

**TUESDAY, AUGUST 13 2013**

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

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

**COUNTY ADMINISTRATION OFFICE  
MANTORVILLE, MN**

**2013-16**

The Dodge County Board of Commissioners met in regular session August 13, 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
	Paul Kiltinen	County Attorney

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

Agenda Approved

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

Consent Agenda  
Items Approved

- 1.1 3-Day Temporary On-Sale Liquor License for the Dodge County Agricultural & Mechanical Society effective September 5-7, 2013 pending the approval of the County Sheriff and County Attorney.
- 1.2 Country Carpets of Kasson, MN to provide new carpet and installation in the Court Services offices at a cost of \$5,500.00.
- 1.3 Chair and Deputy Clerk to sign resolution #2013-33 authorizing Public Health to accept the donation of baby blanket bundles valued at \$150.00 from the Trinity Lutheran Church, West Concord, MN for the Public Health Family Health Program.
- 1.4 Human Services resolution #95-10.
- 1.5 Vice Chair and Human Services Director to sign the Amendment to 2013 MinnesotaCare application processing contract.
- 1.6 Vice Chair and Sheriff to sign DNR Grant Contract for Off Highway Vehicle Safety Grant in the amount of \$9,542.00 for 2014-2015.

- 1.7 Chair and Deputy Clerk to sign resolution #2013-34 authorizing the Sheriff's Office to accept a donation of \$50.00 from Tri-Star Manufacturing, Inc. for participation in the Annual Southeastern Minnesota Police and Peace Officers Association softball tournament.
- 1.8 Chair and Deputy Clerk to sign resolution #2013-35 authorizing Drug Court to accept donations as presented for the 2013 Drug Court Sober Fest program.
- 1.9 Chair and Deputy Clerk to sign resolution #2013-36 for sponsorship of the Vernon Township project.

Consent Agenda  
Items Approved -  
Continued

*Motion/resolutions adopted unanimously.*

County Administrator Jim Elmquist reported the Kasson-Mantorville Intermediate School/Courthouse and Annex remodeling discussion will be delayed for one week to allow additional input from all Commissioners and department heads.

Discussion Tabled on  
Proposed Agreement  
with Wold Architects

Motion by Gray seconded by Allen to table discussion on the proposed agreement with Wold Architects for design services for the county's future building project until a special meeting can be held on Tuesday, August 20, 2013 at Fairview Care Center in Dodge Center, MN. *Motion adopted unanimously.*

Mr. Elmquist discussed with the Board his request to appoint a commissioner to the Building Committee as a second alternate.

Second  
Commissioner  
Alternate Appointed  
to Building  
Committee

Currently, Commissioner Tjosaas is the commissioner representative on the Building Committee and Commissioner Erickson is the alternate. With several meetings regarding building issues (the courthouse and the K-M Intermediate School) with department heads and potential consulting staff, the County Administrator recommends appointing a secondary alternate while Commissioner Tjosaas is recuperating.

Commissioners Allen and Gray both expressed interest in serving on the Building Committee.

Discussion took place on the qualifications and knowledge both commissioners could bring to the Building Committee as well as the area being represented.

The Vice Chair appointed Commissioner Allen as the second alternate on the Building Committee.

IT Director Paul Wiltgen met with the Board to discuss the proposed web site re-design project.

Web Site Re-Design  
Project Discussion

Mr. Wiltgen reported that they have had several meetings, with department heads and commissioners, where they discussed design changes to the county web site. The major change that they are looking for is to make the web site more readable on mobile devices (e.g. smart phones).

The term the designers use is “dynamic resizing” which means the web page adjusts automatically to display properly on whatever size screen is being used. Other changes they are looking for are: interactive calendar, better search function, and user friendly editing tools.

Web Site Re-Design  
Project Discussion -  
Continued

The IT Director has met with three vendors to see what they have to offer, and to get cost proposals. Mr. Wiltgen met with the following three vendors:

- 1) MarkIt Advertising (This is the company that did the web design six years ago.)
- 2) Revize (Steele County is using this vendor)
- 3) CivicPlus (Waseca County is using this vendor)

MarkIt Advertising can do the web re-design, however, they informed Mr. Wiltgen that the company is no longer a web design company; their focus has shifted to marketing and advertising. MarkIt Advertising has done an excellent job of supporting the web site, but the IT Director would prefer to hire a vendor whose mission is web site design, and in particular web design for government agencies.

Revize provided the county with a web demo of their product and tools. Mr. Wiltgen was pleased with the demo. They offer everything Dodge is looking for (resizing, search, calendar, editing tool).

CivicPlus also provided the county with a web demo of their product and tools. It was a very good demo, also offering everything Dodge is looking for. CivicPlus offers a more comprehensive package of options (consulting, training, frequent updates), hence their higher cost.

Proposals:

- 1) MarkIt : \$11,880
  - Does not include an editing tool.
  - Does not include hosting the data
- 2) Revize : \$9,000 plus a yearly fee of \$2,000
  - Includes an editing tool, for 10 users
  - Includes hosting the web site data
- 3) CivicPlus : \$31,306 plus a yearly fee of \$5,414
  - Includes an editing tool, unlimited users
  - Includes hosting the web site data

The inclusion of an editing tool is key. Without it, the county would have to purchase editing software, like Adobe Creative Suite which costs about \$400 a copy (the county would want ten copies). This type of software quickly grows obsolete, requiring new software to be purchased after three or four years. Inclusion of hosting the web data, although not key, will save Dodge \$400/year. The county currently pays vendor Hickory Tech \$400/year to host our web site.

Motion by Gray to approve and authorize the IT Director to work with REVIZE to handle the county web site re-design. The motion died due to the lack of a second.

Web Site Re-Design  
Project Discussion -  
Continued

Questions were raised regarding the need for an updated web site and the projected cost estimates.

The Board asked that the IT Director come back with a firm cost estimate for the web site redesign at a later date.

It was noted that the additional time would also allow Commissioner Peterson an opportunity to comment on the request.

Sheriff Jim Jensen provided the Board with a PSAP update and a request for an E-Citation purchase.

Sheriff's Office  
Request to Move  
Forward with E-  
Citation Program and  
Purchase E-Citation  
Module and Update  
Citrix Server Tabled

Mr. Jensen reported that the Sheriff's Office has been involved in a PSAP consolidation study for several months now. In July Jeff Nelson reported his findings to the County Board meeting. At that meeting the County Board suggested that the Sheriff continue to check things out and bring a recommendation back to the County Board.

The Sheriff discussed the county's options with his administrative team and they decided to continue talking with Wabasha County, Goodhue County, Rochester/Olmsted County and Rice/Steele County, along with looking at their options of keeping their own dispatch center. In the meantime the Sheriffs' Office needs to go ahead with implementing their E-Citation Program with their current CAD vendor, CIS.

Considerable discussion took place on the request.

Commissioner Allen suggested postponing the discussion for another week in order to allow the Board time to talk to the incoming Judge to see if she has an opinion that may affect the Board's decision on this request.

Commissioner Erickson commented that if the county makes a decision to move forward with this project, it may lock them into working with either Goodhue County; Wabasha County or remaining on our own because Goodhue and Wabasha are using the same CAD technology that Dodge County is utilizing. This decision would seem to omit the Rice/Steele and Rochester/Olmsted RFI responses because they are not on CIS.

Commissioner Gray concurred with Mr. Erickson's comments.

Motion by Allen seconded by Gray to table moving forward with the E-Citation Program and purchase the E-Citation module at this time.

It was Commissioner Gray's opinion that the Board needs to make a decision on PSAP, and then make a decision on licensure and a program.

Commissioner Erickson reminded the Board that if they made a decision to buy the E-Citation module, they will have locked themselves into the system for a number of years.

It was the consensus of the Board that they were not against the request to move forward with the E-Citation Program, purchasing the E-Citation module or updating the Citrix Server, they just wanted more information.

*Motion adopted unanimously.*

The Board agreed that once they have more information on the request, have had a chance to meet with the incoming Judge, and all commissioners have had an opportunity to comment on the request, they will be ready to take formal action.

Environmental Services Director Mark Gamm met with the Board to discuss a request to approve an Environmental Grant for a feedlot improvement.

The Environmental Grant and Loan Fund, established in 1994, provides grants and loans to eligible applicants for actions that satisfy the goals of the county's Water Management Plan. The county's Technical Water Planning Committee recommends that grants, up to \$2,000 per applicant, be offered for feedlot improvements that protect water quality.

Karen Naatz has applied for an Environmental Grant for feedlot improvements occurring this year on her dairy farm in Mantorville Township. The application was included in the Board packet for review. Ms. Naatz has been working with Dodge County, Dodge Soil and Water Conservation District, and the Natural Resource Conservation District to make improvements to milkhouse waste treatment and manure storage. The cost of the milkhouse waste treatment system alone is well over the 50% match required from the applicant.

Motion by Allen seconded by Gray to approve and authorize a \$2,000 grant to Karen Naatz from the Environmental Grants and Loan Fund for improvements to the Naatz feedlot completed in 2013 as described in the application; and grant issued only after the applicant has provided evidence that the project is completed and paid for. *Motion adopted unanimously.*

Mr. Gamm discussed with the Board his request to use the SKB Lansing Landfill.

The Dodge County Demolition Landfill can only accept "clean" construction and demolition (C&D) debris. They cannot accept debris containing treated wood, caulk tubes, plastic wrap or other material considered "dirty" debris. Landfills, such as SKB's Landfill near Lansing, can accept "dirty" C&D debris because they have a liner, leachate collection, and groundwater monitoring system. Contractors prefer using these types of landfills.

Sheriff's Office  
Request to Move  
Forward with E-  
Citation Program and  
Purchase E-Citation  
Module and Update  
Citrix Server Tabled –  
Continued

Environmental Grant  
for Feedlot  
Improvement  
Approved

SKB Lansing Landfill  
Disposal Agreement

The Environmental Services Director reported that the county's typical landfill operating costs range from \$40 to \$100 per ton depending on the volume they receive. Disposal of treated wood and other "dirty" C&D debris costs the county over \$130/ton. The tipping fee at the SKB Landfill is \$6.50/yard (about \$26/ton). Even when considering hauling cost at \$15/ton, it may be less expensive for the county to transport some or all of the county's C&D debris to SKB Landfill.

SKB Lansing Landfill  
Disposal Agreement -  
Continued

Mr. Gamm reported that the current "phase" of the county's landfill has one to three years of capacity. After this phase is complete, the county will need to decide if it is beneficial for them to construct and operate the next phase, providing another 60,000 yards of disposal capacity. Environmental Services would like to use the next one to three years to try to find the best management method for C&D debris including an option to sort incoming debris, remove recyclable material, and transfer the remaining waste to another landfill.

The Environmental Services Director informed the Board that SKB Lansing Landfill has not had any state rule violations. The landfill has a liner, leachate treatment system and groundwater monitoring. MN Pollution Control Agency staff had good things to say about operations at the site. SKB also provides liability indemnification.

Motion by Allen seconded by Gray to approve and authorize the Environmental Services Department to dispose of construction and demolition debris at the SKB Landfill near Austin and authorize the Environmental Services Director to sign the proposed SKB Lansing Landfill Disposal Agreement. *Motion adopted unanimously.*

Mr. Gamm presented for the Board's consideration a request to update the Solid Waste Management Plan.

Updated Solid Waste  
Management Plan  
Approved

Waste Management Specialist Rita Cole was available to comment on the updated plan.

The State requires the county to update its Solid Waste Management Plan every 10 years. Dodge County's current plan will expire at end of this year. Without a state approved plan, Dodge County is not eligible for state funding. Dodge County receives about \$55,000 per year from the state for waste management.

Environmental Services has prepared a draft plan to update the Solid Waste Management Plan to cover years 2014 through 2023. It has been prepared in consultation with MN Pollution Control Agency (MPCA) and is in compliance with state law. The steps to final adoption are:

1. County Board approves draft plan and submits to MPCA.
2. MPCA posts the Plan for 30-day public review and comment.
3. County responds to any public comment.
4. MPCA approves the Plan.
5. County Board adopts the Plan by resolution.

Mr. Gamm shared the following Synopsis of Plan Content:

Updated Solid Waste  
Management Plan  
Approved -  
Continued

The backbone of the county’s waste management system is the use of garbage to create energy. Environmental Services is expecting to maintain this “waste-to-energy” system at least through 2028 when their agreement with Olmsted County expires. However, they are planning to increase waste recycling and composting as a way to decrease dependence on disposal.

Environmental Services expects more participation in traditional recycling of paper, metal, glass, and plastic. They foresee increases in the recycling of select materials such as carpet, electronics, textiles, paint, and wood. They are also anticipating increased composting of food and organic waste. In most cases, recycling and composting are less expensive than disposal so these alternatives have the added benefit of lowering overall costs. The county’s plan is to help develop and implement these disposal alternatives.

Motion by Allen seconded by Gray to approve and authorize the updated Solid Waste Management Plan, years 2014 – 2023, for submittal to MPCA and 30-day public comment. *Motion adopted unanimously.*

Taxpayer Services Director Rose Culbertson discussed with the Board the classification of tax forfeited land.

Request to Sell Tax  
Forfeited Property  
Supported by  
Resolution  
#2013-37

According to MS 282.01 the County Board must classify properties which have been forfeited to the state for nonpayment of taxes. This is the first step before the land may be sold at public auction. All of the property is located within city limits. Ms. Culbertson included in the Board packets aerial photos of the forfeited parcels as well as literature from Statute 282.01 and from the Delinquent Tax and Tax Forfeiture Manual to aid the Board in their determination.

The Taxpayer Services Director reported that the current classification of these properties is non-conservation. It was her recommendation that all of the parcels in the provided list be classified as non-conservation.

Ms. Culbertson informed the Board that once they have made their determination the list will be sent to the DNR and the cities and township for their approval.

Motion by Allen seconded by Gray to approve and authorize the Vice Chair and Deputy Clerk to sign resolution #2013-37 in support of the Finance Office requesting approval from the Minnesota Department of Natural Resources for the sale of tax forfeited property:

**WHEREAS**, the County Board of Commissioners of Dodge County, State of Minnesota, desire to offer for sale certain parcels of land that have been forfeited to the State of Minnesota for non-payment of taxes; and

**WHEREAS**, said parcels of land have been viewed by the County Board of Commissioners and have been classified as non-conservation lands as provided for in Minnesota Statutes 282.01.

**NOW THEREFORE BE IT RESOLVED**, that the Dodge County Board of Commissioners hereby certify that all parcels of land on the attached list have been viewed and comply with the provisions of Minnesota Statutes 85.012; 92.461; 282.01, Subd. 8; and 282.018; and other statutes that require the withholding of tax forfeited lands from sale.

Request to Sell Tax Forfeited Property Supported by Resolution #2013-37 - Continued

**BE IT FURTHER RESOLVED**, that the Dodge County Board of Commissioners hereby request approval from the Minnesota Department of Natural Resources for the sale of said lands.

*Resolution adopted unanimously.*

The Taxpayer Services Director reviewed bills with the Board.

Bills Approved

Ms. Culbertson informed the Board that payments to Anderson Auto on page 11 for \$80.00 and TAPCO on page 20 for \$400.78 will be pulled. The Anderson Auto payment is a duplicate payment and the items purchased from TAPCO are being returned.

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	\$ 117,889.29
11	Human Services Fund	\$ 47.00
13	Road and Bridge Fund	\$ 122,613.10
16	Environmental Quality Fund	\$ 15,919.37
17	EQ Revolving Equipment Fund	\$ 8,284.00
32	County Capital Projects	\$ 38.88
80	Agency Fund	\$ 102.00
	Total	\$ 264,893.64

*Motion adopted unanimously.*

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

Personnel Actions Approved

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

**A. Human Services**

- A.1 Joddy Tighe – Social Worker  
Step increase from C42 step 7 \$21.84 to C42 step 6 \$22.64.  
Effective Date: 5/31/13
- A.2 Amanda Rinehart – Office Support Specialist  
Step increase from B21 step 9 \$13.75 to B21 step 8 \$14.20.  
Effective Date: 7/17/13
- A.3 Shelley Koen – Fiscal Supervisor  
Step increase from C42 step 5 \$25.77 to C42 step 4 \$26.51.  
Effective Date: 6/15/13

A.4 Tiffany Breckenridge – Social Worker Intern  
Authorization to allow to complete up to a 480 hour unpaid internship with Human Services.

Personnel Actions  
Approved -  
Continued

Effective Date: 8/26/13-12/6/13

A.5 Mary Gonzalez- Social Worker Intern  
Authorization to allow to complete a 12 hour per week for 12 weeks paid internship with Human Services. Mary is currently a full-time Eligibility Worker and this arrangement would be at that same rate of pay.

Effective Date: 8/26/13- 11/15/13

**B. Land Records**

B.1 Ramona McAndrew – Chief Deputy Recorder/Abstracter  
Step increase from B31 step 3 \$20.65 to B31 step 2 \$21.31.

Effective Date: 6/5/13

**C. Administration**

C.1 Greg Thoe – Custodian/Maintenance  
Step increase from A13 step 3 \$14.86 to A13 step 2 \$15.32.

Effective Date: 7/13/13

**D. Highway**

D.1 Kirk Rolfson – Assistant County Engineer  
Step increase from C43 step 2 \$33.98 to C43 step 1 \$35.39.

Effective Date: 6/5/13

D.2 Turner Kruger – Seasonal Highway Maintenance  
No longer employed.

Effective Date: 8/8/13

**E. Public Health**

E.1 Briana Santana - Language Interpreter – On-Call  
No longer employed.

Effective 8/1/13

E.2 Dorys Reyes – Language Interpreter – On-Call  
Authorization to employ at B22 step 11 \$14.68.

Effective Date: 8/26/13

E.3 Milena Garcia - Language Interpreter – On-Call  
Authorization to employ at B22 step 11 \$14.68.

Effective Date: 8/1/13

**F. Sheriff**

F.1 Erin Wanek – 911 Dispatcher On-Call  
Step increase from B22 step 11 \$14.62 to B22 step 10 \$14.94 based on hours worked.

Effective Date: 7/13/13

*Motion adopted unanimously.*

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

Legal Update

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

Human Services  
Committee Report

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

Public Health  
Committee Report

Commissioner Steven Gray provided the Board with a groundwater quantity meeting summary.

DNR Meeting  
Summary on  
Groundwater in SE  
Minnesota

Water Program Manager Dean Schrandt was available to comment on groundwater in this area and how the meeting was triggered.

On Tuesday, May 30, 2013, Mower County hosted a public meeting of three DNR hydrogeologists at the Hormel Nature Center for the purpose of educating those present about the characteristics of groundwater, especially groundwater quantity in Minnesota. Though southeast Minnesota is blessed with a relatively large supply of groundwater, a recent surge of interest in groundwater quantity and the receding levels of water in our aquifers has brought the issue to the forefront.

DNR is the primary agency responsible for governing large consumers of groundwater (those using more than 10,000 gallons/day or 1,000,000 gallons per year), and they work with these consumers to develop appropriations permits with the goal of protecting the resource as well as the rights of other water users. A recent change in Minnesota law now requires this permit process to occur before the large-capacity well supplying the water can be drilled.

Despite this process, long-term sampling has revealed a substantial, non-drought related decline in groundwater levels in aquifers throughout Minnesota, including the southeast. Growth in population and industry is believed to be related to this decline, with the recent growth of agricultural irrigation wells, many of which have been drilled recently in Dodge County, adding to the concern.

Mr. Schrandt commented that he believes the May 30th groundwater meeting is only the beginning for ground water discussions. It was the Water Program Manager opinion that groundwater issues will continue to be discussed more and more as time goes on. Mr. Schrandt stated that as time goes on they will also begin to see the impact of declining groundwater issues.

Commissioner Gray and Mr. Schrandt were thanked for the update.

The County Attorney left the meeting at 11:20 a.m. CDT.

County Attorney Left  
Meeting

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 July 23, 2013 Committee of the Whole meeting minutes as presented. *Motion adopted unanimously.*

07/23/13 Committee  
of the Whole Meeting  
Minutes Approved

Motion by Allen seconded by Gray to approve and authorize the July 23, 2013 meeting minutes as presented. *Motion adopted unanimously.*

07/23/13 Meeting  
Minutes Approved

Commissioners provided their agency reports. Commissioner Allen attended a Township meeting, an Area Agency on Ageing Committee meeting, a Fairview meeting and a road tour. Commissioner Erickson attended a Building Committee meeting, a Law Library meeting, a SCHA Joint Powers Board meeting, a Dodge County Highway tour, a Dodge County Township Officers meeting, a special Fairview Care Center meeting, a Regional Radio Board meeting and a Semcac meeting. Commissioner Gray attended a regular County Board meeting, a road inspection, a Water Quality meeting, a Fairview meeting and a SCHRC meeting. Commissioner Peterson was not available to report his meeting attendance. Commissioner Tjosaas was not available to report his meeting attendance.

Agency Reports

The Board discussed with Mark Gamm his 2014 budget request for the Environmental Services department.

Environmental Services Budget Presentation

The Vice Chair recessed the meeting at 11:45 a.m. CDT.

Meeting Recessed

The Board was invited to a luncheon and tour of the Dodge County Historical Society.

Luncheon/Tour at Historical Society

The Vice Chair reconvened the meeting at 1:43 p.m. CDT.

Meeting Reconvened

The Board discussed with Guy Kohlhofer his 2014 budget request for the Highway Department.

Highway Budget Presentation

Motion by Allen seconded by Gray to adjourn the meeting at 2:20 p.m. CDT. *Motion adopted unanimously.*

Meeting Adjourned

The next meeting of the Dodge County Board of Commissioners will be held on August 27, 2013 at 9:30 a.m. CDT.

Next Regular Meeting

**ATTEST:**

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

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

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