

TUESDAY, MAY 14, 2013

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

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

**COUNTY ADMINISTRATION OFFICE
MANTORVILLE, MN**

2013-10

The Dodge County Board of Commissioners met in regular session May 14, 2013, in the Commissioner's Room at the Courthouse Annex, Mantorville, MN, at 9:30 a.m. CDT. Lyle Tjosaas, Chair called the County Board of Commissioners meeting to order at 9:30 a.m. CDT.

Meeting Convened

The pledge of allegiance was recited.

Pledge of Allegiance

The 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 Gray to approve the agenda as amended to remove item 1.9 from the consent agenda and switch items 5.0 and 6.0 on the agenda. *Motion adopted unanimously.*

Agenda Approved

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

Consent Agenda
Items Approved

- 1.1 Chair and Deputy Clerk to sign resolutions #2013-18 and #2013-19 confirming Dodge County's sponsorship of the Dodge County Snowseekers Snowmobile Club and the K-M Snowdrifters Snowmobile Club for the 2013/2014 season.
- 1.2 Chair to sign a Minnesota Application for Eligibility Form to Receive Federal Surplus Property for an additional three years.
- 1.3 Chair and Deputy Clerk to sign resolution #2013-20 to accept the donation of baby quilts valued at \$180.00 from Bundles of Love, Oronoco, MN to the Public Health Family Health Program.
- 1.4 The destruction of Public Health records according to the Minnesota Record Retention schedule.
- 1.5 Human Services resolution #95-10.
- 1.6 The Chair, Human Services Director and County Attorney to sign a contract with Fourth Avenue Homes, Inc., for the provision of home and community-based services for the period of April 1, 2013 to June 30, 2014.

- 1.7 Chair and Deputy Clerk to sign resolution #2013-21 authorizing Human Services to accept the donation of \$15.84 worth of food items from Sunshine Foods to be used for outreach education.
- 1.8 Chair and Deputy Clerk to sign resolution #2013-22 authorizing Human Services to accept the donation of 50 handmade blankets from Project Linus for the Child/Family Social Services unit to distribute to needy children.
- 1.10 Awarding the contract for SP 020-624-018 to reconstruct CSAH 24 to low bidder Mathiowetz Construction in the amount of \$3,662,789.34 with County Engineer authorized to approve change orders and supplemental agreements up to 10% of the contract amount.
- 1.11 Highway Department to set dates to advertise and open bids for project SAP 020-599-105 for the Vernon Township slope stabilization project at the discretion of the County Engineer and County Administrator.
- 1.12 Chair and Deputy Clerk to sign resolution #2013-23 for sponsorship of the Vernon Township 2010 Flood Project repairs and authorize the County Engineer to sign MnDOT Grant Agreement 03711.

Consent Agenda
Items Approved -
Continued

Motion adopted unanimously.

Zoning Administrator Melissa DeVetter introduced Ryan Thesing who is the new County Feedlot Officer/Water Quality Technician.

New Employee
Introductions

County Administrator Jim Elmquist introduced Ryan DeCook who is the new Director of Land Records.

The Board welcomed the two new employees.

Taxpayer Services Director Rose Culbertson reviewed bills with the Board.

Bills Approved

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

01	Revenue Fund	\$ 189,829.55
11	Human Services Fund	\$ 235.40
13	Road and Bridge Fund	\$ 284,878.11
16	Environmental Quality Fund	\$ 85,192.74
	Total	\$ 560,135.80

Motion adopted unanimously.

Solid Waste Facility Manager Terry Selthun and Septic System Coordinator /Account Technician Sandra Schaefer presented for the Board's consideration quotes for bituminous paving at the Transfer Station.

Transfer Station
Bituminous Paving
Quote Approved

Mr. Selthun reported that adding bituminous to their new driveway and unloading areas is the last step in their Solid Waste Facility Improvement Project that started in 2011. The revenue for entire project came from sale of bonds that netted \$435,000; the remaining balance of \$88,213 is available for bituminous paving.

Transfer Station
Bituminous Paving
Quote Approved -
Continued

The Solid Waste Facility Manager informed the Board that bond debt is paid by operating budgets of the Demolition Landfill, Recycling, Transfer Station, and Compost Facility (budget line item OBJ #6705 -6715).

Mr. Selthun stated that Environmental Services requested written quotes to install 1,000 tons of bituminous, 4.5 inches thick, over 36,600 square feet of driving surface at Dodge County Transfer Station. The county Highway Department staff helped prepare detailed specifications and a map which were included in the Board packets for review.

The following quote summary information was shared:

Contractors	Lump Sum for Fine Grading	Cost Per Ton for Bituminous	Total Cost Construction
Rochester Sand and Gravel, Rochester, MN	\$ 4,391.00	\$ 73.82	\$ 78,211.00
Rochester Service Co., Rochester, MN	\$ 8,200.00	\$ 74.82	\$ 83,094.82
Bituminous Roadways, Mendota Heights, MN	\$ 5,000.00	\$ 80.00	\$ 85,000.00
Elcor Construction, Rochester, MN	\$ 5,424.00	\$ 81.50	\$ 86,924.00
Swenke IMS Contracting LLC, Kasson, MN	\$10,000.00	\$ 77.00	\$ 87,000.00
Bituminous Materials LLC, Faribault, MN	\$ 4,400.00	\$ 86.70	\$ 91,100.00

Motion by Gray seconded by Allen to accept the lowest quote of \$78,211.00 from Rochester Sand and Gravel, Rochester, MN for bituminous paving at the Transfer Station. *Motion adopted unanimously.*

Zoning Administrator Melissa DeVetter presented for the Board's consideration the May 1, 2013 Planning Commission recommendations.

IUP #13-03 Approved

Motion by Erickson seconded by Peterson to approve of the following action of the Planning and Zoning Commission as reviewed on May 1, 2013 with the reasons, recommendations and conditions as found in the individual permit:

Michael Marti – IUP #13-03

The first public hearing is to consider an application for an Interim Use Permit to allow a dwelling on less than 35 acres in the Urban Expansion District. The proposed parcel will be a 5.38 acre split from 35.59 acres and is located in the NE ¼ of the SE ¼ of Section 33, Mantorville Township. Michael Marti is the applicant and Don Marti is the property owner.

The Planning Commission recommends approval with the following conditions:

IUP #13-03 Approved
- Continued

1. The Ag Covenant shall be signed and recorded prior to issuance of the Zoning Permit.
2. Dodge County Zoning Permit shall be obtained before construction.
3. The sewage treatment system must meet the requirements of Dodge County's Subsurface Sewage Treatment Ordinance No. 4, or successor. A Dodge County Sewage Treatment System shall be obtained prior to issuance of the Zoning Permit.
4. A Driveway Permit shall be obtained from Mantorville Township.

Motion adopted unanimously.

Ms. DeVetter presented for the Board's consideration IUP #13-04. Motion by Gray seconded by Erickson to approve of the following action of the Planning and Zoning Commission as reviewed on May 1, 2013 with the reasons, recommendations and conditions as found in the individual permit:

IUP #13-04 Approved

Keith L. Cooper – IUP #13-04

The second public hearing is to consider an application for an Interim Use Permit to allow a Limited Rural Business in the Agricultural District. The parcel is 10 acres located in the NW ¼ of the SW ¼ of Section 11, Ashland Township. Keith L. Cooper is the applicant and property owner.

The Planning Commission recommends approval with the following conditions:

1. Operation will comply with all local, state, and federal regulation regarding the proposed use of the property.
2. The permittee, event host, all subcontractors and/or any employee working for the permittee, event host, or subcontractor shall be properly licensed and/or permitted by the State for all event activities and services provided on the site.
3. The permittee shall keep a log of all scheduled events on site. The log shall include the type of event, event host contact information, date of event, hours of the event and temporary permit number (if non-profit) or license number of the caterer, when alcohol is involved as part of any event. In addition, the permittee shall notify the Dodge County Sheriff's Office prior to any catered event. Notification shall include the information required in the event log.
4. The permittee(s) shall be on site during all scheduled events.
5. The Ag Covenant shall be signed and recorded prior to the first scheduled event.
6. The driveway and adequate space for turn-around shall be left open to allow access for emergency vehicles during events.
7. The permittee shall obtain insurance to adequately address the risks and activities from the Limited Rural Business. A copy of the proof of insurance shall be submitted to the Environmental Services Department on an annual basis to be kept on file with the Interim Use Permit.

8. Should graywater, sewage or kitchen wastes be generated, the business must meet the requirements of Dodge County's Subsurface Sewage Treatment Ordinance No. 4, or successor and Minnesota Rules Chapter 7080-7083, and obtain a Dodge County Sewage Treatment System Permit, if required.
9. Owner of limited rural business shall ensure that waste generated by the business is managed in accordance to Dodge County Ordinance and MN Rule. To summarize regulations: waste must be properly stored to prevent litter; waste cannot be burned or buried on the property; recyclable materials cannot be mixed with non-recyclable waste; and all waste must be collected by a licensed hauler or transported directly to the Dodge County Transfer Station.
10. The permittee shall comply with the access requirements of Ashland Township.
11. If a sign is erected in association with a Limited Rural Business, it shall be no more than nine (9) square feet, no greater than ten (10) above grade and must be located upon the applicant's property no closer than a distance of ten (10) feet from the road right of way.
12. The owner shall ensure to their best and reasonable ability that dust is controlled to the satisfaction of Ashland Township and the adjacent property owner.
13. To mitigate dust, noise and vibration impacts to the adjacent dwellings, traffic exiting the north (primary) parking lot shall be directed north on 200th Avenue and traffic exiting the south (overflow) parking lot shall be directed south on 200th Avenue.
14. The business shall comply with the Nuisance and General Health, Safety, and Welfare Standards of Chapter 17. Complaints shall result in review of the IUP by the Planning Commission and may result in amendment or termination of the permit, depending upon the severity of the issue.
15. Operation of the event facility shall not exceed two events per week and four events during the off season, as indicated by the applicant in the agreement.
16. Any change involving the addition or conversion of new business related structures, addition of employees, beyond that specified in the Home Occupation Agreement/application on file with the IUP, enlargement, structural alteration, modification or addition, intensification or change to the Limited Rural Business shall require an amendment to the IUP.

IUP #13-04 Approved
- Continued

Motion adopted unanimously.

Ms. DeVetter presented for the Board's consideration IUP #12-02 extension. Motion by Erickson seconded by Peterson to approve of the following action of the Planning and Zoning Commission as reviewed on May 1, 2013 with the reasons, recommendations and conditions as found in the individual permit:

IUP #12-02
Extension Approved

Levi McNeilus – IUP#12-02 extension

The Planning Commission recommends approval for an extension of IUP #12-02 for 1 (one) year. I.U.P. #12-02 would be extended from June 12, 2013 to June 12, 2014 with the following conditions:

1. The Ag Covenant shall be signed and recorded prior to issuance of the Zoning Permit.
2. Dodge County Zoning Permit shall be obtained before construction.
3. The sewage treatment system must meet the requirements of Dodge County's Subsurface Sewage Treatment Ordinance No. 4. A Dodge County Sewage Treatment System shall be obtained prior to issuance of the Zoning Permit.
4. Adequate erosion control measures shall be implemented during any land disturbing activities to ensure that the adjacent watercourses are not impacted by sediment.
5. An address shall be obtained from the Dodge County Highway Department.

IUP #12-02
Extension Approved -
Continued

Motion adopted unanimously.

Ms. DeVetter presented for the Board's consideration IUP #12-04 extension. Motion by Allen seconded by Peterson to approve of the following action of the Planning and Zoning Commission as reviewed on May 1, 2013 with the reasons, recommendations and conditions as found in the individual permit:

IUP #12-04
Extension Approved

Brian & Cassi Garness – IUP#12-04 extension

The Planning Commission recommends approval for an extension of IUP #12-04 for 1 (one) year. I.U.P. #12-02 would be extended from July 24, 2013 to July 24, 2014 with the following conditions:

1. A Dodge County Zoning Permit shall be obtained before construction.
2. The Agricultural Covenant shall be signed and recorded in the Dodge County Recorder's Office prior to construction. A copy of the recorded document is required to be submitted to the Dodge County Environmental Service Department to file with the IUP.
3. The sewage treatment system must meet the requirements of the Dodge County's Subsurface Sewage Treatment Ordinance No 4.

Motion adopted unanimously.

Sergeant Ryer Anderson introduced Calli Schneider who is a Winona State Law Enforcement student that will be completing an internship in the Sheriff's Office this summer.

Sheriff's Office Intern
Introduced

The Board welcomed Ms. Schneider.

Sheriff Jim Jensen met with the Board to discuss his request to apply for and accept a COPS Grant.

Sheriff's Office
Authorized to Apply
for a COPS Grant

Mr. Jensen reported that the Sheriff's Office has one School Resource Officer that works in both the Hayfield School District and the Triton School District. Both Hayfield and Triton have asked the Sheriff if he could look at ways to fund another School Resource Officer so each school district would have their own.

Since that time, Mr. Jensen has been looking for ways to fund another SRO position in his budget.

Sheriff's Office
Authorized to Apply
for a COPS Grant -
Continued

The Office of Community Oriented Policing Services (COPS Office) announced during the week of April 22, 2013 that they would begin accepting grant applications for the Fiscal Year (FY) 2013 COPS Hiring Program (CHP). This application for this year's CHP solicitation must be complete and submitted by 7:59 PM EDT on Wednesday, May 22, 2013, in order to receive consideration. CHP is a competitive grant program that provides funding directly to law enforcement agencies having primary law enforcement authority to hire and/or rehire career law enforcement officers in an effort to increase their community policing capacity and crime prevention efforts.

This year's CHP grants will cover up to 75 percent of the approved entry-level salary and benefits for three years (36 months) for newly hired, full-time sworn officer positions (including filling existing unfunded vacancies) or for rehired officers who have been laid off, or are scheduled to be laid off on a specific future date, as a result of local budget cuts. A minimum 25 percent local cash match is therefore required. Under 2013 CHP, there is also a maximum federal contribution of \$125,000 per position over the three-year grant period. At the conclusion of federal funding, grantees must retain all sworn officer positions awarded under the CHP grant.

The retained CHP-funded position(s) should be added to the grantee's law enforcement budget with state and/or local funds, over and above the number of locally-funded positions that would have existed in the absence of the grant.

Mr. Jensen reported that there are two major changes to this year's program. While hiring military veterans is not a grant requirement under 2013 CHP, applicants who commit to taking active steps to recruit, hire and deploy at least one military veteran under FY2013 CHP will receive additional consideration for CHP funding. In addition, the issue of school safety has emerged as a national priority with the law enforcement community, educators, and the general public. As such, additional consideration will be given for applicants who indicate that the officer positions requested will be deployed as a School Resource Officer (SRO).

The estimated cost for a full-time Deputy would be approximately \$200,526.45 for wages, PERA, FICA and single coverage insurance for a three year period (this also includes Holiday Pay and Uniform allowance). The only additional costs to the Sheriff's Office would be start up equipment, uniforms and a squad car.

The Sheriff has spoken with Hayfield and Triton Schools and they are both willing to pay extra towards the SRO. Mr. Jensen has estimated an increase from Hayfield and Triton of \$7,423.00 for the first year and \$8,258.00 for the second and third years for a total of \$23,939.00 from each school over the three year period. For a squad car the Sheriff's Office would be able to keep one of the part-time squads in service for the first year and then look at replacing it in the second year.

Wages and benefits for three years	\$200,526.45
Additional funds from Hayfield over three years	-\$ 23,939.00
Additional funds from Triton over three years	\$ 23,939.00
	\$152,648.45
COPS Grant over three years	-\$125,000.00
Cost to Sheriff's Budget over three years	\$ 27,648.45

Sheriff's Office
Authorized to Apply
for a COPS Grant -
Continued

Mr. Jensen reported that a School Resource Officer (SRO) is an officer who promotes a better understanding of our laws, why they were enacted and their benefits. They provide a visible and positive image for law enforcement. They serve as a confidential source of counseling to students concerning problems they face. They bring expertise into schools that will help young people make more positive choices in their lives. They also work to protect the school environment and to maintain an atmosphere where teachers feel safe to teach and students feel safe enough to learn.

Having a School Resource Officer in each school district is a benefit to the school district, but it benefits the Sheriff's Office too. A School Resource Officer (SRO) program places law enforcement officers in schools with the goal of creating and maintaining safe, secure, and orderly learning environments for students, teachers, and staff. With such a program, the officer represents much more than "the cop in the shop."

An SRO program reflects a community's desire to ensure that its schools are safe, secure, and orderly. SRO's represent a proactive strategy designed to bring prevention and intervention into the schools.

SRO's are valuable resources for their schools. They are trained to fulfill three roles.

- First and foremost are law enforcement officers whose primary purpose is to "keep the peace" in their schools so that students can learn and teachers can teach;
- Secondly they are law-related counselors who provide guidance on law-related issues to students and act as a link to support services both inside and outside the school environment; and thirdly they are law-related education teachers who provide schools with an additional educational resource by sharing their expertise in the classroom.
- Third, beyond these identified roles and, perhaps most importantly, SROs are positive role models for many students who are not exposed to such role models in today's society. Their presence in the schools sends a strong message that violence is not acceptable.

Discussion took place regarding asking the schools to commit to contributing more money towards another SRO Officer position if the county is awarded the grant.

Motion by Erickson seconded by Peterson to approve and authorize the Sheriff's Office to apply for a COPS grant. *Motion adopted unanimously.*

It was the consensus of the Board that if awarded the COPS Grant, the Sheriff needs to come back with information on how the position will be funded in the future.

Sheriff's Office
Authorized to Apply
for a COPS Grant -
Continued

Commissioner Gray suggested that if the grant is awarded that the schools be asked to contribute more money towards funding the new position.

The Sheriff discussed with the Board his request to move two 0.8 FTE 911 Dispatchers to full-time.

Request to Move
Two .8 FTE
Dispatchers to Full-
Time Approved

The Dodge County Sheriff's Office has hired a consultant to do a PSAP Study to help determine what direction Dodge County should go with their PSAP. Some of the options on the table right now are:

1. Consolidate with Rice/Steele PSAP
2. Consolidate with Wabasha PSAP
3. Consolidate with Goodhue PSAP
4. Consolidate with Winona PSAP
5. Consolidate with some combination of Wabasha, Goodhue and Winona PSAP's
6. Consolidate with Olmsted/Rochester PD PSAP
7. Upgrade the equipment and space needed to maintain our own PSAP

The Sheriff's Office has been trying not to hire any new employees to train in as part-time 911 Dispatchers until the results of the PSAP study are released to them and a decision has been made by the County Board. Since they started talking about doing a PSAP study, they have had two 0.8 FTE 911 Dispatchers and one on-call 911 Dispatcher leave employment with the Sheriff's Office. Of their remaining on-call and part-time 911 Dispatchers, most of them are looking for full-time jobs somewhere.

The Sheriff's Office is continuing to have problems with retaining on-call and part-time 911 Dispatchers so that scheduled shift hours are covered without paying overtime. This causes additional stress on the employees along with the additional costs of the constant training of new employees. The Sheriff's Office feels that changing the two .8 positions to full-time would help retain dispatchers longer which would better the service provided to the public as well as creating less stress and the additional costs incurred by the constant training. The following is a brief summary of what the costs are.

- The starting wage for a nonunion employee is \$14.62/hr.
- The starting wage for a union employee is \$16.24/hr which includes .8 and full-time.
- The cost of benefits for an employee per year is \$19,293.00 which is \$742.03 a pay period.
- The approximate benefit cost per hour is an additional \$9.27/hr.

- The training of new dispatchers takes 520 hours which is 13 weeks. The trainer receives an additional \$.50/hr while training, which is a cost of \$260.00 every time they train a new Dispatcher. The trainee is paid a minimum of \$16.24/hr at a cost of \$7,602.00 which is a total of \$7,862.00 plus advertising costs. If you take the estimated increased costs for benefits for each employee at \$19,293.00 per year and subtract the training cost for a new employee, of \$7,862.00 you have a difference of \$11,431 additional cost to the budget to increase each .8 Dispatcher to a full-time status.

Request to Move
Two .8 FTE
Dispatchers to Full-
Time Approved -
Continued

Mr. Jensen believes they will be able to cover the increase in the budget by using less overtime and possibly less part-time hours. The Sheriff's Office feels they will also save money because they won't have to train new Dispatchers and any other increased costs they can cover by savings in other areas in their budget.

Motion by Peterson seconded by Erickson to approve and authorize the Sheriff's Office to move the two .8 FTE Dispatchers to full-time status to help with fill the hours in the dispatch schedule. Additional funding for this increase will be taken out of the part-time dispatcher line item in the Sheriff's budget. *Motion adopted unanimously.*

The Sheriff discussed with the Board his request to move two part-time Records employees to full-time.

Sheriff's Office
Request to Move Two
.5 FTE Records
Employees to Full-
Time Approved

Prior to Mr. Jensen being elected Sheriff, the Records Department in the Sheriff's Office had four full-time employees. One of those employees resigned prior to his taking Office and one left the Records Department during the first year of his term.

The Sheriff's Office then hired two part-time employees to help out in Records because there was too much work for two Records staff to handle. The two part-time employees have been working for over a year now and things have been going fairly good until this year. Since January of this year (2013), they have had an increase of Permits to Acquire and Permits to Carry.

During 2012 from January through December, Records processed a total of 233 Permits to Acquire and Permits to Carry. This year (2013) they have already processed over 250 Permits to Acquire and Permits to Carry. They receive \$100.00 for new applications for Permits to Carry of which \$10.00 goes to the State of Minnesota (\$90.00 goes to the Sheriff's Office) and they get \$75.00 for someone renewing their Permit to Carry of which \$5.00 goes to the State of Minnesota (\$70.00 goes to the Sheriff's Office). The Sheriff's portion of the fees goes into an account (line item # 01-207-000-0000-5557) and can only be used for certain things related to gun permits. One of these items that the funds can be used for is salaries and benefits, Admin processing, legal defense, equipment and supplies. This fund currently has a cumulative fund balance through the end of 2012 of \$39,135.32.

The Records Department does fingerprint cards for people that need them for employment purposes or for other reasons. The Sheriff's Office charges \$10.00 per fingerprint card. During the first three months of 2012, 45 fingerprint cards were done and during the first three months of 2013, Records has already done 91 fingerprint cards.

Sheriff's Office
Request to Move Two
.5 FTE Records
Employees to Full-
Time Approved -
Continued

The Records Department has an increase in their workload this year from gun permits and fingerprint cards. There are other duties that are going to be added to their workload this year including processing bills and verifieds, the Pay to Stay account, and a new process for entering reports into CAD and E-Citation. These added duties will take up more of their time and will justify the increased hours for the part-time employees.

The Sheriff reported that he will be able to cover the increase from part-time (\$16,969.00 per year per part-time employee to \$43,357.00 per year to go to full-time) partly from the Permit to Carry fund, partly from the Fingerprint Card fund and the rest from savings in the budget. To explain the savings, budget year 2011 the Sheriff had a savings of over \$179,000.00 and budget year 2012 he had a savings of over \$259,000.00. This is a total savings of over \$438,000.00 over two years. Mr. Jensen noted that he has been very careful with spending over the past two years and plans on continued savings in this year's budget.

There will be an additional cost of approximately \$30,000.00 in this year's budget to place the two part-time employees on full-time status. The Sheriff believes the increased workload justifies moving the two .5 FTE Records employees to full-time status.

Commissioner Allen commented that he understands that there will be money in the budget this year for the expenditure; however he was concerned with spending down these funds and not having enough money to fund the increase in future years.

Commissioner Peterson commented that he believes the number of requests for a Permit to Carry will come down and noted that these requests typically increase after a presidential election and then go down again.

Mr. Peterson stated that he was ok with people having to wait longer to get things processed in the Sheriff's Office and that he was not in favor of the proposed increase of the part-time Records positions.

The Sheriff reported that there are time restrictions that apply for processing paperwork in the Sheriff's Office. If paperwork is not processed in a timely manner, it's possible that the county could be sued.

Discussion took place on whether or not it would be difficult to move someone whose hours were increased back to part-time at a later date.

Employee Relations Director Lisa Hager commented that moving someone from full-time back to part-time would create some issues and would not be easy.

Motion by Gray seconded by Allen to approve and authorize the Sheriff to move the two .5 FTE Records personnel to full-time status to help with the extra workload in Records Department in the Sheriff's Office. Motion adopted Gray, Allen, Erickson, Tjosaas aye, Peterson nay.

Sheriff's Office
Request to Move Two
.5 FTE Records
Employees to Full-
Time Approved -
Continued

The Sheriff presented for the Board's consideration a request to approve a full-time temporary Deputy position.

Request to Move
One Part-Time
Deputy to Temporary
Full-Time Status
Discussed

One of the Night Sergeants has been out on Short Term Disability since April 21st with back problems and is trying to schedule back surgery. When the surgery is completed, the Deputy will be out on Long Term Disability Leave for up to one year, this has caused a vacancy in the schedule for the night shift.

Sheriff Jensen would like permission to move one of their part-time Deputies to a temporary full-time status and one full-time Deputy to a temporary Sergeant position to fill the vacancy in the schedule.

Ms. Hager reported that this item will be acted on under the Personnel Actions.

Discussion took place regarding whether or not adding the word "temporary" to the full-time Records increases would make it easier to reduce the hours to part-time at a later date. It was the consensus that it would.

Motion to Move Two
Part-Time Sheriff's
Office Employees to
Full-Time Rescinded

Commissioner Gray and Commissioner Peterson rescinded their motion to move the two .5 FTE Records personnel to full-time status.

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

Personnel Actions
Approved

Commissioner Peterson requested that items C.1, D.2 and D.3 be acted on separately.

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

A. Highway

- A.1 Turner Kruger – Seasonal Highway Maintenance
Authorization to employ at A11 step 11 \$10.78 to fill approved vacancy.
Effective Date: 6/10/13
- A.2 Michael Espey – Seasonal Highway Maintenance
Authorization to employ at A11 step 11 \$10.78 to fill approved vacancy.
Effective Date: 5/15/13
- A.3 Guy Kohlhofer – County Engineer
Annual review.
Effective Date: 5/1/13

B. Human ServicesPersonnel Actions

- Approved -
Continued
- B.1 Amy Stevens – Support Enforcement Aide - .9 FTE
Authorization to employ at B22 step 9 \$14.68 to fill approved vacancy.
Effective Date: 4/30/13
- B.2 Karen Smith – Case Aide - .8 FTE
Annual review.
Effective Date: 4/8/13
- B.3 Shannon Thompson – Child Support Officer
Step increase from B24 step 6 \$18.19 to B24 step 5 \$18.81.
Effective Date: 5/12/13
- B.4 Deloris Scherger – Support Enforcement Aide
Annual review.
Effective Date: 4/15/2013
- B.5 Brione Thompson – Social Worker
Step increase from C42 step 2 \$26.25 to C42 step 1 \$27.04.
Effective Date: 4/11/13
- B.6 Jodi Marsh – Social Worker
Annual review.
Effective Date: 3/3/13
- B.7 Crystal Haack – Social Work Intern
Authorization to allow to complete up to a 480 hour unpaid internship with
Human Services.
Effective Date: 5/6/13 – 8/30/13
- B.8 Adam Anderson – Volunteer Social Work Job Shadow
Authorization to allow job shadowing with Human Services.
Effective Date: 5/1/13 – 5/24/13
- C. Administration**
- C.2 Roger Friedt – Building Operations Supervisor
Annual review.
Effective Date: 4/24/13
- C.3 Eric Thompson – Drug Court Coordinator
Annual review.
Effective Date: 4/24/13
- D. Sheriff's Office**
- D.1 Melissa Bublitz – Records/Clerk Typist - .5 FTE
Recommend regular status and step increase from B21 step 8 \$14.20 to
B21 step 7 \$14.66.
Effective Date: 2/13/13
- D.4 Patrol Sergeant – Temporary Full-Time
Authorization to post and fill temporary full-time position due to leave of
absence.
Effective Date: 5/14/13 – TBD
- D.5 Deputy Sheriff - Temporary Full-Time
Authorization to post and fill temporary full-time position due to leave of
absence.
Effective Date: 5/14/13 – TBD

Motion adopted unanimously.

Motion by Gray seconded by Allen to approve the following personnel action:

Personnel Action C.1
Approved

C. Administration

- C.1 Andrea Tomschin – 4H Summer Assistant
Authorization to employ as 4-H Summer Assistant at \$10.00.
Effective Date: 6/3/13 – 8/16/13

Motion adopted, Gray, Allen, Erickson, Tjosaas aye, Peterson recused himself from voting on this item.

Motion by Gray seconded by Allen to approve the following personnel action:

Personnel Actions
D.2 and D.3
Approved

D. Sheriff’s Office

- D.2 Melissa Bublitz – Records - .5 FTE
Authorization to change status from .5 FTE to 1.0 FTE temporarily.
Effective Date: 5/20/13 to 12/31/13
- D.3 Ashley Bjornson – Records - .5 FTE
Authorization to change status from .5 FTE to 1.0 FTE temporarily.
Effective Date: 5/20/13 to 12/31/13

Motion adopted, Gray, Allen, Erickson, Tjosaas aye, Peterson nay.

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

Legal Update

Commissioner Gray shared with the Board information on some electrical work that is being planned for the Historical Society.

Historical Society’s
Request to Complete
Electrical Work on
County Owned
Property Supported

Mr. Gray reported that at the April 18th, 2013 meeting of the Historical Society an offer was made to donate time and materials to extend electrical service originating at the museum building to two adjacent structures south of the museum.

Coy Borgstrom, an area electrician and member of the Historical Society made the offer on behalf of himself and other unspecified area electrical contractors and material suppliers.

The proposed electrical service extension would consist of two subfeed panels and underground connecting wire.

The proposed work would proceed in 2013 as weather and work schedules permit.

The proposed electrical service extension would originate at the museum, a county owned building and parcel, and proceed to provide service to two buildings owned by the Historical Society. The south most building is situated on a separate parcel purported to be owned by the Historical Society.

Greg Nelson, who is a member of the Dodge County Historical Society’s Board of Directors, was available to comment on the request.

It was the consensus of the Board that they supported the Historical Society's desire to move forward with completing electrical work on county owned property as discussed.

Historical Society's
Request to Complete
Electrical Work on
County Owned
Property Supported -
Continued

The Board thanked Mr. Nelson for the information.

Commissioner Gray presented a summary of the Human Services Committee report.

Human Services
Committee Report

Commissioner Peterson presented a summary of the Public Health Committee report.

Public Health
Committee Report

Mr. Peterson informed the Board that the Public Health Director received a Provider Agreement with U-Care in the mail yesterday that needs to be acted on by the Board before the next County Board meeting.

U-Care Agreement
Request Discussed

It was determined the Board will take action on the U-Care Agreement request through a special meeting after the Fairview Care Center meeting on Tuesday, May 21, 2013.

Commissioner Erickson presented a summary of the Public Safety Committee report.

Public Safety
Committee Report

The Board discussed the Sheriff's request to approve out-of-state training.

Out-of-State Training
Approved for the
Sheriff

July 28, 2013 thru August 1, 2013 of this year there is a Rural Executive Management Institute training that is being held in Fargo, North Dakota. This training provides management education and training that is specific to rural Law Enforcement executives. The Sheriff included in the Board packet additional information about the training.

Sheriff Jensen is requesting approval from the Board to attend this Rural Executive Management Institute training session. The Sheriff is hopeful that he will be able to share transportation with one of the other Sheriff's that is attending the training.

The estimated cost of the training is \$850.00, some of which will be reimbursed by a grant.

The Sheriff plans to share the knowledge gained at this training with all of his employees.

Motion by Erickson seconded by Gray to approve and authorize out-of-state training for the Sheriff July 28 - August 1, 2013 for a Rural Executive Management Institute training session that is being held in Fargo, North Dakota.
Motion adopted unanimously.

The Board reviewed the Sheriff's request to approve a policy for part-time Deputies when court is cancelled.

Policy 30 for Sheriff's Office Part-Time Deputies Court Time Approved

The Sheriff's Office full-time Deputies are compensated for two hours at their overtime rate when they are scheduled for court and court is cancelled with less than 24 hours' notice. The Sheriff believes it would be fair to compensate their part-time Deputies for two hours at regular pay when they are scheduled for court and court is cancelled with less than 24 hours' notice.

The Sheriff is requesting the Board approve Policy #30, which was included in the Board packet for review.

Motion by Erickson seconded by Peterson to approve and authorize Policy 30 for the Sheriff's Office Part-Time Deputies for Court Time as presented. *Motion adopted unanimously.*

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

Administration Committee Report

Motion by Erickson seconded by Gray to approve and authorize the April 16, 2013 Strategic Planning session meeting minutes as presented. *Motion adopted unanimously.*

04/16/13 Strategic Planning Session Meeting Minutes Approved

Motion by Peterson seconded by Gray to approve and authorize the April 23, 2013 Committee of the Whole meeting minutes as presented. *Motion adopted unanimously.*

04/23/13 Committee of the Whole Meeting Minutes Approved

Motion by Erickson seconded by Gray to approve and authorize the April 23, 2013 meeting minutes as corrected on page 106. *Motion adopted unanimously.*

04/23/13 Meeting Minutes Approved

Commissioners provided their agency reports. Commissioner Allen did not have any meetings to report. Commissioner Erickson attended a SCHA Joint Powers Board meeting, a SDA meeting with Mower, Dodge, Steele and Waseca County Human Services Departments, a Dodge County Facilities Committee meeting with property owner and a Planning & Zoning meeting. Commissioner Gray attended a Business Appreciation Breakfast at the K-M School, a SCHRC meeting, a Four-County SDA meeting, a Rail forum, a SMART meeting, a County Board meeting and a Planning Commission meeting. Commissioner Peterson attended a SE MN Water Resources Board meeting, a South Country Health Alliance meeting, a Four-County SDA meeting and a Dodge/Steele Joint Board of Health meeting. Commissioner Tjosaas attended a K-M Breakfast, a SCHR meeting, a SDA meeting, a meeting with the property owner on the school, a Planning & Zoning meeting, a Semcac meeting and a SDA meeting.

Agency Reports

Motion by Erickson seconded by Peterson to close the meeting to the public at 11:45 a.m. per Minnesota Statute 13D.05 Subd. 3 (3) to discuss property ID 25.100.0840 (721 Main Street North, Mantorville, MN.). *Motion adopted unanimously.*

Meeting Closed to the Public

The Chair opened the meeting to the public at 12:29 p.m. CDT.

Meeting Opened to
the Public

Motion by Peterson seconded by Gray to adjourn the meeting at 12:32 p.m. CDT. *Motion adopted unanimously.*

Meeting Adjourned

The next meeting of the Dodge County Board of Commissioners will be held on May 28, 2013 at 9:30 a.m. CDT.

Next Regular Meeting

ATTEST:

DAVID ERICKSON
VICE CHAIR, COUNTY BOARD

BECKY LUBAHN
DEPUTY COUNTY CLERK

DATED: