

TUESDAY, AUGUST 28, 2012

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

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

**COUNTY ADMINISTRATION OFFICE
MANTORVILLE, MN**

2012-17

The Dodge County Board of Commissioners met in regular session August 28, 2012, in the Commissioner's Room at the Courthouse Annex, Mantorville, MN, at 9:30 a.m. CDT. Don Gray, Chair called the County Board of Commissioners meeting to order at 9:30 a.m. CDT.

Meeting Convened

The pledge of allegiance was recited.

Pledge of Allegiance

The Chair acknowledged those present and established that there was a quorum:

Those Present

Members present:	Jane Olive	District #1
	Lyle Tjosaas	District #2
	David Erickson	District #3
	Don Gray	District #4
	David Hanson	District #5
Members absent:	None	
Also present:	Jim Elmquist	County Administrator
	Becky Lubahn	Deputy County Clerk

Motion by Olive seconded by Hanson to approve the agenda as amended to include a request for an air conditioning unit replacement in the IT equipment room and switching agenda items 4.0 and 3.0. *Motion adopted unanimously.*

Agenda Approved

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

Consent Agenda Items
Approved

- 1.1 Resolution #2012-35 accepting a donation from Citizens State Bank of Hayfield for the Dodge County EDA.
- 1.2 Out-of-State travel for the Human Services Director October 5-7, 2012 to Cambridge, Massachusetts for the 2012 Human Services Summit: Outcomes and Impact at a cost of approximately \$1,956.
- 1.3 Chair, County Attorney and Human Services Director to sign an Amendment to the Inter-County Cooperative Agreement for Southeast Minnesota Chemical Health Care Home Pilot Project.
- 1.4 Resolution #2012-36 accepting a donation from McNeilus Steel, Inc. and Jeff Franzen for youth activities.

Motion adopted unanimously.

The County Attorney arrived to the meeting at 9:33 a.m. CDT.

County Attorney Arrived

SEH Consultant Andy Terry provided the Board with a summary of the regional PSAP Study that was recently completed.

PSAP Study Report

Mr. Terry reported that Dodge County, along with eleven other counties in Southeast Minnesota participated in a study investigating the possibility of a joint regional dispatch for Southeast Minnesota. The study reviewed 2-Center, 3-Center, and 4-Center options and assessed the following goals and objectives:

PSAP Study Report -
Continued

- Improved Service Levels
- Cost Savings thru Economies or Scale
- Improved Communications Interoperability
- Equity and Fairness in the Process and Outcomes

The regional group will now determine the next steps. It was noted that the first step for each individual county will be to investigate what they feel is the best option for their county.

Sheriff Jim Jensen was available to comment on the study.

Commissioner Olive wanted to know if all counties were on board with regional consolidation.

Mr. Terry stated that counties interested in consolidating have been meeting amongst themselves to further discuss their options.

The Board thanked the PSAP Study Consultant for the update.

Dodge County EDA Coordinator Chris Giesen provided the Board with a Connecting Dodge County Leadership Program update.

Connecting Dodge
County Leadership
Program Update

Mr. Giesen reported that the Dodge County Economic Development Authority is in the process of establishing a leadership program within Dodge County. The purpose of this program is to strengthen communities of all types within Dodge by providing an opportunity to learn, network, and grow as leaders both professionally and personally.

The purpose of this update is to inform the board as to what the initial response was to this program by participants, and what those participants thought about moving forward.

The meeting was held at Mantorville City Hall at noon on August 22, 2012. Catherine Rasmussen with the University of Minnesota Extension Office (Mankato) led the meeting and discussion. Twelve people of diverse geographic and professional backgrounds were present.

The first portion of the meeting focused on the three other county leadership groups that have been formed, how they started, and what it took for them to grow. Next, the technical details of how such a group forms and what commitments are asked of the participants. Finally, there was an open discussion that highlighted the opportunities a group such as this poses, concerns, and possible recommendations.

From an economic development perspective, this program is designed to connect and educate current leaders across the county and to also train future Dodge County leaders; both by tackling various challenges that we are faced with today and tomorrow, while discovering the Dodge community in a different light.

Connecting Dodge County Leadership Program Update - Continued

Next Steps:

There was a lengthy discussion as to the benefits and pitfalls of forming such a group; from time commitments, to cost, and other concerns.

The group is going to decide personally whether they want to be involved in the program development. Mr. Giesen is anticipating 50-75% of this initial group will want to move forward with the program.

By September 1, the participants are to decide 1) if they are willing to help develop the program by forming a steering committee, and 2) if they are not willing to serve on the steering committee, if they might be able to recruit or recommend someone instead.

Once a steering committee is formed, they will decide the organizational items like a mission and vision statement, how do we structure Dodge's program, who/how do we recruit others, how do we make it a meaningful program, etc... Once that step is complete, the first learning sessions can begin. The training sessions are anticipated to begin as early as January 2013. Each program "class" has approximately 9, 1-day training sessions that feature a mix of leadership skill building and community education.

Discussion took place on what geographic areas of the county were represented by the attendees of the August 22, 2012 meeting. Commissioners had several suggestions regarding people/businesses that should be approached about becoming members of the leadership program.

The Board thanked Mr. Giesen for the update.

Sheriff Jim Jensen discussed with the Board the anticipated cost for a PSAP study for Dodge County.

PSAP Study Costs for Dodge County Approved

Captain Loring Guenther was available to comment on the study cost.

Mr. Jensen informed the Board that Andy Terry has estimated that it would take approximately six months for him to complete a PSAP study for Dodge County and the cost would be between \$60,000 - \$80,000.

Commissioner Erickson recalled that the cost would be between \$50,000 – \$80,000.

The Sheriff informed the Board that he has been contacted by four entities that have expressed an interest in working with Dodge County on a PSAP consolidation plan. At this time, the Sheriff's Office is looking at what option is the best for the citizens of Dodge County.

Mr. Jensen reported that he has been communicating with PSC Alliance Inc. consultant Jeff Nelson to assist in determining Dodge's PSAP options. It is estimated that professional fees to hire Mr. Nelson will be \$22,860 plus an allowance expense of \$1,500 (\$24,360 total). The expense allowance includes conference bridge fees, mileage, and a few nights lodging in the area if needed to save on travel for meetings, etc.

PSAP Study Costs for
Dodge County
Approved - Continued

The Sheriff is recommending that a proposal with Mr. Nelson be approved to examine the following domains:

- Technology
- Site (Venue)
- Operations
- Staff
- Technical Interfaces (required to move the function)
- Budget & Finance

Motion by Tjosaas seconded by Olive to move forward with hiring Jeff Nelson of PSC Alliance Inc. to perform a PSAP Study for Dodge County at an estimated cost of approximately \$24,360. \$20,000 of the cost for the study will be taken out of the jail line item in the Sheriff's budget. The remaining cost will be taken out of the Commissioner's Contingency Fund. *Motion adopted unanimously.*

Human Services Director Jane Hardwick reviewed with the Board her request to execute a contract with Sheila Kiscaden for meeting facilitation services. In preparation for a meeting of the six counties who declared a preliminary intent to form a service delivery authority for Human Services the counties have engaged Sheila Kiscaden to facilitate for a total cost of no more than \$1,500. This includes up to twelve hours of preparation and facilitation time at a cost of \$125 per hour. At present they are working with the Regional Redesign Steering Committee and Olmsted County, who has been acting as the fiscal agent for the regional work and who holds a base contract with Sheila Kiscaden for this purpose, to execute the appropriate contract amendment for meeting facilitation services.

Purchase of Service
Agreement with Sheila
Kiscaden Approved

In the event that they are unable to get Steering Committee approval and Olmsted County contract execution in place prior to the meeting date, Ms. Hardwick is requesting that Dodge County execute the proposed contract and will then request that the five other participating counties share in the costs for facilitation and other incidental expenses of the meeting such as meeting space, coffee, etc. Costs would be apportioned based on relative population. They have an oral agreement amongst the Human Services Directors and Administrators to recommend this expenditure and apportionment.

The Dodge County share of this expense would be covered within the 2012 Human Services budget.

Motion by Olive seconded by Tjosaas to approve and authorize the Chair, County Attorney and Human Services Director to sign the proposed Purchase of Service Agreement with Sheila Kiscaden for meeting facilitation services at a cost of no more than \$1,500. *Motion adopted unanimously.*

The Chair recessed to meet and greet visitors at 10:49 a.m. CDT.

Recessed Meeting

The County Attorney left the meeting at 10:49 a.m. CDT.

County Attorney Left Meeting

The meeting was reconvened at 10:55 a.m. CDT.

Reconvened Meeting

Building Operations Supervisor Roger Friedt met with the Board to discuss quotes for the Annex flat roof replacement.

Annex Flat Roof Replacement Quote Awarded

On June 12, 2012 the County Board approved the project for replacement of the flat roof areas of the Annex building and approved Wold Architects and Engineers to provide engineering services for this project.

On August 16, 2012 Wold received three roof replacement quotes. Included in the Board packet was the quote tabulation for the Board's review. The quotes were reviewed and the low quote was determined to be acceptable and within the county's budget.

Motion by Olive seconded by Hanson to award a contract to Kiker Brothers, Inc. of Austin, MN in the amount of \$17,672 for the Annex flat roof replacement project.
Motion adopted unanimously.

Mr. Friedt informed the Board that the IT equipment room air conditioner needs to be replaced. The Building Operations Supervisor is recommending that Decklever Mechanical Inc. replace the air conditioning unit at a cost of \$9,439.00.

IT Equipment Room Air Conditioner Replacement Approved

Motion by Tjosaas seconded by Olive to approve and authorize the Chair to sign a proposal with Decklever Mechanical Inc. to replace the air conditioning unit in the IT equipment room at a cost of \$9,439.00. *Motion adopted unanimously.*

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

Personnel Actions Approved

A. Human Services

A.1 Renee Ranvek – Financial Worker
Annual review.

Effective Date: 8/23/12

A.2 Kelly Madsen – Executive Specialist

Step increase from C41 step 4 \$25.03 to C41 step 3 \$25.72.

Effective Date: 6/23/12

A.3 Amanda Rinehart – Office Support Specialist

Authorization to employ at B21 step 9 \$13.61 to fill approved vacancy.

Effective Date: 8/27/12

B. Recorder's Office

B.1 Deputy Recorder – 1.0 FTE

Authorization to fill vacancy.

Effective Date: 8/28/12

- B.2 Mona McAndrew – Chief Deputy Recorder
Authorization to change status from Deputy Recorder B22 to Chief Deputy Recorder (B/G TBD) as part of the department restructure and approval of new job description (attached).
Effective Date: 8/29/12

Personnel Actions
Approved - Continued

C. Sheriff's Office

- C.1 Joe Rau – 911 Dispatcher
Annual review.
Effective Date: 8/27/12
- C.2 Chris Wolcott – 911 Dispatcher
Annual review.
Effective Date: 8/19/12

D. Public Health

- D.1 Gail Hester – Business Office Manager
Annual review.
Effective Date: 8/14/12
- D.2 Robyn Warner – Case Aide
Step increase from B22 step 5 \$16.52 to B22 step 4 \$17.04.
Effective Date: 8/29/12

Motion adopted unanimously.

The County Attorney returned to the meeting at 11:13 a.m. CDT.

County Attorney
Returned to the
Meeting

Taxpayer Services Director Rose Culbertson reviewed bills with the Board.

Bills Approved

A payment to URT in the amount of \$110.52 on page 37 was pulled.

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

01	Revenue Fund	\$ 82,810.51
11	Human Services Fund	\$ 211.07
13	Road and Bridge Fund	\$ 28,537.27
16	Environmental Quality	\$ 4,931.51
17	EQ Revolving Equip Fund	\$ 3,284.87
	Total	\$119,775.23

Motion adopted unanimously.

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

Legal Update

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 August 14, 2012 Committee of the Whole meeting minutes as corrected on page 2. *Motion adopted unanimously.*

08/14/12 Committee of
the Whole Meeting
Minutes Approved

Motion by Tjosaas seconded by Olive to approve and authorize the August 14, 2012 meeting minutes as corrected on page 177. *Motion adopted unanimously.*

08/14/12 Meeting Minutes Approved

The County Attorney left the meeting at 11:28 a.m. CDT.

County Attorney Left Meeting

Commissioners provided their agency reports. Commissioner Erickson attended a budget work session, a meeting on DFO, DFO Advisory Board meeting at the Courthouse, a DFO Joint Powers Board meeting at the Rochester Government Center, a PSAP discussion, a Planning & Zoning meeting, a meeting with Dan Welsh/Con Tech, a Fairview Care Center meeting, a budget discussion, a SCHA Joint Powers Board meeting and a 10th Anniversary & Open House for SCHA. Commissioner Gray attended a budget discussion, a Care Center meeting, a South Country Health Alliance open house and a South Central Human Relations Center meeting. Commissioner Hanson attended a budget meeting, an HRC Joint Powers meeting, a Fairview Care Center meeting, and a South Country open house. Commissioner Olive attended a Semcac meeting, a Kasson Senior Dining meeting, a budget discussion, a DFO Advisory Board meeting, a DFO Joint Powers meeting, a Fairview Care Center meeting, an Early Childhood Coalition meeting and a Fair Board meeting. Commissioner Tjosaas attended a Semcac meeting, a Canvassing Board meeting, a Fairview Care Center meeting, a meeting with Sue Alberts, a SCHA open house and a Fair Board meeting.

Agency Reports

Motion by Olive seconded by Tjosaas to adjourn the meeting at 11:50 a.m. CDT. *Motion adopted unanimously.*

Meeting Adjourned

The next regular meeting of the Dodge County Board of Commissioners will be held on September 11, 2012 at 9:30 a.m. CDT.

Next Regular Meeting

ATTEST:

DON GRAY
CHAIR, COUNTY BOARD

BECKY LUBAHN
DEPTY CLERK

DATED: