

TUESDAY, DECEMBER 14 2010

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

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

**COUNTY ADMINISTRATION OFFICE
MANTORVILLE, MN**

2010-24

The Dodge County Board of Commissioners met in regular session December 14, 2010, in the Commissioner's Room at the Courthouse Annex, Mantorville, MN, at 9:30 a.m. CST. Lyle Tjosaas, Chair called the County Board of Commissioners meeting to order at 9:30 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:	Jim Elmquist	County Administrator
	Becky Lubahn	Deputy County Clerk
	Paul Kiltinen	County Attorney

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

Agenda Approved

Finance Director Lisa Kramer shared with the Board information regarding the Four Seasons 2009 operational deficit.

Four Seasons 2009
Operational Deficit
Payment Approved

Ms. Kramer reported that the financial statements have been completed for 2009. The 2009 operational deficit for the Four Seasons Ice Arena was \$13,692. The Finance Director noted that this is the lowest deficit amount to date for the Four Seasons Arena.

The county's share of the deficit for 2009 is \$6,846.00.

Motion by Hanson seconded by Alberts to approve and authorize the Finance Director to pay the county's share of the Four Seasons 2009 operational deficit as presented. *Motion adopted unanimously.*

The Finance Director discussed with the Board the 2010 year end payment of bills. The final Board meeting this year is on December 28, 2010. Many departments will receive bills the last week of December that need to be paid by year-end.

Final Payment of Bills
for 2010 Approved

Ms. Kramer requested that the Board authorize the Finance Department to approve and authorize the payment of bills that may occur prior to the end of the 2010 fiscal year with final review by the Finance Director. The final payment of bills will be on December 30, 2010.

Final Payment of Bills
for 2010 Approved -
Continued

Motion by Gray seconded by Alberts to approve and authorize the payment of bills that may occur prior to the end of the 2010 fiscal year with final review by the Finance Director and Taxpayer Services Director. The final payment of bills will be on December 30, 2010. *Motion adopted unanimously.*

The Board discussed setting the 2011 mileage reimbursement rate. Each year the county is required to set the mileage reimbursement rate for elected and appointed officials who qualify for this benefit as a part of their position. Traditionally Dodge County has used the Internal Revenue Service standard mileage reimbursement rate. The IRS reimbursement rate will be \$0.51 per mile for all business miles driven beginning January 1, 2011. This is an increase from the current rate of \$0.50 per mile.

2011 Mileage
Reimbursement
Rates Set

Motion by Erickson seconded by Gray to set the 2011 mileage reimbursement rate at the Internal Revenue Service mile reimbursement rate of \$0.51 per mile, effective January 1, 2011. *Motion adopted unanimously.*

County Engineer Guy Kohlhofer met with the Board to discuss the upcoming County Surveyor vacancy. Roger Brand, the County Surveyor will be retiring at the end of this year. Mr. Brand has been the County Surveyor for many years and the Highway Department appreciates the work he's done. The county now has to determine what they are going to do to fill the vacancy.

County Surveyor
Vacancy Discussed

State Statute 386 requires the county to have on staff or appoint a County Surveyor. The Highway Department has been checking with other counties to see what they do. Many of the counties in southeast Minnesota either have a full time surveyor or appoint a firm, Steele County's surveyor is still elected.

The county's first option is to hire a full time surveyor to be on staff. This may be cost prohibitive, considering salary and equipment, for the work that needs to be accomplished. While inquiring with nearby counties it was asked if any of those with on staff surveyors would be willing to share. All responses were that their surveyors were too busy and were unable to share. Rice County however, does not have a surveyor at this time and expressed an interest in a Joint Powers Agreement to share one. Their needs are greater than ours so Dodge County would utilize less than half the surveyor's time and they would be housed in Rice County.

Another alternative is to utilize MnDOT surveyors under the existing services agreement with the Highway Department. Mr. Kohlhofer discussed possible agreements that could be made with MnDOT to utilize their staff to assist with surveying in Dodge County.

The third alternative is to appoint a firm or one of its surveyors as the acting County Surveyor. This may or may not be a local firm. If a local firm is appointed and they do extensive work in Dodge County there may be a conflict of interest on many of the needed tasks. Several neighboring counties have this situation and have expressed concerns. The county will need to look into this further.

County Surveyor
Vacancy Discussed -
Continued

The County Engineer reported that while MnDOT is currently overstaffed with surveyors and they would likely welcome working something out with the county to provide surveyor services, once their schedule picks up, their availability would become an issue.

County Recorder Sue Alberts was available to comment and informed the Board that she prefers the option that involves working with Rice County to create a shared County Surveyor position.

It was Ms. Alberts' opinion that if the county chose to go with option three that includes appointing a firm or one of its surveyors as the acting County Surveyor that there may be a conflict of interest issue that would need to be addressed.

County Assessor Wendell Engelstad agreed that hiring a local surveyor to do surveying work for the county would create a conflict of interest issue. Mr. Engelstad also expressed concern with MnDOT's responsiveness once their surveyors get busy again.

It was the consensus of the Board that the County Engineer should work with the County Administrator to obtain more information on County Surveyor options and report back at a later date.

Mr. Kohlnhofer informed that Board that he will contact Rice County and ask that he and the County Administrator be put on the Rice County Board agenda to discuss the possibility of Dodge County and Rice County sharing a County Surveyor.

The Board thanked the County Engineer, County Recorder and County Assessor for their input on County Surveyor options.

EDA Development Coordinator Chris Giesen reported that on September 22, 2010 and continuing into the following day, Dodge County received record amounts of rainfall within a short period of time which caused major flooding across the county. Public infrastructure, private homes, and businesses received damage as a result.

2010 Flood Recovery
for MIS Application
Discussion

In response to September flooding, House File 1, 2010 2nd Special Session, Article 1 Section 5 authorizes the distribution of financial assistance to local units of government in the area designated under Presidential Declaration of Major Disaster, DR-1941, of which Dodge County is a part of.

Under the special legislation, the MN Department of Employment and Economic Development (DEED) has received \$10,000,000 for their Minnesota Investment Fund (MIF) program for disaster recovery assistance to help communities rebuild by providing financing to businesses and non-profit organizations.

Unlike insurance MIF is not designed to make businesses whole or compensate them for losses. The program is geared to fund capital expenses, reestablish operations and ultimately retain and create jobs for businesses that were damaged in the September 22, 2010 flooding and are in need of further financial assistance.

2010 Flood Recovery
for MIS Application
Discussion -
Continued

Mr. Giesen noted that the program is very similar to the 2007 flood recovery program in which Dodge County participated.

Only businesses that were adversely and directly damaged by the September 22, 2010 flooding are eligible for assistance through this program.

Repair of buildings, leasehold improvements, fixtures and/or equipment, loss of inventory, and clean up costs are eligible uses for this program.

The state is asking that counties apply on behalf of all interested businesses within the county.

The program is structured as a 50% grant and 50% loan to the business affected. The loan portion can be deferred for the first year and is to be at a rate of 0% APR to the EDA to be used in the county's revolving loan fund.

The business must remain in business within Dodge County for 10 years or the whole loan becomes repayable.

Since the flood, the EDA has been in contact with all the cities within Dodge County, various county departments, and others to assess and determine the need for participation in such a program.

Four Dodge County businesses have expressed interest in participating in the program.

Total damages to businesses, including clean up, are estimated at \$145,900.

Cities in Dodge County that had businesses interested in participation the program have passed, or will pass in the next few days, a resolution expressing their interest in Dodge County applying and administering the program on behalf of the interested businesses within their communities.

The application process requires the County Board of Commissioners to adopt the resolution set forth in the program's guidelines. A copy of the proposed resolution was included in the agenda packets.

The resolution requires a public hearing to be held for public comment on the adoption of the resolution and participation in the program by the county. Proper notice of the public hearing was given.

Upon adoption of the resolution, the EDA will submit all application forms to the state and administer all aspects of the program.

The County Board of Commissioners will have the final authority on all loans made under the flood recovery program. The EDA will review all loan applications from businesses and advise the County Board of their recommendation.

2010 Flood Recovery
for MIS Application
Discussion -
Continued

Mr. Giesen reported that the Economic Development Authority reviewed the program details at their November 17, 2010 meeting.

The Dodge County Economic Development Authority recommends that the Dodge County Board of Commissioners hold the required public hearing on the 2010 Flood Recovery Local Government Resolution and adopt said resolution, allowing the EDA to apply for and administer the Minnesota Department of Employment and Economic Development's Minnesota Investment Fund 2010 Flood Business Recovery Program.

Motion by Erickson seconded by Hanson to open the Public Hearing to discuss the 2010 Flood Recover for MIS Application at 10:00 a.m. CST. *Motion adopted unanimously.*

2010 Flood Recovery
for MIS Application
Public Hearing Open
to the Public

There were no comments from the public regarding the proposed resolution.

Motion by Gray seconded by Alberts to close the Public Hearing at 10:02 a.m. CST. *Motion adopted unanimously.*

Public Hearing
Closed

Motion by Gray seconded by Erickson to approve and authorize the Chair and Deputy Clerk to sign resolution #2010-58 in support of allowing the EDA to apply for and administer the Minnesota Department of Employment and Economic Development's Minnesota Investment Fund 2010 Flood Business Recovery Program:

Application to 2010
Food Business
Recovery Program
Approved by
Resolution #2010-58

BE IT RESOLVED, that Dodge County act as the legal sponsor for project(s) contained in the Minnesota Recovers Request for Assistance Application and or the Minnesota Investment Fund Application to be submitted on or about December 22, 2010 and that the County Board Chair and County Administrator are hereby authorized to apply to the Department of Employment and Economic Development for funding of this project on behalf of Dodge County; and

BE IT FURTHER RESOLVED, that Dodge County has the legal authority to apply for financial assistance, and the institutional, managerial, and financial capability to ensure adequate administration of the project(s); and

BE IT FURTHER RESOLVED, that Dodge County has not violated any Federal, State, or local laws pertaining to fraud, bribery, kickbacks, collusion, conflict of interest or other unlawful or corrupt practice; and

BE IT FURTHER RESOLVED, that upon approval of its application by the state, Dodge County may enter into an agreement with the State of Minnesota for the above-referenced project(s), and that Dodge County certifies that it will comply with all applicable laws and regulations as stated in all contract agreements.

NOW, THEREFORE BE IT RESOLVED, that the County Board Chair and County Administrator, or their successors in office, are hereby authorized to execute such agreements, and amendments thereto, as are necessary to implement the project(s) on behalf of the applicant.

Resolution adopted unanimously.

The EDA Development Coordinator discussed with the Board the 2011 SEMDC Contract for Economic Development Services.

Dodge County has had good and long standing relationship with Southeastern Minnesota Development Corporation (SEMDC), going back many years. In addition to currently providing economic development staffing one day per week during 2010, SEMDC in years past, has worked on other specific projects for the county such as the 2007 Business Flood Recovery Loan Program, and development of the Dodge County Comprehensive Plan.

The following findings were shared:

- The county's current contract with SEMDC for economic development staffing services is set to expire at the end of the year.
- SEMDC has presented the county with a one year contract extension for 2011, beginning January 1, 2011 and ending December 31, 2011.
- The level of staffing provided to Dodge County under the proposed contract would remain the same for 2011: 1 day per week.
- The proposed contract rate for services is \$21,066 annually, payable quarterly. This is a 1.5% increase from the 2010 contract.
- This rate was included in the EDA's 2011 budget proposal.
- The Dodge County Economic Development Authority reviewed and discussed the proposed contract at their November 2010 meeting.
- In the discussion the EDA stated that they felt SEMDC provided the county with a valuable service and voted to recommend to the County Board that they extend the contract, as proposed, with SEMDC for 2011.

Motion by Erickson seconded by Hanson to accept SEMDC's contract extension and hire SEMDC for economic development staffing services during 2011 as recommended by the Dodge County Economic Development Authority. *Motion adopted unanimously.*

Zoning Administrator Melissa DeVetter discussed a proposed Labor Agreement with Soil and Water Conservation District (SWCD).

Ms. DeVetter reported that due to budget constraints, Dodge County had previously developed in cooperation with SWCD a labor agreement that:

Application to 2010
Food Business
Recovery Program
Approved by
Resolution #2010-58
- Continued

2011 SEMDC
Contract for
Economic
Development
Services Approved

Labor Agreement
with SWCD for
Feedlot and Wetland
Services Approved

1. Provides Dodge County with skilled and experienced SWCD labor to perform existing contracted and grant funded services.
2. Provides services without increasing the county's 2011 budget.
3. Provides SWCD revenue for 2011 budget.

Labor Agreement
with SWCD for
Feedlot and Wetland
Services Approved -
Continued

The Zoning Administrator provided the Board with a copy of the proposed agreement. The agreement has been approved by the SWCD Board. The conditions of the agreement are:

1. One-year term with ability to renew annually.
2. Payment for services rendered is \$35 per hour which includes labor and expenses.
3. Total compensation not to exceed \$12,049 per year.
4. SWCD will continue to provide services for the county including technical assistance for feedlots and administration of Wetland Conservation Act rules.

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

Zoning Administrator Melissa DeVetter presented for the Board's consideration the December 1, 2010 Planning Commission recommendations. Motion by Alberts seconded by Gray to approve of the following action of the Planning and Zoning Commission as reviewed on December 1, 2010 with the reasons, recommendations and conditions as found in the individual permit:

CUP #10-08
Approved

Jess Harris– CUP #10-08

The public hearing is to consider an application for a Conditional Use Permit to allow an Ag Related Business in the Agricultural District. The property is 5 acres located in the NW ¼ of the NE ¼ of Section 9, Mantorville Township. Jess Harris is the applicants and property owners.

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

1. Operation will comply with all local, state, and federal regulation regarding the use and activities performed on site.
2. Any sign shall meet the performance standards of Section 1601 of the Dodge County Zoning Ordinance. A sign advertising the business shall not exceed sixteen (16) square feet and shall be set back a minimum of ten (10) feet from the right-of-way.
3. Any change involving the addition of new business related structures or employees beyond that specified in the agreement/application on file with the CUP, enlargement, intensification of the use or similar changes not specifically permitted by the CUP shall require an amended CUP to be issued.
4. The business shall comply with the conditions of this permit and the Business Plan, which shall be recorded with the CUP.
5. A Zoning Permit shall be obtained prior to any construction.

6. Discharges from the floor drain shall be appropriately collected, treated and discharged as determined by the EPA.
7. The access drive shall conform to the Dodge County Zoning Ordinance requirements.
8. Parking shall comply with the design requirements of Section 1602.2.
9. Stormwater runoff quality and quantity due to the impervious surface from the building and parking area shall be adequately addressed on site. Complaints involving stormwater shall result in review of the CUP by the Planning Commission.
10. The business shall comply with Section 1611 (Nuisance Standards). Nuisance complaints shall result in review of the CUP by the Planning Commission.
11. Hours of operation shall be 7:00 a.m. to 8:00 p.m., Monday through Saturday, with some Sundays during the months of September through December.

CUP #10-08
Approved -
Continued

Motion adopted unanimously.

Ms. DeVetter discussed with the Board ZA #10-3.

ZA #10-3 Chapters 4,
7, 14 & 18 Approved

A lengthy discussion took place regarding the proposed Zoning Amendment.

The Zoning Administrator commented that she is not convinced that the FEMA recommendations are adequate.

Commissioner Erickson stated that he believes the Planning Commission concerns need to be addresses.

Performance standards were discussed.

The County Attorney was available to comment on the Zoning Amendments.

Concerns regarding Chapter 6 and Chapter 15 were discussed.

Emergency Management Director Matthew Maas was available to comment on the proposed Zoning Amendments that pertained to the floodplain and emergency management.

It was the consensus of the Board that they would like Chapters 6 and 15 to go back to the Planning Commission for further discussion at their meeting in February. It was noted that the Emergency Management Director will be available to attend the February meeting.

Motion by Erickson seconded by Gray to approve of the following action of the Planning and Zoning Commission as reviewed on December 1, 2010 with the reasons, recommendations and conditions as found in the individual permit:

Zoning Amendment – ZA #10-3 continued

The second public hearing is to consider an amendment to the Dodge County Zoning Ordinance. The existing language pertaining to Chapter 7 General Zoning District Rules of Application. Also part of Chapter 4 (Rules and Definitions), Chapter 14 (Shoreland Overlay District) and Chapter 18 (Administration) will be amended.

ZA #10-3 Chapters 4, 7, 14 & 18 Approved - Continued

The Planning Commission recommended not approving Chapter 15 Floodplain Overlay District “FP” for the following reasons; 1. Language is too prohibited, 2. Not having seen the new Floodplain Maps, 3. Not convinced that FEMA recommendations are not adequate.

The Planning Commission has tabled Chapter 6 Nonconformities until the County Attorney has answered a question.

The Planning Commission recommended approval of Chapter 7 General Zoning District Rules of Application, Chapter 4 Rules and Definitions, Chapter 14 Shoreland Overlay District “SH” and Chapter 18 Administration as presented.

Motion adopted unanimously.

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

Personnel Actions Approved

A. Public Health

- A.1 Peggy Espey – Public Health Director 1.0 FTE
Step increase from D63 step 6 \$35.70 to D63 step 5 \$37.66.
Effective Date: 11/2/10
- A.2 Marjorie Hemann – Administrative Assistant - .8 FTE
Step increase from B22 step 8 \$14.74 to B22 step 7 \$15.22.
Effective Date: 12/2/10
- A.3 Jessica Schleck – Health Educator - .45 FTE
Step increase from C41 step 8 \$19.53 to C41 step 7 \$20.25.
Effective Date: 12/11/10

B. Environmental Services

- B.1 Dominic Dahlen – On-Call Sorter/Processor
Terminate – no recent record of hours worked.
Effective Date: 12/14/10
- B.2 Mark Gamm – Environmental Services Director
Step increase from D63 step 6 \$36.81 to D63 step 5 \$38.83.
Effective Date: 12/6/10
- B.3 Chad Knutson – Environmental Technician
Regular status and step increase from B23 step 8 \$15.67 to B23 step 7 \$16.18.
Effective Date: 1/4/11
- B.4 Mike Skjeie – Solid Waste Facility Operator
Step increase from B22 step 3 \$17.26 to B22 step 4 \$17.77.
Effective Date: 12/1/10

C. Administration

- C.1 Lisa Kramer – Finance Director
Step increase from D61 step 8 \$30.59 to D61 step 7 \$32.52.
Effective Date: 12/12/10
- C.2 Paul Wiltgen – Director of Information Technology
Step increase from C43 step 5 \$28.49 to C43 step 4 \$29.59.
Effective Date: 11/29/10
- C.3 Jane Sheeran – Care Center Administrator
Step increase from E82 step 6 \$41.41 to E82 step 5 \$43.45.
Effective Date: 11/3/10

Personnel Actions
Approved -
Continued

D. Human Services

- D.1 Kerry Crawley – Social Worker Intern/Volunteer
Authorization to allow completion of 32-hours per week internship/volunteer with Human Services.
Effective Date: 01/03/2011 thru 05/2011
- D.2 Shawn Cochran – Social Worker
Step increase from C42 step 2 \$25.54 to C42 step 1 \$26.31.
Effective Date: 12/12/10
- D.3 Support Enforcement Aide - .8 FTE
Authorization to change approved temporary vacancy (2.5 years) from .8 FTE to .9 FTE.
Effective Date: 12/14/10

E. Attorney's Office

- E.1 Mary Lewison – Legal Secretary - .5 FTE
Step increase from B22 step 9 \$14.43 to B22 step 8 \$14.74.
Effective Date: 11/11/10

F. Sheriff's Office

- F.1 Tanya Wunderlich – 911 Dispatcher/Records - .75 FTE
Approval to change FTE from .5 to .75 to fill approved vacancy created by resignation.
Effective Date: 11/10/10

G. Annual Band and Grade Review

- G.1 Approval of recommended changes in Band and Grade assignment. Band and Grade review completed by Dale Ignatius.

	<u>From</u>	<u>To</u>
Office Support Supervisor	C42	C41
Support Enforcement Aide	B21	B22
Effective Date: 12/1/10		

Motion adopted unanimously.

Ms. Hager presented for the Board's consideration a proposed 2011 retiree insurance supplement change.

2011 Retiree
Insurance
Supplement Change
Approved

The Employee Relations Director reported that a group of retirees insured by Dodge County met on Friday, December 3, 2010 at the Courthouse Annex. The group heard a presentation by representatives from Blue Cross Blue/Shield (BC/BS) regarding a proposed change in the Medicare Supplement Plan (from Senior Gold to Platinum Blue). Due to a significant cost savings for the county and little or no impact on the retiree, the county decided it was necessary to explore this alternative plan - Platinum Blue.

The plan "Group Platinum Blue" with a "MedicareBlue Rx" plan would be offered to retirees under the same conditions as the current plan as far as cost; for example, if the county currently pays the entire premium, the county would pay the entire premium for this plan. The cost to the county per retiree per month would go from \$327.00 per month to \$241.50 per month. With thirty-three (33) retirees currently on our plan, that is a cost savings to the county of approximately \$33,858 per year.

2011 Retiree Insurance Supplement Change Approved - Continued

Motion by Gray seconded by Hanson to move all eligible retirees from our current Blue Cross/Blue Shield Senior Gold plan and provide the alternative Platinum Blue plan effective February 1, 2011. *Motion adopted unanimously.*

The Employee Relations Director provided for the Board's review a letter from Sheriff Trihey requesting to be reinstated to an Investigator position.

Reinstatement Request Denied

The County Attorney was available to comment on the reinstatement request.

Motion by Erickson seconded by Gray to deny the request of Jim Trihey to be reinstated to an investigator position based on the law and the commissioner's belief that statute 3.088 Leave of Absence doesn't apply to his situation since he was appointed to Sheriff rather than elected. *Motion adopted Hanson, Gray, Erickson, Tjosaas aye, Alberts nay.*

Taxpayer Services Director Rose Culbertson reviewed bills with the Board.

Bills Approved

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

01	Revenue Fund	\$129,759.88
11	Human Services Fund	\$ 181.50
13	Road and Bridge Fund	\$ 69,165.79
16	Environmental Quality Fund	\$ 83,270.54
41	Ditch Fund	\$ 57.00
	Total	\$282,434.71

Motion adopted unanimously.

The County Attorney provided the Board with a legal update.

Legal Update

County Administrator Jim Elmquist presented the legal newspaper bid information for the Board's review.

2011 Legal Newspaper Bids Awarded

Each year the County Board is required to name a legal newspaper for the county to advertise County Board proceedings, official minutes, etc. This process is awarded to one of the local county newspapers through a competitive bid process.

For 2011 Administration sent bid material to each of the local newspapers offering the opportunity to bid on the 2011 legal newspaper. The following bids were received by the deadline on November 29, 2010:

Newspaper	\$ Bid Per Column Inch	\$ Full Page/Half/Quarter	Circulation

2011 Legal Newspaper Bids

Star Herald	\$3.50	\$441/220.50/110.25	1,750
New/Enterprise	\$5.00	\$300/150/75	411

Awarded - Continued

The 2010 legal newspaper was the Star Herald at a cost of \$3.00 per square inch.

Motion by Gray seconded by Hanson to award the first legal newspaper for Dodge County for 2011 to the Star Herald and the second legal newspaper to the News/Enterprise. *Motion adopted unanimously.*

Mr. Elmquist discussed with the Board a request to set the 2011 per diem rate.

2011 Per Diem Rate
Set by Resolution
#2010-59

The County Administrator commented that there hasn't been a lot of discussion regarding the per diem rate in regards to changing the fee amount however, discussion has taken place regarding the Board not regularly utilizing the per diem as allowed under policy and it was his recommendation that the Board should.

Motion by Erickson seconded by Gray to approve and authorize the Chairman of the Board and Deputy Clerk to sign resolution #2010-59 setting the 2011 per diem rate:

WHEREAS, the Dodge County 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 2011 per diem rate at \$60.

Motion adopted unanimously.

The County Administrator discussed with the Board setting the elected officials salaries for 2011.

Elected Officials
Salaries for 2011 Set
by Resolution
#2010-60

The Board has met and conferred with the three affected elected officials and reviewed work responsibilities, salary information, and individual requests. It was noted that the meet and confer sessions were held 2-3 months ago.

The proposed figures include a 3% increase for the Recorder and Attorney but leaves flat the other three position salaries. The 3% was based on reviewing the market rates for same or similar positions in the Southeast Region of Minnesota and weighing what was absorbed the previous year with no salary adjustments.

Motion by Alberts seconded by Hanson to approve and authorize the Chair and Deputy Clerk to sign resolution #2010-60 setting the salaries for Dodge County elected officials for 2011:

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

Elected Officials
Salaries for 2011 Set
by Resolution
#2010-60 -
Continued

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 2011 are set as follows:

County Board	\$17,480.06
County Board Chair	\$17,980.04
County Attorney	\$41,952.48
County Sheriff	\$82,658.94
County Recorder	\$63,058.33

Resolution adopted unanimously.

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

Human Services
Committee Report

Motion by Erickson seconded by Alberts 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 this month.

Motion adopted unanimously.

The Board reviewed the Human Service Director's request to approve regional technology collaborative resolution. Dodge County has been working with other counties in the region to begin to better coordinate technology support, decision-making, and investments, particularly as necessary to support Human Services collaboration. Attachment A, which was included in the Board packet, includes a resolution to authorize Administrator Jim Elmquist to appoint at least one employee of Dodge County to participate as a member of a Regional Technology Collaborative Steering Committee.

Participation in
Regional Technology
Collaborative
Steering Committee
Approved by
Resolution #2010-61

Ms. Hardwick's memo to the Board reports that the steering committee shall gather information, explore opportunities and provide recommendations to County Boards of Commissioners, county Human Services Boards, County Administrators, County Coordinators, county Technology Directors, and county Human Services Directors of the participating counties.

Motion by Erickson seconded by Hanson to approve and authorize the Chair and Deputy Clerk to sign resolution #2010-61 authorizing Human Services to participate in a Regional Technology Collaborative Steering Committee:

Participation in
Regional Technology
Collaborative
Steering Committee
Approved by
Resolution #2010-61
- Continued

WHEREAS, technology is changing at a fast pace, is increasingly complex, and individual counties are challenged to resource the research, development, purchase, and support of technology for the people it serves; and

WHEREAS, the combination of resources are not keeping pace with demand and - in some cases-- real reductions in resources, changes in demographics, increased awareness of best practices, and the strong desire of counties to improve the effectiveness of the human services delivery system for clients and communities has lead counties to examine how we can add value through more effective leveraging of technology; and

WHEREAS, over thirty people from among County Administrators, Coordinators, Technology Directors, and Human Services Directors from southeastern Minnesota, and state technology leaders from the Minnesota Department of Human Services and Office of Enterprise Technology met in August 2010 to develop a strategy to explore shared technology solutions ; and

WHEREAS, County Administrators, Coordinators, Technology Directors, and Human Services Directors have recommended that a Regional Technology Collaborative Steering Committee be established.

NOW THEREFORE BE IT RESOLVED, that the Dodge County Board of Commissioners hereby authorizes the County Administrator to appoint at least one employee of Dodge County to participate as a member of a Regional Technology Collaborative Steering Committee. The steering committee shall gather information, explore opportunities and provide recommendations to County Boards of Commissioners, county Human Services Boards, County Administrators, County Coordinators, County Technology Directors, and county Human Services Directors of the participating counties.

The goals of the Regional Technology Collaborative Steering Committee include:

- To develop a strategic, common direction for participating counties' use of technology;
- To assist participating counties in making strong, cost-effective technology decisions;
- To collectively work to form technology collaborations that will be of value to the participating counties;
- To increase group purchasing and negotiating power;
- To provide a measurable decrease in costs, cost avoidance, and/or increase in value of service;
- To ensure clear communication across participating counties in support of the vision (Shared technology solutions) and mission (Enhanced service to our clients and/or less cost to our constituencies across participating counties); and

- To develop technology standards and implement technology solutions in support of the redesign of Human Services, which has the most immediate need at this time. (The intent is not to detract from technology services provided to other county departments, but to establish a collaboration model that can be replicated.)

Participation in
Regional Technology
Collaborative
Steering Committee
Approved by
Resolution #2010-61
- Continued

Before December 31, 2012, the steering committee shall provide a recommendation to participating counties regarding the continuation or disposition of the committee beyond that date. If no action is taken by participating County Boards of Commissioners to continue the steering committee in this or another form, it shall be dissolved by December 31, 2012, or thereabouts.

Resolution adopted unanimously.

The Board discussed Ms. Hardwick's request to execute a contract with TriMin for professional computer programming services. Dodge County is a member of a group of Minnesota County Welfare and Human Services agencies and other entities sometimes known as Computer Management for Human Services (CMHS). CMHS has, in the past, purchased professional services to obtain computer programming and technical assistance for the maintenance and support of computer systems, (IFS, ACS & SWS systems) now in use by Dodge County Human Services and a number of other counties.

Contract with TriMin
Approved

The contract will be for four years, 2011 through 2015 with the total charges and costs in the contract shared proportionately by all counties who are parties to the agreement. Dodge County will purchase support for the IFS system only, at an estimated cost of:

- 2011: \$2,065
- 2012: \$2,065
- 2013: \$2,156
- 2014: \$2,241

The actual cost may vary slightly, depending on the number of counties participating.

Services purchased are computer programming, technical assistance and related services to support and maintain the systems and systems components. Types of support are Shared Support, General Support and Hourly Support.

Motion by Erickson seconded by Hanson to approve and authorize the execution of a contract with TriMin for the maintenance and support of the IFS computer system used by Dodge County for the years 2011 through 2015 at the quoted costs. *Motion adopted unanimously.*

The County Attorney left the meeting at 11:33 a.m. CST.

County Attorney Left
Meeting

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

Public Works
Committee Report

The Board discussed Environmental Services request to sell surplus conveyors.

Sale of Surplus
Conveyors Approved

Environmental Services no longer use two of the three sorting conveyors located in the Recycling Center. They still sort mixed paper but do not sort mixed bottles and cans. Environmental Services now incorporates the bottles and cans into the single stream material they receive from licensed haulers. These mixed loads are transported to other processing centers. This system has worked well and has lowered their costs.

The surplus conveyors were purchased in 1991. One conveyor is a 20' long inclined conveyor the other is a 30' long flat conveyor. The Environmental Services staff does not foresee a use for the conveyors.

Motion by Gray seconded by Alberts to approve and authorize the sale of two surplus conveyors located at Recycling Center. *Motion adopted unanimously.*

Environmental Services request to approve Cell Phone Allowance Agreements was reviewed.

Cell Phone
Allowance
Agreements for
Waste Management
Facility Employees
Approved

David Fitzgerald and Mark Brannan work at the Waste Management Facility. As part of their job, they must communicate regularly with employees and business partners. In many cases, the cell phone is the most efficient and convenient method of communication.

Motion by Gray seconded by Alberts to approve and authorize the Chair and County Administrator to sign Cellular Telephone Allowance Agreements with David Fitzgerald and Mark Brannan as requested. *Motion adopted unanimously.*

The Board reviewed a proposed Waste Recycling Agreement with Allied.

Waste Recycling
Agreement with
Allied Approved

Currently, Dodge County hauls recyclable material to the Recycle America Materials Recovery Facility (MRF) in Minneapolis where it is sorted and sent to recycling companies. Environmental Services receives a rebate or pays a fee for the material depending on the commodity markets. They would like to discontinue their agreement with Recycle America with a 30 day notification in accordance with the agreement and start taking material to the Allied Waste Services MRF in Inver Grove Heights starting in January. This change would decrease transportation time and cost and eliminate environmental and fuel fees that will be charged starting in February at Recycle America.

Motion by Gray seconded by Alberts to discontinue the Recycling Agreement with Recycle America and designate Mark Gamm, Dodge County Environmental Services Director as the Authorized Representative to sign the Allied Waste Services Materials Recovery Facility agreement on behalf of the county as requested. *Motion adopted unanimously.*

A request to sell surplus highway equipment was discussed.

Sale of Surplus
Highway Equipment
Approved

The Highway Department has three major pieces of equipment that have been replaced or are no longer in use. The equipment that the Highway Department would like to sell is as follows:

1. 1997 GMC Pick-up with 137,000 miles. This vehicle has been replaced by shifting newer vehicles along the line.
2. 1987 Ford F350 1-Ton with 146,865 miles. This was utilized as the Highway Department's 1-ton utility truck until recently when a new one was purchased.
3. 1970 Oshkosh Plow Truck. This unit has been parked for most of its existence as an extreme snow event emergency plow truck. It is all wheel drive and built like a tank. Due to improvements and upgrades in the Highway Department current fleet of plow trucks it is unlikely this unit will ever be used again.

Sale of Surplus
Highway Equipment
Approved -
Continued

The Highway Department is requesting authorization to sell the listed equipment through internet posting and auction methods in order to obtain the best possible sale price.

Motion by Gray seconded by Alberts to approve and authorize the Highway Department to sell three pieces of equipment through internet sources as requested. *Motion adopted unanimously.*

The Board reviewed the Highway Department's 2011 seasonal supply advertisement request.

Highway Department
Authorized to
Advertise for 2011
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 20,000 tons
- Bituminous Mixture 1,200 tons
- Calcium Chloride Solution 110,000 gallons
- Pavement Markings 3,000 gallons

Motion by Gray seconded by Alberts to approve and authorize the Highway Department to advertise and open bids for the 2011 season supplies as requested. Bids will be opened January 28, 2011 and submitted for Board approval February 8, 2011. *Motion adopted unanimously.*

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

Public Safety
Committee Report

The Board reviewed the Sheriff's request to approve a law enforcement contract for 2011 with the City of Mantorville.

2011 Law
Enforcement
Contract with the City
of Mantorville
Approved

Motion by Hanson seconded by Erickson to approve and authorize the Chairman of the Board, Clerk and County Attorney to sign a law enforcement contract with the City of Mantorville as presented for 2011. *Motion adopted unanimously.*

The Board reviewed the Sheriff’s request to approve a law enforcement contract for 2011 with the City of Hayfield.

2011 Law Enforcement Contract with the City of Hayfield Approved

Motion by Hanson seconded by Erickson to approve and authorize the Chairman of the Board, Clerk and County Attorney to sign a law enforcement contract with the City of Hayfield as presented for 2011. *Motion adopted unanimously.*

The Board reviewed the Drug Court Coordinator’s request to approve a donation of six \$25.00 gift certificates from the Hubbell House to the Dodge County Adult Drug Court to be distributed to future program graduates.

Adult Drug Court Donation Approved by Resolution #2010-62

Motion by Hanson seconded by Erickson to approve and authorize the Chair and Deputy Clerk to sign resolution #2010-62 in support of accepting a donation to the Dodge County Adult Drug Court Program:

WHEREAS, the Dodge County Drug Court receives donations from time to time from individuals and/or organizations; and

WHEREAS, Drug Court wishes to accept these donations and utilize them for the purpose of graduation incentives for future Dodge County Adult Drug Court participants; 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 accept the following donations to be used for future graduates of the Dodge County Drug Court Program:

Hubbell House - \$25.00 gift certificates (six)

BE IT FUTHER RESOLVED, that county staff will express our appreciation for this generous donation on behalf of the Dodge County Board.

Resolution adopted unanimously.

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

Administration Committee Report

Motion by Gray seconded by Alberts to approve and authorize the November 16, 2010 Work Session meeting minutes as presented. *Motion adopted unanimously.*

11/16/10 Work Session Meeting Minutes Approved

Motion by Erickson seconded by Gray to approve and authorize the November 23, 2010 Committee of the Whole meeting minutes as presented. *Motion adopted unanimously.*

11/23/10 Committee of the Whole Meeting Minutes Approved

Motion by Gray seconded by Erickson to approve and authorize the November 23, 2010 meeting minutes as presented. *Motion adopted unanimously.*

11/23/10 Meeting Minutes Approved

Motion by Gray seconded by Hanson to approve and authorize the November 23, 2010 Work Session meeting minutes as presented. *Motion adopted unanimously.*

11/23/10 Work
Session Meeting
Minutes Approved

Motion by Erickson seconded by Hanson to approve and authorize the November 23, 2010 Dodge County Regional Rail meeting minutes as corrected on page 1. *Motion adopted unanimously.*

11/23/10 Regional
Rail Meeting Minutes
Approved

Commissioners provided their agency reports. Commissioner Hanson attended an AMC meeting, a SEMREX meeting and a High Speed Rail meeting. Commissioner Alberts attended a DFO Corrections meeting and an AMC meeting. Commissioner Gray attended an AMC meeting. Commissioner Erickson attended a Regional Radio Board meeting, a Cedar River Watershed District Rules Advisory Committee meeting, a Dodge County Planning & Zoning meeting, a SCHA Quality Assurance Committee meeting, an AMC Annual conference and a Dodge County Task Force Corrections meeting. Commissioner Tjosaas attended a work session and an AMC meeting.

Agency Reports

The Chair recessed the meeting at 12:11 p.m. CST until 6:00 p.m.

Meeting Recessed

The Chair reconvened the meeting at 6:00 p.m. CST.

Meeting Reconvened

The County Administrator reported that the purpose of the meeting is to explain the 2011 proposed budget and tax levy, examine factors impacting the budget, and provide the board with an opportunity to ask questions on the 2011 proposed budget and tax levy.

2011 Proposed
Budget and Tax Levy
Presentation

Mr. Elmquist discussed the following items:

- budget history
- 2011 preliminary budget/tax levy
- 2011 budget by fund
- 2011 gross tax levy by fund
- What do your tax dollars provide?
- gross/net tax levy determination
- Why is the tax levy increasing?
- tax capacity
- levy limits
- Dodge County special levies
- Influencing the levy

There were no comments from the public regarding the proposed 2011 budget and tax levy.

The County Administrator reported that pursuant to MN Statute 275.07, the County Board is required to certify a final budget to the County Auditor (Finance Director) on or before December 20th each year. The certified final budget for 2011 is \$22,170,325.

2011 County Budget
Adopted by
Resolution #2010-63

Mr. Elmquist pointed out that two resolutions were provided in the Board packet for the Board's consideration. Resolution A supports the action taken by the Board on September 14, 2010. Resolution B sustains a direction given by the Board at a recent work session stating a commitment to reduce the levy from the September figure.

2011 County Budget
Adopted by
Resolution #2010-63
- Continued

Motion by Alberts seconded by Gray to approve and authorize the Chair and Clerk to sign resolution #2010-63 adopting the 2011 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 2011 budget totaling \$22,056,629. The 2011 expenditures, revenues and levy requests by fund are detailed below:

Fund	2011 Expenditure	2011 Revenues/ Fund Balance	2011 Final Tax Levy
Revenue	\$9,940,266	\$3,214,086	\$6,726,180
EDA/HRA	\$25,650	\$8,600	\$17,050
Environmental Quality	\$1,900,330	\$1,693,635	\$206,695
Highway	\$5,405,080	\$3,964,011	\$1,456,648
Human Services	\$4,519,583	\$2,667,356	\$1,852,227
Capital Projects	\$258,720	\$0	\$258,720
CHIP Repayments	\$0	\$0	\$0
Ditches	\$7,000	\$7,000	\$0
TOTALS	\$22,056,629	\$11,554,688	\$10,501,941
		County Program Aid	-\$500,000
		Final Net Tax Levy	\$10,001,941

Resolution adopted unanimously.

Motion by Gray seconded by Hanson to adjourn the meeting at 6:35 p.m. CST.
Motion adopted unanimously.

Meeting Adjourned

The next regular meeting of the Dodge County Board of Commissioners will be held on December 28, 2010 at 9:30 a.m. CST.

Next Regular Meeting

ATTEST:

LYLE TJOSAAS
CHAIR, COUNTY BOARD

BECKY LUBAHN
DEPTY CLERK

DATED: