

TUESDAY, AUGUST 22, 2006

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

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

**COUNTY ADMINISTRATION OFFICE
MANTORVILLE, MN**

2006-17

The Dodge County Board of Commissioners met in regular session August 22, 2006, in the Commissioner's Room at the Courthouse Annex, Mantorville, MN, at 9:30 a.m. CDT. David Erickson, Chair called the County Board of Commissioners meeting to order at 9:30 a.m. CDT.

Meeting Convened

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

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

Agenda Approved

County Administrator David McKnight presented the Personnel Agenda for the Board's review. Motion by Gray seconded by Alberts to approve the following personnel actions:

Personnel Actions
Approved

A. Human Services

- A.1 Shelley Koen – Account Technician
Annual review.
Effective Date: 6/2/06
- A.2 Katherine Schrandt – Social Worker
Step increase from C42 step 5 \$19.71 to C42 step 4 \$20.45.
Effective Date: 8/27/06
- A.3 Patricia Kuehl – Financial Worker
Annual review.
Effective Date: 9/8/06
- A.4 Renee Ranvek – Financial Worker
Step increase from B22 step 5 \$14.05 to B22 step 4 \$14.51.
Effective Date: 8/27/06

B. Sheriff's Office

- B.1 Scott Prins – Deputy Sheriff
Authorization to change status from PT to FT Temporary.
Effective Date: 8/23/06 to approximately 6/28/07

- B.2 Deputy Sheriff – PT
Request authorization to post and fill vacancy created by status change.
Effective Date: 8/22/06
Motion adopted unanimously.

Personnel Actions
Approved -
Continued

Lisa Kramer presented for the Board's consideration a Dodge County Wellness Walking Challenge program.

2006 Dodge County
Wellness Walking
Challenge Program
Approved

In a memo from the Employee Relations Director's it stated that we continue to try to find ways to promote the health and well-being of our employees to reduce absenteeism and reduce our insurance claims now and into the future.

Ms. Hager's memo indicated that our walking challenge last year was a big success and that we had 112 employees participate. The walking challenge committee made some changes to the challenge and would like to do it again this year. The Board reviewed the proposed 2006 Walking Challenge Program. Assuming that our participant level is the same as last year the approximate costs will be as listed below plus one hour paid time off for each participant and four hours paid time off for one team (determined by a drawing of names at the end of the program). If approved the program will run from September 6th through October 3rd (4 weeks).

Water Bottle Caddy (Qty. 112)	\$300
Totes (Qty. 112)	\$750

Ms. Hager's memo reported that we will be doing other promotional events throughout the program such as healthy food potlucks, and informational e-mails.

The correspondence from Ms. Hager informed the Board that last year we were given the okay by the State Auditors office on our incentives.

Motion by Tjosaas seconded by Gray to approve and authorize the 2006 Dodge County Wellness Walking Challenge program as presented. *Motion adopted unanimously.*

Comptroller Lisa Kramer reviewed bills with the Board. Motion by Alberts seconded by Hanson to approve the bills as discussed in the following amounts from the appropriate funds as determined by Finance:

01	Revenue Fund	\$159,177.32
11	Human Services Fund	\$ 869.69
13	Road and Bridge Fund	\$166,194.19
16	Environmental Quality	<u>\$ 49,896.53</u>
	Total	\$376,137.73

Motion adopted unanimously.

Bills Approved

County Recorder Sue Alberts met with the Board to discuss a request to approve a microfilm conversion quote.

Microfilm Conversion
Quote Discussion

Ms. Alberts discussed with the Board two quotes for the process of imaging documents currently contained in aperture cards and microfilm in the Recorder's Office. The County Recorder noted that having these records available on computer will allow for more secure storage, better archival quality and easier access to staff and customers.

The following quotes were received:

ATI, Inc. from Cottage Grove, MN	\$23,341.00
Information Systems Corporation from Fargo, ND	<u>\$26,341.00</u>
Difference in the 2 quotes:	\$ 3,000.00

Both companies would be using the "original" aperture cards and microfilm which is necessary to obtain the best image possible when converting to images. This creates a concern regarding the method used to transport these originals from here to the location where the actual process will be completed. ATI will be using a contracted carrier to do the transporting and the actual work will be done in California. Information Systems will have an employee pick up the originals in person and they will be returned to Dodge County in person and the actual work will be done in Fargo.

Ms. Alberts reported that the Recorder's Office and other offices in the courthouse currently use an imaging system purchased from Information Systems Corporation a few years ago and everyone is very satisfied with their program and their servicing of the system. Their company is very cooperative in working with any needs or wants related to the imaging system and their representative is very helpful and easy to work with. Using Information Systems Corporation to do the conversion work would alleviate any problems that may arise when transferring the newly imaged records to the system in place in this office.

The County Recorder supports giving this project to Information Systems Corporation even though their quote is higher in view of the fact that the records will be handled personally rather than by a courier and also because they have had good experience with this company.

The funds for this project will come from the Equipment Fund for the Recorder's Office which currently has a balance of \$84,204.14.

Ms. Alberts informed the Board that the records are now on microfiche or microfilm and that her office has two copies. The County Recorder reported that microfilm does not hold up well. Ms. Alberts wants to image records and place them on the recording system to make them more accessible.

Commissioner Erickson asked Paul Kiltinen about awarding the highest quote. Mr. Kiltinen indicated that he would have to do research about the professional services law.

Microfilm Conversion
Quote Discussion -
Continued

The request was tabled until the County Attorney has time to complete the legal research.

County Assessor Wendell Engelstad met with the Board to discuss a request to set a date for a Land Division Ordinance hearing.

Land Division
Ordinance Hearing
Date Set

Pursuant to the work session discussion on August 8th, Mr. Engelstad requested that a date and time be set and approved for a public hearing on the proposed Land Division Ordinance. Given the amount of time that will be needed to prepare and notify the interested persons, the date of October 10, 2006 would be Mr. Engelstad's preferred choice.

The Development Committee and the County Assessor plan to write an article which explains the circumstances that prompted the drafting of this ordinance, defines in detail what this document says, and comments on the likely impact on those persons associated with the transferring of property in Dodge County. Since there would be no charge to the county to get an article published, it would probably be sent to all three publishers in Dodge County, as well as the Pine Island, Blooming Prairie, Rochester, and Owatonna newspapers. Since there are undoubtedly more real estate agents, attorneys, title companies, and mortgage companies that are located outside the county doing business in the county than local companies doing business in the county, it is important to reach this audience as well.

Mr. Engelstad noted that in the same vein, he will also be sending letters to the local bar association, the Southeastern Minnesota Association of Realtors and selected banks and title companies. The County Assessor also plans to bring this item up for discussion at the Dodge County Township Officers meeting.

Motion by Gray seconded by Alberts to set the Land Division Ordinance public hearing date for Tuesday, October 24, 2006 at 7:00 p.m. CDT. *Motion adopted unanimously.*

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

Legal Update

Mr. Kiltinen reported that McNeilus Truck and Manufacturing has a motion for new trial on case number one.

The County Attorney informed the Board that the Berne Alliance decision will be made today.

County Engineer Guy Kohlhofer reviewed with the Board his request for application for Rural Road Safety funding.

Rural Road Safety
Funding Application
Request Approved

Mr. Kohlhofer reported that the Legislature approved \$7.6 million in the Rural Road Safety Account of the Local Road Improvement Program. The funds are used to assist counties in paying the costs of constructing or reconstructing local road safety projects with statewide or regional significance. The Highway Department has put together three applications in hopes to obtain a portion of those dollars.

The projects seeking funding are:

CR T –

Reclamation and paving of surface and shoulders from TH 30 to CR N

Local funds pledged = \$ 50,000 (Tax Levy)

Grant funds sought = \$ 200,000

CSAH 9 –

Reclamation and paving of surface and shoulders from CSAH 16 to CSAH 34

Local funds pledged = \$ 400,000 (State Aid)

(\$600,000 currently budgeted for 2006)

Grant funds sought = \$ 675,000

CSAH 24 –

Reconstruction of “Y” intersection with TH 57 to create a single 90 degree intersection.

Local funds pledged = \$ 0

Grant funds sought = \$ 40,000

Motion by Gray seconded by Alberts to approve and authorize the Highway Department to submit a Local Road Improvement Program Rural Road Safety Projects 2006/2007 Project Solicitation application for funding as presented and discussed. *Motion adopted unanimously.*

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

Human Services
Committee Report

Motion by Tjosaas seconded by Hanson to approve the credentials of South Central Human Relations Center as fully and completely meeting the Dodge County requirements necessary to obtain local certification to provide Adult Rehabilitative Mental Health Services (ARMHS) in Dodge County, to be effective for the term of December 15, 2006, to December 14, 2009. *Motion adopted unanimously.*

Human Services
Action Item 1.1

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

Public Safety
Committee Report

The Board discussed the Sheriff's Office out-of-state training requests. Motion by Hanson seconded by Tjosaas to approve and authorize out-of-state training requests for Investigators Jeremy Gunderson and Jeff Brumfield to attend Writing Search Warrants training at Camp Dodge, Johnston, Iowa September 6-8, 2006. Tuition, lodging and meals are free. Fuel will be the only expense. *Motion adopted unanimously.*

*Out-of-State Training
Approved for Sheriff's
Office Investigators*

Commissioner Erickson 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 August 8, 2006 Committee of the Whole meeting minutes as presented. *Motion adopted unanimously.*

*08/08/06 Committee
of the Whole Meeting
Minutes Approved*

Motion by Alberts seconded by Tjosaas to approve and authorize the August 8, 2006 meeting minutes as corrected on page 207. *Motion adopted unanimously.*

*08/08/06 Meeting
Minutes Approved*

Mr. McKnight reviewed with the Board a cellular telephone agreement request.

*Cellular Telephone
Agreement with
County Engineer
Approved*

The County Administrator reminded the Board that at their July 12, 2005 County Board meeting they authorized him to work with a few county employees on a potential cellular telephone allowance program. The purpose of this program was to primarily save the county dollars in the amount of money that it spends on providing cellular telephones to certain county employees. Mr. McKnight provided the Board with a copy of the July 12, 2005 meeting minutes to refresh their memory.

Mr. McKnight reported that at this time he is bringing the first agreement to the Board for consideration and approval. This agreement is with the County Engineer and provides for a \$15 monthly allowance in place of the county providing a cellular telephone to this employee. This employee averages a monthly bill in the area of \$60. This agreement would provide roughly a \$45 per month savings to the county.

Motion by Alberts seconded by Hanson to authorize the signatures of the County Administrator and County Board Chair on the Dodge County Cellular Telephone Allowance Agreement with Guy Kohlhofer effective August 22, 2006. *Motion adopted unanimously.*

The County Administrator provided the Board with a 2007 budget update.

2007 Budget Update

The Board held a joint meeting with the Olmsted County Board of Commissioners and Administrator. Items discussed included Many Rivers, third burner, US 14 and Dodge County 15, Constitutional Amendment question and Planning and Zoning.

*Joint Meeting with
Olmsted County
Board of
Commissioners*

Commissioners provided their agency reports. Commissioner Hanson attended an AMC Policy meeting and a Township Officers meeting. Commissioner Alberts attended a Township Officers meeting, a Nursing Home meeting and an AMC meeting. Commissioner Gray did not have any meetings to report. Commissioner Erickson attended an AMC Policy Committee meeting, a SCHA Joint Powers Board meeting, a Fairview Nursing Home meeting, a Dodge County Township Officers meeting and a SCHA Utilization Committee meeting. Commissioner Tjosaas attended an AMC meeting, a Nursing Home meeting and a Township Officers meeting.

Agency Reports

The Chairman adjourned the meeting at 12:04 p.m. CDT.

Meeting Adjourned

The next regular meeting of the Dodge County Board of Commissioners will be held on September 12, 2006 at 9:30 a.m. CDT.

Next Regular Meeting

ATTEST:

DAVID ERICKSON
CHAIR, COUNTY BOARD

DAVID MCKNIGHT
CLERK

DATED: