

**TUESDAY, NOVEMBER 25, 2008**

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

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

**COUNTY ADMINISTRATION OFFICE  
MANTORVILLE, MN**

**2008-22**

The Dodge County Board of Commissioners met in regular session November 12, 2008, in the Commissioner's Room at the Courthouse Annex, Mantorville, MN, at 9:30 a.m. CST. Klaus Alberts, 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:	David McKnight	County Administrator
	Becky Lubahn	Deputy County Clerk
	Paul Kiltinen	County Attorney

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

Agenda Approved

Emergency Management Director Matt Maas met with the Board to discuss a request to approve a Letter of Agreement with Olmsted County on Homeland Security and Emergency Management (HSEM) Grants.

Letter of Agreement  
with Olmsted County  
for HSEM Grants  
Approved

Mr. Maas informed the Board that Olmsted County acts as the fiscal agent for Region One with relation to HSEM Grants. In this role, Olmsted County applies for, receives grant funds, purchases equipment outlined in grant and then disseminates equipment to counties within Region One. The position of fiscal agent changes with needs and resource availability.

On October 20, 2008 Olmsted County issued a Letter of Agreement (LOA) to Dodge County. This LOA outlines the roles and responsibilities of both counties. The LOA also authorizes Dodge County's Emergency Management Director to accept equipment on behalf of the county as it relates to the HSEM grant.

The Emergency Management Director noted that the LOA has been review by County Attorney Paul Kiltinen and is acceptable as written.

Motion by Erickson seconded by Hanson to approve and authorize the Chairman of the Board and County Administrator to sign a South East Region Counties/Region One Counties Letter of Agreement with Olmsted County for Homeland Security and Emergency Management Grants as presented. *Motion adopted unanimously.*

*Letter of Agreement with Olmsted County for HSEM Grants Approved - Continued*

Environmental Quality Director Mark Gamm presented for the Board's consideration a tipping fee amendment.

*Public Hearing Date Set to Discuss Raising Tipping Fee at Transfer Station*

Mr. Gamm informed the Board that Dodge County Solid Waste Ordinance #2 requires a public hearing to amend the tipping fee. The last fee increase was two years ago when Dodge County set fees of \$86.38/ton for licensed haulers and \$125.30/ton for self-haulers.

The Environmental Quality Director reported that Olmsted County has raised its fees to Dodge County in accordance with the Dodge/Olmsted Joint Waste Management Agreement. Dodge County's cost at the Olmsted Waste to Energy Facility has increased from \$97.89/ton to \$108.31/ton.

Based on Environmental Qualities 2009 budget, they are proposing a fee of \$95/ton for licensed haulers and a fee of \$140/ton for self-haulers.

The Board reviewed the fee calculation information provided by Mr. Gamm.

The Environmental Quality Director stated that the typical household generates about one ton of garbage a year so the proposed tipping fee will likely add \$0.72 per month for household customers with curbside collection services and \$1.23 per month for self-haulers. To help, Environmental Quality plans to look at several cost reduction strategies in 2009 including:

1. Public education to explain ways people can reduce their garbage bill.
2. Directly assist businesses in reducing their waste management costs.
3. Changing the fee system to pay less Minnesota Solid Waste Management Tax.
4. Work with cities to improve efficiency of curbside collection.

Motion by Gray seconded by Erickson to set a public hearing date of Tuesday, January 13, 2009 at 10:00 a.m. to consider raising the tipping fee at the Transfer Station. *Motion adopted unanimously.*

Mr. Gamm reviewed with the Board his request to add a new waste management service for businesses at the Transfer Station. The service is intended to help reduce waste disposal expenses to businesses.

*Trial Period Approved for Business Waste Management Plan*

The Environmental Quality Director noted that waste management can be costly for many businesses and institutions. A small business with weekly collection of a two-yard container will pay nearly \$100 per month. In 2007, the courthouse paid \$120 per month and the Fairview Nursing Home paid about \$460 per month for waste management.

Mr. Gamm informed the Board that their studies show that nearly \$300,000 a year is lost by businesses who throw their recyclable material in the trash. There are many other under-utilized methods to reduce costs including:

1. Reducing the amount of waste thrown away.
2. Directing waste to less costly methods such as recycling and composting.
3. Negotiating with haulers on price, collection frequency and container size.

Trial Period  
Approved for  
Business Waste  
Management Plan -  
Continued

The Environmental Quality Director noted that many businesses do not have the time or the expertise to fully evaluate their waste management options. Therefore, during a one year trial period, the Environmental Quality office proposed that they assist businesses and institutions in reducing their waste management costs and environmental footprint. The Environmental Quality office will contact businesses and institutions to offer the following services:

1. Evaluate current waste management methods and cost.
2. Outline options to reduce cost and environmental impacts.
3. Help implement improvements at the business or institution.

Mr. Gamm reported that the initial funding of \$25,000 (labor and expenses) for the trial period will come from the Environmental Trust Fund. The project satisfies the purpose of the Environmental Trust Fund by providing direct assistance to landowners for actions that improve the environment.

The Environmental Quality Director discussed long-term sustainable funding for the service. During the trial period Environmental Quality will explain to businesses that their services are free, however, if their services lead to actual cost savings realized by the business, Environmental Quality will request that 25% of the actual annual savings be remitted to the county to pay for the services. Environmental Quality staff believes that this type of service will substantially benefit businesses and therefore they will be willing to pay for it.

Motion by Hanson seconded by Tjosaas to approve and authorize the Environmental Quality office to provide the new waste management services to businesses on a one year trail period in an effort to help businesses reduce their waste management costs. *Motion adopted unanimously.*

Information Technology Director Paul Wiltgen presented for the Board's consideration a County Surveyor Agreement for 2009. County Engineer Guy Kohlhofer was available to comment.

County Surveyor  
Agreement for 2009  
Approved

Mr. Wiltgen informed the Board that the annual County Surveyor's Agreement for 2008 expires on December 31, 2008. The current surveyor providing services to the county, Roger Brand, has expressed interest in continuing this agreement, but providing more supervisory services in 2009, at the same rates used in 2008.

The Information Technology Director reported 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 Warren Schwenke who is an Engineering Supervisor at the Highway Department. It was Mr. Wiltgen’s recommendation that this working relationship continue and be more official, whereas Mr. Schwenke would do the field work under Mr. Brand’s supervision, and Mr. Brand would handle the office work.

County Surveyor Agreement for 2009  
Approved -  
Continued

Motion by Gray seconded by Tjosaas to approve and authorize the Chair and County Administrator to sign a County Surveyor Agreement for 2009 with Roger Brand with the understanding that Warren Schwenke will now do the field work under Mr. Brand’s supervision and that Mr. Brand will handle the office work.  
*Motion adopted unanimously.*

Finance Director Lisa Kramer discussed with the Board a request to abate property tax penalties.

Miller Property Tax Abatement Request  
Denied

Betty Miller has submitted a request to abate the penalty for her 2008 second half property tax payment. Her daughter Karen Lillesve stated in her letter that Ms. Miller, age 85, is legally blind and having been a farmer’s wife all her life was used to paying her taxes on November 15, not October 15. Although the Finance Office empathizes with Ms. Miller’s situation, it was Tax Services Director Rose Culbertson’s recommendation that the request be denied in order to remain consistent with past decisions based on similar situations.

The Board stated that they sympathize with Ms. Miller’s situation but could not support the request due to the fact that they have denied similar requests in the past.

Motion by Gray seconded by Hanson to deny the request of Betty Miller to abate the penalty for her 2008 second half property tax payment in order to stay consistent with previously requested abatement requests. *Motion adopted unanimously.*

Finance Director Lisa Kramer reviewed bills with the Board. Motion by Erickson 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	\$ 49,604.79
11	Human Services Fund	\$ 4,151.03
13	Road and Bridge Fund	\$ 31,671.70
16	Environmental Quality Fund	\$ 96,982.54
19	EDA/HRA-Dodge County	\$ 9.36
32	County Capital Projects	\$ 14,664.42
70	Family Services Collaborative	\$ 25.00
	Total	\$197,108.84

It was noted that a payment to Angstrom Analytical Inc. on page 8 in the amount of \$3,950 and a payment to ERS Digital on page 9 in the amount of \$10,714.42 will be paid out of fund 32 County Capital Projects instead of fund 01 Revenue. *Motion adopted unanimously.*

*Bills Approved -  
Continued*

County Assessor Wendell Engelstad discussed with the Board his request for authorization to provide a Minimum Damage Acquisition (MDA) valuation report for the Highway Department. County Engineer Guy Kohlnhofer was available to comment.

*Assessor's Office  
Authorized to Provide  
MDA Valuation  
Reports*

The Dodge County Engineer has requested that the County Assessor, or someone from the Assessor's office, provide a MDA valuation report for an easement acquisition on the CR V improvement project.

Mike Stupka and Mr. Engelstad are the only individuals on staff who hold a commercial endorsement on their assessor licenses, but they are also licensed with the Minnesota Department of Commerce as Certified Federal General Real Property appraisers. The implication is that they need to comply with the Uniform Standards of Professional Appraisal Practice (USPAP) as licensed fee appraisers, but they are also prohibited from performing appraisals beyond the scope of their assessor licenses without clear authority from the County Board.

Motion by Hanson seconded by Tjosaas to approve and authorize Mike Stupka and/or Wendell Engelstad to complete Minimum Damage Acquisition valuation reports on an on-going/as needed basis. *Motion adopted unanimously.*

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

*Personnel Actions  
Approved*

**A. Administration**

- A.1 Dennis Nawrocki – Fleet Maintenance Mechanic  
Step increase from B22 step 2 \$16.25 to B22 step 1 \$16.78.  
Effective Date: 6/5/08
- A.2 Paul Wiltgen – Director of Information Technology  
Step increase from C43 step 4 \$25.31 to C43 step 3 \$25.92.  
Effective Date: 11/29/08

**B. Human Services**

- B.1 Becky Eifert – Financial Worker  
Step increase from B22 step 9 \$12.99 to B22 step 8 \$13.41.  
Effective Date: 12/2/08
- B.2 Cynthia Minnihan - Financial Worker  
Step increase from B22 step 6 \$14.30 to B22 step 5 \$14.77.  
Effective Date: 11/26/08
- B.3 Shawn Cochran – Social Worker  
Step increase from C42 step 3 \$22.29 to C42 step 2 \$23.13.  
Effective Date: 12/12/08

**C. Public Health**

- C.1 Amber Converse – Dietitian - .55 FTE  
Step increase from C42 step 5 \$20.70 to C42 step 4 \$21.48.  
Effective Date: 11/25/08

**D. Assessor’s Office**

D.1 Kim Walstad – Senior Clerk  
Step increase from B22 step 5 \$14.77 to B22 step 4 \$15.25.  
Effective Date: 11/8/08

Personnel Actions  
Approved -  
Continued

**E. County Attorney**

E.1 Janet Mahle Hinds – Assistant County Attorney  
Step increase from C43 step 3 \$25.92 to C43 step 2 \$26.54.  
Effective Date: 9/16/08

*Motion adopted unanimously.*

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

Legal Update

County Administrator David McKnight provided for the Board's consideration the proposed 2009 non-union wage schedule.

2009 Non-Union  
Salary Schedule  
Approved

Mr. McKnight stated that this issue has been discussed with the Board throughout the 2009 budget process and the cost of implementing this new wage schedule is included in the 2009 county budget.

The County Administrator reported that the 2009 schedule includes a 2.5% wage adjustment over 2008 and modifications to the upper portion of the wage scale to reflect market adjustments to a number of department head and supervisory band/grades. The lower portion of the scale includes new top steps to the band/grades to ensure competitive salaries for these positions as well. These are a result of salaries offered to similar positions in other counties both in southeast Minnesota and similar counties in terms of population, budget, tax levy, etc., throughout Minnesota.

The Chair thanked the County Administrator for his work on the 2009 non-union wage schedule.

Motion by Gray seconded by Erickson to approve and authorize the 2009 non-union salary schedule as presented and effective December 1, 2008. *Motion adopted unanimously.*

The Board further discussed the 4-H Program.

Memorandum of  
Agreement for 4-H  
Coordinator Services  
Approved

It was the consensus of the Board that they preferred a one year contract for 4-H Coordinator services.

Motion by Erickson seconded by Gray to approve and authorize the Chair, County Attorney and County Administrator to sign a one-year Memorandum of Agreement with the University of Minnesota for 4-H Coordinator services at a cost of \$64,900, effective January 1, 2009 through December 31, 2009. *Motion adopted unanimously.*

The Board discussed the Nutrition Education Program.

Memorandum of Agreement for Nutrition Education Services Approved

Commissioners commented that to a certain extent the Nutrition Education Program and Public Health Programs complement each other.

It was the consensus of the Board that they were only interested in supporting a one-year contract with the University of Minnesota at this time due to office space concerns.

Motion by Hanson seconded by Tjosaas to approve and authorize the Chair, County Attorney and County Administrator to sign a one-year Memorandum of Agreement with the University of Minnesota for Nutrition Education services at a cost of \$55,950, effective January 1, 2009 through December 31, 2009. *Motion adopted unanimously.*

County Attorney left meeting at 10:38 a.m. CST.

County Attorney Left Meeting

Commissioner Erickson provided a summary of the Public Health Committee report and action items.

Public Health Committee Report

The Board reviewed the Public Health Director's request to approve a South East Region Counties/Region One Counties Mutual Aid Agreement Addendum.

Addendum to South East Regional Counties/Region One Counties Mutual Aid Agreement Approved

Public Health has been working for numerous months with the State Health Department to come up with a Mutual Aid Agreement for counties that would be in place at the time of a public health emergency. Several months ago there was discussion at the state level of adding Public Health to the current Region One Counties Mutual Aid Agreement. At the most recent regional preparedness meeting the Public Health Director attended, the Homeland Security and Emergency Management Regional Preparedness Coordinator reported that he had sent an addendum to the county Emergency Managers months ago that reflected the addition of Public Health to the Mutual Aid Agreement that was currently approved and in place for the counties. This agreement is between sixteen counties and the Prairie Island Indian Community. The current Region One Counties Mutual Aid Agreement was approved by the County Board on June 26, 2007. Ms. Espey has reviewed this with our Emergency Manager and obtained a copy of page one reflecting the addendum that would include Public Health in the Mutual Aid Agreement. A copy of page one of the addendum was provided in the Board packet for the commissioners to review. The page reflects the proposed changes, the changes are reflected in #6 f through j and #7. The emergency manager is in support of this proposed addendum to the current Mutual Aid Agreement.

Motion by Erickson seconded by Gray to approve and authorize the addendum to the South East Region Counties/Region One Counties Mutual Aid Agreement as presented. *Motion adopted unanimously.*



Commissioner Alberts 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 12, 2008 Committee of the Whole meeting minutes as presented. *Motion adopted unanimously.*

11/12/08 Committee  
of the Whole Meeting  
Minutes Approved

Motion by Erickson seconded by Tjosaas to approve and authorize the November 12, 2008 meeting minutes as presented. *Motion adopted unanimously.*

11/12/08 Meeting  
Minutes Approved

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

Gambling Permit  
Approved for  
Southeast Minnesota  
Chapter of Deer  
Hunters Association

The Southeast Minnesota Chapter of Deer Hunters Association is requesting a gambling permit for raffles to be held on February 14, 2009. The raffles will take place at 73671 170<sup>th</sup> Avenue, Hayfield, MN.

Motion by Erickson seconded by Gray to approve and authorize the Chair to sign a gambling permit for the Southeast Minnesota Chapter of Deer Hunters Association as presented. Approval is contingent upon receiving the \$25.00 license fee. *Motion adopted unanimously.*

Commissioners provided their agency reports. Commissioner Hanson attended an EMS Joint Powers meeting, a WDI Joint Powers meeting, a Fairview Care Center meeting, a Dodge County Trails meeting and a Southeast Water Joint Powers Board meeting. Commissioner Alberts attended a Soil and Water meeting, a Fairview Care Center meeting and an Extension meeting. Commissioner Gray attended a Care Center meeting and an RC&D meeting. Commissioner Erickson attended a Ripley Township meeting on Planning and Zoning Ordinances, an EDA/HRA meeting, a Southern Minnesota Regional Competitiveness Project – Regional Roundtable, a Fairview Care Center meeting and a DFO Advisory Board meeting. Commissioner Tjosaas attended a Care Center meeting, a Fair Board meeting, an EDA meeting, an Extension Committee Valuation meeting and a Semcac meeting.

Agency Reports

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

Meeting Adjourned

The next regular meeting of the Dodge County Board of Commissioners will be held on December 11, 2008 at 9:30 a.m. CST.

Next Regular  
Meeting

**ATTEST:**

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**KLAUS ALBERTS**  
**CHAIR, COUNTY BOARD**

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**BECKY LUBAHN**  
**DEPUTY CLERK**

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**DATED:**