

TUESDAY, MARCH 14, 2017

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

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

**COUNTY ADMINISTRATION OFFICE
MANTORVILLE, MN**

2017-06

The Dodge County Commissioners met in regular session March 14, 2017, in the Commissioner's Room at the Dodge County Government Services Building, Mantorville, MN, at 9:30 a.m. CDT. Chair Tim Tjosaas called the meeting to order at 9:30 a.m. CDT.

Meeting Convened

The pledge of allegiance was recited.

Pledge of Allegiance

The Chair acknowledged those present:

Those Present

Members present:	John Allen	District #1
	Tim Tjosaas	District #2
	Rodney Peterson	District #3
	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

Motion by Kenworthy seconded by Toquam to approve and adopt the agenda as presented. *Motion adopted unanimously.*

Agenda Approved

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

Consent Agenda
Items Approved

- 1.1 February 21, 2017 special session meeting minutes.
- 1.2 February 28, 2017 Committee of the Whole meeting minutes.
- 1.3 February 28, 2017 meeting minutes.
- 1.4 Liquor and Sunday Sale license for the Oaks Country Club for calendar year 2017, pending the approval of the County Attorney and County Sheriff.
- 1.5 Gambling permit for Holy Family Catholic Church.
- 1.6 Final payment of \$19,687.58 to ICON Constructors for SAP 20-599-113.
- 1.7 Final payment of \$99,677.01 to Rochester Sand and Gravel for 2016 bituminous projects.

Motion adopted unanimously.

University of Minnesota Regional Director Chuck Schwartau and Dodge County 4-H Program Coordinator Kelly Vincelette provided the Board with an update on programming for the U of M Extension Office and Dodge County 4-H.

U of M & Dodge
County 4-H Update

Mr. Schwartau and Ms. Vincelette shared with the Board their outreach efforts and the impact their efforts have had on the community.

The 4-H Program Coordinator stated Dodge County 4-H is paving the way statewide. Dodge County is a leader statewide in enrolling program participants in long-term programming which reflects racial, ethnic, and socioeconomic diversity of the statewide community serviced by 4-H youth development. In the 2015-2016 4-H year 24% of the youth enrolled in Dodge County 4-H identified with Hispanic. Dodge County also has one 4-H club consisting of lower income members and one club consisting of Hispanic members.

U of M & Dodge
County 4-H Update -
Continued

The Regional Director reported Dodge County is receiving national recognition for programs they have implemented in Dodge County and asked Ms. Vincelette to elaborate on that recognition.

Ms. Vincelette informed the Board that she was asked to speak with the State Program Leader/Associate Dean and the National 4-H Council about 4-H efforts happening in Dodge County, only three other programs statewide were asked to do this. Dean Durgan was quoted in newspapers statewide talking about Dodge County 4-H programs and the positive things happening in Dodge County.

The Regional Director discussed changes to the SNAP Program, community interaction/development, staffing changes and acknowledged the county's support and involvement in the University of Minnesota Extension Office.

Commissioner Peterson asked Ms. Vincelette to report on technological advances that took place last year at the fair.

The 4-H Program Coordinator informed the Board that 4-H members did all of their fair project enrollments online last year. Ms. Vincelette noted a lot of work went into creating the FairEntry system which allowed the kids to enroll online. With this new system Extension was able to scan a bar code for each 4-H members and then scan the ribbons they received and post results immediately online for the 4-H members and news media to see. The system saved Extension staff numerous hours because it eliminated the need for double entry and provided quicker results.

Ms. Vincelette discussed the fundraising efforts of the 4-H members to raise money for the Poultry Barn and Horse Barn.

Enrollment statistics were reviewed.

The Board thanked Ms. Vincelette and Mr. Schwartau for the update.

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

Personnel Actions
Approved

Commissioner Allen commented the Board should have looked at the Sewage Treatment Program Manager position a little more. It was his opinion the county should have considered contracting for this position rather than hiring a full time employee to fill the vacancy.

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

A. Sheriff's Office

- A.1 Ben Bohle – Investigator
Step increase from C43 12 month step \$31.92 to C43 24 month step \$32.46.
Effective Date: 2/24/17
- A.2 Ashley Bjornson – Records Administrative Assistant
Step increase from B22 step 7 \$18.07 to B22 step 6 \$18.63.
Effective Date: 2/13/17
- A.3 Kristen McCaskey – 911 Dispatcher
Authorization to hire at B22 step 1 \$17.58 to fill approved vacancy.
Effective Date: 3/20/17
- A.4 Aaron Robertson – Internship
Authorization to complete 480 internship with Sheriff's Office Deputy Sheriff through Winona State University.
Effective Date: 4/2/17 until hours complete
- A.5 Robert Morris – Investigator
Step increase from C43 12 month step \$31.92 to C43 24 month step \$32.46.
Effective Date: 2/25/17

Personnel ActionsApproved -
Continued**B. Public Health**

- B.1 Katilyn Suhr – Health Educator
Step increase from C41 step 11 \$20.94 to C41 step 10 \$21.72.
Effective Date: 2/8/17
- B.2 Jessica Warehime – Account Technician
Authorization to change status from .80 FTE to on-call.
Effective Date: 4/20/17
- B.3 Account Technician - .8 FTE
Request authorization to post and fill vacancy.
Effective Date: 3/14/17

C. Attorney's Office

- C.1 Stephanie Morris – Paralegal
Annual review.
Effective Date: 2/26/17
- C.2 Shannon Thompson – Paralegal
Step increase from B24 step 4 \$22.39 to B24 step 3 \$23.06.
Effective Date: 2/23/17

D. Environmental Services

- D.1 Elizabeth Crane - Sewage Treatment Program Manager
Authorization to hire at B32 step 11 \$19.56 to fill approved vacancy.
Effective Date: 3/15/17

E. Highway Department

- E.1 Seasonal Maintenance (2)
Authorization to post and fill seasonal positions A11 step 8 \$12.73.
Effective Date: 3/15/17 (June – August/September)

F. Administration

- F.1 4H Summer Assistant - Seasonal
Authorization to post and fill seasonal position at \$11.50.
Effective Date: 6/5/17 – 8/11/17

Motion adopted unanimously.

Ms. Hager presented for the Board’s consideration a Letter of Agreement with the Teamsters Local 320 to add a B32 pay scale to their existing 2015-2017 contract.

Letter of Agreement with Teamsters Local 320 Approved

Motion by Peterson seconded by Kenworthy to approve and authorize the Chair, County Administrator and Employee Relations Director to sign a Letter of Agreement with the Teamsters Local 320 as requested. *Motion adopted unanimously.*

Taxpayer Services Director Rose Culbertson reviewed bills with the Board.

Bills Approved

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

01	Revenue Fund	\$ 193,015.08
13	Road and Bridge Fund	\$ 54,247.52
16	Environmental Quality Fund	\$ 71,591.57
	Total	\$ 318,854.17

Motion adopted unanimously.

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

Legal Update

Environmental Services Director Mark Gamm presented for the Board’s consideration a resolution to adjust the Waste to Energy Service Charge.

Waste to Energy Service Charge Approved by Resolution #2017-15

In accordance to Solid Waste Ordinance No. 6, waste generators (residents, businesses, institutions) currently pay a Waste-to-Energy (WTE) Service Charge. The WTE Service Charge pays for waste management services provided by the county. The county has not adjusted the WTE Service Charge since April 1, 2014.

In accordance with the Dodge/Olmsted Waste Management Agreement, the county’s fee for WTE and landfill disposal services will increase from \$113/ton to \$118/ton on May 1, 2017. As a result, the cost of operating the Transfer Station will increase by \$40,000 per year. To cover this expense, the Environmental Services 2017 Transfer Station Budget reflects the following increase to their WTE Service Charge:

Method of Collecting WTE Service Charge	Current WTE Service Charge	Proposed WTE Service Charge	Est. added revenue from WTE Service Charge in 2017
Licensed Haulers collect WTE Service Charge from their customers and remit to county	20% of sales price of hauler’s garbage collection service.	22% of sales price of hauler’s garbage collection service.	\$32,000
County collects WTE Service Charge from customers that haul their own trash to the Transfer Station	\$138/ton	\$146/ton	\$8,000

Environmental Services estimates the proposed WTE Service Charge increase will add about \$0.50 to \$1.00 per month to the garbage bill of a typical household. They do not anticipate a need to increase the WTE Service Charge in 2018.

Waste to Energy
Service Charge
Approved by
Resolution #2017-15
- Continued

Commissioner Allen offered the following resolution (#2017-15), seconded by Commissioner Peterson:

Adjustment to Waste to Energy Service Charge - 2017

WHEREAS; the Dodge County Waste-to-Energy Service Charge Ordinance obligates waste generators to pay reasonable charges for waste management services the county provides; and

WHEREAS; the County Board of Commissioners may adjust the Waste-to-Energy Service Charge by resolution following a public notice; and

WHEREAS; on February 23, 2017, a Public Notice was published in the legal newspaper; and

WHEREAS; the County Board has reviewed information related to the cost of providing waste management services and finds that adjustments to the Waste-to-Energy Service Charge are reasonable.

THEREFORE BE IT RESOLVED; effective May 1, 2017, the Dodge County Waste-to-Energy Service Charge will be adjusted as follows:

Method of Collecting and remitting WTE Service Charge	Current WTE Service Charge	Adjusted WTE Service Charge effective May 1, 2017
Licensed Haulers collect WTE Service Charge from their customers and remit payment to county in accordance to Section 3 of the Ordinance	20% of Sales Price of Hauler Services.	22% of Sales Price of Hauler Services.
“Self-Haulers” pay the WTE Service Charge when depositing solid waste at the County Transfer Station in accordance to Section 4 of the Ordinance.	\$138/ton	\$146/ton

Resolution adopted unanimously.

The Chair recessed the meeting at 10:03 a.m. CDT.

Meeting Recessed

The Chair reconvened the meeting at 10:09 a.m. CDT.

Meeting
Reconvened

Zoning Administrator Melissa DeVetter presented for the Board's consideration the March 1, 2017 Planning Commission recommendations.

IUP #01-17
Approved

Ms. DeVetter discussed IUP #01-17.

Commissioner Peterson reported he attended the Planning Commission meeting and has an issue with this request. Mr. Peterson expressed concerns with the applicant operating an unauthorized range on his property in the past, operating the range without a permit and the installation of a sign on the property that was bigger than the ordinance allowed.

Commissioner Kenworthy informed the Board he has had conversations with the applicant and noted the applicant is aware of the county's position on the range, however he doesn't agree with the county's position.

The County Attorney suggested adding verbiage to the motion that states in the event there is a violation that needs to be enforced, the Sheriff can assist them with enforcement.

Motion by Allen seconded by Kenworthy to approve of the following action of the Planning and Zoning Commission as reviewed on March 1, 2017 with the reasons, recommendations and conditions as found in the individual permit with the understanding that the Board is formally requesting the Sheriff's assistance with any violations that occur with enforcement of this permit:

William Sanson – IUP #01-17

The public hearing is to consider an application for an Interim Use Permit to allow a Limited Rural Business in the Agricultural District. The property is 12.12 acres located in the S ½ of the N ½ of the NE ¼ of Section 27, Wasioja Township. William Sanson is the applicant and 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 proposed use of the property. The business shall obtain and maintain all necessary licenses, registrations and/or other approvals for activities taking place at the site.
2. All waste generated on site shall be properly disposed of in accordance with the Dodge County Solid Waste Ordinance and MPCA rules.
3. Any sign proposed for the business shall meet the performance standards of the Dodge County Zoning Ordinance. A sign advertising the Limited Rural Business shall not exceed nine (9) square feet and shall be set back a minimum of ten (10) feet from the county road right-of-way.
4. Any change involving the addition of new business related structures or employees beyond that specified in the home occupation agreement/application on file with the IUP, enlargement, intensification of the use or similar changes not specifically permitted by the IUP shall require an amended IUP to be issued.

5. The business shall comply with the conditions of this permit, Chapter 16 (performance standards for Limited Rural Business) and the Home Occupation/Limited Rural Business Agreement, which shall be recorded with the IUP.

IUP #01-17
Approved -
Continued

6. The business shall comply with the Nuisance Standards of the Dodge County Zoning Ordinance. Nuisance complaints shall result in review of the IUP by the Planning Commission.

Motion adopted Tjosaas, Allen, Toquam, Kenworthy aye, Peterson nay.

Ms. DeVetter reviewed with the Board Dodge Sun LLC/Sullivan – CUP #07-10.

CUP #07-10 (5 Year
Review) Approved

Motion by Peterson seconded by Allen to approve of the following action of the Planning and Zoning Commission as reviewed on March 1, 2017 with the reasons, recommendations and conditions as found in the individual permit:

Rochester Sand & Gravel – CUP #07-10 (5 year review)

The Planning Commission recommends approval of Extraction of Minerals and Sand with the following conditions and a review in 5 years (May 2022).

1. Permit is issued for one year for the batching plant.
2. Permit is issued for five years and renewed at that time for the sand pit operation.
3. A road bond in the amount of \$25,000 would be posted for 237th Avenue for the length of the term of the sand operation with the township.

Motion adopted unanimously.

Ms. DeVetter presented for the Board's consideration a Contract for Septic Services for 2017.

Contract for Septic
Services Approved

Motion by Allen seconded by Toquam to approve and authorize the Chair to sign the proposed Contract for Septic Services as presented. *Motion adopted unanimously.*

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

Administration
Committee Report

The County Administrator discussed with the Board his request to acknowledge 2017 winter State Championships.

2017 Winter Sports
State Championship
Recognition

Commissioner Allen offered the following resolution (#2017-16), seconded by Commissioner Peterson:

Acknowledged by
Resolution #2017-16

2017 Winter Sports State Championship Recognition

WHEREAS; the Dodge County Board of Commissioners recognizes the hard work and dedication that it takes to be a successful team member of high school athletic teams; and

WHEREAS; the high schools located within Dodge County have a long history of producing high quality individuals in the area of athletics and academics; and

2017 Winter Sports State Championship Recognition Acknowledged by Resolution #2017-16 – Continued

WHEREAS; the students in the Kasson-Mantorville, Triton and Hayfield school districts have traditionally represented the citizens of Dodge County with the highest of values and dedication.

THEREFORE BE IT RESOLVED; that the Dodge County Board of Commissioners recognize the achievements made by the following Dodge County athletes and teams:

2017 State Tournament Class AA Team Champions
Kasson-Mantorville Boys Wrestling Team

2017 State Tournament Class AA Individual Champions
Keaten Schorr #138
Brady Berge #160
Patrick Kennedy #170
Noah Ryan #220

2017 State Champions
Kasson-Mantorville Girls Powerlifting Team

2017 National Qualifiers and State Rookie Award Winners
Kasson-Mantorville Robotics Team

BE IT FURTHER RESOLVED; that Dodge County will forward this resolution to the Kasson/Mantorville School Board in hopes of public recognition of these great accomplishments.

Resolution adopted unanimously.

Commissioners provided their agency reports. Commissioner Allen did not have any meetings to report. Commissioner Kenworthy attended a DFO meeting and a lunch meeting with Judge Williamson and Sheriff Rose. Commissioner Peterson attended a Dodge County Planning meeting, a SCHA meeting and a SEMMCWB Water Board meeting. Commissioner Tjosaas attended a DFO meeting. Commissioner Toquam attended a One Watershed One Plan meeting and a lunch meeting with Judge Williamson and Sheriff Rose.

Agency Reports

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

County Administrator Update

Motion by Peterson seconded by Allen to adjourn the meeting at 10:40 a.m. CDT. *Motion adopted unanimously.*

Meeting Adjourned

The next meeting of the Dodge County Board of Commissioners will be held on March 28, 2017 at 5:00 p.m. CDT.

Next Regular Meeting

ATTEST:

TIM TJOSAAS
CHAIR, COUNTY BOARD

BECKY LUBAHN
DEPUTY CLERK

DATED: