

**TUESDAY, DECEMBER 23, 2008**

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

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

**COUNTY ADMINISTRATION OFFICE  
MANTORVILLE, MN**

**2008-24**

The Dodge County Board of Commissioners met in regular session December 23, 2008, in the Commissioner's Room at the Courthouse Annex, Mantorville, MN, at 9:30 a.m. CST. Klaus Alberts, Chair called the County Board of Commissioners meeting to order at 9:30 a.m. CST.

Meeting Convened

The pledge of allegiance was recited.

Pledge of Allegiance

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

Those Present

Members present:	Klaus Alberts	District #1
	Lyle Tjosaas	District #2
	David Erickson	District #3
	Don Gray	District #4
	David Hanson	District #5

Members absent:

None

Also present:

David McKnight	County Administrator
Becky Lubahn	Deputy County Clerk
Paul Kiltinen	County Attorney

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

Agenda Approved

County Administrator David McKnight met with the Board to discuss his request to approve Ag Center change orders.

Ag Center Change  
Orders Approved

Mr. McKnight informed the Board that there continues to be a number of changes to the Ag Center project that require change orders to be approved by the County Board. The County Administrator stated that he understands that change orders are never popular, but with the condition of the Ag Center building and the issues that are arising, the county must deal with these unexpected issues and correct them to ensure that the final product is a building that will serve county purposes for decades to come.

Mr. McKnight reported that the following change orders need the Board's consideration and approval.

Kane and Johnson Change Order #1 - Additional asbestos containing material (ACM) was found when partition walls were removed around the former utility room. ACM was removed on the interior utility walls amounting to 250 square feet. The cost of this removal was \$485.

Kane and Johnson Change Order #2 – The Board approved a previous change order on this project to increase the size of the water main coming into the building. During this project additional ACM was found on the transit duct beneath the slab that had to be removed. The cost of this removal was \$875.

Ag Center Change Orders Approved - Continued

Wold Change Order #5 - At the Board's last work session they discussed the floor area situation in the northeast portion of the building which had depressed considerably over the years. The resolution that the Board gave preliminary approval to was to mud jack the floor to get the floor as even as possible and eventually use floor leveling concrete once that project was completed. Wold provided an estimate between \$5,000-\$10,000 to get this work completed depending on the amount of concrete that was needed. The work has been completed and the cost of this change amounted to \$6,615.

Wold Change Order #8 - We have encountered an issue related to the water pipes that need to be run in the duct space in the ceiling of the building. Due to the minimal amount of space in this area and the lack of insulation they fear that the pipes in this area will freeze if we do not place fiberglass insulation in this area. The estimated cost to place 1,660 square feet of insulation material in this area is \$2,780.

The total cost of these four change orders is \$10,755. This cost will be taken from the project construction contingency budget. This budget totals \$100,000 and to date we have spent \$15,844 for the work on the upgrading of the water main. A copy of the project budget summary and the construction contingency budget was included for the Board's review.

Motion by Hanson seconded by Gray to approve and authorize Ag Center change orders #1, #2, #5 and #8 as requested. *Motion adopted unanimously.*

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

Human Services Committee Report

The Board reviewed Human Services request to approve calendar year (CY) 2009 contract with Semcac. For several years Semcac has administered 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 2009 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 CY 2009 administrative fee is \$0.47 per mile. This is four percent lower than the CY 2008 administrative fee of \$0.49.

2009 Contract with Semcac Approved

It was noted that the county is fully 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.

Motion by Hanson seconded by Tjosaas to approve a calendar year (CY) 2009 contract with Semcac as requested. *Motion adopted unanimously.*

The Board discussed Human Services request to approve a host-county contract with a new group residential housing provider. Dodge Board & Lodge in Kasson has been licensed by the Minnesota Department of Health as a board and lodge facility and recently began providing services as a sober house to people with chemical dependency. As the host county, Dodge County establishes the rate that the (state-funded) group residential housing (GRH) program pays for services provided in this facility to GRH enrollees. The contract sets the GRH payment rate at the same rate we use for all GRH facilities in Dodge County: the Minnesota Supplemental Assistance equivalent rate of \$776 per month.

Group Residential  
Housing Provider  
Approved

Motion by Hanson seconded by Tjosaas to approve and authorize a host-county contract with Dodge Board & Lodge in Kasson for group residential housing services. *Motion adopted unanimously.*

The Board reviewed the Human Services Director's request to approve a CY 2009 contract with Workforce Development, Inc. The Human Services Director anticipates completing negotiations with the vendor for the same amount as the 2008 contract. The contracts are funded with the (federal and state-funded) MFIP Consolidated Support Services Grant for CY 2009 and (federally funded) Supported Work Grant for state fiscal year 2009.

2009 Contract with  
Workforce  
Development, Inc.  
Approved

- a. Employment and training services for participants of Minnesota Family Investment Program (MFIP) and Diversionary Work Program (DWP) for CY 2009 for \$80,030.
- b. Supported work services for MFIP participants for period of January 1, 2009 to June 30, 2009 for \$7,276.50.

Motion by Hanson seconded by Tjosaas to approve a CY 2009 contract with Workforce Development, Inc. as presented. *Motion adopted unanimously.*

Commissioner Tjosaas provided a summary of the Public Safety Committee report and action items.

Public Safety  
Committee Report

The Board discussed the Sheriff's request to approve 2009 law enforcement contracts for the cities of Claremont, Dodge Center, Hayfield and Mantorville.

The 2009 hourly contract rate is \$39.15 which represents a 3.25% increase over 2008. The hourly rate is the only change on the 2009 contracts, all other language remains the same.

2009 Law  
Enforcement  
Contracts for the  
Cities of Claremont,  
Dodge Center,  
Hayfield and  
Mantorville Approved

Motion by Tjosaas seconded by Hanson to approve and authorize the Sheriff, Chairman of the Board, County Clerk and County Attorney to sign law enforcement contracts with the cities of Claremont, Dodge Center, Hayfield and Mantorville as presented for 2009. *Motion 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 advertise and open bids for the 2009 season supplies.

2009 Seasonal  
Supply Bid  
Advertising Approved

Each year the Highway Department requests bids for seasonal supplies. These are supplies used in large quantities with regularity each year. Following is a list of the products and the approximate quantities needed:

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

Motion by Gray seconded by Erickson to approve and authorize the Highway Department to advertise and open bids for the 2009 season supplies. Bids will be opened January 29, 2009 and submitted for Board approval February 10, 2009. *Motion adopted unanimously.*

Environmental Quality Director Mark Gamm requested approval of the 2009 Natural Resources Block Grant.

2009 Natural  
Resources Block  
Grant Approved

The Natural Resources Block Grant provides funding for the county's feedlot, wetland, shoreland, septic, and water management activities. Dodge County is eligible to receive \$86,345 in state grants for budget years 2009-2010.

Motion by Gray seconded by Erickson to approve and authorize the Chairman of the Board to sign a 2009 Natural Resources Block Grant Agreement with the State of Minnesota – Minnesota Board of Water and Soil Resources as presented. *Motion adopted unanimously.*

Mr. Gamm shared with the Board a proposed payment plan for the 2008 waste facility construction project (new road and unloading areas).

Waste Facility  
Construction Project  
Payment Plan  
Discussion

The project came in about \$9,000 over the 2008 budget. This overrun was primarily due to an unexpected amount of topsoil that needed to be removed which in-turn required them to increase the amount of clay and rock backfill.

Total project costs:

1. Contracted Costs..... \$87,013
2. Non-Contracted Costs.... \$ 2,392
- Total \$89,405

Payment Plan:

Account	Line Item	Remaining 2008 Budget	Remaining Payment	Net
Transfer Station	Capital	\$20,587	\$20,587	\$0
Recycling Center	Capital	\$29,841	\$29,841	\$0
Recycling Center	Fund Balance*	\$29,937	\$38,977	(\$9,040)

\* Withdraw from dedicated Future Development Account.

A brief discussion took place regarding the need for expanding the yard to improve traffic flow and the addition of customer unloading areas.

Waste Facility  
Construction Project  
Payment Plan  
Discussion -  
Continued

The Board acknowledged that the project came in \$9,000 over budget and that the added expense would be taken from the Environmental Quality fund balance.

The Environmental Quality Director discussed with the Board a request to approve a payment plan for a 2009 transfer trailer.

2009 Transfer Trailer  
Payment Plan  
Approved

Mr. Gamm reminded the Board that in September 2008, the County Board approved Environmental Quality’s \$59,800 trailer purchase. The plan was to have the money come from their 2009 cash reserves, however, due to forecasted revenue shortfall, they would like to save the cash by entering into a lease-to-purchase arrangement.

The Environmental Quality Director proposed the following trailer purchase plan:

Lease the trailer by paying \$19,900 down in cash and \$1,870/month for 24 months. The total interest payment will be about \$4,740 over the 2-year lease period. The lease cost will be a part of our operational cost during this time.

Motion by Hanson seconded by Erickson to approve and authorize the Environmental Quality Department to lease a trailer at a cost of \$19,900 down in cash and \$1,870/ month for 24 month. *Motion adopted unanimously.*

Cedar River Watershed District Board Representatives Al Kording and Dave Livingston provided the Board with a 10-year Watershed Management Plan update.

10-Year Watershed  
Management Plan  
Update

Mr. Kording briefly discussed the Cedar River Watershed District draft Watershed Management Plan that was presented for the Board’s review.

Commissioner Erickson acknowledged the work of Mr. Kording and Mr. Livingston to make sure Dodge County is represented by the Watershed District.

Environmental Quality Director Mark Gamm was available to comment on water shed issues in Dodge County.

Discussion took place on areas of concern in the county.

The Board commended Mr. Kording and Mr. Livingston for their work and thanked them for the update on the Watershed Management Plan.

Employee Relations Director Lisa Hager provided the Board with a Labor Agreement with AFLCIO – Local 49 Transfer Station union for their consideration. It was noted that the Transfer Station Union has voted and signed the agreement.

2009-2010 Labor  
Agreement with  
AFLCIO Local 49 –  
Transfer Station  
Union Approved

A summary of significant issues includes the following:

1. Article XIII Safety Equipment and Clothing Allowance – increase from \$425 over three years to \$675 over two years.
2. Article XIX License, Bonds Educational Allowances – agree to pay for background check required for Hazmat Certification.
3. Article XXI Wages and Employment – increase by 3.25% in 2009 and 3.1% in 2010.

2009-2010 Labor Agreement with AFLCIO Local 49 – Transfer Station Union Approved - Continued

Motion by Hanson seconded by Erickson to approve the Labor Agreement with AFLCIO Local 49 – Transfer Station Union for 2009-2010. *Motion adopted unanimously.*

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

Personnel Actions Approved

**A. Sheriff's Office**

- A.1 Jeff Espinosa – Deputy Sheriff  
Step increase from C41 48 month step \$22.82 to C41 60 month step \$23.59.  
Effective Date: 12/8/08
- A.2 David Skadson – Deputy Sheriff  
Step increase from C41 60 month step \$23.59 to C41 72 month step \$24.15.  
Effective Date: 10/8/08
- A.3 James Lee – 911 Dispatcher - On-Call  
Authorization to employ at B22 step 11 \$13.80 to fill approved vacancy.  
Effective Date: 12/23/08

**B. Human Services**

- B.1 Jennifer Adamson – Social Worker  
Step increase from C42 step 2 \$23.13 to C42 step 1 \$23.99.  
Effective Date: 1/7/09
- B.2 Amanda Smith – Social Worker  
Step increase from C42 step 9 \$17.87 to C42 step 8 \$18.54.  
Effective Date: 12/23/08
- B.3 Jodi Schutz – Financial Worker – On-Call  
Resignation.  
Effective Date: 12/12/08

**C. Public Health**

- C.1 Catalina Hotung – Nest Clerk .55 FTE  
Change in status from Nest Clerk A13 step 5 \$12.44 to Public Health Nest Co-Lead B22 step 6 \$14.30.  
Effective Date: 12/23/08
- C.2 Teresa Prond – Public Health Nurse I - .75 FTE  
Step increase from C42 step 4 \$21.48 to C42 step 3 \$22.29 (+\$3 R/R).  
Effective Date: 12/22/08
- C.3 Bonnie Leifeld – Administrative Secretary - .6 FTE  
Step increase from A13 step 3 \$13.19 to A13 step 2 \$13.59.  
Effective Date: 11/25/08

**D. Environmental Quality**

- D.1 Mark Gamm – Environmental Quality Director  
Annual review.  
Effective Date: 12/6/08

Personnel Actions

Approved -  
Continued

**E. Administration**

- E.1 Wendy Aarsvold – Account Technician  
Step increase from B23 step 5 \$16.78 to B23 step 4 \$17.13.  
Effective Date: 12/10/08
- E.2 Jacob Heibler – Custodian/Maintenance  
Completion of trial work period and step increase from A13 step 5 \$12.44 to A13 step 4 \$12.81.  
Effective Date: 12/26/08

**F. Highway Department**

- F.1 Andrew Hesel – Equipment Operator II  
Authorization to employ at B22 90% of hire step \$16.06 to fill approved vacancy.  
Effective Date: 12/22/08

**G. Annual Band and Grade Review**

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

	<u>From</u>	<u>To</u>
Dispatch Supervisor	B23	B24
Financial Assistance Supervisor	C41	C42
Effective Date: 12/1/08		

*Motion adopted unanimously.*

Tax Services Director Rose Culbertson reviewed bills with the Board. Motion by Gray 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	\$174,761.62
11	Human Services Fund	\$ 1,715.56
13	Road and Bridge Fund	\$ 62,055.45
16	Environmental Quality Fund	\$ 98,145.26
30	County Building Fund	\$ 1,500.00
32	County Capital Projects	<u>\$142,112.93</u>
	Total	<u>\$480,290.82</u>

*Motion adopted unanimously.*

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

Legal Update

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

Administration  
Committee Report

Motion by Hanson seconded by Tjosaas to approve and authorize the December 4, 2008 Truth in Taxation meeting minutes as presented. *Motion adopted unanimously.*

12/04/08 Truth in  
Taxation Meeting  
Minutes Approved

Motion by Erickson seconded by Gray to approve and authorize the December 11, 2008 Committee of the Whole meeting minutes as presented. *Motion adopted unanimously.*

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

Motion by Tjosaas seconded by Gray to approve and authorize the December 11, 2008 meeting minutes as corrected on page 334. *Motion adopted unanimously.*

12/11/08 Meeting  
Minutes Approved

The Board discussed the Account Services Director's request to approve a liquor license for E & H Company (Prime Time Grill). This renewal will cover the time period of January 1, 2009 through December 31, 2009.

Liquor and Sunday  
Sale License  
Approved for E&H  
Company

Motion by Erickson seconded by Gray to approve and authorize a Liquor and Sunday Sale license for the E & H Company for calendar year 2009, pending the approval of the County Attorney and County Sheriff, the submission of all required insurance documentation, and fee payment. *Motion adopted unanimously.*

Commissioners provided their agency reports. Commissioner Hanson attended a Fairview Care Center meeting, a SEAAA meeting, a Workforce Development Incorporated Joint Powers meeting, a Canvassing Board meeting and a Fair Board meeting. Commissioner Alberts attended a Corrections meeting, a Soil & Water meeting and a Fairview Care Center meeting. Commissioner Gray attended a Care Center meeting. Commissioner Erickson attended an EDA/HRA meeting, a Dodge County Task Force Corrections meeting, a Fairview Care Center meeting, continued County Board meeting, a Regional Radio Board Joint Powers Board meeting, a Dodge County Canvassing Board meeting and a SCHA Joint Powers Board meeting. Commissioner Tjosaas attended two Four Seasons meetings and a Care Center meeting.

Agency Reports

Building Operations Supervisor Roger Friedt provided the Board with an update on issues with the heated sidewalks.

Heated Sidewalk  
Update

The Board set a work session date of January 6, 2009 after the regular County Board meeting. Discussion will take place at this meeting regarding funding cuts from the state.

Work Session Date  
Set

Xcel Energy Representative Tim Carlsgaard provided the Board with a Pleasant Valley proposed transmission line update.

CapX 2020 Proposed  
Transmission Line  
Update

Northern States Power Company, a Minnesota corporation (Xcel Energy), is proposing to build two new high voltage transmission lines and a new substation in the greater Rochester area to increase the amount of new generation that can be connected to the transmission system in Southeastern Minnesota and to improve electric service to the City of Rochester. A map of the project area was provided for Board review.

Xcel Energy is evaluating potential locations for the two transmission lines and would like the county's input to select the best routes.

The proposed project consists of the following three major components:

- A new approximately 17-mile 161 kV transmission line from Xcel Energy's Byron Substation (Olmsted County) to the Pleasant Valley Substation (Mower County);
- A new 161 kV substation, St. Bridgets Substation, to be located south of the City of Rochester (Olmsted County).

- A new approximately 25-mile 161 kV transmission line from the Pleasant Valley Substation to the new St. Bridgets Substation to Willow Creek Substation (Olmsted County).

CapX 2020 Proposed  
Transmission Line  
Update - Continued

Xcel Energy Community Service Manager Pam Gorman was available to comment on the project.

The Board thanked Mr. Carlsgaard for the update.

Motion by Gray seconded by Hanson to adjourn the meeting Sine Die at 11:48 a.m. CST. *Motion adopted unanimously.*

Meeting Adjourned

The next regular meeting of the Dodge County Board of Commissioners will be held on January 6, 2009 at 9:30 a.m. CST.

Next Regular  
Meeting

**ATTEST:**

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KLAUS ALBERTS  
CHAIR, COUNTY BOARD

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BECKY LUBAHN  
DEPUTY CLERK

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DATED: