

**TUESDAY, JUNE 12, 2012**

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

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

**COUNTY ADMINISTRATION OFFICE  
MANTORVILLE, MN**

**2012-12**

The Dodge County Board of Commissioners met in regular session June 12, 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
	Paul Kiltinen	County Attorney
	Steven Gray	Dodge County Resident

Motion by Hanson seconded by Olive to approve 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 Human Services Resolution #95-10.
- 1.2 Human Services Director, Chairman of the Board, County Administrator and County Attorney to sign a Guardianship-Conservatorship Services Contract with Independent Management Services.

*Motion adopted unanimously.*

Commissioner Hanson discussed with the Board his request to approve the formation of a Parks and Trails Committee.

Dodge County Parks &  
Trails Committee  
Established

With the growing number of parks and trails in Dodge County there is also a growing interest from the public to be involved in maintaining, planning, and in general keeping these facilities in good shape. It has been proposed in past meetings to establish a Parks & Trails Committee. The following is a recommended organization for that committee:

**Purpose:**

To provide a citizen committee to work cooperatively with the Highway Department in the development of all Dodge County owned parks and trails.

Dodge County Parks &  
Trails Committee  
Established - Continued

**Membership:**

This committee will consist of five members appointed by the County Board of Commissioners. Each member will be asked to serve a term of three years. This is a volunteer committee and members will be eligible for per diems.

**Responsibilities:**

1. Hold at least one meeting per year to discuss development plans.
2. Give guidance to the Parks Department in the matter of maintenance and development of parks and trails in Dodge County.
3. Work to secure grants to aid in funding the betterment, maintenance, and expansion of county parks and trails and their accompanying structures and amenities.
4. Assist in organizing volunteers when possible to aid in the maintenance of county parks and trails.

Names brought forward to serve on the committee at this time are as follows:

Dave Hanson  
Dick Leonard  
Nancy Smith  
Dale Morris  
Steve Gray

Discussion took place on whether or not a second County Commissioner should be appointed to this committee since Commissioner Hanson's term as Commissioner for District 5 will end December 31, 2012 and he will no longer be a representative of the County Board.

Commissioner Olive expressed concern with the fact that individuals representing Dodge County trails were not well represented on the proposed list of committee members.

Motion by Erickson seconded by Tjosaas to approve and authorize establishing a five member Dodge County Parks & Trails Citizen Committee and designate the following members along with a County Commissioner appointment:

Dave Hanson  
Dick Leonard  
Nancy Smith  
Dale Morris  
Steve Gray  
Jane Olive – County Commissioner Representative

*Motion adopted unanimously.*

Building Operations Supervisor Roger Friedt presented for the Board's consideration a request to approve a remodel project for a Lactation Room and the installation of a door in the Information Technology office.

Remodel for Lactation Room and Installation of IT Door Approved

The IT office has obtained an office/workshop space from the Human Services department in what was previously an exam room used by the Public Health department, prior to their move in 2009. This exam room has a small restroom that is only accessed through this room.

IT now occupies this room for an office/workshop, has no use for the restroom and does not want any employees to have access to it for security concerns. IT uses their room for storage of new computers, computer hardware and parts.

Review of this restroom space for other uses has given the county an opportunity to provide a lactation room for employees. In the past, the county has tried to accommodate those requests and has provided less than adequate locations for lactation use. This small restroom will fit that need with minor remodeling and be the only used for lactation purposes. There are currently two employees who would benefit from the use of a lactation room within three to four months from now.

The remodeling will consist of relocating the door to an internal hallway and blank off the wall where the door is in the IT office/workshop. Radiation heat will have to be re-plumbed, wall tile adjusted and an additional electrical outlet installed.

The estimate to remodel the small restroom to a lactation room is \$6,500.00.

The IT office, in the Administration department, does not have a door to their office and has requested a door be installed to provide privacy and security to the office. IT finds it difficult to work in their office with all the activity going on in the Administration department just outside their office.

Key Builders has provided an estimate for installation of a door for the IT office.

The estimate to install a door for the IT office is \$2,990.00.

Total estimated cost to remodel for a lactation room and installation of a door for the IT office is \$9,490.00.

Mr. Friedt has obtained an estimate from Key Builders, a general contractor who worked with HiMEC Mechanical and Neitz Electric on the recently completed HVAC project for Dodge County. These contractors are familiar with the courthouse and its operations. The required construction activities and coordination would be somewhat similar to the HVAC project just completed and familiar to the county employees and the construction workers.

Commissioners wanted to know if the money for these projects will be taken out of the Building Operations budget.

Mr. Friedt indicated that there is money in his budget for these projects.

Motion by Olive seconded by Hanson to approve and authorize the Building Operations Supervisor to work with Key Builders from Rochester, MN to provide construction services to remodel for a lactation room and installation of a door for the IT office in the amount of \$9,490.00. *Motion adopted unanimously.*

*Remodel for Lactation Room and Installation of IT Door Approved - Continued*

Mr. Friedt discussed with the Board reroofing the flat rubber roofs on the annex.

*Annex Roof Design & Construction Services Proposal Awarded to Wold Architects & Engineers*

The 2012 capital budget includes \$25,000 for reroofing the flat rubber roofs areas of the Annex building. These roof areas are located in four different areas of the Annex. The areas include a small roof area over the Chief Deputy's office, the small canopy roof area over the south entrance, a small roof area over the Information Technology (IT) office and the small roof area over the hallway connection between the Annex and the Courthouse.

These rubber roof areas are original to the Annex built 22 years ago and are beyond the original 20 year warranty. The roof areas are exposed to extreme winter conditions. The Chief Deputies office and the IT office experience heavy snow load and icing. Snow and ice slides down from the metal roof above and piles up on the small flat roof. This often requires manually removing the snow from the roof by use of snow shovels which can and has caused holes in the roof. Walking and standing on the roof during snow removal is also damaging to the roof. These areas have had numerous repairs in the past.

The small canopy roof and the walkway roof are exposed to snow and ice falling from as high as 20 feet from the upper roof areas of the Annex and the Courthouse roofs. In particular large icicles fall from the roofs above and can penetrate or puncture the rubber. These roofs too have had numerous repairs and even added rubber pads to help reduce leaks.

Mr. Friedt contacted Wold Architects and Engineers and CRW Architecture and Design Group for design and construction services proposals. Wold Architects proposes a fixed fee of \$1,800.00 plus \$200.00 estimated reimbursable expenses for their design and construction services. CRW proposed \$7,800.00 plus \$700.00 estimated reimbursable expenses for their design and construction services.

Motion by Erickson seconded by Olive to award Wold Architects and Engineers the proposal to provide design and construction services for replacing the rubber roof areas on the Annex building in the amount of \$1,800.00 plus \$200.00 estimated reimbursable expenses. *Motion adopted unanimously.*

Taxpayer Services Director Rose Culbertson reviewed bills with the Board.

*Bills Approved*

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

01	Revenue Fund	\$ 57,394.64
13	Road and Bridge Fund	\$ 81,664.34
16	Environmental Quality	<u>\$ 20,558.58</u>
	Total	\$159,617.56

*Motion adopted unanimously.*

Accounting Services Director Sara Marquardt provided for the Board's consideration a 4-Day Temporary On-Sale Liquor License request for the Dodge County Agricultural & Mechanical Society.

4-Day Temporary On-Sale Liquor License Approved for Dodge County Agricultural & Mechanical Society

The Dodge County Mechanical & Agricultural Society (Dodge County Fair Board) is requesting a 4-Day Temporary On-Sale Liquor License effective July 18, 2012 through July 21, 2012. They will be using the license for the Dodge County Fair. These events will be held at the Dodge County Fairgrounds, located in Kasson, MN.

The definition of On-Sale as per Statute reads as follows:

**On-sale spirits, wine and beer:** A club or charitable, religious or other non-profit organization in existence for at least three years may be issued a temporary license for the on-sale of intoxicating liquor in connection with a social event within the city/county sponsored by the licensee. The license may not be for more than four (4) consecutive days. The license may provide that the licensee may contract for intoxicating liquor, catering services with the holder of a full year on-sale intoxicating liquor license holder. The licenses are subject to the terms, including a license fee, imposed by the issuing city/county. (340A.404, Subd. 10)

Motion by Tjosaas seconded by Olive to approve and authorize the Chair to sign a 4-Day Temporary On-Sale Liquor License for the Dodge County Mechanical & Agricultural Society effective July 18, 2012 through July 21, 2012 pending the payment of the \$100.00 fee and the submission of all required insurance documentation. *Motion adopted unanimously.*

Ms. Marquardt provided the Board with a HAVA Grant update.

HAVA Grant Update

The Accounting Services Director informed the Board that the State of Minnesota Office of Secretary of State (SOS) issued grants to counties to defray the operating cost of the assistive voting equipment (AutoMARK) and vote-counting equipment (M100 Precinct Counter).

The HAVA Operating Grant Funds can only be used for operating costs as defined in Laws 2010, Chapter 379, Section 3, Subd. 5. The law describes "operating costs" as actual county costs for hardware maintenance, software licensing, system programming, voting system testing, training of county or municipal staff in the use of voting equipment and transportation and storage of the voting equipment.

Included in the Board packet was a letter from Mark Ritchie, Secretary of State, making Dodge County a recipient of a HAVA Operating Grant in the amount of \$5,040.89. The Secretary of State's office awarded Dodge County \$265.31 per polling place. They awarded Dodge County for 19 polling places; which is the number of precincts the county had at the time, not polling places. Dodge County only had 18 polling places at the time of application, since Kasson's two precincts were at the same location.

Ms. Marquardt has signed the contract with the Office of the Secretary of State for this grant since there is a deadline of June 15<sup>th</sup> for this contract. As per resolution #2012-11, the Accounting Services Director has entered into the contract with the Office of the Secretary of State.

HAVA Grant Update -  
Continued

The Board thanked Ms. Marquardt for the update.

The Accounting Services Director and County Administrator Jim Elmquist discussed with the Board the appointed Recorder question for the ballot.

Appointed Recorder  
Question on Ballot  
Approved by Resolution  
#2012-24

At the previous meeting the Recorder position was discussed and commissioners asked that this subject be revisited at this Board meeting.

Included in the Board packet was an e-mail from the Secretary of State's office regarding the County Recorder position. As long as the statutory obligations are met, it's up to the County Board to determine if the County Recorder appointment question should go on the ballot.

Ms. Marquardt included a resolution for the Board's consideration that has been approved by the County Attorney.

County Recorder Sue Alberts was available to comment on the request to place the Recorder appointment question on the ballot.

County Attorney Paul Kiltinen stated that he agrees with putting the Recorder question on the ballot which would be one option. A second option would be to appoint someone to fill out the term. The third option would be to do nothing and take the request back to the legislature in another year.

Commissioner Erickson pointed out that if the question is on the primary ballot in August there will be fewer people voting on the issue than if it were included on the November ballot.

It was Ms. Alberts' opinion that legislatures will remember that Dodge County has already made a request to move to an appointed County Recorder position rather than an elected position within the last year and are likely to vote it down again because they don't support the request.

The County Administrator noted that one of the things they need to consider is that they are close to the time Ms. Alberts will be leaving so the Board will need to address the issue of how to replace the County Recorder vacancy. Also pointed out was that current elected officials will be running for office and they will not have as much time to educate the public on this issue and that the November election will already have a large ballot with numerous amendment considerations.

Mr. Kiltinen reported that another option would be to hold a special election or appoint someone to fill out the County Recorder's term.

Mr. Elmquist reminded the Board that if they decide to appoint someone to fill out the County Recorder term and there's a problem, the individual appointed to the position will remain in that position for two and a half years regardless of whether or not there are issues.

Appointed Recorder  
Question on Ballot  
Approved by Resolution  
#2012-24 - Continued

Commissioner Gray wanted to know how much it would cost to add the question to the ballot.

Ms. Marquardt stated that it would cost minimal money to add the County Recorder question to the August ballot.

Motion by Tjosaas seconded by Olive to approve and authorize the Chair and Deputy Clerk to sign resolution #2012-24 in support of placing a question making the Recorder position appointed on the August 14, 2012 Primary Election ballot:

**WHEREAS**, pursuant to Minnesota Statute 375A.12, the Dodge County Board of Commissioners seek the approval from the Dodge County voters to make the Office of the County Recorder to be appointive; and

**WHEREAS**, Dodge County fully understands and appreciates the work of the current and past Recorders and the voters who have elected them; and

**WHEREAS**, the Dodge County Board of Commissioners and the current County Recorder have stated 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

**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 current Recorder, Sue Alberts, is seeking retirement on August 31<sup>st</sup> and the Dodge County Board of Commissioners will have to appoint for the current Recorder for the remainder of the current term;

**NOW, THEREFORE, BE IT RESOLVED**, by the Dodge County Board of Commissioners hereby instructs the County Administrator to place a question making the Recorder position appointed on the August 14, 2012 Primary Election ballot.

**BE IT FURTHER RESOLVED**, the question should read as follows:

*May the law that allows for the appointment of the County Recorder in Dodge County be implemented by the Dodge County Board?*

To vote for this question, you are saying that the County Recorder Position should become an appointed position.

*Resolution adopted unanimously.*

The County Administrator presented for the Board's consideration an amended Cell Phone Policy and Stipend request.

Amended Cell Phone Policy Approved

The proposed policy has been discussed with the necessary parties. Included in the Board packet was the amended Cell Phone Policy for the Board's review. Mr. Elmquist has discussed the policy with Employee Relations, Finance, and the Sheriff's Office and they have all found the proposed changes to be acceptable to bring forth to the Board. The county has discussed this proposed policy with Susan Hanson, the Attorney who normally addresses personnel related law matters for the county, and she has said it is acceptable for Board's consideration.

Also included in the Board packet were the stipends and county issued phone list for Board approval. A county issued phone will be authorized by departments and billed directly to the county. A stipend is the employee's phone that they are using for their own use and for work-related calls and data. Also included in the Board packet were cell phone and stipend agreements as submitted by department heads.

Sheriff Jim Jensen was available to comment on the amended Cell Phone Policy.

Motion by Erickson seconded by Tjosaas to approve and authorize the amended Cell Phone Policy as presented. *Motion adopted unanimously.*

Motion by Olive seconded by Hanson to approve and authorize stipend requests for the following employees as recommended:

Cell Phone Stipend Requests Approved

Guy Kohlhofer	Dean Schrandt	Brie Thompson
Andrew Hesper	David Fitzgerald	Bobbie Rud
Kirk Rolfson	Chad Knudson	Katherine Schrandt
Jacob Cray	Jim Elmquist	Carla Zollner
Thomas Cashel	Shelly Koen	Jane Hardwick- County Issued
Mark Gamm	Julie Holgate	Ashley Ozuna – County Issued
Mark Brannan	Jodie Marsh	Bob Flach – County Issued
Terry Selthun	Jessica Westphal	Joddy Tighe – County Issued
		Diane Tlougan- County Issued

*Motion adopted unanimously.*

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

Personnel Actions Approved

**A. Assessor's Office**

- A.1 Mike Stupka – Property Appraiser  
Annual review.  
Effective Date: 5/16/12

**B. Environmental Services**

- B.1 Melissa DeVetter – Zoning Administrator  
Step increase from C43 step 5 \$29.89 to C43 step 4 \$31.04.  
Effective Date: 6/10/12

**C. Extension**

- C.1 Paula Rud – Administrative Assistant - .8 FTE  
Step increase from A13 step 9 \$12.32 to A13 step 8 \$12.70.  
Effective Date: 5/7/12

**D. Human Services**

- D.1 Carla Zollner – Social Worker  
Annual review.  
Effective Date: 5/31/12

**E. Public Health**

- E.1 Ruth Greenslade – Health Educator  
Authorization to employ at C41 step 7 \$20.60 to fill approved vacancy.  
Effective Date: 6/11/12

**F. Highway**

- F.1 Kirk Rolfson – Assistant Engineer  
Step increase from C43 step 3 \$32.34 to C43 step 2 \$33.64.  
Effective Date: 6/5/12
- F.2 Charles Emanuel – Equipment Operator II  
Step increase from B22 90% \$17.39 to B22 95% \$18.35.  
Effective Date: 7/1/12
- F.3 Robert Rosenau – Operator III/Signperson  
Step increase from B23 90% \$17.99 to B23 95% \$18.99.  
Effective Date: 7/1/12
- F.4 Jessica Brennan – Administrative Assistant - .8 FTE  
Step increase from B23 step 2 \$19.32 to B23 step 1 \$19.90.  
Effective Date: 6/23/12

**G. Sheriff**

- G.1 David Crable – Deputy Sheriff  
Annual review.  
Effective Date: 4/27/12
- G.2 Robert Morris – Deputy Sheriff  
Step increase from C41 36 month step \$23.88 to C41 48 month step \$24.72.  
Effective Date: 5/11/12

*Motion adopted unanimously.*

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

Recessed Meeting

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

Reconvened Meeting

Human Services Director Jane Hardwick provided the Board with a Human Services Redesign update.

Human Services Redesign Update

Ms. Hardwick reported that additional work was done following the presentation on March 15, 2012, of Human Services Director's recommendations for a regional human services operating, funding, and governance model and business case that was prepared by Accenture.

At present, the recommended **Operating Model** is generally described as follows:

- Administer county human services through a multi-county SDA organized around systems of care for populations, rather than programs.

Personnel Actions  
Approved - Continued

- The SDA would offer customer service access channels that include:
  - Phone access center
  - Navigators
  - Referrals
  - Internet/self-service
  - Walk-ins at service centers
  - Mail
- Services provided would include:
  - Social services:
    - Protective services
    - Behavioral health
    - Disability services
    - Waiver management
    - Other specialized services
  - Support services:
    - Income, food, and medical assistance
    - Child support
    - Licensing of foster care and family child care providers
  - Administrative services that include comprehensive planning and evaluation, administrative support, and technology.

Human Services  
Redesign Update -  
Continued

The **Funding Model** assumes that:

- Federal and state funding would flow directly to the SDA, rather than through the member counties.
- Each county's share of costs would be based on the county's proportionate share of human services expenditures among participating counties, as reported in the 2010 Minnesota County Human Services Cost Report.

For Dodge County, this would be 3.45% of the total.

Member County	Human Services County Share of Expenditures (2010)	% of Region
Dodge	\$ 1,733,257	3.45%
Fillmore	\$ 1,285,746	2.56%
Freeborn	\$ 4,575,572	9.12%
Goodhue	\$ 3,204,755	6.38%
Houston	\$ 986,632	1.97%
Mower	\$ 3,559,948	7.09%
Olmsted	\$ 23,867,351	47.55%
Rice	\$ 3,170,781	6.32%
Steele	\$ 1,872,710	3.73%
Wabasha	\$ 1,330,918	2.65%
Waseca	\$ 1,467,579	2.92%
Winona	\$ 3,139,838	6.26%
<b>Region</b>	<b>\$ 50,195,087</b>	<b>100.00%</b>

The **Governance Model** is constructed with two boards, as follows:

Human Services  
Redesign Update -  
Continued

- **Governing Board**
  - Multi-county joint powers board with 14 members
  - 1 commissioner from each county, plus 2 additional from Olmsted County
  - Chair and Vice-Chair elected annually
  - Voting:
    - Weighted based on funding percentage
    - Passing vote requires majority vote and more than one county to vote affirmative
    - Olmsted County weight would be split evenly amongst its member
  - Governing Board would develop by-laws once counties move to Implementation phase.

County	Funding Percentage	Votes (out of 100)
Dodge	3.45%	3
Fillmore	2.56%	3
Freeborn	9.12%	9
Goodhue	6.38%	6
Houston	1.97%	2
Mower	7.09%	7
Olmsted	47.55%	48 (16 per member)
Rice	6.32%	6
Steele	3.73%	4
Wabasha	2.65%	3
Waseca	2.92%	3
Winona	6.26%	6
<b>Region / Total</b>	<b>100%</b>	<b>100</b>

- **Executive Board**
  - 7 members
  - 3 automatic positions:
    - Governing Board Chair
    - Governing Board Vice-Chair
    - Previous Governing Board Chair
  - 4 at-large members elected through open nominations/voting of Governing Board
  - Voting: 1 seat = 1 vote
  - Encourage diversity of membership (geography, funding, population)

The **Business Case** demonstrates that by working together, the 12 counties can administer human services programs for less than we would be paying (costs avoided) if we don't implement the operating model or some other significant intervention.

Human Services  
Redesign Update -  
Continued

Some of the assumptions included in the funding model are:

- State and federal funding provided in the form of match would continue to adjust as the county expenditures change, but grants would remain at the current level.
- Dodge County's population would grow at the rates estimated by the State Demographer (an average of 1.1% annually).
- Without forming an SDA, the County would continue to staff at the current employee-caseload ratio in order to meet timelines and customer service standards and the annual adjustment to the cost of labor in Dodge County would be 1.75%.
- With the SDA:
  - It would take three years to phase in to full operation.
  - The worker-to-caseload ratio, and supervisor-to-staff ratio would be based on the recommendations made by human services directors and assume implementation of some technology including an electronic document management system and Vidyo.
  - Salary costs within the model would be 1/3 Olmsted levels and 2/3 the average of other counties.

The Human Services Director noted that it is important to note that some of these assumptions may evolve as they move into the detailed implementation planning.

Commissioner Erickson had questions about a budget for an SDA and what Dodge County would have to kick in.

Ms. Hardwick stated that a budget is still being developed.

The Human Services Director informed the Board that slide 36 on Attachment F of her Southeastern Minnesota Human Services Redesign – Business Case Details handout shows the financial impact on Dodge County.

Ms. Hardwick reported that at this stage, the anticipated decision points and timing are as follows:

- **Decision Point** A (June-July 2012): Declare preliminary intent to form SDA
  - Opt out; or
  - Declare a preliminary intent to form an SDA, requesting the Steering Committee to return with the following information to inform the next decision point:

- Identify studies and analysis needed for detailed design (based on participating counties or groups of counties) and implementation planning.
    - Projected costs of completing such work
    - Recommended plan for how to fund such work; and
  - Declare whether interested in model that applies:
    - Best practices and prevention, etc., or
    - Minimum-services model; and
  - Declare any other conditions for moving forward.
- **Future Decision Point B** (within 2 to 4 months): Move into detailed design and preliminary implementation planning based on the information provided by Steering Committee (re: analysis, costs, funding)
  - **Future Decision Point C** (within 12 to 18 months): Declare intent to form SDA and move into implementation planning.

Human Services  
Redesign Update -  
Continued

The Human Services Director presented for the Board's review a Regional Human Services Redesign resolution.

Preliminary Intent to  
Establish Service  
Delivery for Human  
Services Approved by  
Resolution  
#2012-25

Ms. Hardwick recommended that the Board consider and adopt a resolution that will enable the county to engage in the next stage of analysis with counties in the region who desire to form an SDA.

Motion by Olive seconded by Tjosaas to approve and authorize the Chair and Deputy Clerk to sign resolution #2012-25 to declare Dodge County's preliminary intent to establish a service delivery authority for Human Services applying best practices and prevention services:

**WHEREAS**, the state of the economy and government budgets, the current and projected changes in demographics, the complexity of human services programs, and the inadequacy of state-supported human services technology, among other factors, result in:

- A level of public funding allocated to the provision of human services that is out of alignment with the quantitative and qualitative demand for services; and
- Unsustainability of the current human services system for the foreseeable future;

**WHEREAS**, counties can benefit in collaborating by reducing duplication of like administrative activities without negatively affecting service capacity and by adding value through sharing the specialized knowledge and experience of staff with the result of increased, aggregate service capacity; and

**WHEREAS**, counties have successful multi-county collaborative arrangements in place, and the evolution of technology makes effective collaboration across distances even more feasible and efficient than in the past; and

**WHEREAS**, twelve counties in southeastern Minnesota—in collaboration with the Minnesota Department of Human Services—developed a blueprint for the redesign of human services, as well as an operating model and a business case; and

*Preliminary Intent to Establish Service Delivery for Human Services Approved by Resolution #2012-25 - Continued*

**WHEREAS**, the state-supervised, county-administered governance framework for the delivery of human services must be restructured, and levels of administrative authority, flexibility, and responsibility must be reassessed and adjusted as necessary to innovate and implement an improved human services system; and

**WHEREAS**, these factors require leadership and innovation to assure that our county is well-positioned to serve our most vulnerable citizens well into the future.

**NOW THEREFORE, BE IT FIRST RESOLVED**, that the Dodge County Board of Commissioners hereby declares preliminary intent to establish a service delivery authority (hereinafter “SDA”) under Minnesota Statutes 2011, Chapter 402A, as a consortium with other participating counties in southeastern Minnesota that intend:

- To apply best practices in the provision of consumer-centered human services, including prevention;
- To continuously learn and improve the effectiveness of human services;
- To measure their performance and outcomes for clients and communities; and
- To get the best possible short- and long-term outcomes for every taxpayer dollar allocated to human services.

**BE IT FURTHER RESOLVED**, that Dodge County Board of Commissioners hereby commits to continue involvement in an SDA steering committee that is charged with identifying the following to this Board:

- The set of studies to be completed for the detailed implementation planning phase;
- The projected costs of completing such studies; and
- A recommendation on how to fund the work during the detailed implementation planning phase.

Such information will aid this Board in determining whether to proceed with the detailed implementation planning phase.

*Resolution adopted unanimously.*

The Board thanked Ms. Hardwick for her work on the Human Services Redesign project.

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

Legal Update

Discussion took place regarding the differences between fee titles and right of way easements as it relates to the County Engineer's request to approve CSAH 24 right of way acquisition.

Environmental Services Director Mark Gamm met with the Board to discuss the scale and scale house construction proposals.

Scale and Scale House  
Construction Proposals  
Discussion

Background:

1. Dodge County requested "proposals" from contractors in the form of a letter and newspaper ad.
2. Project Specifications requested "proposals" and identified MN Statutes, Chapter 400.04 as procurement process.
3. Proposals received on 5-10-12:

A) Scale House:

Alberts Enterprises	\$167,000
Dan Heim Construction	\$171,330
Tony Paulson	\$176,630

B) Scale:

Fairbanks Scale	\$111,760
-----------------	-----------

Following discussions with County Attorney, Environmental Services has continued to negotiate a price with Alberts Enterprises and Fairbanks Scale on materials needed for the projects.

Progress:

To date, they have reduced the total cost by \$51,000 without significantly changing the size or function of Scale or Scale House. They expect to find another \$5,000 in reductions but will still be \$22,000 short of their \$200,000 budget target.

Next Steps:

To complete the project on time, they propose to:

1. Delay expansion of their composting pad and reallocate \$22,000 to Scale House construction. See attachment 3, (last page in packet).
2. Finalize construction contracts at the reconvened County Board meeting on June 19, 2012.

Mr. Gamm recommended that at the end of today's meeting that the Board recess and reconvene on June 19, 2012 after the Fairview Care Center meeting in Dodge Center in order to further discuss the scale house and scale project construction contracts.

Zoning Administrator Melissa DeVetter presented for the Board's consideration the June 6, 2012 Planning Commission recommendations.

IUP #12-02 Approved

Motion by Hanson seconded by Tjosaas to approve of the following action of the Planning and Zoning Commission as reviewed on June 6, 2012 with the reasons, recommendations and conditions as found in the individual permit:

**Levi & Ann McNeilus – IUP#12-02**

The first 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 48.2 acres located in the S ½ of the NE ¼ of the SE ¼ of Section 13, Wasioja Township. Levi McNeilus is the applicant and Levi & Ann McNeilus are the property owners.

The Planning Commission recommends approval with the following conditions:

1. The Ag Covenant shall be signed and recorded prior to issuance of the Zoning Permit.
2. A 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. Adequate erosion control measures shall be implemented during any land disturbing activities to ensure that the adjacent watercourses are not impacted by sediment.
5. An address shall be obtained from the Dodge County Highway Department.

*Motion adopted unanimously.*

Ms. DeVetter presented for the Board's consideration IUP #12-03. Motion by Erickson seconded by Hanson to approve of the following action of the Planning and Zoning Commission as reviewed on June 6, 2012 with the reasons, recommendations and conditions as found in the individual permit:

IUP #12-03 Approved

**Jim Shea – IUP#12-03**

The second public hearing is to consider an application for an Interim Use Permit to allow a Home Occupation Business in an accessory structure. The property is 5.23 acres located in the NW ¼ of the NW ¼ of Section 6, Vernon Township. Jim Shea is the applicant and Jim Shea and Jilleen Bigelow Shea are the property owners.

The Planning Commission recommends approval with the following conditions:

1. Operation will comply with all local, state, and federal regulation regarding the storage and use of hazardous products and the treatment and disposal of hazardous waste.

2. The permittee shall provide proof of compliance or permit coverage under the Minnesota Pollution Control Agency's (MPCA) air quality, hazardous waste and stormwater programs or documentation from the MPCA that they are exempt from such requirements.
3. All waste generated on site shall be properly disposed of in accordance with the Dodge County Solid Waste Ordinance and MPCA rules. The burning of laminated wood or any other prohibited materials is prohibited.
4. Existing floor drains will be sealed at all times to contain spills and prevent product, hazardous waste, and any wash water from discharging to the ground surface or underground unless contained and treated. When applicable, any discharges from the floor drain shall be appropriately collected, treated and discharged as determined by the EPA.
5. The sign shall meet the performance standards of Section 1601 of the Dodge County Zoning Ordinance. A sign advertising the Home Occupation business shall not exceed nine (9) square feet and shall be set back a minimum of ten (10) feet from the right-of-way.
6. Any change involving the addition of new business related structures or employees beyond that specified in the home occupation agreement/application on file with the IUP, enlargement, intensification of the use or similar changes not specifically permitted by the IUP shall require an amended IUP to be issued.
7. The business shall comply with the conditions of this permit, Section 1610 (performance standards for home occupations) and the Home Occupation Agreement, which shall be recorded with the IUP.
8. The business shall comply with Section 1611 (Nuisance Standards). Nuisance complaints shall result in review of the IUP by the Planning Commission.
9. Hours of operation shall be as indicated by the applicant in the Findings of Fact.

IUP #12-03 Approved -  
Continued

*Motion adopted unanimously.*

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

Public Works  
Committee Report

The Board discussed the County Engineer's request to purchase CSAH 24 Right of Way.

CSAH 24 Right of Way  
Acquisition Approved by  
Resolution #2012-26

The CSAH 24 project between West Concord and old Concord is proceeding on schedule. As part of the project the Highway Department will need to expand the existing 50 foot right of way (R/W) out to 60 feet on each side of centerline. They will also be acquiring the needed R/W to align the CSAH 7 intersection into a much safer direct crossing of CSAH 24.

The county currently holds standard highway easements on 33 feet along with slope easements to 50 feet on each side of the centerline. The Highway Department will be converting these easements and purchasing the needed additional property as fee title parcels. Many counties have or are moving to this process to avoid the complications associated with holding R/W as easement only. As part of this process, the county will be paying a typical nominal fee (\$300/acre) for easements already held by the county (approximately 40 acres).

This is done because the county is converting the easements to fee title. Although the property owner was already compensated once for the easement, this nominal payment helps to minimize ownership arguments. The new property will be compensated at current market value as determined by a certified appraisal.

CSAH 24 Right of Way Acquisition Approved by Resolution #2012-26 - Continued

For this project the county will have approximately 34 parcels totaling about 16 acres to purchase from 29 different property owners. The Highway Department expects to pay, on average, around \$ 6,500 to \$7,000/acre for farm land, but once again, this will be determined by a certified appraisal. Building sites will be a bit more but are harder to estimate. The county will also be leasing 13 acres of temporary easement at approximately \$500/acre.

The appraisals are being done by Springer Appraisal Association and should be ready for their review sometime in early June.

Motion by Erickson seconded by Hanson to approve and authorize the Chair and Deputy Clerk to sign resolution #2012-26 in support of the Highway Department proceeding with Right of Way acquisition on CSAH 24:

**WHEREAS**, the Dodge County Highway Department proposes to reconstruct and improve a portion of County State Aid Highway No. 24, known as State Aid Project 020-624-018 located between Trunk Highway 56 and County State Aid Highway No. 22; and

**WHEREAS**, the improvement consists of realigning, widening, and reconstructing said roadway as herein determined necessary to provide for the safety of the traveling public; and

**WHEREAS**, certain lands are required to provide for said reconstruction together with temporary highway easements which expire on completion of the grading; and

**WHEREAS**, pursuant to Minnesota Statutes 160.085, the Dodge County Highway Department will plat the land after it is acquired. Said plat will be recorded and on file and of record in the office of the Dodge County Recorder in Book of plats.

**NOW, THEREFORE, BE IT RESOLVED**, that the Dodge County Board of Commissioners hereby authorizes the County Highway Engineer to proceed to acquire Fee Title Parcels and temporary highway easements over said lands in accordance with Minnesota Statutes.

**BE IT FURTHER RESOLVED**, that those lands as needed to construct and maintain CSAH 24, which cannot be acquired by direct negotiation, shall be acquired by eminent domain and the County hereby requests the County Attorney to file the necessary petition therefore and to prosecute such action to a successful conclusion or until it is abandoned, dismissed, or terminated by the County or Court. The County Board further requests that the “quick take” acquisition procedure be utilized.

*Resolution adopted unanimously.*

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

Administration  
Committee Report

Motion by Erickson seconded by Hanson to approve and authorize the May 9, 2012 minutes for the meeting with the cities of Dodge County and SEMMCHRA as corrected on page 1. *Motion adopted unanimously.*

05/09/12 Meeting  
Minutes with the Cities  
of Dodge County &  
SEMMCHRA Approved

Motion by Olive seconded by Tjosaas to approve and authorize the May 15, 2012 work session meeting minutes as presented. *Motion adopted unanimously.*

05/15/12 Work Session  
Meeting Minutes  
Approved

Motion by Olive seconded by Erickson to approve and authorize the May 22, 2012 Committee of the Whole meeting minutes as presented. *Motion adopted unanimously.*

05/22/12 Committee of  
the Whole Meeting  
Minutes Approved

Motion by Tjosaas seconded by Hanson to approve and authorize the May 22, 2012 meeting minutes as corrected on pages 107, 113, 114 and 118. *Motion adopted unanimously.*

05/22/12 Meeting  
Minutes Approved

Commissioners provided their agency reports. Commissioner Erickson attended a SCHA Quality Assurance Committee meeting, an AMC District IX meeting, a Dodge County Planning & Zoning meeting and a Regional Radio Board meeting. Commissioner Gray attended an HRC open house, an AMC District IX meeting and a Planning & Zoning meeting. Commissioner Hanson attended an HRC open house, a High Speed Rail meeting, a Planning & Zoning meeting and a SEMREX meeting. Commissioner Olive attended a Dodge County Trails Association Board meeting, a SCHR Center open house, Memorial Day programs, an AMC District IX meeting, a Dodge County Trails Association Board meeting, a Workforce Investment Board meeting, a Management Committee meeting, a Health Care Sector Full Board meeting and a Semcac meeting. Commissioner Tjosaas attended a Fair Board meeting, an AMC meeting, a Planning & Zoning meeting, a Semcac meeting and an HRC meeting.

Agency Reports

The Chair recessed the meeting at 12:25 p.m. CDT.

Meeting Recessed

The Chair reconvened the meeting at 1:33 p.m. CDT.

Meeting Reconvened

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 Roger Friedt  Jim Jensen Lisa Hager Wendell Engelstad Mark Gamm  Paul Wiltgen Sue Alberts Jane Hardwick	County Administrator Building Operations Supervisor Sheriff Employee Relations Director County Assessor Environmental Services Director IT Director County Recorder Human Services Director
---------------	--	---

Those Present -  
Continued

John McNamara from Wold Architects reported that he and County Administrator Jim Elmquist met with the City of Mantorville to discuss the county's space challenges and to get feedback from the city's point of view on expansion of county facilities in Mantorville. Of significance is the current city ordinance that prevents expansion of parking on adjacent non-contiguous land that does not have an accessory structure. There are two specific sites located north of 7th Street and east of Blanch Street that could be used for off-street parking. John McNamara shared that from the city's point of view, closing 7th Street would be difficult to support.

Space Study Meeting

Per city ordinance, there is inadequate parking for the current size of the Courthouse and Annex including on-street parking. With any expansion, the need for parking could grow to 180 spaces or more. John McNamara stated that the city is open-minded on how to resolve the parking issue and will assist in addressing parking in the downtown area. The city remains committed to keeping county services in Mantorville in lieu of the county moving some services to another location.

Commissioner Olive stated that she has heard a similar message from members of the Mantorville City Council that she has talked to.

John McNamara presented a number of options for consideration to address Dodge's more than 35,000 square footage need to meet the growth need for county offices. Options discussed with the corresponding pros and cons being as stated by both staff and the board of commissioners were:

- Potential expansion of the current campus which would require acquisition of some surrounding homes.

Pros: site continuity, meeting the needs for parking, and the ownership of one of the sites necessary.

Cons: create sense of anxiety in the community due to the need to purchase necessary homes, not having commitments to sell from property owners, and no interest by in the county to acquire these properties through an eminent domain process, timing of properties and landowners making sites available, City of Mantorville concerns regarding road abandonment.

Space Study Meeting -  
Continued

- The School site across the highway:

Pros: site more than meets space considerations, general connection to county campus, no need to do individual property acquisitions around the courthouse, and general public acceptance in the community.

Cons: Highway 57 separating the properties, consideration to the current owner's price and availability, the thoughts in the community to the building potentially being torn down, demolition costs/externalities, potential need for traffic control between sites.

- Dodge County Fairview Site:

Pros: Currently own site, more than enough space available, no demolition considerations.

Cons: Which department(s) move, considerable separation of properties for county services, disconnect of agencies being in different cities.

- Expansion on south side of Annex.

Pros: location, no acquisition needs for expansion as it's on county owned property.

Cons: parking not being met, potentially can't meet square footage requirements needed, bedrock removal cost.

It was the consensus of the Board that while there was no unanimity of the Board on a preferred option, all options needed to be explored to further determine their efficacy before further consideration.

It was the consensus of the Board to have staff (Recorder) have discussions with affected property owners related to availability and cost. Additionally it was discussed that a County Commissioner and the County Administrator would approach the owner of the school property to determine availability and cost.

The group agreed to tentatively set a work-session for July 10th at 1:30 p.m.

The Chair recessed the meeting at 2:30 p.m. CDT until Tuesday, June 19, 2012 at 9:45 a.m. CDT at the Fairview Care Center, Dodge Center, MN.

Meeting Recessed

The Chair reconvened meeting on Tuesday, June 19, 2012 at 9:50 a.m. CDT at the Fairview Care Center, Dodge Center, MN.

Meeting Reconvened

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
Members absent:	David Hanson	District #5
Also present:	Jim Elmquist	County Administrator
	Mark Gamm	Environmental Services Director

Environmental Services Director Mark Gamm presented his Scale and Scale House Construction Proposals that was recessed from the June 12th County Board meeting. Mr. Gamm presented that although he was over his budgeted amount of \$200,000, he has made quite a bit of progress from the previous meeting relative to costs of construction. The following figures were shared with the Board:

Scale and Scale House  
Construction Proposals  
Approved

<i>Project</i>	<i>Contractor</i>	<i>Original Proposal</i>	<i>Change Order Deduction</i>	<i>Total Cost</i>
Scale House	Alberts Enterprises	\$167,000.00	\$29,300.00	\$137,700.00
Scale	Fairbanks Scales	\$111,760.00	\$34,513.95	\$ 77,246.05
Total		\$277,760.00	\$63,813.95	\$214,946.05

Mr. Gamm stated that the significant changes were:

Scale Project:

1. Removing the requirement of a performance bond,
2. A change in specs for the pouring of the piers that would be conducive to normal construction standards, and
3. Footing changes to the approaches.

Scale House:

1. 5% retainer on the total project rather than retainage of each progress payment on the scale house.
2. Use of residential windows vs. industrial

Motion by Olive seconded by Tjosaas to enter into an agreement with Alberts Enterprises for construction of Scale House in the amount of \$167,000.00 and approve Change Order #1 which provides a \$29,300.00 deduction in Lump Sum cost and enter into an agreement with Fairbanks Scale for construction of Scale in the amount of \$111,760.00 and approve Change Order #1 which provides a \$34,513.95 deduction in Lump Sum cost. *Motion adopted unanimously.*

Motion by Erickson second by Tjosaas to authorize Environmental Services Director to sign both agreements and change orders on behalf of Dodge County following approval by County Attorney and authorize Environmental Services Director to administer the agreements and approve project change orders that do not exceed \$5,000. *Motion adopted unanimously.*

Environmental Services  
Director Authorized to  
Sign Agreements and  
Change Orders

Motion by Olive seconded by Tjosaas to adjourn the meeting at 10:10 a.m. CDT.  
*Motion adopted unanimously.*

Meeting Adjourned

The next regular meeting of the Dodge County Board of Commissioners will be held on June 26, 2012 at 9:30 a.m. CDT.

Next Regular Meeting

**ATTEST:**

---

DON GRAY  
CHAIR, COUNTY BOARD

---

BECKY LUBAHN  
DEPTY CLERK

---

DATED: