

**TUESDAY, APRIL 26, 2016**

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

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

**COUNTY ADMINISTRATION OFFICE  
MANTORVILLE, MN**

**2016-09**

The Dodge County Commissioners met in regular session April 26, 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
	David Erickson	District #4
	Steven Gray	District #5
Members absent:	Rodney Peterson	District #3
Also present:	Paul Kiltinen	County Attorney
	Lisa Kramer	Finance Director
	Paula Rud	Administrative Assistant

Motion by Erickson seconded by Tjosaas to approve and adopt the agenda as presented. *Motion adopted unanimously.*

Agenda  
Approved

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

Consent Agenda  
Items Approved

- 1.1 Awarding the 2016 seal coat project contract to ASHTECH Corp in the amount of \$99,715.70 for the Base Bid and \$700.00 for Alternate 2 with the County Engineer authorized to approve change orders and supplemental agreements up to 10% of the contract amount.
- 1.2 Awarding the contract for SAP 020-599-113 to ICON Constructors in the amount of \$400,549.08 with the County Engineer authorized to approve change orders and supplemental agreements up to 10% of the contract amount.

*Motion adopted unanimously.*

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

Personnel  
Actions  
Approved

Commissioner Allen asked that item D.1 be removed and acted upon separately following discussion.

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

Personnel  
Actions  
Approved –  
Continued

**A. Sheriff’s Office**

- A.1 Mike Burton – Dispatch Supervisor  
Step increase from C41 step 6 \$25.29 to C41 step 5 \$26.02.  
Effective Date: 4/15/16

**B. Administration**

- B.1 Eric Schwartz – Information Systems Specialist  
Step increase from B31 step 8 \$20.71 to B31 step 7 \$21.20.  
Effective Date: 5/3/16

**C. Highway**

- C.1 Joshua Smith – Engineering Tech III  
Step increase from B23 36 month step \$25.01 to B23 48 month step \$25.32.  
Effective Date: 5/1/16
- C.2 Tom Cashel – Engineering Tech III  
Annual review.  
Effective Date: 4/1/16

*Motion adopted unanimously.*

The Board discussed item D.1 on the personnel agenda.

Personnel Action  
D.1 Approved

The Board asked Ms. Roggenbuck to clarify why she felt she needed to increase the Health Educator position from .75 FTE to 1.0 FTE and explain in further detail what the Health Educator’s duties would be.

Ms. Roggenbuck informed to the Board she has redistributed some of the duties performed by the Health Educator. Due to the redistribution of duties the Public Health Director didn’t have a list of the exact duties that would be performed by the Health Educator if the increase in FTE was approved. Ms. Roggenbuck stated her reason for wanting to increase the FTE for this position is that she believes the increase in FTE may help retain future employees.

It was the consensus of the Board to leave the Health Educator position at .75 FTE.

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

**D. Public Health**

- D.1 Health Educator/RN – .75 FTE  
Authorization to post and fill vacancy.  
Effective Date: 4/26/16

*Motion adopted unanimously.*

Ms. Hager discussed with the Board her request to approve the proposed Appendix A provision of International Union of Operating Engineers Local Union No. 49.

Highway  
Equipment  
Operators &  
Engineering  
Staff Schedule  
Adjustments  
Approved

The Employee Relations Director reported that as a cost savings measure unique to the Highway Department, to save on fuel and additional daily startup costs, Administration is requesting the County temporarily agrees to the schedule in Appendix A. As indicated in this language the Employer shall provide a seven (7) day notice when the work schedule is to revert back to the five (5) day – eight (8) hour work week schedule.

**Equipment Operators:**

It is the recommendation of Administration that the modified work schedule (4 ten-hour days Monday-Thursday) for this group starts when weather makes it practicable and ends upon 7 day notice from the employer.

Highway  
Equipment  
Operators &  
Engineering  
Staff Schedule  
Adjustments  
Approved -  
Continued

**Engineering Technicians:**

The engineering staff within the union would like to also do a four 10 hour day - work week. However due to scheduling, the start and end dates would not coincide with the maintenance personnel. Start and end dates for engineering would be in April (at the Engineer’s discretion) until the start of construction requires 5 day weeks. The four 10 hour day work week may resume at the completion of construction season and end upon 7 day notice from the employer.

It is the recommendation of Administration that this modified work schedule be approved and that this is on-going, year after year, until revoked by the County Board.

Motion by Allen seconded by Tjosaas to approve and authorize the Highway Department’s Equipment Operators and Engineering staff modified work schedule as requested. Upon seven (7) days written notice from the employer the work schedule will revert back to the five (5) day – eight (8) hour work week schedule. It will be left up to the discretion of the County Engineer to determine when the work schedule will revert back to five day work weeks. *Motion adopted unanimously.*

Dodge County Surveyor Lisa Hanni discussed with the Board the City of Kasson’s request for a GIS partnership.

Kasson Request  
for GIS  
Partnership  
Discussion

The City of Kasson has expressed an interest in partnering with Goodhue County (as the GIS representative of Dodge County’s GIS data and services) to coordinate Dodge County GIS datasets and web services.

In short, they would be similar to Goodhue County city partners who have their separate web parcel mapping site but utilize the current Dodge County parcel data and information.

The city’s Engineer has invited Ms. Hanni to the City of Kasson council meeting on April 27, 2016 to discuss the potential partnership.

If the County Board and City of Kasson are agreeable to explore the partnership, they will draft the contracts for review and approval by the parties.

No action was needed at this time. Ms. Hanni plans to move forward with her meeting with the City of Kasson to determine their interest in pursuing a GIS partnership.

Taxpayer Services Director Rose Culbertson reviewed bills with the Board.

Bills Approved

Ms. Culbertson informed the Board a payment of \$8,731.42 to Wells Fargo Bank is being paid by Auditor’s Warrant in order to avoid late charges for items purchased by various departments using county credit cards.

A duplicate payment of \$22.93 to 1Source on page 6 is being pulled.

Bills Approved -  
Continued

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	\$	97,554.63
13	Road and Bridge Fund	\$	84,221.53
16	Environmental Quality Fund	\$	86,635.89
32	County Capital Projects	\$	10,662.60
80	Agency Fund	\$	<u>22.00</u>
	Total	\$	279,096.65

*Motion adopted unanimously.*

Water Program Manager Dean Schrandt met with the Board to discuss the Zumbro River and Cedar River Watershed Planning Project.

Support of  
Zumbro River  
and Cedar River  
One Watershed  
One Plan Efforts  
Approved by  
Resolution  
#2016-20

Mr. Schrandt reported that in March 2014 the Dodge County Board passed a resolution of intent to participate in a One Watershed One Plan Pilot Project for the Zumbro River. The Root River and four other watersheds across Minnesota, were selected for the pilot project.

The pilot phase is now approaching completion and BWSR is moving forward with their plan to offer grant funding for several watersheds per year to begin the One Watershed One Plan process with the goal of beginning the process for all watersheds in the next ten years.

Currently, Board of Water & Soil Resources (BWSR) has extended an Request For Proposal (RFP) seeking applications from watersheds interested in beginning the One Watershed One Plan process. It is unknown, as of now, which watersheds in SE Minnesota will submit applications, but it is likely that the watersheds remaining in Dodge County, the Cedar and the Zumbro, will submit applications either this year and/or next.

Now that the pilot program is done BWSR is seeking a county resolution to support the One Watershed One Plan planning process as it moves from a pilot effort to a standard ten-year program.

The Environmental Services Office is requesting that the County Board approve a resolution to support Dodge County cooperating fully with the Cedar River and/or Zumbro River watershed groups as they participate in the watershed planning process when they are selected to do so.

Commissioner Erickson offered the following resolution (#2016-20), seconded by Commissioner Tjosaas:

**Resolution of Support for Zumbro River and Cedar River  
One Watershed One Plan Efforts**

**WHEREAS**, the Minnesota Board of Soil and Water Resources has developed policies for coordination and development of comprehensive watershed management plans, also known as One Watershed, One Plan, consistent with Minnesota Statutes, Chapter 103B.801, Comprehensive Watershed Management Planning Program; and

Support of  
Zumbro River  
and Cedar River  
One Watershed  
One Plan Efforts  
Approved by  
Resolution  
#2016-20 -  
Continued

**WHEREAS**, Minnesota Statutes, Chapter 103B.301, Comprehensive Local Water Management Act, authorizes Minnesota Counties to develop and implement a local water management plan; and

**WHEREAS**, Minnesota Statutes, Chapter 103D.401, Watershed Management Plan, authorizes Minnesota Watershed Districts to develop and implement a watershed management plan; and

**WHEREAS**, Minnesota Statutes, Chapter 103C.331, subdivision 11, Comprehensive Plan, authorizes Minnesota Soil and Water Conservation Districts to develop and implement a comprehensive plan; and

**WHEREAS**, the counties, soil and water conservation districts, and watershed districts within the Zumbro and/or Cedar River watersheds, as delineated in the attached One Watershed, One Plan Suggested Boundary Map, have interest in developing a comprehensive watershed management plan for this area.

**NOW, THEREFORE, BE IT RESOLVED**, that Dodge County recognizes and supports watershed-scale planning efforts consistent with Minnesota Statutes, Chapter 103B.801, also known as One Watershed, One Plan; and

**BE IT FURTHER RESOLVED**, that Dodge County welcomes the opportunity to collaborate with the counties, soil and water conservation districts, and watershed districts within the Zumbro and/or Cedar River watersheds for watershed-scale planning efforts in the future; and

**BE IT FURTHER RESOLVED**, that the Dodge County supports an application to the Board of Water and Soil Resources for a planning grant to develop a comprehensive watershed management plan and anticipates entering into a Memorandum of Agreement with the counties, soil and water conservation districts, and watershed districts within the Zumbro and/or Cedar River Watersheds, to collaborate on this effort, pending selection as a recipient of a planning grant.

*Resolution adopted unanimously.*

Facilities and Fleet Manager Duke Harbaugh presented for the Board's consideration the 2016 lawn care services proposal.

2016 Lawn Care  
Services  
Approved

Dodge County received proposals for 2016 Lawn Care Services for the Courthouse/Annex, Maintenance Garage, Historical Society, Government Services Building and Wasioja Seminary sites. The Courthouse/Annex and Government Services Building will be the only site to receive weed control and fertilizer.

	JMC Property Services, LLC Wanamingo, MN	Kyle's Lawn Service	Gibbs Lawn Care Kasson, MN
Weed Control & Fertilizer	\$1,375.00/yr	\$2,270.00/yr	\$2,300.00/yr
*Mowing & Trimming x25	\$5,625.00/yr (\$225.00/ time)	\$5,500.00/yr (\$220.00/ time)	\$6,250.00/yr (\$250.00/ time)
<b>Optional Services</b>			
Aerate/Seed	\$500.00	\$480.00	\$500.00
Weed Control Sidewalks, Curbs & Planting Beds	\$125.00/time	\$130.00/time	\$100.00/time
<b>Total</b>	<b>\$7,625.00/yr</b>	<b>\$8,380.88/yr</b>	<b>\$9,150.00/yr</b>

2016 Lawn Care Services  
Approved - Continued

\* Mowing/trimming times are approximate based on moisture throughout the growing season from mid-April through mid-November. Mowing/trimming were estimated at 25 times (can vary from 20 to 30 times/year) and used for estimating a yearly cost total.

The funds for these services will come from the Building Operations Grounds Maintenance budget.

Motion by Erickson seconded by Tjosaas to approve JMC Property Services, LLC of Wanamingo, MN for 2016 Lawn Care Services based on the prices quoted.  
*Motion adopted, Gray, Tjosaas, Erickson aye, Allen nay.*

Economic Development Consultant Tom Monson was unable to make meeting to discuss Business Subsidy Policy revisions, Commissioner Tjosaas presented the request on behalf of Mr. Monson.

Business Subsidy Policy Revisions  
Approved by Resolution #2016-21

The Economic Development Authority (EDA) conducted an annual review of the Dodge County Business Subsidy Policies and recommended two revisions:

- 2.03 to eliminate "..., except JOBZ business subsidies as defined by Minnesota statutes §116J.469.310-469.320. In the event of a conflict between the requirements of Minnesota Statutes §116J.993-116.995 and 469.310-469.320, Minnesota Statutes §469.310-469.320 shall supersede."
- 6.01 to replace "...\$12.00 per hour plus benefits..." with "...120% state or federal minimum wage, whichever is higher..."

The revision in 2.03 focuses on elimination of language pertaining to use of the JOBZ subsidy set out in Minnesota state statute. The statute sunset at the end of 2015, so the EDA recommends elimination of the language relating to utilization of the program. This revision is meant to facilitate a straightforward and publicly accessible business subsidy policy.

The revision in 6.01 alters the treatment of the wage threshold from a flat dollar amount to a percentage of minimum wage rates. Moving to this formula allows the subsidy policy to automatically move along with changes to wage rate policies at state and federal levels, whichever is higher. Currently, Minnesota state minimum wages are scheduled to change on August 1, 2016, and use different wage rates for large and small employers. While these rates remain a debate at the state and federal levels, with potential for significant changes, the EDA recommendation is meant to keep the policy up to date in a dynamic legislative environment. This revision is meant to facilitate an efficient business subsidy policy.

Included in the Board packet was a proposed resolution and regular meeting minutes from the EDA regarding the Business Subsidy Policy revision recommendations.

Business  
Subsidy Policy  
Revisions  
Approved by  
Resolution  
#2016-21 -  
Continued

Commissioner Allen offered the following resolution (#2016-21), seconded by Commissioner Tjosaas:

**Business Subsidy Policy Revisions**

**WHEREAS**, from time to time the Dodge County Economic Development Authority conducts a review of the Dodge County Business Subsidy Policy; and

**WHEREAS**, the JOBZ incentive program sunset at the end of 2015; and

**WHEREAS**, federal and state minimum wage changes over time due to national and statewide factors.

**THEREFORE BE IT RESOLVED**, the Dodge County Board of Commissioners approves the following revisions to the Dodge County Business Subsidy Policy, herein:

- Revise 2.03 to eliminate "..., except JOBZ business subsidies as defined by Minnesota statutes §116J.469.310-469.320. In the event of a conflict between the requirements of Minnesota Statutes §116J.993-116.995 and 469.310-469.320, Minnesota Statutes §469.310-469.320 shall supersede."
- Revise 6.01 to replace "...\$12.00 per hour plus benefits..." with "...120% state or federal minimum wage, whichever is higher..."

*Resolution adopted unanimously.*

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

Legal Update

The County Attorney informed the Board the county's current Master Joint Powers Agreement (JPA) and Court Amendment Joint Powers Agreement with the Department of Public Safety – BCA will both expire soon, this will require the execution of two new JPA's.

State of MN  
(BCA) Joint  
Powers  
Agreements for  
County  
Attorney's and  
Sheriff's offices  
Approved by  
Resolution  
#2016-22

The JPA's would allow the Dodge County Sheriff's Office and Dodge County Attorney's Office to use the BCA's systems and tools available over the State's criminal justice data communications systems.

The following information was noted in the JPA:

Clause 3 references payment. The amount listed, if any, is what your agency currently pays to connect; there are no charges for any additional services requested.

By law (Minn. Stat. §471.59, Subd. 1), the JPA and Court Amendment must be approved by your county board.

Mr. Kiltinen reported access to these accounts requires authorization from a governing body; therefore he is asking the County Board to approve the proposed resolution which authorizes him o/b/o the County Attorney’s Office and Scott Rose o/b/o the Sheriff’s Office to sign the Master Subscriber Agreements and any subsequent amendments needed to maintain access to these accounts.

State of MN  
(BCA) Joint  
Powers  
Agreements for  
County  
Attorney’s and  
Sheriff’s offices  
Approved by  
Resolution  
#2016-22 -  
Continued

Commissioner Tjosaas offered the following resolution (#2016-22), seconded by Commissioner Allen:

**Resolution Approving State of Minnesota Joint Powers Agreements with the County of Dodge on Behalf of its County Attorney and Sheriff**

**WHEREAS**, the County of Dodge on behalf of its County Attorney and Sheriff desires to enter into Joint Powers Agreements with the State of Minnesota, Department of Public Safety, Bureau of Criminal Apprehension to use systems and tools available over the State's criminal justice data communications network for which the County is eligible. The Joint Powers Agreements further provide the County with the ability to add, modify and delete connectivity, systems and tools over the five year life of the agreement and obligates the County to pay the costs for the network connection.

**NOW, THEREFORE, BE IT RESOLVED** by the County Board of Dodge, Minnesota as follows:

1. That the State of Minnesota Joint Powers Agreements by and between the State of Minnesota acting through its Department of Public Safety, Bureau of Criminal Apprehension and the County of Dodge on behalf of its County Attorney and Sheriff are hereby approved. Copies of the two Joint Powers Agreements are attached to this Resolution and made a part of it.
2. That the Sheriff, Scott Rose, or his or her successor, is designated the Authorized Representative for the Sheriff. The Authorized Representative is also authorized to sign any subsequent amendment or agreement that may be required by the State of Minnesota to maintain the County's connection to the systems and tools offered by the State.
3. That the County Attorney, Paul Kiltinen or his or her successor, is designated the Authorized Representative for the County Attorney. The Authorized Representative is also authorized to sign any subsequent amendment or agreement that may be required by the State of Minnesota to maintain the County's connection to the systems and tools offered by the State.

*Resolution adopted unanimously.*

Finance Director Lisa Kramer presented for the Board’s consideration a resolution in recognition of the Technovation Champions at the Kasson-Mantorville Middle School.

2016  
Technovation  
Championship  
Recognition  
Supported by  
Resolution  
#2016-23

Ms. Kramer reported it is the tradition of the Dodge County Board of Commissioners to recognize those individual Dodge County students who participate in and/or earn awards in academic competitions.

Lydia Mindermann and Andrea Richard developed a smartphone app that qualified for the National Championship of Technovation Projects and qualified them for a trip to the White House to present their app at the White House Science Fair.

2016  
Technovation  
Championship  
Recognition  
Supported by  
Resolution  
#2016-23 -  
Continued

Commissioner Tjosaas offered the following resolution (#2016-23), seconded by Commissioner Allen:

**2016 Technovation Championship Recognition**

**WHEREAS**; the Dodge County Board of Commissioners recognizes the hard work and dedication that it takes to be a successful team member of a middle school science team; and

**WHEREAS**; the middle schools located within Dodge County have a long history of producing high quality individuals in the area of academics and athletics; and

**WHEREAS**; the students in the Kasson-Mantorville, Triton and Hayfield school districts have traditionally represented the citizens of Dodge County with the highest of values and dedication.

**THEREFORE BE IT RESOLVED**; that the Dodge County Board of Commissioners congratulates and recognizes the achievements made by the following Dodge County students:

Lydia Mindermann – Technovation Champion

Andrea Richard – Technovation Champion

**BE IT FURTHER RESOLVED**; that Dodge County will forward this resolution to the Kasson/Mantorville School Board in hopes of public recognition of these great accomplishments.

*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 April 12, 2016 Committee of the Whole meeting minutes as presented. *Motion adopted unanimously.*

04/12/16 C.O.W.  
Meeting Minutes  
Approved

It was pointed out the April 12, 2016 regular meeting minutes resolution numbering sequence was off therefore a number of pages need to be modified in order to correct the resolution numbering format.

04/12/16  
Meeting Minutes  
Approved

Motion by Allen seconded by Tjosaas to approve and authorize the April 12, 2016 meeting minutes as corrected on pages 73, 74, 75, 76, 82, 83, 84, 85, 86 and 87. *Motion adopted unanimously.*

Commissioners provided their agency reports. Commissioner Allen attended a Ditch meeting. Commissioner Erickson attended the Employee Recognition Banquet, a SE EMS meeting, a Workforce Development Joint Powers Board meeting, a Fairview Care Center Board of Directors meeting, an open house for Habitat for Humanity and a Ripley/Havana Joint Powers Board Ditch meeting. Commissioner Gray attended the Employee Recognition Banquet, an Ice Arena meeting, a ZWP Board meeting, a Parks & Trails meeting, a Fairview meeting, a Habitat for Humanity open house, a Dodge Refreshed meeting, a ZWP Committee meeting, a ZWP Director search meeting, a Dodge County Historical Society meeting, a Dodge County Soil & Water Conservation District meeting, a Community Health Board meeting, a SCHRC meeting and a Children’s Justice Initiative meeting. Commissioner Peterson was not available to report his meeting attendance. Commissioner Tjosaas attended the County Recognition Banquet, a MN Prairie meeting, a Habitat for Humanity groundbreaking, a Dodge/Steel Community Health meeting and a SCHRC meeting.

Agency Reports

Motion by Tjosaas seconded by Allen to adjourn the meeting at 6:36 p.m. CDT.  
*Motion adopted unanimously.*

Meeting Adjourned

The next regular meeting of the Dodge County Board of Commissioners will be held on May 10, 2016 at 9:30 a.m. CDT.

Next Regular Meeting

**ATTEST:**

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**STEVEN GRAY  
CHAIR, COUNTY BOARD**

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**LISA KRAMER  
FINANCE**

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**DATED:**