

TUESDAY, JANUARY 10, 2017

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

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

**COUNTY ADMINISTRATION OFFICE
MANTORVILLE, MN**

2017-02

The Dodge County Commissioners met in regular session January 10, 2017, in the Commissioner's Room at the Dodge County Government Services Building, Mantorville, MN, at 9:30 a.m. CST. Chair Tim Tjosaas 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
	Rhonda Toquam	District #4
	David Kenworthy	District #5

Members absent: None

Also present:	Jim Elmquist	County Administrator
	Becky Lubahn	Deputy Clerk
	Paul Kiltinen	County Attorney

The Chair reported items 5.0 and 5.1 are being pulled from the agenda. Also noted was the County Assessor needs to be sworn in and this item will take place on the agenda before the Consent Agenda.

Agenda Approved

Motion by Peterson seconded by Toquam to approve and adopt the agenda as amended. *Motion adopted unanimously.*

Ryan DeCook read the Oath of Office for the County Assessor reappointment as recommended by the Minnesota Department of Revenue.

Swearing In
Ceremony

Mr. DeCook's reappointment as the Dodge County Assessor is effective January 2, 2017 – December 31, 2020.

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

Consent Agenda
Item Approved

1. Out-of-state travel for Communications Training Officer Certification for Dispatchers Shannon Johnson, Cami Mitchell and Wendy Kenworthy January 30 – February 1, 2017 in Eau Claire, WI at an estimated cost of \$700 per person for the class, lodging and meals.

Motion adopted unanimously.

County Engineer Guy Kohlnhofer discussed with the Board the Five-Year Capital Improvement Plan (CIP) and Bridge Priority list.

2017 Bridge Priority List Approved by Resolution #2017-02

Commissioner Allen offered the following resolution (#2017-02), seconded by Commissioner Peterson:

2017 Bridge Priority List

WHEREAS, the Board of Commissioners of Dodge County, find that the County of Dodge is in need of a revised bridge replacement program; and

WHEREAS, affected local units of government have been contacted and given the opportunity to participate; and

WHEREAS, the County of Dodge has analyzed its bridge needs and finds that financial assistance is required from the various bridge replacement funds available through Mn/DOT; and

WHEREAS, a bridge program for the construction or reconstruction is required covering County, City and Township road systems.

NOW THEREFORE BE IT RESOLVED, that the priority for the construction or reconstruction of bridges covering County, City and Township road systems is as follows.

Const. Priority	Bridge Number	Road		Fed	State Aid	Town Bridge	Local	Bond	Total	Const. Year	Load	Suff. Rating	Deficiency
1	89134	CAR O	65th St				73,000	277,000	\$350,000	2017	Closed	35.0	SD
2	L2480	MIL 115	227 th Ave			40,000	10,000	\$50,000		2017	Closed	24.5	SD
3	2350	CSAH 9	220 th Ave		121,000			121,000	\$242,000	2017	16-26	23.7	SD
4	L2580	WAS 63				45,000	10,000		\$55,000	2018	6	26.2	SD
5	89099	CSAH 9	220th Ave		125,000			125,000	\$250,000	2018	28-40	47.5	SD
6	20501	CSAH 3	130 th Ave		170,000			170,000	\$340,000	2018	26-40	54.9	SD
7	L6475	ASH 32	645 th St			110,000	10,000		\$120,000	2019	10-18	44.2	SD
8	97157	CSAH 4	710 th St		41,000			41,000	\$82,000	2019	Legal	58.1	SD
9	5290	CSAH 7	190 th Ave		210,000			210,000	\$420,000		26-40	35.1	SD
10	L5500	CAN 128	260 th Ave			150,000	10,000		\$160,000		18-28	48.9	FO
11	L6250	MAN 189	280 th Ave			66,000	10,000		\$76,000		Legal	57.1	SD
12	89140	CAR Y	140 th Ave				10,000	75,000	\$85,000		Legal	58.1	SD
13	L6468	CAN 17	690 th St			55,000	10,000		\$65,000		Legal	58.1	SD
14	2888	CSAH 24			85,000			85,000	\$170,000		22-35	60.9	FO
15	3659	CSAH 24			108,000			108,000	\$216,000		22-35	64.1	FO
16	95637	WAS 42	625 th St				10,000	50,000	\$60,000		Legal	67.8	SD

FURTHERMORE, the County of Dodge does hereby request authorization to replace, rehabilitate, or remove such bridges.

FURTHERMORE, the County of Dodge does hereby request financial assistance with eligible approach grading and engineering costs on township bridges, as provided by law.

Resolution adopted unanimously.

Mr. Kohlnhofer presented for the Board’s consideration County Road Y and County Road W revocation resolutions for Ripley and Westfield townships.

Revocation of CR W to Ripley Township Approved by Resolution #2017-03

Commissioner Allen offered the following resolution (#2017-03), seconded by Commissioner Kenworthy:

Revocation of CR W to Ripley Township

Revocation of CR W to Ripley Township
Approved by
Resolution #2017-03
- Continued

WHEREAS, it appears to the County Board of the County of Dodge that the road hereinafter described as CR "W" does not fulfill the general needs of a county road; and

WHEREAS, the location of CR "W" is; Ripley Township, T106N R18W. The road runs east and west along the section lines between sections 13 and 24, 14 and 23, and 15 and 22 with 130th Avenue (CSAH 3) at its west termini and 160th Avenue (CSAH 5) at its east termini.

NOW, THEREFORE BE IT RESOLVED, by the County Board of the County of Dodge that the road referred to as CR "W" be, and hereby is, revoked as a County Road and shall hereinafter be within the jurisdiction of the Township of Ripley and maintained as said jurisdiction deems necessary. Said revocation to be in accordance with Minnesota Statute 163.11 subd. 5.

BE IT FURTHER RESOLVED, the Highway Department of the County of Dodge will bring the condition of the surface and structures of CR "W" up to the typical condition of township roads in the township prior to the end of the revocation maintenance period.

Resolution adopted unanimously.

The County Engineer discussed the revocation of CR Y to Ripley Township.

Revocation of CR Y to Ripley Township
Approved by
Resolution #2017-04

Commissioner Peterson offered the following resolution (#2017-04), seconded by Commissioner Toquam:

Revocation of CR Y to Ripley Township

WHEREAS, it appears to the County Board of the County of Dodge that the road hereinafter described as CR "Y" does not fulfill the general needs of a county road; and

WHEREAS, the location of CR "Y" is; Ripley Township, T106N R18W. The road runs north and south along the section lines between sections 26 and 27 and 34 and 35 with 700th Street at its south termini and 680th Street (CSAH 6) at its north termini.

NOW, THEREFORE BE IT RESOLVED, by the County Board of the County of Dodge that the road referred to as CR "Y" be, and hereby is, revoked as a County Road and shall hereinafter be within the jurisdiction of the Township of Ripley and maintained as said jurisdiction deems necessary. Said revocation to be in accordance with Minnesota Statute 163.11 subd. 5.

BE IT FURTHER RESOLVED, the Highway Department of the County of Dodge will bring the condition of the surface and structures of CR "Y" up to the typical condition of township roads in the township prior to the end of the revocation maintenance period.

Resolution adopted unanimously.

Mr. Kohlnhofer discussed the revocation of CR Y to Westfield Township.

Revocation of CR Y to Westfield Township Approved by Resolution #2017-05

Commissioner Kenworthy offered the following resolution (#2017-05), seconded by Commissioner Peterson:

Revocation of CR Y to Westfield Township

WHEREAS, it appears to the County Board of the County of Dodge that the road hereinafter described as CR "Y" does not fulfill the general needs of a county road; and

WHEREAS, the location of CR "Y" is; Westfield Township, T105N R18W. The road runs north and south along the section line between sections 2 and 3 with 710th Street (CSAH 4) at its south termini and 700th Street at its north termini.

NOW, THEREFORE BE IT RESOLVED, by the County Board of the County of Dodge that the road referred to as CR "Y" be, and hereby is, revoked as a County Road and shall hereinafter be within the jurisdiction of the Township of Westfield and maintained as said jurisdiction deems necessary. Said revocation to be in accordance with Minnesota Statute 163.11 subd. 5.

BE IT FURTHER RESOLVED, the Highway Department of the County of Dodge will bring the condition of the surface and structures of CR "Y" up to the typical condition of township roads in the township prior to the end of the revocation maintenance period with the County covering the local cost share of Bridge 89140, when replaced.

Resolution adopted unanimously.

The County Engineer discussed with the Board U.S. Highway 14 Partnership membership dues.

U.S. Highway 14 Membership Dropped

Motion by Allen seconded by Peterson to drop out of the U.S. Highway 14 Partnership membership. *Motion adopted unanimously.*

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

Personnel Actions Approved

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

A. Land Records

A.1 McKenzie Hundorf – Land Records Clerk
Authorization to employ at B21 step 11 \$14.88 to fill approved vacancy.
Effective Date: 1/17/17

B. Sheriff's Office

B.1 On-Call Transport Deputy
Authorization to post and fill vacancy.
Effective Date: 1/11/17

Motion adopted unanimously.

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

Legal Update

County Administrator Jim Elmquist informed the Board the Ice Arena Committee did not make the committee list which was approved at the statutory meeting on January 3, 2017. Rod Peterson and Steve Gray were the representatives last year. The committee meets a few times a year to discuss budgets, capital planning, and how the ice arena will be utilized during the Fair. This committee is part of a collaborative agreement with the City of Kasson where Kasson manages the arena and the county partners on expenses.

Ice Arena
Committee
Appointment
Approved

Motion by Peterson seconded by Allen to appoint Commissioner Peterson and Commissioner Kenworthy as the county’s representatives to the Ice Arena Committee. *Motion adopted unanimously.*

Water Program Manager Dean Schrandt and Soil & Water Conservation District Manager Adam King met with the Board to discuss a request to approve the proposed Cedar River One Watershed One Plan Memorandum of Agreement.

Cedar River One
Watershed One Plan
Memorandum of
Agreement
Approved

The Minnesota Board of Water & Soil Resources is coordinating a ten-year process of shifting from county water plans to watershed-based plans. Dodge County is divided among three watersheds:

- 1) Root River – 1%; 2) Cedar River– 16%; 3) Zumbro River– 83%.

In September 2014, the County Board approved the Resolution of Intent to Participate in the Root River One Watershed One Plan Pilot Project, and that plan is now completed. In anticipation of similar actions occurring in the Cedar and Zumbro, in April 2016, the County Board approved the resolution of support for Zumbro River and Cedar River One Watershed One Plan Efforts.

The Cedar River watershed group has now begun their planning process. As occurred in the Root River project, a Memorandum of Agreement has been developed to supply details about the planning process, specifically, the formation of a Policy Committee made up of one representative from each County Board and county SWCD, as well as cities and watershed districts. Each representative will be a voting member of the Committee.

The Policy Committee will meet monthly, or as needed, to develop and decide on the content of the plan. Their first meeting will be held in January/February 2017 and their work should be concluded by the end of 2018.

This memorandum has been reviewed by the County Attorney and Environmental Services Office. It is very similar to the Root River One Watershed One Plan Memorandum of Agreement approved by the County Board in November 2014.

Environmental Services recommends that the County Board approve and sign the Cedar River One Watershed One Plan Memorandum of Agreement, and name a County Board member to act as a voting member of the Policy Committee as well as an additional member to act as alternate.

Motion by Peterson seconded by Allen to approve and authorize the Chair, County Administrator and County Attorney to sign the Cedar River One Watershed One Plan Memorandum of Agreement as presented. *Motion adopted unanimously.*

Commissioner appointment to the Cedar River One Watershed One Plan Policy Committee was discussed.

Cedar River One
Watershed One Plan
Policy Committee
Appointment
Approved

Motion by Peterson seconded by Kenworthy to appoint Commissioner Toquam to serve as Dodge County's voting member and Commissioner Allen as the alternate on the Cedar River One Watershed One Plan Policy Committee.
Motion adopted unanimously.

Taxpayer Services Director Rose Culbertson reviewed with the Board the year end bills for 2016. No action was required; payment of 2016 year end bills was previously approved on December 13, 2016.

2016 Year End Bills
Reviewed

Ms. Culbertson reviewed 2017 bills with the Board.

Bills Approved

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

01	Revenue Fund	\$ 33,545.63
13	Road and Bridge Fund	\$ 102,906.71
16	Environmental Quality Fund	\$ 1,272.23
32	County Capital Projects	\$ <u>362.34</u>
	Total	\$ 138,086.91

Motion adopted unanimously.

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

Administration
Committee Report

Motion by Allen seconded by Peterson to approve and authorize the December 27, 2016 Committee of the Whole meeting minutes as presented. *Motion adopted unanimously.*

12/27/16 C.O.W.
Meeting Minutes
Approved

Motion by Peterson seconded by Kenworthy to approve and authorize the December 27, 2016 meeting minutes as presented. *Motion adopted unanimously.*

12/27/16 Meeting
Minutes Approved

Commissioners provided their agency reports. Commissioner Allen attended a Dodge County Township Officers meeting. Commissioner Kenworthy attended a statutory County Board meeting and a Dodge County Township Officers meeting. Commissioner Peterson attended a SEMMCWRB meeting, contract negotiations and a SCHA meeting. Commissioner Tjosaas attended a retirement party for Commissioner Erickson, a MNPrairie Joint Powers Board meeting, a statutory County Board meeting and a Semcac meeting. Commissioner Toquam attended a statutory County Board meeting and a Dodge County Township Officers meeting.

Agency Reports

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

County Administrator Update

Mr. Elmquist suggested the meeting minutes be acted upon under the consent agenda for all future meetings. The Board agreed meeting minutes could be handled under the consent agenda.

Motion by Allen seconded by Peterson to adjourn the meeting at 10:26 a.m. CST. *Motion adopted unanimously.*

Meeting Adjourned

The next meeting of the Dodge County Board of Commissioners will be held on January 24, 2017 at 5:00 p.m. CST.

Next Regular Meeting

ATTEST:

TIM TJOSAAS
CHAIR, COUNTY BOARD

BECKY LUBAHN
DEPUTY CLERK

DATED: