

TUESDAY, JULY 22, 2014

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

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

**COUNTY ADMINISTRATION OFFICE
MANTORVILLE, MN**

2014-15

The Dodge County Board of Commissioners met in regular session July 22, 2014, in the Commissioner's Room at the Courthouse Annex, Mantorville, MN, at 9:30 a.m. CDT. Rodney Peterson, 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:	John Allen	District #1
	Rodney Peterson	District #3
	David Erickson	District #4
	Steven Gray	District #5
Members absent:	Tim Tjosaas	District #2
Also present:	Jim Elmquist	County Administrator
	Paul Kiltinen	County Attorney

Motion by Erickson seconded by Gray to move the minutes from item 7.1 on the agenda to the first item on the agenda and approve the amended agenda. *Motion adopted unanimously.*

Agenda Approved

It was noted that there were no consent agenda items for this meeting.

Motion by Erickson seconded by Gray to approve and authorize the July 8, 2014 Committee of the Whole meeting minutes as corrected on page 4. *Motion adopted unanimously.*

07/08/14 Committee
of the Whole Meeting
Minutes Approved

Motion by Gray seconded by Erickson to approve and authorize the July 8, 2014, 2014 meeting minutes as corrected on page 197. *Motion adopted unanimously.*

07/08/14 Meeting
Minutes Approved

Motion by Erickson seconded by Gray to approve and authorize the July 10, 2014 Concord Township Impassable Road public hearing meeting minutes as presented. *Motion adopted unanimously.*

07/10/14 Impassable
Road Public Hearing
Meeting Minutes
Approved

County Engineer Guy Kohlnhofer delivered the 2013 Highway Department Annual Report.

2013 Highway
Department Annual
Report Accepted

Motion by Erickson seconded by Gray to accept the 2013 Highway Department Annual Report as presented. *Motion adopted unanimously.*

Mr. Kohlhofer reported on the public hearing held at Concord Township on July 10, 2014 regarding a petition for an Impassable Road designated at 540th Street in Concord Township. There were nineteen citizens present with three Commissioners and two Dodge County Highway employees at the July 10th meeting.

Concord Township
Impassable Road
Hearing Discussion

Commissioner Erickson asked Mr. Kohlhofer if training is available, if the townships desired, from Dodge County to demonstrate uses of a grader.

Mr. Kohlhofer stated that there is training available. Mr. Kohlhofer also described how Dodge County uses lower insoluble rock and chloride with the grader.

Commissioner Gray stated he would like the record to be reflected that no one was in attendance at today's meeting on behalf of the petition.

Motion by Erickson seconded by Allen to reject the Concord Township Impassable Road petition.

Concord Township
Impassable Road
Petition Denied

In discussion, Commissioner Gray stated he'd like to postpone the petition for one year as the statute does not indicate a timeframe and will allow for the county to monitor the condition of the road before taking action.

Commissioner Peterson said he saw no indicators that the road was impassable and disagreed with the concept as the petition was for this year.

Mr. Kohlhofer stated that as the County Engineer it's his opinion that this is a typical township road within the county.

Motion adopted unanimously.

Mr. Kohlhofer reported that there is an obstruction wholly within the right-of-way of CSAH 34 at the Kasson Car Wash. Mr. Kohlhofer reported that the right-of-way could someday be used for a trail and the current construction of a vacuum station was not permitted to be in the right-of-way. Mr. Kohlhofer stated the encroachment is approximately 675 square feet.

Right-of-Way
Obstruction
Discussion

Mr. Kohlhofer said it should not be allowed in the right-of-way but if the board chose to go with another alternative, he said that through consultation with the County Attorney, the county could possibly allow for a five year renewable license that can be terminated at any time by the county.

Administrator Elmquist informed the Board that there was an email from Commissioner Tjosaas on this matter and distributed copies of the e-mail to the Board for their review.

The primary concerns with this situation are liability and the ability to ensure there's a hold harmless agreement stated County Attorney Paul Kiltinen.

Mr. Kohlnhofer said the best measure for a price in this case would be a comparable for another type of arrangement where commercial property is being used at a fee. A comparable arrangement would be the parking area of the coffee shop in Kasson which is 15 cents a square foot.

Right-of-Way
Obstruction
Discussion -
Continued

Motion by Commissioner Gray to instruct the property owners of the Kasson Car Wash to remove the vacuum station obstruction from the right-of-way. Motion died for lack of second.

Motion by Erickson seconded by Allen to authorize the vacuum station structure to remain until a trail or other purpose requires direct use of the area and that the County Engineer work out an agreement with the property owner with the understanding that if an agreement cannot be reached the structure must be removed. *Motion adopted Erickson, Allen, Peterson aye, Gray nay.*

Right-of-Way
Obstruction Allowed

Taxpayer Services Director Rose Culbertson reviewed bills with the Board.

Bills Approved

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

01	Revenue Fund	\$	79,034.10
11	Human Services Fund	\$	741.56
13	Road and Bridge Fund	\$	119,664.71
16	Environmental Quality Fund	\$	91,710.74
32	County Capital Projects	\$	24,989.19
80	Agency Fund	\$	<u>606.00</u>
	Total	\$	316,746.40

Motion adopted unanimously.

Ms. Hager presented the Personnel Agenda for the Board's consideration.

Personnel Actions
Approved

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

A. Human Services

- A.1 Shelly Grossman – Account Technician .9 FTE
Authorization to temporarily change status from Office Support Specialist (.70 FTE) B21 step 8 \$14.92 to Account Technician B23 step 10 \$15.86.
Effective Date: 7/10/14 – 12/31/2015
- A.2 Office Support Specialist - .7 FTE
Authorization to post and fill vacancy created by status change.
Effective Date: 7/22/14
- A.3 Todd Nelson – Veterans Services Officer
Annual review.
Effective Date: 6/29/14

B. Sheriff's Office

- B.1 Tyler Vermeersch – On-Call Deputy
Authorization to hire as On-Call Deputy Sheriff C41 Hire step \$20.02.
Effective Date: 7/7/14

- B.2 Andrew Tindal – On-Call Deputy
Authorization to hire as On-Call Deputy Sheriff C41 Hire step \$20.02.
Effective Date: 6/27/14
- B.3 Scott Prins – Deputy Sheriff
Annual review.
Effective Date: 5/8/14
- B.4 Part-time Sheriff's Office staff review of FTE status. The following changes need to be made according to average hours worked. The next audit will be 1/2015.

Personnel Actions
Approved -
Continued

Erin Wanek – 911 Dispatcher
Increase FTE from On-Call to .55.
Gerald Runnells – Deputy
Increase FTE from On-Call to .70.
Stephanie French – Deputy
Increase FTE from On-Call to .60.
Effective Date: 7/1/14

C. Public Health

- C.1 Chis Handley – PHN
Authorization to change FTE from .60 to .80 to fill approved SHIP vacancy.
Effective Date: 7/1/14
- C.2 Part-time Public Health staff review of FTE status. The following changes need to be made according to average hours worked. The next audit will be 1/2015.

Heather Angel – Public Health Nurse
Increase FTE from .75 to .80.
Patricia Busse – Public Health Nurse
Increase FTE from .55 to .60.
Iva Kietzmann – Public Health Nurse
Decrease FTE from .70 to .65.
Amber Converse – Public Health Dietitian
Increase FTE from .40 to .45.
Effective Date: 7/1/14

Motion adopted unanimously.

County Administrator Jim Elmquist explained to the Board that Waseca voted to not move forward with a joint CCA with Dodge and Steele. Mr. Elmquist stated that he believes Steele does want to see a movement to a CCA and could do so without Dodge or Waseca but likely won't do so at this time. The County Administrator stated that with the findings from the previous draft of the study and knowing Waseca's vote, he would advise the Board to not move forward with further exploration of a CCA with Steele and Waseca at this time.

Probation Services
Study Discussion

Motion by Erickson seconded by Allen for Dodge to remain a part of DFO Community Corrections and encourage Steele and Waseca Counties to continue evaluating the corrections systems. *Motion adopted unanimously.*

Dodge to Remain a
Part of DFO
Community
Corrections

County Attorney Paul Kiltinen provided the Board with a legal update. Mr. Kiltinen stated the office is working on how MCAP's will be integrated in his office and is budgeting for it in 2015. This is a technological application allowing for a complaint to be filed electronically and allows for affected offices to approve the protocols and procedures of the complaint without the production of paper.

Legal Update

Commissioners provided their agency reports. Commissioner Allen attended the awards at the county fair, a Farm Family of the Year presentation, a Fairview Care Center meeting and an Executive Committee meeting at the fairgrounds. Commissioner Erickson attended a special meeting of the Joint Powers Board for the Ripley Ditch System, a special Public Hearing on the Concord Township petition on impassable roads and a Fair Board picnic. Commissioner Gray attended a Dodge County Board meeting, an Impassable Road Hearing, a Fairview Care Center meeting, a Dodge County Historical Society meeting and the Dodge County Fair. Commissioner Peterson attended the County Fair, a SE MN Water Resources MPCA meeting, a Dodge County SWCD meeting, a Fairview Care Center meeting, a Ripley Ditch meeting, an Impassable Road Hearing, a Fair Board pre-fair picnic and a Drug Court picnic. Commissioner Tjosaas was not available to report his meeting attendance.

Agency Reports

The County Administrator provided the Board with an Administrator update.

Administrator Update

Motion by Gray seconded by Allen to adjourn the meeting at 10:35 a.m. CDT. *Motion adopted unanimously.*

Meeting Adjourned

The next meeting of the Dodge County Board of Commissioners will be held on August 12, 2014 at 9:30 a.m. CDT.

Next Regular Meeting

ATTEST:

RODNEY PETERSON
CHAIR, COUNTY BOARD

JIM ELMQUIST
CLERK

DATED: