

TUESDAY, DECEMBER 26, 2012

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

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

**COUNTY ADMINISTRATION OFFICE
MANTORVILLE, MN**

2012-25

The Dodge County Board of Commissioners met in regular session December 26, 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 9:30 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
	Rodney Peterson	Dodge County Resident

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

Agenda Approved

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

Consent Agenda
Items Approved

- 1.1 Chair and Deputy Clerk to sign resolution #2012-55 in support of the delegation of duties to the Human Services Director for 2013.
- 1.2 The Chair, Human Services Director and County Attorney to sign 2013 Guardianship-Conservatorship Services contract with Independent Management Services.
- 1.3 The Chair to sign a Cooperative Agreement for the Southeast Minnesota Chemical Health Care Home Pilot Project with the participating counties of Fillmore, Goodhue, Houston, Mower, Olmsted, Steele, Wabasha, Waseca, and Winona for the period January 1, 2013, to June 30, 2013.
- 1.4 The Human Services Director, Chair and County Attorney to sign a 2013 contract with Family Service Rochester for the provision of supervision of Child and Family Social Services in Dodge County for an amount not to exceed \$97,850.
- 1.5 The Chair, Human Services Director and County Attorney to sign an Agreement for Provision of Project Management for Southeast Minnesota Human Services Delivery Authority Mobilize Phase between Dodge County Human Services and Springsted, Incorporated.

- 1.6 The Chair to sign a 2013 Comprehensive Water Plan Contract with the Dodge Soil and Water Conservation District.
- 1.7 Highway Department to advertise and open bids for the 2013 season supplies.

Consent Agenda
Items Approved -
Continued

Motion adopted unanimously.

Zoning Administrator Melissa DeVetter presented for the Board's consideration a request to approve a payment for a FY 12 Feedlot CWL Grant.

Payment for FY 12
Feedlot CWL Grant
Approved

Ms. DeVetter informed the Board that Dodge County received a Livestock Waste Management Grant under the FY 2012 Clean Water Amendment Grant for fixes on small open lot feedlots. Two fixes were approved under this grant. Only one is being submitted for reimbursement at this time.

Existing conditions were listed as follows:

Construction has been completed for the feedlot fix.

Date of Completion: 11/18/12
Vendor: 71521 240TH Ave., Hayfield, MN 55940
Explanation: Completed Open Lot Feedlot Fix

Total Amount from CWL Grant Funds: \$38,157.00

Motion by Erickson seconded by Tjosaas to approve and authorize payment of \$38,157.00 for the installation of the feedlot fix from the grant funding as presented. *Motion adopted unanimously.*

Ms. DeVetter discussed with the Board a Planning Commission vacancy.

Resignation/
Appointment of
Planning
Commission Member
Discussed

The Zoning Administrator reported that John Allen, a current member of the Planning Commission representing Mantorville and Milton Townships, was elected to serve on the Dodge County Board of Commissioners for District 1. Mr. Allen has presented a letter of resignation from the Planning Commission effective November 30, 2012. As a result, the vacancy on the Planning Commission needs to be filled by a citizen of Mantorville or Milton Township. Mr. Allen has asked Darin Durst to serve as his replacement on the Planning Commission and Mr. Durst has indicated that he is willing to serve.

Ms. DeVetter noted that the County Board needs to decide if this appointment is acceptable as appointments to the Planning Commission will take place at the January 2, 2013 Board meeting.

The Board had no issues with appointing Mr. Durst to the Planning Commission.

City of Kasson Community Development Director Mike Martin met with the Board to discuss his request to install a welcome to Kasson sign in the Highway 14 Right-of-Way east of Kasson.

City of Kasson
Authorized to Install
Welcome Sign on
Highway 14 Right-of-
Way

Mr. Martin reported that the City of Kasson is trying to install a welcome sign in the Highway 14 Right-of-Way just east of 260th Avenue east of Kasson. MnDOT regulations limit "Advertising Devices" to one every 1,000 feet and the billboards already installed between Kasson and Byron prohibits the City of Kasson from putting their sign anywhere in that right-of-way.

The Community Development Director stated that Dodge County Planning, as the competent jurisdiction, has graciously amended its Code Section 17.24.K to define Kasson's signs as something other than an advertising device. The sign is less than 300 square feet, which meets requirement I. The proposed permit, which was included in the Board packet, represents Kasson's attempt to meet requirement III and IV by having MnDOT approval for use of their right-of-way.

Mr. Martin noted that in order to meet requirement II, they need approval from the Dodge County Board of Commissioners.

Zoning Administrator Melissa DeVetter was available to comment on the request.

Motion by Tjosaas seconded by Hanson to approve and authorize the City of Kasson to install a welcome sign in the Highway 14 Right-of-Way just east of 260th Avenue east of Kasson as requested. *Motion adopted unanimously.*

Taxpayer Services Director Rose Culbertson reviewed bills with the Board.

Bills Approved

Ms. Culbertson informed the Board that a payment to the Dodge County Recorder in the amount of \$9.90 on page 38 is being pulled; this payment needed to be paid by an Auditor's Warrant before today's meeting.

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	\$229,073.76
11	Human Services Fund	\$ 634.58
13	Road and Bridge Fund	\$ 25,014.64
16	Environmental Quality	\$ 78,568.97
17	EQ Revolving Equip Fund	\$ 83,892.53
41	Ditch Fund	\$ 1,000.00
64	Environmental Grant & Loan Fund	<u>\$ 513.92</u>
	Total	\$418,698.46

Motion adopted unanimously.

Ms. Culbertson informed the Board that Karen Ristow-Petersburg has submitted a request to reduce/abate the penalty on the 2012 taxes for her two parcels of farm land in Dodge County.

Karen Ristow-
Petersburg Property
Tax Penalty
Abatement Request
Denied

In the letter, which was included in the Board packet, Ms. Ristow-Petersburg states that she thought she had mailed her payment before the November 15th due date. Ms. Ristow-Petersburg later found out she had not mailed them.

Karen Ristow-
Petersburg Property
Tax Penalty
Abatement Request
Denied - Continued

It was the Taxpayer Services Director's recommendation, to remain consistent with past decisions, that this abatement be denied.

Motion by Erickson seconded by Hanson to deny the 2012 property tax penalty reduction/abatement request of Karen Ristow-Petersburg in order to remain consistent with past decisions. *Motion adopted unanimously.*

Finance Director Lisa Kramer provided the Board with an annual county ditch report.

Annual County Ditch
Report

Ms. Kramer reported that each year drainage authorities must submit an annual report to the state BWSR. This report is completed by the Ditch Inspector, and is presented for review before it is submitted. The report summarizes what has transpired with each drainage system during the preceding year. The following summary information was shared for County Ditches 1, 4, 5, and 7, as well as Havana Ditch (JD #7) and Ripley Ditch (JD #11):

- County Ditch 1 - brush and trees were removed from 1,200 feet in ditch.
- County Ditch 4 - two tile blowouts repaired and two tile inlets removed.
- County Ditch 5 - no work was noted.
- County Ditch 7 - tile plugged and a blowout in the tile main.
- Havana Ditch, JD #7 - three side inlets installed, two beaver dams removed, repaired two bank erosion sites, and had one side inlet repair.
- Ripley Ditch, JD #11 - three side inlet repairs, installed erosion control structure, repaired three tile main blowouts, removed three beaver dams, and repaired a field crossing culvert.

The Board thanked the Finance Director for the annual county ditch report.

Ms. Kramer shared with the Board a proposed amendment to the Expense Reimbursement Transportation and Travel Policy.

Revised Expense
Reimbursement
Transportation and
Travel Policy
Approved

As part of the county's Strategic Plan, the Department Heads are tasked with evaluating and recommending changes if needed to existing county policies. The meal reimbursement policy is another policy the Department Heads chose to examine in 2012. This policy is one section of the larger Expense Reimbursement Transportation and Travel policy.

The items that are changing were highlighted on pages 4 and 5. The department heads felt that the per meal reimbursement rate should be raised to better reflect the average cost of each meal. As a group, the Department Heads also decided to add an exception for the set meal times for the county's shift workers.

The proposed policy was included in the Board packet for review.

Motion by Erickson seconded by Tjosaas to approve and authorize the revised Expense Reimbursement Transportation and Travel Policy as requested. *Motion adopted unanimously.*

Revised Expense Reimbursement Transportation and Travel Policy Approved - Continued

The Finance Director reviewed with the Board a request to approve regular abatements.

Abatement Request Approved

Ms. Kramer informed the Board that Minnesota Statutes 375.192 provides that the County Board may grant the reduction or abatement of a property taxpayer's estimated market valuation and the resulting taxes, costs, penalties, or interest which have been erroneously or unjustly assessed. The County Board may consider and grant reductions and abatements for applications as they relate to taxes payable in the current year and the two prior years. However, abatements for the two prior years shall be considered and granted only for clerical errors and when the taxpayer fails to file for a reduction or an adjustment due to a hardship, as determined by the County Board.

All applications must be written and approved by the County Assessor and the County Auditor before consideration by the County Board. Said abatement applications are entirely discretionary, subject to precedence and prior Board policy, and are not appealable to another level of authority. Based on the applicants' claims and the investigation of the facts, the Finance Director is offering the following assessment changes for taxes payable in 2010, 2011, and 2012.

Parcel ID	Owner	Street	City	Reason	Tax Reduction
M16.950.0090 (2010 pay 10)	Carl Skime	74833 260 th Avenue	Hayfield, MN	Clerical error made in coding tax district.	\$213
M16.950.0090 (2011 pay 11)	Carl Skime	74833 260 th Avenue	Hayfield, MN	Clerical error made in coding tax district.	\$218
R21.028.3300 (2010 pay 11)	Jeff Graf	12156 US Highway 14	Claremont, MN	Has been paying taxes on incorrect number of acres.	\$202
R21.028.3300 (2011 pay 12)	Jeff Graf	12156 US Highway 14	Claremont, MN	Has been paying taxes on incorrect number of acres.	\$224
R24.440.1001 (2011 pay 12)	Tony Bigelow	1210 16 th Street NE	Kasson, MN	Presumably didn't mail in 2011 mid-year homestead.	\$252
R26.676.0070 (2010 pay 11)	Mirna Becerra	410 Arnold Street	West Concord, MN	Attorney didn't file paperwork for homestead.	\$151
R26.676.0070 (2011 pay 12)	Mirna Becerra	410 Arnold Street	West Concord, MN	Attorney didn't file paperwork for homestead.	\$466

Discussion took place on the Bigelow and Becerra abatement request.

It was the consensus of the Board to postpone any action on the Bigelow and Becerra requests until the County Attorney was available to comment on the abatement requests. The Board wanted clarification on questions they had regarding homestead classification and who is responsible for filing for homestead.

Motion by Erickson seconded by Hanson to approve the regular option abatements for Carl Skime and Jeff Graf as presented for the years indicated. *Motion adopted unanimously.*

County Administrator Jim Elmquist discussed with the Board setting the elected officials salaries for 2013.

Elected Officials
Salaries for 2013 Set
by Resolution
#2012-56

Per Minnesota State Statute, the County Board is required to work with each of the elected officials to establish salaries for the upcoming year.

The County Board met with elected leaders in a meet and confer session last month and recommended the salaries as indicated in the proposed resolution. The salaries of the Attorney, the Board Chair, and the Board represent just short of a 2.1% increase which is commensurate with union and nonunion salaries when acknowledging a step system as a comparable. The Sheriff salary was based on what the County Board recommended to align his salary with other department heads.

Motion by Hanson seconded by Erickson to approve and authorize the Chair and Deputy Clerk to sign resolution #2012-56 setting the salaries for Dodge County elected officials for 2013:

WHEREAS, the Dodge County Board of Commissioners are responsible for setting the salaries of the elected officials in the county including the County Board, County Board Chair, County Sheriff and the County Attorney; and

WHEREAS, the Dodge County Board has held meet and confer sessions with the elected officials and reviewed work responsibilities and salary information from other counties; and

WHEREAS, the Dodge County Board of Commissioners appreciates the work performed by its elected department heads in Dodge County.

NOW THEREFORE BE IT RESOLVED, that the salaries of elected officials in Dodge County for 2013 are set as follows:

County Board	\$18,382
County Board Chair	\$18,907
County Attorney	\$44,103
County Sheriff	\$89,009

Resolution adopted unanimously.

County Administrator Jim Elmquist discussed with the Board a request to set the 2013 per diem rate.

2013 Per Diem Rate
Set by Resolution
#2012-57

Mr. Elmquist reported that the 2013 per diem rate was briefly mentioned at the meet and confer session and there didn't seem to be an interest in a rate change.

Motion by Tjosaas seconded by Hanson to approve and authorize the Chairman of the Board and Deputy Clerk to sign resolution #2012-57 setting the 2013 per diem rate:

WHEREAS, the Dodge County Board appoints members to different boards and commissions to perform work for the county; and

WHEREAS, these boards and commissions are eligible to receive a per diem for the work that they perform.

2013 Per Diem Rate
Set by Resolution
#2012-57 -
Continued

NOW THEREFORE BE IT RESOLVED, that the Dodge County Board sets the 2013 per diem rate at \$60.

Resolution adopted unanimously.

Mr. Elmquist presented the legal newspaper bid information for the Board's review.

2013 Legal
Newspaper Bids
Awarded

Each year the County Board is required to name a legal newspaper for the county to advertise County Board proceedings, official minutes, etc. This process is awarded to one of the local county newspapers through a competitive bid process.

Administration sent bid material to each of the local newspapers offering the opportunity to bid on the 2013 legal newspaper. The following two bids were received by the December 17, 2012 deadline:

Newspaper	\$ Bid Per Column Inch	\$ Full Page/Half/Quarter	Circulation
News Enterprise	\$2.99	\$358.80/\$179.40/\$89.70	650
Star Herald	\$3.75	\$472.50/\$236.25/\$118.12	900

Mr. Elmquist reminded the Board that the 2012 legal newspaper was the Star Herald at a cost of \$3.75 per square inch.

The factors that have been considered in the past are cost and circulation. Based on the information received and while there is a drop-off in circulation numbers, the recommendation is for News Enterprise for first paper and the Star Herald for the second.

Motion by Erickson seconded by Tjosaas to award the first legal newspaper for Dodge County for 2013 to the News Enterprise and the second legal newspaper to the Star Herald. *Motion adopted unanimously.*

The County Administrator discussed with the Board the appointment of a TAC Representative to the Zip Rail Study.

TAC Representative
to Zip Rail Study
Appointed

Mr. Elmquist noted that although the deadline has passed, Dodge County should make an appointment to the TAC Committee for the Zip Rail Study that is being conducted through MnDOT and Olmsted County. Normally, for a TAC Committee, the appointment would be the County Engineer since it involves a technical assessment. The County Administrator's recommendation is for County Engineer Guy Kohlnhofer to be Dodge County's representative and for Assistant County Engineer Kirk Rolfson to be the alternate. Mr. Elmquist has informed the necessary individuals organizing the TAC of this recommendation so they are aware the county will have a representative.

Motion by Hanson seconded by Erickson to appoint County Engineer Guy Kohlhofer and Assistant County Engineer Kirk Rolfson as the alternate for Dodge County's TAC Representative to the Zip Rail Study. *Motion adopted unanimously.*

TAC Representative
to Zip Rail Study
Appointed -
Continued

The Chair recessed the meeting at 10:15 a.m. CST.

Meeting Recessed

County Attorney Paul Kiltinen arrived at 10:20 a.m. CST.

County Attorney
Arrived

The Chair reconvened the meeting at 10:23 a.m. CST.

Meeting Reconvened

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. Sheriff's Office

- A.1 Rick Eggert – Dispatch/Records Supervisor
Step increase from C41 step 5 \$24.58 to C41 step 4 \$25.28.
Effective Date: 12/01/12
- A.2 Nathan Olson – Deputy Sheriff – .55 FTE
Step increase from C41 hire step \$19.49 to C41 12 month step \$20.84.
Effective Date: 11/17/12
- A.3 Adam Waletski – Deputy Sheriff – .50 FTE
Step increase from C41 hire step \$19.49 to C41 12 month step \$20.84.
Effective Date: 11/17/12
- A.4 Gary Scofield - Deputy Sheriff – .60 FTE
Step increase from C41 hire step \$19.49 to C41 12 month step \$20.84.
Effective Date: 5/19/12

B. Human Services

- B.1 Kathy Jordan – Office Support Specialist
Regular status and step increase from B21 step 8 \$14.06 to B21 step 7 \$14.52.
Effective Date: 12/12/12
- B.2 Kathy Jordan – Eligibility Worker
Status change from Office Support Specialist B21 step 7 \$14.52 to Eligibility Worker B23 step 9 \$15.44 to fill approved vacancy.
Effective Date: 12/26/12
- B.3 Emily Handevitd – Office Support Specialist
Authorization to change status from .7 FTE to 1.0 FTE to fill vacant position.
Effective Date: 12/17/12
- B.4 Office Support Specialist - .7 FTE
Authorization to post and fill vacant position.
Effective Date: 12/26/12
- B.5 Mary Gonzalez – Eligibility Worker
Authorization to employ at B23 step 9 \$15.44 to fill approved vacancy.
Effective Date: 1/3/12
- B.6 Social Worker (2) – New Positions
Authorization to post and fill new Social Worker positions.
Effective Date: 12/26/12

- B.7 Child Support Enforcement Aide - .9 FTE
Authorization to change current position from two year temporary to on-going due to caseload.
Effective Date: 7/1/13

Personnel Actions
Approved -
Continued

C. Highway

- C.1 Charles Emanuel - Operator II
Successful completion of trial work period and step increase from B22 95% \$18.35 to B22 100% \$19.32 (2012 contract wage, will be adjusted when contract is signed).
Effective Date: 1/1/13
- C.2 Robert Rosenau - Operator III
Successful completion of trial work period and step increase from B23 95% \$18.99 to B23 100% \$19.99 (2012 contract wage, will be adjusted when contract is signed).
Effective Date: 1/1/13

D. Public Health

- D.1 Jessica Schleck – Health Educator
Step increase from C41 step 6 \$21.38 to C41 step 5 \$22.19.
Effective Date: 12/11/12
- D.2 Marjorie Hemman – Administrative Assistant
Step increase from B22 step 6 \$16.00 to B22 step 5 \$16.52.
Effective Date: 12/02/12

Motion adopted unanimously.

Ms. Hager presented for the Board's consideration the proposed Labor Agreement with Teamsters Local 320 – Courthouse & Human Services Union for 2013-2014. The Employee Relations Director noted that the Union has voted and signed the proposed agreement.

Labor Agreement
with Teamsters Local
320 – Courthouse &
Human Services
Union for 2013-2014
Approved

A summary of significant issues includes the following:

1. ARTICLE VIII. SENIORITY AND JOB POSTING – Employees shall be notified a minimum of thirty (30) calendar days prior to a layoff.
2. Wages – Increase by 1.00% in 2013 and 1.75% in 2014 and added step in 2014.

Motion by Tjosaas seconded by Hanson to approve and authorize the Chair, County Administrator and Employee Relations Director to sign the Labor Agreement with Teamsters Local 320 – Courthouse & Human Services Union for 2013-2014 as presented. *Motion adopted unanimously.*

The Board thanked Ms. Hager for her work on this contract.

The County Attorney provided the Board with a legal update.

Legal Update

Discussion continued with the County Attorney regarding regular abatement requests. Mr. Kiltinen indicated that he was fine with approving the requested abatements that involved homesteading issues.

Abatement Requests
Approved

Parcel ID	Owner	Street	City	Reason	Tax Reduction
R24.440.1001 (2011 pay 12)	Tony Bigelow	1210 16 th Street NE	Kasson, MN	Presumably didn't mail in 2011 mid-year homestead.	\$252
R26.676.0070 (2010 pay 11)	Mirna Becerra	410 Arnold Street	West Concord, MN	Attorney didn't file paperwork for homestead.	\$151
R26.676.0070 (2011 pay 12)	Mirna Becerra	410 Arnold Street	West Concord, MN	Attorney didn't file paperwork for homestead.	\$466

Abatement Requests
Approved -
Continued

Motion by Erickson seconded by Hanson to approve the regular option abatements for Tony Bigelow and Mirna Becerra as presented for the years indicated. *Motion adopted unanimously.*

Sheriff Jim Jensen provided the Board with a yearend report for the Sheriff's Office.

Sheriff's Office Year
End Report

The following information was shared:

The Sheriff is close to completing the second year of his term as Sheriff of Dodge County. His goals for the second year of his term were to continue to restore integrity to the Dodge County Sheriff's Office, improve the image of the Sheriff's Office, and to continue to bring the employees together as a team.

Mr. Jensen is proud of the work that his employees have done this past year and their efforts towards working together as a TEAM.

The following report reflects some of their efforts this past calendar year:

Jail Contract

- The Sheriff's Office has been able to save approximately \$50,000.00 in this year's jail contract, because of the Sheriff's efforts last year in reducing the number of beds the county contracts for and lowering the cost per bed. With the jail contract savings, the county is able to pay for the PSAP Study that PSC Alliance is doing for Dodge County and is also able to pay for the cost of the new server for the upgrade to the Sheriff's Office CAD system.

Discussion took place on the number of beds being used per month in 2012. The number of beds used in 2011 vs. 2012 was also discussed.

Restructuring

- The Sheriff's Office hired three part-time deputies which has brought them to full staffed status for part-time deputies.
- The Records staff now consists of two full-time and two part-time positions.

Vehicles

- The Sheriff's Office had budgeted for five squad cars for 2012. They had fallen behind on rotating new squads into service from years past and 2012 was the year to catch up.
- Early in 2012 they purchased three Chevrolet Impalas to replace the squads that needed to be replaced. All of the equipment from the older Impalas could be switched into the new Impalas.

Sheriff's Office Year
End Report -
Continued

- The Sheriff's Office then found out that Chevrolet was not going to be making the Impalas as a Police Package, so they decided to look at what their options were going to be for their future squads.
- Staff from the Sheriff's Office went to the St. Cloud driving track and drove the Police Package squads from Ford, Chrysler and Chevrolet. They had the opportunity to look at and drive all of the vehicles and Mr. Jensen made the decision that they should purchase a Ford Utility Pursuit vehicle and a Chevrolet Caprice. These were the two vehicles that seemed to handle very well and they also had more room in them for the officer and for equipment.
- Sheriff Jensen had budgeted for five Impalas, but the cost of the Ford and Caprice were higher, along with the new equipment which was an added expense.
- The Sheriff's Office changed the graphics on the new squads to not only change their image, but the graphics are also reflective which makes their new squads safer for the officers. More lighting was added on the sides of the new squads for officer safety.
- The Sheriff's Office purchased a new ATV to use for searches and town events.

Miscellaneous

- Last year the Sheriff's Office started an Internship program for Law Enforcement students. This year they had two interns in the program at Dodge County. They have continued to work with the Winona State University Law Enforcement Program to have Law Enforcement student's intern here.
- The Sheriff's Office has updated the cameras in their interview room along with adding cameras in their office, replacing cameras in the Court Room and placing all of the Courthouse security cameras on a server in the Sheriff's Office to maintain "Chain of Custody" for any video evidence.
- The Sheriff has continued to update equipment in his office and provided equipment to his deputies to eliminate the need for sharing of equipment between officers. This provides the equipment for the officers and squads 24/7.
- Improvements in the office include: cleaning, painting and installing new carpet in the dispatch room, replacing the conference table and chairs in their conference room with ones that fit the size of the room, replace old desks and chairs in the deputies' room with new tables and chairs (this is the first new furniture in the deputies' room), added a new server for their CAD system so the E-Charging Program could be implemented.
- Hired a Consultant to do a PSAP Study for Dodge County. Looking at different options for consolidation of their PSAP.

Locally

- 8 Suicides
- 14 Attempted Suicides
- 5 Attempted Burglaries
- 78 Burglaries
- 3 Attempted Larcenies
- 254 Larcenies (includes gas drive-offs)
- 26 Vehicle Thefts (includes ATV's snowmobiles and motorcycles)
- Several Searches for Missing or Runaway Children

Regionally

- The Sheriff's Office has completed a Regional PSAP Study with eleven Southeastern Minnesota counties.
- Mr. Jensen has continued to work with RAC on regional radio issues.
- The Sheriff's Office continues to work closely with the Southeast Narcotics and Gang Task Force on violent crimes and drug issues in SE Minnesota.

Sheriff's Office Year
End Report -
Continued

Statewide

- Sheriff Jensen is a member of the Violent Crimes Coordinating Council, the Statewide Committee that oversees the Gang and Narcotics Task Forces in the State.
- Mr. Jensen is also a member of the Interoperability Data Committee which is a sub-committee of the Statewide Radio Board.

Summary

The Sheriff has been working with the schools in the county and the clergy to form a Task Force to look at ways to prevent suicides.

Their investigators have solved several of the burglaries in the county with the cooperation of other law enforcement agencies, which has also solved burglaries in other counties.

Mr. Jensen has continued to improve the Sheriff's Office working relationships with the news media which has resulted in more positive news coverage for Dodge County.

The Sheriff's Office has maintained contracts with Claremont, Dodge Center, Hayfield and Mantorville with no major issues and without increasing the cost to the cities. They have also maintained School Resource Officer contracts with Hayfield and Triton Schools with no increase in the cost to the schools.

The Sheriff's Office helped support the Toys for Tots program this year by helping them raise funds and collect toys.

They have purchased a Drunk Busters Pedal Cart and will be implementing a drunk driving prevention program with this next spring.

The Board thanked Mr. Jensen for the update.

The Sheriff thanked the Board for their support over the last few years.

Emergency Management Director Matthew Maas discussed with the Board the proposed All Hazard Mitigation Plan.

All Hazard Mitigation
Plan Adopted by
Resolution #2012-58
- Continued

Mr. Maas reported that Dodge County has worked with all cities and townships over the past couple of years to develop an "All Hazard Mitigation Plan" to satisfy the requirements of the Disaster Mitigation Act of 2000 and 44CFR 201.6. The plan identifies, analyzes and prioritizes significant hazards in the county.

The Emergency Management Director informed the Board that this plan has received approval from FEMA contingent on the adoption of the plan.

All Hazard Mitigation
Plan Adopted by
Resolution #2012-58
- Continued

Mr. Maas recommended that the Board of Commissioners formally adopt the Dodge County All Hazard Mitigation Plan.

Upon adoption from the Dodge County Board of Commissioners, the Emergency Management Director will take the plan to all cities and townships and request they adopt Dodge County's plan as a multi-jurisdictional plan.

Motion by Tjosaas seconded by Hanson to approve and authorize the Chair and Deputy Clerk to sign resolution #2012-58 adopting the proposed All Hazard Mitigation Plan:

WHEREAS, Dodge County has participated in the hazard mitigation planning process as established under the Disaster Mitigation Act of 2000, and

WHEREAS, the Act establishes a framework for the development of a multi-jurisdictional County Hazard Mitigation Plan; and

WHEREAS, the Act as part of the planning process requires public involvement and local coordination among neighboring local units of government and businesses; and

WHEREAS, the Dodge County Plan includes a risk assessment including past hazards, hazards that threaten the County, an estimate of structures at risk, a general description of land uses and development trends; and

WHEREAS, the Dodge County Plan includes a mitigation strategy including goals and objectives and an action plan identifying specific mitigation projects and costs; and

WHEREAS, the Dodge County Plan includes a maintenance or implementation process including plan updates, integration of the plan into other planning documents and how Dodge County will maintain public participation and coordination; and

WHEREAS, the Plan has been shared with the Minnesota Division of Homeland Security and Emergency Management and the Federal Emergency Management Agency for review and comment; and

WHEREAS, the Dodge County All-Hazard Mitigation Plan will make the county and participating jurisdictions eligible to receive FEMA hazard mitigation assistance grants; and

WHEREAS, this is a multi-jurisdictional Plan and Cities and Townships that participated in the planning process may choose to also adopt the County Plan.

NOW THEREFORE BE IT RESOLVED that the County of Dodge supports the hazard mitigation planning effort and wishes to adopt the All-Hazard Mitigation Plan.

All Hazard Mitigation
Plan Adopted by
Resolution #2012-58
- Continued

Resolution adopted unanimously.

The Board thanked Mr. Maas for his work on the All-Hazard Mitigation Plan.

Commissioner David Erickson shared the following comments regarding the three commissioners whose terms will be done at the end of this month.

Commissioner
Erickson's
Comments to
Departing
Commissioners

Mr. Erickson stated that it has been a pleasure to work with Jane Olive over the past two years.

It was Mr. Erickson's opinion that Ms. Olive brought enthusiasm and a sense of purpose when she came on board.

Commissioner Erickson felt Ms. Olive was compassionate about the people she represented and yet she was knowledgeable about the issues.

Mr. Erickson thanked Ms. Olive for sharing her talents with the County Board and the citizens of Dodge County.

Commissioner Erickson commented that David Hanson in many ways has been like a mentor to him the past 16 years. When Commissioner Erickson was considering running for County Commissioner, Mr. Hanson encouraged him to give it a try.

Mr. Erickson felt Commissioner Hanson's approach to the job of commissioner is one of preparedness and willingness to listen to the various viewpoints on the subject.

Commissioner Erickson stated that many topics have been discussed during Mr. Hanson's 20 years on the Board, lately is has been the issue of railroad expansion or upgrade. Commissioner Erickson stated that you can see by Mr. Hanson's willingness to take on this issue, to attend the numerous meetings and keep the citizens of Dodge County informed, the type of commissioner he has been for Dodge County.

Mr. Erickson felt Mr. Hanson's legacy as a Dodge County Commissioner will be the rural addressing system for the county and his passion for the Wasioja Seminary and the commemoration of the role Minnesotans played in the Civil War 150 years ago.

Commissioner Erickson stated that Mr. Hanson has truly been a strong advocate for Dodge County. Commissioner Erickson thanked Commissioner Hanson for his years of service.

Commissioner Erickson reported that Commissioner Don Gray will be missed on this Board. His experiences and opinions on the many topics that the Board has discussion on will be missed.

Mr. Erickson commented that Mr. Gray's champion for the western reaches of the county; for the rural areas of the county; for the Claremont area and for getting county news from something other than the Rochester media will be missed.

Commissioner Erickson's Comments to Departing Commissioners - Continued

Commissioner Erickson stated that Commissioner Gray's expertise on the county and township roads system will also be missed.

Mr. Erickson commented that in the years before the county had a Coordinator and later an Administrator, the Board called upon Mr. Gray's counsel many times in developing the county's budgets.

Commissioner Erickson stated that in the 22 years Commissioner Gray has served as a County Commissioner, he has served as the Board Chairman six times. As Chair Mr. Gray was always able to keep the Commissioners on track and still allowed discussion, for this Mr. Erickson thanked him.

Mr. Erickson reported that Commissioner Gray came to the meetings prepared and was willing to express his opinions and yet this never got in the way of working together for the betterment of Dodge county, for this he thanked Mr. Gray.

Commissioner Erickson thanked Commissioner Gray for his many years of service on the South Central Human Relations Center Board.

Mr. Erickson commented that as Mr. Gray moves into city government he hopes to have a good working relationship between the city and the county.

Commissioner Erickson thank Don Gray for his many years of service and all that he has done for the citizens of Dodge County.

Commissioner Tjosaas agreed with Commissioner Erickson's comments to the outgoing commissioners. Mr. Tjosaas stated that it has been a pleasure to work with Commissioner Hanson and Commissioner Gray.

Commissioner Tjosaas' Comments to Departing Commissioners

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

Human Services Committee Report

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 December 11, 2012 Committee of the Whole meeting minutes as presented. *Motion adopted unanimously.*

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

Motion by Hanson seconded by Tjosaas to approve and authorize the December 11, 2012 meeting minutes as presented. *Motion adopted unanimously.*

12/11/12 Meeting Minutes Approved

Commissioners provided their agency reports. Commissioner Erickson attended a Truth in Taxation meeting, a retirement reception for Assessor Wendell Engelstad, a Dodge County Fair Board meeting, Fairview Care Center meeting, a retirement reception for Don Gray and David Hanson, a Scale House open house and a DFO Joint Powers Board meeting. Commissioner Gray attended a Care Center meeting, a Truth in Taxation meeting, an Environmental Services open house and an Assessor Retirement Roast. Commissioner Hanson attended a Scale House open house, a Truth in Taxation meeting and an HRC meeting. Commissioner Olive was not available to report her meeting attendance. Commissioner Tjosaas attended a Truth in Taxation meeting, a Care Center meeting, a Scale House open house and a retirement reception for the County Assessor.

Agency Reports

The Chair recessed the meeting at 11:38 a.m. CST.

Meeting Recessed

The Chair reconvened the meeting at 11:48 a.m. CST.

Meeting Reconvened

Motion by Erickson seconded by Hanson to go into closed session at 11:48 a.m. CST to discuss information that is classified as attorney-client privileged information. *Motion adopted unanimously.*

Closed Session to Discuss Threatened/Pending Litigation

Present in the closed session were County Commissioners David Erickson, Lyle Tjosaas, David Hanson and Don Gray, the County Attorney, Rodney Peterson and the County Administrator.

The Chair reopened the meeting to the public at 12:06 p.m. CDT.

Meeting Reopened to the Public

Motion by Hanson seconded by Erickson to adjourn the meeting at 12:06 p.m. CST. *Motion adopted unanimously.*

Meeting Adjourned

The next regular meeting of the Dodge County Board of Commissioners will be held on January 8, 2013 at 9:30 a.m. CST.

Next Regular Meeting

ATTEST:

DON GRAY
CHAIR, COUNTY BOARD

BECKY LUBAHN
DEPTY CLERK

DATED: