

TUESDAY, NOVEMBER 10, 2015

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

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

**COUNTY ADMINISTRATION OFFICE
MANTORVILLE, MN**

2015-22

The Dodge County Commissioners met in regular session November 10, 2015, in the Commissioner's Room at the Dodge County Government Services Building, Mantorville, MN, at 9:30 a.m. CST. Chair John Allen 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

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

Agenda Approved

Commissioner Erickson asked that items 1.2 (Public Health vaccination refrigerator/freezer) request and 1.6 (Minnesota Department of Agriculture Joint Powers Agreement) request be pulled and acted on separately.

Consent Agenda
Items Approved

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

- 1.1 Dodge County Public Health staff, Commissioners and County Administrator to attend a Dodge-Steele Community Health Board joint staff meeting scheduled for January 26, 2016 in Owatonna and split the approximate lunch cost of \$563.00 at 25% for Dodge County and 75% for Steele County.
- 1.3 Approve and authorize Chair and Clerk to sign Radiological Emergency Preparedness Grant Agreement and accept the \$12,000 grant from the Minnesota Homeland Security and Emergency Management to be used for nuclear plant incident training and updating the county's emergency plan.
- 1.4 Approve and authorize adding a special assessment to Andrew Tufte's taxes to be paid in one year with 5% interest added for his 2015 chloride application that has gone unpaid.
- 1.5 Cell phone stipend of \$30 per month for Highway Mechanic Tom Anderson.

Motion adopted unanimously.

The Board reviewed the Public Health Director's request to approve the purchase of a vaccination refrigerator/freezer.

Public Health
Vaccination
Refrigerator/Freezer
Purchases Approved

Ms. Roggenbuck is requesting authorization to purchase a new commercial grade refrigerator and freezer in order to properly store and protect their stock of vaccinations. Public Health has quotes for two different options to fulfill this need. Their current refrigerator/freezer combination is a household grade which is not ideal for storing vaccinations. The space in the current refrigerator is very limited, as only the middle shelves may be used for storage, and controlling the temperature can be difficult at times. In accordance with the Minnesota Department of Health recommendations, it is recommended that Public Health purchase a commercial/lab/pharmacy grade unit(s). If this purchase is approved they will plan to keep the current refrigerator/freezer to be used in backup or emergency situations. Public Health is not asking for any additional funds for this purchase, as they were able to find funds within their current budget.

Motion by Tjosaas seconded by Gray to approve and authorize Public Health to purchase two undercounter refrigerators at an estimated cost of \$1,179 each, an undercounter freezer at an estimated cost of \$1,179 and a stacking kit at a cost of approximately \$416 from Norlake to store and protect their stock of vaccinations. Funds will be taken out of the Public Health budget. *Motion adopted unanimously.*

The Board discussed the Water Program Manager's request to approve a Joint Powers Agreement with the Minnesota Department of Agriculture (MDA) and the Scope of Work document with RMB Labs for the Dodge County Township Nitrate Monitoring Project.

Joint Powers
Agreement with MDA
& Scope of Work
Documents with RMB
Labs Approved

The intent of MDA's newly-revised Minnesota Nitrogen Fertilizer Management Plan is to prevent, evaluate, and mitigate nonpoint source pollution from nitrogen fertilizer in groundwater. An important early step in the plan is to assess existing nitrate levels in drinking water aquifers.

As part of this assessment, MDA has elected to conduct sampling of private wells on a township scale in order to identify areas with elevated nitrate. Initially, townships to be tested will be those identified as having significant underlying vulnerable geology (e.g., karst features). Using our own comprehensive well data, Environmental Services has determined that 7 of the 12 townships in Dodge County will be assessed.

Working in partnership with MDA and RMB Labs, an estimated 2,265 well test kits will be sent to all households with private wells in April/May of 2016. Dodge County's primary function in this partnership is to supply addresses to the lab, and promote the program to the townships, for which the county will receive reimbursement.

MDA will provide a report detailing results of the monitoring after the agreement ends as of September 30, 2016.

This township monitoring effort has already been completed in Olmsted County and is beginning in most of our neighboring counties.

To complete this project, agreements with MDA and RMB Labs need to be established. Essentially, MDA will pay the county for administering the project, and the county will pay the lab to conduct the work.

Joint Powers Agreement with MDA & Scope of Work Documents with RMB Labs Approved - Continued

A Joint Powers Agreement with MDA for a maximum of \$59,796 (assuming 100% citizen participation) has been signed by MDA and is waiting our response.

A Scope of Work agreement with RMB Labs, estimating costs at \$26,402 (assuming 40% participation), is also waiting our response.

MDA, and RMB Labs, have successfully completed this arrangement with many other counties. In all cases, lab fees incurred were paid promptly by MDA, without the county incurring any costs.

Motion by Erickson seconded by Peterson to approve and authorize the Water Program Manager to sign the proposed Joint Powers Agreement with MDA and the Scope of Work document with RMB Labs on behalf of the county, as well as, any future amendments to these agreements. *Motion adopted unanimously.*

Zoning Administrator Melissa DeVetter discussed with the Board the After-the-Fact variance fee waiver request of the Community Celebration Church.

After-the-Fact Variance Fee Waiver Request Denied

Peter Schuller from A.B. Systems informed the Board they would like the After-the-Fact Variance Application fee for the Community Celebration Church reduced from \$1,800 to the normal Dodge County Variance Application Fee of \$600. Mr. Schuller explained they experienced some delays with the septic system permitting process which delayed the project.

Ms. DeVetter clarified this is not a public hearing, the public hearing will take place at a later date.

Mr. Schuller reported they have talked to Mantorville Township.

Commissioner Gray stated the County Board did receive a copy of an e-mail from A.B. Systems in their Board packet, however it was his opinion that A.B. Systems hasn't supplied any documentation as to why there was an error therefore he doesn't support the fee waiver request.

Mr. Schuller informed the Board there was an error made and asked the Board for lenience on the After-the-Fact variance fee.

Commissioner Tjosaas commented it appears permits weren't done and the right permits weren't obtained when the construction was started.

Mr. Schuller indicated a septic system permit issue held them up for two months.

Mr. Schuller informed the Board that starting the project without a permit wasn't done on purpose.

Commissioner Tjosaas reiterated the construction was started without permits in hand.

Commissioner Erickson wanted to know how often A.B. Systems starts a project without the required permits.

After-the-Fact
Variance Fee Waiver
Request Denied -
Continued

Mr. Schuller stated starting a project without permits doesn't happen often, it's not a common practice for them to start projects without permits.

Commissioner Allen reported he has worked with A.B. Systems in the past and has not had any issues with them not obtaining the required permits. Mr. Allen also noted he would be abstaining from voting on this request.

Mr. Schuller commented they risked not having the required permits for the church's sake, not A.B. Systems.

Ms. DeVetter pointed out with Mr. Schuller's last comment it would appear that it was intentional that they went ahead without the permits.

Commissioner Peterson stated construction happened before permits were there, therefore he was not in favor of granting the waiver of fees.

Motion by Peterson seconded by Gray to deny A.B. Systems After-the-Fact Variance Application fee waiver request. *Motion adopted, Gray, Tjosaas, Erickson, Peterson aye, Allen abstained.*

Commissioner Erickson stated he doesn't question whether or not it was intentional to go ahead with construction without the permits, however if the County Board approves this request they would be setting precedence for future permit violations.

Zoning Administrator Melissa DeVetter presented for the Board's consideration the November 4, 2015 Planning Commission recommendations.

CUP #15-03
Discussed

Dodge Holdco/SolarStone Partners, LLC – CUP#15-03

The public hearing is to consider an application for a Conditional Use Permit to allow a Solar Energy Farm in the Ag District. The parcel is 151.54 acres and the Solar Energy Farm will cover approximately 30 acres located in the NE ¼ of the SE ¼, Section 20, Mantorville Township. Dodge Holdco/SolarStone NRG is the applicant and Stussy Construction, Inc. is the property owner.

The Planning Commission recommends tabling this proposal to the next meeting held by Planning Commission on December 2, 2015.

No action was taken on CUP #15-03.

Environmental Services Director Mark Gamm discussed with the Board his request to approve wastewater system improvements at the Transfer Station.

Wastewater System
Improvements at
Transfer Station
Approved

Mr. Gamm reported that earlier this year, during a heavy rain event, wastewater backed-up into their Scale House. Fortunately, it was during operating hours so employee action minimized the damage. The county is also fortunate that the county's MCIT insurance covered nearly \$6,000 in damage.

Wastewater System
Improvements at
Transfer Station
Approved -
Continued

Mr. Gamm noted normally, sewer back-ups will not be covered by the MCIT policy.

The Environmental Services Director informed the Board wastewater is collected from bathrooms, floor drains, and an exterior concrete storage pad. It is routed to storage tanks, and then pumped to Kasson's wastewater treatment plant. A diagram of the Transfer Station was provided in the Board packet for review.

Investigation revealed the pump impeller was damaged, reducing pump capacity. Also, debris lodged open the flap on backwater check-valve; allowing water to back-up into the Scale House. Environmental Services has repaired the pump and cleaned the check-valve. However, the root of the problem is that their sewer pump was not keeping up with the wastewater collection rate.

Over the past six months, along with their pump service supplier, Environmental Services has evaluated several options to limit the risk of future wastewater backups. Environmental Services recommends proceeding with Option #2 and Option #3 as summarized below:

Option #2: Move their existing 15 gallon per minute pump to the first 5,000-gallon storage tank. This pump will maintain a water level equal to about 1,000 gallons; reserving the remaining 4,000 gallons of tank capacity for heavy rain surges. The estimate for this work is \$4,054.11 not including electrician services.

Option #3: Install a new 30 gallon per minute pump in the existing pump tank to double the rate in which wastewater is pushed to the wastewater treatment plant. The estimate for this work is \$5,798.62 not including electrician services.

Environmental Technician Rita Cole was available to answer questions.

Mr. Gamm stated the 2015 budget for the Transfer Station/Recycling Center Future Development Account includes \$70,000 for facility improvements. Purchase of the described equipment and services would use only a portion of this budget allocation.

Motion by Erickson seconded by Peterson to approve and authorize the Environmental Services Department to proceed with Option #2 and Option #3 of the wastewater improvements proposal. *Motion adopted unanimously.*

The Environmental Services Director reviewed with the Board his request to set the 2016 market price for waste disposal services.

2016 Market Price for
Minnesota Solid
Waste Management
Tax Approved by
Resolution #2015-34

Mr. Gamm informed the Board the county only needs to pay MN Solid Waste Management Tax on the Market Price of waste disposal services. The Market Price is the lowest price available in the area. Dodge County disposal costs are higher than the Market Price so, to lower our tax rate, the Board needs to pass a resolution that identifies the Market Price; then submit it to the state for approval.

Commissioner Tjosaas offered the following resolution (#2015-34), seconded by Commissioner Gray:

2016 Market Price for Minnesota Solid Waste Management Tax

2016 Market Price for Minnesota Solid Waste Management Tax Approved by Resolution #2015-34 - Continued

WHEREAS, the Minnesota Solid Waste Management Tax requires political subdivisions to identify by resolution a Market Price if the political subdivision:

- a. Subsidizes the cost of service at a facility; or
- b. Directly bills on a property tax statement for organized collection of mixed municipal solid waste.

WHEREAS, the political subdivision will be liable for any solid waste management tax based only on the Market Price amount identified through the resolution; and

WHEREAS, the Market Price is defined in Minnesota statute as the “lowest price available in the area” considering disposal and transportation costs; and

WHEREAS, Dodge County’s research has identified the Steele County Landfill as the lowest disposal price available in the area at a rate of \$42.00 per ton.

THEREFORE BE IT RESOLVED; that the County of Dodge, considering transportation costs, declares a 2016 Market Price of \$47.00 per ton.

Resolution adopted unanimously.

Mr. Gamm presented for the Board’s consideration a request to approve a new customer transaction/accounting system.

New Customer Transaction/Accounting System Approve for Transfer Station/Recycling Center

Environmental Services processes about 1,500 customer transactions per month at the county’s waste management facility. The transactions include charge and cash customers that drop-off over 30 types of waste and recyclable material. Customers pay by weight, volume and unit price.

They currently use two separate methods to record customer transactions; paper scale tickets and cash register tape. These paper records are manually entered into an Excel spreadsheet to prepare invoices and reports. Although functional, this homemade system is not as efficient as it could be.

Mr. Gamm noted that there now is custom software for waste management services like theirs. These software systems streamline customer transactions, receipts, invoicing and data management in one operating system.

Evaluation of software systems and benefits were reviewed. Over the past six months, staff from Environmental Services and IT Departments have evaluated and tested several software products. They believe that use of new software will:

- 1. Save about 5 hours per week in county staff time (investment payback in 4 years).
- 2. Provide customers a better receipt and invoice.
- 3. Produce reports that more accurately describe service and cost.
- 4. Increase flexibility to adapt to future needs – e.g. in-vehicle transactions (WasteWalker).

New Customer
Transaction/
Accounting System
Approved for
Transfer
Station/Recycling
Center - Continued

Below are the two systems that stand out as particularly useful for the Transfer Station operation and the estimated cost including software, installation, accessory equipment, and training:

- Fairbanks' Interact..... \$14,480
- Carolina Software's WasteWORKS..... \$13,740

Environmental Services believes that WasteWORKS is easier to use, more versatile, and provides better support service.

Mr. Gamm noted the 2015 budget for the Transfer Station/Recycling Center Future Development Account includes \$70,000 for facility improvements. Purchase of the software system would use only a portion of this budget allocation.

Motion by Peterson seconded by Tjosaas to approve and authorize the Environmental Services Department to purchase and install Carolina Software's WasteWORKS at a cost of \$13,740. *Motion adopted unanimously.*

Finance Director Lisa Kramer discussed with the Board the LEAN process.

LEAN Verified Report

Through discussions at Department Head meetings, the county's verified (bill paying) process was identified as one the group would like to run through a LEAN process to hopefully streamline it and make a more standardized process across departments. To accomplish this Dodge County worked with AMC for three days of LEAN training here in Dodge County. Steele County staff was invited to participate too. The first day was spent training LEAN facilitators and the remaining two days were the Kaizen Event for the verified process. By doing it this way, it provided a unique opportunity for the new facilitators to participate in an event with supervision and mentoring from the seasoned AMC staff.

The group participating in the Kaizen Event was diverse, including both department heads and staff from across the county. The Kaizen group consisted of Ms. Kramer, Wendy House (Finance), Gail Hester (Public Health), Sandy Schaefer (Environmental Services), Ryan DeCook (Land Records), Tobey Hicks (IT), Duke Harbaugh (Building Operations), Melissa Bublitz (Sheriff's Office), and Stephanie Morris (Attorney's Office).

Ms. Kramer reported that what the Board will see today is the final report from the county's event.

Kaizen group members Lisa Kramer, Gail Hester, Sandy Schaefer, Ryan DeCook, Tobey Hicks and Duke Harbaugh presented the LEAN verified report.

The Finance Director noted they have accomplished the tasks listed for the first 30 days and are now moving on to their 60 day goals.

Facilitators Rita Cole, Wendy Iverson, Eric Schwartz, Sara Marquardt and Becky Lubahn were recognized.

The Board thanked the Kaizen Team for the report and their work.

The meeting was recessed at 10:34 a.m. CST.

Meeting Recessed

The meeting was reconvened at 10:42 CST.

Meeting Reconvened

Director of Land Records Ryan DeCook discussed with the Board his request to approve an abatement.

Abatement for
22.100.0270
Approved

Minnesota Statutes 375.192 provides that the County Board may grant the reduction or abatement of a property taxpayer’s estimated market valuation and the resulting taxes, costs, penalties, or interest which have been erroneously or unjustly assessed. The County Board may consider and grant reductions and abatements for applications as they relate to taxes payable in the current year and the two prior years. However, abatements for the two prior years shall be considered and granted only for clerical errors and when the taxpayer fails to file for a reduction or an adjustment due to a hardship, as determined by the County Board.

All applications must be written and approved by the County Assessor and the County Auditor before consideration by the County Board. Said abatement applications are entirely discretionary, subject to precedence and prior Board policy, and are not appealable to another level of authority. Based on the applicants’ claims and the investigation of the facts, the Finance Director and Mr. DeCook are offering the following assessment changes for taxes payable in the years listed.

Motion by Erickson seconded by Peterson to approve the following abatement request:

Parcel ID	Owner	Street	City/TWP	Reason	Tax Reduction
22.100.0270	Jennifer Thompson	201 1 st Street SW	Dodge Center	Clerical Error: Removed Homestead	2015: \$452
					2014: \$424
					2013: \$457

The owner filed a homestead application on 11/14/2005 after purchasing and moving into the home on 10/14/2005. The application was approved but in 2007 a duplicate homestead report from the DOR listed the owners for filing homestead in Houston and Dodge. The Assessor’s Office researched this and Houston reported that “they filed a new homestead in Houston County”. Houston County was referring to the current owners in Houston not the Dodge County resident. When the Assessor’s Office received the note they thought it was referring to our residents so the homestead was removed. The owner did not do anything wrong so they should have kept their homestead. It was the Assessor’s Office error as a result of miscommunication.

Motion adopted unanimously.

Director of Land Records Ryan DeCook discussed with the Board his request to approve 2016 Assessment Agreements.

2016 Assessment
Agreements
Approved

Included in the Board packet was the 2016 assessment agreement summary for the eighteen jurisdictions in Dodge County. In the past Land Records has done this a little different. Agreements were sent to the jurisdictions, signed, and paid for before the County Board approved them. The City of Dodge Center has been reluctant to pay for the agreements in the past and requested a change. Mr. DeCook agrees that a change should be made.

The total amount proposed for the 2016 assessment fees is \$125,865.

2016 Assessment
Agreements
Approved -
Continued

Motion by Tjosaas seconded by Gray to approve and authorize the Chair and County Administrator to sign the agreements for county assessment services in 2016 as presented. *Motion adopted unanimously.*

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

Personnel Actions
Approved

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

A. Land Records

A.1 Matt Naatz – Property Appraiser II
Step increase from B24 step 5 \$20.13 to B24 step 4 \$20.78.
Effective Date: 11/2/1

B. Public Health

B.1 Allison Knutson – Health Educator .75 FTE
Authorization to change status from .75 FTE to .60 FTE.
Effective Date: 11/16/15

C. Sheriff's Office

C.1 Gerald Runnells – Deputy Sheriff
Step increase from C41 12 month step \$21.85 to C41 24 month step \$23.39.
Effective Date: 10/4/2015

C.2 Shannon Boerner – Sergeant
Step increase from C43 12 month step \$29.61 to C43 24 month step \$30.61.
Effective Date: 5/12/15

D. Non-Union Payscale

D.1 Approval of Non-Union Payscale.
Effective Date: 12/1/15

Motion adopted unanimously.

Taxpayer Services Director Rose Culbertson reviewed bills with the Board.

Bills Approved

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

01	Revenue Fund	\$	18,215.22
13	Road and Bridge Fund	\$	33,105.34
16	Environmental Quality Fund	\$	6,740.88
32	County Capital Projects	\$	11,456.99
	Total	\$	69,518.43

Motion adopted unanimously.

Ms. Culbertson presented for the Board's consideration a penalty abatement request.

Penalty Abatement
Request Denied

Ingrid Cronin has submitted a request to abate the penalty for the 2015 taxes on her home in West Concord.

In her abatement application, Ms. Cronin states she forgot to sign her check which hasn't happened in over 30 years.

Penalty Abatement
Request Denied -
Continued

Ms. Cronin's payment was received and returned to her because her check was not signed and the bank would not accept an unsigned check. If an unsigned check is received prior to the due date, the Finance staff attempts to call to give the taxpayer an opportunity to come in to pay or pay online. If the taxpayer cannot be reached or the unsigned check is received after the due date, a letter is included in the mailing showing the penalty incurred.

Although the Finance Office empathizes with Ms. Cronin, it was Ms. Culbertson's recommendation, to remain consistent with past decisions and deny the penalty abatement request.

Motion by Peterson seconded by Gray to deny the penalty abatement request of Ingrid Cronin. *Motion adopted unanimously.*

County Administrator Jim Elmquist provide the Board with a quarterly financials report.

Third Quarter
Financials Report

Included in the Board packet was the third quarter financials for 2015. Rose Culbertson in Finance prepared these spreadsheets for your review along with comments as to why certain funds would seem to be high or low. Ms. Culbertson has also included detail for the Board's review of the bond fund for the construction project to date.

Rose Culbertson was available to answer questions on the financials report.

Overall, expenditures are stable for the year while revenues are tracking as they have in the past, low for this time of year due to the second payment of tax settlements from the State not being received until December.

Expenditures:

Human Services – The expenditures shown in 420 and 430 are the share of payroll that was from 2014 paid in 2015. In 2014, Human Services was within Dodge County's departmental structure and now is an independent agency.

Courts – This is the cost of legal fees as stipulated by the court for court ordered representation.

Revenue:

Highway – The Engineer previously referenced flipping a project from 2015 to 2016 during budget discussions with the board. This entails a project that was planned for 2016 (CAR T/CSAH 4) to be done in 2015 and CSAH 9/CSAH 34/ and CSAH 12 being done in 2016. The department didn't believe they were ready for CSAH 12 in 2015 and with the change; the department is taking wheelage revenue for CAR T in 2015.

Commissioner Peterson suggested the Human Services information be removed from the graphs provided and that the Sheriff's Office be added to the graphs since their budget accounts for a large portion of the county's total budget.

Third Quarter
Financials Report -
Continued

Commissioner Erickson stated he would like to see a quarterly breakdown for prisoner costs.

The County Administrator reminded the Board prisoner cost is an expense that we have no control over.

Court appointed Attorney costs were briefly discussed.

The Board thanked Mr. Elmquist and Ms. Culbertson for the report.

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

Legal Update

Mr. Kiltinen informed the Board that the new Assistant County Attorney will start next week.

The County Attorney discussed with the Board court appointed Attorneys.

Discussion took place regarding the possibility of doing a request for proposals for Attorney's for CHIPS, child support and out of home placements.

John McNamara from Wold Architects presented for the Board's consideration a change order request.

Change Order #5
Approved

Mr. McNamara reported they have concluded their review of outstanding contractor costs for the Government Services Building and Courthouse/Annex remodeling and they are recommending approval of the following costs:

- | | | | |
|----|---|----------------|-----------------|
| 1. | PR #25 | Credit | \$940 |
| | DFO requested to modify the UA toilet in their area to omit the urinal. This resulted in a credit. | | |
| 2. | PR #29 | Add | \$6,546 |
| | A new cabinet unit heater (CUH) was requested in the lower level vestibule in lieu of reusing an existing CUH installed in the adjacent storage room. A new CUH will allow heating of both spaces. | | |
| 3. | PR #32 | Credit | \$301.75 |
| | An aluminum frame was changed to hollow metal at an interior location resulting in a credit. | | |
| 4. | PR #36 | Add | \$2,939 |
| | A number of locations on the lower level were discovered to not have full height partitions in areas that require privacy. These walls were extended to add privacy. This change also includes modifications to the UA restroom at the lower level to extend these walls. | | |
| 5. | PR #38 | Add | \$4,796 |
| | Similar to PR #36 for the lower level, there were walls in the Sheriff's existing office area that were discovered to not extend to high enough. Specifically around the new evidence area and in the interview/booking area. | | |
| 6. | PR #39 | Add | \$855 |
| | The door between the Sheriff's dispatch area and the County Attorney was requested to be removed by both departments. | | |
| 7. | PR #40 | No Cost | |
| | Modifications to the Sheriff's office area including casework demolition and VWC removals resulted in a no cost change. | | |

- 8. **PR #41** **No Cost**
 A sink in the lower level UA toilet for MN Prairie was changed from an undermount sink to a drop in to coordinate with supplied casework. This was a no cost change.
- 9. **PR #45** **Add** **\$4,608**
 After removal of the wood paneling and the ceiling in the courtroom, it was discovered that the old plaster walls were in extreme disrepair and there was no plaster ceiling to adhere the new ceiling. A cost was requested to fur out the existing walls and install new gypsum board on the walls and ceilings. A credit was received from the contractor for the base bid work of plaster patching.
- 10. **GCPR #10** **Add** **\$396**
 A wireless controller was added to the south vestibule at the Government Services Building to allow operation of the auto door operator without having exposed conduit in the adjacent spaces.
- 11. **GCPR #14** **Add** **\$9,296**
 Various modifications to the existing roof at the Government Services Building were required to complete the work. Highlights included removals at the existing roof near the addition due to unforeseen elevation discrepancies as well as maintenance items such as removals of existing curbs and vents not in service.
- 12. **GCPR #15** **Add** **\$3,990**
 The vinyl wall required to be removed, but that removal was damaging the existing sheetrock. It was decided to laminate new sheetrock over the vinyl in lieu of removing the vinyl wall covering. This cost includes a credit from the contractor for the base bid work.
- 13. **GCPR #21** **Add** **\$990**
 Installation of new work required lowering of the ceiling in the lower level Annex lobby. This required minor modifications to a soffit at the stair, resulting in a small cost change.
- 14. **GCPR #23** **Add** **\$762**
 A new ceiling was deemed necessary in the County Attorney's Office area in lieu of saving the existing ceiling due to the extensive above ceiling work in that area.
- 15. **GCPR #25** **Add** **\$651**
 The door into the new Dispatch area was requested to be changed from a glass door to a solid door to allow visual privacy for the Dispatch counsels.

Change Order #5
Approved -
Continued

Included in the Board packet was Change Order #5 for an addition of \$34,587.25 to the remodeling project for the above modifications.

Motion by Peterson seconded by Tjosaas to approve and authorize the Chair to sign Change Order #5 for the addition of \$34,587.25 for the Government Services Building and Courthouse/Annex remodel project. *Motion adopted unanimously.*

Roof issues at the Government Services Building were discussed.

GSB Roof Issues
Discussion

Facilities and Fleet Manager Duke Harbaugh was available to comment on roof concerns.

It was clarified there is still a 10 year warranty on the Government Services Building roof.

Mr. McNamara informed the Board that the county's current contractor doesn't have the expertise to work on the roof issue; a new contractor would have to come in and complete the roof work.

GSB Roof Issues Discussion - Continued

Commissioner Allen wanted to know Mr. Harbaugh's opinion on the roof issue.

The Facilities and Fleet Manager stated he believes the roof appears to be in good shape right now.

It was the consensus of the Board to bring the warranty and roof issue discussion item back to the Board at a later date.

Commissioner Gray suggested Mr. McNamara look at the roof issue and provide the Board with projected costs for fixing the roof.

Commissioner Erickson presented a summary of the Public Safety Committee report and action items.

Public Safety Committee Report

The Board discussed Sheriff Scott Rose's court and building security/screening update.

Court and Building Security/Screening Update

Lori Gildea, Chief Justice of the Minnesota Supreme Court, has made court security her number one priority due to numerous incidents of courthouse violence across the US. Recent incidents of concern for Minnesota Law Enforcement and Courts include:

- 2003 Hennepin County Courthouse Shooting
- 2011 Cook County Courthouse Shooting
- 2015 New Hope City Hall Shooting
- Other numerous violent confrontations in our state courts

Included in the Board packet was a summary which explains the steps that the Dodge County Sheriff's Office is taking to develop and implement a complex wide security plan for the safety of our courthouse staff and visitors including the development of the Court Security Committee, the building screening area, and building access policies and procedures.

The summary covers the following:

- Page 1 - Chief Justice Lori Gildea's requirements
- Page 2 - Steps that have been taken here in Dodge County
- Page 3 - Security Sergeant Position – Roles and Responsibilities
- Page 4 - Staffing and closing summary

The implementation of the courthouse screening and other new security procedures will help ensure that the County and the Sheriff's Office are doing everything they can to provide a safe environment for the county staff and visitors to the courthouse. The Sheriff believes our new security measures will also send a strong message to anyone considering causing problems within any of our public safety offices.

The responsibilities of this new Sergeant's position will continue to be a "work in progress" as the Sheriff's Office and the Court Security Committee continuously evaluate the evolving needs of safety and security in our buildings and ensure that the county maintains compliance with the requirements set forth by the state of Minnesota.

Court and Building Security/Screening Update - Continued

Commissioner Erickson suggested scheduling a meeting with the Court Security Committee and the County Board to further discuss what the county would like to do as far as future security plans.

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

Administration Committee Report

Motion by Erickson seconded by Peterson to approve and authorize the October 27, 2015 Committee of the Whole meeting minutes as presented. *Motion adopted unanimously.*

10/27/15 Committee of the Whole Meeting Minutes Approved

Motion by Tjosaas seconded by Gray to approve and authorize the October 27, 2015 meeting minutes as corrected on page 200. *Motion adopted unanimously.*

10/27/15 Meeting Minutes Approved

Commissioners provided their agency reports. Commissioner Allen attended a Building Committee meeting and a Ditch meeting. Commissioner Erickson attended a Fairview Care Center work session in Rochester, a COG meeting, a Dodge County Planning Commission meeting, a SCHA Joint Powers Board meeting and a Dodge County Township Officers meeting. Commissioner Gray attended a Dodge County Board meeting, a Dodge Refreshed meeting, a Local Government breakfast, a Transportation Alliance meeting, a DFO Team meeting, a Dodge County Township Association meeting, a Parks & Trails meeting and a Rail forum. Commissioner Peterson attended a Fairview Care Center work session in Rochester and a Semcac meeting. Commissioner Tjosaas attended a Radio Board meeting, a One Watershed One Plan meeting, an Interop Conference planning meeting, a Judicial Ditch meeting, a Township Officer's meeting and a SEMN Water Resource Board meeting.

Agency Reports

Motion by Peterson seconded by Tjosaas to adjourn the meeting at 11:53 a.m. CST. *Motion adopted unanimously.*

Meeting Adjourned

The next meeting of the Dodge County Board of Commissioners will be held on November 24, 2015 at 5:30 p.m. CST.

Next Regular Meeting

ATTEST:

**JOHN ALLEN
CHAIR, COUNTY BOARD**

**BECKY LUBAHN
DEPUTY CLERK**

DATED: