

TUESDAY, JANUARY 13, 2015

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

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

**COUNTY ADMINISTRATION OFFICE
MANTORVILLE, MN**

2015-02

The Dodge County Commissioners met in regular session January 13, 2015, in the Commissioner's Room at the Dodge County Courthouse Annex, Mantorville, MN, at 9:30 a.m. CST. Chair John Allen called the meeting to order at 9:30 a.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

Motion by Peterson seconded by Tjosaas to approve and adopt the agenda as presented. *Motion adopted unanimously.*

Agenda Approved

Commissioner Erickson noted that all references to the year 2014 in the savings rate memo for governmental agencies should be corrected to read 2015.

Consent Agenda
Items Approved

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

- 1.1 2015 mileage reimbursement rate set at the IRS standard mileage rate, \$0.575 per mile, effective January 1, 2015.
- 1.2 Authorize the payment of incidental and necessary expenses by authorization of the Finance Office approved by an Auditor Warrant for the following: qualified bills, salaries, wages, benefits, related withholdings, previously presented Commissioner Warrants, training, conferences and related travel expenses, witness expenses, background checks necessary for employment, utility bills i.e. (water, sewer, electrical), postage, vehicle registration/tabs, telephone, freight, claims approved by other authorized boards, claims that are due and would incur interest and penalties, and any claims authorized by state statutes, and various state agencies pursuant to MS 384.13, 375.16., 378.18, 471.38 Subd. 2. The Board may review the Auditor's Register and Payroll register monthly to determine appropriate payments of these incidental expenses.
- 1.3 Set 2015 interest rate for governmental agencies at 0.10%.

- 1.4 The following banks as depositories for Dodge County for 2015:
 - Citizens State Bank, Hayfield
 - Eastwood Bank, Kasson
 - Equity Bank, Dodge Center/Claremont
 - Farmers State Bank, West Concord
 - Kasson State Bank, Kasson
 - Pine Island Bank, Pine Island
 - Wells Fargo Bank, Dodge Center
- 1.5 Chair to sign ACH Agreement between Citizens State Bank and Dodge County to continue the county’s ability to process electronic payments and receipts.

Consent Agenda
Items Approved -
Continued

Motion adopted unanimously.

County Administrator Jim Elmquist presented the Labor Agreement with AFLCIO Local 49 – Transfer Station Union for the Board’s review.

Labor Agreement
with AFLCIO Local
49 – Transfer
Station Union
Approved

Motion by Peterson seconded by Erickson to approve and authorize the Chair, County Administrator and Employee Relations Director to sign the proposed AFLCIO Local 49 – Transfer Station Union Labor Agreement for 2015-2017.
Motion adopted unanimously.

Ms. Elmquist presented the Personnel Agenda for the Board’s consideration.

Personnel Actions
Approved

Motion by Erickson seconded by Tjosaas approve the following personnel actions:

A. Sheriff’s Office

- A.1 Michael Leonhardt – Chief Deputy
Request authorization to employ at D61 step 5 \$38.81 to fill vacancy.
(PTO accrual rate 21+ years)
Effective Date: 1/13/15
- A.2 Investigator – 1.0 FTE
Request authorization to post and fill vacancy created by status change.
Effective Date: 1/13/15
- A.3 Records – FT
Request authorization to post and fill vacancy.
Effective Date: 1/13/15
- A.4 911 Dispatcher (3) – On-Call
Request authorization to post and fill vacancies.
Effective Date: 1/13/15
- A.5 Zachari Wagner – Deputy On-Call
No longer employed.
Effective Date: 7/31/14

B. Highway

- B.1 Charles Emanuel – Equipment Operator III
Request authorization to change status from Equipment Operator II B22 \$19.85 to Equipment Operator III B23 \$20.95.
Effective Date: 1/1/2015
- B.2 Andrew Hesper – Maintenance Supervisor
Recommend step increase from C43 step 7 \$28.03 to C43 step 6 \$29.37.
Effective Date: 11/6/14

C. Administration

C.1 Building Systems Technician – 1.0 FTE
Approval of new job description and authorization to post and fill new vacancy.
Effective Date: 1/13/15

Personnel Actions
Approved -
Continued

Motion adopted unanimously.

Commissioner Peterson informed the Board he has asked Sheriff Rose to provide the Board with a line graph to show what positions are in the Sheriff's Office.

Judge Jodi L. Williamson administered the Oath of Office to the following appointed position:

Swearing In
Ceremony

Chief Deputy Mike Leonhardt

The County Administrator discussed with the Board his request to approve SDA member appointments.

SDA Committee
Member
Appointments
Approved

Mr. Elmquist informed the Board committee assignments for the SDA were not included in the committee appointments that were approved at the statutory meeting. Currently, the SDA members are Rod Peterson, Tim Tjosaas, and alternate Steve Gray. The County Administrator reported there should be a Board action for 2015 on this committee assignment.

Motion by Erickson seconded by Gray to appoint Rod Peterson and Tim Tjosaas to serve as Dodge County's representative on the SDA Committee and Steve Gray as the alternate. *Motion adopted unanimously.*

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

Legal Update

Environmental Services Director Mark Gamm presented for the Board's consideration a Contract for Deed for the property next to the Landfill.

Purchase of Land
Next to Landfill
Approved

Commissioner Peterson expressed his concerns with purchasing the land. Mr. Peterson indicated he has negative feelings about the purchase and that he was skeptical because the parcel is located in a tight location, he felt there wasn't a lot of development potential for the property therefore he would have liked to have seen a reduced value on the parcel.

Commissioner Allen stated he doesn't disagree with Commissioner Peterson's opinion regarding the value of the land; however he did like the buffer end of it and liked the idea of having a buffer around the landfill. Mr. Allen commented the landowner has no incentive to move forward with accepting less money for the land.

It was Commissioner Gray's opinion the purchase of this property is an investment for the county, if the county finds they don't have a use for the land, they could offer it for sale. Mr. Gray does believe the county needs this buffer land.

Commissioner Tjosaas commented that if 16th Street goes in, the land value for this property will go up.

Purchase of Land
Next to Landfill
Approved –
Continued

Motion by Tjosaas seconded by Gray to approve and authorize the Chair and County Administrator to sign the proposed Contract for Deed between the county and Alan and Randee Radel for purchase of 20 acres of land located east of the county Landfill at a cost of \$200,000. *Motion adopted, Erickson, Tjosaas, Gray, Allen aye, Peterson nay.*

Building Operations Supervisor Roger Friedt presented for Board review Change Order #1.

Change Order #1 for
Government
Services Building
Approved

GCPR #1 is modifications to plumbing that was required after the code reviewed by the State. The code review was done after the contract was awarded, thus requiring a modification in the contract price. This additional cost is \$4,394.20.

GCPR #2 is footings from the old school where uncovered during footing excavation. These needed to be removed to allow for new construction. This additional cost is \$4,641.00.

Total Change Order #1 is \$9,035.20.

Motion by Erickson seconded by Tjosaas to approve and authorize Change Order #1 as submitted at a cost of \$9,035.20. *Motion adopted Peterson, Erickson, Tjosaas, Gray aye, Allen abstained.*

The Board reviewed year end bills for 2014. No action was required; payment of 2014 year end bills was previously approved on December 23, 2014.

2014 Year End Bills
Reviewed

Ms. Culbertson reviewed 2015 bills with the Board.

Bills Approved

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

01	Revenue Fund	\$ 348,643.73
13	Road and Bridge Fund	\$ 96,131.31
16	Environmental Quality Fund	\$ 29,592.82
	Total	\$ 474,367.86

Motion adopted unanimously.

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

Public Safety
Committee Report

The Board reviewed Sheriff Rose’s request to purchase Administrative vehicles.

Sheriff’s Office
Administrative
Vehicle Purchases
Request Discussion

The Sheriff’s Office will be short two Administrative vehicles in 2015 – a Sheriff’s vehicle and a Chief Deputy vehicle.

Sheriff Rose discussed with the Safety Committee some other options for funding for these two vehicles.

The Sheriff’s Office has funds that will be available from a few sources:

- Sale of old squad cars being replaced
- Recent sale of guns from evidence
- Savings they anticipate from the three new 2015 squads to be ordered (there are a handful of equipment items they can reuse to save money on these vehicles)
- Impound Lot Fund

Sheriff’s Office
Administrative
Vehicle Purchases
Request Discussion
- Continued

Sheriff Rose also discussed with the Safety Committee a proposed vehicle allowance option.

Commissioner Erickson stated he would like the Sheriff to bring this item back to the full Board for further discussion, rather than the Public Safety Committee.

The Board reviewed the Sheriff’s request to approve School Resource Officer (SRO) agreements with the Hayfield Schools and Triton Schools.

SRO Memorandum
of Agreements
Approve with
Hayfield and Triton
School Districts

Dodge County is in its 14th year of providing an SRO to public schools in the county. The county now provides an SRO to Hayfield Schools and Triton Schools, Kasson-Mantorville School has their own SRO provided by the Kasson Police Department.

The annual SRO Memorandum of Agreements have been signed by Hayfield and Triton Schools and were included in the Board packet for the Board’s review. It was noted there are no changes in the Memorandums of Agreement.

The Board discussed instances in the past when former Sheriff Trihey would have the SRO Officer work normal patrol hours during the summer when school wasn’t in session and most recently when former Sheriff Jensen had the SRO Officer working at the school during the summer.

Commissioner Peterson commented he feels the schools should front the cost of the SRO Officer; however he would go along with continuing the SRO agreements with the schools until they have another solution.

Motion by Erickson seconded by Peterson to approve and authorize the Chair to sign the proposed SRO Memorandum of Agreements with the Hayfield School District and the Triton School District as presented. *Motion adopted unanimously.*

The Board discussed the Sheriff’s request to approve 2015 Law Enforcement Contracts with the cities.

2015 Law
Enforcement
Contracts with Cities
Approved

The Sheriff’s Office has prepared Law Enforcement Contracts for 2015 and submitted them to the contract cities for review. The Sheriff’s Office has received signed contracts from Claremont, Dodge Center, Hayfield and Mantorville. Copies of the signed contracts were included in the Board packet for review.

Motion by Erickson seconded by Peterson to approve and authorize the Sheriff, Chair, County Administrator and County Attorney to sign the proposed 2015 Law Enforcement Contracts with the cities of Claremont, Dodge Center, Hayfield and Mantorville as presented. *Motion adopted unanimously.*

2015 Law Enforcement Contracts with Cities Approved - Continued

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

Public Works Committee Report

The Board reviewed the County Engineer’s request to approve training over \$500 for Josh Smith.

Bridge Construction Training for Highway Department Employee Approved

The Highway Department would like to send Josh Smith to Bridge Construction training at the MnDOT Training Center in Arden Hills, MN January 27 – February 13, 2015. The cost of the training was listed as follows:

- Class Registration - \$1,775
- Lodging - \$1,100 (approximately)
- Meals - \$490 (per diem limit)
- Mileage – \$150 (approximately)

This course introduces participants to different types of bridges and what the inspector’s duties are during the construction process. This is a required course for a person to be certified to inspect bridges being constructed.

Motion by Peterson seconded by Erickson to approve and authorize training over \$500 for Josh Smith to attend Bridge Construction training at the MnDOT Training Center in Arden Hills, MN January 27 – February 13, 2015 as requested. *Motion adopted unanimously.*

The Board asked that Mr. Smith provide them with a report on what the training involved once he has completed the training.

The Board discussed the County Engineer’s request to advertise for 2015 bituminous projects.

Highway Department Authorized to Advertise for 2015 Bituminous Projects

Plans are underway to perform a bituminous reclamation and overlay on two county roads this year. SAP 020-604-012 on CSAH 4 between TH 56 and the east county line and CP 020-2015 on CAR T between CSAH 4 and TH 30. These projects will be let together under one contract.

The Highway Department is requesting authorization to advertise these projects at the County Engineer’s discretion. The Highway Department is waiting on some paperwork and authorizations from MnDOT and would like to advertise as soon as that comes in. The County Administrator will be kept apprised of all scheduling.

It was noted this request is for advertising and bid opening only, the bids received will be brought back to the Board for approval.

Costs have been estimated for this project; however, in order to preserve the bidding process, they are not available for public release at this time.

Motion by Peterson seconded by Erickson to approve and authorize the Highway Department to advertise for bids and set a bid opening date for the 2015 Bituminous projects at the discretion of the County Engineer. *Motion adopted unanimously.*

Highway
Department
Authorized to
Advertise for 2015
Bituminous Projects
- Continued

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

Administration
Committee Report

Commissioners provided their agency reports. Commissioner Allen attended a Building Committee meeting. Commissioner Erickson attended a Construction meeting, a Building Committee meeting, a Statutory County Board meeting and a SCHA Joint Powers Board meeting. Commissioner Gray attended a MNPrairie meeting, a regular County Board meeting, a Truth in Taxation hearing, a Parks & Trails meeting, an SCHRC meeting, a Dodge County Board Organizational meeting, a Dodge Refreshed meeting and a Highway 14 Partnership meeting. Commissioner Peterson attended a SEMN Water Resource meeting. Commissioner Tjosaas attended a South Central Human Relations Center meeting and a Statutory County Board meeting.

Agency Reports

The County Administrator provided the Board with an administrative update.

County
Administrator
Update

Motion by Erickson seconded by Peterson to approve and authorize the December 23, 2014 Committee of the Whole meeting minutes as presented. *Motion adopted unanimously.*

12/23/14 Committee
of the Whole
Meeting Minutes
Approved

Motion by Erickson seconded by Tjosaas to approve and authorize the December 23, 2014 meeting minutes as corrected on page 328. *Motion adopted unanimously.*

12/23/14 Meeting
Minutes Approved

Motion by Gray seconded by Peterson to approve and authorize the January 6, 2015 organizational meeting minutes as presented. *Motion adopted unanimously.*

01/06/15
Organizational
Meeting Minutes
Approved

Motion by Peterson seconded by Tjosaas to adjourn the meeting at 10:31 a.m. CST. *Motion adopted unanimously.*

Meeting Adjourned

The next meeting of the Dodge County Board of Commissioners will be held on January 27, 2015 at 5:30 p.m. CST.

Next Regular
Meeting

ATTEST:

**JOHN ALLEN
CHAIR, COUNTY BOARD**

**BECKY LUBAHN
DEPUTY CLERK**

DATED: