

**TUESDAY, SEPTEMBER 8, 2015**

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

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

**COUNTY ADMINISTRATION OFFICE  
MANTORVILLE, MN**

**2015-18**

The Dodge County Commissioners met in regular session September 8, 2015, in the Commissioner's Room at the Dodge County Government Services Building, Mantorville, MN, at 9:30 a.m. CDT. Chair John Allen called the 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:

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

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

Agenda Approved

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

Consent Agenda  
Items Approved

- 1.1 Out of state travel for Health Educator Alicia Schumacher October 4-7, 2015 to attend the National Conference on Tackling Tobacco Use in Vulnerable Populations in Bethesda, Maryland. The cost of the conference, travel and lodging and time to attend the conference is estimated to cost \$1,086, of which Clear Way Minnesota will cover.
- 1.2 Out of state training for Chief Deputy Mike Leonhardt and Sergeant Rich Allee September 15, 2015 to attend a Court Security Seminar in Des Moines, Iowa. The estimated cost of the seminar is \$850.00.

*Motion adopted unanimously.*

Dodge County Ice Arena Supervisor Steve Howarth met with the Board to discuss his request to move forward with applying for a Mighty Ducks grant to replace the dehumidifier at the ice arena.

Mighty Ducks Grant  
Application Request  
Discussion

Mr. Howarth reported the ice arena dehumidifier has lasted beyond its expectancy.

If awarded the grant the Ice Arena Supervisor would like to purchase a dehumidifier to improve the indoor air quality at the Dodge County Ice Arena. It is estimated the cost of a new dehumidifier will be between \$180,000-\$200,000.

County Attorney Paul Kiltinen arrived to the meeting at 9:32 a.m. CDT.

County Attorney  
Arrived

Commissioner Gray asked Mr. Howarth to clarify how much money he would be asking for if the grant is approved.

Mighty Ducks Grant  
Application Request  
Approved -  
Continued

The Ice Arena Supervisor reported they will be asking for \$200,000, the Mighty Ducks grant if approved will contribute \$100,000, the City of Kasson will be asked to contribute \$50,000 and the county's contribution would be \$50,000.

Mr. Howarth reminded the Board the dehumidifier runs 365 days a year, 24 hours a day.

It was Commissioner Gray's opinion the county shouldn't be involved in the ice arena, however because they are he felt they have an obligation to take care of the arena.

The Ice Arena Manager noted the deadline for submitting the grant paperwork is October 1, 2015. Nancy Zaworski, the Finance Director for the City of Kasson, will be writing the grant request. Also noted was the application request will be presented to the Kasson City Council this week.

Motion by Peterson seconded by Tjosaas to approve and authorize the Dodge County Ice Arena Supervisor to move forward with applying for Mighty Ducks grant funding to purchase a dehumidifier at a cost of approximately \$180,000-\$200,000 for the Dodge County Ice Arena. *Motion adopted unanimously.*

Drug Court Coordinator Eric Thompson reviewed with the Board the Drug Court annual report.

Drug Court Annual  
Report

Mr. Thompson introduced Jamie Vanoosbree who is the new Drug Court Case Manager.

The Drug Court Coordinator shared the following participants served statistics:

The Dodge County Drug Court has served twenty-three participants so far in 2015. Of those, seven participants have graduated, four participants were terminated, and twelve participants remain active in the program.

The Dodge County Family Dependency Treatment Court (FDTC) had one participant that was accepted into the program in January 2015 but transferred into the adult Drug Court in April 2015. Another participant was accepted into the FDTC program in December 2014 but was terminated in February 2015. There are currently no FDTC participants.

At this point, the Dodge County Drug Court has twelve total participants with a targeted maximum capacity of twenty-five participants.

Since the inception of Adult Drug Court in 2003 and Family Dependency Treatment Court in 2011, one hundred fifty-eight participants have been served. Of those, eighty-six participants have graduated and sixty participants were terminated. Ten participants have been readmitted into the program.

Drug Court Annual  
Report - Continued

Dodge County performance measures were listed as follows:

The Dodge County Drug Court established the following Performance Measures in 2010. These Performance Measures are based upon the outcomes of one hundred Drug Court participants since 2008.

1. Drug Court participants with GED/Diploma upon graduation from Drug Court: Since 2008, 76% of Drug Court participants entered the program with a GED/Diploma. The remaining 24% did not have a GED/Diploma upon entry. A total of 37% of Drug Court participants who did not have a GED/Diploma at entry obtained one by graduation/discharge while 63% did not. A total of 50% of Drug Court graduates who did not have a GED/Diploma at entry obtained one by graduation while 50% did not. A total of 29% of Drug Court terminations who did not have a GED/Diploma at entry obtained one by termination while 71% did not. Thus, while 76% of Drug Court participants entered the program with a GED/Diploma, 85% of them had at least a GED/Diploma at graduation/termination.
2. Drug Court participants with full-time employment upon graduation from Drug Court: Since 2008, 71% of Drug Court participants entered the program either unemployed (60%) or working part-time (11%). The remaining 29% had full-time employment upon entry. A total of 61% of Drug Court participants at the end of the program had full-time employment while 39% were either unemployed (22%) or working part-time (17%). Regarding Drug Court graduates, 79% were employed full-time upon graduation while 21% were unemployed (8%) or working part-time (13%). Regarding Drug Court terminations, 32% were employed full-time upon termination while 68% were unemployed (23%) or working part-time (45%). Thus, while 29% of Drug Court participants had full-time employment upon entry, 61% of them had full-time employment at graduation/termination.
3. Drug Court participants' current on child support obligations upon graduation from Drug Court: Since 2008, 28% of Drug Court participants entered the program with a child support obligation. The remaining 72% had no child support obligation at entry. A total of 50% of Drug Court participants with child support obligations were current upon entry while 50% were not. Due to births during the pendency of the program, 31% of Drug Court participants had a child support obligation when they exited the program while 69% did not. Of those, at the end of the program, 74% were current while 26% were not. Of the graduates, 55% were current upon entry while 45% were not. At exit, 86% of the graduates were current while 14% were not. Of the terminations, 38% were current upon entry while 62% were not. At exit, 50% of the terminations were current while 50% were not. Thus, while 50% of Drug Court participants who had child support obligations were current upon entry, 74% of them were current at graduation/termination.

Drug Court Annual Report - Continued

4. Drug Court participants remaining law abiding following graduation/discharge from Drug Court: Since 2008, 84% of Drug Court graduates have remained conviction free. Only 16% of Drug Court graduates have received felony or gross misdemeanor convictions. Previously, for those participants who graduated, 93% remained conviction free while 7% received felony or gross misdemeanor convictions. Thus, the recidivism rate for Drug Court graduates has increased by 9% since 2013. Of the terminations, 53% have remained conviction free while 47% have received felony or gross misdemeanor convictions. Previously, for those participants who were terminated, 65% remained conviction free while 35% received felony or gross misdemeanor convictions. Thus, the recidivism rate for Drug Court terminations has increased by 12% since 2013.

The following State of Minnesota performance measures were reviewed:

The Dodge County Drug Court is responsible for reporting various performance measures on a quarterly basis to the State Court Administrator's Office (SCAO) as part of the Judicial Branch's on-going statewide Drug Court evaluation.

Some of the factors considered in the on-going evaluation are based on whether or not a Drug Court participant attains the following:

- Valid Driver's License
- GED/Diploma
- Full-Time Employment
- Stable Housing
- Current on Child Support Obligation(s)
- Reduced LS-CMI Score (Risk/Needs Assessment)
- Reduction in Jail Time
- Treatment Compliance

On-going reimbursement funding from the Judicial Branch in the amount of \$36,000.00 per year is dependent upon the continued collection and dissemination of the various performance measures and Dodge County Drug Court staff continues to meet all obligations in this regard.

The Drug Court Coordinator shared the following Family Dependency Treatment Court information:

As mentioned above, the Dodge County Family Dependency Treatment Court (FDTTC) currently has no participants. Regardless, Dodge County Drug Court staff continues to try to collaborate with MnPrairie child protection staff in implementing and sustaining the Family Dependency Treatment Court on an on-going basis.

Mr. Thompson shared the following Community Outreach/sober events information with the Board:

The Dodge County Drug Court is tasked with developing an outreach program consisting of sober events and activities that are intended to educate, inform, and build support for the Drug Court program throughout the local community.

Drug Court Annual Report - Continued

In 2015, Dodge County Drug Court staff participated in the Recovery Is Happening Community Forum in Rochester on February 19, 2015 sponsored the 9th Annual Sober Fest celebration in Kasson on July 18, 2015 and presented at the St. Peter's Episcopal Church Drug Court Forum in Kasson on July 26, 2015.

As a result of community outreach and support, the Dodge County Drug Court recently entered into a \$2,000.00 Missional Innovative Partnership grant with St. Peter's Episcopal Church for 2015. Grant funds from this partnership will be used to purchase incentives and provide programming for Drug Court participants.

Training/Continuing Education information was shared as follows:

Dodge County Drug Court staff and team members attended the State Drug Court Conference in St. Paul from June 2-4, 2015.

Mr. Thompson discussed with the Board administration/operations.

A Drug Court Steering Committee meeting was convened on January 23, 2015. Judge Williamson provided an overview of the Drug Court Judicial Training that she attended in October 2014. Recent modifications to the Drug Court Policies and Procedures Manual were also reviewed.

A Drug Court team retreat was convened on May 1, 2015. The team conducted a community mapping exercise in order to identify gaps in services as well as potential resources. The team also discussed various operational issues.

Drug Court staff maintain an on-going presence on the Dodge County DFO Community Corrections Task Force, the Dodge County Children's Justice Initiative (CJI) team, and the Third Judicial District Equal Justice Committee.

Commissioner Gray stated that it was his observation that the Drug Court Team is consistent and diligent with their work, which he attributed to the Drug Court Coordinator. Mr. Gray commended Mr. Thompson for his work in the Dodge County Drug Court office.

The Board thanked Mr. Thompson for the update.

The Board reviewed the Drug Court Coordinator's request to approve Minnesota Government Access authority.

Minnesota  
Government Access  
Authority Approved  
by Resolution  
#2015-28

In conjunction with the Minnesota Judicial Branch, Dodge County Court Administration is preparing to allow government agencies access to electronic court records and documents. Agency users will access these records through individual new Minnesota Government Access (MGA) login accounts. It is anticipated that MGA will be available in the fall/winter of 2015.

To begin this process, Dodge County Court Administration will need the name of an "Authority Person" for the account as well as an "Agency Account Manager."

The Drug Court Coordinator will serve as the Agency Account Manager and will be responsible for coordinating the process and completing all of the necessary forms, to include a Master Subscriber Agreement, a Configuration Assessment Tool (CAT), an MGA Request Form, and an individual Data Services User Acknowledgment Form for the two Drug Court personnel that will have government access.

Minnesota  
Government Access  
Authority Approved  
by Resolution  
#2015-28 -  
Continued

The Master Subscriber Agreement requires documented verification of an Authority Person to sign on behalf of the Dodge County Drug Court. County Administrator Jim Elmquist is the designated Authority Person for the Dodge County Drug Court and has agreed to sign the MGA Master Subscriber Agreement in that capacity. Consequently, Mr. Thompson has prepared a Board resolution in that regard and requests that the Dodge County Board approves and authorizes Jim Elmquist to execute the Master Subscriber Agreement in his capacity as the designated Authority Person on behalf of the Dodge County Drug Court.

Commissioner Erickson offered the following resolution (#2015-28), seconded by Commissioner Peterson:

#### **Minnesota Government Access Authority**

**WHEREAS**, the Dodge County Drug Court desires to improve efficiencies through participating in a more efficient court process with the Minnesota Judicial Branch (MJB); and

**WHEREAS**, as the MJB moves towards a more efficient court process, the eCourtMN initiative is committed to ensuring that non-court governmental agencies have appropriate access to court records and documents; and

**WHEREAS**, the Dodge County Drug Court desires to subscribe to Minnesota Government Access.

**NOW THEREFORE BE IT RESOLVED** that the Dodge County Board of Commissioners hereby approves and authorizes County Administrator Jim Elmquist to sign the Master Subscriber Agreement on behalf of the Dodge County Drug Court for Minnesota Government Access.

*Resolution adopted unanimously.*

The Board discussed the Drug Court Coordinator's request to approve an anonymous donation to the Drug Court Program.

Drug Court Program  
Donation Approved  
by Resolution  
#2015-29

An anonymous person donated a \$50.00 Hubbell House gift card to the Mower County Court Administrator's Office on or about August 24, 2015. Because Minnesota Judicial Branch policy prohibits acceptance of such gifts, Mower County Court Administrator Krissy Bartness offered the gift card as a donation to the Dodge County Drug Court. Dodge County Drug Court received the Hubbell House gift card from Ms. Bartness on August 28, 2015.

Mr. Thompson requested the Dodge County Board of Commissioners approve the donation of the \$50.00 Hubbell House gift card for the purpose of future distribution to a Drug Court participant.

Drug Court Program  
Donation Approved  
by Resolution  
#2015-29 -  
Continued

Commissioner Erickson offered the following resolution (#2015-29), seconded by Commissioner Peterson:

**Drug Court Program Donation**

**WHEREAS**, the Dodge County Drug Court receives donations from time to time from individuals and/or organizations; and

**WHEREAS**, Drug Court wishes to accept these donations and utilize them for the purpose of incentives for Dodge County Drug Court participants; and

**WHEREAS**, pursuant to Minnesota Statute 465.03, the county shall by resolution of the governing body adopted by a two-thirds majority of its members accept a grant or devise of real or personal property and maintain such property for the benefit of its citizens in accordance with the terms prescribed by the donor.

**NOW THEREFORE BE IT RESOLVED**, that the Dodge County Board of Commissioners hereby accept the following donation to be used for incentives for participants of the Dodge County Drug Court Program:

Anonymous Donor - \$50.00 Hubbell House gift card

*Resolution adopted unanimously.*

Facilities and Fleet Manager Duke Harbaugh met with the Board to discuss a file storage move.

Court Files & Land  
Records Files Move  
Approved

Mr. Harbaugh has been working with multiple vendors in search of finding someone capable of moving all the court’s rotary and mobile lateral file racks, as well as the plat book rack for Land Records. The problem was the Land Records plat book racks were so old that no one was willing to take them apart. The Facilities and Fleet Manager found two vendors both located in Minneapolis willing to do the work moving the courts files and only one willing to disassemble the Land Records plat racks.

The proposal consists of relocating all of the Court Administration files in the lower level of the Courthouse to the old county vault in the lower level of the Courthouse, it also includes moving a rotary and lateral rack currently in the Court Administration area to the vault near the Law Library and lastly contains a price to move the existing plat book racks from the Courthouse to the Government Services Building.

The following proposals were received:

HALDEMAN-HOMME	\$12,876.00*
HALDEMAN-HOMME	\$3,049.00(Land Records Plat Racks)
MID-AMERICA	\$17,557.00* (does not include Land records)

Court Files & Land  
Records Files Move  
Approved -  
Continued

Mr. Harbaugh suggested the Board approve the proposal from HALDEMAN-HOMME to move the Court’s files and Land Records’ files at a cost of \$15,925.00. This is also the only vendor who agreed to move the Land Records plat racks.

The Facilities and Fleet Manager noted there may be some additional cost for sub flooring if damaged during removal.

Commissioner Allen thanked the Facilities and Fleet Manger for his work on the move proposal.

Motion by Erickson seconded by Tjosaas to approve the proposal of \$15,925.00 from HALDEMAN-HOMME to move the Court’s files and Land Records’ files.  
*Motion adopted unanimously.*

County Administrator Jim Elmquist presented an Extension Agreement for the Board’s consideration.

3-Year MOA with  
University of  
Minnesota Extension  
Approved

Included in the Board packet was a 3-year Memorandum of Agreement (MOA) with the University of Minnesota Extension for services of the department in Dodge County. The last contract for consideration was also a 3-year MOA and calls for a 2% increase from last year’s allocation. For the duration of the agreement, it calls for 2.3% increase which has been somewhat of a standard increase dating back for some time. The County Attorney was forwarded this contract for his review.

Motion by Erickson seconded by Gray to approve and authorize the Chair, County Attorney and County Administrator to signed the proposed 3-year Memorandum of Agreement with the University of Minnesota Extension effective January 1, 2016 – December 31, 2018. *Motion adopted unanimously.*

Taxpayer Services Director Rose Culbertson reviewed bills with the Board.

Bills Approved

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

01	Revenue Fund	\$	38,708.64
13	Road and Bridge Fund	\$	26,828.63
16	Environmental Quality Fund	\$	42,665.29
32	County Capital Projects	\$	455,614.67
80	Agency Fund	\$	495.00
	Total	\$	564,312.23

*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 Tjosaas to approve the following personnel actions:



**A. Land Records**

A.1 Wendy Iverson – Assessment Office Manager  
Step increase from C41 step 5 \$24.12 to C41 step 4 \$25.04.  
Effective Date: 9/13/15

Personnel Actions

Approved -  
Continued

**B. Environmental Services**

B.1 Rita Cole – Environmental Technician  
Authorization to change status from on-call to full-time at B23 step 4  
\$19.60 to fill approved vacancy.  
Effective Date: 9/8/15

**C. Sheriff's Office**

C.1 Justin Classon – Deputy Sheriff – On-Call  
Authorization to hire at C41 Hire step \$20.42 to fill approved vacancy.  
Effective Date: 9/4/15

**D. Highway**

D.1 Jim Kylo – Equipment Operator III – On-Call  
Authorization to employ at B23 120 month step \$21.95.  
Effective Date: 9/8/15

**E. Job Description Annual Review**

**E.1 Annual Review of Job Descriptions**

Approval of revised job descriptions for:

- 1. **Veterans Services Officer**
- 2. **Water Program Manager**
- 3. **Administrative Assistant - Highway**

(All updates have been reviewed by the employees in the position,  
Department Heads, County Administrator and Employee Relations)

Effective Date: 12/1/15

**F. Health Insurance Renewal 2016**

F.1 2016 Renewal Rates for Health Insurance – 7% Increase

*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 Erickson seconded by Gray to approve and authorize the August 18, 2015 Special meeting minutes as presented. *Motion adopted unanimously.*

08/18/15 Special  
Meeting Minutes  
Approved

Motion by Tjosaas seconded by Erickson to approve and authorize the August 25, 2015 Committee of the Whole meeting minutes as presented. *Motion adopted unanimously.*

08/25/15 Committee  
of the Whole Meeting  
Minutes Approved

Motion by Gray seconded by Tjosaas to approve and authorize the August 25, 2015 meeting minutes as corrected on page 173. *Motion adopted unanimously.*

08/25/15 Meeting  
Minutes Approved

Commissioners provided their agency reports. Commissioner Allen did not have any meetings to report. Commissioner Erickson attended a Special SCHA Joint Powers Board meeting, a normal SCHA Joint Powers Board meeting and a SCHA Quality Assurance Committee meeting. Commissioner Gray attended a Dodge County Board meeting, a County Security Committee meeting, an AMC Lean Training session, an Ice Arena meeting and a MnPrairie Special meeting. Commissioner Peterson attended a MnPrairie budget meeting. Commissioner Tjosaas did not have any meetings to report.

Agency Reports

Motion by Peterson seconded by Tjosaas to adjourn the meeting at 10:32 a.m. CDT. *Motion adopted unanimously.*

Meeting Adjourned

The next meeting of the Dodge County Board of Commissioners will be held on September 22, 2015 at 5:30 p.m. CDT.

Next Regular Meeting

**ATTEST:**

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**JOHN ALLEN**  
**CHAIR, COUNTY BOARD**

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**BECKY LUBAHN**  
**DEPUTY CLERK**

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**DATED:**