

TUESDAY, JANUARY 24, 2012

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

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

**COUNTY ADMINISTRATION OFFICE
MANTORVILLE, MN**

2012-03

The Dodge County Board of Commissioners met in regular session January 24, 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

Motion by Olive seconded by Tjosaas to approve and adopt the agenda as amended to remove Human Services item 7.1 MACSSA Policy Vision Presentation from the agenda. *Motion adopted unanimously.*

Agenda Amendment
Approved

Motion by Erickson seconded by Olive to approve the following items on the Consent Agenda:

Consent Agenda
Items Approved

- 1.1 Out-of-State Travel for Tobey Hicks October 7-11, 2012 to Austin, Texas at a cost of approximately \$1,920 for a three day Information Technology workshop.
- 1.2 Chair and Drug Court Coordinator to sign Cooperative Agreement with Third Judicial District Court for Drug Court case management services.
- 1.3 Chair and County Administrator to sign Minnesota Department of Corrections – Community Corrections Act Subsidy 2012 Budget for the Dodge, Fillmore, Olmsted (DFO).
- 1.4 Chair and Deputy Clerk to sign resolution #2012-06 to enable the receipt of donation of fleece blankets from the Kasson-Mantorville Community Action Class.
- 1.5 Chair and Deputy Clerk to sign resolution #2012-07 to enable receipt of a donation of \$250.00 from Citizens State Bank of Hayfield for the education of Dodge County clients with regard to budgeting.
- 1.6 Out-of-State Travel for Deputy Mark Dyshaw June 14-16, 2012 to Orlando, Florida at a cost of approximately \$1,800 for a Lifesavers Conference.

- 1.7 The Highway Department to advertise for 2012 bridge project bids and set a bid opening date for March 2, 2012 at 11:00 a.m.

Consent Agenda
Items Approved -
Continued

Motion adopted unanimously.

Sheriff Jim Jensen met with the Board to discuss his request to purchase three squad cars from the state contract.

Squad Car
Purchases Discussed

In this year's budget the Sheriff's Office has budgeted for five new marked squad cars. They would like to order three Chevrolet Impala squads on the State bid. The Sheriff's Office currently has three squads with an excess of 120,000 miles that need to be replaced soon. If the Sheriff's Office orders the squads now it will be a minimum of 90 days before they are shipped.

Included in the Board packet was a copy of the State bid for the squads the Sheriff would like to order. The bid includes the same revisions that they have ordered in the past.

The total cost of each squad will be \$20,391.70. This pricing includes the standard Chevrolet power train warranty of five years or 100,000 miles, whichever comes first. There is no deductible on this coverage.

County Attorney Paul Kiltinen arrive to the meeting at 9:34 a.m. CST.

County Attorney
Arrived

Discussion took place on the various makes and models available with a squad car package.

Squad Car
Purchases Approved

Retrofitting of equipment from one make and model to another was discussed.

Mr. Jensen informed the Board that between May and August the Sheriff's Office will revisit the need to replace two additional squads yet this year.

Captain Loring Guenther was available to comment on the request to purchase squad cars.

Sheriff Jensen discussed issues that his department and others have experienced with the Impala's and noted that the manufacturer has addressed and corrected these issues in the 2012 Impala line.

Motion by Olive seconded by Hanson to approve and authorize the Sheriff to order three 2012 Chevrolet Impala squad cars off the state contract at a cost of \$20,391.70 per car. *Motion adopted unanimously.*

Sergeant Ryer Anderson introduced Eric Tighe who is a Winona State Law Enforcement student that is interning with the Dodge County Sheriff's Office.

New Employee
Introduced

Mr. Tighe will be completing a 480 hour unpaid internship with the Sheriff's Office.

The Board welcomed Mr. Tighe.

Taxpayer Services Director Rose Culbertson reviewed bills with the Board.

Bills Approved

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

01	Revenue Fund	\$143,803.38
11	Human Services Fund	\$ 972.77
13	Road and Bridge Fund	\$ 24,060.59
16	Environmental Quality Fund	\$ 83,026.73
17	EQ Revolving Equip Fund	\$ 3,317.60
32	County Capital Projects	\$147,159.75
80	Agency Fund	\$ 147.00
	Total	\$402,487.82

Motion adopted unanimously.

County Assessor Wendell Engelstad reviewed with the Board his request to approve regular abatements.

2012 Abatement Request Approved

Mr. Engelstad informed the Board that Minnesota Statutes 375.192 provides that the County Board may grant the reduction or abatement of a property taxpayer's estimated market valuation and the resulting taxes, costs, penalties, or interest which have been erroneously or unjustly assessed. The County Board may consider and grant reductions and abatements for applications as they relate to taxes payable in the current year and the two prior years. However, abatements for the two prior years shall be considered and granted only for clerical errors and when the taxpayer fails to file for a reduction or an adjustment due to a hardship, as determined by the County Board.

All applications must be written and approved by the County Assessor and the County Auditor before consideration by the County Board. Said abatement applications are entirely discretionary, subject to precedence and prior Board policy, and are not appealable to another level of authority. Based on the applicants' claims and the investigation of the facts, the Finance Director and County Assessor are offering the following assessment changes for taxes payable in the year 2012:

Parcel ID	Owner	Street	City	Reason	Tax Reduction
R22.105.0870 (2011 pay 12)	Jeff Franzen	4 th Avenue SE	Dodge Center	Assumed incorrect Highest- and-Best Use.	\$1,062

Jeff Franzen was available to comment on the abatement request.

Motion by Hanson seconded by Olive to approve the regular option abatement for Jeff Franzen as presented for the year indicated. *Motion adopted unanimously.*

The abatement request for the Robert Bzoskie was discussed.

2011 Abatement Request Approved

Based on the applicants' claims and the investigation of the facts, the Finance Director and County Assessor are offering the following assessment changes for taxes payable in the year 2011:

Parcel ID	Owner	Street	City	Reason	Tax Reduction
R24.351.0020 (2010 pay 11)	Robert Bzoskie	102 2 nd Avenue NE	Kasson	Neglected to apply for relative homestead.	\$289

2011 Abatement
Request Approved -
Continued

Motion by Tjosaas seconded by Olive to approve the regular option abatement for Robert Bzoskie as presented for the year indicated. *Motion adopted unanimously.*

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 Shawn Cochran – Social Worker
Annual review.
Effective Date: 12/12/11

B. Public Health

- B.1 Heather Angell – PHN I – On-Call
No longer employed.
Effective Date: 1/24/12
- B.2 Part-time Public Health staff review of FTE status. The following changes need to be made according to average hours worked. The next audit will be 1/2012.
- Amber Converse – Dietitian
Increase FTE from .40 to .45.
- Gail Hester – Business Office Manager
Decrease FTE from .80 to .75.
- Patricia Busse – Public Health Nurse II
Decrease FTE from .60 to .55.
- Jessica Schleck – Health Educator
Decrease FTE from .45 to .40.
Effective Date: 1/1/12

C. Highway

- C.1 Andrew Hesel - Operator IV
Authorization to change status from Operator III \$19.99 to Operator IV \$20.23 to fill approved vacancy.
Effective Date: 1/14/12

D. Sheriff's Office

- D.1 Darryl Clements – Deputy Sheriff – 1.0 FTE
Authorization to change status from .75 FTE to 1.0 FTE to fill approved vacancy.
Effective Date: 1/24/12
- D.2 Part-time Sheriff's Office staff review of FTE status. The following changes need to be made according to average hours worked. The next audit will be 7/2012.
- Dawn Frieberg – 911 Dispatcher – PT
Decrease FTE from .85 to .80.
- Gary Scofield – Deputy Sheriff – PT
Increase FTE from .45 to .75.
Effective Date: 1/1/12

E. Administration

- E.1 Greg Thoe – Custodian/Maintenance
Authorization to extend temporarily change status from .8 FTE to 1.0 FTE during LOA.
Effective Date: 1/27/12 – 2/29/12 (original 11/7/11 - 1/27/12)
- E.2 Edward Anderson - Custodian/Maintenance – Temp .8 FTE
Authorization to extend temporary employment beyond the original request of 3 months {original effective date 11/9/11 – TBD (approximately 3 months)}
Effective Date: 1/27/12 – 2/29/12

Personnel Actions
Approved -
Continued

F. Job Description Annual Review**F.1 Annual Review of Job Descriptions**

Request approval of revised job descriptions for:

1. **Account Technician – Human Services**
2. **Director of Human Services**
3. **Fiscal Supervisor – Human Services**
4. **Office Support Specialist – Human Services**
5. **Executive Assistant – Human Services**

(All updates have been reviewed by the employees in the position, Department Heads, County Administrator and Employee Relations)
Effective Date: 12/1/11

Motion adopted unanimously.

Ms. Hager informed the Board that due to budget constraints, the last two years the county has opted to recognize employee's years of service during a County Board meeting with a cake and coffee/punch reception instead of a fully catered luncheon.

Employee
Recognition Banquet
Date Set

Due to continued economic issues, the Employee Relations Director is recommending that the county continue with the cake and coffee/punch reception after a County Board meeting.

The employee recognition ceremony was set for Tuesday, February 28, 2012 after the County Board meeting.

Commissioners recessed to meet and greet visitors at 10:15 a.m. CST.

Recessed Meeting

The meeting was reconvened at 10:25 a.m. CST.

Reconvened Meeting

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

Legal Update

Commissioner Olive presented a summary of the Public Health Committee report.

Public Health
Committee Report

Ms. Olive informed the Board that they are invited to attend a Design Workshop hosted by The Kasson Clinic on Wednesday, February 1, 2012 at 4:00 p.m. The meeting will be held at The Kasson Clinic Academic Development Center at 406 West Main Street, Kasson, MN.

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

Human Services
Committee Report

The County Attorney left the meeting at 10:40 a.m. CST.

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 Olive to approve and authorize the January 10, 2012 Committee of the Whole meeting minutes as presented. *Motion adopted unanimously.*

01/10/12 Committee of the Whole Meeting Minutes Approved

Motion by Tjosaas seconded by Hanson to approve and authorize the January 10, 2012 meeting minutes as corrected on page 1, 11 and 23. *Motion adopted unanimously.*

01/10/12 Meeting Minutes Approved

Commissioners provided their agency reports. Commissioner Erickson attended a Fairview Care Center meeting, a DFO Advisory Board meeting, a PSAP meeting, a DHS Circle of Excellence Award ceremony and a SCHA Joint Powers Board meeting. Commissioner Gray attended a Fairview meeting, a meeting with Senator Senjem on the Recorder position and a SWCD meeting. Commissioner Hanson attended a Memorial Committee meeting and a Fairview Care Center meeting. Commissioner Olive attended a Workforce Development Joint Powers meeting, a Fairview meeting, a DFO Advisory Board meeting, an EDA meeting, a second Community Outreach meeting with Mayo Clinic and an Executive Committee meeting with Senator Senjem. Commissioner Tjosaas attended an Extension meeting, an EDA meeting and a Care Center meeting.

Agency Reports

Motion by Olive seconded by Hanson to adjourn the meeting at 11:20 a.m. CST. *Motion adopted unanimously.*

Meeting Adjourned

The next regular meeting of the Dodge County Board of Commissioners will be held on February 14, 2012 at 9:30 a.m. CST.

Next Regular Meeting

ATTEST:

DON GRAY
CHAIR, COUNTY BOARD

BECKY LUBAHN
DEPTY CLERK

DATED: