

TUESDAY, JULY 10, 2007

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

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

**COUNTY ADMINISTRATION OFFICE
MANTORVILLE, MN**

2007-14

The Dodge County Board of Commissioners met in regular session July 10, 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 Erickson seconded by Tjosaas to approve and adopt the agenda as presented. *Motion adopted unanimously.*

Agenda Approved

Human Services Director Brian Hartung introduced Todd Nelson who is the new Veteran Services Officer.

New Employees
Welcomed

Public Health Director Peggy Espey introduced Kyla DeLeon the new Account Technician in Public Health.

The Board welcomed Mr. Nelson and Ms. DeLeon.

The Board was informed that Gary Trelstad the Collections and Accounting Supervisor for Human Services has received the Minnesota Association of Social Service Accountants 2007 Member of the Year Award. Mr. Trelstad received this award last week at an annual meeting.

Gary Trelstad
Recognized for
Receiving MN
Association of Social
Service Accountants
2007 Member of the
Year Award

Shelley Koen from Human Services presented a short video that was shown at the annual meeting supporting Mr. Trelstad's nomination for 2007 Member of the Year.

The Board congratulated Mr. Trelstad on receiving the Minnesota Association of Social Service Accountants 2007 Member of the Year Award.

County Administrator David McKnight discussed with the Board a county/ township zoning project and possibly holding a meeting with county and township representatives.

Township Overlay
District Creation
Discussion

Mr. McKnight reminded the Board that at their last planning work session in June they discussed the approach that Olmsted County has taken with their townships in regards to township zoning ordinance that exist in that county. During the meeting the Board discussed with the County Administrator the possibility of implementing a township overlay district in Dodge County to address a number of issues that the County Board has in this area.

Mr. McKnight reported that in June the Board talked about holding a meeting with township representatives on this project. The County Administrator proposed the following approach to this project at this time:

1. W/O July 9th – Send letter to townships informing them of our proposal to put in place a township overlay district to ensure that the minimum standards set in place by the county zoning ordinance are the baseline for any township zoning ordinance.
2. Late August/early September – Have the County Board pick a date for an informational meeting that all townships will be invited to hear a brief presentation on the overlay district and possible future cooperative agreements to determine roles of county and township officials in administering ordinances.
3. September-December – If the process goes smooth and the County Board is comfortable we will start the process of moving this through the Planning Commission and County Board.

The County Administrator commented that if the Board is comfortable with this approach he needed them to review the draft memo he provided and see if it incorporates the ideas they discussed at the last work session and the ideas that the Board would like to see this possible overlay district achieve.

Mr. McKnight indicated that if the Board is comfortable with this approach he will send the letters to township board chairs and clerks this week. Along with the memo he will send copies of the Olmsted County township overlay district, the New Haven Special District and the draft cooperative agreement that the Board has already reviewed.

In addition, the County Administrator asked that the County Board select a meeting date most likely in late August or early September to hold this meeting. Mr. McKnight noted that delaying the meeting until that timeframe will provide the townships with an opportunity to discuss this issue at their meetings before the joint meeting is held.

It was the consensus of the Board that the County Administrator should move forward with sending letters to township board chairs and clerks this week about the possible creation of a township overlay district in Dodge County.

Township Overlay
District Creation
Discussion -
Continued

The County Administrator provided the Board with a Joint Powers Agreement update.

Joint Powers
Agreement Update

Mr. McKnight reported that in May of this year he attended training sponsored by the Minnesota Counties Insurance Trust on the topic of joint powers agreements. The training came about because of a number of issues, all of which impact the operations of county government on a daily basis.

The County Administrator noted that one of the issues that was brought up during the training was that of gathering all of the joint powers agreements in place and reminding County Board's of these agreements. With this in mind department heads were asked to submit all of the joint powers agreements that are in place in their departments. Mr. McKnight provided the Board with a list of 33 joint powers agreements in place between Dodge County and other entities. The County Administrator informed the Board that all of these agreements are on file in the Administration Department.

Mr. McKnight stated that he is confident that there are joint powers agreements that are in place and not on this list. The County Administrator commented that one part of this project is to flush out and find all of the agreements that Dodge County has approved in the past to see if they still need to be in place or if they can be discontinued by action of the County Board.

The County Administrator informed the Board that there is no action required on this topic; it is for their information only. Mr. McKnight reported that the Administration Department will continue to research the issue of joint powers agreements in place in Dodge County. In addition, all joint powers agreements that the Board approves in the future will go immediately into the file that has been created in the Administration Department.

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

Human Services
Committee Report

Motion by Hanson seconded by Tjosaas to approve Human Services Action Item 1.1, payment of the bills as found on the bill payment list pursuant to resolution #95-10, to approve all Financial Assistance case actions as presented, all Social Services case actions with the reasons and actions as found in the individual case files, and to approve the destruction of the closed case files as found on the monthly closed case destruction list. *Motion adopted unanimously.*

Human Services
Action Item 1.1

Motion by Hanson seconded by Tjosaas to approve the following Group Residential Housing Agreements (GRH); to provide the services of GRH; at the rate of \$24.89 per day, \$757/month; to be effective 07-01-07 and continue until terminated by one of the parties. (New yearly rates as approved by Federal legislation will be brought to the County Board for their approval):

Group Residential
Housing Agreements
Approved

- 1.21 Catherine Baudion
- 1.22 Cenneidigh, Inc.
- 1.23 Stephanie Chicos
- 1.24 Circle Drive Manor
- 1.25 Elm Care, Inc.
- 1.26 Field Crest Assisted Living
- 1.27 Janie Hill
- 1.28 Lois and Duane Klocke
- 1.29 MN SOCS
- 1.210 Vicki Munson
- 1.211 Comfort Home Health Care
- 1.212 REM Woodvale
- 1.213 Sue Westin
- 1.214 Marlene Wirth
- 1.215 Lyle and Mavis Wulf

Motion adopted unanimously.

Mr. Hanson discussed the initial results of a week long Dodge County Human Services Child Protection Audit review conducted by the Minnesota Department of Human Services (MN DHS). According to Ann Broskoff a Child Welfare Quality Assurance Consultant from the MN DHS Dodge County was one of the best counties they have reviewed.

Dodge County
Human Services
Child Protection
Team Acknowledged

It was Ms. Broskoff's opinion that Dodge County's Child Welfare team is doing an excellent job of providing high quality services and achieving high quality outcomes.

Ms. Broskoff feels that Dodge County should be very proud of the job these employees are doing for our community and noted that the Child Welfare team should be commended not only for the amount of time and effort they put into their clients but for the positive outcomes they are achieving as a result of the work that is done.

The Board recognized the work of the Human Services Child Welfare workers and asked that the Human Services Director formally acknowledge the work of these employees in the county newspapers once the official report is received.

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	\$ 69,527.17
11	Human Services Fund	\$ 538.89
13	Road and Bridge Fund	\$111,377.56
16	Environmental Quality Fund	\$ 11,828.46
65	General Obligation Solid Waste Rev Bonds	\$ 2,537.50
	Total	\$201,809.58

The Board asked for a description clarification of a bill on page seven to Steele County Detention Center for \$42,780.00 for July prisoner board. It was reported that the description is correct as listed, Steele County bills ahead for their contracted bed agreements.

Motion adopted unanimously.

The Employee Relations Director presented the Personnel Agenda for the Board's review.

Personnel Actions Discussed

Commissioners had questions on D.3, a request to hire a .8 FTE dispatcher.

It was the consensus of the Board that they should move to the Public Safety report which addresses the .8 FTE dispatcher request in greater detail before acting on the personnel agenda.

Commissioner Tjosaas presented a summary of the Public Safety Committee report and action items.

Public Safety Committee Report

The Board reviewed the Sheriff's request to replace a part-time dispatcher with a .8 dispatcher.

.8 FTE Dispatcher Position Discussion

Over the last four years, the Sheriff's Office has had 34 dispatchers either resign or be terminated. Of those 34, eight were full time and 26 were part time. Of the 26 part time individuals, 16 left before their training was complete, never working a shift on their own.

It was noted that the Sheriff's Office just had another part time dispatcher (.4 FTE) resign and has only five part time dispatchers on their roster, even though they have fourteen slots available. The Sheriff's Office has a very difficult time keeping part time dispatchers and asked that they be allowed to replace the most recent resignation with a .8 FTE position. It was noted that there may be an additional cost initially but in the long run the Sheriff feels hiring a .8 FTE dispatcher instead of a part time dispatcher will be cheaper. Approximately a year and a half ago the Sheriff's Office put two .8 FTE positions in place, both of the dispatchers that fill those positions are still with them.

It was the Sheriff's opinion that with a third .8 FTE position they will be able to make some minor changes to the dispatch schedule that will eliminate three vacant shifts every pay period. This will in no way eliminate their need for part time on-call dispatchers as the Sheriff's Office relies heavily on these individuals. The .8 FTE dispatchers are the people that will be filling the vacant shifts and will be filling in for vacations, sick days, etc. Hiring another .8 FTE position will allow the Sheriff's Office to schedule some of those open shifts and hopefully eliminate some of the overtime shifts for their full time dispatchers.

.8 FTE Dispatcher
Position Discussion -
Continued

It was the consensus of the Board that they would like the Sheriff to come back to the next meeting with a rough estimate of how the addition of a third .8 FTE dispatcher position would impact his budget.

Motion by Hanson seconded by Erickson to approve the following personnel actions:

Personnel Actions
Approved

A. Administration

- A.1 David Deschene – Information Technology Advisor – On-Call
Resignation.
Effective Date: 6/27/07

B. Public Health

- B.1 Part-time Public Health Staff review of FTE status. The following changes need to be made according to average hours worked. The next audit will be 1/2008.
Iva Kietzmann – PHN II
Decrease FTE from .60 to .55
Amber Converse – Dietitian
Decrease FTE from .55 to .50
Ardell Haberer - Administrative Secretary
Increase FTE from .70 to .75
Gail Hester – Business Office Manager
Increase FTE from .70 to .75
Catalina Hotung – Nest Clerk
Increase FTE from .45 to .50
Effective Date: 7/1/07

C. Extension

- C.1 Adrienne Hodgman – Administrative Assistant
Increase FTE from .5 to .75.
Effective Date: 1/22/07

D. Sheriff's Department

D.1 Part-time Sheriff Department Staff review of FTE status. The following changes need to be made according to average hours worked. The next audit will be 7/2007.

Donald Fliczek – Courtroom Security Officer

Increase FTE from On-Call to .6 FTE

William Weber – Transport Officer

Increase FTE from On-Call to .55 FTE

David Elliot – Transport Officer

Increase FTE from On-Call to .55 FTE

Dawn Frieberg – 911 Dispatcher

Increase FTE from .80 to .85 FTE

Effective Date: 7/1/07

D.2 Matt Kuth – 911 Dispatcher – .4 FTE

Resignation.

Effective Date: 7/6/07

E. Highway

E.1 Larry Edgar – Operator IV

Resignation.

Effective Date: 9/30/07

E.2 Operator IV – 1.0 FTE

Authorization to post and fill vacancy created by resignation.

Effective Date: 7/10/07

Motion adopted unanimously.

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

Public Health
Committee Report

The Board reviewed the Dodge County Public Health Policy/Procedure for UCare MSHO Care Coordination request.

UCare MSHO Care
Coordination Policy/
Procedure for Public
Health Approved

Dodge County Public Health currently has a policy/procedure in place for UCare MSHO Care Coordination. UCare has reviewed Public Health's policy/procedure in the past and it was approved. Public Health has requested clarification this past year from UCare regarding policy and procedure and they have recommended changes in the format of Public Health's current policies/procedures not content of the policy/procedure. The Board reviewed the proposed change in format of the UCare MSHO Care Coordination Policy/Procedure for Public Health as submitted.

Motion by Alberts seconded by Erickson to support the proposed change in format for the UCare MSHO Care Coordination Policy/Procedure as presented. *Motion adopted unanimously.*

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

Administration
Committee Report

Motion by Tjosaas seconded by Erickson to approve and authorize the June 26, 2007 Committee of the Whole meeting minutes as presented. *Motion adopted unanimously.*

06/26/07 Committee
of the Whole Meeting
Minutes Approved

Motion by Erickson seconded by Alberts to approve and authorize the June 26, 2007 meeting minutes as presented. *Motion adopted unanimously.*

06/26/07 Meeting Minutes Approved

Commissioners provided their agency reports. Commissioner Hanson attended a dairy facilities design tour, a SE Water Resources Joint Powers meeting and a SE Human Relations Joint Powers meeting. Commissioner Alberts did not have any meetings to report. Commissioner Gray attended a SCHRC meeting. Commissioner Erickson attended a Wind Energy Development meeting, a dairy facility tour and a SCHA Joint Powers Board meeting. Commissioner Tjosaas did not have any meetings to report.

Agency Reports

Motion by Tjosaas seconded by Hanson to adjourn the meeting at 10:42 a.m. CST. *Motion adopted unanimously.*

Meeting Adjourned

The next regular meeting of the Dodge County Board of Commissioners will be held on July 24, 2007 at 9:30 a.m. CDT.

Next Regular Meeting

ATTEST:

DON GRAY
CHAIR, COUNTY BOARD

BECKY LUBAHN
DEPUTY CLERK

DATED: