

TUESDAY, JUNE 11, 2013

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

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

**COUNTY ADMINISTRATION OFFICE
MANTORVILLE, MN**

2013-12

The Dodge County Board of Commissioners met in regular session June 11, 2013, in the Commissioner's Room at the Courthouse Annex, Mantorville, MN, at 9:30 a.m. CDT. David Erickson, Vice 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 Vice Chair acknowledged those present and established that there was a quorum:

Those Present

Members present:	John Allen	District #1
	Rodney Peterson	District #3
	David Erickson	District #4
	Steven Gray	District #5
Members absent:	Lyle Tjosaas	District #2
Also present:	Jim Elmquist	County Administrator
	Becky Lubahn	Deputy County Clerk

Motion by Peterson seconded by Allen to approve the agenda as presented.
Motion adopted unanimously.

Agenda Approved

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

Consent Agenda
Items Approved

- 1.1 4-Day Temporary On-Sale Liquor License for the Dodge County Mechanical & Agricultural Society effective July 17-20, 2013 pending the payment of the \$100.00 fee and the approval of the County Sheriff and County Attorney.
- 1.2 Public Health Director to Sign Memorandum of Agreements Regarding CLOSED Point of Dispensing between Field Crest Care Center and Dodge County Public Health (DCPH) and Fairview Care Center and DCPH as presented.
- 1.3 Human Services resolution #95-10.

Motion adopted unanimously.

County Attorney Paul Kiltinen arrived to the meeting at 9:31 a.m. CDT.

County Attorney
Arrived

County Engineer Guy Kohlnhofer discussed with the Board a petition by Concord Township residents regarding impassable township roads.

Impassible Concord Township Road Complaint Rejected

The Board voiced concerns with taking action on the complaint because the petition didn't specifically list which roads the residents felt was impassible, therefore the Board felt the request was too vague to act on.

Motion by Peterson seconded by Gray to reject the Concord Township impassible road complaint because it did not meet the grounds of the Statute 163.16 which requires them to specify a road. *Motion adopted unanimously.*

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

Legal Update

Environmental Services Director Mark Gamm reviewed with the Board his request for exceptions to the county's Waste Designation Ordinance.

Environmental Services Director Authorized to Approve Exceptions to the Designation Ordinance

Mr. Gamm informed the Board that the county's Waste Designation Ordinance requires licensed haulers to deliver solid waste to the Transfer Station. However, the county can award an exception to the designation for reasons of public health and safety.

Exceptions that meet requirement: In some cases, licensed haulers can improve routing efficiency by bypassing the Transfer Station and hauling the waste directly to the Olmsted Waste to Energy Facility. In these cases, the hauler can improve efficiency, the county has less waste to transport, and public safety is improved because waste does not need to be double-handled at the Transfer Station.

Applications: At this time, Environmental Services has received exception applications for the following routes:

Company	Route #	Day	Frequency	Estimated Tons of Collected in Dodge
Advanced Disposal	1422	Monday	Weekly	5 to 7
Advanced Disposal	3422	Wednesday	Weekly	1.75 to 2.25
Waste Management	U1XA	Monday	Weekly	0.5

Motion by Allen seconded by Gray to approve and authorize the Dodge County Environmental Services Director to approve, on behalf of the county, the above applications for Exceptions to the Designation Ordinance and similar applications that may be received in the future. *Motion adopted unanimously.*

Finance Director Lisa Kramer met with the Board to discuss her request to set a public hearing date to amend the 2011-2015 Dodge County Capital Improvement Plan to include purchase and remodel of land and/or buildings for county operations.

Public Hearing Date Set to Discuss Proposed Amendment to 2011-2015 Capital Improvement Plan

Ms. Kramer reported that a public hearing needs to be scheduled to allow comment on the county's intent to amend its 2011-2015 Capital Improvement Plan.

Similar to when the county amended its 2008-2012 Capital Improvement Plan this project is not subject to a 30 day reverse referendum.

To meet publishing deadlines July 9, 2013 is the earliest meeting date available for the public hearing.

The proposed 2011-2015 Capital Improvement Plan reads as follows:

1. ARMER System – This project includes purchasing a new 800 mhz radio system that allows communication between agencies during emergency operations, natural, and manmade disasters.
2. Courthouse HVAC System – The replacement of the HVAC system in the historic courthouse and annex.

Proposed Amendment to CIP Plan:

3. Purchase of Land and/or Buildings for County Operations.
4. Remodel/Improve purchased land and/or buildings to make them useable for county operations.

The dollar amount available to these proposed projects from remaining bond funds is \$1,170,416.05.

Motion by Allen seconded by Peterson to set a public hearing date of Tuesday, July 9, 2013 at 10:00 a.m. to discuss amending the 2011-2015 Dodge County Capital Improvement Plan. *Motion adopted unanimously.*

Taxpayer Services Director Rose Culbertson reviewed bills with the Board.

Bills Approved

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

01	Revenue Fund	\$	38,737.27
11	Human Services Fund	\$	105.75
13	Road and Bridge Fund	\$	74,842.05
16	Environmental Quality Fund	\$	<u>73,803.26</u>
	Total	\$	187,488.33

Motion adopted unanimously.

Ms. Culbertson presented for the Board's consideration a property tax abatement request for Lynn Schmeling.

*Schmeling Property
Tax Abatement
Request Denied*

Lynn Schmeling submitted a request to abate the penalty for his 2013 first half taxes. Statute 276.017 Timely Payments says "The postmark of the United States Postal Service qualifies as proof of timely mailing."

Mr. Schmeling's letter states that he placed his payment in his mailbox on May 15, 2013 and that it was picked up by his mailman on that date. The postmark on the envelope was May 16, 2013.

It was the Taxpayer Services Director's recommendation to remain consistent with past decisions and deny the request.

Schmeling Property
Tax Abatement
Request Denied -
Continue

Motion by Peterson seconded by Gray to deny the property tax abatement request of Lynn Schmeling in order to remain consistent with past practices.
Motion adopted unanimously.

The Taxpayer Services Director presented a property tax abatement request for Rick Yankowiak.

Yankowiak Property
Tax Abatement
Request Denied

Rick Yankowiak submitted a request to abate the penalty for his 2013 first half taxes. Mr. Yankowiak's letter states that he placed his payment in the mail on May 14, 2013 and for whatever reason the postmark shows the 16th of May. Mr. Yankowiak also states that he believes he made more than a reasonable attempt to pay his taxes in a timely manner. The postmark on the envelope was May 16, 2013.

It was the Taxpayer Services Director's recommendation to remain consistent with past decisions and deny the request.

Motion by Peterson seconded by Gray to deny the property tax abatement request of Rick Yankowiak in order to remain consistent with past practices.
Motion adopted unanimously.

Ms. Culbertson presented a property tax abatement request for Victor and Bettye Marquardt.

Marquardt Property
Tax Abatement
Request Denied

Victor and Bettye Marquardt submitted a request to abate the penalty for their 2013 first half taxes on five parcels. Mr. and Mrs. Marquardt's letter states that their payment was picked up at their mailbox at 11:30 a.m. on May 15th. Mr. Marquardt states that the payment went through four post offices but was not postmarked until 3:00 p.m. on May 16th in St. Paul.

It was the Taxpayer Services Director's recommendation to remain consistent with past decisions and deny the request.

Motion by Gray seconded by Allen to deny the property tax abatement request of Victor and Bettye Marquardt in order to remain consistent with past practices.
Motion adopted unanimously.

The Taxpayer Services Director presented a property tax abatement request for Richard Swenke.

Swenke Property Tax
Abatement Request
Denied

Richard Swenke submitted a request to abate the penalty for his 2013 first half taxes. Mr. Swenke's letter states that his payment was placed in the Kasson Post Office at 4:00 p.m. before the pickup time of 4:30 p.m. on May 15, 2013. However the pickup time at the Kasson Post Office had been changed to 3:45 p.m. Mr. Swenke stated that there was no public notification for the change in pickup time. The postmark on the envelope was May 16, 2013.

It was the Taxpayer Services Director's recommendation to remain consistent with past decisions and deny the request.

Swenke Property Tax
Abatement Request
Denied - Continued

Motion by Allen seconded by Peterson to deny the property tax abatement request of Richard Swenke in order to remain consistent with past practices. *Motion adopted unanimously.*

Ms. Culbertson presented a property tax abatement request for Vern and Gloria Dennis.

Dennis Property Tax
Abatement Request
Denied

Vern and Gloria Dennis submitted a request to abate the penalty for their 2013 first half taxes on parcel 18.031.0603. Mr. Dennis' letter states that their payment was mailed on May 15, 2013 at 3:10 p.m. right after picking their kids up from school. The pick-up time had been changed at the post office on May 13, 2013 to 2:30 p.m. instead of the 4:00 p.m. time it had been previously.

It was the Taxpayer Services Director's recommendation to remain consistent with past decisions and deny the request.

Motion by Gray seconded by Peterson to deny the property tax abatement request of Vern and Gloria Dennis in order to remain consistent with past practices. *Motion adopted unanimously.*

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

Personnel Actions
Approved

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

A. Public Health

- A.1 Ruth Greenslade – Public Health Educator
Recommend regular status and step increase from C41 step 7 \$20.81 to C41 step 6 \$21.59.
Effective Date: 6/12/13
- A.2 Catalina Hotung – On-Call Interpreter
No longer employed.
Effective Date: 5/31/13

B. Administration

- B.1 Duane Hansen – Custodian/Maintenance
Recommend step increase from A13 step 2 \$15.32 to A13 step 1 \$15.79.
Effective Date: 4/27/13
- B.2 Dennis Nawrocki – Fleet Mechanic
Annual Review.
Effective Date: 6/5/13
- B.3 Jeremy Griffin – Information Support Specialist
Request authorization to employ at B31 step 8 \$18.63.
Effective Date: To Be Determined

C. Human Services

- C.1 Carla Miller – Social Worker
Recommend step increase from C42 step 2 \$26.25 to C42 step 1 \$27.04.
Effective Date: 5/31/13

Personnel ActionsApproved -Continued**D. Sheriff's Office**

- D.1 Adam Waletzki – Deputy Sheriff
Request authorization to temporarily change status from .55 FTE to 1.0 FTE to cover leave of absence.
Effective Date: 6/1/13 – To Be Determined
- D.2 Robert Hovland – Patrol Sergeant
Request authorization to temporarily change status from Deputy Sheriff C41 Max Step \$27.07 to Patrol Sergeant C43 Start Step \$27.44 to cover leave of absence.
Effective Date: 6/1/13 – To Be Determined
- D.3 Zachari Wagner – 911 Dispatcher – On-Call
Recommend step increase from B22 step 11 \$14.62 to B22 step 10 \$14.92 based on hours worked.
Effective Date: 5/4/13
- D.4 Zachari Wagner – 911 Dispatcher
Request authorization to change status from on-call B22 step 10 \$14.92 (non-union) to 1.0 FTE B22 step 1 \$16.24 (union) to fill approved vacancy.
Effective Date: 6/1/13
- E. Attorney**
- E.1 Heather Story – Legal Secretary .5 FTE
Request authorization to change status from .5 FTE to 1.0 FTE.
Effective Date: 7/1/13

Motion adopted unanimously.

Human Services Director Jane Hardwick presented for the Board's consideration an Electronic Document Management System (EDMS) Contract with a CaseWorks vendor.

Purchase of
CaseWorks EDM
System Software
for Human Services
Approved

Ms. Hardwick provided the following background information:

At the April 23, 2013 meeting, the Board authorized the development of three contracts necessary to implement an EDMS for Human Services financial assistance business area for subsequent execution by the Board in collaboration with the boards of Mower, Steele, and Waseca counties.

The decision to purchase and install an EDMS for this business area was based in part on information provided to the Board on November 27, 2012, including the following:

- The financial return on investment analysis for an EDMS for financial assistance business showed that it would increase efficiency of financial workers by a range of 22% to 37% within two years of implementation. While this will not eliminate the need to increase staff as caseloads grow, it will slow the demand for increases in staff.

- The management reporting aspects of an EDMS will enable better monitoring (and management) of processes and appointments with information about how quickly documents are being processed, how long customers are waiting for appointments, how long appointments take, etc.
- An EDMS will reduce the loss or misplacing of documents that occurs when multiple people handle hundreds of documents each day.
- Customer confidence in our ability to quickly and appropriately manage their documents will improve, thus reducing the volume of client phone inquiries we receive about whether a document has gotten to a worker for processing or been lost.
- Telecommuting and other remote worker arrangements, including multi-county shared caseloads will become more viable.
- The foundation will be set for moving the whole human services agency closer to paperless.
- Employee morale and retention is also expected to improve.

Purchase of CaseWorks EDM System Software for Human Services
Approved - Continued

The Human Services Director reported that the Financial Assistance staff has been preparing files to enable scanning of case files starting June 17, 2013.

2013 budget impact. The information presented to the Board on April 23, 2013 for the 2013 budget included the following amount appropriated for this purpose:

Total Appropriated 2013	\$214,245
Less Estimated Federal Match	<u>\$107,123</u>
Net Cost	\$107,123

Included in the Board packet was Article IV of the CaseWorks Software Acquisition and License Agreement which outlined the 2013 costs for the CaseWorks vendor which are as follows:

Item	4-County Cost	Dodge County Cost	Dodge County Net Cost (after federal match)
Next Chapter Technology Contract			
CaseWorks Software Licenses	\$270,500	\$ 61,999	\$31,000
CaseWorks Services	\$341,080	\$ 59,587	\$29,794
Mileage	\$ 33,500	\$ 5,852	\$ 2,926
Total	\$645,080	\$127,438	\$63,719

There are two other contracts (one with the project manager and one with Steele County as host) that will be presented at the next board meeting. The combination of all three will be less than the amount budgeted for 2013.

2014+ budget impact. As outlined in Exhibit 6 attached to the Agreement, the 2014-16 costs for the support of the CaseWorks software are as follows:

Purchase of CaseWorks EDM System Software for Human Services Approved - Continued

Item	4-County Cost	Dodge County Cost	Dodge County Net Cost (after federal match)
Next Chapter Technology Contract			
2014 CaseWorks Software Support	\$81,150	\$14,179	\$7,090
2015 CaseWorks Software Support	\$85,208	\$14,888	\$7,444
2016 CaseWorks Software Support	\$89,468	\$15,632	\$7,816
Each year thereafter	Limited to 3% maximum increase over prior year total		

Ms. Hardwick noted that although these on-going software support costs have not yet been budgeted/appropriated for 2014 and later, in accordance with the return on investment projections, it would be cost effective to do so in setting future budgets.

Motion by Gray seconded by Peterson to approve and authorize the Vice Chair, County Administrator, Human Services Director and County Attorney to sign a contract with Next Chapter Technology for the purchase, installation, and support of the CaseWorks electronic document management system software for the Human Services financial assistance business area, pending approval by County Attorney, Paul Kiltinen, as to form and execution. *Motion adopted unanimously.*

The Human Services Director reminded the Board that this is the first of three contracts related to purchase and implementation of an EDMS for the Human Services financial assistance business area. Ms. Hardwick anticipates presenting the remaining two contracts for the Board's consideration at the June 25, 2013 meeting.

Ms. Hardwick reported that implementing an EDMS for financial assistance is viewed as the initial and foundational stage. They expect to follow with proposals for 2014 and later to implement EDMS in other business areas of Human Services with return on investment analysis to support decision-making at each stage.

The Human Services Director discussed with the Board's the proposed Multi-County Human Services Delivery Authority resolution for the Detailed Design Phase.

*Support for Beginning
Multi-County Human
Services Delivery
Authority Detailed
Design Phase
Approved by
Resolution #2013-24*

Motion by Peterson seconded by Gray to approve and authorize the Chair and Deputy Clerk to sign resolution #2013-24 to (1) adopt the resolution to engage in the detailed design of a Multi-County Human Services Delivery Authority with the intent to implement; (2) to appropriate \$694,000 from the Human Services Fund for the same detailed design phase; and (3) to appoint the following three people to represent Dodge County on the Detailed Design Phase Steering Committee for the same: Jane Hardwick, Jim Elmquist and Rodney Peterson, with the current Chair appointed as an alternate:

WHEREAS, the state of the economy and government budgets, the current and projected changes in demographics, the complexity of human services programs, and the inadequacy of state-supported human services technology, among other factors, result in:

- A level of public funding allocated to the provision of human services that is and will likely continue to be out of alignment with the quantity and quality of the demand for services; and
- Unsustainability of the current human services system for the foreseeable future;

WHEREAS, counties can benefit in collaborating to reduce duplication of like administrative activities without negatively affecting service capacity and by adding value through sharing the specialized knowledge and experience of staff with the result of increased, aggregate service capacity;

WHEREAS, the counties of Dodge, Mower, Steele, and Waseca have successful multi-county collaborative arrangements in place, and the evolution of technology makes effective collaboration across distances even more feasible and efficient than in the past;

WHEREAS, an operating model for a four-county human services delivery authority has been developed and a business case for implementing the model has been made and has been examined by a third party;

WHEREAS, these factors require leadership and innovation to assure that our county is well-positioned to serve our most vulnerable residents well into the future as we look to improve outcomes for our clients and our communities within the resources available.

NOW THEREFORE, be it first resolved that the Dodge County Board of Commissioners hereby declares a vision and mission for a multi-county human services delivery authority:

- Vision: Quality human services with great results!
- Mission: A visionary collection of counties united in delivering human services to all its residents by:
 - Offering a full continuum of care with consistent high quality
 - Emphasizing prevention and early intervention
 - Emphasizing innovative, area-wide use of a network of people and resources
 - Partnering with clients and community providers
 - Being accountable to citizens for effectiveness in care delivery and efficiency in the costs to serve

Support for Beginning
Multi-County Human
Services Delivery
Authority Detailed
Design Phase
Approved by
Resolution #2013-24
- Continued

BE IT ALSO RESOLVED that Dodge County will engage in the detailed design of a multi-county human services delivery authority with the full intent to subsequently execute an agreement with those counties that agree and sign this similar resolution, whether it is all four counties or one or more other, to implement the authority –barring any unforeseen and very significant event.

The detailed design phase is expected to include the following components or others that may be identified at a later date:

- Creating management and administrative structure
- Executing communications plan and change management plan
- Developing a human resources transition plan
- Developing budget and detailed financial projections
- Developing a provider contract transition plan
- Developing plan for administrative systems, including financial and payroll
- Developing plan for technology development, maintenance, and transition
- Developing facilities placement and use assessment and plan
- Developing performance metrics and collection/reporting processes
- Managing service delivery authority certification process and Minnesota Department of Human Services changes required

BE IT ALSO RESOLVED that Dodge County hereby allocates up to \$694,000 for its share of the detailed design phase, appoints up to three county representatives to serve on its behalf on the detailed design phase steering committee, and delegates authority to the steering committee to expend the allocated funding.

If fewer than four counties agree and sign this similar resolution, the detailed design phase budget will be revised by the steering committee, and the allocation of funds may be amended by subsequent decision of the participating counties' boards.

Resolution adopted unanimously.

The Board thanked Ms. Hardwick for her work on the SDA Design Phase project.

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

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

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

Motion by Gray seconded by Peterson to approve and authorize the May 21, 2013 special session meeting minutes as presented. *Motion adopted unanimously.*

Motion by Allen seconded by Peterson to approve and authorize the May 28, 2013 Committee of the Whole meeting minutes as presented. *Motion adopted unanimously.*

Motion by Allen seconded by Gray to approve and authorize the May 28, 2013 meeting minutes as presented. *Motion adopted unanimously.*

The Board reviewed the Building Operations Supervisor's request to continue mowing/trimming at the Seminary site.

The mowing/trimming of the Seminary site in Wasioja had been previously done by local volunteers prior to 2012. In 2012 a former County Commissioner and member of the Friends of Wasioja requested the county consider providing the mowing and trimming of the Seminary site since volunteers were hard to find.

The County Commissioners approved a local contractor, already under contract with the county for lawn care services of other county sites, to provide the mowing/trimming of the Seminary site for the 2012 season, and revisit this in 2013 to consider providing this maintenance yearly. In 2012 it cost the county \$495 (11x\$45/time) to mow and trim the Seminary site.

The Friends of Wasioja have contacted the Building Operations Supervisor requesting the county continue the mowing of the Seminary site for 2013 and beyond.

Mr. Friedt has contacted the contractor currently providing lawn care services for the county this year and the cost to mow and trim the Seminary site this year will be \$50 per time.

Support for Beginning Multi-County Human Services Delivery Authority Detailed Design Phase Approved by Resolution #2013-24 - Continued

Human Services Committee Report

Public Health Committee Report

Administration Committee Report

05/21/13 Special Session Meeting Minutes Approved

05/28/13 Committee of the Whole Meeting Minutes Approved

05/28/13 Meeting Minutes Approved

Lawn Care Services Contract Approved for Seminary Site for 2013

The Building Operations Supervisor recommended that the county provide the mowing and trimming of the Seminary site this year and beyond. The Building Operations Department will include this in their yearly budget for lawn care services of other county sites (budget #01-111-000-0000-6312).

[Lawn Care Services Contract Approved for Seminary Site for 2013 - Continued](#)

Motion by Gray seconded by Peterson to approve and authorize the Vice Chair to sign a Lawn Care Services Contract with Bzoskie Lawn Care Services to provide lawn care services to the Seminary site at a cost of \$50 per time as requested for 2013. *Motion adopted unanimously.*

Commissioners provided their agency reports. Commissioner Allen attended a SWCD meeting, a Concord Township meeting and a space meeting. Commissioner Erickson attended a Facility Committee meeting, a Regional Radio Board meeting, a Zip Rail Open House, a SCHA Quality Assurance Committee meeting, an AMC District IX meeting and a Semcac meeting. Commissioner Gray attended a Highway 14 Safety Audit, a MNDOT District 6 meeting, a Zip Rail meeting, a SEMREX meeting, an AMC District 9 meeting, a Concord Township special meeting and a regular Dodge County Board meeting. Commissioner Peterson attended a SDA Steering Committee meeting, a County Board meeting, a Safety Committee meeting, a Fairview meeting and a SWCD meeting. Commissioner Tjosaas was not available to report his meeting attendance.

[Agency Reports](#)

Motion by Allen seconded by Gray to close the meeting to the public at 11:07 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 Vice Chair opened the meeting to the public at 11:33 a.m. CDT.

[Meeting Opened to the Public](#)

The Board discussed purchasing the property located at 721 Main Street North, Mantorville, MN (old Kasson-Mantorville Intermediate School). The County Board had an opportunity to discuss the purchase in closed session.

[Purchase Agreement for Old Kasson-Mantorville Intermediate School Property Approved](#)

Motion by Allen seconded by Peterson to approve and authorize the Vice Chair and County Administrator to sign a purchase agreement with CYK 9th Street LLC on behalf of Dodge County as presented to purchase the property located at 721 Main Street North, Mantorville, MN. *Motion adopted unanimously.*

Motion by Gray seconded by Peterson to adjourn the meeting at 12:40 a.m. CDT. *Motion adopted unanimously.*

[Meeting Adjourned](#)

The next meeting of the Dodge County Board of Commissioners will be held on June 25, 2013 at 9:30 a.m. CDT.

[Next Regular Meeting](#)

ATTEST:

DAVID ERICKSON
VICE CHAIR, COUNTY BOARD

BECKY LUBAHN
DEPUTY COUNTY CLERK

DATED: