

TUESDAY, OCTOBER 23, 2007

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

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

**COUNTY ADMINISTRATION OFFICE
MANTORVILLE, MN**

2007-21

The Dodge County Board of Commissioners met in regular session October 23, 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
	Paul Kiltinen	County Attorney

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

Agenda Approved

Public Health Director Peggy Espey introduced Melissa McLaurin who is the new Health Educator in Public Health.

New Employee
Introduction

The Board welcomed Ms. McLaurin.

County Board Chair Don Gray provided a summary of the County Administrator's annual performance review which was conducted October 9, 2007 during a closed session meeting with the County Board. Pursuant to Minnesota Statute 13D a performance evaluation may be closed to the public unless the employee being evaluated requests to be evaluated in public.

County Administrator
Annual Performance
Review Update

Commissioner Gray stated that Mr. McKnight is prompt in getting information to the Board, does a good job with the budget and is very professional when dealing with the public.

Commissioner Alberts commented that he is very comfortable with the work of the County Administrator and encouraged him to keep up the good work.

Commissioner Hanson stated that the County Administrator is very organized, follows the goals that have been set for him, does a very good job of following through with the goals that he has been given and has done an excellent job since he started working for Dodge County.

County Administrator
Annual Performance
Review Update -
Continued

It was Commissioner Tjosaas' opinion that Mr. McKnight does very well with aligning staff and working with them. Mr. Tjosaas also pointed out that the County Administrator has a good rapport with his staff.

Commissioner Erickson commented that Mr. McKnight does a very professional job as County Administrator and concurred with the other commissioner's comments. Mr. Erickson appreciated the improvements that have taken place with the budget process and indicated that he believes Mr. McKnight is doing a good job as County Administrator.

Building Operations Supervisor Roger Friedt met with the Board to discuss the courthouse roof system evaluation.

Courthouse Roof
System Evaluation

Mr. Friedt informed the Board that Kane and Johnson Architects, Inc. have completed an evaluation and analysis report of the courthouse roof system to assist Dodge County in re-roofing the building.

Architect David Kane of Kane and Johnson Architects, Inc. discussed the roof system analysis with the Board.

Mr. Kane informed the Board that in the course of the study, they identified two significant issues that they wish to bring to the Board's attention:

1. Insulation/Ventilation

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 totally 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 on-going for probably decades. Ice dams are a major cause of deterioration of the roofing and unchecked can lead to major interior water problems and could potentially lead to mold conditions.

Kane and Johnson Architects, Inc. urges consideration of 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 that the county has experienced. Further, these measures should contribute dramatically to a lower cost of energy for heating and cooling the courthouse on an on-going basis.

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

Courthouse Roof
System Evaluation -
Continued

Kane and Johnson Architects, Inc. understands that there are various mechanical modifications being considered in the attic. These modifications should be coordinated with the insulation, thermal envelope, and ventilation project suggested herein.

2. Structural Concerns

On the initial tour with Mr. Friedt, Robert Singewald and Mr. Kane on May 8, 2007, they noted significant concerns 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 by Mr. Friedt, Alan Hiniker (Structural Engineer with Structural Design Group), and Mr. Kane on May 9, 2007. The result of this visit was a submission of a proposal by Structural Design Group dated May 11, 2007 recommending a preliminary structural investigation of these conditions and other structural implications of the project.

If mechanical issues mentioned in number one above are implemented, additional load may be placed on the roof because, with less heat-loss, it is expected that snow may accumulate on the roof and remain for a longer period of time. This possibility would also be factored into the structural engineering analysis.

Kane and Johnson Architects, Inc. believe, further, 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.

Mr. Kane reported that there are a number of options to consider in terms of scope of work, materials/systems, and implications regarding the historical significance of the building as outlined in a letter to Mr. Friedt and reports shared with the County Board.

Robert Singewald of Skyline Building Envelope Consultants shared with the Board a survey and evaluation report for the existing courthouse roof system.

Courthouse Roof
System Evaluation -
Continued

On May 8, 2007, a survey of the shingle roof system including the gutter, cupola, fascia and soffit areas was conducted. The purpose of the survey was to evaluate the condition of the roof, roof deck at test openings, cupola and the deterioration of the fascia and soffit areas as their condition related to peeling paint and decay. One roof test opening was made within the ice dam area on the east side of the building and another at an area of noticeable deflection on the north end near the ridge. Fascia and soffit areas were visually examined and probed to identify decayed wood. Photographs were taken of the conditions observed, some of which were included in the report for reference. The lower EPDM roof at the south entrance was not included in the survey. On May 9, 2007, a site visit was performed by Alan Hiniker of SDG, David Kane and Roger Friedt for the purpose of reviewing structural issues with respect to the roof in preparation for submission of a structural investigation proposal.

It was noted that the original building was constructed in 1865 with an addition built roughly fifteen years later. The roof structure includes timber framed trusses, wood joists, wood decking (which appears to be original) overlaid with ½ inch plywood, felt underlayment and a three tab asphalt shingle. Seamless gutters have been installed at the eaves. The roof on the cupola includes a stamped metal panel system on the dome and heavy gauge galvanized sheet metal panels/flashing at the low sloped transitions. A paint sample from the cupola was submitted to a laboratory for analysis and was found to contain lead. The heavy gauge metal panels are also present on the gable end roofs. The fascia, soffit, decorative boxes on the soffit and related trim are wood. These areas have been painted numerous times as evidenced where paint was peeling. The building attic space is insulated with blown insulation; the depth varies but the average appears to be approximately 12-inches. No soffit vents or gable end vents were observed; the only venting of the attic appears to be the four small vents above the windows in the cupola and any air leaks around wall penetrations. One vent above the window on the east side is visible. No lightning protection system was observed on the roof structure or cupola.

In general, the shingle roof is severely deteriorated and in need of replacement. The following deficiencies were noted during the survey:

1. The shingles were found to be very brittle due to age and oxidation of the asphalt used in the manufacturing of the shingles. Several shingle tabs were missing, no doubt from wind damage, and numerous shingles were broken. Dislodged nails penetrated the shingles at some locations. The underlayment felts were found to be in satisfactory condition and are, most likely, keeping the building watertight. The plywood substrate at both roof openings was found to be in good condition with no evidence of moisture deterioration or staining.

2. A noticeable deflection in the roof structure at several locations and appears to be related to the addition on the north side of the building, to the dormer bearing on timber beams and to deflection of the wood joists. Inspection of the attic spaces revealed the wood joists to be approximately 1 7/8-inch x 6-inch ("2x6") and spanning from the ridge board to the timber beams, a distance of approximately 20 feet. One joist was found to be cracked. The beams, approximately 6 x 8-inches, were also found to be deflected. By today's standards, the joists and beams would be considered undersized. The dormer ridge construction would also be considered unacceptable. The dormer ridge board does not bear on the beam but, rather, is attached to a piece of "2x6" which is nailed to the beam.
3. The cupola dome roof panels were found to be in satisfactory condition. The sheet metal panels are an interlocking, stamped type measuring approximately 12-inch by 24-inch. The panel roof sections follow the octagonal design of the cupola with interlocking, stamped ridge caps. The dome is capped with a globe finial. The panels show some hail dents and what appears to be some minor deformation due to wind. However, the panels did not appear to be loose or vulnerable to blow off.

The metal flashing at the base of the dome, the metal roof panels on the cornice and cupola base were found to be corroding. Joints in the metal panels have been sealed with caulking which has dried out and is peeling in many areas. Significant wood deterioration has occurred at the base of the solid wood columns. The wood pedestals for the columns were also deteriorated. The wood wall panels, soffit, fascia and trim did not appear to be deteriorated, however, numerous layers of paint have been applied some of which is peeling and may mask some deterioration especially at the columns. Some of the asbestos wall siding around the base of the cupola was found to be loose and some cracked.

4. The fascia and soffit areas were inspected for decay. Paint has peeled at numerous locations but the only decay was found where joints in the gutter system had been leaking and water runs down the fascia. The gutter system is a seamless type with corners and downspout outlets sealed with a caulking material. The sealant has failed and water leaks from the joints. The gutters appear to have deflected due to the weight of snow and ice. Damage to the joints at corners and outlets may have also occurred due to the snow and ice. With an accumulation of debris and dirt in the gutters, the water dripping onto the fascia can be prolonged especially if the gutters don't drain well. Prolonged drippage would result in a longer exposure to moisture resulting in an increase rate of decay.

The rectangular boxes on the soffit appear to be decoration although they may provide support for the roof overhang. The exposed, decorative soffit boards were installed perpendicular to the structure deck and are assumed anchored directly to the deck. No structure components were detected within the boxes examined.

Courthouse Roof
System Evaluation -
Continued

Skyline Building Envelope Consultants recommends a review of the roof structure be performed by a structural engineer. Even though the building has been in place for a very long time, it would be prudent to have a structural analysis of the trusses, beams, joists and dormer connections. A new roof is recommended but they suggest it be delayed until the structural review has been completed.

Courthouse Roof
System Evaluation -
Continued

There are several issues to be considered prior to reroofing which would have an impact on the total cost of the project including the following:

EXTENSIVE UPGRADE ALTERNATIVE:

1. The extent of any structural modifications recommended by the structural engineer.
2. Adding insulation to increase the R-value of the attic insulation. Creating a venting system in the attic will be essential to reducing the ice damming problem. At a minimum, gable end vents and a continuous ridge vent should be considered. The county could realize significant energy savings by improving the attic thermal envelope and modifying attic ventilation.
3. A new gutter system should be installed. The gutter should be a high-back type with fully soldered joints and outlets. This type of gutter can be secured to the roof deck and covered with a color-coated sheet metal for aesthetic. Because of the length of the downspouts, the downspouts should be a heavy gauge, round type.
4. Restoration of the fascia and soffit areas. Deteriorated wood should be replaced and the existing paint removed. New primer and paint should be applied. Consider low maintenance options, pre-finished metal, but coordinate with historical features, certification.
5. Reconstruction of the cupola. The columns and pedestals should be replaced as should the metal flashing and roof panels. The wood siding, fascia and soffit areas should be restored. The asbestos siding should also be replaced, utilizing proper abatement methods.
6. The type of roof system-shingles, wood shakes or shingles, metal, etc. Note: review materials/options with respect to Historical Registration, consider "original" roofing materials.
7. Lightning protection; an enclosed system should be designed to meet current risk assessment.
8. Mechanical equipment upgrades.

All of these issues should be addressed as part of a thorough restoration project. If only the roof is to be replaced, the work should include the following, as a minimum:

MINIMAL REROOFING ALTERNATIVE:

1. Number one above.
2. Improved ventilation of the attic.
3. Repair of the existing gutter in an attempt to stop the leaking at corner and outlet joints.

4. New underlayment and ice dam protection including new valley metal, and sheet metal.
5. New dimensional shingles; a minimum 30-year warranty. Discuss with regard to historical issues.
6. Replacement of the asbestos siding around the cupola.

Courthouse Roof
System Evaluation -
Continued

OPINION OF COSTS

The issues listed above for consideration will impact the cost of the reroofing depending on decisions made relative to the extent of the project. An extensive upgrade or historic renovation would include, most likely, all the items listed and other non-roof issues such as tuck-pointing, windows, etc.

The minimal approach noted above would essentially be a replacement of the shingle roof. Some repairs to the cupola columns and a lightning protection system should still be considered.

The following cost opinions for reroofing do not include structural repairs, fascia and soffit restoration, or mechanical equipment:

Minimal Reroofing Alternative: As noted above:	\$45,000-\$50,000
Additional attic insulation, R 10:	\$ 5,000
Cupola column temporary repairs:	\$ 2,000
Lightning Protection System:	\$10,000-\$15,000

Extensive Upgrade Alternative: As noted above: \$100,000-\$125,000

Also not included: Professional Architectural, Mechanical, Electrical, Structural and Roofing Consultant fees.

It was Mr. Singewald's opinion that the county courthouse has served the county well for a long time. As can be seen from their observations and the photos, numerous considerations present themselves upon close examination. A simple reroofing project would address only the replacement of the deteriorated shingle roof, loose asbestos siding, and repair of the leaking gutter. The extensive upgrade, on the other hand, would restore the building to provide many more decades of service.

Alan Hiniker provided the Board with a summary of the structural investigation the Structural Design Group, Inc. performed on the courthouse.

Structural Design Group evaluated the current condition of the existing wood framed roof structure of the Dodge County Courthouse. Their evaluation was in regards to the current physical condition of the wood roof framing, and the capacity of the framing to support design dead and snow loading.

Two site visits were made to field measure the existing roof framing sizes, framing spans, as well as to record the condition of the roof framing as it currently exists. The results of their study are as follows:

Results/ObservationsCourthouse Roof
System Evaluation -
Continued

The roof structure is currently constructed of conventionally wood framed materials as follows:

- a. 1x6" wood board roof decking.
- b. 2x6" (Nominal) wood joists spanning from roof eave to the roof ridgeline. The joists are supported vertically at the eave, and at a mid-span beam, and at the ridgeline by the roof joists on the opposite side of the roof. There is no ridge beam supporting the top of the rafters. The joists are notably bowed.
- c. An 8x8" wood timber beam supports the 2x6 roof joists near the mid height of the roof. The beam spans from timber truss to timber truss. This beam is notably bowed and twisted.
- d. Built-up wood timber framed trusses span sidewall to sidewall. They are located approximately 14 feet to 16 feet center to center.

The analysis shows that a majority of the roof system does not meet the current Minnesota State Building Code by design. Based on current design snow loading, the members are over stressed in the current condition during full design snow loading. The addition of attic insulation has increased the probability that greater snow loads are and will be seen on the roof due to the decreased loss of heat through the attic, causing less snow to melt off the roof surface.

Roof Members found to be overstressed due to Design Snow Loads:

- a. 2x6 roof joists.
- b. Timber beams.
- c. Top chord member of the timber truss.
- d. Truss support beam at the wing additions.

Damaged or excessively deflecting (sagging) members:

- a. 2 x 6 joists.
- b. 8 x 8 timber beams.
- c. Crack in south exterior wall.
- d. Crack in west stone pier at the old north wall line.

The method in which the roof was originally framed is not of the typical framing methods expected to be seen used today. The upper set of roof joists are set with no ridge beam located at the peak, and no rafter tie at the support beam. The built up timber trusses are not loaded at a panel point as they normally would be.

Strengthening of the in place members is possible, but should be cost compared to a replacement of the entire framing system.

Courthouse Roof
System Evaluation -
Continued

Recommendations

Option A:

Reinforce the roof framing to bring the roof framing into a safer condition. Meeting all aspects of the Minnesota State Building Code current provisions will most likely not be feasible. Reinforcing would include as a minimum:

- a. Reinforcing the existing 2x6 roof joists with an additional 2x6 framing.
- b. Remove the existing 8x8 wood timber beam, and install two (2) new engineered lumber beams to reduce the span of the joists, and relocated the loading of the wood truss to the panel points of the truss.
- c. Install tie down clips to all joist, beam and truss members.
- d. Reinforce the main trusses.
- e. Reinforce the support framing beams at the bell tower, and provide tie down anchors to all main support columns of the tower, as well as at the high roof framing.
- f. Repair cracks in the South exterior stone wall, and interior piers by tuck-pointing or by epoxy injection.

Option B:

Remove the existing roof framing section by section, replacing with new, pre-engineered wood trusses, and roof sheathing to meet the current Minnesota State Building Code.

Hazardous Material Testing

Kane and Johnson personnel sampled both the blown insulation, and HVAC vibration dampener cloth. Both were found to not contain asbestos, or other hazardous material. A follow up inspection found that the original vermiculite insulation to exist below the blown fiberglass insulation. The vermiculite insulation was visually identified as a hazardous material. If disturbed during any future work, will require abatement.

Probable Cost

The cost of the wood framing reinforcing is estimated preliminarily at \$30,000.00. This includes providing work access to the attic, wood framing reinforcing, but does not include reroofing, hazardous material abatement, or additional manned security to the courthouse during the repairs.

Summary

The roof framing is in good condition with respect to its age, and continues to support the roof loads even if overloaded by State Building Code design criteria. The deflections visible in the framing can be attributed to the long term creep (deflection due to loading over time) and the under-sizing of the members.

It was noted that this report is not to be considered a guarantee of the current or future condition of the structure, but rather statement of the current conditions.

Motion by Alberts seconded by Tjosaas to approve and authorize the Building Operations Supervisor to proceed with preparing the courthouse roof construction documents for bidding in early 2008. *Motion adopted unanimously.*

Commissioner Tjosaas commented that he would like to see a report on the cost difference between fixing the roof and replacing it the next time the Board meets to discuss this issue.

County Engineer Guy Kohlhofer met with the Board to discuss his request to approve final payment for SAP 20-599-093.

Motion by Hanson seconded by Erickson to approve final payment to Swenke Company, Inc. for a bridge replacement located on 265th Avenue in Milton Township. The final contract amount for SAP 20-599-093 is \$151,563.00 with the final payment amount being \$7,914.15. *Motion adopted unanimously.*

Mr. Kohlhofer reviewed his request to approve final payment for SAP 20-599-094.

Motion by Erickson seconded by Tjosaas to approve final payment to Midwest Contracting, LLC for a bridge replacement located on 540th Street in Ellington Township. The final contract amount for SAP 20-599-094 is \$71,505 with the final payment amount being \$3,575.25. *Motion adopted unanimously.*

The County Engineer informed the Board that on September 17, 2007 the Highway Department experienced the theft of their 2006 T300 Bobcat skid steer. Since that time the loss has been turned into insurance and \$43,286 was received from Minnesota Counties Insurance Trust (MCIT).

Mr. Kohlhofer reported that staff has looked into replacing the skid steer off of the state contract. The original skid steer was purchased for \$47,286. A new T300 Bobcat, as similar to the original as possible, was priced out at \$49,000. The funds received from MCIT will be used as well as an unbudgeted \$5,714 from the Highway Fund for replacement.

The County Engineer stated that at the time of the original purchase, staff evaluated several brands and models of skid steers and determined that the Bobcat was the superior choice. Since then the Highway Department staff has been very pleased with the Bobcat's performance.

Motion by Alberts seconded by Hanson to approve and authorize the Highway Department to purchase a T300 Bobcat Compact Track Loader off the state contract for approximately \$49,000 from Bobcat of Rochester as requested. *Motion adopted unanimously.*

Courthouse Roof
System Evaluation -
Continued

Courthouse Roof
Construction Bid
Request Approved

Final Payment for
SAP 20-599-093
Approved

Final Payment for
SAP 20-599-094
Approved

Bobcat Skid Steer
Purchase Approved

Bobcat Skid Steer
Purchase Approved -
Continued

County Administrator David McKnight discussed with the Board his request to accept a Drug Court donation. The donation is three \$100 gift cards to Wal-Mart from McNeilus Truck and Manufacturing. The cards will be used as incentives for program participants.

Drug Court Donation Accepted by Resolution #2007-34

Motion by Erickson seconded by Tjosaas to approve and authorize the Chairman of the Board and Deputy Clerk to sign resolution #2007-34 in support of accepting a Drug Court Donation:

WHEREAS, the Dodge County Drug Court receives donations throughout the year that are used as incentives for the program participants; and

WHEREAS, these donations are used to provide items that cannot be purchased with tax dollars; and

WHEREAS, these donations are generally appreciated by the county and help to improve the quality of the program.

NOW THEREFORE BE IT RESOLVED, that the Dodge County Board of Commissioners accepts and approves the use of the following donations to the Dodge County Drug Court:

Three \$100 Gift Cards to Wal-Mart McNeilus Truck and Manufacturing
Resolution adopted unanimously.

Mr. McKnight provided the Board with a 2007 third quarter financial report. The Board thanked the County Administrator for the update.

Third Quarter Financial Report

The County Administrator presented the Board with a County Other Post Employment Benefit Liability summary.

County Other Post Employment Benefit Liability Summary Information Discussed

Mr. McKnight reminded the Board that earlier this year they authorized staff to enter into contract with Hildi, Inc. to provide an actuarial estimate of Dodge County's Other Post Employment Benefit (OPEB) liability. OPEB is the liability that the county has pledged to pay for retiree health insurance costs and the implicit rate subsidy that early retirees receive by paying the blended premium rate that is based off of the health insurance history of current employees.

The County Administrator provided the Board with summary information from the report that was provided to the county by Hildi, Inc. A representative from Hildi met with Finance Director Lisa Kramer and Mr. McKnight to review the report in detail. Mr. McKnight explained the summary information that was provided by Hildi and clarified the two different elements of OPEB, Dodge County's actuarial estimate and how this impacts future budgets. The OPEB estimate for Dodge County is \$3,231,449. No action was needed on this item.

Mr. McKnight reviewed with the Board the proposed 2008 Non-Union Salary Schedule. The proposed 2008 schedule incorporates a 2.5% adjustment over the 2007 salary schedule.

2008 Non-Union
Salary Schedule
Approved

The County Administrator noted that the 2.5% increase is consistent with the 2.5% increase in the Courthouse, Human Services and Transfer Station union contracts that are already settled for 2008. In addition, the Board approved the new Fairview Care Center wage scale at their October 9, 2007 County Board meeting that included the same 2.5% increase over 2007.

Mr. McKnight reported that the proposed 2008 Non-Union wage scale adjustments are included in the 2008 budget. The County Administrator noted that there may be some proposed changes to individual position recruitment/retention amounts in the near future, but they have no impact on the overall salary schedule.

Motion by Erickson seconded by Tjosaas to approved the 2008 Non-Union Salary Schedule effective December 1, 2007 as presented and discussed. *Motion adopted unanimously.*

Mr. McKnight thanked the County Board on behalf of all of the non-union employees.

Employee Relations Director Lisa Hager presented the Personnel Agenda for the Boards consideration. Motion by Alberts seconded by Hanson to approve the following personnel actions:

Personnel Actions
Approved

A. Sheriff's Department

- A.1 Jeff Brumfield – Investigator
Step increase from C43 Hire step \$25.45 to C43 24 month step \$26.31.
Effective Date: 10/3/07
- A.2 Kevin Krause – Deputy Sheriff
Step increase from C41 Hire step \$17.55 to C41 12 month step \$18.77.
Effective Date: 8/26/07

B. Human Services

- B.1 Ursula Olson-Hernandez – Financial Worker
Authorization to employ at B22 step 9 \$12.67 to fill approved vacancy.
Effective Date: 10/23/07
- B.2 Brian Hartung – Human Services Director
Annual review.
Effective Date: 10/4/07

C. Environmental Quality

- C.1 Allen Faulhaber – S.W. Facility Operator
Resignation and approve signature on separation agreement.
Effective Date: 10/11/07
- C.2 S. W. Facility Operator –
Authorization to fill vacancy created by resignation.
Effective Date: 10/23/07
- C.3 Heidi Eggert – Administrative Assistant/Planning
Separation of employment.
Effective Date: 10/2/07

C.4 Secretary/Clerk - .65 FTE
 Authorization to post and fill vacancy created by separation of employment.
 Effective Date: 10/23/07

Personnel Actions
Approved - Continued

D. Administration

D.1 David McKnight – County Administrator
 Step increase from E91 step 6 \$42.45 to E91 step 5 \$43.72.
 Effective Date: 10/22/07

E. Attorney

E.1 Janet Mahle Hinds – Assistant County Attorney
 Step increase from C43 step 4 \$24.69 to C43 step 3 \$25.29.
 Effective Date: 9/16/07

E.2 Eileen Callahan – Legal Secretary - .5 FTE
 Resignation.
 Effective Date: 12/31/07

E.3 Legal Secretary - .5 FTE
 Authorization to post and fill vacancy created by resignation.
 Effective Date: 10/23/07

G. Administration

G.1 Emily Ostlund – Drug Court Case Manager
 Resignation.
 Effective Date: 11/09/07

G.2 Drug Court Case Manager – 1.0
 Authorization to post and fill vacancy created by resignation.
 Effective Date: 10/23/07

Motion adopted unanimously.

Ms. Hager discussed with the Board a proposed COBRA/Continuation Services Contract.

COBRA Continuation
Services Agreement
Approved

The amended COBRA Continuation Services Agreement with Acclaim Benefits will allow Dodge County to continue its relationship with them for another two years. The Employee Relations Director reported that for less than \$100/month (depends on the number of COBRA events and participants) Acclaim Benefits provides legal COBRA notice, track time periods, receive and track payments, provides reports, issue conversion option letters, send rate change notices, supply Dodge County with required forms and handle special requests.

Motion by Tjosaas seconded by Erickson to approve and authorize the Chairman of the Board to sign the amended COBRA Continuation Services Agreement as presented and discussed. *Motion adopted unanimously.*

Taxpayer Services Director Rose Culbertson reviewed bills with the Board. Motion by Tjosaas seconded by Alberts to approve the bills as discussed in the following amounts from the appropriate funds as determined by Finance:

Bills Approved

01	Revenue Fund	\$ 44,461.69
11	Human Services Fund	\$ 653.84
13	Road and Bridge Fund	\$110,504.21
16	Environmental Quality Fund	\$ 38,144.14
80	Agency Fund	\$ 50.00
	Total	\$193,813.88

Motion adopted unanimously.

Ms. Culbertson shared with the Board an abatement request.

Abatement Request
Discussed

The Taxpayer Services Director informed the Board that Robert and Phyllis Thompson have submitted a request to abate the penalty for their 2007 first half property tax payment. The Thompson's state that the reason the taxes were not paid was that the tax payment did not arrive at the Treasurer's Office. They discovered the check had not cleared the bank and called the Finance Office to inquire if they had received it. The Finance Office checked their receipts and could not find one matching the Thompson's payment. It appears that this payment was lost in the mail. It was Ms. Culbertson's recommendation that the Board remain consistent and deny the request based on the fact that in the past they have denied similar abatement requests.

Motion by Erickson to approve the request of Robert and Phyllis Thompson for the abatement of penalty and interest for their first half 2007 delinquent property tax. The motion died due to the lack of a second.

Commissioner Erickson reported that he believes the Thompson's made their tax payment on time and is convinced that the supporting documentation confirms this belief.

Motion by Alberts seconded by Gray to deny the request of Robert and Phyllis Thompson for the abatement of penalty and interest for their first half 2007 delinquent property tax. The Board indicated that they had no way to verify that the payment had been sent and noted that they denied the request due to the fact that they have consistently denied similar requests in the past. *Motion adopted, Tjosaas, Hanson, Albert, Gray aye, Erickson nay.*

Abatement Request
Denied

Finance Director Lisa Kramer met with the Board to discuss closing the Fund 32 Construction Account balance and moving the funds to Fund 37 Debt Service.

Fund 32 Construction
Account Balance
Closed by Resolution
#2007-35

Ms. Kramer noted that at the request of the State Auditor's Office and pursuant to the Courthouse Improvement Bond Agreement, she is requesting a resolution to close Fund 32 Construction Account and move its remaining cash balance of \$239.06 to Fund 37 the Debt Service account.

Motion by Hanson seconded by Tjosaas to approve and authorize the Chairman of the Board and Deputy Clerk to sign resolution #2007-35 in support of closing Fund 32 Construction Account :

Fund 32 Construction
Account Balance
Closed by Resolution
#2007-35 - Continued

WHEREAS, Dodge County Courthouse Improvements Bond Proceeds Fund 32 has had no activity for more than one year and a nominal cash balance remains in said fund 32; and

WHEREAS, the Dodge County Finance Office has been encouraged by the Minnesota State Auditor's office to follow the bond document guidance for unspent bond proceeds and transfer such funds to the Courthouse Improvement Bond Debt Service Fund 37.

NOW THEREFORE BE IT RESOLVED, that the Dodge County Board of Commissioners hereby approves closure of Fund 32 and moving the remaining \$239.06 to Fund 37, effective December 31, 2006.
Resolution adopted unanimously.

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

Legal Update

The County Attorney left the meeting at 11:17 a.m. CST.

County Attorney Left

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 and authorize a Lead County Home and Community Based Waiver Services Contract with the MN Department of Human Services, MN Extended Treatment Options, doing business as Community Support Services for home and community based services purchased from financially responsible agencies within Region 10; for the term of October 1, 2007 to September 30, 2009. *Motion adopted unanimously.*

Lead County Home &
Community Based
Waiver Services
Contract Approved

Motion by Hanson seconded by Tjosaas to approve and authorize the Food Support Employment and Training/Family General Assistance Agreement with Workforce Development, Inc. to provide job training services; for the term of 10-01-07 to 09-30-08; in an amount not to exceed \$434.00. *Motion adopted unanimously.*

Food Support
Employment and
Training/Family
General Assistance
Agreement Approved

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

Public Health
Committee Report

The Board reviewed the proposed 2008 Tobacco fee request.

2008 Tobacco Fee
Set

A Tobacco License cost analysis was completed for licensing vendors. Correspondence was reviewed that provided an explanation for the needed increase for 2008. The Tobacco Fee for the past year has been \$165.00. Public Health recommends that the County Board approve the Tobacco License fee for 2008 based on the cost analysis completed.

Motion by Alberts seconded by Erickson to approve and authorize a 2008 Tobacco License fee of \$200.00 effective January 1, 2008 through December 31, 2008. *Motion adopted Erickson, Tjosaas, Hanson, Alberts aye, Gray nay.*

2008 Tobacco Fee
Set – Continued

The Board discussed an out-of-state travel request for Public Health’s Women, Infant Children (WIC) Dietitian.

WIC Dietitian Out-of-State Training
Approved

Amber Converse is requesting authorization to attend training in Madison, Wisconsin from December 10-14, 2007. The training is on the Lactation Counselor Certificate Program. This training is presented by The Center for Breastfeeding and provides research and competency based lactation management. An overview of the training was provided to the commissioners along with the out-of-state training request. This is a very comprehensive course that will increase the WIC Dietitian’s knowledge in the management of breastfeeding. Ms. Converse will serve as a resource for all of the Public Health family health staff regarding breastfeeding. In addition, after the training, the materials received from the training will be presented to the family health staff during scheduled educational sessions. These sessions will lead to increased knowledge and skills of all family health staff to be used with the clients they are serving.

The cost will include:

Travel -	\$ 220.00
Meals -	\$ 150.00
Registration Fees -	\$ 595.00
Lodging -	\$ 500.00
Total	\$1,465.00

The WIC program is encouraging this training and will pay for the training with WIC funding.

Motion by Alberts seconded by Erickson to approve and authorize WIC Dietitian Amber Converse to attend a Lactation Counselor Certificate Program training in Madison, Wisconsin from December 10-14, 2007 at a cost of \$1,465.00 to be paid from the WIC fund. *Motion adopted unanimously.*

The Board discussed Public Health's request to apply for grant to promote human nutrition.

*Allen Foundation Inc.
Application & Family
Connections
Parenting Program
Fund Application
Submissions
Approved*

This past school year Public Health collaborated with the school districts in our community to promote exercise and good nutrition. This year the Health Educator will be working with the 4th grade classes of all the school districts and will go to the classroom one time per month for 30 minutes to work with all of the 4th graders. The Health Educator will also provide nutrition and healthy life style information in the school newsletters as follow up to the classroom work. Public Health would like to submit an application to the Allen Foundation Inc. for \$2,500.00. The funds will be used to purchase educational materials (videos, games, displays, handouts, etc.) and incentives (water bottles, awards, healthy snacks, etc.) The Allen Foundation targets projects that primarily benefit programs for human nutrition in the areas of health, education, training and research.

Commissioner Gray commented that he would like the private schools in the county to be included in promotion as well as the public schools.

The Board also reviewed Public Health's request to apply for a grant to continue and/or expand their Family Connections parenting program.

The second grant Public Health would like to pursue is to the Southern Minnesota Initiative Foundation. The maximum grant funding available is \$35,000. With the funds from the Health Plan unsure until late this year, this is their effort to pursue funding to continue and/or expand their Family Connections parenting program.

Motion by Alberts seconded by Erickson to approve and authorize the Public Health Department to submit an application to the Allen Foundation Inc. for \$2,500.00 to purchase educational materials and incentives to promote programs for human nutrition. Also included in the motion was authorization to submit an application to the Southern Minnesota Initiative Foundation for \$35,000 to continue and/or expand their Family Connections parenting program. *Motion adopted unanimously.*

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

*Administration
Committee Report*

Motion by Tjosaas seconded by Hanson to approve and authorize the October 4, 2007 special meeting minutes as presented. *Motion adopted unanimously.*

*10/04/07 Special
Meeting Minutes
Approved*

Motion by Alberts seconded by Erickson to approve and authorize the October 9, 2007 Committee of the Whole meeting minutes as presented. *Motion adopted unanimously.*

*10/09/07 Committee
of the Whole Meeting
Minutes Approved*

Motion by Hanson seconded by Erickson to approve and authorize the October 9, 2007 meeting minutes as presented. *Motion adopted unanimously.*

*10/09/07 Meeting
Minutes Approved*

The Board reviewed the Employee Relations Director's Rochester Community and Technical College Training Contract request.

College Training Contract with Rochester Community and Technical College Approved

The contract will allow Rochester Community Technical College to complete three sessions of Staff Development Trainings at the Dodge County Courthouse in 2007-2008. The sessions are as follows:

Robert's Rules of Order	November 20, 2007
Dealing with Difficult Customers	March 6, 2008
Time Management	May 8, 2008

The total cost of the sessions will be \$2,160 (\$720 each).

Motion by Hanson seconded by Alberts to approve and authorize the Chairman of the Board and County Administrator to sign a College Training Contact with Rochester Community and Technical College to complete three sessions of Staff Development Trainings at the Dodge County Courthouse in 2007-2008. *Motion adopted unanimously.*

The Board discussed the Accounting Services Director's gambling permit request.

Southeast Minnesota Chapter of Deer Hunters Association Gambling Permit Approved

The Southeast Minnesota Chapter of Deer Hunters Association is requesting a gambling permit for raffles to be held on February 9, 2008. The raffles will take place at 73763 170th Avenue, Hayfield, MN.

Motion by Erickson seconded by Tjosaas to approve and authorize the Chairman of the Board to sign a Gambling permit for the Southeast Minnesota Chapter of Deer Hunters Association as requested. The request is contingent upon payment of the county fee. *Motion adopted unanimously.*

The Board reviewed the Finance Director's Automated Clearing House Network (ACH) Origination Agreement request.

ACH Origination Policy Approved

Dodge County performs a variety of financial tasks through use of the ACH and periodically need to renew the agreement for this service. Some examples of how the county uses this service is to process the county's direct deposit for wages, to make payments for the county's health insurance, for driver's license payments to the state, to receive payments for some recorder's fees, and to accept electronic property tax payments.

The attached ACH Origination Policy will continue Dodge County's ability to process these electronic payments and receipts.

Motion by Alberts seconded by Hanson to approve and authorize the Chairman of the Board and Clerk/Secretary to sign the ACH Origination Policy as presented. *Motion adopted unanimously.*

The Board discussed the Building Operations Supervisor's 2007-2008 Snow Removal Services request.

2007-2008 Snow
Removal Services
Approved

Snow removal service agreements are up for renewal. The areas receiving these services are the courthouse, maintenance garage and the Ag Center. Similar to last year, numerous snow removal contractors were contacted and no new contractors were interested in additional customers, several did not have adequate equipment to service the Dodge County facilities, a few did not travel outside their established areas and others were not willing to change their scheduling to fit the county in around their current customers.

The current contractors are interested in continuing their services with the county. Swenke Company Inc. from Kasson provided services at the courthouse and maintenance garage for plowing and salting the lots only. Wirth Septic Systems from Dodge Center provided services at the Ag Center for plowing the parking lot sidewalk shoveling and salting.

Swenke Company Inc. submitted their proposal with an average 8% increase on the equipment rates from last year. There was no change in pricing for salting or sand/salt mix sanding.

Wirth Septic Systems submitted their proposal with an increase of \$5.00 per time for snow plowing equipment for 4" or less snow and no change in price for plowing 4" or more and a \$10.00 increase for sidewalk snow removal. Hauling charges have been added to this service at \$50.00/load.

Motion by Erickson seconded by Hanson to approve and authorize the Chairman of the Board to sign service agreement renewals with Swenke Company Inc. and Wirth Septic Systems to provide snow removal services as presented. *Motion adopted unanimously.*

Commissioners provided their agency reports. Commissioner Hanson attended a Trails meeting, a Fairview Care Center meeting and an AMC meeting. Commissioner Alberts attended an AMC meeting and a Soil & Water meeting. Commissioner Gray attended a Care Center meeting and a District IX AMC meeting. Commissioner Erickson attended a Fairview Care Center meeting, a DFO Advisory Board meeting and an AMC District IX meeting. Commissioner Tjosaas attended a Care Center meeting and an AMC meeting.

Agency Reports

Motion by Alberts seconded by Hanson to adjourn the meeting at 11:50 a.m. CST. *Motion adopted unanimously.*

Meeting Adjourned

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

Next Regular Meeting

ATTEST:

DON GRAY
CHAIR, COUNTY BOARD

BECKY LUBAHN
DEPUTY CLERK

DATED: