

TUESDAY, JUNE 26, 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 26, 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

Motion by Olive seconded by Hanson to approve the agenda as amended to add the June 12, 2012 Board of Appeal and Equalization meeting minutes. *Motion adopted unanimously.*

Amended Agenda
Approved

EDA Coordinator Chris Giesen discussed with the Board the proposed Dodge County Business Subsidy Policy modifications.

Proposed Dodge
County Business
Subsidy Policy
Modifications
Discussion

Mr. Giesen reported that the purpose of this request is to hold the required public hearing to accept public comment on the modification of the Dodge County Business Subsidy Policy and to consider the adoption of the modified policy, as recommended by the Dodge County Economic Development Authority.

The following background information was shared:

Under Minnesota statute, before any local government unit can assist private business with public dollars, they must adopt, after a public hearing, a Business Subsidy Policy which outlines the minimum criteria for awarding such assistance.

Minnesota Statutes §116J.993 – 116J.995 and §469.310 – 469.320 detail the requirements of such policies.

Dodge County's current Business Subsidy Policy was originally adopted in late 2002 and revised in May 2006 to incorporate the required language for JOBZ participation.

State statute has shifted some since the last modification, and some of the language in the current policy is outdated. In particular, dollar amounts which outline thresholds for additional reporting to the state, additional review measures such as public hearings, and the like.

Proposed Dodge
County Business
Subsidy Policy
Modifications
Discussion - Continued

Additionally, the current policy is cumbersome to read for the general public and does not give clear priorities for county decision-makers to grant or deny subsidies.

In the past few years, Dodge County has seen an increase in requests for business subsidies. In response to that increase, Dodge County Finance Director Lisa Kramer asked that the EDA consider revising the current policy to simplify it and provide clear priorities for the EDA and County Board to consider when approving or denying business subsidies.

EDA staff worked with finance staff to draft a revised policy which was included in the Board packet for review.

Because most of the policy is statutorily required language, the substance of the policy will not change. However, the county does have discretion over items in Section 6. Section 6 contains the only substantive changes of the policy. This section was drafted based on recent decisions of the EDA and County Board regarding business subsidies and is intended to give clearer priorities for future subsidies.

The draft policy has been reviewed and approved by the Dodge County Finance Director. Additionally, the draft policy has been reviewed by the Minnesota Department of Employment and Economic Development; no issues were reported by them.

At their May 16, 2012 meeting, the Dodge County Economic Development Authority reviewed the draft policy and unanimously voted to recommend that the Dodge County Board of Commissioners adopt it as the new Dodge County Business Subsidy Policy.

The Dodge County Business Subsidy Policy public hearing was called to order at 9:36 a.m. CDT.

Dodge County Business
Subsidy Public Hearing
Called to Order

There were no comments from the public regarding the modified Dodge County Business Subsidy Policy.

Dodge County Business
Subsidy Policy Public
Hearing Closed

Motion by Erickson seconded by Hanson to close the public hearing at 9:37 a.m. CDT. *Motion adopted unanimously.*

Additional discussion took place on the proposed Business Subsidy Policy and Criteria.

Modified Dodge County
Business Subsidy
Policy Approved

Commissioners had questions regarding the reference to pole buildings as referred to in Section 6 - Applications Will Receive Priority For – Item 6.04.

Section 6 – 6.04 reads as follows:

6. APPLICATIONS WILL RECEIVE PRIORITY FOR

- 6.04 Projects constructed of block, engineered concrete, brick, or engineered steel buildings (not pole) which contain decorative accessory materials (e.g. brick or stucco).

Mr. Giesen clarified that while pole building projects wouldn't receive priority, they can still be considered. It was pointed out that the items listed under Section 6 were intended to help them prioritize what they want to focus on.

Commissioner Gray stated that he doesn't think Item 6.04 fits.

Commissioner Hanson expressed concern with putting a dollar figure in Item 6.01 which reads as follows:

- 6.01 Developments that create quality employment. The minimum wage threshold under this provision shall be \$12.00 per hour plus benefits for new jobs created.

It was the general consensus of the group that the dollar amount listed was fine as is, however the Board would like to see the amount reviewed on an annual or semi-annual basis to make sure it stays current.

Motion by Erickson seconded by Olive to approve the modified Dodge County Business Subsidy Policy as recommended by the Dodge County Economic Development Authority with the following change made to Section 6 – 6.04:

6. APPLICATIONS WILL RECEIVE PRIORITY FOR

- 6.04 Projects constructed of block, engineered concrete, brick, or engineered steel buildings (~~not pole~~) which contain decorative accessory materials (e.g. brick or stucco).

Motion adopted unanimously.

The Board thanked the EDA Coordinator for his work on the policy.

Taxpayer Services Director Rose Culbertson reviewed bills with the Board.

Bills Approved

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

01	Revenue Fund	\$ 72,423.77
11	Human Services Fund	\$ 590.19
13	Road and Bridge Fund	\$ 56,292.98
16	Environmental Quality	\$ 89,081.87
32	County Capital Projects	<u>\$ 34,277.80</u>
	Total	\$252,666.61

Motion adopted unanimously.

Ms. Culbertson presented for the Board's consideration a property tax penalty abatement request.

Snyder Property Tax
Penalty Abatement
Request Denied

Elsa Snyder has submitted a request to abate the penalty for her 2012 first half taxes. The abatement request from Elsa's daughter Wanda Snyder explains that Elsa has had some major medical concerns over the past months. Wanda states that through the treatment and recovery time the taxes were simply overlooked. She also notes that her mother is 80 years old and would be very appreciative if she could get reimbursed the penalty. After receiving the courtesy letter that was sent out by the Finance office in early June for first half late taxes they paid the first half tax and penalty.

The Taxpayer Services Director noted that although her office does empathize with Ms. Snyder's situation she does recommendation that the request be denied.

Motion by Hanson seconded by Tjosaas to deny the 2012 property tax penalty abatement request of Elsa Snyder in order to remain consistent with past decisions. *Motion adopted unanimously.*

Accounting Services Director Sara Marquardt met with the Board to discuss her request to purchase a new M100 Precinct Counter.

M100 Precinct Counter
and Ballot Box
Purchase Approved

The redistricting of the County Commissioner Districts has created the formation of two new precincts. The redistricting has presented the need for an additional M100 Precinct Counter and Ballot Box.

Ms. Marquardt reported that at this time the county needs to purchase one M100 Precinct Counter for Dodge Center, so they will have a M100 Precinct Counter for each of their precincts. Kasson is going to try to use only two M100 Precinct Counters for their three precincts. There may be a need in the future for an additional M100 Precinct Counter for Kasson.

The cost for the M100 Precinct Scanner with the Steel Ballot Box, Diverter, Starter-up Kit and one PCMCIA card is \$5,000.00. The PCMCIA card is the card that all election contests are programmed on. The cost for a backup PCMCIA card is \$95.00.

Motion by Olive seconded by Hanson to approve and authorize the Accounting Services Director to purchase a M100 Precinct Counter, a Ballot Box and a backup PCMCIA card as requested at a cost of \$5,000.00. *Motion adopted unanimously.*

M100 Precinct Counter and Ballot Box Purchase Approved - Continued

Ms. Marquardt presented for the Board's consideration her request to establish a Uniformed and Overseas Citizens Absentee Voting Act (UOCAVA) and Absentee Ballot Board for 2012.

UOCAVA and Absentee Ballot Boards for 2012 Approved by Resolution #2012-27

The State Statute for establishing a Regular Absentee Ballot Board is State Statute 203B.121, subs. 1. State Statute 203B.121, subs. 1 requires the governing body of each county with responsibility to accept and reject absentee ballots must, by ordinance or resolution, establish a ballot board. The board must consist of a sufficient number (minimum of 2) of election judges trained in the handling of absentee ballots and that are appointed as provided in sections 204B.19 through 204B.22. The board may include staff trained as election judges. Included in the Board packet were copies of State Statutes 230B.121 and 204B.19 through 204B.22.

The regular Absentee Ballot board duties include two or more election judges, examining the return envelope and marking them accepted or rejected. The regular absentee ballot board must receive all return envelopes during the 45 days before the election. Within five days of receipt of the envelopes, the Accounting Services Director must deliver them to the ballot board, except during the 14 days immediately preceding an election; the ballots must be delivered to the ballot board within three days.

The State Statute for establishing a UOCAVA Absentee Ballot Board is State Statute 203B.23, subs. 1. An absentee board must be established for ballots issued under sections 203B.16 to 203B.27. The board may consist of staff trained as election judges, in which case, the board is exempt from sections 204B.19, subs. 5 and 204C.15, relating to party balance in appointment of judges and to duties to be performed by judges of different major political parties.

The UOCAVA Absentee Ballot board duties are the same as those for the regular absentee ballot board, except that the UOCAVA ballots are to be reviewed immediately upon receipt of them. They then need to be accepted or rejected immediately.

The absentee voting period for the State Primary is June 29 - August 13, 2012. The absentee period for the State General is September 21 - November 5, 2012.

It was Ms. Marquardt's recommendation that the County Board set forth a resolution approving the establishment of a UOCAVA and Regular Absentee Ballot Boards.

Motion by Olive seconded by Tjosaas to approve and authorize the Chair and Deputy Clerk to sign resolution #2012-27 establishing Absentee Ballot and UOCAVA Ballot Boards for 2012;

WHEREAS, Minnesota Statute 2038.121, subs. 1 requires the governing body of each county with responsibility to accept and reject absentee ballots must, by ordinance or resolution, establish a ballot board; and

UOCAVA and Absentee
Ballot Boards for 2012
Approved by Resolution
#2012-27 - Continued

WHEREAS, the board must consist of a sufficient number of election judges trained in the handling of absentee ballots and that are appointed as provided in sections 204B.19 to 204B.22. The board may include staff trained as election judges; and

WHEREAS, Minnesota Statute 203B.23, subs. 1 for establishing a UOCAVA Absentee Ballot Board; and

WHEREAS, the board may consist of staff trained as election judges, in which case, the board is exempt from sections 204B.19, subd. 5 and 204C.15, relating to party balance in appointment of judges and to duties to be performed by judges of different major political parties; and

NOW, THEREFORE, BE IT RESOLVED, that the Dodge County Board of Commissioners hereby establish an Absentee Ballot Board;

BE IT RESOLVED that the Dodge County Board of Commissioners hereby establishing an UOCAVA Absentee Ballot board;

BE IT FINALLY RESOLVED that the Absentee Ballot Board and the UOCAVA Absentee Ballot Board will be made up of trained county staff.

Resolution adopted unanimously.

County Administrator Jim Elmquist discussed with the Board his request to approve an Extension Memorandum of Agreement (MOA) for 2013-2015.

Extension MOA's for
2013-2015 Approved

Mr. Elmquist reported that in previous years, the county has approved annual MOA's with Extension but as provided in the documents included in the Board packet, an agreement to 2015 and the financials for the next three years are laid out for the Board's consideration. The MOA includes a 90-day out clause which would more than meet the need of an annual agreement if some financial concern were to arise for Dodge County. In the previous three years, Extension has had 0% increases for 4-H and it was becoming apparent that in the following years AMC would likely have made an adjustment so the nominal increases would not seem to be a concern.

Motion by Hanson seconded by Tjosaas to approve and authorize the Chair, County Attorney and County Administrator to sign the proposed Extension Memorandum of Agreement for 2013-2015 as requested. *Motion adopted unanimously.*

Mr. Elmquist reviewed with the Board his request to approve a Council on Local Results and Innovation Performance Measurements resolution.

State Auditor
Performance Measures
Adopted by Resolution
#2012-28

In 2010, the Legislature created the Council on Local Results and Innovation. In February 2011, the Council released a standard set of ten performance measures for counties and ten performance measures for cities to aid residents, taxpayers, and state and local elected officials in determining the usefulness of counties and cities in providing services. In February of 2012, the Council created a comprehensive performance measurement system for cities and counties to implement. Cities and counties that chose to participate in the program may be eligible for a reimbursement in LGA (county CPA) and exemption from levy limits. Although, as a point of note, legislation in the last biennium did not include levy limits and any AMC notice of CPA attachment to this program doesn't seem to be clear but either way, the proposed resolution demonstrates the county's participation.

Dodge County passed a resolution to participate in 2011 and will report results and/or status of measures in a resolution prior to July 1, 2012. The following results have been reported by department heads. Two surveys will also need to be sent to residents prior to the end of the year for parks and veteran services opinions. Dodge will also report the results of the ten adopted measures to its residents before the end of the calendar year through a posting on the entity's website.

As shown before, while the county is to report on these measures alone, Department Heads have also assembled quite a few more measures to report to Board at the end of 2012.

Motion by Erickson seconded by Olive to approve and authorize the Chair and Deputy Clerk to sign resolution #2012-28 adopting the State Auditor Performance Measures:

WHEREAS, the following data is being reported to the Office of the Minnesota State Auditor and the Council on Local Results and Innovation, the Dodge County Board has reviewed the following data and is submitting to this state office for review.

WHEREAS, while Dodge County has recommended and implemented over seventy-five (75) performance measures and desired benchmarks in the assistance of determining increased programmatic efficiencies for county related services and programs, only the following state recommended measures as requested from the Office of the State Auditor are reported as follows:

Public Safety: Pad I and II Crimes:

Part I: 485

Pad II: 2,969

Deputy Response Time: 4.25 minutes

Corrections: Percent of Adult Offenders with a new felony conviction within 3 years of discharge: 14.30%

Public Works: Hours to plow complete system during snow event: 3 hours

State Auditor
Performance Measures
Adopted by Resolution
#2012-28

Average County Pavement Condition Rating: 64

Public Health: Life expectancy generally by sex and race:

77.5 for men

82.3 for women

Minnesota Department of Health (MDH) is reporting to Dodge County that individual race data relative to the county is not available.

Social Services: Workforce participation rate among MFIP and DWP recipients: 34.6%

Percentage of children where there is a recurrence of maltreatment within 12 months following an intervention: 0%

Taxation: Level of assessment ratio: 100.9

Veterans Services: percent of veterans surveyed who said their questions were answered when seeking benefit information from their County Veterans Office: A survey has been developed and will be sent and results accumulated by the end of 2012.

Parks: Citizens rating of quality of county parks, recreational programs, and or facilities: Dodge County did not have an official parks and trails department in 2011. A survey will be developed and will be sent and results accumulated by the end of 2012.

Libraries: Number of annual visits per 1,000 residents: 3,875

WHEREAS, the previous data will be reposed before the end of the calendar year by a posting on the County's website for citizens review.

BE IT THEREFORE RESOLVED, Dodge County will be submitting this data to the Office of the Minnesota State Auditor and the Council on Local Results and Innovation by July 1, 2012. Any data to be completed by the end of this calendar year will be submitted in the next reporting timeline.

Resolution adopted unanimously.

The Chair recessed to meet and greet visitors at 10:07 a.m. CDT.

Recessed Meeting

The meeting was reconvened at 10:12 a.m. CDT.

Reconvened Meeting

Sheriff Jim Jensen and Emergency Management Director Matt Maas presented for the Board's consideration the Code Red Proposal.

Code Red System
Purchase Approved

Mr. Jensen reported that the Sheriff's Office and other public safety offices need to contact a large number of the county's residents to notify them of emergency/disaster situations and instructions frequently. Situations like evacuations, 911 telephone failure, weather incidents, threats, and road closures are among the most frequent of these events. The current methods are outdated and have delays built into the process which can cause wasted time increasing the severity of the event.

Code Red System
Purchase Approved -
Continued

The Sheriff's Office and Emergency Management indicated that they believe a very effective solution to these concerns would be the purchase and implementation of the Code Red System in Dodge County.

Code Red is a service from Emergency Communications Network Inc. (ECN) that was specifically designed to enable local government officials the ability to record, send, and track personalized voice calls, emails, text messages, and social media messages to thousands of citizens in minutes notifying them of crucial lifesaving information.

The annual budgetary cost of this system is \$10,000 of which the Sheriff's Office has the funding source. The benefit of this system is that they are able to deliver these messages to the citizens of Dodge County in multiple ways far exceed the cost associated with the system.

Motion by Tjosaas seconded by Olive to approve the Sheriff's Office and Emergency Management to purchase the Code Red System through Emergency Communications Network Inc. at a cost of approximately \$10,000 annually using Enhanced 911 Funds. *Motion adopted unanimously.*

The Board thanked Mr. Maas and Mr. Jensen for their work on this project.

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. Human Services

- A.1 Kathy Jordan – Office Support Specialist - .7 FTE
Step increase from B21 step 9 \$13.61 to B21 step 8 \$14.06.
Effective Date: 6/12/12
- A.2 Tiffany Peterson – Financial Worker
Change status from Office Support Specialist B21 step 8 \$14.06 to
Financial Worker B23 step 9 \$ 15.44 to fill approved vacancy.
Effective Date: 7/9/12
- A.3 Office Support Specialist – 1.0 FTE
Authorization to fill vacancy created by status change.
Effective Date: 6/26/12
- A.4 Joddy Tighe – Social Worker
Regular status and step increase from C42 step 8 \$20.85 to C42 step 7
\$21.62.
Effective Date: 5/31/12

- A.5 Diane Tlougan – Social Worker
Step increase from C42 step 7 \$21.25 to C42 step 6 \$22.03.
Effective Date: 10/26/11
- A.6 Annette Schneckloth – Child Support Officer
Annual review.
Effective Date: 5/30/12
- B. Environmental Services**
- B.1 Chad Knudson – Environmental Technician
Step increase from B31 step 8 \$17.44 to B31 step 7 \$17.99.
Effective Date: 7/4/12
- B.2 David Fitzgerald – Solid Waste Facility Operator
Annual review.
Effective Date: 6/7/12
- C. Sheriff**
- C.1 Eugene Meyer – Transport Officer – On-Call
Step increase from B21 step 11 \$13.43 to B21 step 10 \$13.74.
Effective Date: 4/21/12
- D. Administration**
- D.1 Janet Stanton – Information Systems Specialist
Six month review.
Effective Date: 5/28/12
- E. Public Health**
- E.1 Nicolett Brandt – PHN I - .8 FTE
Authorization to change status from .8 FTE to on-call.
Effective Date: 7/25/12
- E.2 Public Health Nurse I - .8 FTE
Authorization to post and fill vacancy created by status change.
Effective Date: 6/26/12
- E.3 Christine Agerter – PHN II
Step increase from C41 step 5 \$22.19 to C41 step 4 \$23.01(+\$3 R/R).
Effective Date: 7/1/12
- E.4 Patricia Busse – PHN II - .55 FTE
Step increase from C41 step 4 \$23.01 to C41 step 3 \$23.89 (+\$3 R/R).
Effective Date: 7/1/12

Motion adopted unanimously.

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

Legal Update

Mr. Kiltinen informed the Board that he and County Assessor Wendell Engelstad will be coming before the Board at the next meeting to update them on the status of the upcoming Alcorn trial which is scheduled for October 2012.

The Board thanked the County Attorney for the update.

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

Administration
Committee Report

Motion by Olive seconded by Erickson to approve and authorize the June 12, 2012 Committee of the Whole meeting minutes as presented. *Motion adopted unanimously.*

06/12/12 Committee of
the Whole Meeting
Minutes Approved

Motion by Tjosaas seconded by Hanson to approve and authorize the June 12, 2012 meeting minutes as corrected on page 120. *Motion adopted unanimously.*

06/12/12 Meeting Minutes Approved

Motion by Erickson seconded by Olive to approve and authorize the June 12, 2012 Board of Appeal and Equalization meeting minutes as presented. *Motion adopted unanimously.*

06/12/12 Board of Appeal and Equalization Meeting Minutes Approved

Commissioners provided their agency reports. Commissioner Erickson attended a Space Study work session, a Board of Appeal and Equalization meeting, a SCHA – interview for SCHA 10 year history, a Fairview Care Center meeting, a continued County Board meeting and a Dodge County Task Force (Corrections) meeting. Commissioner Gray attended a Care Center meeting, a SCHRC meeting, a Board of Equalization meeting and a Space Study meeting. Commissioner Hanson attended a Board of Equalization meeting. Commissioner Olive attended a Space Study meeting, a Central Safety Committee meeting, a Board of Equalization meeting, a SE MN EMS Joint Powers Board meeting, a groundbreaking ceremony at 16th Street, Kasson, a Fairview meeting, a Dodge County Historical Society open house, a Workforce Development Joint Powers Board meeting, a DFO Advisory Board meeting, a Dodge County DFO Task Force meeting and a Fair Board meeting. Commissioner Tjosaas attended a Care Center meeting, a ground breaking ceremony on 16th Street, Kasson, a Board of Equalization meeting and a Space Study meeting.

Agency Reports

Motion by Olive seconded by Hanson to adjourn the meeting at 11:25 a.m. CDT. *Motion adopted unanimously.*

Meeting Adjourned

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

Next Regular Meeting

ATTEST:

DON GRAY
CHAIR, COUNTY BOARD

BECKY LUBAHN
DEPTY CLERK

DATED: