

TUESDAY, DECEMBER 26, 2006

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

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

**COUNTY ADMINISTRATION OFFICE
MANTORVILLE, MN**

2006-25

The Dodge County Board of Commissioners met in regular session December 26, 2006, in the Commissioner's Room at the Courthouse Annex, Mantorville, MN, at 9:30 a.m. CST. David Erickson, Chair called the County Board of Commissioners meeting to order at 9:30 a.m. CST.

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
Members absent:	David Hanson	District #5
Also present:	David McKnight	County Administrator
	Becky Lubahn	Deputy County Clerk
	Paul Kiltinen	County Attorney

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

Agenda Approved

Dave Deschene introduced Paul Wiltgen, the new Director of Information Systems. The Board welcomed Mr. Wiltgen.

New Employee
Introduced

Drug Court Case Manager Jackie Neve provided the Board with a Drug Court Update.

Drug Court Update

Ms. Neve reported that as of December 6, 2006 Dodge County Drug Court has had 52 participants enter the program throughout the past three years. Currently there are twenty participants in the program, thirteen people have failed, and fourteen have successfully completed the program. The failures were attributed to serve mental health issues or continued use throughout the program.

The Drug Court Case Manager stated that after a Drug Court retreat in August, the team decided to start a Juvenile Drug Court Program. Currently, there are two juveniles in the program. Three juveniles have been in the program since August; however, one participant was terminated due to continued use.

Ms. Neve informed the Board that Dodge County Drug Court employees spoke at a Chemical Health class at Winona State in October.

Ms. Neve reported that she and Drug Court Case Manager Matt Kohl have been involved in the following activities:

Drug Court Update -
Continued

- Active participants in the Chemical Health Coalition,
- Active participants in the Triton School's Healthy Choices committee,
- In July, case managers assisted in the Battle of the Bands that was held at the fairgrounds.
- Drug Court teamed up with Family Collaborative Services to help with staffing the Parenting Resource Fair.
- A committee of Drug Court professionals from Minnesota teamed up to sponsor a car show in Hammond, MN. The monies raised from this event are being used to locate speakers to bring to Minnesota. Drug Court staff was present and helped with volunteer services for the event.
- Drug Court had a professional from Kandiyohi County and Chief Judge Benson attended staffing and court.

Ms. Neve informed the Board that Dodge County Drug Court is utilizing a new provider in testing. The lab that is being used is Accu-Chem, they conduct inhalant detection through urine testing. The rate for each test is \$25. Ms. Neve reported that Drug Court also utilizes hair testing through Quest Diagnosis. The rate for each hair test is \$50.

The Drug Court Case Manager noted that as of November, Drug Court has collected \$11,848.50 in fees. This is an increase of 67% since 2005. The grand total of collected fees for 2005 was \$7,954.96. Drug Court is forecasting to collect \$12,000 in fees for 2007. Since the last report in June \$300 has been collected through revenue recapture from terminated clients.

The Chair thanked Ms. Neve for the update and stated that the County Board appreciates the work the Drug Court Case Managers are doing.

Ms. Neve requested authorization to accept a donation from McNeilus Truck and Manufacturing Company (MTM). MTM would like to support Dodge County Drug Court graduates by donating a \$100 gift certificate redeemable at Wal-Mart for each participant. Upon the Board's approval, this would begin at the next graduation.

McNeilus Truck and
Manufacturing
Company Drug Court
Donations Approved

Motion by Alberts seconded by Tjosaas to approve and authorize the donation of a \$100 gift certificate from McNeilus Truck and Manufacturing Company redeemable at Wal-Mart for each Dodge County Drug Court graduate beginning with the next graduation. *Motion adopted unanimously.*

Director of Information Technology Dave Deschene provided for the Board's consideration a County Surveyor's Agreement for 2007.

County Surveyor's
Agreement for 2007
Approved

Mr. Deschene reported that the annual County Surveyor's Agreement for 2006 expires on December 31, 2006. Roger Brand, the current surveyor providing services to the county has expressed interest in providing services in 2007 at the same rate as provided in 2006.

Motion by Gray seconded by Alberts to approve and authorize the Chair and County Administrator to sign a new agreement with Roger Brand to provide surveyor services to Dodge County in 2007. Compensation for the appointed County Surveyor shall be at the rate per hour indicated below:

- The day rate for the County Surveyor in county office shall be \$290.00/day. No mileage charge will be made to Courthouse in day rate.
- The hourly rate for the County Surveyor in county office or in the field shall be \$50.00/hour. Any applicable mileage charges will be included in this rate.
- The compensation schedule for any additional employees necessary for the County Surveyor in the performance of his duties shall be cost plus 20%.
- Miscellaneous expenses for items such as monuments, signs, and printing shall be cost plus 20%.

Motion adopted unanimously.

Due to the absence of University of Minnesota staff County Administrator David McKnight presented a request to approve a Memorandum of Agreement on Extension Services for 2007. The current contract expires December 31, 2006. The Memorandum of Agreement is for the continuation of a full-time 4-H Coordinator position in Dodge County only. The dollar amount reflects the same 3% inflation increase allowed for last year. There are no additional increases.

Memorandum of
Agreement for 2007
Extension Services
Approved

The agreement is for one year and includes salary, fringe benefits, mileage, per diems, professional development and curriculum. The agreement format was approved by the Extension statewide committee that includes County Commissioners and Administrators. It was noted that many counties are requesting a multiple year agreement in future years.

Motion by Tjosaas seconded by Alberts to approve and authorize the Chair to sign a Memorandum of Agreement between the University of Minnesota and Dodge County for providing Extension programs locally and Employing County Extension Staff. *Motion adopted unanimously.*

The County Administrator presented a request to transfer the Auditor/Treasurer duties to the Finance Director.

Transfer of Auditor/
Treasurer Duties to
Finance Director
Approved by
Resolution #2006-33

Mr. McKnight reported that effective January 2, 2007 the Auditor/Treasurer position in Dodge County will become an appointed position. This decision was made by the voters of the county based upon a question put forth by the Dodge County Board during the 2004 General Election. Dodge County has developed a plan to restructure the Finance Department and assign the duties of the Auditor/Treasurer to different members of the department.

The County Administrator noted that the ultimate authority for this department lies with the Finance Director.

Motion by Gray seconded by Tjosaas to approve and authorize the Chair and Deputy Clerk to sign resolution #2006-33 assigning the statutory duties and authorities of the Auditor/Treasurer to the Finance Director:

WHEREAS, the voters of Dodge County have approved the change from an elected Auditor/Treasurer to an appointed position as a part of the 2004 General Election; and

WHEREAS, the Dodge County Finance Department has proposed an office reorganization that has been approved by the Dodge County Board of Commissioners to incorporate the work of the Auditor/Treasurer position effective January 2, 2007; and

WHEREAS, statutory authority assigned to the Auditor/Treasurer must still be performed in the revised Finance Department.

THEREFORE BE IT RESOLVED, that the statutory duties and authorities of the Auditor/Treasurer position in M.S. 384, 385 and 375A.10 are hereby assigned to the Finance Director effective January 2, 2007.

BE IT FURTHER RESOLVED, that the Finance Director may assign duties to Dodge County staff members with the approval of the County Administrator.

BE IT FURTHER RESOLVED, that the salary and budget appeal authority of the Auditor/Treasurer are not assigned to the Finance Director.
Resolution adopted unanimously.

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

Personnel Actions
Approved

A. Administration

- A.1 Rose Culbertson - Tax Services Director – 1.0 FTE
Authorization to change status from Account Technician B23 step 6 \$15.34 to Tax Services Director C41 step 11 \$18.56.
Effective Date: 12/26/06

- A.2 Account Technician – 1.0 FTE
Authorization to post and fill vacancy created by status change.
Effective Date: 12/26/06
- A.3 Joyce Threinen – On-Call Clerical
Termination. No recent record of hours worked.
Effective Date: 4/20/03
- A.4 Wendy Aarsvold – Account Technician
Step increase from B23 step 6 \$15.34 to B23 step 5 \$15.66.
Effective Date: 12/10/06

Personnel Actions
Approved -
Continued

B. Environmental Quality

- B.1 Mark Gamm – Environmental Quality Director
Annual review.
Effective Date: 12/06/2006

C. Sheriff’s Department

- C.1 Steve Schmeideberg – Deputy Sheriff – PT
Authorization to hire at C41 hire step \$17.55 to fill approved vacancy.
Effective Date: 12/26/06

D. Annual B/G Review

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

	<u>From</u>	<u>To</u>
Highway - Administrative Assistant	B22	B23
Assessment Support Specialist	B22	B23
Sorter/Processor	A13	B21
Office Support Specialist	B21	A13
Accounting Services Director	New	C41
Effective Date: 12/1/06		

Motion adopted unanimously.

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

Bills Approved

01	Revenue Fund	\$ 86,248.99
11	Human Services Fund	\$ 1,189.99
13	Road and Bridge Fund	\$ 11,749.11
16	Environmental Quality	<u>\$ 15,075.48</u>
	Total	\$114,263.57

Motion adopted unanimously

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

Legal Update

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

Human Services
Committee Report

Motion by Tjosaas seconded by Gray to approve and authorize an Agreement with South Central Human Relations Center; to provide Rule 29 Mental Health services; in the amount of \$44,536; for the term of 01-01-07 to 12-31-07. *Motion adopted unanimously.*

Rule 29 Mental
Health Services
Agreement Approved

Motion by Tjosaas seconded by Gray to approve and authorize an Agreement with South Central Human Relations Center; to provide Mental Health services in accordance with the Comprehensive Adult and Children's Mental Health Act; in the amount of \$77,333 for adults and \$42,314 for children; for the term of 01-01-07 to 12-31-07. *Motion adopted unanimously.*

*Mental Health
Services Agreement
Approved*

Motion by Tjosaas seconded by Gray to approve and authorize the Consolidated Chemical Dependency Treatment Fund Agreement with Nehemiah Family Services; to provide the services of adult and adolescent Chemical Dependency Out-Patient Treatment; at the rate of \$25/hour for adults and \$32/hour for adolescents; for the term of 01-01-07 to 12-31-07. *Motion adopted unanimously.*

*Consolidated
Chemical
Dependency
Treatment Fund
Agreement Approved*

Motion by Tjosaas seconded by Alberts to approve and authorize an Agreement with The Exchange Club Center for Family Unity; to provide the service of Parent Support Outreach Program; in an amount not to exceed the amount designated and received from the Minnesota Department of Human Services grant allocation for Dodge County; for the term of 07-01-06 to 12-31-08. *Motion adopted unanimously.*

*Parent Support
Outreach Program
Approved*

Motion by Tjosaas seconded by Alberts to approve and authorize an Agreement with The Exchange Club Center for Family Unity; to provide the service of Supervised Visitation; in an amount not to exceed \$5,000; for the term of 01-01-07 to 12-31-07. *Motion adopted unanimously.*

*Supervised Visitation
Agreement Approved*

Motion by Tjosaas seconded by Gray to approve and authorize the extension of resolution #2004-07 which authorizes the Human Services Director to sign documents which legally bind the department and pay expenditures utilizing Auditor's Warrants that are necessary to implement the judicially or statutorily fiscal responsibilities of the department for the term of 01-01-07 to 12-31-07. *Motion adopted unanimously.*

*Delegation of Duties
to Human Services
Director Approved*

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

*Public Works
Committee Report*

The Board discussed the County Engineers request for final payment to Southern Minnesota Construction Co. for Contract 22005.

*Final Payment
Approved for
Contract 22005*

CP 20-0505

Aggregate Base, Bituminous Surfacing and Aggregate Shoulder
118th Avenue, from cul-de-sac to CSAH 2

SAP 20-603-011

Subgrade Exc., Aggregate Base and Bituminous Surfacing
CSAH 3, from East Street to 130th Avenue

SAP 20-602-014

Milling, Reclaiming and Bituminous Surfacing
CSAH 2 from West County Line to CSAH 5

Motion by Gray seconded by Alberts to approve and authorize the final payment of \$75,314.39 to Southern Minnesota Construction Company for Contract 22005 (CP 20-0505, SAP 20-603-011 and SAP 20-602-014) as presented and discussed. *Motion adopted unanimously.*

*Final Payment
Approved for
Contract 22005 -
Continued*

The Board reviewed the Highway Departments 2007 seasonal supply advertisement request.

*2007 Seasonal
Supply Bid
Advertising Approved*

Motion by Gray seconded by Alberts to approve and authorize the Highway Department to advertise and open bids for the 2007 seasonal supplies on January 30, 2007 at 11:00 a.m. Supplies to include:

- Aggregate Material - FA-2 Seal Coat Chips
- Aggregate Material, Cl. 2 Rock
- Bituminous Mixture
- Bituminous Material, CRS-2
- Calcium Chloride Solution
- Pavement Markings

Motion adopted unanimously.

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

*Administration
Committee Report*

Motion by Tjosaas seconded by Alberts to approve and authorize the December 7, 2006 Truth in Taxation meeting minutes as presented. *Motion adopted unanimously.*

*12/07/06 Truth in
Taxation Meeting
Minutes Approved*

Motion by Gray seconded by Alberts to approve and authorize the December 12, 2006 Committee of the Whole meeting minutes as presented. *Motion adopted unanimously.*

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

Motion by Alberts seconded by Gray to approve and authorize the December 12, 2006 meeting minutes as corrected on page 322. *Motion adopted unanimously.*

*12/12/06 Meeting
Minutes Approved*

The Board discussed the Finance Director's request for banking authorized signatures.

*Authorized Signers
on Dodge County
Financial Accounts
Approved*

It was noted that Dodge County has accounts with various banking institutions and authorized signers must be on record at each institution.

Motion by Tjosaas seconded by Gray to approve and authorize the Finance Director and Accounting Services Director to be authorized signers on all Dodge County investment and checking accounts. *Motion adopted unanimously.*

The County Administrator reviewed a request to appoint representatives to the Southeastern Minnesota Association of Regional Trails (SMART) Board.

SMART Board
Appointment
Approved by
Resolution #2006-34

SMART is formally seeking the Board's assistance for the appointment of individuals to its main committee. Over the past five year's the Dodge County Board has appointed official representatives to serve on the SMART committee. The benefits for having appointed members on the SMART committee provide for a voice in the continued efforts at linking existing and proposed trails within the region as well as to other trails in Iowa, Wisconsin, south central Minnesota and the Twin Cities metro area.

SMART continues to represent the eleven counties in Southeastern Minnesota to incorporate a trail system for alternative modes of transportation connecting trails locally, regionally and to neighboring states, thereby enhancing environmental, socioeconomic, and recreational benefits.

At this time SMART is asking the County Board to re-appoint our current representatives, select new representatives or a combination of both. In any of these cases, one of our representatives must be an elected official or public employee. Current Dodge County members are:

Member 1: Dick Leonord
Member 2: Terry Sell
Alternate: Guy Kohlnhofer

Motion by Alberts seconded by Gray to approve and authorize the Chair and Deputy Clerk to sign resolution #2006-34 appointing representatives to the Southeastern Minnesota Association of Regional Trails:

WHEREAS, the Southeastern Minnesota Association of Regional Trails' mission is to "envision a trail system for alternative modes of transportation connecting trails locally, regionally and to neighboring states, thereby enhancing environmental, socioeconomic, and recreational benefits in Southeastern Minnesota";

WHEREAS the Southeastern Minnesota Association of Regional Trails is seeking nominations for two (2) voting members and one (1) alternate member per county;

WHEREAS one voting member must be a trails group representative; the second voting member must be an elected official or public employee; and the alternate must be a trails group representative, elected official, or public employee;

NOW, THEREFORE, BE IT RESOLVED, that the Dodge County Board of Commissioners name the following individuals to represent Dodge County for the Southeastern Minnesota Association of Regional Trails:

Member 1: Dick Leonord
Member 2: Terry Sell
Alternate: Guy Kohlnhofer

SMART Board
Appointment
Approved by
Resolution #2006-34
- Continued

Resolution adopted unanimously.

Commissioners provided their agency reports. Commissioner Hanson was not available to report his meeting attendance. Commissioner Alberts attended a Fairview Care Center meeting and a Dodge County Soil and Water meeting. Commissioner Gray attended a Fairview Care Center meeting. Commissioner Erickson attended a Minnesota Taxpayer Association meeting, a Dodge County Corrections Task Force meeting, a Fairview Care Center meeting and a SCHA Executive Committee meeting. Commissioner Tjosaas attended a Care Center meeting and a Four Seasons meeting.

Agency Reports

Commissioner Erickson recapped changes and events that took place in Dodge County in 2006.

2006 Changes and
Events Discussed

Commissioner Erickson thanked the County Administrator for his work and especially for his efforts on the budget. Mr. Erickson also thanked the board for their work over the past year.

County Administrator
and County Board
Recognized for Work
in 2006

Commissioner Tjosaas thanked Chair Erickson for his leadership over the past year.

Chair Thanked for
His Work in 2006

Motion by Gray seconded by Alberts to adjourn the meeting Sine Die at 10:44 a.m. CST. *Motion adopted unanimously.*

Meeting Adjourned

The next regular meeting of the Dodge County Board of Commissioners will be held on January 2, 2007 at 9:30 a.m. CDT.

Next Regular
Meeting

ATTEST:

DAVID ERICKSON
CHAIR, COUNTY BOARD

BECKY LUBAHN
DEPUTY CLERK

DATED: