

**TUESDAY, MAY 23, 2017**

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

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

**COUNTY ADMINISTRATION OFFICE  
MANTORVILLE, MN**

**2017-11**

The Dodge County Commissioners met in regular session May 23, 2017, in the County Board Room at the Dodge County Government Services Building, Mantorville, MN, at 5:00 p.m. CDT. Chair Tim Tjosaas called the meeting to order at 5:00 p.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

It was noted that an out-of-state travel request for the County Engineer will be added to the agenda after the Consent Agenda.

Agenda  
Amended

Motion by Peterson 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 item:

Consent Agenda  
Item Approved

1.1 May 9, 2017 regular session meeting minutes as presented.

*Motion adopted unanimously.*

The Board reviewed the County Engineer's request to approve out-of-state travel to Portsmouth, Virginia July 17 – 20, 2017 to attend the Local Technical Assistance Program (LTAP) National Conference. This conference revolves around the research being conducted to build and maintain better local roads with ever shrinking funds and how to get that research to those who need it. Dodge County being a rural county with shrinking transportation funds and increasing maintenance needs is just the type of county the LTAP efforts are aimed at.

County Engineer  
Authorized to  
Attend Out-of-  
State  
Conference

Due to the County Engineer's involvement with pavement and highway safety research the Minnesota Department of Transportation (MnDOT) has requested that he attend the LTAP conference. MnDOT is extending this request with the offer to cover all transportation, room and board and conference cost. The only cost to the county is Mr. Kohlhofer's time.

Commissioners wanted to know if Mr. Kohlnhofer will be attending any other conferences this year. The County Engineer indicated this is the only out-of-state conference he is planning to attend this year.

County Engineer  
Authorized to  
Attend Out-of-  
State  
Conference -  
Continued

Motion by Kenworthy seconded by Peterson to approve and authorize the County Engineer to attend the 2017 Local Technical Assistance Program Conference in Portsmouth, Virginia July 17 – 20, 2017 as requested. *Motion adopted Tjosaas, Peterson, Toquam, Kenworthy aye, Allen nay.*

Taxpayer Services Director Rose Culbertson reviewed 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	\$ 55,921.00
13	Road and Bridge Fund	\$ 222,349.56
16	Environmental Quality Fund	<u>\$ 92,095.62</u>
	Total	\$ 370,366.18

*Motion adopted unanimously.*

Drug Court Coordinator Eric Thompson and Drug Court Case Manager Jamie Vanoosbree provided the Board with a Drug Court Annual Report.

Drug Court  
Annual Report

Mr. Thompson shared the following information:

The Dodge County Adult Drug Court served twenty participants so far in 2017. Of those, four participants graduated, one participant was terminated, and fifteen participants remain active in the program.

The Dodge County Family Dependency Treatment Court (FDTC) served five participants so far in 2017. Of those, two participants graduated and three participants remain active in the program.

At this point, their combined Adult Drug Court and FDTC hybrid model has eighteen total participants with a targeted maximum capacity of twenty-five.

Since the inception of Adult Drug Court in 2003 and Family Dependency Treatment Court in 2011, one hundred eighty-one participants have been served. Of those, ninety-eight participants graduated while sixty-five participants were terminated. Thirteen participants were readmitted into the program.

The Drug Court Coordinator discussed with the Board the following:

- Dodge County Performance Measures
- State of Minnesota Performance Measures
- Family Dependency Treatment Court
- Community Outreach (Sober Events)
- Training/Continuing Education
- Administration/Operations
- Minnesota Judicial Branch (MJB)Funding

The Board thanked Mr. Thompson and Ms. Vanoosbree for the update.

Zoning Administrator Melissa DeVetter provided the Board with a 2016 Annual County Feedlot Officer and Performance Credit Report.

2016 Annual  
County Feedlot  
Officer Annual  
Report &  
Performance  
Credit Report  
Approved

Ms. DeVetter reported that under the previous delegation agreement with the MPCA, Dodge County had minimum program requirements it is required to perform and report to the state. This is accomplished by an annual review with the assigned MPCA feedlot staff and completion of the annual report, which is required to be submitted.

Included in the Board packet for the Board’s review was the 2016 Annual County Feedlot Officer Annual Report and Performance Credit Report for the period of January 1, 2016 – December 31, 2016. Dodge County achieved a compliance inspection rate of 7.8%, which exceeds its required compliance inspection rate of 7%. In addition, Dodge County met 100% of its non-inspection minimum program requirements for the year 2016. Also included in the Board packet was the 2016 Year-End Review Evaluation Worksheet completed by MPCA staff during the review conducted on February 15, 2017.

Motion by Kenworthy seconded by Peterson to approve and authorize the Chair to sign the proposed 2016 Annual County Feedlot Officer Annual Report and Performance Credit Report. *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 Toquam to approve the following personnel actions:

**A. Sheriff’s Office**

- A.1 Jose Franco – Transport Officer – On-Call  
Authorization to employ at B21 step 10 \$14.88 to fill approved vacancy.  
Effective Date: TBD
- A.2 Zachary Plein – Deputy Sheriff – Part-Time  
Authorization to employ at C41 Start step \$22.03 to fill approved vacancy.  
Effective Date: TBD
- A.3 Mike Burton – Dispatch Supervisor  
Step increase from C41 step 5 \$26.61 to C41 step 4 \$27.36.  
Effective Date: 4/15/17

**B. Land Records**

- B.1 Mike Stupka – Property Appraiser II  
Annual review.  
Effective Date: 5/16/17

*Motion adopted unanimously.*

Finance Director Lisa Kramer provided the Board with a quarterly Investment Committee update.

Finance  
Committee  
Update

Ms. Kramer noted per the Dodge County Investment Policy, the investment committee meets quarterly to review the County’s investment holdings and other items as they arise. Prior to each meeting an agenda and investment listing will be submitted along with any other documents relating to a current meeting topic. The Board thanked the Finance Director for the update.

Commissioner Peterson left the meeting at 5:30 p.m.

Commissioner  
Peterson Left  
Meeting

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

Legal Update

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

Administration  
Committee  
Report

Commissioners provided their agency reports. Commissioner Allen attended a K-M COG meeting. Commissioner Kenworthy attended a Triton COG meeting, a Fairview Care Center meeting, a special meeting and a Dodge County Community Task Force meeting. Commissioner Peterson attended a Fairview Care Center meeting, a K-M COG meeting and an SCHRC meeting. Commissioner Tjosaas attended a Fairview Care Center meeting, a special meeting, a MNPrairie Joint Powers Board meeting, a K-M COG meeting and an SCHRC meeting. Commissioner Toquam attended a Triton COG meeting, a Fairview Care Center meeting, a special meeting, an EDA meeting, a One Watershed One Plan meeting and a SCHRC meeting.

Agency Reports

Jim Elmquist provided the Board with a County Administrator update.

County  
Administrator  
Update

Mr. Elmquist briefly discussed the following:

- Strategic Planning
- AMC Regional
- Online Applications
- Fair Booth
- CR 21

The Board thanked the County Administrator for the update.

Motion by Kenworthy seconded by Allen to adjourn the meeting at 5:40 p.m. CDT.  
*Motion adopted unanimously.*

Meeting  
Adjourned

The next regular meeting of the Dodge County Board of Commissioners will be held on June 13, 2017 at 9:30 a.m. CDT.

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:**