donation

2010 Sober Fest
Program Donations
Approved by
Resolution
#2010-49 -
Continued

BE IT FUTHER RESOLVED, that county staff will express our appreciation for these generous donations on behalf of the Dodge County Board.

Resolution adopted unanimously.

The County Attorney provided the Board with a legal update.

Legal Update

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

Administration
Committee Report

Motion by Gray seconded by Alberts to approve and authorize the September 14, 2010 Committee of the Whole meeting minutes as presented. *Motion adopted unanimously.*

09/14/10 Committee
of the Whole
Meeting Minutes
Approved

Motion by Hanson seconded by Alberts to approve and authorize the September 14, 2010 meeting minutes as presented. *Motion adopted unanimously.*

09/14/10 Meeting
Minutes Approved

Motion by Alberts seconded by Gray to approve and authorize the September 21, 2010 bio-filters work session minutes as presented. *Motion adopted unanimously.*

[09/21/10 Bio-Filters Work Session Meeting Minutes Approved](#)

Commissioners provided their agency reports. Commissioner Hanson attended an EMS Joint Powers meeting, a WDI Joint Powers meeting, a Fairview Care Center meeting, a Bio-Filters meeting and an EDA forum. Commissioner Alberts attended a Corrections meeting, a Fairview Care Center meeting and a Fair Board meeting. Commissioner Gray attended a RC&D meeting, a Fairview Care Center meeting and a Bio-Filter meeting. Commissioner Erickson attended a DFO Advisory Board meeting, a SCHA Health Care forum, a Dodge County Farm Bureau meeting, a Dodge County EDA forum, a SCHA Joint Powers Board meeting, a Fairview Care Center meeting, a work session on bio-filter issues and drove around Dodge County to assess road conditions due to flooding. Commissioner Tjosaas was not available to report his meeting attendance.

[Agency Reports](#)

Motion by Gray seconded by Hanson to adjourn the meeting at 11:45 a.m. CDT. *Motion adopted unanimously.*

[Meeting Adjourned](#)

The next regular meeting of the Dodge County Board of Commissioners will be held on October 12, 2010 at 9:30 a.m. CDT.

[Next Regular Meeting](#)

ATTEST:

DAVID ERICKSON
VICE CHAIR, COUNTY BOARD

JIM ELMQUIST
CLERK

DATED: