

**TUESDAY, JANUARY 10, 2012**

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

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

**COUNTY ADMINISTRATION OFFICE  
MANTORVILLE, MN**

**2012-02**

The Dodge County Board of Commissioners met in regular session January 10, 2012, in the Commissioner's Room at the Courthouse Annex, Mantorville, MN, at 9:30 a.m. CST. Don Gray, Chair called the County Board of Commissioners meeting to order at 9:30 a.m. CST.

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: Jane Olive District #1  
Lyle Tjosaas District #2  
David Erickson District #3  
Don Gray District #4  
David Hanson District #5

Members absent: None

Also present: Jim Elmquist County Administrator  
Becky Lubahn Deputy County Clerk  
Paul Kiltinen County Attorney

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

Agenda Approved

Human Services Director Jane Hardwick introduced Kathy Jordan who is the new part-time Office Support Specialist in Human Services, Gabby Henderson who is a Supported Work intern from Workforce Development assisting the Dodge County Financial Assistance Unit and Karen Buckingham a Social Worker intern.

New Employee  
Introductions

The Board welcomed the new employee and the two interns.

Tax Services Director Rose Culbertson presented for the Board's review the 2011 Audit Engagement letter.

2011 Audit  
Engagement Letter  
Approved

Each year the State Auditors require a signed engagement letter describing the services the Auditors will provide and the responsibility of the county.

Motion by Erickson seconded by Tjosaas to approve and authorize the Chair, County Administrator and Finance Director to sign the 2011 audit engagement letter with the State Auditor's as presented. *Motion adopted unanimously.*

Ms. Culbertson reviewed year end 2011 bills with the Board. No action is required; payment of 2011 year end bills was previously approved on December 27, 2011.

2011 Year End Bills  
Reviewed

The Tax Services Director reviewed bills with the Board.

Bills Approved

Motion by Olive seconded by Hanson to approve the bills as discussed in the following amounts from the appropriate funds as determined by Finance:

01	Revenue Fund	\$179,852.25
11	Human Services Fund	\$ 14,988.00
13	Road and Bridge Fund	\$134,133.61
16	Environmental Quality Fund	\$ 49,302.24
17	EQ Revolving Equip Fund	\$ 4,540.25
37	Debt Fund-Courthouse Improvement	\$274,426.88
65	General Obligation Solid Waste Rev Bonds	<u>\$ 25,600.00</u>
	Total	\$682,843.23

*Motion adopted unanimously.*

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

Legal Update

Mr. Kiltinen reported that they have hired a Legal Secretary in the County Attorney's Office and that she has been working for them for a couple of days.

County Assessor Wendell Engelstad met with the Board to discuss the Assessor's request to approve setting a County Board of Appeal and Equalization (CBAE) date and time.

2012 County Board  
of Appeal and  
Equalization Meeting  
Date Set

Current law (M.S. 274.14) provides that CBAE:

1. Must convene on a meeting day after the second Friday in June;
2. Must allow for ten consecutive meeting days including the day the board initially convenes;
3. May not allow for more than ten consecutive meeting days without approval from the Commissioner of Revenue;
4. May not meet after June 30;
5. Must end one meeting after 7:00 p.m.

Motion by Erickson seconded by Olive to approve and authorize setting a 2012 County Board of Appeal and Equalization meeting date of Tuesday, June 12, 2012 at 7:00 p.m. *Motion adopted unanimously.*

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

Human Services  
Committee Report

Motion by Tjosaas seconded by Olive to approve Human Services actions consistent with Human Services resolution #95-10:

Human Services  
Resolution #95-10  
Approved

- Authorize payment of all claims and bills received in the prior month.
- Approve all Financial Assistance case actions taken in the prior month.
- Approve all Social Services case actions taken in the prior month.
- Approve destruction of closed cases listed for destruction in this month.

*Motion adopted unanimously.*

The Board discussed Human Services request to approve a 2011 Amendment to the Workforce Development, Inc. (WDI) contract for Supported Work. State funding for a supported work program was allocated to Dodge County for state fiscal year 2012. Dodge County contracts with WDI for this purpose and proposes to amend the contract to add up to \$9,208 for the purpose of continuing to operate a supported work program, from July 1, 2011 through December 31, 2011.

WDI Contract  
Amendment for 2011  
Approved

Motion by Tjosaas seconded by Olive to approve the amendment to the 2011 WDI contract for the operation of a supported work program. *Motion adopted unanimously.*

The Board reviewed Jane Hardwick's request to approve a 2012 contract with Workforce Development, Inc. for provision of Minnesota Family Investment Program (MFIP) and Diversionary Work Program (DWP) Employment & Training services. Human Services annually contracts with Workforce Development, Inc. for the provision of employment and training services authorized for MFIP and DWP. The stated purpose of the program is to secure and retain unsubsidized employment for recipients. The total amount of the contract is not to exceed \$78,924.

2012 Contract with  
WDI for Provision of  
MFIP & DWP  
Employment &  
Training Services  
Approved

This activity is funded with state and federal funds allocated to counties through the MFIP Consolidated Fund.

Motion by Tjosaas seconded by Olive to approve and authorize the Chairman of the Board, County Attorney and Human Services Director to execute a contract with WDI for 2012 for the provision of employment and training services as provided under the MFIP and DWP programs. *Motion adopted unanimously.*

The Board discussed Ms. Hardwick's request to approve a 2012 Amendment to the Workforce Development, Inc. (WDI) contract. The purpose of the amendment is to add up to \$9,208 for the purpose of continuing to operate a supported work program, from January 1, 2012 to June 30, 2012. This activity is funded through a state grant for supported work.

WDI Contract  
Amendment for 2012  
Approved

Motion by Tjosaas seconded by Olive to approve the amendment to the 2012 WDI contract for the operation of a supported work program. *Motion adopted unanimously.*

A contract with Gary Trelstad to provide guardianship/conservatorship services to residents of Dodge County was reviewed. Guardianship/Conservatorship is defined as the exercise of legal consent for programs or activities that meet the social, medical, financial and residential needs of the ward in the least restrictive manner while, at the same time, protecting the best interest of the ward. Mr. Trelstad has been providing such services to Dodge County residents in a more than acceptable manner at a rate of \$33.00 per hour since 2009.

2012 Guardianship/  
Conservatorship  
Services Contract  
Approved

Motion by Tjosaas seconded by Olive to approve and authorize the Chair, County Attorney and Human Services Director to sign a 2012 Guardianship/Conservatorship Services Contract with Gary Trelstad at the same rate as last year (\$33.00 per hour). *Motion adopted unanimously.*

A contract with Family Service Rochester for supervision of Child and Family Services was discussed. Having had a vacancy for supervision of Child and Family Services since the beginning of October 2011, and having been unsuccessful in recruiting a candidate for this position who had experience in both supervision and the subject-matter, Ms. Hardwick pursued a contract with Family Service Rochester for this purpose. Family Service Rochester is currently, and has been for many years, under contract with Olmsted County Community Services to provide child protection and welfare services.

2012 Contract with  
Family Service  
Rochester Approved

The practice of child protection and welfare services has increased in sophistication and complexity over the past ten years, and continues to do so as Human Services works to incorporate advanced best practices, along with the Minnesota Child Welfare Practice Model and Signs of Safety approach.

Accordingly, it is imperative that Human Services has supervision of child and family social services staff and activities by a person experienced in supervision and the complex subject matter to aide in managing day-to-day activities, training of new staff, and addressing complex program issues and changes, including the application of the practices and models referenced above.

Under contract Family Service Rochester would provide one full-time equivalent supervisor. This will initially take the form of two half-time people, one an experienced Child Protection Supervisor who has been providing courtesy half-time supervision to Dodge County for the past two months, the other a very experienced Social Worker who will be transitioning into full-time supervision over a six to twelve month period. It is expected that at the end of the transition period, the newer Family Service Rochester Supervisor will serve Dodge County full time. This will enable a smooth transition and skilled mentoring of a new supervisor.

The supervision provided by Family Service Rochester will be conducted with shared management oversight from Family Service Rochester (as employer of record), Olmsted County Community Services (in an arrangement currently under development), and Ms. Hardwick, as Director of Dodge County Human Services. In addition to the reasons cited earlier, this arrangement will help inform how best to manage further inter-county integration of Human Services including child protection and welfare services. This also builds on other successful co-supervision/management arrangements that Human Services has under contract with South Central Human Relations (for children's mental health case management) and Steele County (for Child Support Supervision).

The estimated cost of the contract for a calendar year would be \$95,000 (including salary, benefits, supervision, communication, transportation, training, and administrative overhead). This exceeds the current budgeted amount that would be offset for a full-time supervisor of \$94,037 (including salary, benefits, transportation, and training) by \$963. The cost of the contract will be handled within the approved 2012 budget.

Motion by Tjosaas seconded by Olive to approve a 2012 contract with Family Service Rochester for the provision of supervision of Child and Family Social Services in Dodge County. *Motion adopted unanimously.*

Staffing for Succession Planning in the Financial Assistance Unit was discussed. Human Services is requesting to implement succession planning for two Financial Workers (one due to a planned retirement, one due to a planned departure upon the sale of a home and planned move) and to address the significant caseload growth that they continue to experience in Financial Assistance. The Human Services Director is requesting to hire one Financial Assistance Specialist and one Financial Worker (or two Financial Workers if they are unsuccessful at recruiting an experienced Financial Assistance Specialist) in February.

Succession Planning  
in Financial  
Assistance Unit  
Supported

The learning curve for a Financial Worker to carry a full caseload is two years, at minimum, depending on which program areas the worker covers. The caseload growth alone requires that Human Services look at increasing staff in this area, but that in combination with the impending departure of two experienced workers makes it untenable for them to wait to hire, if they have a commitment to providing good customer service.

The Board was supportive of the Human Services Director's request for succession planning.

Senior Probation Officer Roger Hanson discussed with the Board his request to appoint a Dodge County Citizen Representative to the DFO Advisory Board.

DFO Advisory Board  
Appointment  
Approved

Mr. Hanson reported that an interview team made up of himself, Drug Court Coordinator Eric Thompson, current Community Corrections Task Force Chairperson Glenda Johnson (Dodge County DFO Citizen representative) and Dodge County Commissioner Jane Olive concluded interviews for the citizen vacancy on the DFO Advisory Board. The interview team is recommending that Stephanie Morris of Dodge Center be appointed by the Dodge County Commissioners for this position. Ms. Morris is employed in the Dodge County Attorney's Office and has an extensive background and knowledge of the criminal justice field. She has agreed to accept the position if appointed to the Board and will have the flexibility and has made a long term commitment to fulfill the duties required for this appointment. The interview team believes that Ms. Morris will be a strong voice in representing Dodge County's best interests as they head into the upcoming year.

The Senior Probation Officer noted that the other candidate interviewed for this position has expressed an interest in joining their local Corrections Task Force and is in addition seeking other opportunities within Dodge County to use and share her extensive writing skills and background.

Motion by Olive seconded by Erickson to approve and authorize the appointment of Stephanie Morris as the Dodge County Citizen Representative to the DFO Advisory Board as recommended. *Motion adopted unanimously.*

Water Program Manager Dean Schrandt presented for the Board's consideration a resolution for completed amended Water Plan adoption.

Adoption of 5-Year  
Amendment to  
Comprehensive  
Water Plan Approved  
by Resolution  
#2012-02

The current Dodge County Comprehensive Water Management Plan runs for 10 years (2006-2015). BWSR (Board of Water & Soil Resources) requires 5-year amendments to the Executive Summary, Implementation Program, and Budget portions of the Water Plan as authorized under Minnesota Statutes, Chapter 103B.301, the Comprehensive Local Water Management Act. These amendments are necessary for the Water Plan to be considered current, and for the counties to be eligible to obtain BWSR grants.

On October 11, 2011, the County Board approved of the final draft of the 5-year amendment to the Water Plan and it was forwarded to BWSR for state review. BWSR approved the amended Water Plan on December 14, 2011.

Dodge County now has 120 days to adopt, and begin implementation of, the amended Water Plan. As part of this implementation process, the county will review existing water and land resources plans and official controls from local units of government within the county to determine any inconsistencies with the amended Water Plan.

Motion by Erickson seconded by Hanson to approve and authorize the Chair and Deputy Clerk to sign resolution #2012-02 to adopt and implement the Amended Dodge County 2006-2016 Comprehensive Water Plan:

**WHEREAS**, the Dodge County Board of Commissioners has been notified by the Minnesota Board of Water and Soil Resources that the Dodge County Comprehensive Local Water Management Plan has been approved according to Minnesota Statutes Chapter 103B.301.

**NOW THEREFORE BE IT RESOLVED**, the Dodge County Board Commissioners hereby adopts and will begin implementation of its approved comprehensive water plan.

**BE IT FURTHER RESOLVED**, after the adoption of the local comprehensive water management plan, the Dodge County Board shall amend existing water and related land resources plans and official controls as necessary to conform them to the applicable and approved comprehensive water plan.

**BE IT FURTHER RESOLVED**, after the adoption of the local comprehensive water management plan, Dodge County shall notify local units of government within the county of the adoption of the plan or amendments to the plan. The local units of government are required to submit existing water and related land resources plans and official controls within 90 days to the County Board for review.

**BE IT FURTHER RESOLVED**, within 180 days, the Dodge County Board shall review the submitted plans and official controls and identify any inconsistencies between the local plans and official controls, and local comprehensive water management plan. The Dodge County Board shall specify applicable and necessary measures to bring the local plans and official controls into conformance with the local comprehensive water management plan.

*Adoption of 5-Year  
Amendment to  
Comprehensive  
Water Plan Approved  
by Resolution  
#2012-02 -  
Continued*

**BE IT FURTHER RESOLVED**, if a local unit of government disagrees with any changes to its plan, the local unit has 60 days after receiving the county's recommendations to appeal the recommendations to the Board of Water and Soil Resources.

**BE IT FURTHER RESOLVED**, after receiving the recommendations of the Dodge County Board, or a resolution of an appeal, a local unit of government has 180 days to initiate revisions to its plan or official controls. The new or revised plans and official controls must be submitted to the Dodge County Board for review and recommendations.

*Resolution adopted unanimously.*

Commissioners recessed to meet and greet visitors at 10:21 a.m. CST.

*Recessed Meeting*

The meeting was reconvened at 10:28 a.m. CST.

*Reconvened Meeting*

Employee Relations Director Lisa Hager presented the Personnel Agenda for the Board's consideration. Motion by Olive seconded by Tjosaas to approve the following personnel actions:

*Personnel Actions  
Approved*

**A. Human Services**

A.1 Ann Kruger - .9 FTE

Step increase from B23 step 8 \$15.67 to B23 step 7 \$16.18.

Effective Date: 12/29/11

A.2 Financial Assistance Specialist – 1.0

Authorization to post and fill new vacancy per Jane Hardwick's memo.

Effective Date: 1/10/12

A.3 Financial Worker – 1.0

Authorization to post and fill new vacancy per Jane Hardwick's memo.

Effective Date: 1/10/12

**B. Public Health**

B.1 Peggy Espey – Director of Public Health

Annual review.

Effective Date: 11/2/11

**C. Highway**

C.1 Eric Standke - Operator III/Signperson

Status change from Operator III/Signperson B23 90% of hire \$17.99 to Operator II B22 90% of hire \$17.39.

Effective Date: 1/14/12

C.2 Robert Rosenau – Operator III/Signperson

Authorization to employ at B23 90% of hire \$17.99 to fill approved vacancy.

Effective Date: 1/5/12

- C.3 Charles Emanuel – Equipment Operator II  
Authorization to employ at B22 90% of hire \$17.39 to fill approved vacancy.

Personnel Actions  
Approved -  
Continued

Effective Date: 1/3/12

**D. Sheriff's Office**

- D.1 Kristina Hotopp - On-Call 911 Dispatcher  
Step increase from B22 step 11 \$14.47 to B22 step 10 \$14.80.  
Effective Date: 12/3/11
- D.2 Tanya Wunderlich – 911 Dispatcher/Records - .7 FTE  
Dispatcher - Step increase from B22 step 1 \$15.80 to B22 step 2 \$16.27.  
Records – Step increase from B21 step 8 \$13.82 to B21 step 7 \$14.27.  
Effective Date: 7/1/11
- D.3 Eric Tighe – Law Enforcement Intern  
Authorization to allow to complete 480 hour unpaid internship with the Sheriff's Office.  
Effective Date: TBD

**E. Administration**

- E.1 Lisa Kramer – Finance Director  
Step increase from D61 step 7 \$33.09 to D61 step 6 \$35.06.  
Effective Date: 12/12/11
- E.2 Rose Culbertson – Taxpayer Services Director  
Step increase from C41 step 4 \$25.03 to C41 step 3 \$25.72.  
Effective Date: 12/26/11
- E.3 Wendy House – Account Technician  
Step increase from B22 step 2 \$19.60 to B22 step 1 \$20.00.  
Effective Date: 12/10/11
- E.4 Greg Thoe – Custodian/Maintenance  
Authorization to extend temporarily change status from .8 FTE to 1.0 FTE during LOA.  
Effective Date: 1/8/12 – 1/27/12 (original 11/7/11 - 1/7/12)

**F. Assessor's Office**

- F.1 Wendell Engelstad – County Assessor  
Annual review.  
Effective Date: 1/2/12

*Motion adopted unanimously.*

Zoning Administrator Melissa DeVetter presented for the Board's consideration the January 4, 2012 Planning Commission recommendations. Motion by Erickson seconded by Olive to approve of the following action of the Planning and Zoning Commission as reviewed on January 4, 2012 with the reasons, recommendations and conditions as found in the individual permit:

IUP #12-01 Approved

**James Brennan – IUP #12-01**

The public hearing is to consider an application for an Interim Use Permit to establish a dwelling on less than 53 acres in the Agricultural District. The property is 5.94 acres located in the NW 1/4 of the NW 1/4 of Section 18, Hayfield Township. James Brennan is the applicant and Sheriff Youth Program of MN is the property owner.



The Planning Commission recommends approval with the following conditions:

IUP #12-01 Approved  
- Continued

1. The Ag Covenant shall be signed and recorded prior to issuance of the Zoning Permit.
2. Dodge County Zoning Permit shall be obtained before construction.
3. The sewage treatment system must meet the requirements of Dodge County's Subsurface Sewage Treatment Ordinance No. 4. A Dodge County Sewage Treatment System shall be obtained prior to issuance of the Zoning Permit.
4. The applicant shall obtain necessary permits from the Cedar River Watershed District prior to construction
5. Disposal of the existing concrete housing on site and other site related debris shall comply with the MPCA's Solid Waste Management Rules, parts 7001.0010 to 7035.2875 and the Dodge County Solid Waste Ordinance No.

*Motion adopted unanimously.*

Ms. DeVetter presented for the Board's consideration the Feedlot Work Plan and Delegation Agreement and Annual Report.

Feedlot Work Plan &  
Delegation  
Agreement and  
Annual Report  
Approved

Included in the Board packet was the 2012 -2013 County Feedlot Program Delegation Agreement and Work Plan for the term of January 1, 2012 to December 31, 2013. Dodge County will receive a Base Grant Award in the amount of \$27,071 requiring a county match of \$18,950 for administration of the Minnesota Pollution Control Agency's Feedlot Program. This funding is awarded as part of the Board of Water and Soil Resources' Natural Resources Block Grant Agreement.

In order to receive the funding for the Feedlot Program, Dodge County is required to sign the delegation agreement and submit a copy to the Minnesota Pollution Control Agency. The MPCA has reviewed and approved the county's work plan on December 21, 2011.

Also included in the Board packet was the Annual County Feedlot Officer and Performance Credit Report for the period of January 1, 2011 – December 31, 2011. Dodge County exceeded its required compliance inspection rate and met 100% of its non-inspection minimum program requirements for the year 2011.

Motion by Erickson seconded by Hanson to approve and authorize the Chair to sign the 2012 – 2013 County Feedlot Program Delegation Agreement and Work Plan (January 1, 2012 – December 31, 2013) and the Annual County Feedlot Officer and Performance Credit Report as requested. *Motion adopted unanimously.*

The Zoning Administrator discussed with the Board a request to approve a Flood Damage Reduction Grant application.

Flood Damage  
Reduction Grant  
Application Approved  
by Resolution  
#2012-03

As the result of the September 22, 2010, flooding event, Bernard Fuchs sustained damage to his home and property in Section 10 of Milton Township. Included in the Board packet was memo dated November 2, 2010 and the minutes from the County Board dated November 9, 2010. Also included in the Board packets was the Flood Damage Reduction Grant application and supporting attachments prepared by staff for the Board's review.

At that time, the Board approved pursuing state and federal funds for acquisition and restoration of this property provided the county would not have to bear any costs. However, the application could not be submitted because the property owner abandoned the property. The property went into foreclosure and was sold on a Sheriff's sale. The new owner wishes to pursue the option for acquisition and is requesting the county submit an application on their behalf.

Department staff has contacted the State of Minnesota's Flood Hazard Mitigation Grant Program Coordinator to inquire if there were still funds available for this project. The State has indicated that funds are available and has committed to covering 100% of the cost of acquisition, demolition, abatement (if required) disposal, abandonment of the on-site sewage treatment system and well and restoration of the site. As a result, no local match or other contribution would be required.

Motion by Tjosaas seconded by Olive to approve and authorize the Chair and Deputy Clerk to sign resolution #2012-03 to allow Dodge County to act as sponsor for a Flood Damage Reduction Grant and proceed with acquisition of the frequently flooded property:

**BE IT RESOLVED** that Dodge County, hereinafter referred to as the "Applicant" act as legal sponsor for the project contained in the Flood Damage Reduction Grant Assistance Program Application to be submitted on January 10, 2012 and that the Zoning Administrator is hereby authorized to apply for the Department of Natural Resources for funding of this project on behalf of the Applicant.

**BE IT FURTHER RESOLVED** that the Applicant has the legal authority to apply for financial assistance, and the institutional, managerial and financial capability to ensure adequate acquisition, maintenance and protection of the proposed project.

**BE IT FURTHER RESOLVED** that the Applicant has not incurred any costs, and has not entered into any written agreements to purchase property proposed by this project.

**BE IT FURTHER RESOLVED** that the Applicant has not violated any Federal, State, or local laws pertaining to fraud, bribery, graft, kickbacks, collusion, conflict of interest or other unlawful or corrupt practice.

**BE IT FURTHER RESOLVED** that upon approval of its application by the state, the Applicant may enter into an agreement with the State of Minnesota for the above references project, and that the Applicant certifies that it will comply with all applicable laws and regulations as stated in the contract agreement.

Flood Damage  
Reduction Grant  
Application Approved  
by Resolution  
#2012-03 -  
Continued

**NOW, THEREFORE BE IT RESOLVED** that the Zoning Administrator is hereby authorized to execute such agreements as are necessary to implement the project on behalf of the applicant.

*Resolution adopted unanimously.*

County Administrator Jim Elmquist provided the 2012 fee schedule for the Board's review. It was noted that the proposed 2012 fees were proposed and reviewed by department heads.

2012 Fee Schedule  
Approved

Sandy Schaefer from Environmental Services was available to answer questions on changes to the fees charged by her department.

Commissioner Erickson questioned whether or not the Board could approve ES55 Septic Permit – Type 4 with the fee for 2012 listed as “To Be Determined”.

Ms. Schaefer reported that there were some unknowns with this line item so they couldn't determine a fee at this time.

It was determined that if Environmental Services at a later date decides that they want to charge a fee for this that they will have to come back to the County Board and have them approve the fee amount, if this is the route they choose to go rather than having the property owner hire the service out.

Motion by Olive seconded by Hanson to approve the 2012 fee schedule as requested. *Motion adopted unanimously.*

The County Attorney left the meeting at 11:08 a.m. CST.

County Attorney Left  
Meeting

Mr. Elmquist informed the Board that Commissioner Gray had asked that the consent agenda discussion item be placed on the agenda. A consent agenda consists of items that come to the agenda not needing discussion or debate because they are routine in nature and would be unanimous in support. A consent agenda allows the Board to approve items in one motion without discussion or individual action. It's held to be a time saving mechanism and to move Board agendas more fluidly.

Consent Agenda  
Discussion

Items that could be considered consent agenda items are:

- Approval of the minutes;
- Final approval of agreements the Board has routinely worked with and all members are experienced in the matter (like the State Cooperative Purchasing Agreement Renewal on this agenda);

- Correspondence requiring no action but need formal mention in the meeting minutes.
- Appointments to committees;
- Reports for information only

Consent Agenda  
Discussion -  
Continued

If an item were to require action, the Board would formally request the specific item be removed from the agenda for individual consideration through Roberts Rules of Order.

It was the consensus of the Board to give the consent agenda concept a try.

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

Public Safety  
Committee Report

The Board reviewed the Sheriff's request to approve a Snowmobile Safety Enforcement Grant. For several years the Dodge County Sheriff's Office has applied for and received a DNR Snowmobile Safety Enforcement Grant. The Grant will become effective on the date the State obtains all of the required signatures, sent back and signed by the State. The grant will end on June 30, 2013. The Sheriff's Office will receive \$3,062.00 each year for a total of \$6,124.00 over the two years of the Grant.

DNR Snowmobile  
Grant Accepted by  
Resolution #2012-04

The grant money can be used for staff time to participate in snowmobile safety activities, purchase of snowmobiles for use in patrolling, snowmobile maintenance, fuel and enforcement related costs, trailers, trailer maintenance and repairs or helmets and related protective gear.

This year's grant application was delayed by the State shut down. Dodge County's application was also lost in the mail which put the Sheriff's Office way behind schedule. The application arrived at their office late in December, too late to get it on the Board agenda for the December 27th Board meeting. The Sheriff spoke with County Administrator Jim Elmquist about the grant and they decided that it would be okay for the two of them to sign the grant and send it to the DNR for their signature to speed up the process. No expenses could be claimed until the grant was signed by the DNR and no money will be received until after June 30, 2012 when the reimbursement summaries are turned in.

Motion by Hanson seconded by Erickson to approve and authorize the Chair and Deputy Clerk to sign resolution #2012-04 authorizing the Sheriff to accept a DNR Snowmobile Grant:

**WHEREAS**, the Dodge County Sheriff's Office from time to time receives donations from individuals and/or organizations; and

**WHEREAS**, the Dodge County Sheriff's Office wishes to accept this donation and utilize it for the purpose of Snowmobile Safety Activities; and

**WHEREAS**, pursuant to Minnesota Statute 465.03, the county shall by resolution of the governing body adopt by a two-thirds majority of its members accept a grant or devise of real or personal property and maintain such property for the benefit of its citizens in accordance with the terms prescribed by the donor.

DNR Snowmobile Grant Accepted by Resolution #2012-04 - Continued

**NOW THEREFORE BE IT RESOLVED**, that the Dodge County Board of Commissioners hereby accept the following grant donation to be used for Dodge County Snowmobile Safety Activities:

Minnesota Department of Natural Resources - \$6,124.00

*Resolution adopted unanimously.*

The Board discussed the Sheriff's request to approve a GeoComm Contract.

GeoComm Contract Approved

The contract the Sheriff's Office has with GeoComm for software support and GIS maintenance services will expire at the end of February 2012. The new contract will run from March 1, 2012 through February 28, 2013. The cost total cost of the contract is \$9,420.00 and will be paid by twelve monthly payments of \$785.00 each.

Motion by Hanson seconded by Erickson to approve and authorize the Chair to sign a Dispatch Mapping Support Project Agreement with GeoComm as requested. *Motion adopted unanimously.*

The Board reviewed the Sheriff's request to approve a quote for a Narrowband Paging System. The Sheriff's Office has completed the upgrade to the 800 MHz for their Radio System, but that did not include any changes for their Paging System. The Sheriff's Office currently pages for all of the Fire Departments and Ambulance Services in the county and are still using a VHF paging system. All VHF systems need to be narrowbanded by January 1, 2013.

Narrowband Paging System Bid Awarded

The Sheriff's Office has received a bid from Whitewater Wireless to upgrade their VHF system to narrowband and include a repeater in the pager system. Included in the bid is the cost of removal of the old radio paging equipment. Money has been included in this year's budget to do this project.

Motion by Hanson seconded by Erickson to award the bid for the Narrowband Paging System to Whitewater Wireless in the amount of \$20,003.86. *Motion adopted unanimously.*

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

Public Works Committee Report

The Board discussed the Highway Department's request to advertise for 2012 Seasonal Supplies.

2012 Seasonal Supply Advertising Approved

Each year the Highway Department requests bids for seasonal supplies. These are supplies used in large quantities with regularity each year. The following is a list of the products and the approximate quantities needed:

- Aggregate Material, Cl. 2 Rock 20,000 tons
- Bituminous Mixture 1,800 tons
- Calcium Chloride Solution 110,000 gallons
- Pavement Markings 3,000 gallons

2012 Seasonal  
Supply Advertising  
Approved -  
Continued

Motion by Erickson seconded by Hanson to approve and authorize the Highway Department to advertise and open bids for the 2012 season supplies. *Motion adopted unanimously.*

Bids will be opened February 7, 2012 and submitted for Board approval February 14, 2012.

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

Administration  
Committee Report

Motion by Hanson seconded by Olive to approve and authorize the December 27, 2011 Committee of the Whole meeting minutes as presented. *Motion adopted unanimously.*

12/27/11 Committee  
of the Whole Meeting  
Minutes Approved

Motion by Erickson seconded by Olive to approve and authorize the December 27, 2011 meeting minutes as presented. *Motion adopted unanimously.*

12/27/11 Meeting  
Minutes Approved

Motion by Olive seconded by Hanson to approve and authorize the January 3, 2012 statutory meeting minutes as corrected on page 2. *Motion adopted unanimously.*

01/03/12 Statutory  
Meeting Minutes  
Approved

The Board reviewed the Accounting Services Director's request to approve a Liquor License for the Dodge Country Club for 2012.

2012 Liquor License  
Approved for Dodge  
Country Club

The Dodge Country Club in Dodge Center is requesting a renewal of their liquor and Sunday sale license. This renewal will cover the time period of January 1, 2012 through December 31, 2012.

Motion by Hanson seconded by Olive to approve and authorize a Liquor and Sunday Sale license for Dodge Country Club for calendar year 2012, pending the approval of the County Attorney and County Sheriff and the submission of all required insurance documentation. *Motion adopted unanimously.*

The Board discussed Ms. Marquardt's request to approve a pull tab application for Oaks Bar & Grill.

Premises Permit  
Application for  
Hayfield Commercial  
Club Approved by  
Resolution #2012-05

The Hayfield Commercial Club is requesting a resolution approving their premises permit application for the Oaks Bar & Grill. The Hayfield Commercial Club would like to operate a pull tab machine at the Oaks Bar & Grill. Dodge County has previously approved this type of Premises Permit Application, resolution #2007-18.

Motion by Erickson seconded by Olive to approve and authorize the Chair and Deputy Clerk to sign resolution #2012-05 in support of a Premises Permit Application for the Hayfield Commercial Club:

**BE IT RESOLVED** that approval for Premises Permit Renewal Application has been given to the following:

1. Hayfield Commercial Club, Hayfield, Minnesota to conduct gambling at Oaks Bar & Grill, 73671 170th Avenue, Hayfield, Minnesota.

*Resolution adopted unanimously.*

The County Administrator discussed with the Board his request to approve the State Cooperative Purchasing Agreement renewal.

This is a standard agreement the county does each year. The state requires the county to sign the renewal in order to be eligible for their CPV program. It's a basic membership application to the Minnesota Materials Management Division to renew for 2012 and will allow the county to purchase items off of the state bid without going out for bid or quote on these items.

Motion by Erickson seconded by Tjosaas to approve and authorize the County Administrator to sign the Cooperative Purchasing Venture membership application on behalf of Dodge County as requested. *Motion adopted unanimously.*

Commissioners provided their agency reports. Commissioner Erickson attended a Youngdahl Center open house, a SCHA Joint Powers meeting, a statutory meeting, a Planning & Zoning Commission meeting, a PSAP conference call and a Dodge County Township Officers meeting. Commissioner Gray attended a Youngdahl Center open house, a statutory meeting, a County Township Officers meeting and a SCHRC meeting. Commissioner Hanson attended a Youngdahl open house, a Township Officers meeting, a SE Water Joint Powers meeting and an HRC meeting. Commissioner Olive attended a Youngdahl open house, a statutory meeting, a DFO Advisory Board citizen rep interview, a COG meeting, WIB Management meeting, a Fast Trac and Board meeting, a Township Board meeting, a MN Intercity Passenger Transportation Forum conference call and a Community Health Outreach Forum with Mayo Clinic. Commissioner Tjosaas attended a Planning & Zoning meeting, a Township Officers meeting, a Semcac meeting, a SCHA meeting and a Township Officers meeting.

The County Administrator informed the Board that one of the monitors in the large conference room made a popping noise earlier in the week when it was being used for a presentation. This tv will likely have to be replaced. It is unclear at this time if the other tv will also need to be replaced.

Mr. Elmquist discussed with the Board Commission Lyle Tjosaas' desire to be appointed as representative to the MCIT Board.

Motion by Erickson seconded by Hanson to approve and authorize the Chair to sign a letter endorsing Commissioner Tjosaas' candidacy to the Minnesota Counties Intergovernmental Trust Board. *Motion adopted unanimously.*

Motion by Olive seconded by Tjosaas to adjourn the meeting at 12:26 p.m. CST. *Motion adopted unanimously.*

Premises Permit Application for Hayfield Commercial Club Approved by Resolution #2012-05 - Continued

State Cooperative Purchasing Agreement Renewal Approved

Agency Reports

TV Monitor Update

Commissioner Tjosaas Candidacy to MCIT Board Supported

Meeting Adjourned

The next regular meeting of the Dodge County Board of Commissioners will be held on January 24, 2012 at 9:30 a.m. CST.

Next Regular Meeting

**ATTEST:**

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DON GRAY  
CHAIR, COUNTY BOARD

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BECKY LUBAHN  
DEPTY CLERK

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DATED: