

TUESDAY, MARCH 24, 2015

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

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

**COUNTY ADMINISTRATION OFFICE
MANTORVILLE, MN**

2015-07

The Dodge County Commissioners met in regular session March 24, 2015, in the Commissioner's Room at the Dodge County Courthouse Annex, Mantorville, MN, at 5:00 p.m. CST. Chair John Allen called the meeting to order at 5:00 p.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

Motion by Peterson seconded by Tjosaas to approve and adopt the agenda as presented. *Motion adopted unanimously.*

Agenda Approved

County Administrator Jim Elmquist introduced Duke Harbaugh who is the new Building and Fleet Manager. Mr. Harbaugh will be replacing Roger Friedt when he retires in April.

New Employee
Introduced

The Board welcomed Mr. Harbaugh.

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

Consent Agenda
Items Approved

- 1.1 Final payment of \$1,013.30 to Kane and Johnson Architects, Inc. for Engineering Services for the Claremont apartments demolition.

Motion adopted unanimously.

Director of Information Technology Tobey Hicks discussed with the Board the audio and video needs for the new County Board Room.

New Audio & Video
Recording System
for New County
Board Room
Discussion

Motion by Erickson seconded by Peterson to approve and authorize the Chair to sign the All Systems Scope of Work proposal for the installation of a new audio and video recording system in the new County Board Room in the Government Services Building at a cost of \$23,751.00.

Commissioner Gray further discussed his audio background with the Board and suggested the county write specs for a new audio and video recording system and put it out for bid. Mr. Gray commented the County Board doesn't know the equipment capability from the information provided by the vendors. It was Commissioner Gray's opinion the county should specify their expectations and performance requirements in written specs for the audio and video recording equipment.

New Audio & Video Recording System for New County Board Room Discussion - Continued

The County Administrator suggested a meeting with the IT Director, Commissioner Gray and both vendors (Marco and All Systems) be set up so video and recording system questions can be address.

It was the consensus of the Board that they would revisit this discussion item in two weeks after Mr. Hicks and Mr. Gray have had an opportunity to meet with the two vendors.

The Chair tabled further discussion on the video and recording system.

New Audio & Video Recording System Discussion Tabled

No vote was taken on the proposed audio and video recording system motion.

Mr. Hicks reviewed with the Board his request to approve a new data connection between the Annex and Government Services Building.

Data Connection & Switches Between Courthouse & Government Services Building Approved

Mr. Hicks informed the Board Dodge County will have two major buildings that need to communicate digitally with a lot of data. IT is planning for a 10gb setup to support Dodge County's needs with cameras, phones, and the day to day data.

The Director of Information Technology has met and spoken with a few vendors that could help Dodge County get a solution in place. Vendors options were listed as follows:

1. **MNWIFI** = Easy option, mount one wifi on Courthouse and one on Government Services but can only provide 1gb path, and cannot send CJDN data (Sheriffs) on that type of WIFI.
2. **All Systems** = They were trying to get the county a 10gb connection via hanging wires on poles from Courthouse to Government Services, but the utility owners of the poles stated they are only for service providers so this is not an option.
3. **KmTel** = They have a connection to the Courthouse and Government Services locations but quoted the county \$3,050 per month for a 1gb connection, and the county needs a 10gb connection. Mr. Hicks has asked for a per month quote on 10gb connection and has not received a quote yet.
4. **State of MN** = The State of MN can run a connection between the Courthouse and Government Services Building. This would be a fiber connection. This option would cost Dodge County \$45,000. Mr. Hicks did get the State to allow a 48 month payment plan that looks like this: (\$45,000 over 48 months = \$937.50 per month). Location Services (anytime the ground needs to be marked) is rolled into this charge.

The Director of Information Technology pointed out the county would also need to purchase fiber to ethernet switches. These switches will convert the one line running from the Courthouse to the Government Services Building to all the computers in the buildings. IT has talked with four vendors regarding these switches and pieces and the best pricing listed was \$10,925.00.

Data Connection & Switches Between Courthouse & Government Services Building
Approved - Continued

Dodge County IT is recommending Option 4 with the switches. This option will provide a stable connection between buildings with enough for future growth.

Motion by Peterson seconded by Tjosaas to approve and authorize the State of Minnesota to run a fiber connection between the Courthouse and Government Services Building at a cost of \$45,000 with the proposed 48 month payment plan. Also included in the motion was authorization to install switches and pieces at a cost of \$10,925.00. *Motion adopted unanimously.*

John McNamara from Wold Architects discussed with the Board Phase I of the furniture plan.

Phase I of Furniture Plan Approved

Motion by Erickson seconded by Tjosaas to approve and authorize moving forward with Phase I of the Government Services Building furniture plan as presented. *Motion adopted unanimously.*

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

Personnel Actions Approved

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

A. Public Health

A.1 Amy Ewing – Administrative Secretary - .6 FTE
Step increase from A13 step 3 \$15.90 to A13 step 2 \$16.38.
Effective Date: 3/26/15

B. Environmental Services

B.1 Mark Brannan – Solid Waste Facility Operator
Annual review.
Effective Date: 3/1/15

C. Land Records

C.1 Pamela Haugh-Holzer – Deputy Recorder
Step increase from B22 step 3 \$19.06 to B22 step 2 \$19.62.
Effective Date: 2/26/15

D. Administration

D.1 Tobey Hicks – Director of Information Technology
Recommend step increase from C43 step 7 \$28.59 to C43 step 6 \$29.95.
Effective Date: 4/1/15

D.2 Jamie Vanoosbree – Drug Court Case Manager
Request authorization to employ at C41 step 9 \$20.83 to fill vacancy.
Effective Date: 4/08/15

Motion adopted unanimously.

Ms. Hager discussed with the Board the 2014 Non-Union salary survey.

2014 Non-Union
Salary Survey
Review

In late 2014 Dodge County conducted a salary survey which included the following counties (populations):

Fillmore (20,866)	Mille Lacs (25,979)
Houston (19,027)	Nobles (21,378)
Le Sueur (27,896)	Sibley (15,226)
Martin (22,849)	Steele (36,530)
McLeod (37,042)	Todd (23,931)
Meeker (23,300)	Wabasha (22,445)

They chose 20 benchmark non-union positions that are common in counties to review.

County Administrator	Chief Deputy Sheriff
Employee Relations Director	Dispatch Supervisor
Finance Director	Public Health Director
Payroll Technician	County Engineer
Information Technology Director	Assistant County Engineer
Assistant County Attorney	Environmental Services Director
Director of Land Records	Planning & Zoning Administrator
Facilities & Fleet Manager	Executive Assistant
Administrative Assistant	Information Systems Technician
Highway Maintenance Superintendent	Accountant

Ms. Hager reviewed the data to see where Dodge County has outliers (below 95% on the surveyed counties). The average of all positions surveyed shows our hourly wage is at 99.23% of those counties. Two of the positions surveyed fell below 95% of market. The rest of the positions were between 95% and 106% of market, with one exception (Highway Maintenance Superintendent 111% of market). The positions that fell below market are the Finance Director (91%) and the Payroll Technician (88%). Coincidentally, both of these positions have recently taken on significantly more responsibilities in Dodge County with the added responsibilities of MN Prairie. Ms. Hager suggested the market gap may be able to be addressed by updating job descriptions with their added responsibilities. If an updated job description changes their B/G rating, they may fall within the 95% of market. If not, the county may need to revisit to decide how the County Board wants to address this.

It was the consensus of the Board to support the Employee Relations Director’s recommendation to upgrade the Finance Director and Payroll Technician job descriptions.

The Employee Relations Director presented for the Board’s consideration a Highway Union schedule change.

Highway Equipment
Operators &
Engineering Staff
Schedule
Adjustments
Approved

Ms. Hager reported that as a cost savings measure unique to the Highway Department, to save on fuel and additional daily startup costs, Administration is requesting the county temporarily agrees to the schedule in Appendix A. As indicated in this language the Employer shall provide a seven (7) day notice when the work schedule is to revert back to the five (5) day – eight (8) hour work week schedule.

Equipment Operators:

It is the recommendation of Administration that the modified work schedule (4 ten-hour days Monday-Thursday) for this group starts when weather makes it practicable and ends upon 7 day notice from the employer.

Highway Equipment Operators & Engineering Staff Schedule Adjustments Approved - Continued

Engineering Technicians:

The engineering staff within the union would like to also do a four 10 hour day - work week. However due to scheduling, the start and end dates would not coincide with the maintenance personnel. Start and end dates for Engineering would be in April (at Engineer’s discretion) until the start of construction requires 5 day weeks (sometime in early July). The four 10 hour day - work week may resume at the completion of the construction season and end upon 7 day notice from employer.

Motion by Peterson seconded by Tjosaas to approve and authorize the Highway Department’s Equipment Operators and Engineering staff modified work schedule as requested. Upon seven (7) days written notice from the employer the work schedule will revert back to the five (5) day – eight (8) hour work week schedule. It will be left up to the discretion of the County Engineer to determine when the work schedule will revert back to five day work weeks. *Motion adopted unanimously.*

MnPrairie Executive Director Jane Hardwick provided for the Board's consideration an IV-D Agreement for Dodge County and MnPrairie.

IV-D Agreement for Dodge County & MnPrairie Approved

Ms. Hardwick reported county Human Services agencies are required by state law to administer child support enforcement programs under title IV-D of the Social Security Act. In doing so, Human Services agencies are eligible for 66 percent federal match for administrative activities for child support.

In the administration of child support, the County Attorney’s Office and the Sheriff’s Office provide administrative support in the form of legal services, process service, etc. Human Services agencies typically enter into Cooperative Agreements with these two county departments in order to draw federal match on these activities. The State of Minnesota sets forth a template agreement for such purpose and the federal government requires that rates paid under such agreement be calculated based on costs (if federal match is to be drawn).

With the start of calendar year 2015, a new Cooperative Agreement is required with Minnesota Prairie County Alliance (MnPrairie). The agreement must be fully executed (with signatures by the MnPrairie Board Chair, Minnesota Department of Human Services, Dodge County Attorney, and Dodge County Sheriff) by March 31, 2015 in order to claim federal match effective January 1, 2105.

Because the rates to be paid must be cost-based, MnPrairie engaged a qualified federal cost-allocation specialist to assist in setting cost-based rates for these services for the three member counties.

Services	2014 Rates	2015 Rates
Legal Services		
Attorney	\$154.28 per hour	\$63.11 per hour
Paralegal	\$100.62 per hour	\$42.98 per hour
Legal Secretary	\$67.89 per hour	\$39.51 per hour
Sheriff Services		
Service of Process	\$70.00	\$61.42 plus \$0.575 per mile
Bailiff	\$50 per day	N/A
Investigations	\$50.75 per hour	\$78.76 per hour

IV-D Agreement for Dodge County & MnPrairie Approved - Continued

At the time Ms. Hardwick’s Board memo was written, they had not yet had an opportunity to fully review the new rates and rate methodology with the ratesetting specialist and the County Attorneys but needed to get an agreement in place by March 31, 2015 in order to gain federal match on these services retroactive to January 1, 2015. Since that time the rate methodology has been reviewed and adjustments were made to the Attorney’s Office fees.

Ms. Hardwick pointed out the lower rates for legal services for 2015 will have a negative impact on the County Attorney’s Office budget for 2015.

IV-D Revenues Budget & Actuals			
Dodge County Attorney’s Office	2013	2014	2015
Budget	\$45,000	\$69,000	\$56,000
Actuals/Projected	\$66,650 actual	\$59,218 actual	\$24,526 projected
Difference	\$21,650	(\$9,782)	(\$31,474)

Ms. Hardwick noted that due to the negative impact the new rate methodology will have on the Attorney’s Office 2015 budget figure, they will reimburse the county at the old rates for 2015, however the difference between the two figures will not be eligible for the federal match.

After discussion with County Attorney Paul Kiltinen and County Administrator Jim Elmquist, Ms. Hardwick recommend that Dodge County agree to execute the IV-D Cooperative Agreement effective January 1, 2015 at the 2015 rates in the proposed agreement, with the understanding that (1) this will provide time for MnPrairie to work with the county and the cost-based ratesetting specialist to review the 2015 rate methodology and make any adjusts necessary going forward (effective no earlier than April 1, 2015); and (2) the MnPrairie Executive Director will recommend to the MnPrairie Joint Powers Board that MnPrairie pay Dodge County (and other member counties) at the 2014 rates for legal services, forgoing federal match on the difference, for the first quarter or until a later mutually agreeable date (not later than December 31, 2015) because of the budget impact this has on the member counties.

Motion by Peterson seconded by Tjosaas to approve and authorize County Attorney and Sheriff to sign the 2015 IV-D Cooperative Agreement between the Dodge County Attorney, Dodge County Sheriff, Minnesota Prairie County Alliance, and Minnesota Department of Human Services at the rates cited in the agreement as discussed. MnPrairie will look at the Attorney’s Office rates and come back if adjustments can be made, in addition, they will reimburse the county at the old rates for 2015. *Motion adopted unanimously.*

Ms. Hardwick discussed with the Board a request to approve a lease agreement for 2015 with MnPrairie SDA.

2015 Lease Agreement with MnPrairie Approved

Because Human Services agencies are eligible to draw federal match for certain administrative expenditures, Human Services agencies typically pay counties for the space they occupy. In Dodge County, this has historically occurred with rates that are set by Administration and paid by Human Services without a formal lease in place. Because Minnesota Prairie County Alliance (MnPrairie) is now a separate, but related entity, they must put in place a formal agreement in order to make these payments and draw federal match.

Accordingly, the proposed lease agreement has been developed in collaboration with Dodge County Administration and is based on the existing rates that had been in place prior to January 1, 2015. Because of the anticipated changes in work space with the planned remodeling, it is expected that new, likely higher, rates of rent will be established beginning in 2016.

Accordingly, the term of the lease is for one year commencing January 1, 2015. Rent shall be payable as follows:

The annual lease shall be \$90,740 which the Lessee shall pay in quarterly installments of \$22,685. These rental amounts shall be due in the first month of each calendar quarter, payments beginning January 2015 and in the first month of each successive quarter during the term of this lease. There shall be no security deposit paid.

Payment of rent will cover the following items:

- The lower level of the Dodge County Courthouse Annex. The rented space shall not include the space occupied by Veteran Services.
- Parking
- Utilities, including water, sewer, gas and electricity
- Garbage and recycling management
- Maintenance of real property
- Lawn care
- Snow removal
- Supplies for restroom facilities
- Cleaning of leased office space
- Cleaning of restrooms, waiting areas and other common areas
- Access key for existing staff with a to be determined charge for new staff
- Real property insurance

The rent payment will not cover the following items:

- Copy machines
- Paper shredding
- MnPrairie-owned vehicles
- Furniture
- Future physical plant modifications will be discussed on a case by case basis

Motion by Peterson seconded by Tjosaas to approve and authorize the Chair to sign an agreement between Dodge County and Minnesota Prairie County Alliance for occupation of Dodge County-owned work space for calendar year 2015 at the rate of \$90,740. *Motion adopted unanimously.*

2015 Lease Agreement with MnPrairie Approved - Continued

Taxpayer Services Director Rose Culbertson reviewed bills with the Board.

Bills Approved

Ms. Culbertson informed the Board a payment of \$6,132.79 to Wells Fargo Bank is being added to the bills in order to avoid late charges for items purchased by various departments using county credit cards.

A payment to Uniforms Unlimited on page 14 in the amount of \$429.96 is being pulled in order to clear up some duplicate payment issues.

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

01	Revenue Fund	\$ 103,194.34
13	Road and Bridge Fund	\$ 11,323.15
16	Environmental Quality Fund	\$ 55,487.20
32	County Capital Projects	<u>\$ 447,522.15</u>
	Total	\$ 617,526.84

Motion adopted unanimously.

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

Legal Update

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

Administration Committee Report

Motion by Peterson seconded by Tjosaas to approve and authorize the March 10, 2015 Committee of the Whole meeting minutes as presented. *Motion adopted unanimously.*

03/10/15 Committee of the Whole Meeting Minutes Approved

Motion by Gray seconded by Erickson to approve and authorize the March 10, 2015, meeting minutes as presented. *Motion adopted unanimously.*

03/10/15 Meeting Minutes Approved

Commissioners provided their agency reports. Commissioner Allen attended a Township meeting and a chili feed at the Highway Department. Commissioner Erickson attended Annual Township meetings for Hayfield, Westfield, Ripley, Claremont and Ellington, a DFO Joint Powers Board meeting, a Dodge County Township Officers meeting and a 3-Echol Training. Commissioner Gray attended a Dodge County Board meeting, an Employee Recognition banquet, a DFO Joint Powers meeting, a Dodge County Township Association meeting, a chili feed at the Highway Department, a Fairview Board meeting, a Historical Society Annual meeting, a Dodge County Corrections Task Force meeting, a SCHR meeting and Annual meetings for Wasioja and Concord townships. Commissioner Peterson attended a Fair Board meeting, a Fairview Board meeting and two MnPrairie meetings. Commissioner Tjosaas attended a two MnPrairie Joint Powers Board meetings, a Fairview Board meeting, an EDA meeting and a SCHRC meeting.

Agency Reports

The County Administrator provided the Board with an administrative update.

County
Administrator
Update

Motion by Peterson seconded by Tjosaas to adjourn the meeting at 6:31 p.m. CST. *Motion adopted unanimously.*

Meeting Adjourned

The next meeting of the Dodge County Board of Commissioners will be held on April 14, 2015 at 9:30 a.m. CST.

Next Regular
Meeting

ATTEST:

**JOHN ALLEN
CHAIR, COUNTY BOARD**

**BECKY LUBAHN
DEPUTY CLERK**

DATED: