

TUESDAY, NOVEMBER 12, 2014

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

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

**COUNTY ADMINISTRATION OFFICE
MANTORVILLE, MN**

2014-22

The Dodge County Commissioners met in regular session November 12, 2014, in the Commissioner's Room at the Dodge County Courthouse Annex, Mantorville, MN, at 9:30 a.m. CST. Chair Rodney Peterson called the 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:

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 Clerk
 Paul Kiltinen County Attorney

Commissioner Peterson requested that the Human Services Child Support Supervisor & Data Practices Specialist discussion item which was addressed at the last meeting be brought forward again for further discussion.

Amended Agenda
Approved

It was noted a Highway Department request to purchase a 2015 loader will be added to the agenda between items 8.0 and 9.0 (10:15 a.m.).

Motion by Tjosaas seconded by Allen to approve and adopt the agenda as amended to include the addition of a Human Services Child Support Supervisor & Data Practices Specialist discussion item under the personnel agenda and the Highway Department's request to purchase a 2015 loader. *Motion adopted unanimously.*

Director of Information Technology Tobey Hicks introduced Eric Schwartz who is the new Information System Specialist. The Board welcomed Mr. Schwartz.

New Employee
Introduced

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

Consent Agenda
Items Approved

1.1 Human Services resolution #95-10.

Motion adopted unanimously.

The Director of Information Technology presented for the Board's consideration a request to approve a cell phone stipend for the new Information System Specialist. Mr. Hicks informed the Board Mr. Schwartz will be using his personal cell phone for work purposes; therefore he believes he is eligible to receive a cell phone stipend.

Cell Phone Stipend
for IT Specialist
Approved

Motion by Erickson seconded by Allen to approve and authorize a \$50.00 per month cell phone stipend for Eric Schwartz as requested. Also included in the motion was authorization for the County Administrator to sign the Cell Phone Stipend request form. *Motion adopted unanimously.*

Cell Phone Stipend for IT Specialist Approved - Continued

Environmental Services Director Mark Gamm and Waste Facility Manager Terrance Selthun met with the Board to discuss their request to install an Automatic Lube System on one of their tractor/trailers.

Installation of Automatic Lube System on Tractor/Trailer Approved

Mr. Gamm reported an Automatic Lube System on their tractor/trailer will cost about \$7,300. Environmental Services believes that the Automatic Lube System will reduce labor and increase longevity of their equipment.

Environmental Services spends about eight hours per month manually lubricating the tractor/trailer’s front axle, clutch, brakes, fifth wheel, steering linkage, and trailer door lock. An Automatic Lube System will reduce this time to less than one hour/month. Additionally, an Automatic Lube System provides a more consistent level of lubrication; therefore reducing wear and repair cost.

Mr. Gamm informed the Board Steven’s Truck Center in Dodge Center is currently where they service their large trucks and trailer. Steven’s Truck Center submitted a quote of \$7,231.20 to install the Automatic Lube System. Environmental Services plans to pay for the equipment from their Capital Replacement Fund. The following is a summary of the Environmental Services 2014 budget and expenditures from the Capital Replacement Fund:

Equipment	2014 Budget	2014 Expense
Replace Roll-off Containers	\$15,000	\$0
Pick-up and Sander	\$30,000	\$26,219
Cat Loader (buy-out of lease)	\$70,000	\$50,000
Tube Heaters in Recycling Center	\$0	\$13,900
Total	\$115,000	\$90,119

Motion by Erickson seconded by Gray to approve and authorize the Environmental Service Department to accept the proposal of \$7,231.20 from Steven’s Truck Center to install an Automatic Lube System on the tractor/trailer as requested. *Motion adopted unanimously.*

Mr. Gamm discussed with the Board his request to renew the Service Agreement with Full Circle Organics.

Renewal of Service Agreement with Full Circle Organics Approved

For the past year, Environmental Services has had a successful working relationship with Full Circle Organics LLC. Full Circle works with schools and businesses to separate organic waste from garbage; then arranges delivery to the county’s Transfer Station. Environmental Services mixes the waste with leaves and transfers it to Full Circle’s composting facility in Good Thunder where it is processed into compost.

The Environmental Services Director reported the proposed agreement is the same as the past agreement except for two changes:

1. Their service fee to Full Circle increased from \$30/ton to \$32.50/ton, and

2. They added a requirement for a “Minimum Service Payment” of \$1,000/month.

Renewal of Service Agreement with Full Circle Organics
Approved - Continued

Motion by Allen seconded by Tjosaas to approve and authorize Environmental Services to enter into the proposed agreement with Full Circle Organics and authorize the Environmental Services Director to sign the agreement on behalf of Dodge County. *Motion adopted unanimously.*

Building Operations Supervisor Roger Friedt presented for the Board’s consideration the 2014-2015 snow removal services contracts.

2014-2015 Snow Removal Contracts
Approved

Mr. Friedt reported the 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 2014-2015 season.

Last season Swenke Ims Contracting LLC, 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.

Swenke Ims Contracting LLC will provide snow removal services with no increase in equipment pricing and no increase in salt/sand prices for this season.

Last season there was no increase in pricing by Wirth Septic Systems from the previous season. This year there will be an increase in pricing on equipment and salt/sand.

Motion by Allen seconded by Erickson to approve and authorize the Chair to sign the proposed snow removal services agreements with Swenke Ims Contracting LLC, of Kasson, MN and Wirth Septic Systems of Dodge Center, MN for providing the 2014-2015 snow removal services for the county. *Motion adopted unanimously.*

Commissioner Gray asked the Building Operations Supervisor for a brief update on the construction process.

Construction Update

Mr. Friedt shared the following informed with the Board:

- the new electric service is being scheduled with Xcel Energy and an underground contractor for the Government Services Building project
- the Electrician needs information from Xcel Energy for the concrete transformer pad
- Excel Energy in process of moving the power poles
- site excavation continues
- the new water main is being installed into the building
- sanitary sewer is being installed this week
- a new gas line will be going in next week
- temporary heat will be electric until gas is available for temporary gas heaters

- coordination of communication services will take place with input from the county’s IT department, Wold’s electrical engineer and the county’s service providers
- they are still in the demo stage; no structural work has been started inside.

Construction Update - Continued

The Building Operations Supervisor noted the weather has turned cold but will not slow down construction.

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

Personnel Actions F.3, F.4 and D.3 Pulled

Commissioner Peterson suggested that items F.3, F.4 and D.3 be pulled and acted on separately.

Motion by Gray seconded by Allen to pull items F.3, F.4 and D.3 to be acted on separately. *Motion adopted unanimously.*

Motion by Erickson seconded by Tjosaas approve the following personnel actions:

Personnel Actions Approved

A. Environmental Services

A.1 Susan Berg – Waste Management Specialist/Administrative Assistant
Authorization to employ at B22 step 7 \$16.44 to fill approved vacancy.
Effective Date: 11/14/14 - 7/31/15

B. Land Records

B.1 Matt Naatz – Appraiser
Step increase from B23 step 5 \$18.61 to B23 step 4 \$19.22.
Effective Date: 11/2/14

C. Public Health

C.1 Alicia Schumacher – Health Educator
Authorization to employ at C41 step 10 \$19.68 to fill approved vacancy.
Effective Date: 11/5/14

C.2 Heather Angell – Public Health Nurse I - .8 FTE
Annual review.
Effective Date: 10/15/14

D. Human Services

D.1 Tracie Sandoval – Case Aide
No longer employed.
Effective Date: 10/21/14

D.2 Bobbie Rud – Social Worker
Annual review.
Effective Date: 10/16/14

E. Highway

E.1 Dennis Emanuel - Equipment Operator II – 1.0 FTE
Authorization to employ at B22 90% of hire \$17.87.
Effective Date: TBD

F. Sheriff’s Office

F.1 Tyler Heiden – Deputy Sheriff – On-Call
No longer employed.
Effective Date: 9/30/14

- F.2 Ricky Eggert – 911 Dispatch Records Supervisor
No longer employed.
Effective Date: 12/1/14

Personnel Actions
Approved -
Continued

G. Administration

- G.1 Roger Wildeman – Custodian/Maintenance
Authorization to employ at A13 step 4 \$15.12.
Effective Date: TBD

Motion adopted unanimously.

The Board revisited the request to hire a Support Supervisor & Data Practices Specialist. Commissioner Peterson shared with the Board his rationale for supporting the request. Motion by Erickson seconded by Tjosaas to approve and authorize the following personnel action:

Personnel Action
D.3 Approved

- D.3 Child Support Supervisor & Data Practices Specialist – 1.0 FTE
Eliminate contract position and post and fill vacancy.
Effective Date: 10/12/14

Motion adopted, Erickson, Tjosaas, Allen, Peterson aye, Gray nay.

Discussion took place on personnel action F.3 which reads as follows:

Personnel Action F.3
Discussion

- F.3 911 Dispatch Records/Supervisor – 1.0 FTE
Authorization to post and fill vacancy.
Effective Date: 11/13/14

Discussion took place regarding the job duties associated with the position.

Commissioner Erickson recommended the position be filled temporarily as he would like input on filling this position from the new administration.

Commissioner Allen suggested tabling this item for another month until the new Sheriff is on Board.

Commissioner Peterson reminded the Board that it is ultimately Sheriff Jensen's decision for the next month as to who should fill this position.

Discussion took place on whether or not there was someone available internally that could fill this position. It was noted that there is an internal candidate for this position.

The County Administrator suggested that the Board approve an interim 911 Dispatch Records/Supervisor until after the first of the year in order to allow the new Sheriff an opportunity to determine how he wants the position filled.

Discussion took place on how soon the Board needed to take action. It was pointed out the 911 Dispatch Records Supervisor won't be leaving until December 1, 2014.

Motion by Gray seconded by Allen to postpone further discussion on item F.3 until the next meeting on Tuesday, November 25, 2014. Further discussion took place on the request and no action was taken on the proposed motion.

Motion by Allen seconded by Tjosaas to approve the following personnel action as an interim vacancy:

Personnel Action F.3
Approved

F.3 911 Dispatch Records/Supervisor – 1.0 FTE
Authorization to post and fill vacancy.
Effective Date: 11/13/14

Motion adopted unanimously.

Discussion took place regarding personnel action F.4.

Personnel Action F.4
Approved

The Employee Relations Director informed the Board she has not received any paperwork from the university yet regarding this internship.

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

F.4 Kyle Kittleson - Law Enforcement Intern
Authorization to allow to complete 480 hour unpaid internship with the Sheriff's Office, contingent upon receiving the proper documentation from the university, a satisfactory background check and the availability of a mentor to work with the intern.
Effective Date: 1/2015

Motion adopted, Erickson, Tjosaas, Gray, Peterson aye, Allen nay.

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	\$ 68,420.10
13	Road and Bridge Fund	\$ 63,546.89
16	Environmental Quality Fund	\$ 80,994.31
32	County Capital Projects	\$ 22,843.24
	Total	\$ 235,804.54

Motion adopted unanimously.

County Administrator Jim Elmquist presented for the Board's consideration the third quarter financials.

Third Quarter
Financials Review

Included in the Board packet was the third quarter financials for 2014, this information was assembled by Rose Culbertson in Finance.

Items of note for the Board's review included the following:

Expenditures:

Expenditures are trending according to budget. Budget 252 is actually all four quarters payment and at the end of the year according to a formula established by the Joint Powers Board, the county will likely see a remittance payment for any fund balance remaining.

222 – Coroner – A new contract was signed that wasn't necessarily reflected in the 2014 budget. This was expected to see an overrun.

Third Quarter
Financials Review -
Continued

Road and Bridge – While some of these are trending upward; the Engineer has stated he expects most of these costs to fall within budget by the end of the year.

Revenue:

General - The county receives tax settlements in December. This revenue should reflect this by the end of the year.

The Board thanked Mr. Elmquist for the information.

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

Legal Update

Maintenance Superintendent Andrew Hesper met with the Board to discuss his request to order a 2015 loader.

Loader Purchase
Approved

The 2015 proposed Highway Department budget includes \$245,000 to purchase a new loader. The current State contract ends at the end of this year and prices are expected to increase several percent. In order to save money the Highway Department would like to get their order in before the end of the current contract.

Payment for the loader would be made out of the 2015 budget as originally intended and preliminarily approved.

Personnel has been working with vendors listed on the State contract. Four similar machines, from different vendors, have been spec'd out that meet the Highway Department's needs. The following is a review and pricing of each in order of department "best pick" with approximate prices:

John Deere 644K 4WD (\$208,309)

The Highway Department currently has a 2005 644J that has performed very well. They have been very happy with maintenance response for what little has been needed. Service comes from Rochester with a loaner readily available if necessary.

Caterpillar 950M (\$235,720)

As most contractors will tell you; Cats are always top of the line pieces of equipment. Service is close (Rochester) and reliable if needed.

Case 921F (\$196,125)

A good mid-grade piece of equipment. This loader would perform adequately. Down side would be that service/maintenance is located out of Shakopee and LaCrosse and is not expected to be as responsive as needed for a piece of winter maintenance equipment. Historically service on their existing Case equipment has been less than usage requirements demand.

Komatsu WA380-7 (\$230,781)

Komatsu is a known name in construction equipment but local service is lacking. This particular piece of equipment is a beta version for current emissions standards and may have issues not yet worked out.

The Highway Department recommends the purchase of the John Deere 644K based on equipment experience and expected service costs and availability. Although a Cat would be the first choice the quoted price is substantially higher than the comparable quality of the John Deere.

Discussion also took place on the mini excavator that was rented by the Highway Department this year.

Motion by Allen seconded by Erickson to approve and authorize the Highway Department to order a John Deere 644K loader at an estimated cost of \$208,309. Payment will be made out of the 2015 Highway Department budget. Also included in the motion was authorization for the Highway Department to pursue purchasing a mini excavator. *Motion adopted unanimously.*

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

Commissioner Gray suggested that the Human Services standing committee report be discontinued and that Ms. Hardwick be allowed time on each agenda to discuss the status of MNPrairie with the Board.

Motion by Gray seconded by Allen to discontinue the Human Services standing committee and 15 minutes be allotted on either the Committee of the Whole or full Board meeting for the Human Services Director to update the Board on the status of MNPrairie. *Motion adopted unanimously.*

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

Motion by Erickson seconded by Tjosaas to approve and authorize the October 21, 2014 special meeting minutes as presented. *Motion adopted unanimously.*

Motion by Allen seconded by Gray to approve and authorize the October 28, 2014 Committee of the Whole meeting minutes as corrected on page 7. *Motion adopted unanimously.*

Commissioners provided their agency reports. Commissioner Allen did not have any meetings to report. Commissioner Erickson attended two construction meetings, a SCHA Joint Powers Board meeting, a Planning workshop for SHCA, a Dodge County Township Officers meeting, a DFO presentation for Victim Services and a Canvassing Board meeting. Commissioner Gray attended a Dodge County Regular Board meeting, a construction meeting, a MNPrairie meeting, a Dodge Refreshed meeting, a Dodge County Township Association meeting, a Canvassing Board meeting, a Rail forum and a Veteran's Observance ceremony.

Loader Purchase
Approved -
Continued

Human Services
Committee Report

Human Services
Standing Committee
Discontinued

Administration
Committee Report

10/21/14 Special
Meeting Minutes
Approved

10/28/14 Committee
of the Whole
Meeting Minutes
Approved

Agency Reports

Commissioner Peterson attended a Fair Board Annual meeting, a Township Officers meeting, a SWCD meeting and a SEMWRB meeting. Commissioner Tjosaas attended a MNPrairie meeting.

Agency Reports - Continued

The County Administrator provided the Board with an administrative update.

County Administrator Update

Motion by Allen seconded by Tjosaas to adjourn the meeting at 11:04 a.m. CST. *Motion adopted unanimously.*

Meeting Adjourned

The next meeting of the Dodge County Board of Commissioners will be held on November 25, 2014 at 5:30 p.m. CST.

Next Regular Meeting

ATTEST:

RODNEY PETERSON
CHAIR, COUNTY BOARD

BECKY LUBAHN
DEPUTY CLERK

DATED: