

**TUESDAY, MARCH 27, 2012**

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

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

**COUNTY ADMINISTRATION OFFICE  
MANTORVILLE, MN**

**2012-07**

The Dodge County Board of Commissioners met in regular session March 27, 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
	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 Tjosaas seconded by Hanson to approve and adopt the agenda as presented. *Motion adopted unanimously.*

Agenda Approved

Human Services Financial Assistance Supervisor Cathy Skogen introduced Melissa Tschaan and Angie Grisim who are two new Financial Workers in the Human Services Department.

New Financial  
Workers Introduced

The Board welcomed the two new employees.

Social Services Supervisor Julie Holgate introduced Bridget Felton who is a Children's Mental Health Worker for Dodge County that is contracted through South Central Human Relations Center.

New Children's  
Mental Health  
Worker Introduced

The Board welcomed Ms. Felton.

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

Consent Agenda  
Items Approved

- 1.1 Chair to sign South Country Health Alliance Amendment II to the 2010 Delegation Agreement between South Country Health Alliance and Dodge County.

- 1.2 Chair and Deputy Clerk to sign resolution #2012-15 authorizing Public Health to accept the donation of baby quilts valued at \$225.00 from St. John's Lutheran Church Quilter's Club, Kasson, MN for the Public Health Family Health Program.
- 1.3 Out-of-State training for Deputy Robert Morris to attend School Resource Officer Certification in La Crosse, WI June 18 – 22, 2012 at a cost up to \$1,500.00.
- 1.4 Chair to sign Agreement with the SE MN Water Resources Board for grant titled "Southeast Regional Feedlot Grant for Water Quality (Project)."
- 1.5 Zoning Administrator to sign a FY 2012 Clean Water Fund Grant Agreement with the State of Minnesota.

Consent Agenda  
Items Approved -  
Continued

*Motion adopted unanimously.*

County Administrator Jim Elmquist presented for the Board's consideration an Extension Lease.

Two-Year Extension  
Lease Agreement  
Approved

Included in the Board packet were a two-year lease agreement and a three-year lease agreement for the Extension property on East Veteran's Memorial Drive in Kasson. The lease calls for a few changes which include an increase of \$50 per month and to pay sanitary sewer and water changes which average \$46.00 a month.

Mr. Elmquist reported that in talking with Extension staff they were supportive of the site and lease arrangement and believe it works well for them. The County Administrator recommended that rather than a three-year lease, a two-year lease be proposed as a longer term lease without an "out clause" concerned him. Mr. Elmquist indicated that if the Board desires to add a year, he believed Richard Massey would be willing as he originally proposed a three-year lease.

Motion by Tjosaas seconded by Olive to approve and authorize the Chair to sign a two-year lease agreement with Massey Properties for the Extension Office effective April 1, 2012 for two years at a cost of \$700.00 per month for rent.

*Motion adopted unanimously.*

Taxpayer Services Director Rose Culbertson reviewed bills with the Board.

Bills Approved

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

01	Revenue Fund	\$ 84,339.54
11	Human Services Fund	\$ 105.34
13	Road and Bridge Fund	\$ 45,220.43
16	Environmental Quality Fund	\$ 56,173.31
32	County Capital Projects	<u>\$ 19,300.20</u>
	Total	\$205,138.82

*Motion adopted unanimously.*

County Engineer Guy Kohlhofer met with the Board to provide them with a parks department update.

Highway Department  
Authorized to  
Assume Formal  
Management of all  
County Parks &  
Trails

Mr. Kohlhofer reported that as Dodge County's recreational properties maintained by the Highway Department grows so does the management of those properties. The Highway Department now maintains nearly six miles of trails, a historical road stop, a park-n-ride and the Seminary Park.

The County Engineer informed the Board that most of the county's park facilities can and are easily maintained by the Highway Department. So far general maintenance consists of mowing and tree care. They are currently performing these duties as time permits. As the facilities increase so do the complexities of maintaining these facilities. With the increased interest and discovery that the Seminary Park is county property the level of maintenance has increased.

Mr. Kohlhofer noted that the Seminary Park is a unique situation. Much of the work needed so far has been done by volunteers with the Highway Department picking up the heavy equipment work. The potential for problems here lie in the unmanaged work performed by volunteers. Although volunteers have been and will continue to be a great resource for maintaining various properties there can be issues. Volunteers are always working with the best of intentions but they may be working on an inappropriate project or beyond their skill set.

The County Engineer reported that it has been proposed that the Highway Department assume the management of Seminary Park as they have with the county's other recreational facilities. They would continue to welcome volunteers and donations dedicated to the monuments and repair of the walls. However they would organize the work to maximize the restoration efforts while minimizing further damage to the walls and liability to the county. Some of this work will likely involve outside expertise with old structures.

Mr. Kohlhofer stated that the level of work now put into parks facilities has risen to the point that it is necessary to create a "Parks" department subcategory to join the other four subcategories in the Highway Department. Although much of the work performed so far has been mostly labor and equipment that is already budgeted in other areas, they are now seeing expenditures for materials and possibly contract work that will need to be budgeted specifically to parks. This budgeting subcategory will also allow for donations to be accepted and tracked for their appropriate expenditure.

Discussion took place on a handout Commissioner Hanson distributed regarding a proposed Seminary Park Commission.

A question was raised regarding liability coverage for the Seminary property. Becky Lubahn will contact the county's MCIT Representative to find out what type of coverage the property should carry.

It was the consensus of the Board that they needed more time to discuss the proposal to create a Seminary Park Commission. Commissioners were in agreement to wait until the next County Board meeting to further discuss this proposal.

Commissioners discussed adding language to the proposed recommendation directing the Highway Department to also assume management of trails along with county parks.

Highway Department  
Authorized to  
Assume Formal  
Management of all  
County Parks &  
Trails - Continued

Motion by Olive seconded by Hanson to direct the Highway Department to assume formal management of all county parks and trails, including the Seminary Park.  
*Motion adopted unanimously.*

Finance and Highway will proceed with the necessary budget changes to accept future donations and track park expenditures.

The County Engineer reported that currently when trenches and holes are cut and excavated in county roads the method of repair includes sloping of the upper frost zone soils. This is done to avoid the effects of differential frost heave that may lead to a rough ride. Although this may not be the practice on some city streets it is the intent of the Dodge County Highway Department to maintain county roads to a little better standard.

Highway Department  
Trench Repair Policy  
Approved

Currently the sloping is conducted at a 6:1 slope within the top four feet of soil and aggregate. Typically the expense for this work is the responsibility of a corporation or government agency with sufficient resources to draw from. Recently the need has arisen for a private citizen to excavate a county road within a city. In this case the burden is significant for a single residential urban home. In the event a citizen needed to excavate a rural county road they would be required to bore under the road in which case the county has a policy to fund up to \$1,000 of the utility casing to offset the cost burden.

The county recognizes the desire to maintain quality roads while not unduly burdening the individual resident that may find themselves in the unfortunate position of having to excavate a road surface. For this reason the following policy is recommended:

When excavating county roads the following trench/hole replacement methods shall be used:

County Roads below 40mph – The top 4' of excavation shall be cut back at a 4:1 slope from the edge of the trench to the top of the aggregate base material.

County Roads 40mph and higher – The top 4' of excavation shall be cut back at a 6:1 slope from the edge of the trench to the top of the aggregate base material.

In the event the excavation is the sole responsibility of one or more private citizens with non-income bearing property the county recognizes an undue burden and will contribute funds toward the effort to maintain a quality road surface. This contribution will be equal to the cost difference between a vertical trench and the required slope as determined by the Highway Department, not to exceed \$5,000.

Concrete paved roads may be vertically trenched but will require additional reinforcement of the replacement concrete. No county contribution is expected.

Highway Department  
Trench Repair Policy  
Approved -  
Continued

For roads that are planned for extensive rehabilitation within five years of the necessary trenching a lesser repair may be directed by the County Highway Department.

Discussion took place on what an appropriate amount of county contribution may be.

Commissioners Tjosaas and Olive expressed concern with the possibility of financially strapping property owners if repairs end up being substantial.

The County Engineer commented that they could remove the portion of the sentence that indicates the county contribution is not to exceed \$5,000.

The County Administrator expressed concern with leaving the county contribution amount open for fear of potential future issues and budgetary issues.

Commissioner Gray suggested approving the request as presented and revisiting the policy at a later date if needed.

Commissioners acknowledged that other issues affecting the situation are the City of Dodge Center standards.

Commissioner Erickson asked that the County Engineer follow up with an expense report for the trench repair at a later date.

Commissioner Olive requested that Mr. Kohlnhofer find out what each city's policy is regarding trench repair.

Motion by Erickson seconded by Olive to adopt the Highway Department Trench Repair Policy as presented. *Motion adopted Erickson, Tjosaas, Olive, Gray aye, Hanson nay.*

The County Engineer was directed to report back to the Board when he finds out the total cost of the project.

The Board thanked Mr. Kohlnhofer for his efforts on the trench repair issue.

Sheriff Jim Jensen and Dispatch/Records Supervisor Rick Eggert provided the Board with a Public Safety Answering Point (PSAP) update.

PSAP Update

Dodge County has four full-time dispatchers and eight part-time dispatchers that report to the Dispatcher/Records Supervisor, Rick Eggert.

Mr. Jensen discussed with the Board the technology used in the Dispatch Center.

The Board thanked Sheriff Jensen and Rick Eggert for the information.

Commissioners recessed to meet and greet visitors at 10:48 a.m. CDT.

Recessed Meeting

The meeting was reconvened at 10:53 a.m. CDT.

Reconvened Meeting

The County Attorney was not available to provide a legal update.

Legal Update

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

Personnel Actions  
Approved

**A. Public Health**

- A.1 Amy Ewing – Administrative Secretary - .6 FTE  
Step increase from A13 step 5 \$13.88 to A13 step 4 \$14.29.  
Effective Date: 3/26/12
- A.2 Iva Kietzman – PHN II - .65 FTE  
Annual review.  
Effective Date: 4/1/12
- A.3 Deborah Harlow – PHN I - .8 FTE  
Annual review.  
Effective Date: 3/23/12

**B. Administration**

- B.1 Greg Thoe – Custodian/Maintenance  
Authorization to extend temporarily change of status from .8 FTE to 1.0 FTE during LOA.  
Effective Date: Until further notice.
- B.2 Edward Anderson - Custodian/Maintenance – Temp .8 FTE  
Authorization to extend temporary employment (previous effective date 11/9/11 – 3/31/12)  
Effective Date: Until further notice.
- B.3 Eric Thompson – Drug Court Coordinator  
Annual review.  
Effective Date: 3/12/12

**C. Human Services**

- C.1 Tiffany Peterson – Office Support Specialist  
Step increase from B21 step 9 \$13.61 to B21 step 8 \$14.06.  
Effective Date: 3/15/12

**D. Sheriff**

- D.1 Andrew Tindal – Law Enforcement Intern  
Authorization to allow to complete 480 hour unpaid internship with the Sheriff's Office.  
Effective Date: 5/7/12
- D.2 911 Dispatcher – .8 FTE  
Authorization to fill vacancy.  
Effective Date: 3/27/12

*Motion adopted unanimously.*

Extension Regional Director LuAnn Hiniker introduced Community Nutrition Educator Kelly Marty, 4-H Program Coordinator Kelly Wilkins, and 4-H member Emily Moenning.

Dodge County  
Extension Updates

Ms. Hiniker pointed out that included in the Board packet for the Board's review was an Extension Strategic Plan for them to read at their leisure.

Community Nutrition Educator Kelly Marty discussed with the Board various ways that she promotes nutrition in Dodge County.

Nutrition & Master Gardening Update

Ms. Kelly shared information on several agencies that she collaborates with to promote healthy eating within the county.

The Community Nutrition Educator provided a FY 2011 review and reported that the program continues to grow in Dodge County.

Figures for direct contacts and indirect contacts were shared.

Ms. Kelly informed the Board that Master Gardener Marian Kleinwort was not able to make the meeting and provided a Master Gardening update on her behalf.

The Board thanked Ms. Kelly for the update.

4-H Program Coordinator Kelly Wilkins discussed with the Board the 4-H Program and the impact the program has on the county's youth.

4-H Program Update

Emily Moenning a 4-H member played for the Board a video that she created on 4-H which demonstrates how young people involved in 4-H become active and engaged citizens of the county.

4H Video Presentation

The Board was impressed with Ms. Moenning's video and commended her on creating an informative video depicting what the 4-H Program has to offer county youth.

EDA Coordinator Chris Giesen discussed with the Board his request to approve an EDA Revolving Loan request.

EDA Revolving Loan Request for Kasson State Theatre Approved

The Kasson State Theatre (Heidi Alberts and Nicole Bjerke) are seeking a \$25,000 loan from the Dodge County Economic Development Authority to assist with the conversion to digital movie projection. Movie companies will soon only release movies in digital format, on hard drives. If movie theaters such as the Kasson State Theatre wish to continue showing new, first run films, they must convert to the new projection method. The cost of a digital movie projector is typically in the \$70,000 range. There is only a handful of family owned, one screen movie theaters such as the State Theatre, remaining in the country. To date, the owners have raised approximately \$20,000 in private donations from the community.

Mr. Giesen provided the following background information:

- The total project cost for the projector is \$67,587.
- Loan terms: \$25,000 loan, 10 years at 3% APR fixed; collateral, 2nd Mortgage on business property and personal guarantees of the owners and their spouses.
- EDA staff met with the applicants, and reviewed the project with them.

- Per program guidelines, EDA staff discussed the loan application with the City of Kasson. Kasson had no issues with the County EDA assisting with this project.
- The EDA revolving loan subcommittee reviewed the application, and the applicant's historical and projected financials, recommending that the loan request be approved by the EDA and County Board.
- Full EDA reviewed the loan request, the subcommittee's recommendation and discussed. It was discussed that one of the current EDA projects is exploring the livability of Dodge County, especially from the perspective of young adults and that helping the theater convert to digital and remain open would assist in preserving an important and unique feature in our local economy.
- Loan closing will be handled by EDA staff, final loan documents to be reviewed by the County Attorney.
- EDA staff will assist owners with future fundraising and offer other planning assistance.

EDA Revolving Loan Request for Kasson State Theatre Approved – Continued

The Dodge County Economic Development Authority, after having the application recommended for approval by the EDA revolving loan subcommittee, recommends that the Dodge County Board of Commissioners approve the Kasson State Theatre revolving loan request of \$25,000.

Motion by Olive seconded by Tjosaas to approve the Kasson State Theatre revolving loan request of \$25,000 from the Dodge County Economic Development Authority to assist with the conversion to digital movie projection. *Motion adopted unanimously.*

Commissioner Jane Olive and Mr. Giesen reported that the County Board gave approval for the Dodge County Economic Development Authority to apply for a \$5,000 matching grant from AgStar Financial Services at their February 14, 2012 meeting.

Presentation of Check for Assistance on Food Hub Feasibility Study

The grant was offered through the AgStar's Rural Feasibility Study grant program.

The purpose of this application was to conduct a feasibility study for a local food hub. This project would also provide an asset mapping of the county, which would be useful in other EDA projects.

The EDA was also authorized to spend \$5,000 of their unbudgeted reserve funds as a match for this grant.

The total project cost was estimated to be approximately \$16,000; which includes in-kind contributions from the University of Minnesota Extension office.

AgStar awarded the county the full \$5,000 requested for the Food Hub Feasibility Study.

Larry Anderson, Business Development Executive with AgStar Rural Capital Network presented a \$5,000 check to Commissioner Olive and Chris Giesen for the Food Hub Feasibility Study.

Presentation of  
Check for Assistance  
on Food Hub  
Feasibility Study -  
Continued

Ms. Olive briefly discussed how they came to the conclusion that a Food Hub Feasibility Study needed to be done in Dodge County.

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

Public Health  
Committee Report

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

Human Services  
Committee 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 March 13, 2012 Committee of the Whole meeting minutes as presented. *Motion adopted unanimously.*

03/13/12 Committee  
of the Whole Meeting  
Minutes Approved

Motion by Tjosaas seconded by Olive to approve and authorize the March 13, 2012 meeting minutes as corrected on page 62. *Motion adopted unanimously.*

03/13/12 Meeting  
Minutes Approved

Motion by Olive seconded by Hanson to approve and authorize the March 20, 2012 special meeting minutes as presented. *Motion adopted unanimously.*

03/20/12 Special  
Meeting Minutes  
Approved

Commissioners provided their agency reports. Commissioner Erickson attended an Employee Recognition Program, a Dispatch meeting in Wabasha County, a SCHA Quality Assurance Committee meeting, a Human Services Redesign meeting, Fairview Care Center meeting, a special County Board meeting, an AMC Legislative Conference, a Township Officers meeting, a SCHA Joint Powers Board meeting, a Fair Board meeting and a County Board meeting. Commissioner Gray attended a Recorder Bill presentation at St. Paul, a SCHRC meeting, a County Township Officers meeting, a Public Health visit, a RC&D meeting, a Township Annual meeting, a Care Center meeting and a County Road H meeting. Commissioner Hanson attended a meeting on County Road H, a Civil War Memorial meeting, a Human Services Redesign meeting, a Friends of Wasioja meeting, an HRC meeting, a Fairview Care Center meeting, a Special meeting, an AMC meeting, a Township Officers meeting and a Public Health Joint Powers meeting. Commissioner Olive attended a Mantorville Township meeting, a DFO Joint Powers Board meeting, a Human Services Redesign Workshop, a Fairview Care Center meeting, a County Road H meeting, an AMC meeting, a Township Board meeting, a Steele-Dodge Joint Powers Public Health meeting and a Semcac meeting. Commissioner Tjosaas attended a Canisteo Township meeting, an FFA lunch, a Redesign meeting, a Care Center meeting, a Special meeting, an AMC meeting, a Township Officers meeting, a Public Health meeting, a SCHA meeting, a Semcac meeting, a meeting with Representative Quam and a DFO meeting.

Agency Reports

Commissioner Erickson congratulated Jane Olive on being recognized by the Rochester Post-Bulletin as one of the 15 area residents that make a difference in the lives of others. A nice article was written about Commissioner Olive in the Extraordinary Southeast Minnesotan's Post-Bulletin publication.

Commissioner Olive  
Recognized

The meeting was recessed at 12:11 p.m. CDT.

Meeting Recessed

The meeting was reconvened at 1:16 p.m. CDT.

Meeting Reconvened

Lynae Schoen and John McNamara of Wold Architects and Engineers reviewed with those present the mission statement, planning goals/commitments and planning options.

Space Study  
Discussion

Master Facility Planning diagrams were distributed. Ms. Schoen and Mr. McNamara explained the differences between Option A, Option B, Option C and Option D. It was noted that Option D is from the 2006 space study plan and took into consideration the state's projected growth for Dodge. Dodge County however did not grow as fast as the state had projected back in 2006.

Site planning options were discussed. Options for the following sites were reviewed: courthouse, Sheriff's/Maintenance garage, Fairview Care Center and Highway Department.

Human Services Director Jane Hardwick commented that the future is unknown for Human Services with Regional Redesign discussions currently taking place. Ms. Hardwick stated that the county should plan to address space issues based on what they know now and go from there.

It was Commissioner Olive's opinion that departments that interact with each other on a regular basis need to stay relatively close to each other.

Ms. Olive also pointed out that the Dodge County Courthouse has the distinction of being the oldest working courthouse in the state and in order for this designation to remain the courtroom needs to stay put and continue operating. Commissioner Olive felt this distinction was important to maintain.

Court Administrator Patty Ball reported that she was more concerned with staff safety than being labeled as the oldest working courthouse in the state.

Commissioner Erickson wanted to know if a second courtroom was needed in Dodge County.

It was clarified that Dodge County needs another hearing room, not another courtroom.

It was pointed out that Options A and B included plans for a hearing room.

County Recorder Sue Alberts questioned whether or not the courtroom in the old courthouse is important to the general public.

Commissioner Gray stated there is a desire to keep the old courthouse a working courthouse.

Space Study  
Discussion -  
Continued

Finance Director Lisa Kramer reported that she likes Option B. This plan removes the administrative functions from the building and places departments that work together closer to each other.

Commissioner Erickson expressed concern with the potential expense of adding an elevator in the Court Administration area as suggested in Options A and B.

Commissioner Olive stated that she likes Option B because she likes the idea of having the departments that work together in closer proximity to each other.

Sheriff Jim Jensen suggested that they consider moving the courtroom to the main level and the offices upstairs to address the safety concerns.

It was decided that there would still be safety concerns with this scenario and that it would take a considerable amount of money to relocate the courtroom downstairs on the main level.

John McNamara suggested that staff offer ideas on what plans don't work in order to narrow down the potential options.

It was the County Recorder's opinion that Option A doesn't work. Ms. Alberts stated that her staff has books in her back room that her staff needs to access on a daily basis. These books fill the entire back room and Option A proposes filling this space with staff. The County Recorder commented that both staff and books won't fit in this space.

Ms. Alberts also pointed out that the old books stored in the vault by the Law Library also need to be easily accessible to her office.

Jim Jensen stated that Option A works better for his office, he liked the idea of having the Sheriff's Office on the two different levels as that layout worked better for his office and addressing security issues.

Commissioner Hanson commented that something has to move. It was Mr. Hanson's opinion that they need to look at the cost of purchasing the property to the north and whether or not the county would be allowed to build on that property.

Commissioner Hanson felt the county needed to get input from the City of Mantorville on whether or not developing to the north would be an option.

Commissioner Hanson reported that he likes Option A.

Mr. McNamara noted that the county is constrained in the current site and that they would need to deal with the city and zoning issues in order to develop north of the courthouse.

It was reported that the county needs roughly 30,000 square feet to accommodate everyone's space needs.

Discussion took place regarding the old intermediate school across the road. Those present discussed the possibility of retrofitting the old intermediate school vs. tearing it down to build a new facility.

Space Study Discussion - Continued

Ms. Kramer stated that she prefers to build in Mantorville and was supportive of vacating 7<sup>th</sup> Street East in order to add on in the current location. The Finance Director was not in favor of building at the old school site since it would require people to cross State Highway 57 which is a busy road.

Sheriff Jensen reported that it is more important to him that they protect the safety of the employees than to be known for having the oldest working courthouse in the state.

Commissioner Hanson left the meeting at 2:30 p.m. CDT.

Commissioner Hanson Left Meeting

It was the general consensus of the group to remove Option C from list of options.

Space Study Discussion - Continued

Mr. McNamara suggested the group meet two or three more times in work sessions in order to further narrow down the options.

The group noted that all options would require someone to move. New space would be needed for land records and administration or possibly Court Administration.

The Chair adjourned the meeting at 2:32 p.m. CDT.

Meeting Adjourned

The next regular meeting of the Dodge County Board of Commissioners will be held on April 10, 2012 at 9:30 a.m. CDT.

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: