

**TUESDAY, JANUARY 22, 2013**

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

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

**COUNTY ADMINISTRATION OFFICE  
MANTORVILLE, MN**

**2013-03**

The Dodge County Board of Commissioners met in regular session January 22, 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 9:32 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 amended to include the addition of a Public Works committee report before the Administration committee report. *Motion adopted unanimously.*

Agenda Amended

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

Consent Agenda  
Items Approved

- 1.1 Out-of-State travel for Tobey Hicks to Austin, Texas for a 3-day Information Technology workshop October 28-31, 2013 at an estimated cost of \$1,905.
- 1.2 The Chair and County Attorney to sign a CREST Interagency Agreement addendum for 2013 to develop and coordinate a system of affordable and locally available adult mental health services.
- 1.3 The Human Services Director, Chair and County Attorney to sign a contract with Accenture for redesign consultant services as approved by the Southeast Minnesota Human Services Delivery Authority Steering Committee, effective January 22 to December 31, 2013.

- 1.4 The Chair to sign a Dispatch Mapping Support Project Agreement with Geo-Comm, Inc. for software support and GIS maintenance services effective March 1, 2013 through February 28, 2014 at a cost of \$9,420.00.
- 1.5 The Sheriff, Chairman of the Board and County Attorney to sign Law Enforcement Contracts with the City of Claremont, City of Hayfield, City of Mantorville and City of Dodge Center as presented for 2013.

Consent Agenda  
Items Approved -  
Continued

*Motion adopted unanimously.*

County Surveyor Lisa Hanni and GIS Coordinator Sarah Schrader discussed with the Board the new Geographic Information System (GIS) system. GIS Update

The Board was reminded that Goodhue County now hosts Dodge County's GIS system.

It was noted that Sara Schrader and Lisa Hanni are the individuals responsible for the systems development.

Ms. Hanni shared the following status report with the Board:

Goodhue and Dodge Counties have entered into cooperative agreements for the County Surveyor duties and Geographic Information System (GIS) services. The County Surveyor agreement will be reviewed in 2013 for renewal in 2014. The GIS agreement will also be reviewed in 2014 for renewal in 2015.

The Surveyor agreement covers all duties primarily involving the perpetuation of the monuments of the Public Land Survey System (PLSS), plat review, county ordinance review, legal description interpretation, and technical surveying and mapping advice. Goodhue County staff has concentrated on perpetuating the PLS corners in the western four townships and updating the corner certificates for them. They have also collected updated coordinates for other corners and worked with the Highway Department to plat part of the County Road 24 corridor. Goodhue County staff has also developed a process to work with Dodge County staff for the update and maintenance of the parcel database.

The following is a summary of the PLS progress to date:

Certificates to complete:

<b>Township</b>	<b>Needed</b>	<b>Remaining</b>	<b>% Complete</b>
Ellington	49	21	57%
Claremont	12	8	33%
Ripley	44	24	45%
Westfield	34	12	65%
<b>Total</b>	<b>139</b>	<b>65</b>	<b>53%</b>

## Coordinates on Existing Monuments:

GIS Update -  
Continued

Township	Needed	Remaining	% Complete
Ellington	30	0	100%
Claremont	23	2	91%
Ripley	37	0	100%
Westfield	39	0	100%
<b>Total</b>	<b>129</b>	<b>2</b>	<b>98%</b>

## Existing Monuments – Certificates to Update:

Township	Done	To Do
Ellington	17	1
Claremont	5	0
Ripley	0	17
Westfield	15	1
Concord	13	Cty Hwy 24 Plat
<b>Total</b>	<b>50</b>	<b>19</b>

It was noted that Goodhue County Staff has dug an additional seventeen corners that need further review.

Goodhue County Surveyor Dale Lempke was available to answer questions on locating monuments.

Ms. Hanni shared the following county GIS Agreement information:

In December 2012, Dodge and Goodhue counties approved a joint Enterprise Licensing Agreement (ELA) with the GIS software company ESRI. Both counties have used the ESRI software for many years and now have access to the full GIS software package including advanced tools and additional licenses.

- **Eight staff members now have GIS software:**
  - Staff view and maintain county GIS datasets.
- **New online GIS mapping site:**
  - Site was activated in December 2012 for internal review and public preview. Site went full live on January 1, 2013.
  - Public version and a password-protected restricted version for use by Dodge County staff.
  - Sites include a direct link to new online Vanguard system.
  - 812 site page views during January 1<sup>st</sup> – January 20<sup>th</sup>.
- **Centralized GIS System:**
  - Over 150 GIS datasets have been converted and consolidated into one system that is easily accessible by all county GIS users.

- o **Complete GIS software package:**
- o County staff using the GIS software now have access to the full range of ESRI software and tools through the joint Enterprise Licensing Agreement with Goodhue County and ESRI.

GIS Update -  
Continued

Due to technical difficulties with her laptop Ms. Schrader was not able to demonstrate how the new system is used and what the site looks like.

The Board was informed that staff has been appreciative of the GIS agreement and has been giving Ms. Schrader and Ms. Hanni input during the development stage.

The Board thanked Ms. Hanni and Ms. Schrader for the update.

Tax Services Director Rose Culbertson reviewed 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	\$ 502,128.16
11	Human Services Fund	\$ 16,484.52
13	Road and Bridge Fund	\$ 132,335.22
16	Environmental Quality Fund	\$ 162,588.41
37	Debt Fund-County Go	\$ 520,686.88
80	Agency Fund	<u>\$ 475.00</u>
	Total	\$1,334,698.19

*Motion adopted unanimously.*

County Administrator Jim Elmquist discussed with the Board a proposed Assessor Agreement with Steele County.

Assessor Agreement  
with Steele County  
Approved

Steele and Dodge discussed an interim agreement whereby Steele would serve as an interim supervising Assessor until a permanent individual is hired for Dodge County. In the interim, Dodge has promoted one individual in the department to Interim Deputy Assessor and has allowed for overtime hours within the department on an as needed basis. The department has been reporting to the Finance Director (Auditor/Treasurer) until an interim agreement can be reached.

This agreement's intent is for Bill Effertz, Steele County Assessor, to periodically meet with the department and review its performance while assuring various tasks are coordinated and completed.

Mr. Elmquist noted that the Assessor's Office staff is supportive of the individual chosen as Dodge County's interim supervising Assessor.

Motion by Allen seconded by Peterson to approve and authorize the County Administrator, Chair and County Attorney to sign the Assessor Agreement with Steele County as presented. *Motion adopted unanimously.*

Assessor Agreement  
with Steele County  
Approved -  
Continued

The County Administrator presented for the Board's consideration a DFO Agreement.

DFO Joint Powers  
Agreement Approved

DFO Director Doug Lambert and Program Manager Curt Petzel were available to comment on the proposed agreement.

Included in the Board packet for review was the proposed DFO Agreement.

Mr. Elmquist noted that there are significant changes from the previous agreement(s). The County Administrator highlighted the following changes with the Board:

### **Formula Change**

The formula change was based on a previous year's budget with a percentage levy increase being agreed upon by the Joint Powers Board. There was a formula devised many years ago that is not referenced in recent agreements but seems to be the base for how the agreements moved forward from year to year. Due to how this amount was allocated, the costs associated to each county over time did not correspond to actual costs. The formula was revised by staff to assist with assuring the amount levied per county more accurately reflected actual services rendered per county.

### **Cost**

The 2013 DFO Corrections Agreement will cost the county approximately \$180,000 more than the 2012 allocated amount. This has been budgeted for in the 2013 budget and made up a total of about 1% of the County's overall levy increase.

### **Fund Balance**

Previously, the JPB fund balance was used to buy down the levy on a year-to-year basis. This seemed to become an issue from year to year as to how it was being used and because of this, it is being refunded at the end of the year to each county based on the formula amount reference previously.

### **Term**

This is a two year contract. Previously, the JPB agreement was done on an annual basis. All three counties agreed that it would make sense to go with a two-year agreement rather than having to potentially revise or recreate the formula on an annual basis.

The Court Services staff were all present and asked to introduce themselves and describe for the Board what their job duties entailed. Court Services staff located in Dodge County includes the following individuals:

DFO Joint Powers Agreement Approved - Continued

Jerianne Gonser, Victim Services Advocate  
Barb Shiek, Case Management Coordinator  
Roger Hanson, Senior Probation Officer  
Andrew Lea, Probation Officer  
Lori Smith, Probation Officer  
Pat Adamson, Probation Officer

Motion by Allen seconded by Gray to approve and authorize the County Administrator and Chair to sign the proposed DFO Joint Powers Agreement. *Motion adopted unanimously.*

Due to time restrictions the County Administrator's legislative discussion item was pushed back until after the County Attorney report.

Legislative Discussion Item Pushed Back

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

Personnel Actions Approved

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

**A. Human Services**

- A.1 Krista Foley – Support Enforcement Aide  
Step increase from B22 step 7 \$15.64 to B22 step 6 \$16.16.  
Effective Date: 1/11/13
- A.2 Tiffany Peterson – Eligibility Worker  
Step increase from B23 step 9 \$15.59 to B23 step 8 \$16.10.  
Effective Date: 1/9/13
- A.3 Ann Kruger – Accounting Technician  
Step increase from B23 step 7 \$16.46 to B23 step 6 \$16.99.  
Effective Date: 12/29/12
- A.4 Part-time Human Service staff review of FTE status. The following changes need to be made according to average hours worked. The next audit will be 7/2013.

Sandy Gilbertson – Account Technician – PT  
Increase FTE from .40 to .50.  
Effective Date: 1/1/13

**B. Administration**

- B.1 Rose Culbertson – Taxpayer Services Director  
Step increase from C41 step 3 \$25.98 to C41 step 2 \$26.67.  
Effective Date: 12/26/12

- B.2 Part-time Extension Office staff review of FTE status. The following changes need to be made according to average hours worked. The next audit will be 7/2013.

Personnel Actions  
Approved -  
Continued

Paula Rud – Administrative Assistant - PT  
Increase FTE from .75 to .80.  
Effective Date: 1/1/13

**C. Public Health**

- C.1 Nicolett Brandt – PHN I – On-Call  
No longer employed.  
Effective Date: 01/08/13

- C.2 Part-time Public Health staff review of FTE status. The following changes need to be made according to average hours worked. The next audit will be 7/2013.

Patricia Busse – Public Health Nurse II  
Increase FTE from .55 to .60.  
Jessica Schleck – Health Educator  
Increase FTE from .50 to .55.  
Effective Date: 1/1/13

**D. Sheriff's Office**

- D.1 Part-time Sheriff's Office staff review of FTE status. The following changes need to be made according to average hours worked. The next audit will be 7/2013.

Adam Waletski – Deputy Sheriff - PT  
Increase FTE from .50 to .55.  
Nathan Olson – Deputy Sheriff - PT  
Increase FTE from .55 to .60.  
Gary Scofield – Deputy Sheriff – PT  
Increase FTE from .60 to .65.  
Bruce Allen – Transport Officer – PT  
Increase FTE from on-call to .35.  
Scott Umsted – 911 Dispatcher – PT  
Increase FTE from on-call to .75.  
Tanya Wunderlich – 911 Dispatcher – PT  
Decrease FTE from .70 to .55.  
Effective Date: 1/1/13

**E. Assessor**

- E.1 Director of Land Records – 1.0 FTE  
Approval of new job description (formerly County Assessor and County Recorder) and request authorization to post and fill vacancy.  
Effective Date: 1/22/13
- E.2 Deputy Assessor – 1.0 FTE  
Approval of new job description for interim position currently held by Mike Stupka.  
Effective Date: 12/27/12

**F. Band and Grade Review**

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

Personnel Actions  
Approved -  
Continued

Child Support Officer  
Effective Date: 12/1/12

From    To  
B23      B24

*Motion adopted unanimously.*

Sheriff Jim Jensen shared with the Board an update on the contracted jail beds with Steele County.

Jail Bed Update

Sheriff Jensen discussed with the Board his request to purchase two squad cars and a transport van.

Squad Car  
Purchases Approved

Chief Deputy Mike Leonhardt and Captain Loring Guenther were available to comment on the request to purchase vehicles for the Sheriff's Office.

Mr. Jensen informed the Board that in this year's budget they have budgeted for two new marked squad cars and a new transport minivan. The Sheriff has received the state bid price for the marked squads and also for the transport mini van. Mr. Jensen would like to order these three vehicles now as it usually takes up to four months to receive the vehicles.

Listed below is the state bid for the two Ford utility squads the Sheriff's Office would like to order:

**Nelson Auto Center**

Fleet Department  
PO Box 338  
Fergus Falls, MN 56538-0338

State Contract #37669  
2 - 2013 Ford Police Interceptor Utility Vehicles  
All wheel drive Police 4 door SUV  
Base Price each -- \$25,309.82  
2 Squads with options -- \$55,593.64

Below is the State Bid for the 2013 PV5 Grand Caravan seven Passenger 29E Package:

**Dodge of Burnsville**

12101 Highway 35W South  
Burnsville, MN 55337

State Contract #35446 Release #A-175(5)  
1 - 2013 Dodge seven passenger Grand Caravan  
Base price -- \$20,666.00  
With options -- \$21,714.00

Sheriff Jensen noted that the equipment and installation of equipment into the squads and the transport van will be extra.

Squad Car Purchases Approved - Continued

Motion by Erickson seconded by Peterson to approve and authorize the Sheriff's Office to purchase two 2013 Ford Police Interceptor Utility Vehicles at a cost of \$55,593.64 from Nelson Auto Center, Fergus Falls, MN and a 2013 Dodge seven passenger Grand Caravan at a cost of \$21,714.00 from Dodge of Burnsville, Burnsville, MN as requested. *Motion adopted unanimously.*

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

Legal Update

Commissioner Allen presented a summary of the Public Works Committee report and action items.

Public Works Committee Report

The Board reviewed the Highway Department's request to purchase a tandem plow truck.

Tandem Plow Truck Purchase Approved

Included in the 2013 Highway budget is \$235,000 to purchase a tandem plow truck.

It was reported that purchasing of heavy equipment is most often done through the State of Minnesota bid contract. This is a process the State goes through to secure competitive pricing on everything from computers to heavy equipment. The benefit to counties and cities is that they get to avoid the bidding process and utilize the pricing obtained by the State to select equipment that best fits their needs.

The Highway Department current fleet of plow trucks consist of primarily Mack chassis and plow equipment from Tow Master. The Highway Department is very happy with their equipment and are reassured in it's worth as several other counties and areas of MnDOT have looked theirs over and followed many of their specs. For the 2013 truck purchase the Highway Department stuck with what has been working and had Nuss Trucks put together the following plow truck with the associated pricing under the State contract:

<b>Mack G4713</b>	
Chassis	\$112,000
Tax	\$ 11,000
Subtotal	<b>\$123,000</b>
Box and Plow Equipment	\$ 98,000
Tax	\$ 7,000
Subtotal	<b>\$105,000</b>
Total Truck Cost	<b>\$228,000</b>

Other truck chassis and plow manufacturers were considered however there were none found to have comparable performance specs. The truck selected will maintain consistency and known reliability in the Highway Department's fleet. The model listed contains all current emissions equipment and meets current standards.

Tandem Plow Truck  
Purchase Approved -  
Continued

The current plow truck to be replaced is unit 202 which is a 2000 Sterling that currently has 288,500 miles and 10,600 hours on the meter.

The Highway Department recommends the purchase of the Mack G4713 tandem truck and add-ons from Nuss Trucks for an approximate final cost of \$228,000.

Motion by Allen seconded by Erickson to approve and authorize the Highway Department to purchase a new Mack tandem plow truck as requested at a cost of \$228,000. *Motion adopted unanimously.*

The County Attorney left the meeting at 11:21 a.m. CST.

County Attorney Left  
Meeting

Mr. Elmquist discussed with the Board 2013 Legislative items.

Legislative  
Discussion

Included in the Board packet were legislative items for the Board's consideration.

Items included for Board review are listed as follows:

1. Human Services Service Delivery Authority
2. Public Health Initiatives
3. Highway Funding
4. TH 14
5. Rochester Rail Bypass
6. Maintenance of Efforts/Mandates/Levy Limits

Also included in the Board packets were supporting materials from the various county associations and AMC which will provide further reference for a number of the following items:

1. Human Services
  - a. Human Services Delivery Authority: Four counties in southeast Minnesota (Dodge, Mower, Steele, and Waseca) are continuing development of a multi-county human services delivery authority that is likely to fit within the current Services Delivery Authority language in Chapter 402A. At this time, they do not anticipate a need for any amendments to that language, but will continue to evaluate it as the model evolves. Human Services would be happy to brief any legislators interested in learning more about the model.

Contacts: Jim Schug, representing Springsted, Inc. and serving as Project Manager, 651.303.0052 or jimschug@comcast.net

Legislative  
Discussion -  
Continued

Jane Hardwick, Dodge County Human Services Director, 507.635.6176 or jane.hardwick@co.dodge.mn.us

Tom Shea, Steele County Administrator, 507.444.7431 or tom.shea@co.steele.mn.us

## 2. Public Health

- a. Public Health Infrastructure: Funding cuts at all levels have reduced the capacity of local Public Health Departments to carry out mandated public health functions and meet accreditation standards. It is recommended they ask for support for adequate funding so that local Public Health Departments have the resources necessary to protect the health and safety of the public every day and during emergencies. Also, to continue support for integration of funding into the local public health block grant to limit administrative costs and allow maximum flexibility to meet local needs.
- b. Support reestablishing the Statewide Health Improvement Program (SHIP) in all counties and seek a permanent funding source for this program. Support that matching fund requirements and competitive grants be enacted in ways that ensure all local Public Health Departments and tribal agencies are able to participate. Support statewide alcohol and tobacco tax increases and champion the use of the new revenues for programs that prevent chronic diseases, like SHIP. Support dedicating a portion of the ongoing tobacco settlement revenue to funding SHIP. (The state has received an average of \$162 million dollars in revenue from tobacco companies each year since 2000 as a result of the state's settlement of the tobacco lawsuit.)

## 3. Highway

- a. Overall Funding: Available highway funds are woefully inadequate to maintain today's infrastructure. The primary source of funding for highways in Dodge County is gas tax, motor vehicle excise sales tax (MVEST), and motor vehicle tab fees. These sources are primarily distributed to roads and bridges with 100% of the gas tax constitutionally dedicated to roads and bridges. If a road life is 60 years before reconstruction and the need to overlay a road is every 15 years, the annual construction budget would need to be \$5,000,000. It is typically less than \$3,000,000.
- b. TH 14 Upgrade to Four Lane: With over 8,000 vehicles per day on this long stretch of trunk highway it is time to construct a four lane controlled access highway.

## 4. Rochester Railroad Bypass

- a. With a capacity study currently under way, it is apparent that increased rail use can be accommodated with reasonable upgrades to the Rochester route and not necessitate an alternative line. It is also understood that there is decreased rail traffic on this line than in the past. Dodge County has previously opposed the bypass and it is recommended we continue this position.

Legislative  
Discussion -  
Continued

## 5. Other Issues for Consideration:

- a. Sales Tax Exemption: County governments are currently required to pay sales tax on all items purchased. While other governmental units have been afforded this exemption, the question posed is why cities and counties do not?
- b. Maintenance of Efforts (MOE) or unfunded mandates. Don't support additional MOE's or unfunded mandates.
- c. Levy Limits. Do not support the addition of levy limits on local governments.

The Board thanked Mr. Elmquist for the information.

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 amended December 26, 2012 Committee of the Whole meeting minutes as amended on page 263. *Motion adopted unanimously.*

12/26/12 Meeting  
Minutes Amended

Motion by Gray seconded by Peterson to approve and authorize the January 8, 2013 Committee of the Whole meeting minutes as presented. *Motion adopted unanimously.*

01/08/13 Committee  
of the Whole Meeting  
Minutes Approved

Motion by Erickson seconded by Allen to approve and authorize the January 8, 2013 meeting minutes as corrected on page 19. *Motion adopted unanimously.*

01/08/13 Meeting  
Minutes Approved

Commissioners provided their agency reports. Commissioner Allen attended an EDA meeting, a meeting with Sheriff Jim Jensen and a Public Works meeting with Dallas Ness and Andy Hesper. Commissioner Erickson attended a Cedar River Watershed District meeting, a Highway 14 Partnership Annual meeting, a Fairview Care Center meeting, a Human Services Redesign Project Follow-Up work session, a DFO Advisory Committee meeting and a Dodge County Soil & Water Conservation District meeting. Commissioner Gray attended a Rail Study PAC meeting, a Southeastern Minnesota Association of Regional Trails meeting, a Fairview Care Center meeting, a DFO Advisory Board meeting, a Dodge County Historical Society meeting, a South Central Human Relations meeting and a Dodge County Board meeting.

Agency Reports

Commissioner Peterson attended a Rail Authority meeting, a Safety Board meeting and a Fairview meeting. Commissioner Tjosaas attended a Highway 14 Annual meeting, a SCHC meeting, a SBA meeting and a Care Center meeting.

Agency Reports -  
Continued

The Chair recessed the meeting at 11:55 a.m. CST.

Meeting Recessed

The Chair reconvened the meeting at 1:02 p.m. CST.

Meeting Reconvened

Water Program Manager Dean Schrandt met with the Board to discuss Dodge County's ground and surface water programs and trends. Mr. Schrandt explained the last time this had been presented to the Board was in 2007.

Ground Water and  
Surface Water  
Trends in Dodge  
County Discussed

The presentation explained how ground water and surface water can be influenced by changing land uses and environmental conditions. Mr. Schrandt reported that with proper monitoring programs, decisions can be made that help preserve or enhance water quality.

The Water Program Manager commented that ground water is the No. 1 priority in the overall water plan and discussed how nitrate and coliform issues are continually tested for and monitored.

Mr. Schrandt also reviewed surface water issues and how rainfall, water transparency and bugs are primary indicators on its current condition of quality.

Information on several Dodge County streams and waterways was reviewed with the Board as to their conditions and there was a mixture of waterways that are in good health and a few that are being watched more closely due to some alarming trends.

The Water Program Manager suggested that with further monitoring, public awareness as to trends, and understanding best policy and practices, which can include water buffers, conservation drainage, and water and soil retention structures, they can improve water quality efforts.

Questions were posed as to how to better attain public awareness to these water quality trends.

Future presentations and newsletter articles were suggested as outlets to build awareness.

Motion by Allen seconded by Gray to adjourn the meeting at 1:54 p.m. CST.  
*Motion adopted unanimously.*

Meeting Adjourned

The next meeting of the Dodge County Board of Commissioners will be held on February 12, 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:**