

TUESDAY, OCTOBER 8, 2013

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

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

**COUNTY ADMINISTRATION OFFICE
MANTORVILLE, MN**

2013-20

The Dodge County Board of Commissioners met in regular session October 8, 2013, in the Commissioner's Room at the Courthouse Annex, Mantorville, MN, at 9:30 a.m. CDT. David Erickson, Chair called the County Board of Commissioners meeting to order at 9:32 a.m. CDT.

Meeting Convened

The pledge of allegiance was recited.

Pledge of Allegiance

The 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
Members absent:	Steven Gray	District #5
Also present:	Jim Elmquist	County Administrator
	Becky Lubahn	Deputy County Clerk
	Paul Kiltinen	County Attorney

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

Agenda Approved

Commissioner Peterson offered the following Consent Agenda items, seconded by Commissioner Allen:

Consent Agenda Item
Approved

- 1.1 Human Services Resolution #95-10.
- 1.2 Amended language in Transition Director Services Agreement for Multi-County Human Services Delivery Authority, for purposes of providing half-time transition director services to the Southeast Minnesota Human Services Delivery Authority Steering Committee for the period August 2, 2013 to December 31, 2014.
- 1.3 Human Services Financial Assistance Supervisor and County Attorney to sign the proposed MNSure Professional and Technical Services Contract to provide technical and professional services to residents of Dodge County through the capacity of in-person assisters in partnership with MNSure and the Chair and Deputy Clerk to sign resolution #2013-44 in support of the MNSure Professional and Technical Services Contract.
- 1.4 The Dodge County Veteran Services Officer to sign a Minnesota Department of Veteran Affairs (MDVA) Grant for County Veteran Service Office Operational Enhancement in the amount of \$10,000.00 and authorize the Chair and Deputy Clerk to sign resolution #2013-45 in support of acceptance of the CVSO Operational Improvement Grant.

- 1.5 Chair and Emergency Management Director to sign the 2013 Emergency Management Performance Grant (EMPG) in the amount of \$20,247.00.
- 1.6 Chair and County Administrator to sign an Environmental Grant Agreement with Triton School to help implement the county's Comprehensive Water Management Plan.

Consent Agenda Item
Approved -
Continued

Motion/resolutions adopted unanimously.

Sheriff Jim Jensen met with the Board to discuss his request to purchase E-Citation modules.

E-Citation Modules
Purchase Approved

Mr. Jensen reported that he is bringing this request back to the Board for approval to go ahead with the CIS package for their E-Citation, Mobile Computer System and Automatic Vehicle Location. The Sheriff would like to implement these systems as soon as possible to be able to improve their service. The modules from CIS will cost \$122,609.00 and a new Citrix Server will cost approximately \$11,000.00. The Sheriff noted that these items are included in this year's budget.

Discussion took place regarding whether or not moving forward with the proposed purchases would lock Dodge County into anything if the state decided to consolidate Dispatch Centers at a later date.

Sheriff Jensen informed the Board that the radio consoles they currently use could be used with other county's equipment if they were to consolidate.

Commissioner Erickson clarified that the purchase of the proposed equipment does lock the county into working with a few specific entities.

Motion by Peterson seconded by Allen to approve and authorize the Sheriff to purchase E-Citation modules as request at a cost of \$122,609.00 and a new Citrix Server at a cost of approximately \$11,000.00. *Motion adopted unanimously.*

Commissioner Allen reported that he had an opportunity to see Sheriff Jensen's TV interview regarding the County Board's decision to keep the Dispatch Center in Mantorville and the Board's desire not to consolidate with another entity at this time. Mr. Allen informed the Sheriff that he was disappointed with his comment that Dodge County wasn't interested in pursuing a joint dispatch center with Rice/Steele when the County Board didn't single anyone out or specify who they were or were not interested in working with.

Stussy Quarry owners Tom Paulson and Jim Paulson met with the Board to discuss renewal of their conditional use permit and the operations of their quarry.

Interim Use Permit
for Stussy/
Mantorville Quarry
Discussion

Environmental Services Director Mark Gamm and Zoning Administrator Melissa DeVetter were available to comment on the conditional use permit.

It was determined that this permit would be processed as a renewal of an old permit which would be handled by the Planning Commission and then a recommendation would be made to the County Board.

Interim Use Permit for Stussy/ Mantorville Quarry Discussion - Continued

Mr. Paulson briefly discussed air and water testing that was done at the quarry.

Commissioner Peterson recommended that the Paulson's share with the county the information they received on the air and water testing.

The Board thanked the Paulson's for the information.

The Environmental Services Director and Zoning Administrator provided the Board with the following background information on the Stussy Permit.

Stussy Permit Status Discussion

Stussy Quarry received a Conditional Use Permit on January 10, 2006. Condition #10 of the Permit states: "This Conditional Use Permit is valid for eight years (to December 31, 2013) and may be renewed by Board action. The permit may be renewed following staff review and approval by County Board of Commissioners."

On September 3, 2013, Tom Paulson of Stussy Quarry submitted application for a CUP. The application included plans to expand the operation by 35 acres.

On September 17, 2013 the County Board determined that an application for expansion would require an Environmental Assessment Worksheet (EAW).

On September 18, 2013 Tom Paulson indicated they will not likely request an expansion at this time but will proceed with application to renew the existing CUP.

Mr. Gamm stated that if they receive an application that does not include an expansion, they will process the application as a permit renewal request. In this case, a public hearing will not be required. Staff will review the application and report findings and recommendations to Planning Commission for consideration as "other business" at their regular meeting on December 4, 2013. The Planning Commission will recommend to the County Board to renew the permit with conditions or not renew the permit. The County Board will take final action to renew the permit with conditions or not renew the permit.

The Board thanked Mr. Gamm and Ms. DeVetter for the update.

The Environmental Services Director provided the Board with a final report on the fire that occurred at the Transfer Station on September 3, 2011.

Transfer Station Fire Update

Mr. Gamm reported that all repairs are complete. The Environmental Services Department incurred \$224,239 in direct expenses to repair the Transfer Station between September 2011 and August 2013. MCIT insurance payments have reimbursed the department a total \$222,828.

Primary work included:

1. Replacement of overhead door panels.
2. Washing and painting all primary support beams, purlins, and girts.
3. Replacement of exterior siding and roof.

Transfer Station Fire
Update - Continued

County employees spent a lot of time on clean-up, planning, coordination, and administration but generally, county labor expense was not reimbursed by insurance. During the repairs, department staff overcame significant challenges to maintain quality service to the public and customers.

The Chair thanked the staff for all of the extra work.

Mr. Gamm presented for the Board's consideration a Service Agreement with Full Circle Organics.

Service Agreement
with Full Circle
Organics Approved

Full Circle Organics operates a composting facility in Good Thunder, MN. The facility composts source-separated organic waste (mainly food waste) generated by schools and businesses. They have a growing customer base in south-central Minnesota and anticipate receiving food waste from customers in Steele, Dodge, and Olmsted County. Full Circle works directly with waste generators and licensed waste haulers to obtain organic material.

Full Circle would like Dodge County to receive organic waste from their customers and transfer it their Good Thunder facility. Environmental Services is proposing to provide this service on a six-month trial basis as described in the proposed agreement. The County Attorney has reviewed the agreement.

Why this partnership may be good for Dodge County?

1. Full Circle's service may help businesses and schools in Dodge County compost their organic waste and lower their waste management costs.
2. Fees paid by Full Circle will increase revenue at Transfer Station.
3. Synergies between Full Circle and county operations may lead to better service for the county's customers and reduced operating costs:
 - a) Environmental Services can add some of the county's raw yard waste to outgoing organic waste which may lower our operating costs.
 - b) Environmental Services can back-haul some of Full Circle's finished compost for sale to the county's customers (the county currently has more demand for compost than they can supply).
 - c) Environmental Services may be able to reduce the county's brush management cost because Full Circle often needs wood chips in their compost process.

Motion by Allen seconded by Peterson to approve and authorize the Environmental Services Director to sign the proposed SSO Transfer Agreement with Full Circle Organics to compost Dodge County's organic waste. *Motion adopted unanimously.*

Commissioner Rodney Peterson discussed with the Board the first aid/bathroom buildings at the fairgrounds.

First Aid/Bathroom
Buildings at
Fairgrounds
Discussed

On September 30, 2013 a few Board members from the county, the school, and the Fair Board met to discuss a cooperative project to rebuild the bathrooms and first aid station at the fairgrounds. This joint construction project includes Kasson-Mantorville High School students building the structure with the exception of some items (roofing, electrical) they are not allowed to perform due to liability concerns. At this point, preliminary planning suggests the Board would have in-kind and out-of-pocket costs into the proposed structure.

A preliminary bid from AG-COM was provided to the Fair Board to initiate discussions and to give an idea as to the scope of costs moving forward. Further bids are being collected to give a more concise estimate as to the price of the overall project.

Mr. Peterson shared the following estimates with the Board:

	High End Estimate	Low End Estimate
Shell	\$23,500	\$20,000
Material	\$13,200	
Demo	\$5,000	\$1,000
Concrete	\$7,000	\$1,000
Electric	\$10,000	\$4,000
Heat & Air	\$6,500	
Plumbing	\$7,000	\$4,000
Total	\$72,200	\$57,200

It was noted that with the Kasson-Mantorville Construction Tech students building the restrooms/first aid building, the county would essentially have a building worth \$100,000 but would only have to spend around \$75,000 to construct the building.

All materials would be supplied to the students under the supervision of Industrial Technology Teacher Aaron Davis; the students would complete the overall construction.

Fair Board member Eric Severson was available to comment on the proposed building and noted that the Fair Board still needs to obtain a plumbing bid.

The request is for the County Board to allocate a not-to-exceed amount to the project of approximately \$45,000 to \$50,000. A few months ago when the Board revised its 2011-2015 Capital Improvement Plan, it allowed for the “remodel/improvement of purchased land and/or buildings to make them usable for operations.” This expense would be eligible within those excess bond funds.

Motion by Peterson seconded by Allen to approve and authorize the expenditure of up to \$80,000 to demolish and remove the old first aid building and restrooms at the fairgrounds and construct a new first aid/restrooms building on the fairgrounds property as discussed. *Motion adopted unanimously.*

Construction of New First Aid/Restrooms at Fairgrounds
Approved

Commissioner Allen commented that he would like to keep the cost down under \$80,00 and that he preferred that amount to be closer to \$60,000.

Commissioner Peterson and the County Administrator were thanked for putting the information together.

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

Legal Update

The County Attorney presented for the Board’s consideration a Land Use Agreement with the Mantorville Theatre Company.

Land Use Agreement with Mantorville Theatre Company
Approved

The proposed agreement allows the Mantorville Restoration Association and the Mantorville Theatre Company to install a garage behind the county service station.

It was pointed out that the Restoration Association will still need to obtain all required permits through the City of Mantorville before relocating the structure.

Motion by Allen seconded by Peterson to approve and authorize the Chair and County Administrator to sign a Land Use Agreement with the Mantorville Theatre Company as requested. *Motion adopted unanimously.*

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	\$ 133,789.82
11	Human Services Fund	\$ 39.00
13	Road and Bridge Fund	\$ 80,876.10
16	Environmental Quality Fund	\$ 13,549.43
41	Ditch Fund	\$ <u>682.50</u>
	Total	\$ 228,936.85

Motion adopted unanimously.

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

Personnel Actions
Approved

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

A. Human Services

- A.1 Ashley Ozuna – Social Worker
Step increase from C42 step 6 \$22.64 to C42 step 5 \$23.50.
Effective Date: 8/30/13
- A.2 Krista Foley – Social Worker
Step increase from C42 step 9 \$20.28 to C42 step 8 \$21.06.
Effective Date: 9/11/13

Personnel Actions
Approved -
Continued

B. Sheriff

- B.1 911 Dispatcher – (2-FT)
Authorization to fill two new full-time positions.
Effective Date: 10/8/13
- B.2 Deputy Sheriff – FT
Authorization to fill vacant position.
Effective Date: 10/8/13

C. Highway

- C.1 Carl DeWaard – Highway Mechanic
No longer employed.
Effective Date: 12/31/13
- C.2 Highway Mechanic
Authorization to post and fill vacancy.
Effective Date: 10/8/13

D. Land Records

- D.1 Jennifer Driesch – Deputy Recorder
No longer employed.
Effective Date: 10/11/13
- D.2 Deputy Recorder
Authorization to post and fill vacancy.
Effective Date: 10/8/13

E. Annual Band and Grade Review

- E.1 Request approval of recommended changes in Band and Grade assignment. Band and Grade review completed by Bob Bjorklund at BCC.

	<u>From</u>	<u>To</u>
Property Appraiser II	New	B24
Deputy Assessor	New	C41
Operator IV – Highway	B31	B24
Fleet Mechanic	B22	B23
Legal Assistant	B22	B21
Paralegal	B31	B24

In positions that are downgraded, BCC recommends that current incumbents be held “harmless” until that time that the individual moves to another job inside or outside the county. At this point the new incumbent would be brought into the county at the recommended DBM level for the job.

Effective Date: 12/1/13

Motion adopted unanimously.

Ms. Hager discussed with the Board the proposed 2014 Cafeteria Plan contribution.

2014 Cafeteria Plan
Contribution
Approved

The Insurance Committee is recommending a single coverage contribution of \$805/mo. (\$20 increase) and a family coverage contribution of \$1,480/mo. (\$50 increase) from the county towards the Cafeteria Plan.

Motion by Allen seconded by Peterson to set the 2014 Cafeteria Plan county contribution at \$805/mo. for single coverage and \$1,480/mo. for family coverage as recommended. *Motion adopted unanimously.*

The County Attorney left the meeting at 10:58 a.m. CDT.

County Attorney Left
Meeting

State Representative Steve Drazkowski provided the Board with a legislative budget update.

Legislative Budget
Update

It was noted that Representative Drazkowski represents the West Concord area of Dodge County.

The Board thanked Mr. Drazkowski for the update.

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

Human Services
Committee Report

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

Public Safety
Committee Report

The Board reviewed the Emergency Management Director's request for direction on whether or not to move the Court Services staff back into the old courthouse.

DFO Corrections
Staff Move Discussed

At the last Board meeting the Board had given the approval to move the DFO Corrections staff back to their original location in the lower level of the courthouse as the radon results were now at a safe level. The DFO staff has requested to stay in their current location, the old employee break room, until the project is complete and the carpet is replaced. The Emergency Management Director wanted to find out what direction the County Board would like to go with this matter.

Commissioner Allen reminded them that there are no commercial radon standards.

The Board did not have any additional directions for the Emergency Management Director.

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

Administration
Committee Report

Motion by Peterson seconded by Allen to approve and authorize the September 24, 2013 Committee of the Whole meeting minutes as presented. *Motion adopted unanimously.*

09/24/13 Committee of the Whole Meeting Minutes Approved

Motion by Allen seconded by Peterson to approve and authorize the September 24, 2013 meeting minutes as presented. *Motion adopted unanimously.*

09/24/13 Meeting Minutes Approved

Commissioners provided their agency reports. Commissioner Allen attended a Building Committee meeting and a regular County Board meeting. Commissioner Erickson attended a normal County Board meeting and a Chadwick Trauma – Informed System Project – MN Supercommunity Kick-Off meeting. Commissioner Gray was not available to report his meeting attendance. Commissioner Peterson attended a meeting with the Kasson City Council on the Ice Arena, a Dodge County Annual Farmers Union meeting, a Fair Board meeting and a meeting with the School on building on the fairgrounds.

Agency Reports

Motion by Peterson seconded by Allen to adjourn the meeting at 11:48 a.m. CDT. *Motion adopted unanimously.*

Meeting Adjourned

The next meeting of the Dodge County Board of Commissioners will be held on October 22, 2013 at 9:30 a.m. CDT.

Next Regular Meeting

ATTEST:

DAVID ERICKSON
CHAIR, COUNTY BOARD

BECKY LUBAHN
DEPUTY COUNTY CLERK

DATED: