

**TUESDAY, AUGUST 8, 2017**

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

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

**COUNTY ADMINISTRATION OFFICE  
MANTORVILLE, MN**

**2017-16**

The Dodge County Commissioners met in regular session August 8, 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
	Paul Kiltinen	County Attorney

Motion by Peterson seconded by Allen 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 July 25, 2017 Committee of the Whole meeting minutes.
- 1.2 July 25, 2017 regular session meeting minutes.
- 1.3 August 1, 2017 special session meeting minutes.
- 1.4 4-Day Temporary On-Sale Liquor License for the Dodge County Agricultural and Mechanical Society effective September 6-9, 2017 pending the approval of the County Sheriff and County Attorney.

*Motion adopted unanimously.*

Minnesota Department of Transportation (MnDOT) Senior Planner Andrew Andrusko provided the Board with a MnDOT District 6 draft 10-Year Capital Highway Investment Plan.

MnDOT 10-Year  
Capital Highway  
Investment Plan  
Review

Mr. Andrusko reported MnDOT Planning Office works with local government partners, stakeholders, corporations and members of the public to produce plans and to help identify future projects.

The following information was reviewed with the Board:

- 10-year district work plan
  - Overview
  - Process
  - Next Steps

The District 10 Year Work Plan was discussed as follows:

- Statewide Transportation Improvement Program, STIP = next 4 years
- Capital Highway Investment Plan, CHIP = Years 5 – 10
- Both are updated annually

MnDOT 10-Year  
Capital Highway  
Investment Plan  
Review - Continued

Funding was discussed as follows:

- District 6 10-Year CHIP, Total Investment Per Year (millions of dollars)
- Planned Investments for STIP (2017-2020) and Years 5-10 (2021-2026)

Information was shared on how projects are selected.

- Engineers and planners look at range of needs
- Mix of different fixes for each type of need
- Preservation focus moving forward

Mr. Andrusko discussed the following with the Board:

- District 6 – Rochester – 2016 Pavement Condition – Pavement Quality Index (PQI)
- District 6 – Rochester – 2016 Pavement Condition – Remaining Service Life (RSL)

It was reported there are no current year projects.

Upcoming programmed projects were listed as follows:

Next Four Years:

- MN57, Replace Bridge 6862 over North Branch of Middle Fork of the Zumbro River  
Replace Bridge 6861 over Milliken Creek  
Replace Bridge 6867 over Middle Ford of Zumbro River  
Year: 2019 Estimate: \$5.9 Million
- Maintenance – signing replacements, striping, patching

The upcoming programmed projects map was reviewed.

Planned projects information was reported as follows:

Planned Years 5-10 Out:

- MN30, Bituminous mill and overlay, from US218 in Blooming Prairie to MN56 in Hayfield  
Year: 2026 Estimate: \$5.7M
- MN57, Bituminous mill and overlay from CSAH34 in Kasson to North of CSAH30 near Wanamingo  
Year: 2026 Estimate: \$10.0M

*\*Planned projects may be moved up, back or dropped altogether based on constraints.*

An upcoming planned projects map was reviewed.

MnDOT 10-Year  
Capital Highway  
Investment Plan  
Review - Continued

The 10 Year Work Plan next steps were listed as follows:

- What's Next:
  1. Follow-up on pre-scoping meeting with communities
  2. Meet with project managers to discuss updates
  3. Scoping draft projects
  4. Start to select new projects for next update

The Planning Director shared information on the following with the Board:

- Coordination
- Year 2017 MnDOT District 6 Construction Projects
- MnDOT District 6 STIP 4 Year Construction Plans
- MnDOT District 6 Long Range Construction Plans
- MnDOT District 6 Construction Plans for Dodge County
- Access Management – Driveways
- Access Management
- Sidewalks: Cost Participation & Maintenance Responsibilities
- Cost Participation & Maintenance Responsibilities
- Roadway Lighting – LEDs
- Speed Limits

The Board thanked Mr. Andrusko for the report.

CEDA Community and Business Development Specialist Rebecca Charles, Con-Tech Manufacturing CFO Troy Stafford and County Engineer Guy Kohlnhofer met with the Board to discuss the proposed Trunk Highway 56 Transportation Economic Development Grant.

TH56 TED  
Application  
Sponsorship  
Approved by  
Resolution #2017-32

Dodge County EDA has been approached by Con-Tech Manufacturing to sponsor an application for the Minnesota Department of Transportation's (MnDOT) Transportation Economic Development Grant (TED). Con-Tech Manufacturing is seeking to construct turn and bypass lanes on TH56, as shown in the proposed design plans. The TED would provide up to 70% of the project financing for the approximately \$175,000 project. Con-Tech Manufacturing has agreed to provide the full financial match for the project and is not seeking financial involvement from Dodge County. The TED application requires local government unit sponsorship, and therefore requires Dodge County sponsorship including approval of the proposed resolution.

Dodge County staff has reviewed the project with Con-Tech Manufacturing CFO Troy Stafford and find the project to be in alignment with county transportation and economic development goals. Additionally, the Dodge County EDA discussed the project on July 19, and approved a motion recommending sponsorship of the project.

Commissioner Allen offered the following resolution (#2017-32), seconded by Commissioner Toquam:

**TH56 TED Application Sponsorship**

TH56 TED  
Application  
Sponsorship  
Approved by  
Resolution #2017-32  
- Continued

**WHEREAS**, Con-Tech Manufacturing has significant traffic impacting TH56; and

**WHEREAS**, Dodge County is committed to partnering with private employers to provide safe transit within its jurisdiction; and

**WHEREAS**, Con-Tech Manufacturing has high and growing traffic counts due to business growth and job creation at its TH56 site, parcels 070100600 and 070100602; and

**WHEREAS**, Con-Tech Manufacturing has committed to providing all necessary cash, in-kind, and property match necessary for the project; and

**WHEREAS**, Con-Tech Manufacturing is projecting creation of 66 full-time equivalent jobs at the TH56 site if the turn and bypass lanes are constructed as proposed in the provided construction documents; and

**WHEREAS**, relevant Dodge County staff have met with Con-Tech Manufacturing representatives and have evaluated the proposed turn and bypass lanes at the project site to align with county transportation priorities; and

**WHEREAS**, Dodge County supports the project as proposed to support the safety of its residents and visitors during transit.

**THEREFORE, BE IT RESOLVED**, that Dodge County act as the legal sponsor for project(s) contained in the Transportation Economic Development (TED) Program Application to be submitted on September 15, 2017 and that the Director of Economic Development Authority and the County Engineer are hereby authorized to apply to the Minnesota Department of Transportation for funding of this project on behalf of Dodge County.

**BE IT FURTHER RESOLVED**, that Dodge County has the legal authority to apply for financial assistance, and the institutional, managerial, and financial capability to ensure matching funds and adequate construction of the proposed project.

**BE IT FURTHER RESOLVED**, that Dodge County has not violated any Federal, State or local laws pertaining to fraud, bribery, graft, kickbacks, collusion, conflict of interest or other unlawful or corrupt practice.

**BE IT FURTHER RESOLVED**, that upon approval of its application by the state, Dodge County, may enter into an agreement with the State of Minnesota for the above-referenced project(s), and that it will comply with all applicable laws and regulations as stated in all contract agreements.

**BE IT FURTHER RESOLVED**, that Dodge County, has committed \$0.00 towards the local match requirement, as Con-Tech Manufacturing has committed to providing all necessary local match.

**BE IT FURTHER RESOLVED**, that Dodge County confirms if the project cost increases above the amount listed in the Application, Dodge County will provide or secure all additional funds necessary to complete the project. Dodge County certifies that it will comply with all applicable laws, regulations, and rules of the Application.

TH56 TED  
Application  
Sponsorship  
Approved by  
Resolution #2017-32  
- Continued

**BE IT FURTHER RESOLVED**, that the sources and uses, private investors, equity, and other financing commitment represented in the attached document are accurate.

**NOW, THEREFORE BE IT RESOLVED**, that the Director of Economic Development Authority and County Engineer, or their successors in office, are hereby authorized to execute such agreements and amendments thereto, as are necessary to implement the project(s) on behalf of the applicant.

*Resolution adopted unanimously.*

Finance Director Lisa Kramer reviewed bills with the Board.

Bills Approved

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

01	Revenue Fund	\$ 50,633.57
13	Road and Bridge Fund	\$ 10,294.89
16	Environmental Quality Fund	\$ <u>17,728.82</u>
	Total	\$ 78,657.28

*Motion adopted unanimously.*

Employee Relations Director Lisa Hager presented the Personnel Agenda for the Board's consideration. The Personnel Agenda was amended to include the addition of item A.2.

Personnel Actions  
Approved

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

**A. Sheriff's Office**

- A.1 Erin Wanek – 911 Dispatcher  
Step increase from B22 step 3 \$18.64 to B22 step 4 \$19.21.  
Effective Date: 7/1/17
- A.2 Deputy Sheriff – 1.0 FTE  
Request authorization to post and fill full-time vacancy with 10/31/17 start date.  
Effective Date: 8/8/17

**B. Administration**

- B.1 Matt Bollum – Custodian/Maintenance  
Step increase from A13 step 5 \$15.62 to A13 step 4 \$16.09.  
Effective Date: 8/8/17

**C. Environmental Services**

- C.1 David Fitzgerald – Solid Waste Facility Operator III  
Annual review.  
Effective Date: 6/12/17

**D. Public Health**

D.1 Christie Agerter – PHN II  
Step increase from C41 step 2 \$28.72 to C41 step 1 \$29.59 (+\$3 R/R).  
Effective Date: 7/1/17

Personnel Actions  
Approved -  
Continued

*Motion adopted unanimously.*

Land Records Director Ryan DeCook presented for the Board’s consideration a Plat Book Printer Agreement.

Plat Book  
Agreement  
Approved

Mr. DeCook informed the Board the county’s GIS department has finished updating the Dodge County Plat Book. They attempted to continue working with Dodge County Printing but after not receiving a contract they offered the county’s current contract to two other printers that have done work for the county. Dave Evans from The Printers matched our current contract. Mr. Evans is a resident in Kasson and would have copies available for sale by August 15, 2017.

The contract allows The Printer to sell advertising in exchange for 60 free books. Additional books are available for \$12 per book. The contract lasts until July 1, 2020. The Director of Land Records recommends approving this contract so they can have an updated book available for customers.

Motion by Peterson seconded by Kenworthy to approve and authorize the Chair, County Administrator and County Attorney to sign the proposed Dodge County and The Printers 2017 Plat Book Agreement as requested. *Motion adopted unanimously.*

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

Legal Update

Commissioner Toquam presented a summary of the Public Health Committee report and action items.

Public Health  
Committee Report

The Board reviewed the Public Health Director’s request to approve the proposed County Tobacco-Free Grounds Policy.

County Tobacco-  
Free Grounds Policy  
Approved

Currently the county has no policy in place and follows the Statewide Clean Indoor Air Act inside of all buildings. A draft policy was brought to a previous Department Head meeting by staff from the Public Health Department. The draft has been revised from the feedback given by the Department Heads and Administration. As defined in the policy, the purpose of the policy is:

Dodge County is committed to providing safe and healthy environments. Tobacco use is a major cause of preventable disease and death. Smoking, tobacco use, and exposure to second-hand smoke have been found to cause heart disease, cancer, asthma, bronchitis, and other respiratory problems. Electronic delivery devices, commonly referred to as electronic cigarettes, closely resemble and purposefully mimic the act of smoking. They produce an aerosol of undetermined and potentially harmful substances and typically contain nicotine derived from tobacco, which is a highly addictive substance.

Their use in locations where smoking is prohibited creates concern and confusion and makes policy enforcement more difficult. Dodge County believes the use of tobacco products, including electronic delivery devices, on its property can be detrimental to the health and safety of its employees and other visitors.

County Tobacco-Free Grounds Policy Approved - Continued

Motion by Toquam seconded by Peterson to approve and authorize the Dodge County Tobacco-Free Grounds Policy as presented and effective August 8, 2017. *Motion adopted Tjosaas, Peterson, Toquam, Kenworthy aye, Allen nay.*

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

Administration Committee Report

The Board reviewed the Veteran Services Officer’s (CVSO) request to approve a 2018 Operational Enhancement Grant.

2018 CVSO Operational Improvement Grant Approved by Resolution #2017-33

Beginning in State FY 14 the Minnesota Department of Veteran Affairs (MDVA) began providing operational enhancement grants IAW State Statute 197.608 to Minnesota Counties for the purpose of enhancing CVSO operations not otherwise contained in local budgets. This can include transportation, needed electronic equipment, marketing, CVSO specific training, etc. In State FY18 Dodge County will receive \$10,000.00 to meet these needs with a grant expiration date of June 30, 2018. The proposed resolution allows the Dodge County CVSO to sign and execute the grant contract.

Commissioner Peterson offered the following resolution (#2017-33), seconded by Commissioner Kenworthy:

**2018 CVSO Operational Improvement Grant**

**WHEREAS**, Dodge County Veteran Services receives donations from time to time from individuals and/or organizations; and

**WHEREAS**, Dodge County Veteran Services wishes to accept these grants and utilize them for the purpose of supporting Dodge County veterans; and

**WHEREAS**, pursuant to Minnesota Statute 465.03, the county shall by resolution of the governing body adopt by a two-thirds majority of its members to accept a grant or devise of real property and maintain such property for the benefit of its citizens in accordance with the terms prescribed by the donor.

**NOW THEREFORE BE IT RESOLVED**, that the Dodge County Board of Commissioners hereby enter into the attached Grant Contract with the Minnesota Department of Veteran Affairs (MDVA) to conduct the following program: County Veteran Service Office Operational Enhancement Grant Program. This grant must be used to provide outreach to the county’s Veterans; to assist in the reintegration of combat Veterans into society; to collaborate with other social service agencies, educational institutions, and other community organizations for the purpose of enhancing services offered to veterans; to reduce homelessness among veterans; to enhance the operations of the County Veteran Service Office under Minnesota Laws 2017, Chapter 4, Article 1, Section 38, Subdivision 2 and should not supplant or replace other funding.

**BE IT FURTHER RESOLVED**, by the Dodge County Board of Commissioners that Todd Nelson, the Dodge County Veteran Service Officer, be authorized to execute the attached Grant Contract on behalf of the county.

2018 CVSO  
Operational  
Improvement Grant  
Approved by  
Resolution #2017-33  
- Continued

**WHEREUPON**, the above resolution was adopted at a regular meeting of the Dodge County Board of Commissioners this eighth day of August, 2017.

*Resolution adopted unanimously.*

Commissioners provided their agency reports. Commissioner Allen attended the Employee Picnic, a Township Officers meeting and a Special County Board meeting. Commissioner Kenworthy attended the Employee Picnic and a township supervisors meeting. Commissioner Peterson attended a SCHA meeting, a Township Officers meeting and the Employee Picnic. Commissioner Tjosaas attended the Employee Picnic and a Special County Board meeting. Commissioner Toquam attended the Employee Picnic, a Special County Board meeting, an Extension meeting, a Workforce Develop/Strategic Planning meeting and a Township Officers meeting.

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 10:30 a.m. CDT. *Motion adopted unanimously.*

Meeting Adjourned

The next meeting of the Dodge County Board of Commissioners will be held on August 22, 2017 at 5:00 p.m. CDT.

Next Regular  
Meeting

**ATTEST:**

\_\_\_\_\_  
**TIM TJOSAAS  
CHAIR, COUNTY BOARD**

\_\_\_\_\_  
**JIM ELMQUIST  
CLERK**

\_\_\_\_\_  
**DATED:**