

TUESDAY, MARCH 22, 2016

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

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

**COUNTY ADMINISTRATION OFFICE
MANTORVILLE, MN**

2016-07

The Dodge County Commissioners met in regular session March 22, 2016, in the County Board Room at the Dodge County Government Services Building, Mantorville, MN, at 5:00 p.m. CDT. Chair Steven Gray 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: Becky Lubahn Deputy Clerk
Paul Kiltinen County Attorney
Lisa Hager Employee Relations Director
Lisa Kramer Finance Director

Motion by Peterson seconded by Allen to approve and adopt the agenda as amended to add the Personnel Agenda as item 2.3 under Employee Relations Director's agenda items. *Motion adopted unanimously.*

Agenda
Approved

There were no Consent Agenda items that need to be acted on this week.

No Consent
Agenda Items

Employee Relations Director Lisa Hager met with the Board to discuss a request to approve the County Administrator position profile, job description, and salary range.

County
Administrator
Position Profile

Motion by Allen seconded by Erickson to approve and authorize the County Administrator position profile as presented. *Motion adopted unanimously.*

Approved

Ms. Hager discussed with the Board a request to approve the County Administrator job description.

County
Administrator
Job Description

Motion by Allen seconded by Tjosaas to approve and authorize the County Administrator job description as discussed. *Motion adopted unanimously.*

Approved

The Board discussed the County Administrator salary range.

County
Administrator
Salary Range

Motion by Erickson seconded by Allen to approve and authorize the County Administrator salary range as presented. *Motion adopted unanimously.*

Approved

It was clarified the selection of finalists for the County Administrator position will be handled on May 24, 2016.

Ms. Hager discussed with the Board setting a date for the annual employee recognition event.

Annual
Employee
Recognition
Event Date Set

It was Ms. Hager’s recommendation the county continue with the cake and coffee/punch reception during a County Board meeting for an employee recognition event. The Employee Relations Director suggested Tuesday, April 12, 2016 at 1:30 p.m. as the date and time for the recognition event.

Motion by Allen seconded by Tjosaas to set Tuesday, April 12, 2016 at 1:30 p.m. as the date and time for the annual employee recognition event. *Motion adopted unanimously.*

The Employee Relations Director presented the Personnel Agenda for the Board’s consideration.

Personnel
Actions
Approved

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

A. Sheriff’s Office

- A.1 Cami Mitchell - 911 Dispatcher – 1.0 FTE
Authorization change status from on-call B22 \$16.19 to 1.0 FTE B22 step 1 \$17.20 to fill approved vacancy.
Effective Date: 3/19/16
- A.2 Ben Bohle – Investigator
Step increase from C43 start step \$30.60 to C43 12 month step \$31.22.
Effective Date: 2/24/16
- A.3 Robert Morris – Investigator
Step increase from C43 start step \$30.60 to C43 12 month step \$31.22.
Effective Date: 2/24/16

B. Highway

- B.1 Tom Anderson – Mechanic
Step increase from B23 12 month step \$22.19 to B23 24 month step \$22.44.
Effective Date: 2/1/16
- B.2 Seasonal Maintenance (2)
Authorization to post and fill seasonal positions A11 step 8 \$12.45.
Effective Date: 3/22/16 (June – August/September)

C. Public Health

- C.1 Emily Stensvold – Social Worker
Authorization to hire at C42 step 11 \$21.46 to fill approved vacancy.
Effective Date: 3/22/16
- C.2 Amy Ewing – Administrative Secretary - .6 FTE
Step increase from A13 step 3 \$16.71 to A13 step 2 \$17.21.
Effective Date: 3/26/16

Motion adopted unanimously.

Kasson Fire Department Administrative Officer Steve Jurrens met with the Board to discuss an engaging opportunity that will be coming to this years’ Dodge County Free Fair. That opportunity is the Stephen Siller “Tunnel to Tower Foundation” – 9/11 Exhibit.

Dodge County
Fair – 911
Memorial Exhibit
Discussion

Mr. Jurrens reported this opportunity is being engaged by all of the Dodge County - Emergency Responding Agencies (Fire – Law – EMS), City and County level.

Mr. Jurrens stated this is a unified effort by all agencies – to not only bring this historical reminder refresh to our County, Southeast Minnesota, and beyond - but also avail each agency the opportunity to engage with attendees of the Dodge County Fair.

Dodge County
Fair – 911
Memorial Exhibit
Discussion -
Continued

Included in the Board packet was information that provided insight to the Stephen Siller “Tunnel to Tower Foundation”, the visual appearance of the 9/11 exhibit, as well as sponsorship/underwriting information associated to being able to bring the display to the Dodge County Free Fair.

Mr. Jurrens informed the Board his presentation is two-fold: 1) To provide awareness of this opportunity for the residents and visitors to Dodge County during fair week, 2) To seeking support – verbal and financial underwriting of the exhibit at one of the higher sponsorship levels.

Commissioner Erickson asked Finance Director Lisa Kramer to comment on whether or not the county could legally donate any money to bring the exhibit to the Dodge County Fair.

Ms. Kramer reported the county doesn't have the authority to donate money to any cause.

Commissioner Erickson suggested donating money to the Fair Board and earmark it for the purpose of bringing the memorial to the Dodge County Fair.

Mr. Jurrens stated he did approach the Fair Board regarding the request but he doesn't know where they are funding wise.

The Finance Director commented the county can appropriate money to the Fair Board at any time.

Commissioner Erickson asked County Attorney Paul Kiltinen to look into whether or not they can donate the money to the Fair Board to be used for the purpose of the memorial exhibit.

Commissioner Peterson wanted to know what it will cost to bring the exhibit to the Dodge County Fair.

Mr. Jurrens estimated it would cost \$14,000 - \$16,000 to bring the 911 Memorial exhibit to the fair. Mr. Jurrens informed the Board the Fire Department will be exploring other funding options in order to raise enough money for the exhibit.

It was the consensus of the Board that they were ok with the 911 Memorial exhibit coming to the Dodge County Fair.

The Board thanked Mr. Jurrens for the information.

Facilities and Fleet Manager Duke Harbaugh met with the Board to discuss the Courthouse Annex elevators.

Elevator
Maintenance
Contract & Code
Compliance
Changes
Approved

Mr. Harbaugh reported on February 1, 2016 Brad Uderdahl, State Elevator Inspector, visited the Annex to do an inspection of the two elevators we have in operation.

Since 1990 Minnesota Elevator Inc. has contracted with the County to perform the maintenance and general code compliance upkeep.

Elevator
Maintenance
Contract & Code
Compliance
Changes
Approved

It was discovered that both of the elevators in the Courthouse/Annex were in violation of several codes partially due to the County not having them annually inspected by the state, which is a free service, as well as Minnesota Elevator Inc. not seeing that the elevators are compliant with the ever changing codes.

The Facilities and Fleet Manager has asked that Minnesota Elevator Inc. and Thyssen Krupp Elevator submit a proposal to bring these two cars up to compliance. Mr. Harbaugh has received a proposal from Thyssen Krupp and after multiple e-mails to Minnesota Elevator Inc. has yet to receive a proposal.

Mr. Harbaugh informed the Board he has terminated Minnesota Elevators Inc. contracts on the two Annex elevators, which will be effective April 4, 2016 and is proposing the County contract the elevator maintenance through Thyssen Krupp on all four County elevators starting April 5, 2016. Also noted was the Thyssen Krupp maintenance contract was at a lower rate than Minnesota Elevator Inc. and their maintenance service repairman is a resident of Kasson. The Facilities and Fleet Manager reported Thyssen Krupp just installed the new elevator in the Courthouse and there will be no maintenance cost for this elevator for the first year.

Elevator maintenance costs were reviewed as follows:

MEI Annual Price for the three elevators.	\$406.00x12 months= \$4,872.00
Thyssen Krupp Annual price for the three elevators.	\$360.00x12months=\$4,320.00
Thyssen Krupp 12 month prepayment savings of 3%= \$4,190.40*.	

*Thyssen Krupp offers a 3% discount for annual payment resulting in an additional \$129.60 savings.

The cost to make the changes the State Inspector is requiring was not a budgeted repair for the 2016 year and could have effects on the Building Operations budget.

The following proposals information was shared regarding bringing the elevators up to code:

Thyssen Krupp	\$2,507.00
MEI	No Proposal Received

Motion by Allen seconded by Peterson to approve and authorize the Facilities and Fleet Manager to sign the proposed elevator maintenance contract with Thyssen Krupp at the 12 month prepayment cost of \$4,190.40. Also included in the motion was authorization for Thyssen Krupp to make the code compliant changes as requested at a cost of \$2,507.00. *Motion adopted unanimously.*

Taxpayer Services Director Rose Culbertson reviewed bills with the Board.

Bills Approved

Ms. Culbertson informed the Board a payment of \$4,864.94 to Wells Fargo Bank is being added to the bills in order to avoid late charges for items purchased by various departments using county credit cards.

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

Bills Approved - Continued

01	Revenue Fund	\$ 216,124.23
13	Road and Bridge Fund	\$ 25,582.56
16	Environmental Quality Fund	\$ 74,665.39
32	County Capital Projects	\$ 125,681.56
80	Agency Fund	\$ 7.00
	Total	\$ 442,060.74

Motion adopted unanimously.

Chief Deputy Mike Leonhardt presented for the Board's consideration a request to approve a credit card for the Dodge County Sheriff's Office.

Sheriff's Department Credit Card Authorized

The Sheriff's Office often finds they go to Rose Culbertson in Finance for the county credit card for small incidentals, equipment, and training expenses. They feel this creates extra work for Ms. Culbertson and her office, work that they could be taking care of in the Sheriff's Office. It is their understanding, according to Ms. Culbertson, that past Sheriffs have had a credit card set up for their office for this purpose.

It was clarified a name has to be listed on the departmental credit card.

Commissioner Peterson stated the name on the credit card should be someone that's in the office all the time such as Sheriff Rose, Chief Deputy Leonhardt or Captain Anderson.

The Finance Director informed the Board the previous Sheriff did have a departmental credit card; however the card was cancelled.

Motion by Erickson seconded by Peterson to approve and authorize the Sheriff's Office to work with Finance to obtain a credit card for the Sheriff's Office to be used for small incidentals, equipment, and training expenses. *Motion adopted unanimously.*

Environmental Services Director Mark Gamm and Waste Facility Manager Ken Paulson discussed with the Board their request to purchase a replacement loader for the Transfer Station.

Replacement Loader Purchase Approved

The Transfer Stations existing 2009 Caterpillar 924H Wheel Loader is due for replacement. Their 2016 budget allocates \$148,000 from the Capital Replacement Fund for the purchase of a new loader with trade-in.

Environmental Services is seeking a small wheel loader in the 165–185 horsepower class. Important options for their operation include: foam filled tires, trash guards, quick coupler, 5.5-yard light material bucket and high lift package (need to tip bucket over sidewall of their trailer at 13' 4").

Environmental Services reviewed three loaders: Caterpillar, Komatsu, and Volvo. All met minimum specification. However, the Volvo lift clearance was only 1" above their minimum specification of 13' 4". Considering loss of lift height due to tire wear and compression when loaded, it is unlikely that bucket would regularly clear 13' 4".

Price proposals were listed as follows:

Replacement
Loader Purchase
Approved -
Continued

Make/Model	Vendor	Price
Caterpillar 938M	Ziegler, Rochester	\$147,915*
Komatsu WA320-7	Road Machinery, Minneapolis	\$161,200
Volvo L90H	Nuss Truck, Burnsville	\$164,075*

* From State Purchasing Contract

Mr. Gamm and Mr. Paulson recommended the purchase of the Caterpillar from Ziegler of Rochester because they feel it is the best combination of price, features, and performance. Their current attachments (grapple bucket, snowplow, and forks) are compatible with this model.

Motion by Allen seconded by Erickson to approve and authorize Environmental Services to purchase a Caterpillar 938M from Ziegler of Rochester at a cost of approximately \$147,915. *Motion adopted unanimously.*

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

Legal Update

Mr. Kiltinen discussed with the Board Child Support fees and how they impact the Attorney’s Office.

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 award SAP 020-599-114.

SAP 020-599-
114 Awarded to
Nerstrand
Excavating

Bids were opened Tuesday, March 15 for SAP 020-599-114 which consists of constructing Township Bridge No. 20J42 and Approach Grading on 210th Avenue, 1.5 miles southeast of Dodge Center, MN.

The following bid results were reviewed:

Nerstrand Excavating, Inc.	\$169,890.00
Swenke-Ims Contracting	\$169,893.92
Fitzgerald Excavating, Inc.	\$170,625.50
Midwest Contracting	\$175,166.00
Alcon Construction	\$184,841.50
Schumacher Excavating	\$190,835.00

Construction is expected to begin in June and will be completed within 20 working days.

Motion by Peterson seconded by Allen to award the contract for SAP 020-599-114 to Nerstrand Excavating in the amount of \$169,890.00 with the County Engineer authorized to approve change orders and supplemental agreements up to 10% of the contract amount. *Motion adopted unanimously.*

The Board discussed the County Engineer’s request to approve a TH 30 Detour Agreement.

TH 30 Detour Agreement Approved by Resolution #2016-13

This summer (2016) the bridge on TH 30 just east of CSAH 15 will be reconstructed. The construction time is expected to be approximately 94 days. During the construction it will be necessary to detour traffic off of TH 30. The route selected is on Dodge County CSAH 15 from TH 30 north to CSAH 4, than east on CSAH 4 to the county line.

The surface of CSAH 15 is 19 years old and in fair condition. No undue damage is expected. CSAH 4 was newly resurfaced in 2015. With a new surface and the fact that it was only designed for local traffic there is hesitation to give authorization for it to be used as a trunk highway detour. The County Engineer has met with MnDOT personnel to address the county’s concerns. Non-destructive strength testing has been scheduled for first thing this summer to be conducted prior to the detour. In the event testing indicates that CSAH 4 is not structurally capable of carrying the expected detour traffic then authorization to use it as a detour should not be given. This raises the issue of MnDOT picking another route or forcing the use of CSAH 4, which they have the authority.

The lengthy Detour Agreement lays out the details of the agreement and can be found in the Board pack. Also included in the Board packet was a proposed resolution authorizing the County Engineer to act as the agent for the county in this matter. It is expected the testing will come back showing CSAH 4 has sufficient capacity and the agreement will be signed however, in the event testing indicates lack of capacity the agreement will not be signed.

Staff is requesting adoption of the proposed resolution authorizing execution of the proposed detour agreement at the County Engineer’s discretion.

Commissioner Peterson offered the following resolution (#2016-13), seconded by Commissioner Tjosaas:

TH 30 Detour Agreement

NOW, THEREFORE, BE IT RESOLVED, that Dodge County enter into Mn/DOT Agreement No. 1002150 with the State of Minnesota, Department of Transportation for the following purposes:

To provide for payment by the State to the County for the use and maintenance of County State Aid Highway No. 4 and No. 15 as a detour route during the contract construction to be performed upon, along and adjacent to Trunk Highway No. 30 from 480 feet east of County State Aid Highway No. 15 to 810 feet east of County State Aid Highway No. 15 under State Project No. 2004-22 (T.H. 30=077).

It is further resolved that the County Engineer is authorized to execute the Agreement and any amendments to the Agreement, with discretion.

Resolution adopted unanimously.

The Board reviewed the County Engineer’s request to approve a Mantorville Retaining Wall and Sidewalk Reconstruction Agreement.

Retaining Wall & Sidewalk Reconstruction Agreement Approved by Resolution #2016-14

The Minnesota Department of Transportation (MnDOT) has secured funds for the restoration/reconstruction of the retaining walls along TH 57 in Mantorville. Much of each wall will be completely reconstructed. The portions still in good condition will be tuck pointed. The north 20’ of the east wall will be moved back to improve sight lines for traffic. Along with the retaining wall work the county will be replacing the fence at the top of the east rock slope and reconstructing the sidewalk in the north west corner of the courthouse campus. County staff and consultants have been working with MnDOT for the design and inclusion of the county managed structures to go along with the wall project.

Included in the Board packet is an agreement with MnDOT for the inclusion of the county’s structures into their construction contract. This agreement states that MnDOT will perform inspection of the entire project. The contracted costs for the county’s structures will be passed to the county and will be our financial responsibility. A list of county responsible structures and estimated costs are itemized on page 2 of Schedule “I”. The expected cost of these structures and MnDOTs engineering input is approximately \$82,000.

Following completion of the wall and sidewalk reconstruction the county will be responsible for maintenance of the sidewalk and vegetation. MnDOT will retain responsibility for maintenance of the retaining wall and rock slope within the right-of-way.

Staff is requesting adoption of the proposed resolution authorizing execution of the cooperative construction with the County Engineer and Finance Director as authorized executors.

Commissioner Allen offered the following resolution (#2016-14), seconded by Commissioner Peterson:

Retaining Wall and Sidewalk Reconstruction Agreement

NOW, THEREFORE, BE IT RESOLVED, that Dodge County enter into Mn/DOT Agreement No. 1001177 with the State of Minnesota, Department of Transportation for the following purposes:

To provide for payment by the County to the State of the County’s Share of the costs of the ornamental railing, concrete walk, concrete stairway and signing construction and other associated construction to be performed upon, along and adjacent to Trunk Highway No. 57 from 6th Street to 7th Street within the corporate limits of the City of Mantorville under State Project No. 2007-27

It is further resolved that the County Engineer is authorized to execute the Agreement and any amendments to the Agreement.

Resolution adopted unanimously.

Commissioner Gray 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 March 8, 2016 Committee of the Whole meeting minutes as presented. *Motion adopted unanimously.*

03/08/16 C.O.W. Meeting Minutes Approved

Motion by Erickson seconded by Peterson to approve and authorize the March 8, 2016 meeting minutes as presented. *Motion adopted unanimously.*

03/08/16 Meeting Minutes Approved

Motion by Tjosaas seconded by Allen to approve and authorize the March 15, 2016 special session meeting minutes as presented. *Motion adopted unanimously.*

03/15/16 Special Session Meeting Minutes Approved

Commissioners provided their agency reports. Commissioner Allen attended an AMC meeting. Commissioner Erickson attended annual township meetings for Hayfield, Westfield, Ripley, Claremont and Ellington townships, a DFO Joint Power Board meeting and a Dodge County Township Officers meeting. Commissioner Gray attended a Dodge County Board meeting, a Wasioja Township Annual meeting, a Concord Township Annual meeting, a DFO meeting, an AMC conference, a Rail forum, a Grant Writing seminar, a meeting with Gary Weiers, a Fairview meeting, lunch with Jim Elmquist, a MNPrairie meeting and a Transportation Day meeting. Commissioner Peterson attended a State convention. Commissioner Tjosaas attended a Semcac meeting, a Fairview meeting, a MNPrairie meeting and an EDA meeting.

Agency Reports

Motion by Peterson seconded by Tjosaas to adjourn the meeting at 6:16 p.m. CDT. *Motion adopted unanimously.*

Meeting Adjourned

The next regular meeting of the Dodge County Board of Commissioners will be held on April 12, 2016 at 9:30 a.m. CDT.

Next Regular Meeting

ATTEST:

STEVEN GRAY
CHAIR, COUNTY BOARD

BECKY LUBAHN
DEPUTY CLERK

DATED: