TUESDAY, JULY 10, 2012

APPROVED MINUTES OF THE
COUNTY BOARD OF COMMISSIONERS MEETING HELD

STATE OF MINNESOTA) **COUNTY ADMINISTRATION OFFICE**
COUNTY OF DODGE) **MANTORVILLE, MN** **2012-13**

The Dodge County Board of Commissioners met in regular session July 10, 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 Tjosaas seconded by Olive to approve the agenda as amended to pull item 1.5 – Electronics Recycling Agreement from the consent agenda and place it on the regular agenda after the consent agenda. *Motion adopted unanimously.* — *Amended Agenda Approved*

Motion by Erickson seconded by Olive to approve the following items on the Consent Agenda: — *Consent Agenda Items Approved*

1.1 Pyrotechnics/special effects permit for the Hairball concert at the County Fair on July 20, 2012.
1.2 Chair and Deputy Clerk to sign resolution #2012-29 accepting the donation of nursing blankets valued at $40.00 from Kyla Phillips-Tucke, Triton High School Health Class, Dodge Center, MN for the Public Health Family Health Program.
1.3 Human Services actions consistent with Human Services resolution #95-10.
1.4 The Human Services Director, Chairman of the Board and County Attorney to sign a Guardianship - Conservatorship Services Contract with Alternative Resolutions.
1.6 The appointment of Lori Kryzer to the Parks and Trails Committee.

Motion adopted unanimously.

Motion by Erickson seconded by Hanson to approve and authorize Environmental Services to renew the Electronics Recycling Agreement with Universal Recycling Technologies and authorize the Environmental Service Director to sign the two year agreement on behalf of the county as requested. *Motion adopted unanimously.*

Electronics Recycling Agreement Approved

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

Legal Update

Sheriff Jensen and temporary Sergeant Ryer Anderson introduced Andrew Tindal who is a summer Law Enforcement Intern in the Sheriff's Office. Mr. Tindal is working towards obtaining his Law Enforcement degree from Winona State.

Intern Introduced

The Board welcomed Mr. Tindal.

Sheriff Jim Jensen discussed with the Board his request to hire a consultant to complete a Public Safety Answering Point (PSAP) Consolidation Study.

Request to Hire PSAP Consultant Supported

It was the consensus of the Board that the Sheriff should move forward with getting a consultant lined up to look at Dodge County's PSAP options and bring back figures on how much it will cost to hire a consultant.

Veteran Services Officer Todd Nelson provided the Board with a Veteran Services update.

Veteran Services Update

Mr. Nelson shared with the Board a summary of recently updated data about benefits received by veterans and dependents in Dodge County.

Federal payments to Dodge County veterans totaled nearly $5.6 million in Federal Fiscal Year (FFY) 2011. This is a $962,000 increase over FFY 2010, and a 122% increase since 2007.

FEDERAL EXPENDITURES

U.S. Veteran's Administration Expenditures for Dodge County Veterans							
Federal Fiscal Year	**Estimated Veteran Population**	**Total Expenditures**	**Compensation & Pensions**	**Education & Vocational Rehabilitation/ Employment**	**Insurance & Indemnities**	**Medical Care**	**Unique Patients**
2011	1,423	$5.57 million	$3.16 million	$0.36 million	$0.08 million	$1.9 million	312
2010	1459	$4.61 million	$2.42 million	$0.29 million	$0.07 million	$1.8 million	308
2009	1,481	$4.46 million	$2.15 million	$0.17 million	$0.07 million	$2.1 million	266
2008	1,493	$4.04 million	$1.89 million	$0.08 million	$0.07 million	$2.0 million	246
2007	1,504	$2.51 million	$1.49 million	$0.08 million	$0.09 million	$0.9 million	224

STATE EXPENDITURES

State Fiscal Year	Dental	Optical	Subsistence	Special Needs	Enhancement Grant	Operational Grant	Total
2011	$392	$338	$0	$0	$26,000	$0	$26,730
2010	$4,141	$400	$11,046	$750	$0	$0	$16,337
2009	$200	$0	$5,134	$11,850	$6,421	$2,800	$26,405
2008	$5,542	$0	$0	$7,287	$1,500	$0	$14,329

Veteran Services Update - Continued

VETERANS SERVED

Calendar Year	Number Served
2011	896
2010 (YTD)	771
2009	745
2008	646

Commissioner Erickson commented that he appreciated the Veteran Services report and the work Mr. Nelson is doing. It was Mr. Erickson's opinion that the Veteran Services Officer has a good rapport with the veterans and the legions.

Mr. Nelson informed the Board that Veteran Services provides an average of 24 rides each month to veterans seeking medical care.

Veteran Services Donation Approved by Resolution #2012-30

Included in the Board packet was a proposed resolution and a copy of a check for $5,000.00 from the Soldier's Field Memorial Fund for the purpose of creating a capital fund for the future purchase of a Dodge County Veteran's vehicle.

Motion by Olive seconded by Hanson to approve and authorize the Chair and Deputy Clerk to sign resolution #2012-30 accepting the donation from the Soldier's Field Memorial Fund for the purpose of creating a capital fund for the future purchase of a Dodge County Veteran's vehicle:

WHEREAS, Dodge County Veteran Services receives donations from time to time from individuals and/or organizations; and

WHEREAS, Dodge County Veteran Services wishes to accept these donations and utilize them for the purpose of supporting Dodge County veterans; and

WHEREAS, pursuant to Minnesota Statute 465.03, the county shall by resolution of the governing body adopt by a two-thirds majority of its members to accept a grant or devise of real property and maintain such property for the benefit of its citizens in accordance with the terms prescribed by the donor.

NOW THEREFORE BE IT RESOLVED, that the Dodge County Board of Commissioners hereby accept this donation of $5,000.00 from the Soldiers Field Memorial Veterans, Inc. The donation has been designated for use to set aside for the purchase of a new veteran's transport van in the future.

BE IT FURTHUR RESOLVED by the Dodge County Board of Commissioners that a capital fund be set up for the future purchase of a veterans van and that approved donations and capital funding may be applied and carried over from year to year.

Resolution adopted unanimously.

Commissioner Gray stated that he appreciates Mr. Nelson's efforts as the Dodge County Veteran Services Officer.

Building Operations Supervisor Roger Friedt and Rob Gelle, from AKF Engineers provided the Board with a HVAC Project update. HVAC Project Update

Mr. Gelle reported that HiMEC Mechanical has yet to complete the project in the old courthouse due to delays for a louver installation, plenum work being fabricated for the new louver, final ductwork connections and a motor mount defect in a new relief fan. The final system verification testing can then be completed and final punch list completion provided by HiMEC Mechanical.

John Ewing, Project Manager for HiMEC was available to comment on the HVAC Project.

The Board thanked Mr. Friedt, Mr. Gelle and Mr. Ewing for the update.

Commissioner Gray commended county employees for being so understanding during the HVAC Project and for their patience with the construction crew throughout the construction process.

Commissioners acknowledged that the Building Operations Supervisor's communication with employees during the construction process made the process go as smoothly as possible considering the amount of work that was being done throughout the courthouse.

Taxpayer Services Director Rose Culbertson reviewed bills with the Board. *Bills Approved*

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

01	Revenue Fund	$ 43,855.22
11	Human Services Fund	$ 39.00
13	Road and Bridge Fund	$127,792.97
16	Environmental Quality	$ 10,850.48
37	Debt Fund-County Go	$ 51,586.88
	Total	$243,124.55

Motion adopted unanimously.

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

A. Administration

A.1 Dennis Nawrocki – Fleet Maintenance Mechanic
Annual review.
Effective Date: 6/5/12

B. Highway

B.1 Jamie Finne – Highway Accountant
Step increase from C42 step 3 $25.72 to C42 step 2 $26.40.
Effective Date: 7/12/12

C. Sheriff *Personnel Actions Approved - Continued*

C.1 Scott Prins – Deputy Sheriff
Step increase from C41 60 mo. step $25.54 to C41 72 mo. step $26.15.
Effective Date: 5/8/12
Motion adopted unanimously.

Amended Transportation Employee Drug & Alcohol Policy Approved

Ms. Hager discussed with the Board her request to approve a Transportation Employee Drug & Alcohol Policy revision.

The Employee Relations Director informed the Board that she is recommending that the underlined language on pages 8-9 of the Transportation Employee Drug & Alcohol Policy be added to the policy to help clarify actions that will be taken by the county in the event that a random drug test comes back as being diluted.

Motion by Erickson seconded by Tjosaas to approve the amended Transportation Employee Drug & Alcohol Policy as presented. *Motion adopted unanimously.*

Recessed Meeting

The Chair recessed to meet and greet visitors at 10:27 a.m. CDT.

Reconvened Meeting

The meeting was reconvened at 10:35 a.m. CDT.

2013 SEMMCHRA Levy Request

Southeastern Minnesota Multi-County Housing and Redevelopment Authority (SEMMCHRA) Finance Director Buffy Beranek presented for the Board's consideration a 2013 SEMMCHRA levy request.

Total Request: $51,950
2012 Funding was $0.
The cost of this request to a tax payer with a $150,000 taxable market value is $3.04.

Uses of Funds: $41,950 for Agency Operating Expenditures
- This represents approximately 20 percent of the total levy needed to fund SEMMCHRA at an operational level equivalent to Goodhue, Wabasha, and Winona Counties.

$10,000 for Community Development
- Claremont Housing TIF District
- Hayfield Housing Project

$0 for Housing Developments

Questions regarding vouchers were addressed.

The County Administrator asked Ms. Beranek to provide what public information she could regarding voucher information for Dodge County residents. Ms. Beranek indicated that she would send the requested information to Mr. Elmquist.

It was reported that Dodge County currently has 28 vouchers.

The Board thanked Ms. Beranek for the report.

South Country Health Alliance (SCHA) Executive Director Leota Lind provided the Board with a SCHA update.

SCHA Update

The Board thanked Ms. Lind for the update.

The County Attorney left the meeting at 11:24 a.m. CDT.

County Attorney Left Meeting

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

Public Health Committee Report

Ms. Olive briefly discussed public health nuisance issues in West Concord, Hayfield, Mantorville and Kasson.

Commissioner Olive noted that the issue in West Concord has been closed; the City of West Concord took action on this issue.

The issue in the City of Hayfield is being worked on.

The issues in Mantorville and Kasson are new, within the last week, and are being addressed.

County Assessor Wendell Engelstad was available to comment on the public health nuisances and clarified that if the property in question is within the city limits, the city has jurisdiction of the matter. If a home has a mold issue it becomes a Public Health issue.

It was the consensus of the group that there seems to be some miscommunication between the City of Kasson and Public Health in determining who is waiting for information from whom and who's responsible for taking the next step regarding the issue in Kasson.

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

Administration Committee Report

Motion by Erickson seconded by Tjosaas to approve and authorize the June 12, 2012 Board of Appeal and Equalization meeting minutes as amended on pages 2 and 3. *Motion adopted unanimously.*

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

Motion by Tjosaas seconded by Hanson to approve and authorize the June 26, 2012 Committee of the Whole meeting minutes as presented. *Motion adopted unanimously.*

06/26/12 Committee of the Whole Meeting Minutes Approved

Motion by Olive seconded by Hanson to approve and authorize the June 26, 2012 meeting minutes as presented. *Motion adopted unanimously.*

06/26/12 Meeting Minutes Approved

Motion by Erickson seconded by Tjosaas to approve and authorize the June 27, 2012 HRA work session meeting minutes as corrected on page 2. *Motion adopted unanimously.*

06/27/12 HRA Work Session Meeting Minutes Approved

Commissioners provided their agency reports. Commissioner Erickson attended a Dodge County work session on HRA, a PSAP discussion and a Southern Rail Corridor Feasibility & Alternative Analysis Study. Commissioner Gray attended a work session, a HRA/EDA meeting and a Mantorville school site visit. Commissioner Hanson attended a HRA meeting, a SE Water Joint Powers meeting and a Freight Rail meeting. Commissioner Olive attended a phone conference with Semcac, a Food Hub meeting, an HRA county meeting, a COG meeting and a Railroad Policy Advisory Committee open house. Commissioner Tjosaas attended a HRA work session, a County Board meeting, a Semcac conference call, a Rail Authority meeting and a meeting with two Mantorville residents. Agency Reports

The Chair recessed the meeting at 12:11 p.m. CDT. Meeting Recessed

The Chair reconvened the meeting at 1:32 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	County Administrator
	Roger Friedt	Building Operations Supervisor
	Peggy Espey	Public Health Director
	Lisa Hager	Employee Relations Director
	Sue Alberts	County Recorder
	Wendell Engelstad	County Assessor
	Paul Wiltgen	IT Director
	Jim Jensen	Sheriff
	Guy Kohlnhofer	County Engineer
	John McNamara	Wold Architects

John McNamara from Wold Architects apprised the board of the options considered previously and discussed the parking needs in each area. Space Study Discussion

County Recorder Sue Alberts reported that she had met with four of the homeowners on the north end of the courthouse to ask them if they were interested in selling. Two of the owners said they would be interested a few years down the road and two indicated they likely would not have an interest in selling. Ms. Alberts said a few of the landowners were concerned the county would just take the properties by eminent domain. The homeowners were assured the county has no interest in this.

Space Study Discussion - Continued

County Administrator Jim Elmquist informed those present that he and Board Chair Don Gray met with the owner of the school across the street from the courthouse to gauge his interest in selling the building. They were told that a starting price for negotiations would be $590,000. It was also stated that if the county did have an interest in just a part of the property, a potential land-split could also be considered.

A discussion of the site opportunities and liabilities were discussed.

Commissioner Olive stated she believed the school could remain without having to tear it down and be reconfigured for county offices.

John McNamara said it has been done in other counties but not without challenges.

Commissioner Erickson stated he believed the school needed to come down if there was any consideration to that site. He also said he wouldn't want the situation to emulate the Kasson School situation where challenges of eliminating the school becomes the focal point. Commissioner Erickson said he hoped the owner understood that if that site were in consideration, the owner would have to raze the building.

Commissioner Hanson agreed.

The County Administrator said there was discussion with the owner that the building likely wouldn't remain if there was a sale.

Mr. McNamara stated that if the county were to consider moving forward with discussion on buying the homes, in order to meet the parking and space requirements, four of the homes would all have to be purchased, with only three, it doesn't work.

Commissioner Olive stated she was not interested in the sale of homes option. However, all five commissioners agreed that staff should continue to collect information on what it would cost to purchase the homes in order to know what this option would cost.

Meeting Adjourned

Motion by Tjosaas seconded by Olive to adjourn the meeting at 2:33 p.m. CDT. *Motion adopted unanimously.*

Next Regular Meeting

The next regular meeting of the Dodge County Board of Commissioners will be held on July 24, 2012 at 9:30 a.m. CDT.

ATTEST:

DON GRAY
CHAIR, COUNTY BOARD

BECKY LUBAHN
DEPTY CLERK

DATED: