

**TUESDAY, MARCH 10, 2015**

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

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

**COUNTY ADMINISTRATION OFFICE  
MANTORVILLE, MN**

**2015-06**

The Dodge County Commissioners met in regular session March 10, 2015, in the Commissioner's Room at the Dodge County Courthouse Annex, Mantorville, MN, at 9:30 a.m. CDT. Chair John Allen called the 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:

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

Agenda Approved

County Attorney Paul Kiltinen introduced Shannon Thompson who transferred from a Child Support Officer position in Human Services to a Paralegal position in the Attorney's Office.

New Employee  
Introductions

Sheriff Scott Rose introduced Bob Morris who transferred from the School Resource Officer position to an Investigator position and Ben Bohle who transferred from a Deputy Sheriff position to an Investigator position within the Sheriff's Office.

The Board welcomed the employees to their new positions within the county.

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

Consent Agenda  
Items Approved

- 1.1 Final payment of \$8,485.05 to Midwest Contracting, LLC. for SAP 020-599-112.
- 1.2 Awarding 2015 Bituminous Projects contract to Rochester Sand and Gravel in the amount of \$3,056,262.82 with the County Engineer authorized to approve change orders and supplemental agreements up to 10% of the contract amount.
- 1.3 Awarding 2015 Seal Coat Project to Fahrner in the amount of \$115,427.66.

*Motion adopted unanimously.*

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

Personnel Actions Reviewed

Commissioner Peterson asked that item D.2 be pulled and acted on separately.

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

Personnel Actions Approved

**A. Administration**

- A.1 Nicholas Harbaugh – Facilities and Fleet Manager  
Authorization to employ at C42 step 10 \$22.87 to fill vacancy.  
Effective Date: 3/19/15

**B. Sheriff's Office**

- B.1 Kara Wallerick – On-Call 911 Dispatcher  
Authorization to employ at B22 step 11 \$15.87 to fill approved vacancy.  
Effective Date: 3/24/15
- B.2 Alexandra Jorissen – On-Call 911 Dispatcher  
Authorization to employ at B22 step 11 \$15.87 to fill approved vacancy.  
Effective Date: 3/24/15
- B.3 Stephanie French – Deputy  
Step increase from C41 hire step \$20.42 to C41 12 month step \$21.85.  
Effective Date: 2/07/15

**C. Highway**

- C.1 Eric Standke – Operator III  
No longer employed.  
Effective Date: TBD (between April 1 -30)
- C.2 Operator II – 1.0 FTE  
Authorization to post and fill vacancy with updated job description.  
Effective Date: 3/10/15
- C.3 Seasonal Maintenance (2)  
Authorization to post and fill seasonal positions.  
Effective Date: 3/10/15 (June – August/September)

**D. Environmental Services**

- D.1 Sandra Schaefer – Septic System Coordinator/Account Technician  
Authorization to change status 1.0 FTE to .90 FTE.  
Effective Date: 3/07/15

**E. Land Records**

- E.1 Matt Naatz – Property Appraiser  
Status change from Property Appraiser I B23 step 4 \$19.22 to Property Appraiser II B24 step 5 \$19.73.  
Effective Date: 3/01/15
- E.2 Kelly Madsen – Deputy Recorder  
Step increase from B22 step 4 \$18.09 to B22 step 3 \$18.69.  
Effective Date: 2/08/15

*Motion adopted unanimously.*

Ms. Hager presented for the Board's consideration the proposed Labor Agreement with the Teamsters Local 320 – Dispatcher Union for 2015-2017.

Labor Agreement with Teamsters Local 320 – Dispatcher Union Approved

The Union has voted and signed this agreement.

A summary of significant issues includes the following:

1. Article VI – Union Security – The County will allow up to two designated stewards up to 6 hours paid time off for actual time spent in union negotiations only when management is present.
2. Article IX – Trial Work Period - The trial work period may be extended up to an additional six (6) months, upon notice to the employee of the reasons therefore.
3. Article XIV – Holidays – Employee assigned to work on Christmas Day shall be paid two times the regular base pay for all hours worked.
4. Article XIX – Shift Differential – Increase by \$.10 per hour (\$.60).
5. Wages – Increase by 2% in 2015 and 2% in 2016 and 2.25% in 2017 with a step added to the top in 2016.

Labor Agreement with Teamsters Local 320 – Dispatcher Union Approved - Continued

Motion by Erickson seconded by Tjosaas to approve and authorize the Chair, County Administrator and Employee Relations Director to sign the proposed Labor Agreement with the Teamsters Local 320 – Dispatcher Union for 2015-2017. *Motion adopted unanimously.*

The Employee Relations Director presented for the Board’s consideration the proposed Labor Agreement with the Teamsters Local 320 – Courthouse Union for 2015-2017.

Labor Agreement with Teamsters Local 320 – Courthouse Union Approved

The Union has voted and signed this agreement.

A summary of significant issues includes the following:

1. Article VI – Union Security – The County will allow up to two designated stewards up to 6 hours paid time off for actual time spent in union negotiations only when management is present.
2. Article IX – Trial Work Period - The trial work period may be extended up to an additional six (6) months, upon notice to the employee of the reasons therefore.
3. Wages – Increase by 2% in 2015 and 2% in 2016 and 2.25% in 2017 with a step added to the top in 2016.

Motion by Tjosaas seconded by Gray to approve and authorize the Chair, County Administrator and Employee Relations Director to sign the proposed Labor Agreement with the Teamsters Local 320 – Courthouse Union for 2015-2017. *Motion adopted unanimously.*

Water Program Manager Dean Schrandt discussed with the Board his request to hire a temporary Microsoft Access Technician.

Personnel Action D.2 Approved

Motion by Peterson seconded by Tjosaas to approve the following personnel action:

**D. Environmental Services**

- D.2 Chanh Thach – Temporary Microsoft Access Technician  
Authorization to employ at \$26.50 for 75 hours.  
Effective Date: TBD

*Motion adopted unanimously.*

Sheriff Scott Rose met with the Board to discuss a radio console upgrade request and his proposal to move Dispatch.

Radio Console Upgrade and Dispatch Move Approved

The Sheriff's Office recently learned their previous bid for the radio consoles upgrade, which was budgeted for 2015, expired due to the fact that it wasn't signed last summer by Sheriff Jensen.

After reviewing the contract and their needs with Motorola and Whitewater, the Sheriff's Office has a new proposal that needs approval by mid-March at the latest. The proposal includes costs associated with moving Dispatch. The previous bid was \$264,334.00. The current bid is \$265,772.00 which includes moving Dispatch to the former County Administration area, this is a difference of \$1,438.00 which can be paid for out of the Sheriff's Office Impound Lot Fund.

Mr. Rose informed the Board he has a meeting scheduled with John McNamara from Wold Architects on Thursday, March 19, 2015 to discuss the proposed remodel of their area.

Commissioner Peterson expressed concern with creating additional expenses to the remodeling project with change orders. Mr. Peterson indicated he supported the moving of the Dispatch Center if it doesn't cost the county more money.

Sherry Schmidt from Motorola was available to answer questions regarding potential costs associated with moving the Dispatch Center. Ms. Schmidt informed the Board that Motorola intends to honor the previously quoted amount for the console upgrade.

Motion by Peterson seconded by Tjosaas to approve and authorize the Sheriff's Office radio console upgrade and the moving of Dispatch at a cost of \$265,772.00. Also included in the motion was authorization for the Sheriff to sign the Motorola MCC Console Proposal. *Motion adopted unanimously.*

The Board Chair thanked Sheriff Rose and Sherry Schmidt for the information.

Environmental Services Director Mark Gamm discussed with the Board his request to replace recycling drop-off containers.

Replacement of Two Roll-Off Containers Approved

Since 1993, Environmental Services has provided public drop-off containers for recyclable paper, cardboard, cans, and bottles. These blue roll-off containers are located at ten different locations throughout the county.

Environmental Services budgets for regular replacement of existing containers as they rust and deteriorate. This year, Environmental Services has scheduled replacement of two recycling containers.

Terry Selthun requested price quotes from the following two manufacturers that have supplied them with containers in the past:

| <b>Manufacturer</b>     | <b>Location</b>       | <b>Price Quote</b> |
|-------------------------|-----------------------|--------------------|
| Nedland Industries Inc. | Ridgeland, Wisconsin  | \$13,140           |
| Pro-Tainer Inc.         | Alexandria, Minnesota | \$14,588           |

Mr. Gamm informed the Board the 2015 Environmental Services budget, Capital Replacement Fund, includes \$35,000 for replacing roll-off containers.

Replacement of Two  
Roll-Off Containers  
Approved -  
Continued

Solid Waste Facility Manager Terry Selthun was available to answer questions regarding the request.

Commissioner Erickson wanted to know what happens with the old containers.

Mr. Gamm reported the old containers would likely be scrapped.

Commissioner Allen suggested that Environmental Services contact the Highway Department to see if they could use the old containers as a scrap container.

The Board was informed it would take some additional work to get the containers ready to be used as a scrap container, but they would check with the Highway Department to see if they would have a use for the containers before scrapping them.

Motion by Erickson seconded by Tjosaas to accept the proposal of \$13,140 from Nedland Industries Inc. for the purchase of two roll-off containers. *Motion adopted unanimously.*

Mr. Gamm presented for the Board's consideration a request to approve construction at the Demolition Landfill.

Proposal for Priority  
Work at Demolition  
Landfill Approved

The current fill area in the Landfill is near final elevation. Early this spring, Environmental Services will need to install a soil "cap" layer two feet thick over the demolition debris. At the same time, they will need to construct the base grade in an adjacent permitted area so they can continue landfill operations.

In May 2014, Environmental Services requested price proposals from contractors to complete the work, they advertised the Request for Proposals in the county's legal newspaper. Written RFP's were also mailed to local contractors.

Environmental Services received one proposal which met the criteria as published: SL Contracting Inc. for \$43,900 to complete "Priority Work". Environmental Services received one other proposal that did not arrive on time and did not comply with submittal requirements.

Although Environmental Services chose to delay the project until this spring, SL Contracting will honor their 2014 price proposal of \$43,900.

Mr. Gamm reported the 2015 Environmental Services Budget, Capital Replacement Fund, includes \$45,000 for the project.

Motion by Peterson seconded by Tjosaas to accept the June 2, 2014 proposal from SL Contracting Inc. to complete priority work at the Demolition Landfill at the low bid of \$43,900. *Motion adopted, Peterson, Erickson, Tjosaas, Gray aye, Allen abstained.*

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               | \$ | 59,974.31       |
| 13 | Road and Bridge Fund       | \$ | 34,832.91       |
| 16 | Environmental Quality Fund | \$ | <u>2,374.33</u> |
|    | Total                      | \$ | 97,181.55       |

*Motion adopted unanimously.*

The Chair recessed the meeting at 10:20 a.m. CDT.

Meeting Recessed

The Chair reconvened the meeting at 10:25 a.m. CDT.

Meeting Reconvened

County Administrator Jim Elmquist reviewed with the Board the proposal from Steele County for a Joint Public Health Director.

Joint Public Health  
Director Agreement  
Approved Between  
Dodge County and  
Steele County  
Approved

Motion by Tjosaas seconded by Peterson to move forward with hiring a Joint Public Health Director and approve and authorize the Chair and County Attorney to sign the proposed Agreement Between Dodge County and Steele County for Dodge Public Health and Dodge/Steele CHS Administration. *Motion adopted unanimously.*

Commissioner Erickson thanked staff for their work on the Joint Public Health Director proposal.

Director of Land Records Ryan DeCook discussed with the Board his request to approve 2015 Assessment Agreements.

2015 Assessment  
Agreements  
Approved

Included in the Board packet was the 2015 assessment agreement summary for the eighteen jurisdictions in Dodge County. Mr. DeCook reported each of the townships and cities has returned signed agreements and with payment. The total amount collected for the 2015 assessment fees is \$120,949.

Motion by Erickson seconded by Gray to approve and authorize the Chair and County Administrator to sign the agreements for county assessment services in 2015 as presented. *Motion adopted unanimously.*

Motion by Peterson seconded by Tjosaas to go into closed session at 10:33 a.m. CDT per MN Statute Chapter 278 to discuss a proposal regarding Al-Corn Clean Fuel vs. County of Dodge. The discussion will include tax petition file numbers 20-cv-11-329, 20-cv-12-321, 20-cv-13-300, and 20-cv-14-255. *Motion adopted unanimously.*

Closed Session

Motion by Peterson seconded by Tjosaas to open the meeting to the public at 10:43 a.m. CDT. *Motion adopted unanimously.*

Meeting Opened to  
the Public

The Board briefly discussed the proposed Al-Corn Settlement Agreement with Mr. DeCook.

Settlement Agreement with Al-Corn Approved

Commissioner Peterson commented he did not like item 9 on the agreement and therefore was not supportive of the agreement.

Motion by Erickson seconded by Tjosaas to approve and authorize the Chair to sign the proposed Settlement Agreement with Al-Corn. *Motion adopted Erickson, Tjosaas, Gray, Allen aye, Peterson nay.*

The Board thanked Mr. DeCook for his work on the Settlement Agreement.

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

Legal Update

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

Public Safety Committee Report

The Board reviewed the Drug Court Coordinator’s request to accept a donation from the Hubbell House.

Drug Court Program Donation Approved by Resolution #2015-07

The Hubbell House recently donated four \$25.00 gift certificates to the Dodge County Drug Court to be distributed to future program graduates.

Commissioner Erickson offered the following resolution (#2015-07), seconded by Commissioner Peterson:

**Drug Court Program Donation**

**WHEREAS**, the Dodge County Drug Court receives donations from time to time from individuals and/or organizations; and

**WHEREAS**, Drug Court wishes to accept these donations and utilize them for the purpose of incentives for Dodge County Drug Court participants; and

**WHEREAS**, pursuant to Minnesota Statute 465.03, the county shall by resolution of the governing body adopted 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 incentives for participants of the Dodge County Drug Court Program:

Hubbell House - \$25 gift certificates (four)

*Resolution adopted unanimously.*

The Board reviewed the Drug Court Coordinator’s request to accept a donation in memory of Deb Henrickson from Jon and Dee Tollefson.

Drug Court Program Donation Approved by Resolution #2015-08

Jon and Dee Tollefson recently donated \$400.00 to the Dodge County Drug Court in memory of Deb Henrickson to be used for incentives for participants of the Dodge County Drug Court Program.

Deb Henrickson is the mother of current Drug Court participant Kristin Diderrich as well as Family Dependency Treatment Court graduate Patricia Henrickson. Deb Henrickson passed away on October 8, 2014.

Drug Court Program Donation Approved by Resolution #2015-08 - Continued

Commissioner Erickson offered the following resolution (#2015-08), seconded by Commissioner Peterson:

**Drug Court Program Donation**

**WHEREAS**, the Dodge County Drug Court receives donations from time to time from individuals and/or organizations; and

**WHEREAS**, Drug Court wishes to accept these donations and utilize them for the purpose of incentives for Dodge County Drug Court participants; and

**WHEREAS**, pursuant to Minnesota Statute 465.03, the county shall by resolution of the governing body adopted 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 incentives for participants of the Dodge County Drug Court Program:

Jon and Dee Tollefson - \$400.00 Donation in Memory of Deb Henrickson

*Resolution adopted unanimously.*

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 spring weight restrictions.

2015 Seasonal Weight Restrictions Approved by Resolution #2015-09

Included in the Board packet was a resolution listing the routes and segments as they are to be posted for Spring Load Restrictions. Restriction timing is recommended by MnDOT utilizing various methods to monitor thawing index and frost out. This timing notice is provided with a three day advance of placing restrictions on State roads.

As Dodge County roads are not typically built to the standards of the average State road, the Highway Department follows the initiation of load restrictions but then keep theirs on approximately two weeks longer in the spring. As weather is unpredictable it is difficult to guess what road thawing is going to be like during any given season.

The proposed resolution authorizes the County Engineer to set the timing of the load restrictions as necessary for the season.

Commissioner Peterson offered the following resolution (#2015-09), seconded by Commissioner Erickson:



### **2015 Seasonal Weight Restrictions**

2015 Seasonal  
Weight Restrictions  
Approved by  
Resolution #2015-09  
- Continued

**BE IT RESOLVED**, by the County Board of Commissioners of Dodge County, that due to deteriorations caused by snow, rain and the usual spring climatic conditions, county roads will be seriously damaged unless restrictions are placed on the vehicles operating thereon;

**NOW THEREFORE BE IT RESOLVED**, no person shall operate any vehicle or combinations of vehicles upon any County State Aid Highway or County Aid Road over the posted weight limit per axles, as defined by Minnesota Statute, Section 169.87 and as amended by the 1981-82 legislature, and not to exceed six tons per axle based on gross weight formulas except on roads restricted by bridges of lesser posted weight and those roads specified as follows:

#### **10 TONS PER AXLE**

C.S.A.H. 1 and C.S.A.H. 3 described as follows:

Beginning at the junction of T.H. No. 14 and C.S.A.H. No. 1, thence southerly along C.S.A.H. No. 1 to its junction with C.S.A.H. 3 (Front Street), thence easterly along C.S.A.H.3 (Front Street), to its junction with Claremont's East Street, as designated on the original plat, and there terminating.

C.S.A.H. 7 from T.H. 14 to C.S.A.H. 34 (old T.H. 14)  
 C.S.A.H. 13 from T.H. 14 to 3450 feet Southeast  
 C.S.A.H. 17 from C.S.A.H. 16 to C.S.A.H. 22  
 C.S.A.H. 25 from T.H. 14 to C.S.A.H. 34 (Old T.H. 14)  
 C.S.A.H. 34 from T.H. 56 to C.S.A.H. 25  
 C.A.R. R from cul-de-sac to T.H. 56

#### **9 TONS PER AXLE**

C.S.A.H. 1 from T.H. 14 to C.S.A.H. 24  
 C.S.A.H. 2 from the West County Line to T.H. 56  
 C.S.A.H. 3 from T.H. 30 to T.H. 14  
 C.S.A.H. 3 from East Street to 130th Ave  
 C.S.A.H. 5 from C.S.A.H. 2 to T.H. 14  
 C.S.A.H. 7 from C.S.A.H. 34 (Old T.H. 14) to the North County Line  
 C.S.A.H. 9 from C.S.A.H. 34 to C.S.A.H. 22  
 C.S.A.H. 10 from C.S.A.H. 3 to C.S.A.H. 5  
 C.S.A.H. 11 from C.S.A.H. 16 to C.S.A.H. 19  
 C.S.A.H. 12 from C.S.A.H. 21 to T.H. 57  
 C.S.A.H. 13 from T.H. 30 to 3450 feet Southeast of T.H. 14  
 C.S.A.H. 15 from T.H. 30 to C.S.A.H. 34  
 C.S.A.H. 16 from T.H. 56 to C.S.A.H. 17  
 C.S.A.H. 19 from 240th Ave to the East County Line  
 C.S.A.H. 20 from C.S.A.H. 1 to T.H. 56  
 C.S.A.H. 21 from C.S.A.H. 34 to C.S.A.H. 12  
 C.S.A.H. 22 from C.S.A.H. 24 to C.S.A.H. 17  
 C.S.A.H. 24 from the West County Line to T.H. 56  
 C.S.A.H. 34 from C.S.A.H. 25 to the East County Line  
 C.A.R. "N" (Industrial Park Blvd.) from T.H. 56 to C.A.R. "T"  
 C.A.R. "T" from C.A.R. "N" to T.H. 30

**7 TONS PER AXLE**

2015 Seasonal  
Weight Restrictions  
Approved by  
Resolution #2015-09  
- Continued

- C.S.A.H. 1 from the West County Line to C.S.A.H. 3 (Front Street in Claremont)
- C.S.A.H. 4 from T.H. 56 to the East County Line
- C.S.A.H. 5 from C.S.A.H. 24 to the North County Line
- C.S.A.H. 9 from the South County Line to C.S.A.H. 34 (Old T.H. 14)
- C.S.A.H. 10 from C.S.A.H. 5 to T.H. 56
- C.S.A.H. 12 from C.S.A.H. 9 to C.S.A.H. 21
- C.S.A.H. 15 from C.S.A.H. 34 to T.H. 57
- C.S.A.H. 18 from C.S.A.H. 11 to C.S.A.H. 17
- C.S.A.H. 20 from the West County Line to C.S.A.H. 1
- C.S.A.H. 24 from C.S.A.H. 22 to the East County Line
- C.A.R. "G" from the West County Line to C.S.A.H. 1
- C.A.R. "L" from T.H. 30 to 1.5 miles North

Incidental use of public utility's emergency vehicles to make repairs to their plant and equipment or fire apparatus vehicles shall be exempt from the provisions of this resolution.

The County Board authorizes the County Engineer to determine the effective date for road postings and to lower a road posting due to road conditions as he sees the need.

*Resolution adopted unanimously.*

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

Administration  
Committee Report

Motion by Peterson seconded by Tjosaas to approve and authorize the February 24, 2015 Committee of the Whole meeting minutes as presented. *Motion adopted unanimously.*

02/24/15 Committee  
of the Whole Meeting  
Minutes Approved

Motion by Erickson seconded by Gray to approve and authorize the February 24, 2015 meeting minutes as presented. *Motion adopted unanimously.*

02/24/15 Meeting  
Minutes Approved

Commissioners provided their agency reports. Commissioner Allen attended an AMC meeting and a Building meeting. Commissioner Erickson attended an AMC Legislative Conference, a SCHA Quality Assurance Committee meeting, a construction meeting and a Building Committee meeting. Commissioner Gray attended a Dodge County Board meeting, a Parks & Trails/Seminary meeting, a Dodge Refreshed meeting, a Senate Transportation Hearing, an AMC Legislative Update, participated in a Highway 14 Conference call and attended a Building Committee meeting. Commissioner Peterson attended a SE MN Water Board meeting, an AMC Legislative Conference and a MnPrairie Board meeting. Commissioner Tjosaas attended an AMC Legislative Conference, a Semcac meeting, and a MnPrairie meeting.

Agency Reports

Motion by Gray seconded by Tjosaas to adjourn the meeting at 11:18 a.m. CDT. *Motion adopted unanimously.*

Meeting Adjourned

The next meeting of the Dodge County Board of Commissioners will be held on March 24, 2015 at 5:30 p.m. CDT.

Next Regular  
Meeting

**ATTEST:**

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**JOHN ALLEN  
CHAIR, COUNTY BOARD**

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**BECKY LUBAHN  
DEPUTY CLERK**

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**DATED:**