

**TUESDAY, NOVEMBER 10, 2009**

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

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

**COUNTY ADMINISTRATION OFFICE  
MANTORVILLE, MN**

**2009-21**

The Dodge County Board of Commissioners met in regular session November 10, 2009, in the Commissioner's Room at the Courthouse Annex, Mantorville, MN, at 9:30 a.m. CST. David Hanson, Chair called the County Board of Commissioners meeting to order at 9:30 a.m. CST.

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: Becky Lubahn Deputy Clerk  
Paul Kiltinen County Attorney

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

Agenda Approved

County Assessor Wendell Engelstad introduced Matthew Naatz who is the new Property Appraiser in the Assessor's Office. The Board welcomed Mr. Naatz.

New Employee  
Introduced

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

Personnel Actions  
Approved

**A. Human Services**

A.1 Shannan Thompson – Child Support Officer  
Regular status and step increase from B23 step 8 \$14.71 to B23 step 7 \$15.20.

Effective Date: 11/12/09

A.2 Bobbie Boehm – Social Worker  
Step increase from C42 step 4 \$21.48 to C42 step 3 \$23.01.  
Effective Date: 10/16/09

**B. Public Health**

B.1 Sherry Sonnenberg – Health Educator  
Authorization to change from .58 FTE to 1.0 FTE due to increased funding of Statewide Health Improvement Project.  
Effective Date: 11/16/09

Personnel Actions

Approved -  
Continued

**C. Sheriff's Office**

C.1 Jeffery Brion – Deputy Sheriff  
Regular status and step increase from C41 hire step \$18.57 to C41 12 month step \$19.86.  
Effective Date: 10/14/09

**D. Recorder's Office**

D.1 Lindsay Stromback – Deputy Recorder  
Regular status and step increase from B22 step 3 \$16.25 to B22 step 2 \$16.78.  
Effective Date: 11/12/09

**E. Four Seasons Arena**

E.1 Sean Kelley – Zamboni Driver/Custodian  
Authorization to employ at A13 step 11 \$12.18.  
Effective Date: 11/5/09

**F. Annual Band and Grade Review**

F.1 Approval of recommended changes in Band and Grade assignment.  
Band and Grade review completed by Dale Ignatius.

	<u>From</u>	<u>To</u>
Financial Worker	B22	B23
Financial Assistance Specialist	New	C41
Veterans Services Officer	B23	B24
Water Program Manager	New	B31
Zoning Administrator	New	C43

Effective Date: 12/1/09

**G. Environmental Quality**

G.1 Melissa DeVetter – Zoning Administrator  
Authorization to move from C41 step 6 \$19.64 to C43 step 9 \$23.50 due to status change and B/G review.  
Effective Date: 6/10/09

*Motion adopted unanimously.*

Ms. Hager presented for the Board's consideration a tentative County Administrator interview timeline.

Tentative County  
Administrator  
Interview Timeline  
Discussed

The Employee Relations Director reported that she would like to recess today's meeting until Tuesday, November 17<sup>th</sup> after the Fairview Care Center meeting to further discuss the County Administrator interview timeline. This additional time will give Ms. Hager an opportunity to go through all of the applications for the County Administrator position and narrow down the number of applicants that will be interviewed.

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.*

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

Bills Approved

01	Revenue Fund	\$201,935.88
11	Human Services Fund	\$ 68.50
13	Road and Bridge Fund	\$ 64,585.39
16	Environmental Quality Fund	\$ 8,241.46
32	County Capital Projects	<u>\$ 1,432.24</u>
	Total	\$276,263.47

A bill in the amount of \$815.02 to Sanofi Pasteur, Inc. for flu vaccines was added.  
*Motion adopted unanimously.*

Ms. Culbertson shared with the Board an abatement request.

Bartel Property Tax  
Penalty Abatement  
Request Denied

Jerry Bartel has submitted a request to abate the penalty for his 2009 second half taxes. Mr. Bartel put his tax payment into the mail box at the Kenyon post office October 15, 2009. His envelope was not postmarked until October 16, 2009. Jerry Bartel stated that he is not responsible for the post office not postmarking his envelope until the next day. The penalty has not been paid at this time. In regard to postmark, Statute 276.017 states that the postmark of the USPS qualifies as proof of timely mailing. The property owner needs to assure that the pickup at the post office drop box will be adequate to make their payment timely.

Motion by Alberts seconded by Tjosaas to deny Jerry Bartel's 2009 second half penalty abatement request in order to remain consistent with past decisions.  
*Motion adopted unanimously.*

The Taxpayer Services Director discussed with the Board her request to approve a resolution for the sale of tax forfeited property.

Request to Sell Tax  
Forfeited Property  
Supported by  
Resolution  
#2009-54

As part of the process for the sale of tax forfeited property, the list of tax forfeited property must be sent to the Minnesota Department of Natural Resources to obtain their permission for sale. According to MS 282.01 the County Board must pass a resolution for this purpose. Ms. Culbertson provided for the Board's review the list of forfeited parcels they classified as non-conservation lands at their October 27, 2009 meeting. The Tax Services Director presented for the Board's consideration a proposed resolution governing the certification that these lands do not need to be withheld from sale.

Motion by Gray seconded by Erickson to approve and authorize the Chair and Deputy Clerk to sign resolution #2009-54 in support of the Finance Office requesting approval from the Minnesota Department of Natural Resources for the sale of tax forfeited property:

**WHEREAS**, the County Board of Commissioners of Dodge County, State of Minnesota, desire to offer for sale certain parcels of land that have been forfeited to the State of Minnesota for non-payment of taxes; and

**WHEREAS**, said parcels of land have been viewed by the County Board of Commissioners and have been classified as non-conservation lands as provided for in Minnesota Statutes 282.01.

**NOW THEREFORE BE IT RESOLVED**, that the Dodge County Board of Commissioners hereby certify that all parcels of land on the provided list have been viewed and comply with the provisions of Minnesota Statutes 85.012; 92.461; 282.01, Subd. 8; and 282.018; and other statutes that require the withholding of tax forfeited lands from sale.

Request to Sell Tax  
Forfeited Property  
Supported by  
Resolution  
#2009-54 -  
Continued

**BE IT FURTHER RESOLVED**, that the Dodge County Board of Commissioners hereby request approval from the Minnesota Department of Natural Resources for the sale of said lands.

*Resolution adopted unanimously.*

Finance Director Lisa Kramer provided the Board with the additional September Financial report information they requested at the October 27, 2009 Board meeting. Ms. Kramer was asked to provide additional information on the funds that were way off.

September Financial  
Report Update

The Board thanked the Finance Director for the information and indicated that they appreciated the time Ms. Kramer took to put the additional September financial information together for them.

The Finance Director discussed with the Board the 2010 Memorandum of Agreement for 4-H Services which was presented for consideration at the last County Board meeting. At that time the Board requested further information on what amount they were being asked to pay.

2010 Memorandum  
of Agreement for 4-H  
Services Approved

Ms. Kramer reported that the cost of the services will remain at \$64,900 which is the same amount Dodge County is paying in 2009. The Nutrition Education Program is included at no cost to Dodge County exactly as it is in 2009. The cost of this program is paid through federal grants and offered to the county as a benefit for participating in the 4-H program.

The Finance Director noted that the only change to the agreement is that now instead of needing a six month notice of ending the contract there is only a three month notice needed. The contract is for one year and will expire on December 31, 2010.

Motion by Erickson seconded by Tjosaas to approve and authorize the signature of the County Board Chair, County Attorney and Finance Director on the Memorandum of Agreement between Dodge County and the University of Minnesota Extension for providing Extension (4-H and Nutrition Education Program) services for 2010. *Motion adopted unanimously.*

Accounting Services Director Sara Marquardt met with the Board to review a proposed maintenance agreement for election equipment.

Election Equipment  
Maintenance  
Agreement Approved

Ms. Marquardt informed the Board that the election equipment maintenance agreement is due for renewal. The prices have increased for the next four year period. There are two options that ES&S offers, the silver and gold plan. The Accounting Services Director reviewed a breakdown of the different plans.

Ms. Marquardt noted that once the Board determines which plan to go with they need to decide if the county is going to pay the whole cost of the maintenance agreement or if part of the cost should be passed onto the cities and townships. The Accounting Services Director provided the Board with a breakdown of the cost of each machine if the precincts paid for half of the service agreement each year.

Election Equipment  
Maintenance  
Agreement Approved  
- Continued

Motion by Erickson seconded by Tjosaas to authorize the Accounting Services Director to proceed with the silver maintenance agreement for the election equipment and split the cost with the precincts for this service. *Motion adopted unanimously.*

Emergency Management Director Matthew Maas discussed with the Board a request to approve a Homeland Security and Emergency Management (HSEM) Region One Joint Powers Agreement (JPA). This JPA is required to allow Dodge County to make decisions on equipment needed with grant funds and the ability to purchase these items.

HSEM Region One  
Joint Powers  
Agreement Approved

Motion by Gray seconded by Alberts to approve the Homeland Security and Emergency Management Region One Joint Powers Agreement as presented. Also included in the motion was authorization for Sheriff Jim Trihey and Emergency Management Director Matthew Maas to sit on the Joint Powers Board as Dodge County's representative, with Lead Dispatcher Rick Eggert as the alternate. *Motion adopted unanimously.*

Mr. Maas informed the Board that Dodge County has received one proposal for the completion of the ARMER Participation Plan. This proposal came in form Geo Comm and outlines the project with an end date of March 31, 2010. The total projected cost is \$19,500. Approval of this plan will allow Dodge County to begin the process of developing the Participation Plan.

ARMER Participation  
Plan Approved

Motion by Erickson seconded by Gray to approve the ARMER Participation Plan proposal from Geo Comm at a cost of \$19,500. *Motion adopted unanimously.*

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

Public Health  
Committee Report

Public Health requested authorization to accept a donation of stuffed animals valued at \$75 from a private party in Kasson for the Family Health Program.

Family Health  
Program Donation  
Accepted by  
Resolution #2009-55

Motion by Alberts seconded by Gray to approve and authorize the Chair and Deputy Clerk to sign resolution #2009-55 accepting a donation to the Public Health Family Health Program from a private citizen:

**WHEREAS**, the Dodge County Public Health Department has received a donation of stuffed animals (estimated value at \$75.00) from a private citizen in Kasson, MN; and

**WHEREAS**, the Dodge County Public Health Department wishes to accept this donation and utilize it for the purpose of the Public Health Family Health Programs; and

**WHEREAS**, pursuant to Minnesota Statute 465.03, the county shall by resolution of the governing body adopted by a two-thirds majority of its members accept a grant or devise of real or personal property and maintain such property for the benefit of its citizens in accordance with the terms prescribed by the donor.

Family Health  
Program Donation  
Accepted by  
Resolution #2009-55  
- Continued

**NOW THEREFORE BE IT RESOLVED**, that the Dodge County Board of Commissioners hereby accepts the following donation to be used for the Public Health Programs:

Private Citizen, Kasson, MN \$75.00 (stuffed animals)

*Resolution adopted unanimously.*

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

Administration  
Committee Report

Motion by Gray seconded by Erickson to approve and authorize the October 27, 2009 Committee of the Whole meeting minutes as presented. *Motion adopted unanimously.*

10/27/09 Committee  
of the Whole Meeting  
Minutes Approved

Motion by Erickson seconded by Tjosaas to approve and authorize the October 27, 2009 meeting minutes as corrected on page 206. *Motion adopted unanimously.*

10/27/09 Meeting  
Minutes Approved

The Board reviewed Information Technology Director Paul Wiltgen’s request to approve a proposed Land Surveyor resolution.

Land Surveyor’s  
Certificate of  
Location Payment  
Procedures  
Approved by  
Resolution #2009-56

In 1993, a resolution was approved by the Board of Commissioners that established a payment procedure to reimburse Land Surveyors for doing work on producing a Certificate of Location. The maximum payment established by this resolution was/is \$300.

County Surveyor Roger Brand has submitted a new resolution that updates this payment from \$300 to \$400. The increase reflects today’s costs. The resolution also clearly states the procedures a Land Surveyor must follow.

Motion by Erickson seconded by Alberts to approve and authorize the Chair and Deputy Clerk to sign resolution #2009-56 establishing payment procedures to reimburse Land Surveyor’s for doing work on producing a Certificate of Location:

**WHEREAS**, Dodge County, Minnesota, through the County Surveyor’s Office, has been locating the section and quarter section corners of the Public Land Survey System in Dodge County in an effort to have them monumented and recorded; and

**WHEREAS**, the Dodge County Surveyor is unable to devote full time to the location, monumenting, and recording of said section and quarter section corners, the projected completion of said project may extend for several years; and

**WHEREAS**, a number of private Land Surveyors do work in the county and in their creation of surveys often times locate these section and quarter section corners; and

**WHEREAS**, Dodge County's overall monumentation program would be greatly benefited by having the assistance of private Surveyors in locating, monumenting, and filing of the Corner Certificates concerning these corners.

Land Surveyor's  
Certificate of  
Location Payment  
Procedures  
Approved by  
Resolution #2009-56  
- Continued

**NOW THEREFORE BE IT IS RESOLVED**, that Dodge County will pay a sum of up to \$400.00 to any private Surveyor for locating, remonumenting, and preparing a corner certificate for any un-perpetuated section and quarter section corner, established after the date of this resolution.

**BE IT FURTHER RESOLVED**, that the private Surveyor shall comply with the following procedures prior to receiving payment as described above:

### **DODGE COUNTY REMONUMENTATION PAYMENT POLICY for Private Land Surveyors**

The private Land Surveyor must be a Minnesota Licensed Land Surveyor in good standing with the Minnesota Board of Registration.

The Land Surveyor must have prior approval from the Dodge County Surveyor before excavating, restoring, or re-establishing, and/or relocation any section or quarter section corner in Dodge County.

Where backhoe excavating for a corner marker is required, the Dodge County Highway Department backhoe will be the first choice, when the county backhoe is available. A privately owned backhoe will be the second choice, when the county backhoe is not available and the Land Surveyor cannot wait for the county's backhoe availability. Dodge County will furnish re-surfacing material when the county backhoe is used.

A standard county monument (a 5/8" iron rod and 3 1/4" diameter aluminum cap) will be furnished to the Land Surveyor at no charge to be set with four reference ties to the set monument. The ties shall show an approximate direction and the distance given to the nearest hundredth of a foot. The monument shall be set, reference ties taken and a Certificate of Corner Location submitted to the County Surveyor, before payment is made.

In those cases where a durable monument already exists that does not need to be replaced with a county furnished monument, the Land Surveyor shall take four reference ties to the in-place monument which ties shall show the approximate direction and the distance given to the nearest hundredth of a foot. The County Surveyor shall determine the amount of payment for such monument and Corner Certificate.

No Certificate of Location of Government Corner shall be recorded in Dodge County without the acceptance and approval of the Dodge County Surveyor.

Wherever reasonably possible, the Land Surveyor shall reference the monument to the Dodge County NAD 1983 Coordinate System, HARN 96 Adjustment. These coordinates may be provided on the face of the Corner Certificate or submitted to the Dodge County Surveyor on a supplementary sheet prior to payment.

A written request for payment shall be received, accepted and approved by the Dodge County Surveyor. This request for payment must be made not more than six calendar months after the location of each corner and placement of a monument. The maximum payment for each PLS section or quarter section established after the date of this resolution shall be \$400.00. This may be limited to the amount of funds that are available in the County Surveyor's budget for each year.

Land Surveyor's  
Certificate of  
Location Payment  
Procedures  
Approved by  
Resolution #2009-56  
- Continued

A copy of the land survey and/or Certificate of Survey completed in conjunction with the required section or quarter section corner restoration shall be filed with the Dodge County Surveyor's Office at the time of application for payment.

*Resolution adopted unanimously.*

Commissioners provided their agency reports. Commissioner Hanson attended a Public Health Joint Powers Board meeting, a Township Officers meeting, a W.D.I. Joint Powers meeting, a Southeast Water meeting and a H.R.C. meeting. Commissioner Alberts attended a Health Joint Powers meeting, a Health Emergency Preparedness meeting, a Township Officers meeting and a Semcac meeting. Commissioner Gray attended a Judicial Ditch meeting, a H.R.C. meeting and a Dodge County Township Officers meeting. Commissioner Erickson attended a Joint Powers Board meeting, a Ripley/Havana County Drainage Ditch meeting, a Dodge County Township Officers meeting, a SCHA Executive Committee meeting and a Regional Radio Board meeting. Commissioner Tjosaas attended a meeting with the City of Kasson and the Fair Board, a Township Officers meeting and a Semcac meeting.

Agency Reports

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

Legal Update

Mr. Kiltinen discussed with the Board a request to approve a final Four Seasons Ice Arena Joint Powers termination agreement.

Termination of Four  
Seasons Arena Joint  
Powers Agreement  
Approved

The County Attorney informed the Board that Kasson City Administrator Randy Lenth asked that the Board approve the final Ice Arena Termination Agreement. Mr. Lenth would like the document approved by all entities involved by the end of November, 2009. After all of the entities have approved the agreement the City Administrator will distribute a master signature page to complete the master agreement with all signatures included.

The County Attorney informed the Board that he is still researching the issue of what land is considered part of the fairgrounds property.

Mr. Lenth stated that he needs to make sure everyone is on the same page before they start creating a management agreement for the Four Seasons Ice Arena. The City Administrator reported that he will be using the same management agreement template that the City of Rochester and Olmsted County have in place to get things started here with an agreement between the county and the City of Kasson.

Discussion took place regarding the Fair Board's use of the Four Seasons Arena building during the fair. At the meeting with county, city and Fair Board members it was understood that the Fair Board would have use of the building for the 2010 fair. Further discussion will take place on the issue of the availability the building for future fairs; this will also be addressed in the new agreement with the county and city.

Termination of Four Seasons Arena Joint Powers Agreement Approved - Continued

Motion by Tjosaas seconded by Erickson to approve and authorize the Chair and County Attorney to sign an Agreement to Terminate the Four Seasons Ice Arena Joint Powers Agreement to as presented. *Motion adopted unanimously.*

Mr. Lenth commented that after 2010 the city will look at all of the options for the future use of the Four Seasons Arena building. They will consider the possibility of leaving the ice in during the fair or purchasing an insulated floor to cover the ice.

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

County Attorney Left Meeting

High Country and National Winds Field Specialist Janan Jones provided the Board with a wind farm health concerns rebuttal.

Wind Energy Health Concerns Rebuttal

Ms. Jones stated that as the developer of High Country Wind Energy, Minnesota's largest community based wind energy project, they respectfully request that the following comments be submitted for the record and considered in the matter of a requested moratorium on the development of wind energy projects and facilities in Dodge County.

It has come to High Country and National Winds attention that a group of individuals has requested the Dodge County Board enact a county-wide moratorium on the development of wind energy facilities. Prior to any such action the two businesses would respectfully request consideration of the perspectives of a broader range of affected shareholders.

High Country Energy Inc. and National Winds acknowledge that there are a wide range of opinions regarding wind energy projects. They asked that the Board consider that a significant number of county residents may be in favor of local, community-owned wind energy in Dodge County, including and especially the many landowners who have chosen to participate in their project through the granting of land rights. High Country and National Winds feel that any action to enact a moratorium runs counter to the interests of these landowners, both economically and in the form stripping from them their right to legally use their lands as they see fit. High Country Energy, Inc. and National Winds would further like to ask the Board to consider the wide spread economic benefits that flow to rural economies when community-owned wind projects are developed. These benefits reach far beyond participating landowners to include local businesses, schools, county agencies and generally any entity which relies upon tax revenue and localized spending for its livelihood. Any wind energy development ban is also a ban on this important potential source of economic stimulus.

Wind Energy Health  
Concerns Rebuttal -  
Continued

Finally, High Country and National Winds understand a central issue which may be of concern is possible adverse health effects from wind turbines. This past summer the Minnesota Public Utilities Commission invited public comment on the Minnesota Department of Health's white paper Public Health Impacts of Wind Turbines. A copy of the response and comments filed with the PUC by a group of Minnesota wind energy development companies was provided in the Board packet, and provides convincing counter-evidence that claims of adverse health impacts are substantially without merit.

High Country and National Winds believes a properly designed, sited and permitted project under Minnesota's current permit conditions does not pose adverse health effects to the surrounding community. They further feel any discussion about supposed health impacts of renewable energy should reflect a full accounting of issues, including the well documented and wide spread health effects caused by combustion of fossil fuel for electricity generation, including local pollutants and global climate changes resulting from carbon dioxide emissions. Wind energy is a clean and safe energy source which should be given credit for offsetting these serious problems, indeed these very issues are one of the central drivers which make wind energy the nation's fastest growing source of new electrical generation.

The Board thanked Ms. Jones for the presentation.

Ms. Jones wanted to know if there would be a public hearing to establish a moratorium.

Zoning Administrator Melissa DeVetter informed Ms. Jones that the Board already held a public hearing on the issue and the Board approved on August 25, 2009 a six month moratorium on wind development applications pending completion and adoption of the new Section 21 of the Zoning Ordinance pertaining to Wind Energy Conversion Systems less than 5 mW. Ms. DeVetter clarified that the Board was also looking for clarification on setback issues and health issues which will be addressed by a Minnesota Public Utilities Commission study which will be available to the county in November or December.

County citizen Duane Schmoll informed the Board that he has lived in the middle of the wind turbine development for ten years and has not had any health issue. Mr. Schmoll also reported that there are numerous turbines in Europe and that he is not aware of any health problems with them or with their animals.

Commissioner Hanson commented that he is not hearing of any health issues associated with the wind turbines with the people that he has talked to.

Commissioner Erickson informed Ms. Jones that the Board is only gathering public input at this point.

The Zoning Administrator commented that if the setback requirements for the wind turbines change significantly that it is likely that they will have to do another public hearing.

The Board thanked Ms. Jones and Ms. DeVetter for the information.

The Chair recessed the meeting at 11:21 a.m. CST until Tuesday, November 17, 2009 at 9:15 a.m. CST at the Fairview Care Center, Dodge Center, MN to discuss the possibility of dissolving the Dodge County Corporation and the proposed tentative County Administrator interview timeline.

Meeting Recessed

The Chair reconvened the meeting on Tuesday, November 17, 2009, in the Fairview Care Center meeting room, Dodge Center, MN, at 9:47 a.m. CST.

Meeting Reconvened

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:	Becky Lubahn	Deputy Clerk
	Paul Kiltinen	County Attorney
	Lisa Hager	Employee Relations Director

Employee Relations Director Lisa Hager provided the Board with an update on the interview process for the County Administrator position. There are a total of eight candidates that are being interviewed this Thursday and Friday by Ms. Hager, Finance Director Lisa Kramer and Commissioner Hanson. Background checks will be completed by Springsted on the final County Administrator candidates once the candidate field has been further narrowed down.

County Administrator Replacement Update

County Attorney Paul Kiltinen commented that the benefit of having Springsted do the background checks is that they are a reliable company that we can count on to do a thorough background check on the applicants. It was noted that the Sheriff's Office can do basic background checks but is limited to the information they have access to.

Ms. Hager reported that the reasons she is recommending that Springsted do the backgrounds checks is because they can do a more in depth background.

The Employee Relations Director informed the Board that the group they are interviewing all have city/county experience.

Commissioner Tjosaas stated that he wants to make sure the county gets the best candidate they can and supports Ms. Hager's recommendation to have Springsted conduct background checks on the County Administrator finalists.

Mr. Kiltinen noted that this is an important position in the county and one that warrants doing a more in depth background check. It was the County Attorney's opinion that a thorough background check will also help the county find out how the individual worked with previous employers and co-workers.

Commissioner Hanson asked for clarification on the recommendation/hiring process.

Ms. Hager reported that the interview team will make a recommendation for the vacant County Administrator position but the Board will have final say on who is hired.

County Administrator  
Replacement Update  
- Continued

Dodge Corporation  
Termination  
Discussion

The Board thanked the Employee Relations Director for the update.

The County Attorney informed the Board that the county has paid off the last of the corporation bonds. Mr. Kiltinen suggested that the Board consider terminating the Dodge Corporation now that there is no reason for it to exist.

Mr. Kiltinen reported that the formal process for terminating the corporation would be to send a termination notice to the Secretary of State and creditors and then file the articles of termination paperwork. The approximate cost for filing the two termination notices would be \$35 each. The county would also be required to publish a termination notice in the official paper for four weeks at a cost of approximately \$40 per week.

The County Attorney noted that option two would be to file the necessary intent to terminate paperwork and allow two years to go by then terminate the corporation.

Another option would be to do nothing and wait for the Secretary of State's Office would terminate the county.

Mr. Kiltinen informed the Board that if they start the process now that it would take them until March to complete the process.

Commissioner Hanson wanted to know if there was any advantage in keeping the corporation.

The County Attorney reported that if the Board has any intention of doing a bond in the future they could keep the corporation intact by filing a certificate of good standing each year.

Commissioner Gray wanted to know what the process was for termination of the corporation.

Mr. Kiltinen stated that they would need to have a corporation meeting and announce their intentions to terminate the corporation. They would then have to publish a notice of their intent to terminate the corporation and then have another meeting to approve the termination of the corporation.

It was the consensus of the Board that a Dodge Corporation meeting should be scheduled next month after the Fairview Care Center meeting to begin the process of terminating the Dodge Corporation. The County Attorney will work with the Deputy Clerk to put this item on the agenda and publish the termination notice.

Finance Director Lisa Kramer met with the Board to discuss cell phone utilization by employees. Ms. Kramer informed the Board that employees have expressed an interest in upgrading their cell phones that have basic capabilities with phones that also have internet and e-mail capabilities. It was noted that several employees have opted to carry their personal cell phones only and receive a \$20 stipend from the county instead of carrying one cell phone for personal calls and one cell phone for work related business.

Cell Phone Stipend  
Discussion

Cell Phone Stipend Discussion - Continued

The Finance Director reported that some employees would also like the ability to upgrade their cell phone with one that offers more features. These employees would like to receive a \$40 stipend for the phones with more features instead of a \$20 stipend in order to help cover the increased cost of a cell phone with more features since they feel the extra featrues will help them do their jobs more efficiently. Ms. Kramer informed the Board that the \$20 stipend was first offered to employees as a way to move county employees off county owned cell phones for those that preferred to use their personal cell phone for county business rather than carry two cell phones.

Commissioners agreed that if employees wanted extras on their phones that they should explain to the Board why they feel they need the extras. It was noted that each request for a cell phone stipend is reviewed by the County Board on a case by case basis.

Ms. Kramer informed the Board that Dodge County does not have a stated cell phone policy at this time. The Finance Director stated that if the Board was interested in allowing employees to upgrade their cell phones now would be the time to do it since the county is currently in the process of switching cell phone carriers.

Commissioner Erickson stated that he preferred to wait and ask the new County Administrators opinion on this issue.

It was the consensus of the Board to continue with what the county has been doing in the past which is offering a \$20 stipend to county employees that move off county owned cell phones and use their own cell phones for county business. Commissioners noted that each new request for a cell phone stipend will still have to be approved by the employees Department Head and the County Board.

Motion by Gray seconded by Tjosaas to adjourn the meeting at 10:27 a.m. CST. *Motion adopted unanimously.*

Meeting Adjourned

The next regular meeting of the Dodge County Board of Commissioners will be held on November 24, 2009 at 9:30 a.m. CST.

Next Regular Meeting

**ATTEST:**

\_\_\_\_\_  
DAVID HANSON  
CHAIR, COUNTY BOARD

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

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