

TUESDAY, APRIL 13, 2010

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

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

**COUNTY ADMINISTRATION OFFICE
MANTORVILLE, MN**

2010-07

The Dodge County Board of Commissioners met in regular session April 13, 2010, in the Commissioner's Room at the Courthouse Annex, Mantorville, MN, at 9:30 a.m. CDT. Lyle Tjosaas, Chair called the County Board of Commissioners meeting to order at 9:32 a.m. CDT.

Meeting Convened

The pledge of allegiance was recited.

Pledge of Allegiance

The Chair acknowledged those present and established that there was a quorum:

Those Present

Members present:	Klaus Alberts	District #1
	Lyle Tjosaas	District #2
	David Erickson	District #3
	Don Gray	District #4
	David Hanson	District #5
Members absent:	None	
Also present:	Jim Elmquist	County Administrator
	Becky Lubahn	Deputy County Clerk
	Paul Kiltinen	County Attorney

Motion by Alberts seconded by Hanson to approve and adopt the agenda as amended to include the addition of a lawn care services request for 2010. *Motion adopted unanimously.*

Agenda Approved

Emergency Management Director Matthew Maas discussed with the Board the Interoperability Emergency Communications Grant Program (IEGCP).

Interoperability
Emergency
Communications
Grant Program Grant
Agreement Approved
by Resolution
#2010-22

Mr. Maas reported that a new grant opportunity has been made available to counties for the procurement of P25 Interoperable radio equipment. This grant would allow Dodge County to purchase \$3,651.67 in radio equipment with Dodge County's match being \$912.92. The Emergency Management Director would like to take this opportunity to ask the Board's approval of the proposed resolution.

Motion by Erickson seconded by Hanson to approve and authorize the Chair and Deputy Clerk to sign resolution #2010-22 in support of Dodge County participating in the Interoperable Emergency Communications Grant Program Grant:

WHEREAS, Dodge County will enter into an Agreement with the State of Minnesota, SE MN Regional Radio Board, and Olmsted County, fiscal agent for the SEMN RRB for the 2009 Interoperable Emergency Communications Grant Program (IECGP) effective from date grant is signed through 02/28/2011, in which each county or city within the SE MN Regional Radio Board is required to pay matching funds of \$912.92 for P25 interoperable equipment (portable radios/mobile radios/control stations); and

*Interoperability
Emergency
Communications
Grant Program Grant
Agreement Approved
by Resolution
#2010-22 -
Continued*

WHEREAS, no equipment can be purchased for a specific county or city of the SE MN Regional Radio Board until their signed resolution has been received by the fiscal agent, Olmsted County.

BE IT RESOLVED, that Olmsted County enters into an Agreement with the State of Minnesota, SE MN Regional Radio Board, and Olmsted County, fiscal agent for the SE MN Regional Radio Board for the 2009 HSEM Interoperable Emergency Communications Grant Program (IECGP) Grant.

Resolution adopted unanimously.

Mr. Maas reviewed with the Board his request to approve an agreement with Red Cross.

*Red Cross
Agreement Approved*

The Emergency Management Director informed the Board that Dodge County's agreement with the Red Cross Southeast Chapter has expired. This agreement allows Dodge County the opportunity for the Red Cross to respond with emergency/disaster teams to the county in times of need. This includes responses to single family emergencies like house fires and large scale disasters.

Motion by Alberts seconded by Gray to approve and authorize the Dodge County Emergency Management Director, Matthew Maas to sign an agreement with Red Cross as requested. *Motion adopted unanimously.*

Friends of Wasioja Spokesman Tom Gall discussed with the Board the Wasioja Seminary memorial project and their request for authorization to place a Civil War memorial on the Seminary property and an in-kind contribution by the county of Highway Department labor to remove tree stumps and to prepare the land for placement of a new monument. The preparation work for the monument is expected to be completed this summer

*Placement of
Monument on
Seminary Property
and In-Kind
Contribution of Work
at Seminary Property
Approved*

Motion by Alberts seconded by Hanson to approve and authorize the Friends of Wasioja to place a Civil War memorial on the Seminary property in Wasioja. Also included in the motion was authorization for an in-kind contribution of Highway Department labor to remove tree stumps on the Seminary property and prepare the land for placement of the new monument. *Motion adopted unanimously.*

County Engineer Guy Kohlhofer met with the Board to present his request to pass a resolution and sign an Agency Agreement #96544.

*Mn/DOT Agency
Agreement Approved
by Resolution
#2010-23*

Mr. Kohlhofer informed the Board that Dodge County needs to enter into an agency agreement with Mn/DOT for federal participation in advance construction for SP 20-599-95.

Mn/DOT Agency Agreement Approved by Resolution #2010-23 - Continued

Motion by Gray seconded by Erickson to approve and authorize the Chair and Deputy Clerk to sign resolution #2010-23 in support of Dodge County entering into a Mn/DOT Agency Agreement for Federal Participation in Advance Construction:

BE IT RESOLVED, that pursuant to Minnesota Stat. Sec. 161.36, the Commissioner of Transportation be appointed as Agent of Dodge County to accept as its agent, federal aid funds which may be made available for eligible transportation related projects.

BE IT FURTHER RESOLVED, the Chairman and the County Administrator are hereby authorized and directed for and on the behalf of the county to execute and enter into an agreement with the Commissioner of Transportation prescribing the terms and conditions of said federal aid participation as set forth and contained in "Minnesota Department of Transportation Agency Agreement No. 96544", a copy of which said agreement was before the County Board and which is made a part hereof by reference.

Resolution adopted unanimously.

Sheriff Jim Trihey reviewed with the Board his request to reduce the number of contracted jail beds with Steele County.

Jail Bed Contract Reduction Approved

Mr. Trihey informed the Board that in reviewing Dodge County's jail population for 2010, it has remained consistently under the suggested reduction of fifteen.

The Sheriff reported that the proposed reduction in contracted jail beds would have an approximate annual savings of \$109,500.

Mr. Trihey noted that there is no premium penalty if the county were to exceed the contracted number of fifteen beds.

Motion by Erickson seconded by Alberts to approve and authorize the Sheriff to further reduce the number of contracted jail beds with Steele County from twenty to fifteen effective May 1, 2010. *Motion adopted unanimously.*

Victim Services Staff Advocate Jerianne Gonser met with the Board to discuss her request to approve a proclamation proclaiming April as Sexual Assault Awareness Month.

Sexual Assault Awareness Month Proclamation Approved

Ms. Gonser informed the Board that nationally April is recognized as Sexual Assault Awareness Month. Locally members of the Sexual Assault Interagency Council have committed their departments' resources in support of this year's proclaimed theme - End Sexual Violence In Minnesota: Make Prevention the Priority.

The Victim Services Staff Advocate read the proposed proclamation.

Members of the Sexual Assault Interagency Council respectfully request the Dodge County Board formally adopt the proposed proclamation proclaiming April as Sexual Assault Awareness month.

Sexual Assault
Awareness Month
Proclamation
Approved -
Continued

Motion by Erickson seconded by Hanson to approve and authorize the Chairman of the Board to sign the Sexual Assault Awareness Month Proclamation on behalf of the Dodge County Board of Commissioners as requested. *Motion adopted unanimously.*

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

Legal Update

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

Human Services
Committee Report

Motion by Erickson seconded by Hanson to approve Human Services actions consistent with Human Services resolution #95-10:

Human Services
Resolution #95-10
Approved

- Authorize payment of all claims and bills received in the prior month.
- Approve all Financial Assistance case actions taken in the prior month.
- Approve all Social Services case actions taken in the prior month.
- Approve destruction of closed cases listed for destruction in the prior month.

Motion adopted unanimously.

The Board discussed Human Service's request to extend MinnesotaCare eligibility processing agreement to June 30, 2010. In 2006, Dodge County Human Services entered into an agreement with the Minnesota Department of Human Services to administer eligibility for the MinnesotaCare Program. They have since extended the agreement each year. Under the agreement, Dodge County received \$30 for each application processed. Dodge County currently has approximately 210 cases open and they receive approximately \$2,000-3,000 each year under this agreement. The amendment under consideration at this time is retroactive to July 1, 2009 and extends through June 30, 2010. Human Services will likely have an opportunity to extend it an additional year sometime in June.

MinnesotaCare
Eligibility Processing
Agreement Extension
Approved

Motion by Erickson seconded by Hanson to approve and authorize the Human Services Director to extend the MinnesotaCare eligibility processing agreement with the State through June 30, 2010 as requested. *Motion adopted unanimously.*

IT Director Paul Wiltgen presented for the Board's consideration a request to approve the replacement of the Highway Department phone system.

Highway Department
Phone System
Replacement
Approved

Mr. Wiltgen informed the Board that the existing Highway Department phone system is fifteen years old. It is time to replace it with a modern system that has more function and usability. The Highway Department received approval, in 2009, to budget for this project in the amount of \$25,000.

The IT Director noted that at the last Board meeting he was asked to come back with more detail price information on the proposed phone systems, along with an explanation as to why he preferred one system over the other despite the cost difference.

Highway Department
Phone System
Replacement
Approved -
Continued

Mr. Wiltgen discussed this project with Marco, DataSmart and Eventis to get competitive prices. The IT Director pointed out that pricing from all three companies is similar, overall.

Mr. Wiltgen provided for the Board's review quotes from the three vendors, listing comparisons of the systems components and costs. The IT Director noted that at the last meeting, he had three quotes, three different total costs, and each the system configuration was slightly different so he was not comparing apples to apples. Mr. Wiltgen asked the vendors to refine their proposals and submit a new quote such that he could compare one against the other.

The IT Director reported that the Eventis system is the most expensive, by about \$1,000 more (it is a Cisco system, and typically Cisco products are more expensive).

The Marco and DataSmart proposals differ in total cost by only \$58.

Mr. Wiltgen's preference is the system from ShoreTel. The ShoreTel system is provided by a local Rochester company, MARCO, that he already does business with. The IT Director stated that he is happy with their support on things like server and network problems and expects the same high quality support with the proposed phone system.

Mr. Wiltgen recommended approving an agreement with MARCO for the purchase and installation of a ShoreTel phone system. The ShoreTel system costs \$58 more than the equivalent Mitel system, but the compelling reasons for choosing ShoreTel are as follows:

1. Technical Support from MARCO, a known quantity. The IT Director has never purchased anything before from DataSmart. Probably a fine company, but still, unknown to him.
2. Easier system management with ShoreTel, for Mr. Wiltgen. The IT Director received a demo of all three systems, and the ShoreTel system was the easiest and most straightforward system to manage and program.
3. ShoreTel phones are more user friendly. All three vendors demonstrated phones to the Highway Department. Overwhelming preference by Highway employees is for the ShoreTel phones. The differences are minor, but when a phone was placed in front of them and they tried to figure out the buttons and menus on the control screen, the ShoreTel phone was easier to use.

Motion by Gray seconded by Hanson to approve and authorize the IT Director to replace the Highway Department phone system with a ShoreTel phone system at a cost of \$12,208 as requested. It was noted that the cost of the ShoreTel phone system is \$58 more than the lowest bid but the preferred system due to the reasons listed by the IT Director. *Motion adopted unanimously.*

Highway Department
Phone System
Replacement
Approved -
Continued

The IT Director reviewed with the Board his request to approve replacement of the AS/400 server.

AS/400 Replacement
Approved

Mr. Wiltgen informed the Board that the county's AS/400 model 520 is five years old, and has pretty much reached capacity. The IT Director has already added more disk drives once, and more memory. The machine is currently at 88% disk utilization which is not good, it cannot reach 90% for proper operation. This forces Mr. Wiltgen on a daily basis to manage file storage.

The AS/400 is used for payroll, taxes, and finance. Both the payroll software, provided by MCIS, and the tax software, provided by ACS, will be upgraded this year, and will consume more processing power than the existing machine can provide, meaning that applications will run slowly.

The IT Director requested price quotes from three vendors and received quotes from CPS, MSI, and ACS. Mr. Wiltgen noted that he discarded the quote from ACS as their proposal was not what he wanted.

The following quote information was shared:

Company	Quote
MSI	\$31,025 + \$4,000 for installation.
CPS	\$22,500 (no installation costs, there are no installation costs from CPS, because this is covered by an agreement between CPS and MCIS.)

Dodge County purchased the existing AS/400 from CPS, and CPS has provided software and hardware support for the AS/400 the last five years. CPS is the IT Director's preferred vendor for this project and their price is lower than MSI's.

The following specs information was discussed:

- IBM Model 8203-E4A 4300 CPW Server, 4U rack mount
- 8 GB Memory
- 6x 15k rpm 140 GB disk drives (1.5 TB usable after Raid 5), Raid Disk Controller
- LTO-4 Tape Drive
- DVD ROM
- 2x Line Communications Controller, 4x 10/100/1,000 Ethernet Connection
- P05 SWMA 1 year
- 1 year onsite hardware warranty
- I5/OS V6R1, 30 users

Mr. Wiltgen suggested purchasing from CPS including a three year hardware/software extended maintenance agreement, for an additional cost of \$4,544, bringing the total cost of the upgrade to \$27,044.

AS/400 Replacement
Approved –
Continued

The IT Director recommended approving an agreement with CPS for the purchases and installation of an iSeries Server.

Mr. Wiltgen reported that Sue Alberts has agreed to pay \$16,000 of the cost from her Recorder Compliance Fund. The Recorder can spend fund money on technology improvements that affect the Recorder's Office and since the Recorder's Office uses AS/400 applications, this expense would meet that requirement.

Motion by Gray seconded by Alberts to approve and authorize the IT Director to purchase an iSeries Server from CPS at a cost of \$27,044 as requested. *Motion adopted unanimously.*

Taxpayer Services Director Rose Culbertson reviewed bills with the Board. Motion by Alberts seconded by Gray to approve the bills as discussed in the following amounts from the appropriate funds as determined by Finance:

Bills Approved

01	Revenue Fund	\$152,753.13
11	Human Services Fund	\$ 65.00
13	Road and Bridge Fund	\$ 49,447.08
16	Environmental Quality Fund	\$ 72,068.55
80	Agency Fund	\$ 80.00
	Total	\$274,413.76

A payment to the Dodge County Recorder on page 6 for \$46.00 was pulled. *Motion adopted unanimously.*

Employee Relations Director Lisa Hager presented the Personnel Agenda for the Board's consideration. Motion by Gray seconded by Erickson to approve the following personnel actions:

Personnel Actions
Approved

A. Attorney's Office

A.1 Gary Remine – Assistant County Attorney
Step increase from step C43 3 \$30.83 to C43 step 2 \$32.07.
Effective Date: 3/2/10

B. Human Services

B.1 Rebecca Erding – Office Support Specialist
Regular status and step increase from A13 step 9 \$12.11 to A13 step 8 \$12.48.
Effective Date: 4/6/10

B.2 Lynn Beckard – Social Worker
Step increase from step C42 5 \$22.87 to C42 step 4 \$23.72.
Effective Date: 4/11/10

B.3 Jodi Rau – Financial Worker
Step increase from step B23 8 \$15.67 to B23 step 7 \$16.18.
Effective Date: 4/23/10

- B.4 Brie Thompson – Social Worker
Step increase from step C42 5 \$22.87 to C42 step 4 \$23.72.
Effective Date: 4/11/10
- B.5 Zola Bennett – Case Aide
Step increase from step B22 2 \$17.87 to B22 step 1 \$18.40.
Effective Date: 3/12/10

Personnel Actions
Approved -
Continued

C. Sheriff's Office

- C.1 Stephanie French – Transport Officer
Authorization to accept rescission of resignation.
Effective Date: 3/26/10
- C.2 Ryer Anderson – Deputy Sheriff
Annual review.
Effective Date: 3/16/10
- C.3 Robert Hovland – Deputy Sheriff
Annual review.
Effective Date: 3/13/10

D. Administration

- D.1 Greg Thoe – Custodian/Maintenance Temporary
Authorization to employ at A13 step 9 \$12.11 to fill approved temporary
vacancy.
Effective Date: 3/29/10 – TBD
- D.2 Eric Thompson – Drug Court Case Manager
Step increase from step C41 step 2 \$24.34 to C41 step 1 \$25.07.
Effective Date: 3/12/10

E. Highway

- E.1 Tom Cashel – Engineering Technician III
Annual review.
Effective Date: 3/2/10

Motion adopted unanimously.

Commissioner Gray provided a summary of the Public Works Committee report and action items.

Public Works
Committee Report

The Board discussed the Environmental Services Director's request to lease the county's landfill buffer property to Luke Elias and Sterling Larson.

Property Leases
Approved

A couple of months ago the Board approved the planting of a living snow fence and native grass buffer on county property located west of the Transfer Station and Landfill.

The county will be planting the shrub and tree row this spring but the grass will be planted in the fall, in the dormant season.

To control weeds and maintain the property, Environmental Services would like to lease the cropland to Luke Elias and Sterling Larson for six and a half months. Elias and Larson have previously farmed this land. The lease requires them to pay \$85/acre rent and to plant/harvest soybeans in a conventional manner.

Motion by Gray seconded by Alberts to approve and authorize the Chair to sign property leases with Sterling Larson and Luke Elias as proposed. *Motion adopted unanimously.*

The Board reviewed the County Engineer’s request to approve railroad crossings.

CR 1 & CR H
Railroad Upgrades
Approved

CSAH 1, Claremont: DM&E will be rebuilding the rail crossing in Claremont on CSAH 1. The base fix is to rebuild with timbers and bituminous at no cost to the county. A spokesman for DM&E has asked if the county would like them to upgrade the crossing to concrete. The increased cost to the county would be approximately \$8,000.

The upgrade to a concrete crossing would result in a smoother crossing and an increased life expectancy before the crossing needs to be replaced. Although this is an unbudgeted project the county can use Municipal State Aid Funds.

CR H: The rail crossing at CR H is a skewed crossing. The County Engineer has recently been requested to look into any possible improvements that may increase safety at the crossing. From a traffic standpoint the crossing is considered a good skew in that it is an acute angle on the driver’s side.

Mn/DOT recommends adding the crossing to the list to receive safety funding for a gate installation. In the interim, stop signs can be installed. Approval is needed from the county for Mn/DOT to issue a Stop Order.

Motion by Gray seconded by Hanson to approve and authorize the expenditure of Municipal State Aid funds for an unbudgeted project to upgrade the CSAH 1 rail crossing to concrete at a cost of approximately \$8,000. Also included in the motion was authorization for Mn/DOT to issue a Stop Order to install stop signs at the CR H rail crossing. *Motion adopted unanimously.*

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

Administration
Committee Report

The Board discussed the Building Operations Supervisor’s request to approve 2010 lawn care services.

2010 Lawn Care
Services Approved

Dodge County received proposals for 2010 lawn care services for the Courthouse/Annex, Sheriff’s Maintenance Garage, Historical Society, vacant lot at 6th Street and Blanch and residential lot at 20 7th Street East locations. The Courthouse/Annex will be the only site to receive weed control and fertilizer.

Proposals for weed control, fertilizer, mowing and trimming at the Courthouse/Annex, Sheriff’s Maintenance Garage and Historical Society are as follows:

	Bzoskie Lawn Service, Inc. Kasson, MN	Scanlon Moe 'N Snow Hayfield, MN	Jarmuz Property Services Byron, MN	Gibbs Lawn Care Kasson, MN	Mike's Full Lawn Service Hayfield, MN
Weed Control & Fertilizer	\$440.00/yr	\$420.00/yr	\$400.00/yr	\$427.52/yr	\$220.00/yr
*Mowing & Trimming x25	\$2,750.00/yr (\$110.00/time)	\$3,750.00/yr (\$150.00/time)	\$3,125.00/yr (\$125.00/time)	\$2,672.00/yr (\$106.88/time)	\$3,500.00/yr (\$140.00/time)
Total	\$3,190.00/yr	\$4,170.00/yr	\$3,525.00/yr	\$3,099.52/yr	\$3,720.00/yr

*Mowing/Trimming times are approximate based on moisture throughout the growing season from mid April through mid November. Mowings/Trimmings were estimated at 25 times (can vary from 20 to 30 times).

2010 Lawn Care Services Approved - Continued

Motion by Alberts seconded by Gray to approve and authorize Gibbs Lawn Care of Kasson, MN to provide 2010 lawn care services to the county at the prices quoted. *Motion adopted unanimously.*

Motion by Alberts seconded by Gray to approve and authorize the March 23, 2010 Committee of the Whole meeting minutes as presented. *Motion adopted unanimously.*

03/23/10 Committee of the Whole Meeting Minutes Approved

The County Attorney left the meeting at 10:47 a.m. CDT.

County Attorney Left Meeting

Motion by Gray seconded by Hanson to approve and authorize the March 23, 2010 meeting minutes as corrected on page 63. *Motion adopted unanimously.*

03/23/10 Meeting Minutes Approved

The Board reviewed the Accounting Services Director's request to approve a gambling permit for Holy Family Catholic Church.

Holy Family Catholic Church Gambling Permit Approved

Holy Family Catholic Church is requesting a Gambling Permit for excluded bingo at the Dodge County Fair July 14-18, 2010 to raise money for the church. This event will be held at the Dodge County Fairgrounds, Kasson, MN.

The license fee of \$25.00 has been paid and the Certificate of Exempt Status has been provided. The license application has been approved by Mantorville Township.

Motion by Erickson seconded by Alberts to approve a Gambling Permit for Holy Family Catholic Church as requested. *Motion adopted unanimously.*

The Board discussed the Finance Director's request to approve the K-M Snowdrifters Snowmobile Club sponsorship request.

Sponsorship of K-M Snowdrifters Snowmobile Club Approved by Resolution #2010-24

The State Department of Natural Resources requests a resolution confirming Dodge County sponsorship of the K-M Snowdrifters Snowmobile Club for the 2010/2011 season accompany each year's grant application. Ms. Kramer is requesting that the proposed resolution be approved confirming that the county functions as a sponsor for the K-M Snowdrifters Snowmobile club and that the Board grant the Finance Director the ability to sign the grant agreements and related reports.

The county does not provide any funds for trail maintenance but acts as a flow through agent for the state reimbursement.

Motion by Erickson seconded by Hanson to approve and authorize the Chair and Deputy Clerk to sign resolution #2010-24 confirming Dodge County sponsorship of the K-M Snowdrifters Snowmobile Club for the 2010/2011 season:

WHEREAS, Dodge County has two snowmobile clubs that maintain the county snowmobile trails; and

Sponsorship of K-M
Snowdrifters
Snowmobile Club
Approved by
Resolution #2010-24
- Continued

WHEREAS, these snowmobile clubs need the county to act as sponsor to receive their reimbursements from the State Department of Natural Resources; and

WHEREAS, the Finance Director needs County Board approval to sign the grant agreements and expense reports.

THEREFORE BE IT RESOLVED, that the County Board approves the county sponsorship of the K-M Snowdrifters Snowmobile Club and gives approval to the County Finance Director to sign the related reports.

Resolution adopted unanimously.

Commissioners provided their agency reports. Commissioner Hanson attended a recognition banquet for staff, an AMC Legislative Conference, a Joint Public Health meeting, a WDI meeting, a PSAP meeting, a Healthy Living meeting and an EMS meeting. Commissioner Alberts attended a recognition banquet for staff, a Semcac meeting, a Joint Public Health meeting and a Corrections meeting. Commissioner Gray attended a SCHRC meeting, visited a Concord citizen with SWCD representative Jim Hruska, attended a Legislative Conference and a recognition banquet for staff. Commissioner Erickson attended annual meetings for Vernon, Hayfield, Westfield, Ripley and Ashland Townships, attended a Drainage meeting at SWCD, a Citizens Against Rochester Proposed Railroad By-Pass meeting, a Fairview Care Center meeting, a DFO Advisory Board meeting, a Dodge County EDA meeting, a SWCD Drainage meeting, a Regional Radio Board Joint Powers meeting and observed Drug Court proceedings. Commissioner Tjosaas attended an AMC meeting, a Semcac meeting, a SHIP Public Health meeting and a Public Health meeting.

Agency Reports

Motion by Gray seconded by Hanson to adjourn the meeting at 11:22 a.m. CDT. *Motion adopted unanimously.*

Meeting Adjourned

The next regular meeting of the Dodge County Board of Commissioners will be held on April 27, 2010 at 9:30 a.m. CDT.

Next Regular Meeting

ATTEST:

LYLE TJOSAAS
CHAIR, COUNTY BOARD

BECKY LUBAHN
DEPUTY CLERK

DATED: