

TUESDAY, FEBRUARY 28, 2012

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

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

**COUNTY ADMINISTRATION OFFICE
MANTORVILLE, MN**

2012-05

The Dodge County Board of Commissioners met in regular session February 28, 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 9:32 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
	David Erickson	District #3
	Don Gray	District #4
	David Hanson	District #5
Members absent:	Lyle Tjosaas	District #2
Also present:	Jim Elmquist	County Administrator
	Becky Lubahn	Deputy County Clerk
	Paul Kiltinen	County Attorney

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

Agenda Approved

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

Consent Agenda
Items Approved

- 1.1 Chair and Deputy Clerk to sign resolution #2012-13 setting the 2012 savings rate for governmental agencies.
- 1.2 Payment of the following agency appropriations:

Southern MN Tourism	\$ 350.00
Dodge County Ag & Mech Society	\$ 1,000.00
- 1.3 Public Health Director to annually sign the Center for Disease (CDC)/Center for Medicare and Medicaid Services (CMS) form in order to be recognized as a Delegation of Authority (DoA).
- 1.4 Dodge County Public Health to work with Public Health Services in Goodhue, Rice and Steele counties to carry out their efforts to reach the goal of reducing harm caused by tobacco through the use of the Four Corners Partnership Facebook page.
- 1.5 The Chair, Human Services Director and County Attorney to execute a contract with Semcac for administration of a volunteer driver program for certain MA recipients and social services clients at the proposed rates.

Motion adopted unanimously.

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

Legal Update

Mr. Kiltinen reported that there may be changes coming to the Victim Services position here in Dodge County.

Finance Director Lisa Kramer discussed with the Board her request to adjust the basic sale price for thirteen forfeited parcels in Kasson.

Sale of Kasson
Forfeiture Parcels
Approved

At the February 14th County Board meeting Ms. Kramer and Nancy Zaworski, Finance Director from the City of Kasson highlighting the Kasson EDA's desire to purchase forfeited parcels in the City of Kasson from the county. After purchase, the Kasson EDA will redraw the plat lines and do the necessary utility work to re-market this land as single family lots.

In order to help contain the fixed costs for the Kasson EDA but still be fair to the county, Kasson-Mantorville School District, and the City of Kasson, the Finance Director is recommending that the basic sales price for each of these parcels be reduced to the amount of property tax forgiven at the time of forfeiture. The specific amount for each parcel was listed on a spreadsheet that was included in the Board packet.

The total sales price for all parcels will be \$20,225.60. With this total, the county and School District would each receive \$8,090.24, and the City of Kasson would receive \$4,045.12 as a distribution from the sale.

Motion by Erickson seconded by Hanson to approve and authorize the sale of Kasson forfeiture parcels in Lindon Manor Subdivision to the Kasson EDA at a cost of \$20,225.60 for all thirteen lots. The basic sales price for each of these parcels is being reduced to the amount of property tax forgiven at the time of forfeiture. *Motion adopted unanimously.*

The Board thanked Ms. Kramer for her work on this project.

IT Director Paul Wiltgen met with the Board to discuss his request to review and approve the distribution of an RFP for a new phone system.

Distribution of RFP
for New Courthouse,
Fairview Care Center
& Public Health
Phone System
Approved

Mr. Wiltgen informed the Board that the county's existing 3Com NBX phone system needs to be replaced. The phone system itself still works but the original manufacturer, 3Com, was bought out by HP and HP closed down the phone part of the business. It is no longer possible to get a maintenance agreement for technical support on the 3Com NBX. If the system fails, it may not be possible to get it repaired.

The IT Director noted that a budget of \$130,000 was requested and approved for 2012.

Included in the Board packet was the RFP that Mr. Wiltgen put together.

Motion by Olive seconded by Erickson to approve and authorize the IT Director to distribute an RFP for a new phone system at the courthouse and two remote locations (Fairview Care Center and Public Health). *Motion adopted unanimously.*

Taxpayer Services Director Rose Culbertson reviewed bills with the Board.

Bills Approved

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

01	Revenue Fund	\$ 50,031.36
11	Human Services Fund	\$ 39.90
13	Road and Bridge Fund	\$ 11,064.52
16	Environmental Quality Fund	\$ 7,424.52
17	EQ Revolving Equip Fund	\$ 4,615.27
32	County Capital Projects	<u>\$171,485.45</u>
	Total	<u>\$244,661.02</u>

Motion adopted unanimously.

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

Personnel Actions
Approved

A. Human Services

- A.1 Melissa Tschann – Financial Worker
Authorization to hire at B23 step 9 \$15.44 to fill approved vacancy.
Effective Date: 3/12/12
- A.2 Angie Grisim - Financial Worker
Authorization to hire at B23 step 3 \$18.70 to fill approved vacancy.
Effective Date: 3/19/12
- A.3 Robert Flach – Social Worker
Authorization to hire at C42 step 6 \$22.42 to fill approved vacancy.
Effective Date: 4/2/12

B. Administration

- B.1 Nichole Farnsworth – Account Technician/Employee Relations
Step increase from B23 step 3 \$19.24 to B23 step 2 \$19.60.
Effective Date: 2/6/12
- B.2 Greg Thoe – Custodian/Maintenance
Authorization to extend temporarily change status from .8 FTE to 1.0 FTE during LOA.
Effective Date: 2/29/12 – 3/31/12 (previously approved 11/7/11 – 2/29/12)
- B.3 Edward Anderson - Custodian/Maintenance – Temp .8 FTE
Authorization to extend temporary employment.
Effective Date: 2/29/12 – 3/31/12 (previously approved 11/9/11 – 2/29/12)

C. Attorney

- C.1 Stephanie Morris – Paralegal
Step increase from B31 step 4 \$20.30 to B31 step 3 \$20.75.
Effective Date: 2/26/12

D. Sheriff

- D.1 Cindy Wunderlich – On-Call Dispatcher
No longer employed.
Effective Date: 3/5/12

Motion adopted unanimously.

County Administrator Jim Elmquist presented for the Board's consideration a DFO Agreement.

DFO Joint Powers Agreement Approved

Previously, the Board approved the subsidy agreement with the State of Minnesota and individual counties, however; the formal agreement between the parties to the CCA for probationary services has not been adopted by the Board. There was some question as to the June 1st date in the agreement and the concerns about where DFO is going, but after several meetings between the groups and Dodge County exploring its options; it has become apparent that for the foreseeable future, DFO will be the county's method for services.

It was the County Administrator's understanding that Fillmore has approved the agreement and will continue to explore options for future years. A DFO Joint Powers Board meeting is set for March to likely discuss a future financial model for the Board's consideration. If the Board feels it is necessary, Dodge can choose to wait until after the Joint Powers Board meeting to make a decision.

Mr. Elmquist noted that the reason he is bringing this to the Board is that he's held off for some time with this agreement while conversations about Dodge's overall plan take place but knowing it's a one year agreement, it will likely take some time to put the model in place leaving the county with having to move forward with DFO for an additional year.

Motion by Olive seconded by Erickson to approve and authorize the Chair and County Administrator to sign a Joint Powers Agreement establishing participation in Dodge-Fillmore-Olmsted County Community Corrections Program under the Minnesota Community Corrections Act. *Motion adopted unanimously.*

The County Administrator discussed with the Board a proposed resolution on administration of Section 8 Housing in SE Minnesota and Dodge County.

Section 8 Administration Discussion Tabled

Mr. Elmquist reported that there has been much discussion in recent months and a call by several southeast Minnesota counties asking for Dodge County to support looking for a new administration of the Section 8 Housing Program from the one in place now with SEMMCHRA. The other counties are asking this resolution be considered as HUD is stating the rules make it difficult to consider this option when housing vouchers are already in place. The resolution's intent is to begin the process and to ask HUD to allow the county to take this action.

The County Administrator indicated that he feels he placed this item on the agenda prematurely as further discussion with other counties and the cities of Dodge County is needed.

It was reported that a meeting took place with SEMMCHRA in Dodge Center. From that discussion further questions were raised and the cities of Dodge County are requesting an additional meeting with SEMMCHRA to answer questions they have about the programs offered by SEMMCHRA in Dodge County.

Commissioner Erickson recommended that further discussion on Section 8 Administration in Dodge County be tabled until all information is available for the Board's review.

Commissioners recessed to meet and greet visitors at 10:13 a.m. CST.

Recessed Meeting

The meeting was reconvened at 10:20 a.m. CST.

Reconvened Meeting

Staff from the Highway Department, Assessor's Office and Environmental Services presented for the Board's consideration a proposal for updated aerial images.

Aerial Imagery
Update Approved

Budgeted in 2012 through the Recorder's Technology Fund is a request to once again take aerial photos of properties in Dodge County.

The last time images was taken was in 2007 which were ortho (isometric) and oblique (face or front) photos. A presentation was included in the Board packet describing the differences between the two types of photos. The photos are becoming outdated and not inclusive of development that has taken place over the last five years.

During the course of conversations between staff, several items were discussed:

- Ortho photos as a stand-alone and/or oblique. There was a clear interest in having oblique photos taken again in 2012 as it allows for a stronger view of Dodge County properties. Oblique photos at a 4" resolution would be for the cities and not of agricultural land which would require 1-foot resolution at a lesser cost. The problem with an oblique request is there is only one company that provides for this service, Pictometry.
- ChangeFindr. It's a program that shows where changes have occurred since the last time images was taken.
- Web-based software. Dodge County is moving forward with a possible agreement with Goodhue County that would be proposed to the Board and part of the agreement would be hosting Dodge County's GIS data. This includes imagery. In order for this to take place, web-based software will be necessary. Staff also said this would be helpful as software would no longer have to be loaded onto individual computers. The Sheriff's Office stated this would make it more accessible from patrol vehicle computers as well.
- A discussion was held with City Administrators from each city in Dodge County and there was an interest in oblique photos being taken and the "ChangeFindr" product. Their intent is to participate but since this proposal came after the budget cycle for 2012, the county would not ask for their cost participation until 2013, provided an agreement is signed committing to pay their fair share. Dave Deschene, the former IT Director for Dodge County has included a financial plan that was based off of the one he provided to the Board in 2007 - a "fair share" participation model. All cost implications to the project would be shared with the exception of ortho photos as it is believed the county would have asked for this of the Dodge County Board without the cities participation.

Included in the Board packet was a flight proposal calling for two flights over six years. However, the County Board is not committed to performing a second flight or paying for its associated cost. The county would receive a cost break for the first flight but would also be committing that if they would choose to do another flight within the years, they would use this provider. The county's cost if Dodge County chooses to do this within in the designated time frame is \$41,753.50 (ortho-only). Note: the project cost five years ago was just under \$20,000.

Aerial Imagery
Update Approved -
Continued

The county did receive a bid for an ortho-only contract for \$31,350 from the Goodhue contract provider of aerial photos and while competitive, it is for ortho only. Pictometry is the only contractor providing for oblique photos. Dodge County has used this provider in the past and enjoys their product and has had a good working relationship so there are no concerns about background or product served. The Dodge County cities have also been fond of the product Pictometry provides.

Assessment Support Specialist Wendy Iverson and Property Appraiser Mike Stupka discussed with the Board how the Assessor's Office utilizes aerial imagery in their office and the benefits of having these images available to assist them with their work.

Questions were raised regarding the base maps shown on the aerial images and their creation. County Recorder Sue Alberts and County Engineer Guy Kohlhofer clarified for the Board how the base maps were created.

Zoning Administrator Melissa DeVetter noted that one of the benefits of the information provided by Pictometry is that the public can access the same aerial images she has access to through the Beacon program. Ms. DeVetter also shared with the Board how she uses the aerial images on a daily basis to assist her with her job.

Environmental Technician/Educator Dean Schrandt discussed with the Board his use of the images provided by Pictometry.

Mr. Schrandt suggested that since the county will likely be moving forward with a possible agreement with Goodhue County to host our GIS data, the county should consider obtaining current aerial images.

The County Engineer explained the many uses of aerial images in the work that is done at the Highway Department.

It was pointed out that one of the areas addressed in the Strategic Plan was staying current with technology. Staff in attendance agreed that updated aerial images would be one of the technological areas that needs to be addressed since a number of county offices utilize this information.

County Recorder Sue Alberts commented that she feels there is a benefit to the county and the citizens of Dodge County in updating the aerial images.

Ms. Alberts also stated that she has money in her Technology Fund to pay for the proposed fly-over. The intent of this fund is to purchase technology related items that would assist them with their jobs, not to continually accumulate.

Aerial Imagery
Update Approved -
Continued

The County Recorder has consented to this project and the use of the Technology Fund money in the Recorder's budget.

The recommendation from staff is to move forward with an agreement with Pictometry and authorize the Board Chair to sign an agreement contingent upon the County Attorney finding the agreement acceptable.

Motion by Olive seconded by Erickson to move forward with a flight proposal agreement calling for two flights over six years and authorize the Board Chair to sign an aerial imagery agreement with Pictometry contingent upon the County Attorney finding the agreement acceptable. *Motion adopted unanimously.*

Commissioner Hanson thanked the staff for their presentation.

Environmental Services Director Mark Gamm and Solid Waste Facility Manager Terry Selthun presented for the Board's consideration a request to purchase a semi-tractor for the Transfer Station.

Semi-Tractor
Purchase Approved

Environmental Services 2012 budget includes \$110,000 to purchase a semi-tractor to replace their existing 1997 Mack 350 horsepower semi-tractor. The tractor pulls their 48-foot trailer when transporting garbage and recyclables to Olmsted Waste to Energy Facility (OWEF) and Allied Recycling Center. The purchase will come from the existing Environmental Services Capital Replacement Fund with a current balance of \$281,000.

The following semi-tractor specifications information was shared:

- 450 horsepower
- 1,650 torque
- 14,000 pound front axle
- 40,000 pound rear axle

Comparison of lowest price, per MN Cooperative Purchase Venture, for each model tractor meeting their specifications are as follows:

Dealer/Make	Model	Tractor Price	Trade in Value	6.5% Tax	Tractor Cost
Rihm/Kenworth	T-800	\$99,937.00	\$3,000.00	\$6,391.00	\$103,328.00
Nuss Truck/Mack	GU 813	\$96,756.00	\$3,000.00	\$6,093.82	\$99,849.82
Boyer/Western	Star 4900	\$105,044.00	\$3,000.00	\$6,632.86	\$108,676.86
Boyer/Freightliner	M2 112	\$96,354.00	\$3,000.00	\$6,068.01	\$99,422.01
Boyer/International	Int. 7600 FA	\$92,846.00	\$3,000.00	\$5,839.99	\$95,685.99

Environmental Services recommended purchase of the Kenworth T800 with 455 Horsepower PACCAR engine.

Discussion took place regarding why Environmental Services was recommending a bid that wasn't the lowest bid.

Semi-Tractor
Purchase Approved -
Continued

Mr. Selthun gave the following reasons for recommending the Kenworth:

- Kenworth and PACCAR engine ranks highest in technology and customer satisfaction.
- International is improving in the vocational Class 6 category but they are still having problems in the Class 8 category. Several technicians have told them that they have doubts about the reliability of International's Max Force Engine.
- Mack still ranks low in customer satisfaction.
- Freightliner's 450 HP engine is a D13 Detroit Diesel which they can find little information about performance or customer satisfaction. In addition, Freightliner does not have some of the options provided standard by Kenworth.

It was the Solid Waste Facility Manager's opinion that the Kenworth better met their needs and hasn't experienced the problems that the other brands have.

Motion by Erickson seconded by Hanson to approve and authorize Environmental Services to purchase a Kenworth T800 semi-tractor from Rihm/Kenworth in an amount up to \$103,328.00. *Motion adopted unanimously.*

Zoning Administrator Melissa DeVetter presented for the Board's review a Feedlot Performance Standards draft.

Draft Feedlot
Performance
Standards Discussed

On February 2nd, the Board was given a copy of the proposed draft Feedlot Performance Standards Section to review. At this time, Ms. DeVetter wanted to discuss if the approach to odor mitigation is acceptable and what it means if implemented. If this section is acceptable, Environmental Services would like to hold a producer informational meeting on March 7th to get comments and ideas prior to bringing it to public hearing in May.

The County Attorney reported that he had an opportunity to sit down with Mark Gamm and Ms. DeVetter and discuss feedlot performance standards in an effort to address feedlot issues and protect people in the vicinity of the feedlot. Mr. Kiltinen was in favor of setting across the board standards for producers.

Commissioner Gray stated that once the county determines what the feedlot performance standards are, they need to make the producers aware of what the new standards are.

Discussion took place on how Environmental Services would police the new standards and if they would go out and check all feedlots for compliance.

Ms. DeVetter clarified that as producers come in to modify their use permit Environmental Services would re-evaluate their use permit, but not until then as there are too many feedlots to check all of them individually.

The Zoning Administrator stated that it is their intent to notify all new producers up front of their requirement to meet the new feedlot performance standards.

Draft Feedlot
Performance
Standards Discussed
- Continued

Ms. DeVetter was asked to come back at a later date with a proposal for a meeting date other than March 7th since it was the general consensus that it wasn't feasible to put together a meeting and notify the producers in time to hold a March 7th meeting.

The County Attorney left the meeting at 12:07 p.m. CST.

County Attorney Left
Meeting

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

Public Health
Committee Report

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 February 14, 2012 Committee of the Whole meeting minutes as presented. *Motion adopted unanimously.*

02/14/12 Committee
of the Whole Meeting
Minutes Approved

Motion by Erickson seconded by Hanson to approve and authorize the February 14, 2012 meeting minutes as corrected on page 45. *Motion adopted unanimously.*

02/14/12 Meeting
Minutes Approved

Motion by Olive seconded by Hanson to approve and authorize the February 14, 2012 Regional Rail Authority meeting minutes as presented. *Motion adopted unanimously.*

02/14/12 RRA
Meeting Minutes
Approved

Commissioners provided their agency reports. Commissioner Erickson attended a SEMMCHRA meeting, a DFO Advisory Board meeting, a SCHA UM Committee meeting, a Fairview Care Center meeting, a Corrections work session, a Hayfield City Council meeting, a PSAP meeting with Rice/Steele, a SEMMCHRA meeting with Dodge County cities and a SCHA Joint Powers Board meeting. Commissioner Gray attended an HRA meeting, a Fairview Care Center meeting, a Corrections discussion and a Historical Society Fundraiser. Commissioner Hanson attended a Historical Society meeting, a Fairview Care Center meeting and an Olmsted Regional Rail meeting. Commissioner Olive attended a SEMMCHRA meeting, a DFO Advisory Board meeting, an Extension meeting, a DCHS Soup Supper, a Semcac Emergency Board meeting, a Fairview meeting, a DFO discussion, a Corrections discussion, a SEMAC grant review panel meeting, a MCA meeting, a DFO Dodge Task Force meeting and a Fair Board meeting. Commissioner Tjosaas was not available to report his meeting attendance.

Agency Reports

Motion by Olive seconded by Hanson to adjourn the meeting at 12:36 p.m. CST. *Motion adopted unanimously.*

Meeting Adjourned

The next regular meeting of the Dodge County Board of Commissioners will be held on March 13, 2012 at 9:30 a.m. CST.

Next Regular
Meeting

ATTEST:

DON GRAY
CHAIR, COUNTY BOARD

BECKY LUBAHN
DEPTY CLERK

DATED: