

**TUESDAY, DECEMBER 27, 2016**

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

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

**COUNTY ADMINISTRATION OFFICE  
MANTORVILLE, MN**

**2016-25**

The Dodge County Commissioners met in regular session December 27, 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  
                              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

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

Agenda  
Approved

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

Consent Agenda  
Item Approved

1.1 Chair to sign the proposed 2017 Comprehensive Water Plan Contract with the Dodge Soil & Water Conservation District.

1.2 Highway Department to advertise and open bids for the 2017 season supplies with a bid opening date of January 31, 2017.

*Motion adopted unanimously.*

Taxpayer Services Director Rose Culbertson reviewed bills with the Board.

Bills Approved

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

01	Revenue Fund	\$	87,833.67
13	Road and Bridge Fund	\$	23,516.13
16	Environmental Quality Fund	\$	12,162.62
32	County Capital Projects	\$	<u>3,208.55</u>
	Total	\$	126,720.97

*Motion adopted unanimously.*

Ms. Culbertson shared with the Board a prisoner board and care and medical costs report.

Prisoner Board & Care & Medical Costs Report

At the November 22, 2016 Board of Commissioners meeting it was requested that the Taxpayer Services Director report on the totals for prisoner board and care and medical costs for 2016.

Ms. Culbertson included in the Board packet a report listing the current year costs with a comparison to the current year budgeted amounts. These amounts include all costs to date including what is in the bills for approval today.

Sheriff Scott Rose was available to comment on the report.

The Board thanked Ms. Culbertson for the information.

Water Program Manager Dean Schrandt discussed with the Board the adoption of the 2017-2021 Water Plan Amendment.

Resolution for Adoption & Implementation of the 2017-2021 Dodge County Comprehensive Local Water Management Plan Amendment Approved by Resolution #2016-54

Commissioner Erickson offered the following resolution (#2016-54), seconded by Commissioner Allen:

**Adoption and Implementation of the 2017-2021 Dodge County Comprehensive Local Water Management Plan Amendment**

**WHEREAS**, on December 13, 2016, the Minnesota Board of Water and Soil Resources (BWSR) approved the Dodge County Comprehensive Local Water Management Plan; and

**WHEREAS**, the BWSR approval did stipulate that Dodge County was required to update the goals, objectives and action items of the Plan through amendment by December 31, 2016; and

**WHEREAS**, following the Comprehensive Local Water Management Plan Amendment Guidelines developed by the BWSR, Dodge County submitted the amendment to the BWSR for approval; and

**WHEREAS**, the Dodge County Board of Commissioners has been notified by the BWSR that the amendment to the Dodge County 2006 - 2016 County Comprehensive Local Water Management Plan has been approved according to Minnesota Statutes Chapter 103B.301.

**NOW, THEREFORE, BE IT RESOLVED**, the Dodge County Board Commissioners hereby adopts and will begin implementation of its amended Comprehensive Local Water Management Plan.

**BE IT FURTHER RESOLVED**, the amended Comprehensive Local Water Management Plan shall be in effect from January 1, 2017 until December 31, 2021.

**BE IT FURTHER RESOLVED**, after adoption of the amended Comprehensive Local Water Management Plan, Dodge County shall notify local government units within the County of the adoption of this amendment to the plan.

*Resolution adopted unanimously.*

Environmental Services Director Mark Gamm discussed with the Board his request to approve the fee for Olmsted Waste-to-Energy and Landfill Services.

Temporary  
Amendment to  
Olmsted  
County's Waste  
to Energy &  
Landfill Services  
Approved

Mr. Gamm reported the county's Joint Agreement with Olmsted County uses a formula to set the fee the county pays for Olmsted Waste-to-Energy and Landfill Services. The formula is complex, time consuming, and has led to unproductive disagreements.

Therefore, since 2011, the county has agreed to a fee with inflationary adjustments every three years. For the last three years (2014-2016) Dodge County's fee has been \$113 per ton. Using the same methodology, assuming a 2% annual inflation adjustment, the fee for years 2017-2019 will be \$118 per ton.

The Environmental Services budget assumes a fee of \$118/ton for Olmsted Waste-to-Energy and Landfill Services. Their budget also assumes a proportional increase in the fees they charge their customers. For a typical household, the higher fee may add \$0.50 to \$1.00 to the customer's garbage collection bill per month. Environmental Services last raised their Service Charge in April 2014. Next month, Mr. Gamm will propose an increase in the county's customer service charge to be effective April 1, 2017.

Motion by Allen seconded by Tjosaas to approve and authorize the Chair and County Administrator to sign the proposed Temporary Amendment that establishes a fee of \$118 per ton for years 2017-2019 for Olmsted County's Waste to Energy and Landfill Services. *Motion adopted unanimously.*

Finance Director Lisa Kramer presented for the Board's consideration a request to approve the 2017 mileage rate.

2017 Mileage  
Rate Set

Each year the county is required to set the mileage reimbursement rate for elected and appointed officials who qualify for this benefit of their position. Traditionally Dodge County has used the Internal Revenue Service standard mileage reimbursement rate. The IRS rate will be \$0.535 beginning 1/1/2017. This is a \$.005 decrease from the 2016 rate per mile (\$0.54).

Motion by Erickson seconded by Tjosaas to approve and authorize the 2017 mileage reimbursement rate be set at the IRS standard mileage rate, \$0.535 per mile, effective January 1, 2017. *Motion adopted unanimously.*

Ms. Kramer discussed with the Board the proposed Federal Award Procurement Policy.

Dodge County  
Federal Award  
Procurement  
Policy Approved

In order to comply with the new Uniform Guidance (Federal Regulation CFR 200) Dodge County must approve a new Federal Award Procurement Policy. Ms. Kramer used the Pine County procurement policy as the template for the Dodge County policy. Pine County is also audited by the State Auditors and their audit team had previously accepted their policy. The Finance Director has also included the subrecipient workbook referenced in the policy. Ms. Kramer used the workbook available from Clifton Larsen Allen (CLA). The grant worksheet the county currently uses was also designed by CLA. A copy of the policy and workbook was included in the Board packet for review.

Motion by Erickson seconded by Peterson to approve and authorize the proposed Dodge County Federal Award Procurement Policy.

Dodge County  
Federal Award  
Procurement  
Policy Approved  
- Continued

*Motion adopted unanimously.*

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

Personnel  
Actions  
Approved

Commissioner Peterson asked Ms. Hager to complete a critical thinking review for 911 Dispatcher positions due to the fact that several Dispatchers have left the Sheriff's Office recently.

The Employee Relations Director informed the Board some Dispatchers have law enforcement degrees and use their position as a Dispatcher as a stepping stone to a Peace Officer positions. Ms. Hager noted others may get into the Dispatcher position and then discover that it is not for them or that they are not able to multi-tasks which is a necessity for the position.

Sheriff Scott Rose was available to comment on the Dispatcher turn over.

Commissioner Peterson had several questions regarding Environmental Services job descriptions.

Mark Gamm was available to answer question on the proposed job descriptions.

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

**A. Sheriff's Office**

- A.1 Kara Schmidt – 911 Dispatcher  
Authorization to change status from 1.0 FTE to on-call.  
Effective Date: 1/12/17
- A.2 Brianna Hofschulte – 911 Dispatcher – 1.0 FTE  
No longer employed.  
Effective Date: 12/2/16
- A.3 911 Dispatcher – 1.0 FTE (2)  
Authorization to post and fill 2 FT vacancies.  
Effective Date: 12/27/16
- A.4 Libby Klapperich – 911 Dispatcher  
Authorization to change status from on-call B22 step 11 \$16.55 to full-time B22 step 1 \$17.58.  
Effective Date: 1/7/17

**B. Highway**

- B.1 Daniel Burton – Equipment Operator III  
Step increase from B23 60 month step \$21.98 to B23 72 month step \$22.63.  
Effective Date: 1/1/17
- B.2 Charles Emanuel – Equipment Operator III  
Step increase from B23 48 month step \$21.68 to B23 72 month step \$22.47.  
Effective Date: 1/1/17
- B.3 Robert Rosenau – Equipment Operator IV – Foreman  
Step increase from B31 48 month step \$24.54 to B31 60 month step \$25.41.  
Effective Date: 1/1/17

**C. Environmental Services**

- C.1 Department Reorganization  
Reorganization and updated job descriptions for the following positions:  
Zoning Administrator, SSTS Program Manager, and Assistant Waste Management Administrator (currently Environmental Technician).  
Effective Date: 12/27/16
  - C.2 Chad Knudson – Environmental Program Manager  
No longer employed.  
Effective Date: 1/6/17
  - C.3 Sewage Treatment Program Manager – 1.0 FTE  
Authorization to post and fill vacancy.  
Effective Date: 12/27/16
  - C.4 Rite Cole – Environmental Technician  
Authorization to change status from Environmental Technician to Assistant Waste Management Administrator.  
Effective Date: 12/27/16
- D. Public Health**
- D.1 Milena Nunez-Garcia – Interpreter – On-Call  
No longer employed.  
Effective Date: 12/1/16
  - D.2 Amber Converse – Dietician - .45 FTE  
Annual review.  
Effective Date: 11/21/16

Personnel  
Actions  
Approved -  
Continued

*Motion adopted unanimously.*

The Chair recessed the meeting at 5:31 p.m. CST.

Meeting  
Recessed

The Chair reconvened the meeting at 5:43 p.m. CST.

Meeting  
Reconvened

County Administrator Jim Elmquist presented the 2017 elected officials salaries for the Board's consideration.

Elected Official's  
Salaries for 2017  
Approved by  
Resolution  
#2016-55

Included in the Board packet was the Elected Officials Salary resolution for the Board's consideration reflecting the wishes of the Board at the previous two meetings. Both elected department head's requests are 3% while appointed department heads are 2.25%; however, all non-elected staff are eligible (if not at the top of their range) for step increases on a County Board approved pay range while elected officials are not. Commissioner's salaries also reflect a 3% increase adjustment. Mr. Elmquist pointed out salaries must be approved by resolution prior to the end of the year.

Commissioner Allen offered the following resolution (#2016-55), seconded by Commissioner Peterson:

**2017 Elected Official's Salaries**

**WHEREAS**, the Dodge County Board of Commissioners are responsible for setting the salaries of the elected officials in the county including the County Board, County Board Chair, County Sheriff, and the County Attorney; and

**WHEREAS**, the Dodge County Board has held meet and confer sessions with the elected officials and reviewed work responsibilities and salary information from other counties; and

Elected Official's Salaries for 2017 Approved by Resolution #2016-55 - Continued

**WHEREAS**, the Dodge County Board of Commissioners appreciates the work performed by its elected department heads in Dodge County.

**NOW THEREFORE BE IT RESOLVED**, that the salaries of elected officials in Dodge County for 2017 are set as follows:

County Board	\$21,189
County Board Chair	\$21,807
County Attorney	\$49,397
County Sheriff	\$96,790

*Resolution adopted unanimously.*

Mr. Elmquist discussed with the Board setting the 2017 per diem rate.

2017 Per Diem Rate Approved by Resolution #2016-56

The County Board sets a per diem rate for their roles in attending meetings, etc.

Commissioner Peterson offered the following resolution (#2016-56), seconded by Commissioner Tjosaas:

**2017 Per Diem Rate**

**WHEREAS**, the Dodge County Board appoints members to different boards and commissions to perform work for the county; and

**WHEREAS**, these boards and commissions are eligible to receive a per diem for the work that they perform.

**NOW THEREFORE BE IT RESOLVED**, that the Dodge County Board sets the 2017 per diem rate at \$80.00.

*Resolution adopted unanimously.*

The County Administrator presented for the Board's consideration a request to set the 2017 fee schedule.

2017 Fee Schedule Approved

Included in the Board packet was the proposed Dodge County fee schedule. Fees charged are to reflect costs associated with providing a service. Most changes are inflationary in nature and are the primary reason for the increase.

Motion by Allen seconded by Tjosaas to approve and authorize the 2017 fee schedule as presented. *Motion adopted unanimously.*

Mr. Elmquist presented the legal newspaper bid information for the Board's review.

2017 Legal Newspaper Bid Awarded

Each year the County Board is required to name a legal newspaper for the county to advertise County Board proceedings, official minutes, etc. This process is awarded to one of the local county newspapers through a competitive bid process as stipulated within statute.

For 2017, the bid materials were sent to each of the local newspapers offering the opportunity to bid on the legal newspaper. We received one bid unlike last year when the DCI/News Enterprise also submitted. Bid results were listed as follows:

2017 Legal  
Newspaper Bid  
Awarded -  
Continued

Newspaper	\$ Bid Per Column Inch	\$ Full Page/Half/Quarter	Circulation
Star Herald	\$2.00	\$252/\$126/\$63.00	1,540

Mr. Elmquist reported the 2016 legal newspaper was the Star Herald at a cost of \$1.00 per square inch along with the advertisement costs being reduced to \$126/\$63/\$31.50 for full page/half/quarter page.

The two main factors to be considered are cost and circulation. Based on what has been received, the recommendation is to award the legal newspaper to the Star Herald for 2017.

Motion by Erickson seconded by Allen to award the 2017 legal newspaper bid for Dodge County to the Star Herald, the low bidder. *Motion adopted unanimously.*

The County Administrator deferred a request to execute a Byron Sportsmen and Conservation Club Stipulation and Termination of Certificate of Occupancy to the County Attorney.

Stipulation and  
Termination of  
Certificate of  
Occupancy  
Approved

Included in the Board packet was a stipulation and termination of the Certificate of Occupancy from Anthony Moosbrugger, Counsel for the Byron Sportsmen and Conservation Club. It is in accordance with condition #5 of CUP #14-06 where they will vacate the stipulation agreement.

Jay Squires, counsel for the county on this matter, approved of this item being brought forward to the Board.

Motion by Erickson seconded by Peterson to approve and authorize the Chair and Deputy Clerk sign the proposed Stipulation and Termination of Certificate of Occupancy. *Motion adopted unanimously.*

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

Legal Update

Mr. Elmquist played a property tax video for those present.

Property Tax  
Video Played

The 2017 budget hearing was opened to the public at 6:00 p.m. CST.

2017 Budget  
Hearing Opened  
to the Public

The County Administrator discussed with the Board the proposed budget and provided those present with a truth in taxation presentation.

2017 Budget  
Discussion

Mr. Elmquist informed those present that this meeting was not a discussion on the valuation of their home, the valuation process occurs in the spring and summer at local boards of review for the year's budget.

Staff from the Land Record's Office was available to meet separately with taxpayers that wanted to talk about the valuation of their home.

Included in the Board packet was the final budget resolution along with the presentation for truth in taxation. Mr. Elmquist pointed out this budget reflects the changes the Board asked from staff in the last few budget discussions and will effectively lower the budget levy percentage from 4.8% to 3.3% in contrast to last year’s final levy. The presentation contained mostly information from the preliminary budget certification however; the last few slides reflect the likely change the Board will undertake if the resolution is accepted.

2017 Budget Discussion - Continued

Items changed from preliminary certification included:

- Reduction to community corrections,
- Reduction to SWCD funding,
- Use of fund balance for Building Operations project rather than levy dollars,
- Feedlot delegation agreement funding change with SWCD.

It was noted earlier in the meeting the tax capacity has leveled off which may lead people to believe Dodge County is not growing.

Commissioner Peterson clarified while the tax capacity has leveled off and it appears Dodge County is not growing, the reason the tax capacity has leveled off is there has been a decrease in the value of ag land. It was Mr. Peterson’s opinion the growth in Dodge County is not keeping up with the decrease in ag land value. The County Administrator agreed with this statement.

Commissioner Erickson stated this has happened before. Mr. Erickson also pointed out that in the past businesses carried a larger burden and paid higher taxes in Dodge County.

No members of the audience wanted to comment on the proposed 2017 budget.

The 2017 budget hearing was closed at 6:15 p.m. CST.

2017 Budget Hearing Closed

Commissioner Allen offered the following resolution (#2016-57), seconded by Commissioner Tjosaas:

2017 County Budget Adopted by Resolution #2016-57

**2017 Dodge County Budget**

**WHEREAS**, Minnesota Statute 275.07 requires the County Board to certify the certified final budget to the County Finance Director (Auditor) each year; and

**WHEREAS**, the Dodge County Board of Commissioners, department heads and staff have conducted a lengthy and detailed budget process; and

**WHEREAS**, the County Board considered all funding requests, correspondence and information submitted during the budget development process and said proposed budget represents the best efforts to provide sound financial management and planning for Dodge County.

**NOW THEREFORE BE IT RESOLVED**, that the Dodge County Board of Commissioners approves the following 2017 budget totaling \$24,338,510. The 2017 expenditures, revenues and levy requests by fund are detailed below:

Fund	2017 Expenditure	2017 Revenues/ Fund Balance	2017 Gross Tax Levy
Revenue	\$12,027,862	\$3,511,496	\$8,516,366
EDA/HRA	\$29,150	\$600	\$28,550
Environmental Quality	\$2,073,145	\$1,773,834	\$299,311
Highway	\$6,506,758	\$4,998,340	\$1,508,418
Human Services	\$2,540,110	\$230,798	\$2,309,312
GO Debt Fund	\$1,161,485	\$0	\$1,161,485
<b>TOTALS</b>	<b>\$24,338,510</b>	<b>\$10,515,068</b>	<b>\$13,823,442</b>
		<b>County Program Aid</b>	<b>\$712,165</b>
		<b>Final Net Tax Levy</b>	<b>\$13,111,277</b>

2017 County Budget Adopted by Resolution #2016-57 - Continued

*Resolution adopted unanimously.*

Commissioner Allen thanked the Department Heads, Lisa Kramer and Jim Elmquist for their work on the budget.

The County Administrator informed the Board the Finance Director is largely to thank for the 2017 budget; she did a majority of the work on the budget during his absence.

Commissioner Erickson stated we have a lot of good people here at the county and everyone contributed to the budget in Mr. Elmquist’s absence. It was Mr. Erickson’s opinion Jim Elmquist left a good example of how the budget process is handled for the Finance Director to follow in order to complete the 2017 budget process.

Commissioner Gray thanked Ms. Kramer for her work on the budget and acknowledged Commissioner Tjosaas’ willingness to step in and help with the budget process.

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

Administration Committee Report

Motion by Allen seconded by Erickson to approve and authorize the December 13, 2016 Committee of the Whole meeting minutes as presented. *Motion adopted unanimously.*

12/13/16 C.O.W. Meeting Minutes Approved

Motion by Erickson seconded by Peterson to approve and authorize the December 13, 2016 meeting minutes as presented. *Motion adopted unanimously.*

12/13/16 Meeting Minutes Approved

Commissioners provided their agency reports. Commissioner Allen attended a Fairview Care Center meeting and a special meeting. Commissioner Erickson attended a DFO Joint Powers Board meeting, a Fairview Care Center meeting, a special meeting, a regular County Board meeting and a farewell party for Steve Gray.

Agency Reports

Commissioner Gray attended a Dodge County Board meeting, a DFO meeting, a Habitat for Humanity dedication, a SCHRC meeting, a Fairview Care Center meeting, a Dodge Refreshed meeting, a Dodge County Board meeting and a special meeting. Commissioner Peterson attended a MNPrairie Joint Powers Board meeting, a DFO meeting, a 1W1P meeting, an Ice Arena meeting, a Fairview Care Center meeting and a Habitat for Humanity dedication. Commissioner Tjosaas attended a SCHRC Board meeting, a Fairview Care Center meeting, a special Board meeting and a MNPrairie Joint Powers Board meeting.

Agency Reports  
- Continued

Jim Elmquist thanked Dave Erickson and Steve Gray for their work and stated it's been nice working with them.

End of Year  
Comments

Commissioner Allen provided a brief recap of the last year which included finishing the Courthouse and Government Services Building and the rededication of the Courtroom. Mr. Allen stated he is looking forward to some of the fix ups they have planned for the next year.

Commissioner Peterson felt 2016 was a dynamic year. Mr. Peterson stated we have great employees and professionals that work in Dodge County. Commissioner Peterson discussed some highs and lows for Dodge County which included: filling the vacant County Administrator position, miscommunication and dishonest statements made to the public regarding MNPrairie, MNSure issues, South Country Health Alliance issues, One Watershed One Plan creation, Highway 14 issues, high speed rail discussions, ag land values declining, wind mill farms, solar panels being installed in the county and technology updates for county facilities. It was Commissioner Peterson's opinion the County Board has persevered and reacted to the best of their ability for things they felt the county needed today and in the future. Mr. Peterson commented he feels they did well in 2016 and he's proud to be a Commissioner here in Dodge County.

Commissioner Erickson reported the remodeling project was a major project for the county. Mr. Erickson felt Dodge County is lucky to have facilities they can use for years to come. Commissioner Erickson stated one positive for the year was to have Jim Elmquist come back to Dodge County. Mr. Erickson felt the citizens owe a big thank you to staff; county staff offers a lot of services to county citizens. Commissioner Erickson commented he has had favorable experiences working with county staff. Mr. Erickson reported one of the strengths of this Board is their willingness to listen to and try new things, including the voter approved appointment of elected positions, and the creation of MNPrairie and the willingness of three counties to explore the option of this joint venture in Human Services. Commissioner Erickson believes the Dodge County Board works together to make decisions for the county based on what's best for the citizens. Mr. Erickson acknowledged the work of Becky Lubahn and her professionalism when working with the County Board, Rose Culbertson for her efforts to keep the Board informed in relation to the bills and quarterly financial reports, Lisa Hager for her work on personnel issues and Jim Elmquist and his role as the County Administrator. Commissioner Erickson felt Mr. Elmquist provided Administration staff with a solid foundation which allowed them to carry on county business for a period of time during his absence.

Commissioner Tjosaas thanked Commissioner Erickson for his service and for everything he has done for Dodge County. Mr. Tjosaas reported Mr. Erickson has been a wealth of knowledge for him as a new Commissioner.

Commissioner Tjosaas thanked Steve Gray for his leadership over the last year and acknowledged the commitment both Commissioners have had to the county which was evident by the numerous committees they both served on. Commissioner Tjosaas stated he is looking forward to 2017 and noted there are a lot of good things going on in the county.

End of Year  
Comments -  
Continued

Commissioner Gray discussed funding challenges he anticipates for 2017. Mr. Gray stated this Board is a Board of action, they found a satisfactory solution to space and parking issues the county has had for years. Commissioner Gray discussed some medical issues that impacted his term as County Commissioner and thanked his fellow Board members for their willingness to work with him over the last four years, to answer his numerous questions and to accept his inquisitive personality.

Motion by Peterson seconded by Tjosaas to adjourn the meeting at 6:46 p.m. CST.  
*Motion adopted unanimously.*

Meeting  
Adjourned

The next regular meeting of the Dodge County Board of Commissioners will be held on January 10, 2017 at 9:30 a.m. CST.

Next Regular  
Meeting

**ATTEST:**

---

**TIM TJOSAAS  
VICE CHAIR, COUNTY BOARD**

---

**BECKY LUBAHN  
DEPUTY CLERK**

---

**DATED:**