

TUESDAY, JUNE 25, 2013

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

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

**COUNTY ADMINISTRATION OFFICE
MANTORVILLE, MN**

2013-13

The Dodge County Board of Commissioners met in regular session June 25, 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
	David Erickson	District #4
	Steven Gray	District #5
Members absent:	Lyle Tjosaas	District #2
	Rodney Peterson	District #3
Also present:	Jim Elmquist	County Administrator
	Becky Lubahn	Deputy County Clerk

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

Agenda Approved

Director of Information Technology Paul Wiltgen introduced Jeremy Griffin who is the new Information Support Specialist in the IT Office.

New Employee Introduced

The Board welcomed Mr. Griffin.

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

Consent Agenda Items Approved

- 1.1 Vice Chair to sign a contract with Steele County to host the financial assistance electronic document management system for the Dodge, Mower, Steele, and Waseca counties.
- 1.2 Vice Chair, Human Services Director and County Attorney to sign a contract with MJS Consulting, Inc. to provide project management for the implementation of a financial assistance EDMS for the period beginning April 15, 2013 until all terms and conditions are met or December 31, 2014 and for an amount not to exceed \$12,203 for Dodge County.
- 1.3 The execution of a contract with Next Chapter Technology substituting the revised Exhibit One and Exhibit Six for those approved on June 11, 2013.

- 1.4 Contract amendment with the State of Minnesota Department of Human Services for the Chemical Health Care Home Pilot Project as presented.
- 1.5 Vice Chair and Deputy Clerk to sign resolution #2013-25 recognizing the Kasson-Mantorville High School Baseball Team as the 2013 State Tournament Class AA Team Champions.
- 1.6 Vice Chair and Deputy Clerk to sign resolution #2013-26 adopting the 2012 State Auditor Performance Measures.
- 1.7 Dean Schrandt to sign the sub-recipient agreements with the Southeast Minnesota Water Resources Board (SEMWRB) to continue the SE Minnesota Volunteer Nitrate Monitoring Network for an additional three years (2013-2015) on behalf of the county, as well as, any future amendments to this agreement.

Consent Agenda
Items Approved -
Continued

Motion adopted unanimously.

County Administrator Jim Elmquist discussed with the Board the 1921 portion of the building located at 721 Main Street, Mantorville, MN.

Intent for 1921
Portion of Building
Determined

Motion by Allen seconded by Gray to direct the County Administrator to draft a letter of intent to demo the 1921 portion of the building at 721 Main Street, Mantorville, MN building as discussed. Also noted was that before demo Wold Architects will be asked to do a study to determine the usefulness of the 1921 portion and whether or not it would be practical for the county to use this space for storage. *Motion adopted unanimously.*

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

Legal Update

County Engineer Guy Kohlnhofer and Highway Accountant Jamie Finne presented for the Board's consideration the 2012 Annual Report.

2012 Highway
Department Annual
Report Accepted

Mr. Kohlnhofer reported that the Highway Department annually prepares a report detailing the revenues and expenditures of the Road and Bridge Fund. Included in the report are the projects and items in which monies were expensed and the various sources of revenue for 2012. Also included in the report are the forecasted expenditures of 2013.

Commissioner Allen commended the County Engineer and Andrew Hesper for helping Houston County out in their time of need. Houston County sustained damage from the recent storms and Dodge County sent four trucks down to Houston County to assist as needed.

Motion by Allen seconded by Gray to accept the 2012 Highway Department Annual Report as submitted. *Motion adopted unanimously.*

The Board thanked the County Engineer and the Highway Accountant for the report.

Taxpayer Services Director Rose Culbertson reviewed bills with the Board.

Bills Approved

Ms. Culbertson informed the Board that a payment to Wells Fargo Bank will be added in the amount of \$441.58 for items purchased by four departments using Wells Fargo credit cards.

The Taxpayer Services Director reported that in the future Finance plans to include these credit card payments in the Commissioner Warrants if they are received in time to be processed with the rest of the bills.

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

01	Revenue Fund	\$	84,336.49
11	Human Services Fund	\$	424.80
13	Road and Bridge Fund	\$	158,366.90
16	Environmental Quality Fund	\$	88,944.12
17	EQ Revolving Equipment Fund	\$	<u>6,050.00</u>
	Total	\$	338,122.31

Motion adopted unanimously.

Employee Relations Director Lisa Hager presented the Personnel Agenda for the Board's consideration. Ms. Hager noted that she is pulling item D.2 at this time.

Personnel Actions Approved

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

A. Environmental Services

A.1 Melissa DeVetter – Zoning Administrator
Recommend step increase from C43 step 4 \$31.35 to C43 step 3 \$32.67.
Effective Date: 6/10/13

B. Human Services

B.1 Mary Gonzalez – Eligibility Worker
Recommend step increase from B23 step 9 \$15.59 to B23 step 8 \$16.10.
Effective Date: 7/03/13

B.2 Kathy Jordan – Eligibility Worker
Recommend step increase from B23 step 9 \$15.59 to B23 step 8 \$16.10.
Effective Date: 6/26/13

B.3 Tiffany Peterson – Eligibility Worker
Recommend step increase from B23 step 8 \$16.10 to B23 step 7 \$16.63.
Effective Date: 7/09/13

B.4 Todd Nelson – Veteran Services Officer
Annual review.
Effective Date: 6/29/13

B.5 Annette Schneckloth – Child Support Officer
Annual review.
Effective Date: 5/31/13

C. Sheriff's Office

C.1 Michael Karlen – Sergeant

Annual review.

Effective Date: 5/31/13

C.2 Robert Morris – Deputy Sheriff

Recommend step increase from C41 48 month step \$24.96 to C41 60 month step \$25.79.

Effective Date: 5/11/13

C.3 Scott Rose – Investigator

Recommend step increase from C43 Hire step \$28.53 to C43 24 month step \$29.49.

Effective Date: 4/27/13

D. Public Health

D.1 Christine Agerter – Public Health Nurse II

Recommend step increase from C41 step 4 \$23.24 to C41 step 3 \$24.13 (+\$3.00 R/R).

Effective Date: 7/1/13

D.3 Language Interpreter – On-Call

Request authorization to post and fill vacancy.

Effective Date: 6/25/13

E. Environmental Services

E.1 Rita Cole – Waste Management Specialist

Recommend step increase from B22 step 5 \$16.69 to B22 step 4 \$17.21.

Effective Date: 7/1/13

F. Land Records

F.1 Ramona McAndrew – Chief Deputy Recorder

Annual review.

Effective Date: 6/18/13

Motion adopted unanimously.

Agricultural & Mechanical Society President Marilyn Lermom met with the Board to discuss a bus barn renewal request with the Kasson-Mantorville School District.

Ms. Lermom reported that the agreement changes include the following:

- K-M School District will have the entire Horse Barn building except the Dodge County Agricultural & Mechanical Society will be able to store the horse stalls in one of the corners.
- K-M School District will also pay the electrical expense of the horse barn. Electrician Coy Borgstrom has looked at the electrical wiring in the buildings and has determined that the dairy bus barn electrical and horse barn electrical can be tied together into one meter.
- K-M School District payment to the Dodge County Agricultural & Mechanical Society will increase from \$12,000.00 to \$15,000.00 per year.
- The new contract will again be for three years. The new contract will expire on June 30, 2016.
- The rest of the contract stayed the same as the past three years.

Personnel ActionsApproved -ContinuedBus Barn RenewalContract withKasson-MantorvilleSchool DistrictApproved

Motion by Allen seconded by Gray to approve and authorize the Vice Chair and County Administrator to sign the proposed Dodge County Agricultural & Mechanical Society Lease of Commercial Building Bus Barn agreement with the Kasson-Mantorville School District for an additional three years as presented.
Motion adopted unanimously.

Bus Barn Renewal Contract with Kasson-Mantorville School District Approved - Continued

Sheriff Jim Jensen met with the Board to discuss his request to accept a donation from KMTelecom.

Donation from KMTelecom Approved by Resolution #2013-27

Motion by Allen seconded by Gray to approve and authorize the Vice Chair and Deputy Clerk to sign resolution #2013-27 authorizing the Sheriff’s Office to accept a donation from KMTelecom:

WHEREAS, the Dodge County Sheriff’s Office from time to time receives donations from individuals and/or organizations; and

WHEREAS, the Dodge County Sheriff’s Office wishes to accept these donations and utilize them for the purpose of Toward Zero Deaths (TZD) Promotion Posters; and

WHEREAS, pursuant to Minnesota Statute 465.03, the county shall by resolution of the governing body adopt by a two-thirds majority of its members accept a grant or devise of real or personal property and maintain such property for the benefit of its citizens in accordance with the terms prescribed by the donor.

NOW THEREFORE BE IT RESOLVED, that the Dodge County Board of Commissioners hereby accept the following donation to be used for purchasing TZD Posters:

KMTelecom -- \$200.00

Resolution adopted unanimously.

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

Public Works Committee Report

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

Human Services Committee Report

Commissioner Gray expressed concern with the fact that during the approval of the Consent Agenda items the Board members did not raise their right hands to vote in favor of the two resolutions that were included on the Consent Agenda. Commissioner Erickson asked the Board to raise their right hands if they were in favor of the two resolutions that were listed on the Consent Agenda. The Board raised their right hands and voted unanimously to pass the two resolutions.

Formal Vote Taken on Two Resolutions Presented Under Consent Agenda Items

It was noted that in the future when resolutions are presented as part of the Consent Agenda; Commissioners will be asked to raise their right hand to vote in favor of the proposed resolutions.

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

Administration
Committee Report

Motion by Gray seconded by Allen to approve and authorize the June 11, 2013 Committee of the Whole meeting minutes as presented. *Motion adopted unanimously.*

06/11/13 Committee
of the Whole Meeting
Minutes Approved

Motion by Allen seconded by Gray to approve and authorize the June 11, 2013 meeting minutes as presented. *Motion adopted unanimously.*

06/11/13 Meeting
Minutes Approved

Commissioner Erickson formally acknowledged the Kasson-Mantorville High School Baseball Team who won the 2013 State Tournament Class AA Championship. The resolution acknowledging the Baseball Team's accomplishments was passed as part of the Consent Agenda items and will be forwarded to the Kasson-Mantorville School District.

K-M Baseball Team
Recognized for 2013
Class AA
Championship

Paul Kiltinen left the meeting at 10:36 a.m. CDT.

County Attorney Left
Meeting

Commissioners provided their agency reports. Commissioner Allen attended a Olmsted County Waste meeting, a Public Works meeting, a Board of Equalization meeting and a Fairview meeting. Commissioner Erickson attended a Fairview Care Center meeting, a 2013 County Board of Appeal and Equalization meeting, a DFO Advisory Board meeting, a DFO Joint Powers Board meeting, a Dodge County Township Officers banquet, a SCHA Joint Powers Board meeting and a Solid Waste Joint Powers Board meeting. Commissioner Gray attended a Dodge County Board meeting, a Fairview Care Center meeting, a Dodge County Board of Appeal & Equalization meeting, a DFO Joint Powers meeting, a Dodge County Historical Society meeting, a Township Officers banquet and a South Central Human Relations Center meeting. Commissioner Peterson was not available to report his meeting attendance. Commissioner Tjosaas was not available to report his meeting attendance.

Agency Reports

Senators Matt Schmit and Vickie Jensen provided the Board with a legislative session update.

Legislative Update

The Board thanked Mr. Schmit and Ms. Jensen for the update.

Motion by Gray seconded by Allen to adjourn the meeting at 11:24 a.m. CDT. *Motion adopted unanimously.*

Meeting Adjourned

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

Next Regular Meeting

ATTEST:

DAVID ERICKSON
VICE CHAIR, COUNTY BOARD

BECKY LUBAHN
DEPUTY COUNTY CLERK

DATED: