

TUESDAY, OCTOBER 23, 2012

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

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

**COUNTY ADMINISTRATION OFFICE
MANTORVILLE, MN**

2012-21

The Dodge County Board of Commissioners met in regular session October 23, 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 Tjosaas to approve the agenda as presented.
Motion adopted unanimously.

Agenda Approved

Financial Assistance Supervisor Cathy Skogen introduced Jodi Schutz who is a new Financial Assistance Specialist in Human Services.

New Employee
Introduced

The Board welcomed Ms. Schutz.

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

Consent Agenda Items
Approved

- 1.1 Chair to sign a gambling permit for the Southeast Minnesota Chapter of Deer Hunters Association for raffles on February 16, 2013 to raise money for the club.
- 1.2 Public Health Department to leave the tobacco license fee at \$250 for 2013.
- 1.3 Chair and Deputy Clerk to sign resolution #2012-43 accepting the donation of a baby blanket valued at \$20.00 from Darlene Keller, Dodge Center, MN for the Public Health Family Health Program.
- 1.4 Chair and Deputy Clerk to sign resolution #2012-44 accepting the donation of twenty-five handmade blankets valued at \$625.00 from Project Linus, Rochester/SE Minnesota Chapter to Dodge County Human Services for the purpose of comforting and providing warmth to needy children.

- 1.5 Chair, County Attorney and Human Services Director to sign an Amendment to the Cooperative Agreement with Olmsted County for the Southeast Minnesota Chemical Health Care Home Pilot Project to extend the term of the agreement to December 31, 2012, at the current rate level.
- 1.6 Adult Mental Health Grant plans for calendar years 2012 and 2013 and all appended responsibilities as presented.

Consent Agenda Items
Approved - Continued

Motion adopted unanimously.

Taxpayer Services Director Rose Culbertson reviewed bills with the Board.

Bills Approved

A payment to Verizon Wireless in the amount of \$2,102.61 was added to the bills.

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

01	Revenue Fund	\$116,262.38
11	Human Services	\$ 921.08
13	Road and Bridge Fund	\$ 36,620.04
16	Environmental Quality	\$ 76,901.76
17	EQ Revolving Equip Fund	\$ 6,128.05
80	Agency Fund	\$ 225.00
	Total	\$237,058.31

Motion adopted unanimously.

Ms. Culbertson informed the Board that Tim Klatt has submitted a request to abate the penalty for the 2012 taxes on his parcel of non-homestead commercial land and buildings. Mr. Klatt stopped to get a tax statement in his name and pay his taxes on October 17, 2012. Mr. Klatt stated that he had asked several people to give him a tax statement in his name and when it was sent it was always in the former owners' name. Ms. Culbertson explained to him that once January 2nd of each year comes the tax files for the current year cannot be changed and tax statements cannot be changed after they are processed. Mr. Klatt said he now understands why he didn't get a statement in his name, but he feels he should get his penalty refunded because he did not understand at that time how the process worked and he was waiting to receive a statement in his name.

Klatt Property Tax
Penalty Abatement
Request Denied

The Taxpayer Services Director reported that each person in the Assessor's Office and Finance Office knows that tax files cannot be changed after January 2nd of each year and would have relayed that information to a customer. It is Ms. Culbertson's recommendation to remain consistent with past decisions and deny this abatement request.

Motion by Erickson seconded by Hanson to deny the 2012 property tax penalty abatement request of Tim Klatt in order to remain consistent with past decisions.
Motion adopted unanimously.

County Administrator Jim Elmquist presented for the Board's consideration the third quarter financials.

Third Quarter
Financials

Mr. Elmquist informed the Board that the financials were put together by Rose Culbertson in Finance and seem to be trending towards expectations. One item of note: the expenses will look low due to debt payments not being made as of the end of the quarter. Once those are paid, the expenses will look in line with the quarterly timeframe.

The Taxpayer Services Director was available to comment on the financials report.

The Board thanked Ms. Culbertson for her efforts on the financials.

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

Legal Update

Accounting Services Director Sara Marquardt discussed with the Board the proposed Dodge County License and Permit Background Checks Ordinance.

Dodge County License
and Permit Background
Checks Ordinance
Approved

The License and Permit Background Checks Ordinance will establish regulations so the Dodge County Sheriff's Office can access the Minnesota Computerized Criminal History information for the purpose of doing background checks for licensing.

Ms. Marquardt noted that there needs to be an ordinance in place so that the Sheriff's Office can do background checks before a license or permit is issued. The Minnesota Bureau of Criminal Apprehensions (BCA) did an audit of the Sheriff's Office and found that the county did not have this in the tobacco and liquor licenses, and so they will not let the Sheriff's Office do background checks until this is in place.

The county is putting this in place for all licenses or permits that Dodge County issues as one blanket ordinance instead of putting this into each of the individual ordinances. It is required that the applicant authorize the Sheriff's Office by written consent to do a background check on them. The county will have this covered in its application already, so they will not need to make changes to their applications for liquor or tobacco.

The proposed ordinance will cover all of the establishments that Dodge County licenses.

It was Ms. Marquardt's recommendation that the County Board set forth a motion to approve the Dodge County License and Permit Background Checks Ordinance.

The Chair called the Dodge County License and Permit Background Checks Ordinance public hearing to order at 10:00 a.m. CDT.

Dodge County & Permit
Background Checks
Public Ordinance Public
Hearing Called to Order

There were no comments from the public regarding the proposed Dodge County License and Permit Background Checks Ordinance.

Motion by Erickson seconded by Olive to close the Dodge County License and Permit Background Checks Ordinance public hearing at 10:01 a.m. CDT. *Motion adopted unanimously.*

Dodge County & Permit
Background Checks
Public Ordinance Public
Hearing Closed

Motion by Olive seconded by Tjosaas to approve and authorize the Chair and Clerk to sign the Dodge County License and Permit Background Checks Ordinance as presented. *Motion adopted unanimously.*

Dodge County & Permit
Background Checks
Public Ordinance
Approved

Sheriff Jim Jensen discussed with the Board his request to upgrade the Sheriff's Office Audiolog Recorder for Next Gen 911.

Upgrade of Audiolog
Recorder for Next Gen
911 Approved

Included in the Board packet was a proposal from Northland Business Systems to replace the server and upgrade software and equipment for the Sheriff's Office Verint Audiolog recorder.

The Sheriff's Office Verint Audiolog recorder needs to be updated for two reasons. The current software is running on Windows XP which is ending in the near future. A Windows 2008 server upgrade is needed to support the needs of recording not only the current analog voice but the ability to record VOIP phones and digital radio along with the new technology that Next Gen 911 will have of receiving text messages, videos and pictures.

The Sheriff requested that the County Board approve the proposal so his office can move forward with the upgrades to their recorder. The \$7,799.00 plus tax for the upgrade will come from the E911 funds. These upgrades need to be done regardless of what decision is made in the future for the Sheriff's Office PSAP Center. The recorder will be used with any of their options for the PSAP.

Motion by Tjosaas seconded by Hanson to approve and authorize the Sheriff's Office to upgrade the Audiolog Recorder for Next Gen 911 at a cost of \$7,799.00 plus tax. *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. Sheriff's Office

- A.1 Shannon Boerner – Deputy Sheriff
Annual review.
Effective Date: 10/1/12
- A.2 On-Call Deputy – (two vacancies already approved)
Authorization to fill additional On-Call Deputy position.
Effective Date: 10/23/12
- A.3 Justin Thurmes – On-Call Deputy
Authorization to hire as On-Call Deputy Sheriff C41 Hire step \$19.49.
Effective Date: 10/24/12
- A.4 Mike Erdmann - On-Call Deputy
Authorization to hire as On-Call Deputy Sheriff C41 Hire step \$19.49.
Effective Date: 10/24/12

- A.5 Matthew Stratmann - On-Call Deputy
Authorization to hire as On-Call Deputy Sheriff C41 Hire step \$19.49.
Effective Date: 10/24/12
 - B. Highway**
 - B.1 Eric Standke – Equipment Operator II
Successful completion of trial work period and step increase from B22 95% \$18.35 to B22 100% \$19.32.
Effective Date: 10/01/12
 - C. Human Services**
 - C.1 Bobbie Boehm – Social Worker
Step increase from C42 step 2 \$25.99 to C42 step 1 \$26.77.
Effective Date: 10/16/12
 - C.2 Susan Niemi – Financial Worker
No longer employed.
Effective Date: 11/16/12
 - C.3 Financial Worker – 1.0
Authorization to post and fill vacancy.
Effective Date: 10/23/12
 - D. Public Health**
 - D.1 Heather Angell – Public Health Nurse
Authorization to employ at C42 step 2 \$25.99 (+\$3 R/R) to fill approved vacancy.
Effective Date: 10/15/12
 - D.2 Kristin Cerda – Dietitian
Increase FTE from .8 FTE to 1.0 FTE to carry out UCare Grant approved vacancy.
Effective Date: 10/11/12 – 8/31/13
 - E. Environmental Services**
 - E.1 Chad Knudson – Environmental Technician
No longer employed.
Effective Date: 11/2/12
 - F. Annual Band and Grand Review**
 - F.1 Approval of recommended changes in Band and Grade assignment. Band and Grade review completed by Bob Bjorklund.
- | | | |
|-----------------------|-------------|-----------|
| Water Program Manager | <u>From</u> | <u>To</u> |
| | B31 | C41 |
- Effective Date: 12/1/12

Personnel Actions
Approved - Continued

Motion adopted unanimously.

The Chair recessed the meeting at 10:25 a.m. CDT.

Meeting Recessed

The Chair reconvened the meeting at 10:32 a.m. CDT.

Meeting Reconvened

SSTS Coordinator Sandra Schaefer discussed with the Board her request to approve payment for a septic system completion under the CWL Grant.

Payment for
Completion of Septic
System with CWL Grant
Funds Approved

Background:

A 2012 SSTS Abatement grant was awarded to Dodge County for \$45,490.00. Systems are now being installed with this grant fund.

Existing Conditions:

Construction has been completed for the third system under the 2012 grant. The applicant is asking for reimbursement of the cost of the system. The balance left in the grant to finance a portion of a 4th system is \$3,825.12.

Payment for
Completion of Septic
System with CWL Grant
Funds Approved

Date of Compliance	Address	Explanation	Cost
9/24/2012	65556 130th Ave, Claremont	Completed Mound Septic System	\$11,940.75
		Total Disbursement	\$11,940.75

Motion by Erickson seconded by Hanson to approve and authorize a payment totaling \$11,940.75 for installation of a septic system from CWL grant funding as indicated above. *Motion adopted unanimously.*

Kasson Public Library Director Bonnie Adams met with the Board to discuss the return on investment and advocacy.

Kasson Public Library
Report

Ms. Adams stated that public libraries equal education for the communities of Dodge County.

The Library Director shared the following information with the Board:

2011 Circulation

New Patrons	293
Checkout of Items	74,710
City Circulation	28,752
County Circulation	13,231
Internet	1,692
Wi-Fi	188
Programs	369

Calculated Value of Library Services

2011 Patron Usage	Library Services	\$ Value of Service
50,182	Books	\$853,094
581	E-Books	\$9,296
2,478	AudioBooks/CD's	\$24,656
22,050	Movies	\$88,200
624	Programs	\$4,968
2,952	Computer/Wi-Fi	\$35,424
10,344	Other Services i.e. ILL/Reference	\$220,080
	TOTAL VALUE	\$1,235,718

Return on Investment

2011 Revenues of City of Kasson and Dodge County to Kasson Public Library = \$229,984.

2011 Calculated Value of Library Services = \$1,235,718.

Divide total Calculated Value of Library Services by Revenue - for every \$1 spent by our city and our county on the library, the community receives a \$5.37 return on their investment (ROI).

The following local and medium sized library statistics were shared:

Cities	Library Square Footage	Service Area	Circulation	Total # Programs	Total # Attendance
Kasson	2,294	11,862	74,410	625	9,037
Cannon Falls	7,735	10,101	99,081	170	7,516
Dodge Center	3,620	4,593	35,047	37	735
Stewartville	4,112	9,022	86,751	25	1,389
West Concord	1,736	2,237	18,940	75	1,010
La Crescent	4,800	13,428	64,765	169	1,060

Ms. Adams informed the Board that the library needs a bigger building.

The Library Director also requested that the Board really consider allocating additional money for the library in the future.

The Board thanked Ms. Adams for the update.

Library Secretary Earlene King reminded the Board that Ms. Adams is retiring at the end of the month and invited them to attend a retirement party hosted by the Friends of the Library on Thursday, October 25, 2012 from 3:30 – 7:00 p.m. at the Kasson Library.

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

Public Health
Committee Report

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

Human Services
Committee Report

The County Attorney left the meeting at 11:06 a.m. CDT.

County Attorney Left
Meeting

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 October 9, 2012 Committee of the Whole meeting minutes as presented. *Motion adopted unanimously.*

10/09/12 Committee of
the Whole Meeting
Minutes Approved

Motion by Olive seconded by Tjosaas to approve and authorize the October 9, 2012 meeting minutes as presented. *Motion adopted unanimously.*

10/09/12 Meeting
Minutes Approved

Motion by Olive seconded by Hanson to approve and authorize the October 9, 2012 Board of Health meeting minutes as presented. *Motion adopted unanimously.*

10/09/12 Board of Health Meeting Minutes Approved

The Board reviewed the Building Operations Supervisor's request to approve 2012-2013 snow removal services.

2012-2013 Snow Removal Services Approved

Snow removal service agreements are up for renewal. Dodge County's current snow removal contractors are interested in continuing their services with the county for the 2012-2013 season. Last season Swenke Company Inc. from Kasson provided snow removal at the courthouse and maintenance garage and sand/salting in the parking lots. Wirth Septic Systems from Dodge Center provided snow removal at the Service Center in Dodge Center.

Swenke Company will provide snow removal services at the same equipment hourly rates as last year.

Wirth Septic will provide snow removal services with an increase in equipment prices of \$5.00 per hour and a decrease of \$5.00 per load to haul away snow.

Motion by Erickson seconded by Tjosaas to approve and authorize the Chair to sign snow removal service agreements with Swenke Company Inc., of Kasson, MN and Wirth Septic Systems of Dodge Center, MN to provide 2012-2013 snow removal services for the county as presented. *Motion adopted unanimously.*

Commissioners provided their agency reports. Commissioner Erickson attended a Fairview Care Center meeting, a work session on land & tax consolidation, a DFO Advisory Board meeting, a DFO Joint Powers Board meeting and a space study work session. Commissioner Gray attended a South Central HRC meeting, a Care Center meeting and a space study meeting. Commissioner Hanson attended a space study meeting, a Seminary Park meeting, a South Country meeting and a Fairview Care Center meeting. Commissioner Olive attended a space study meeting, a Southeast Minnesota EMS Joint Powers Board meeting, a Workforce Development meeting, a Fairview Care Center meeting, a Multi-County SDA Steering Committee meeting, a state candidate forum, a DFO Advisory Board meeting, a DFO Joint Powers Board meeting and a Fair Board meeting. Commissioner Tjosaas participated in a Semcac conference call, attended a Care Center meeting, a Milton Town Hall public forum and a space study meeting.

Agency Reports

Motion by Olive seconded by Tjosaas to adjourn the meeting at 11:36 a.m. CDT. *Motion adopted unanimously.*

Meeting Adjourned

The next regular meeting of the Dodge County Board of Commissioners will be held on November 13, 2012 at 9:30 a.m. CDT.

Next Regular Meeting

ATTEST:

DON GRAY
CHAIR, COUNTY BOARD

BECKY LUBAHN
DEPTY CLERK

DATED: