

TUESDAY, OCTOBER 13, 2009

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

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

**COUNTY ADMINISTRATION OFFICE
MANTORVILLE, MN**

2009-19

The Dodge County Board of Commissioners met in regular session October 13, 2009, in the Commissioner's Room at the Courthouse Annex, Mantorville, MN, at 9:30 a.m. CDT. David Hanson, Chair called the County Board of Commissioners meeting to order at 9:30 a.m. CDT.

Meeting Convened

The pledge of allegiance was recited.

Pledge of Allegiance

The Chair acknowledged those present and established that there was a quorum:

Those Present

| | | |
|------------------|----------------|-------------|
| Members present: | Klaus Alberts | District #1 |
| | Lyle Tjosaas | District #2 |
| | David Erickson | District #3 |
| | Don Gray | District #4 |
| | David Hanson | District #5 |

Members absent:

None

Also present:

| | |
|----------------|----------------------|
| David McKnight | County Administrator |
| Becky Lubahn | Deputy County Clerk |

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

Agenda Approved

County Engineer Guy Kohlhofer discussed with the Board his request to purchase a GPS base station.

GPS Base Station
Purchase Discussion

Mr. Kohlhofer informed the Board that the Highway Department purchased a Leica GPS surveying rover in January 2008. It was decided to purchase just the rover at that time with the idea that a base station may not be necessary. The rover unit relies on cell phone signal to provide an internet connection to a Mn/DOT Signal Correction site. This site interprets the satellite data for the area and calculates atmospherical corrections for use by rover units. When first purchased, connection to the Mn/DOT site was consistent, but now it is very intermittent. This makes for limited use of the GPS equipment. The Highway Department has tried various cellular providers as well as a different correction site located in Iowa.

Human Services Director Jane Hardwick introduced Jeremy Allen who is the new Financial Assistant Specialist in the Human Services Department. The Board welcomed Mr. Allen.

New Employee
Introduced

The County Engineer continued his discussion on the GPS base station purchase request. Mr. Kohlnhofer reported that the use of a base station removes the dependency on a remote correction site such as Mn/DOT. The base station interprets and provides correction for the data from the satellites without having to connect to remote site. The base station then transmits those corrections over a radio connection to a rover. This would allow for much more use of the equipment plus a higher degree of accuracy. The base station could also function as an additional rover on days when the Mn/DOT connection is available.

GPS Base Station
Purchase Approved

The Highway Department and County Surveyor are requesting that they be allowed to purchase a GPS base station for use with the existing rover unit. The Highway Department has been working with the local Leica supplier to put together a bare bones package that is upgradable if needed in the future. The cost of the base unit is approximately \$26,000.

The funds for this equipment would be taken from the Recorder's Compliance Fund as this equipment is used extensively in establishing and remonumenting county markers.

The County Recorder was available to comment on the request.

Commissioners discussed concerns with the accuracy of current parcel maps and wanted to know if this system would help correct some of those discrepancies.

Mr. Kohlnhofer indicated that with this system once they have located monuments that they can use those GPS coordinates to accurately measure property boundaries to within a millimeter when measuring horizontally and a centimeter when measuring vertically.

Motion by Alberts seconded by Tjosaas to approve and authorize the Highway Department to purchase a Leica GPS base station at an approximate cost of \$26,000 thereby providing increased accuracy and efficiency of the county's survey needs. Funds will be taken from the Recorder's compliance fund. *Motion adopted unanimously.*

Sheriff Jim Trihey met with the Board to discuss a contract revision with the City of Claremont for law enforcement protection.

City of Claremont
Revised Law
Enforcement
Protection Contract
Approved

Motion by Gray seconded by Erickson to approve and authorize the Chair, Sheriff, County Administrator and County Attorney to sign a revised Law Enforcement contract with the City of Claremont effective October 14, 2009 through December 31, 2009. *Motion adopted unanimously.*

It was noted that the contract is for ten hours of law enforcement protection per week and that the City of Claremont will reevaluate their law enforcement protection needs for 2010 and another contract will be proposed at the end of this contract for 2010 law enforcement protection services.

Building Operations Supervisor Roger Friedt discussed with the Board his request to approve an annex building evaluation.

*Annex Building
Evaluation Approved*

Mr. Friedt informed the Board that Building Operations has budgeted \$8,000 in 2009 for an HVAC Improvement Study or Building Evaluation Study for the annex. This evaluation is to assess the condition of the mechanical heating, cooling and air conditioning systems and equipment, related electrical systems, and building envelope system to identify any system deficiencies in equipment and operations.

The annex HVAC mechanical system is 20 years old and with maintenance history of major equipment failures such as cooling compressors on the cooling equipment. Refrigeration lines need to be replaced and insulation on piping has deteriorated. The boilers are showing signs of heating chambers rusting which may lead to potential failure of the heating system. The electrical system will be reviewed for any deficiencies in providing power to the HVAC systems. The building envelope may have air infiltration, poor insulation and other suspicious concerns on how tight the building is.

The Building Operations Supervisor felt that an evaluation would provide helpful information and be used in developing a master plan to identify and budget for equipment improvements, efficiencies replacement, and overall operations of the annex HVAC Mechanical, Electrical and building envelope systems.

The Building Operations Supervisor provided the Board with copies of the proposals he received from Yaggy Colby Associates and Allman & Associates for providing a building evaluation.

Bid information is as follows:

Yaggy Colby Associates

| | |
|------------|-------------------|
| Mechanical | \$4,000.00 |
| Electrical | \$1,800.00 |
| Envelope | <u>\$1,700.00</u> |
| Total | \$7,500.00 |

Allman & Associates

| | |
|-----------------------|-------------------|
| Hydronic and HVAC | \$4,000.00 |
| Electrical & Lighting | \$2,000.00 |
| Thermal Envelope | <u>\$2,000.00</u> |
| Total | \$8,000.00 |

Mr. Friedt recommended the approval of the Yaggy Colby Associates quote to perform and provide a building evaluation in the amount \$7,500.00.

Motion by Tjosaas seconded by Gray to approve and authorize the Chair to sign an annex building evaluation proposal with Yaggy Colby Associates at a cost of \$7,500 as requested. *Motion adopted unanimously.*

The County Administrator reminded the Board that they still have an electrical evaluation that they need to deal with and that there is capital improvement money that could be spent to fix issues discovered from the annex building evaluation.

The Building Operations Supervisor requested authorization to spend the remaining capital improvement money for building improvements.

Use of Remaining
2009 Capital
Improvement Money
Approved

Mr. Friedt reported that previously, Building Operations had Board approval for capital improvements for concrete pavement, sidewalk and curb improvements at the maintenance garage and the courthouse/annex locations. These projects are near completion. The pavement replacement at the maintenance garage is completed. The sidewalk, curb installation and curb improvements at the courthouse/annex continue at this time and are planned to be completed within two weeks. Both projects came in under budget. There is \$4,003.00 remaining from the maintenance garage project and \$3,158.00 remaining from the courthouse/annex project for a total of \$7,158.00. The Building Operations Supervisor suggested that this remaining budget money be used for other improvements in the building operations and facilities budget areas.

Building Operations has additional concrete work that will be done due to identifying more concrete curb or sidewalk work needed at the courthouse/annex. This will be an additional cost of approximately \$900.00.

Mr. Friedt would like to use a portion of the remaining budget for replacing the two overhead doors and operators at the maintenance garage, which are in need of replacement because of age and worn equipment, for approximately \$4,500.00. Six vertical support timbers in front of the maintenance garage were also found to be rotting out at the base and need to be replaced at a cost of approximately \$1,500.00.

The above projects described for improvements total approximately \$6,900.00.

Motion by Erickson seconded by Gray to approve and authorize the Building Operations Supervisor to spend the remaining capital improvement money for the following building improvements: additional concrete work, the replacement of two overhead doors and operators and six vertical support timbers at the maintenance garage and any other improvements not to exceed \$7,158.00.
Motion adopted unanimously.

The County Administrator reminded the Building Operations Supervisor that this work needs to be done this year.

Mr. Friedt provided the Board with an update on passenger elevator code changes.

Passenger Elevator
Code Changes
Approved

The Building Operations Supervisor informed the Board that the Minnesota Elevator Inc. (MEI), our elevator service and maintenance provider, has notified Dodge County of code changes required for the two elevators at the courthouse/annex building. The changes are required in order for the elevators to be in compliance with the ASME A17.1 national elevator code and the State of Minnesota state code 1307. The notification of changes was sent in January 2007 and the state code, which essentially adopted the national code, only differs in that the state has requested a three to five year grace period to comply with the new codes. Dodge County has received two proposals from MEI to do the work required for the code changes.

One proposal requires installation of a group key box to be located in the elevator equipment room and will house three groups of keys designated for restricted use, authorized personnel use, and firefighters and emergency personnel use. In addition there is an electrical upgrade for installing a Ground Fault Circuit Interrupter (GFCI) on top of the elevator car and a lamp holder with a GFCI for under the car. The proposal amount is \$1,104.00.

Passenger Elevator
Code Changes
Approved -
Continued

The second proposal addresses any additional electrical work to an existing electrical outlet or GFCI on the wall of the elevator pit (not on the car). The outlet may have been installed to low on the pit wall originally and may need to be raised to meet the current electrical code. Also, the existing outlet may not be grounded for a GFCI and additional wiring may need to be installed to meet the grounding requirement. This proposal amount is \$880.00.

Motion by Erickson seconded by Alberts to approve and authorize the Chair to sign proposals for code compliance for the installation of a key box and the installation of the elevator car electrical upgrade in the amount of \$1,104.00. Also included in the motion was authorization for any additional electrical upgrade to the existing electrical outlet in the elevator pit for code compliance, and to be charge only for actual work completed not to exceed \$880.00. *Motion adopted unanimously.*

County Administrator David McKnight discussed with the Board the 2010 non-union salary schedule.

2010 Non-Union
Salary Schedule
Approved

Mr. McKnight provided the Board with a proposed 2010 non-union salary schedule. The proposed salary schedule includes a 0% increase over 2009 for all non-union employees.

The 0% increase helped the county achieve the 1.04% levy increase maximum that was allowed by state law. The non-union employees were not excited about foregoing an increase for 2010 but understand and appreciate that they still have jobs and benefits. While no increase to the wage scale worked out for 2010 the County Administrator noted that he would not recommend this same approach for 2011 for a number of reasons. Mr. McKnight commented that the Board will have these discussions next year with non-union staff and the next administrator.

Motion by Erickson seconded by Tjosaas to approve the 2010 non-union salary schedule with a 0% increase as presented and effective December 1, 2009. *Motion adopted unanimously.*

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

Personnel Actions
Approved

A. Administration

- A.1 Paul Wiltgen – Information Systems Director
Step increase from C43 step 6 \$27.24 to C43 step 5 \$28.49.
Effective Date: 11/29/09
- A.2 David McKnight – County Administrator
Resignation.
Effective Date: 10/23/09

Personnel ActionsApproved -Continued

- A.3 County Administrator
Authorization to post and fill vacancy created by resignation.
Effective Date: 10/13/09
- A.4 Lisa Kramer – Finance Officer
Authorization for temporary wage increase of \$2.00/hour due to higher level responsibility in the absence of a County Administrator.
Effective Date: 10/26/09
- A.5 Lisa Hager – Employee Relations Director
Authorization for temporary wage increase of \$2.00/hour due to higher level responsibility in the absence of a County Administrator.
Effective Date: 10/26/09
- A.6 Becky Lubahn – Executive Assistant
Authorization for temporary wage increase of \$2.00/hour due to higher level responsibility in the absence of a County Administrator.
Effective Date: 10/26/09
- A.7 Lisa Kramer – Finance Director
Step increase from D61 step 9 \$27.79 to D61 step 8 \$29.67.
Effective Date: 12/12/09
- A.8 Kathi Sweet – Custodian/Maintenance - .8 FTE
Step increase from A13 step 6 \$12.46 to A13 step 5 \$12.84.
Effective Date: 8/28/09
- B. Human Services**
- B.1 Jessica Westphal – Social Worker
Step increase from C42 step 5 \$21.37 to C42 step 4 \$22.18.
Effective Date: 10/3/09
- B.2 Jeremy Allen – Financial Assistance Specialist
Authorization to employ at C41 step 1 \$23.61 to fill approved vacancy.
Effective Date: 10/12/09
- B.3 Julie Holgate – Social Services Supervisor
Step increase from C51 step 6 \$27.91 to C51 step 5 \$29.13.
Effective Date: 10/4/09
- B.4 Rebecca Erding – Office Support Specialist
Step increase from A13 step 9 \$11.41 to A13 step 8 \$11.75.
Effective Date: 10/6/09
- B.5 Diane Tloutan – Social Worker
Authorization to employ at C42 step 9 \$18.45 to fill approved vacancy.
Effective Date: 10/26/09
- C. Sheriff's Office**
- C.1 Jeff Brumfield – Investigator
Step increase from C43 36 month step \$28.30 to C43 48 month step \$28.74.
Effective Date: 10/3/09
- C.2 Shannon Boerner – Deputy Sheriff
Step increase from C41 36 month step \$22.76 to C41 48 month step \$23.56.
Effective Date: 10/1/09
- D. Environmental Services**
- D.1 Mark Gamm – Environmental Services Director
Step increase from D63 step 7 \$33.79 to D63 step 6 \$35.70.
Effective Date: 12/6/09

Personnel Actions

Approved - Continued

E. Public Health

- E.1 Non-Emergency and Dodge County Medical Reserves Corps (Emergency Public Health Services)
 - Trudy Redford - Volunteer
 - Joanne Corbin – Volunteer
 - Gary Smith - Volunteer
 - Lisa Thoe – Volunteer
 - Lisa Mundy - Volunteer
 - Heather Miller - Volunteer
 - Leesa Janssen - Volunteer
 - Dianne Burkhart - Volunteer
 - Carol Smith - Volunteer
 - Nicole Mancini – Volunteer
- Authorization to allow to volunteer for Public Health.
Effective Date: 10/13/09
- E.2 Sherry Sonnenberg - Health Educator - .58 FTE
Authorization to hire at C41 step 8 \$18.26 to fill approved vacancy.
Effective Date: 10/14/09

F. Four Seasons Arena

- F.1 David Marquardt – Zamboni Driver/Custodian
Step increase from A13 step 2 \$14.24 to A13 step 1 \$14.52.
Effective Date: 9/24/09

G. 2010 Cafeteria Plan Contribution

- G.1 Set 2010 cafeteria contribution amounts at \$695 for single and \$1,280 for family.
Motion adopted unanimously.

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

Bills Approved

| | | |
|----|----------------------------|------------------|
| 01 | Revenue Fund | \$115,568.67 |
| 11 | Human Services Fund | \$ 1,247.12 |
| 13 | Road and Bridge Fund | \$ 79,886.32 |
| 16 | Environmental Quality Fund | \$ 72,656.21 |
| 32 | County Capital Projects | <u>\$ 546.67</u> |
| | Total | \$269,904.99 |

Motion adopted unanimously.

Environmental Services Director Mark Gamm met with the Board to discuss the Waste-to-Energy Service Charge Ordinance.

Dodge County Service Ordinance.

Solid Waste

Ordinance #6

Approved by

Resolution #2009-49

Mr. Gamm reported that the public hearing on September 15, 2009 revealed two primary issues that needed attention:

1. Moving back the implementation date of October 1, 2009.
2. Preferred method for haulers to report and remit the Service Charge.

The Environmental Services Director informed the Board that these issues have been resolved:

1. Olmsted County has agreed to delay any fee increases until January 1, 2010.
2. County staff has met with each hauler and have obtained a consensus on reporting and remittance methods.

Dodge County
Service Ordinance,
Solid Waste
Ordinance #6
Approved by
Resolution #2009-49
- Continued

As a result, the ordinance provided for Board consideration reveals the proposed changes from the draft ordinance discussed at the public hearing.

Motion by Gray seconded by Alberts to approve and authorize the Chair and Deputy Clerk to sign resolution #2009-49 in support of the Dodge County Waste-to-Energy Service Charge Ordinance; Solid Waste Ordinance #6:

WHEREAS, pursuant to Minn. Stat. § 400.08 the Dodge County Board of Commissioners is authorized to establish boundaries for solid waste management service areas within the county and to impose reasonable charges for solid waste management services; and

WHEREAS, since 1986 Dodge County has worked with Olmsted County to implement a Waste-to-Energy (WTE) system that generates renewable energy from solid waste that would otherwise be landfilled; and

WHEREAS, as part of this WTE system, Municipal Solid Waste generated in Dodge County is delivered to the Olmsted WTE Facility and ancillary facilities; and

WHEREAS, Dodge County may obligate waste generators to pay a reasonable charge for waste management services the county provides; and

WHEREAS, the rate and charges may take into account the character, kind, and quality of services of the solid waste, the method of disposition, the number of people served at each place of collection, and all other factors that enter into the cost of the service, including but not limited to depreciation and payment of principal and interest on money borrowed by the county for the acquisition or betterment of facilities; and

WHEREAS, a public hearing was held on September 15, 2009, after due notice in the legal newspaper on September 1, 2009, as provided by law, in regard to this ordinance.

NOW THEREFORE BE IT RESOLVED, that the Dodge County Waste-to-Energy Service Charge Ordinance; Solid Waste Ordinance #6 is hereby adopted this 13th day of October, 2009.

Resolution adopted unanimously.

Zoning Administrator Melissa DeVetter presented for the Board's consideration the October 7, 2009 Planning Commission recommendations. Motion by Tjosaas seconded by Alberts to approve of the following action of the Planning and Zoning Commission recommendation as reviewed on October 7, 2009 with the reasons, recommendations and conditions as found in the individual permit:

Planning Commission
Recommendation
CUP #09-11
Approved

Element Power/Gangl – CUP #09-11

The first public hearing is to consider an application for a Conditional Use Permit to establish a meteorological tower in the Agricultural District. The property is 70 acres located in the E ½ of the SE ¼ of Section 3, Mantorville Township. Element Power is the applicant and Timothy and Patricia Gangl are the property owners.

The Planning Commission recommends approval of the Findings of Facts and Recommendations of the agenda report with the following conditions:

1. Dodge County Zoning Permit shall be obtained before construction.
2. Meteorological Tower shall be decommissioned by, and at the expense of the applicant within 60 days following the discontinuing of use.

Motion adopted unanimously.

The Board reviewed Element Power/Erickson – CUP #09-12.

Planning Commission
Recommendation
CUP #09-12
Approved

Discussion took place on when the tower would be taken down if unused. Joe Herbst from Element Power informed the Board that the tower will be up for at least two years once the wind farm is built. When the company is done collecting data from the tower it will be taken down.

Motion by Gray seconded by Erickson to approve of the following action of the Planning and Zoning Commission recommendation as reviewed on October 7, 2009 with the reasons, recommendations and conditions as found in the individual permit:

Element Power/Erickson – CUP #09-12

The second public hearing is to consider an application for a Conditional Use Permit to establish a meteorological tower in the Agricultural District. The property is 38 acres located in the NW ¼ of the NE ¼ of Section 2, Wasioja Township. Element Power is the applicant and Edwin C. Erickson is the property owner.

The Planning Commission recommends approval of the Findings of Facts and Recommendations of the agenda report with the following conditions:

1. Dodge County Zoning Permit shall be obtained before construction.
2. Meteorological Tower shall be decommissioned by, and at the expense of the applicant within 60 days following the discontinuing of use.

Motion adopted unanimously.

Planning Commission
Recommendation ZA
#09-02 Tabled

The Board reviewed Zoning Amendment #09-02 Chapter 21 Wind Energy Conservation Systems (WECS) less than 5MW.

The third public hearing is to consider an amendment to the Dodge County Zoning Ordinance sections pertaining to wind power development. Section 21 (Windpower Development/250 kW or greater) and Section 22 (Windpower Development/Less than 250 kW) would be repealed. The proposed new language of Section 21 addresses all Wind Energy Conversion System (WECS) less than 5 megawatts (MW). The new Section 22 would be reserved for future use.

The Planning Commission recommends approval of Chapter 21 Wind Energy Conversion System (WECS) draft as presented with the following change to Section 2106.F.ii “Visible chain-link fencing no less than six (6) feet in height shall be installed around anchor points of guy wires”.

Jeffrey Thoe who is a dairy farmer in Dodge County addressed the Board. Mr. Thoe informed the Board that he feels that the turbines are invasive and aesthetically a big issue.

Jeffrey Thoe indicated that he wants to be conservation minded but feels the turbines offer more negatives than positives.

Mr. Thoe reported that the effect of low emission noise is just starting to show up and that medical issues are starting to become more evident for individuals that live near these wind farms.

Jeffrey Thoe stated that the Minnesota Public Utilities Commission is considering changing the setbacks and moving them back due to the information they are learning about the effects of low emission noise.

It was Mr. Thoe’s opinion that the county should have greater setbacks for turbines under 5MW since other entities are also considering this option.

Jeffrey Thoe informed the Board that he has talked to a number of people regarding wind farms and that an overwhelming majority of the people he talked to do not want to live in a wind farm area.

Ms. DeVetter clarified that anything over 5MW will be built to state standards and that the county only has authority for wind farms under 5MW.

Commissioner Alberts commented that he does not like the looks of the turbines or the sounds that come from them but feels that most people are drawn in because of the money they receive for allowing these turbines on their property.

Commissioner Hanson stated that he sees Mr. Thoe’s point and thanked him for the input and information.

Peter Rienken from Hayfield discussed with the Board noise standards. Mr. Rienken commented that there is a lot of information out there that a person can learn about wind farms if they do some research of their own, however when you go to meetings you only hear the good things. Peter Rienken feels there are bad things about wind farms that people are not hearing that they need to know.

Commissioner Tjosaas concurred that people are getting involved after the fact because they have not taken the time to educate themselves on these types of issues.

Planning Commission
Recommendation ZA
#09-02 Tabled -
Continued

Mr. Rieken was thanked for the input.

The Zoning Administrator briefly discussed wind access buffers.

Mark Kraetsch shared his setback concerns with the Board. Mr. Kraetsch would like to see the county be more restrictive than the state and require a setback of a half mile.

Ms. DeVetter clarified that the reason they chose the setback that they did was to remain consistent with the states setback requirement. The Zoning Administrator reiterated that the county can only control those wind farms under 5MW.

A brief discussion took place regarding the option of becoming a delegated county. It was noted that the Board chose at a previous meeting not to become a delegated county for a number of reasons.

Commissioner Gray stated that he does not feel the county wants to be a delegated county and that Dodge County could not afford to be a delegated county.

Considerable discussion took place regarding Section 2109: Discontinuation, Decommissioning & Restoration, #4 Decommissioning & Restoration Plan, item F. Decommissioning Financial Assurance, which reads as follows:

- ii. In the event a performance bond cannot be issued for the project, the Dodge County Board shall require an escrow account to be established to assure that Decommissioning and Restoration can be accomplished according to the approved plan.

It was determined that the Board would like input from the County Attorney on whether or not they could remove this section of the zoning amendment.

The Board also discussed concerns with setback issues and whether or not they should go with the state recommended setbacks or set their own more restrictive setbacks.

Motion by Alberts seconded by Tjosaas to table further discussion on the ZA #09-02 until the October 27, 2009 County Board meeting in order to obtain input from the County Attorney. *Motion adopted unanimously.*

County Attorney Paul Kiltinen was not available to provide 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 Tjosaas 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 the prior.

Motion adopted unanimously.

The Board reviewed Human Services request to approve a Minnesota Department of Veterans Affairs Enhancement Grant request.

Minnesota
Department of
Veterans Affairs
Enhancement Grant
Application Approved

Veteran Services proposes to submit to the State a request for a \$30,400 grant for a temporary (one-year) part-time Veteran Services Clerk. In the past two years the office has flourished, and state and federal expenditures for VA services have gone up 67%. If the state funding were granted, the clerk would do the one-time transfer (primarily scanning) of data into the new Virtual Veterans System and would enhance office coverage (for scheduling appointments, answering basic questions, etc.) while the Veteran Services Officer is conducting outreach (especially to hard-to-reach veterans), attending training or reintegration events, etc. This would also allow the Veteran Services Officer more time to collaborate with other internal agencies such as: Human Services, Public Health, and Court Administration, to assure that veterans are accessing all services to which they are entitled.

Motion by Erickson seconded by Tjosaas to approve and authorize the Veteran Services Office to apply for a Minnesota Department of Veterans Affairs Enhancement Grant request. *Motion adopted unanimously.*

The Board reviewed the South Central Human Relations Center Sub-Delegation Agreement. The Human Services Director recommends approval of the proposed sub-delegation agreement. In accordance with the agreement that Dodge County has in place with South Country Health Alliance (SCHA), the county needs to execute a sub-delegation agreement when South Central Human Relations Center provides case management and care coordination services for Dodge County's SCHA AbilityCare enrollees.

South Central Human
Relations Center
Sub-Delegation
Agreement Approved

Motion by Erickson seconded by Tjosaas to approve and authorize the signatures of the Human Services Director, Chairman of the Board and County Attorney to the South Central Human Relations Center Sub-Delegation Agreement as presented. *Motion adopted unanimously.*

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

Public Safety
Committee Report

The Board reviewed the Emergency Management Director's request to approve a South East Regional Counties/Region One Counties Mutual Aid Agreement. In June of 2007 our Board approved the mutual aid agreement for HSEM Region One. The time has come for Dodge County to renew the agreement with the sixteen counties and the Prairie Island Indian Community.

South East Region
Counties/Region One
Counties Mutual Aid
Agreement Approved

There have been no changes made to the content of the agreement. The reason for renewing the agreement is to include those counties in the HSEM Region One that had not approved this agreement in the past.

South East Region
Counties/Region One
Counties Mutual Aid
Agreement Approved
- Continued

Motion by Tjosaas seconded by Erickson to approve and authorize the Chairs signature on the amended South East Regional Counties/Region One Counties Mutual Aid Agreement. *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.

2010 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 2010 tobacco license fee remain at \$220 based on the cost analysis that was completed.

Motion by Alberts seconded by Gray to approve and authorize the Public Health Department to leave the 2010 tobacco license fee at \$220 effective January 1, 2010 through December 31, 2010. *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 Waste Management Specialist/Administrative Assistant's request to approve a shredding contract.

Shredding Services
Vendor Change
Approved

During a waste assessment of county buildings performed by Environmental Quality staff earlier this year, research was done regarding options of saving money while helping the environment and supporting more local businesses. The shredding service was an item that the County Green Team felt could be improved. The county contract with Shred-It is coming to an end on November 30th and December 15th for the Fairview Care Center. With our current Shred-It contract, the county pays \$4 per minute for collecting and shredding of confidential papers. Rita Cole contacted Shred-It following the waste assessment and was informed that the only way the county could save money would be to have our maintenance staff pre-collect the material to save the time of the Shred-It employee. Another quote for shredding services has been obtained and a proposal to change the county shredding company to Beckley Shredding in Rochester is being presented.

Ms. Cole recommended not renewing the county contracts with Shred-It when they expire on November 30th and December 15th, 2009 and change the shredding service to Beckley Shredding from Rochester. There are several reasons for this recommendation:

1. It will save Dodge County approximately \$2,000 a year if we keep the container sizes proposed in the quote.
2. Beckley is a locally owned company that is readily available for any changes that we may need to make in regards to containers or service. They bring the shredded paper to Olmsted Recycling where it is sold to make recycled products, such as paper towels.

3. The fees are calculated on a per container basis instead of a per minute fee. Larger containers can be utilized and therefore cut down on the frequency of collection and costs.
4. The larger containers allow for more confidentiality because of the truck system used by Beckley. The large containers would be wheeled to the truck and unlocked and an arm will pick up the container and lift it into a covered side of the truck and dumped directly into the shredder. No personnel would have contact with the contents of the large containers. Small containers have bags that will still be utilized in a couple of our areas. These will be emptied into larger containers and brought to the truck for shredding.
5. There are no dates on the Beckley contract. If needed, the county can change anytime with a 30 day notice.
6. It would be easier to budget as it will be a set cost every month - not fluctuating by the amount of time it takes to shred the paper. With Shred-It, cleaning out and getting rid of old forms takes extra time to shred and therefore extra cost is incurred.

Shredding Services
Vendor Change
Approved -
Continued

The Shred-It company has been able to match the price of Beckley Shredding only after telling them that we were looking at discontinuing our contract. The Waste Management Specialist/Administrative Assistant is still recommending switching shredding services from Shred-It to Beckley for the following reasons:

1. We would be supporting a local company that is close by and willing to handle any container changes and provide service in a timely manner.
2. We would have a higher level of confidentiality because of the truck system.
3. We would not be obligated with a contract unless we request one.

Motion by Gray seconded by Alberts to approve and authorize switching shredding services to Beckley Shredding as of November 30th, 2009 for the Dodge County Courthouse and December 15th for the Fairview Care Center as requested. *Motion adopted unanimously.*

The Board discussed the County Engineers request to approve a resolution for SAP 20-996-01, the Vernon Township floor repair project.

Vernon Township
Floor Repair Project
Approved by
Resolution #2009-50

Earlier this year, Vernon Township was awarded \$60,000 in State Emergency Bond funds for the repair and mitigation for flood damage. These funds were obtained by application from the Highway Department on the premise that Dodge County would be the sponsoring agency for disbursement.

The project was completed by Minnowa Construction as expected on June 11, 2009 with a final construction cost of \$61,825.

During discussions with MnDOT personnel, the County Engineer and his staff were able to secure an additional \$1,825 of emergency flood funds. This increases the total emergency funding to Vernon Township to a total of \$61,825 requiring a new resolution.

Motion by Gray seconded by Alberts to approve and authorize the Chair and Deputy Clerk to sign resolution #2009-50 in support of the Vernon Township 2007 Flood Repairs Project:

Vernon Township
Floor Repair Project
Approved by
Resolution #2009-50
- Continued

WHEREAS, Dodge County has applied to the Commissioner of Transportation for a grant from the Minnesota State Transportation Fund for bridge or roadway repairs associated with Southeast Minnesota Flood located on 720th Street in Vernon Township; and

WHEREAS, The Commissioner of Transportation has given notice that funding for this reconstruction project is available; and

WHEREAS, the amount of the grant has been determined to be \$61,825 by reason of the detail damage cost estimated prepared by the agency and approved by Minnesota Department of Transportation, District State Aid Engineer;

NOW, THEREFORE, BE IT RESOLVED, that Dodge County does hereby agree to the terms and conditions of the grant consistent with Minnesota Statutes, section 174.50, subdivision 5, clause (3), and will pay any additional amount by which the cost exceeds the estimate, and will return to Minnesota State Transportation Fund any amount appropriated for the bridge and road but not required.

Resolution adopted unanimously.

The Board discussed the Highway Department's request to purchase a pickup.

Highway Department
Pickup Purchase
Approved

Included in the 2009 budget is \$27,000 for replacement of a Highway Department pickup. The new pickup will replace the 2008 Ford F250 with 46,500 miles that the maintenance superintendant is currently driving. The 2008 Ford will go into the maintenance fleet for heavy-duty use and as a transport truck for diesel fuel.

Normally, vehicles are purchased off of a state contract; however, there currently are no contracts for the pickup being requested. For this reason quotes were requested from several dealers. The following quotes were received:

| Dealer | Manufacturer | Year | Engine | Delivery | Quote* | Exceptions from Specs |
|---|--------------|------|-------------------|---------------|----------|--|
| Elk River Ford Dodge Jeep | Ford | 2010 | 5.4L Flex Fuel | 8-10 weeks | \$23,427 | All specs met |
| Grover Auto (Zumbrota) | Chevrolet | 2010 | 4.8L Flex Fuel | 60-90 days | \$26,318 | No outside temp. display or power mirrors, black front bumper |
| Thane Hawkins Polar Chevrolet (White Bear Lake) | Chevrolet | 2010 | 4.8L Flex Fuel | | \$26,435 | All specs met |
| Clements Chevrolet (Rochester) | Chevrolet | 2009 | 5.3L Flex Fuel | | \$26,500 | All specs met |
| Rochester Ford | Ford | 2010 | 4.6L | Immediate | \$27,692 | Tan color, no skid plates or running lights |
| Grover Auto (Zumbrota) | Chevrolet | 2009 | 5.3L Flex Fuel | Immediate | \$27,882 | No block heater or skid plates |

*Quotes do not include applicable sales tax and licensing fees.

Highway Department
Pickup Purchase
Approved -
Continued

Area dealers that did not submit a quote are:

- Milo Peterson Ford (Kenyon)
- Owatonna Ford
- Viking GMC (Rochester)
- Krejci Ford (Blooming Prairie)
- House Chevrolet (Stewartville)
- Hursch Motors (Owatonna)

Staff comments are as follows:

Although the majority of the pickups in their fleet are Chevrolet and they would prefer to remain consistent, a Ford pickup should be adequate for their use.

Motion by Gray seconded by Alberts to approve and authorize the Highway Department to purchase, from the low bidder Elk River, the 2010 Ford at a cost of \$23,427 plus the cost of sales tax and licensing fees. *Motion adopted unanimously.*

Commissioner Hanson 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 22, 2009 Committee of the Whole meeting minutes as presented. *Motion adopted unanimously.*

09/22/09 Committee
of the Whole Meeting
Minutes Approved

Motion by Alberts seconded by Gray to approve and authorize the September 22, 2009 meeting minutes as presented. *Motion adopted unanimously.*

09/22/09 Meeting
Minutes Approved

Motion by Erickson seconded by Tjosaas to approve and authorize the September 29, 2009 work session meeting minutes as presented. *Motion adopted unanimously.*

09/29/09 Work
Session Meeting
Minutes Approved

The Board reviewed the IT Director’s request to donate an old laptop to the Dodge County Sheriff’s Posse.

Used Laptop
Computer Donation
to the Dodge County
Sheriff’s Posse

The Sheriff’s Posse Sergeant-at-Arms is required to keep track of the inventory of equipment and uniforms for all Posse members. The Sergeant could make good use of a computer to do this job.

Approved

The IT Director recommends donating a used laptop computer to the Sheriff’s Posse. It was noted that an old laptop was pulled out of the public auction and set aside for this purpose. If not donated to the Posse, the old laptop will be put back into the IT department loaner pool of laptops.

Motion by Erickson seconded by Tjosaas to approve and authorize the donation of a used laptop computer to the Dodge County Sheriff’s Posse as requested. *Motion adopted unanimously.*

Commissioners provided their agency reports. Commissioner Hanson attended an Administrator position meeting, a Planning and Zoning meeting, a railroad meeting with Tim Walz, and an H.R.C. Joint Powers meeting. Commissioner Alberts attended a special meeting pertaining to the Administrator position and a rail tour. Commissioner Gray attended a RCD meeting, a SCHRC meeting and an A.D.M. meeting. Commissioner Erickson attended a DFO Joint Powers Board meeting, a Fairview Care Center meeting, a work session, a public hearing on Waste to Energy service changes, a SCHA Joint Powers Board meeting, a Dodge County Corrections Task Force meeting, a work session on the replacement of the County Administrator, a DM&E train ride, a Southeast MN Regional Radio Board meeting and a meeting with Congressman Walz on railroad issues. Commissioner Tjosaas attended a Four Seasons meeting, a Planning and Zoning meeting, a train ride and an Administrator position meeting.

Agency Reports

Motion by Gray seconded by Alberts to adjourn the meeting at 12:26 p.m. CDT.
Motion adopted unanimously.

Meeting Adjourned

The next regular meeting of the Dodge County Board of Commissioners will be held on October 27, 2009 at 9:30 a.m. CDT.

Next Regular Meeting

ATTEST:

DAVID HANSON
CHAIR, COUNTY BOARD

BECKY LUBAHN
DEPUTY CLERK

DATED: