

**TUESDAY, JUNE 11, 2013**

**APPROVED MINUTES OF THE  
COMMITTEE OF THE WHOLE MEETING HELD**

**STATE OF MINNESOTA)  
DODGE COUNTY)**

**COUNTY ADMINISTRATION OFFICE  
MANTORVILLE, MN**

**2013-11 C.O.W.**

The Dodge County Commissioners met in Committee of the Whole June 11, 2013, in the Commissioner's Room at the Dodge County Courthouse Annex, Mantorville, MN, at 9:00 a.m. CDT. Vice Chair David Erickson opened the meeting at 9:01 a.m. CDT.

Meeting Convened

The Vice Chair acknowledged those present:

Those Present

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

County Engineer Guy Kohlnhofer discussed with the Board a citizen's complaint regarding Concord Township roads.

Concord Township  
Road Complaint  
Discussion

A complaint was filed June 3, 2013 with the Administration Office siting the "impassable" condition of Concord Township roads. The complaint sited Minnesota Statute 163.16 "Impassable Road" and was filed by Minor "Corky" Buckingham with signatures from eight (8) township residents. The state statute requires the County Board to hold a hearing to discuss the condition of the roads sited in the complaint and take action to improve them if deemed necessary. A copy of the complaint and statute was included in the Board packet for review.

Commissioner Gray arrived to the meeting at 9:02 a.m. CDT.

Commissioner  
Gray Arrived

The filed complaint does not site any roads in particular but rather the actions of the Township Board therefore the County Attorney indicated to the County Engineer that the complaint may be too vague for Board action at this time.

Concord Township  
Road Complaint  
Discussion -  
Continued

The County Engineer has been working with the Township Board since early May regarding this issue. On May 17, 2013 several of the roads were reviewed by the Engineer. During a Township Board meeting the next Wednesday the rock quality and quantity needed was discussed. A plan of action was developed at that time to try to improve road conditions. It was agreed that rather than take drastic action the plan would be to take small steps over the next couple years to bring the roads up to "good" condition.

The County Engineer reported that the Concord Township road issues were resolved last night at a township meeting. The citizens that filed the complaint feel the township is headed in the right direction in correcting the road issues. Mr. Kohlnhofer noted that the petition is being dropped and won't be pursued any further.

Concord Township  
Road Complaint  
Discussion -  
Continued

The County Engineer informed the Board that he will continue to work with the Township Board and Mr. Buckingham to ensure that steps are being taken to resolve the road issues and avoid further issues.

It was agreed that the Board will need to take some type of action on this request during the full Board meeting.

Commissioner Gray read a portion of Minnesota Statute 163.16 "Impassable Road", Subdivision 1 which reads as follows:

**Complaint.** When a written complaint, signed by five or more landowners of any town is presented to the county board stating that a described town road in or on the line of the town has not been opened and constructed or is not properly maintained, and because of such neglect is not reasonably passable, the county board by resolution, shall fix a time and place for hearing the complaint.

Mr. Gray pointed out that a specific town road is not mentioned in the complaint, therefore the petition should be denied based on that omission.

It was the consensus of the Board to reject the petition due to the fact that the petition is too vague and does not specify which roads are considered impassable.

It had been understood that the petitioners had agreed to remove their petition after a meeting with the township but nothing has been received in writing to the county.

Also noted was that the Board will consider any new petitions if any are filed.

Commissioner Allen commended the work of the County Engineer and Concord Township Chair Dan Rabe in explaining to Concord residents what the issues were, what has been done so far and what will be done in the future to resolve the issues. Mr. Allen noted that Mr. Kohlnhofer did a very good job of moving the discussion along.

Commissioner Gray thanked the County Engineer for his work on the Concord Township road issues.

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

Beginning Multi-  
County Human  
Services Delivery  
Authority Detailed  
Design Phase  
Discussion

Ms. Hardwick provided the following background information:

The Human Services Director reported that they have made significant progress in the development of a Multi-County Human Services Delivery Authority in collaboration with the neighboring counties of Mower, Steele, and Waseca. Since they began in September 2012 to revamp the earlier work for a twelve-county model, they have:

Beginning Multi-County Human Services Delivery Authority Detailed Design Phase Discussion - Continued

- Developed an operating model for a four-county Human Services Delivery Authority;
- Made a business case for implementing such a model as developed by Accenture; and
- Affirmed the business case with a pro forma financial analysis prepared by CliftonLarsonAllen.

Their next steps include:

- Refining the work plan, timetable, and budget for the detailed design phase.
- Consideration of a resolution by each of the four county boards:
  - To affirm a shared vision and reasons for establishing a Multi-County Human Services Delivery Authority;
  - To enter into a detailed design phase of implementation and commit – barring any unforeseen and very significant event-- to entering into a mutually agreeable joint powers arrangement of some form to execute the implementation;
  - To allocate funding for the detailed design phase; and
  - To define a detailed design phase Steering Committee role and appoint county representatives to the Steering Committee.

Ms. Hardwick provided the Board with the most recent draft of the proposed resolution. The Steering Committee completed its final review and recommended the resolution at their meeting on June 7, 2013. Ms. Hardwick noted that there were two changes to the draft resolution that was included in the mailed Board packets as a result of that meeting. Changes are as follows:

- The transition budget will be adopted and the local share allocation formula will be applied, enabling the resolution to reflect the county's financial contribution to the detailed design phase.
- A clause will be added to enable the project to move forward if two or more counties vote to do so.

The preliminary budget for the detailed design phase is as follows:

<b>Preliminary Budget for Detailed Design Phase</b>		
Projected Period: July 1, 2013 to December 31, 2014		
<b>Item</b>	<b>Projected Amount</b>	<b>Notes</b>
Process	\$650,000	<ul style="list-style-type: none"> <li>•Business process analysis and standardization</li> <li>•Call center implementation</li> </ul>
Technology	\$1,325,000	<ul style="list-style-type: none"> <li>•Electronic document management system expansion</li> <li>•Upgraded equipment</li> </ul>
Facilities	\$50,000	<ul style="list-style-type: none"> <li>•Space utilization</li> <li>•Facility placement</li> </ul>
Procurement	\$20,000	<ul style="list-style-type: none"> <li>•Strategic sourcing/provider reforms</li> </ul>
Human Resources	\$190,000	<ul style="list-style-type: none"> <li>•Wage and benefits normalization</li> <li>•Organization design and transition</li> <li>•Provision for employees choosing lay-off option</li> </ul>
Transition Team	\$697,667	<ul style="list-style-type: none"> <li>•Executive team</li> <li>•Project team</li> <li>•Program management office</li> </ul>
Contingency	\$351,920	<ul style="list-style-type: none"> <li>•12% contingency</li> </ul>
<b>Total</b>	<b>\$3,284,587</b>	

Beginning Multi-County Human Services Delivery Authority Detailed Design Phase Discussion - Continued

The Steering Committee adopted the following methodology for allocating the costs among the counties during the detailed design phase:

A percentage of the costs are allocated to each participating county based 1/3 on each county's proportion of population, 1/3 on each county's proportion of estimated market valuation, and 1/3 on an equal share.

They have submitted a \$100,000 funding request to the Otto C. Bremer Foundation and are in dialogue with The Bush Foundation regarding their interest in continuing to support this work. If they receive such grant funding, it will reduce the counties' share of the detailed design expenditures. At this time, however, it is premature to include this in their planning estimates.

They reviewed the county allocations at the Steering Committee meeting on June 7, 2013. Ms. Hardwick projects that Dodge County's share for the detailed design phase would be at most \$720,000 if all four counties participate and no grant funding is received.

The Human Services Director recommended that the funds for the detailed design phase be appropriated from the Human Services Fund. The end-of-year fund balance was projected to be \$4.2 million when the 2013 budget was adopted. Because they have a balance that exceeds the recommendation of 45% of the annual budget, it would be appropriate to consider a one-time, planned investment consistent with the strategic plan such as this project.

Ms. Hardwick reviewed with the Board the Allocation Formula form that was handed out at the meeting.

The Human Services Director informed the Board that she will be asking them to approve a motion at the full Board meeting 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 three people and an alternate to represent Dodge County on the Detailed Design Phase Steering Committee.

It was clarified that the projected period for the detailed design phase would be July 1, 2013 to December 31, 2014.

Beginning Multi-County Human Services Delivery Authority Detailed Design Phase Discussion - Continued

Commissioner Allen expressed concern with the possibility of one or more of the other counties dropping out of the plan which would likely increase the cost for the remaining counties.

Ms. Hardwick indicated that she believes the cost to the counties will likely remain the same or relatively close because there's a possibility of grant money becoming available for the project that isn't figured into the formula. The Human Services Director also clarified that language has been added to the proposed resolution to address the issue of one or more counties dropping out. Language was also added that would allow them to continue to move forward with the designed phase regardless of the number of counties that sign the proposed resolution to engage in the detailed design of a Multi-County Human Services Delivery Authority.

The Board thanked Ms. Hardwick for her work on the Multi-County Human Services Delivery Authority Project.

Human Services Director Thanked

The Vice Chair adjourned the meeting at 9:22 a.m. CDT.

Meeting Adjourned

**ATTEST:**

\_\_\_\_\_  
DAVID ERICKSON  
VICE CHAIR, COUNTY BOARD

\_\_\_\_\_  
BECKY LUBAHN  
DEPUTY CLERK

\_\_\_\_\_  
DATED: