

TUESDAY, MAY 27, 2014

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

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

**COUNTY ADMINISTRATION OFFICE
MANTORVILLE, MN**

2014-11

The Dodge County Board of Commissioners met in regular session May 27, 2014, in the Commissioner's Room at the Courthouse Annex, Mantorville, MN, at 9:30 a.m. CDT. Rodney Peterson, 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
	Tim Tjosaas	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 Allen seconded by Tjosaas to approve and adopt the agenda as presented. *Motion adopted unanimously.*

Amended Agenda
Approved

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

Consent Agenda
Items Approved

- 1.1 Confirm understanding that section 16 of the Joint Powers Agreement forming Minnesota Prairie County Alliance, which was acted upon on May 13, 2014, requires that the County Boards of two-thirds of the member counties approve the amendment, not two-thirds of the members of each County Board.
- 1.2 Appointment of Lisa Kramer, in her role as Dodge County Finance Director, to serve on the Finance Committee of the Minnesota Prairie County Alliance, with Jim Elmquist, in his role as Dodge County Administrator, to serve as an alternate.
- 1.3 Award the 2014 Seal Coat Project to ASTECH Corp in the amount of \$118,837.17.

Motion adopted unanimously.

Finance Director Lisa Kramer discussed with the Board her request to approve the proposed PRISM Grant Contract.

PRISM Grant
Contract Approved

Ms. Kramer reported that 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 Finance Director noted that much larger report size won't matter because all submissions will be electronic. It was also noted that there will be no mail back-up form.

PRISM Grant
Contract Approved -
Continued

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. Only 85 counties applied for the grant, so the amount per grant will be \$3,529.41. Dodge County's application has been approved and needs to be signed so Ms. Kramer can return it to the Department of Revenue.

Motion by Allen seconded by Tjosaas to approve and authorize the Finance Director to sign the PRISM Grant Contract and return it to the Minnesota Department of Revenue as requested. *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	\$	89,878.67
11	Human Services Fund	\$	551.91
13	Road and Bridge Fund	\$	14,533.11
16	Environmental Quality Fund	\$	9,618.32
32	County Capital Projects	\$	<u>9,007.82</u>
	Total	\$	123,589.83

Motion adopted unanimously.

Environmental Services Director Mark Gamm discussed with the Board his request to purchase a truck for the Transfer Station/Recycling Center.

Environment
Services Authorized
to Purchase Truck

Mr. Gamm reported that the Dodge County Transfer Station/Recycling Center has scheduled the replacement of their 1993 Chevrolet Pickup. The clutch is out of the pickup, motor mounts are broken, and it needs new tires and a new exhaust system. They use the pickup nearly every day to support operations including, transporting waste and parts, travel to meetings, and general maintenance.

The Environmental Services 2014 Capital Replacement Fund budget includes \$30,000 for the purchase of a pickup truck and sander. At this time, Environmental Services does not need the sander because the Highway Department has provided the sanding service.

Environment
Services Authorized
to Purchase Truck -
Continued

Environmental Services proposes the purchase of a new ¾-ton pickup from the State bid contract. They specified a two-wheel drive truck with towing package and a heavier suspension system in case they want to put a small sander in the box for the winter months. The heavier suspension and towing package will be helpful as they increase their loads of paint and hazardous waste deliveries to Olmsted County.

Waste Facility Manager Terrance Selthun was available to answer questions.

The following is a summary of quotes Environmental Services received per State bid contract:

Year/Make/Model	Vendor	Price with Tax/Fees
2015 Ford F-250	Midway Ford, Roseville	\$26,219.00
2015 GMC 2500 Sierra WT	Nelson Auto Center, Fergus Falls	\$27,150.09
2015 Chevrolet Silverado 2500	Thane Hawkins Polar, White Bear Lake	\$27,234.41

Motion by Erickson seconded by Gray to approve and authorize Environmental Services to purchase a 2015 Ford F-250 from Midway Ford in Roseville at a cost of \$26,219.00 as quoted under State bid contract. *Motion adopted unanimously.*

Mr. Gamm presented for the Board's review a request to renew a contract with Universal Recycling Technologies (URT) for e-waste recycling.

E-Waste Recycling
Contract Renewal
with URT Approved

The Dodge County Recycling Center receives about 80,000 pounds of "e-waste" per year from citizens and businesses. E-waste is primarily televisions and computers but also includes printers, keyboards, DVD players, and audio equipment. E-waste containing cathode ray tubes (CRTs) make up about 80% of all e-waste the county receives.

They currently recycle e-waste through an agreement with URT. URT collects the e-waste from the county's Recycling Center and delivers it to their processing facility in Janesville, WI. URT then dismantles the e-waste and recycles the parts. A good description of their process is available on video:
<http://youtu.be/5u5PTGPh-3o>.

Mr. Gamm reported that the county's current agreement with URT expires this month. URT has proposed a new agreement, which was included in the Board packet, to be effective June 1, 2014.

The Environmental Services Director reported that the County Attorney has reviewed the proposed agreement.

The agreement is a perpetual agreement that can be terminated by either party with a 30 day written notice. The pricing proposal, as shown on Exhibit A, lists a 5¢ per pound fee the county would pay for recycling of CRTs and a 25¢ per pound payment the county would receive for recycling CPUs and laptop computers.

*E-Waste Recycling
Contract Renewal
with URT Approved -
Continued*

It was pointed out that URT's pricing proposal is considerably lower than a proposal Environmental Services received from another vendor (9¢ to 11¢ per pound for CRTs).

Environmental Services has been happy with the service URT has provided and believe that they provide a lower cost service than competing vendors.

Motion by Allen seconded by Gray to approve the proposed E-Waste Service Agreement with Universal Recycling Technologies and authorize the County Environmental Services Director to sign the agreement on behalf of Dodge County. The agreement is effective June 1, 2014 and is a perpetual agreement that can be terminated by either party with a 30 day written notice. *Motion adopted unanimously.*

Mr. Gamm presented for the Board's consideration a Property Lease Agreement.

*Property Lease
Agreement Approved*

Dodge County owns fourteen acres of land just south of the Demolition Landfill. The primary purpose of the land is to buffer the landfill from surrounding land uses. For several years, Luke Elias has cultivated about ten acres of this parcel, raising corn and soybeans. Environmental Services would like to continue this relationship for seven months under a new lease agreement. Attorney Paul Kiltinen has reviewed previous similar lease agreements with Mr. Elias. The acreage leased in 2014 is two acres less than last year because Environmental Services is reserving a two-acre area to remove topsoil for use on the Landfill.

Motion by Allen seconded by Tjosaas to approve the proposed Property Lease Agreement with Luke Elias and authorize the Environmental Services Director to sign the agreement on behalf of the county. *Motion adopted unanimously.*

County Engineer Guy Kohlnhofer, Olmsted County Commissioner Paul Wilson, Olmsted County Regional Rail Authority Project Manager Chuck Michael and Project Manager for MnDOT Praveena Pidaparathi met with the Board to discuss the Zip Rail Corridor Investment Plan.

*Zip Rail Corridor
Investment Plan
Review*

Commissioner Allen commented that he is not in favor of a zip rail in Dodge County. It was Mr. Allen's opinion that the proposed zip rail is going to benefit Olmsted County, therefore the route should go through Olmsted County.

Mr. Kohlnhofer reported that a study is under way to determine the feasibility and possible routes for a "Zip Rail" between Rochester and the Twin Cities. The County Engineer has been working on the Technical Advisory Committee (TAC) for some time. It was noted that Commissioner Gray has also attended at times.

The TAC reviewed over 1,200 possible combinations. Those combinations have been whittled down to two options, one combination along TH 52 and one along TH 56.

Zip Rail Corridor
Investment Plan
Review - Continued

The time period for public input is approaching. The County Engineer asked MnDOT staff to present the findings to the Board prior to public roll out.

Mr. Michael reviewed the following information:

- Project Sponsors
- Technical Advisory Committee
- Development Schedule

Commissioner Peterson wanted to know if one alternative would be that no rail will be built.

The Olmsted County Regional Rail Authority Project Manager stated that no rail is a possibility due to the numerous challenges that could come up with a project this size.

Financing was briefly discussed.

Mr. Michael reviewed the Service Development Plan and noted that ridership is a significant piece of the project; the rail needs to be self-sufficient.

Commissioner Erickson wanted to know how federal government funding impacts the project.

The Olmsted County Regional Rail Authority Project Manager reported that federal funding impacts the capital side of the project.

Mr. Michael briefly discussed the following:

- Environmental Process
- Project Overview
- Universe of Alternatives

MnDOT Project Manager Praveena Pidaparathi presented the project scope and findings. Topics reviewed included the following:

- Alternatives Development/Evaluation
- Level 1 Screening
- Level 1 Screening Results
- Level 2 Screening
- Additional Stakeholder Input
- Level 2 Screening Results

Commissioner Erickson wanted to know how the townships and property owners are involved in the process.

Mr. Michael stated that the entities involved would be included in the meetings that will be held with the cities.

Zip Rail Corridor
Investment Plan
Review - Continued

Commissioner Erickson noted that Dodge County does have a Regional Rail Authority and questioned where the Dodge County Regional Rail Authority fits in with this process.

Ms. Pidaparathi reviewed the Level 2 Screening Results information and shared the plans for the next steps would be which included the following:

- State Environmental Scoping Booklet
- Meetings with Cities along corridors
- Second Round of Public Meetings
 - Late Spring 2014
- Alternatives Evaluation Report
- Kick off Tier-1 NEPA Document

Commissioner Gray commented that the maps provided in the PowerPoint handouts were too small to read. Mr. Gray asked that larger prints of the maps be made available.

Mr. Kohlnhofer informed the Board that larger prints of the maps can be found on the Zip Rail web site.

Ms. Pidaparathi indicated that she will e-mail the County Engineer a copy of the maps in a larger format which will be easier to read.

Commissioner Gray commented that Olmsted County has the right to ask for input from our Board regarding the proposed zip rail.

Mr. Gray asked Ms. Pidaparathi if there was a total cost projection for the project.

Ms. Pidaparathi estimated that the cost of the project would be between \$2-4 billion dollars and noted that the cost won't be determined until the next phase.

Commissioner Gray wanted to know the estimated port time from Rochester to the cities.

Ms. Pidaparathi indicated that the port time would be 45-50 minutes from Rochester to the cities.

Commissioner Gray wanted to know if a ridership survey has been completed.

Ms. Pidaparathi stated that a ridership survey has not been completed at this time, but one may possibly be done within the next two months.

Commissioner Gray informed those present that he's followed the Zip Rail process for a long time and that he hasn't and won't take a stand at this time. It was Mr. Gray's opinion that transparency is critical with this project and that local accessibility is important.

Commissioner Gray shared his concerns regarding sequestered funds.

Zip Rail Corridor
Investment Plan
Review - Continued

Commissioner Erickson wanted to know if the cost for the DMC was factored into this project.

Mr. Michael stated that the DMC project is not a part of the Zip Rail project.

Commissioner Tjosaas had questions regarding the “break even” costs and asked for clarification on whether they were talking about operating costs or building costs.

Mr. Michael clarified that they were talking about operating and maintenance costs.

It was Commissioner Peterson’s opinion that the proposed Zip Rail is not a priority for Dodge County. Mr. Peterson stated that there are other things the County Board needs to do in the county. Commissioner Peterson reported that he appreciated the thought process behind the Zip Rail; however there are many more things that need to be fixed in Dodge County first.

Olmsted County Commissioner Paul Wilson informed the Board that the Zip Rail is being built for public purpose and for the public good.

Commissioner Gray indicated that in order for him to support this proposal it would have to offer a benefit to the county. Mr. Gray commented that it’s hard for him to see that the proposed Zip Rail would offer any benefit to the Dodge County.

Mr. Michael thanked the Board for their feedback.

No action was requested at this time, the presentation was for informational purposes only.

The County Engineer reviewed with the Board Citizen Complaint #2 Filed Regarding a Concord Township “Impassable Road”.

Impassable Road
Complaint for
Concord Township
Discussion

Concord Township Supervisor Dan Raabe was available to comment on the complaint.

Mr. Kohlnhofer reported that a second complaint was filed May 19, 2014 with the County Auditor citing the “impassable” condition of Concord Township roads. The complaint cited Minnesota Statute 163.16 “Impassable Road” and was filed by Minor “Corky” Buckingham with signatures from twelve (12) township residents. The state statute requires the County Board to hold a hearing to discuss the condition of the roads cited in the complaint and take action to improve them if deemed necessary. A copy of the complaint and statute was included in the Board packet for review.

The filed complaint sites in particular 540th Street between 200th Avenue and CSAH 7.

Impassable Road
Complaint for
Concord Township
Discussion -
Continued

The County Engineer and maintenance staff have been working with the Concord Township Board since May of last year regarding this issue. The Township Board members were educated in the appropriate aggregate and grading practices for gravel roads. A plan of action was developed at that time to try to bring the roads up to a better condition. It was agreed that rather than take drastic action the plan would be to take small steps over the next couple years to bring the roads up to a better condition.

It was reported that this spring the roads were again reviewed by the County Engineer and Maintenance Superintendent. Some excessive fines and clay material were present as expected. It was the County Engineer's opinion that although the township roads were not in the same condition as our county roads they appeared adequate for a township road. The Highway Department would recommend the township continue with specifying aggregate with a specific insoluble residue.

The petition and statute sight the requirement for the County Board to hold a hearing to determine the validity of the complaint and to take appropriate action.

Discussion took place regarding having the public hearing at the Concord Town Hall after their next Township meeting on Thursday, June 12, 2014.

Motion by Gray to set the Impassable Road Complaint Hearing for Tuesday, June 10, 2014 at the next County Board meeting. The motion died due to the lack of a second.

Commissioner Erickson noted that if the public hearing is held at the Concord Town Hall that it would allow the residents in that area to attend the meeting.

The County Engineer informed the Board that the public hearing date needs to be set by resolution and that since a resolution was not provided in the Board packet that he will come back to the Board at a later date with the proposed resolution to set a public hearing date to address the impassable road complaint in Concord Township.

It was determined that the public hearing for "Impassable Road" complaint for Concord Township will be held Thursday, July 10, 2014 at the Concord Town Hall.

Sheriff Jim Jensen met with the Board to discuss his request to approve the proposed contract with Motorola to purchase three (3) MCC7500 radio consoles for a total price of \$264,334.00. Mr. Jensen feels these radios need to be ordered very soon so they can be built for Dodge County and installed prior to 2016 when the county's current radio consoles will be obsolete.

MCC7500 Radio
Consoles Request
Discussed

Dodge County's radios communicate with MnDOT tower sites just like everyone else that is on the 800 MHz system. MnDOT contracts with Motorola to install updates to the towers on a regular basis. When they install the 7.15 update sometime in the first part of 2016, the MnDOT towers will no longer communicate with Dodge County's Gold Elite radio consoles. In order for the Sheriff's Office to be able to dispatch their radio consoles will need to be updated to the MCC7500 radio consoles prior to 2016.

MCC7500 Radio
Consoles Request
Discussed -
Continued

Mr. Jensen has received the pricing summary from Motorola which was included in the Board packet for review.

Commissioner Erickson wanted to know the latest date that the Sheriff can order the consoles.

Sheriff Jensen stated that the consoles have to be ordered now because Motorola has to build these consoles for Dodge County.

The County Administrator clarified that the lead time for building the consoles is six months.

Commissioner Erickson noted that there have been discussions with Goodhue County regarding a joint venture in dispatch, and if the county goes that route, we won't be able to use these consoles.

A question was raised regarding what the trade-in would be for the consoles if we wait another year to order the new consoles.

Sheriff Jensen stated that he wasn't sure what the trade-in would be, maybe nothing if we wait another year to order the consoles.

It was Commissioner Peterson's opinion that the Board should push this purchase off until next year.

Commissioner Erickson stated that he would like to hear information on the proposed joint dispatch center before he makes a decision on this request at this time.

Commissioner Gray noted that he would like to see the joint dispatch center discussion included as a part of the next County Board meeting.

No action was taken on the Sheriff's request to purchase MCC7500 radio consoles at this time; the Board wants more information on the possibility of a joint dispatch center with Goodhue County.

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

Personnel Actions
Approved

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

A. Land Records

A.1 Ryan DeCook – Director of Land Records
Regular status and step increase from D62 step 8 \$33.18 to D62 step 7 \$35.22.

Effective Date: 5/1/14

A.2 Mike Stupka – Appraiser II

Step increase from B24 step 2 \$21.68 to B24 step 1 \$22.33.

Effective Date: 5/16/14

B. Environmental Services

B.1 Dean Schrandt – Water Program Manager

Step increase from C41 step 5 \$23.64 to C41 step 4 \$24.55.

Effective Date: 5/30/14

C. Personnel Board of Appeals

C.1 Ann Torkelson – Personnel Board of Appeals Member

Authorization to appoint to the Personnel Board of Appeals to fill vacant seat.

Effective Date: 5/27/14

D. Administration

D.1 Matthew Lux – Information Systems Specialist

Authorization to employ at B31 step 9 \$18.95 to fill approved vacancy.

Effective Date: 6/9/14

D.2 Ed Anderson – Custodian/Maintenance

Step increase from A13 step 7 \$13.84 to A13 step 6 \$14.26.

Effective Date: 3/26/14

E. Sheriff's Office

E.1 Deputy Sheriff – PT (4)

Authorization to fill four Part-Time positions.

Effective Date: 5/27/14

Personnel Actions

Approved -

Continued

Motion adopted unanimously.

The Chair recessed the meeting at 11:13 a.m. CDT.

Meeting Recessed

The Chair reconvened the meeting at 11:16 a.m. CDT.

Meeting Reconvened

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

Legal Update

The County Attorney left the meeting at 11:18 a.m. CDT.

County Attorney Left Meeting

County Administrator Jim Elmquist, Emergency Management Director Matthew Maas and Homeland Security and Emergency Management Regional Program Coordinator Mark Marcy met with the Board to discuss the Emergency Management Director position.

Emergency Management Director Position Discussion

Mr. Elmquist reported that there have been questions posed to the County Administrator in regards to the Emergency Management Director Position and if some elements of the job should be altered. To lend a bit of history to Emergency Management in Dodge County, it at one time was part-time and was adjoined with the Veteran's Services Officer Position (VSO).

In May, 2007 upon the employment ending of the previous individual in the position, it was changed to full-time as found on that meeting's personnel agenda. The justification for this as was explained to Mr. Elmquist by Lisa Hager was the position was understaffed and the amount of work that was needed to be completed required full-time status. The VSO position was then made a part-time position. It was in 2008 that the Emergency Management Director was transitioned into the Sheriff's Office from Administration by previous County Administrator Dave McKnight with the County Sheriff as the supervisor.

Emergency
Management Director
Position Discussion -
Continued

The questions asked of Mr. Elmquist have been twofold: (1) should the position be full-time and (2) should the position be reporting to the Sheriff rather than Administration? The County Administrator posed the latter question to Mr. Maas whether or not there is a best management practice the State of Minnesota's Homeland Security and Emergency Management Department (HSEM) recommends in regards to reporting status. The Emergency Management Director stated to Mr. Elmquist that while he has had very few problems relating to what department he should be reporting to, he contacted Mark Marcy, Regional Program Coordinator for Southeast HSEM with that question. Mr. Marcy stated that while there is no literature giving guidance to this matter by HSEM, it has been handled differently in many counties across the state but, is probably best suited in a coordinative role rather than supervisory with the County Sheriff.

Mr. Maas shared with the Board the job duties that are required of this position. Included in the Board packet were several documents including HSEM literature and what other SE Minnesota Counties do relative to Emergency Management. The Emergency Management Director indicated the duties of the position relative to reporting requirements with HSEM, collaboration with other local emergency response units, training (radios, NIMS, and emergency management practices) and grant programs could not be appropriately addressed in part-time status. It was also noted that all workplace safety duties were moved within the Emergency Management Director's job description as well in 2008 (item 9 in the job description) and requires time to ensure compliance with OSHA standard requirements.

The County Administrator previously asked the Sheriff and Mr. Maas if there are other duties within the Sheriff's Office that may need attention and could be placed under the auspices of Emergency Management. The Sheriff didn't have any other duties at the time he felt would be appropriately placed with the position and Mr. Maas indicated he thought that due to the current time constraints within Emergency Management, further duties would not allow for the position to be attended to suitably.

Mr. Elmquist believes the Emergency Management position should likely be reporting to Administration rather than the Sheriff as the duties are better placed in a coordinating role requiring collaboration with the department rather than directly reporting to the County Sheriff.

In regards to the full-time versus part-time question, Mr. Elmquist has reservations knowing that he has mostly heard positive feedback regarding the performance of the county's Emergency Management System from local and state agencies and would not want to jeopardize the performance of the system if regulations and requirements are not being met by a change in status. The County Administrator felt that in an emergency event, to error on the side of being overly-prepared versus not is the better position for the county.

Emergency
Management Director
Position Discussion –
Continued

Mr. Maas reported that the transition from a part-time position to a full-time position came with many benefits to not only Dodge County, but all of the public safety agencies in the county as well as schools, and local businesses.

Mr. Marcy explained the job duties of the Emergency Management position as well as the Statute, Laws and Regulation behind the job duties and finally the benefits of investing in this a position.

Mr. Marcy briefly discussed HSEM Bulletin 13-002 which was included in the Board packet for review. This document outlines the State and Federal mandated functions of the Emergency Management program as well as the statutes, laws and regulations behind them.

The second handout that was reviewed was a list of local responsibilities of the Emergency Management Director as defined by direction or job description.

Brief discussion took place on the handout that showed the breakdown of all counties in Southeast Minnesota, their population and the Emergency Management staffing allocated to complete those functions.

Finally the last document reviewed was a breakdown of the cost of the county's last presidentially declared disaster. The costs of this disaster were recouped as a direct result of having a full-time Emergency Management program and meeting all of those program requirements. The costs of a disaster can rapidly become significant and although the resources to respond to that disaster are always available, without having an Emergency Management program such as we currently have in Dodge County the financial burden would likely fall directly upon the county. It was pointed out that FEMA and other state and Federal resources are not required to reimburse local counties for disasters if they have not done the required steps as outlined in HSEM Bulletin 13-002.

It was Mr. Maas' opinion that the Dodge County Emergency Management Director position is at minimum a full-time responsibility. Mr. Maas encouraged the Board to reach out to the school districts, local fire and EMS providers, the National Weather Service, and other counties and inquire with them as to their thoughts of the assistance they receive as a direct result of Dodge County having a full-time Emergency Management Director.

Discussion took place on which department Emergency Management should be under, Administration or the Sheriff's Office.

Sheriff Jensen reported that Emergency Management and the Sheriff's Office work very close together, therefore he felt it was a good fit to have the Emergency Management Director report to the Sheriff's Office.

Emergency
Management Director
Position Discussion –
Continued

Commissioner Allen stated that he doesn't believe the Emergency Management position is a full-time position.

Motion by Gray seconded by Allen to change the directing order of the Emergency Management Director position from the Sheriff's Office to Administration. It was the general consensus of the Board that the Emergency Management Director position remain a full-time position. *Motion adopted unanimously.*

Commissioner Gray suggested that the Board review the complete Emergency Management document.

Commissioner Peterson thanked Mr. Maas and Mr. Marcy for the information.

The County Administrator presented for the Board's consideration a Surveyor Agreement with Goodhue County.

Surveyor Agreement
with Goodhue County
Approved

County Surveyor Lisa Hanni was available to comment.

Mr. Elmquist reported that three years ago, Dodge County entered into a County Surveyor Agreement with Goodhue County for Goodhue to serve as Dodge County's Surveyor. This agreement was not a contract for services but rather a joint-employment agreement between two counties. Technically, both counties agreed to jointly hire a Surveyor to do operational work and to pay for half of the costs for all related expenses. Statutorily, there are only items an official County Surveyor can perform and the agreement called for Dodge to utilize Goodhue's County Surveyor Lisa Hanni for final reviews and approvals, signatures, etc. on an hourly and as needed basis.

At the time of the agreement, the position required two roles to be completed:

1. Serving as the County Surveyor, and
2. Beginning the project of monumentation searches on behalf of the Recorder Department.

The Surveyor reports to the Land Records Department and serves in a coordinative role with the Highway Department.

In the time since the original arrangement was signed, Dodge also entered into an agreement with Goodhue for Dodge County's Geographical Information System (GIS) to be conducted by Goodhue County – a service that has provided significant benefit to Dodge County. Both the County Surveyor and GIS are supervised in Goodhue by Lisa Hanni (Technically the Land Use Management Director and Recorder/Surveyor) and has allowed for a strong relationship in Dodge County's Land Use Department between the two counties.

Mr. Elmquist asked the Land Records, Highway, and Environmental Services Departments, as the county divisions with the most contact with the County Surveyor, to provide the Board their feedback as to the efficacy of this agreement from their perspectives; their memos were included in the Board packet for review.

Surveyor Agreement
with Goodhue County
Approved -
Continued

It was the County Administrator's opinion that Goodhue has delivered a strong work product and has provided Dodge staff with a reliable service that has developed into stronger relationships that allowed for GIS. Dodge has also had the advantage of utilizing Goodhue to perform the surveys for the school, courthouse, landfill area and properties the county owned adjacent to the courthouse.

Mr. Elmquist believes this is a benefit in having the joint-employee arrangement. This would not have been the case if the county utilized a private contract where it would be a fee for the service. Estimated value: \$13,000+. Upcoming surveying projects for the Surveyor: Dodge County Fairgrounds site, Claremont demolition buildings, and Wasioja zoning work as requested by Environmental Services.

Also noteworthy: the monumentation project which is a significant amount of the previous three-year costs for the agreement has not been paid by general fund tax supported dollars. That cost has been paid by the Recorder Compliance Fund – a statutory regulated account supported from fees for service in Land Records.

It was reported that Goodhue County Commissioners approved this agreement at the last Board meeting and expressed their support for the collaborative approach Dodge and Goodhue has taken in these areas.

Motion by Gray seconded by Tjosaas to approve and authorize Chair, County Administrator and County Attorney to sign the proposed Agreement between Dodge County and Goodhue County for Shared Services of Surveyor. *Motion adopted unanimously.*

Mr. Elmquist discussed with the Board the meeting time proposal.

Amended Board
Meeting Schedule
Approved

At the last Board meeting, the Board stated a desire in moving to an evening meeting time for the second meeting of the month. It was asked that the County Administrator bring back a proposal and it was suggested a 4:00 p.m. start time be considered. On May 19, 2014 Mr. Elmquist had a discussion with department heads about this proposal and asked for their feedback before bringing this to the County Board for consideration.

Questions that were posed to the County Administrator by department heads were how this would affect personnel who were Fair Labor Standards Act (FLSA) non-exempt and eligible for overtime? There are three non-exempt employees who attend Board meetings: Rose Culbertson and Becky Lubahn who attend regularly and Roger Friedt who attends periodically.

Ms. Culbertson is a 1.0 FTE, Ms. Lubahn is a .9 FTE and Mr. Friedt is 1.0 FTE. Otherwise, all other employees who would normally attend are FLSA exempt and not eligible for overtime as salaried employees.

Amended Board
Meeting Schedule
Approved -
Continued

It was also noted that in most cases department heads are available if there are questions by Board members during a meeting and can be called in to answer questions (bills, items from committee reports, etc.) if needed. It was asked what the expectation was in attending the evening meeting – will it be for only those meetings they have items submitted or for all meetings? Mr. Elmquist's thought is for only those meetings for which they have items submitted. Questions in regards to bills could likely be attended to if the County Board previously submits questions to the Administrative Committee and can be researched prior to regular board.

The department heads suggested a schedule of a 3:30 p.m. start time for committee meetings, 4:30 p.m. for committee of the whole, and 5:00 p.m. for regular board.

This would be a change from what the County Board suggested by 30 minutes with the impetus being that for staff who are either on a less than a full-time schedule and/or non-exempt and need to attend the meeting would have less financial impact on departments if they are to only be at the meeting for five to ten minutes for an issue and depending on where their item is on the agenda, could be there for an hour or beyond. While Mr. Elmquist did not want to minimize this issue, he noted that a start time differential of 30 minutes should not have a significant impact financially.

One last statement made was would Administration naturally see more items submitted on the first agenda of the month versus the second and lengthen the first one significantly? The County Administrator noted that he would need to see how this "trends" as the county begins this schedule in order to answer this.

Mr. Elmquist reported that at a glance, meetings tend to last approximately two-three hours upon convening the regular session. The County Administrator noted that in a discussion with Ms. Lubahn, she indicated to him her intention would be to flex her schedule during the pay period to accommodate her work-schedule or would work the additional four hours in the pay period (as a .9 FTE) if flexing were not available due to workloads during that time. Ms. Culbertson also indicated she would flex her schedule. This would also be the case for Roger Friedt.

The Board stated it would consider starting the adjusted schedule in September. With whatever decision the Board makes, the county would change the meeting schedule to accommodate the September 23rd, October 28th, November 25th, and December 23rd meetings and would need to pass a motion indicating the change for those meetings.

Suggested meeting times were listed as follows:

	Department Head Suggestion:	Original Board Suggestion:
Committee:	3:30 p.m.	4:00 p.m.
Committee of the Whole:	4:30 p.m.	5:00 p.m.
Regular Board:	5:00 p.m.	5:30 p.m.

Amended Board Meeting Schedule
Approved - Continued

The County Administrator commented that as he sees little issue moving forward, either start time is fair.

It was suggested that the regular Board meeting begin at 5:30 p.m.

Commissioners Erickson and Tjosaas stated that they are ok with the proposed adjustment.

Commissioner Gray stated that he would like to leave the meeting time as is, which is in the morning. It was his opinion that county business should occur between the hours of operation which are from 8:00 a.m. to 4:30 p.m. Mr. Gray felt that if the meeting times are changed for the second meeting of the month beginning in September, that there should be a six month trial basis, and if after six months there are no more in attendance than at the current meetings that the meeting times should be adjusted back to morning meetings.

Commissioner Tjosaas stated that the reason for his recommendation is that the adjusted time allows the opportunity for a vast majority of citizens to attend a meeting, if they so choose.

Commissioner Erickson reported that he is fine with a trial period and noted that if the Board finds that the time adjustment isn't working, they can just change it back at the first meeting of the year in 2015, if needed.

It was pointed out that the trial period should be for four months which would take them through to the end of 2014.

Motion by Allen seconded by Erickson to adjust the County Board meeting time for the second meeting of the month beginning in September. Committee meetings will begin at 3:30 p.m., Committee of the Whole will begin at 4:30 p.m. and the regular County Board meeting will begin at 5:30 p.m. *Motion adopted, Erickson, Tjosaas, Allen, Peterson aye, Gray nay.*

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

Human Services Committee Report

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

Public Works Committee Report

The Board reviewed the County Engineer's request to approve the proposed 2014 Bridge Priority List.

2014 Bridge Priority List Approved by Resolution #2014-22

Commissioner Allen offered the following resolution (#2014-22), seconded by Commissioner Erickson:

2014 Bridge Priority List

WHEREAS, the Board of Commissioners of Dodge County, find that the County of Dodge is in need of a revised bridge replacement program; and

WHEREAS, affected local units of government have been contacted and given the opportunity to participate; and

WHEREAS, the County of Dodge has analyzed its bridge needs and finds that financial assistance is required from the various bridge replacement funds available through Mn/DOT; and

WHEREAS, a bridge program for the construction or reconstruction is required covering County, City and Township road systems; and

NOW THEREFORE BE IT RESOLVED, that the priority for the construction or reconstruction of bridges covering County, City and Township road systems is as follows.

Const. Priority	Bridge Number	Road		State Aid	Town Bridge	Local	Bond	Total	Const. Year	Load	Suff. Rating	Deficiency
1	L9355	RIP 154	150 Ave		140,000	10,000		\$150,000	2014	Closed	39.0	SD
2	89134	CAR O	655th St			50,000	300,000	\$350,000	2015	5	35.0	FO
3	L2480	MIL 115	227th Ave		40,000	10,000		\$50,000	2015	Closed	24.5	SD
4	L2580	WAS 63			45,000	10,000		\$55,000		8-14	26.2	FO
5	89099	CSAH 9	220th Ave	125,000			125,000	\$250,000		28-40	47.5	SD
6	L5512	ASH 139	210th Ave		140,000	10,000		\$150,000		10	39.0	FO
7	L8548	CON 117	520th St		280,000	10,000		\$290,000		5	41.0	SD
8	20501	CSAH 3	130th Ave	170,000			170,000	\$340,000		14-26	54.2	SD
9	L5500	CAN 128	260th Ave		150,000	10,000		\$160,000		Legal	48.9	FO
10	L5516	CON 177	180th Ave		110,000	10,000		\$120,000		20-33	51.0	SD
11	5290	CSAH 7	190th Ave	210,000			210,000	\$420,000		Legal	35.1	SD
12	97157	CSAH 4	710th St	41,000			41,000	\$82,000		Legal	56.1	SD
13	L6250	MAN 189	280th Ave		66,000	10,000		\$76,000		Legal	57.1	SD
14	L6468	CAN 17	690th St		55,000	10,000		\$65,000		Legal	58.1	SD
15	89140	CAR Y	140th Ave			10,000	75,000	\$85,000		Legal	58.1	SD
16	L6467	RIP 16	690th St		125,000	10,000		\$135,000		Legal	58.1	SD
17	2888	CSAH 24		85,000			85,000	\$170,000		22-35	60.9	FO
18	95637	WAS 42	625th St			10,000	50,000	\$60,000		Legal	67.8	SD

FURTHERMORE, the County of Dodge does hereby request authorization to replace, rehabilitate, or remove such bridges; and

2014 Bridge Priority List Approved by Resolution #2014-22 - Continued

FURTHERMORE, the County of Dodge does hereby request financial assistance with eligible approach grading and engineering costs on township bridges, as provided by law.

Resolution adopted unanimously.

The Board reviewed the County Engineer’s request to approve a Wind Farm Easement Subordination Agreement.

Wind Farm Easement Subordination Agreement Approved

RES Americas Inc. (RES), the wind farm developer building wind towers in Dodge and Mower Counties will be crossing several fields with access drives and utility lines. Several of the county’s old road easements contain a clause allowing the county to access and construct snow fences on property outside the typical road right of way. This has been a concern to the RES attorneys. RES is requesting that Dodge County subordinate its easement to their utility and drive construction. This will not affect the typical 66’ to 120’ road rights of way the county now maintains, those will remain second to none.

Mr. Kohlnhofer noted that this is actually an innocuous issue as state law permits the county to install snow fence outside of the road right of way now without landowner permission, this makes the county’s existing snow fence easements redundant.

The County Engineer has consulted with the Dodge County Attorney as to form and function of the easement and it was noted that the county should not have any issues with the subordination.

Included in the Board packet was a copy of the easement agreement for the Board’s review.

Motion by Allen seconded by Erickson to approve and authorize the Chair to sign the proposed the Wind Farm Easement Subordination Agreement. *Motion adopted unanimously.*

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

Administration Committee Report

Motion by Erickson seconded by Tjosaas to approve and authorize the May 13, 2014 Committee of the Whole meeting minutes as presented. *Motion adopted Erickson, Tjosaas, Allen, Peterson aye, Gray abstained.*

05/13/14 Committee of the Whole Meeting Minutes Approved

Motion by Erickson seconded by Allen to approve and authorize the May 13, 2014, 2014 meeting minutes as presented. *Motion adopted Erickson, Tjosaas, Allen, Peterson aye, Gray abstained.*

05/13/14 Meeting Minutes Approved

Commissioners provided their agency reports. Commissioner Allen attended a Fairview Care Center meeting. Commissioner Erickson attended a RES – Wind Farm – MN Department of Commerce Public meeting – Preconstruction Hearing, a Fairview Care Center meeting, a DFO Advisory Board meeting, a DFO Joint Powers Board special meeting and a County Board meeting. Commissioner Gray attended a Dodge County Board meeting, a Dodge County Ice Arena tour, a Dodge County Township Association meeting, a Rail Forum – teleconference, a Dodge County Corrections Task Force meeting, a SMART meeting, a Dodge County Historical Society meeting, a Parks and Trails meeting, an Ice Arena meeting with the City of Kasson, a DFO Director Interview Panel meeting, a RES Preconstruction meeting, a SCHRC meeting, a Fairview Care Center meeting, a Wasioja Seminary tour, a DFO Advisory meeting, a DFO Joint Powers special meeting and a Memorial Day Service at the Seminary Park. Commissioner Peterson attended a Fairview Care Center meeting, a MN Prairie County Alliance meeting, a Dodge County Soil & Water meeting and a Four Seasons Arena meeting. Commissioner Tjosaas attended a SDA meeting, a South Central Human Relations meeting, a Fairview Care Center Board meeting, an EDA meeting and a SDA meeting.

Agency Reports

Motion by Allen seconded by Gray to adjourn the meeting at 12:43 p.m. CDT.
Motion adopted unanimously.

Meeting Adjourned

The next meeting of the Dodge County Board of Commissioners will be held on June 10, 2014 at 9:30 a.m. CDT.

Next Regular Meeting

ATTEST:

RODNEY PETERSON
CHAIR, COUNTY BOARD

BECKY LUBAHN
DEPUTY COUNTY CLERK

DATED: