

TUESDAY, NOVEMBER 24, 2009

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

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

**COUNTY ADMINISTRATION OFFICE
MANTORVILLE, MN**

2009-22

The Dodge County Board of Commissioners met in regular session November 24, 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
	Don Gray	District #4
	David Hanson	District #5
Members absent:	David Erickson	District #3
Also present:	Becky Lubahn	Deputy Clerk
	Paul Kiltinen	County Attorney

Motion by Gray seconded by Tjosaas to approve and adopt the agenda as amended to include the addition of a Southeast Minnesota Development Corporation contract action item under the Environmental Services Director, a closed session at the end of the meeting to discuss pending or threatened litigation with the County Attorney and recessing the meeting today until Friday, December 4, 2009 at 8:30 a.m. CST to conduct second interviews with two County Administrator candidates. *Motion adopted unanimously.*

Agenda Approved

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

Personnel Actions
Approved

A. Assessor's Office

A.1 Kim Walstad – Senior Clerk
Step increase from B22 step 4 \$15.75 to B22 step 3 \$16.25.
Effective Date: 11/8/09

B. Environmental Services

B.1 Dean Schrant – Water Program Manager
Authorization to move from B23 step 1 \$18.42 to B31 step 3 \$18.88 due to status change and B/G review.
Effective Date: 9/22/09

C. Human Services

C.1 Cindy Minnihan – Financial Worker
Step increase from B22 step C \$15.25 to B22 step D \$15.75.
Effective Date: 11/26/09

C.2 Financial Worker – 1.0
Authorization to post and fill new position.
Effective Date: 11/24/09

Personnel ActionsApproved -
Continued**D. Public Health**

- D.1 Peggy Espey – Public Health Director
Step increase from D63 step 7 \$33.76 to D63 step 6 \$35.70.
Effective Date: 11/2/09
- D.2 Catalina Hotung – Nest Clerk - .5 FTE
Step increase from B22 step 6 \$14.76 to B22 step 5 \$15.25.
Effective Date: 11/28/09
- D.3 Bonnie Leifeld – Administrative Secretary - .6 FTE
Step increase from A13 step 2 \$14.03 to A13 step 1 \$14.46.
Effective Date: 11/25/09
- D.4 Heather Angell – Public Health Nurse - .6 FTE
Step increase from C42 step 3 \$23.01 to C42 step 2 \$23.88 (+\$3.00 R/R).
Effective Date: 12/05/09
- D.5 Amber Converse – Public Health Dietitian - .55 FTE
Step increase from C42 step 4 \$22.18 to C42 step 3 \$23.01.
Effective Date: 11/25/09

E. Sheriff's Office

- E.1 Ben Bohle – On-Call Deputy Sheriff
Extension of FT (temporary) to fill Deputy Sheriff Temporary FT position.
Effective Date: 11/30/09 – 12/31/09
- E.2 Rick Eggert – 911 Dispatcher Supervisor
Step increase from B23 step 9 \$20.84 to B23 step 10 \$21.34.
Effective Date: 11/12/09

Motion adopted unanimously.

Ms. Hager provided the Board with a County Administrator recruitment update.

County Administrator
Recruitment Update

The Employee Relations Director informed the Board that she, Jane Hardwick, Lisa Kramer and Dave Hanson conducted interviews with eight County Administrator candidates last week. After the initial interviews the interview team further narrowed down their selection to two candidates.

Ms. Hager reported that Springsted will be asked to complete background checks on the two finalists.

On December 4, 2009 the two applicants will be brought back to the courthouse for a second interview, receive a tour of county facilities and meet the Department Heads.

The Employee Relations Director provided the Board with a list of potential questions for the second interview process and asked that the Board submit any additional questions or comments to her by Thursday, December 3, 2009 at noon.

Commissioner Hanson commented that he feels they have two very good applicants for the position.

The Employee Relations Director presented for the Board’s consideration the Teamsters Union contract pay scale for 2009-2010.

2009-2010 Pay Scale
Approved

Ms. Hager informed the Board that during the annual band/grade review, a Teamsters Union employee was recommended and approved by the County Board to go to a B24 band/grade. The county does not currently have a pay scale in that union for a B24 due to the fact that previous to this employee the county has not had anyone in that band/grade. The Employee Relations Director noted that the union has provided a recommendation for a B24 pay scale, this information was shared with the Board.

Motion by Alberts seconded by Gray to approve and authorize the Teamsters Union 2009-2010 pay scale as presented. *Motion adopted unanimously.*

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

Public Works
Committee Report

The Board reviewed the County Engineer’s request to approve final payment to Schumacher Excavating, Inc. for SAP 20-996-02 & SAP 20-996-03.

Final Payment for
SAP 20-996-02 and
SAP 20-996-03
Approved

SAP 20-996-02 and SAP 20-996-03 are two flood remediation projects for pipe replacement and slope stabilization on CSAH 24 and in Ellington Township on 540th Street.

Schumacher Excavating, Inc. was the contractor on this project. Construction went as expected and the project was completed on September 3, 2009. The final contract amount for SAP 20-996-02 and SAP 20-996-03 was \$55,067.00 with the final payment amount being \$2,945.11.

Motion by Gray seconded by Alberts to approve and authorize final payment to Schumacher Excavating, Inc. for SAP 20-996-02 and SAP 20-996-03 in the amount of \$2,945.11. *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	\$ 74,929.39
11	Human Services Fund	\$ 4,375.26
13	Road and Bridge Fund	\$ 14,588.53
16	Environmental Quality Fund	\$ 58,421.73
32	County Capital Projects	\$ 1,134.91
41	Ditch Fund	\$ 81.00
	Total	\$153,530.82

Ms. Culbertson informed the Board that the description for payments to Information Systems Corporation listed on pages 2, 4, 9 and 16 was incorrectly listed as scanning expenses and will be changed to reflect that the payments are for maintenance agreements. *Motion adopted unanimously.*

Environmental Services Director Mark Gamm requested authorization to plant a living snow fence. The Highway Department believes a living snow fence along County Road 21 (landfill road) will improve road safety and maintenance. Dodge County owns the land within 300 feet of the road. The county currently allows the neighboring landowners (Blatti and Larson) to cultivate the land per lease agreements.

Living Snow Fence
Planting Approved

Mr. Gamm informed the Board that the Dodge Soil and Water Conservation District has put together a plan to plant a living snow fence as indicated on the map which was provided in the Board packet. The fence is designed with one row of shrub and one row of evergreens and grass extending to the road ditch.

Acres converted to Snow Fence	Net cost of planting (assuming county labor)	Annual CRP payments to the County
9 acres	\$ 2,000	\$ 1,800

County Engineer Guy Kohlnhofer reported that due to the fact that this road has a curb and gutter they have found that a lot of snow is deposited on this stretch of road.

Commissioner Hanson stated that he is concerned with the renter situation.

Soil and Water Conservation District Technician Jim Hruska was available to comment on the request.

Maintenance Superintendent Dallas Ness informed the Board that County Road 21 is a high traffic road and that the most exposed area on this stretch of road is near the Transfer Station building site. It was Mr. Ness' opinion that it would be beneficial for the building site and road to plant a living snow fence.

The Environmental Services Director indicated that he believes planting a living snow fence would also help reduce the amount of wind that reaches the Transfer Station and causes litter issues.

Commissioner Gray commented that he thinks the snow fence is a good idea but would like to know what the renters think of planting grass vs. allowing the land between the snow fence and the road to be cultivated. Mr. Gray noted that he feels the return for on our investment of installing a living snow fence would be very good.

Motion by Tjosaas seconded by Gray to approve and authorize the Environmental Services Department to move forward with planting a living snow fence as designed by the Soil and Water Conservation District and amend the current leases with neighboring land owners. Also included in the motion was authorization to apply for cost share and CRP payments. *Motion adopted unanimously.*

The Environmental Services Director discussed with the Board a request to approve a labor agreement with the Soil and Water Conservation District (SWCD).

Labor Agreement
with Soil & Water
Conservation District
Approved

Due to 2010 budget constraints, Environmental Services has developed a plan in cooperation with SWCD that will:

1. Provide Dodge County with skilled and experienced SWCD labor to perform existing contracted and grant funded services.
2. Provide services without increasing county's 2010 budget.
3. Provide SWCD revenue to help pay for some of their 2010 budget shortfall.

The proposed agreement has been approved by the SWCD Board. The conditions of the agreement are as follows:

1. One year term with ability to renew annually.
2. Payment for services rendered is \$35 per hour which includes labor and expenses.
3. Total compensation will not exceed \$20,000 per year.
4. SWCD will provide services for the county including technical assistance for feedlots and administration of Wetland Conservation Rules.

Soil and Water District 1 Supervisor Muriel French was available to comment on the labor agreement.

Motion by Alberts seconded by Gray to approve and authorize the Chair to sign an Agreement Between Dodge County and the Soil and Water Conservation District for Feedlot and Wetland Services effective January 1, 2010. *Motion adopted unanimously.*

Mr. Gamm shared with the Board a proposal to purchase Hayfield School's recycling roll-off container.

Purchase of Hayfield
School's Recycling
Roll-Off Container
Approved

The Environmental Services Director reported that about ten years ago Hayfield School purchased a roll-off recycling container very similar to the county's blue recycling containers. Over the years the county has been hauling the container for the school. In 2010 Hayfield School will be receiving recycling services from a private hauler and therefore will not need their existing roll-off recycling container.

Mr. Gamm informed the Board that the school is willing to sell the container to the county for \$500. Environmental Services could use the container as a replacement or back-up container in their recycling system.

Solid Waste Facility Manager Terry Selthun was available to comment on the request and noted that a new roll-off container would cost approximately \$6,000.

Motion by Gray seconded by Tjosaas to approve and authorize the county to purchase Hayfield School's existing recycling roll-off collection container at a cost of \$500. *Motion adopted unanimously.*

The Environmental Services Director and Solid Waste Facility Manager presented for the Boards consideration an agreement to recycle tires.

Agreement to
Recycle Tires
Approved

Liberty Tire Recycling, LLC. provides the Transfer Station with tire collection and recycling services. New this year, Liberty Tire is requiring their customers enter into a written agreement to continue service and is offering the same level of service for a fee that is slightly lower than current pricing. The term of the agreement is one year. The agreement is renewable and has a 60 day out clause.

Motion by Tjosaas seconded by Gray to approve and authorize the Environmental Services Department to enter into a Processing Service Agreement with Liberty Tire Recycling, LLC. Also included in the motion was authorization for the Environmental Services Director to sign the agreement and subsequent renewals if similar in terms and pricing. *Motion adopted unanimously.*

Mr. Gamm informed the Board that the Dodge County Economic Development Authority recommends that the county contract with Southeast Minnesota Development Corporation (SEMDC) for one day a week services in 2010 for a total cost of \$20,755 and require a summary of progress after six months of service.

Contract with
SEMDC for
Professional Services
Approved

The Environmental Services Director noted that the cost of the contract will be fully paid by existing EDA fund balance and 2010 budget.

Motion by Tjosaas seconded by Alberts to approve and authorize the Chair and Deputy Clerk to sign a Contract for Professional Services with SEMDC for one day a week services in 2010 at a total cost of \$20,755. *Motion adopted unanimously.*

Finance Director Lisa Kramer presented for the Board's consideration a ditch bid from Hutton, Inc. for 2010 minor maintenance time and equipment.

2010 Ditch Bid
Awarded

Ms. Kramer informed the Board that Hutton, Inc. and Ellingson were the only companies that submitted ditch bids this year.

Motion by Gray seconded by Alberts to approve the following bid from Hutton, Inc. for minor maintenance on county ditch systems for 2010:

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

Motion adopted unanimously.

Ms. Kramer provided the Board with a 2010 ditch maintenance bid/2010 ditch assessment update.

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, 4, 5 and 7 for 2010 and asked that the County Board make a motion to set the 2010 assessments.

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

2010 Estimated Costs for County Ditch 1	Fund 41-612
2010 Estimated Expenditures	
6240 Advertising	\$ 0.00
6273 Repairs	\$1,500.00
6260 Professional Services	\$ 500.00
6660 Capital Outlay	\$ 0.00
Total Expenses	\$2,000.00
November 2009 Fund Balance	\$1,263.17
Anticipated 2009 2 nd Half Settlement	\$1,300.00
Anticipated December 2009 Fund Balance	\$2,563.17
Requested 2010 Assessment	\$1,500.00
2010 Fund Balance Use	\$ 0.00
Anticipated December 2010 Fund Balance	\$2,063.17
This assessment recommendation is based on cleanout repairs to be completed in 2010.	
Fast Facts	
Requested 2010 Assessment	\$1,500.00
Total Ditch Acres	615
Assessment Cost Per Acre	\$ 2.44

County Ditch System
Annual Review

2010 Estimated Costs for County Ditch 4	Fund 41-613
2010 Estimated Expenditures	
6240 Advertising	\$ 0.00
6273 Repairs	\$ 0.00
6260 Professional Services	\$3,180.00
Total Expenses	\$3,180.00
November 2009 Fund Balance	\$6,853.93
Anticipated 2009 2 nd Half Settlement	\$1,900.00
Requested 2010 Assessment	\$ 0.00
2010 Fund Balance Use	\$3,180.00
Anticipated December 2010 Fund Balance	\$5,573.93
This assessment recommendation is based on redetermination of benefits completed in 2010. There are sufficient funds from prior year's assessments to pay the cost of redetermination for County 4.	
Fast Facts	
Requested 2010 Assessment	\$ 0.00
Total Ditch Acres	1,387
Assessment Cost Per Acre	\$ 0.00

2010 Estimated Costs for County Ditch 5	Fund 41-614
2010 Estimated Expenditures	
6240 Advertising	\$ 0.00
6273 Repairs	\$ 0.00
6260 Professional Services	\$ 200.00
Total Expenses	\$ 200.00
November 2009 Fund Balance	\$11,317.55
Anticipated 2009 2 nd Half Settlement	\$ 0.00
Requested 2010 Assessment	\$ 0.00
2010 Fund Balance Use	\$ 200.00
Anticipated December 2010 Fund Balance	\$11,117.55
No assessment is needed for 2010. The redetermination is completed and has been paid. There are no significant plans for cleanout or repairs in 2010.	
Fast Facts	
Requested 2010 Assessment	\$ 0.00
Total Ditch Acres	2,672
Assessment Cost Per Acre	\$ 0.00

2010 Estimated Costs for County Ditch 7	Fund 41-615
2010 Estimated Expenditures	
6240 Advertising	\$ 0.00
6273 Repairs	\$ 0.00
6260 Professional Services	\$3,500.00
Total Expenses	\$3,500.00
November 2009 Fund Balance	\$3,542.21
Anticipated 2009 2 nd Half Settlement	\$ 800.00
Requested 2010 Assessment	\$5,000.00
2010 Fund Balance Use	-\$1,500.00
Anticipated December 2010 Fund Balance	\$5,842.21
This assessment recommendation is based on redetermination of benefits to be completed in 2010. The engineer's report indicates that the county may need to pay for the right-of-way along the waterway. This would mean purchasing 4.09 acres at an approximate total cost of \$16,500. The county has been advised to contact an attorney for an opinion on this matter. The 2010 assessment would begin to build up the ditch's cash reserves in anticipation of the land purchase.	
Fast Facts	
Requested 2010 Assessment	\$5,000.00
Total Ditch Acres	630
Assessment Cost Per Acre	\$ 7.94

County Ditch System Annual Review

Commissioner Alberts suggested that the Finance Director draft a letter to the landowners affected by the 2010 assessment increases and explain the reason for the assessment. Ms. Kramer indicated that she was willing to send a letter to the land owners affected by the County Ditch #7 assessment increase as recommended.

Motion by Gray seconded by Alberts to approve setting 2010 ditch assessments as recommended by the Finance Director. *Motion adopted unanimously.*

2010 Ditch Assessments Set

Ms. Kramer discussed with the Board a proposed county cell phone allowance for the Building Operations Supervisor.

Cellular Telephone Agreement Approved for Building Operations Supervisor

Roger Friedt has been using a county owned cell phone for conducting county business and for personal use and has been reimbursing the county the cost of his personal use. The Building Operations Supervisor has now decided to join the county cell phone allowance program.

Motion by Alberts seconded by Tjosaas to approve and authorize the Chair and Finance Director to sign a Dodge County Cellular Telephone Agreement with Building Operations Supervisor Roger Friedt at a rate of \$20 per month effective December 1, 2009. *Motion adopted unanimously.*

IT Director Paul Wiltgen presented for the Board's consideration a 2010 Surveyor's Agreement for.

2010 County
Surveyor Agreement
Approved

The IT Director reported that the annual County Surveyor's Agreement for 2009 expires on December 31, 2009. Roger Brand, the current Surveyor for the county, has expressed interest in continuing this agreement at the same rates as in 2009.

Mr. Wiltgen noted that Roger Brand has been the County Surveyor for many years. Mr. Brand is now at the point where he would like to retire from the manual labor part of a surveyor's duties and work more in a supervisory capacity. The County Surveyor has worked in the field with Highway Department employee Warren Schwenke and recommends that this working relationship continue, whereas Mr. Schwenke would do the field work under Mr. Brand's supervision, and Mr. Brand would handle the office work.

Motion by Gray seconded by Alberts to approve and authorize the Chair and Deputy Clerk to sign the County Surveyor's Agreement for 2010 as presented. *Motion adopted unanimously.*

Chief Deputy Mike Leonhard discussed with the Board his request to approve law enforcement contracts for 2010 with the City of Claremont and the City of Dodge Center.

2010 Law
Enforcement
Contracts for the
Cities of Claremont
and Hayfield
Approved

The 2010 hourly contract rate is \$39.74. Mr. Leonhard noted that the hourly rate is the only change on the 2010 contracts, all other language remains the same.

Motion by Gray seconded by Alberts to approve and authorize the Chief Deputy, Chairman of the Board, Deputy Clerk and County Attorney to sign law enforcement contracts with the City of Claremont and City of Dodge Center as presented for 2010. *Motion adopted unanimously.*

County Attorney Paul Kiltinen informed the Board that he had nothing new to report on legal issues.

Legal Update

Commissioner Tjosaas 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 approve the reallocation of Emergency Assistance for families with children expenditures. Similar to the past two years, economic pressures on low-income families has resulted in increased Emergency Assistance spending. Human Services closely monitors Emergency Assistance expenditures, especially with the onset of cold weather and as they near the end of the year. As of November 19, 2009, Human Services has expended \$33,300 of the \$35,000 allocated from state funding for this purpose, leaving \$1,700 for the remainder of the year.

Reallocation of
Funds for Emergency
Assistance Approved

The Human Services Director is reviewing their 2009 budget to identify existing program funding that could be reallocated to fund up to \$5,000 in additional Emergency Assistance without increasing their overall budget.

Motion by Tjosaas seconded by Gray to approve and authorize the Human Services Department to reallocate funds for Emergency Assistance for families with children expenditures as requested. *Motion adopted unanimously.*

Reallocation of
Funds for Emergency
Assistance Approved

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

Administration
Committee Report

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

Gambling Permit
Approved for
Southeast Minnesota
Chapter of Deer
Hunters Association

The Southeast Minnesota Chapter of Deer Hunters Association is requesting a gambling permit for raffles to be held on February 13, 2010 to raise money for the club. The event will take place at the Oak's Country Club located at 73671 170th Avenue, Hayfield, MN.

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

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

Motion by Tjosaas seconded by Gray to approve and authorize the November 10, 2009 Committee of the Whole meeting minutes as presented. *Motion adopted unanimously.*

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

Motion by Alberts seconded by Gray to approve and authorize the November 10, 2009 meeting minutes as presented. *Motion adopted unanimously.*

11/10/09 Meeting
Minutes Approved

Commissioners provided their agency reports. Commissioner Hanson attended an EMS meeting, a Fairview Care Center meeting, a SEAAA meeting, and County Administrator interviews. Commissioner Alberts attended a Care Center meeting, an Emergency Health meeting, a Fair Board meeting and a meeting regarding the County Administrator position. Commissioner Gray attended a Care Center meeting and a meeting regarding the County Administrator position. Commissioner Erickson was not available to report his meeting attendance. Commissioner Tjosaas attended a Care Center meeting, an EDA meeting and a South Country meeting.

Agency Reports

Motion by Tjosaas seconded by Gray to close the meeting to the public at 11:04 a.m. CST to discussion pending or threatened litigation with the County Attorney. *Motion adopted unanimously.*

Closed Session

The Chair opened the meeting to the public at 12:20 pm. CST.

Meeting Opened to
the Public

The Chair recessed the meeting at 12:25 p.m. CST until Friday, December 4, 2009 at 8:30 a.m. CST in the Commissioner's Room at the Courthouse Annex, Mantorville, MN to conduct interviews with the two County Administrator finalists.

Meeting Recessed

The Chair reconvened the meeting on Friday, December 4, 2009, in the Commissioner's Room at the Courthouse Annex, Mantorville, MN, at 8:39 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
	Don Gray	District #4
	David Hanson	District #5
Members absent:	David Erickson	District #3
Also present:	Lisa Hager	Employee Relations Director
	Paul Kiltinen	County Attorney
	Becky Lubahn	Deputy Clerk

Interviews were conducted with County Administrator finalists Aaron Reeves and James Elmquist. Upon completion of the interviews, both applicants were introduced to Department Heads and received a tour of the county owned facilities.

County Administrator Finalists Interviewed

Discussion took place on the qualifications and experience of both applicants and who the interview team felt would be the best candidate for the County Administrator position.

County Administrator Applicant Chosen

Motion by Alberts seconded by Tjosaas to offer the County Administrator position to James Elmquist. *Motion adopted unanimously.*

The group discussed where to place the new County Administrator on the pay scale. Motion by Tjosaas seconded by Gray to offer the new County Administrator the closest step to \$93,000 on the pay scale. *Motion adopted unanimously.*

County Administrator Pay Rate Approved

Motion by Gray seconded by Alberts to adjourn the meeting at 2:32 p.m. CST. *Motion adopted unanimously.*

Meeting Adjourned

The next regular meeting of the Dodge County Board of Commissioners will be held on December 10, 2009 at 4:30 p.m. CST.

Next Regular Meeting

ATTEST:

DAVID HANSON
CHAIR, COUNTY BOARD

BECKY LUBAHN
DEPUTY CLERK

DATED: