

TUESDAY, DECEMBER 11, 2008

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

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

**COUNTY ADMINISTRATION OFFICE
MANTORVILLE, MN**

2008-23

The Dodge County Board of Commissioners met in regular session December 11, 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 Tjosas	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 Erickson seconded by Hanson to approve and adopt the agenda as amended to include the addition of a Human Services action item to accept a state grant for the Parental Support Outreach Program. *Motion adopted unanimously.*

Agenda Approved

Finance Director Lisa Kramer and Ditch Inspector Jim Hruska provided the Board with an annual review of the county ditch systems and a 2009 assessment recommendation.

County Ditch System
Annual Review

Ms. Kramer reported that 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. The Finance Director provided the Board with information that showed current fund balances and the estimated repairs for the four county ditch systems.

Mr. Hruska discussed with the Board the anticipated ditch expenses for 2009 and asked that the County Board make a motion to set the 2009 assessments and approve the 2009 minor maintenance time and equipment bid from Hodgman Drainage.

The following ditch information was shared with the Board:

County Ditch System
Annual Review -
Continued

2009 Estimated Costs for County Ditch 1		Fund 41-612
2009 Estimated Expenditures		
6240 Advertising		\$ 0.00
6273 Repairs		\$ 0.00
6260 Professional Services		\$3,500.00
6660 Capital Outlay		\$4,000.00
	Total Expenses	\$7,500.00
November 2008 Fund Balance		\$2,768.61
Anticipated 2008 2 nd Half Settlement		\$1,874.00
Anticipated December 2008 Fund Balance		\$4,642.61
Requested 2009 Assessment		\$4,000.00
2009 Fund Balance Use		\$2,950.00
Anticipated December 2009 Fund Balance		\$1,142.61
This assessment recommendation is based on redetermination of benefits started in 2008 and completed in 2009.		
Fast Facts		
Requested 2009 Assessment		\$4,000.00
Total Ditch Acres		528
Assessment Cost Per Acre		\$7.58

2009 Estimated Costs for County Ditch 4		Fund 41-613
2009 Estimated Expenditures		
6240 Advertising		\$ 0.00
6273 Repairs		\$ 0.00
6260 Professional Services		\$3,500.00
	Total Expenses	\$3,500.00
November 2008 Fund Balance		\$3,737.94
Anticipated 2008 2 nd Half Settlement		\$1,358.21
Requested 2009 Assessment		\$3,500.00
2009 Fund Balance Use		\$ 0.00
Anticipated December 2009 Fund Balance		\$3,737.94
This assessment recommendation is based on redetermination of benefits completed in 2009. Assessments in 2008 and 2009 to lessen the effect on property owners.		
Fast Facts		
Requested 2009 Assessment		\$3,500.00
Total Ditch Acres		1,387
Assessment Cost Per Acre		\$ 2.52

2009 Estimated Costs for County Ditch 5		Fund 41-614
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County Ditch System

Annual Review -
Continued

2009 Estimated Expenditures	
6240 Advertising	\$ 0.00
6273 Repairs	\$ 0.00
6260 Professional Services	\$ 7,500.00
Total Expenses	\$ 7,500.00
November 2008 Fund Balance	\$ 6,306.81
Anticipated 2008 2 nd Half Settlement	\$ 4,998.66
Requested 2009 Assessment	\$ 0.00
2009 Fund Balance Use	\$ 7,500.00
Anticipated December 2009 Fund Balance	\$ 3,805.47
This assessment recommendation is based on redetermination of benefits started in 2008 and completed in 2009.	
Fast Facts	
Requested 2008 Assessment	\$ 0.00
Total Ditch Acres	2,672
Assessment Cost Per Acre	\$ 0.00

2009 Estimated Costs for County Ditch 7	Fund 41-615
2009 Estimated Expenditures	
6240 Advertising	\$ 0.00
6273 Repairs	\$ 0.00
6260 Professional Services	\$2,400.00
Total Expenses	\$2,400.00
November 2008 Fund Balance	\$1,366.61
Anticipated 2008 2 nd Half Settlement	\$ 874.38
Requested 2009 Assessment	\$2,400.00
2009 Fund Balance Use	\$ 0.00
Anticipated December 2009 Fund Balance	\$2,240.99
This assessment recommendation is based on redetermination of benefits completed in 2009. Assessments in 2008 and 2009 to lessen the effect on property owners.	
Fast Facts	
Requested 2008 Assessment	\$2,400.00
Total Ditch Acres	590
Assessment Cost Per Acre	\$ 4.07

Motion by Gray seconded by Hanson to approve setting 2009 ditch assessments as recommended by the Finance Director and Ditch Inspector. *Motion adopted unanimously.*

2009 Ditch
Assessments Set

A bid from Hodgman Drainage for 2009 minor maintenance time and equipment was reviewed.

2009 Ditch Bid
Awarded

It was noted that Hodgman Drainage was the only bidder for ditch maintenance.

Motion by Erickson seconded by Tjosaas to approve the following bid from Hodgman Drainage Company, Inc. for minor maintenance on county ditch systems for 2009:

2004 John Deere 700 LGP Dozer	\$115.00/hour
2004 John Deere 750 LGP Dozer	\$155.00/hour
2002 Hitachi 120 Excavator	\$135.00/hour
Bobcat Mini-Excavator	\$ 78.00/hour
Manual Labor	\$ 50.00/hour

Motion adopted unanimously.

Ms. Kramer reported that each year every drainage authority must submit an annual report to the state BWSR. This report is completed by the Ditch Inspector and presented to the appropriate board for approval before it is submitted. The report summarizes what has transpired with each drainage system during the preceding year. The summary for county ditches 1, 4, 5, and 7 indicates that ditches 1 and 5 are in the process of re-determination and that five inspections were completed for blowout areas.

Annual Ditch Reports
Approved

The Board stated that they appreciated the efforts of Ms. Kramer and Mr. Hruska in providing them with an annual review of the county ditch systems.

The Finance Director discussed with the Board the 2008 year end payment of bills. Ms. Kramer reported that the final Board meeting this year is on December 23, 2008. Many departments will receive bills the last two weeks of December that need to be paid by year-end.

Final Payment of Bills
for 2008 Approved

Motion by Gray seconded by Hanson to approve and authorize the payment of bills that may occur prior to the end of the 2008 fiscal year with final review by the Finance Director. The final payment of bills will be on December 31, 2008. *Motion adopted unanimously.*

County Administrator David McKnight discussed with the Board his request to set the 2009 per diem rate.

2009 Per Diem Rate
Set by Resolution
#2008-47

Mr. McKnight reminded the Board that they are responsible for setting the per diem rate for the following year at one of their meetings in December of the preceding year. The 2008 per diem rate is \$60. The per diem rate was increased from \$50 to \$60 in 2007.

The County Administrator reported that during the 2009 budget preparation no discussions were held to consider changing the per diem rate for next year.

Motion by Erickson seconded by Tjosaas to approve and authorize the Chairman of the Board and Deputy Clerk to sign resolution #2008-47 setting the 2009 per diem rate:

2009 Per Diem Rate
Set by Resolution
#2008-47 -
Continued

WHEREAS, the Dodge Count Board appoints members to different boards and commissions to perform work for the county; and

WHEREAS, these boards and commissions are eligible to receive a per diem for the work that they perform.

NOW THEREFORE BE IT RESOLVED, that the Dodge County Board sets the 2009 per diem rate at \$60.

Motion adopted unanimously.

Mr. McKnight presented a request to set the elected officials salaries for 2009.

Elected Officials
Salaries for 2009 Set
by Resolution
#2008-48

The County Administrator reported that as a part of the development of the 2009 budget, the County Board held meet and confer sessions with the County Sheriff, County Recorder and County Attorney to discuss 2009 salary requests. In addition, the Board has reviewed and discussed options for the salary to be earned by the Dodge County Board of Commissioners in 2009 at their budget work session held on November 25, 2008.

Motion by Gray seconded by Tjosaas to approve and authorize the Chair and Deputy Clerk to sign resolution #2008-48 setting the salaries for Dodge County elected officials in 2009:

WHEREAS, the Dodge County Board of Commissioners is 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

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 2009 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.

The County Administrator presented for the Board's consideration change orders #6 and #7 on the Ag Center project.

Ag Center Change
Orders #6 and #7
Approved

Wold Architects is requesting approval from the Board for proposal request #6 which removes the air flow measurement stations. The work will be completed for a total deduction of \$23,513.

Proposal request #7 is to modify the water closets to flush valve units. The work will be completed for an additional \$1,715.

Motion by Hanson seconded by Erickson to approve and authorize Ag Center project change orders #6 and #7 as presented. *Motion adopted unanimously.*

The County Administrator discussed with the Board change orders #8 and #9 for the courthouse roof project.

Courthouse Roof
Project Change
Orders Approved

Building Operations Supervisor Roger Friedt forwarded the two change order requests for the Board's review and approval. The change order requests are as follows:

Change Order #8 – The decision has been made to not apply ammonium chloride treatment to the new copper on the cupola. This decision was made based on the recommendation from the contractor that due to the time of year, temperature and anticipated snowfall that the copper will age naturally over the winter months. The cost of the project will be reduced by \$512 if the County Board approves the change order request to forgo applying an ammonium chloride treatment to the new copper on the cupola.

Change Order #9 – With the decision to leave the existing roof decking plywood in place instead of replacing it with oriented strand board sheathing, two areas were discovered where the existing plywood sheathing had rotted and deteriorated to the point where it needed to be replaced. Approving this change order and replacing approximately 250 square feet of roof plywood sheathing will result in an addition of \$435 to the project.

Motion by Tjosaas seconded by Gray to approve change orders #8 and #9 which result in a credit to the courthouse roof project in the amount of \$77. *Motion adopted unanimously.*

Mr. McKnight presented for the Board's consideration a draft 2009 fee schedule. The County Administrator reported that these are the fees proposed by department heads for 2009.

2009 Fee Schedule
Approved

Sue Alberts, Jane Hardwick, Mark Gamm and Duane Johnson were available to answer questions on proposed fees for their offices.

Motion by Hanson seconded by Gray to approve and authorize the 2009 fee schedule with the following changes/additions:

No.	Countywide Fee	2009 Fee
27	Electronics/Monitors/TV Recycling	Varies
64	Feedlot Registration Maintenance Fee	TBD
140	Rule 25 Chemical Dependency Assessment Fee	\$200

2009 Fee Schedule

Approved -

Continued

Motion adopted unanimously.

The County Administrator discussed with the Board setting the 2009 County Tax Levy.

2009 County Tax

Levy Set by

Resolution #2008-49

Mr. McKnight stated that each year the annual county budget process culminates with the approval of the county tax levy and the adoption of the annual budget. These approvals in 2008 will end approximately nine months worth of work on the 2009 budget by the County Board and staff members. The action to approve the tax levy is one of the most important tasks that the County Board is asked to perform each year.

The County Administrator reported that the 2009 tax levy is proposed to be set at \$9,616,471, an increase of 4.75% over 2008. This is lower than the goal set by the County Board and the lowest increase in the tax levy in the County Administrator's seven years with Dodge County. The reasons for the proposed increase in tax levy were reviewed with the County Board throughout the year and with interested taxpayers at the Truth in Taxation meeting that was held on December 4, 2008.

Mr. McKnight noted that state statute requires that the tax levy be set prior to the county budget being adopted.

Motion by Erickson seconded by Tjosaas to approve and authorize the Chair and Deputy Clerk to sign resolution #2008-49 setting the 2009 Dodge County tax levy:

WHEREAS, Minnesota Statute 275.07 requires the County Board to certify the final tax levy to the County Finance Director on or before five working days after December 20th each year; and

WHEREAS, Dodge County officials have performed the work necessary to recommend a final tax levy to the County Board for 2009.

NOW THEREFORE BE IT RESOLVED, that the Dodge County Board of Commissioners hereby sets the final net tax levy for 2009 at \$9,616,471 which represents a 4.75% increase over 2008; and

BE IT FURTHER RESOLVED, that the distribution of the final tax levy shall be established using the traditional formula used by Dodge County; and

BE IT FURTHER RESOLVED, that the County Administrator will work to establish a plan for controlled growth of future Dodge County tax levies.

Resolution adopted unanimously.

Commissioner Erickson commented that the Board would have liked to lower the levy amount for 2009 further but with the state budget issues recently announced the county will likely be facing significant cuts in state funding for 2009.

Commissioner's
Comments on

Commissioner Gray commended the work of the County Administrator and staff on coming up with a recommendation for the final tax levy for 2009.

Mr. McKnight presented a request to adopt the 2009 county budget.

2009 County Budget
Adopted by
Resolution #2008-50

The County Administrator noted that the final action that the County Board needs to take to complete the 2009 budget process is to adopt the final version of the budget. The County Board and staff members have worked during the year to present this final budget document for the Board's consideration and approval.

Motion by Gray seconded by Hanson to approve and authorize the Chair and Deputy Clerk to sign resolution #2008-50 adopting the 2009 Dodge County Budget:

WHEREAS, Minnesota Statute 275.07 requires the County Board to certify the final budget to the County Finance Director on or before five working days after December 20th each year; and

WHEREAS, the Dodge County Board of Commissioners, department heads and staff have conducted a lengthy and detailed budget process; and

WHEREAS, the County Board considered all funding requests, correspondence and information submitted during the budget development process and said proposed budget represents the best efforts to provide sound financial management and planning for Dodge County.

NOW THEREFORE BE IT RESOLVED, that the Dodge County Board of Commissioners approves the following 2009 budget totaling \$21,594,296. The 2009 expenditures, revenues and levy requests by fund are detailed below:

Fund	2009 Expenditure	2009 Revenues/ Fund Balance	2009 Final Tax Levy
Revenue	\$9,681,518	\$3,153,150	\$6,528,368
EDA/HRA	\$38,000	\$23,600	\$14,400
Environmental Quality	\$1,618,734	\$1,489,368	\$129,366
Highway	\$5,819,595	\$3,977,000	\$1,842,595
Human Services	\$3,996,151	\$2,254,059	\$1,742,092
Capital Projects	\$314,650	\$56,000	\$258,650
CHIP Repayments	\$61,455	\$0	\$61,455
Ditches	\$64,193	\$64,193	\$0
TOTALS	\$21,594,296	\$11,017,370	\$10,576,926
		County Program Aid	-\$960,455
		Final Net Tax Levy	\$9,616,471

Resolution adopted unanimously.

The Board discussed the possible impact of the state budget deficit on county funding.

Hiring Freeze & Capital Improvements Purchase Freeze Implemented

Motion by Tjosaas seconded by Gray to implement a hiring freeze and capital improvements purchasing freeze for Dodge County effective immediately due to the state budget deficit. *Motion adopted unanimously.*

IT Director Paul Wiltgen met with the Board to discuss his request to approve a Pictometry aerial photographs fly-over in 2009.

Pictometry Aerial Photographs Fly-Over for Spring 2009 Discussed

Mr. Wiltgen informed the Board that the Pictometry International Corp. did a fly-over in the spring of 2007, taking aerial photographs of Dodge County. These images are extensively used by several county departments (Highway, Planning & Zoning, Assessor, Recorder, and Sheriff's Office). The images are also used by several cities in the county. The GIS department (Jeff Mieras) uses these photographs to produce maps for the county and for outside agencies and individuals. In 2007, the cost of implementing Pictometry in Dodge County was \$32,883. This paid for the images and two years of software updates/maintenance. The two years of software updates/maintenance expires in 2009.

The IT Director informed the Board that the county has the option of:

1. Pay nothing. We own the images and can use them forever.
2. Pay \$820 to renew the software license for one year, which gets us updates and maintenance.
3. Pay for a partial fly-over, minimum cost of \$20,000 (we select the sections to be covered.)
4. Full fly-over of the whole county for \$35,775.

Mr. Wiltgen recommended that the county have Pictometry do another fly-over in the spring of 2009 to update our images because these aerial images are now going on two years old. The cost to re-fly the entire county in 2009 would be \$35,775. The IT Director noted that the Pictometry company needs a reply from Dodge County by December 19, in order to get us on their schedule for spring of 2009.

Commissioners understood the importance of having up to date and accurate aerial photographs but could not support the expense of a fly-over in 2009 due to the likelihood of funding cuts from the state in 2009.

The Board directed the IT Director to move forward with contacting Pictometry International Corp. to renew the software license for one year at a cost of \$820.

County Recorder Sue Alberts provided the Board with a Recorder's Office imaging project update.

Tract Indexes
Imaging Project
Update

Ms. Alberts reported that the tract indexes are the large books in the Recorder's Office which are the indexes for all records relating to real estate that has been recorded since the beginning of the county in 1856. These books currently are not backed up on micro-film or in any other format currently available. This is not a good situation, if there was ever a fire or any other type of disaster in the county or if the books should become water damaged for whatever reason there would be no way to retrieve all of the information contained within these books.

The County Recorder stated that the project involves using a large format scanner to image all the pages of each book in color and store that information on the Recorder's Office computer system. Copies will be made of this work which will be stored off-site in the two locations now being used for this purpose. At some point in time this information can be made available to customers on-line to access from their offices outside the courthouse. There would be fee charged for this information according to the value of the program.

Ms. Alberts informed the Board that Dave Deschene is performing the task of imaging these records. The scanner is being rented from Information Systems, Inc. for the month of December for a fee of \$2,000. Mr. Deschene feels confident that this project can be accomplished within that time frame and estimates that the total fee for this is approximately \$10,000 which includes the rental fee for the scanner. It is entirely possible that this is a high estimate if the scanning goes smoothly and quickly and the total number of hours involved are not as high as predicted.

The County Recorder noted that this is a project that really needs to be accomplished and since there is adequate funding for this in the Equipment Fund now is a good time to proceed.

The Board thanked Ms. Alberts for her efforts in imaging the tract index information for Dodge County.

The County Attorney left the meeting at 10:52 a.m. CST.

County Attorney Left
Meeting

Environmental Quality Director Mark Gamm discussed with the Board his request to approve a Hazardous Waste contract with Olmsted County.

Hazardous Waste
Contract with
Olmsted County
Approved

Mr. Gamm reported that for over 15 years, Olmsted County has provided Dodge County with hazardous waste collection and processing services including:

1. Mobile collection events,
2. Public drop-off service,
3. Waste processing at permanent facility in Rochester, and
4. Administration of regional program with pass-through state grants.

The Environmental Quality Director informed the Board that the existing five-year contract has expired and therefore they have prepared an updated contract for the Board's consideration. In the new contract the services essentially stay the same but, as can be expected, some costs have increased:

Hazardous Waste Contract with Olmsted County Approved - Continued

Service	Old Contract	New Contract
1. Mobile collections in Dodge County	\$40/hour for truck and certified Hazardous Waste Operator	\$72/hour for truck and certified Hazardous Waste Operator
2. Drop-off service at facility in Rochester	First 10 households free then \$27/household thereafter.	First 10 households free then \$40/household thereafter
3. Waste processing labor	\$24/hour for staff time to provide services other than those listed above	\$36/hour for staff time to provide services other than those listed above

Mr. Gamm stated that assuming Dodge County provides the same level of service to its customers, the new contract pricing will be covered in their 2009 budget.

Motion by Tjosaas seconded by Hanson to approve and authorize the Chair, County Administrator and County Attorney to sign a contract between Olmsted County and Dodge County for the Operation of a Household Hazardous Waste Management Program. *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. Sheriff's Office

A.1 Ryan Wright – Deputy Sheriff – PT Resignation.

Effective Date: 12/1/08

A.2 Deputy Sheriff – PT

Authorization to fill vacancy created by resignation.

Effective Date: 12/11/08

A.3 Rick Eggert – Lead Dispatcher

Annual review.

Effective Date: 11/12/08

B. Human Services

B.1 Sandy Gilbertson – Child Support Officer

Authorization to reduce FTE from 1.0 FTE to .4 FTE.

Effective Date: 1/5/09

B.2 Request approval of new and revised job descriptions for:

1. Account Technician (revised)

2. Fiscal Officer (new)

3. Support Services Supervisor (new)

Effective Date: 12/1/08

B.3 Shelley Koen – Fiscal Officer

Authorization to change status from Account Technician to Fiscal Officer as part of the Department restructure. B/G Review will be conducted.

Effective Date: 12/15/08

- B.4 Support Services Supervisor – 1.0 FTE
Authorization to post and fill new position created by resignation and restructure as a replacement for Collections & Accounting Unit Supervisor. B/G Review will be conducted.
Effective Date: 12/11/08
- B.5 Account Technician – 1.0 FTE
Authorization to post and fill vacancy created by status change.
Effective Date: 12/11/08
- C. Public Health**
- C.1 Marjorie Hemann – Account Technician - .8 FTE
Authorization to hire at B23 step 8 \$14.25 to fill approved vacancy.
Effective Date: 12/2/08
- C.2 Crystal Bock – Health Educator 1.0 FTE
Resignation.
Effective Date: 12/30/08
- C.3 Health Educator – 1.0
Authorization to post and fill vacancy created by resignation.
Effective Date: 12/11/08
- C.4 Amber Showalter – Health Educator .6 FTE
Resignation.
Effective Date: 12/10/08
- C.5 Health Educator – .4 FTE
Authorization to post and fill vacancy created by resignation.
Effective Date: 12/11/08
- C.6 Jessica Schleck – Family Connections Program Lead - Health Educator .4 FTE
Change in status from Family Support Worker On-Call A13 step 6 \$12.07 to Health Educator .4 FTE C41 step 9 \$17.03 to fill vacancy created by resignation.
Effective Date: 12/11/08
- C.7 Marcia Miller – Family Support Worker – On-Call
Change in status from Interpreter to Interpreter B22 step 9 \$12.99 and Family Support Worker A13 step 7 \$11.72 to fill vacancy.
Effective Date: 12/11/08
- C.8 Catalina Hotung – Nest Clerk
Step increase from A13 step 6 \$12.07 to A13 step 5 \$12.44.
Effective Date: 11/28/08
- D. Environmental Quality**
- D.1 Dean Schrandt – Environmental Technician/Educator
Annual review.
Effective Date: 11/30/08
- D.2 Mike Skjeie – Solid Waste Facility Operator
Competition of trial work period and step increase from B22 step 6 \$15.36 to B22 step 5 \$15.74.
Effective Date: 12/1/08
- D.3 Secretary/Clerk – Waste Management Specialist – 1.0 FTE
Approval of new job description and authorization to fill new position.
Effective Date: 11/27/07

Personnel Actions
Approved -
Continued

- D.4 Rita Cole - Secretary/Clerk – Waste Management Specialist – 1.0 FTE Authorization to change status from Secretary/Clerk - .65 FTE to Secretary/Clerk – Waste Management Specialist – 1.0 FTE to fill grant funded position. B/G Review will be conducted.
Effective Date: 1/1/09 – 12/31/09

Personnel Actions
Approved -
Continued

Motion adopted unanimously.

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

Bills Approved

01	Revenue Fund	\$104,310.65
11	Human Services Fund	\$ 85.00
13	Road and Bridge Fund	\$ 32,598.54
16	Environmental Quality Fund	\$ 58,450.33
32	County Capital Projects	\$ 94,363.13
41	Ditch Fund	\$ 162.50
	Total	\$289,970.15

Motion adopted unanimously.

Compliance Officer Melissa DeVetter presented the December 3, 2008 Planning Commission Recommendations for the Board's consideration.

Ellingson Drainage
CUP Discussion

The Board discussed at great length the Ellingson Drainage conditional use permit request and the lack of communication between the applicant and the Township Board. It was noted that Concord Township has not acted on this request and will not be meeting until tonight.

The County Attorney returned to the meeting at 11:14 a.m. CST.

County Attorney
Returned to Meeting

Motion by Erickson seconded by Hanson to table further discussion on the Ellingson Drainage CUP #96-34 (amend) until Tuesday, December 16, 2008 at 9:30 a.m. CST at the Fairview Care Center in Dodge Center to allow input from the Concord Township Board. *Motion adopted unanimously.*

Ellingson Drainage
CUP #96-34
Discussion Tabled

Planning Director Duane Johnson discussed the proposed Wind Ordinance Amendment with the Board.

Wind Ordinance
Amendment
Discussion

The Board held considerable discussion on determining an appropriate decommissioning fee, whether or not the deposit should be refundable, what to do with interest earned on the deposit and the possible scrap value of the turbines if decommissioned.

Commissioners were provided with a letter from Garwin McNeilus that provided comments on the proposed Wind Ordinance Amendment.

It was the consensus of the Board that the County Attorney be directed to review the Wind Ordinance Amendment and come back with recommended changes. The Planning Director will then be asked to put together a final draft of the Wind Ordinance Amendment and bring it back at a later date for approval.

Wind Ordinance Amendment Discussion - Continued

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

Legal Update

The County Attorney left the meeting at 12:05 p.m. CST.

County Attorney Left Meeting

Commissioner Hanson provided a summary of the Human Services Committee report and action items.

Human Services Committee Report

Motion by Hanson seconded by Tjosaas to approve Human Services actions for November 2008, consistent with Human Services resolution #95-10:

Human Services Resolution #95-10 for November 2008 Approved

- Authorize payment of all claims and bills received in the prior month.
- Approve all Financial Assistance case actions taken in the prior month.
- Approve all Social Services case actions taken in the prior month.
- Approve destruction of closed cases listed for destruction in the prior.

Motion adopted unanimously.

The Board discussed Human Services request to approve indigent funeral-burial payment rates effective January 1, 2009. Minnesota Statutes require the county to provide a funeral and final disposition of a person's remains when neither the deceased nor their spouse has adequate funds to procure a burial. The Human Services Director recommends updating the county's payment amount for professional services and transportation effective January 1, 2009. The fees have not been updated since 2000.

Indigent Funeral-Burial Payments Rates Update Approved

It was noted that the county paid for nine funerals-burials in 2007 and ten (year-to-date) in 2008.

Motion by Hanson seconded by Tjosaas to update indigent funeral-burial payment rates effective January 1, 2009 as follows:

Professional Services:

1. Basic services of Director and staff	\$1,383.00
2. Removal from place of death	\$ 199.00
3. Use of hearse	\$ 199.00
4. Preparation of body	<u>\$ 211.50</u>
Sub-Total	\$1,992.50
5. Ceremony services, if provided	<u>\$ 211.50</u>
Total	\$2,204.00

Motion adopted unanimously.

The Board reviewed the Human Services Director's request to approve calendar year 2009 contracts with South Central Human Relations Center (SCHRC). The SCHRC Board approved the following contracts on December 1, 2008:

2009 Contracts with SCHRC Approved

- a. \$39,263 grant in accordance with joint-powers board agreement for SCHRC to provide:
 - i. Education and Prevention
 - ii. Emergency Services
 - iii. Outpatient Treatment
 - iv. Pre-Petition Screening
 - v. Other Uncompensated Care
- b. Purchase of services to provide targeted mental health case management services and community support services at a rate of \$289.30 per adult per month and \$396.65 per child per month. (These services are funded with 50% federal Medicaid match.)

The Human Services Director recommends approval of these contracts for calendar year 2009.

It was noted that the rates for targeted case management have not been adjusted since 1999. SCHRC will be examining the costs associated with the provision of these services and Ms. Hardwick anticipates SCHRC will be requesting an increase in targeted case management rates early in 2009. If such an increase is negotiated, the Human Services Director will submit a contract amendment for Board approval.

Motion by Hanson seconded by Tjosaas to approve calendar year 2009 contracts with South Central Human Relations Center as requested. *Motion adopted unanimously.*

The Board discussed Human Services request to write-off specified accounts receivable. Annually the department reviews all accounts to determine which should be considered uncollectable and deleted from their accounting of receivables amounts.

Write-Off of Specified Human Services Accounts Approved

Motion by Hanson seconded by Tjosaas to write-off \$82,270.34 for corrections and \$24,839.91 for detoxification services from accounts receivables as recommended. *Motion adopted unanimously.*

On December 4, 2008 Human Services received notice that Dodge County was selected to receive \$11,500 in Parental Support Outreach Program (PSOP) funding in 2009. The grant award is contingent upon County Board approval. Dodge County received \$21,000 in PSOP funding in 2008.

PSOP Grant Accepted

This program assists the county in constraining growth in out-of-home placements for children by providing services to families to reduce or remove barriers to child safety, and family and child well-being. Service decisions are based on the needs assessment of the family, and the family's interest in specific services. Service options include case management, counseling, therapy, education, and activities that enhance parent-child interaction. Also included is the provision of basic needs of food, clothing, and shelter.

Motion by Hanson seconded by Tjosaas to approve and authorize the Human Services Department to accept a state grant for the Parental Support Outreach program for 2009. *Motion adopted unanimously.*

PSOP Grant
Accepted - Continued

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 2009 tobacco license applications effective January 1, 2009 through December 31, 2009.

2009 Tobacco
License Applications
Approved

A list of tobacco license applications for calendar year 2009 was shared. 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 2009 pending the approval of the Board.

Motion by Erickson seconded by Gray to approve and authorize the Chairman of the Board to sign the following 2009 tobacco licenses applications:

- | | |
|-------------------------------------|--------------|
| 4 Corners Convenience, Inc. | Hayfield |
| Claremont Service Center, Inc. | Claremont |
| Concord Motor Mart | West Concord |
| Erdman’s Supermarket’s Inc. | Kasson |
| Hayfield Motor Mart | Hayfield |
| John’s Foods | Dodge Center |
| Kwik Trip #789 | Dodge Center |
| Kwik Trip #619 | Kasson |
| Mantor Mart | Mantorville |
| Ryan’s Foods of Hayfield | Hayfield |
| West Concord Municipal Liquor Store | West Concord |

Motion adopted unanimously.

The Board discussed Public Health’s request to accept a donation from Holy Family CCW, Kasson.

Nest Program
Donation Accepted
by Resolution
#2008-51

Holy Family CCW, Kasson, MN has donated \$100.00 cash to the Public Health Nest. The Public Health Director is requesting authorization to accept this donation for the Public Health Nest Program.

Motion by Erickson seconded by Gray to approve and authorize the Chair and Clerk to sign resolution #2008-51 in support of accepting a donation for the Public Health Nest Program:

WHEREAS, the Dodge County Public Health Department has received a donation from Holy Family CCW, Kasson; and

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

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

Nest Program
Donation Accepted
by Resolution
#2008-51 -
Continued

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

Holy Family CCW, Kasson \$ 100.00

Resolution adopted unanimously

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

Public Works
Committee Report

The Board reviewed the Highway Department’s request to authorize final payment for SAP 20-599-096. Bridge 20J32 located in Concord Township on 575th Street just east of CSAH 20 is complete. This bridge was closed due to damage during the fall 2007 floods. The replacement set of box culverts was constructed this summer by Swenke Construction.

Final Payment for
SAP 20-599-096
Approved

Emergency funds were not awarded to this project. Township Bridge funds and local funds from the township were used to construct this bridge.

Motion by Gray seconded by Erickson to approve and authorize final payment of \$6,128.05 for completion of project SAP 020-599-096 to Swenke Construction.
Motion adopted unanimously.

The Board discussed the County Engineer’s request to sell excess right-of-way.

Sale of Excess Right-
of-Way Discussion

When the state constructed the portion of TH 14 between Kasson and Dodge Center they turned over the unneeded right-of-way between the new and old alignments to Dodge County. This was in the form of fee title and consisted of property between the two alignments as well as the old CSAH 34 curve on the north side of the current CSAH 34 alignment. This can be seen across from the intersection with 230th Avenue and consists of approximately two acres.

The county has been holding this right-of-way with the idea that we may need the fill for the turn-back work along CSAH 34. The project is now complete and the county no longer has a need for the fill in this area.

The Highway Department has been approached by Gerald Giese, the adjoining property owner, as to the availability of the property. Dodge County holds the land in fee title as opposed to easement and cannot just release the easement over the property. The previous parcel the county sold across the road was advertised for sale at a set price of \$4,000 per acre with the two adjoining property owners being the only interested parties. At that time the property was surveyed and appraised at county expense prior to setting its price.

It is uncertain what the future need for this parcel would be. Gerald Giese has been planning to develop the area in which case this property may be needed for road construction or some city utility need such as a well. This unknown need and the likelihood that the county cost to sell the property may exceed the selling price may make its sale unpractical.

Sale of Excess Right-of-Way Discussion - Continued

The County Engineer asked that the County Board give him direction as to either sell this property or hold it for future use.

It was the consensus of the Board that the County Engineer should first contact the City of Kasson to see if they were interested in the excess right-of-way, if not, Mr. Kohlhofer was authorized to advertise the property for sale.

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

Administration Committee Report

Motion by Tjosaas seconded by Hanson to approve and authorize the November 25, 2008 Committee of the Whole meeting minutes as presented. *Motion adopted unanimously.*

11/25/08 Committee of the Whole Meeting Minutes Approved

Motion by Erickson seconded by Gray to approve and authorize the November 25, 2008 meeting minutes as corrected on page 311. *Motion adopted unanimously.*

11/25/08 Meeting Minutes Approved

The Board discussed the Employee Relations Director's request to approve a First Lab Service Agreement for drug and alcohol testing program.

First Lab Agreement for Alcohol & Drug Testing Agreement Approved

For several years First Lab has been administering Dodge County's Transportation Drug and Alcohol testing program for all DOT positions. In the past Minnesota Counties Insurance Trust (MCIT) has signed the contract and we have participated based on our relationship with MCIT. MCIT is dropping that service and all counties are required to contract individually with a vendor. The county can continue with First Lab under the same conditions we have had in the past at the same cost.

Motion by Erickson seconded by Hanson to approve and authorize the Employee Relations Director to sign a Service Agreement and Amendment with First Lab which will allow them to continue as our provider for the drug and alcohol testing requirement. *Motion adopted unanimously.*

The Board reviewed the Emergency Management Director's request to approve the GETS Program.

GETS Program Implementation Approved

Within Dodge County we have fifteen positions or individuals whose ability to communicate in an emergency/disaster is crucial to minimizing negative effects to our citizens. This communication is also vital to ensuring that the correct resources needed, can be obtained in a timely manner. During an emergency/disaster land based and wireless telephone systems become congested and inhibit communications. These fifteen positions are within the Sheriff's Department, Public Health Department, Emergency Management and Highway Department.

The National Communications System has a program available for those required to operate in an official manner during an emergency/disaster. This program allows those individuals to receive priority phone service during these congested times. This program is broken into two sections. One being a land based phone line program, and a wireless phone program.

GETS Program
Implementation
Approved -
Continued

The land based program is available to Dodge County at no charge and the wireless program has a cost associated with it. The wireless program would have a cost of \$60.00 per month to Dodge County.

Motion by Gray seconded by Erickson to approve and authorize the implementation of the GETS program for the identified fifteen positions. The cost associated with the wireless program would be allocated to the respective budget in the Sheriff’s Department, Public Health Department, Emergency Management and Highway Department. *Motion adopted unanimously.*

Commissioners provided their agency reports. Commissioner Hanson attended a HRA Joint Powers meeting, an EMS meeting, a Truth in Taxation meeting, a SEMREX Joint Powers meeting and an AMC meeting. Commissioner Alberts attended an AMC meeting, a Planning meeting and a Truth in Taxation meeting. Commissioner Gray attended a South Central HRC meeting, a Truth in Taxation meeting, an AMC meeting and a Planning & Zoning meeting. Commissioner Erickson attended a County Board work session, watched the recount of ballots for U.S. Senate race, a Truth in Taxation meeting, a SCHA Quality Assurance Committee meeting, a Wind Energy Forum, a Planning and Zoning meeting and an AMC Conference. Commissioner Tjosaas attended a Planning & Zoning meeting, a Truth in Taxation meeting and an AMC meeting.

Agency Reports

The Chair recessed the meeting at 12:36 p.m. CST until Tuesday, December 16, 2008 at 9:30 a.m. CST at the Fairview Care Center in Dodge Center, MN.

Meeting Recessed

The Dodge County Board of Commissioners meeting was reconvened on December 16, 2008, at the Fairview Care Center, Dodge Center, MN, at 9:30 a.m. CST. Klaus Alberts, Chair called the County Board of Commissioners meeting to order at 9:37 a.m. CST.

Meeting Reconvened

The Chair acknowledged those present and established that there was a quorum:

Those Present

- | | | |
|------------------|----------------|----------------------|
| Members present: | Klaus Alberts | District #1 |
| | Lyle Tjosaas | District #2 |
| | David Erickson | District #3 |
| | Don Gray | District #4 |
| | David Hanson | District #5 |
| Members absent: | None | |
| Also present: | David McKnight | County Administrator |

The Board discussed the Ellingson Drainage conditional use permit requested that was tabled from the December 11, 2008 County Board meeting.

Planning
Commission
Recommendation
CUP #96-34 (Amend)
Approved

Information was presented that Concord Township approved this request as long as setbacks are maintained from adjacent property owners. The request must also meet any conditions established by the county. If Mr. Ellingson is able to purchase additional land, the building could be increased in size to 120' X 160'.

Motion by Gray seconded by Hanson to approve the following action of the Planning and Zoning Commission as reviewed on December 3, 2008 with the reasons, recommendations and conditions as found in the individual permit:

Ellingson Drainage – CUP #96-34 (amend)

The public hearing is to consider amending Conditional Use Permit #96-34 for an agricultural related business to allow a new accessory building in the Agricultural District. The property is 7.70 acres located in the NE 1/4 of the NE 1/4 of Section 30, Concord Township. The Ellingson Drainage Inc is the applicant and Roger Ellingson property owner.

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

1. A Dodge County Zoning Permit shall be obtained before construction.
2. Any change involving structural alterations, enlargement, intensification of use, or similar change not specifically permitted by the conditional use permit issued shall require an amended conditional use permit to be issued.
3. A Dodge County Septic Permit shall be obtained if running water and bathrooms are installed within the building.
4. The current septic system (#97-001) serving the office and shop was issued in 1997 and designed to accommodate 16 employees. The business currently employs approximately 65 people. The existing septic system shall be inspected and sized according to current usage and treatment needs.
5. Section 1601.4 - The aggregate square footage of sign space per lot shall not exceed 160 square feet.
6. Ellingson Drainage shall provide screening in the form of fences or vegetation that conforms to Section 1609 along the entire northern boundary of the property across from the area that is zoned for residential use by the City of West Concord and the adjacent property owner.
7. Ellingson Drainage shall comply with Section 1611, items 1 through 6, regarding Nuisance Standards. Nuisance complaints shall result in review of the permit by the Planning Commission.
8. The business is responsible for obtaining all required state and federal permits, licenses, or approvals that pertain to their operation.
9. Ellingson Drainage is responsible for complying with all State and Federal Rules/Laws that pertain to the operation of the business and other on-site activities, which may include, but not be limited to the following:

- a. Permits and Certifications – Minnesota Rules Chapter 7001
- b. Above-Ground Storage Tanks (ASTs) - Minnesota Rules Chapter 7151 (Existing on-site gasoline and diesel tanks)
- c. Septic System – Minnesota Rules Chapter 7080 through 7083
- d. Wash Bay –Minnesota Rules Chapter 7045. Wash water collected from the wash bay and/or repair shop must be properly disposed of off site and shall not enter the on-site septic system.
- e. Repair Shop – Minnesota Rules Chapter 7045 relating to hazardous waste (disposable and recyclable & parts washer). The business is responsible for properly processing, storing transporting, documenting, recycling, and disposing of all waste/materials generated on site in accordance with state and federal law.
- f. Fabrication Area- National Emission Standards for Hazardous Air Pollutants (NESHAP) – welding and fabrication.
- g. Stormwater – An Industrial Stormwater Permit or Certification of No Exposure be obtained from the MPCA.

Planning
Commission
Recommendation
CUP #96-34 (Amend)
Approved -
Continued

10. Recommend Board approval contingent on Township approval.

Motion adopted unanimously.

Motion by Hanson seconded by Gray to adjourn the meeting at 9:48 a.m. CST.

Meeting Adjourned

Motion adopted unanimously.

The next regular meeting of the Dodge County Board of Commissioners will be held on December 23, 2008 at 9:30 a.m. CST.

Next Regular Meeting

ATTEST:

KLAUS ALBERTS
 CHAIR, COUNTY BOARD

BECKY LUBAHN
 DEPUTY CLERK

DATED: