

TUESDAY, AUGUST 11, 2015

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

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

**COUNTY ADMINISTRATION OFFICE
MANTORVILLE, MN**

2015-16

The Dodge County Commissioners met in regular session August 11, 2015, in the Commissioner's Room at the Dodge County Government Services Building, 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
 Paula Rud Administrative Assistant

Motion by Erickson seconded by Gray to approve and adopt the agenda as amended to add a Public Safety Committee Report after the Administration Committee Report. *Motion adopted unanimously.*

Amended Agenda
Approved

There were no Consent Agenda items which needed to be approved.

Consent Agenda
Items - None

MnPrairie Adult and Disability Services Program Manager Charity Floen presented for the Board's consideration a South Country Health Alliance (SCHA) contract resolution to the State of Minnesota.

SCHA Contract
Resolution Discussed

After some discussion it was the consensus of the County Board and the County Attorney that the proposed resolution language needs to be modified.

Commission Peterson and the County Attorney left the meeting to reword the proposed SCHA resolution at 9:35 a.m. CDT.

Commissioner
Peterson and County
Attorney Left Meeting

Veteran Services Officer Todd Nelson discussed with the Board the 2016 County Veteran Services Office (CVSO) Operational Enhancement Grant Program.

2016 CVSO
Operational
Improvement Grant
Approved by
Resolution
#2015-23

Beginning in State FY 14 the Minnesota Department of Veteran Affairs (MDVA) began providing operational enhancement grants in agreement with State Statute 197.605 to Minnesota Counties for the purpose of enhancing CVSO operations not otherwise contained in local budgets. This can include transportation, needed electronic equipment, marketing, CVSO specific training, etc. In State FY 16 Dodge County will receive \$10,000.00 to meet these needs with a grant expiration date of May 31, 2016.

Included in the Board packet for review was a proposed resolution which allows the Dodge County Veteran Services Officer to sign and execute the grant contract and a copy of the grant agreement.

2016 CVSO
Operational
Improvement Grant
Approved by
Resolution
#2015-23 -
Continued

Commissioner Gray offered the following resolution (#2015-23), seconded by Commissioner Tjosaas:

2016 CVSO Operational Improvement Grant

WHEREAS, Dodge County Veteran Services receives donations from time to time from individuals and/or organizations; and

WHEREAS, Dodge County Veteran Services wishes to accept these grants and utilize them for the purpose of supporting Dodge County veterans; and

WHEREAS, pursuant to Minnesota Statute 465.03, the county shall by resolution of the governing body adopt by a two-thirds majority of its members accept a grant or devise of real 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 enter into the attached Grant Contract with the Minnesota Department of Veteran Affairs (MDVA) to conduct the following program: County Veteran Service Office Operational Enhancement Grant Program. This grant must be used to enhance the operations of the County Veteran Service Office under Minnesota Laws 2013, Chapter 142, Article 4 and should not supplant or replace other funding.

BE IT FURTHER RESOLVED by the Dodge County Board of Commissioners that Todd Nelson, the Dodge County Veteran Service Officer, be authorized to execute the attached Grant Contract on behalf of the County.

WHEREUPON the above resolution was adopted at a regular meeting of the Dodge County Board of Commissioners this Eleventh Day of August, 2015.

Resolution adopted unanimously, Allen, Erickson, Gray, Tjosaas aye, Peterson absent.

Waste Facility Manager Terry Selthun and Environmental Services Director Mark Gamm met with the Board to discuss their request to replace a skid steer loader.

Bobcat Skid Steer
Loader Purchase
Approved

The Transfer Station 2008 Bobcat S205 skid loader is due for replacement. The Environmental Services 2015 budget allocates \$50,000 from the Capital Replacement Fund for the purchase of a new skid steer loader.

Skid steer loader price quotes from the state contract were listed as follows:

Make/Model	Vendor	Price
Bobcat 650	Bobcat of Rochester	\$40,702.45 (1)
Caterpillar 246D	Ziegler, Rochester	\$45,028.00 (2)
Case SV250	Titan Machinery	\$44,257.00 (3)
John Deere	RDO, Rochester	\$50,845.00 (3)

- (1) Includes trade-in value of \$7,200 for existing Case 1840 skid loader.
- (2) Includes trade-in value of \$5,000 for existing Case 1840 skid loader.
- (3) Assumes trade-in value of \$6,000 for existing Case 1840 skid loader.

Bobcat Skid Steer
Loader Purchase
Approved -
Continued

Mr. Selthun and Mr. Gamm recommended purchasing the Bobcat 650 skid steer loader. Environmental Services has had two Bobcat skid loaders in the past and feel they are reliable and suitable for their needs.

The current attachments (grapple bucket, fork, and sweeper) are compatible with the Bobcat 650. Environmental Services staff has discussed the purchase with the Highway Department and will be able to share the skid loader with the Highway Department when needed.

Motion by Erickson seconded by Tjosaas to approve and authorize the Environmental Services Department to purchase a Bobcat 650 skid steer loader at cost of \$40,702.45 from Bobcat of Rochester. *Motion adopted unanimously, Allen, Erickson, Gray, Tjosaas aye, Peterson absent.*

Zoning Director Melissa DeVetter presented for the Board's consideration the August 5, 2015 Planning Commission recommendations.

IUP #15-02 Approved

Motion by Erickson seconded by Gray to approve of the following action of the Planning and Zoning Commission as reviewed on August 5, 2015 with the reasons, recommendations and conditions as found in the individual permit:

Randal Reese – IUP #15-02

The first public hearing is to consider an application for an Interim Use Permit to establish a dwelling on less than 53 acres in the Agricultural District. The proposed parcel will be a 3.28 acre split from 11.4 acres located in the SE ¼ of the SE ¼ of the NE ¼ of Section 19, Hayfield Township. Randal W. Reese is the applicant and the property owner.

The Planning Commission recommends approval with the following conditions:

1. The Ag Covenant shall be recorded prior to issuance of the Zoning Permit.
2. Dodge County Zoning Permit shall be obtained before construction.
3. The sewage treatment system must meet the requirements of Dodge County's Subsurface Sewage Treatment Ordinance No. 4. A Dodge County Sewage Treatment System shall be obtained prior to issuance of the Zoning Permit.
4. Driveway access permit/approval shall be obtained from Hayfield Township, when required. If access is shared through a common driveway, an access easement shall be established to maintain access to the property, when required.
5. An address shall be obtained from the Dodge County Highway Department.

Motion adopted unanimously, Allen, Erickson, Gray, Tjosaas aye, Peterson absent.

Ms. DeVetter reviewed with the Board IUP #15-03.

IUP #15-03 Approved

Motion by Erickson seconded by Tjosaas to approve of the following action of the Planning and Zoning Commission as reviewed on August 5, 2015 with the reasons, recommendations and conditions as found in the individual permit:

Dallas Jensen – IUP#15-03

The second public hearing is to consider an application for an Interim Use Permit to establish a dwelling on less than 53 acres in the Agricultural District. The parcel will be 9 acres located in the NE ¼ of the SE ¼ of the SW ¼ of Section 28, Wasioja Township. Dallas Jensen is the applicant and Lyndon and Ruth Johnson are the property owners.

The Planning Commission recommends approval with the following conditions:

1. The Ag Covenant shall be recorded prior to issuance of the Zoning Permit.
2. Dodge County Zoning Permit shall be obtained before construction.
3. The sewage treatment system must meet the requirements of Dodge County's Subsurface Sewage Treatment Ordinance No. 4. A Dodge County Sewage Treatment System shall be obtained prior to issuance of the Zoning Permit.
4. The applicant shall provide a copy of FEMA's Elevation Certificate for the structure. A copy of the Elevation Certificate shall be provided to the Environmental Services Department to include with the IUP.
5. The applicant shall apply to FEMA for a Letter of Map Amendment (LOMA) on the property. A copy of the LOMA shall be provided to Environmental Services to include with the IUP.

Motion adopted unanimously, Allen, Erickson, Gray, Tjosaas aye, Peterson absent.

Ms. DeVetter reviewed with the Board IUP #15-04.

IUP #15-04 Approved

Motion by Erickson seconded by Gray to approve of the following action of the Planning and Zoning Commission as reviewed on August 5, 2015 with the reasons, recommendations and conditions as found in the individual permit:

Kevin Binstock – IUP#15-04

The third public hearing is to consider an application for an Interim Use Permit to establish a dwelling on less than 53 acres in the Agricultural District. The parcel will be a split of 5 acres from 67 acres located in the SE ¼ of the NE ¼ of the SW ¼ of Section 15, Wasioja Township. Kevin Binstock is the applicant and Nancy Binstock is the property owner.

The Planning Commission recommends approval with the following conditions:

1. The Ag Covenant shall be recorded prior to issuance of the Zoning Permit.
2. Dodge County Zoning Permit shall be obtained before construction. Based upon placement of the dwelling, a LOMA and Elevation Certificate may be required.
3. The sewage treatment system must meet the requirements of Dodge County's Subsurface Sewage Treatment Ordinance No. 4.

4. An address shall be obtained from the Dodge County Highway Department.
5. A shared well agreement/easement shall be provided to the Environmental Services Department to include with a copy of the IUP and the easement shall be identified and described on the property survey.

IUP #15-04 Approved - Continued

Motion adopted unanimously, Allen, Erickson, Gray, Tjosaas aye, Peterson absent.

Ms. DeVetter reviewed with the Board IUP #15-05.

IUP #15-05 Approved

Motion by Erickson seconded by Tjosaas to approve of the following action of the Planning and Zoning Commission as reviewed on August 5, 2015 with the reasons, recommendations and conditions as found in the individual permit:

Countryside Builders of MN, LLC – IUP#15-05

The fourth public hearing is to consider an application for an Interim Use Permit to establish a dwelling on less than 53 acres in the Agricultural District. The property is 6.5 acres located in the NW 1/4 of the NW 1/4 of Section 24, Milton Township. Countryside Builders of MN, LLC is the applicant and Betty Stoflet is the property owner.

The Planning Commission recommends approval with the following conditions:

1. Submit an Erosion Control Plan in accordance with Section 17.11 and 17.25 prior to construction if proposed construction is on slopes 12% or greater.
2. A Dodge County Zoning Permit shall be obtained before construction.
3. The Agricultural Use Covenant shall be signed and recorded in the Dodge County Recorder's Office prior to issuance of the Zoning Permit.
4. The sewage treatment system must meet the requirements of Dodge County's Subsurface Sewage Treatment Ordinance No. 4.
5. Access drive shall meet the requirements of Milton Township.
6. An address shall be obtained from the Dodge County Highway Department.

Motion adopted unanimously, Allen, Erickson, Gray, Tjosaas aye, Peterson absent.

Ms. DeVetter reviewed with the Board the IUP #14-04 extension request.

IUP #14-04 Extension Approved

Motion by Erickson seconded by Gray to approve of the following action of the Planning and Zoning Commission as reviewed on August 5, 2015 with the reasons, recommendations and conditions as found in the individual permit:

Rod Garness – IUP #14-04 extension

The Planning Commission recommends approval for an extension of IUP #14-04 for 1 (one) year. I.U.P. #14-04 would be extended from October 14, 2015 to October 14, 2016 with the following conditions:

1. The Ag Covenant shall be recorded prior to issuance of the Zoning Permit.
2. Dodge County Zoning Permit shall be obtained before construction.

- 3. The sewage treatment system must meet the requirements of Dodge County's Subsurface Sewage Treatment Ordinance No. 4. A Dodge County Sewage Treatment System shall be obtained prior to issuance of the Zoning Permit.
- 4. When required, the applicant will provide a copy of any permit from the Cedar River Watershed District on file with a copy of the IUP.

IUP #14-04
Extension Approved -
Continued

Motion adopted unanimously, Allen, Erickson, Gray, Tjosaas aye, Peterson absent.

Commissioner Peterson and the County Attorney returned to the meeting with the reworded SCHA resolution.

Commissioner
Peterson and County
Attorney Returned to
the Meeting

Mr. Peterson read the amended resolution for continuation of SCHA as a participating health plan for Dodge County.

Commissioner Peterson offered the following resolution (#2015-24), seconded by Commissioner Gray:

SCHA Contract
Resolution to the
State of MN
Supported by
Resolution #2015-24

Dodge County Resolution for Continuation of SCHA as a Participating Health Plan for Dodge County

The Minnesota Governor and the Commissioner of Health and Human Services have determined that SCHA is not an option for ten of the eleven member counties and therefore may have effectively eliminated Dodge County's ability to participate in a county based purchasing plan.

WHEREAS, Dodge County has reviewed the responses to the 2015 PMAP and MinnesotaCare Request for Proposal for Dodge County recipients; and

WHEREAS, Dodge County is a member of the county-based purchasing entity, South Country Health Alliance (SCHA) which has purchased services for the PMAP population and for many of the MinnesotaCare population since 2001; and

WHEREAS, Dodge County does not believe that enrollees will have any added value with the addition of another health plan which was not selected by the Dodge County Board and will be duplicative of the network that is already available and the DHS selection will increase administrative costs in assuring that each health plan's regulatory functions are in compliance; and

WHEREAS, Dodge County does not believe that the loss of existing providers will enhance the needs of the citizenry of the county; and

WHEREAS, although SCHA is still an option for Dodge County the loss of the other 10 counties to SCHA may ultimately lose its viability and therefore eliminate a proven program of success to the citizenry of Dodge County, causing irreparable harm to the county; and

WHEREAS, Dodge County has confidence that the integration of Health and Human Services with the county-based purchasing plan is an effective model for care coordination on behalf of the enrollees as evidenced by the outgoing work and relationships that the county has with the health plan. Examples include that county representation of the county Health & Human Services Directors Advocacy Committee, the Quality Assurance Committee, Utilization Review Committees and ongoing workshops made up of county representatives working on service enhancement and best practice that does not occur with the other plans that service the MinnesotaCare population; and

SCHA Contract
Resolution to the
State of MN
Supported by
Resolution #2015-24
- Continued

WHEREAS, a local care connector is provided by SCHA to connect enrollees to needed health and community services that other health plans do not offer; and

WHEREAS, SCHA provides a comprehensive network that meets the state's requirements for access to enrollees.

NOW THEREFORE BE IT RESOLVED, by the Dodge County Board of Commissioners that it hereby objects to Minnesota Department of Human Services' selection of participating health plans for ten of the eleven member counties and, specifically, the Department's decision to reject South Country Health Alliance's proposal to provide healthcare through the Prepaid Medical Assistance and MinnesotaCare programs. Dodge County hereby authorizes the submission of a request for mediation with the Department pursuant to Minnesota Statute 256B, both on behalf of Dodge County individually and through South Country Health Alliance.

Resolution adopted unanimously.

County Administrator Jim Elmquist presented for the Board's consideration a second quarter financials report.

Second Quarter
Financials

Mr. Elmquist noted the report was assembled by Rose Culbertson in Finance.

The County Administrator pointed out there is a considerable deficiency for projections and this is primarily due to the first payment of tax receipts by the Department of Revenue not being received until July. Overall, expenditures are short of the 50% threshold; however this is the same as the previous year.

Expenditures:

12 - Courts – This budget is considerably higher due to court appointed attorney fee charges.

Human Services – there are expenditures showing in unbudgeted items (Income Maintenance and Individual and Family Social Services). These items are accounts payable actions from 2014 that were paid in 2015. We will begin to see reconciliation of some of these expenses in revenue as there will be some receipts to offset costs from MnPrairie, those are not reflected now.

Road and Bridge – Most of Highways contracts are usually billed towards the end of summer or in early fall. This is an accounts receivable timing issue.

Revenue:

Second Quarter
Financials -
Continued

General - The County receives tax settlements in July. Revenue should reflect this by third quarter.

The Board thanked Mr. Elmquist for the report.

Taxpayer Services Director Rose Culbertson reviewed bills with the Board.

Bills Approved

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

01	Revenue Fund	\$	32,219.32
13	Road and Bridge Fund	\$	23,865.35
16	Environmental Quality Fund	\$	3,390.62
32	County Capital Projects	\$	53,704.38
41	Ditch Fund	\$	<u>12.00</u>
	Total	\$	113,191.67

Motion adopted unanimously.

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

Personnel Actions
Approved

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

A. Administration

- A.1 Dennis Nawrocki – Fleet Mechanic
Step increase from B23 step 2 \$20.86 to B23 step 1 \$21.49.
Effective Date: 6/5/15

B. Environmental Services

- B.1 Robert Naatz – Solid Waste Facility Operator
Annual review.
Effective Date: 7/6/15

C. Land Records

- C.1 Deputy Recorder – 1.0 FTE
Authorization to post and fill vacancy.
Effective Date: 8/1/15

D. Public Health

- D.1 Gail Hester – Business Office Manager
Authorization to change status from .75 FTE to 1.0 FTE.
Effective Date: 8/11/15

Motion adopted unanimously.

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

Legal Update

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 July 14, 2015 Committee of the Whole meeting minutes as presented. *Motion adopted unanimously.*

[07/14/15 Committee of the Whole Meeting Minutes Approved](#)

Motion by Peterson seconded by Tjosaas to approve and authorize the July 15, 2015 meeting minutes as presented. *Motion adopted unanimously.*

[07/14/15 Meeting Minutes Approved](#)

Motion by Tjosaas seconded by Gray to approve and authorize the July 28, 2015 Committee of the Whole meeting minutes as presented. *Motion adopted unanimously.*

[07/28/15 Committee of the Whole Meeting Minutes Approved](#)

Motion by Erickson seconded by Peterson to approve and authorize the July 28, 2015 meeting minutes as presented. *Motion adopted unanimously.*

[07/28/15 Meeting Minutes Approved](#)

Commissioners provided their agency reports. Commissioner Allen attended a Township Officers meeting and a meeting with the engineers regarding a water issue in the Government Services Building parking lot. Commissioner Erickson attended a Dodge County Planning Commission meeting, a South Country Health Alliance meeting, a Township Officers meeting and a Construction Committee meeting. Commissioner Gray attended a County Board meeting, a Community Health Special meeting, a Dodge Refreshed meeting, a Kasson Ice Arena meeting, a Dodge County Township Association meeting and the Relay for Life. Commissioner Peterson attended an Ice Hockey Arena meeting, the Relay for Life and a Fair Board Executive Big Iron Classic meeting. Commissioner Tjosaas attended a Semcac Finance and Board meeting, the Relay for Life and the Festival in the Park.

[Agency Reports](#)

The County Administrator provided the Board with an administrative update.

[County Administrator Update](#)

Commissioner Peterson presented for the Board's consideration a purchase order for new furniture for the Sheriff's Office. Discussion also took place on the Sheriff's desire to purchase a screener at a cost of \$1,500 plus installation.

[Public Safety Committee Report](#)

Motion by Peterson seconded by Erickson to approve and authorize the Sheriff's Office to go ahead with the proposed furniture purchase from Schmidt Goodman in the amount of \$14,583.90. The funds for this purchase will be taken out of the Conceal and Carry Fund. *Motion adopted unanimously.*

[Sheriff's Office Furniture Purchase Approved](#)

Motion by Peterson seconded by Tjosaas to adjourn the meeting at 10:54 a.m. CDT. *Motion adopted unanimously.*

[Meeting Adjourned](#)

The next meeting of the Dodge County Board of Commissioners will be held on August 25, 2015 at 5:30 p.m. CDT.

[Next Regular Meeting](#)

ATTEST:

**JOHN ALLEN
CHAIR, COUNTY BOARD**

**JIM ELMQUIST
CLERK**

DATED: