

**TUESDAY, DECEMBER 13, 2016**

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

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

**COUNTY ADMINISTRATION OFFICE  
MANTORVILLE, MN**

**2016-24**

The Dodge County Commissioners met in regular session December 13, 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: | Jim Elmquist  | County Administrator |
|               | Becky Lubahn  | Deputy Clerk         |
|               | Paul Kiltinen | County Attorney      |

The Chair noted a Public Works item which was added during committee meetings will be discussed by Commissioner Peterson during his agency report.

Agenda Approved

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

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

Consent Agenda  
Item Approved

1.1 Application for 2017 Tobacco Retailer Licenses as presented.

*Motion adopted unanimously.*

Wold Architects Partner John McNamara informed the Board they are having a plaque designed to dedicate to Dodge County for the building project. Mr. McNamara provided the Board with an example of the plaque which the county will receive to display in the Government Services Building.

Building Project  
Plaque Presented

Also in attendance for the dedication was Alvin E. Benike, Inc. representative Levi Kaiser.

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               | \$ 198,789.74        |
| 13 | Road and Bridge Fund       | \$ 149,794.47        |
| 16 | Environmental Quality Fund | \$ 97,407.41         |
| 32 | County Capital Projects    | <u>\$ 198,132.01</u> |
|    | Total                      | \$ 644,123.63        |

*Motion adopted unanimously.*

The Taxpayer Services Director presented for the Board’s consideration a resolution to approve government acquisition of tax forfeited lands for an authorized public use.

Governmental  
Conveyance of Tax  
Forfeited Lands  
Approved by  
Resolution #2016-47

Parcel 21.100.0300 and 21.100.0310 in Claremont were forfeited to the State in 2009. In accordance to Minnesota Statutes 281.01, Sub 1a through 1e, a governmental subdivision may request to obtain these parcels of tax forfeited land. The City of Claremont has requested conveyance of these two properties for a public park. According to the submitted plan, the city intends to place a Veteran’s Memorial on these properties within three years.

Included in the Board packet was a letter from the City of Claremont containing their plan for the use of the parcels, the resolution passed by the City of Claremont requesting the conveyance of property and a resolution to be presented for the Board’s approval at today’s meeting.

Finance recommends the Board approve the conveyance of the two properties to the City of Claremont for the public purpose of a public park and future Veteran’s Memorial.

Commissioner Erickson offered the following resolution (#2016-47), seconded by Commissioner Allen:

**Governmental Conveyance of Tax Forfeited Lands**

**WHEREAS**, Dodge County is in the process of offering for sale certain parcels of tax forfeited land; and

**WHEREAS**, in accordance with Minnesota Statutes 282.01, Subd 1a through 1e, Dodge County has offered to all governmental subdivision the option to obtain these parcels of tax forfeited land; and

**WHEREAS**, the following governmental subdivision have request the conveyance of the tax forfeited lands for an authorized public use.

**NOW THEREFORE BE IT RESOLVED**, the Board of Commissioners directs the auditor to prepare the appropriated documentation to have the those tax forfeited lands transferred from the State of Minnesota to the governmental subdivision as listed:

| Governmental Subdivision | Legal Description  | Authorized Public Use   |
|--------------------------|--|---|
| City of Claremont        |  |   |
| 21.100.0300              | W 1/3 OF LOT 2 BLK 2 IN N 1/2 SW 1/4 & S 1/2 NW 1/4 EX BEG W LN 50 FT N OF S LN N 30 FT E9IN S30FT W9IN TO BEG | Future development of a City Park/Memorial in conjunction with parcel 21.100.0310 |
| 21.100.0310              | E 1/3 OF LOT 3 BLK 2   |   |

Governmental Conveyance of Tax Forfeited Lands  
Approved by Resolution #2016-47

*Resolution adopted unanimously.*

Ms. Culbertson presented for the Board’s consideration a request to approve a committed fund year-end balance resolution.

GASB 54 Committed Fund Year End Balance Approved by Resolution #2016-48

As stated in the county’s GASB 54 Fund Balance Policy, formal action in the form of a resolution must be taken to approve or rescind fund balances by the end of each fiscal year. In 2014 a separate resolution was made for each fund. Since Finance now has documentation for these they now have incorporated them into one resolution. The presentation and approval of this resolution will provide the authority and documentation needed to correctly report these funds on the county’s financial statements.

The funds listed in the resolution were reviewed.

Commissioner Tjosaas offered the following resolution (#2016-48), seconded by Commissioner Peterson:

**GASB 54 Committed Fund Year End Balance Approval**

**WHEREAS**, Dodge County has established committed fund accounts at various times in the past; and

**WHEREAS**, the current listing of these accounts is as follows and their balances will be updated in January of 2017:

- Wetland ROW Fund
- Wind Tower Decommissioning Fund
- Sober Fest Revolving Fund
- Public Recreation and Open Space Fund
- Veteran Services Van Fund
- LoJack Safety Net Fund
- Impound Fee Fund
- Change Funds
- Environmental Service Capital Equipment Fund
- Landfill Post Closure Fund
- DFO Corrections Fund
- Fairview Care Center Appropriations Fund
- Comprehensive Land Use Plan Fund

**NOW THEREFORE BE IT RESOLVED**, that the Dodge County Board of Commissioners hereby reapproves these revolving accounts to be used for future revenues and expenditures, and will allow appropriate staff to administer such funds on a continuous basis, indefinitely.

*Resolution adopted unanimously.*

The Taxpayer Services Director discussed with the Board mobile home tax collection.

Included in the Board packet was Statute 277.34 and a listing of parcels the Finance Office deems as uncollectable.

The County Treasurer may cancel tax, penalty and interest that they deem uncollectable on mobile homes and personal property per Statute 277.24. Finance is asking that the Commissioners also approve the cancellation of these taxes.

The Mobile Home parcels on the provided list have been deemed uncollectable for various reasons. No taxes have been collected through Revenue Recapture and in many cases the Mobile Home no longer exists.

The County Auditor is now required by the State of Minnesota to provide a letter to the Deputy Registrar’s office to show proof that taxes are current on a Mobile Home prior to the transfer of title. This has aided in the collection of taxes in recent years. Many of the parcels on the list were sold and transferred prior to that change in the statutes.

It is Finance’s recommendation that the taxes, penalty and interest for the delinquent years listed be cancelled.

Motion by Erickson seconded by Tjosaas to cancel taxes, penalty and interest for uncollectable Mobile Home taxes as requested. *Motion adopted unanimously.*

Ms. Culbertson presented for the Board’s consideration a request to lower the basic sales price and authorize the non-public sale of tax forfeited properties.

Per State statute 282.01 the Finance Director has authority to offer undesirable parcels at a non-public sale to the adjacent neighbors in order to return them to the tax rolls.

There are several parcels south of the City of Claremont but within city limits that have been offered for sale at auction but have not been sold. They have been available for sale over the counter for several years. They appear to be undesirable due to the water level in the area as well as they will be very near the new Highway 14 route south of Claremont. The county will offer the parcels to neighbors at the reduced price as soon as possible.

Included in the Board packet was a list of three parcels in Oak View Estates. The list includes the Assessors Value as well as the lowered Suggested Base Price.

GASB 54 Committed  
Fund Year End  
Balance Approved  
by Resolution  
#2016-48 -  
Continued

Cancellation of  
Uncollectable Mobile  
Home Taxes  
Approved

Lower Base Price  
and Non-Public Sale  
of Tax-Forfeited  
Properties Approved

The second attachment was a map of Oak View Estates with the three parcels highlighted.

Lower Base Price and Non-Public Sale of Tax-Forfeited Properties Approved - Continued

Motion by Erickson seconded by Tjosaas to approve and authorize the Finance Office to lower base price and the non-public sale of these three parcels as requested. *Motion adopted unanimously.*

Finance Director Lisa Kramer discussed with the Board the final payment of bills for 2016.

Final Payment of Bills for 2016 Approved

Ms. Kramer reported the final Board meeting this year is on December 27, 2016. Many departments will receive bills the last week of December that need to be paid by year-end.

Motion by Erickson seconded by Allen to approve and authorize the Finance Department to approve and authorize the payment of bills that may occur prior to the end of the 2016 fiscal year with final review by the Finance Director. The final payment of bills will be on December 30, 2016. *Motion adopted unanimously.*

Emergency Management Director Matthew Maas provided for the Board's review an Emergency Operations Plan.

Dodge County's Emergency Operations Plan Approved by Resolution #2016-49

Mr. Maas reported Dodge County's Emergency Operations Plan is updated annually. During the past three years the plan has been reviewed by the following groups and found to meet all of the State and Federal requirements completely.

- 2013 – Minnesota Homeland Security and Emergency Management Regional Review Committee
- 2014 – Olmsted, Steele, and Rice Counties Emergency Management Directors
- 2015 – Minnesota Homeland Security and Emergency Management Regional Program Coordinator

The Emergency Management Director reported this year completes a four year review cycle with Board review of the plan. Upon the completion of the Board's review Mr. Maas requested the Board approve the plan as written and formally adopt the plan as written.

Included in the Board packet was a copy of the MNWALK reviewer's copy of the Federal and State requirements for the plan.

Commissioner Peterson offered the following resolution (#2016-49), seconded by Commissioner Tjosaas:

**Emergency Operations Plan**

**WHEREAS**, Dodge County Board of Commissioners have reviewed the Dodge County Emergency Operations Plan and MNWALK finding it to meet local and state requirements and the needs of Dodge County; and

**WHEREAS**, the Emergency Operations Plan will be updated annually and reviewed by the Homeland Security and Emergency Management Regional Review Committee, other counties in Southeast Minnesota, State of Minnesota Homeland Security and Emergency Management staff, and the Dodge County Board of Commissioners on a four year cycle; and

Dodge County's  
Emergency  
Operations Plan  
Approved by  
Resolution #2016-49  
- Continued

**WHEREAS**, Dodge County Board of Commissioners formally adopt the plan as written.

**BE IT RESOLVED**, that the Dodge County Board of Commissioners reviewed, approved and formally adopt the Emergency Operations Plan.

*Resolution adopted unanimously.*

Drug Court Coordinator Eric Thompson presented for the Board's consideration a request to approve a Third Judicial District Cooperative Agreement for 2017.

Third Judicial District  
Cooperative  
Agreement for 2017  
Approved

The Dodge County Drug Court receives reimbursement from the Third Judicial District for Drug Court case management services, in-state mileage, and drug testing costs. Pursuant to the proposed cooperative agreement for 2017, state funding is available on a quarterly reimbursement basis from January 1, 2017 through June 30, 2017. In past years, there was \$36,000.00 in reimbursement funding available from the Third Judicial District. However, for 2017 there is \$61,000.00 in reimbursement funding available as the result of a one-time infusion of \$25,000.00 in additional funding, \$5,000.00 of which has been specifically ear-marked for drug testing kits.

On December 5, 2016 the State of Minnesota (Judicial Branch) presented Dodge County with a proposed 2017 cooperative agreement that includes the same language as in the current 2016 cooperative agreement along with the additional language concerning the extra funding as outlined above.

Based on the above, Mr. Thompson is requesting that the Dodge County Board of Commissioners approve the proposed 2017 cooperative agreement with the State of Minnesota and execute four signed copies of said agreement.

Motion by Erickson seconded by Tjosaas to approve the proposed 2017 Third Judicial District Cooperative Agreement and authorize the Drug Court Coordinator and Chair to sign the agreement. *Motion adopted unanimously.*

Fair Board President Marilyn Lermon and Fair Board Treasurer Mike Brual provided the Board with a 2016 wrap up and discussed their 2017 budget.

Fair Board 2016  
Wrap Up & 2017  
Budget Discussion

Ms. Lermon informed the Board this year was a Fair Board's dream year. The weather was great; they had great exhibits, great livestock exhibits, and great law enforcement presence. The Fair Board President reported they had a lot of neat things that happened at the fair this year.

Ms. Lermon stated the Fair Board would like to see the same emergency response presence for next year's county fair.

Mike Brual discussed with the Board the Fair Board's finances.

Commissioner Gray thanked Ms. Leron and Mr. Brual for the update.

Fair Board 2016  
Wrap Up & 2017  
Budget Discussion -  
Continued

Ms. Leron thanked the Board for their support.

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

Legal Update

The Chair recessed the meeting at 10:40 a.m. CST.

Meeting Recessed

The Chair reconvened the meeting at 10:51 a.m. CST.

Meeting  
Reconvened

Zoning Administrator Melissa DeVetter presented for the Board's consideration the December 7, 2016 Planning Commission recommendations.

CUP #16-05  
Approved

Motion by Erickson seconded by Allen to approve of the following action of the Planning and Zoning Commission as reviewed on December 7, 2016 with the reasons, recommendations, and conditions as found in the individual permit:

**AI-Corn Clean Fuel – CUP#16-05**

The first public hearing is to consider an application for a Conditional Use Permit to allow a fuel processing and storage facilities for the production of ethanol in the Industrial District. A parcel of 94.9 acres is located in the NW ¼ of Section 29 and a parcel of 114.35 acres is located in NE ¼ of Section 30 for a total of 209.25 acres in Claremont Township. Randall Doyal, CEO, AI-Corn Clean Fuel is the applicant and AI-Corn Clean Fuel is the property owner.

The Planning Commission recommends approval with the following conditions:

1. Operation will comply with all local, state, and federal regulation regarding the use and activities performed on site. AI-Corn shall obtain and maintain all permits and/or approvals as required.
2. It is understood that the facility will be constructed in phases which shall be covered by this CUP. Any change beyond that specified in the agreement/application on file with the CUP, enlargement, intensification of the use or similar changes not specifically permitted by the CUP shall require an amended CUP to be issued.
3. The business shall comply with the conditions of this permit and the information provided on the scope of the operation submitted during the application, which shall be recorded with the CUP.
4. Zoning Permits shall be obtained prior to construction of the accessory structures (bins, tanks, buildings) located on in the unincorporated Industrial Zoned land.
5. Septic Permit(s) shall be obtained for any new or additions/modifications to existing SSTS. All systems shall comply with the Dodge County Zoning Ordinance and Minnesota Rules 7080-7083.
6. All tanks regulated by MPCA shall be registered and comply with Minnesota Rules Chapter 7151, or successor.

- 7. Al-Corn shall provide proof of coverage under the appropriate MPCA Stormwater permit and a copy of the SWPPP to the Environmental Services Department prior to any land disturbing and/or development activities.
- 8. Al-Corn shall work with the County Highway Engineer to mitigate impacts to CSAH 1 due to the increase in truck traffic from the Al-Corn facility due to the expansion request.
- 9. Al-Corn shall maintain/update the following plans and submit to the Emergency Management Director on an annual basis:
  - a) Spill Prevention Control and Countermeasures
  - b) Emergency Operations Plan/Emergency Action Plan
- 10. Al-Corn shall maintain compliance with Emergency Planning and Community Right-to- Know Act (EPCRA) of 1986 (Tier II Reporting)
- 11. Al-Corn shall review and provide copies of Emergency Operations Plan/Emergency Action Plan and Spill Prevention Control and Countermeasure Plan with public safety agencies responsible for service to Al-corn. (Dodge County Sheriff, Dodge County Emergency Management, Claremont Fire Department, and Dodge Center Ambulance).
- 12. Al-Corn shall ensure that Dodge County Sheriff and Dodge County Emergency Management have primary, secondary, and tertiary 24 hour emergency contact information for facilities on an ongoing basis.
- 13. The facility shall comply with the federal Safe Drinking Water Act (SDWA) and Minnesota Rules Chapter 4720 for a “Nontransient Noncommunity Public Water System”, as applicable.
- 14. Al-Corn shall obtain all appropriate permits/approvals from MnDOT Permits for the removal of the existing 110th Avenue road, culvert, and shaping of the ditch bottom to meet correct hydraulic and design requirements. A “stub” township road will not be allowed to be left in-place of the old 110th Avenue alignment.
- 15. Al-Corn shall work with MnDOT for the right of way conveyance of the land at 110th Avenue to accommodate construction of the rail loop.

CUP #16-05  
Approved -  
Continued

*Motion adopted unanimously.*

Ms. DeVetter reviewed with the Board CUP #16-06.

CUP #16-06  
Approved

It was Commissioner Peterson’s opinion this property should be annexed back into the City of Blooming Prairie.

Motion by Erickson seconded by Tjosaas to approve of the following action of the Planning and Zoning Commission as reviewed on December 7, 2016 with the reasons, recommendations, and conditions as found in the individual permit:



**National Coatings Restoration, Inc. – CUP#16-06**

CUP #16-06  
Approved -  
Continued

The second public hearing is to consider an application for a Conditional Use Permit to allow an office and commercial truck repair and sales lot in the Commercial District. The parcel is 6.23 acres located in the NW ¼ of the SW ¼, Section 30 Westfield Township. National Coatings Restoration, Inc. is the applicant and Lyndon and Ruth Johnson are the property owners.

The Planning Commission recommends approval with the following conditions:

1. Operation will comply with all local, state, and federal regulation regarding the use and activities performed on site.
2. One sign that complies with Minnesota Statutes 173 and the Dodge County Zoning Ordinance may be allowed on site.
3. Any change involving the addition of new business related structures or employees beyond that specified in the findings on file with the CUP, enlargement, intensification of the use or similar changes not specifically permitted by the CUP shall require an amended CUP to be issued by the County Board.
4. The hours of operation shall be limited to 7:00 a.m. to 5:30, Monday through Friday.
5. The parking and exterior storage areas shall be appropriately screened in accordance with Planning Commission recommendations.
6. Exterior Storage shall not be allowed within the front yard area or within 10 feet of any property line. The maximum number of trucks stored in the open shall not exceed 5. Should screening be required along State Hwy 30, the plan will require prior review and approval by MnDOT.
7. All waste generated on site shall be properly disposed of in accordance with the Dodge County Solid Waste Ordinance and MPCA rules.
8. SSTS Requirements. By July 1st, 2017, the site shall be connected to city sewer or an SSTS that complies with Minnesota Rules Chapter 7080-7083 shall be installed.
9. The business shall comply with Section 17.19 (Nuisance Standards). Nuisance complaints shall result in review of the CUP by the Planning Commission.

*Motion adopted Gray, Tjosaas, Erickson, Allen aye, Peterson nay.*

Ms. DeVetter reviewed with the Board Zoning Amendment ZA#16-03.

Zoning Ordinance  
Amendment –  
Chapters 21, 18, 4  
Approved by  
Resolution #2016-50

Commissioner Allen offered the following resolution (#2016-50), seconded by Commissioner Tjosaas:

**Zoning Ordinance Amendment – Chapters 21, 18, 4**

Zoning Ordinance  
Amendment –  
Chapters 21, 18, 4  
Approved by  
Resolution #2016-50  
- Continued

**WHEREAS**, the Subsurface Sewage Treatment System Ordinance Dodge County-County Ordinance Number 4 (SSTS Ordinance, No. 4) was effective on March 1, 2010; and

**WHEREAS**, responsibility of administration of the SSTS program and implementation of the SSTS ordinance and Minnesota Rules Chapter 7080-7083 was transferred to the Zoning Department on January 1, 2016; and

**WHEREAS**, there are minor amendments proposed to the existing septic provisions based upon implementation of the ordinance since its effective date of March 1, 2010; and

**WHEREAS**, there are also conflicting provisions and processes between the Dodge County Zoning Ordinance and the SSTS Ordinance, No. 4 in the areas of allowable uses, administration and enforcement of ordinance provisions; and

**WHEREAS**, conflicting provisions create a separate and different administration and enforcement provisions for staff administering the program, creating confusion and inefficiency for Department staff; and

**WHEREAS**, the Dodge County Zoning Ordinance provisions required that amendments to the zoning ordinance that are not initiated by the Planning Commission be referred to the Planning Commission for their review and recommendation; and

**WHEREAS**, a summary of the proposed repealed and replaced, Chapter 21 (Subsurface Sewage Treatment Systems) and amended Chapters 4 (Rules and Definitions) and Chapter 18 (Administration) have been published in the legal newspaper on November 23, 2016 and posted upon the county website; and

**WHEREAS**, a public hearing on the proposed repeal of the Subsurface Treatment Ordinance, No. 4, repeal and replacement of Chapter 21, and amendments to Chapters 4 and 18 was held by the Dodge County Planning Commission on December 7, 2016; and

**WHEREAS**, the Planning Commission recommended approval of the repealed ordinance, repealed chapter and amended chapters to the Dodge County Board of Commissioners; and

**WHEREAS**, the Dodge County Board of Commissioners adopted the Planning Commissions' ordinance recommendations at its December 13, 2016 meeting.

**THEREFORE BE IT RESOLVED**, the Dodge County Board repeals the Subsurface Sewage Treatment System Ordinance Dodge County – County Ordinance Number 4 effective March 1, 2010 on December 13, 2016. The provisions of the subsurface sewage treatment systems will now be located in Chapter 21 of the Dodge County Zoning Ordinance.

In addition, the County Board of Dodge County hereby repeals Chapter 21 (Reserved for Future Use) and replaces it with Chapter 21 (Subsurface Sewage Treatment Systems). Further, the County Board of Commissioners adopts the amendments to Chapter 4 (Rules and Definitions) and Chapter 18 (Administration) of the Dodge County Zoning Ordinance which incorporates information of the septic provisions into the appropriate chapters of the ordinance as approved on December 13, 2016.

Zoning Ordinance  
Amendment –  
Chapters 21, 18, 4  
Approved by  
Resolution #2016-50  
- Continued

*Resolution adopted unanimously.*

Environmental Services Director Mark Gamm met with the Board to discuss his request to approve a resolution to set operating hours at the Transfer Station through January 1, 2018.

Transfer Station  
Operating Hours  
Approved by  
Resolution #2016-51

The only change from current hours of operation is the closing on Christmas Eve, Saturday, December 24, 2016.

Commissioner Peterson offered the following resolution (#2016-51), seconded by Commissioner Allen:

**Transfer Station Operating Hours**

**WHEREAS**, in accordance with Solid Waste Ordinance No. 2 (Waste Designation Ordinance) the County Board establishes, by resolution, the operating hours of the Transfer Station.

**THEREFORE, BE IT RESOLVED**, beginning December 14, 2016, the Transfer Station will be open to accept solid waste weekly:

- Monday: 8 a.m. to 6 p.m.
- Tuesday – Friday: 8 a.m. to 3 p.m.
- Saturday: 8 a.m. to noon

**BE IT FURTHER RESOLVED**, that the Transfer Station will not be open on the following holidays:

- Christmas Eve, Saturday, December 24, 2016
- Memorial Day, Monday, May 29, 2017
- Independence Day, Tuesday, July 4, 2017
- Labor Day, Monday, September 4, 2017
- Thanksgiving Day, Thursday, November 23, 2017
- Christmas Day, Monday, December 25, 2017
- New Year’s Day, Monday, January 1, 2018

*Resolution adopted unanimously.*

Mr. Gamm and Zoning Administrator Melissa DeVetter discussed with the Board their request to approve a Memorandum of Understanding with the Soil & Water Conservation District regarding feedlot services.

MOA with SWCD  
Approved

Beginning in 2017, Feedlot Technician services are scheduled to be provided by the Dodge Soil and Water Conservation District. To oversee and jointly manage the work, Environmental Services is recommending the approval of the proposed Memorandum of Understanding.

MOA with SWCD  
Approved -  
Continued

Dodge Soil & Water Conservation District Manager Adam King was available to answer questions on the SWCD budget and elaborate on how the Memorandum of Understanding impacts their budget.

Discussion took place on the 2017 allocation to the SWCD.

Mr. King informed the Board he has Dodge County's allocation of \$118,000 figured into their 2017 budget, this figure does not include the additional \$15,000 the Board previously indicated they would like to allocate to the SWCD.

Motion by Peterson seconded by Tjosaas to approve and the Chair to sign the proposed Memorandum of Understanding between Dodge County and the Dodge County Soil & Water Conservation District. *Motion adopted unanimously.*

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

Personnel Actions  
Approved

Commissioner Peterson asked that item C.1 be pulled, he felt the proposed Environmental Services job descriptions need additional work.

It was clarified Mr. Peterson supports the reorganization just not some of terminology used in the proposed job descriptions.

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

**A. Sheriff's Office**

- A.1 Matthew Stradtman – Deputy Sheriff  
Step increase from C41 24 month step \$23.86 to C41 36 month step \$25.53.  
Effective Date: 11/15/16
- A.2 Jeff Brion – Deputy Sheriff  
Step increase from C41 84 month step \$28.65 to C41 96 month step \$29.22.  
Effective Date: 10/31/16
- A.3 Bruce Allen – Transport Officer  
Step increase from B21 step 8 \$16.02 to B21 step 7 \$16.55.  
Effective Date: 11/16/16
- A.4 Tyler Vermeersch – Deputy Sheriff  
Step increase from C41 12 month step \$22.29 to C41 24 month step \$23.86.  
Effective Date: 10/31/16

**B. Extension**

- B.1 Paula Rud – Administrative Assistant  
Step increase from A13 step 6 \$15.27 to A13 step 5 \$15.73.  
Effective Date: 11/7/16

**C. Environmental Services**

C.2 Mike Skjeie – S.W. Facility Operator III  
Annual review.  
Effective Date: 12/01/1

Personnel Actions  
Approved -  
Continued

*Motion adopted unanimously.*

David Drown Associate Gary Weiers provided the Board with a Kronos software update.

Kronos Software  
Update

Mr. Weiers informed the Board the project took more time than anyone anticipated and was more labor intensive than expected. A majority of the additional work fell on Payroll Account Technician Nichole Farnsworth.

Gary Weiers and Ms. Hager acknowledged Ms. Farnsworth’s work and noted she has been instrumental in entering the county’s information into the new payroll system and testing the system to ensure the program will be ready for implementation at the beginning of the year.

Commissioner Gray thanked Ms. Farnsworth for her work on the Kronos project.

Commissioner Erickson presented a summary of the Public Health Committee report and action items.

Public Health  
Committee Report

Commissioner Erickson provided an update on the State Breastfeeding Friendly recognition Public Health received.

State Breastfeeding  
Friendly Recognition

The Board reviewed the Public Health Director’s request to accept five bundles for newborns from Bundles of Love, located in Oronoco, MN for the Family Health Program.

Public Health Family  
Health Program  
Donation Approved  
by Resolution

Commissioner Erickson offered the following resolution (#2016-52), seconded by Commissioner Tjosaas:

#2016-52

**Public Health Family Health Program Donation**

**WHEREAS**, the Dodge County Public Health Department has received a donation from Bundles of Love; and

**WHEREAS**, the Dodge County Public Health Department wishes to accept this donation and utilize it for the purpose of the Public Health Family Health Program; and

**WHEREAS**, pursuant to Minnesota Statute 465.03, the county shall by resolution of the governing body adopted by a two-thirds majority of its members accept a grant or devise of real or personal property and maintain such property for the benefit of its citizens in accordance with the terms prescribed by the donor.

**NOW THEREFORE BE IT RESOLVED**, that the Dodge County Board of Commissioners hereby accepts the following donation to be used for the Public Health Programs:

Bundles of Love, MN                      \$ 150.00 ( 5 Bundles)

*Resolution adopted unanimously.*

The Board reviewed the Public Health Director’s request to accept a monetary donation from Christopher Dietz for Public Health Family Health Program.

Commissioner Erickson offered the following resolution (#2016-53), seconded by Commissioner Peterson:

**Public Health Family Health Program Donation**

**WHEREAS**, the Dodge County Public Health Department has received a donation from Christopher Dietz; and

**WHEREAS**, the Dodge County Public Health Department wishes to accept this donation and utilize it for the purpose of the Public Health Family Health Program; and

**WHEREAS**, pursuant to Minnesota Statute 465.03, the county shall by resolution of the governing body adopted by a two-thirds majority of its members accept a grant or devise of real or personal property and maintain such property for the benefit of its citizens in accordance with the terms prescribed by the donor.

**NOW THEREFORE BE IT RESOLVED**, that the Dodge County Board of Commissioners hereby accepts the following donation to be used for the Public Health Programs:

Christopher Dietz, MN                      \$ 42.56 (cash)

*Resolution adopted unanimously.*

The Board reviewed the Public Health Director’s request to approve installation/changes to Public Health building locks.

A walk through was conducted a few months ago by the Maintenance Director and the Sheriff to assess the security of the Public Health Building. As part of the recommendations for safety improvement, it was determined several locks need to be changed. No further dollars are requested for this project as they are able to include this expense in the 2016 Public Health budget.

Motion by Erickson seconded by Tjosaas to approve and authorize installation/changes to Public Health building locks as requested. *Motion adopted unanimously.*

Mr. Erickson updated the Board on the Healthy Homes Grant Public Health received from CLEARCorps this past summer.

Public Health Family Health Program Donation Approved by Resolution #2016-52 - Continued

Public Health Family Health Program Donation Approved by Resolution #2016-53

Installation/Changes to Public Health Building Locks Approved

Healthy Homes Grant Update

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

Public Works  
Committee Report

The Minnesota Department of Transportation (MnDOT) will be converting an existing Dodge County Emergency Relief (ER) project from 100% federal eligible to 80% federal eligible costs due to a recent Compliance Acceptance Program (CAP) review by the Federal Highway Administration (FHWA). This review found that several FHWA ER eligible projects, completed during the summer 2014, were reimbursed incorrectly as 100% federal eligible projects (emergency repairs). The findings of the CAP review prompted MnDOT to conduct a review of all 100% eligible ER projects for compliance of FHWA Emergency Relief guidelines.

Payment to FHWA  
Discussed

This secondary review found additional projects were not eligible for 100% FHWA funding, one of these projects was S.P. 020-616-018, a damaged centerline culver on CSAH 16. The review found that temporary repairs could have been made to the centerline pipe, allowing time for the proper environmental and historical review to be completed and the development of a project that would have followed the Delegated Contract Process (DCP) or other approved contracting method.

MnDOT appreciates Dodge County's efforts to restore the transportation network; however the county must remit \$12,822.66 to FHWA via MnDOT.

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 November 22, 2016 Committee of the Whole meeting minutes as presented. *Motion adopted unanimously.*

11/22/16 C.O.W.  
Meeting Minutes  
Approved

The Deputy Clerk noted the page numbering format is off on the proposed November 22, 2016 regular meeting minutes and will be corrected. The starting page number should have been 242.

11/22/16 Meeting  
Minutes Approved

Motion by Erickson seconded by Allen to approve and authorize the November 22, 2016 meeting minutes as corrected on page 227. *Motion adopted unanimously.*

Commissioners provided their agency reports. Commissioner Allen attended a Building Committee meeting. Commissioner Erickson attended a SCHA Joint Powers Board meeting, a SCHA Executive Committee meeting, a Ripley Township Road Turn Back public hearing, a SCHA Quality Assurance Committee meeting, an AMC conference, a Dodge County Planning meeting and a Building Committee meeting. Commissioner Gray attended a regular County Board meeting, a Dodge County Corrections Task Force meeting, a SCHRC meeting, an Ice Arena meeting, a Ripley Township Road Turn Back public hearing, an AMC conference and a Building Committee meeting. Commissioner Peterson attended a Radio Board meeting, an Interop Conference Planning teleconference, a Wind Energy Project meeting, an AMC conference, a SCHA meeting, a Hiawatha Valley meeting and a Ripley Township Road Turn Back public hearing.

Agency Reports

Commissioner Tjosaas attended a SCHRC meeting, an Extension Committee meeting, a SEMREX meeting an AMC conference and a Semcac meeting.

Agency Reports - Continued

County Administrator Jim Elmquist provided the Board with a County Administrator update.

County Administrator Update

Mr. Elmquist shared the following information:

Drug Court

The Third Judicial District has agreed to give Dodge County \$20,000 in one-time money to reimburse the county for drug testing kits in cooperation with its case management services. This is in addition to the annual money received each year for this purpose of \$5,000.00.

Project Costs:

- Ice Arena

We received the bill for the ice arena air quality project and have submitted the verified for payment as the motion earlier in the year authorized staff to do. Total project cost was \$200,252.44 less the grant amount of \$100,000.00, leaving the county at half the cost of \$100,252.44 (\$50,126.22).

- 57 Wall Project

Total county cost for the project was \$66,166.21 – this was the county’s percentage share of the MnDOT Project along with costs that were solely the county’s responsibility such as the ADA portion of the sidewalk.

- Fairview Parking Lot

Total project cost was \$102,470.81. Fairview will submit to the Board in the Fairview bill listing.

The Board thanked Mr. Elmquist for the update.

Motion by Tjosaas seconded by Peterson to adjourn the meeting at 12:09 p.m. CST. *Motion adopted unanimously.*

Meeting Adjourned

The next meeting of the Dodge County Board of Commissioners will be held on December 27, 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:**