# TUESDAY, APRIL 28, 2015

# APPROVED MINUTES OF THE COUNTY BOARD OF COMMISSIONERS MEETING HELD

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

# **COUNTY ADMINISTRATION OFFICE** MANTORVILLE. MN

2015-09

The Dodge County Commissioners met in regular session April 28, 2015, in the Commissioner's Room at the Dodge County Courthouse Annex, Mantorville, MN, at 5:00 p.m. CDT. Chair John Allen called the meeting to order at 5:00 p.m. CDT.

Meeting Convened

The pledge of allegiance was recited.

Pledge of Allegiance

Those Present

The Chair acknowledged those present:

John Allen Members present:

Tim Tiosaas District #2 David Erickson District #4 Steven Gray District #5 District #3

Members absent: Also present:

Rodney Peterson

Jim Elmquist County Administrator

Paula Rud Administrative Assistant

District #1

Paul Kiltinen County Attorney

County Administrator Jim Elmquist informed the Board they need to add item 8.2 to the agenda to discuss MCIT's claim denial for the rodent damage to the Fairgrounds log cabin.

Agenda Amended

Motion by Erickson seconded by Gray to approve and adopt the agenda as amended. Motion adopted unanimously.

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

Consent Agenda Items Approved

- 1.1 Marigold Days Field of Flag Committee to use the county property located just north of the Government Services Building for their Field of Flags display September 11-13, 2015.
- 1.2 Chair to sign Global Assignment Agreement for State contracts allowing specific grants to be assigned to Minnesota Prairie County Alliance.
- 1.3 Sheriff's Office to purchase Data Backup System at a cost of \$13,562.66 with a yearly maintenance and support fee of \$1,489.50, funds will be taken out of the Permit to Carry Fund.

Motion adopted unanimously.

Director of Land Records Ryan DeCook presented for the Board's consideration abatement requests.

Property Tax Abatements Approved

Minnesota Statutes 375.192 provides that the County Board may grant the reduction or abatement of a property taxpayer's estimated market valuation and the resulting taxes, costs, penalties, or interest which have been erroneously or unjustly assessed.

The County Board may consider and grant reductions and abatements for applications as they relate to taxes payable in the current year and the two prior years. However, abatements for the two prior years shall be considered and granted only for clerical errors and when the taxpayer fails to file for a reduction or an adjustment due to a hardship, as determined by the County Board.

Property Tax
Abatements
Approved Continued

All applications must be written and approved by the County Assessor and the County Auditor before consideration by the County Board. Said abatement applications are entirely discretionary, subject to precedence and prior Board policy, and are not appealable to another level of authority. Based on the applicants' claims and the investigation of the facts, the Finance Director and Mr. DeCook are offering the following assessment changes for taxes payable in the years listed.

Motion by Erickson seconded by Tjosaas to approve the following abatement requests:

Parcel ID	Owner	Street	City/TWP	Reason	Tax Reduction	
23.551.0330	Greg Dahlen	500 4 <sup>th</sup> Street NE	Hayfield	Clerical Error: Homestead removed in error.	\$364	
Confidential	Confidential	Confidential	Hayfield	Disabled Vet Exclusion	\$1,164.78	
Confidential	Confidential	Confidential	Mantorville	Disabled Vet Exclusion	\$1,702.00	
Confidential	Confidential	Confidential	Claremont	Disabled Vet Exclusion	\$1,182.00	

Motion adopted unanimously.

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

Commissioner Erickson asked that item D.1, the request to hire a Land Records Clerk, be pulled and acted on separately.

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

<u>Personnel Actions</u> <u>Approved</u>

### A. Sheriff's Office

A.1 Mike Burton - Dispatch Supervisor

Authorization to change status from Interim Lead Dispatcher B23 step 9 \$22.91 to Dispatch Supervisor C41 step 7 \$24.08.

Effective Date: 4/15/15

A.2 Matthew Wohlenhaus – Deputy Sheriff

Step increase from C41 step 48 month step \$25.90 to C41 60 month

step \$26.77.

A.3

A.4

Effective Date: 2/24/15 Ashley Bjornson – Records

Step increase from B21 step 7 \$15.71 to B21 step 6 \$16.22.

Effective Date: 2/13/15 Melissa Bublitz – Records

Step increase from B21 step 7 \$15.71 to B21 step 6 \$16.22.

Effective Date: 2/13/15

A.5 911 Dispatcher – 1.0 FTE

Authorization to post and fill two (2) full-time vacancies.

Effective Date: 4/28/15

A.6 Bruce Allen – Transport Officer

Step increase from B21 step 10 \$15.05 to B21 step 9 \$15.34.

Effective Date: 4/4/15

A.7 Michelle Clements – On-Call Deputy

Authorization to hire as On-Call Deputy Sheriff C41 Hire step \$20.42.

Effective Date: 4/21/15

B. Administration

B.1 Eric Schwartz – Information Systems Specialist

Step increase from B31 step 10 \$19.33 to B31 step 9 \$19.81.

Effective Date: 5/3/15

C. Attorney's Office

C.1 Janet Mahle Hinds - Assistant County Attorney - Temporary

Authorization to employ PT – Temporary Assistant County Attorney at

C43 step 1 \$36.73 and to pay for CLE's to reactivate license.

Effective Date: 6/15/15 - 9/15/15

D. Land Records

D.2 Ryan DeCook – Director of Land Records

Step increase from D62 step 7 \$35.93 to D62 step 6 \$38.00.

Effective Date: 5/1/15

E. Highway Department

E.1 Tom Cashel – Engineering Tech III

Annual review.

Effective Date: 4/1/15

E.2 Isaac Bowe – Seasonal Highway Maintenance

Authorization to hire at A13 step 11 \$11.58 to fill approved vacancy.

Effective Date: 5/18/15 – 8/14/15

E.3 Joseph Andrist – Equipment Operator II

Authorization to hire at B22 Hire Step \$19.24 to fill approved vacancy.

Effective Date: 4/28/15

F. Public Health

F.1 Alicia Schumacher – Health Educator

Step increase from C41 step 9 \$20.07 to C41 step 8 \$20.83.

Effective Date: 5/5/15

F.2 Kristen Cerda – Dietitian

Step increase from C42 step 2 \$28.06 to C42 step 1 \$28.90.

Effective Date: 5/1/15

Motion adopted unanimously.

The Board discussed personnel action item D.1.

Personnel Action
D.1 Approved

Director of Land Records Ryan DeCook, was available for questions. For 10-day compliance of Statute 357.182 there is a need for this position. In 2014 Dodge County was not in compliance for a short period of time. There can be a funding freeze for non-compliance.

<u>Personnel Actions</u> <u>Approved -</u> <u>Continued</u> Motion by Gray seconded by Tjosaas to approve the following personnel action:

<u>Personnel Action</u> <u>D.1 Approved -</u> Continued

### D. Land Records

D.1 Land Records Clerk – 1.0 FTE

Approval of new job description and authorization to post and fill new vacancy

Effective Date: 4/28/15

Motion adopted Erickson, Tjosaas, Gray aye, Allen nay.

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	\$	115,990.78
11	Human Services Fund	\$	-206.32
13	Road and Bridge Fund	\$	20,375.32
16	Environmental Quality Fund	\$	80,079.13
32	County Capital Projects	\$	920,097.18
80	Agency Fund	\$	504.00
	Total	\$1	,136,840.09

Motion adopted unanimously.

Gary Weiers from David Drown and Associates presented for the Board's consideration the Human Resource Information System (HRIS) request for proposals which was designed by the HRIS Working Committee (MnPrairie, Steele County and Dodge County) in association with Mr. Weiers.

HRIS RFP
Publishing Approved

A brief definition of HRIS was listed as follows:

A HRIS, which is also known as a Human Resource Information System or Human Resource Management System (HRMS), is basically an intersection of human resources and information technology through HR software. This allows HR activities and processes to occur electronically.

A few months ago, each individual Board approved a contract with Mr. Weiers to develop the RFP with the assistance of representatives from the three agencies with the goal of adapting the system to each's needs. This electronic system is an integral need for MnPrairie with three counties working jointly from a personnel-wise, a paper dominated system within the agency in time would be ineffectual from a process standpoint.

Mr. Weiers pointed out there is a change in RFP issue date which is listed on page 2 of the Proposal Overview, the RFT issued date is incorrectly listed as April 30, 2015 and should be listed as April 29, 2015.

Motion by Tjosaas seconded by Erickson to approve and authorize David Drown and Associates to move forward with publishing the Human Resource Information System request for proposals as submitted. *Motion adopted unanimously.* 

HRIS RFP
Publishing Approved
Continued

John McNamara from Wold Architects and Engineering discussed with the Board a Change Order request.

Government
Services Building
Change Order
Request Approved

Mr. McNamara reported they have concluded their review of outstanding contractor costs for the Government Services Building Remodeling and they are recommending approval of the following change order costs:

1. PR #1 Add \$21.803

Modifications to building were required due to unforeseen conditions including: Repair of the brick and stone where the old school building was demolished, removal of interior brick in the new maintenance storage area, repair of an existing wall in the maintenance work area, revisions to the brick on the old exterior elevator wall. Additionally a small credit was received for some new floor tile that was not needed.

2. PR #2 Add \$1, 202.64

Gypsum board wall furring was added in the maintenance shop to cover new plumbing installed over an existing stone wall.

3. PR #3 Deduct \$616.50

A spliced joint in the new floor joists was not needed due to coordination with the steel supplier resulting in a credit.

4. PR #4 Add \$2,869.26

The ceiling of the main hallway needed to be lowered and soffits modified due to unforeseen existing conditions.

5. PR #5 Add \$160.13

Two additional fire extinguishers were requested during a review of locations. One in the new server room and one in a second floor janitor's area.

6. PR #6 Add \$1,071.00

Additional light fixtures were requested to be added to the life safety electrical circuiting during construction.

7. PR #7 Add \$1.575.00

The existing steel window lintels were discovered to be rusting from previous water infiltration after the old windows were removed. This cost was to remove the rust and repaint them.

8. PR #8 Add \$1,714.00

Three water bottle fill stations were requested by the Wellness Committee. We were able to swap out the specified water coolers and replace them with ones with bottle fill stations. This amount will be reimbursed from the wellness committee.

9. PR #9 Add \$2,426.00

Additional steel support for the new stone was needed where the stone transitioned from the exterior to the interior of the new lobby.

Government
Services Building
Change Order
Request Approved Continued

10. PR #10 Add \$1,147.00

The new toilet partitions were changed to floor mounted partitions in lieu of ceiling hung partitions in lieu of additional steel above the ceiling.

11. PR #11 Deduct \$250.00

A credit was offered by the contractor to substitute a different millwork contractor after bids were received. A substitution is allowed post bid per the specifications if the substitution is of equal or greater quality and at a lower cost.

12. PR #12 Deduct \$100.00

A credit was offered by the contractor to substitute a different coiling door contractor after bids were received. A substitution is allowed post bid per the specifications if the substitution is of equal or greater quality and at a lower cost.

Commissioner Allen provided an update to the Board regarding a drainage issue at the Government Services Building. Mr. Allen has been in contact with the DOT and the City of Mantorville regarding this issue. Commissioner Allen reported a change order will be brought to the Board in the future to address the drainage issue.

Mr. Allen informed the Board the east side stairs were pulled out; there was no cost to the county for the stair removal and no issue with the City of Mantorville to remove the stairs.

Motion by Erickson seconded by Gray to approve Government Services Building Change Order #2 at a cost of \$33,001.53 as presented. *Motion adopted unanimously.* 

Mr. McNamara reported that Benike Construction will be submitting a bill in the amount of for \$33,001.53 for this change order.

The Board discussed rodent damage to the log cabin at the Fairgrounds.

Motion by Gray to appeal the MCIT claim denial for the log cabin rodent damage. The motion died due to the lack of a second.

Commissioner Allen suggested the repairs to the log cabin be handled internally by the county since it is likely the Fair Board will not have the funds to fix the damage to the log cabin.

Motion by Allen seconded by Erickson to decline the county's opportunity to pursue an appeal to MCIT for denial of the Fair Board's claim for the rodent damage to the log cabin. *Motion adopted unanimously.* 

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

Legal Update

County Administrator Jim Elmquist presented the first quarter financials report for the Board's review.

Quarterly Financials Reviewed

Items of note were listed as follows:

### **Expenditures**

031 – When Paula Rud from Extension was approved for full-time, it was with the understanding she would help staff the Extension window in the new building at normal hours without having a gap in coverage. In the meantime, she has been performing work within Administration as the Deputy Clerk's back up assisting with data management and phone coverage on Wednesday afternoons before the move (data management = scanning, etc.) . This has been coded out of 031 but was budgeted for in 2015 out of 602. It is within the same fund but the Board will notice one budget trending upwards and one moving downwards, a reflection of this budget variance. This would be compounded over time.

- 149 Insurance premiums are paid in January.
- 340 Loader and mini excavator were purchased in first quarter.
- 420 Prepaid Human Services their first payment in December, 2014. Other payments are scheduled in July and December per agreement.

#### Revenue:

There were no items of note regarding revenue. It is trending towards normal expectancy.

The Board thanks Mr. Elmquist for the update.

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

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

The Board reviewed the County Engineer's request to approve the 2015 bridge priority list.

Commissioner Erickson offered the following resolution (#2015-11), seconded by Commissioner Tjosaas:

Public Health
Committee Report

Public Works
Committee Report

2015 Bridge Priority List Approved by Resolution #2015-11

### 2015 Bridge Priority List

**WHEREAS**, the Board of Commissioners of Dodge County, find that the County of Dodge is in need of a revised bridge replacement program; and

**WHEREAS**, affected local units of government have been contacted and given the opportunity to participate; and

**WHEREAS**, the County of Dodge has analyzed its bridge needs and finds that financial assistance is required from the various bridge replacement funds available through Mn/DOT; and

2015 Bridge Priority List Approved by Resolution #2015-11 -Continued

**WHEREAS**, a bridge program for the construction or reconstruction is required covering County, City and Township road systems; and

**NOW THEREFORE BE IT RESOLVED**, that the priority for the construction or reconstruction of bridges covering County, City and Township road systems is as follows:

Const.	Bridge	_			State	Town				Const.		Suff.	
Priority	Number		ad	Federal	Aid	Bridge	Local	Bond	Total	Year	Load	Rating	Deficiency
1	L8548	CON 117	520th St			280,000	10,000		\$290,000	2016	Closed	41.0	SD
2	L2480	MIL 115	227th Ave			40,000	10,000		\$50,000	2016	Closed	24.5	SD
3	2350	CSAH 9	220 <sup>th</sup> Ave		121,000			121,000	\$242,000	2017	16-26	24.5	SD
4	L2580	WAS 63				45,000	10,000		\$55,000		6	26.2	FO
5	89134	CAR O	655th St				73,000	277,000	\$350,000	2016	5	35.0	FO
6	5290	CSAH 7	190th Ave		210,000			210,000	\$420,000		26-40	35.1	SD
7	L5512	ASH 139	210th Ave			140,000	10,000		\$150,000		10	39.0	FO
8	89099	CSAH 9	220th Ave		125,000			125,000	\$250,000		28-40	47.5	SD
9	L5500	CAN 128	260th Ave			150,000	10,000		\$160,000		18-28	48.9	FO
10	20501	CSAH 3	130th Ave		170,000			170,000	\$340,000	2017	26-40	54.9	SD
11	L6250	MAN 189	280th Ave			66,000	10,000		\$76,000		Legal	57.1	SD
12	89140	CAR Y	140th Ave				10,000	75,000	\$85,000		Legal	58.1	SD
13	97157	CSAH 4	710th St		41,000			41,000	\$82,000		Legal	56.1	SD
14	L6467	RIP 16	690th St			125,000	10,000		\$135,000		Legal	58.1	SD
15	L6468	CAN 17	690th St			55,000	10,000		\$65,000		Legal	58.1	SD
16	2888	CSAH 24			85,000	·		85,000	\$170,000		22-35	60.9	FO
17	95637	WAS 42	625th St				10,000	50,000	\$60,000		Legal	67.8	SD

**FURTHERMORE**, the County of Dodge does hereby request authorization to replace, rehabilitate, or remove such bridges; and

**FURTHERMORE**, the County of Dodge does hereby request financial assistance with eligible approach grading and engineering costs on township bridges, as provided by law.

Resolution adopted unanimously.

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

Administration Committee Report

Motion by Erickson seconded by Tjosaas to approve and authorize the April 14, 2015 Committee of the Whole meeting minutes as presented. *Motion adopted unanimously.* 

O4/14/15
Committee of the Whole
Meeting Minutes
Approved

Motion by Tjosaas seconded by Erickson to approve and authorize the April 14, 2015, meeting minutes as presented. *Motion adopted unanimously.* 

04/14/15 Meeting Minutes Approved The Board reviewed the Finance Director's request to approve the 2015/2016 snowmobile club sponsorships.

The State Department of Natural Resources requests resolutions confirming Dodge County's sponsorship of the Dodge County Snowseekers Snowmobile Club and the K-M Snowdrifters Snowmobile Club for the 2015/2016 season accompany each club's grant application. Ms. Kramer is requesting approval of the two proposed resolutions confirming that the county functions as a sponsor for the Dodge County Snowseekers Snowmobile Club and the K-M Snowdrifters Snowmobile Club with the addition of granting the Finance Director the ability to sign the grant agreements and related reports.

2015/2016 Snowmobile Club Sponsorship Requests Reviewed

It was noted the county does not provide any funds for trail maintenance but acts as a flow through agent for the state reimbursement.

Commissioner Erickson offered the following resolution (#2015-12), seconded by Commissioner Tiosaas:

# **Snowseekers Snowmobile Club Sponsorship**

**WHEREAS**, Dodge County has two snowmobile clubs that maintain the county snowmobile trails; and

**WHEREAS**, these snowmobile clubs need the county to act as sponsor to receive their reimbursements from the State Department of Natural Resources; and

**WHEREAS**, the Finance Director needs County Board approval to sign the grant agreements and expense reports.

**THEREFORE BE IT RESOLVED**, that the County Board approves the county sponsorship of the Dodge County Snowseekers Snowmobile Club and gives approval to the County Finance Director to sign the related reports.

Resolution adopted unanimously.

Commissioner Erickson offered the following resolution (#2015-13), seconded by Commissioner Tjosaas:

#### K-M Snowdrifters Snowmobile Club Sponsorship

**WHEREAS**, Dodge County has two snowmobile clubs that maintain the county snowmobile trails; and

**WHEREAS**, these snowmobile clubs need the county to act as sponsor to receive their reimbursements from the State Department of Natural Resources; and

**WHEREAS**, the Finance Director needs County Board approval to sign the grant agreements and expense reports.

**THEREFORE BE IT RESOLVED**, that the County Board approves the county sponsorship of the K-M Snowdrifters Snowmobile Club and gives approval to the County Finance Director to sign the related reports. *Resolution adopted unanimously.* 

Snowseekers
Snowmobile
Club
Sponsorship
Approved by
Resolution
#2015-12

K-M Snowdrifters Snowmobile Club Sponsorship Approved by Resolution #2015-13

Commissioners provided their agency reports. Commissioner Allen did not have any Agency Reports meetings to report. Commissioner Erickson attended a Community Health Joint Powers Board - Steele County Public Health meeting, a Fairview Care Center Board meeting, a special County Board meeting, toured Government Services Building, checked on the Claremont demolition project, and attended a Dodge County Corrections Task Force meeting. Commissioner Gray attended a Dodge County Historical Society meeting, a Dodge/Steele Health Board meeting, a Dodge County Historical Society special meeting, a Fairview Care Center meeting, a SCHRC meeting, a Dodge County Corrections Taskforce meeting, and a special County Board meeting. Commissioner Peterson was not available to report his meeting attendance. Commissioner Tiosaas attended a MnPrairie meeting, a Dodge/Steele Board of Health meeting, a K-M High School groundbreaking, a K-M Appreciation breakfast, a Fairview Care Center meeting, SCHRC meeting and a MnPrairie Joint Powers Board meeting. The County Administrator provided the Board with an Administrator's update. County Administrator <u>Update</u> Motion by Tjosaas seconded by Gray to adjourn the meeting at 6:21 p.m. CDT. Meeting Motion adopted unanimously. Adjourned The next meeting of the Dodge County Board of Commissioners will be held on May Next Regular 12, 2015 at 9:30 a.m. CDT. Meeting ATTEST: **JOHN ALLEN** 

JOHN ALLEN
CHAIR, COUNTY BOARD

JIM ELMQUIST
CLERK

DATED: