

TUESDAY, JUNE 26, 2007

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

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

**COUNTY ADMINISTRATION OFFICE
MANTORVILLE, MN**

2007-13

The Dodge County Board of Commissioners met in regular session June 26, 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 pledge of allegiance was recited.

Pledge of Allegiance

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

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

Agenda Approved

County Attorney Paul Kiltinen arrived at 9:32 a.m.

County Attorney
Arrives to Meeting

Hayfield resident Mary Peterson met with the Board to discuss the County Board of Appeals and Equalization outcome on her property.

Peterson Market
Value Reduction
Discussion

Ms. Peterson voiced her frustration at how her market value reduction request was handled two weeks ago by the County Board and Assessor's Office.

Mary Peterson informed the Board that she and her husband regularly attend their local town in taxation meetings.

Ms. Peterson reported that she complained about the value of her home last year and that three employees from the Assessor's Office came to her home and looked at it. The end result was that the property value was lowered for 2006.

Mary Peterson stated that in 2007 her property value jumped \$11,000 when no improvements were made to the property. Ms. Peterson questioned the increase and was told by the Assessor's Office that the increase was due to land value increases.

Peterson Market
Value Reduction
Discussion -
Continued

Mary Peterson commented that she did not feel that it was imperative that she attend the County Board meeting since the City of Hayfield had already approved the reduction. Ms. Peterson was under the impression that her market value reduction request going before the County Board was just a formality since she was a City Council member and now regrets that she did not attend the County Board meeting.

Ms. Peterson stated that she was disappointed that there were 22 other Hayfield properties that saw a reduction in property value as recommended by the Hayfield City Council and noted that her property was the only one that was not reduced as recommend by the city. Ms. Peterson felt that she was treated differently because she is a City Council member.

Discussion took place on market value reductions and situations where the County Board has taken the local board's recommendations instead of the Assessor's Office recommendations.

Ms. Peterson stated that what it comes down to is that had she not been on the Hayfield City Council this would not have happened to her.

Mary Peterson stated she possibly could have abstained from voting on this issue and her market value reduction could have been approved with the other Hayfield properties.

The County Attorney was available to comment.

The Board was sympathetic with Ms. Peterson's situation but no action was taken. The Board thanked Ms. Peterson for her time.

Sheriff Gary Thompson discussed with the Board a request for out of state training.

Out of State Travel
Approved for Sheriff's
Office Staff

The first request is to send Investigator Jeremy Gunderson to a Physical Surveillance course the second week in July. This training was approved by the Board three-four months ago however the course was cancelled and rescheduled. The second and third requests are to send deputies Rich Allee and David Crable to an Interview and Interrogation course at the end of July. Both of these trainings are conducted at the Midwest Counterdrug Training Center (MCTC) at Camp Dodge, Iowa (Des Moines area). As with all training through MCTC, tuition, room and board is provided at no expense to Dodge County. The only expense is travel and possibly meals while traveling to and from the training.

Motion by Tjosaas seconded by Erickson to approve and authorize out of state travel for Investigator Jeremy Gunderson to a Physical Surveillance course the second week in July and an Interview and Interrogation course at the end of July for deputies Allee and Crable as requested. *Motion adopted unanimously.*

Out of State Travel
Approved for Sheriff's
Office Staff -
Continued

Finance Director Lisa Kramer met with the Board to review a request for abatement of penalty on parcel 22.427.0230.

Property Tax Penalty
and Interest
Abatement Request
Denied

Ms. Kramer reported that John Meyers has submitted a request to abate the penalty for his 2007 first half property tax payment. Mr. Meyers states that he dropped off his tax payment at the courthouse on May 14, 2007, but that there was a line at the counter, so he gave it to someone and did not wait for a receipt. Mr. Meyers called the Finance Office because his check had not cleared his bank. Finance checked their receipts and could not find one matching Mr. Meyer's payment. The Finance Director did not think Mr. Meyers payment was lost or misplaced based off her history with tax collection at Dodge County and how it is conducted. Ms. Kramer stated that the Finance Office will now require that people wait for a receipt if they bring their property tax payment to the counter. It was the Finance Director's opinion that this change will prevent situations like this from happening again in the future.

Motion by Erickson seconded by Alberts to deny the request of John Meyers for abatement of penalty on parcel 22.427.0230. *Motion adopted, Erickson, Tjosaas, Alberts, Gray aye, Hanson nay.*

County Administrator David McKnight provided for the Board's review an Emergency Management Mutual Aid Agreement.

Southeast Region
Counties/Region One
Counties Mutual Aid
Agreement Approved

Mr. McKnight reported that the mutual aid agreement is between 16 counties and the Prairie Island Indian Community. The purpose of the agreement is to make equipment, personnel and other resources available to political subdivisions from other political subdivisions in cases of emergency.

The County Administrator noted that this is a very basic mutual aid agreement that states that each of the entities will be available to each other in case of an emergency. The County Attorney has reviewed the agreement and was available to comment.

Mr. McKnight stated that the mutual aid agreement is in front of the Board, as opposed to a joint powers agreement, for two primary reasons. The first is that each county must have this type of agreement in place by June 30, 2007 to ensure that the southeast region receives federal funding that is contingent upon this type of agreement. The southeast region is anticipating around \$650,000 which has been designated at this point to providing at least one 800 MHZ radio in each county dispatch center/emergency operations center. Failure to approve this agreement will jeopardize federal funding for this area.

The County Administrator reported that the second reason the Board is considering a mutual aid agreement as opposed to a joint powers agreement (JPA) is because of the difficulty a large number of parties are having coming to an agreement on the content of the document.

*Southeast Region
Counties/Region One
Counties Mutual Aid
Agreement Approved
- Continued*

Mr. McKnight informed that Board that in March 2007 MCIT distributed a model JPA for Homeland Security and Emergency Management (HSEM). Since that time counties throughout Minnesota have been working with MCIT and HSEM to try and meet the concerns of MCIT in the area of liabilities through JPA's in addition to meeting the requirements that HSEM has to meet with the federal government in the area of funding. It is an ongoing issue that Dodge County will continue to work on.

Motion by Alberts seconded by Tjosaas to approve and authorize Commissioner Gray to sign the Southeast Region Counties/Region One Counties Mutual Aid Agreement as presented. *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 Todd Nelson – Veteran's Services Officer .6 FTE
Authorization to hire at B23 step 3 \$16.31 to fill approved vacancy.
Effective Date: 6/29/07
- A.2 Pamela Boyd – Social Worker
Step increase from C42 step 5 \$20.20 to C42 step 4 \$20.96.
Effective Date: 6/26/07

B. Public Health

- B.1 Amanda Smith – Family Support Worker – On-Call
Authorization to hire at A13 step 8 \$11.11 to fill approved vacancy.
Effective Date: 6/27/07

C. Highway

- C.1 Rory Zelinske – Operator III
Regular status and increase from B23 probationary wage \$17.40 to B23 regular wage \$18.01
Effective Date: 5/27/07
- C.2 Jessica Brennan – Administrative Assistant - .8 FTE
Step increase from B23 step 6 \$14.83 to B23 step 5 \$15.31.
Effective Date: 6/23/07

D. Sheriff's Department

- D.1 Bruce Frondal – 911 Dispatcher
Step increase from B22 step 7 \$17.30 to B22 step 8 \$18.00.
Effective Date: 6/1/07
- D.2 Onawa Dostal – 911 Dispatcher - .8 FTE
Step increase from B22 step 1 \$14.48 to B22 step 2 \$14.91.
Effective Date: 5/9/07
- D.3 Emily Sohm – Deputy Sheriff Part-Time
Resignation.
Effective Date: 6/21/07

- D.4 Deputy Sheriff Part-Time
 Authorization to post and fill vacancy created by resignation.
 Effective Date: 6/21/07

Personnel Actions
Approved - Continued

E. Emergency Management

- E.1 Ryan Chartier – Emergency Management Director
 Authorization to employ at C41 step 3 \$22.88 to fill approved vacancy.
 Effective Date: 8/20/07

Motion adopted unanimously.

Tax Services Director Rose Culbertson 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:

Bills Approved

01	Revenue Fund	\$ 56,900.69
11	Human Services Fund	\$ 298.49
13	Road and Bridge Fund	\$ 33,733.04
16	Environmental Quality Fund	<u>\$ 59,704.70</u>
	Total	\$150,636.92

A payment to Minnesota Pollution Control Agency on page 20 for \$413.00 was pulled at the request of Environmental Quality for further clarification.
Motion adopted unanimously.

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

Legal Update

Fairview Care Center Administrator Jane Sheeran met with the Board to discuss a request to approve a sidewalk replacement proposal for the Fairview Care Center in Dodge Center.

Sidewalk
Replacement
Proposal for Fairview
Care Center
Approved

Ms. Sheeran reported that the following two proposals were received for the sidewalk replacement:

Muehleis Concrete Masonry	\$6,700.00
Keystone Construction	\$6,980.00

Motion by Erickson seconded by Tjosaas to accept the lowest proposal of \$6,700.00 from Muehleis Concrete Masonry for the replacement of the sidewalk at the Fairview Care Center in Dodge Center as presented. *Motion adopted unanimously.*

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

Human Services
Committee Report

Building Operations Supervisor Roger Friedt shared with the Board the old courthouse roof analysis report.

Courthouse Roof
Structural Analysis
Study Approved

Mr. Friedt reported that at the April 10th, 2007 Board meeting, the Board authorized Kane & Johnson, Inc. to perform a re-roof study/analysis of the old courthouse roof to determine the overall condition of the existing roof system and cupola prior to replacing the roofing system with new materials. The Building Operations Supervisor informed the Board that Kane and Johnson, Inc. has completed the roof analysis for the county. The report was forwarded to the Board for their review and comments prior to implementing any recommendations in the roof analysis report.

The Building Operations Supervisor discussed with the Board the insulation/ventilation issues as pointed out by Kane and Johnson. The attic of the Courthouse, though it has some 12-inches of insulation at the floor level, is not acting effectively as an insulated attic space as the ventilation above the attic floor is inadequate.

Further, it appears there are significant areas where heat loss from the building below gets into this attic space and contributes significantly to the ice dam problems that have been ongoing for probably decades. Ice dams are a major cause of deterioration of the roof and unchecked can lead to major interior water problems and could potentially lead to mold conditions.

Kane and Johnson recommended converting this attic into a properly insulated and sealed space with significant amounts of cold air, in winter conditions, being allowed above the insulation level. This effort, in addition to verification of a proper insulation separation of the heated, tempered spaces to the attic should dramatically reduce the ice damming problems Dodge County has experienced. Further, these measures should contribute dramatically to a lower cost of energy for heating and cooling the Courthouse on an ongoing basis.

Any work on the exterior of the building, such as increasing ventilation areas, must be done within an historical context.

Mr. Friedt shared structural concerns as pointed out by Kane and Johnson. On the initial tour of the Courthouse significant concerns were raised regarding certain components of the structural framing of the attic. These concerns include a sub-standard ridge beam condition, significant deflection noted in the roof joists in various areas, significant deflection of some main structural beams, and some modified (non-engineered) conditions including where the north addition was added and framing of and around the cupola that do not meet present standards, and may not be structurally sound.

As a result of these concerns, an additional visit was conducted. The result of this visit was a submission of a proposal by Structural Design Group recommending a preliminary structural investigation of these conditions and other structural implications of the project.

It was noted that if the mechanical issues mentioned in the insulation/ventilation discussion are implemented, additional load may be placed on the roof because, with less heat-loss, snow is likely to accumulate on the roof and remain for a longer period of time. This possibility would also be factored into the structural engineering analysis.

Courthouse Roof
Structural Analysis
Study Approved -
Continued

The Building Operations Supervisor indicated that regardless of any attic or roofing work, the structural engineering survey should be conducted. It is possible these conditions could deteriorate further over time. In addition, unusual weather events could cause a significant problem with areas of the attic's structural framing. It was Mr. Friedt's opinion that the county needs to do a structure study as recommended by Kane and Johnson Architects.

Commissioner Erickson reported that the county needs to deal with the venting issue and communicate with the Minnesota Historical Society to ensure that any new vents installed maintain the integrity of the building.

Commissioner Gray wanted to know what the next step would be.

Mr. Friedt indicated that first they need to deal with the structure issues and recommended a structure study. The next step would be to do roof structure improves on the cupola, fascia, etc. The last step would be to do the re-roofing.

Motion by Alberts seconded by Hanson to approve and authorize the Building Operations Supervisor to move ahead with the courthouse roof structural analysis study at a cost of \$3,500.00 as proposed by Structural Design Group. *Motion adopted unanimously.*

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

Public Works
Committee Report

The Board reviewed the County Engineer's request to approve final payment to for SAP 20-634-009.

Final Payment for
SAP 20-634-009
Approved

The bridge replacement project was located on CSAH 34 east of Kasson. The work was performed by Minnowa Construction. The final contract amount for SAP 20-634-009 was \$553,119.43 with the final payment amount being \$27,332.82.

Motion by Erickson seconded by Alberts to approve and authorize the final payment of \$27,332.82 to Minnowa Construction for SAP 20-634-009. *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 June 12, 2007 Committee of the Whole meeting minutes as presented. *Motion adopted unanimously.*

06/12/07 Committee
of the Whole Meeting
Minutes Approved

Motion by Tjosaas seconded by Alberts to approve and authorize the June 12, 2007 meeting minutes as corrected on page 124. *Motion adopted unanimously.*

06/12/07 Meeting Minutes Approved

Motion by Tjosaas seconded by Alberts to approve and authorize the June 12, 2007 County Board of Appeal and Equalization meeting minutes as presented. *Motion adopted unanimously.*

06/12/07 County Board of Appeal & Equalization Meeting Minutes Approved

The Board reviewed the County Administrator's request to appoint a member to the DFO Advisory Board.

DFO Advisory Board Appointment Approved

Mr. McKnight reported that there currently exists a vacancy for a resident on the Dodge County DFO Advisory Board. Roger Hanson has worked along with the Administration Department to advertise this opening in local newspapers to find interested parties.

The County Administrator reported that after reviewing the applications and discussing this issue with the proposed appointee, Roger Hanson is recommending that Susan Westin be appointed to the DFO Advisory Board from Dodge County. Ms. Westin is from Hayfield and works as an adult foster care provider.

Motion by Erickson seconded by Alberts to appoint Susan Westin to the DFO Advisory Board for Dodge County effective June 26, 2007. *Motion adopted unanimously.*

The County Attorney left the meeting at 10:34 a.m. CDT.

County Attorney Left Meeting

Commissioners provided their agency reports. Commissioner Hanson attended an Equalization meeting, an E.M.S. Joint Powers meeting, a Fairview Care Center meeting, a Township Officers meeting, a Workforce Development Joint Powers meeting and a Task Force meeting. Commissioner Alberts attended a Land Use Task Force meeting and a Fairview meeting. Commissioner Gray attended a Care Center meeting, a Budget meeting, a Township banquet and a Land Use Task Force meeting. Commissioner Erickson attended a Dodge County Board of Appeals and Equalization meeting, a SCHA Joint Powers meeting, a Fairview Care Center meeting, a Dodge County Budget Work session, a Dodge County Township Officers banquet, a Dodge County Land Use Task Force meeting and a SCHA Utilization Committee meeting. Commissioner Tjosaas attended an Extension meeting, a Township banquet, a Task Force meeting and a Four Seasons meeting.

Agency Reports

Motion by Hanson seconded by Alberts to adjourn the meeting at 11:02 a.m. CST. *Motion adopted unanimously.*

Meeting Adjourned

The next regular meeting of the Dodge County Board of Commissioners will be held on July 10, 2007 at 9:30 a.m. CDT.

Next Regular Meeting

ATTEST:

DON GRAY
CHAIR, COUNTY BOARD

BECKY LUBAHN
DEPUTY CLERK

DATED: