

TUESDAY, AUGUST 28, 2007

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

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

**COUNTY ADMINISTRATION OFFICE
MANTORVILLE, MN**

2007-17

The Dodge County Board of Commissioners met in regular session August 28, 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:	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

The County Attorney arrived to the meeting at 9:31 a.m. CDT.

County Attorney
Arrived

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

Agenda Approved

County Administrator David McKnight introduced Ryan Chartier who is the new Emergency Management Director.

New Employees
Introduced

Building Operations Supervisor Roger Friedt introduced Karla Volkart who is the new full time Custodian.

The Board welcomed Mr. Chartier and Ms. Volkart.

Mr. Chartier presented for the Board's consideration a Declaration of Emergency for Dodge County.

Dodge County
Declaration of State
of Emergency
Approved by
Resolution #2007-28

The Emergency Management Director stated that due to the recent heavy rains in southeastern Minnesota, including but not limited to Dodge County, he is recommending that the Board issue a Declaration of Emergency for Dodge County for the following reasons. Upon completion of damage assessments for the county, FEMA will possibly reimburse Dodge County and its citizens for the following: road washouts, debris removal, overtime of county employees due to disaster, plus other items.

Mr. Chartier informed the Board that upon issuing a Declaration of Emergency Dodge County will be included in the Governors State Declaration of Emergency, and if a Presidential Declaration of Emergency evolves Dodge County will be included in this also. This will free up more state resources as well as federal assistance if a Presidential Declaration is declared.

Dodge County
Declaration of State
of Emergency
Approved by
Resolution #2007-28
- Continued

The Emergency Management Director reported that the procedure for declaring a Declaration of Emergency for Dodge County is as follows:

1. Dodge County Board of Commissioners will sign a resolution indicating a Declaration of Emergency.
2. A copy of the resolution will be faxed to the State of Minnesota Emergency Operations Center (E.O.C.).
3. The Emergency Management Director or his/her designee will call the State of Minnesota Duty Officer and give a situation briefing.
4. The Emergency Management Director or his/her designee will call the State of Minnesota Homeland Security and Emergency Management Regional Coordinator and give a situation briefing.

Mr. Chartier informed the board that approximately 200 homes in Dodge County have been damaged by the flooding and estimates that Dodge County has sustained approximately \$500,000 worth of damage to public and personal property.

Commissioner Erickson asked Mr. Chartier or Mr. McKnight to comment on why Dodge County did not react to the storm damage sooner.

The County Administrator stated that the reports that he got initially were of minimal damage and that the true extent of the damage was not evident until the end of last week.

Commissioner Gray believes people may have been reluctant to report damage because the extent of damage they sustained was not as devastating as those in counties east of Dodge County.

The Emergency Management Director informed the Board that he did not start receiving damage reports until after he started sending out press releases last week.

Commissioner Gray contributed the lack of reporting damage in Dodge County to the fact that people were comparing their situation to that of other counties and were reluctant to report any damage because they did not experience the same damage that other counties experienced. Mr. Gray felt that another possibility for lack of reporting was that the new Emergency Management Director did not start his new job until the Monday after the storm.

Commissioner Tjosaas clarified that just because Dodge County passes the State of Emergency resolution does not mean that we are going to get any funding.

Commissioner Erickson noted that the Highway Department has gone out and done their own damage assessment and that this information has been included in the report for the Board's review.

Dodge County
Declaration of State
of Emergency
Approved by
Resolution #2007-28
- Continued

Commissioner Hanson wanted to know the process for people calling in damage from the storm.

Mr. Chartier informed the Board that the caller's personal information is recorded along with information on the extent of damage they have sustained.

County Engineer Guy Kohlhofer was available to comment on the condition of county roads and bridges. Mr. Kohlhofer reported that his office has a list of things with visible damage and noted that they will be able to conduct a better assessment when the water goes down and clears up so they can determine what impact the storm has had on Dodge County bridges. The County Engineer stated that they will be looking for things like scour or material around the bridges as well as wash outs when they conduct their next assessment.

Commissioner Erickson wanted to know if outstanding information from people with damage will be a problem.

It was the Emergency Management Director's opinion that it would not be a problem to have outstanding information and that any additional reports of damage could just be added to the state declaration once received.

Representative Randy Demmer was in the audience and was asked to comment on information he received on the storm damage in Dodge County. Mr. Demmer reported that he was present at the meeting to listen and noted that he had not received any calls from anyone in Dodge County regarding damage from the storm. Mr. Demmer informed the Board that he will be meeting with the Governor today. The Governor is doing a tour of the state to view the damage from the storm. Representative Demmer wanted to know if there was a message that Dodge County wanted him to relay to the Governor.

Mr. Erickson reiterated for Mr. Demmer's benefit the reasons for the lack of an immediate declaration of emergency.

Representative Demmer stated that all Dodge County residents should be encouraged to report even the smallest amount of damage from the storm because any amount of damage is still devastating to those affected.

The County Administrator recapped that Dodge County has approximately 200 homes that have been affected by the storm and approximately \$500,000 in damage has been sustained in Dodge County. It was Mr. McKnight's belief that this dollar amount will continue to grow.

Mr. Demmer thanked the Board for their time.

Motion by Erickson seconded by Tjosaas to approve and authorize the Chairman of the Board and Deputy Clerk to sign resolution #2007-28 in support of declaring Dodge County in a State of Emergency:

Dodge County
Declaration of State
of Emergency
Approved by
Resolution #2007-28
- Continued

WHEREAS, the heavy rainfall of August 2007 impacted the population of Dodge County and its cities; and

WHEREAS, the rainfall and flooding event has caused a significant amount of property damage; and

WHEREAS, the Dodge County Emergency Management Director requests the Dodge County Board of Commissioners to declare Dodge County in a State of Emergency due to the heavy rainfall and flooding of August 2007.

NOW THEREFORE BE IT RESOLVED, that the Dodge County Board of Commissioners declare Dodge County in a State of Emergency for conditions resulting from the heavy rainfall and flooding event that began on August 19, 2007.

Resolution adopted unanimously.

The County Engineer commended Mr. Chartier for the work he has done in his first week as the new Emergency Management Director for Dodge County.

Mr. McKnight provided the Board with an update on the 2008 county budget.

2008 County Budget
Update

The County Administrator reported that the commissioners each were sent draft #3 of the 2008 Dodge County budget on Friday, August 17, 2007 to provide them with time to review the progress of the budget and to provide him with some guidance on where the Board would like to set the preliminary levy for next year. Mr. McKnight noted that the Board will set the preliminary levy at their next meeting which is scheduled for Tuesday, September 11, 2007.

The County Administrator reported that the current version of the budget has the levy at \$9,406,635, this is a 9.99% increase over 2007. The Board set a goal of having the 2008 levy increase somewhere between a 5-6% increase which means there is still between \$341,469 and \$426,990 left to be cut from the draft budget.

The County Administrator stated that the Dodge County Board of Commissioners has a history of trying to set the preliminary budget/levy as close to the final budget/levy as possible. The past three budget years have had the following preliminary and final tax levy increases:

<u>Year</u>	<u>Preliminary Increase</u>	<u>Final Increase</u>
2007	6.37%	6.37%
2006	8.49%	7.35%
2005	12.0%	9.67%

Mr. McKnight informed the Board that they have the option of setting the preliminary increase at any level at this point. The County Administrator informed the Board that if they set the preliminary levy at the following percentage increases he would have the following amounts to cut from draft #3 of the 2008 budget.

2008 County Budget
Update - Continued

Current Draft #3 2008 Tax Levy	\$9,406,635	9.99%
<u>Increase Over 2007</u>	<u>Amount to Cut</u>	
9% Increase	\$ 84,908	
8% Increase	\$170,429	
7% Increase	\$255,949	
6% Increase	\$341,469	
5% Increase	\$426,990	

The County Administrator indicated that he needed some direction from the Board on where to set the preliminary levy in order for him to bring this item back for approval at the next meeting.

Mr. McKnight discussed with the Board draft #3 of the 2008 budget.

The County Administrator stated that he is looking for any comments, concerns or issues the commissioners might have from draft #3 of the budget. Mr. McKnight noted that the changes that he made were his proposals to the Board and that any direction from them can and will change the draft budget.

Mr. McKnight noted that this has been the most difficult budget of his six year history with Dodge County. The County Administrator informed the Board that they still have a long way to go before the Board gets to their target levy increase.

The County Administrator reminded the Board that they had on the calendar a final budget work session for November 2007 but have not set a date. Mr. McKnight was looking to move the date of that work session up to mid-September to provide him an opportunity to get input on the budget before the fall harvest season begins. The County Administrator believes the meeting will probably be one-two hours at the most.

Mr. McKnight asked for direction from the County Board.

Commissioner Erickson suggested a preliminary levy of 8%.

Commissioner Tjosaas recommended a preliminary tax levy of 7.5%.

It was the consensus of the Board that they would shoot for a preliminary tax levy of 7.5% and plan to reduce the levy further from there.

The County Administrator informed the Board that he will plan another meeting with them in September to further discuss the 2008 budget.

Environmental Quality Director Mark Gamm and Solid Waste Facility Manager Terry Selthun met with the Board to discuss a Labor Agreement with Ability Building Center.

Environmental
Quality Department
Independent
Contractor
Agreement with
Ability Building
Center Approved

Mr. Gamm reported that for many years Opportunity Services (OS) has provided the Recycling Center with a crew to sort recyclables. The crew is made up of four to five individuals with disabilities of varying degrees. The OS crew works about 4 ½ hours per day.

The Environmental Quality Director informed that Board that early this summer, OS said they needed to raise the price for the crew from about \$10 to \$19/hour to cover their costs. Environmental Quality tried to negotiate a smaller increase by requesting that the crew consist of just their highest performing clients. OS said that they could not break up the crew and consequently notified Environmental Quality that they will be terminating the agreement effective August 31, 2007.

Mr. Gamm reported that his department has now negotiated an agreement with Ability Building Center (ABC) to provide similar services. At this time, it looks like ABC can provide two high functioning clients for about \$17/hour. Environmental Quality has conducted a two week trial period with ABC. Based on the trial period it appears that the ABC crew could be more productive than the OS crew and can provide Dodge County with paper sorting and other services that OS could not provide. Mr. Gamm proposed the following changes in the Environmental Quality 2008 budget to cover the cost of the ABC contract:

Line Item	Preliminary 2008 Budget	Revised 2008 Budget	Explanation
State Grant Revenue	\$ 50,000	\$ 55,000	Governor's budget allocated additional \$1.5 million statewide for SCORE grants to counties.
Recycling Sales Revenue	\$140,000	\$145,000	Market value for recyclable materials is up. Our projected revenue for 2007 is \$145,000.
Contract Services Cost	\$ 10,000	\$ 20,000	Additional cost of contract services to sort recyclable materials.
Net	\$180,000	\$180,000	No net change in 2008 budget.

The Board wanted clarification on whether the termination of the agreement with Opportunity Services was initiated by them or Environmental Quality.

Mr. Gamm reported that it was Opportunity Services' decision to terminate the agreement because they had found other work for their crew.

Motion by Hanson seconded by Erickson to approve and authorize the Environmental Quality Director to sign an Independent Contractor Agreement between Dodge County Environmental Quality and Ability Building Center and subsequent similar updated agreements that reflect normal annual cost adjustments as requested. *Motion adopted unanimously.*

Mr. Gamm was informed that although he is authorized to the sign the agreement as presented he will still need to present the contract to the Board on an annual basis for approval if it requires a new signature.

Mr. Gamm shared with the Board the proposed Natural Resources Block Grant for 2007.

2007 Natural Resources Block Grant Agreement Approved

The Environmental Quality Director informed the Board that the Natural Resources Block Grant provides funding of the county's feedlot, wetland, shoreland, septic and water management activities. Mr. Gamm reported that Dodge County is eligible to receive \$83,880 in state grants for budget years 2007-2008.

Motion by Erickson seconded by Tjosaas to approve and authorize the Chairman of the Board to sign the State of Minnesota Board of Water and Soil Resources 2007 Natural Resources Block Grant Agreement as presented and discussed.
Motion adopted unanimously.

Sheriff Gary Thompson provided the Board with an update on the impound lot in Dodge Center.

Additional Charges for Sheriff's Office Impound Lot Approved

Mr. Thompson reported that at the May 22, 2007 County Board meeting the Board accepted an estimate from Horsman Fence Company in the amount of \$19,900 for the fence and gate portion of a new impound lot. After the original estimate, the Sheriff's Office discovered that some minor changes were needed that increased the cost of the project by \$844. The increase was due to a change in dimensions which required an additional 62 feet of fence and a change in the two gates from cantilevered gates to roller gates. The roller gates were the only way the Sheriff's Office could get the needed 16 foot opening.

The Sheriff noted that they are experiencing problems with the electronic device that opens and closes the gates and would like to withhold \$5,600 from Horsman Fence Company until the problem is resolved.

Motion by Hanson seconded by Tjosaas to approve and authorize the payment of \$15,144 to Horseman Fencing Company for fence improvements for the Sheriff's Office impound lot in Dodge Center. The remaining \$5,600 will be paid when the gates are functioning correctly. *Motion adopted unanimously.*

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

Bills Approved

01	Revenue Fund	\$ 85,128.84
11	Human Services Fund	\$ 133.04
13	Road and Bridge Fund	\$ 66,855.56
16	Environmental Quality Fund	<u>\$ 3,856.25</u>
	Total	\$155,973.69

It was noted that the payment to Horsman Fencing Company on page 7 was reduced by \$5,600 as requested by the Sheriff. *Motion adopted unanimously.*

Veteran Services Officer Todd Nelson met with the Board to discuss his request to increase the Veteran Services Officer position from .60 FTE to .80 FTE.

Veteran Services
FTE Increase
Discussion

The Board was reminded that the Dodge County Veteran Service Officer (VSO) position was hired as a part-time (24 hour) position effective June 29, 2007. As part of learning and readdressing issues with the position, the VSO was allowed to work up to a full-time schedule for the first six weeks. Mr. Nelson shared with the Board a lengthy list of activities that he has been involved in during his first six weeks of employment with Dodge County.

The Veteran Services Officer noted that 95% of the actions are direct support to customers and that the area he is just beginning to get into outreach. Outreach includes attending meetings in and for the community, parades, festivals, the fair, news articles, VSO web site, nursing home visits, etc. The Human Services Director and Veteran Services Director expect that outreach will take up 25% of budgeted time if done properly.

Mr. Nelson commented that direct support to customers is of greatest importance. Veterans have commented on how they appreciate the availability of services now being offered. The question that needs to be answered now is how much service is needed. Staff believes that in a customer service environment, availability is the number one issue and that it must be reasonably available when needed.

Mr. Nelson reported that based on the first six weeks of activity, this position needs to be available to the community a minimum of four days per week. Outreach will and can be worked during off-customer service times. This approach will provide adequate service to Dodge County veterans. Optimum service will be realized as workplace improvements such as advanced training, experience, digital support, and community awareness are realized. Optimum veteran services in the future may require a full-time schedule or may indicate a decrease in hours as well. Human Services and Veteran Services will continue to evaluate the position to ensure positive veterans support for the community weighed against fiscal requirements set by the commissioners.

The Human Services Director and Veteran Services Office feel that the VSO position should be increased from 3 to 4 days per week based on the daily activity records, experiences, and perception of the amount of time needed to adequately provide the level of services to county veterans that they believe the Commissioners want provided.

Commissioner Erickson wanted to know how Mr. Nelson plans to work in the hours for evening meetings with the hours he is currently working.

Mr. Nelson informed the Board that he would work the evening meetings into his afternoon schedule and on his own time.

The Veteran Services Officer stated that he needs to work outreach into his schedule and that he needs to be available to the citizens of Dodge County.

Mr. Nelson requested that the Board approve increasing his hours to allow him to work four days per week instead of three days per week.

Veteran Services
FTE Increase
Discussion -
Continued

The County Administrator informed the Board that the increase in hours for the Veteran Services Officer position is in next year's budget. Mr. McKnight made the Board aware that they will be over budget in Veteran Services this year.

Commissioner Erickson stated that he appreciates the update on the work that has been done by Mr. Nelson.

Mr. Erickson reported that Human Services staff is still actively involved with the Veteran Services Office to ensure that client's needs are being met and that appointments can still be scheduled for clients on days that Mr. Nelson is not in the office.

Both Commissioner Erickson and Commissioner Hanson reported that they have heard good things about the work Mr. Nelson is doing.

Commissioner Gray commented that the public is pleased with Mr. Nelson's work and the backup provided by the Human Services staff.

Mr. McKnight reminded Mr. Nelson that county work should not be performed on his own time.

No action was needed on this item at this time, this item will be addressed under the Personnel Agenda items.

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

Personnel Actions
Approved

A. Human Services

- A.1 Katherine Schrandt – Social Worker
Step increase from C42 step 4 \$20.96 to C42 step 3 \$21.74.
Effective Date: 8/27/07
- A.2 Patricia Kuehl – Financial Worker
Annual review.
Effective Date: 9/8/07
- A.3 Kristin Kramer – Financial Worker
Resignation.
Effective Date: 8/20/07
- A.4 Financial Worker – 1.0 FTE
Authorization to fill vacancy created by resignation.
Effective Date: 8/22/07
- A.5 Carrie Anderson – Social Worker
End of seasonal employment.
Effective Date: 8/22/07
- A.6 Social Worker – 1.0 FTE
Authorization to post and fill new position for Truancy Program and to provide grant funded Parent Support Outreach Program services through 2008.
Effective Date: 8/28/07

A.7 Todd Nelson – Veteran’s Services Officer
Authorization to increase FTE from .6 to .8.
Effective Date: 8/29/07

Personnel Actions
Approved - Continued

B. Sheriff’s Department

B.1 Amanda Linderman - 911 Dispatcher – 1.0 FTE
Authorization to change status from 1.0 FTE to on-call.
Effective Date: 8/28/07

B.2 911 Dispatcher – 1.0 FTE
Authorization to post and fill vacancy created by status change.
Effective Date: 8/17/07

B.3 Joseph Rau – 911 Dispatcher
Step increase from B22 step 5 \$16.30 to B22 step 6 \$16.80.
Effective Date: 8/27/07

C. Environmental Quality

C.1 Sandra Schaefer – Septic System Coordinator/Acct. Tech.
Annual review.
Effective Date: 8/8/07

D. Public Health

D.1 Robyn Warner – Case Aide
Authorization to employ at B22 step 8 \$13.08 to fill approved vacancy.
Effective Date: 8/29/07

E. Administration

E.1 Kathi Sweet – Custodian .5 FTE
Authorization to employ at A13 step 7 \$11.43 to fill approved vacancy.
Effective Date: 8/28/07

Motion adopted unanimously.

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

Legal Update

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

Human Services
Committee Report

The County Attorney left the meeting at 10:41 a.m. CDT.

County Attorney Left
Meeting

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 August 14, 2007 Committee of the Whole meeting minutes as presented. *Motion adopted unanimously.*

08/14/07 Committee
of the Whole Meeting
Minutes Approved

Motion by Erickson seconded by Hanson to approve and authorize the August 14, 2007 meeting minutes as corrected on pages 173, 176 and 181. *Motion adopted unanimously.*

08/14/07 Meeting
Minutes Approved

The Board reviewed the Building Operations Supervisor's request to renew the fire alarm maintenance agreement with Henning Fire Protection Equipment of Zumbrota, Minnesota.

Fire Alarm
Maintenance
Agreement Renewal
Approved

It was reported that the courthouse/annex requires annual testing and maintenance service of the fire alarm and smoke alarm systems. This service is provided annually by a fire protection equipment service contractor.

Henning Fire Protection Equipment provided this service in 2006. They will provide the 2007 service at the same hourly rate as 2006. The hourly rate is \$42.50 per hour.

Motion by Tjosaas seconded by Hanson to approve and authorize the Chairman of the Board to sign an Independent Contractor Agreement with Henning Fire Protection Equipment for the 2007 annual testing and maintenance service of the fire alarm and smoke alarm systems as presented. *Motion adopted unanimously.*

The County Administrator presented for the Board's consideration an out of state training request for Drug Court.

Out-of-State Travel
Approved for Drug
Court Case Manager

Drug Court has requested permission for Emily Ostlund to attend the NEADCP Conference focusing on the Basic Fundamentals of Drug Court to be held on September 20-21, 2007 in Boston, Massachusetts. This is a highly recommended training course from current team members.

This is one of the basic trainings the core Drug Court team members all attended during the start up of the program. The training sessions will help the employee provide more effective case management as well as learning updated techniques of providing services to the clients.

The estimated cost of the training is approximately \$900 (\$130 training fee, \$270 flight, and \$477 hotel/shuttle). The Drug Court budget includes funds to cover these costs.

Motion by Erickson seconded by Hanson to approve and authorize out of state training for Emily Ostlund to attend the NEADCP Conference to be held in Boston, Massachusetts September 20-21, 2007 at an estimated cost of \$900. *Motion adopted unanimously.*

Commissioners provided their agency reports. Commissioner Hanson attended a Southeast Water meeting, a Ditch meeting, a W.D.I. meeting, a Fairview Care Center meeting, a Trails meeting and a Workforce meeting. Commissioner Alberts was not available to report his meeting attendance. Commissioner Gray attended a Care Center meeting and a Ditch meeting. Commissioner Erickson attended a DFO Advisory Board meeting, a meeting with Robert Snaza to look at a race track issue, drove around the county and Vernon Township to look for flood damage, attended a Fairview Care Center meeting and went to the Courthouse to discuss budget questions and correction issues. Commissioner Tjosaas attended a Care Center meeting and attended a meeting in Dodge Center with Senator Klobuchar.

Agency Reports

Motion by Tjosaas seconded by Hanson to adjourn the meeting at 11:12 a.m. CST. *Motion adopted unanimously.*

Meeting Adjourned

The next regular meeting of the Dodge County Board of Commissioners will be held on September 11, 2007 at 9:30 a.m. CDT.

Next Regular Meeting

ATTEST:

DON GRAY
CHAIR, COUNTY BOARD

BECKY LUBAHN
DEPUTY CLERK

DATED: