

**TUESDAY, MAY 10, 2016**

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

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

**COUNTY ADMINISTRATION OFFICE  
MANTORVILLE, MN**

**2015-10**

The Dodge County Commissioners met in regular session May 10, 2016, in the Commissioner's Room at the Dodge County Government Services Building, Mantorville, MN, at 9:30 a.m. CST. Chair Steven Gray called the meeting to order at 9:30 a.m. CST.

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  
                              Lisa Kramer                    Finance Director  
                              Paul Kiltinen                 County Attorney

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

Agenda Approved

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

No Consent Agenda  
Items

Environmental Services Director Mark Gamm presented for the Board's consideration a 2016 Hauler License request for Freeborn County Coop Oil.

2016 Hauler's  
License – Freeborn  
County Coop Oil

The Freeborn County Coop Oil has applied for a license to collect and transport waste in Dodge County. Their application meets ordinance requirements and the owner is aware of county ordinance requirements.

Approved by  
Resolution #2016-24

Commissioner Allen offered the following resolution (#2016-24), seconded by Commissioner Tjosaas:

**2016 Hauler's License – Freeborn County Coop Oil**

**WHEREAS**, Freeborn County Coop Oil has applied for a license to collect and transport solid waste in Dodge County; and

**WHEREAS**, the Dodge County Solid Waste Officer has reviewed the hauler's application and supplemental information and finds that it meets requirements set forth in Dodge County Solid Waste Ordinance.

**THEREFORE, BE IT RESOLVED**; that the Dodge County Board of Commissioners grants a license to collect and transport solid waste in Dodge County for a period from May 10, 2016 through February 14, 2017 to:

Freeborn County Coop Oil

**BE IT FURTHER RESOLVED** that the enforceable conditions of each license is as follows:

1. The licensee will comply with all provisions of Dodge County Ordinance and state law.
2. The licensee will pay Transfer Station Tipping Fee and Waste-to-Energy Service Charge as determined by Dodge County.

*Resolution adopted unanimously.*

Water Program Manager Dean Schrandt discussed with the Board his request to approve a draft Water Plan Amendment.

Mr. Schrandt reported the current Dodge County Comprehensive Water Management Plan expires at the end of 2016. The Board of Water & Soil Resources (BWSR) requires a 5-year amendment to the Water Plan as authorized under Minnesota Statutes, Chapter 103B.301, the Comprehensive Local Water Management Act. This amendment is necessary for the Water Plan to be considered current and for counties to be eligible to obtain funding through BWSR.

On April 26, 2011, the County Board signed a resolution to conduct a 5-year amendment to the current Comprehensive Water Management Plan. Meetings with the Technical Water Planning Committee have been conducted and the preliminary draft of the amended plan is now ready for approval. In addition, a date for a public hearing needs to be set at this time. The Board packet material indicated the preferred public hearing date would be July 12, 2016 or any day during the week of July 12-15, 2016. Mr. Schrandt reported after the Board packet went out BWSR requested the public hearing meeting date be moved up. The Water Program Manager suggested the public hearing be held the first week in June.

Mr. Schrandt reported this Water Plan revision is designed to accomplish three things:

- 1) To update the Executive Summary to reflect current trends.
- 2) To amend some Core & Accessory Activities to make them more targeted and measurable. Core & Accessory Activities are now presented in a table format, rather than a simple listing.
- 3) To begin the process of revising the plan to act more as a watershed planning document, in light of Minnesota’s movement toward watershed planning.

The Water Plan revision will now be sent to local governments and state agencies for a 60-day review period, followed by the public hearing.

Finally, after the County Board approves the final amended plan, it will be submitted to BWSR in August 2016.

2016 Hauler’s License – Freeborn County Coop Oil  
Approved by Resolution #2016-24  
- Continued

Comprehensive Water Management Plan Amendment Discussion

The Water Program Manager recommended the Board approve setting a public hearing date for the week of June 6-10, 2016 to discuss the proposed 5-year amendment to the current Comprehensive Water Management Plan.

Comprehensive  
Water Management  
Plan Amendment  
Discussion -  
Continued

It was the consensus of the Board to set a public hearing date of Wednesday, June 8, 2016 at 6:30 p.m. to discuss the proposed 5-year amendment to the current Comprehensive Water Management Plan.

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

Personnel Actions  
Approved

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

**A. Sheriff’s Office**

- A.1 Melissa Bublitz – Records Clerk  
Step increase from B21 step 7 \$16.55 to B21 step 6 \$17.08.  
Effective Date: 2/13/16
- A.2 Ashley Bjornson – Records Clerk  
Step increase from B21 step 7 \$16.55 to B21 step 6 \$17.08.  
Effective Date: 2/13/16
- A.3 Richard Allee – Sergeant  
Step increase from C43 48 month step \$33.05 to C43 60 month step \$33.70.  
Effective Date: 2/23/16
- A.4 Stephen Willert – Deputy Sheriff – On-Call  
Authorization to employ at C41 Hire Step \$21.55 to fill approved vacancy.  
Effective Date: 4/26/16
- A.5 Andrew Tindal – Deputy Sheriff – On-Call  
No longer employed.  
Effective Date: 5/13/16
- A.6 Deputy Sheriff – On-Call  
Authorization to fill vacancy.  
Effective Date: 5/10/16
- A.7 Jury Attendants – On-Call (6)  
Approval of new job description (A12 - \$13.00/hour) and request authorization to post and fill vacancies.  
Effective Date: 5/10/16

**B. Public Health**

- B.1 Allison Knutson – Health Educator  
No longer employed.  
Effective Date: 4/26/16

**C. Administration**

- C.1 Patrina Thoreson – 4H Summer Assistant  
Authorization to employ as 4-H Summer Assistant at \$11.50.  
Effective Date: 6/13/16 – 8/12/16

*Motion adopted unanimously.*

Commissioner Peterson left the meeting at 9:47 a.m. CST.

Commissioner  
Peterson Left  
Meeting

Veteran Services Office Todd Nelson discussed with the Board a request to use county property for a public event.

Use of County  
Property for Field of  
Flags Event  
Approved

Mr. Nelson reported it has become an annual tradition to have a Field of Flags presentation as part of the Marigold Days festivities in Mantorville. Last year, the Field of Flags display and ceremony were approved for county property on the southeast corner of the ball field, adjacent to Highway 57 and just north of the new Government Services Building. The display and ceremony were a resounding success.

The Marigold Days Field of Flag Committee would again like to use the location for this year and on an annual basis going forward. It is understood that the County can suspend this agreement at any time as deemed appropriate. The display will be in place for each annual Marigold Day Event from the dedication ceremony on Thursday evening through Sunday afternoon. The display will be taken down after the Marigold Days parade on Sunday.

The field will be lit to meet night time flag display etiquette. Liability insurance will be provided by the Kasson American Legion as a sponsor of the Field of Flags.

Motion by Allen seconded by Tjosaas to approve and authorize the Marigold Days Field of Flag Committee’s request for yearly use of county property for their Field of Flags display. *Motion adopted unanimously.*

Taxpayer Services Director Rose Culbertson reviewed bills with the Board.

Bills Reviewed

Commissioner Peterson returned to the meeting at 9:58 a.m. CST.

Commissioner  
Peterson Returned  
to Meeting

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

Bills Approved

01	Revenue Fund	\$ 59,356.27
13	Road and Bridge Fund	\$ 58,590.43
16	Environmental Quality Fund	\$ 4,215.55
32	County Capital Projects	<u>\$ 529.58</u>
	Total	\$ 122,691.83

*Motion adopted unanimously.*

County Engineer Guy Kohlnhofer provided the Board with a Mantorville wall update.

Mantorville Wall  
Update

MnDOT District 6 State Aid Engineer Fausto Cabral and MnDOT Project Manager Richard Augustin were available to comment on the project.

Mr. Kohlnhofer informed the Board that bids have been accepted and the contract awarded to Environmental Associates Incorporated out of Willmar, Minnesota for the Mantorville wall project.

Mantorville Wall  
Update - Continued

Included in the Board packet was the bid sheet listing the pertinent items which Dodge County is responsible. Some items are listed at a quantity of 0.06. These are overall project items that Dodge is responsible for 6% of the total.

The County Engineer reported the final low bid for county items comes to \$161,365.01 with engineering and inspection being another \$12,909.20 for a total of \$174,274.21. This amount is substantially over MnDOT's engineer's estimate of \$ 81,911.30 but still under the \$200,000 first planned for. The big item causing the most increase is the cost of the ornamental fence with a unit bid 2.3 times that estimated.

Mr. Kohlnhofer has inquired with MnDOT if there is anything the county can do to reduce costs. The County Engineer was told they will check into it but it is unlikely since the contract has been awarded.

The County Engineer noted there is a preconstruction meeting scheduled for May 19, 2016 with a June 1, 2016 start date.

Milestones for the project were listed as follows:

Stage 1: Complete the entire east side (all walls, street and courthouse improvements) before starting the 2nd stage, west side.

Project Completion Date: September 30, 2016. Contractor must make provisions for Marigold Days and close down operations over the period of the city celebration.

Discussion took place on the significant difference between the projected cost of the ornamental fence and the actual bid price.

The Board discussed the possibility of putting up a fence at a later date.

It was pointed out that if the Board decides to hold off on the installation of the fence on the west side of the Courthouse and costs have been incurred for the fence by the contractor already, the contractor will have to be compensated.

Commissioner Gray noted the purpose of the fence is for public safety and that the contracts for the project are already in.

Mr. Kohlnhofer reported the current fence is a chain link fence and he wasn't sure if the fence could be salvaged. The County Engineer also noted the county does have a contract with MnDOT that states Dodge County will cover their portion of the cost for the wall project. Mr. Kohlnhofer informed the Board the contract can't be rebid as it is already done.

Commissioner Peterson questioned why the state awarded the wall project contract when there was such an obvious difference in the cost of the fence.

The County Engineer stated the wall project bid came in under the estimate so it's likely the state was looking at the bottom line.

Mantorville Wall  
Update - Continued

Fausto Cabral informed the Board that he was present to advocate for the county, if needed, regarding the cost of the ornamental fence. Mr. Cabral stated he can go back and tell the state to remove the fence from the bid and could then find out how much it will cost to remove the fence. Mr. Cabral noted he was looking for some type of action today if the Board determines they want to postpone putting a fence up.

Motion by Allen seconded by Peterson to remove item 2557.603, the ornamental metal railing from the wall project.

Ornamental Metal  
Railing Removed  
from Wall Project

Commissioner Gray clarified the fence is 100% county funded, not cost shared.

The County Engineer stated he ran the numbers for the county to buy the fence material with the Highway Department doing the fence installation and the cost for the fence and installation would be between \$12,000-\$13,000.

*Motion adopted unanimously.*

The Board thanked Mr. Cabral, Mr. Augustin and Mr. Kohlnhofer for the information.

Director of Land Records Ryan DeCook discussed with the Board his request to hire an Attorney for Tax Court Petitions.

Director of Land  
Records Allowed to  
Move Forward with  
Obtaining Retainer  
Agreement for Tax  
Court Petitions

Mr. DeCook reported three tax appeals were filed in Dodge County before the April 30, 2016 deadline. The Director of Land Records is requesting consensus from the Board to request attorney services from Marc J. Manderscheid. Mr. Manderscheid is a shareholder of Briggs & Morgan and the county used his services for the AI-Corn filing. Central Farm Services, McNeilus Truck & Manufacturing Inc., and Shopko Stores Operating Co, LLC are the three companies that have filed appeals. Mr. DeCook would like to request assistance for the McNeilus and Shopko Tax Court Petitions.

It was the consensus of the Board that Mr. DeCook be allowed to move forward with obtaining a retainer agreement with Mr. Manderscheid to assist with the McNeilus and Shopko Tax Court Petitions.

Dodge County Ice Arena Manager Steve Howarth provided the Board with a Mighty Ducks grant update.

Mighty Ducks Grant  
Update

City of Kasson Administrator Theresa Coleman was available to comment on the proposal.

Mr. Howarth shared the following information regarding the amended application for the Mighty Ducks Ice Arena Grant Program Minnesota Amateur Sports Commission.

**Amended Description of the Project**

Mighty Ducks Grant Update - Continued

The Dodge County Ice Arena, the City of Kasson, and Dodge County have as a priority the health and safety of its occupants and users. The goal of the grant opportunity is to improve air quality with the added benefits of better ice performance, occupant comfort and energy savings.

The amended project will include a rebuild of the desiccant dehumidification system; provide a duct sock; install low leak dampers; air seal the building envelop; add a low-e ceiling; and, replace the current natural gas ice resurfacers.

Dodge County Ice Arena IAQ Upgrades – Cost Estimates were listed as follows:

Task	Description	Contractor	Cost	Qty	Total
1	Rebuild Munters Dehumidifier	Controlled Dehumidification	\$23,160.34	1	\$ 23,160.34
1	Demand Controlled Ventilation – CO, CO2, NO Sensors		Inc.		
2	Air Sealing – Sprayfoam, patch insulation facing	Air-Sealing Contractor	\$ 8,801.00	1	\$ 8,801.00
2	Install New Ceiling Insulation		\$ 2.00	0	-
2	Infill Ice Pit	Internal	-	1	-
3	Inlet Dampers	HVAC Contractor	\$ 650.00	4	\$ 2,600.00
3	Exhaust Dampers	HVAC Contractor	\$ 350.00	4	\$ 1,400.00
3	Labor Install Dampers	HVAC Contractor	\$ 75.00	120	\$ 9,000.00
3	Duct Sox – 24" x 200' Internal Hoop	HVAC Contractor	\$ 4,750.00	1	\$ 4,750.00
3	Labor – Install Duct Sock	HVAC Contractor	\$ 75.00	48	\$ 3,600.00
4	Low – E Ceiling – Astro-Rink Wall to Wall	Energie Innovation	\$58,890.00	1	\$ 58,890.00
5	Electric Zamboni	R&R Specialties	\$66,000.00	1	\$ 66,000.00
	Engineering, Testing, and Admin		\$15,580.00	1	\$ 15,580.00
	Contingency – 5%		\$10,000.00	1	\$ 10,000.00
				Total	\$203,781.34

Commissioner Erickson wanted to know if the county chose not to do the updates, what would be some of the problems that would arise.

Mr. Howarth stated if the dehumidifier goes out they're in trouble, they are headed into the time of year when they will need the dehumidifier the most. The Ice Arena Manager reported the dehumidifier works, it's just not working efficiently.

Theresa Coleman informed the Board the City of Kasson has made a motion to move forward with submitting the amended Mighty Ducks Ice Arena Grant application.

Motion by Tjosaas seconded by Erickson to approve and authorize the Ice Arena Manager to move ahead with submitting the Amended Application for the Mighty Ducks Ice Arena Grant Program, acceptance of the Mighty Ducks Grant application if awarded and the county paying its portion of the upgrade to the dehumidification system as requested.

Amended Mighty Ducks Grant Application Approved

Commissioner Peterson stated the ice arena is no cash cow and has never been, however he was ok with moving forward with the project as the projected costs have come down considerably.

Amended Mighty Ducks Grant Application Approved - Continued

Commissioner Erickson discussed the benefits of the facility to the county. Commissioner Erickson also supported moving forward with the project.

*Motion adopted unanimously.*

The Board thanked Mr. Howarth and Ms. Coleman for the update.

The meeting was recessed at 10:37 a.m. CST.

Meeting Recessed

The Chair reconvened the meeting at 10:46 a.m. CST.

Meeting Reconvened

MNPrairie County Alliance Executive Director Jane Hardwick, MNPrairie Child & Family Social Services Manager Shari Kottke and Minnesota Communities Caring for Children Director of Prevention Initiatives Barb Sorum discussed with the Board the 2016 Pinwheel Award.

2016 Pinwheel Award Presentation

Child & Family Social Services Supervisor Christie Bausman and Child & Family Social Worker Christine Johnson, the employees responsible for the work being recognized, were also present for the award presentation.

Beginning in 2003, the Pinwheels for Prevention Award has recognized communities that exemplify a strong commitment to the prevention of child abuse and neglect through collaborative efforts of public, non-profit, and community services, activities and initiatives. The criteria for receiving this award is based on nomination and demonstrating continued work in prevention awareness, maintaining family strengthening efforts, as well as, knowledge of communities utilizing innovative programs.

The communities of Dodge, Steele and Waseca counties were nominated given the demonstrated commitment to prevention and early intervention in the work with children and families that has been sustained over time.

Public and private child welfare partners collaborate to strengthen the region’s families and doing everything they can to make it easier for mothers and fathers to care and provide for their children. As partners, there is recognition that a strong, stable family is the best foundation for a promising childhood, and when parents and caregivers have support—from loved ones, friends, and their community—they are more likely to provide safe and healthy environments for children.

The child welfare partners are interested in evidence-based efforts that can bolster support for families, help prevent children from being separated from their families and provide better outcomes for them. They are focused on building/sustaining practices that have long-term improved outcomes and utilize quantitative/qualitative data to determine effectiveness of those efforts.

The 2016 Pinwheel Award was presented by Ms. Sorum to Chairman of the Board, Steven Gray.

Commissioner Gray asked Ms. Sorum to elaborate further on what her organization does.

2016 Pinwheel  
Award Presentation  
- Continued

Barb Sorum provided the Board with a brief background on the Minnesota Communities Caring for Children organization.

The Board thanked Ms. Sorum for the information.

Commissioner Gray suggested the award be displayed in the Government Services Building in a public area.

Finance Director Lisa Kramer presented for the Board’s consideration a request to approve sponsorship of two county snowmobile clubs.

Snowmobile Club  
Sponsorship  
Discussion

The State Department of Natural Resources requests resolutions confirming Dodge County’s sponsorship of the Dodge County Snowseekers Snowmobile Club and the K-M Snowdrifters Snowmobile Club for the 2016/2017 season accompany each club’s grant application. Ms. Kramer requested the Board approve resolutions confirming that the county functions as a sponsor for the Dodge County Snowseekers Snowmobile Club and for the K-M Snowdrifters Snowmobile Club with the addition of granting the Finance Director the ability to sign the grant agreements and related reports.

It was noted the county does not provide any funds for trail maintenance but acts as a flow through agent for the state reimbursement.

Commissioner Allen offered the following resolution (#2016-25), seconded by Commissioner Tjosaas:

Snowseeker  
Snowmobile Club  
Sponsorship  
Approved by  
Resolution  
#2016-25

**Snowseeker Snowmobile Club Sponsorship**

**WHEREAS**, Dodge County has two snowmobile clubs that maintain the county snowmobile trails; and

**WHEREAS**, these snowmobile clubs need the county to act as sponsor to receive their reimbursements from the State Department of Natural Resources; and

**WHEREAS**, the Finance Director needs County Board approval to sign the grant agreements and expense reports.

**THEREFORE BE IT RESOLVED**, that the County Board approves the county sponsorship of the Dodge County Snowseekers Snowmobile Club and gives approval to the County Finance Director to sign the related reports.

*Resolution adopted unanimously.*

Commissioner Tjosaas offered the following resolution (#2016-26), seconded by Commissioner Peterson:

K-M Snowdrifters  
Snowmobile Club  
Sponsorship  
Approved by  
Resolution  
#2016-26

**K-M Snowdrifters Snowmobile Club Sponsorship**

**WHEREAS**, Dodge County has two snowmobile clubs that maintain the county snowmobile trails; and

K-M Snowdrifters  
Snowmobile Club  
Sponsorship  
Approved by  
Resolution  
#2016-26 -  
Continued

**WHEREAS**, these snowmobile clubs need the county to act as sponsor to receive their reimbursements from the State Department of Natural Resources; and

**WHEREAS**, the Finance Director needs County Board approval to sign the grant agreements and expense reports.

**THEREFORE BE IT RESOLVED**, that the County Board approves the county sponsorship of the K-M Snowdrifter Snowmobile Club and gives approval to the County Finance Director to sign the related reports.

*Resolution adopted unanimously.*

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

Legal Update

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

Administration  
Committee Report

Motion by Erickson seconded by Allen to approve and authorize the April 26, 2016 Committee of the Whole meeting minutes as presented. *Motion adopted unanimously.*

04/26/16  
Committee of the  
Whole Meeting  
Minutes Approved

Motion by Tjosaas seconded by Allen to approve and authorize the April 26, 2016 meeting minutes as presented. *Motion adopted unanimously.*

04/26/16 Meeting  
Minutes Approved

Commissioners provided their agency reports. Commissioner Allen attended a Building Committee meeting and a Dodge County Township Officers meeting. Commissioner Erickson attended a SCHA Executive Committee meeting, a SCHA Joint Powers Board meeting, a Dodge County Township Officers meeting and a Building Committee meeting. Commissioner Gray attended a Childrens/ Justice Initiative meeting, a regular County Board meeting, an Ice Arena meeting, a Passenger Rail Forum, a meeting with Governor Dayton, a Dodge County Township Association meeting and a Building Committee meeting. Commissioner Peterson attended a Water Resource Board meeting and an Interop Conference. Commissioner Tjosaas did not have any meetings to report.

Agency Reports

Motion by Peterson seconded by Tjosaas to adjourn the meeting at 11:25 a.m. CST. *Motion adopted unanimously.*

Meeting Adjourned

The next meeting of the Dodge County Board of Commissioners will be held on May 24, 2016 at 5:00 p.m. CST.

Next Regular  
Meeting

**ATTEST:**

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**STEVEN GRAY  
CHAIR, COUNTY BOARD**

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**BECKY LUBAHN  
DEPUTY CLERK**

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**DATED:**