

TUESDAY, NOVEMBER 27, 2012

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

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

**COUNTY ADMINISTRATION OFFICE
MANTORVILLE, MN**

2012-23

The Dodge County Board of Commissioners met in regular session November 27, 2012, in the Commissioner's Room at the Courthouse Annex, Mantorville, MN, at 9:30 a.m. CST. Don Gray, Chair called the County Board of Commissioners meeting to order at 9:35 a.m. CST.

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:	Lyle Tjosaas	District #2
	David Erickson	District #3
	Don Gray	District #4
	David Hanson	District #5
Members absent:	Jane Olive	District #1
Also present:	Jim Elmquist	County Administrator
	Becky Lubahn	Deputy County Clerk
	Steven Gray	Dodge County Resident
	Rodney Peterson	Dodge County Resident

Motion by Tjosaas seconded by Hanson to approve the agenda as presented.
Motion adopted unanimously.

Agenda Approved

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

Consent Agenda Items
Approved

- 1.1 Chair and Deputy Clerk to sign resolution #2012-50 accepting the donation of baby item gift bags valued at \$360.00 from Bundles of Love, Oronoco, MN, baby blankets/clothes valued at \$450.00 from Trinity Lutheran Church Women's Group, West Concord, MN, and baby clothes valued at \$25.00 from Holy Family Catholic Church, Kasson, MN for the Public Health Family Health Program.
- 1.2 Water Program Manager to sign FY 2013 State of Minnesota Board of Water and Soil Resources Natural Resources Block Grant Agreement on behalf of the county for a grant in the amount of \$100,517 for budget years 2013-2014.
- 1.3 Chair and Deputy Clerk to sign resolution #2012-51 authorizing execution of State of Minnesota Department of Transportation and Dodge County Detour Agreement for Trunk Highway No. 30 detour.

Motion adopted unanimously.

Taxpayer Services Director Rose Culbertson reviewed bills with the Board.

Bills Approved

Ms. Culbertson noted that a payment to Verizon Wireless in the amount of \$1,498.44 was added to the bills. The agenda was mailed early due to the holiday and this bill was not received in time to be included in the Board packet.

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	\$ 83,390.27
11	Human Services	\$ 3,485.83
13	Road and Bridge Fund	\$ 38,651.44
16	Environmental Quality	\$ 74,264.83
17	EQ Revolving Equip Fund	\$ 2,271.59
	Total	\$202,063.96

Motion adopted unanimously.

The County Attorney provided the Board with a legal update.

Legal Update

Finance Director Lisa Kramer provided the Board with an annual review of county ditch systems.

County Ditch System
Annual Review

Every year the county ditch systems are inspected and the information is brought to the County Board for review to set new assessments for the upcoming year. Included in the Board packet was information that showed the current fund balances and the estimated repairs for the four county ditch systems.

Ms. Kramer reviewed with the Board the anticipated expenses for County Ditch 1, 4, 5 and 7 for 2013 and asked that the County Board make a motion to set the 2013 assessments.

The following anticipated ditch expense information was shared with the Board:

2013 Estimated Costs for County Ditch 1	Fund 41-612
2013 Estimated Expenditures	
6240 Advertising	\$ 20.00
6273 Repairs	\$ 400.00
6260 Professional Services	\$ 100.00
6660 Capital Outlay	\$ 0.00
Total Expenses	\$ 520.00
November 2012 Fund Balance	\$2,926.60
Anticipated 2012 2 nd Half Settlement	\$ 633.43
Anticipated December 2012 Fund Balance	\$3,560.03
Requested 2013 Assessment	\$ 0.00
2013 Fund Balance (Use) or Addition	-\$ 520.00
Anticipated December 2013 Fund Balance	\$3,040.03
No assessment recommended.	

County Ditch System
Annual Review -
Continued

Fast Facts	
Requested 2013 Assessment	\$ 0.00
Total Ditch Acres	615
Assessment Cost Per Acre	\$ 0.00

2013 Estimated Costs for County Ditch 4	Fund 41-613
2013 Estimated Expenditures	
6240 Advertising	\$ 20.00
6273 Repairs	\$ 200.00
6260 Professional Services	\$ 100.00
Total Expenses	\$ 320.00
November 2012 Fund Balance	\$ 256.82
Anticipated 2012 2 nd Half Settlement	\$ 0.00
Requested 2013 Assessment	\$2,000.00
2013 Fund Balance (Use) or Addition	\$1,680.00
Anticipated December 2013 Fund Balance	\$1,936.82
A \$2,000 assessment is recommended for County Ditch 4 to establish an adequate cash balance after the redetermination.	
Fast Facts	
Requested 2013 Assessment	\$2,000.00
Total Ditch Acres	1,273
Assessment Cost Per Acre	\$ 1.57

2013 Estimated Costs for County Ditch 5	Fund 41-614
2013 Estimated Expenditures	
6240 Advertising	\$ 20.00
6273 Repairs	\$ 200.00
6260 Professional Services	\$ 100.00
Total Expenses	\$ 320.00
November 2012 Fund Balance	\$ 8,822.34
Anticipated 2012 2 nd Half Settlement	\$ 0.00
Requested 2013 Assessment	\$ 0.00
2013 Fund Balance (Use) or Addition	\$ 320.00
Anticipated December 2013 Fund Balance	\$ 8,502.34
No assessment is needed for 2013.	
Fast Facts	
Requested 2013 Assessment	\$ 0.00
Total Ditch Acres	2,672
Assessment Cost Per Acre	\$ 0.00

2013 Estimated Costs for County Ditch 7	Fund 41-615
2013 Estimated Expenditures	
6240 Advertising	\$ 20.00
6273 Repairs	\$ 400.00
6260 Professional Services	\$ 100.00
Total Expenses	\$ 520.00
November 2012 Fund Balance	\$2,109.72
Anticipated 2012 2 nd Half Settlement	\$1,634.57
Requested 2013 Assessment	\$ 0.00
2013 Fund Balance (Use) or Addition	-\$ 520.00
Anticipated December 2013 Fund Balance	\$3,224.29
No assessment recommended.	
Fast Facts	
Requested 2012 Assessment	\$ 0.00
Total Ditch Acres	630
Assessment Cost Per Acre	\$ 0.00

County Ditch System
Annual Review -
Continued

Motion by Erickson seconded by Hanson to approve setting 2013 ditch assessments for Ditch #4 at \$2,000 as recommended by the Finance Director.
Motion adopted unanimously.

2013 Ditch
Assessments Set

Finance Director Lisa Kramer presented for the Board’s consideration ditch bids from Hutton, Inc. and Hodgman Drainage, Inc. for 2013 minor maintenance time and equipment.

2013 Ditch Bid
Awarded

Ms. Kramer informed the Board that Hodgman Drainage Inc. and Hutton, Inc. were the only companies that submitted ditch bids this year.

Motion by Erickson seconded by Tjosaas to approve the following bid from Hodgman Drainage Company, Inc. for minor maintenance on county ditch systems for 2013 as follows:

650 LGP Dozer and Operator	\$135.00/hour
700 LGP Dozer and Operator	\$150.00/hour
Mini-Excavator Tracked with Operator	\$ 80.00/hour
Rubber Tired Extend-a-Hoe Backhoe with Operator	\$ 80.00
Laborers	\$ 52.50
Tandem Axle Dump Truck	\$ 85.00
Sheeps Foot Compactor	\$135.00

Motion adopted unanimously.

County Administrator Jim Elmquist discussed with the Board his request to approve 2013 cost of living (COLA) increases for non-union personnel. Mr. Elmquist noted that for all bargaining units in 2013 with negotiated settlements, the established increase is 1%. The recommendation for non-union personnel is the same and is incorporated into the 2013 budget.

2013 Non-Union
Salary Schedule
Approved

Mr. Elmquist noted that the goal was to have all bargaining units and non-union personnel on the same COLA schedules for organizational planning and staff communication purposes.

2013 Non-Union
Salary Schedule
Approved -
Continued

Motion by Hanson seconded by Erickson to approve the 2013 non-union salary schedule with a 1 % increase as presented and effective December 1, 2012.
Motion adopted unanimously.

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

Personnel Actions
Approved

A. Administration

A.1 Jean Allen – Account Technician
Authorization to increase FTE from .9 to 1.0 FTE.
Effective Date: 11/5/12

B. Assessor

B.1 Kim Walstad – Senior Clerk
Step increase from B22 step 2 \$18.18 to B22 step 1 \$18.72.
Effective Date: 11/8/12

C. Human Services

C.1 Carla Zollner - Social Worker
Regular status and step increase from C42 step 3 \$25.05 to C42 step 2 \$25.99.
Effective Date: 5/31/12

D. Public Health

D.1 Amber Converse – Dietitian
Step increase from C42 step 2 \$25.99 to C42 step 1 \$26.77.
Effective Date: 11/25/12

E. Sheriff's Office

E.1 David Skadson – Deputy Sheriff
Step increase from C41 72 month step \$26.15 to C41 120 month step \$26.80.
Effective Date: 10/8/12

F. Extension

F.1 Paula Rud – Administrative Assistant
Step increase from A13 step 8 \$12.70 to A13 step 7 \$13.07.
Effective Date: 11/7/12

G. Band and Grade Review Due to the Office Restructure

G.1 Approval of recommended changes in Band and Grade assignment. Band and Grade review completed by Bob Bjorklund.

	<u>From</u>	<u>To</u>
Feedlot Officer/Water Quality Technician	B31	B23

Effective Date: 12/1/12

Motion adopted unanimously.

Commissioner David Erickson thanked the Sheriff, his department and the law enforcement community for the job they did in handling the situation that took place in Dodge Center on Thursday, November 15, 2012. Mr. Erickson stated that not only did they resolve the issue, but the manner they handled it allowed it to conclude with no bodily harm to anyone.

Sheriff's Office
Recognition

Commissioner Erickson thanked Sheriff Jim Jenson for a job well done.

Sheriff's Office
Recognition -
Continued

Sheriff Jensen discussed with the Board the events of that day and acknowledged the cooperation/assistance he received from a number of outside agencies.

The Board informed the Sheriff that they appreciate the work and efforts of the Sheriff's Office in peacefully resolving the issue in Dodge Center.

The Chair recessed the meeting at 10:04 a.m. CST.

Meeting Recessed

The County Attorney left the meeting at 10:04 a.m. CST.

County Attorney Left
Meeting

The Chair reconvened the meeting at 10:16 a.m. CST.

Meeting Reconvened

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 Board discussed the Human Services Director's request for proposals (RFP) for an electronic document management system (EDMS) for Human Services financial assistance.

RFP for EDMS for
Human Services
Financial Assistance
Approved

Motion by Tjosaas seconded by Hanson to approve and authorize Human Services to enter into an arrangement with a consultant to assist in the process of issuing an RFP with other participating southeast Minnesota counties. Also included in the motion was authorization for the consultant to assist with the selection of an appropriate vendor and product for the 2013 purchase and implementation of an EDMS for Human Services financial assistance. *Motion adopted unanimously.*

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 November 13, 2012 Committee of the Whole meeting minutes as presented. *Motion adopted unanimously.*

11/13/12 Committee
of the Whole Meeting
Minutes Approved

Motion by Tjosaas seconded by Hanson to approve and authorize the November 13, 2012 meeting minutes as presented. *Motion adopted unanimously.*

11/13/12 Meeting
Minutes Approved

Commissioners provided their agency reports. Commissioner Erickson attended a Southeast Minnesota Freight Rail Capacity Study meeting, a Fairview Care Center meeting, viewed the proposed Mower/Dodge drainage ditch and Havana drainage ditch system, a DFO Advisory Board meeting and attended a SCHA Joint Powers Board meeting. Commissioner Gray attended a Care Center meeting, a RC&D meeting and a SCHRC meeting. Commissioner Hanson attended a Railroad open house on freight rail capacity, a SE Water meeting, an HRC meeting and a Fairview Care Center meeting. Commissioner Olive was not available to report her meeting attendance. Commissioner Tjosaas attended a Fairview Care Center meeting, an EDA meeting, an H.S. S.D.A. meeting and an annual Fair Board meeting.

Agency Reports

The Chair recessed the meeting at 11:08 a.m.

Meeting Recessed

The Chair reconvened the meeting at 1:30 p.m.

Meeting Reconvened

The County Administrator discussed with the Board the process for the meet and confer sessions with the elected officials regarding their 2013 salaries.

Meet and Confer Process Discussed

No official action of the Board is required at this meeting however, state statute requires the Board to meet and confer with the elected department heads as to their salary requests for 2013. Included in the Board packets were requests from each official. Mr. Elmquist commented that as part of the meet and confer sessions the Board should discuss their salary plans for 2013 relative to commissioners. Salary surveys provided by an LMC data base were also included in the Board packet for review.

The County Administrator informed the Board that elected official salaries are approved by formal resolution in December 2012 which includes commissioner's salaries and per diems. A resolution will be submitted to the Board in December.

The Board held a meet and confer session with County Attorney Paul Kiltinen in regards to salary discussions pertaining to his position for 2013. Mr. Kiltinen is asking for a 1% increase for his position as it would be comparable to the cost of living adjustment given to Dodge County employees. It was noted that elected officials are not eligible for step increases and if we are to be doing increases commensurate with employees, 1% may not be a comparable number.

County Attorney Meet and Confer Session on 2013 Salary

The Board held a meet and confer session with Sheriff Jim Jensen to discuss his 2013 salary request.

Sheriff Meet and Confer Session on 2013 Salary

Sheriff Jensen presented a salary request of 8.7% for 2013. Mr. Jensen cited salaries for all department heads and stated that his salary is not comparable to departments of similar size. A memorandum to the Board was referenced stating accomplishments of the department over the last two years. The Board agreed a salary adjustment should probably be made to be more in line with other departments but an 8.7% increase was too substantial to support. They believed that a 4.5% increase would probably be comparable in consideration of the salaries that were provided to the Board.

The Board also reviewed their salaries and believed a nominal increase was necessary as long as it was commensurate with what employees receive. The Board asked that the County Administrator to present a resolution for elected official's salaries in December that supports the desires of the Board for 2013.

Board Members
Salaries Discussed

Motion by Hanson seconded by Erickson to adjourn the meeting at 2:12 p.m. CST.
Motion adopted unanimously.

Meeting Adjourned

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

Next Regular
Meeting

ATTEST:

DON GRAY
CHAIR, COUNTY BOARD

BECKY LUBAHN
DEPTY CLERK

DATED: