

**TUESDAY, NOVEMBER 23 2010**

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

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

**COUNTY ADMINISTRATION OFFICE  
MANTORVILLE, MN**

**2010-23**

The Dodge County Board of Commissioners met in regular session November 23, 2010, in the Commissioner's Room at the Courthouse Annex, Mantorville, MN, at 9:30 a.m. CST. Lyle Tjosaas, Chair called the County Board of Commissioners meeting to order at 9:35 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:	Jim Elmquist	County Administrator
	Becky Lubahn	Deputy County Clerk

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

Agenda Approved

County Attorney Paul Kiltinen arrived to the meeting at 10:36 a.m. CST.

County Attorney  
Arrives to Meeting

Ehlers and Associates Vice President Shelly Eldridge presented for the Board's consideration a resolution requesting the adoption of a Capital Improvement Plan/ Affidavit of Publication.

Capital Improvement  
Plan/Affidavit of  
Publication Approved  
by Resolution  
#2010-54

Motion by Erickson seconded by Gray to approve and authorize the Chair and Deputy Clerk to sign resolution #2010-54 calling for a public hearing on the capital improvement plan and authorizing the issuance and sale of general obligation capital improvement plan bonds:

**BE IT RESOLVED** by the Board of County Commissioners of Dodge County, Minnesota (the County), as follows:

1. Approval of the 2010 to 2014 Capital Improvement Plan. The County has prepared and intends to approve its Capital Improvement Plan (the CIP) pursuant to Minnesota Statutes, Section 373.40.

2. Approval of the Issuance of Capital Improvement Plan Bonds. The County intends to issue its capital improvement plan bonds (the Bonds) to finance capital improvements as described in the County’s Capital Improvement Plan, pursuant to Minnesota Statutes, Section 373.40.

Capital Improvement Plan/Affidavit of Publication Approved by Resolution #2010-54 - Continued

3. Public Hearing. A public hearing is hereby scheduled to be held on the approval of the CIP and the issuance of the Bonds at 10:00 a.m. on Tuesday, December 28, 2010, at the Dodge County Government Center, in Mantorville, Minnesota. The County Administrator is hereby authorized and directed to cause notice of such public hearing in substantially the form of attached hereto to be published in the official newspaper of the County not less than fourteen (14) days nor more than twenty-eight (28) days prior to the date of the hearing.

*Resolution adopted unanimously.*

The Board discussed reimbursement bond regulations with Ms. Eldridge.

Reimbursement Bond Regulations Approved by Resolution #2010-55

Motion by Alberts seconded by Hanson to approve and authorize the Chair and Deputy Clerk to sign resolution #2010-55 relating to the financing of the 800 Mhz Armer Project, Courthouse HVAC & Powerboard Improvement Project, and the Fairview Care Center Roof Replacement Project; establishing compliance with reimbursement bond regulations under the internal revenue code

**BE IT RESOLVED** by the Board of Commissioners of Dodge County, Minnesota (the “County”), as follows:

1. Recitals.

(a) The Internal Revenue Service has issued Section 1.150-2 of the Income Tax Regulations (the “Regulations”) dealing with the issuance of bonds all or a portion of the proceeds of which are to be used to reimburse the County for project expenditures made by the County prior to the date of issuance.

(b) The Regulations generally require that the County make a declaration of its official intent to reimburse itself for such prior expenditures out of the proceeds of a subsequently issued series of bonds within 60 days after payment of the expenditures, that the bonds be issued and the reimbursement allocation be made from the proceeds of such bonds within the reimbursement period (as defined in the Regulations), and that the expenditures reimbursed be capital expenditures or costs of issuance of the bonds.

(c) The County desires to comply with requirements of the Regulations with respect to certain projects hereinafter identified.

2. Official Intent Declaration.

(a-1) The County proposes to purchase an 800 MHz Radio System to be located at the Courthouse, Mantorville, MN and to make original expenditures with respect thereto prior to the issuance of reimbursement bonds, and reasonably expects to issue reimbursement bonds for the project in an amount not to exceed \$1,260,000.

Reimbursement Bond  
Regulations  
Approved by  
Resolution #2010-55  
- Continued

(a-2) The County proposes to make courthouse HVAC & Powerboard improvements at the Courthouse, Mantorville, Minnesota and to make original expenditures with respect thereto prior to the issuance of reimbursement bonds, and reasonably expects to issue reimbursement bonds for the project in an amount not to exceed \$835,000.

(a-3) The County proposes to replace the roof at the Fairview Care Center, Dodge Center, Minnesota and to make original expenditures with respect thereto prior to the issuance of reimbursement bonds, and reasonably expects to issue reimbursement bonds for the project in an amount not to exceed \$246,000.

(b) Other than (i) de minimis amounts permitted to be reimbursed pursuant to Section 1.150-2(f)(1) of the Regulations or (ii) expenditures constituting preliminary expenditures as defined in Section 1.150-2(f)(2) of the Regulations, the County will not seek reimbursement for any original expenditures with respect to the foregoing project paid more than 60 days prior to the date of adoption of this resolution. All original expenditures for which reimbursement is sought will be capital expenditures or costs of issuance of the reimbursement bonds.

3. Budgetary Matters. As of the date hereof, there are no County funds reserved, pledged, allocated on a long term basis or otherwise set aside (or reasonably expected to be reserved, pledged, allocated on a long term basis or otherwise set aside) to provide permanent financing for the original expenditures related to the projects, other than pursuant to the issuance of the reimbursement bonds. Consequently, it is not expected that the issuance of the reimbursement bonds will result in the creation of any replacement proceeds.

4. Reimbursement Allocations. The County Auditor shall be responsible for making the “reimbursement allocations” described in the Regulations, being generally the transfer of the appropriate amount of proceeds of the reimbursement bonds to reimburse the source of temporary financing used by the County to make payment of the original expenditures relating to the projects. Each reimbursement allocation shall be made within 30 days of the date of issuance of the reimbursement bonds, shall be evidenced by an entry on the official books and records of the County maintained for the reimbursement bonds and shall specifically identify the original expenditures being reimbursed.

*Resolution adopted unanimously.*

Fairview Care Center Administrator Jane Sheeran discussed her request to approve a 2.5% wage increase for Fairview Care Center employees effective December 2010. Ms. Sheeran pointed out that step increases will be given in 2011. The Fairview Care Center Administrator noted that no step increases were given in the year 2010.

Fairview Care Center  
Wage Increases  
Approved

Motion by Alberts seconded by Gray to approve and authorize a 2.5% wage increase for Fairview Care Center employees effective December 6, 2010 as requested. *Motion adopted unanimously.*

Fairview Care Center  
Wage Increases  
Approved -  
Continued

Ms. Sheeran briefly discussed the proposed 2011 Fairview Care Center budget with the Board.

2011 Fairview Care  
Center Budget  
Approved

The Fairview Care Center Administrator reported that the total estimated cost of #1 (pay scale increase) and #2 (2011 step increases) is \$98,324.00.

It was pointed out that the 2011 budget includes fund balance use of \$58,000.

Motion by Erickson seconded by Hanson to approve the 2011 Fairview Care Center budget as presented. *Motion adopted unanimously.*

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

Personnel Actions  
Approved

**A. Public Health**

- A.1 Catalina Hotung – Nest Clerk/Interpreter .45 FTE  
Step increase from B22 step 6 \$15.72 to B22 step 5 \$16.24.  
Effective Date: 11/28/10
- A.2 Bonnie Leifeld – Administrative Secretary .60 FTE  
Step increase from A13 step 2 \$14.91 to A13 step 1 \$15.36.  
Effective Date: 11/25/10
- A.3 Peggy Espey – P.H. Director 1.0 FTE  
Annual review.  
Effective Date: 11/10/10
- A.4 Amber Converse – Public Health Dietitian - .50 FTE  
Step increase from C42 step 4 \$23.72 to C42 step 3 \$24.62.  
Effective Date: 11/25/10

**B. Environmental Services**

- B.1 Melissa DeVetter – Zoning Administrator  
Step increase from C43 step 7 \$26.00 to C43 step 6 \$27.24.  
Effective Date: 12/10/10

**C. Sheriff's Department**

- C.1 David Elliott – Transport Officer .40 FTE  
Resignation.  
Effective Date: 11/09/10
- C.2 Transport Officer  
Authorization to post and fill position created by resignation.  
Effective Date: 11/23/10
- C.3 Don Flicek – Deputy Sheriff/Court Room Security – On-Call  
Resignation.  
Effective Date: 11/12/10
- C.4 Deputy Sheriff/Court Room Security – On-Call  
Authorization to post and fill position created by resignation.  
Effective Date: 11/23/10

- C.5 Benton Bohle – Deputy Sheriff – .50 FTE  
Step increase from C41 hire step \$19.15 to C41 12 month step \$20.48.  
Effective Date: 8/25/10

Personnel Actions  
Approved -  
Continued

**D. Assessor’s Office**

- D.1 Kim Walstad – Senior Clerk 1.0 FTE  
Step increase from B22 step 4 \$16.75 to B22 step 3 \$17.30.  
Effective Date: 11/08/10

**E. Recorder’s Office**

- E.1 Lindsay Stromback – Deputy Recorder 1.0 FTE  
Step increase from B22 step 3 \$17.30 to B22 step 2 \$17.87.  
Effective Date: 11/12/10

**F. Human Services**

- F.1 Cindy Minnihhan – Financial Worker  
Step increase from B23 step 6 \$16.70 to B23 step 5 \$17.26.  
Effective Date: 11/26/10
- F.2 Joddy Tighe – Social Worker Intern/Volunteer  
Authorization to complete 32-hours per week internship/volunteer with  
Human Services.  
Effective Date: 1/10/11 through 05/06/11

**G. Non-Departmental**

- G.1 2011 Non-Union Payscale  
Approval as presented.  
Effective Date: 12/1/10

*Motion adopted unanimously.*

The County Attorney provided the Board with a legal update.

Legal Update

Taxpayer Services Director Rose Culbertson reviewed bills with the Board.

Bills Approved

Motion by Hanson seconded by Erickson to approve the bills as discussed in the following amounts from the appropriate funds as determined by Finance:

01	Revenue Fund	\$ 56,508.68
11	Human Services Fund	\$ 3,804.02
13	Road and Bridge Fund	\$ 74,029.70
16	Environmental Quality Fund	\$ 86,976.49
41	Ditch Fund	<u>\$ 57.00</u>
	Total	\$221,375.89

*Motion adopted unanimously.*

Ms. Kramer provided the Board with an annual review of county ditch systems.

County Ditch System  
Annual Review

Every year the county ditch systems are inspected and the information is brought to the County Board for review to set new assessments for the upcoming year. Included in the Board packet was information that showed the current fund balances and the estimated repairs for the four county ditch systems.

Ms. Kramer reviewed with the Board the anticipated expenses for County Ditch 1 and 7 for 2011 and asked that the County Board make a motion to set the 2011 assessments.

County Ditch System  
Annual Review -  
Continued

The following anticipated ditch expense information was shared with the Board:

<b>2011 Estimated Costs for County Ditch 1</b>	<b>Fund 41-612</b>
<b>2011 Estimated Expenditures</b>	
6240 Advertising	\$ 0.00
6273 Repairs	\$ 500.00
6260 Professional Services	\$ 200.00
6660 Capital Outlay	\$ 0.00
Total Expenses	\$ 700.00
November 2010 Fund Balance	\$ 190.15
Anticipated 2010 2 <sup>nd</sup> Half Settlement	\$ 595.72
Anticipated December 2010 Fund Balance	\$ 785.87
<b>Requested 2011 Assessment</b>	<b>\$2,000.00</b>
<b>2011 Fund Balance Use</b>	<b>\$ 0.00</b>
Anticipated December 2011 Fund Balance	\$2,085.87
This assessment recommendation is based on re-building an adequate cash balance for this ditch.	
<b>Fast Facts</b>	
Requested 2011 Assessment	\$2,000.00
Total Ditch Acres	615
Assessment Cost Per Acre	\$ 3.25

<b>2011 Estimated Costs for County Ditch 4</b>	<b>Fund 41-613</b>
<b>2011 Estimated Expenditures</b>	
6240 Advertising	\$ 0.00
6273 Repairs	\$ 500.00
6260 Professional Services	\$ 200.00
Total Expenses	\$ 700.00
November 2010 Fund Balance	\$5,628.27
Anticipated 2010 2 <sup>nd</sup> Half Settlement	\$ 0.00
<b>Requested 2011 Assessment</b>	<b>\$ 0.00</b>
<b>2011 Fund Balance Use</b>	<b>\$ 700.00</b>
Anticipated December 2011 Fund Balance	\$4,928.27
There are sufficient funds in this ditch, so no assessment is needed for 2011.	
<b>Fast Facts</b>	
Requested 2011 Assessment	\$ 0.00
Total Ditch Acres	1,387
Assessment Cost Per Acre	\$ 0.00

<b>2011 Estimated Costs for County Ditch 5</b>	<b>Fund 41-614</b>
--	--------------------

County Ditch System

Annual Review -  
Continued

<b>2011 Estimated Expenditures</b>	
6240 Advertising	\$ 0.00
6273 Repairs	\$ 0.00
6260 Professional Services	\$ 200.00
Total Expenses	\$ 200.00
November 2010 Fund Balance	\$10,477.60
Anticipated 2010 2 <sup>nd</sup> Half Settlement	\$ 0.00
<b>Requested 2011 Assessment</b>	<b>\$ 0.00</b>
<b>2011 Fund Balance Use</b>	<b>\$ 200.00</b>
Anticipated December 2011 Fund Balance	\$10,277.60
No assessment is needed for 2011.	
<b>Fast Facts</b>	
Requested 2011 Assessment	\$ 0.00
Total Ditch Acres	2,672
Assessment Cost Per Acre	\$ 0.00

<b>2011 Estimated Costs for County Ditch 7</b>	<b>Fund 41-615</b>
<b>2011 Estimated Expenditures</b>	
6240 Advertising	\$ 0.00
6273 Repairs	\$ 200.00
6260 Professional Services	\$2,000.00
Total Expenses	\$2,200.00
November 2010 Fund Balance	-\$1,165.54
Anticipated 2010 2 <sup>nd</sup> Half Settlement	\$ 0.00
<b>Requested 2011 Assessment</b>	<b>\$5,000.00</b>
<b>2011 Fund Balance Use</b>	<b>-\$2,800.00</b>
Anticipated December 2011 Fund Balance	\$1,634.46
Assessment suggested to correct negative cash balance and build sufficient cash reserve.	
<b>Fast Facts</b>	
Requested 2011 Assessment	\$5,000.00
Total Ditch Acres	630
Assessment Cost Per Acre	\$ 7.94

Finance Director Lisa Kramer presented for the Board's consideration a ditch bid from Hutton, Inc. for 2011 minor maintenance time and equipment.

2011 Ditch Bid  
Awarded

Ms. Kramer informed the Board that Hutton, Inc. was the only company that submitted a ditch bid this year and their quote was the same as last year's quote.

Motion by Gray seconded by Alberts to approve the following bid from Hutton, Inc. for minor maintenance on county ditch systems for 2011:

JD 892 Excavator	\$155.00/hour
JD 160 Excavator	\$130.00/hour
JD 310 Backhoe	\$ 90.00/hour
Cat Tile Plow	\$155.00/hour
JD 750 Dozer	\$150.00/hour
JD 850 Dozer	\$170.00/hour
Extra Man Labor	\$ 45.00/hour

2011 Ditch Bid  
Awarded - Continued

*Motion adopted unanimously.*

Motion by Erickson seconded by Hanson to approve setting 2011 ditch assessments for Ditch #1 at \$2,000 and Ditch #7 at \$5,000 as recommended by the Finance Director. *Motion adopted unanimously.*

2011 Ditch  
Assessments Set

The Finance Director requested that the Board consider a special assessment for parcel 15.012.0200.

Special Assessment  
for Parcel  
15.012.0200  
Approved by  
Resolution #2010-56

An agreement was drafted and signed by Dodge County and Benjamin and Betty Zaitz for replacement of a cattle gate associated with County Road 10 and benefitting parcel 15.012.0200. The agreement stated that if the cost of replacing the cattle gate was not paid before the project began it would be added to the parcel as a special assessment to be paid with the property tax. The agreement mentions that interest will be applied to the assessment, but the amount is not stipulated. The length of the assessment payback period is also not addressed in the agreement. Ms. Kramer's recommendation for the interest rate is 7% on a base price of \$15,000. This rate is the average of 10%, the interest rate assessed on delinquent property tax, and 4%, the interest rate for court judgments.

The Finance Director's recommendation is that the assessment runs for 5 years. Five years will pay the assessment in a reasonable timeframe and keep the yearly payments in a normal range for this type of assessment.

Motion by Erickson seconded by Hanson to approve and authorize the Chair and Deputy Clerk to sign resolution #2010-56 in support of a special assessment for parcel 15.012.0200:

**WHEREAS**, the County of Dodge has the powers delegated to counties by the Minnesota State Legislature as set forth in Minnesota Statutes Section 429, and

**WHEREAS**, pursuant to the contract signed by Dodge County Engineer, Guy Kohlhofer, representing Dodge County and Betty and Benjamin Zaitz for replacement of a cattle pass associated with County Road 10 and parcel 15.012.0200;

**THEREFORE BE IT RESOLVED**, by the County Board of Dodge County, Minnesota, as follows:

1. Such agreement for a special assessment, a copy of which is attached hereto as Exhibit 1 and made apart hereof, is hereby accepted and shall constitute the special assessment against parcel 15.012.0200 and this parcel is hereby found to be benefitted by the improvement in the amount of the assessment levied against it.
2. Such assessment shall be payable in declining annual installments including principal and interest extending over a period of 5 years with the interest at the rate of seven percent (7.00%) per annum, in the amount annually required to pay the principal over such period at such rate, the first of said installments to be payable with general taxes for the year 2010, collectible with such taxes during the year 2011. Interest shall accrue from and after November 15, 2010.

Special Assessment  
for Parcel  
15.012.0200  
Approved by  
Resolution #2010-56  
- Continued

*Resolution adopted unanimously.*

Dodge County Agricultural and Mechanical Society President Marilyn Lermon provided the Board with a 2010 Agricultural and Mechanical Society Financial Report and discussed what effect the Ice Arena has had on the Fair Board.

2010 Agricultural &  
Mechanical Society  
Financial Report

Ms. Lermon discussed with the Board the results of the Agricultural and Mechanical Society's Loss Control Survey with Minnesota Counties Intergovernmental Trust (MCIT).

Fair Board Insurance  
Update

On October 28<sup>th</sup> Mark Casey from MCIT conducted a Loss Control Survey on the Dodge County Fairgrounds. Ms. Lermon accompanied Mr. Casey during the survey. The findings of the survey were presented for the Board's consideration.

Ms. Casey's focus was on the paved walking/bike trail which was built to allow students access to the ice arena and Middle and Elementary Schools. Since the trail does not actually involve the fair, the Fair Board feels that this is an issue which would be best dealt with by the county.

MCIT is requesting response to the Loss Control Services letter within 60 days of the date of this letter which would put the response date at January 8, 2011. The recommend from MCIT reads as follows:

**Paved Trail through Fair Grounds**

The City of Kasson has a paved trail which traverses the Dodge County Fair Grounds to provide access to the ice arena and nearby elementary school. A formal agreement should be developed with the city to clearly outline responsibility for the maintenance of the trail; use expectations such as bicycling, walking, etc; necessary informational signs and markings on the trail as well responsibility for any liability. It would be prudent to include a defense, hold harmless and indemnification clause in this agreement in favor of the Agricultural Society and Dodge County to reduce liability potential for these members. The Dodge County Attorney should be consulted for assistance in drafting this agreement.

County Attorney Paul Kiltinen was asked to work with the City of Kasson to draw up an agreement with the City of Kasson and forward it to MCIT.

City of Kasson Planner Mike Martin informed the Board that an agreement regarding the walking/bike path is already in place and a copy can be forwarded to MCIT.

Fair Board Insurance Update - Continued

Ms. Lermon discussed concerns with the lack of signage for sidewalk traffic near the fair entrance.

The Board thanked Ms. Lermon for the report.

County Assessor Wendell Engelstad reviewed with the Board his request to approve regular and local option abatements.

2010 Assessment Change Approved

Mr. Engelstad informed the Board that Minnesota Statutes 375.192 provides that the County Board may grant the reduction or abatement of a property taxpayer's estimated market valuation and the resulting taxes, costs, penalties, or interest which have been erroneously or unjustly paid. The County Board may consider and grant reductions and abatements for applications as they relate to taxes payable in the current year and the two prior years. However, abatements for the two prior years shall be considered and granted only for clerical errors and when the taxpayer fails to file for a reduction or an adjustment due to a hardship, as determined by the County Board.

Minnesota Statutes 273.1233 also provides for a Local Option Abatement of taxes payable in the year of and the year after a natural disaster such as a fire, flood, or tornado. At least 50% of the dwelling or structure must have been destroyed. If the loss occurred in an officially declared disaster or emergency area, the abatement is based on the January 2 assessment of the year of the damage. If not in a disaster or emergency area, the abatement is calculated on the same assessment times the fraction of whole months the property was not habitable.

All applications must be written and approved by the County Assessor and the County Auditor before consideration by the County Board. Said abatement applications are entirely discretionary, subject to precedence and prior Board policy, and are not appealable to another level of authority. Base on the applicants' claims and the investigation of the facts, the Finance Director and County Assessor are offering the following assessment changes for taxes payable in the year 2010.

Parcel ID	Owner	Street	City	Reason	Tax Reduction
R10.030.0100 (2009 pay 10)	Harold Belverud	16469 560 <sup>th</sup> Street	West Concord	Qualifications for ag classification "grandfathering."	\$227.00
R14.001.1200 (2009 pay 10)	Jeanne Postier	27699 County Highway 34	Pine Island	Qualifies for local option abatement.	\$772.00
R14.010.1000 (2009 pay 10)	Bernard Fuchs	25193 County Highway 34	Pine Island	Qualifies for local option abatement.	\$738.00
R17.028.1200 (2009 pay 10)	Alan Head	18250 County Highway 34	Dodge Center	Qualifies for local option abatement.	\$791.00
R17.100.0540 (2009 pay 10)	Wayne Minto	20849 600 <sup>th</sup> Street	Dodge Center	Qualifies for local option abatement.	\$204.00
R26.676.0150 (2009 pay 10)	Felipe Rivera	418 Olive Street	West Concord	Qualifies for local option abatement.	\$742.00

Motion by Alberts seconded by Gray to approve the regular and local option abatements as presented for the years indicated. *Motion adopted unanimously.*

2010 Assessment  
Change Approved -  
Continued

Zoning Administrator Melissa DeVetter discussed with the Board a request to approve a Flood Hazard Mitigation Grant application request for Alan and Marie Head.

Flood Hazard  
Mitigation Grant  
Application Request  
Denied

As the result of the September 22nd, 2010, flooding event, Marie and Alan Head sustained substantial damage to their home and property located in Section 28 of Wasioja Township. This property is 8.89 acres located east and south of Dodge Center Creek across from the golf course in Dodge Center.

Although the Head's were insured, they have indicated that they do not have the money to invest in the property which would be necessary to move or elevate the structure as required. As a result, the Head's are interested in a buyout through the Flood Hazard Mitigation Grant Program and is requesting that the county submit an application on his behalf. Under this program, a local unit of government must be the applicant.

The acquisition would occur through the State's Flood Hazard Mitigation Grant Program. The grant would cover acquisition, demolition, abatement (if required), disposal, and site restoration. Under this grant, 75% of the funds would come from FEMA, 12.5% would come from the State, and 12.5% would be a local match. The local match portion of the funds are not required to come from the county, but can be in the form of cash or in-kind services from the landowner. The landowner even has the option to accept 12.5% less than appraised value of the structure.

The Board was reminded that if the property is acquired utilizing these funds, it would become county property which must be kept as open space without structures.

The following options were discussed:

OPTION 1

Pursue the funding to acquire the property.

OPTION 2

Do not pursue the funding. As the structure is substantially damaged, a permit is required to rebuild. The structure must be rebuilt to Ordinance requirements and could not be occupied until it is brought into compliance.

If the county is interested in pursuing the funding, the county must be the applicant and the application must be submitted by December 13th, 2010. Submitting an application does not obligate the county to pursue acquisition. It was also noted that although the county is applying for the application on behalf of the Head's it won't cost the county anything.

Discussion took place on the fact that this parcel is still considered a buildable lot, whereas the previous request was not.

It was the consensus of the Board that they were not interested in owing this property which was a possibility if they proceeded with the application process.

Flood Hazard  
Mitigation Grant  
Application Request  
Denied - Continued

Motion by Gray seconded by Hanson to deny the request of Alan and Marie Head to apply for Flood Hazard Mitigation Grant funds. *Motion adopted unanimously.*

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

Human Services  
Committee Report

The Board discussed the Human Services Director's request to execute a calendar year (CY) 2011 contract with Workforce Development, Inc. Human Services has historically contracted with Workforce Development, Inc. to provide employment and training services to participants in the Minnesota Family Investment Program (MFIP), the Diversionary Work Program (DWP), and to a very limited number of participants in the Food Support Program. Ms. Hardwick recommends that Dodge County continue to contract with WDI for these services:

Workforce  
Development, Inc.  
Contract Approved

- a. Employment and training services for participants of MFIP and DWP for CY 2011 for \$80,030.
- b. Employment and training-related transportation for participants of MFIP and DWP for CY 2011 for \$3,918.
- c. Supported work services for MFIP participants for period of July 1, 2010 to June 30, 2011 for \$17,119.

The contracts are funded with the federal and state-funded MFIP Consolidated Support Services Grant for CY 2011 and federally funded Supported Work Grant for state fiscal year 2011, and state-funded Support Services Allocation for state fiscal year 2011.

Motion by Erickson seconded by Hanson to approve and authorize the execution of a calendar year (CY) 2011 contract with Workforce Development, Inc. to provide employment and training services to participants in the Minnesota Family Investment Program, the Diversionary Work Program, and to a very limited number of participants in the Food Support Program. *Motion adopted unanimously.*

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

Public Safety  
Committee Report

The Board reviewed the Sheriff's Office request to approve an amendment to the Steele County Jail Contract.

Steele County Jail  
Contract Amendment  
Discussed

Deputy Jim Jensen met with Steele County Sheriff Don Gudmundson, Sheriff Elect Lon Thiele and two of the Steele County Commissioners on Tuesday November 16th and discussed the Jail Contract with them. Steele County would like to lower the rental rate from \$60.00 per day to \$55.00 per day. They would also like to move the start of the contract from May 1, 2011 to January 1, 2011 and run the contract until December 31, 2011 or leave it open ended.

As long as Steele County is willing to open the contract up, the Dodge County Sheriff's Office would like to offer a reduction in the rental beds from fifteen to twelve.

Steele County Jail  
Contract Amendment  
Discussed -  
Continued

No action was taken at this time to allow the counties to further discuss the proposed contract amendments.

The Board reviewed the Public Health Director's request to accept Public Health program donations. Bundles of Love in Oronoco, MN donated baby item gift bags valued at \$310.00 and a private citizen in Kasson, MN donated baby items valued at \$20.00 for the Public Health Family Health Program.

Public Health  
Donations Approved  
by Resolution  
#2010-57

Motion by Alberts seconded by Gray to approve and authorize the Chair and Deputy Clerk to sign resolution #2010-57 accepting donations to the Public Health Family Health Program:

**WHEREAS**, the Dodge County Public Health Department has received donations from Bundles of Love in Oronoco, MN, and a Private Citizen, Kasson, MN; and

**WHEREAS**, the Dodge County Public Health Department wishes to accept these donations and utilize them for the purpose of the Public Health Family Health Program; and

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

**NOW THEREFORE BE IT RESOLVED**, that the Dodge County Board of Commissioners hereby accepts the following donations to be used for the Family Health Program:

Bundles of Love in Oronoco, MN	\$310.00 (Baby Gift Bags)
Private Citizen, Kasson, MN	\$ 20.00 (Baby Items)

*Resolution adopted unanimously.*

The Board reviewed the Public Health Director's request to approve 2011 tobacco license applications effective January 1, 2011 through December 31, 2011.

2011 Tobacco  
License Applications  
Approved

A list of tobacco license applications for calendar year 2011 was received. The individual applications are on file in the Public Health Department. Each application was reviewed according to county policy and procedure. It is recommended that all tobacco license applications listed be approved for calendar year 2011 pending the approval of the Board.

Motion by Alberts seconded by Gray to approve and authorize the Chairman of the Board to sign the following 2011 tobacco licenses applications:

4 Corners Convenience, Inc.	Hayfield
Casey's General Store #2831	Mantorville
Casey's General Store #2832	West Concord
Claremont Service Center, Inc.	Claremont
Erdman's Supermarket's Inc.	Kasson
Hayfield Motor Mart	Hayfield
John's Foods	Dodge Center
Kwik Trip #789	Dodge Center
Kwik Trip #619	Kasson
Ryan's Foods of Hayfield	Hayfield
West Concord Municipal Liquor Store	West Concord

2011 Tobacco  
License Applications  
Approved -  
Continued

*Motion adopted unanimously.*

The Board discussed Public Health's request to approve a Dental Hygienist Purchase of Service Agreement & Health Insurance Portability Accountability Act (HIPPA) Business Association Addendum, effective December 1, 2010 to December 31, 2011.

Dental Hygienist  
Purchase of Service  
Agreement and  
HIPPA Business  
Association  
Addendum Approved

As reviewed with the County Board in July, for the past few years Public Health has continued to have a Dental Hygienist available in their office several days per month. This was a new concept when Public Health started and the program has continued to grow. The Dental Hygienist has served several hundred people, birth to 5 years of age, over the past few years and this has been a great service for many of our community members. This service has grown over the past few years and now is available in many Public Health Agencies. Many County Public Health Departments have begun to utilize a contract for this service. Dodge County Public Health would like to continue to offer this service and therefore recognized a need to explore a written contract.

Mr. Alberts pointed out that the Dental Hygienist was not charged rent in the past. Language has now been added to the Purchase of Service Agreement that states that the county will provide the Contractor with space at a rental rate of \$150.00 per month.

A proposed service agreement and HIPPA Business Association Addendum was provided in the Board packet for review. It was noted that these documents have been reviewed and approved by the County Attorney.

Motion by Alberts seconded by Gray to approve and authorize the Chair and Public Health Director to sign a Purchase of Service Agreement with Dental Hygienist Shannon Kruckeberg for the period of December 1, 2010 to December 31, 2011 as requested. Also included in the motion was authorization for the Chair to sign a Health Insurance Portability Accountability Act (HIPPA) Business Association Addendum. *Motion adopted unanimously.*

The County Attorney left the meeting at 11:05 a.m. CST.

County Attorney Left  
Meeting

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

Administration  
Committee Report

Motion by Erickson seconded by Gray to approve and authorize the November 9, 2010 Committee of the Whole meeting minutes as presented. *Motion adopted unanimously.*

11/09/10 Committee of the Whole Meeting Minutes Approved

Motion by Alberts seconded by Erickson to approve and authorize the November 9, 2010 meeting minutes as corrected on page 235. *Motion adopted unanimously.*

11/09/10 Meeting Minutes Approved

Commissioners provided their agency reports. Commissioner Hanson attended a Civil War Dedication, a Fairview Care Center meeting and a SEAAA meeting. Commissioner Alberts attended a Canvassing Board meeting, a Care Center meeting and a Soil & Water meeting. Commissioner Gray attended a Care Center meeting and a Budget meeting. Commissioner Erickson attended a Dedication of a Civil War Memorial at the Wasioja Seminary, a SCHA Executive Committee meeting, a Fairview Care Center meeting, a work session, a meeting at the Courthouse regarding a personnel issue, a DFO Advisory Board meeting and an EDA meeting. Commissioner Tjosaas attended a Fair Board meeting, a Civil War Memorial Dedication at the Wasioja Seminary, a Care Center meeting, an EDA meeting, a Semcac Long Range Planning meeting and a Canvassing Board meeting.

Agency Reports

Motion by Gray seconded by Alberts to adjourn the meeting at 11:23 a.m. CST. *Motion adopted unanimously.*

Meeting Adjourned

The next regular meeting of the Dodge County Board of Commissioners will be held on December 14, 2010 at 9:30 a.m. CST.

Next Regular Meeting

**ATTEST:**

---

LYLE TJOSAAS  
CHAIR, COUNTY BOARD

---

BECKY LUBAHN  
DEPTY CLERK

---

DATED: