

**TUESDAY, MARCH 28, 2017**

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

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

**COUNTY ADMINISTRATION OFFICE  
MANTORVILLE, MN**

**2017-07**

The Dodge County Commissioners met in regular session March 28, 2017, in the County Board Room at the Dodge County Government Services Building, Mantorville, MN, at 5:00 p.m. CST. Chair Tim Tjosaas 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
	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

It was reported that items 1.1 and 1.2 on the Consent Agenda will be pulled and acted on during the Administration Committee report.

Agenda  
Amended

Motion by Allen seconded by Kenworthy to approve and adopt the agenda as amended. *Motion adopted unanimously.*

Motion by Peterson seconded by Toquam to approve the following Consent Agenda items:

Consent Agenda  
Items Approved

- 1.3 March 14, 2017 Regional Rail meeting minutes as presented.
- 1.4 The purchase of a 2017 Ford Flex SE off the State Contract for the Veteran Services Transportation Program at a cost of approximately \$28,483.28.
- 1.5 Out-of-state travel request for Emergency Management Director to attend 2017 Public Safety Broadband Stakeholders Meeting/Training June 12-14, 2017 in San Antonio, Texas at no cost to the county.
- 1.6 Cell Phone Stipend request of \$20.00 per month for the SSTS Program Manager.

*Motion adopted unanimously.*

Taxpayer Services Director Rose Culbertson reviewed bills with the Board.

Bills Approved

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

01	Revenue Fund	\$ 107,265.28
13	Road and Bridge Fund	\$ 28,204.55
16	Environmental Quality Fund	\$ 4,344.91
	Total	\$ 139,814.74

*Motion adopted unanimously.*

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

Personnel  
Actions  
Approved

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

**A. Sheriff's Office**

- A.1 Jeff Hoffman – Deputy Sheriff  
Annual review.  
Effective Date: 3/24/17

**B. Public Health**

- B.1 Emily Stensvold – Public Health Social Worker  
Regular status and step increase from C42 step 10 \$22.29 to C42 step 9 \$23.64.  
Effective Date: 3/21/17

**C. Highway Department**

- C.1 Bradley Myer – Seasonal Highway Maintenance  
Authorization to employ as Seasonal Highway Maintenance at \$12.94 to fill approved vacancy.  
Effective Date: 5/15/17 – 8/19/17
- C.2 Garrett Dahms – Seasonal Highway Maintenance  
Authorization to employ as Seasonal Highway Maintenance at \$12.94 to fill approved vacancy.  
Effective Date: 5/30/17 – 8/19/17

**D. Administration**

- D.1 Eric Schwartz – Information Systems Specialist  
Step increase from B31 step 6 \$22.19 to B31 step 5 \$22.68.  
Effective Date: 4/3/17

*Motion adopted unanimously.*

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

Legal Update

County Administrator Jim Elmquist met with the Board to discuss a proposed Lease Agreement with MNPrairie.

Lease  
Agreement with  
MNPrairie  
Approved

The attached lease agreement was approved earlier in the year by MnPrairie and forwarded to each county for consideration. Mr. Elmquist noted it isn't a far variation from the previous agreement signed in 2016 with the only difference being an increase of 2% from last year.

The agreement includes the space for MnPrairie staff, the break room, the small conference rooms, one of the large conference rooms (part of the old commissioners room) and half of the second large conference room (with the understanding other departments could use that room throughout the year).

Lease Agreement with MNPrairie Approved - Continued

Motion by Peterson seconded by Kenworthy to approve and authorize the Chair to sign the proposed Lease Agreement with MNPrairie at a cost of \$42,878.97 per quarter, effective January 1 – December 31, 2017. *Motion adopted unanimously.*

Commissioner Allen presented a summary of the Public Safety Committee report and action items.

Public Safety Committee Report

Commissioner Allen reviewed with the Board the Mass Casualty Training exercise information which was provided by the Emergency Management Director.

Mass Casualty Training Exercise Discussed

Dodge County has the opportunity to work with the Byron School District to conduct a mass casualty training exercise with all of our public safety responders. By partnering with a school district they are able to keep their costs for the exercise to a minimum.

Mr. Maas believes training exercises with multiple agencies, such as this are extremely important to maintaining and strengthening the county’s public safety responder’s skills.

The Board briefly discussed why Olmsted County wasn’t conducting the training exercise. It was reported the cost to have Olmsted County conduct the training was considerably higher than the cost to have Dodge County conduct the training due to the fact that most of the individuals that would be involved from Olmsted County are in paid positions while Dodge County’s participants were mainly volunteers. Olmsted County will be invited to participate and may choose to be involved in a mutual aid capacity.

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

Public Works Committee Report

The Board discussed the Root River Comprehensive Watershed Management Plan as presented by the Water Program Manager.

Root River Comp Plan Discussed

As the first watershed group to complete the One Watershed/One Plan process prescribed by the Minnesota Board of Water & Soil Resources, Root River has now completed their primary planning document, the Root River Comprehensive Watershed Management Plan.

The Root River Comprehensive Watershed Management Plan is an all-encompassing document which develops implementation strategies that are targeted and prioritized in an effort to most effectively manage improvements that will restore and protect the resources within the watershed.

After approval, work will progress as money becomes available to develop work plans and proceed with implementation of the watershed plan. The Policy Committee will remain active as work proceeds in the watershed.

Last week the Executive Assistant e-mailed the Board a link to the Fillmore County Soil and Water Conservation District web page where a copy of the lengthy Comprehensive Watershed Management Plan can be viewed. The Board was asked to review the document before the April 11, 2017 County Board meeting when this item will be brought back for action.

Root River  
Comp Plan  
Discussed -  
Continued

The Board reviewed the County Engineer's request to authorize MnDOT to act as Dodge County's Federal Funding Agent for CSAH 21.

Agency  
Agreement with  
MnDOT

When receiving federal funds the county does not receive those funds directly from the federal government. Rather the funds are passed through the appropriate state agency involved with the federal program. The state agency responsible for federal transportation programs is MnDOT.

Approved by  
Resolution  
#2017-17

In order to utilize MnDOT as the county's "Agent" for receiving federal funds the county needs to enter into an agreement covering the acceptance and disbursement of those funds to the county. MnDOT has provided all counties using federal funds with an agreement to execute. This agreement spells out how funds may be spent and disbursed in order to follow federal requirements.

Included in the Board packet was a copy of the agreement and a resolution authorizing the Board Chair and County Administrator to execute the agreement with MnDOT.

Commissioner Allen offered the following resolution (#2017-17), seconded by Commissioner Peterson:

**Agency Agreement Restrictions**

**BE IT RESOLVED**, that pursuant to Minnesota Stat. Sec. 161.36, the Commissioner of Transportation be appointed as Agent of Dodge County to accept as its agent, federal aid funds which may be made available for eligible transportation related projects.

**BE IT FURTHER RESOLVED**, the County Board Chair and the County Administrator are hereby authorized and directed for and on behalf of the County to execute and enter into an agreement with the Commissioner of Transportation prescribing the terms and conditions of said federal aid participation as set forth and contained in "Minnesota Department of Transportation Agency Agreement No. 1027508", a copy of which said agreement was before the County Board and which is made a part hereof by reference.

*Resolution adopted unanimously.*

The Board discussed the County Engineer's CSAH 24 Project update/budgeting request.

Highway  
Department  
Budget  
Modification  
Approved

During the establishment of the 5-year Capital Improvement Plan the Highway Department moved up the rehabilitation CSAH 24, west of West Concord, in the schedule to 2018. Typically they make sure to replace or tie together any questionable culverts the year before rehabbing. The cost of this is usually negligible and is absorbed in their typical maintenance expenses.

This project however requires the removal of a couple culvert structures in West Concord and replacing them with a single larger structure. It is the cost of this structure the Highway Department overlooked in budgeting. They will be doing the work themselves so the only thing missed in budgeting is the purchase of the concrete culvert.

Highway  
Department  
Budget  
Modification  
Approved -  
Continued

The estimated cost is approximately \$30,000. The Highway Department is expecting to use State Aid funds for the purchase so levy funds will be unchanged.

Motion by Allen seconded by Kenworthy to approve and authorize the proposed \$30,000 Highway Department budget modification for the CSAH 24 project. *Motion adopted unanimously.*

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

Administration  
Committee  
Report

Motion by Peterson seconded by Toquam to approve and authorize the March 14, 2017 Committee of the Whole meeting minutes as modified on pages 1 and 2. *Motion adopted unanimously.*

03/14/17 C.O.W.  
Meeting Minutes  
Approved

Motion by Kenworthy seconded by Toquam to approve and authorize the March 14, 2017 meeting minutes as corrected on page 47 and 51. *Motion adopted unanimously.*

03/14/17  
Meeting Minutes  
Approved

Commissioners provided their agency reports. Commissioner Allen attended a Dodge County Township Officers meeting, a Fairview Care Center Board meeting, a Regional Rail Authority meeting, a Milton Township meeting and a Mantorville Township meeting. Commissioner Kenworthy attended a Fairview Care Center Board meeting, a Wasioja Township meeting, a Concord Township meeting and a Township Officers meeting. Commissioner Peterson attended a Township Officers meeting, a Dodge County Historical Society Annual meeting, a Root River One Watershed One Plan meeting, a Fairview Care Center Board meeting, a MNPrairie Board meeting, a MNPrairie Strategic session, a Hiawatha Valley RC&D meeting and annual township meetings for Vernon Township, Canisteo Township and Ashland Township. Commissioner Tjosaas attended a Fairview Care Center Board meeting, a MNPrairie Joint Powers Board meeting, a MNPrairie Strategic Planning meeting and a SCHRC meeting. Commissioner Toquam attended the annual meetings for four out of the five townships she represents, a Dodge County Township Officers meeting, a Fairview Care Center Board meeting, a One Watershed One Plan meeting and a South Central Human Relations Board meeting.

Agency Reports

Jim Elmquist provided the Board with a County Administrator update which include information on 2017 legislation, Administration’s Twitter page and a LEAN event update.

County  
Administrator  
Update

Motion by Peterson seconded by Toquam to adjourn the meeting at 5:47 p.m. CST. *Motion adopted unanimously.*

Meeting  
Adjourned

The next regular meeting of the Dodge County Board of Commissioners will be held on April 11, 2017 at 9:30 a.m. CST.

Next Regular  
Meeting

**ATTEST:**

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**TIM TJOSAAS**  
**CHAIR, COUNTY BOARD**

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**BECKY LUBAHN**  
**DEPUTY CLERK**

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**DATED:**