

TUESDAY, OCTOBER 25, 2016

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

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

**COUNTY ADMINISTRATION OFFICE
MANTORVILLE, MN**

2016-21

The Dodge County Commissioners met in regular session October 25, 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 5:02 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: Jim Elmquist County Administrator
 Becky Lubahn Deputy Clerk

Motion by Peterson seconded by Tjosaas to approve and adopt the agenda as amended to switch the order of the two Sheriff's Office action items at the end of the meeting. *Motion adopted unanimously.*

Agenda
Approved

Motion by Peterson seconded by Tjosaas to approve the following Consent Agenda item:

Consent Agenda
Item Approved

- 1.1 Out of state travel for Scott Rose and Mike Burton to attend Supervisor and CLEO Training at the National Center for Missing and Exploited Children in Alexandria, Virginia on November 6-7, 2016, and meal reimbursement as requested.

Motion adopted unanimously.

Taxpayer Services Director Rose Culbertson reviewed bills with the Board.

Bills Approved

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	\$ 127,884.00
13	Road and Bridge Fund	\$ 69,734.64
16	Environmental Quality Fund	\$ 103,575.71
80	Agency Fund	\$ 801.00
	Total	\$ 301,995.35

Motion adopted unanimously.

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

Personnel
Actions
Approved

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

A. Sheriff’s Office

A.1 Duke Harbaugh – Facilities & Fleet Manager
Step increase from C42 step 8 \$24.91 to C42 step 7 \$25.70.
Effective Date: 9/9/16

A.2 Eric Schwartz – Information System Specialist
Step increase from B31 step 7 \$21.20 to B31 step 6 \$21.71.
Effective Date: 11/3/16

B. Environmental Services

B.1 Ken Schuck - Deputy Sheriff – On-Call
Authorization employ at C41 Hire step \$21.55 to fill approved vacancy.
Effective Date: 10/11/16

C. Public Health

C.1 Breea Hare – Deputy Recorder
Authorization to change status from Land Records Clerk B21 step 7 \$16.55 to Deputy Recorder step 7 \$17.67.
Effective Date: 10/29/16

C.2 Land Records Clerk – 1.0 FTE
Authorization to post and fill vacancy created by status change.
Effective Date: 10/26/16

D. Public Health

D.1 Christie Agerter – Public Health Nurse II
Step increase from C41 step 2 \$27.27 to C41 step 1 \$28.09 (+\$3 R/R).
Effective Date: 7/1/16

D.2 Emily Stensvold – Social Worker
Step increase from C42 step 10 \$21.46 to C42 step 9 \$22.29.
Effective Date: 9/21/16

E. Job Description Annual Review

E.1 **Annual Review of Job Descriptions**
Request approval of revised job descriptions for:

- Paralegal Civil – Attorney**
- Paralegal Criminal – Attorney**

(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.

Environmental Services Director Mark Gamm presented for the Board's consideration a request to approve an addendum to the CEDA contract to update the Comprehensive Land Use Plan in 2017.

Addendum to
CEDA Contract
Approved

Mr. Gamm provided the following background information:

The County’s Comprehensive Land Use Plan is scheduled to be completed in 2017. Environmental Services has met with Ron Zeigler and staff at Community and Economic Development Associates (CEDA) about their interest in preparing the plan.

Why CEDA?: CEDA is a nonprofit corporation that specializes in community planning and economic development services. Dodge County currently contracts with CEDA for economic development assistance. CEDA also provides related services for several cities in Dodge County. CEDA has extensive experience working with cities in Southeast Minnesota and experience in preparation of Comprehensive Land Use Plans.

Addendum to
CEDA Contract
Approved –
Continued

Work Plan: CEDA proposes to start the work late in 2016 and complete the Comprehensive Plan by end of 2017. A proposed process/timeline was included in the Board packet.

CEDA's Proposal: CEDA proposes to complete the Comprehensive Plan at an hourly rate of \$57.75 but not exceed a total of \$49,516. An Addendum to Contract for Professional Services was included in the Board packet for review.

Budget: The dedicated account for the Comp Plan is scheduled to have a \$45,000 balance in 2017. The project will extend late into 2017 and possibly early 2018. If costs exceed \$45,000, Mr. Gamm will budget the additional amount in 2018.

The following CEDA representatives were available to answer questions:

- CEO/President – Ron Ziegler
- Senior Vice President – Cris Gastner
- Community & Business Development Specialist – Ryan Yetzer

A brief discussion took place regarding the importance of communication between the county and each of the cities to ensure they all have the same goals in mind with land use planning, especially on parcels that border the city limits.

It was Commissioner Allen's opinion the county needs to handle their land use plan separately without coordination with the cities.

Motion by Tjosaas seconded by Peterson to approve and authorize the Chair and County Administrator to sign the proposed Addendum to the Contract for Professional Services with CEDA for completion of the Comprehensive Plan at an hourly rate of \$57.75 but not exceed a total of \$49,516. *Motion adopted Gray, Tjosaas, Erickson, Peterson aye, Allen nay.*

Environmental Technician Chad Knudson met with the Board to discuss his request to approve an SSTS Low Income Grant payment.

SSTS Grant
Payment
Approved

Dodge County received a grant in 2016 to help low income participants upgrade septic systems that have been found non-compliant and/or deemed an Imminent Public Health Threat (IPHT). One applicant recently met income guidelines and was approved for cost share. Cost share assistance is limited to 50% of the total cost of the system not to exceed \$8,000.00. The new system was recently constructed and issued a Certificate of Compliance.

Motion by Erickson seconded by Tjosaas to approve and authorize a cost-share payment of \$7,000.00 on 2016-Imminent Public Health Threat SSTS Abatement Program Contract #2016-03 as requested. *Motion 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 Peterson to approve and authorize the October 11, 2016 meeting minutes as presented. *Motion adopted unanimously.*

10/11/16 Meeting Minutes Approved

Commissioners provided their agency reports. Commissioner Allen attended a Fairview Care Center meeting. Commissioner Erickson attended a meet the candidate forum in Hayfield, a Fairview Care Center meeting and an AMC District IX meeting. Commissioner Gray attended a regular County Board meeting, a Zumbro Watershed Project meeting, a Fairview Care Center meeting, a MNPrairie Board meeting, a Zumbro Watershed Project Fundraising Committee meeting, a Dodge County Historical Society meeting, a Dodge/Steele Community Health Board meeting, an AMC District IX meeting and a SCHRC meeting. Commissioner Peterson attended a Fair Board meeting, an AMC District IX meeting, a Soil & Water Conservation District meeting, a MNPrairie Joint Powers Board meeting and a MNPrairie Policy Committee meeting. Commissioner Tjosaas attended a Fairview Care Center meeting, a MNPrairie Joint Powers Board meeting, a Dodge/Steele Community Health Board meeting and a South Central Human Relations Center meeting.

Agency Reports

County Administrator Jim Elmquist provided the Board with a County Administrator update on HRIS – Kronos, a strategic planning exercise being planned for the county and a building project update.

County Administrator Update

Sheriff Scott Rose met with the Board to discuss his request to approve funding for 2017 for an x-ray bag screening machine.

2017 Funding for X-Ray Bag Screening Machine Purchase Approved

Mr. Rose reported previously the Board indicated the purchase of the x-ray bag screening machine for the courthouse would not be budgeted for in 2017 and no additional levy dollars would be approved to finance this expense for the upcoming year.

It was recently brought to the Sheriff’s attention by Finance Director Lisa Kramer that their Police State Aid Revenue for 2017 was projected low and they could expect to have approximately \$30,000 in additional monies from state aid for 2017. With the addition of this funding to their 2017 budget Mr. Rose is requesting the Board approve the addition of the x-ray bag screening machine back within the Sheriff Capital Outlay for 2017 with the understanding their office would need to bring the expense to the Board in 2017 for formal approval. The Sheriff’s Office believes that the county’s investment of this machine and the modifications needed to the work area will not exceed \$30,000. This will allow them to complete the weapons screening area in the courthouse without an addition to the 2017 budget.

Commissioner Allen cautioned the Sheriff about spending the excess money from the Police State Aid Revenue on an x-ray bag screening machine. Mr. Allen stated if this is where the Sheriff’s priority is, that is fine, however he noted the County Board may still decide to make additional cuts to the 2017 budget before it is finalized in December.

The Sheriff stated it was his understanding the Board would support the purchase of the x-ray bag screening machine for the Courthouse if he could find the money to pay for the expense without adding cost to the overall budget.

2017 Funding for X-Ray Bag Screening Machine Purchase Approved - Continued

The Board confirmed this was the message they had relayed to the Sheriff.

Commissioner Allen questioned whether or not this was the best place to spend this money and commented the Sheriff will have to make that decision.

The Board asked the Sheriff to come back with quotes for an x-ray bag screening machine before the final budget is set in December.

Sheriff Rose informed the Board they have Life Saving Award plaques to present to Claremont First Responders, Dodge Center First Responder's, and Dodge Center Ambulance Service. The Sheriff's Office is also are presenting three Letters of Recognition to citizens for various incidents from this past year.

Life Saving Award Plaques and Letters of Recognition to Citizens Presented

The Sheriff thanked the First Responders, Ambulance Services, citizens and Awards Committee for their work and dedication to the citizens of Dodge County.

Motion by Peterson seconded by Tjosaas to adjourn the meeting at 6:38 p.m. CDT. *Motion adopted unanimously.*

Meeting Adjourned

The next regular meeting of the Dodge County Board of Commissioners will be held on November 8, 2016 at 9:30 a.m. CDT.

Next Regular Meeting

ATTEST:

STEVEN GRAY
CHAIR, COUNTY BOARD

BECKY LUBAHN
DEPUTY CLERK

DATED: