

TUESDAY, OCTOBER 12 2010

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

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

**COUNTY ADMINISTRATION OFFICE
MANTORVILLE, MN**

2010-20

The Dodge County Board of Commissioners met in regular session October 12, 2010, in the Commissioner's Room at the Courthouse Annex, Mantorville, MN, at 9:30 a.m. CDT. Lyle Tjosaas, 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:	Jim Elmquist	County Administrator
	Becky Lubahn	Deputy County Clerk
	Paul Kiltinen	County Attorney

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

Agenda Approved

Human Services Director Jane Hardwick introduced Ashley Ozuna who is a new Social Worker in her office. The Board welcomed Ms. Ozuna.

New Employee
Introduced

South Country Health Alliance (SCHA) Chief Executive Officer Brian Nasi provided the Board with a SCHA annual report.

SCHA Annual
Report

Mr. Nasi acknowledged the contributions of Commissioner Erickson as Dodge County's representative on the SCHA Joint Powers Board.

SCHA's CEO reviewed enrollment statistics, subcommittee representation and shared budget information for the period ending August 31, 2010.

Mr. Nasi provided the Board with a brief update on the 2010 MDH Quality Assurance Examination Final Report Summary and the Care Coordination of Members report.

Commissioner Tjosaas commented that quality of care is a priority in Dodge County. Mr. Tjosaas felt that legislators need to be educated on what services SCHA provides.

Mr. Nasi discussed the differences between health care for the metro area and health care for non-metro areas.

SCHA Annual Report - Continued

The Board thanked Mr. Nasi for the update.

County Engineer Guy Kohlnhofer met with the Board to discuss his request to approve a Trail Engineering Agreement with the DNR to perform design work for the State Coach Trail.

Trail Engineering Agreement Approved by Resolution #2010-50

In 2009 the county entered into an agreement with the Minnesota Department of Natural Resources (DNR) to conduct surveying and develop a conceptual corridor design for the Stage Coach Trail. Due to the lack of success in obtaining sufficient property rights for the trail alignment the Highway Department was never able to conduct any of the surveying or design requested. The initial agreement has subsequently expired.

The DNR has again contacted the Highway Department requesting that they volunteer to survey and design a new area of alignment for the Stagecoach Trail. This new alignment would place a trail between Dodge Center and Wasioja. This new agreement is the same as the previous one and is to conduct a profile survey and develop a conceptual corridor design.

It is expected that the Highway Department will be performing the field work during late fall and early spring with the office work scheduled for poor weather months. The Highway Department has the personnel and the equipment for the task and this will help their budget by increasing their unexpected revenue. This would be considered supplementary work and is second to the necessary county work.

A sample agreement was provided for the Board's review. Due to key DNR personnel not being available to update the agreement, the agreement from 2009 is being used as a sample. The necessary information will be updated and a new agreement created prior to signing by authorized personnel.

Discussion took place on whether or not all property owners were on board with the proposed trail.

DNR Representative Steve Hennessy informed the Board that they do not have agreements with all of the land owners yet. Mr. Hennessy reported that this is why they need the County Engineers assistance in order to determine a conceptual design and/or plan other possible routes if they are unable to obtain agreements with all land owners along the proposed route. Mr. Hennessy reported that they have approximately 80% of the alignment agreements approved from Wasioja to Dodge Center.

Motion by Alberts seconded by Hanson to approve and authorize the Chair and Deputy Clerk to sign resolution #2010-50 in support of a 2010 DNR Trails Partnership Agreement:

WHEREAS, the Minnesota Department of Natural Resources (DNR) wishes to cooperate closely with Dodge County to coordinate the design and construction of the Stage Coach Trail through Dodge County; and

WHEREAS, the DNR and local governments are authorized by Minnesota Statute section 471.59 to undertake collaborative agreements and contracts; and

Trail Engineering Agreement
Approved by Resolution #2010-50
- Continued

WHEREAS, the parties wish to work cooperatively to design and construct a trail within Dodge County using the Dodge County Highway Department as the lead agency in the survey and design of the selected trail route; and

WHEREAS, the DNR has agreed to reimburse the Dodge County Highway Department for costs associated with work performed under cooperative agreement.

NOW THEREFORE BE IT RESOLVED, that the County Administrator and County Engineer are hereby authorized to execute such agreement with the Minnesota Department of Natural Resources for the performance of work associated with the survey and design of a conceptual trail alignment.

Resolution adopted unanimously.

Employee Relations Director Lisa Hager presented the Personnel Agenda for the Board's consideration.

Personnel Actions
Approved

Ms. Hager noted that the proposed Independent Contractor Agreement with Ms. Sonnenberg is being changed to reflect that she will be paid a monthly salary rather than an hourly wage as required by law. It was also noted that as a contracted employee the county is not be responsible for providing Ms. Sonnenberg with office space or equipment to complete the work she has been contracted to do.

Motion by Erickson seconded by Alberts to approve the following personnel actions:

A. Human Services

- A.1 Diane Tlougan – Social Worker
 Step increase from C42 step 8 \$20.49 to C42 step 7 \$21.25.
 Effective Date: 10/26/10
- A.2 Bobbie Boehm – Social Worker
 Step increase from C42 step 4 \$23.72 to C42 step 3 \$24.62.
 Effective Date: 10/16/10
- A.3 Jessica Bradford – Account Technician
 Resignation.
 Effective Date: 10/18/10
- A.4 Account Technician – 1.0 FTE
 Authorization to fill vacancy created by resignation.
 Effective Date: 10/12/10

B. Highway Department

- B.1 Joseph Allen – Operator III
 Resignation.
 Effective Date: 11/2/10
- B.2 Operator II – 1.0 FTE
 Authorization to fill vacancy created by resignation.
 Effective Date: TBD

C. Public Health

- C.1 Sherry Sonnenberg – Health Educator
Termination of employment.
Effective Date: 10/12/10
- C.2 Independent Contractor -
Approve Independent Contract Agreement with Sherry Sonnenberg.
Effective Date: 10/12/10

Personnel Actions
Approved -
Continued

Motion adopted unanimously.

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

2011 Cafeteria Plan
Contribution
Discussed

Ms. Hager informed the Board that when she submitted her request for the Board meeting she was still waiting for votes to come in from two of the groups. One group originally voted against it and the representative would like to talk to the group and take another group vote. The other group did not take a vote and their Insurance Committee representative was not at the meeting to elaborate.

The Employee Relations Director reported that currently, one union still has not agreed to the change in insurance plans for 2011.

The Employee Relations Director commented that because the committee does not have a unanimous recommendation, they are coming to the County Board asking to switch the groups that voted for the change and leave the other group in the current plan at the increased cost. Ms. Hager stated that the county contribution increase recommendation will remain the same under both scenarios.

As voting members of the Insurance Committee for 2010, they unanimously agree that the groups they represent have voted in favor of switching to the \$2600/\$5200 VEBA 80/20 plan for the plan year 2011 and that all their members have had an opportunity to vote.

The Insurance Committee is also recommending a \$765/\$1,390 contribution from the county towards the cafeteria plan. This calculates to an increase of \$70 for single coverage and \$110 to the family coverage over the 2010 contribution amounts.

The following Insurance Committee members were present to comment on the proposed plan for 2011: Peggy Barrett, Lisa Kramer and Ginger Knight.

No action was requested at this time in order to allow the Board time to talk to the County Administrator to determine how much money had been budgeted for cafeteria contributions for 2011.

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	\$126,116.13
11	Human Services Fund	\$ 67.60
13	Road and Bridge Fund	\$ 94,939.47
16	Environmental Quality Fund	\$ 80,798.39
	Total	\$301,921.59

Motion adopted unanimously.

Building Operations Supervisor Roger Friedt discussed with the Board his request to approve additional remodel projects.

Additional Remodel Projects Approved

Mr. Friedt informed the Board that the Human Services Department has requested to have a permanent wall constructed in the area that originally was a service window. The original service window was relocated and a permanent wall was not constructed at that time. This opening has been filled with an office cubicle partition for a number of years and also acts as wall for the hallway in this area. The need for a permanent wall would provide the area with the closed-off office space they need and would align with the hallways in the area for circulation.

The Building Operations Supervisor reported that the Sheriff's Office has requested to have a door installed in an opening in the wall between dispatch center and records area. This opening was not a doorway originally and is wider than a doorway. This opening will require a framed doorway, door, door closure and passage door latch. This will provide an improved work environment for both dispatchers and records clerks. Dispatchers will not be disrupted by work activities in the records area and likewise the Records Clerks will not be disrupted by the work activities in the Dispatch Center.

Wall construction in Human Services department will cost \$1,790.00.

Door installation in the Sheriff's Office will cost \$2,667.00.

Recently the Dodge County Board approved Phil Johnson Construction, Inc. for a small remodel project in the Corrections Department. This contractor has provided costs to do the above additional remodel projects at the amounts indicated above.

Motion by Alberts seconded by Gray to approve and authorize the Building Operations Supervisor to retain Phil Johnson Construction, Inc. to perform construction services for remodel projects in the Human Services Department and the Sheriff's Office at a cost of \$4,457.00. *Motion adopted unanimously.*

Zoning Administrator Melissa DeVetter and County Assessor Wendell Engelstad reviewed with the Board his request for authorization to perform valuation assignments.

Assessor's Office Authorized to Perform Valuation Assignments

Mr. Engelstad informed that Board that recent flooding across the upper midwest in late September 2010 has impacted numerous property owners in the region, not the least of which are affected taxpayers in Dodge County. There are a large number of Federal and State programs that have been created to provide much-needed relief to the disaster victims in the form of property tax abatements and credits, direct loans, grants, and/or cash payments. Bringing this relief home to the victims involves the coordinated effort of several departments, but primarily the Emergency Management Director, the Assessor's Office, and the Environmental Services Department, as FEMA flood plain program administrators.

Assessor's Office
Authorized to
Perform Valuation
Assignments -
Continued

Each of these departments must do their own dissimilar damage assessment reporting to their respective agencies, but the county can usually share personnel, data, and statistics for greater efficiency. To that end, Zoning Administrator Melissa DeVetter and the County Assessor are requesting authorization from the Board for personnel from the Assessor's Office to value the substantially damaged properties in the county as of the day immediately prior to the disaster.

Mr. Engelstad noted that as the Board may remember, he and Mike Stupka are the only individuals on staff who hold a commercial endorsement on their assessor licenses, but they are also licensed with the Minnesota Department of Commerce as Certified Federal General Real Property appraisers. They are required to comply with the Uniform Standards of Professional Appraisal Practice (USPAP) as licensed fee appraisers, but, because of potential conflict of interest assertions, they are also prohibited from performing appraisals within Dodge County beyond the scope of their assessor licenses without clear authority from the County Board.

The County Assessor stated that expanding on the above request for authority to perform "as was" appraisals for flood damaged homes in Dodge County and the previously granted authority (November 25, 2008) to perform Minimum Damage Acquisition (MDA) valuation reports, they are also requesting authority from the Board for qualified personnel from the Assessor's Office to perform valuation assignments at the direction of the County Administrator on an on-going/as needed basis.

Motion by Gray seconded by Erickson to approve and authorize qualified personnel from the Assessor's Office to perform valuation assignments at the direction of the County Administrator on an on-going/as needed basis for properties in Dodge County substantially damaged by the flooding in September 2010. *Motion adopted unanimously.*

The County Attorney provided the Board with a legal update.

Legal Update

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

Human Services
Committee Report

Motion by Erickson seconded by Hanson to approve Human Services actions consistent with Human Services resolution #95-10:

Human Services
Resolution #95-10
Approved

- Authorize payment of all claims and bills received in the prior month.
- Approve all Financial Assistance case actions taken in the prior month.
- Approve all Social Services case actions taken in the prior month.
- Approve destruction of closed cases listed for destruction in this month.

Motion adopted unanimously.

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

Public Health
Committee Report

The Board reviewed Public Health's 2010 tobacco license fee request.

2011 Tobacco
License Fee Set

A tobacco license cost analysis was completed for licensing vendors. The tobacco fee for the past year was \$220. Public Health is recommending that the 2011 tobacco license fee be increased to \$250 based on the cost analysis that was completed.

Motion by Alberts seconded by Gray to approve and authorize the Public Health Department to increase the 2010 tobacco license fee to \$250 effective January 1, 2011 through December 31, 2011. *Motion adopted unanimously.*

Commissioner Gray presented a summary of the Public Works Committee report and action items.

Public Works
Committee Report

The Board reviewed the County Engineers request to approve final payment to Pugh Brothers Excavating, Inc. for CP 20-0910.

Final Payment for
CP 20-0910
Approved

CP 20-0910 is a culvert project along County Road 10 between County Road 3 and County Road 5. The work included salvaging, re-installing, and extending culverts in preparation for this year's bituminous project.

Pugh Brothers Excavating, Inc. was the main contractor on this project. Construction went as expected and Pugh Brothers did a fine job. They completed the project on August 6, 2010. The project bid was \$142,083.15 with a final cost of \$148,214.73. A supplemental agreement to furnish and install an additional 30 L.F. of new 72" RC Pipe Culvert was added to the project due to the existing pipe's unusable condition. The extra cost was \$9,600 accounting for the difference in the final contract cost versus the contract bid. The final payment being requested is \$6,979.10.

Motion by Gray seconded by Alberts to approve and authorize final payment of \$6,979.10 to Pugh Brothers for completion of project CP 20-0910. *Motion adopted unanimously.*

The Board discussed the Highway Department's request to authorize final payment to Swenke Company Inc. for constructing Bridge No. 20J36.

Final Payment for
SAP 20-599-099
Approved

On August 27, 2010, Swenke Company completed constructing Bridge 20J36 in Concord Township on 570th Street. Swenke bid the project at \$99,594.00. The final contract amount is \$95,251.75 with final payment being \$4,762.59. This project was paid for using Township Bridge Funds and the construction went as expected.

Motion by Gray seconded by Alberts to approve and authorize final payment of \$4,762.59 to Swenke Company, Inc. for SAP 20-599-099. *Motion adopted unanimously.*

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

Administration
Committee Report

Motion by Hanson seconded by Gray to approve and authorize the September 28, 2010 Committee of the Whole meeting minutes as presented. *Motion adopted unanimously.*

09/28/10 Committee
of the Whole
Meeting Minutes
Approved

Motion by Alberts seconded by Hanson to approve and authorize the September 28, 2010 meeting minutes as corrected on page 1. *Motion adopted unanimously.*

09/28/10 Meeting
Minutes Approved

The Board discussed the Accounting Services Director's request to approve a gambling permit.

Gambling Permit
Approved for
Southeast
Minnesota Chapter
of Deer Hunters
Association

The Southeast Minnesota Chapter of Deer Hunters Association is requesting a gambling permit for raffles to be held on February 12, 2011 to raise money for the club. The event will take place at the Oak's Country Club located at 73671 170th Avenue, Hayfield, MN.

It was noted that the license fee of \$25 has been paid and that the application has been approved by the Hayfield Township Board.

Motion by Erickson seconded by Gray to approve and authorize the Chair to sign a gambling permit for the Southeast Minnesota Chapter of Deer Hunters Association as presented. *Motion adopted unanimously.*

The Board reviewed IT Director Paul Wiltgen's request to sell used computer equipment using Craig's List.

Continued Sale of
Computer
Equipment on
Craig's List
Approved

At the August 24 Board meeting, the Commissioners approved selling computer equipment on Craig's List as a trial to see how it would work out. Mr. Wiltgen reported that it worked very well. The computer was sold almost immediately. Employees are asking when there will be more listed for sale. The IT Director is asking the Board to approve the continued use of Craig's List to sell the rest of the surplus computer equipment that the IT department has accumulated.

It was noted that the county received considerably more money selling computer equipment on Craig's List than they would have normally received putting the equipment on the surplus auction. Another noted benefit was that the county will no longer need to store the computer equipment until then next surplus auction since the equipment sells almost immediately.

Continued Sale of
Computer
Equipment on
Craig's List
Approved -
Continued

Motion by Gray seconded by Alberts to approve and authorize the IT Director to continue selling surplus computer equipment using Craig's List as requested.
Motion adopted unanimously.

Commissioners provided their agency reports. Commissioner Hanson attended a High Speed Rail meeting, a WDI meeting and a HRC Joint Powers meeting. Commissioner Alberts attended a Corrections DFO meeting and a Semcac meeting. Commissioner Gray attended a SCHRC meeting. Commissioner Erickson attended a Regional Radio Board meeting and a meeting with KM School, Mantorville and City of Kasson on general issues at Mantorville. Commissioner Tjosaas attended a meeting with KM Schools, City of Kasson and the county and a Semcac meeting.

Agency Reports

Environmental Services Director Mark Gamm met with the Board to discuss his request to approve an agreement for free services from Minnesota Retired Engineers Technical Assistance Program (RETAP).

Agreement for Free
Services from
RETAP Approved

RETAP provides free technical assistance for qualified projects. Environmental Services has requested their services to:

1. Evaluate their energy consumption (natural gas and electricity) at the Transfer Station and Recycling Center.
2. Recommend options to reduce energy and greenhouse gas for existing and future operations.

Motion by Alberts seconded by Hanson to approve and authorize the Environmental Services Director, on behalf of Dodge County, to sign a service and waiver agreement with RETAP as discussed. *Motion adopted unanimously.*

The Board further discussed the Insurance Committee's recommendation regarding proposed cafeteria plan contributions for 2011.

Board Supports
Insurance
Committee's 2011
Cafeteria Plan
Contribution
Recommendation

County Administrator Jim Elmquist informed the Board that they do have enough money budgeted for 2011 to cover the proposed cafeteria plan contributions.

It was noted that although money was budgeted for cafeteria plan contributions in the proposed 2011 budget, the Board was not comfortable spending the amount that had been budgeted because they would still like to reduce the proposed 2011 taxes even further.

The Board commended the efforts of the employee's that have opted for the 80/20 plan to help reduce expenses.

Board Supports Insurance Committee's 2011 Cafeteria Plan Contribution Recommendation - Continued

Employees were made aware of the fact that while their premium costs didn't increase as significantly as they would have under the current plan, their out of pocket expenses for medical coverage will likely cost them more money under the 80/20 plan depending on how they utilize the plan.

It was the consensus of the Board that they supported the Insurance Committee's recommendation to set the 2011 cafeteria contribution rates at \$765 for single coverage and \$1,390 for family coverage effective January 1, 2011.

Motion by Erickson seconded by Gray to go into closed session at 11:18 a.m. CDT to discuss pending litigation. *Motion adopted unanimously.*

Closed Session to Discuss Pending Litigation

Present in the closed session were the five County Commissioners, the County Attorney, Employee Relations Director and the County Administrator.

The Chair reopened the meeting to the public at 12:03 p.m. CDT.

Meeting Reopened to the Public

Motion by Gray seconded by Alberts to adjourn the meeting at 12:03 p.m. CDT. *Motion adopted unanimously.*

Meeting Adjourned

The next regular meeting of the Dodge County Board of Commissioners will be held on October 26, 2010 at 9:30 a.m. CDT.

Next Regular Meeting

ATTEST:

LYLE TJOSAAS
CHAIR, COUNTY BOARD

BECKY LUBAHN
DEPTY CLERK

DATED: