

TUESDAY, OCTOBER 11, 2016

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

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

**COUNTY ADMINISTRATION OFFICE
MANTORVILLE, MN**

2016-20

The Dodge County Commissioners met in regular session October 11, 2016, in the Commissioner's Room at the Dodge County Government Services Building, Mantorville, MN, at 9:30 a.m. CDT. Chair Steven Gray called the meeting to order at 9:30 a.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

Motion by Erickson seconded by Peterson to approve and adopt the agenda as amended to include the addition of the Highway Department's Nerstrand Excavating action item to the Consent Agenda. *Motion adopted unanimously.*

Agenda Approved

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

Consent Agenda
Item Approved

- 1.1 Final payment of \$7,823.10 to Nerstrand Excavating for SAP 020-599-114.

Motion adopted unanimously.

Employee Relations Director Lisa Hager 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. Land Records

- A.1 Pamela Haugh-Holzer – Deputy Records
No longer employed.
Effective Date: 12/15/16
- A.2 Deputy Recorder – 1.0 FTE
Authorization to post and fill vacancy.
Effective Date: 10/11/16

B. Sheriff’s Office

- B.1 Deputy Sheriff – On-Call
Authorization to post and fill vacancy created by resignation.
Effective Date: 10/11/16
- B.2 Jim Lee – 911 Dispatcher
Step increase from B22 step 4 \$18.79 to B22 step 5 \$19.35.
Effective Date: 9/12/16

Personnel Actions
Approved -
Continued

C. Administration

- C.1 Tobey Hicks – Director of Information Technology
Step increase from C43 step 5 \$31.96 to C43 step 4 \$33.19.
Effective Date: 10/1/16

D. Job Description Annual Review

D.1 Annual Review of Job Descriptions

Approval of revised job descriptions for:
1. Records Administrative Assistant - Sheriff
 (All updates have been reviewed by the employees in the position,
 Department Heads, County Administrator and Employee Relations.)
 Effective Date: 12/1/16

Motion adopted unanimously.

Ms. Hager discussed with the Board the Insurance Committee’s recommendation for 2017.

Insurance
Committee
Recommendation for
2017 Approved

The Employee Relations Director informed the Board as voting members of the Insurance Committee, they are not recommending any increase in county contributions for 2017.

The Insurance Committee considered the following information in the making of this recommendation: Health, Life, and LTD insurance premiums which did not increase. Dental premiums increased by 8%. The Insurance Committee recognizes that this is a tight budget year and appreciates the fact that the County Board has been very responsive to contribution increase requests in the past.

Motion by Erickson seconded by Allen to accept the Insurance Committee’s recommendation the county contribution for 2017 insurance remain the same as it was for 2016. *Motion adopted unanimously.*

Environmental Services Director Mark Gamm met with the Board to discuss his request to approve a resolution to set the Market Price for solid waste for tax purposes.

2017 Market Price
for Solid Waste
Management Tax
Set by Resolution
#2016-43

Mr. Gamm reported the county only needs to pay Minnesota Solid Waste Management Tax on the “Market Price” of waste disposal services. The Market Price is the “lowest price available in the area”. The county’s disposal costs are higher than the Market Price so, to lower the county’s tax rate, we need to pass a resolution that identifies the Market Price; then submit it to the state for approval.

Commissioner Allen offered the following resolution (#2016-43), seconded by Commissioner Tjosaas:

2017 Market Price for Solid Waste Management Tax Set

2017 Market Price
for Solid Waste
Management Tax
Set by Resolution
#2016-43 -
Continued

WHEREAS, the Minnesota Solid Waste Management Tax requires political subdivisions to identify by resolution a Market Price if the political subdivision:

- a. Subsidizes the cost of service at a facility; or
- b. Directly bills on a property tax statement for organized collection of mixed municipal solid waste.

WHEREAS, the political subdivision will be liable for any solid waste management tax based only on the Market Price amount identified through the resolution; and

WHEREAS, the Market Price is defined in Minnesota statute as the “lowest price available in the area” considering disposal and transportation costs; and

WHEREAS, Dodge County’s research has identified the Steele County Landfill as the lowest disposal price available in the area at a rate of \$42.00 per ton.

THEREFORE BE IT RESOLVED, that County of Dodge, considering transportation costs, declares a 2017 Market Price of \$47 per ton.

Resolution adopted unanimously.

Zoning Administrator Melissa DeVetter presented for the Board’s consideration a request to appoint a Planning Commission member.

Planning
Commission
Appointment
Approved

Ben Johnson purchased a residence outside of Dodge County and cannot serve on the Planning Commission. As a result, the vacancy on the Planning Commission needs to be filled by a citizen of Ashland or Canisteo Townships. Jim Checkel has been asked if he would be willing to serve on the Planning Commission and Mr. Checkel has indicated that he would.

Motion by Peterson seconded by Tjosaas to approve and authorize the appointment of Jim Checkel to the Dodge County Planning Commission to represent Ashland and Canisteo Townships until the end of this year. *Motion adopted unanimously.*

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

Legal Update

County Attorney Paul Kiltinen discussed with the Board an administrative zoning map change.

Zoning Map Change
Approved

Mr. Kiltinen informed the Board that as far back as the 1990’s Dodge County had a tax parcel designation for a 6.23 acre site on the edge of Blooming Prairie. This parcel was identified as a parcel that was within the City limits of Blooming Prairie. The owners of the property went through the process of zoning this as a commercial parcel. The property owner around 2012 asked and was granted a request to be de-annexed from the City. The parcel then became part of the County unincorporated area. No zoning request had been made at that time and no one noticed that the zoning for this parcel should have been reflected on the zoning maps for Dodge County. If there is no other zoning request, the default zoning in the County is Agricultural.

The owners of the parcel have requested a change in how they use the parcel which generated a review by zoning, and this oversight was noted. The easiest manner of resolving this is to have the Commissioners do an administrative correction to the zoning map.

Zoning Map Change
Approved -
Continued

Motion by Erickson seconded by Allen to approve and authorize a zoning map change to reflect that parcel #18.030.1600 be zoned Commercial. *Motion adopted unanimously.*

Finance Director Lisa Kramer reviewed bills with the Board.

Bills Approved

Ms. Kramer noted a payment of \$9.25 to vendor 1952 on page 10 is being added to the bills.

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

01	Revenue Fund	\$	62,185.55
13	Road and Bridge Fund	\$	15,769.68
16	Environmental Quality Fund	\$	4,451.22
80	Agency Fund	\$	<u>1,849.67</u>
	Total	\$	84,253.12

Motion adopted unanimously.

County Administrator Jim Elmquist presented for the Board’s consideration a request to reappoint the County Assessor.

Reappointment of
County Assessor
Approved by
Resolution #2016-44

Minnesota Statutes 273.061 declares that the terms of office as County Assessor shall begin on January 1 of every fourth year after 1973. January 1, 2017 will begin a new term of office for County Assessor’s statewide. The County Board must reappoint an Assessor before they can apply to the Commissioner of Revenue. Mr. Elmquist requested the Board approve the proposed resolution to reappoint Ryan DeCook as the County Assessor for the next four years.

The appointment term will be from January 1, 2017 – December 31, 2020.

Ryan DeCook was available to answer questions.

Commissioner Allen offered the following resolution (#2016-44), seconded by Commissioner Tjosaas:

Appointment of Dodge County Assessor

WHEREAS, the Dodge County Board must appoint/reappoint an Assessor every fourth year pursuant to MN Statute 273.061.

BE IT RESOLVED, by the Board of Commissioners of Dodge County, Minnesota that Ryan DeCook is reappointed as County Assessor of Dodge County, Minnesota.

Resolution adopted unanimously.

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 September 27, 2016 Committee of the Whole meeting minutes as presented. *Motion adopted unanimously.*

09/27/16 Committee of the Whole Meeting Minutes Approved

Motion by Tjosaas seconded by Allen to approve and authorize the September 27, 2016 meeting minutes as presented. *Motion adopted unanimously.*

09/27/16 Meeting Minutes Approved

Commissioners provided their agency reports. Commissioner Allen did not have any meetings to report. Commissioner Erickson attended a Drug Court Steering Committee meeting, a SCHA Quality Assurance Committee meeting and a SCHA Joint Powers Board meeting. Commissioner Gray did not have any meetings to report. Commissioner Peterson attended a Radio Board meeting and a preliminary meeting for 1W1P on Cedar River. Commissioner Tjosaas attended a Kasson Council/Mayor Candidate forum.

Agency Reports

Motion by Peterson seconded by Tjosaas to adjourn the meeting at 10:15 a.m. CDT. *Motion adopted unanimously.*

Meeting Adjourned

The next meeting of the Dodge County Board of Commissioners will be held on October 25, 2016 at 5:00 p.m. CDT.

Next Regular Meeting

ATTEST:

**STEVEN GRAY
CHAIR, COUNTY BOARD**

**BECKY LUBAHN
DEPUTY CLERK**

DATED: