

TUESDAY, OCTOBER 27, 2015

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

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

**COUNTY ADMINISTRATION OFFICE
MANTORVILLE, MN**

2015-21

The Dodge County Commissioners met in regular session October 27, 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
 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 Erickson seconded by Peterson to approve and adopt the agenda as presented. *Motion adopted unanimously.*

Agenda
Approved

There were no Consent Agenda items to approve.

Consent Agenda
Items

John Derus, President of the Minnesota 100 Club discussed with the Board a Line of Duty Death Award.

Line of Duty
Death Award
Presented

The Minnesota 100 Club contacted the county and requested time on the agenda to award Deb Guenther, spouse of former Dodge County Sheriff's Captain Loring Guenther, an award of \$5,000.

Included in the Board packet was material from the Minnesota 100 Club website demonstrating the past efforts and the history of the club. This is a group who supports efforts of first responders with a special emphasis on those who have lost their lives or have sustained serious injuries.

The President of the Minnesota 100 Club provided the Board with a brief history of the clubs purpose and mission.

Mr. Derus presented a check to the Dodge County Board in memory of Captain Loring Guenther.

Commissioner Peterson presented the check to Captain Guenther's widow, Deb Guenther, who was present at the meeting.

Line of Duty
Death Award
Presented -
Continued

Commissioner Gray thanked Ms. Guenther for attending the meeting.

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

Personnel
Actions
Approved

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

A. Administration

A.1 Eric Schwartz – Information Systems Specialist
Regular status and step increase from B31 step 9 \$19.81 to B31 step 8 \$20.30.

Effective Date: 11/3/15

A.2 Duke Harbaugh – Facilities and Fleet Manager
Step increase from C42 step 10 \$22.87 to C42 step 9 \$23.64.
Effective Date: 9/19/15

B. Public Health

B.1 Heather Angell – PHN – On-Call
No longer employed.
Effective Date: 10/27/15

C. Highway

C.1 Joshua Smith – Engineering Tech II
Authorization to change status from Engineering Tech II B22 24 month step \$24.20 to Engineering Tech III B23 36 month step. Annual review date and next step eligibility date remains 4/22.
Effective Date: 10/31/15

D. Public Health

D.1 Gail Hester – Business Office Manager
Annual review.
Effective Date: 8/14/15

Motion adopted unanimously.

Ms. Hager presented for the Board's consideration the Insurance Committee recommendation for insurance coverage for 2016.

2016 Cafeteria
Plan
Contribution
Approved

As voting members of the Insurance Committee for 2015, their recommendation was a switch in Dental Insurance Carriers from United Health Care to Met Life effective January 1, 2016. Rate comparisons were included in the Board packet for review.

The Insurance Committee is also recommending a \$845/month (\$40 increase)/ \$1,560/month (\$80 increase) contribution from the County towards the Cafeteria plan.

Ms. Hager noted the county will experience a 7% increase in premiums for 2016, however data from the insurance coop showed the county deserved a higher premium increase.

The monthly breakdown comparison from current to proposed was listed as follows:

	<u>Current Single</u>	Family	<u>Proposed Single</u>	Family
County Contribution	\$805.00	\$1,480.00	\$845.00	\$1,560.00
VEBA	-\$108.33	-\$216.66	-\$108.33	-\$216.66
Premium	-\$649.50	-\$1,624.50	-\$695.00	-\$1,738.00
Life Insurance	-\$3.00	-\$3.00	-\$3.00	-\$3.00
OOP Cost	(left over) \$44.17	(\$364.16)	(left over) \$38.67	(\$397.66)

2016 Cafeteria
Plan
Contribution
Approved -
Continued

County Administrator Jim Elmquist informed the Board the cost of the cafeteria plan increase is less than what was projected in the 2016 budget.

Commissioner Erickson stated because he's covered by the county's insurance plan he plans to abstain from voting on the request to approve the Cafeteria Plan for 2016.

Motion by Gray seconded by Tjosaas to set the 2016 Cafeteria Plan county contribution at \$845/month for single coverage and \$1,560/month for family coverage and a switch in Dental Insurance Carriers from United Health Care to Met Life as recommended. *Motion adopted Allen, Gray, Tjosaas, Peterson aye, Erickson abstained.*

Commissioner Gray thanked Ms. Hager for her work on the proposed cafeteria plan for 2016.

Ms. Hager commended the work of the Insurance Committee in bringing this recommendation to the County Board.

Accounting Services Director Sara Marquardt presented for the Board's consideration a Wildcat Hockey Booster Club raffle permit request.

Wildcat Hockey
Booster Club
Gambling Permit
Approved

The Wildcat Hockey Booster Club is requesting a gambling permit for raffles to be held on January 26, 2016. The raffles will take place at 100 11th Street NE, Kasson, MN 55944 (Dodge County Ice Arena).

Motion by Erickson seconded by Tjosaas to approve and authorize the Chair to sign a Gambling Permit for the Wildcat Hockey Booster Club pending the payment of the \$25.00 permit fee and a copy of the IRS tax exemption letter 501(c). *Motion adopted unanimously.*

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

Legal Update

Taxpayer Services Director Rose Culbertson reviewed bills with the Board.

Bills Approved

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

01	Revenue Fund	\$ 213,795.37
13	Road and Bridge Fund	\$ 166,143.98
16	Environmental Quality Fund	\$ 20,876.10
32	County Capital Projects	\$ 84,521.73
37	Debt Fund-County Go	\$ 400.00
80	Agency Fund	\$ 30.00
	Total	\$ 485,767.18

Bills Approved -
Continued

Motion adopted unanimously.

Mr. Elmquist discussed with the Board a recommendation to support the Fair Board loan refinance request.

Fair Board Loan
Refinance
Request
Approved

Motion by Peterson seconded by Erickson to approve and authorize Home Federal Bank to carry over the County’s guarantee for the Agricultural and Mechanical Society’s building loan in order to refinance the loan to a lower interest rate. *Motion adopted unanimously.*

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

Public Works
Committee
Report

The Board reviewed the Water Program Manager’s request to approve a Dodge County/Dodge Soil and Water Conservation District (SWCD) Drainage Management Grant Partnership.

Letter of Intent to
Partner
Agreement
Approved for
FY2016

For FY 2016, the Board of Water and Soil Resources (BWSR) is promoting a Clean Water Fund (CWF) Multipurpose Drainage Management Program as a partnership opportunity for Counties and Soil and Water Districts (SWCD) to achieve nitrogen reduction in tile drainage waters.

Dodge County and the Dodge SWCD have developed an application for grant funding from this program, which will be targeted to the Ripley Ditch portion of Dodge County. Nitrogen-reduction activities to be promoted include saturated buffers, woodchip bioreactors and conservation drainage tile systems – Dodge currently has at least two of each of these activities present and functioning in the county.

The grant application requires an Intent to Partner Agreement with the Dodge SWCD whereby the County agrees to provide matching funding for the grant.

The grant is written to install up to six projects over three years at a cost of \$48,900. The County would pledge matching funds of up to \$2,500/year for three years, which would come from the Environmental Grant and Loan Fund, contingent on approval of this expense by the Technical Water Planning Committee.

Potential matching funds would come from the existing Environmental Grant and Loan Fund.

Motion by Peterson seconded by Erickson to approve and authorize the Chair to sign a Letter of Intent to Partner Agreement with the Dodge SWCD for a BWSR Drainage Water Management Grant. *Motion adopted unanimously.*

The Board discussed Commissioner Gray’s request to revisit moving forward with taking some type of action on the Dodge County Historical Society parking lot.

Dodge County
Historical
Society Parking
Lot Discussion

The County Board previously discussed this item at their April 8, 2014 meeting.

Commissioner Erickson noted the parking area needs to be leveled out at the Historical Society. Mr. Erickson suggested the Highway Department be allowed to level out the parking area and track their cost associated with this project, the county could then count this expense as a contribution to the Historical Society.

Commissioner Gray informed the Board the Historical Society is interested in getting the parking lot project done.

Mr. Gray discussed with the Board an issue with the sewer lines at the Historical Society freezing during the winter. Commissioner Gray believes it would be beneficial to address the sewer line issue at the same time the parking lot is being worked on and an ideal time to install insulation on the sewer lines.

Commissioner Tjosaas suggested the Historical Society talk to the City of Mantorville regarding the parking lot project before the county starts any work.

Commissioner Allen stated it will be the Historical Society’s responsibility to obtain any needed permits for the project.

It was the consensus of the Board that the County Engineer be directed to work with the Historical Society to get the parking lot project done.

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 October 13, 2015 Committee of the Whole meeting minutes as presented. *Motion adopted unanimously.*

10/13/15
Committee of
the Whole
Meeting Minutes
Approved

Motion by Peterson seconded by Tjosaas to approve and authorize the October 13, 2015 meeting minutes as corrected on page 192 and 193. *Motion adopted unanimously.*

10/13/15
Meeting Minutes
Approved

Commissioners provided their agency reports. Commissioner Allen attended a Building Committee meeting. Commissioner Erickson attended a Construction Committee meeting, a Fairview Care Center meeting, an AMC District IX meeting, a Building Committee meeting and a SCHA Executive Board meeting. Commissioner Gray attended a County Board meeting, a Court Room Renovation meeting, a Dodge County Historical Society meeting, a Dodge County SWCD meeting, a Fairview meeting, a Highway 14 Partnership meeting, a Dodge/Steele Community Health Board meeting, an AMC District IX meeting and a SCHRC meeting. Commissioner Peterson attended a Fair Board meeting, a Dodge County SWCD meeting, a Fairview meeting, a Regional Radio Board meeting and a MNPrairie meeting. Commissioner Tjosaas attended a South Central HRC meeting and a MNPrairie Joint Powers Board meeting.

Agency Reports

Motion by Peterson seconded by Tjosaas to adjourn the meeting at 6:00 p.m. CDT.
Motion adopted unanimously.

Meeting
Adjourned

The next meeting of the Dodge County Board of Commissioners will be held on
November 10, 2015 at 9:30 a.m. CDT.

Next Regular
Meeting

ATTEST:

JOHN ALLEN
CHAIR, COUNTY BOARD

BECKY LUBAHN
DEPUTY CLERK

DATED: