

TUESDAY, DECEMBER 22, 2009

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

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

**COUNTY ADMINISTRATION OFFICE
MANTORVILLE, MN**

2009-24

The Dodge County Board of Commissioners met in regular session December 22, 2009, in the Commissioner's Room at the Courthouse Annex, Mantorville, MN, at 9:30 a.m. CST. David Hanson, Chair called the County Board of Commissioners meeting to order at 9:34 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: | Becky Lubahn | Deputy Clerk |
| | Paul Kiltinen | County Attorney |

Motion by Gray seconded by Erickson to approve and adopt the agenda as amended to include the addition of 2010 liquor license requests from the Zumbro Valley Recreation Club and the Dodge Country Club. *Motion adopted unanimously.*

Agenda Approved

County resident Timothy Richards expressed to the Board his sincere appreciation for the care his wife received from the Fairview Care Center staff during her time at the Care Center. Mr. Richards informed the Board that his wife was a resident at Fairview on two different occasions and that she received outstanding care on both occasions. Mr. Richards commented on how friendly and caring the staff was and how it was comforting for the family to know that his wife was being well cared for up until the time she passed away. The Board thanked Mr. Richards for coming in and acknowledging the work of the Fairview Care Center staff.

Fairview Care
Center Staff
Recognized

County Assessor Wendell Engelstad reviewed with the Board his request to approve local option abatements and a classification change.

2009 and 2010
Assessments &
Classification
Change Approved

Mr. Engelstad informed the Board that Minnesota Statutes 375.192 provides that the County Board may grant the reduction or abatement of a property taxpayer's estimated market valuation and the resulting taxes, costs, penalties, or interest which have been erroneously or unjustly paid. Minnesota Statutes 273.1233 also provides for a Local Option Abatement of taxes payable in the year of and the year after a natural disaster such as a fire, flood, or tornado. These are different than the reductions and abatements in sections MS 469.1812 and 469.1815 which may be granted as an incentive for economic development and redevelopment. All applications must be written and approved by the County Assessor and the County Auditor before consideration by the County Board.

The County Board may consider and grant reductions and abatements for applications as they relate to taxes payable in the current year and the two prior years. However, abatements for the two prior years shall be considered and granted only for clerical errors and when the taxpayer fails to file for a reduction or an adjustment due to a hardship, as determined by the County Board.

2009 and 2010 Assessments & Classification Change Approved - Continued

Motion by Erickson seconded by Gray to approve the following assessment and homestead classification changes for taxes payable in the years indicated:

| Parcel ID | Owner | Street | City | Reason | Tax Reduction |
|-------------------------------|------------------------|--------------------------------|------------------|---|---------------|
| R09.036.1600 (2008 pay 09) | Gary & Marjorie Snyder | 15372 640 th Street | Dodge Center | Home destroyed by fire on 5/27/08. | \$1,507 |
| R18.035.0100 (2009 pay 10) | Paul & Hazel Petersen | 75697 150 th Avenue | Blooming Prairie | Homestead removed in error. | \$4,704 |
| R21.176.0320 (2009 pay 10) | John L. Baier | 204 E. Front Street | Claremont | Bought home in 1993; daughter occupied 2007. | \$156 |
| R15.012.0300 (2009 pay 10) | Dennis Peterson | 15328 655 th Street | Dodge Center | Classification change from residential homestead to agricultural homestead. | - |

Motion adopted unanimously.

Septic System Coordinator/Account Technician Sandra Schaefer requested authorization to set a public hearing date to adopt the Dodge County Subsurface Sewage Treatment Ordinance No. 4.

Public Hearing Date Set to Adopt Subsurface Sewage Treatment System Ordinance No. 4

Ms. Schaefer informed the Board that MPCA passed legislation in 2008 requiring counties to adopt MN Rules 7080-7083 by February 4, 2010. The draft ordinance has been completed and was included in the Board packet for review. The Septic System Coordinator/Account Technician noted that the differences from the previous Dodge County Ordinance No. 3 are highlighted in the draft copy and listed below:

1. Dodge County chooses not to allow Type V Systems which are experimental systems.
2. An escrow account is required if the system is not replaced before transfer of title. - Page 21, 2.04 Transfer of Property (4).
3. If replacing an existing dwelling or adding onto an existing dwelling the size of the system must meet current code. - Page 20, 2.03, Existing systems, (1), (2), and (3).

Other differences from the state code are listed on Page 8, Article V, Section 2.01, Amendments to the adopted standards. Some of these differences are from the previous Dodge County Ordinance No. 3.

Motion by Tjosaas seconded by Gray to set a public hearing of January 28, 2010 at 7:00 p.m. at the Dodge County Courthouse, Mantorville, MN to adopt Subsurface Sewage Treatment System Ordinance No. 4. *Motion adopted unanimously.*

Accounting Services Director Sara Marquardt met with the Board to discuss the proposed Dodge County Alcohol Ordinance.

Dodge County Alcohol Ordinance Approved

Ms. Marquardt informed the Board that the proposed Alcohol Ordinance will outline for establishments what is expected of them in having a Liquor License.

The Accounting Services Director reported that Dodge County needs to have an ordinance in place so the Sheriff's Office can go out and do compliance checks on the establishments and fine them if they are found to be in violation of this ordinance.

Dodge County
Alcohol Ordinance
Approved -
Continued

It was noted that the ordinance is in compliance with a grant that the Sheriff's Office has received for compliance checks.

Ms. Marquardt reported that Public Health will be following up after the compliance checks are complete. Public Health staff will notify the vendors of the compliance check findings and collect fees, if needed. Public Health will also be responsible for doing vendors education as is needed.

The Accounting Services Director stated that the proposed ordinance will cover all of the establishments that Dodge County issues license to.

Motion by Gray seconded by Erickson to approve and authorize the Chair and Deputy Clerk to sign the Dodge County Alcohol Ordinance as presented. *Motion adopted unanimously.*

Ms. Marquardt informed the Board that Zumbro Valley Recreation Club and the Dodge Country Club have requested approval for 2010 liquor licenses. The Accounting Services Director reported that on several occasions she has reminded businesses that they need to submit paperwork each December to renew their liquor license and on several occasions the golf course managers have failed to submit the required paperwork on time. Ms. Marquardt noted that due to the late submission of the paperwork it is possible that the state may not get the paperwork processed in time to approve the applications before the first of the year which means the establishments would be in violation of their liquor license if they sell liquor after January 1, 2010.

2010 Liquor License
Approved

The Accounting Services Director informed the Board that Captain Loring Guenther has talked to the cities who have indicated that they are open to working with the county to conduct alcohol compliance checks.

Ms. Marquardt also pointed out that since Dodge County approved the Alcohol Ordinance that they now have procedures in place to conduct compliance checks and will be working with the Sheriff's Office to ensure that establishments that don't have a current liquor license aren't selling liquor after the first of the year.

Commissioner Gray stated that he disagreed with approving the liquor license since these businesses consistently submit their liquor license applications late. Mr. Gray was not in favor of making exceptions for these businesses since their lack of organization creates extra work for Dodge County staff. It was Commissioner Gray's opinion that the county shouldn't be lenient with these businesses since the Accounting Services Director notified them of the need to renew their liquor license months ago.

Motion by Alberts seconded by Tjosaas to approve and authorize a Liquor and Sunday Sale license for Zumbro Valley Recreation Club and Dodge Country Club for calendar year 2010, pending the approval of the County Attorney and County Sheriff, the submission of all required insurance documentation, and fee payment. *Motion adopted Alberts, Erickson, Tjosaas, Hanson aye, Gray nay.*

Executive Assistant Becky Lubahn presented the 2010 fee schedule for the Board’s consideration. It was noted that the proposed 2010 fees were reviewed/ proposed by department heads.

2010 Fee Schedule
Approved

It was noted that the County Recorder and Environmental Services Director discussed with the Board changes to their departmental fees during the Committee of the Whole session.

Motion by Gray seconded by Alberts to approve the 2010 fee schedule as proposed. *Motion adopted unanimously.*

Ms. Lubahn discussed with the Board a request to set the 2010 per diem rate.

2010 Per Diem Rate
Set by Resolution
#2009-60

The Executive Assistant 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 2009 per diem rate is \$60. The per diem rate was increased from \$50 to \$60 in 2007.

Motion by Alberts seconded by Gray to approve and authorize the Chairman of the Board and Deputy Clerk to sign resolution #2009-60 setting the 2010 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 2010 per diem rate at \$60.

Motion adopted unanimously.

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

Bills Approved

| | | |
|----|----------------------------|---------------------|
| 01 | Revenue Fund | \$ 76,426.65 |
| 11 | Human Services Fund | \$ 120.66 |
| 13 | Road and Bridge Fund | \$ 42,958.95 |
| 16 | Environmental Quality Fund | <u>\$ 56,441.62</u> |
| | Total | \$175,947.88 |

A payment to MCCC in the amount of \$1,200.00 on page 10 was incorrectly labeled as rentals and service and will be changed to reflect that the payment was for dues, conference and training. *Motion adopted unanimously.*

The Finance Director presented for the Board’s consideration the 2010 certified budget.

2010 County Budget
Adopted by
Resolution #2009-61

Pursuant to Minnesota Statute 275.07 the County Board is required to certify the final budget to the County Finance Director on or before five working days after December 20th each year. The certified final budget for 2010 is \$21,159,726.

Motion by Alberts seconded by Gray to approve and authorize the Chair and Deputy Clerk to sign resolution #2009-61 adopting the 2010 Dodge County Budget:

2010 County Budget
Adopted by
Resolution #2009-61
- Continued

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 2010 budget totaling \$21,159,726. The 2010 expenditures, revenues and levy requests by fund are detailed below:

| Fund | 2010 Expenditure | 2010 Revenues/ Fund Balance | 2010 Final Tax Levy |
|-----------------------|------------------|-----------------------------|---------------------|
| Revenue | \$9,449,079 | \$3,045,996 | \$6,403,083 |
| EDA/HRA | \$18,600 | \$3,600 | \$15,000 |
| Environmental Quality | \$1,973,456 | \$1,705,628 | \$267,828 |
| Highway | \$5,357,423 | \$3,675,000 | \$1,682,423 |
| Human Services | \$4,093,958 | \$2,261,128 | \$1,832,830 |
| Capital Projects | \$244,930 | \$0 | \$244,930 |
| CHIP Repayments | \$0 | \$0 | \$0 |
| Ditches | \$22,280 | \$22,280 | \$0 |
| | | | |
| TOTALS | \$21,159,726 | \$10,713,632 | \$10,446,094 |
| | | County Program Aid | -\$729,376 |
| | | Final Net Tax Levy | \$9,716,718 |

Resolution adopted unanimously.

Ms. Kramer discussed with the Board setting the 2010 County Tax Levy.

2010 County Tax
Levy Set by
Resolution #2009-62

Pursuant to Minnesota Statute 275.07 the County Board is required to certify the final tax levy to the County Finance Director on or before five working days after December 20th each year. The certified final tax levy for 2010 is \$9,716,718. This is a 1.04% increase over 2009. The distribution of this final levy will be established using the traditional formula used by Dodge County.

Motion by Tjosaas seconded by Erickson to approve and authorize the Chair and Deputy Clerk to sign resolution #2009-62 setting the 2010 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 2010.

NOW THEREFORE BE IT RESOLVED, that the Dodge County Board of Commissioners hereby sets the final net tax levy for 2010 at \$9,716,718 which represents a 1.04% increase over 2009; and

2010 County Tax Levy Set by Resolution #2009-62 - Continued

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 Alberts commented that this is the lowest levy increase he’s seen in his sixteen years as a County Commissioner.

The Finance Director discussed with the Board the 2009 year end payment of bills. The final Board meeting this year is on December 22, 2009. Many departments will receive bills the last two weeks of December that need to be paid by year-end.

Final Payment of Bills for 2009 Approved

Ms. Kramer would like the Board to authorize the Finance Department to approve and authorize the payment of bills that may occur prior to the end of the 2009 fiscal year with final review by the Finance Director & Taxpayer Services Director. The final payment of bills will be on December 31, 2009.

Motion by Gray seconded by Erickson to approve and authorize the payment of bills that may occur prior to the end of the 2009 fiscal year with final review by the Finance Director & Taxpayer Services Director. The final payment of bills will be on December 31, 2009. *Motion adopted unanimously.*

Ms. Kramer presented for the Board’s consideration a request to attend a MACO winter conference.

2010 MACO Winter Conference Training Approved for Finance Director

The Finance Director reported that the current county policy requires approval by the County Administrator for training over \$500. In the Administrator’s absence Ms. Kramer has approved two requests from other departments but feels it is inappropriate for her to approve her own training request.

Motion by Alberts seconded by Tjosaas to approve and authorize the Finance Director to attend the MACO Winter Conference in Bloomington, MN January 12-15, 2010 as requested at a cost of \$615.00. *Motion adopted unanimously.*

The Finance Director discussed with the Board her request to approve change and imprest funds.

Dodge County Change and Imprest Funds Approved

Ms. Kramer requested that the Board re-authorize change and imprest (petty cash) funds for Dodge County for the following offices: Extension, Recorder, Sheriff, Finance, Landfill, Public Health, Sheriff Contingency and Drug/Alcohol Investigation. The Finance Director reported that these change funds have been in existence for many years, but locating the record of original approval is proving to be very time consuming. It was suggested by the State Auditor’s Office that the County Board’s reauthorization would serve as proper documentation.

Motion by Gray seconded by Erickson to approve and authorize the following change and imprest (petty cash) funds for Dodge County:

Dodge County
Change and Imprest
Funds Approved -
Continued

Change Funds

Extension - \$80.00
Recorder - \$50.00
Sheriff - \$100.00
Finance - \$1,000.00
Landfill - \$150.00

Imprest Funds

Extension - \$200.00
Public Health - \$300.00
Sheriff - \$100.00
Sheriff Contingency - \$500.00
Drug/Alcohol Investigation - \$1,000.00

Motion adopted unanimously.

Ms. Kramer discussed the Four Seasons 2008 operational deficit.

Payment of Four
Seasons Arena
2008 Operational
Deficit Approved by
Resolution #2009-63

The financial statements have been completed for 2008. The 2008 operational deficit for the Four Seasons Ice Arena was \$19,328. This is the lowest deficit amount to date for the Four Seasons Arena.

The county's share of the deficit for 2008 is \$8,634.00.

Motion by Alberts seconded by Tjosaas to approve and authorize the Chairman of the Board and Deputy Clerk to sign resolution #2009-63 authorizing payment for the 2008 Four Seasons Ice Arena operational deficit:

WHEREAS, Dodge County shares with participating cities in the operating costs of the Four Seasons Ice Arena; and

WHEREAS, Dodge County has provided cash flow to the Four Seasons Ice Arena as fiscal agent that is to be repaid to Dodge County; and

WHEREAS, Dodge County pays a prorata share of operating costs that is not to be construed as an appropriation.

NOW THEREFORE BE IT RESOLVED, that Dodge County does hereby authorize a check to be paid to Four Seasons Ice Arena in the amount of \$8,634.00 for the year 2008 prorata operating costs only and not an appropriation due to past loans.
Resolution adopted unanimously.

The Finance Director reviewed with the Board information regarding advances for the Four Seasons Ice Arena for 1997-2002.

Four Seasons
Advances for 1997-
2002 Discussed

Ms. Kramer reported that from 1997 to 2002 money was advanced from the county to Four Seasons Arena for cash shortfalls. During this time money was also paid back to the county. A total of \$170,211.47 is still owed to the county. This advance is tracked as a liability on Four Seasons financial statements and as a receivable (asset) on the county's financial statements.

The Finance Director informed the Board that cleaning this up on both sides will streamline both financial statements, and it is a good thing to resolve before the arena changes hands. This can be accomplished with an appropriation of the entire remaining balance or a mix of payback and appropriation to cancel out the liability and receivable.

Ms. Kramer stated that as of December 16, 2009 Four Seasons has about \$140,000.00 cash on hand. Average monthly expenses for the arena are \$18,800. If the Four Seasons Arena received no revenue for the remainder of December and incurred average expenses, it should end the year with a little over \$120,000 cash on hand. This could allow Four Seasons to pay some of the advance back, and the remainder would then be an appropriation.

Four Seasons
Advances for 1997-
2002 Discussed -
Continued

Ms. Kramer noted that this item was for discussion purposes only and will be brought back in January for action.

The Board thanked the Finance Director for the update and the work that went into researching the Four Seasons Arena advances history.

Four Seasons Arena Manager Steve Howarth met with the Board to discuss his concerns regarding the proposed Four Seasons Arena Management Agreement with the City of Kasson and the plan for the city to take over the management arena on January 1, 2010.

Four Seasons Arena
Management
Agreement
Discussion

Mr. Howarth informed the Board that there are several issues that have not been discussed in detail. Those issues include the following:

1. Arena Manager's salary
2. Arena Managers VEBA plan (outstanding balances)
3. Years of service transferred (11 years)
4. Where will the arena fall into with city (Park and Rec or stand alone facility)
5. Financial accruals (December ice bills collected in January)
6. MCIT Insurance (county or city)

The Four Seasons Arena Manager noted that after meeting with the city on a few occasions he has some concerns with the issues listed above.

Mr. Howarth noted that things have been moving quickly with this agreement and there are still some areas that have not been fully covered. It was the Four Seasons Arena Manager's opinion that postponing the actual Management Agreement date might be helpful in resolving some of these areas.

Mr. Howarth suggested the following which he felt was a possible solution:

1. Keep the agreement the way it is and have the county run the fiscal aspect and obtain the maintenance help from the city now that they are 50% vested. This would allow better communication with the city on what is going on at the arena and financial statements monthly.

The Four Seasons Arena Manager reported that in his eleven years at the Ice Arena that he has worked to develop, establish and grow numerous arena programs and is now being asked to take an 11% salary cut when the City of Kasson takes over management of the Ice Arena January 1st. Mr. Howarth recommended postponing the Management Agreement until the county and city can discuss a plan that will make the transition feasible for his situation.

Commissioner Alberts commented that he was sympathetic with Mr. Howarth and noted that he has been opposed to the Management Agreement from the beginning. Mr. Alberts acknowledged the work that the Four Seasons Arena Manager has done and stated that it wouldn't be a benefit to the county to lose Steve Howarth as an employee.

Four Seasons Arena
Management
Agreement
Discussion -
Continued

Mr. Howarth informed the Board that he has no intentions of to resign his position but was hopeful that they could come to some type of agreement. The Four Seasons Arena Manager commented that at each of the meetings they have had to discuss the Management Agreement that the parties agreed that they need to make sure arena staff is treated fairly in the move and that they are compensated accordingly.

Commissioner Tjosaas stated that he feels Steve Howarth has done a tremendous job at the arena but also sees the benefit of a change of management too.

Mr. Howarth reported that he keeps hearing that with the change over to the City of Kasson managing the ice arena that his job will become easier but nobody is explaining how the city is going to help him create/generate more revenue. The Four Seasons Arena Manager acknowledged that the extra maintenance help he will received from the city is a bonus and noted that he currently has a great working relationship with the city and appreciates the help he receives from them.

Commissioner Hanson felt it was important to acknowledge the work Mr. Howarth does at the arena and his efforts at bringing groups into the arena.

Mr. Hanson briefly discussed the Four Seasons Arena parking lot issues.

Commissioner Erickson discussed the transition from county management of the ice arena to city management and asked for the City of Kasson's input.

Kasson City Administrator Randy Lenth shared with the Board information on the city's step and grade study which was done in 2008. Mr. Lenth noted that using the information obtained from the study they have determined what a Four Seasons Arena Manager position pays within their organization. Mr. Lenth assured the Board that they were willing to work with Mr. Howarth on the wage issue and noted that they would follow up with a wage review within three months of his hire date. The City Administrator noted that he has recently learned that the city will be able to offer Mr. Howarth another step increase in 2010.

Discussion took place on the VEBA issue. Mr. Howarth will be eligible for the VEBA plan through the city but any claims for services received before the move would not be eligible for reimbursement under the new VEBA plan.

The Board discussed the possibility of offering Mr. Howarth a lump sum payment before the end of the year to address the salary discrepancy and VEBA issue.

Commissioner Alberts commented that he feels Mr. Howarth has done a very good job of bringing money into the arena and noted that it takes a good marketer to get the arena filled.

Commissioner Erickson stated that he appreciates Mr. Howarth and Mr. Lenth's input. Mr. Erickson noted that the reason for the change was to increase the cash flow at the arena. Commissioner Erickson stated that he doesn't want to close the arena and is hopeful that an agreement with the city can make the arena more attractive and ensure that it is properly maintained.

Four Seasons Arena
Management
Agreement
Discussion -
Continued

The Kasson City Administrator commented that he feels the arena is a great match with the city's park and recreation department and noted that improvements at the arena are coming.

Mr. Lenth and Mr. Howarth were thanked for the information.

Commissioner Tjosaas was directed to talk to the Finance Director to see if they could come up with a resolution to the Four Seasons Arena Manager's concerns regarding his salary and the VEBA issue.

Dodge County Youth Hockey President Mark Blaisdell discussed with the Board his concerns with the proposed Four Seasons Arena Management Agreement.

Four Seasons Arena
Management
Agreement
Concerns
Addressed

Mr. Blaisdell informed the Board that with the proposed move to the City of Kasson managing the ice rink, Dodge County Youth Hockey (DCYH) would like to provide information on how their youth program use the rink and its programs.

- For the 2009-10 hockey season, DCYH has just over 180 kids playing hockey in their program, the children's ages range from 4 to 15.
- DCYH rents approximately 100 hours of ice per month from November into March. This ice is used for practice, games and tournaments. Their tournaments attract teams from all over the Midwest and into Canada, with most of the teams coming from the Minneapolis/St. Paul area.
- Families from DCYH are big users of various spring programs that are organized by Four Seasons Arena Manager Steve Howarth. Amongst these programs are the following:
 - Rink Rat games, for ages 5-8
 - Three on Three cross ice, for ages 6-12
 - Spring Showcase leagues bringing teams in from area towns such as Owatonna, Rochester, Winona, Waseca and Northfield. This league is for kids aged 8-12.
 - Learn to Skate, for ages 3 and up
- During the summer months, DCYH rents ice for six weeks to host various hockey camps to help develop the skills of their association members.
- During the fall months, DCYH utilizes the arena's ice for pre-season ice and hockey/goalie camps.

Mr. Blaisdell feels DCYH has been very fortunate to have a rink locally and appreciate what the taxpayers have done for the organization. DCYH also feels very fortunate to have worked with Steve Howarth. Mr. Howarth's programs are extremely beneficial to DCYH. Mr. Blaisdell reported that Mr. Howarth is a large reason for the growth of their program, his background is invaluable to their program, from his hockey knowledge to his ability to work with the DCYH youth; he is a true asset to the program. Mr. Howarth has been a strong supporter of the DCYH program and has worked with the DCYH coaching staff as well as sits on their Hockey Operations Oversight Committee.

Mr. Blaisdell commented that there are other ways Mr. Howarth has benefited the program, ways that are immeasurable, from knowing the kids (not only by name, but by nature as well) to being constant help in making the program grow to the successful level they are currently at. DCYH would not be as successful as they are had they not had Mr. Howarth to help their program grow.

Four Seasons Arena
Management
Agreement
Concerns
Addressed -
Continued

The DCYH President reported that DCYH has been to many rinks around this state, typically the managers know very little about the program's leasing the ice, they work to rent the ice and that is where their involvement ends. While this method of rink management may serve large communities well, DCYH feels Mr. Howarth's approach to rink management serves our smaller communities best. It was noted that DCYH appreciates everything that Mr. Howarth has done for the rink, the DCYH program and most importantly their children.

Mr. Blaisdell thanked the Board for everything they have done to support the arena and noted that the DCYH association supports the change in management of the arena.

The Dodge County Youth Hockey President informed the Board that he is aware that the county doesn't have money in the budget to address maintenance issues and reported that the youth hockey association has assisted with purchasing some rubber floor matting, doors and the zamboni for the arena.

Mr. Blaisdell reported that DCYH has not been involved in the management agreement process but felt that they should be more involved in decisions regarding the arena.

The Board thanked Mr. Blaisdell for the information.

County Attorney Paul Kiltinen presented for the Board's consideration the final draft of the Management Agreement between the City of Kasson and Dodge County. This agreement incorporates that fact that the city will be the manager/fiscal agent, will assure that the location is available for the 2010 fair without ice and that ultimately the city and Dodge County would share in the costs of ownership and management.

Dodge County Ice
Arena Management
Agreement
Approved

Whereas these costs were shared by multiple entities in the past, with the termination of the joint power agreement these costs would be borne by the entities that created the new agreement.

This agreement is for two years and can be reviewed at that time for any changes or termination.

As this agreement conforms with the decision to have the city and county cooperate with ownership and provides for Kasson's management, the County Attorney recommended approval.

Motion by Tjosaas seconded by Erickson to approve and authorize the Chairman of the Board and County Attorney to sign the Dodge County – City of Kasson Ice Arena Management Agreement as presented. *Motion adopted unanimously.*

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

Legal Update

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

Personnel Actions
Approved

A. Highway Department

A.1 Joseph Allen – Equipment Operator III
Successful completion of trial work period.
Effective Date: 12/22/09

B. Administration

B.1 James Elmquist – County Administrator
Authorization to employ at E91 \$44.96 to fill approved vacancy.
Effective Date: 2/1/2010

B.2 Wendy Aarsvold – Account Technician
Step increase from B23 step 4 \$17.13 to B23 step 3 \$18.34.
Effective Date: 12/10/09

B.3 Custodian – Temporary
Authorization to post and fill temporary position to cover employee leave of absence.
Effective Date: 12/22/09 – 2/26/10

C. Human Services

C.1 Shelley Koen – Fiscal Officer
Step increase from C41 step 9 \$20.59 to C41 step 8 \$21.24
Effective Date: 12/15/09

D. Environmental Services

D.1 Chad Knutson – Environmental Technician
Authorization to employ at B23 step 8 \$15.67 to fill approved vacancy.
Effective Date: 1/4/10

Motion adopted unanimously.

Motion by Gray seconded by Erickson to close the meeting to the public at 11:33 a.m. CST to discuss union contract negotiations. *Motion adopted unanimously.*

Meeting Closed to
the Public

The Chair opened the meeting to the public at 12:03 p.m. CST.

Meeting Opened to
the Public

The County Attorney left the meeting at 12:04 p.m. CST.

County Attorney Left
Meeting

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

Human Services
Committee Report

The Board discussed the Human Services Director's request to approve a calendar year (CY) 2010 contract with Semcac.

CY 2010 Contract
with Semcac
Approved

Semcac administers the county's volunteer driver program to assist clients enrolled in Medical Assistance (MA) and General Assistance Medical Care (GAMC) in getting to medical appointments. The CY 2010 contract, consistent with those in the past, pays Semcac (1) for reimbursement of mileage to volunteer drivers at the IRS rate and (2) an administrative fee for managing the transportation program.

The county is reimbursed for the volunteer driver cost with federal and state funds and is reimbursed for approximately half of the administrative fee with federal Medicaid match.

CY 2010 Contract
with Semcac
Approved -
Continued

Motion by Erickson seconded by Tjosaas to approve and authorize Human Services calendar year (CY) 2010 contract with Semcac as requested. *Motion adopted unanimously.*

The Board reviewed Human Services request to approve a CY 2009 and CY 2010 contracts with Workforce Development, Inc. Human Services has historically contracted with Workforce Development, Inc. to provide employment and training services to participants in the Minnesota Family Investment Program (MFIP), the Diversionary Work Program (DWP), and to a very limited number of participants in the Food Support Program.

CY 2009 & CY 2010
Contracts with
Workforce
Development, Inc.
Approved

Motion by Erickson seconded by Tjosaas to approve and authorize the Human Services Department to continue to contract with WDI for the following services:

- a. Employment and training services for participants of MFIP and DWP for CY 2010 for \$75,030.
- b. Supported work services for MFIP participants for period of July 1, 2009 to June 30, 2010 for \$12,527.
- c. Employment and training services for participants in the Food Support program for federal fiscal year 2010 for \$290.

The contracts are funded with the federal and state-funded MFIP Consolidated Support Services Grant for CY 2010 and federally funded Supported Work Grant for state fiscal year 2010, federally funded Food Stamp Employment and Training funds for federal fiscal year 2010, and state-funded Support Services Allocation for state fiscal year 2010. *Motion adopted unanimously.*

The Board discussed Human Services request to approve CY 2010 contracts with South Central Human Relations Center (SCHRC). Human Services annually contract with SCHRC as follows:

CY 2010 Contracts
with South Central
Human Relations
Center Approved

- a. \$25,350 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

This grant amount is based on a budget that assumes most funding of the State's General Assistance Medical Care (GAMC) program is restored by the Legislature.

- b. Purchase of services to provide targeted mental health case management services and community support services at a rate of \$428.74 per adult per month and \$737.83 per child per month. (These services are funded with 50% federal Medicaid match.) This amount is consistent with the rates the county established for CY 2009.

Motion by Erickson seconded by Tjosaas to approve and authorize the Human Services Department CY 2010 contracts with South Central Human Relations Center as requested. *Motion adopted unanimously.*

CY 2010 Contracts
with South Central
Human Relations
Center Approved -
Continued

The Board reviewed Human Services request to approve the delegation of duties for 2010. Annually the Board has delegated to the Human Services Director the following duties by resolution:

Delegation of Duties to Human Services Director Approved by Resolution #2009-64

- a. To sign documents legally binding the department directly relative to the operation and necessary to implement the judicially or statutorily mandated fiscal responsibilities of the department, and
- b. To approve the payment of expenditures utilizing auditor's warrants for the year of 2010.

Motion by Erickson seconded by Tjosaas to approve and authorize the Chair and Deputy Clerk to sign resolution #2009-64 in support of the delegation of duties to the Human Services Director:

WHEREAS, the Human Services Department has numerous purchase of service contracts and agreements, individual service and placement agreements, warrants, reports, and other documents that are required and/or essential for the professional and successful operation of the Department; and

WHEREAS, the County Board of Commissioners is charged with the responsibility to ensure that these documents are completed and signed in an accurate and timely manner; and

WHEREAS, the payment of Federal and State Public Assistance program expenditures, Social Services program expenditures, and Administrative expenditures is required and/or necessary to maintain the orderly flow of Agency business; and

WHEREAS, the ability to pay these expenditures in a timely and opportune manner promotes efficient and effective Agency practices; and

WHEREAS, it is advisable and prudent for the Board of Commissioners to delegate these responsibilities to the Human Services Director or her designee.

NOW, THEREFORE BE IT RESOLVED, that the Dodge County Board of Commissioners hereby authorizes the Director of Human Services or designee to sign documents legally binding the department directly relative to the operation and necessary to implement the judicially or statutorily mandated fiscal responsibilities of the department, and to approve the payment of expenditures utilizing auditor's warrants for the year of 2010.

Resolution adopted unanimously.

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

Administration Committee Report

Motion by Erickson seconded by Gray to approve and authorize the December 10, 2009 Committee of the Whole meeting minutes as corrected on pages 1 and 2.

Motion adopted unanimously.

12/10/09 Committee of the Whole Meeting Minutes Approved

Motion by Tjosaas seconded by Alberts to approve and authorize the December 10, 2009 meeting minutes as corrected on page 245. *Motion adopted unanimously.*

12/10/09 Meeting Minutes Approved

Commissioners provided their agency reports. Commissioner Hanson attended a Fairview Care Center meeting, a SEAAA meeting, a SEMREX meeting and a W.D.I. Joint Powers meeting. Commissioner Alberts attended a Soil and Water meeting and a Fairview Care Center meeting. Commissioner Gray attended a Fairview Care Center meeting. Commissioner Erickson attended two Fairview Care Center meetings, two Cedar River Watershed Rules Committee meetings, a DFO Advisory Board meeting, a Dodge County EDA/HRA meeting, an AMC conference and a Regional Radio Board meeting. Commissioner Tjosaas attended an EDA meeting.

Agency Reports

Motion by Gray seconded by Alberts to adjourn the meeting at 12:28 p.m. CST.
Motion adopted unanimously.

Meeting Adjourned

The next regular meeting of the Dodge County Board of Commissioners will be held on January 5, 2010 at 9:30 a.m. CST.

Next Regular Meeting

ATTEST:

DAVID HANSON
CHAIR, COUNTY BOARD

BECKY LUBAHN
DEPUTY CLERK

DATED: