

THURSDAY, DECEMBER 10, 2009

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

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

**COUNTY ADMINISTRATION OFFICE
MANTORVILLE, MN**

2009-23

The Dodge County Board of Commissioners met in regular session December 10, 2009, in the Commissioner's Room at the Courthouse Annex, Mantorville, MN, at 6:00 p.m. CST. David Hanson, Chair called the County Board of Commissioners meeting to order at 6:02 p.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

Motion by Alberts seconded by Tjosaas to approve and adopt the agenda as amended to pull Sue Alberts' agenda item, the addition of a donation request from the Public Health Department and recessing the meeting until Tuesday, December 15, 2009 at 9:30 a.m. CST to further discuss the County Administrator appointment. *Motion adopted unanimously.*

Agenda Approved

Finance Director Lisa Kramer presented the proposed 2010 Dodge County budget and tax levy information for the Board's consideration. The proposed budget for 2010 is \$21,159,726, a 2.01% decrease over 2009 and the proposed tax levy is \$9,716,718, a 1.04% increase over 2009.

2010 Proposed
Budget and Property
Tax Levy Discussion

There were no questions related to the 2010 budget and tax levy from the public.

The County Attorney arrived to the meeting at 6:07 p.m. CST.

County Attorney
Arrived

Ms. Kramer reported that items influencing the budget and levy included the following:

2010 Proposed
Budget and Property
Tax Levy Discussion
- Continued

- County Program Aid Unallotments
 - The county's expected CPA was reduced by \$168,664 in 2008 and \$125,756 in 2009.
 - Finance expects a reduction of \$255,323 for 2010 and that has been figured in to the final levy.
 - CPA is direct aid from the state meant to reduce the property tax burden on property owners.

- Increased Healthcare Premiums and Increased Cafeteria Plan Contributions
 - Health insurance premiums increase - 11.75%
 - Single cafeteria costs increase - 9.4%
 - Family cafeteria costs increase - 11.3%
- Elected Officials have agreed to a 0% salary increase for 2010.
- Non-Union employees have agreed to a 0% COLA – cost of living adjustment for 2010.
- The county's unions have agreed to compensating FTE reductions to equal the savings of a 0% COLA.
- There has been one budget related layoff at the county at this point.
- Use of Cash Reserves
 - The Revenue Fund is using \$19,000 cash reserve to reduce levy.
 - The Human Services Fund is using \$475,000 cash reserve to reduce the levy.

2010 Proposed
Budget and Property
Tax Levy Discussion
- Continued

Commissioner Erickson thanked staff and everyone involved in the 2010 budget process for their work. Mr. Erickson commended the employees for agreeing to a 0% increase for 2010 in order to reach budget reductions that were needed. Commissioner Erickson noted that without a group effort from the employees, the Board would not have been able to reach the budget they needed to for 2010.

Ms. Kramer informed the Board that formal action on the 2010 budget and tax levy will take place at the December 22, 2009 County Board meeting.

The Board noted that this is the lowest budget and levy increase in their time serving as County Commissioners.

The Finance Director presented a request to set the elected officials salaries for 2010.

Elected Officials
Salaries for 2010
Set by Resolution
#2008-57

Ms. Kramer noted that it is the responsibility of the County Board of Commissioners to set the salaries of elected officials in the county including the County Board, County Board Chair, County Sheriff, County Attorney and County Recorder.

The Dodge County Board has held meet and confer sessions with the three elected officials, reviewed work responsibilities and salary information from other counties, and in light of the difficult economic times and tight budget constraints, all of Dodge County's elected officials have agreed to a 0% increase over 2009 salaries.

Motion by Gray seconded by Tjosaas to approve and authorize the Chair and Deputy Clerk to sign resolution #2009-57 setting the salaries for Dodge County elected officials for 2010:

WHEREAS, the Dodge County Board of Commissioners are responsible for setting the salaries of the elected officials in the county including the County Board, County Board Chair, County Sheriff, County Attorney and County Recorder; and

WHEREAS, the Dodge County Board has held meet and confer sessions with the three elected officials and reviewed work responsibilities and salary information from other counties; and

Elected Officials
Salaries for 2010
Set by Resolution
#2008-57 -
Continued

WHEREAS, the Dodge County Board of Commissioners appreciates the work performed by all three elected department heads in Dodge County.

NOW THEREFORE BE IT RESOLVED, that the salaries of elected officials in Dodge County for 2010 are set as follows:

County Board	\$17,480.06
County Board Chair	\$17,980.04
County Attorney	\$40,730.56
County Sheriff	\$82,658.94
County Recorder	\$61,221.68

Resolution adopted unanimously.

Ms. Kramer informed the Board that Maximus currently prepares the county's annual cost allocation study. This study helps the county receive indirect cost reimbursement from the Human Services and Public Health federal programs. In 2008 the county received \$81,132 for reimbursement and so far in 2009 has received \$57,995. The next three year contract features a cost reduction from \$3,540 to an annual cost of \$3,250. The Finance Director noted that the Maximus staff has proven themselves to be knowledgeable and they are very easy to work with.

2010-2012 Maximus
Contract Approved

Motion by Erickson seconded by Gray to approve and authorize the Chair and Deputy Clerk to sign a three year agreement with Maximus to Provide Professional Consulting Services for 2010-2012. *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	\$ 83,878.51
11	Human Services Fund	\$ 107.00
13	Road and Bridge Fund	\$129,192.51
16	Environmental Quality Fund	<u>\$ 15,632.74</u>
	Total	\$228,810.76

Motion adopted unanimously.

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. Environmental Services

- A.1 Melissa DeVetter – Zoning Administrator
 Step increase from C43 step 9 \$23.50 to C43 step 8 \$24.75.
 Effective Date: 12/10/09

- A.2 Mike Skjeie – Assistant Solid Waste Operator
Step increase from B22 step 5 \$16.25 to B22 step 4 \$16.74.
Effective Date: 12/01/09
- B. Administration**
- B.1 Sara Marquardt – Accounting Services Director
Step increase from C41 step 7 \$21.90 to C41 step 6 \$22.55.
Effective Date: 12/04/09
- C. Human Services**
- C.1 Jennifer Adamson – Social Worker
Step increase from C42 step 2 \$25.54 to C42 step 1 \$26.31
Effective Date: 1/7/10
- C.2 Shawn Cochran – Social Worker
Step increase from C42 step 2 \$23.88 to C42 step 1 \$24.77.
Effective Date: 12/12/09
- C.3 Bob Pike – Volunteer VA Driver
No longer available.
Effective Date: 11/30/09
- C.4 Wayne McCarty – Volunteer VA Driver
Authorization to employ at \$75.00 per trip.
Effective Date: 12/1/09
- D. Public Health**
- D.1 Marjorie Hemann – Administrative Assistant
Reclassification from Account Technician B23 step 8 \$14.71 to
Administrative Assistant B22 step 8 \$13.85.
Effective Date: 12/1/09
- D.2 Jessica Schleck – Family Connections Program Lead - .4 FTE
Step increase from C41 step 9 \$17.58 to C41 step 8 \$18.26.
Effective Date: 12/11/09
- E. Sheriff's Office**
- E.1 Jeff Espinosa – Deputy Sheriff
Step increase from C41 60 mo. step \$24.35 to C41 72 mo. step \$24.93.
Effective Date: 12/8/09
- E.2 Deb Morgan – Processor – Civil/Criminal
Step increase from B21 step 3 \$15.23 to B21 step 2 \$15.72.
Effective Date: 11/12/09

Personnel Actions
Approved -
Continued

Motion adopted unanimously.

Ms. Hager provided the Board with a County Administrator recruitment update. The Employee Relations Director informed the Board that the County Administrator interview committee recommended extending an offer of employment for the County Administrator position to James Elmquist. Mr. Elmquist has verbally accepted the offer and Ms. Hager is in the process of negotiating a compensation package with him.

County
Administrator
Recruitment Update

The Employee Relations Director requested that the board recess today's meeting until Tuesday, December 15, 2009 at 9:30 a.m. CST after the Fairview Care Center meeting in order to finalize the details of a compensation package for the County Administrator position.

Commissioner Alberts thanked Ms. Hager for her efforts in the County Administrator recruitment process.

Ms. Hager informed the Board that one of the County Administrator applicants in the first round of interviews has requested that the county compensate him for travel expenses from New York. It was the consensus of the Board to decline the request to pay any travel expenses for the applicant.

County Administrator Recruitment Update - Continued

County Attorney Paul Kiltinen presented on behalf of the Chief Deputy a law enforcement contract for 2010 with the City of Mantorville.

2010 Law Enforcement Contract with the City of Mantorville Approved

It was noted that the hourly rate is the only change on the 2010 contract; all other language remains the same.

Motion by Tjosaas seconded by Alberts to approve and authorize the Chief Deputy, Chairman of the Board, Deputy Clerk and County Attorney to sign a law enforcement contract with the City of Mantorville as presented for 2010. *Motion adopted unanimously.*

The Board discussed the Chief Deputy’s request to accept a grant from the State of Minnesota for snowmobile safety enforcement.

Snowmobile Safety Grant from DNR Approved by Resolution #2009-58

The Dodge County Sheriff’s Office has been awarded a \$5,178.00 snowmobile safety enforcement grant (\$2,589.00 for each season) for 2010-2011.

The grant will cover expenses related to snowmobile training and enforcement, including wages, equipment, maintenance, supplies, etc.

Motion by Gray seconded by Alberts to approve and authorize the Chair and Deputy Clerk to sign resolution #2009-58 in support of accepting a Snowmobile Safety Enforcement Grant from the State of Minnesota for the 2010-2011 snowmobile seasons:

WHEREAS, the Dodge County Sheriff’s Office has received a grant from the State of Minnesota in the amount of \$5,178.00; and

WHEREAS, the Dodge County Sheriff’s Office wishes to accept this grant and utilize it for the purpose of snowmobile safety enforcement; 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 grantor.

NOW THEREFORE BE IT RESOLVED, that the Dodge County Board of Commissioners hereby accepts the grant in the amount of \$5,178.00 from the State of Minnesota (DNR) for the purpose of enforcement of laws pertaining to snowmobiles.

Resolution adopted unanimously.

Captain Loring Guenther and Investigator Jeff Brumfield provided for the Board’s consideration a request to approve a cell phone plan and additional stipend request for the Sheriff’s Office.

Verizon Cell/Data Plans for Sheriff’s Office Staff Approved

Chief Deputy Mike Leonhardt and Finance Director Lisa Kramer were available to comment on the request.

Mr. Guenther reported that as of December 2009, Verizon has locked in their State of Minnesota rate plan for government regarding cell and data plans. It was noted that the current county plans will be switched over from Alltel to Verizon and the county will be locked into a contract for another year with new phones. The Sheriff's Office has discussed the efficiency and benefits of switching some of their department over to cell and data plans. The Captain felt this decision would be most effective if it was made before the county is locked into a contract for a year and because it would cost more to switch/upgrade at a later date. Mr. Guenther noted that the data plan was previously discussed and supported by Sheriff Trihey and the former County Administrator.

Verizon Cell/Data
Plans for Sheriff's
Office Staff
Approved -
Continued

The Captain informed the Board that the benefits to adding a data plan on some of the cell plans now is that the employees with the data capabilities would be accessible to the office or other agencies at any given time. The necessity for this option has become clear as the Southeast Minnesota Task Force is now communicating and calling in members via e-mail. If Dodge County's Task Force members are out of the office they would not be able to respond to high priority Task Force e-mail messages until they return to their office and check their e-mail. The Task Force members must also now, after they have agreed to a call out, go online and fill out forms in regards to the call out. Mr. Guenther noted that he currently has the data plan for work e-mails and has personally found the system to be very efficient in dealing with any situation at any given time. It was noted that the Captain has his current office line transferred to his cell phone and e-mails forwarded to his cell phone which allows him to be accessible for all work related calls, e-mails and issues. It was Mr. Guenther's opinion that with adding this option to certain employee cell plans it frees the employee up from being tied to a desk or stuck in the office, which creates a better work productivity and efficiency for their department. The Captain pointed out that some of the Sheriff's Department staff is on call 24/7 and would make use of this data plan.

Mr. Guenther reported that he would also like to discuss the issue of stipends for those who are currently on their personal plan and are using the cell/data plan for work purposes. The Captain is aware that the county wishes and is trying to get out of the cell phone business and believes that readdressing the stipend amounts would make it more attractive for most employees to move over to their own phone plan, in turn saving the county money and relieving them of their responsibility to monitor cell phone usage. Mr. Guenther commented that the current stipend is \$15.00 with an extra \$5.00 for those that are on the GETS program. The Captain noted that current cell only plans typically start around \$60.00, plus \$30.00 for data and \$10-20 for text messaging capabilities. The average cost for these options is around \$100-120 per month after taxes for an individual plan with data. Mr. Guenther discussed with the Board his request to upgrade Administration and Investigators to cell/data/text plans under state contract pricing and change/upgrade stipends as follows:

Department	Cell Only	Cell/Data
S.O. Administration	\$30.00	\$60.00
S.O. Sergeants	\$20.00	\$40.00
Deputies	\$20.00	-

*** GETS Program for essential employees \$5.00 more ***

The Captain informed the Board that the original plan called for paying the additional expense of the cell/data plan out of the Investigative budget.

Verizon Cell/Data
Plans for Sheriff's
Office Staff
Approved -
Continued

Commissioner Erickson commented that he understands the argument of productivity and need for the new plan.

A question was raised as to why the Task Force doesn't pay the expense of the cell phone plans for their members.

Investigator Jeff Brumfield informed the Board that initially the Task Force did pay for cell phones for its members but that practice has changed and the county is now responsible for cell phones for our employees that are Task Force members.

The Finance Director informed the Board that the county can move people on and off the Verizon plan anytime, however if the Sheriff's Office bought new phones for the Investigators and Chief Deputy now and then decided to upgrade to a cell/data plan that they would be tied into that phone for a year before they could get a new phone with cell/data capabilities.

The Chief Deputy stated that he thinks the Investigators and Chief Deputy should have cell phones that have the data capabilities because their work often takes them away from the office and their desk.

Commissioner Alberts expressed concern with setting precedence and questioned why all of the deputies shouldn't have access to the same cell/date plan.

It was clarified that the job duties of the Investigators and Chief Deputy are different than that of a Patrol Deputy and that the Deputies that are out patrolling the county have access to a laptop computer while they are in their vehicles as well as constant radio communication with Dispatch.

Motion by Erickson seconded by Tjosaas to approve and authorize the Sheriff's Office to purchase two smart phones for the Investigators and one smart phone for the Chief Deputy. *Motion adopted Gray, Erickson, Tjosaas, Hanson aye, Alberts nay.*

No action was taken on the stipend increase request. Ms. Kramer suggested that the Board revisit the cell phone plan and stipend amounts when a new County Administrator is hired.

Zoning Administrator Melissa DeVetter presented for the Board's consideration the December 2, 2009 Planning Commission recommendations. Motion by Erickson seconded by Alberts to approve of the following action of the Planning and Zoning Commission recommendation as reviewed on December 2, 2009 with the reasons, recommendations and conditions as found in the individual permit:

Planning
Commission
Recommendation
CUP #09-13
Approved

Rick Davis – CUP #09-13

The first public hearing is to consider an application for a Conditional Use Permit to allow a Bulk Seed Sales Business in the Agricultural District. The property is .50 acres located in the SW ¼ of the NW ¼ of Section 22, Hayfield Township. Rick Davis is the applicant and Jeffrey Swanson is the property owners.

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

Planning
Commission
Recommendation
CUP #09-13
Approved -
Continued

1. A Zoning Permit shall be obtained prior to any additional construction.
2. All business activities, including but not limited to truck or equipment traffic, loading/unloading and storage of products or equipment shall be conducted entirely within the business property boundaries, UNLESS the permittee obtains and records access easements describing the land and drive proposed for business use from all surrounding property owners. Copies of the required access easements from all surrounding property owners shall be submitted to the Dodge County Planning Office and retained on file with the Conditional Use Permit. Trucks shall not utilize the existing drive until this condition is satisfied.
3. The access drive shall conform to the Dodge County Zoning Ordinance requirements.
4. The business shall comply with Section 1611 (Nuisance Standards). Nuisance complaints shall result in review of the CUP by the Planning Commission.
5. Hours of operation shall be 7:00 a.m. to 9:00 p.m.

Motion adopted unanimously.

Dodge County property owner Ken Urbach met with the Board to discuss his request for a classification change.

Property
Reclassification
Discussion

Mr. Urbach informed the Board that he would like to restore the agricultural status of his 11.34 acres located in Mantorville, the parcel was changed from agricultural to residential in 2009.

Mr. Urbach reported that the land is used to care for and pasture cows and calves that are used in 4-H. This parcel of land is surrounded by farm land and a sand quarry and has mature trees, a barn, pole shed and two homes on the property.

Property Appraiser Mike Stupka was available to comment.

Commissioners questioned whether or not the change had anything to do with Green Acres. Mr. Stupka reported that all of the changes that have been made from an agricultural to residential classification are tied into Green Acres but noted that Dodge County does not have any Green Acres.

The Property Appraiser commented that due to a legislative change a parcel of land must now have ten acres in production in order to be considered agricultural. Mr. Stupka also reported that classification changes cannot be made for the 2010 tax year.

It was pointed out that while the classification change does affect the tax rate it does not affect the property owner's ability to have animals on the property.

Commissioner Hanson stated that he appreciated Mr. Urbach attending the meeting and explaining the situation.

The Board suggested that Mr. Urbach attend his local Board of Appeals meeting next spring to discuss changing his property classification.

Property
Reclassification
Discussion -
Continued

No action was taken on the reclassification request.

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 month.

Motion adopted unanimously.

The Board reviewed the Human Services Director's request to write off specified accounts receivable. Annually, and at the advice of the State Auditor's Office, the Human Services Department reviews all accounts to determine which should be considered uncollectable and deleted from their accounting or receivables amounts. Accordingly, Ms. Hardwick recommends the Board approve a motion to write off \$145,155.80 for services authorized by Community Corrections and \$66,960.24 for detoxification services.

Human Services
Authorized to Write
Off Specified
Accounts
Receivable

These accounts are determined to be uncollectable based on the following criteria:

- Debtor is deceased.
- Debtor no longer lives in Minnesota where Human Services can apply for state tax revenue recapture.
- Claim is older than four years, without response or cooperation from debtor.

Although removed from the Human Services accounts receivable amounts, Human Services staff continues to list these bills with the Minnesota Department of Revenue to enable collection from any tax refund, rebate, or other payment due to them from the State.

As an additional collection tool, Human Services is exploring the possibility of applying income withholding via court order in certain circumstances. Human Services staff anticipates returning to the Board with a recommendation by April 2010.

Motion by Erickson seconded by Tjosaas to approve and authorize the Human Services Department to write off \$145,155.80 for services authorized by Community Corrections and \$66,960.24 for detoxification services as requested.

Motion adopted unanimously.

The Board discussed Ms. Hardwick's request to adopt a Biennial Service Agreement for Minnesota Family Investment Program (MFIP) and Consolidated Fund and Children & Community Services Act (CCSA). Every two years, counties are required to submit to the state a service agreement in order to receive MFIP and CCSA funds. No comments were received during the thirty-day public comment period ending November 23, 2009.

Biennial Service Agreement for MFIP & CCSA Approved

Motion by Erickson seconded by Tjosaas to approve and authorize the 2010-2011 County MFIP/CCSA Biennial Service Agreement with the Minnesota Department of Human Services as presented. *Motion adopted unanimously.*

County Attorney Paul Kiltinen provided the Board with a legal update and briefly reported on the jury trial currently taking place in Dodge County.

Legal Update

Mr. Kiltinen presented for the Board's consideration an addendum to an Encroachment Agreement.

Encroachment Agreement Addendum Approved

The County Attorney informed the Board that an addendum to an Encroachment Agreement has been requested for the agreement the county entered into with McNeilus Properties, the developers of a Subway/multi use facility, at the corner of Highway 56 and County Road 34 (old 14) in Dodge Center. Although the Board earlier addressed the issue of a paved parking area, the issue of a sign was not addressed. Mr. Kiltinen reported that the proposed addendum addresses the sign issue but maintains the integrity of the earlier agreement with regard to location and sight lines etc. The County Attorney recommended that the County Board approve the addendum.

It was noted that a copy of the proposed addendum to the encroachment agreement was forwarded to the County Engineer for his input.

Builder Pete Schuler and McNeilus representative Paul Blaisdell were available to comment.

County Engineer Guy Kohlnhofer informed the Board that he had three concerns with the request. The first concern was that there is a state statute that says that advertisements cannot be placed in the right of way. The second concern was with the height of the bottom sign which he felt may block a driver's view of approaching traffic. The third concern was that the addendum was listed as the First Addendum which indicates that that additional addendums may be needed.

Mr. Kohlnhofer reported that although the roads involved are county roads the Highway Department follows the state setback requirements and cautioned against disregarding the state setback requirements for fear of losing state funding for future projects.

McNeilus Property representatives indicated that they were willing to raise the height of the signs if needed.

The County Attorney reported that while the state has setback requirements, the county has the authority to amend the setbacks if needed.

It was also noted that there are currently two utility poles located in the right of way.

Discussion took place on the height of the bottom sign used to advertise specials. The distance between the bottom of the sign frame and the ground is nine feet. It was the consensus of the group that the height of the sign should not affect a driver's ability to see oncoming traffic, including semi drivers.

*Encroachment
Agreement
Addendum
Approved -
Continued*

Mr. Kiltinen informed the Board that it is common for lawyers to label addendums as first addendum even when no additional addendums are anticipated.

The County Engineer recommended against the sign being placed in the right of way based on State Statute 160.2715.

Mr. Kohlhofer commented that if the lower sign is permitted at nine feet that it may be a visual hazard in the sight corner.

The Board indicated that they appreciated the County Engineer's input.

Motion by Alberts seconded by Erickson to approve and authorize the Chair and County Attorney to sign the First Addendum to Encroachment Agreement with McNeilus Properties as requested with the option to move the sign up if needed after installation if they find that it doesn't work. *Motion adopted unanimously.*

Commissioner Alberts presented 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 accept Public Health program donations. Bundles of Love in Oronoco, MN donated baby item gift bags valued at \$300.00 for the Public Health Family Connections Program. Trinity Lutheran Church Women's Group, West Concord, MN donated layettes valued at \$500.00 to the Women, Infant and Children (WIC) Program.

*Public Health
Donations Approved
by Resolution
#2009-59*

The Board also discussed Ms. Espey's request to add another donation request to the agenda. Erdman's County Market, Kasson, MN has donated \$300.00 cash to the Public Health Nest Program.

Motion by Alberts seconded by Gray to approve and authorize the Chair and Deputy Clerk to sign resolution #2009-59 accepting donations to the Public Health Family Connections Program, WIC Program and Public Health Nest Program:

WHEREAS, the Dodge County Public Health Department has received a donations from Bundles of Love in Oronoco, MN, Trinity Lutheran Church Women's Group, West Concord, MN and Erdman's County Market, Kasson, MN; and

WHEREAS, the Dodge County Public Health Department wishes to accept these donations and utilize them for the purpose of the Family Connections Program, Women, Infant and Children (WIC) Program, and the Public Health Nest 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 Connections Program, WIC Program and Public Health Nest Program:

Bundles of Love in Oronoco, MN	\$300.00 (Baby Gift Bags)
Trinity Lutheran Church Women's Group, West Concord, MN	\$500.00 (Layettes)
Erdman's County Market, Kasson, MN	\$300.00 cash

Public Health
Donations Approved
by Resolution
#2009-59 -
Continued

Resolution adopted unanimously.

The Board reviewed the Public Health Director's request to approve 2010 tobacco license applications effective January 1, 2010 through December 31, 2010.

2010 Tobacco
License Applications
Approved

A list of tobacco license applications for calendar year 2010 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 2010 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 2010 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

Motion adopted unanimously.

Public Health's request to approve the proposed 2010 fee schedule.

2010 Public Health
Fee Schedule
Discussion
Postponed

It was the consensus of the Board to postpone approving the 2010 Public Health fee schedule until the next meeting so it can be reviewed and approved along with the other departmental fees.

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 advertising 2010 seasonal supply bids.

Highway
Department
Authorized to
Advertise for 2010
Seasonal Supply
Bids

Each year the Highway Department requests bids for seasonal supplies. These are supplies used in large quantities with regularity each year. The following are the products and the approximate quantities needed:

- Aggregate Material, Cl. 2 Rock 30,000 tons
- Bituminous Mixture 1,200 tons
- Bituminous Material, CRS-2 50,000 gallons
- Calcium Chloride Solution 110,000 gallons
- FA-2 Seal Coat Chips 1,800 tons
- Pavement Markings 3,000 gallons

Highway Department Authorized to Advertise for 2010 Seasonal Supply Bids - Continued

Motion by Gray seconded by Alberts to approve and authorize the Highway Department to advertise and open bids for the 2010 season supplies. Bids will be opened January 28, 2010 and submitted for Board approval February 9, 2010. *Motion adopted unanimously.*

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

Administration Committee Report

Motion by Tjosaas seconded by Gray to approve and authorize the November 24, 2009 Committee of the Whole meeting minutes as presented. *Motion adopted unanimously.*

11/24/09 Committee of the Whole Meeting Minutes Approved

Motion by Gray seconded by Alberts to approve and authorize the November 24, 2009 meeting minutes as corrected on page 221, 230 and 231. *Motion adopted unanimously.*

11/24/09 Meeting Minutes Approved

Commissioners provided their agency reports. Commissioner Hanson attended a Planning and Zoning meeting, a W.D.I. meeting, Administrator interviews and an AMC meeting. Commissioner Alberts attended an AMC meeting and Administrator interviews. Commissioner Gray attended Administrator interviews and an AMC conference. Commissioner Erickson did not have any meetings to report. Commissioner Tjosaas participated in a Semcac conference call, attended Administrator interviews and an AMC conference.

Agency Reports

Commissioner Gray informed the Board that he received calls at home from concerned employees regarding the county’s decision not to close the courthouse last week. The Board discussed the county’s closing policy and questioned whether or not the Emergency Management Director was involved in the decision making process of closing the courthouse if needed. The Deputy Clerk was asked to check the closing policy and report back to the Board.

Official Closing Policy for Courthouse Discussed

The Chair recessed the meeting at 8:27 p.m. CST until Tuesday, December 15, 2009 at 9:30 a.m. at the Fairview Care Center in Dodge Center, MN.

Meeting Recessed

The Chair reconvened the meeting on Tuesday, December 15, 2009, in the Fairview Care Center meeting room, Dodge Center, MN, at 9:38 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 |
| | David Erickson | District #3 |
| | Don Gray | District #4 |
| | David Hanson | District #5 |
| Members absent: | Lyle Tjosaas | District #2 |
| Also present: | Lisa Hager | Employee Relations Director |
| | Becky Lubahn | Deputy Clerk |

The Employee Relations Director shared with the Board the proposed compensation package for the new County Administrator.

Compensation
Package for County
Administrator
Approved

Commissioner Alberts commented that he thinks the new County Administrator's salary should be above the employees that he supervises.

Motion by Gray seconded by Alberts to approve and authorize the Employee Relations Director to offer James Elmquist the County Administrator compensation package as presented and discussed. *Motion adopted unanimously.*

Commissioners discussed adjusting the 90 day waiting period for insurance coverage for new employees. It was suggested that the 90 day rule may have come into effect due to the turnover rate at the Fairview Care Center and the amount of extra paperwork this creates in the Administration Office.

Health Insurance 90
Day Waiting Period
Discussed

It was noted that Fairview is one of three county owned care centers in the state so it is difficult to accurately compare Dodge County insurance terms to other surrounding counties.

It was the consensus of the Board that the new County Administrator should review the 90 day insurance enrollment waiting period policy with the Employee Relations Director and Fairview Care Center Administrator and consider shortening the waiting period to 60 days.

The Board briefly discussed SELCO representation for 2010. Fran Johnson's third three-year term will end June 30, 2010. Earlene King has expressed an interest in serving on the SELCO Board. The Board was in agreement that Fran Johnson will be allowed to finish her term which ends June 30, 2010 at which time Earlene King will be appointed for the remainder of the term beginning July 1, 2010.

SELCO
Appointment
Discussed

The Board discussed the need to find an EDA/HRA replacement for Ron Durst. Commissioner Gray was asked to find a person from the areas he represents to serve on this committee.

EDA/HRA
Representation
Discussed

Motion by Erickson seconded by Gray to adjourn the meeting at 10:07 a.m. CST. *Motion adopted unanimously.*

Meeting Adjourned

The next regular meeting of the Dodge County Board of Commissioners will be held on December 22, 2009 at 4:30 p.m. CST.

Next Regular
Meeting

ATTEST:

DAVID HANSON
CHAIR, COUNTY BOARD

BECKY LUBAHN
DEPUTY CLERK

DATED: