

TUESDAY, SEPTEMBER 26, 2006

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

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

**COUNTY ADMINISTRATION OFFICE
MANTORVILLE, MN**

2006-19

The Dodge County Board of Commissioners met in regular session September 26, 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
	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

New employees Carri Anderson and Patti Anderson were introduced. Both work with the Human Services Department. Carrie Anderson is the IV-E scholar intern who is shadowing the Child/Family Social Workers. She will graduate from Mankato in December. Patti Anderson is the Children's Mental Health Worker who replaced Brehea Wagner. Patti comes to us from the Steele County Children's Mental Health Collaborative where she worked with children in the schools. The Board welcomed the new employees.

New Employees
Introduced

County Administrator David McKnight provided the Board with a 2006 Primary election review. Mr. McKnight commented that the elections went very well.

2006 Primary
Election Review

Mr. McKnight informed the Board that recently he and Duane Johnson met with representatives from the Southeast Minnesota Multi County HRA on a number of issues. At this meeting the County Administrator stated that he would bring the following three requests forward to the Board for their consideration:

SEMMCHRA
Requests Discussed

1. Due to federal funding cuts the Section Eight housing program that SEMMCHRA administers in southeast Minnesota is experiencing shortfalls. These shortfalls are due to HUD's cutbacks in administrative dollars and added regulations. SEMMCHRA is requesting \$50 per unit in each county to cover Section Eight shortfalls. Dodge County's potential share is \$1,150.
2. Dodge County has not appointed a representative to the SEMMCHRA Board for a number of years. SEMMCHRA is requesting that up to two County Commissioners be appointed by Dodge County to this board.
3. Consider for 2008 local levy dollars to help set up a revolving loan fund for a small cities development program.

Mr. McKnight wanted the Board to hear the requests that have been made of the Dodge County Board of Commissioners from this organization.

Motion by Alberts seconded by Hanson to approve and authorize the payment of \$1,150.00 to SEMMCHRA to cover Dodge County's share of the Section Eight shortfalls. *Motion adopted unanimously.*

SEMMCHRA Section
Eight Shortfall
Contribution
Approved

The County Administrator noted that he will be asking the Human Services Director to pay this expense out of the Human Services fund balance since his office interacts with this agency more than other county offices.

Employee Relations Director Lisa Hager presented the Personnel Agenda for the Board's review. Motion by Hanson seconded by Tjosaas to approve the following personnel actions:

Personnel Actions
Approved

A. Human Services

- A.1 Jessica Westphal – Social Worker
Step increase from C42 step 8 \$17.65 to C42 step 7 \$18.31.
Effective Date: 10/3/06
- A.2 Kristin Kramer – Financial Worker
Step increase from B22 step 7 \$13.19 to B22 step 6 \$13.61.
Effective Date: 10/11/06
- A.3 Ginger Nelson - Financial Worker
Step increase from B22 step 2 \$15.47 to B22 step 1 \$15.97.
Effective Date: 10/1/06
- A.4 Julie Holgate – Adult Services Unit Supervisor
Step increase from C51 step 5 \$23.80 to C51 step 4 \$24.45.
Effective Date: 10/4/06

B. Assessor's Office

- B.1 Wendy Iverson – Senior Clerk
Annual review.
Effective Date: 9/13/06

Personnel Actions

Approved -
Continued

C. Environmental Quality

- C.1 Daniel Coffman – Seasonal Transfer Station
End of seasonal employment.
Effective Date: 8/21/06

D. Highway Department

- D.1 Scott Larsen – Seasonal Highway Maintenance
Authorization to employ at A11 step 10 \$9.26 per hour.
Effective Date: 9/18/06

E. Administration

- E.1 Lisa Hager – Employee Relations Director
Annual review.
Effective Date: 9/2/06

F. Attorney's Office

- F.1 Janice Hawkins – Paralegal
Step increase from B31 step 4 \$16.38 to B31 step 3 \$16.77.
Effective Date: 8/16/06

Motion adopted unanimously.

Finance Director Tom Olney met with the Board to discuss an Automated Clearing House (ACH) Origination Agreement request. The latest version of the policy was submitted for Board reviewed. The policy describes what Citizens State Bank of Hayfield will provide when Dodge County completes ACH transactions. This agreement will protect the county by ensuring the bank is in compliance with operating rules, laws and regulations which govern ACH transactions. Mr. Olney reported that this policy is now an annual policy and will require a signature every fall from the County Board. Motion by Gray seconded by Alberts to approve and authorize the Chair to sign an Automated Clearing House Origination Policy with Citizens State Bank of Hayfield as presented. *Motion adopted unanimously.*

ACH Origination
Agreement with
Citizens State Bank
of Hayfield Approved

The County Administrator turned the Board's attention back to the SEMMCHRA requests. It was noted that Dodge County has not appointed a representative to the SEMMCHRA Board for a number of years. SEMMCHRA is requesting that up to two County Commissioners be appointed by Dodge County to this board. It was the consensus of the Board that no appointments be made to the SEMMCHRA Board.

SEMMCHRA Board
Representation
Discussed

The Board reviewed SEMMCHRA's request to consider setting up a revolving loan fund for a small cities development program with 2008 local levy dollars. No action was taken.

Revolving Loan Fund
Discussion

Sheriff Gary Thompson reviewed with the Board a request to consider the feasibility of purchasing a mobile command center. Mr. Thompson noted that this would be a major undertaking and would involve not only the Sheriff's Office, but also Emergency Management, Information Technology, Motorola, and probably several others. The Sheriff informed the Board that funding for this project would come from 911 monies. The Board had an opportunity to review 911 fund balance information, photos of the proposed vehicle and other miscellaneous information provided by Mr. Thompson.

Mobile Command
Center Vehicle
Discussion

Commissioner Erickson reminded the Board that in the past Dodge County did have two FEMA trailers and that they were not utilized. Mr. Thompson stated that he did not know the particulars of the FEMA trailers since he was not involved in that program.

Commissioner Alberts voiced his opinion that he would like to see the Sheriff's Office use a big trailer instead of a mobile home. The Sheriff commented that he was open to suggestions.

Commissioner Erickson questioned whether or not there would be adequate phone service and electricity in the mobile unit. Mr. Thompson informed the Board that they would utilize satellite services and generators.

Commissioner Gray wanted to know where the vehicle would be housed. The Sheriff indicated that they could check into the possibility of renting storage space for the mobile command center at the fairgrounds in Kasson.

Commissioner Tjosaas wanted to know if the Sheriff could spend 911 funds for rental space or to build a facility to house the mobile command center. Mr. Thompson believed that 911 funds could be spent for this purpose.

Commissioner Hanson inquired whether or not there is still a major change coming with the communication system. The Sheriff reported that communication changes are coming to the 800 megahertz radio system.

Commissioner Hanson commented that he is not against the mobile command center but does not think that a mobile home is the way to go.

Sheriff Thompson discussed with the Board the possibility of going in on a mobile command center with another county such as Olmsted County.

Commissioner Erickson further discussed the possibility of a joint county mobile command center and concerns with both counties needing the unit at the same time. Another concern was that the unit may not work when needed if it is only used periodically.

The Sheriff commented that he was looking for feedback from the Board and felt that he had enough direction to begin looking at what other options are available for us.

Environmental Quality Director Mark Gamm requested authorization to award the bid for used containers. Mr. Gamm informed the Board that the Transfer Station has three roll-off containers that are not needed for our waste operation. In August, Environmental Quality published a legal notice requesting sealed bids. Notices were also sent to licensed waste haulers. The following two bids were received on September 14, 2006:

Modern Disposal Systems – Sparta, WI	\$4,350.00
Kellner Services – Stewartville, MN	\$4,509.00

Used Roll-Off
Containers Bid
Accepted

Motion by Alberts seconded by Gray to accept the highest bid of \$4,509.00 from Kellner Services for three used roll-off containers located at the Transfer Station. *Motion adopted unanimously.*

Mr. Gamm discussed a 2006 waste hauler's license request with the Board. Motion by Tjosaas seconded by Hanson to approve and authorize the Chair and Deputy Clerk to sign resolution #2006-28 to issue a 2006 waste hauler's license to Alli Rolloff Inc.:

2006 Waste Hauler's
License Approved by
Resolution #2006-28

WHEREAS, the following waste haulers have applied for a license to collect and transport solid waste in Dodge County:

Alli Rolloff Inc.

WHEREAS, the Dodge County Solid Waste Officer has reviewed the hauler's application and supplemental information and finds that they meet requirements set forth in Dodge County Solid Waste Ordinance.

THEREFORE, BE IT RESOLVED; that the Dodge County Board of Commissioners grants a license to collect and transport solid waste in Dodge County for a period from September 26, 2006 to February 17, 2007 to the following haulers:

Alli Rolloff Inc.

BE IT FURTHER RESOLVED that the enforceable conditions of each license is as follows:

1. The licensee will comply with all enforceable provisions of Dodge County Ordinance and state law.
2. The licensee, if choosing to arrange for final disposal in an out-of-state facility, can do so only if that facility meets design and operating requirements for the state in which that facility resides.

3. The licensee, if choosing to arrange for final disposal in an out-of-state facility, must provide to the County Solid Waste Officer, prior to disposal, a copy of the facility's permit, construction certification, and operating manuals required by permit. The licensee will also provide to the Dodge County Solid Waste Officer, on a monthly basis, an accurate estimate of volume or weight of waste collected from customers in Dodge County which is disposed in an out-of-state facility. If actual pounds can not be obtained, the amount will be estimated based on the generator's container size and frequency of collection using the following weight to volume ratio:

- 110 lbs per uncompacted cubic yard and
- 0.54 lbs per gallon

License fees will be submitted in accordance with Dodge County Resolution named "2006 Hauler License Fee."
Resolution adopted unanimously.

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

01	Revenue Fund	\$ 68,713.96
11	Human Services Fund	\$ 85.96
13	Road and Bridge Fund	\$ 43,111.75
16	Environmental Quality	<u>\$ 56,725.35</u>
	Total	\$168,637.02

It was noted that a payment in the amount of \$2,252.46 to Streichers Guns for a ballistic shield was incorrectly coded to be paid from account code 6424 and will be corrected to be paid from account code 6406. The description will also be changed from PBT/UA Supplies & Equipment to Minor Equipment.
Motion adopted unanimously.

Mr. McKnight shared with the Board a summary of the proposed reorganization of the Finance Department for 2007. The County Administrator reminded the Board that a question was placed on the November 2004 General Election ballot that asked voters if the county could use the statutory authority allowed to change the Auditor/Treasurer position from an elected position to an appointed position. The voters approved this question on a vote of 5,556 to 3,331.

The change to an appointed Auditor/Treasurer takes place at the end of the current term of the elected Auditor/Treasurer which is January 2, 2007. The members of the Finance Department have been meeting and discussing this issue over the past six months along with the Employee Relations Director, Executive Assistant and the County Administrator.

2006 Waste Hauler's
License Approved by
Resolution #2006-28
- Continued

Bills Approved

Finance Department
Reorganization
Approved

At this time it is recommended that the Auditor/Treasurer position become a Finance Department staff position reporting to the Finance Director. In addition, the Administration team is proposing modifications to the Comptroller position to one that would have responsibility for the tax process in the office. At this time this position would also be changed from Comptroller to Taxpayer Services Director. The Auditor/Treasurer position would have responsibility for the IFS/financial duties in the department. It was also proposed to change the name of the position to Financial Services Director. The Financial Services Director position would also take over responsibility for elections starting in 2007.

Finance Department
Reorganization
Approved -
Continued

The County Administrator shared with the Board the proposed structure of the Finance Department and spreadsheets that show the proposed duties of each position in the Finance Department. It was noted that the Finance Director will continue to have ultimate responsibility for all positions and work in this department and will also continue to report directly to the County Administrator.

Finance Director Tom Olney, Comptroller Lisa Kramer and Employee Relations Director Lisa Hager were available to comment.

Mr. McKnight informed the Board that he is asking that the Board take action on the following items today:

1. Approve the reorganization of the Finance Department for 2007.
2. Authorize Administration to send in the Financial Services Director and Taxpayer Services Director positions for banding/grading.
3. Post the Financial Services Director position.

The County Administrator reported that there is still some reorganization to take place in the Administration Department due to the proposed moving of elections from the County Administrator to the Finance Services Director. This work will continue and the group will bring additional reorganization requests to the Board in the near future.

It was Commissioner Gray's opinion that the titles Finance Director and Financial Services Director were too similar and that he preferred that another title be chosen.

Motion by Gray seconded by Alberts to approve the reorganization of the Finance Department for 2007, authorization for Administration to send in the Accounting Services Director and Taxpayer Services Director positions for banding/grading and the posting of the Accounting Services Director position as discussed. *Motion adopted unanimously.*

County Attorney Paul Kiltinen provided the Board with a legal update. Mr. Kiltinen informed the Board that a judgment has been made on the first MTM tax case.

Legal Update

Motion by Alberts seconded by Tjosaas to close the meeting to the public at 10:35 a.m. CDT to discuss attorney client privilege on MTM v. Dodge County Tax Court Cases. Present were all five commissioners, the County Administrator, County Attorney and County Assessor. *Motion adopted unanimously.*

Meeting Closed to the Public

The Chair opened the meeting to the public at 11:05 a.m. CDT.

Meeting Re-Opened to the Public

The County Attorney left the meeting at 11:05 a.m. CDT.

County Attorney Left Meeting

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 following Purchase of Service Agreements all for the term of October 1, 2006 to September 30, 2007:

Human Services Purchase of Service Agreements Approved

- 1.11 Workforce Development, Inc.
Food Support Employment & Training (FSET)
\$1,469.00
- 1.12 ELM Care Inc.
MR/RC Waivered Supported Living Services (SLS)
\$802,000.00
- 1.13 Cenneidigh, Inc.
MR/RC Waivered SLS
\$395,000.00
- 1.14 REM Woodvale, Inc.
Waivered SLS
\$1,248,000.00
- 1.15 Minnesota State Operated Services (MSOS)
Waivered SLS
\$1,817,000
- 1.16 Opportunity Services, Inc.
Day Training & Habilitation (DT&H)
\$1,295,000.00

Motion adopted unanimously.

Motion by Tjosaas seconded by Hanson to approve a Purchase of Service Agreement with MSOS; to provide a host county agreement for Crisis Services; at the rates listed in 3-A of the Agreement; for the term of 07-01-06 to 06-30-07. *Motion adopted unanimously.*

Purchase of Service Agreement with MSOS Approved

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 September 12, 2006 Committee of the Whole meeting minutes as presented. *Motion adopted unanimously.*

09/12/06 Committee of the Whole Meeting Minutes Approved

Motion by Alberts seconded by Hanson to approve and authorize the September 12, 2006 meeting minutes as presented. *Motion adopted unanimously.*

09/12/06 Meeting Minutes Approved

Commissioners provided their agency reports. Commissioner Hanson attended a W.D.I. Annual meeting, a Fairview Care Center meeting, an EMS meeting, a Task Force meeting, and a W.D.I. meeting. Commissioner Alberts attended a Nursing Home meeting and a Corrections meeting. Commissioner Gray attended a Nursing Home meeting and a RC&D meeting. Commissioner Erickson attended a Fairview Care Center meeting, a meeting at Welsh Industries, a SCHA conference, a SCHA meeting in Minneapolis and Owatonna and a SCHA Executive Committee meeting. Commissioner Tjosaas attended a Care Center picnic, a Care Center meeting and a Summit meeting.

Agency Reports

Motion by Tjosaas seconded by Gray to adjourn the meeting at 11:27 a.m. CDT. *Motion adopted unanimously.*

Meeting Adjourned

The next regular meeting of the Dodge County Board of Commissioners will be held on October 10, 2006 at 9:30 a.m. CDT.

Next Regular Meeting

ATTEST:

DAVID ERICKSON
CHAIR, COUNTY BOARD

BECKY LUBAHN
DEPUTY CLERK

DATED: