

TUESDAY, OCTOBER 22, 2013

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

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

**COUNTY ADMINISTRATION OFFICE
MANTORVILLE, MN**

2013-21

The Dodge County Board of Commissioners met in regular session October 22, 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 9:30 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
Steven Gray District #5

Members absent: None

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

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

Consent Agenda Item
Approved

- 1.1 Liquor and Sunday Sale License for the Dodge Country Club for calendar year 2013, pending the approval of the County Attorney and County Sheriff and the submission of all required insurance documentation.
- 1.2 Tobacco License Fee remain at \$250.00 per vendor for 2014.
- 1.3 Public Health Director to sign SHIP Grant Agreement accepting a \$100,000 grant from the Minnesota Department of Health for the implementation of the SHIP 3.0 in Dodge and Steele counties.
- 1.4 Human Services Director, Chairman of the Board and County Attorney to sign a Contract Amendment for the MFIP Divisionary Work Program and authorize the Human Services Department to accept the additional funds of \$1,742 as GED/MFIP Innovation Funds to assist customers in obtaining their GED's prior to December 31, 2013.

Motion adopted unanimously.

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

Legal Update

Mr. Kiltinen updated the Board on the status of the Assistant County Attorney vacancy.

Legal Update -
Continued

The County Attorney informed the Board that the new Judge started on Monday.

Human Services Director Jane Hardwick informed the Board that the Minnesota Department of Human Services (DHS) recently completed an onsite Supplemental Nutrition Assistance Program (SNAP) Management Evaluation review. (SNAP is the program formerly referred to as Food Support or Food Stamps.)

Presentation of
Human Services
Certificate of
Recognition from the
State of Minnesota

As part of that review, the State evaluated Dodge County Human Services practice in regard to ten customer service standards:

1. Applications readily accessible – provided upon request
2. Inform customer about CAF (Combined Application Form) page 1 filing
3. Schedule interviews with written confirmation
4. Notice of Missed Interview sent
5. Expedited screening available during all office hours
6. Staff available during all office hours
7. Inform and offer phone interviews
8. Provide toll free number and accept collect calls
9. Staff are respectful, courteous and fair
10. Verification policies followed

In addition to reviewing a subset of cases, the State placed an anonymous phone call to the department, surveyed community partners like Semcac and others, and inquired about SNAP at the Human Services front desk.

Dodge County Human Services received a score of 10 out of 10 on customer-service practices. The State recently sent them a certificate in recognition of this achievement.

Ms. Hardwick stated that she is particularly proud of their customer service and this recognition by the State reinforces it.

The Human Services Director noted that the Board is aware of the many challenges for staff to keep abreast of increasingly complex and ever-changing program requirements along with a growing caseload. In spite of these challenges, staff continues to assure that clients who seek services in Dodge County are treated with dignity and respect and offered information and services in a manner consistent with their core values and expectations.

Commissioner Erickson stated that the county is very pleased with and proud of the work of the Human Services staff.

Ms. Hardwick presented the Human Services staff that work in financial and health care eligibility and their office support staff with a certificate of recognition from the Minnesota Department of Human Services for meeting compliance in all ten 2013 SNAP-Management Evaluation Customer Service Practices.

Presentation of
Human Services
Certificate of
Recognition from the
State of Minnesota -
Continued

Commissioners congratulated the Human Services financial and health care eligibility workers and office support staff on their recognition from the State of Minnesota.

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

Public Health
Committee Report

Environmental Services Director Mark Gamm and Waste Management Specialist Rita Cole met with the Board to discuss the proposed resolution to adopt the updated Solid Waste Management Plan.

Dodge County Solid
Waste Management
Plan Approved by
Resolution #2013-46

On August 13, 2013, the Dodge County Board of Commissioners approved the county's draft Solid Waste Management Plan, years 2014-2023. The Minnesota Pollution Control Agency requested public comment on the draft plan between September 4 and October 4, 2013. No comments were received during this 30-day public comment period. Therefore, no changes to the draft plan are required.

Commissioner Allen offered the following resolution (#2013-46), seconded by Commissioner Peterson:

**Dodge County Solid Waste Management Plan
Years 2014 – 2023**

WHEREAS, the legislature of the State of Minnesota requires that Minnesota's counties develop a Solid Waste Management Plan in accordance with Minn. Stat. §§ 115A.46; 115A.417; 115A.551, subds. 6-7; 115A.552; 115A.557, subd. 2-3; 115A.63; 115A.84; 115A.914; 115.96, Subd.6-7; 115A.917; 115A.97; Minn. Rules 9215 and all other applicable statutes and rules; and

WHEREAS, Minnesota counties recognize the need to plan for and practice environmentally sound methods of managing their solid waste stream; and

WHEREAS, in 1989, the legislature of the State of Minnesota enacted legislation to require that Solid Waste Management Plans be amended to include the requirements in Minn. Stat. §§ 115A.551, 115A.914 and 115A.96, Subd. 6 (1991); and

WHEREAS, Dodge County recognizes the need to plan for and implement waste reduction, recycling, education, yard waste, source separated organic materials composting, special and problem material waste management strategies, and processing of MSW;

NOW, THEREFORE, BE IT RESOLVED, that the Dodge County Board of Commissioners hereby approves and adopts the Dodge County Solid Waste Management Plan and supporting documentation, dated October 22, 2013.

BE IT THEREFORE FURTHER RESOLVED, that Dodge County agrees to maintain and implement the Plan as required by Minn. Rules pt. 9215.0530, subp. 1 and 2.

Dodge County Solid Waste Management Plan Approved by Resolution #2013-46 - Continued

BE IT THEREFORE FURTHER RESOLVED, that the Dodge County Board of Commissioners submits this document to the Commissioner of the Minnesota Pollution Control Agency pursuant to applicable Minnesota laws and rules.

Resolution adopted unanimously.

Commissioner Erickson thanked Ms. Cole for her work on the Dodge County Solid Waste Management Plan.

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

Personnel Actions Approved

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

A. Human Services

- A.1 Jeremy Allen – Financial Assistance Specialist
Annual review.
Effective Date: 10/12/13
 - A.2 Jessica Westphal – Social Worker
Step increase from C42 step 2 \$26.25 to C42 step 1 \$27.04.
Effective Date: 10/3/13
 - A.3 Jessica Baker – Social Worker
Step increase from C42 step 9 \$20.28 to C42 step 8 \$21.06.
Effective Date: 9/18/13
 - A.4 Jodi Schutz – Financial Assistance Specialist
Annual review.
Effective Date: 10/22/13
- B. Sheriff**
- B.1 Captain
Authorization to post and fill vacancy.
Effective Date: 10/22/13
 - B.2 James Lee – 911 Dispatcher
Authorization to change status from on-call B22 step 11 \$16.25 to B22 step 3 \$17.22 1.0 FTE to fill approved vacancy.
Effective Date: 11/30/13
 - B.3 Ryer Anderson – Sergeant
Step increase from C43 Hire step \$27.44 to C43 24 month step \$28.34.
Effective Date: 10/8/13
 - B.4 Tanya Wunderlich – 911 Dispatcher
Authorization to change status from .55 FTE to 1.0 FTE to fill approved vacancy.
Effective Date: 11/2/13
- C. Land Records**
- C.1 Wendy Iverson – Assessment Support Specialist
Annual review.
Effective Date: 10/2/13

- C.2 Matt Naatz – Property Appraiser
Step increase from B23 step 5 \$17.74 to B23 step 4 \$18.29.
Effective Date: 11/2/13

Personnel Actions
Approved -
Continued

D. Public Health

- D.1 Public Health Nurse - .8 FTE (SHIP Grant Funded)
Authorization to post and fill grant funded position.
Effective Date: 11/1/13 – 6/30/14

Motion adopted unanimously.

The Employee Relations Director presented for the Board's consideration a Short-Term Disability Leave Policy amendment.

Short-Term Disability
Leave Policy
Amendment
Approved

Ms. Hager noted that the only change of significance is the change in waiting period to be eligible for STDL from first of the month following 90 days of full-time employment to the first of the month following one year of full-time employment. The Employee Relations Director noted that this change is for employees that meet the eligibility requirements on or after January 1, 2014, not current full-time employees.

Motion by Allen seconded by Peterson to approve and authorize the Short-Term Disability Leave Policy amendment as presented. *Motion adopted unanimously.*

Taxpayer Services Director Rose Culbertson reviewed bills with the Board.

Bills Approved

Ms. Culbertson distributed information on a payment that will be added to the bills for credit card purchases.

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	\$ 117,859.13
11	Human Services Fund	\$ 1,859.05
13	Road and Bridge Fund	\$ 58,794.20
16	Environmental Quality Fund	\$ 79,667.22
80	Agency Fund	\$ 420.00
	Total	\$ 258,599.60

Motion adopted unanimously.

County Administrator Jim Elmquist informed the Board that a few pages were missing from the third quarter financials report and that he was postponing the third quarter financial report until the next meeting.

Third Quarter
Financial Report
Postponed

Director of Land Records Ryan DeCook discussed with the Board the county owned lot east of the Courthouse.

County Owned Lot
East of Courthouse
Discussion

It was brought to Mr. DeCook's attention by the County Administrator that the county may be interested in selling the lot.

The Director of Land Records was asked to review the estimated market value of the property. Mr. DeCook found that there were possible boundary issues so he asked Goodhue County Surveyor Dale Lempke to locate pins and verify the survey. It was found that there are encroachments.

County Owned Lot
East of Courthouse
Discussion -
Continued

Included was the Board packet was a Certificate of Survey which displayed the encroachments.

Commissioner Gray reported that the property owners to the north of the county owned lot are interested in purchasing the lot if the county decides to sell it.

The Board discussed the possibility of allowing the neighbor to the east to purchase the lot or transferring a portion of the lot to that landowner.

Commissioner Erickson wanted to know if the lot is a buildable lot.

Mr. DeCook stated that it appears to be a buildable lot.

It was the Director of Land Records opinion that the boundary issues need to be settled before the property is sold.

Discussion took place regarding having Mr. DeCook determine the value of the lot as it sits with the encroachments, the value of the lot with the transfer of land to the north and east as they relate to the encroachments, and the value of the remaining lot.

The Board also wanted the question of whether or not the lot was buildable answered.

Mr. DeCook reiterated to the Board that he believes the lot boundary issues should be cleaned up before the lot is sold.

It was the consensus of those present that the Director of Land Records should also determine the value of the vacant lot to the north of the courthouse as well, and if that lot is buildable.

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

Human Services
Committee Report

The Board reviewed the Human Services Director's request to expend a portion of the State Fiscal Year (SFY) 2014 Minnesota Department of Veteran Affairs (VA) grant on budgeted 2013 expenditures to enable capital set-aside for future van replacement. Dodge County is the recipient of a \$10,000 grant from the state VA for SFY 2014. Ms. Hardwick anticipates, based on the current state biennial budget that was adopted by the Minnesota Legislature, that this same amount will be available to Dodge County in SFY 2015 as well.

Expenditure of SFY
2014 MN Department
of VA Grant Funds &
Set-Aside for Future
Veteran Services Van
Replacement
Approved

The SFY 2014 grant period spans two county budget periods: calendar years (CYs) 2013 and 2014.

It is Human Services recommendation that \$5,000 of this grant be applied to qualified 2013 expenditures (such as van driver salaries, gas for transporting veterans to medical care, outreach, conferences/training for veteran services officer), thereby enabling \$5,000 of local levy funding that had been appropriated for that purpose in 2013 to be re-directed into a capital set-aside account for the future (likely 2016) replacement of the 2011 van used to transport veterans to medical appointments. Human Services has a similar recommendation included in the 2014 budget that is under consideration, with \$2,500 to be applied to veteran outreach and the remaining \$7,500 to be applied to other qualified expenditures (such as van driver salaries, gas for transporting veterans to medical care, conferences/training for veteran services officer), leaving \$7,500 to be set-aside toward the van replacement.

Expenditure of SFY
2014 MN Department
of VA Grant Funds &
Set-Aside for Future
Veteran Services Van
Replacement
Approved -
Continued

The Veteran Services van that was purchased in 2006 was funded by local veteran services organizations. The replacement van purchased in 2011 was funded by a state grant that is no longer available. Human Services intent is to plan for and set aside resources for the future replacement of this van. In 2012, the local veteran services organizations donated \$5,000 which the Board accepted and set-aside for this purpose. With the treatment of the annual grant in the manner suggested above, they would have a total of \$17,500 set-aside by the end of 2014.

Motion by Peterson seconded by Allen to approve and authorize Human Services to apply \$5,000 from the SFY 2014 VA grant toward qualified CY 2013 expenditures and \$5,000 in unspent county levy to be set-aside for the future replacement of the veteran services van as requested. *Motion adopted unanimously.*

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

Public Works
Committee Report

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 October 8, 2013 Committee of the Whole meeting minutes as presented. *Motion adopted Peterson, Allen, Erickson aye, Gray abstained.*

10/08/13 Committee
of the Whole Meeting
Minutes Approved

The County Attorney left the meeting at 10:42 a.m. CDT.

County Attorney Left
Meeting

Motion by Allen seconded by Peterson to approve and authorize the October 8, 2013 meeting minutes as corrected on pages 242, 243 and 244. *Motion adopted Peterson, Allen, Erickson aye, Gray abstained.*

10/08/13 Meeting
Minutes Approved

Commissioners provided their agency reports. Commissioner Allen did not have any meetings to report. Commissioner Erickson attended a Building Committee meeting, a Victim Services Program, a Regional Radio Joint Powers Board meeting, a Dodge County Courthouse Building Committee meeting, participated in a phone conference for Semcac, attended a Fairview Care Center meeting, a Special Board meeting, a DFO Advisory Board meeting and an AMC District IX meeting. Commissioner Gray attended County Board meeting, a Rail Transportation forum, a Dodge County Historical Society meeting, an AMC District 9 meeting, and a Fairview Board meeting. Commissioner Peterson attended a SWCD meeting, a Fairview meeting, a Hayfield City meeting and a COG meeting.

Agency Reports

Motion by Gray seconded by Peterson to adjourn the meeting at 11:06 a.m. CDT. *Motion adopted unanimously.*

Meeting Adjourned

The next meeting of the Dodge County Board of Commissioners will be held on November 12, 2013 at 9:30 a.m. CDT.

Next Regular Meeting

ATTEST:

DAVID ERICKSON
CHAIR, COUNTY BOARD

BECKY LUBAHN
DEPUTY COUNTY CLERK

DATED: