

**TUESDAY, SEPTEMBER 9, 2014**

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

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

**COUNTY ADMINISTRATION OFFICE  
MANTORVILLE, MN**

**2014-18**

The Dodge County Board of Commissioners met in regular session September 9, 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:	Tim Tjosaas	District #2
	Rodney Peterson	District #3
	David Erickson	District #4
	Steven Gray	District #5
Members absent:	John Allen	District #1
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 recommended that item 1.4 be pulled and acted on separately since it's a request to award a bid.

Consent Agenda  
Items Approved

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

- 1.1 Human Services resolution #95-10.
- 1.2 Contract amendment with Workforce Development, Inc. to add up to \$1,269 Innovation funding for the Young Parent Education Initiative.
- 1.3 Chair to send letter on behalf of Dodge County Board of Commissioners to State-County Results, Accountability, and Service Delivery Redesign Council to express support for the Minnesota Prairie County Alliance request for certification as a Human Services Delivery Authority.
- 1.5 Cell phone stipend of \$50/month for Jessica Brennan.
- 1.6 Cell phone stipend of \$30/month for Ryan Thesing.

*Motion adopted unanimously.*

Motion by Erickson seconded by Gray to award the contract for SAP 020-599-112, Ripley Township Bridge No. 20J41 and approach grading on 150<sup>th</sup> Avenue, to low bidder Midwest Contracting in the amount of \$158,950 with the County Engineer authorized to approve change orders and supplemental agreements up to 10% of contract amount. *Motion adopted unanimously.*

SAP 020-599-112 Bid Awarded

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	\$	18,638.81
11	Human Services Fund	\$	39.00
13	Road and Bridge Fund	\$	112,322.03
16	Environmental Quality Fund	\$	10,984.39
17	Eq Revolving Equip Fund	\$	74,640.00
32	County Capital Projects	\$	<u>700.00</u>
	Total	\$	217,324.23

*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 Gray to approve the following personnel actions:

**A. Human Services**

A.1 Katherine Schrandt – Social Worker  
Annual review.

Effective Date: 8/27/14

A.2 Jodi Benda – Eligibility Worker  
Step increase from B23 step 10 \$15.86 to B23 step 9 \$16.39.  
Effective Date: 9/10/14

**B. Sheriff's Office**

B.1 Benton Bohle – Deputy Sheriff  
Step increase from C41 48 month step \$25.40 to C41 60 month step \$26.24.  
Effective Date: 8/25/14

B.2 Justin Thurmes – Deputy Sheriff  
Step increase from C41 Hire month step \$20.02 to C41 12 month step \$21.42.  
Effective Date: 7/1/14

B.3 Joe Rau – 911 Dispatcher  
Annual review.  
Effective Date: 8/27/14

B.4 Tanya Wunderlich – 911 Dispatcher  
Step increase from B22 step 4 \$18.06 to B22 step 5 \$18.60.  
Effective Date: 7/1/14

- B.5 James Lee – 911 Dispatcher  
Authorization to change status from on-call to 1.0 FTE to fill approved vacancy.  
Effective Date: 9/12/14
- C. Environmental Services**
- C.1 Administrative Assistant-Waste Management Specialist  
Authorization to post and fill with updated job description.  
Effective Date: 9/9/14
- D. Highway**
- D.1 Tom Anderson – Mechanic  
Successful completion of first six-months of trial work period and step increase from B23 90% \$18.70 to B23 95% \$19.74.  
Effective Date: 8/1/14
- D.2 Troy Jobe – Operator III/Signperson  
Successful completion of twelve-month trial work period and step increase from B23 95% \$19.51 to B23 \$20.54.  
Effective Date: 9/1/14
- E. Administration**
- E.1 Dennis Nawrocki – Fleet Mechanic  
Step increase from B23 step 3 \$19.86 to B23 step 2 \$20.45.  
Effective Date: 6/5/14

Personnel Actions  
Approved -  
Continued

*Motion adopted unanimously.*

Ms. Hager discussed with the Board the 2015 health insurance renewal rates.

2015 Health  
Insurance Renewal  
Rates Reviewed

Included in the Board packet was a Renewal Rate Exhibit for the county's health insurance premiums. Because of the financial health of the Southeast Service Cooperative pool, all members received a 0% increase on health insurance premiums. Ms. Hager reported that based on the county's claims, Dodge County deserved a 15.1% increase. This is the benefit of being in a pool; it cushions our increases and allows for more rate stability.

The Employee Relations Director stated that additionally the pool was able to offer Wellness Incentive Funding; Dodge County is eligible for at least \$25,000 in funding. In order to receive this funding, the county needs to complete an application process on how we intend to use the funding on wellness projects. The county has already submitted a letter of intent to apply for the funding and will be working on a plan for how the money will be spent over the next few months.

The Board thanked Ms. Hager for the information.

Zoning Administrator Melissa DeVetter presented for the Board's consideration the September 4, 2014 Planning Commission recommendations.

CUP #06-09 (amend)  
Approved

Motion by Erickson seconded by Gray to approve of the following action of the Planning and Zoning Commission as reviewed on September 3, 2014 with the reasons, recommendations and conditions as found in the individual permit:

**William Rohwer – CUP#06-09 (amend)**

The first public hearing is to consider a request to amend Conditional Use Permit #06-09 to allow an expansion of an existing feedlot of 2,400 head of finishing hogs or 720 animal units to a total of 4,800 head or 1,440 animal units after expansion. This proposal includes a total confinement barn with beneath barn 8 foot concrete pits for manure storage. The barn will be approximately 102 x 196 feet in size. The property is 7.46 acre parcel located in the W ½ of the SW ¼ of the SW ¼ of Section 16, Wasioja Township. William Rohwer is the applicant and the property owner.

CUP #06-09 (amend)Approved -Continued

The Planning Commission recommends approval with the following conditions:

1. A Dodge County Zoning Permit shall be obtained before construction of the building.
2. The Dodge County animal feedlot registration shall be updated prior to occupation of the barn.
3. All recommendations of the Feedlot Advisory Report dated 8/11/14 completed.
4. A copy of the appropriation permit from Minnesota DNR (when required) shall be submitted to Department for feedlot file and to include with a copy of the CUP.
5. A copy of the manufacturer's specifications for the biofilters, which includes operation and maintenance information, shall be provided to the Environmental Services Department to include with a copy of the CUP.
6. The CUP shall be reviewed two years upon population of the barn.

*Motion adopted unanimously.*

Motion by Erickson seconded by Tjosaas to approve of the following action of the Planning and Zoning Commission as reviewed on September 3, 2014 with the reasons, recommendations and conditions as found in the individual permit:

CUP #07-08 (amend)Approved**Kevin Rohwer – CUP#07-08 (amend)**

The second public hearing is to consider a request to amend Conditional Use Permit #07-08 to allow an expansion of an existing feedlot of 2,400 head of finishing hogs or 720 animal units to a total of 4,800 head or 1,440 animal units after expansion. This proposal includes a curtain-sided barn with beneath barn 8 foot concrete pits for manure storage. The barn will be approximately 52 x 408 feet in size. The property is 79.77 acre parcel located in the N ½ of the SW ¼ of Section 17, Wasioja Township. Kevin Rohwer is the applicant and the property owner.

The Planning Commission recommends approval with the following conditions:

1. A Dodge County Zoning Permit shall be obtained before construction of the building.
2. The Dodge County animal feedlot registration shall be updated prior to occupation of the barn.

3. All recommendations of the Feedlot Advisory Report dated 8/11/14 completed.
4. A copy of the appropriation permit from Minnesota DNR (when required) shall be submitted to Department for feedlot file and to include with a copy of the CUP.
5. A copy of the manufacturer’s specifications for the biofilters, which includes operation and maintenance information, shall be provided to the Environmental Services Department to include with a copy of the CUP.
6. The CUP shall be reviewed two years upon population of the barn.

CUP #07-08 (amend)  
Approved -  
Continued

*Motion adopted unanimously.*

The Zoning Administrator presented for the Board’s consideration a request to appoint a Board of Adjustment (BOA) member.

Board of Adjustment  
Member Appointed

Ms. DeVetter informed the Board that effective September 4, 2014, Ken Olsen will not be available for the Board of Adjustment due to surgery. In addition, Mr. Olsen will be residing in Missouri from approximately mid-November to mid-April. The Zoning Administrator reported that Board of Adjustment is also currently short an alternate member. On September 3, 2014, department staff asked the Planning Commission for a volunteer to sit on the BOA as an alternate. At that time, Darren Durst volunteered to serve as the alternate.

The Chair appointed Darren Durst to the Board of Adjustment as an alternate member as requested.

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

Legal Update

Mr. Kiltinen discussed with the Board an issue with a river/creek in the Claremont area. The County Attorney informed the Board that the Dodge Center Creek goes south of Claremont. The State has this creek listed as the Lower Branch of the South Fork of the Zumbro River, the Federal government has it listed as the Dodge Creek. Mr. Kiltinen wanted to know where the Board feels the source of the creek is, this will help determine whether it should be considered Dodge Center Creek or the Lower Branch of the South Fork of the Zumbro River.

Naming Issue for  
Lower Branch of the  
South Fork of the  
Zumbro River  
Resolved

Former County Commissioner David Hanson was available to answer questions regarding the history of lakes/creeks in Dodge County.

Former County Commissioner Don Gray was available to comment on the river/creek name. Mr. Gray informed the Board that his family has always lived and farmed by this river and it has always been referred to as a river, therefore it was his opinion that it is a river and should be named accordingly.

Discussion took place on whether it was the south fork or middle fork of the river. It was agreed that it should be the middle fork.

The Board discussed sending a letter to the Federal government to change the name to the Lower Branch of the Middle Fork of the Zumbro River since the Board agreed that Claremont is the headwaters for this river which crosses under a portion of County Road 3 in Claremont Township.

Naming Issue for Lower Branch of the South Fork of the Zumbro River Resolved - Continued

The County Attorney reported that he wants the name of the river at the state and federal levels to be the same.

It was the consensus of the Board that they wanted continuity of language for everyone concerned and that the name should be listed as the Lower Branch of the Middle Fork of the Zumbro River.

The Board directed the County Attorney to take the initiative to resolve the name issue for this river at the state and federal level and that the correct name be listed as the Lower Branch of the Middle Fork of the Zumbro River.

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

Human Services Committee Report

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

Public Safety Committee Report

The Board reviewed the Sheriff’s request to approve a donation from the Dodge County United Way.

DARE Program Donation Approved by Resolution #2014-38

The Sheriff’s Office has received donations from United Way for many years. They have received a \$2,500.00 donation from United Way for the second half of 2014, to be used for the D.A.R.E program. These fund help to purchase work books and other items for the D.A.R.E. programs in Kasson-Mantorville, Hayfield and Triton schools.

Commissioner Erickson offered the following resolution (#2014-38), seconded by Commissioner Gray:

**DARE Program Donation**

**WHEREAS**, the Dodge County Sheriff’s Office from time to time receives donations from individuals and/or organizations; and

**WHEREAS**, the Dodge County Sheriff’s Office wishes to accept this donation and utilize it for the purpose of the DARE Program; and

**WHEREAS**, pursuant to Minnesota Statute 465.03, the county shall by resolution of the governing body adopt 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 the Dodge County DARE Program:

DARE Program  
Donation Approved  
by Resolution  
#2014-38 - Continued

Dodge County United Way - \$2,500 (for 2<sup>nd</sup> half of 2014)

*Resolution adopted unanimously.*

The County Attorney left the meeting at 10:33 a.m. CDT.

County Attorney Left  
Meeting

The Board reviewed the Sheriff’s request to approve a Toward Zero Deaths (TZD) Grant resolution.

TZD Grant  
Agreement Approved  
by Resolution  
#2014-39

The Sheriff’s Office has been the fiscal agent for the Minnesota Department of Public Safety TZD Enforcement Grant for several years. Dodge County Sheriff’s Office has tentatively been awarded a 2015 TZD Grant in the amount of \$14,997.61 and needs to submit a signed resolution allowing the Sheriff’s Office to be the fiscal agent for the grant.

Commissioner Erickson offered the following resolution (#2014-39), seconded by Commissioner Tjosaas:

**Toward Zero Deaths Grant**

**BE IT RESOLVED** that the Dodge County Sheriff’s Office enter into a grant agreement with the Minnesota Department of Public Safety, for traffic safety enforcement projects during the period from October 1, 2014 through September 30, 2015 .

The Dodge County Sheriff’s Office is hereby authorized to execute such agreements and amendments as are necessary to implement the project on behalf of the Dodge County Sheriff’s Office the fiscal agent and administer the grant.

*Resolution adopted unanimously.*

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

Public Works  
Committee Report

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

Administration  
Committee Report

Motion by Gray seconded by Tjosaas to approve and authorize the August 26, 2014 Committee of the Whole meeting minutes as presented. *Motion adopted unanimously.*

08/26/14 Committee  
of the Whole Meeting  
Minutes Approved

Motion by Gray seconded by Erickson to approve and authorize the August 26, 2014, meeting minutes as presented. *Motion adopted unanimously.*

08/26/14 Meeting  
Minutes Approved

Commissioners provided their agency reports. Commissioner Allen was not available to report his meeting attendance. Commissioner Erickson attended an informational meeting at Al-Corn, a County Board meeting, a Havana Drainage Ditch - Ripley/Havana Joint Powers Board meeting, a DFO Joint Powers Board meeting, a Dodge County Planning & Zoning meeting, an informational meeting at Fairview Care Center on Assisted Living concept and a budget work session. Commissioner Gray attended a County Board meeting, a Dodge County Board of Adjustment meeting, an Ice Arena meeting, a Zumbro Sign meeting, a DFO Joint Powers Board meeting, a budget work session and a Highway 14 Partnership teleconference. Commissioner Peterson attended a SE MN Water Resources meeting, a budget work session, a SDA meeting, an SDA interview and an Ice Arena meeting. Commissioner Tjosaas attended a MNPrairie meeting in Owatonna, a SCHRC meeting, a MNPrairie meeting in Waseca, a budget work session and a Semcac meeting.

Agency Reports

The County Administrator provided the Board with an Administrator update.

Administrator Update

Motion by Gray seconded by Tjosaas to adjourn the meeting at 11:08 a.m. CDT.  
*Motion adopted unanimously.*

Meeting Adjourned

The next meeting of the Dodge County Board of Commissioners will be held on September 23, 2014 at 5:30 p.m. CDT.

Next Regular Meeting

**ATTEST:**

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RODNEY PETERSON  
CHAIR, COUNTY BOARD

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BECKY LUBAHN  
DEPUTY CLERK

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DATED: