

TUESDAY, FEBRUARY 27, 2007

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

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

**COUNTY ADMINISTRATION OFFICE
MANTORVILLE, MN**

2007-05

The Dodge County Board of Commissioners met in regular session February 27, 2007, in the Commissioner's Room at the Courthouse Annex, Mantorville, MN, at 9:30 a.m. CST. Don Gray, 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:	Lyle Tjosaas	District #2
	David Erickson	District #3
	Don Gray	District #4
	David Hanson	District #5
Members absent:	Klaus Alberts	District #1
Also present:	David McKnight	County Administrator
	Becky Lubahn	Deputy County Clerk
	Paul Kiltinen	County Attorney

The County Administrator informed the Board that MCIT Account Executive Bruce Underdahl is unable to make it to the meeting today and that the County Engineer will be taking this time slot on the agenda. Motion by Erickson seconded by Hanson to approve and adopt the agenda as amended to replace the 2007 MCIT member report discussion item with a request from the County Engineer to close the CSAH 11 and TH 57 intersection. *Motion adopted unanimously.*

Agenda Approved

New employees were introduced.

New Employee
Introductions

County Attorney Paul Kiltinen introduced Stephanie Morris who is a new Paralegal in his office.

County Recorder Sue Alberts introduced Pamela Haugh-Holzer the new Deputy Recorder in her office.

Finance Director Lisa Kramer introduced Sara Marquardt who is the new Account Technician in the Finance Office.

Human Services Director Brian Hartung introduced Jessica Bradford the new Office Support Specialist in his office.

The Board welcomed the new employees.

County Engineer Guy Kohlhofer presented a request to close the CSAH 11 and TH 57 intersection. Mr. Kohlhofer reported that while in discussion with MnDOT regarding the reconstruction of the CSAH 24 and TH 57 intersection, MnDOT personnel came to the consensus that County Highway Safety dollars would be better spent at the CSAH 11 and TH 57 intersection. This intersection is a substantially skewed intersection with a high traffic count of over 500 cars per day. The intersection serves as a short-cut of little benefit between CSAH 16 and Mantorville. CSAH 16 can be accessed directly from TH 57 in a safer method and one less stop for the driver. The County Engineer noted that this item has been talked about for some time during the annual road trips with no action being taken.

CSAH 11 and TH 57
Intersection Closing
Discussion

Mr. Kohlhofer noted that the requested closing would result in the construction of a cul-de-sac at the south end of CSAH 11 with CSAH 11 being cut off from TH 57. Included in the project would be the construction of a right turn lane off the TH 57 to turn east on CSAH 16. All funds for the project would be provided by State Safety funds or from MnDOT. A letter from MnDOT and an aerial photo of the area were provided for the Board's review.

The County Engineer stated that another benefit of closing the intersection is that it would allow the county to turn back that section of State Aid road to the township. This would give the county 0.3 miles of state aid mileage to put on some other road.

Mr. Kohlhofer reported that plans for this project must be completed by county staff and processed by MnDOT by April 1, 2007. If action is not taken today the County Engineer requests that some direction of feasibility be determined in order to continue the design process or cancel it.

Commissioner Erickson stated that he would like to hold off on making a decision on the request until Commissioner Alberts is available to comment since this affects his district. Mr. Erickson also felt that the turn back issue needs to be further discussed with Mantorville Township officials.

Brian McCool a property owner affected by the proposed change wanted to know who would maintain the road if a cul-de-sac was constructed. Mr. McCool expressed concern that there are two big, old oak trees that will be cut down if the cul-de-sac is constructed and commented that he does not want to see trees continue to be cut down for road construction as was the case for the reconstruction of County Road 16.

Commissioner Tjosaas clarified that it would be the townships responsibility to take care of the cul-de-sac and to maintain the road.

The County Engineer stated that there will be two trees that will have to come down to install the cul-de-sac. Mr. Kohlhofer discussed the reasons for removing trees on County Road 16.

The County Administrator commented that the township and Commissioner Alberts need to be available to comment on this request. The township will be asked to be present at the March 13, 2007 committee of the whole meeting at 9:00 a.m. where this topic will be discussed again. Action on this item will not take place until the next full board meeting.

CSAH 11 and TH 57
Intersection Closing
Discussion –
Continued

Commissioner Gray wanted to know if there is a possibility of designing a different intersection such as a right angle intersection.

Mr. Kohlhofer believes that this type of change would not fit the intent of the County Highway Safety dollars.

Commissioner Erickson asked the County Engineer for clarification on seasonal supply bid information listed in the February 14, 2007 meeting minutes on page 37.

The County Engineer reported that he would have to do some checking and get back to Mr. Erickson with an answer to his question.

Other intersection options were discussed.

The Board thanked Mr. Kohlhofer for the information.

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

Administration
Committee Report

Motion by Erickson seconded by Hanson to approve and authorize the February 13, 2007 Committee of the Whole meeting minutes as presented. *Motion adopted unanimously.*

02/13/07 Committee
of the Whole Meeting
Minutes Approved

Motion by Erickson seconded by Hanson to approve and authorize the February 13, 2007 meeting minutes as corrected on page 37. *Motion adopted unanimously.*

02/13/07 Meeting
Minutes Approved

Sheriff Gary Thompson reviewed with the Board a request for a temporary law enforcement contract with the City of West Concord. The contract is for twenty days, ending March 1, 2007. Mr. Thompson noted that the contract language is identical to the language in our contracts with our other cities except for the time period.

Temporary Law
Enforcement
Contract with the City
of West Concord
Approved

Chief Deputy Jim Trihey was available to comment.

Commissioner Gray wanted to know what the request for additional law enforcement does to the staff.

Mr. Thompson stated that for a short term the additional coverage is okay, long term it will not work to continue to provide the extra coverage.

The Sheriff noted that the City of West Concord has conducted interviews in hopes of potentially hiring an interim Police Chief.

Mr. Thompson reported that the city anticipates needing additional law enforcement coverage until March 12th.

Temporary Law
Enforcement
Contract with the City
of West Concord
Approved -
Continued

Motion by Hanson seconded by Tjosaas to approve and authorize the Sheriff, Chairman of the Board, County Administrator and County Attorney to sign a Temporary Law Enforcement Contract with the City of West Concord. The contract is effective until March 12, 2007. *Motion adopted unanimously.*

The Sheriff provided for the Board's review a request for out-of-state training. The Sheriff's Office is requesting authorization for Deputies Scott Prins and Shannon Boerner to attend a 5-day training session in Camp Dodge, Iowa. There is no cost for the training, all tuition, lodging and meals are provided through a federal grant. The only cost to the Sheriff's Office is transportation to and from the training session and possibly meals to and from the training session.

Sheriff's Office Out-
of-State Training
Approved

Motion by Erickson seconded by Tjosaas to approve and authorize Deputies Prins and Boerner to attend a Highway Drug Investigations for Patrol Training Course in Camp Dodge, Iowa March 19-23, 2007 as requested. *Motion adopted unanimously.*

Joanne Bennerotte a representative of Southern Minnesota Tourism Agency met with the Board to present an agency activities update.

Southern Minnesota
Tourism Agency
Activity Update

Ms. Bennerotte shared with the Board the different ways that Southern Minnesota Tourism Agency is trying to promote tourism in southern Minnesota. The Board was provided with brochures, fliers and a cereal box with statistical information about tourism in Minnesota.

Commissioner Erickson wanted to know how the Welcome Center affected Southern Minnesota Tourism Agency.

Ms. Bennerotte informed the Board that they too will have information located in the Mantorville Welcome Center and that the various agencies would all be working together to promote tourism in Dodge County.

Ms. Bennerotte thanked the Board for their time and encouraged them to continue their support of the Southern Minnesota Tourism Agency.

Building Operations Supervisor Roger Friedt discussed with the Board a request to donate an old shelving unit to the Mantorville Restoration Association.

Donation of Old
Metal Shelving Unit
to Mantorville
Restoration
Association
Approved

Mr. Friedt reported that recently the Recorder's Office rearranged their office area. In the process a large and very heavy metal shelving unit was removed. This shelving unit had roller shelves and stored large vital statistics books. The books were moved to the recorders vault in the old courthouse where there was room for the books in a similar wall unit.

The shelving unit is early 1900's vintage and was salvaged from one of the many vaults the old courthouse used to have prior to numerous remodeling. The shelving unit is unique to storing large books only, not adaptable for any future use of a place to store it at the county.

*Donation of Old
Metal Shelving Unit
to Mantorville
Restoration
Association
Approved -
Continued*

Maintenance contacted the Dodge County Historical Society and the Mantorville Restoration Association. The Mantorville Restoration Association was interested in the shelving unit and they were able to take it right away.

Motion by Erickson seconded by Hanson to approve and authorize the donation of the old Recorder's Office metal shelving unit to the Mantorville Restoration Association as discussed. *Motion adopted unanimously.*

The Building Operations Supervisor shared with the Board information on the courthouse/annex elevator annual service billing.

*2007 Annual Elevator
Services Request
Approved*

Mr. Friedt informed the Board that Minnesota Elevator, Inc. (MEI) currently provides monthly service of two elevators in the courthouse/annex facility. MEI has invoiced us for continuing this service in 2007 at \$3,706.34 which is the same cost as 2006. This cost reflects a savings to us when we pay the total annual rate.

Motion by Erickson seconded by Tjosaas to approve and authorize payment of \$3,706.34 to Minnesota Elevator, Inc. for 2007 annual elevator services as requested. *Motion adopted unanimously.*

The Employee Relations Director 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 Jodie Marsh – Social Worker – On-Call
Annual review.
Effective Date: 3/3/07
- A.2 Gary Hodge – Veteran Services Officer/Emergency Management
Annual review.
Effective Date: 3/1/07
- A.3 Karla Schmoll – Office Support Specialist
Resignation.
Effective Date: 2/9/07
- A.4 Office Support Specialist
Authorization to fill vacancy created by resignation.
Effective Date: 2/9/07
- A.5 Ann Adamson – Office Support Specialist
Authorization to employ at A13 step 7 \$11.43 to fill vacancy created by resignation.
Effective Date: 3/5/07
- A.6 Zola Bennett – Case Aide
Step increase from B22 step 3 \$15.35 to B22 step 2 \$15.86.
Effective Date: 3/12/07

B. Public Health

- B.1 Donna Desjardins – Volunteer Nursing Student
 Authorization to allow her to volunteer for Public Health – Health Promotion Project.
 Effective Date: February – April, 2007

Personnel ActionsApproved –
Continued**C. Administration**

- C.1 Jean Allen – Account Technician
 Step increase from B23 step 2 \$17.45 to B23 step 1 \$17.79.
 Effective Date: 2/6/07
- C.2 Mike Skjeie – Custodian
 Step increase from A13 step 6 \$11.77 to A13 step 5 \$12.14.
 Effective Date: 1/5/07
- C.3 Eric Thompson – Drug Court Case Manager
 Authorization to employ at C41 step 3 \$20.72 to fill vacancy created by resignation.
 Effective Date: 3/12/07

D. Highway Department

- D.1 Jerry Deno – Equipment Operator III
 Approve Separation Agreement.
 Effective Date: 1/3/07
- D.3 Rory Zelinske - Equipment Operator III
 Authorization to promote from Equipment Operator II B22 \$17.40 to Equipment Operator III B23 \$17.40 (3 month probationary wage).
 Effective Date: 2/27/07
- D.4 Equipment Operator II
 Authorization to post and fill position created by promotion.
 Effective Date: 2/27/07
- D.5 Scott Larsen – Seasonal Highway Maintenance
 End of Seasonal Employment.
 Effective Date: 2/13/07

E. Four Seasons Arena

- E.1 Mike Huber – Zamboni Driver/Custodian – On-Call
 Authorization to employ at A13 step 11 \$11.40.
 Effective Date: 2/14/07

F. Recorder's Office

- F.1 Pamela Haugh-Holzer – Deputy Recorder
 Authorization to employ at B22 step 9 \$12.67.
 Effective Date: 2/26/07

Motion adopted unanimously.

Ms. Hager provided for the Board's review a Minnesota Counties Insurance Trust (MCIT) Drug and Alcohol Testing Agreement Addendum. The Employee Relations Director reported that effective January 1, 2007, the minimum random testing rate for drivers governed by the Federal Transit Administration (FTA) has been reduced from 50% to 25%. Our agreement with MCIT needs to be amended to reflect this change.

2007 Amendment to
MCIT Drug & Alcohol
Testing Program
Participation
Agreement Approved

Motion by Erickson seconded by Hanson to approve and authorize Chairman of the Board and Clerk to sign the 2007 Amendment to MCIT Drug and Alcohol Testing Program Participation Agreement as presented. *Motion adopted unanimously.*

Finance Director Lisa Kramer reviewed bills with the Board. Motion by Tjosaas 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	\$ 33,936.74
11	Human Services Fund	\$ 94.88
13	Road and Bridge	\$ 44,158.66
16	Environmental Quality	\$ 4,248.87
	Total	\$ 82,439.15

It was noted that a payment to the Rice County Sheriff on page seven for Prisoner Board in January was increased to \$1,829.00. *Motion adopted unanimously.*

Commissioners provided their agency reports. Commissioner Hanson attended a Fairview Care Center meeting, a recognition banquet and an Animal Ag conference. Commissioner Alberts was not available to report his meeting attendance. Commissioner Gray attended a Fairview Care Center meeting. Commissioner Erickson attended a Fairview Care Center meeting, a continued Board meeting, an Employee Recognition banquet, a DFO Advisory Board meeting, a 6th Annual Ag Strategic Animal Ag conference and a SCHA Executive Committee meeting. Commissioner Tjosaas attended a Fairview Care Center meeting and an Employee Recognition banquet.

Agency Reports

Motion by Tjosaas seconded by Hanson to adjourn the meeting at 10:38 a.m. CST. *Motion adopted unanimously.*

Meeting Adjourned

The next regular meeting of the Dodge County Board of Commissioners will be held on March 13, 2007 at 9:30 a.m. CDT.

Next Regular Meeting**ATTEST:**

DON GRAY
CHAIR, COUNTY BOARD

BECKY LUBAHN
DEPUTY CLERK

DATED: