

TUESDAY, AUGUST 24, 2010

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

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

**COUNTY ADMINISTRATION OFFICE
MANTORVILLE, MN**

2010-17

The Dodge County Board of Commissioners met in regular session August 24, 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 9:30 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

Motion by Gray seconded by Alberts to approve and adopt the agenda as amended to include the addition of a Cooperative Purchasing Venture application request under the Administration Committee Report and a close session at 10:30 a.m. to discuss pending litigation with the County Attorney. *Motion adopted unanimously.*

Agenda Approved

County Attorney Paul Kiltinen arrived to the meeting at 9:31 a.m. CDT.

County Attorney
Arrived to Meeting

Building Operations Supervisor Roger Friedt introduced Greg Thoe who is the new Custodian/Maintenance person in his department. The Board welcomed Mr. Thoe.

New Employee
Introduced

Sheriff Jim Trihey met with the Board to discuss his request to approve a Service Agreement with Northland Business System for the recording equipment in the 911 Dispatch Centers.

Service Agreement
for 911 Dispatch
Centers Approved

The Service Agreement would be effective from September 1, 2010 to September 1, 2011.

The yearly agreement fees are \$1,950.00 for the Verint Max Pro recording equipment at the courthouse Dispatch Center and \$1,500.00 for the Verint Pro recording equipment at the Dodge Center Dispatch Center. These funds will be paid from 911 funds.

The agreement covers both the main 911 Dispatch Center in the courthouse and the backup 911 Dispatch Center in Dodge Center.

Service Agreement
for 911 Dispatch
Centers Approved -
Continued

Motion by Erickson seconded by Hanson to approve and authorize the Chair to sign a Service Agreement with Northland Business System for the recording equipment in the 911 Dispatch Centers as presented. *Motion adopted unanimously.*

Kasson City Administrator Randy Lenth provided the Board with an Ice Arena financial update.

Dodge County Ice
Arena Updates
Approved

City of Kasson Public Works Director Burt Fjerstad was available to comment on maintenance issues.

Mr. Lenth informed the Board that a significant amount of work has been done on the Ice Arena parking lot including the installation of tile which has addressed the water/drainage issues that have plagued this area. The City Administrator noted that water is continually flowing through the new tiles. Mr. Lenth reported that the parking lot may be ready for concrete yet this year.

The City Administrator reported that the city has spent a significant amount of money on deferred maintenance items and improvements at the Dodge County Ice Arena. Additional funds are needed for the dehumidification unit and new signs on the exterior of the building. Mr. Lenth stated that these two items will complete the rehabilitation of the Arena.

Motion by Hanson seconded by Alberts to approve and authorize the City of Kasson to purchase a refurbished indirect gas fired dehumidification unit. Dodge County will be responsible for half of the total cost of the dehumidification unit purchase. *Motion adopted unanimously.*

The City Administrator briefly discussed new signage for the Ice Arena.

Ice Arena Name
Change and
Signage Approved

Motion by Gray seconded by Hanson to approve and authorize the name change of the Four Seasons Arena to the Dodge County Ice Arena and approve new signage for the exterior of the building as requested. *Motion adopted unanimously.*

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

Bills Approved

01	Revenue Fund	\$ 34,628.06
11	Human Services Fund	\$ 43.12
13	Road and Bridge Fund	\$ 10,419.23
16	Environmental Quality Fund	<u>\$ 77,553.25</u>
	Total	\$122,643.66

Motion adopted unanimously.

Account Technician Nichole Farnsworth 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. Human Services

- A.1 Elizabeth Dreier – Financial Worker
Step increase from B23 step 9 \$15.17 to B23 step 8 \$15.67.
Effective Date: 8/16/10
- A.2 Todd Nelson – Veterans Service Officer
Step increase from B24 step 3 \$19.48 to B24 step 2 \$20.13.
Effective Date: 6/29/10
- A.3 Renee Ranvek – Financial Worker
Step increase from B23 step 3 \$18.38 to B23 step 2 \$18.99.
Effective Date: 8/23/10

B. Sheriff's Office

- B.1 David Elliott – Transport Officer - .45 FTE
Step increase from B21 step 7 \$14.27 to B21 step 6 \$14.73.
Effective Date: 7/01/10

Motion adopted unanimously.

The County Attorney provided the Board with a legal update.

Legal Update

Commissioner Erickson provided a summary of the Human Services Committee report.

Human Services
Committee Report

The Board reviewed the Human Services Director's request to execute a Cooperative Agreement for the Southeast Minnesota Chemical Dependency Pilot Project as part of the southeastern Minnesota redesign initiative. This project includes ten counties – Dodge, Fillmore, Goodhue, Houston, Mower, Olmsted, Steele, Wabasha, Waseca and Winona. This will enable the Human Services Department to work with Olmsted County as the fiscal agent for a time-limited pilot for implementation of the navigator (intensive case management) service for a small number of clients with chronic chemical dependency and enable Olmsted to contract with Zumbro Valley Mental Health Center for those navigator services.

Chemical
Dependency Pilot
Cooperative
Agreement with
Olmsted County
Approved

Ms. Hardwick is still awaiting the finalization of the contract with the Minnesota Department of Human Services to enable the full implementation of this project. There are some technical issues in the contract language that are still being worked out. The Human Services Director will submit that contract to the Board when it is complete.

Motion by Erickson seconded by Hanson to authorize execution of a Cooperative Agreement with Olmsted County to serve as fiscal agent for the Chemical Dependency Pilot as requested. *Motion adopted unanimously.*

The Board discussed the Human Service Director's request to approve a county contribution toward regional redesign.

Contribution
Towards Regional
Redesign Project
Approved

Human Services Directors in the region have been working with the Minnesota Department of Human Services and Public Strategies Group to develop a proposal for a six-month project to redesign the delivery of Human Services in southeastern Minnesota.

Contribution
Towards Regional
Redesign Project
Approved -
Continued

The Board packet included a budget for this project and a more extensive explanation.

To date, The Bush Foundation has verbally committed to a grant in the amount of \$200,000, the Rochester-Area Foundation has committed \$10,000, and Olmsted County has committed \$10,000. There is a remaining funding gap of \$65,000 to \$105,000 (depending on staffing level). The Bush Foundation is seeking additional funding from other foundations in the metropolitan area and Human Services Directors are seeking funding from area foundations and individual counties.

Motion by Erickson seconded by Hanson to approve a contribution of \$2,500 from the Human Services budget towards the regional redesign project as recommended by the Human Services Director. *Motion adopted unanimously.*

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

Administration
Committee Report

Motion by Gray seconded by Erickson to approve and authorize the August 10, 2010 Committee of the Whole meeting minutes as presented. *Motion adopted unanimously.*

08/10/10 Committee
of the Whole
Meeting Minutes
Approved

Motion by Alberts seconded by Erickson to approve and authorize the August 10, 2010 meeting minutes as presented. *Motion adopted unanimously.*

08/10/10 Meeting
Minutes Approved

Motion by Gray seconded by Hanson to approve and authorize the August 17, 2010 work session meeting minutes as presented. *Motion adopted unanimously.*

08/17/10 Work
Session Meeting
Minutes Approved

The County Administrator reported that annually the county is required to submit a membership application to the Minnesota Materials Management Division to renew Dodge County's membership to the CPV Program. This program allows Dodge County and other local governments to purchase items off of the state bid without going out for bid or quote on these items. Dodge County has participated in this program for many years.

State Cooperative
Purchasing
Agreement Renewal
Approved

It was noted that there is no cost to Dodge County for participating in this program.

Motion by Gray seconded by Alberts to approve and authorize the County Administrator to sign the Cooperative Purchasing Venture membership application on behalf of Dodge County as requested. *Motion adopted unanimously.*

The Board reviewed IT Director Paul Wiltgen's request to sell surplus computer equipment using Craig's List.

Sale of Computer
Equipment on
Craig's List
Approved

Mr. Wiltgen informed the Board that surplus county equipment is typically sold at public auction once a year. Preparing for this auction and conducting the auction involves a lot of work, by both the IT Department and the Finance Department. The IT Director would like to try, on an experimental basis, selling surplus computer equipment using an on-line system. The one he has in mind is Craig's List. Mr. Wiltgen would like to try listing one surplus desktop computer and see what the response is. There is no fee to use Craig's List. An item by default is listed for only 30 days. A specific price can be stated or "best offer" may also be listed. It was noted that listing items for sale on E-bay does entail a fee and also requires some work to manage.

Motion by Erickson seconded by Hanson to approve and authorize the IT Director to sell one surplus piece of computer equipment using an on-line system (Craig's List) as requested. *Motion adopted unanimously.*

The Board discussed Mr. Wiltgen's request to form a Technology Committee for the purpose of establishing direction and options for purchasing and deploying new technology items.

Formation of
Technology
Committee
Approved

The IT Director frequently gets asked what his department's plans are for things like buying new computers, buying new software, new printers, etc. Mr. Wiltgen does have a plan, but it is his own plan and his plan does not necessarily sync up with what another department supervisor wants or expects. The IT Director wants to make sure that department directors and supervisors are fully aware of what the IT Department is planning to do, and is in agreement. Therefore, Mr. Wiltgen would like to form a Technology Committee composed of interested representatives from a good cross section of departments. The committee would meet four times a year. The purpose of the meeting is to have a discussion on:

- (a) New technology developments, how this affects Dodge County
- (b) Status on on-going IT department projects
- (c) Specific technology needs or problems
- (d) Form recommendations for the IT department to pursue

Motion by Alberts seconded by Hanson to approve and authorize the formation of a Technology Committee as requested by the IT Director. *Motion adopted unanimously.*

The Board reviewed the IT Director's request to establish IT Department policies in a formal/official manner.

IT Department
Computer
Replacement/
Disposal Policy
Discussed

A routine part of IT Department work is replacement of computers. Mr. Wiltgen's practice is to replace a computer after five years; Deputy squad car laptops after three years (these laptops get heavier than normal use). This is the IT Director's target timeline. Occasionally a computer needs replacing early, or replacement is delayed for budget reasons (a position Mr. Wiltgen is in now). Old computers are disposed of at public auction, if they are still in working condition.

If the computer is not working, Mr. Wiltgen removes and destroys the hard drive, and disposes of the remaining machine. It is the IT Director's practice not to re-use an old computer. Mr. Wiltgen wants to make this practice an official policy, or at least have the practice supported by the Board. The IT Director frequently gets asked if an old computer is available. Since he has already deemed a computer to be out-of-date and in need of replacement, he does not want to put the machine back into service. In particular at this point in time, the IT Director wants to replace old machines that have the old XP operating system with new machines that have the new operating system Windows7. Mr. Wiltgen wants to get all computers up to the same level, to eliminate compatibility issues which are occurring now, because there are a mix of old and new computers.

IT Department
Computer
Replacement/
Disposal Policy
Discussed -
Continued

Commissioner Erickson stated that he was not in favor of creating a computer replacement/disposal policy if the equipment can be used by another office. Mr. Erickson felt that the replacement/disposal issue is something that could be addressed by the new Technology Committee.

Commissioners discussed the possibility of giving the used computers away to needy individuals.

The IT Director reminded the Board that old/outdated computers are being replaced for a reason and briefly discussed computer usage and the life expectancy of a computer.

It was the consensus of the Board that no action be taken on this request in order to allow the newly formed Technology Committee to determine the best option for replacement/disposal of old computers.

The County Administrator informed the Board that Environmental Services has been using the white 1998 Ford Contour which was previously a Central Services motor pool vehicle. There are some mechanical issues with the car and Environmental Services would like to get rid of the car since they no longer use it. Mr. Elmquist discussed with the Board placing the Ford Contour for sale on Craig's List.

Sale of 1998 Ford
Contour on Craig's
List Approved

Motion by Hanson seconded by Alberts to approve and authorize the sale of the white 1998 Ford Contour on Craig's List as recommended. *Motion adopted unanimously.*

Commissioners provided their agency reports. Commissioner Hanson attended a Township Officers meeting, a Fairview Care Center meeting and a budget meeting. Commissioner Alberts attended a Care Center meeting, a budget meeting and a Township Officers meeting. Commissioner Gray attended a Care Center meeting and a budget meeting. Commissioner Erickson attended a Dodge County Township Officers meeting, a SCHA Executive Committee meeting, a Fairview Care Center meeting, a budget work session and a DFO Advisory Board meeting. Commissioner Tjosaas attended a Township Officers meeting, a Care Center meeting and a budget meeting.

Agency Reports

Motion by Erickson seconded by Gray to go into closed session at 10:40 a.m. CDT to discuss pending litigation. *Motion adopted unanimously.*

Closed Session to Discuss Pending Litigation

Present in the closed session were the five County Commissioners, the County Attorney and County Administrator.

The Chair reopened the meeting to the public at 11:30 a.m. CDT.

Meeting Reopened to the Public

Motion by Alberts seconded by Gray to adjourn the meeting at 11:30 a.m. CDT. *Motion adopted unanimously.*

Meeting Adjourned

The next regular meeting of the Dodge County Board of Commissioners will be held on September 14, 2010 at 9:30 a.m. CDT.

Next Regular Meeting

A budget work session was held with Sheriff Jim Trihey to discuss the 2011 Sheriff's Office budget.

Sheriff's Office Budget Work Session

ATTEST:

LYLE TJOSAAS
CHAIR, COUNTY BOARD

BECKY LUBAHN
DEPUTY CLERK

DATED: