

**TUESDAY, NOVEMBER 25, 2014**

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

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

**COUNTY ADMINISTRATION OFFICE  
MANTORVILLE, MN**

**2014-23**

The Dodge County Commissioners met in regular session November 25, 2014, in the Commissioner's Room at the Dodge County Courthouse Annex, Mantorville, MN, at 5:30 p.m. CST. Chair Rodney Peterson called the meeting to order at 5:30 p.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

County Administrator Jim Elmquist informed the Board that item 4.0 (Emergency Management vehicle purchase request) will be pulled and resubmitted for the next Board meeting.

Amended Agenda  
Approved

Motion by Erickson seconded by Tjosaas to approve and adopt the agenda as amended to pull item 4.0. *Motion adopted unanimously.*

Motion by Erickson seconded by Gray to approve the following Consent Agenda item:

Consent Agenda  
Item Approved

- 1.1 Approve and authorize a cell phone stipend of \$30.00 per month for Ann Kruger in Human Services.

*Motion adopted unanimously.*

Investigator Scott Rose met with the Board to discuss his request for a Leave of Absence.

Leave of Absence  
Approved

Mr. Rose informed the Board he would like to request approval for up to ten years, per Minnesota State Statute 3.088, for a professional Leave of Absence.

Motion by Erickson seconded by Tjosaas to approve and authorize up to ten years of professional Leave of Absence for Investigator Scott Rose as requested, effective January 6, 2015. *Motion adopted unanimously.*

Building Operations Supervisor Roger Friedt presented for the Board's consideration a request to approve bids for the Claremont apartment buildings demolition.

Claremont  
Apartments  
Demolition Bid  
Approved

Dodge County received bids for the demolition of the apartment buildings at 216-218 Front Street in Claremont, MN on November 14, 2014. Bids were received from the following contractors:

<u>Contractor</u>	<u>Bid Price</u>
Fitzgerald Excavating and Trucking, Inc. Goodhue, MN	\$87,000.00
JJD Companies Blooming Prairie, MN	\$263,000.00

Widseth Smith Nolting (WSN), Dodge County's engineering consultant, assisting on this demolition project, had estimated the demolition costs to be \$90,000 to \$100,000. The low bid is under the low estimate and is considered a good bid. WSN interviewed Fitzgerald Excavating and discussed their experience in building demolition and construction. WSN has provided a letter indicating their recommendation to approve Fitzgerald Excavating for the demolition of the Claremont Apartment Buildings. References were also provided by the contractor.

Motion by Gray seconded by Erickson to approve and authorize Fitzgerald Excavating and Trucking, Inc. to demolish the Claremont apartment buildings located at 216-218 Front Street at a cost of \$87,000 and authorize the County Administrator to sign the contract documents. *Motion adopted unanimously.*

County Engineer Guy Kohlnhofer discussed with the Board the installation of historic town markers.

Historic Town  
Markers Discussion

Mr. Kohlnhofer informed the Board there are approximately 25 "abandoned" towns/post offices throughout Dodge County. These old towns and post offices are relics of an era gone by. The Highway department was approached with a request from the Historical Society to install abandoned town markers along county and township roads in order to preserve county history.

In order to avoid over-signing county highways the signs will be located at the edge of the right-of-way. The signs will be purchased and installed by the Highway Department with the Historical Society paying all costs. The townships will be contacted for installation along their roads.

The County Engineer reported this discussion item was for informational purpose only, no action is being requested.

Brief discussion took place regarding the financial issues the Dodge County Historical Society has had in the past and their need for assistance from the county. It was noted the Historical Society takes advantage of the grants that are available to them, such as the one that will be used to pay for these signs.

Commissioner Allen commented that he is not in favor of the town marker installations.

Historic Town  
Markers Discussion -  
Continued

Brief discussion took place on where the signs will be placed. The County Engineer shared a list of sign locations with the Board.

Mr. Kohlnhofer reviewed his request to approve a TH 14 Turnback Agreement.

TH 14 Turnback  
Agreement Approved  
by Resolution  
#2014-47

The County Engineer informed the Board MnDOT contacted the Highway Department some time ago to start discussions regarding the future TH 14 re-alignment and the disposition of the existing alignment. Many discussions have taken place between the County Engineer and MnDOT staff.

Construction of a 4-lane TH 14 east of Owatonna began this year with a project extending a couple miles east of TH 218. As MnDOT prepares for the expected future upgrade of the remaining portion of TH 14 they would like to have turnback agreements in place with the affected agencies. This will align the project a little closer to being “shovel ready” and ready for funding.

A 10 year turnback agreement has been worked out in the event the Dodge County section of TH 14 is reconstructed within that timeframe. Typically in an agreement the county would negotiate a “fix” to bring the turned back road into good condition. The cost of that fix would then be given to the county with the turnback. Since MnDOT is planning to resurface TH 14 in 2015 with a mill and overlay and they want to have a turnback agreement in place now, they have incorporated the 2015 project into the agreement. The expected life of the new surface is 15 years under the current traffic. This planned resurface project has been rolled into the agreement, in that if turned back within 10 years, the cost of the resurfacing will be prorated to the year of turnback with the used portion of the 15 year life paid to the county in cash.

The new alignment of TH 14 is designed so as to plan for future grade separated intersections at the county road intersections. Several roads are expected to be built or realigned near these planned interchanges and overpass. The agreement also covers the subject of these re-aligned county and township roads and the jurisdictional change following completion of the project. At this time it is not known what overpasses or interchanges will be constructed in the initial re-aligning of TH 14. Due to funding it is possible that some or all of the county roads will be left as at-grade intersections until a future date. It was not possible to include the planning or funding of these future projects into this agreement.

Included in the Board packet was a current draft of the TH 14 Turnback Agreement for the Board’s review.

Mr. Kohlnhofer asked that the Board review the current turnback agreement and make changes or accept and pass the proposed resolution authorizing the County Administrator and Engineer to execute the agreement.

Commissioner Erickson offered the following resolution (#2014-47), seconded by Commissioner Gray:

**TH14 Turnback Agreement**

TH 14 Turnback Agreement Approved by Resolution #2014-47 - Continued

**BE IT IS RESOLVED** that Dodge County enter into Mn/DOT Agreement No. 06913 with the State of Minnesota, Department of Transportation for the following purposes:

To provide for the orderly turnback of Trunk Highway 14 Roadway Segments and release of Local Roads to the jurisdiction of Dodge County following Trunk Highway 14, 4-lane expansion projects.

**IT IS FURTHER RESOLVED** that the County Administrator and the County Engineer are authorized to execute the Agreement and any amendments to the Agreement.

*Resolution adopted unanimously.*

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

Personnel Actions Approved

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

**A. Land Records**

A.1 Kim Walstad – Senior Clerk  
Annual review.  
Effective Date: 11/08/14

**B. Public Health**

B.1 Angelina Schultze – Public Health Nurse II – On-Call  
Authorization to employ at C41 step 7 \$21.97(+\$3.00 R/R) to fill approved vacancy.  
Effective Date: 12/01/14

**C. Sheriff’s Office**

C.1 Debra Morgan – Clerk Records/Civil  
Annual review.  
Effective Date: 11/19/14

C.2 Nikole Leth – Clerk Records/Civil  
Annual review.  
Effective Date: 11/19/14

**D. Highway**

D.1 Trevor Augenstein – Equipment Operator II  
Authorization to employ at B22 90% of hire \$17.87.  
Effective Date: 12/1/14

**E. Non-Union Payscale**

E.1 Approval of Non-Union Payscale.  
Effective Date: 12/1/14

*Motion adopted unanimously.*

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

Legal Update

Taxpayer Services Director Rose Culbertson reviewed bills with the Board. Ms. Culbertson informed the Board that a payment on page 2 to 1Source for \$2.76 is incorrectly coded to be paid out of the Commissioners fund and will be paid out of the Central Services fund. A credit card payment of \$2,985.25 to Wells Fargo was added to the bills.

Bills Approved

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

01	Revenue Fund	\$ 89,037.60
11	Human Services Fund	\$ 1,348.25
13	Road and Bridge Fund	\$ 38,053.07
16	Environmental Quality Fund	\$ 12,387.10
32	County Capital Projects	\$ 1,900.00
	Total	\$ 142,726.02

*Motion adopted unanimously.*

Human Services Director Jane Hardwick provided the Board with a State report on Dodge County performance. Included in the Board packet were copies of materials presented by the Minnesota Department of Human Services at the State-County Results Accountability and Service Delivery Redesign Council and the related report on Dodge County Human Services performance.

State Report on Dodge County Human Services Performance

Ms. Hardwick provided the Board with a Minnesota Prairie County Alliance update.

MNPrarie Update

The Board thanked the Human Services Director for the update.

The Board recessed at 6:26 p.m. CST.

Meeting Recessed

The Chair reconvened the meeting at 6:32 p.m. CST.

Meeting Reconvened

Commissioner Tjosaas presented a summary of the Public Health Committee report.

Public Health Committee Report

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

Administration Committee Report

Motion by Erickson seconded by Allen to approve and authorize the October 28, 2014, meeting minutes as corrected on pages 273-292. *Motion adopted unanimously.*

10/28/14 Meeting Minutes Approved

Motion by Allen seconded by Gray to approve and authorize the November 12, 2014 Committee of the Whole meeting minutes as presented. *Motion adopted unanimously.*

11/12/14 Committee of the Whole Meeting Minutes Approved

Motion by Gray seconded by Tjosaas to approve and authorize the November 12, 2014, meeting minutes as corrected on page 302. *Motion adopted unanimously.*

11/12/14 Meeting Minutes Approved

Commissioners provided their agency reports. Commissioner Allen attended a Building Committee meeting and a Fairview meeting. Commissioner Erickson attended a Building Committee meeting, a Ripley/Havana Drainage Ditch Joint Powers Board meeting, a meeting with Steele & Dodge Ditch Inspectors, a Fairview Care Center meeting, an Elderly Care Facility tour, a Construction work session and a SCHA Executive Committee meeting. Commissioner Gray attended a Dodge County Board meeting, a Building Committee meeting, an Ice Arena meeting, a Fairview meeting and a Medford Assisted Living facility tour. Commissioner Peterson attended MNPrairie meeting, a Dodge County Soil & Water meeting, a Fairview meeting, an Ice Arena meeting, a Ripley & Havana Annual meeting, a Township Officers meeting and a 4-H Annual Awards banquet. Commissioner Tjosaas attended a Regional Impacts meeting, an EDA/Workforce meeting, a Fairview meeting, an EDA meeting, a SEMLM/DMC/EDA meeting, a MNPrairie Technology Committee meeting, a South Central HRC meeting and a MNPrairie Joint Powers Board meeting.

Agency Reports

The County Administrator provided the Board with an administrative update.

County Administrator Update

Zoning Administrator Melissa DeVetter presented for the Board's consideration a FY 2012 Clean Water Amendment Livestock Waste Management Grant extension request.

FY2012 Clean Water Amendment Livestock Waste Management Grant Extension Approved

Ms. DeVetter informed the Board the Board of Soil & Water Resources (BWSR) administers a portion of the Clean Water Amendment funding designed, in part, to protect our environment. Dodge County was previously awarded a grant in the amount of \$88,623 from this funding to make corrections to two feedlots which pose a pollution risk. This funding expires on December 31, 2014. Due to the weather, construction could not be started on time for the second project and completion will not occur before the end of the year. Dodge County has requested a one year extension of the grant from BWSR to allow completion of the project.

This grant agreement is entirely state-funded, and requires no match, or monetary commitment from Dodge County.

Motion by Allen seconded by Tjosaas to approve and authorize the proposed grant agreement extension request titled "FY 2012 State of Minnesota Board of Water and Soil Resources Competitive Grants Program Amendment" and designating the Dodge County Zoning Administrator as the "Authorized Representative" to sign the agreement and any grant related paperwork on behalf of the County. *Motion adopted unanimously.*

The Zoning Administrator reported that the lawsuit decision has been received on the Trom vs. Dodge County case regarding the property identified as 18.005.0201 owned by Nick Masching. Paul Reuvers, MCIT attorney, wants to discuss options and receive direction from the Board.

Closed Session to Discuss Attorney/Client Privilege

Motion by Erickson seconded by Allen to go into closed session at 6:55 p.m. CST to discuss litigation involving property identification number 18.005.0201 (Masching) with the County Attorney and MCIT Attorney Paul Reuvers. *Motion adopted unanimously.*

The Chair opened the meeting to the public at 7:18 p.m. CST.

Meeting Opened to  
the Public

Motion by Allen seconded by Tjosaas to adjourn the meeting at 7:20 p.m. CST.  
*Motion adopted unanimously.*

Meeting Adjourned

The next meeting of the Dodge County Board of Commissioners will be held on  
December 11, 2014 at 9:30 a.m. CST.

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:**