

**TUESDAY, NOVEMBER 12, 2013**

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

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

**COUNTY ADMINISTRATION OFFICE  
MANTORVILLE, MN**

**2013-22**

The Dodge County Board of Commissioners met in regular session November 12, 2013, in the Commissioner's Room at the Courthouse Annex, Mantorville, MN, at 9:30 a.m. CST. David Erickson, Chair called the County Board of Commissioners meeting to order at 9:32 a.m. CST.

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 Peterson seconded by Gray to approve the agenda as amended to move John McNamara's discussion item from 12.0 to 5.0 on the agenda. *Motion adopted unanimously.*

Agenda Approved

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

Consent Agenda Items  
Approved

- 1.1 Human Services Resolution #95-10
- 1.2 Chair, Human Services Director and County Attorney to sign a contract with Workforce Development, Inc. for 2014 for the provision of employment and training services as provided under the MFIP and DWP programs for an amount not to exceed \$84,956.
- 1.3 The Human Services Director to sign the Business Associate Addendum to the Purchase of Service Agreement between Dodge County and Workforce Development, Inc. to allow MAXIS inquiry-access for two employment services staff through December 31, 2014.
- 1.4 The Chair to sign the proposed amendment to the MNCare application processing contract between Dodge County and the State of Minnesota through December 31, 2013.

- 1.5 The Chair, Human Services Director and County Attorney to sign a contract with Wabasha County for the provision of SNAP FSET services for the period of October 1, 2013 to September 30, 2014.
- 1.6 Final payment of \$16,216.23 to Fitzgerald Excavating for SAP 020-598-018.

Consent Agenda Items  
Approved - Continued

*Motion adopted unanimously.*

Environmental Services Director Mark Gamm met with the Board to discuss the proposed 2014 increase to the Waste-to-Energy (WTE) service charge.

2014 Increase to  
Waste-to-Energy  
Service Charge  
Discussion

In accordance to Solid Waste Ordinance No. 6, waste generators (residents, businesses, institutions) currently pay a Waste-to-Energy service charge. The WTE service charge pays for waste management services provided by the county. The county has not adjusted the WTE service charge since January 1, 2010.

In accordance with the Dodge/Olmsted Waste Management Agreement, Dodge County’s fee for WTE and landfill disposal services will increase from \$105/ton to \$113/ton. As a result, the cost of operating the county’s Transfer Station will increase by \$57,000 in 2014. To cover this expense, the 2014 Transfer Station budget reflects the following increase to their WTE service charge:

<b>Method of Collecting WTE Service Charge</b>	<b>Current WTE Service Charge</b>	<b>Proposed WTE Service Charge</b>	<b>Est. added revenue from WTE Service Charge in 2014</b>
Licensed haulers collect WTE service charge from their customers and remit to county.	18% of sales price of hauler’s garbage collection service.	20% of sales price of hauler’s garbage collection service.	\$41,000
County collects WTE service charge from customers that haul their own trash to the Transfer Station.	\$130/ton	\$138/ton	\$5,600

Impact to Waste Generators: Environmental Services estimates that the proposed WTE service charge increase will add about \$0.50 to \$1.00 per month to the garbage bill of a typical household. They do not anticipate a need to increase the WTE service charge in 2015.

Process to Make Adjustments: The County Board may adjust the WTE service charge by resolution following Public Notice. If adopted, they will recommend an effective date of April 1, 2014.

Mr. Gamm recommended that the Board consider an increase to the WTE service charge at the County Board’s regular meeting on December 10, 2013. If the Board agrees, staff will post the following notice in the legal newspaper on November 20, 2013:

2014 Increase to Waste-to-Energy Service Charge Discussion - Continued

Public Notice: At 10:00 a.m., on December 10, 2013, at the Dodge County Courthouse, the County Board of Commissioners will consider a resolution to increase the County’s Waste-to-Energy service charge. If adopted, the service charge may add about \$0.50 to \$1.00 per month to the garbage bill of a typical household. For more information regarding the proposed increase please call Dodge County Environmental Services Department at 507-635-6273 or see Dodge County Web Page:  
<http://www.co.dodge.mn.us/environmentalservices.html>

It was the consensus of the Board to consider an increase to the WTE Service Charge at the County Board’s regular meeting on December 10, 2013.

The County Attorney provided the Board with an update on the Mantorville School purchase.

Mantorville School Purchase Update

Commissioner Gray thanked the County Administrator, Chairman of the Board, Commissioner Peterson, Commissioner Allen and the County Attorney for the orderly progress of the purchase of the Mantorville School.

Commissioner Erickson also thanked those involved for their work on the Mantorville School purchase.

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

Legal Update

SSTS Coordinator Sandra Schaefer presented for the Board’s consideration a request to approve payment for the completion of a septic system with CWL grant funds.

Payment for SSTS Construction from CWL Grant Approved

Dodge County was awarded three grants from the clean water legacy money to upgrade failing and imminent health threat septic systems. All of the grants have been completed and 15 new septic systems have been installed with the funding.

Detail All Septic IHT Grants					
		Amt Award	HO Award	# HO Served	Status
1 <sup>st</sup> CWL Grant	FY2010	\$88,777.00	\$84,550.00	7	Completed
2 <sup>nd</sup> CWL Grant	FY2011	\$45,512.00	\$43,237.00	4	Completed
3 <sup>rd</sup> CWL Grant	FY2012	\$45,490.00	\$14,595.00	4	Completed
	<b>Balance</b>	<b>\$179,779.00</b>	<b>\$142,382.00</b>	<b>15</b>	

Existing Conditions:

The homeowner is asking for reimbursement of the final grant funding toward the completion of their septic system.

Date of Compliance	Address	Explanation	Cost
9/25/2013	72151 150 <sup>th</sup> Ave, Hayfield, MN	Payment of grant funding for septic system.	\$3,934.25

Payment for SSTS  
Construction from CWL  
Grant Approved -  
Continued

Motion by Allen seconded by Gray to approve and authorize payment of \$3,934.25 from CWL grant funding for the installation of a septic system as requested. *Motion adopted unanimously.*

Ms. Schaefer was thanked for her work on this project.

South County Health Alliance (SCHA) Director Leota Lind provided the Board with a SCHA update.

SCHA Update

It was reported that the SCHA Member Use of Services Report is a focused presentation of how South Country members used key health services in 2012. SCHA's data showed a snapshot of health care for members in each county, by key health services and by location where services were received. This information allows counties to compare member utilization patterns with patterns observed in other counties and South Country as a whole.

The report reveals how South Country members use hospitals, emergency departments, primary care services, and dental services. The data is presented by age group rather than by program, and the variation in products and membership from county to county influences the differences between counties, just as demographics, geography, provider approaches, and other factors influence these results.

The Member Use of Services Report is another step forward in SCHA's efforts to provide useful information to their counties. SCHA hopes the county finds this report helpful in understanding the health status and utilization patterns of South Country members in our county.

Ms. Lind shared with the Board how SCHA derives their information.

Because of the lag in submission of claims, 2012 claims data was used to present the most complete picture of utilization.

Total inpatient admissions (admits) are calculated from 2012 paid claims. A re-admission is counted when an admit occurs within 30 days of a prior admit for the same member. Ages represented are based on the member's age on June 30, 2012.

Emergency Department (ED) visits are calculated from 2012 paid claims. Any ED visit that results in the member being admitted as an inpatient is excluded. Ages represented are based on the member's age on June 30, 2012.

Dental visits are calculated from 2012 paid claims. All ages represented are based on the member's age on June 30, 2012.

SCHA Update -  
Continued

The Board thanked Ms. Lind for the update.

Wold Architects and Engineers Partner John McNamara provided the Board with a space design update.

Building Committee  
Update on Space  
Design

Mr. McNamara updated the Board on the activities of the Building Committee and displayed some preliminary layouts for planning purposes. The intent of update was to ensure that the Board is kept abreast with current plans and to ensure any feedback is attained prior to final layouts being presented.

Lynae Schoen from Wold Architects was also available to answer questions.

Mr. McNamara discussed with the Board the proposed layout for the Government Services Building (old Kasson-Mantorville Intermediate School) remodeling.

Commissioner Gray suggested that the layout of the proposed County Board room be modified to have a conference room on both sides of the Board room. The conference room to the south would have a permanent wall while the north conference room would have a movable wall/partition that could be opened to expand the County Board room if needed. Mr. Gray also suggested that they consider moving the placement of the Board seating area from the north side of the room to the east side of the room.

Mr. McNamara discussed with the Board the proposed layout for the Courthouse and Annex remodeling.

Commissioner Gray noted that he prefers not to have anyone in the lower level of the courthouse due to radon concerns.

John McNamara and Commissioner Erickson commented that not using this space really isn't an option, without using this space they will not have enough space to house all of the offices they need within the Courthouse and Annex.

Mr. McNamara reported that they plan to put new ventilation in this area and that the radon issue will be resolved in the lower level.

Commissioner Peterson questioned the need for a transportation garage in the Sheriffs' Office.

Sheriff Jim Jensen was present and explained the current process for transporting people in custody and the need for a transportation garage.

The number of UA toilets was discussed.

Commissioner Gray discussed the importance of adequate parking and landscaping at the new Government Services Building.

Mr. McNamara reported that they will need additional discussions with the County Board and City of Mantorville to address parking requirements and address any other issues that need to be resolved.

Building Committee  
Update on Space  
Design - Continued

Discussion took place on whether or not the projects would be bid out as one project or as two separate projects.

John McNamara recommended bidding the projects out as one with each building being completed in separate phases.

Mr. McNamara informed the Board that Wold Architects is working on concept designs which will be presented to the Board at a later date.

Discussion took place regarding putting Wold Architects on the calendar in December to further discuss remodeling plans.

Commissioner Allen stated that he wasn't sure that they needed to bid the projects out separately. It was Mr. Allen's opinion that construction businesses may be looking for work to do this winter and could possibly start working on the Government Services Building yet this winter since that building would need to be completed first.

The Board thanked Mr. McNamara for the update.

John Allen left the meeting at 11:19 a.m. CST.

John Allen Left Meeting

IT Director Paul Wiltgen discussed with the Board his request to update the county's e-mail software.

Replacement of  
Exchange E-Mail Server  
Approved

Information System Specialist Tobey Hicks was available to comment on the request.

Mr. Wiltgen reported that the county's e-mail server is currently running version MS Exchange 2003. This version is out-of-date. Microsoft will stop supporting it, in 2014. The county needs to upgrade to the latest version, version MS Exchange 2013.

The IT Director has obtained proposals from three vendors:

- Tech Right Services, quote is \$5,060
- Solbrekk, quote is \$9,910 to a max of \$11,995
- Dell, quote is \$12,500

The vendor proposals are for labor only.

The software will be purchased from Microsoft, through CDW which is a Microsoft reseller.

Cost of software - \$19,492.58.

Mr. Wiltgen reported that this is an expensive project, but the county basically has no choice because the old software that the county is using is out-of-date. IT put off doing this project for as long as they could to defer the expense.

Replacement of  
Exchange E-Mail Server  
Approved - Continued

The IT Director made a budget request of \$15,000 for this project for 2014. That was back in May when he submitted the budget request. Now, things have changed and the cost has gone up. Mr. Wiltgen must first install MS Exchange 2010, then install MS Exchange 2013. Microsoft requires this; the county cannot upgrade directly from version 2003 to version 2013. This means extra software cost, IT basically has to purchase both versions 2010 and 2013. This extra step adds additional expense to the labor cost.

This project is planned for the first week of January 2014.

The IT Director recommended that the Board approve this project, selecting Tech Right Services as the vendor to do the install. The actual person who will be on-site doing the install will be Scott McNally. Mr. McNally has been providing technical support to Dodge County for many years (at least ten years) and is very familiar with the county's network.

Motion by Peterson seconded by Gray to approve and authorize the replacement of the Exchange E-Mail Server as requested at a cost of \$5,060 to hire Tech Rite Services to install the software, and the purchase of the software at \$19,492.58.  
*Motion adopted unanimously.*

Commissioner Allen returned to the meeting at 11:25 a.m. CST.

Commissioner Allen  
Returned to Meeting

Building Operations Supervisor Roger Friedt met with the Board to provide them with a fairgrounds first aid/restrooms building update.

Fairgrounds First  
Aid/Restrooms Building  
Update

Mr. Friedt reported that on October 25, 2013 a meeting was held at the courthouse to discuss the construction of the first aid/restroom building at the fairgrounds. Construction will be a coordinated effort between the Fair Board, Kasson School and Dodge County. A second meeting was held at the fairgrounds to review the location of the building, discuss existing underground utilities and their location for the building.

On November 1, 2013 the Highway Department removed the existing foundations and determined the water and sewer location for the new building. Building corners were established and the contractor providing the building is scheduled to deliver the building by November 15, 2013.

Fair Board officials are working with a plumber to finalize the plumbing plans and are receiving quotes from electrical contractors.

Mr. Friedt informed the Board that the building is a metal pole building. The contractor for the building will be setting poles before the building arrives by November 15, 2013. When the contractor gets the roof on the building, Kasson School Construction Tech students will begin installing the exterior panels. Construction will continue to be a coordinated effort between the school and Fair Board officials. Dodge County Building Operations Supervisor will monitor the project and provide updates to the County Board.

Fairgrounds First Aid/Restrooms Building Update - Continued

The Board thanked Mr. Friedt for the update.

The Building Operations Supervisor presented for the Board's consideration the 2013-2014 snow removal services contracts.

2013-2014 Snow Removal Contracts Approved

Mr. Friedt reported that snow removal services agreements are up for renewal. The county's current snow removal contractors are interested in continuing their services with the county for the 2013-2014 season. Last season Swenke Co. Inc., from Kasson, provided snow removal at the courthouse, maintenance garage and Historical Society locations. Wirth Septic Systems from Dodge Center provided snow removal at the Service Center in Dodge Center.

Last season there were no increases by Swenke Co. from the previous season or two. This year there is an average 8-12% increase in their equipment pricing and no increase in salt/sand prices.

Wirth Septic Systems will provide snow removal services with no increase in equipment prices and no increase in salt/sand prices.

Motion by Gray seconded by Allen to renew snow removal services agreements with Swenke Co., Inc., of Kasson, MN and Wirth Septic Systems of Dodge Center, MN for providing the 2013-2014 snow removal services for the county as requested. *Motion adopted unanimously.*

Director of Land Records Ryan DeCook discussed with the Board two county owned lots.

Sale of Two County Owned Lots Approved

The Board has requested a detailed review of the estimated market value of two lots. One lot is located east of the Courthouse and the other lot is located north of the Courthouse. The Mantorville Clerk said that each lot appears to be buildable. Mr. DeCook considered each lot buildable for the purpose of this appraisal. The estimated market values are listed below.

**Lot east of courthouse:**

OPTIMAL VALUE	\$37,500
* WATER/SEWER	-\$8,000
* ENCROACHMENT	-\$1,800
<b>SUGGESTED PRICE</b>	<b>\$28,000</b>

\*Mantorville was uncertain about water and sewer on this lot but there is a fire hydrant on the SW corner of the lot. Cost of encroachment is an estimate of value lost and time to fix.

Sale of Two County  
Owned Lots Approved -  
Continued

\*If the Board chooses to sell this property the Director of Land Records recommends a sealed bid approach initially. If the lots don't sell the Board could consider listing it with a Realtor.

**Lot north of courthouse:**

<b>SUGGESTED PRICE</b>	<b>\$25,000</b>
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Motion by Gray seconded by Peterson to direct the County Administrator, Finance Director and County Attorney to oversee the sale of the two county owned lots and deal with the encroachment issue. *Motion adopted unanimously.*

Employee Relations Director Lisa Hager presented the Personnel Agenda for the Board's consideration. Commissioners had questions regarding item B.4 and asked that this item be voted on separately.

Personnel Actions  
Approved

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

**A. Human Services**

A.1 Bobbie Boehm – Social Worker  
Annual review.

Effective Date: 10/16/13

A.2 Amy Jobe – Support Enforcement Aide  
Step increase from B22 step 9 \$14.68 to B22 step 8 \$15.15.  
Effective Date: 10/30/13

A.3 Mary Gonzalez – Eligibility Worker  
No longer employed.  
Effective Date: 12/13/13

A.4 Eligibility Worker – FT  
Authorization to post and fill vacancy.  
Effective Date: 11/12/13

**B. Sheriff**

B.1 Mike Erdman – 911 Dispatcher  
Step increase from B22 step 11 \$14.62 to B22 step 10 \$14.94.  
Effective Date: 9/21/13

B.2 Jeff Brion – Deputy Sheriff  
Step increase from C41 48 mo. step \$24.96 to C41 60 month step \$25.79.  
Effective Date: 10/31/13

B.3 Kevin Krause – Deputy Sheriff  
Annual review.  
Effective Date: 10/16/13

**C. Land Records**

C.1 Ryan DeCook – Director of Land Records  
Six-month review.

Effective Date: 11/1/13

C.2 Kim Walstad – Senior Clerk  
Annual review.

Effective Date: 11/8/13

**D. Public Health**

D.1 Jessica Schleck – Family Connection Program Lead/Health Educator  
Authorization to change status from .60 FTE to on-call.

Effective Date: 11/1/13

D.2 Public Health Nurse - .6 FTE  
Authorization to post and fill position created by status change.

Effective Date: 11/12/13

D.3 Heather Angell – Public Health Nurse I - .8 FTE  
Step increase from C42 step 2 \$26.25 to C42 step 1 \$27.04 (+ \$3 R/R).

Effective Date: 10/15/13

D.4 Peggy Espey – Public Health Director  
Annual review.

Effective Date: 11/5/13

Personnel Actions  
Approved - Continued

*Motion adopted unanimously.*

The Board further discussed with Sheriff Jensen his request to hire three full-time Deputies. Sheriff Jensen handed out information on the hiring process for part-time Deputies, the costs associated with training a Deputy and duties of Court Room Security Officers.

Request to Hire Three  
Additional Full-Time  
Deputies Discussion

The proposed Personnel Action reads as follows:

B.4 Deputy Sheriff (3) –FT  
Authorization to post a fill 3 new full-time positions.  
Effective Date: 11/12/13

The Board discussed with the Sheriff whether or not the part-time positions would be reduced by three if they agreed to hire three additional full-time Deputies.

Sheriff Jensen stated that he would reduce the number of part-time Deputies from eight to five if the full-time positions were approved.

The Board discussed with the Sheriff the fact that the three new positions were not budgeted for in the 2014 budget.

Also noted was that three new squad cars would be needed if the request to hire three additional Deputies was approved.

Sheriff Jensen discussed the following information as reported in his handout:

**Hiring Process for Part-Time Deputy**

Request to Hire Three  
Additional Full-Time  
Deputies Discussion -  
Continued

Getting Approval to Hire	2 – 3 weeks
Advertising for Vacancy	2 weeks
Scheduling for and Doing Interviews	2 weeks
Send Out and Receive Background Packets	3 weeks
Schedule of Physicals and Psychological Tests	3 weeks
Doing Background Investigations (2 Deputies)	2 weeks
Pre Field Training Officer Duties	1 week
FTO Program (Trainer and Trainee)	12 weeks
Wrap-Up for Lead FTO	1 week
Approval from County Board	2 weeks
<b>Total Time For The Process Is Up To:</b>	<b>31 weeks</b>

**Costs**

Advertising	\$ 150.00
2 Weeks Background Investigations, 2 Deputies @ \$27.50/Hour	\$ 4,400.00
2 Weeks Deputies to Fill Shifts for Investigations @ \$20.00/Hour	\$ 3,200.00
1 Week Pre FTO for Lead FTO @ \$27.50/Hour	\$ 1,100.00
1 Week Pre FTO for Trainee @ \$20.00/Hour	\$ 800.00
12 Weeks of FTO for Trainer @ \$25.00/Hour	\$12,000.00
12 Weeks of FTO for Trainee @ \$20.00/Hour	\$ 9,600.00
1 Week Wrap-Up for Lead FTO @ \$27.50/Hour	\$ 1,100.00
<b>Total Approximate Cost For Training 1 Deputy</b>	<b>\$32,350.00</b>

**Duties of Court Room Security Officer**

Under Minnesota State Statute 387.03 it is the duty of the Sheriff of the County to “attend upon the terms of the district court”.

The officer unlocks the Court Room before court and secures it at the end of the day. They search through the Court Room to look for anything suspicious.

The officer assists the Transport Officer with bringing prisoners into and out of the Court Room.

The officer makes sure everyone in the Court Room is following the rules of the Court Room. Such as: sitting down – no hats – no cell phones – no eating, drinking or chewing gum – etc.

Protects the Judge.

Average of 4 days per week, 6 hours per day (1,248 hrs. per year) @ \$20.00/hour.

Yearly Average \$24,960.00 for Court Room Security.

The County Attorney left the meeting at 11:57 a.m. CST.

County Attorney Left  
Meeting

Commissioner Peterson wanted to know the effect full-time vs. part-time would have on supervisory duties.

Request to Hire Three Additional Full-Time Deputies Discussion - Continued

Lisa Hager and Jim Elmquist agreed that there would be a nominal effect on the supervisory duties.

Commissioner Peterson stated that before he would make a decision on the request he wanted to know how the request would affect the 2014 budget.

Commissioners discussed their desire to have the Sheriff come back with additional information on the costs associated with hiring three additional full-time deputies and additional information on how the 2014 budget will be impacted.

Motion by Gray to approve the following personnel action:

Motion to Hire Three Additional Full-Time Deputies Fails

B.4 Deputy Sheriff (3) –FT  
Authorization to post a fill 3 new full-time positions.  
Effective Date: 11/12/1

The motion failed due to the lack of a second.

The Sheriff was asked to come back with additional cost and budget information for the Board.

County Administrator Jim Elmquist presented for the Board's consideration the 2014 Non-Union wage recommendation.

2014 Non-Union Wage Recommendation Approved

Lisa Hager was available to comment on the recommendation.

Each year, a non-union salary schedule is forwarded to the Board for consideration and becomes effective December 1<sup>st</sup>. This schedule is commensurate with all union agreements cost of living adjustments (COLA's) for 2012-established contracts in years 2013 and 2014 in the hope to attain standardization between union and non-union COLA's.

Included in the Board packet was the COLA recommendation for 2014 for non-union staff. For bargaining units with agreements settled into 2014, the established increase is 1.75%. Like the bargaining agreements, the recommendation for non-union personnel is 1.75% and is incorporated into the 2014 budget and proposed salary schedule.

As the case in previous years, this adjustment would be effective December 1, 2013. The history behind this date is the Board approved the new wage scale prior to the New Year so when the pay equity reporting system is completed and effective January 1st of the upcoming year, the new scale is formally in place. This has been a practice of the county for many years and is established in the forthcoming year's budget.

Mr. Elmquist would have normally brought this to the Board at the second meeting in November but with three new Board members decided to discuss this now in case there were questions and they need more discussion.

2014 Non-Union Wage Recommendation Approved - Continued

Lisa Hager was available to answer questions regarding the proposed wage recommendations.

Motion by Gray seconded by Allen to approve and authorize the 2014 Non-Union Salary Schedule as presented and effective December 1, 2013. *Motion adopted unanimously.*

The County Administrator presented for the Board's consideration the third quarter finances for 2013.

3<sup>rd</sup> Quarter Financials Report

Mr. Elmquist informed the Board that the report was assembled by Rose Culbertson in Finance and indicates a trend towards expectations.

The Finance Director was available to comment on the 3<sup>rd</sup> quarter financials.

Items of note included:

Expenditures:

At the bottom of the page for expenditures, there is a line item for "Debt Fund Revenues – Fund 32 & 37." This line item is where the payments into escrow for the school and demolition are accounted for in the summary. It accounts for overall county bond payments but also holds excess bond revenues; it will also be the item where the project for the fairgrounds will come from.

Revenue:

Revenues are higher compared to last year at this time but should be stated that overall disbursement from the state will be in December and will reflect closely to budgeted revenue. The second quarter report did not show the State's July disbursement and showed trends being somewhat low.

The Board thanked the County Administrator for the update.

Finance Director Lisa Kramer reviewed bills with the Board. Motion by Allen seconded by Gray to approve the bills as discussed in the following amounts from the appropriate funds as determined by Finance:

Bills Approved

01	Revenue Fund	\$ 128,696.72
11	Human Services Fund	\$ 39.00
13	Road and Bridge Fund	\$ 103,673.96
16	Environmental Quality Fund	\$ 93,365.14
32	County Capital Projects	\$ 5,000.00
64	Environmental Grant & Loan Fund	\$ <u>1,125.00</u>
	Total	\$ 331,899.82

*Motion adopted unanimously.*

Commissioner Peterson left the meeting at 12:39 a.m. CST.

Commissioner Peterson  
Left Meeting

Ms. Kramer presented for the Board's consideration a request to approve a donation from the Agricultural Committee to Extension.

Agricultural Committee  
Donation to Extension  
Approved by Resolution  
#2013-47

At one time Dodge County had an Agricultural Committee through the Minnesota Extension Services Program and it was tasked with promoting agriculture through various events. Pursuant to its activities, the Agricultural Committee opened a savings account at Kasson State Bank and the Extension Agent for the County was the custodian of the account. When Extension regionalized, there was no longer an Extension Agent so Commissioner Tjosaas became the custodian and with his passing it reverted to Bruce Schwartau. At some point the Agricultural Committee disbanded because most of their activities were now organized by other groups. Because of this Mr. Schwartau approached the County Administrator and Finance Director about donating the account balance to Extension possibly for youth agriculture education.

The Finance Director closed the account in October and withdrew the balance of \$647.96. There was a bank bag containing \$.03 included with all of the bank statements Bruce Schwartau gave the Finance Office. This brought the donation up to \$647.99 and Ms. Kramer donated a penny to round the donation out to the \$648.00 as noted on the receipt.

Included in the Board packet was a proposed resolution for Extension to accept this donation of \$648.00 from the former Dodge County Agricultural Committee, with the funds to be used for youth agriculture education.

Commissioner Allen offered the following resolution (#2013-47), seconded by Commissioner Gray:

**Agricultural Committee Donation to Extension**

**WHEREAS**, the Dodge County Extension Department has received a donation from the former Dodge County Agricultural Committee; and

**WHEREAS**, the Dodge County Extension Department wishes to accept this donation and utilize it for the purpose of promoting youth in agriculture in Dodge County; 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 accepts the following donation to be used for the Extension Department's Youth Programs:

Former Dodge County Agriculture Committee      \$648.00 (Cash Donation)

*Resolution adopted unanimously.*

*Agricultural Committee  
Donation to Extension  
Approved by Resolution  
#2013-47 - Continued*

The Finance Director presented for the Board's review the proposed PRISM Grant Application.

*PRISM Grant  
Application*

Counties currently submit nine (9) reports annually to the Department of Revenue. These forms are standardized as their layout is dictated by the Department of Revenue. Although they are standardized, (an assessment abstract from Dodge County looks exactly like one submitted from St. Louis County), this report only contains aggregated data at the district code level. With PRISM the Department of Revenue will receive fewer forms (four), but more detail in that the information will be reported on a parcel specific level. The much larger report size won't matter because all submissions will be electronic. (No mail back-up form.)

This change in reporting will require significant reprogramming of the county's current software to configure the four new reports. To this end, the Minnesota Legislature set aside \$300,000 for grants to be given to counties to help cover these costs. The grant is shared equally among all of the qualifying counties that apply. If all 87 counties apply for the grant and qualify, each county will receive \$3,448.27. Ms. Kramer does not have a cost estimate from Xerox at this time, so she doesn't know if the grant will cover all of the cost. The first county submission using PRISM will be September 2015.

Motion by Gray seconded by Allen to approve and authorize the Chair to sign the proposed PRISM Implementation Grant Application as recommended. *Motion adopted unanimously.*

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

*Human Services  
Committee Report*

Commissioner Gray deferred discussion on the recap of the 2013 Human Services Summit: Leadership in an Era of Disruption, in order to allow the Human Services Director an opportunity to gather more information regarding the summit to present to the County Board.

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

*Administration  
Committee Report*

Motion by Allen seconded by Gray to approve and authorize the October 15, 2013 Special Session meeting minutes as corrected on page 1. *Motion adopted unanimously.*

*10/15/13 Special  
Session Meeting  
Minutes Approved*

Motion by Allen seconded by Gray to approve and authorize the October 22, 2013 Committee of the Whole meeting minutes as presented. *Motion adopted unanimously.*

*10/22/13 Committee of  
the Whole Meeting  
Minutes Approved*

Motion by Gray seconded by Allen to approve and authorize the October 22, 2013 meeting minutes as corrected on page 256. *Motion adopted unanimously.*

10/22/13 Meeting Minutes Approved

Commissioners provided their agency reports. Commissioner Allen attended a fair building meeting and a Building Committee meeting. Commissioner Erickson attended a Core Task Force Building Committee meeting, a SCHA Joint Powers Board meeting, a planning work session for SCHA, a SCHRC meeting, a Core Task Force work session, a SCHRC open house and a Dodge County Township Officers Association meeting. Commissioner Gray attended a County Board meeting, a Guenther memorial at the courthouse, a Joint Health Board meeting, a SCHRC meeting, a Passenger Rail forum, a Dodge County audit planning meeting, a Transportation Alliance meeting, a Dodge County Township Association meeting and a Passenger Rail forum. Commissioner Peterson attended a SE MN Water Resource meeting, a Fair Board annual meeting and a Fair Board meeting.

Agency Reports

Motion by Allen seconded by Gray to adjourn the meeting at 12:53 p.m. CST. *Motion adopted unanimously.*

Meeting Adjourned

The next meeting of the Dodge County Board of Commissioners will be held on November 26, 2013 at 9:30 a.m. CST.

Next Regular Meeting

**ATTEST:**

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DAVID ERICKSON  
CHAIR, COUNTY BOARD

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BECKY LUBAHN  
DEPUTY COUNTY CLERK

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DATED: