

TUESDAY, MAY 26, 2015

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

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

**COUNTY ADMINISTRATION OFFICE
MANTORVILLE, MN**

2015-11

The Dodge County Commissioners met in regular session May 26, 2015, in the County Board Room at the Dodge County Government Services Building, 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

The Chair acknowledged those present:

Those Present

Members present:	John Allen	District #1
	Tim Tjosaas	District #2
	David Erickson	District #4
	Steven Gray	District #5
Members absent:	Rodney Peterson	District #3
Also present:	Lisa Kramer	Finance Director
	Becky Lubahn	Deputy Clerk

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

Agenda Amended

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

Consent Agenda
Items Approved

- 1.1 Final payment of \$184,888.83 to Mathiowetz Construction for SP 020-607-023 & SP 020-624-018 to reconstruct County Road 24 between TH 56 in West Concord and County Road 22 in Concord.

Motion adopted unanimously.

The Chair reported that Don Leth would not be available for tonight's meeting and tabled the culvert complaint discussion.

Culvert Discussion
Tabled

John McNamara from Wold Architects provided the Board with a building update.

Building Update

Mr. McNamara informed the Board the Government Services Building parking lot pavement will be done within the next two weeks. Mr. McNamara reported he will also make sure Benike finishes the punch list of things that still need to be done in the Government Services Building.

Commissioner Allen commended Facilities and Fleet Manager Duke Harbaugh and his staff for the work they did to get everyone moved into the Government Services Building this week. Mr. Allen noted there is a water leak issue they will have to deal with and warranty work on the roof that still needs to get done. Commissioner Allen also reported they are moving ahead with Phase 2 and the demolition of the lower level annex.

Commissioner Peterson stated the place looks phenomenal. Mr. Peterson acknowledged Mr. McNamara’s contributions to the project. Commissioner Peterson discussed with the Board and Mr. McNamara his concerns with the leaking roof issue.

Building Update -
Continued

Commissioner Gray commented he admires the space use of the plan, which he felt was a real strong point of the building. Mr. Gray reported he is disappointed there is still work that needs to be done on the building, especially with staff in the building. Commissioner Gray stated he would like the contractor to be diligent and prompt in finishing the building.

Mr. McNamara informed the Board they too were disappointed that the project wasn’t finished on time.

Commissioner Peterson questioned whether or not the unfinished building issues were self-inflicted and if the issues couldn’t have been avoided if they had pushed the move back two weeks.

Commissioner Erickson noted we had to move the departments when we did, the contractor needed to start the courthouse project on time. Mr. Erickson reported he is happy with the Government Services Building. Commissioner Erickson also pointed out there are still roof issues that need to be addressed. Mr. Erickson stated he is pleased with the results he’s seen so far and stated the parking lot will get done.

Commissioner Gray thanked John Allen for his oversight and work on site.

Commissioner Gray expressed a desire to be added to the Building Committee.

Commissioner Erickson stated they can add Commissioner Gray to the Building Committee but it would be a problem because this would create a majority on the committee.

John McNamara informed the Board he will continue to provide them with updates and will make sure the Government Services Building project gets done.

Zoning Administrator Melissa DeVetter presented for the Board’s consideration a 2015 Performance Credit Grant Agreement.

MPCA FY2015
County Feedlot
Performance Grant
Agreement
Approved

Ms. DeVetter reported that under the delegation agreement with the MPCA, Dodge County has minimum program requirements it is required to perform and report to the state. This is accomplished by an annual review with the assigned MPCA feedlot staff and completion of the annual report, which is required to be submitted.

At the February 10, 2015 meeting, the County Board approved the Annual County Feedlot Officer and Performance Credit Report for the period of January 1, 2014 – December 31, 2014. Dodge County achieved a compliance inspection rate of 14.5%, which exceeds its required compliance inspection rate of 7% and goal of 10%. Dodge County also met 100% of its non-inspection minimum program requirements for the year 2014.

As a result of the work of the County Feedlot Officer and technical assistance provided by the Dodge Soil and Water Conservation District, Dodge County earned a \$7,435 performance credit grant for the feedlot related work performed in 2014.

MPCA FY2015
County Feedlot
Performance Grant
Agreement
Approved -
Continued

Included in the Board packet was the MPCA 2015 County Feedlot Performance Grant Agreement #2 for the amount of \$7,435. This amount is not included in the budget for planning purposes as it is a reimbursement of services performed for last year.

Motion by Tjosaas seconded by Peterson to accept the MPCA FY2015 County Feedlot Performance Grant Agreement for work performed in 2014 and authorize the Zoning Administrator to be listed as the authorized representative on the grant agreement and sign on the county's behalf. *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. Sheriff's Office

- A.1 Richard Allee - Sergeant
Step increase from C43 36 month step \$31.60 to C43 48 month step \$32.40.
Effective Date: 2/23/15
- A.2 Matt Stradtman – Deputy Sheriff
Step increase from C41 hire step \$20.42 to C41 12 month step \$21.85.
Effective Date: 5/12/15
- A.3 Jordan Anderson – Deputy Sheriff – On-Call
Authorization to employ at C41 hire step \$20.42 to fill approved vacancy.
Effective Date: 5/27/15
- A.4 Jeff Espinosa – Sergeant
Step increase from C43 36 month step \$31.60 to C43 48 month step \$32.40.
Effective Date: 2/23/15

B. Land Records

- B.1 Mike Stupka – Property Appraiser II
Annual review.
Effective Date: 5/16/15

C. Highway Department

- C.1 Paul Berge – Equipment Operator II
End of employment.
Effective Date: 5/28/15
- C.2 Equipment Operator II – 1.0 FTE
Authorization to post and fill vacancy.
Effective Date: 5/26/15

D. Administration

- D.1 Finance Director – Job Description
Approval of updated job description.
Effective Date: 5/26/15

D.2 Payroll Specialist & Employee Relations Assistant – Job Description
Approval of updated job description.
Effective Date: 5/26/15

Personnel Actions
Approved -
Continued

E. Public Health

E.1 Christine Handley – Public Health Nurse I
Change status from .80 FTE to on-call.
Effective Date: 6/25/15

E.2 Public Health Nurse/Health Educator - .75 FTE
Authorization to post and fill vacancy.
Effective Date: 5/26/15

Motion adopted unanimously.

County Attorney Paul Kiltinen arrived to the meeting at 5:10 p.m. CDT.

County Attorney
Arrived

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	\$	96,965.54
13	Road and Bridge Fund	\$	30,589.73
16	Environmental Quality Fund	\$	9,848.36
32	County Capital Projects	\$	<u>406.25</u>
	Total	\$	137,809.88

Motion adopted unanimously.

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

Legal Update

Mr. Kiltinen informed the Board their new person will be starting next week when the other person in his office goes on leave.

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

Public Health
Committee Report

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

Public Works
Committee Report

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

Administration
Committee Report

Motion by Erickson seconded by Gray to approve and authorize the May 12, 2015 Committee of the Whole meeting minutes as presented. *Motion adopted unanimously.*

05/12/15 Committee
of the Whole
Meeting Minutes
Approved

Motion by Gray seconded by Tjosaas to approve and authorize the May 12, 2015, meeting minutes as presented. *Motion adopted unanimously.*

05/12/15 Meeting
Minutes Approved

Commissioners provided their agency reports. Commissioner Allen attended a Fairview Care Center meeting. Commissioner Erickson attended a Dodge County Community Corrections Task Force meeting, a Construction Committee meeting, a Fairview Care Center meeting, an informational meeting on a wetland project in Claremont Township – Havana Ditch area and a special Havana Ditch meeting. Commissioner Gray attended a County Board meeting, a Smart Trails meeting, a Zumbro Watershed District meeting, a Dodge County Community Corrections Task Force meeting, Public Health Director interviews, a Highway 14 Partnership conference call, a Dodge County Historical Society meeting and a Wasioja Memorial dedication. Commissioner Peterson attended a Hiawatha Valley RC&D meeting, a MnPrairie meeting, a Joint Havana/Ripley Ditch meeting, a SWCD meeting, a Fairview Care Center meeting and a Fair Board meeting. Commissioner Tjosaas attended two MnPrairie meetings, CHS/Public Health Director interviews, an EDA meeting and a COG meeting.

Agency Reports

Commissioner Allen informed the Board that for 144 years the County Board has met in the Courthouse and with the move to the Government Services Building they are starting a new era here in Dodge County. Mr. Allen acknowledged the work of the individuals that played a key role in making this building projected happen. Commissioner Allen stated he appreciates the help that was received in order to move this project forward. Mr. Allen commented he hopes people appreciate the work that was done in this building and that the courthouse remodeling project is going well. It was Commissioner Allen’s opinion that when everything is done a year from now that the renovated buildings will be a nice addition to Mantorville.

Comments from
Commissioner Allen

The County Administrator was not available to provide the Board with an Administrator’s update.

County
Administrator
Update

Motion by Peterson seconded by Tjosaas to adjourn the meeting at 5:58 p.m. CDT. *Motion adopted unanimously.*

Meeting Adjourned

The next meeting of the Dodge County Board of Commissioners will be held on June 9, 2015 at 9:30 a.m. CDT.

Next Regular
Meeting

ATTEST:

**JOHN ALLEN
CHAIR, COUNTY BOARD**

**BECKY LUBAHN
DEPUTY CLERK**

DATED: