

**TUESDAY, JULY 26, 2016**

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

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

**COUNTY ADMINISTRATION OFFICE  
MANTORVILLE, MN**

**2016-15**

The Dodge County Commissioners met in regular session July 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
	Rodney Peterson	District #3
	David Erickson	District #4
	Steven Gray	District #5
Members absent:	Tim Tjosaas	District #2
Also present:	Paul Kiltinen	County Attorney
	Lisa Kramer	Finance Director
	Becky Lubahn	Deputy Clerk

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

Agenda  
Approved

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

Consent Agenda  
Items Approved

- 1.1 Cell phone stipend of \$20.00 per month for Transport Officer Zac Plein.

*Motion adopted unanimously.*

Accounting Services Director Sara Marquardt discussed with the Board her request to appoint County Canvassing Board members and set Canvassing Board meeting dates.

Canvassing  
Board  
Appointments  
and Meeting  
Dates Approved

Each election year the County Canvassing Board is required to meet to canvas the results of the Primary and General Elections. State Statue 204C.31 provides that the following individuals be on the County Canvassing Board:

- County Auditor
- County Court Administrator
- Mayor of the County's Largest City or Township Chair
- Two Members of the County Board not up for election

Canvassing Board meetings can be held on the date listed below:

County Primary Canvassing Board

Thursday, August 11, 2016 or Friday, August 12, 2016  
9:00 a.m.  
Conference Room A

Canvassing  
Board  
Appointments  
and Meeting  
Dates Approved  
- Continued

County General Canvassing Board

Monday, November 14, 2016 - Friday, November 18, 2016  
9:00 a.m.  
Conference Room A

It was Ms. Marquardt’s recommendation the County Board set forth a motion to appoint two Board members to the County Canvassing Board and set the dates for the two Canvassing Board meetings.

It was the consensus of the Board to appoint Commissioner Erickson and Commissioner Peterson to serve on the County Canvassing Board and set the canvassing meeting dates as follows:

Primary Canvassing Board

Thursday, August 11, 2016 at 9:00 a.m.

General Canvassing Board

Monday, November 14, 2016 at 9:00 a.m.

The meetings will be held at the Government Services Building.

Taxpayer Services Director Rose Culbertson reviewed bills with the Board.

Bills Approved

Ms. Culbertson informed the Board a payment of \$4,232.48 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 Allen to approve the bills as discussed in the following amounts from the appropriate funds as determined by Finance:

01	Revenue Fund	\$ 121,100.76
13	Road and Bridge Fund	\$ 34,994.68
16	Environmental Quality Fund	\$ 95,236.83
80	Agency Fund	\$ 685.00
	Total	\$ 252,017.27

*Motion adopted unanimously.*

Finance Director Lisa Kramer provided the Board with a second quarter financials report.

Second Quarter  
Financials  
Report

Included in the Board packet were the second quarter financials for 2016. Ms. Culbertson prepared the spreadsheets for the Board’s review along with comments as to why certain funds would seem to be high or low; the Taxpayer Services Director was available to answer questions on the report.

Ms. Kramer noted overall both revenues and expenditures look in line with past years. The county has paid out several items that are front end weighted like insurance and debt principal payments, so some lines look higher than the expected 50% level. The Finance Director pointed out some of the county's revenues aren't received until the second half of the year. The county's share of tax settlement for the first half is a July revenue and all of the state aid the county receives begins coming in July.

Second Quarter  
Financials  
Report -  
Continued

The Board thanked Ms. Kramer and Ms. Culbertson for the update.

Emergency Management Director Matthew Mass discussed with the Board the proposed 2016 Emergency Management Performance Grant (EMPG).

2016 Emergency  
Management  
Performance  
Grant Approved

Mr. Maas reported Dodge County has again been awarded an EMPG in the amount of \$20,457.00.

This is an annual grant to assist Dodge County in maintaining a full time Emergency Management Director position and meeting the requirements of the program. Dodge County has continued to meet the state and federal requirements of the Emergency Management Program and therefore was eligible to apply for the grant.

Motion by Peterson seconded by Erickson to accept the grant and authorize the Chair and Emergency Management Director to sign the proposed 2016 Emergency Management Performance Grant in the amount of \$20,457.00. *Motion adopted unanimously.*

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

Personnel  
Actions  
Approved

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

**A. Sheriff's Office**

- A.1 Rochelle Grossman – Records Clerk – 1.0 FTE  
Authorization to employ at B21 step 8 \$16.02 to fill approved vacancy.  
Effective Date: 8/15/16
- A.2 Anna Peterson – Deputy Sheriff – On-Call  
Authorization to employ at C41 start step \$21.55 to fill approved vacancy.  
Effective Date: 7/26/2016
- A.3 Debra Morgan – Records Clerk  
Annual review.  
Effective Date: 7/07/16
- A.4 Jordan Anderson – Deputy Sheriff – On-Call  
No longer employed.  
Effective Date: 7/16/16
- A.5 Part-time Sheriff's Office staff review of FTE status. The following changes need to be made according to average hours worked. The next audit will be 1/2017.  
Jordan Anderson - Deputy Sheriff  
Increase FTE from On-Call to .60.  
Justin Classon – Deputy Sheriff  
Increase FTE from On-Call to .40.  
Michelle Clements - Deputy Sheriff  
Increase FTE from .50 to .65.

Galen Heinle - Deputy Sheriff  
 Increase FTE from .55 to .70.  
Ryan Pacheco - Deputy Sheriff  
 Increase FTE from On-Call to .50.  
Wendell Meyer – Transport Officer  
 Decrease FTE from .40 to on-Call.  
 Effective Date: 7/1/2016

Personnel  
Actions  
Approved -  
Continued

**B. Administration**

- B.1 Robert “Jack” Lane IV – Building Systems Technician  
 Authorization to employ at B22 step 8 \$17.10 to fill approved vacancy.  
 Effective Date: TBD
- B.2 Matthew Bollum – Custodian  
 Authorization to employ at A12 step 8 \$14.98 to fill approved vacancy.  
 Effective Date: TBD

**C. Administration**

- C.1 David Fitzgerald – Solid Waste Facility Operator  
 Annual review.  
 Effective Date: 7/07/16

**D. Highway**

- D.1 Darin Wilking – Operator II  
 Step increase from B22 Hire Step \$19.62 to B22 12 mo. Step 3 \$20.66.  
 Effective Date: 8/01/16
- D.2 Part-time Highway staff review of FTE status. The following changes need to be made according to average hours worked. The next audit will be 1/2017.

Jessica Brennan – Administrative Assistant  
 Increase FTE from .80 to .85.  
 Effective Date: 7/1/16

**E. Public Health**

- E.1 Part-time Public Health staff review of FTE status. The following changes need to be made according to average hours worked. The next audit will be 1/2017.  
Amber Converse – Dietitian  
 Increase FTE from .40 to .45.  
Deb Harlow – PHN I  
 Increase FTE from .80 to .85.  
 Effective Date: 7/1/16

*Motion adopted unanimously.*

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

Legal Update

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

Public Works  
Committee  
Report

The Board reviewed the Environmental Services Director’s request to approve a 2016 Ag Lease Agreement.

2016 Ag Lease  
Agreement  
Approved

Dodge County owns 14 acres just south of the Demolition Landfill. For several years, Luke Elias has cultivated about 10 acres of this parcel, raising corn and soybeans. Environmental Services would like to continue this relationship in 2016 with the proposed lease agreement, which is similar to previous lease agreements.

This year’s lease is two acres less than usual because they are reserving a two-acre area to remove topsoil for landfill cap construction this September.

2016 Ag Lease Agreement Approved - Continued

It was noted Luke Elias has already planted the field and paid the total lease amount of \$1,440, however he did not sign the lease until recently.

Motion by Peterson seconded by Allen to approve and authorize Environmental Services to enter into a 2016 Ag Lease Agreement with Luke Elias and authorize the Environmental Service Director to sign the agreement on behalf of the county. *Motion adopted unanimously.*

The Board discussed the County Engineer’s request to accept a policy relating to Non-Traffic Related Signs in the right-of-way.

Policy Regarding Signs Placed in the County Right-of-Way Reviewed

The Highway Department periodically receives requests to place non-traffic related signs within the right-of-way. Although it is easy to address those signs that are temporary or advertising, as they are restricted by state statute, it is more difficult to deny the “business directional” signs. These are signs that upon request by a business owner are made and erected by the Highway Department to point to a business. The intention of these types of signs is to direct drivers to a business they may have use of during their travels, such as restaurants and gas stations. The problem the Highway Department is having is that requests come in for non-travel related businesses that take the opportunity to use a directional sign as advertising thereby adding to “sign clutter”. The Highway Department takes many steps to minimize sign clutter as it reduces the attention drivers pay to the necessary signs however this is a “loop hole” past those efforts.

It was Mr. Kohlhofer’s opinion that business signs may be helpful along interstates and trunk highways where such businesses exist; however along county roads they serve little purpose. These signs have been authorized in the past and without a policy it is difficult to reject current requests. MnDOT has a lengthy policy written to help control when these types of signs are erected but such a policy would be unnecessary for county roads. The County Engineer believes simpler policy would be to just not allow private or business related signs.

It was the Mr. Kohlhofer’s recommendation that a policy be approved to no longer accept installations of private or business related signs within county right-of-ways.

Discussion took place regarding the placement of signs in the right-of-way and on the back slope. Also discussed was how to address signs that are already in place. The Highway Department intends to leave the non-traffic related signs that are currently in place where they are until the reflective material on the signs wears off and then the signs will be permanently removed.

Motion by Peterson seconded by Gray to approve a policy stating that Dodge County no longer accept installations of private or business related signs within county right-of-ways. Motion failed, Peterson, Gray aye, Erickson, Allen nay.

There was a difference in opinion as to whether or not a policy regarding placement of signs in the right-of-way was needed.

It was the consensus of the Board the request needs to be refined and brought back at a later date.

The Board reviewed Mr. Kohlnhofer’s proposal to turn back certain minimum traffic county roads to townships.

Turn Back  
Certain Minimum  
Traffic County  
Roads to  
Townships  
Discussed

During the 2016 county road tour the Board along with Highway Department staff visited two minimum traffic county roads, County Aid Roads W and Y. These roads are each three mile sections of aggregate road with daily traffic of 40 and 25 respectively, lower than most existing township roads.

The roads are in a very rural area of Dodge County and lay within the typical county grid of three miles between county roads. A map was included in the Board packet which showed CR W and Y in pink while the other surrounding county and state roads were in yellow.

The history is uncertain as to why county Roads W and Y were ever assumed as county roads. They do not serve any facility or operation outside of typical farm fields and residents are minimal. They are not connectors or through routes to any notable destinations. These roads are currently maintained with county tax levy dollars with no outside funding source. As per attached state statute 163.11 subd.5 the county may “revert” these sections to their respective townships.

All of County Road W lies within Ripley Township while CR Y extends into both Ripley and Westfield Townships. Reverting these roads to the townships would entail holding a public hearing in each of the townships where public and township concerns would be heard. A resolution to turn back the roads to the townships would then need to be passed at a regular County Board meeting. Following that the township would begin receiving state aid for the additional mileage while the county continues to maintain the sections for the next two years.

As these roads are such low traffic and more like township roads the Highway Department recommends reverting these roads over to their respective township. The two roads would then be added to the township mileage and receive state funding. Following the two year county maintenance period the county would likely add a lift of aggregate prior to full release of the roads.

The County Engineer requested the County Board schedule a public hearing at each of Ripley and Westfield Townships for consideration of turning County Roads W and Y over to their respective townships.

Ripley town meetings are 6:00 p.m. on the second Thursday of the month.  
Westfield town meetings are 7:00 p.m. on the first Monday of the month.

It was the consensus of the Board to further discuss this topic at an upcoming township association meeting.

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

Administration  
Committee  
Report

Motion by Peterson seconded by Allen to approve and authorize the July 12, 2016 Committee of the Whole meeting minutes as presented. *Motion adopted unanimously.*

07/12/16 C.O.W.  
Meeting Minutes  
Approved

Motion by Allen seconded by Peterson to approve and authorize the July 12, 2016 meeting minutes as presented. *Motion adopted unanimously.*

07/12/16  
Meeting Minutes  
Approved

Commissioners provided their agency reports. Commissioner Allen attended the Fair, a Building Committee meeting, a Dodge County Historical Society meeting and a MNPrairie meeting. Commissioner Erickson attended a public hearing on the Solid Waste ordinance, a Dodge County Fair Picnic, a Dodge County Planning & Zoning meeting, a SCHA Executive Committee meeting, a SCHA Joint Powers Board meeting, the Dodge County Fair, a Fairview Care Center meeting, a MNPrairie All Board meeting and a Law Library Committee meeting. Commissioner Gray attended a regular County Board meeting, a Public Health Board meeting, the Dodge County Fair, a Building Committee meeting, a Fairview Care Center meeting, a MNPrairie meeting, a Highway 14 teleconference and a SCHRC meeting. Commissioner Peterson attended a Fair Board meeting, a Dodge County Soil & Water Conservation District meeting, a Fairview Care Center meeting, a MNPrairie Joint Board meeting, a MNPrairie All Board meeting, the Dodge County Fair and a 911 Opening Ceremony. Commissioner Tjosaas was not available to report his meeting attendance.

Agency Reports

Motion by Peterson seconded by Allen to adjourn the meeting at 6:44 p.m. CDT. *Motion adopted unanimously.*

Meeting  
Adjourned

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

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:**