

TUESDAY, MARCH 13, 2012

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

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

**COUNTY ADMINISTRATION OFFICE
MANTORVILLE, MN**

2012-06

The Dodge County Board of Commissioners met in regular session March 13, 2012, 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:	Jane Olive	District #1
	Lyle Tjosaas	District #2
	Don Gray	District #4
	David Hanson	District #5
Members absent:	David Erickson	District #3
Also present:	Jim Elmquist	County Administrator
	Becky Lubahn	Deputy County Clerk
	Paul Kiltinen	County Attorney
	Lisa Hanni	County Surveyor
	Sarah Schrader	Goodhue County GIS Specialist

Motion by Olive seconded by Hanson to approve and adopt the agenda as amended to include item 2.3 to consider a resolution to make the County Recorder position an appointive position. *Motion adopted unanimously.*

Agenda Approved

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

Consent Agenda
Items Approved

- 1.1 Purchase of a new Blade Server from CPS in the amount of \$5,785.00 and three years of maintenance at a cost of \$526.00. Expenses will be paid out of the Recorder's Office fund.
- 1.2 The Finance Director to sign a Support Services Agreement with Golden Electronic Training and Support LLC for access to the IFS Golden site at a cost of \$30.00 per quarter.
- 1.3 Finance Director to work with Rochester Telecom Systems on a proposal to transition long distance telephone coverage for the county over to Carrier Access. The term of the agreement will be three years.
- 1.4 Human Services Resolution #95-10.
- 1.5 The Chair and County Attorney to execute a CREST interagency agreement addendum or 2012.
- 1.6 Final payment of \$23,720.28 to Minnowa Construction for SP 20-599-095.

Motion adopted unanimously.

The County Administrator discussed with the Board the proposed GIS Agreement with Goodhue County. Lisa Hanni and Sara Schrader were present to answer questions.

GIS Agreement with Goodhue County Approved

Motion by Hanson seconded by Olive to approve and authorize the Chair, County Administrator and County Attorney to sign an Agreement Between Dodge County and Goodhue County for GIS services. *Motion adopted unanimously.*

County Assessor Wendell Engelstad stated that he is happy the county has this opportunity to work with Goodhue County in an effort to update the GIS technology in Dodge County.

Mr. Elmquist reviewed with the Board his request to approve an agreement with Schneider Corporation's Beacon hosting for 2012.

Beacon Hosting Agreement for 2012 Approved

Dodge County has been working with Beacon for a number of years and with the movement to a new agreement with Goodhue, Dodge will no longer need Beacon for hosting services after 2012. The county has paid Beacon \$30,000 for three years services in previous years but had not received a 2012 contract that was for less than 3 years. Goodhue did not include a pricing for hosting in 2012 because they were aware that Dodge was already in the service agreement with Schneider Corporation and they did not want the county to have to pay for the same service twice.

Motion by Tjosaas seconded by Olive to approve and authorize the Chair to sign an agreement with Schneider Corporation for Beacon Web Hosting Services effective January 1, 2012 – December 31, 2012 as requested. *Motion adopted unanimously.*

The County Administrator informed the Board that Representative Quam asked that the Board take official action on the appointed Recorder position and the proposed resolution. Mr. Elmquist contacted both Senator Senjem and Representative Quam asking the status of the bill as he knew it needs to make it through committee by next Thursday otherwise it can't be considered. Senator Senjem's response was that it would be considered on Wednesday at 1:00 p.m. in committee. Representative Quam sent an email asking that while he has reviewed the minutes from Committee of the Whole in December where the Board stated the county would move forward with this, he has not seen an official resolution. The County Administrator informed Representative Quam that he would provide him with a resolution.

Appointed County Recorder Position Supported by Resolution #2012-14

Motion by Olive seconded by Tjosaas to approve and authorize the Chair and Deputy Clerk to sign resolution #2012-14 in support of moving the County Recorder position to an appointed position:

WHEREAS, pursuant to Minnesota Statute 375A.12, the Dodge County Board of Commissioners seek to attain approval from the State of Minnesota for the Office of the County Recorder to be made appointive; and

WHEREAS, the Dodge County Board of Commissioners and the current County Recorder have stated that it would be in the best interest of Dodge County to have the office be made appointive as it has become more technical and the qualifications more advanced over time. The position would be more efficiently addressed by becoming a County Board appointed Department Head; and

Appointed County Recorder Position Supported by Resolution #2012-14 - Continued

WHEREAS, Dodge County, through its strategic plan is exploring structurally reforming county departments to provide for best efficiency and is currently seeking the best alternatives. It is with this understanding the current Office of County Recorder as elected would make this process prohibitive; and

WHEREAS, the citizens of Dodge County shall benefit by this request for related employment of the County Recorder by assuring and retaining expertise while also meeting responsibilities of discharging statutory duties; and

WHEREAS, the Dodge County Administrator was directed to seek special legislation of this office at its Committee of the Whole session in December 27, 2011; and

WHEREAS, it is understood that with this legislative action, Dodge County would need to meet statutory obligations before eligibility of the office being appointive is granted.

NOW, THEREFORE, BE IT RESOLVED, by the Dodge County Board of Commissioners to officially request legislative action to provide that the Office of the County Recorder be appointive.

Resolution adopted unanimously.

Building Operations Supervisor Roger Friedt provided the Board with an update on a water leak in the Mechanical Room on February 29, 2012. Mr. Friedt reported that he opened the mechanical room door on February 29th and noticed water on the floor around the electrical switch gear and near the boilers and air handler unit #1. The Building Operations Supervisor discovered that water was coming through the telephone service conduit located above the electrical switch gear and running down the electrical switch gear box and into the floor drains.

Water Leak Update

The City of Mantorville, KM Telecom, Neitz Electric and Excel Energy responded to help resolve the issue.

Mr. Friedt reported that the components exposed to moisture will be replaced today at 5:00 p.m. Also noted was that the moisture voided the warranty for the electrical switch gear. Once the water damaged components are replaced they will once again be covered by warranty.

The Building Operations Supervisor informed the Board that KM Telecom has accepted responsibility for the leak and their insurance company has been in contact with Mr. Friedt.

The Board thanked the Building Operations Supervisor for the update.

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

Legal Update

Finance Director Lisa Kramer presented for the Board's consideration an updated Credit Card Policy.

Updated Credit Card Policy Reviewed

Ms. Kramer reported that as part of the County's Strategic Plan, the Department Heads were tasked with evaluating and recommending changes if needed to existing county policies. The first policies chosen for review were the County Credit Card Policy and the County Cell Phone Usage and Stipend Policies.

For both policies Ms. Kramer used the listserv available to her from MACO and she also asked for policies from other counties. From those policies and what the Department Heads expressed as desired changes, the Finance Director drafted new policies and presented them at a Department Head meeting. From there Department Heads were encouraged to send Ms. Kramer any revision ideas, she incorporated some but not all of the suggested changes into the new policies and presented the revised policies at a Department Head meeting. Both policies were discussed at length and the Finance Director made final revisions to arrive at the policies presented.

Discussion took place on the last bulleted paragraph of item #6 – **Procedure for Use of County Issued Credit Card** which reads as follows:

- Any over limit fee incurred on any department credit card will be the responsibility of the department. It is an individual departmental decision whether to assess the charge back to the department head or an individual employee. Over limit fees may not be paid from the departmental budget.

A few commissioners felt the individual that caused the over limit fee should be responsible for any fee incurred rather than making it a Department Heads problem.

Taxpayer Services Director Rose Culbertson commented that multiple people use the card and it is highly unlikely that one employee would spend over \$1,000; therefore it would probably be the Department Head's responsibility to keep track of how much has been charged on the departmental card, not an employee that uses the card intermittently.

It was agreed that a Department Head or a designated person within the department will likely be responsible for determining how much has been charged on a departmental credit card, not each employee that uses the card. Therefore, it would be unfair to assess and over limit fees to the last person to use the departmental card if it went over the designated limit fee.

Based on that information the Board came to the consensus that the policy should be adopted as presented.

Motion by Hanson seconded by Olive to approve the revised Dodge County Issued Credit Card Policy as presented. *Motion adopted unanimously.*

Ms. Kramer presented for the Board's consideration an updated Cell Phone Policy.

Updated Cell Phone Policy Approved

Motion by Olive seconded by Tjosaas to approve the revised Dodge County Cell Phone Policy, the new documentation for the new Dodge County Cell Phone Stipend Authorization form and the new Dodge County Cell Phone Employee Stipend Agreement form. *Motion adopted unanimously.*

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	\$ 48,200.59
11	Human Services Fund	\$ 65.00
13	Road and Bridge Fund	\$ 69,956.59
16	Environmental Quality Fund	\$ 11,095.12
17	EQ Revolving Equip Fund	\$ 1,650.00
	Total	\$130,967.30

Motion adopted unanimously.

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

Personnel Actions Approved

A. Recorder

- A.1 Pam Holzer – Deputy Recorder
Step increase from B22 step 5 \$16.52 to B22 step 4 \$17.04.
Effective Date: 2/26/12

B. Administration

- B.1 Tobey Hicks – Information Systems Specialist
Step increase from B31 step 4 \$20.30 to B31 step 3 \$20.75.
Effective Date: 3/17/12

C. Sheriff

- C.1 Brian Watters – On-Call Deputy
No longer employed.
Effective Date: 2/28/12
- C.2 Onawa Dostal – 911 Dispatcher - .8 FTE
No longer employed.
Effective Date: 3/18/12
- C.3 On-Call Dispatcher
Authorization to fill vacancy.
Effective Date: 3/13/12

D. Annual Band and Grade Review

- D.1 Request approval of recommended changes in Band and Grade assignment. Band and Grade review completed by Dale Ignatius.

	<u>From</u>	<u>To</u>
Financial Assistance Supervisor	C42	C43
Fiscal Supervisor	C41	C42
Executive Specialist	New	C41
Office Support Specialist	A13	B21
Environmental Technician	B23	B31
Effective Date: 12/1/11		

Personnel Actions
Approved -
Continued

E. Union Contract

- E.1 Request approval of Labor Agreement with Law Enforcement Labor Services – Sheriff's Department.
Effective Date: 1/1/2012 – 12/31/2013

Motion adopted unanimously.

Zoning Administrator Melissa DeVetter met with the Board to discuss costs associated with the purchase of flood damaged property.

Acquisition of Flood
Damaged Property
Approved

At the January 10, 2012 County Board meeting, the Board approved acquisition of the flood damaged property located at 25193 West County Highway 24, Pine Island, MN.

Commissioners discussed whether or not the land can be sold.

Ms. DeVetter informed the Board that the land would be county owned land or green space and could not be sold.

The Zoning Administrator noted that the buildings on the property will be removed and the sewage treatment system and well will be abandoned.

Motion by Hanson seconded by Tjosaas to approve and authorize the Finance Office to issue a check in an amount up to \$19,329.50 for the acquisition of the flood damaged property located at 25193 West County Highway 24, Pine Island, MN and the associated closing costs. *Motion adopted unanimously.*

Commissioners recessed to meet and greet visitors at 10:30 a.m. CDT.

Recessed Meeting

The County Attorney left the meeting at 10:30 a.m. CDT.

County Attorney Left
Meeting

The meeting was reconvened at 10:37 a.m. CDT.

Reconvened Meeting

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

Human Services
Committee Report

The Board reviewed the Human Services Director's request to approve an Agreement with Olmsted County to provide infrastructure support for child and family social services. Recently the Dodge County Human Services entered into an agreement with Family Service Rochester to provide expert supervision to their child and family social services team. That arrangement is proceeding well.

Agreement with
Olmsted County to
Provide Infrastructure
Supports for Child
and Family Social
Services Approved

A memo from the Human Services Director for the January 10, 2012 County Board meeting indicated that as part of this arrangement, Ms. Hardwick agreed with Family Service Rochester to seek additional administrative services from Olmsted County to support their team as well. Olmsted County management has agreed to such an arrangement and is making a recommendation to the March 13, 2012, meeting of the Olmsted County Board of Commissioners to execute the contract in Attachment B of the Board packet.

Agreement with
Olmsted County to
Provide Infrastructure
Supports for Child
and Family Social
Services Approved -
Continued

The Human Services Director noted in her memo to the Board that within the contract, the reasons for obtaining this additional support include:

- Dodge County is obligated under state statute to provide child protection, child welfare, adoption services, and licensing for foster care providers.
- Their agency desires to continue to improve their service delivery and outcomes for at-risk children and access to child and family social services expert management consultation, strategic planning, quality assurance, foundation and best practices staff training, and revenue maximization are key to this objective.
- It is more effective and less costly to enhance their system with knowledge transfer gained from an existing center of excellence than to develop it independently.
- Executing an agreement to purchase these services from another county will help inform how best to manage further inter-county integration of Human Services including child and family services.

With this agreement in place, their child and family staff will have access to:

- A team of supervisors and management for consultation on cases on a weekly and as-needed basis.
- Regular case reviews and feedback (in addition to those conducted by their supervisors).
- In-person and video training with internationally and nationally recognized experts on state-of-the-art and evidence-based best practices, structured decision-making, and such targeted areas as cultural diversity.

In addition, Olmsted County will provide additional review of their existing administrative practices to assure that they are maximizing federal and state revenue for such things as child welfare-targeted case management, children's mental health screenings, and federal Title IV-E activities.

The agreement will be at a cost of \$1,508 per month and for the period March 1, 2012 through December 31, 2012. Ms. Hardwick anticipates that the cost of this agreement will be handled within the approved 2012 Human Services budget.

Motion by Tjosaas seconded by Olive to execute an agreement with Olmsted County for the provision of infrastructure support for child and family social services staff and activities for the period March 1, 2012 through December 31, 2012 as requested. *Motion adopted unanimously.*

The Board discussed the Regional Human Services Redesign update that was provided by Jane Hardwick in the Board packet.

Regional Human
Services Redesign
Update Discussed

On March 1, 2012, Accenture, the consulting firm under contract with The Bush Foundation to assist in the Regional Human Services Redesign efforts, presented to southeast Minnesota County Administrators and Human Services Directors, and the Regional Redesign Steering Committee, an operating model and business case for a Regional Human Services delivery authority. The model and business case will be presented and discussed before a wider audience, including Commissioners and Legislators from this region, on Thursday, March 15, 2012.

The preliminary business case showed that significant costs can be avoided for the region over time, by working together. However, the business case is still being refined, because, establishing a formula for county contribution to the Regional Human Services delivery authority is challenging in significant part because the level of investment that each county makes in Human Services varies. Dodge County Human Services anticipates that this will be addressed in time for the March 15th presentation.

Commissioner Hanson provided his agency reports. Commissioner Hanson attended a Southeast Water Joint Powers Board meeting, a Home Child Care Worker meeting, a meeting with Ken Behounek and the County Engineer and a Wasioja Township meeting.

Agency Report

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

Administration
Committee Report

Motion by Olive seconded by Hanson to approve and authorize the February 28, 2012 Committee of the Whole meeting minutes as presented. *Motion adopted unanimously.*

02/28/12 Committee
of the Whole Meeting
Minutes Approved

Motion by Olive seconded by Hanson to approve and authorize the February 28, 2012 meeting minutes as corrected on pages 49 and 55. *Motion adopted unanimously.*

02/28/12 Meeting
Minutes Approved

Commissioners provided their agency reports. Commissioner Erickson was not available to report his meeting attendance. Commissioner Gray attended a Ditch meeting and a County Road H meeting at the Highway Department. Commissioner Olive attended a Workforce Investment Board meeting, a Management Committee meeting, a FasTrac Committee meeting, a Child Abuse Prevention & Child Care Provider celebration, a Mantorville Township Board meeting, a DC Ag Week dinner, a Food Hub meeting, a Hazard Vulnerability Analysis meeting, a SE EMS meeting, a Workforce Development Joint Powers meeting, a Joint Mantorville EDA and Dodge County Trails meeting and a SEMCAC meeting. Commissioner Tjosaas attended a Semcac meeting.

Agency Reports

Jim Elmquist provided the Board with a County Administrator update.

County Administrator
Update

Motion by Olive seconded by Hanson to adjourn the meeting at 11:24 a.m. CDT. *Motion adopted unanimously.*

Meeting Adjourned

The next regular meeting of the Dodge County Board of Commissioners will be held on March 27, 2012 at 9:30 a.m. CDT.

Next Regular Meeting

ATTEST:

DON GRAY
CHAIR, COUNTY BOARD

BECKY LUBAHN
DEPTY CLERK

DATED: