

**TUESDAY, JANUARY 8, 2013**

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

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

**COUNTY ADMINISTRATION OFFICE  
MANTORVILLE, MN**

**2013-02**

The Dodge County Board of Commissioners met in regular session January 8, 2013, in the Commissioner's Room at the Courthouse Annex, Mantorville, MN, at 9:30 a.m. CST. Lyle Tjosaas, Chair called the County Board of Commissioners meeting to order at 9:31 a.m. CST.

Meeting Convened

The pledge of allegiance was recited.

Pledge of Allegiance

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

Those Present

|                  |                 |             |
|------------------|-----------------|-------------|
| Members present: | John Allen      | District #1 |
|                  | Lyle Tjosaas    | District #2 |
|                  | Rodney Peterson | District #3 |
|                  | David Erickson  | District #4 |
|                  | Steven Gray     | District #5 |

Members absent: None

|               |               |                      |
|---------------|---------------|----------------------|
| Also present: | Jim Elmquist  | County Administrator |
|               | Becky Lubahn  | Deputy County Clerk  |
|               | Paul Kiltinen | County Attorney      |

Motion by Erickson seconded by Peterson to approve and adopt the agenda as presented. *Motion adopted unanimously.*

Agenda Approved

Financial Assistance Supervisor Cathy Skogen introduced Kathy Jordan and Mary Gonzalez who are both new Eligibility Workers in the Human Services Department.

New Employees  
Introduced

Ms. Skogen informed the Board that Ms. Jordan previously worked in Human Services as an Office Support Specialist.

The Financial Assistance Supervisor also reported that Ms. Gonzalez is bi-lingual which will be helpful in her position.

The Board welcomed Ms. Jordan and Ms. Gonzalez.

Motion by Peterson seconded by Gray to approve the following items on the Consent Agenda:

Consent Agenda  
Items Approved

1.1 Human Services Resolution #95-10.

- 1.2 The Chair, Human Services Director and County Attorney to sign a contract for 2013 with Workforce Development, Inc. for the provision of employment and training services as provided under the MFIP and DWP programs in an amount not to exceed \$75,063.
- 1.3 The Human Services Director and Chair to sign a contract with South Central Human Relations Center to provide Outpatient Services to children and adults with mental illness for calendar year 2013 in an amount not to exceed \$24,100.
- 1.4 Chair, Human Services Director and County Attorney to sign a contract with Semcac for administration of a volunteer driver program for certain MA recipients and social services clients at the recommended rates.
- 1.5 Out-of-state travel for Guy Kohlhofer to attend the 2013 National Association of County Engineers Conference and Expo in Des Moines, IA April 21st – 25<sup>th</sup> at an estimated cost of approximately \$1,200 for travel, lodging and registration.

Consent Agenda  
Items Approved -  
Continued

*Motion adopted unanimously.*

Finance Director Lisa Kramer presented for the Board's consideration a Minnesota Counties Information Systems (MCIS) Joint and Cooperative Agreement.

MCIS Joint &  
Cooperative  
Agreement Approved

Ms. Kramer informed the Board that Dodge County is a member of MCIS. MCIS provides support for Dodge County's financial general ledger system (IFS), payroll and receipting system.

Included in the Board packet was a Joint and Cooperative Agreement which continues the relationship between MCIS and Dodge County. It was noted that the MCIS Board has approved the proposed Joint and Cooperative Agreement and requires every member County to sign the agreement.

Questions regarding the length of the agreement and withdrawal options were discussed.

Motion by Erickson seconded by Allen to approve and authorize the Chair and Finance Director to sign a Minnesota Counties Information Systems Joint and Cooperative Agreement for support to Dodge County's financial general ledger system (IFS), payroll and receipting system, effective January 1, 2013. *Motion adopted unanimously.*

Finance Director Lisa Kramer discussed with the Board 2013 incidental expense payments and noted that every year the county pays incidental expenses as Auditor Warrants.

Payment of Incidental  
Expenses for 2013  
Approved

Motion by Gray seconded by Peterson to approve and authorize the payment of incidental and necessary expenses by authorization of the Finance Office approved by an Auditor Warrant for the following: qualified bills, salaries, wages, benefits, related withholdings, previously presented commissioner warrants, training, conferences and related travel expenses, witness expenses, background checks necessary for employment, utility bills i.e. (water, sewer, electrical), postage, vehicle registration/tabs, telephone, freight, claims approved by other authorized boards, claims that are due and would incur interest and penalties, and any claims authorized by state statutes, and various state agencies pursuant to MS 384.13, 375.16., 378.18, 471.38 Subd. 2. The Board may review the Auditor's Register and Payroll register monthly to determine appropriate payments of these incidental expenses. *Motion adopted unanimously.*

*Payment of Incidental Expenses for 2013 Approved - Continued*

Ms. Culbertson reviewed year end 2012 bills with the Board. No action was required; payment of 2012 year end bills was previously approved on December 11, 2012.

*2012 Year End Bills Reviewed*

The Tax Services Director reviewed 2013 bills with the Board.

*Bills Approved*

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

|    |                            |                    |
|----|----------------------------|--------------------|
| 01 | Revenue Fund               | \$ 20,153.50       |
| 16 | Environmental Quality Fund | <u>\$ 1,310.42</u> |
|    | Total                      | \$ 21,463.92       |

*Motion adopted unanimously.*

County Administrator Jim Elmquist provided the 2013 fee schedule for the Board's review. It was noted that the proposed 2013 fees were proposed and reviewed by department heads.

*2013 Fee Schedule Approved*

Motion by Allen seconded by Gray to approve the 2013 fee schedule as requested. *Motion adopted unanimously.*

Mr. Elmquist discussed with the Board the proposed Community and Economic Development Associates (CEDA) Agreement for EDA consultant services to Dodge County. The County Administrator noted that it is effectively the same contract as previous years and is provided for within the Dodge County budget. The increase from the previous year will be 2.0%.

*2013 CEDA Agreement Approved*

Motion by Erickson seconded by Peterson to approve and authorize the Chair and County Administrator to sign an agreement with CEDA for Professional Services for 2013 as requested. *Motion adopted unanimously.*

Employee Relations Director Lisa Hager presented the Personnel Agenda for the Board's consideration.

Personnel Actions  
Approved

Commissioner Gray made a motion that C.1 have an end date associated with the Interim position.

Discussion took place on what timeframe should be placed on the position. The Board considered a six month timeframe. The Board also discussed the fact that they are still weighing their options regarding the vacant Assessor position and haven't determined a set timeframe for resolution to that issue.

Commissioner Gray asked the Employee Relations Director if the Assessor issue was moving forward in a desirable manner.

Ms. Hager indicated that it was.

Mr. Gray withdrew his motion to add an end date to C.1.

Motion by Erickson seconded by Peterson to approve the following personnel actions:

**A. Environmental Services**

A.1 Sandra Schaefer – Septic System Coordinator/Account Technician  
Authorization to change FTE from 1.0 to .90.  
Effective Date: 01/02/13

**B. Administration**

B.1 Amanda Linderman – Drug Court Case Manager  
Step increase from C41 step 5 \$22.19 to C41 step 4 \$23.01.  
Effective Date: 12/26/12

**C. Assessor Office**

C.1 Mike Stupka – Deputy Assessor (Interim)  
Authorization to appoint as Interim Deputy Assessor. Job Description and Band/Grade Evaluation to be determined.  
Effective Date: 12/27/12

*Motion adopted unanimously.*

Ms. Hager reviewed a tentative agreement with the AFL-CIO Local 49 Highway Union Contract for 2013-2014. The Highway Union has voted and signed this agreement.

AFL-CIO Local 49  
Highway Union  
Contract for 2013-  
2014 Approved

A summary of significant issues includes the following:

1. Article XII – Safety Equipment/Clothing Allowance – Increase \$25.00 per year in 2013 and 2014 from \$425.00 to \$450.00 and \$475.00.
2. Article XV – Overtime and Work Schedule – Overtime shall be hours worked in excess of ~~ten~~ eight hours per day or forty hours per week (unless employees are working an alternative work schedule).

3. Article XVI Longevity – Added \$.05 to each longevity step for 2013 and \$.10 to each longevity step for 2014 and a \$.40 longevity at 5 years of service (previously no longevity until 10 years of service).
4. Article XXII Wages and Employment – Increase by 1% in 2013 and 1.75% in 2014.

*AFL-CIO Local 49  
Highway Union  
Contract for 2013-  
2014 Approved -  
Continued*

Motion by Gray seconded by Peterson to approve and authorize the Chair, County Administrator and Employee Relations Director to sign the AFL-CIO Local 49 Highway Union Contract for 2013-2014 and Memorandum of Understanding as presented. *Motion adopted unanimously.*

Ms. Hager presented for the Board's consideration the tentative agreement with the AFL-CIO Local 49 Transfer Station Contract for 2013-2014. The Transfer Station Union has voted and signed this agreement.

*AFL-CIO Local 49  
Transfer Station  
Union Contract for  
2013-2014 Approved*

A summary of significant issues includes the following:

1. Article XXII Wages and Employment – Increase by 1% in 2013 and 1.75% in 2014 and added a 10 year step in 2014.

Motion by Allen seconded by Erickson to approve and authorize the Chair, County Administrator and Employee Relations Director to sign the AFL-CIO Local 49 Transfer Station Union Contract for 2013-2014 and Memorandum of Understanding as presented. *Motion adopted unanimously.*

Ms. Hager reviewed a tentative agreement with the Teamsters Local 320 – Dispatcher Union Contract for 2013-2014. The Union has voted and signed this agreement.

*Teamsters Local 320  
– Dispatcher Union  
Contract 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. Article XIX – Shift Differential – Increase by \$.10 per year in 2013 and 2014 and start at 6:00 p.m. vs. 8:00 p.m.
3. Article XXIV – Training Pay – Employees who are assigned by the Sheriff as a Communications Training Officer shall receive an additional \$.50 per hour for hours that they perform that assigned function.
4. Wages – Increase by 1% in 2013 and 1.75% in 2014.

Motion by Allen seconded by Gray to approve and authorize the Chair, County Administrator and Employee Relations Director to sign the Teamsters Local 320 – Dispatcher Union Contract for 2013-2014 as presented. *Motion adopted unanimously.*

Commissioner Erickson thanked Ms. Hager for her work on the union contracts.

Zoning Administrator Melissa DeVetter presented for the Board's consideration the January 2, 2013 Planning Commission recommendations.

IUP #13-01 Approved

Motion by Allen seconded by Peterson to approve of the following action of the Planning and Zoning Commission as reviewed on January 2, 2013 with the reasons, recommendations and conditions as found in the individual permit:

**Dan & Corey Carstensen – IUP #13-01**

The public hearing is to consider an application for an Interim Use Permit to establish a Limited Rural Business in the Ag District. The property is 10 acres located in the NW 1/4 of the SW 1/4 of Section 30, Mantorville Township. Dan and Corey Carstensen are the applicants and Daniel Carstensen is the property owner.

The Planning Commission recommends approval with the following conditions:

1. Operation will comply with all local, state, and federal regulation which addresses business operation. The permittee shall obtain all required state and federal permits or approvals that obtain to their business operation, including but not limited to air quality, hazardous and solid waste, stormwater and wastewater discharge. The permittee shall provide proof of compliance or permit coverage under the Minnesota Pollution Control Agency's (MPCA) or EPA's programs or documentation from the agencies that they are exempt from such requirements within ninety (90) days of IUP issuance.
2. The business shall properly accept, process, store, transport, document, recycle and dispose of all salvage materials and/or waste in accordance with state and federal law and the pertinent ordinances of Dodge County. All required record keeping/documentation for materials/waste shall be in accordance with state and federal law.
3. Any discharges from the floor drain shall be appropriately collected, treated and discharged as determined by the EPA or the floor drain shall be sealed to contain any materials or wash water from discharging to the ground surface or underground unless contained and treated.
4. A sign advertising the Limited Rural Business shall not exceed nine (9) square feet and shall be set back a minimum of ten (10) feet from the right-of-way. In addition, the General Development Standards for signs of Section 17.24 shall be met, where applicable.
5. Any change involving the addition of new business related structures or employees beyond that specified in the Limited Rural Business agreement and application on file with the IUP, enlargement, intensification of the use or similar changes not specifically permitted by the IUP shall require an amended IUP to be issued.
6. The business shall comply with the conditions of this permit, the performance standards of Section 16.34 (Limited Rural Business) and Section 16.39 (Motor Vehicle Repair/Service) and the Home Occupation Agreement, which shall be recorded with the IUP.

7. The business shall comply with Section 17.19 (Nuisance and General Health, Safety and Welfare Standards). In the Agricultural Zoning District the storage of more than four (4) unlicensed or inoperable motor vehicles is prohibited. Nuisance complaints shall result in review and possible amendment of the IUP by the Planning Commission.
8. The business shall register with the Dodge County Emergency Management Director. A drawing of the shop showing the location of the types, quantities and locations of the material on site shall also be posted on the exterior of the building by the front door to notify emergency responders of the material present on site.
9. Hours of operation shall be 3:00 to 7:00 p.m., Monday through Friday and no weekends as indicated by the applicant in the Findings of Fact.

IUP #13-01 Approved  
- Continued

*Motion adopted unanimously.*

Ms. DeVetter reported that the Planning Commission is recommending Harlan Buck for an additional 2 year term on the Board of Adjustment. The term limit will run from January 1, 2013 to December 31, 2014.

Board of Adjustment  
Recommendation  
Approved

Motion by Allen seconded by Erickson to appoint Harlan Buck for an additional two-year term on the Board of Adjustment as recommended. *Motion adopted unanimously.*

The Zoning Administrator recommended that in the future all members of the Planning Commission representing the different districts should be required to serve terms on the Board of Adjustment as listed in their official duties under the Ordinance.

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

Legal Update

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

Administration  
Committee Report

Motion by Erickson seconded by Peterson to approve and authorize the December 26, 2012 Committee of the Whole meeting minutes as presented. *Motion adopted unanimously.*

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

Motion by Erickson seconded by Allen to approve and authorize the December 26, 2012 meeting minutes as corrected on pages 261, 262 and 263. *Motion adopted unanimously.*

12/26/12 Meeting  
Minutes Approved

Motion by Gray seconded by Peterson to approve and authorize the January 2, 2013 statutory meeting minutes as presented. *Motion adopted unanimously.*

01/02/13 Statutory  
Meeting Minutes  
Approved

The Board discussed the Building Operations Supervisor's request to approve the purchase of a tire changing machine and a wheel balancing machine.

Tire Changing  
Machine and Wheel  
Balancing Machine  
Purchases Approved

Building Operations has budgeted \$11,000 for replacement of the tire changing and wheel balancing machines in the 2013 capital budget. This will replace the current 1998 tire changing and balancing machines which are not capable of changing tires and balancing wheels larger than 17" diameter.

Due to the increase in wheel and tire sizes by the car manufacturers the county's tire changing and wheel balancing machines will be too small to use on the larger diameter wheels. The county's current machines are 14 years old and will handle up to 17" diameter wheels. The Sheriff's department currently has two administrative cars with 18" wheels and the two new police pursuit vehicles have 18" wheels. The county will also see wheel size increases for all fleet cars, mini vans, pickups, SUV's and truck type police pursuit vehicles which may increase up to 24" or more. This increase in wheel sizes is a trend that car and truck manufacturers are following and will continue into the future.

The Fleet Maintenance Mechanic did over 200 tire replacements/exchanges, in 2011, for the nearly 50 vehicles the county maintains. This includes fall and spring snow tire exchanges on the Sheriffs' department squad cars and pickups. The new tire and wheel balancing machines will be needed in 2013 in order for maintenance to perform the required vehicle tire replacement/exchanges for the larger wheel and tire sizes on vehicles the county has now, and in the future as new vehicles are acquired. The new machines will provide many years of service as they will be able to change wheel sizes up to 26" in diameter.

Maintenance has received pricing from two different manufactures of tire changing and wheel balancing machines from NAPA Auto Parts that would meets their needs. Pricing information is as follows:

|                      |                   |                       |                   |
|----------------------|-------------------|-----------------------|-------------------|
| Bosch Tire Changer   | \$6,895.00        | Coates Tire Changer   | \$6,889.00        |
| Bosch Wheel Balancer | <u>\$3,795.00</u> | Coates Wheel Balancer | <u>\$3,649.00</u> |
|                      | \$10,690.00       |                       | \$10,538.00       |

The Building Operations Supervisor is recommending that the Board to approve purchase of the Coates brand tire changing and wheel balancing machines in the amount of \$10,538.00 from NAPA Auto Parts in Kasson, MN.

Motion by Gray seconded by Peterson to approve and authorize the Building Operations Supervisor to purchase a tire changing machine and a wheel balancing machine from NAPA Auto Parts of Kasson, MN at a cost of \$10,538.00. *Motion adopted unanimously.*

The Board reviewed the Employee Relations Director's request to approve the Pay Equity Report.

Pay Equity Report  
Approved

Included in the Board packet was the Minnesota Pay Equity Report that Dodge County is required to submit every three years.



Pay Equity is a method of eliminating discrimination against women who are paid less than men for jobs requiring comparable levels of expertise. This goes beyond the familiar idea of “equity pay for equal work” where men and women with the same jobs must be paid equally. A policy to establish pay equity usually means: 1) that all jobs will be evaluated and given points according to the level of knowledge and responsibility required to do the job; and 2) that salary adjustments will be made if it is discovered that women are consistently paid less than men for jobs with similar points.

Pay Equity Report  
Approved -  
Continued

According to the preliminary report which was included in the Board packet, Dodge County is in compliance. The report needs to be approved by the County Board and submitted to the Minnesota Management and Budget office by January 31, 2013.

Motion by Erickson seconded by Allen to approve and authorize the Chair to sign the Dodge County Pay Equity Report as presented and authorize the Employee Relations Director to submit the report to the Minnesota Management and Budget office. *Motion adopted unanimously.*

Commissioners provided their agency reports. Commissioner Allen attended a Planning & Zoning meeting, a Dodge County Township Officers meeting and a COG meeting. Commissioner Erickson attended a retirement reception for Commissioners Gray and Hanson, a SCHA Joint Powers Board meeting, a meeting in the Administration office, a SCHA conference call, a statutory meeting, a Dodge County Planning Commission meeting, a Dodge County Township Officers meeting and a Southeast Water Resources Joint Powers Board meeting. Commissioner Gray attended a Dodge County Board meeting, a Dodge County Township Officers meeting, a Minnesota Rail Transportation forum and a Dodge County Board meeting. Commissioner Peterson did not have any meetings to report. Commissioner Tjosaas attended a retirement reception for Commissioners Gray and Hanson, a meeting with the County Administrator, a statutory meeting, a COG meeting, a Planning & Zoning meeting, an SDA meeting and a Township Officers meeting.

Agency Reports

Commissioner Erickson reported that a county resident contacted him with concerns regarding people dropping dogs off in the country.

Pets Being  
Abandoned in the  
Country Discussed

Mr. Erickson discussed the issue with the Board but didn't have a solution to the problem since Dodge County does not have an ordinance that specifically deals with this issue at this time.

Commissioner Peterson reported that he would like to see the Board packets made available electronically.

Electronic Board  
Packet Discussion

Discussion took place regarding the possibility of making the Board packet material available electronically to the Commissioners.

Executive Assistant Becky Lubahn reported that it would take a considerable amount of time to scan all of the material presented for the Board packet for the following reasons:

- not all documents are presented in the same manner, some are single sided while others are double sided
- some copies are colored, others aren't – the Administration Office copier does not have the capability of printing or scanning colored documents
- some files are received electronically, others aren't
- all of the staples and paperclips would have to be removed from each agenda item before the documents are scanned and then documents would all have to be reassembled after they are scanned
- all scanned copies would have to be hand fed piece by piece because the copier doesn't have a feature that would skip blank pages
- the Administration copier won't allow big files such as Board packets to be scanned in one batch, it may take multiple batches for one Board packet depending on the size of the packet
- the Executive Assistant would need to have uninterrupted time at the copier in order to get everything scanned, this is nearly impossible

Electronic Board  
Packet Discussion -  
Continued

It was Ms. Lubahn's opinion that it wasn't practical at this time to make electronic Board packet copies available.

Ms. Lubahn indicated that she could forward copies of documents that she receives electronically to Mr. Peterson and work with IT to see what options are available that would allow Commissioner Peterson access to the Board packet information electronically.

It was the consensus of the group to further discuss the availability of electronic Board packet copies at a later date.

The County Administrator informed the Board that a Building Committee work session is being planned for the January 22, 2013 Board meeting from 1:30 – 3:00 p.m. with John McNamara of Wold Architects.

Building Committee  
Work Session  
Planned

Commissioner Gray commented that regarding the vacant Assessor position, he feels the county needs to have someone accountable to the people in the Dodge County Assessor's Office. It was Mr. Gray's opinion that county residents are going to want someone in the office that they can talk to about property values and land values since current land values in Dodge County are the highest in the area. Mr. Gray thought that it was important to have someone in the office that can answer questions related value concerns.

Assessor's Office  
Staffing Discussed

Commissioner Gray noted that there have been some changes in the Finance Office as well as the Recorder's Office already; because of those changes he believes stability in the Assessor's Office is very important.

Commissioner Erickson clarified that there is staff in the Assessor's Office that can answer valuation questions.

The County Administrator informed the Board that he appreciated their comments and noted that they will have further dialog on the Assessor issue at the January 22, 2013 County Board meeting.

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

County Attorney Left Meeting

Motion by Allen seconded by Peterson to adjourn the meeting at 11:25 a.m. CST. *Motion adopted unanimously.*

Meeting Adjourned

The next meeting of the Dodge County Board of Commissioners will be held on January 22, 2013 at 9:30 a.m. CST.

Next Regular Meeting

**ATTEST:**

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LYLE TJOSAAS  
CHAIR, COUNTY BOARD

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BECKY LUBAHN  
DEPUTY COUNTY CLERK

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DATED: