

TUESDAY, NOVEMBER 22, 2016

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

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

**COUNTY ADMINISTRATION OFFICE
MANTORVILLE, MN**

2016-23

The Dodge County Commissioners met in regular session November 22, 2016, in the County Board Room at the Dodge County Government Services Building, Mantorville, MN, at 5:00 p.m. CST. Chair Steven Gray called the meeting to order at 5:00 p.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
	David Erickson	District #4
	Steven Gray	District #5
Members absent:	Rodney Peterson	District #3
Also present:	Jim Elmquist	County Administrator
	Becky Lubahn	Deputy Clerk

Commissioner Gray informed the Board item 4.0 (Personnel Agenda) is being moved to 6:00 p.m. Commissioner Peterson will not be available until 6:00 p.m. and would like to have an opportunity to comment on item 4.0.

Agenda
Amended

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

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

Consent Agenda
Item Approved

1.1 Cell phone stipend of \$30.00 per month for Jack Lane.

Motion adopted unanimously.

South Central Human Relations Center (SCHRC) Executive Director Carolyn Wheeler discussed with the Board the proposed Rule 29 Agreement.

Rule 29
Agreement
Discussion

Ms. Wheeler provided an overview of South Central Human Relations Center, offices in Owatonna, Kasson and Waseca.

Motion by Tjosaas seconded by Erickson to approve and authorize the Chair and Finance Director to sign the proposed Rule 29 Agreement with South Central Human Relations Center. *Motion adopted unanimously.*

Taxpayer Services Director Rose Culbertson reviewed bills with the Board.

Bills Approved

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	\$ 119,085.60
13	Road and Bridge Fund	\$ 37,814.32
16	Environmental Quality Fund	\$ 80,209.10
	Total	\$ 237,109.02

Motion adopted unanimously.

Environmental Services Director Mark Gamm presented for the Board's consideration a request to approve insurance requirements for licensed waste haulers.

Insurance Requirements for Hauler License Approved by Resolution #2016-46

Dodge County Solid Waste General Ordinance No. 1 requires the County Board to establish insurance requirements for Licensed Waste Haulers.

The Environmental Service Department has reviewed the standards defined in the Ordinance, current insurance limits carried by licensed haulers, and coverage limits recommended by Minnesota Counties Intergovernmental Trust. Mr. Gamm has also consulted with the County Attorney.

Based on this review and consultation, Mr. Gamm is recommending the Board vote in favor of the proposed resolution named: "Insurance Requirements for Hauler Licensure".

Commissioner Allen offered the following resolution (#2016-46), seconded by Commissioner Tjosaas:

Insurance Requirements for Hauler Licensure

WHEREAS, Dodge County Solid Waste General Ordinance No. 1 requires the County Board to establish insurance requirements for Haulers licensed to collect and transport Mixed Municipal Solid Waste in the county; and

WHEREAS, the Environmental Service Department has recommended insurance requirements based on standards defined in the Ordinance, review of current insurance limits carried by licensed haulers, and consultation with Minnesota Counties Intergovernmental Trust and Dodge County Attorney.

THEREFORE BE IT RESOLVED, the Dodge County Board of Commissioners hereby establishes the following minimum insurance requirements for Licensed Haulers effective February 14, 2017:

Commercial General Liability Coverage

- The minimum limits of liability are:
 - \$1,000,000 Each Occurrence
 - \$2,000,000 General Aggregate
 - \$2,000,000 Products and Completed Operations Aggregate

- The policy written on an occurrence basis, not a claims-made basis.
- Dodge County listed as Additional Insured.
- An Excess or Umbrella Liability policy may be used in conjunction with primary coverage limits to meet the minimum limit requirements

Insurance Requirements for Hauler License Approved by Resolution #2016-46 – Continued

Auto Liability Coverage

- The minimum limits of liability are:
 - \$1,000,000 on a Combined Single Limit basis
- Auto coverage to include: Any Auto, including Hired and Non-owned
- Dodge County listed as Additional Insured

Excess or Umbrella Liability Coverage

- An Excess or Umbrella Liability policy may be used in conjunction with primary coverage limits to meet the minimum limit requirements for each line of coverage.
- The policy should be written on an occurrence basis, not a claims-made basis
- Dodge County listed as an Additional Insured.

Workers/Compensation and Employer/s Liability Coverage

- Workers’ Compensation limits are to be statutory per applicable state and federal laws.
- Employer’s Liability Coverage with minimum limits of:
 - Bodily Injury by Accident: \$500,000 each accident
 - Bodily Injury by Disease: \$500,000 each employee
 - Bodily Injury by Disease: \$500,000 policy limit

Resolution adopted Gray, Tjosaas, Erickson, Allen aye, Peterson absent.

Zumbro Watershed Partnership Executive Director Sarah Middleton provided the Board with a follow up to their county funding request.

ZWP Follow Up to County Funding Request

Education Coordinator Kevin Strauss, Citizen Board of Director member Al Atkins and citizen member Ron Fuller were also available to comment.

Ms. Middleton provided the following introduction of Zumbro Watershed Partnership (ZWP):

ZWP is seeking funding from counties to support their operational costs, which includes rent, utilities and office staff salaries. The ZWP was incorporated as a 501(c)3 federal nonprofit in 2005 by citizens of Dodge and neighboring counties who wanted their governments to work together more effectively toward addressing problems afflicting county rivers and lakes. The Zumbro Watershed drains six counties; each county has a separate plan for the watershed. Regulatory authority and funding to address pollution and reduce flooding are distributed across a plethora of federal, state and local governmental entities, including but not limited to the National Resource Conservation Service (NRCS), Minnesota Pollution Control Agency (MPCA), Minnesota Board of Water and Soil Resources (BWSR), Dodge Soil and Water Conservation (SWCD) and Dodge County Environmental Services. ZWP facilitates coordination among these entities and many other partners to secure grants, educate the public, and effect change.

The ZWP Board is comprised of County Board and SWCD representatives from each county as well as 13 citizen members from throughout the watershed. Dodge County representatives are currently Steve Gray, Bill Thompson, Jim Hruska, Roger Toquam and Duane Alberts. Adam King also attends board meetings regularly.

ZWP Follow Up to County Funding Request - Continued

For the past decade, the McKnight Foundation has provided ZWP operational funding. Previous contributions have included:

2008	\$50,000
2009	\$50,000
2010	\$50,000
2011	\$50,000
2012	\$45,000
2013	\$45,000
2014	\$25,000
2015	\$25,000

ZWP maintains some funds for the purpose of cash flow since many projects require that they wait for reimbursement from approved funding sources. With the generous McKnight support coming to an end, the ZWP is seeking financial assistance from each of the counties they serve.

After a long discussion and on advice from various county staff, ZWP decided that their operational funding request to counties should be based on the percentage of watershed land within each county. This is similar to how the Mississippi-Winona Watershed Joint Powers Board receives funding from area counties.

The total Zumbro Watershed Partnership funding request for 2016 is \$40,000.

The division by percentage of watershed acres in each county was listed as follows:

Olmsted County 26% of Watershed	\$10,400
Dodge County 26% of Watershed	\$10,400
Wabasha County 24% of Watershed	\$9,600
Goodhue County 20% of Watershed	\$8,000
Rice County 2% of Watershed	\$800
Steele County 2% of Watershed	\$800

This request is the minimum they need to continue daily operations. The historic return on investment (ROI) for dollars invested with ZWP through donations is 20:1.

ZWP plans to continue as a watershed partnership and remain a separate entity. They would continue to receive funding from memberships, donations, and public and private grants.

State grants cover the costs of the project and includes a small administrative fee; however, generally these funds cannot be used for operational costs such as utilities, rent, and their office staff salaries. ZWP would use the financial support provided by the counties to fund these operation costs.

Ms. Middleton reported Wabasha and Goodhue counties are interested in pursuing percentage based funding support contingent upon on other counties contributing.

Commissioner Erickson wanted to know what happens if they don't get the funding.

ZWP Follow Up to County Funding Request - Continued

Ms. Middleton stated they will try to continue as is and work to find other funding sources.

Mr. Strauss noted some projects won't happen without funding.

County Administrator Jim Elmquist stated the Zumbro Watershed Partnership has not been listed as one of the allocations typically approved annually, however, if the Board supports their funding request they could take funding that was allocated for another entity and allocate it to the ZWP.

Commissioner Gray commented he liked the update on where other counties are at with the ZWP's funding request.

The Board thanked Ms. Middleton and Mr. Strauss for the report.

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 Tjosaas to approve and authorize the November 8, 2016 Committee of the Whole meeting minutes as presented. *Motion adopted unanimously.*

11/8/16 C.O.W. Meeting Minutes Approved

Motion by Allen seconded by Tjosaas to approve and authorize the November 8, 2016 meeting minutes as presented. *Motion adopted unanimously.*

11/8/16 Meeting Minutes Approved

The Board reviewed the Facilities & Fleet Managers request to approve snow removal services for 2016-2017.

2016-2017 Snow Removal Services Approved

Snow removal services agreements are up for renewal. The county's current snow removal contractors are interested in continuing their services with the County for the 2016-2017 season. Last season Swenke Ims Contracting LLC, from Kasson, provided snow removal at the Courthouse, Maintenance Garage, and Historical Society locations. Wirth Septic Systems, from Dodge Center, provided snow removal at the Service Center in Dodge Center.

Mr. Harbaugh also sent out an RFP to Rochester Service Co. and received nothing in return.

Swenke Ims Contracting LLC will provide snow removal services with an increase of \$50.00 in the sand and salt and a \$10.00 an hour increase for a pickup plow and no increase on the loader or tandem trucks.

This year Wirth Septic Systems proposed no increase in sand and salt and have not increased their equipment rates since 2014.

Motion by Allen seconded by Tjosaas to approve and authorize the Chair to sign snow removal services agreements with Swenke Ims Contracting LLC of Kasson, MN and Wirth Septic Systems of Dodge Center, MN as presented for 2016-2017. *Motion adopted unanimously.*

2016-2017 Snow Removal Services Approved - Continued

Commissioners provided their agency reports. Commissioner Allen attended a Fairview Care Center meeting. Commissioner Erickson attended a two regular County Board meetings, a Canvassing Board meeting, a Fairview Care Center meeting and a Capital Improvement Plan public hearing. Commissioner Gray attended a regular County Board meeting, a Transportation Alliance meeting, a ZWP meeting, a Canvassing Board meeting, a Fairview Care Center meeting, a Dodge County Historical Society meeting and a SCHRC Compensation Committee meeting. Commissioner Peterson was not available to report his meeting attendance. Commissioner Tjosaas attended a Semcac Finance and Board meeting, a Fairview Care Center meeting, a MNPrairie meeting, an EDA meeting and a SCHRC Compensation Committee meeting.

Agency Reports

It was noted Commissioner Peterson texted the County Administrator that he was a ways out yet and would not make the meeting by 6:00 p.m.

Commissioner Peterson Further Delayed

Commissioner Gray stated they tried to accommodate Commissioner Peterson’s request to delay action on the Personnel Agenda, however they do have a public hearing scheduled at 6:30 p.m. and they needed to move forward with the Personnel Agenda.

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

Personnel Actions Approved

Sheriff Scott Rose and Captain Ryer Anderson were available to comment on item E.1, the annual review of job descriptions for the Records Administrative Assistant position.

Commissioner Allen expressed concern with departments changing job descriptions and employees making an assumption their band and grade will change and their pay will increase.

Ms. Hager reminded the Board that not all changes to a job description warrant a band and grade change. With the last batch of job descriptions that were reviewed 23 were reviewed and only three were recommended to be sent in for band and grade review. Only one of those three job descriptions was recommended for a band and grade change.

A lengthy discussion took place on the changes to the Records Administrative Assistant position and Dispatch Center changes.

It was pointed out several non-emergency related duties previously performed by Dispatchers are now being handled by the Records Administrative Assistants. Because of the extra duties the Records Administrative Assistants needed additional training. The shifting of these duties from Dispatch to the Records office has allowed Dispatchers to focus entirely on emergency calls, reduced the number of interruptions Dispatchers receive due to non-emergency related calls and reduced the amount of time Dispatchers spent at the counter assisting the public.

Mr. Kohlnhofer stated the purpose of the public hearing is to receive input on the 5 year Highway Capital Improvement Program and Bridge Priority Program.

CIP Public Hearing Opened to the Public - Continued

A Bridge Priority list was distributed in addition to a county map with the county roads affected by the proposed CIP highlighted.

Commissioner Peterson arrived to the meeting at 6:59 p.m. CST.

Commissioner Peterson Arrived

John Simonette, the Ripley Township Chair, had a question on the County Road O bridge project.

Question Raised on County Road O

Mr. Kohlnhofer addressed Mr. Simonette's question.

There were no additional members of the public that wanted to comment on the proposed CIP.

CIP Public Hearing Closed

The Chair closed the meeting to the public at 7:05 p.m. CST.

County Administrator Jim Elmquist provided the Board with a County Administrator update on the Highway 57 wall fence, SHPO and the budget.

County Administrator Update

Motion by Tjosaas seconded by Allen to adjourn the meeting at 7:13 p.m. CST. *Motion adopted unanimously.*

Meeting Adjourned

The next regular meeting of the Dodge County Board of Commissioners will be held on December 13, 2016 at 9:30 a.m. CST.

Next Regular Meeting

ATTEST:

**STEVEN GRAY
CHAIR, COUNTY BOARD**

**BECKY LUBAHN
DEPUTY CLERK**

DATED: