

**TUESDAY, JANUARY 28, 2014**

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

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

**COUNTY ADMINISTRATION OFFICE  
MANTORVILLE, MN**

**2014-03**

The Dodge County Board of Commissioners met in regular session January 28, 2014, in the Commissioner's Room at the Courthouse Annex, Mantorville, MN, at 9:30 a.m. CST. Rodney Peterson, Chair called the County Board of Commissioners meeting to order at 9:30 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
	Vacant	District #2
	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 Erickson seconded by Gray to approve and adopt the agenda as presented. *Motion adopted unanimously.*

Agenda Approved

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

Consent Agenda  
Items Approved

- 1.1 Out-of-State travel for Tobey Hicks to Austin, Texas September 21-25, 2014 for an Information Technology Workshop at an estimated cost of \$1,905.
- 1.2 Increased cell phone stipend for Highway Department Maintenance Superintendent Andrew Hesper from \$20/month to \$50/month.
- 1.3 Tobacco License Application for Casey's General Store #3311 beginning January 28, 2014 through December 31, 2014.

*Motion adopted Erickson, Gray, Peterson aye, Allen abstained.*

Dodge Center City Administrator Lee Mattson met with the Board to discuss a proposed Dodge Center/Triton Transportation Alternatives Program (TAP) Grant Application.

Dodge Center/Triton  
TAP Grant  
Application  
Discussion

County Engineer Guy Kohlnhofer was available to comment on the request.

The City of Dodge Center is partnering with Triton Schools to apply for a Transportation Alternatives Grant from MNDOT that would fund the installation of sidewalks/paths along County H, County 34, the Triton School Property, and in a portion of the McNeilus 2nd Subdivision. These areas have been identified by the City and School as areas where gaps exist in the existing sidewalk system, posing a clear threat to pedestrian safety.

The City of Dodge Center intends to administer the grant and Triton Schools and Dodge Center will jointly fund the local share requirements as well as the non-eligible project costs such as engineering. Unfortunately, neither the City nor Triton School District is eligible to apply directly for this grant. As Dodge Center's population is under 5,000, they are required to seek the sponsorship of Dodge County.

When this application was first conceived, in the fall of 2013, school and city staff met with County Engineer Kohlnhofer to discuss the project. Mr. Kohlnhofer raised no objections to the project and was advised that no financial commitment was being sought from Dodge County. Since that meeting, the project has been expanded by the addition of a sidewalk running across the north side of the Triton property, connecting the sidewalk at the County 34 school access drive with Fairview Care Center. The eastern terminus of this sidewalk would be in the County 34 right-of-way, but most of the project would be on school property.

As neither the City nor School District can sponsor this application, Dodge Center asks that the County sponsor the project and approve resolutions to sponsor and maintain the project as required by the application process. The City of Dodge Center and Triton Schools understand that they will be responsible for all costs associated with this project and further stipulate that responsibility for maintenance and eventual replacement will rest with the City of Dodge Center and Triton Schools.

Commissioner Allen offered the following resolution (#2014-04), seconded by Commissioner Erickson:

#### **Transportation Alternatives Program Sponsoring Agency Resolution**

**BE IT RESOLVED** that Dodge County agrees to act as sponsoring agency for a "Transportation Alternatives" project identified as Dodge Center West Sidewalk Project and has reviewed and approved the project as proposed. Sponsorship includes a willingness to secure and guarantee the local share of costs associated with this project and responsibility for seeing this project through to its completion, with compliance of all applicable laws, rules and regulations.

Transportation  
Alternatives Program  
Sponsoring Agency  
Approved by  
Resolution  
#2014-04

**BE IT FURTHER RESOLVED THAT** the Sponsoring Agency will make available sufficient funds to cover the estimated local share of costs plus any additional project costs in the event that the project exceeds the estimated total cost of the project as reflected in the project application.

Transportation  
Alternatives Program  
Sponsoring Agency  
Approved by  
Resolution  
#2014-04 - Continued

**BE IT FURTHER RESOLVED THAT** the City of Dodge Center is hereby authorized to act as agent on behalf of this sponsoring agency.

*Resolution adopted unanimously.*

Commissioner Gray offered the following resolution (#2014-05), seconded by Commissioner Erickson:

Agreement to  
Maintain Facility  
Approved by  
Resolution  
#2014-05

**Agreement to Maintain Facility Resolution**

**WHEREAS**, the Federal Highway Administration (FHWA) requires that states agree to operate and maintain facilities constructed with federal transportation funds for the useful life of the improvement and not change the use of right of way or property ownership acquired without prior approval from the FHWA; and

**WHEREAS**, Transportation Alternatives projects receive federal funding; and

**WHEREAS**, the Minnesota Department of Transportation (MnDOT) has determined that for projects implemented with alternative funds, this requirement should be applied to the project proposer; and

**WHEREAS**, Dodge County is the sponsoring agency for the Transportation Alternatives project identified as Dodge Center West Sidewalk Project.

**THEREFORE BE IT RESOLVED THAT** the Sponsoring Agency hereby agrees to assume full responsibility for the operation and maintenance of property and facilities related to the aforementioned Transportation Alternatives project.

**BE IT FURTHER RESOLVED THAT** the Sponsoring Agency has received assurance that the Agency receiving the facility will retain responsibility for maintenance. Failure to adequately maintain the facility will result in the Recipient Agency being ineligible for future funding under this or similar federal or state funded programs.

*Resolution adopted unanimously.*

It was clarified by Commissioner Gray that the county was acting only on the orange areas/lines (proposed TAP grant sidewalks/paths) indicated on the City of Dodge Center map which was provided by the City Administrator and County Engineer.

Environmental Services Director Mark Gamm discussed with the Board his request to approve a Solid Waste Hauler License for Sunshine Sanitation.

2014 Hauler's License to Sunshine Sanitation Approved by Resolution #2014-06

Commissioner Gray offered the following resolution (#2014-06), seconded by Commissioner Allen:

**2014 Hauler's License to Sunshine Sanitation**

**WHEREAS**, the following waste hauler has applied for a license to collect and transport solid waste in Dodge County:

Sunshine Sanitation

**WHEREAS**, the Dodge County Solid Waste Officer has reviewed the hauler's application and supplemental information and finds that it meets requirements set forth in Dodge County Solid Waste Ordinance.

**THEREFORE, BE IT RESOLVED**; that the Dodge County Board of Commissioners grants a license to collect and transport solid waste in Dodge County for a period from January 28, 2014 through February 15, 2015 to the following haulers:

Sunshine Sanitation

**BE IT FURTHER RESOLVED** that the enforceable conditions of each license is as follows:

1. The licensee will comply with all provisions of Dodge County Ordinance and state law.
2. The licensee will pay Transfer Station Tipping Fee and Waste-to-Energy Service Charge as determined by Dodge County.

*Resolution adopted unanimously.*

Zoning Administrator Melissa DeVetter presented for the Board's consideration a Natural Resources Block Grant and Feedlot Work Plan and Delegation Agreement.

Natural Resources Block Grant Feedlot Work Plan and Delegation Agreement Approved

Included in the Board packet was the proposed 2014 -2015 County Feedlot Program Delegation Agreement and Work Plan for the term of January 1, 2014 to December 31, 2015. Dodge County will receive a Base Grant Award in the amount of \$27,324 requiring a county match of \$19,127 for administration of the Minnesota Pollution Control Agency's Feedlot Program. This funding is awarded as part of the Board of Water and Soil Resources' Natural Resources Block Grant Agreement.

In order to receive the funding for the Feedlot Program, Dodge County is required to sign the delegation agreement and submit a copy to the Minnesota Pollution Control Agency. The MPCA reviewed and approved the county's work plan on January 9, 2014.

Natural Resources  
Block Grant Feedlot  
Work Plan and  
Delegation  
Agreement Approved  
- Continued

Motion by Erickson seconded by Allen to approve and authorize the Chair to sign the 2014 – 2015 County Feedlot Program Delegation Agreement and Work Plan (January 1, 2014 – December 31, 2015) as requested. *Motion adopted unanimously.*

Ms. DeVetter discussed with the Board a request to approve a Planning Commission appointment.

Planning Commission  
Appointment  
Approved

The Zoning Administrator reminded the Board that Gene Halloway resigned from the Dodge County Planning Commission effective January 1, 2014. As a result, the vacancy on the Planning Commission needed to be filled by a citizen from Ripley or Westfield Township. Commissioner Erickson has asked Jessica Masching if she would be willing to serve on the Planning Commission and Ms. Masching has indicated that she would.

Motion by Erickson seconded by Allen to appoint Jessica Masching to the Dodge County Planning Commission to represent Ripley and Westfield Township. *Motion adopted unanimously.*

Accounting Service Director Sara Marquardt discussed with the Board the appointment of County Canvassing Board members.

Appointments to  
County Canvassing  
Board Approved

The County Canvassing Board is required to meet to canvas the results of the County Commissioner Special Election. State Statute 204C.31 provides that the following individuals be on the County Canvassing Board:

- County Auditor
- County Court Administrator
- Mayor of the County's Largest City or Township Chair (Mayor of Second Largest City)
- Two Members of the County Board

Any member of the Canvassing Board may appoint a designee to appear at the meeting of the Board, except that no designee may be a candidate for public office.

Included in the Board packet were Statutes that pertain to the Canvassing Board.

Ms. Marquardt has set the Canvassing Board meeting for the date listed below:

County Canvassing Board  
Thursday, February 6, 2014  
9:00 a.m.  
Conference Room B

Commissioner Peterson suggested that Commissioners Gray and Erickson be appointed to the County Canvassing Board.

Appointments to  
County Canvassing  
Board Approved -  
Continued

Motion by Allen seconded by Gray to appoint Commissioner Gray and Commissioner Erickson to the Special Election County Canvassing Board.  
*Motion adopted unanimously.*

Taxpayer Services Director Rose Culbertson reviewed bills with the Board.

Bills Approved

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

01	Revenue Fund	\$ 122,343.53
11	Human Services Fund	\$ 1,288.28
13	Road and Bridge Fund	\$ 69,665.58
16	Environmental Quality Fund	\$ 59,559.76
32	County Capital Projects	\$ 850.00
80	Agency Fund	\$ 540.00
	Total	\$ 254,247.15

*Motion adopted unanimously.*

Ms. Culbertson discussed with the Board a penalty and interest abatement request.

Penalty and Interest  
Abatement Request  
for Parcel

Timothy Cogswell submitted a request to abate the penalty for his 2013 second half taxes on parcel R21.028.3300.

R21.028.3300 Denied

Mr. Cogswell stated that the previous tenant did not pay the taxes and he didn't find out about the delinquency until he received a letter the county sent on January 3, 2014. Mr. Cogswell purchased the property on December 20, 2013 and said that he was told the taxes were paid. It is the responsibility of the parties involved in a transfer or purchase of property to assure that the taxes are paid. Mr. Cogswell could have called the Finance Office or gone onto the county's website to check if the taxes were paid.

It was Ms. Culbertson's recommendation to remain consistent with past decisions and deny the request.

Motion by Erickson seconded by Gray to deny the 2013 penalty and interest abatement request of Timothy Cogswell for his second half taxes on parcel R21.028.33002013. *Motion adopted unanimously.*

Jane Hardwick, Transition Director for the SE MN Human Services Delivery Authority and Charity Floen, Human Services Director-Steele & Waseca Counties presented the proposed name and logo for the SE MN Human Services Delivery Authority.

Name & Logo for SE  
MN Human Services  
Delivery Authority  
Discussion

Ms. Hardwick stated that as they design and prepare to implement a merged Human Services agency for Dodge, Steele, and Waseca counties, they need to establish a name for the new organization. The SDA Steering Committee determined that they should look for a name that was different from the *Southeast Minnesota Human Services Delivery Authority* in part because of its wordiness, not leaving the option for inclusion of other related services if counties decide to add services at a later point, and the term “authority” seeming heavy-handed for many of the services they provide.

Name & Logo for SE  
MN Human Services  
Delivery Authority  
Discussion -  
Continued

Ms. Floen started the process by setting forth the following parameters and a naming contest among staff:

**Elements required for the name:**

- The name must describe what they do so that people know what to call them for.
- The three-county service area could grow geographically and the array of services offered could expand to related service areas. The name should be flexible enough to serve through such transitions without changing.
- The name must not already be trademarked.

**Some other things to consider:**

- Describe a place where you would want to work or be associated with
- Consider the vision and mission statements:
  - Vision: Quality Human Services with great results!
  - Mission: The southeast Minnesota Human Services Delivery Authority is a visionary collection of counties united in delivering human services to all its residents by:
    - Offering a full continuum of care with consistent high quality
    - Emphasizing prevention and early intervention
    - Emphasizing innovative, multi-county-wide use of a network of people and resources
    - Partnering with clients and community providers
    - Being accountable to citizens for effectiveness in care delivery and efficiency in the costs to serve
- Consider that we’re a public agency
- Avoid acronyms that have negative/unpleasant connotations
- Google the name to be sure it is not already in use, or if it is in use identify what the nature of that organization is.

The naming contest did not result in a name that met these parameters nor merited a recommendation for the Board's consideration. They subsequently engaged a marketing firm, Pocket Hercules, to assist them, and the consultant recommended that they consider a *concept* name. The consultant presented ideas that were intended to represent aspects of the geography, natural environment, and community in this area of the state. While there was interest in a number of those names, staff felt that the names did not represent the official nature of their business well.

Name & Logo for SE  
MN Human Services  
Delivery Authority  
Discussion -  
Continued

The consultant then offered a series of *descriptor* names that better explained who they are and what they do, but the names fell flat and offered little other interest.

As the process evolved, they moved to seriously consider names that were both descriptive and conceptual. After a number of meetings and discussions that included staff and the consultant, the two names and four logos displayed in the Board packet material emerged for serious consideration. Specifically, they recommend that:

- The name include the word *county* to clarify that they are a government agency
- The name include the word *alliance*, to speak to the new organization's shared governance
- The name include a concept to offer an image of the area
- There be an additional line that can be added that speaks to the agency providing *community services for Dodge, Steele, and Waseca counties* when that context or clarification is needed.

As the SDA Steering Committee considers the proposed options, they asked that the county representatives share them with all of the commissioners for feedback before the Steering Committee makes a recommendation.

The proposed fonts and logos were reviewed with the Board.

Commissioner Peterson didn't have a preference on which logo was used.

Commissioner Erickson stated that he preferred the Prairie Star logo and that either of the two designs would be fine.

Commissioner Gray indicated that he preferred the Prairie Star/state logo and suggested that they replace the star in the logo with a Prairie Star plant.

Commissioner Allen reported that he prefers the Prairie Winds logo with the wheat.

Ms. Floen and Ms. Hardwick thanked the Board for their input.

Finance Director Lisa Kramer discussed with the Board 2014 incidental expense payments and noted that every year the county pays incidental expenses as Auditor Warrants.

Payment of Incidental Expenses for 2014 Approved

Motion by Gray seconded by Allen to approve and authorize the payment of incidental and necessary expenses by authorization of the Finance Office approved by an Auditor Warrant for the following: qualified bills, salaries, wages, benefits, related withholdings, previously presented commissioner warrants, training, conferences and related travel expenses, witness expenses, background checks necessary for employment, utility bills i.e. (water, sewer, electrical), postage, vehicle registration/tabs, telephone, freight, claims approved by other authorized boards, claims that are due and would incur interest and penalties, and any claims authorized by state statutes, and various state agencies pursuant to MS 384.13, 375.16., 378.18, 471.38 Subd. 2. The Board may review the Auditor's Register and Payroll register monthly to determine appropriate payments of these incidental expenses. *Motion adopted unanimously.*

Ms. Kramer presented for the Board's consideration the proposed 2014 Mileage Reimbursement Rate.

2014 Mileage Reimbursement Rate Set

The Finance Director reported that each year the county is required to set the mileage reimbursement rate for elected and appointed officials who qualify for this benefit.

Traditionally Dodge County has used the Internal Revenue Service standard mileage reimbursement rate. The IRS rate will be \$0.56 beginning 1/1/2014. This is a decrease from the current rate by \$0.005 per mile.

Motion by Gray seconded by Allen to set the 2014 mileage reimbursement rate at the IRS standard mileage rate, \$0.56 per mile, effective January 1, 2014. *Motion adopted unanimously.*

The Chair briefly recessed the meeting at 10:11 a.m. CST.

Meeting Recessed

The Chair reconvened the meeting at 10:18 a.m. CST.

Meeting Reconvened

EDA Coordinator Andrew Barbes shared with the Board a 2014 EDA Work Plan.

2014 EDA Work Plan Reviewed

### **First Priority**

#### **Assist businesses, cities, and organizations one-on-one (as needed throughout year)**

- Business plans, marketing, financial projections, loan packaging if needed
- Work with community organizations to help channel appropriate resources
- Work with state and other agencies with prospective businesses interested in starting or expanding within Dodge County

**Maintain Communication**

- Maintain lines of communication between the county EDA, cities, townships, chambers, businesses, civic leaders, etc...
- Visit all city councils or EDA's, and township officer's meetings at least two times per year;
- Outline available local, state, and federal programs available and update on EDA activities
- Update County Board one-two times per year of current activities, progress of projects, etc...
- Visit local banks/loan officers at least one time per year to give program updates and encourage use of EDA resources
- Communicate community volunteer opportunities to all high schools in Dodge County quarterly
- Be up to date on the latest projects within the DMC

2014 EDA Work Plan  
Reviewed -  
Continued

**EDA Forum**

- Hold a public forum to discuss current issues, programs, and opportunities
- Create a format and utilize topics to bring together businesses, experts, and others interested to enhance county business climate
- Gather feedback to enhance future similar gatherings
- Take appropriate next steps to further the discussion

**Maintain EDA Website**

- Maintain EDA portion of county website
- Downloadable documents
- Links to relevant economic development information

**Community Development/Marketing**

- Administer current county programs: revolving loan fund
- Create/update develop county-wide programs
- Track available properties in the community
- Update guidelines/policies for programs as needed
- Complete program/grant reports as required by DEED and other organizations (subsidy reports, JOBZ, etc...)

**Research available grant & incentive program opportunities****Second Priority****Business retention visits**

- Schedule meetings with all business owners to review survey results
- Compile list of potential solutions to major concerns prior to meetings
- Administrator and Chair would sit in on meetings with major employers
- Develop marketing piece to demonstrate how EDA will address major concerns that came out of survey
- Follow-up with businesses

## Develop new projects & programs

2014 EDA Work Plan  
Reviewed -  
Continued

### Ongoing Priorities

#### **Streamline business and community development projects in Dodge County**

- Continue to work with other county departments and outside agencies and resources to provide a positive experience for those working on development projects with the county
- Act as a facilitator of development information

Mr. Barbes informed the Board that he will be back in February with a Food Hub report.

The Board thanked the EDA Coordinator for the update.

Sheriff Jim Jensen presented for the Board's consideration the 2014 city contracts.

2014 Law  
Enforcement  
Contracts with Cities  
of Claremont, Dodge  
Center and Hayfield  
Approved

The Sheriff's Office prepared Law Enforcement Protection Contracts for 2014 and submitted them to county's contract cities. The Sheriff's Office has received a signed contract back from the City's of Claremont, Dodge Center and Hayfield as of this date.

There is an increase of 0.0025% in the contracts over the 2013 Protection Contracts. This is the only change in the contracts.

Motion by Erickson seconded by Gray to approve and authorize the Sheriff, Chairman of the Board and County Attorney to sign Law Enforcement Contracts with the City of Claremont, City of Dodge Center, and City of Hayfield as presented for 2014. *Motion adopted unanimously.*

Sheriff Jensen discussed with the Board his request to approve a GeoComm Contract.

GeoComm Contract  
Approved

The contract the county has with GeoComm for software support and GIS maintenance services will expire at the end of February 2014. The new contract will run from March 1, 2014 through February 28, 2015. The cost total cost of the contract is \$9,720.00 and will be paid by 12 monthly payments of \$810.00 each.

Motion by Erickson seconded by Gray to approve and authorize the Chairman of the Board to sign the proposed GeoComm Contract at a cost of \$9,720.00. The contract will be effective March 1, 2014 through February 28, 2015. *Motion adopted unanimously.*

Commissioner Allen indicated that he had a question for Sheriff Jensen.

Question for Sheriff  
Jensen Deferred to  
End of Meeting

The Chair suggested that the Sheriff come back at the end of the meeting when the Board discusses deferred business to address Commissioner Allen's question.

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

Commissioner Allen asked that item B.3, the request to post and fill a Deputy Sheriff position in place of the Chief Deputy position, be pulled and discussed separately.

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

**A. Human Services**

- A.1 Ann Kruger – Accounting Technician - .9 FTE  
Recommend step increase from B23 step 6 \$17.16 to B23 step 5 \$17.74.  
Effective Date: 12/29/13
- A.2 Part-time Human Services staff review of FTE status. The following changes need to be made according to average hours worked. The next audit will be 7/2014.

Karen Smith – Case Aide  
Increase FTE from .80 to .85.  
Effective Date: 1/1/14

**B. Sheriff**

- B.1 Adam Waletski – Deputy Sheriff  
No longer employed.  
Effective Date: 2/6/14
- B.2 Deputy Sheriff – FT  
Request authorization to post and fill vacancy.  
Effective Date: 1/28/14
- B.4 Justin Thurmes – 911 Dispatcher – On-Call  
Recommend step increase from B22 step 11 \$15.21 to B22 step 10 \$15.56.  
Effective Date: 12/14/13
- B.5 Bruce Allen – Transport Officer - On-Call  
Recommend step increase from B21 step 10 \$14.44 to B21 step 9 \$14.75.  
Effective Date: 12/28/13
- B.6 Michael Erdman – Deputy Sheriff  
Change status from .60 to on-call.  
Effective Date: 1/1/14
- B.7 Part-time Sheriff's Office staff review of FTE status. The following changes need to be made according to average hours worked. The next audit will be 7/2014.

Justin Thurmes – 911 Dispatcher & Deputy  
Increase FTE from .50 to .75.  
Effective Date: 1/1/14

**C. Environmental Services**

- C.1 Ryan Thesing – County Feedlot Officer/Water Quality Technician  
Recommend step increase from B23 step 8 \$16.92 to B23 step 7 \$17.46.  
Effective Date: 2/19/14

- C.2 Mary Greening – Assistant Zoning Administrator/Admin Assistant  
Recommend step increase from B23 step 3 \$19.86 to B23 step 2 \$20.45.  
Effective Date: 2/28/14

Personnel Actions  
Approved -  
Continued

**D. Highway**

- D.1 Thomas Anderson – Mechanic  
Request authorization to employ B23 \$18.70 (90% of Hire).  
Effective Date: 2/10/14
- D.2 Part-time Highway staff review of FTE status. The following changes need to be made according to average hours worked. The next audit will be 7/2014.

Jessica Brennan – Administrative Assistant  
Increase FTE from .80 to .85.  
Effective Date: 1/1/14

**E. Administration**

- E.1 Part-time Administration staff review of FTE status. The following changes need to be made according to average hours worked. The next audit will be 7/2014.

Paula Rud – Administrative Assistant  
Decrease FTE from .80 to .75.  
Effective Date: 1/1/14

**F. Public Health**

- F.1 Erica Mathis – Health Educator - .8 FTE  
Request authorization to employ at C41 step 10 \$19.68.  
Effective Date: 1/21/14
- F.2 Mary Krebs – Public Health Nurse – On-Call  
No longer employed.  
Effective Date: 1/21/14
- F.3 Part-time Public Health staff review of FTE status. The following changes need to be made according to average hours worked. The next audit will be 7/2014.

Heather Angel – Public Health Nurse  
Decrease FTE from .80 to .75.  
Patricia Busse – Public Health Nurse  
Decrease FTE from .60 to .55.  
Iva Kietzmann – Public Health Nurse  
Increase FTE from .65 to .70.  
Effective Date: 1/1/14

**G. Environmental Services**

- G.1 Terrance Selthun – Solid Waste Facility Manager  
Annual review.  
Effective Date: 1/2/14

*Motion adopted unanimously.*

Commissioner Allen asked that item B.3 be tabled until next month when the new County Board member is available to provide input on this request.

*Request to Post and Fill Deputy Sheriff Position Tabled*

Item B.3 reads as follows:

- B.3 Deputy Sheriff – FT  
Request authorization to post and fill vacancy created by open Chief Deputy position.  
Effective Date: 1/28/14

Commissioner Allen stated that he is disappointed with the latest action of the Sheriff.

Motion by Allen seconded by Erickson to table item B.3 on the Personnel Agenda until next month. *Motion adopted unanimously.*

Commissioner Peterson commented that there is turmoil in the Sheriff's Office and the County Board needs to know the actions/issues within the department in order to determine how to alleviate the turmoil and help the department.

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

Legal Update

County Administrator Jim Elmquist provided the Board with a legislative update.

Legislative Update

Department Heads met on January 22, 2014 and discussed the upcoming legislative agenda. A few items were discussed with not a great deal of change from the previous year. Mr. Elmquist noted that the Board will see similarities to last year's platform. A draft copy of the proposed Legislative Platform brochure was included in the Board packet for review.

Commissioner Gray commended the County Administrator for his efforts in putting together a 2014 Legislative Platform brochure to present to legislators.

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

Public Health Committee Report

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

Human Services Committee Report

The Board reviewed the Human Service Director's request to authorize expansion of the telecommuting pilot project to Financial & Health Care Assistance.

Telecommuting Pilot Project for Financial & Health Care Assistance Unit Approved

On December 3, 2012, Human Services began a six-month pilot of telecommuting for four Social Workers on the Adult & Disability Social Services team. They are each telecommuting 75 to 80 percent of the time. Staff participating in the project reported the following:

- Less distraction and improved productivity
- Ability to handle larger caseload (58 on average) more effectively and with less stress
- Improved morale
- Easier to balance work-life pressures
- Reducing the number of cars in the parking lots (by 3 on most work days)

Telecommuting Pilot  
Project for Financial  
& Health Care  
Assistance Unit  
Approved -  
Continued

Human Services has continued the pilot and are still working to gather quantitative data to compare to workers who remain in the office.

While that analysis is still under way related to Social Worker telecommuting, Ms. Hardwick would like to take advantage of the implementation of the electronic document management system (EDMS) for their Financial & Health Care Assistance team to test a telecommuting arrangement with three Eligibility Worker staff in that area. They believe that the EDMS has increased productivity by five to ten percent since implementation (and this should improve further in 2014 as staff continues to grow in their experience with the EDMS).

Human Services would like to test whether an additional ten percent in efficiency can be gained with telecommuting. The EDMS management reporting capability will enable Human Services to track staff processing activity in a quantitative fashion.

Ms. Hardwick noted that as staff telecommutes under the pilot, they are operating within draft guidelines reviewed by the Board in the fall of 2012. Human Services will update and finalize the guidelines when and if they move beyond a pilot stage.

Human Services is seeking to try telecommuting in situations where it aligns well with the work activities an employee is expected to do; where it is compatible with the employee's work style, skill set, performance, etc; and where it makes good business sense.

Some of the business reasons that lead them to consider telecommuting for this team include:

- With an EDMS in place - offering electronic access to documents that client's submit as well as those retained in the case record - the need to be physically present in the office to process financial case work no longer exists.
- Maximizing employee productivity:
  - Working off site will provide an environment with fewer interruptions which in turn should result in higher productivity.
  - Metrics will be tracked to document productivity.
- Eventually reducing growth in work space demands
- Reducing parking congestion
- Being an employer of choice for new employees
- Retaining existing, skilled work force

The estimated cost for telecommuting for each eligibility worker is approximately \$1,300 one-time, with approximately \$60 of that on-going on an annual basis, plus any equipment replacement costs incurred over time. As referenced in Ms. Hardwick's memo for the Board meeting of August 27, 2013, they were able to use a \$6,320 federal bonus they received for good SNAP performance in part to purchase equipment (such as a port replicator, softphone license, monitor, etc.) necessary to start this telecommuting pilot.

Telecommuting Pilot Project for Financial & Health Care Assistance Unit Approved - Continued

Motion by Gray seconded by Erickson to authorize the implementation of a six-month pilot project for telecommuting of three staff from the financial and health care assistance unit, applying the guidelines that have been established for this purpose. *Motion adopted unanimously.*

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

Administration Committee Report

The Board briefly discussed the Sheriff's request to hire three additional full-time Deputies, this item was tabled from the previous County Board meeting.

Sheriff's Request to Hire Three Additional Full-Time Deputies Item Remains Tabled Until February

Commissioner Erickson recommended that this item remain tabled until the vacant Commissioner District 2 position is filled next month.

The County Attorney reported that if this item isn't acted on before March 20, 2014, the tabled item will die and no further action will be required.

It was the consensus of the Board that the Sheriff's request to hire three additional full-time Deputies remain tabled until February when the new Commissioner for District 2 is available to comment on the request.

Motion by Erickson seconded by Gray to approve and authorize the January 14, 2014 Committee of the Whole meeting minutes as presented. *Motion adopted unanimously.*

01/14/14 Committee of the Whole Meeting Minutes Approved

Motion by Gray seconded by Allen to approve and authorize the January 14, 2014 meeting minutes as presented. *Motion adopted unanimously.*

01/14/14 Meeting Minutes Approved

Commissioners provided their agency reports. Commissioner Allen attended a Fairview meeting and a Ripley Ditch meeting. Commissioner Erickson attended a DFO Advisory Board meeting, a Fairview Care Center meeting, a Ripley/Havana Judicial Ditch Joint Powers meeting, a SCHA phone conference and a SCHRC meeting. Commissioner Gray attended a Dodge County Board meeting, a DFO meeting, a Fairview meeting, an AMC Leadership Academy meeting and a SCHRC meeting. Commissioner Peterson attended a SDA meeting, a Fairview meeting, a SE MN Water Resource Board meeting, a SWCD meeting, a Ripley/Havana Ditch meeting, a Hayfield City Council meeting and a Fair Board meeting.

Agency Reports

Commissioner Allen discussed with Sheriff Jensen his concern that the impound lot cameras in Dodge Center at the Highway Department were not accessible to anyone in the Sheriff's Office other than the Sheriff. The intent for the camera system was that the Sheriff and patrol Deputies would all have access to the system.

Sheriff's Office  
Concerns Voiced

Sheriff Jensen reported that currently the impound lot camera system is run through a T1 line which is a secure line, therefore the patrol Deputies are not able to access the camera system. In order for the camera system to be available for the patrol Deputies to view, the system needs to be run through an internet line. Mr. Jensen indicated that they are working on switching the system over to an internet line.

Commissioner Allen informed the Sheriff that in the future when he's bringing requests to the County Board to purchase equipment/items for the Sheriff's Office that he'd like the people that will be working with the equipment and those affected by the purchase of the equipment available to answer questions regarding the purchase in case the Sheriff isn't able to answer questions the Board may have. Mr. Allen indicated that he feels the Board isn't getting all of the information they need in order to make informed decisions and that he wants all of the information and not just part of the information in the future.

Motion by Gray seconded by Allen to adjourn the meeting at 11:36 a.m. CST.  
*Motion adopted unanimously.*

Meeting Adjourned

The next meeting of the Dodge County Board of Commissioners will be held on February 11, 2014 at 9:30 a.m. CST.

Next Regular Meeting

**ATTEST:**

---

RODNEY PETERSON  
CHAIR, COUNTY BOARD

---

BECKY LUBAHN  
DEPUTY COUNTY CLERK

---

DATED: