

TUESDAY, MAY 22, 2007

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

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

**COUNTY ADMINISTRATION OFFICE
MANTORVILLE, MN**

2007-11

The Dodge County Board of Commissioners met in regular session May 22, 2007, in the Commissioner's Room at the Courthouse Annex, Mantorville, MN, at 9:30 a.m. CDT. Don Gray, 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 |
| | David Erickson | District #3 |
| | Don Gray | District #4 |
| | David Hanson | District #5 |
| Members absent: | Lyle Tjosaas | District #2 |
| Also present: | David McKnight | County Administrator |
| | Becky Lubahn | Deputy County Clerk |

Motion by Alberts seconded by Hanson to approve and adopt the agenda as amended to include the addition of an impound lot discussion item with the Sheriff's Office. *Motion adopted unanimously.*

Agenda Approved

Employee Relations Director Lisa Hager introduced Emily Ostlund who is the new Drug Court Case Manager. The Board welcomed Ms. Ostlund.

New Employee
Introduced

The County Attorney arrived to the meeting at 9:32 a.m. CDT.

County Attorney
Arrived

Tax Services Director Rose Culbertson reviewed bills with the Board. Motion by Erickson 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 | \$ 56,371.38 |
| 11 | Human Services Fund | \$ 129.13 |
| 13 | Road and Bridge | \$239,161.84 |
| 16 | Environmental Quality | <u>\$ 35,868.80</u> |
| | Total | \$331,531.15 |

A payment in the amount of \$30.04 to UPS was added under the Extension bills on page 12. *Motion adopted unanimously.*

The Employee Relations Director presented the Personnel Agenda for the Board's review. Motion by Alberts seconded by Erickson to approve the following personnel actions:

Personnel Actions
Approved

A. Environmental Quality

- A.1 Rebekah Harrison – Seasonal Transfer Station
Authorization to employ at A11 95% of step 11 \$9.02 not to exceed 6 months.
Effective Date: 5/21/07

B. Administration

- B.1 Emily Ostlund – Drug Court Case Manager
Authorization to hire at C41 step 8 \$17.25 to fill approved vacancy.
Effective Date: 5/21/07

C. Human Services

- C.1 Gary Hodge – Veteran's Services Officer/Emergency Management Resignation.
Effective Date: 6/1/07
- C.2 Veteran's Services Officer – .6 FTE
Approval of new job description and authorization to post and fill new position.
Effective Date: 5/22/07
- C.3 Korina Osborn - Financial Worker
Regular status and step increase from B22 step 3 \$15.35 to B22 step 2 \$15.86.
Effective Date: 6/5/07

D. Public Health

- D.1 Crystal Bock – Health Educator
Authorization to employ at C41 step 9 \$16.62 to fill approved vacancy.
Effective Date: 5/29/07
- D.2 Susan Ramthum – Public Health Nurse – On-Call
Termination. No record of recent hours worked.
Effective Date: 2/1/06
- D.3 Ashley Olson – Health Educator – On-call
Resignation.
Effective Date: 5/22/07
- D.4 Karen Ostroot - Volunteer
Mary Drajna – Volunteer
Judith Holm – Volunteer
Rosetta Wiltgen - Volunteer
Authorization to volunteer for Public Health.
Effective Date: 5/22/07

E. Highway Department

- E.1 Warren Schwenke – Engineering Supervisor
Annual review.
Effective Date: 4/8/07
- E.2 Guy Kohlhofer – County Engineer
Annual review.
Effective Date: 4/30/07

Motion adopted unanimously.

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

Legal Update

Commissioner Erickson shared with the Board details regarding a call he received on a septic system complaint.

Failing Septic System
Issue Discussed

The County Attorney informed the Board that the Environmental Quality Office was investigating a complaint about a failing septic system and discovered a septic system drainage issue.

The Board discussed outlet concerns.

County Administrator David McKnight informed the Board that policy issues are the Board's responsibility and that this septic system drainage issue is an operational issue, not a Board issue. Mr. McKnight stated that county staff needs to address this issue.

Merrill Trapp, the owner of the property in question, was available to comment. Mr. Trapp informed the Board that the system was put in when the house was built. Since then the rules have changed and the system is now out of compliance. Merrill Trapp commented that he is uncertain if the system drains into a tile line. Mr. Trapp indicated that some tile work had been done in the past and the contractor was told to deal with the septic drain issue. Merrill Trapp is not positive that the contractor hooked up the drain to the tile that was installed. Mr. Trapp informed the Board that his concern is that the Environmental Quality Office wants him to spend \$10,000-\$15,000 for a system that they are not sure is broken.

Commissioner Alberts wanted to know if Environmental Quality has proof that the system is draining into a tile.

Environmental Quality Director Mark Gamm stated that they have no proof that the system drains into a tile but noted that it is a failing system as defined by our ordinance. Mr. Gamm commented that they cannot prove sewage is getting to the river but knows the system is failing. The Environmental Quality Director reported that the question is whether this is a two year or a ten month fix.

Mr. Trapp stated that he believes this is a fraudulent claim and wants it dropped.

Commissioner Gray reported that the Board should leave this issue with the Environmental Quality Department since it is beyond the Board's expertise. It was Mr. Gray's opinion that the issue should go back to the Environmental Quality Department to be resolved. If there are legal issues then the County Attorney would become involved.

No action was taken at this time.

Chief Deputy Jim Trihey met with the Board to discuss the Sheriff's Office impound lot improvement request.

Impound
Improvements
Approved

The Sheriff's Office provided the Board with photos of the impound lot which according to the Sheriff is in terrible shape. The fence was originally constructed with fencing that was far too light, posts are breaking off, there is no bottom rail, the fence is only six feet tall and the lot is too small. It was noted that more vehicles are parked outside the fence than inside. The Sheriff's Office would like to totally re-do their impound lot at the Highway Department in Dodge Center.

Mr. Trihey reported that a few years ago they established a reserve line item account designating funds in that account to be used for maintaining and upgrading the impound lot. The Chief Deputy noted that today, the Sheriff's Office has a balance of \$30,200 with another \$3,054 due in shortly. Mr. Trihey stated that the account has grown through the sale of abandoned vehicles and daily storage fees.

The Board reviewed estimates that were obtained for the construction of a new and larger impound lot. Mr. Trihey informed the Board that they have coordinated this project with the Highway Department and ask that the Board allow them to proceed with this project as soon as possible.

The Sheriff's Office recommends accepting the Horseman Fence Co. bid of \$19,900.00.

Electrical estimates and gravel installation was discussed.

Motion by Alberts seconded by Erickson to approve and authorize the following impound improvements as requested by the Sheriff's Office:

| | |
|--|--------------------|
| Horsman Fence Co. – Fencing Installation | \$19,900.00 |
| Scott Binner Electric – Electrical Work | \$ 8,960.36 |
| Highway Department – Gravel Work | <u>\$ 2,000.00</u> |
| | \$30,860.36 |

Motion adopted unanimously.

The Chief Deputy informed the Board that in the near future the Sheriff's Office will be back to discuss with the commissioners options for the Concord building that they are using for storage. The Sheriff's Office is experiencing severe mold issues in this building and would like to install vents and have the floor cemented.

Concord Storage
Building Update

No action was needed at this time.

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

Public Health
Committee Report

The Board reviewed the Public Health Director's South Country Health Alliance funding for County Health Promotion Program request.

SCHA Grant
Application Approved

South Country Health Alliance (SCHA) notified the member counties of the availability of one time funding of \$20,000 to invest in programs or technology that would benefit SCHA enrollees. The outcome of this funding is to improve the access to high quality health care programs for SCHA enrollees. Brian Hartung and Peggy Espey reviewed current programs and then discussed options for the use of this funding. Ms. Espey provided for the Board's review a grant application that Public Health and Human Services feel would be the best use of the funding for SCHA enrollees. The application reflects in detail the plan for the \$20,000. Upon approval by the Board this grant will be forwarded to SCHA for the Joint Powers Board review.

Motion by Alberts seconded by Erickson to approve and authorize the Public Health Director to submit a grant application for one time funding of \$20,000 from the South Country Health Alliance to invest in programs or technology that would benefit SCHA enrollees. *Motion adopted unanimously.*

The Board discussed Ms. Espey's request to accept a donation from the Rochester, MN Wal-Mart for the Public Health Nest Program.

Public Health Nest
Program Donation
Approved

A \$50.00 Wal-Mart gift card has been donated by the Rochester, MN Wal-Mart for the Public Health Nest Program. The Public Health Director is requesting authorization to accept this donation to be used for the Public Health Nest Program.

Motion by Alberts seconded by Erickson to approve and authorize the Public Health Department to accept a donation of \$50.00 from the Rochester, MN Wal-Mart to be used for the Public Health Nest Program. *Motion adopted unanimously.*

The Board reviewed the Public Health Centers for Medicare and Medicaid Electronic Funds Transfer request.

CMS Electronic
Funds Transfer
Agreement Update
Approved

As presented and approved at the February 13, 2007 County Board meeting, Commissioner Alberts signed the CMS Electronic Funds Transfer agreement to stay in compliance with CMS rules and regulations allowing Public Health to receive payment by electronic transfers. Public Health has now heard back from CMS and they are requesting that the Dodge County Public Health Department file an updated application, therefore, Ms. Espey is completing the application and request that Commissioner Alberts again sign this application and letter that attests that the government will legally and financially be responsible in the event that there is any outstanding debt owed to CMS. The Public Health Director also requested that the County Board appoint her as the delegated official that would be able to sign for minor updates, changes in their application such as relocation of record storage, change in address, phone number, new identifier number, etc.

Motion by Alberts seconded by Erickson to approve and authorize Commissioner Alberts to sign an updated Centers for Medicare and Medicaid Electronic Funds Transfer agreement and letter as requested. *Motion adopted unanimously.*

CMS Electronic Funds Transfer Agreement Update Approved - Continued

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

Public Works Committee Report

The Board discussed the County Engineer's request to award the contract for SAP 20-599-094.

Contract for SAP 20-599-094 Awarded

Bids were opened on May 15, 2007 to construct Bridge No. 20J29 and approach grading on 540th Street located in Ellington Township. The following is a list of the bids received:

| | |
|----------------------------|--------------|
| 1. Midwest Contracting LLC | \$ 74,702.00 |
| 2. Swenke Construction | \$ 76,732.97 |
| 3. Mathiowetz Construction | \$ 78,263.40 |
| 4. Schumacher Excavating | \$ 79,779.50 |
| 5. Hutton, Inc | \$ 88,427.00 |
| 6. Ellingson Drainage | \$114,691.49 |

Motion by Erickson seconded by Alberts to award the contract for SAP 20-599-094 to Midwest Construction LLC to construct Bridge No. 20J29 and approach grading on 540th Street located in Ellington Township for the amount of \$74,702.00 with the County Engineer authorized to approve change orders and supplemental agreements up to 10% of the contract amount. *Motion adopted unanimously.*

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 May 8, 2007 Committee of the Whole meeting minutes as presented. *Motion adopted unanimously.*

05/08/07 Committee of the Whole Meeting Minutes Approved

Motion by Alberts seconded by Hanson to approve and authorize the May 8, 2007 meeting minutes as corrected on page 106. *Motion adopted unanimously.*

05/08/07 Meeting Minutes Approved

Commissioners provided their agency reports. Commissioner Hanson attended a SE Water Joint Powers meeting, a Land Use Task Force meeting and a Fairview Care Center meeting. Commissioner Alberts attended a Corrections meeting and a Fairview meeting. Commissioner Gray attended a SCHRC meeting and a Care Center meeting. Commissioner Erickson attended a SCHA Joint Powers Board meeting, a Fairview Care Center meeting, a DFO Advisory Board meeting, a Dodge County Land Use Task Force meeting and a Dodge County Corrections Task Force meeting. Commissioner Tjosaas was not available to report his meeting attendance.

Agency Reports

Motion by Alberts seconded by Hanson to adjourn the meeting at 10:31 a.m. CST. *Motion adopted unanimously.*

Meeting Adjourned

The next regular meeting of the Dodge County Board of Commissioners will be held on June 12, 2007 at 9:30 a.m. CDT.

Next Regular Meeting

ATTEST:

DON GRAY
CHAIR, COUNTY BOARD

BECKY LUBAHN
DEPUTY CLERK

DATED: