

TUESDAY, SEPTEMBER 12, 2017

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

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

**COUNTY ADMINISTRATION OFFICE
MANTORVILLE, MN**

2017-18

The Dodge County Commissioners met in regular session September 12, 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

It was noted item 1.6 (Accella Legislative Software Agreement) is being pulled from the agenda and will be brought back at a later date. Amended Agenda
Approved

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

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

- 1.1 August 22, 2017 Committee of the Whole meeting minutes.
- 1.2 August 22, 2017 regular session meeting minutes.
- 1.3 Chair and County Administrator signing the proposed letter of approval from MPCA regarding the location and operation of the Self-Serve Waste Depot.

Motion adopted unanimously.

Drug Court Coordinator Eric Thompson presented for the Board's consideration a Third Judicial District Cooperative Agreement FY18. Third Judicial District
Court and Dodge
County Drug Court

The Dodge County Drug Court receives reimbursement funding from the Third Judicial District for Drug Court case management services, in-state mileage, and drug testing costs. Pursuant to the proposed cooperative agreement for FY2018, state funding is available on a quarterly reimbursement basis from July 1, 2017 through June 30, 2018. Prior to 2017, there was \$36,000.00 in reimbursement funding available from the Third Judicial District. However, Dodge County received \$61,000.00 in reimbursement funding in 2017. Cooperative
Agreement
Approved

For 2018, the level of reimbursement funding has increased yet again to \$88,000.00.

Third Judicial District
Court and Dodge
County Drug Court
Cooperative
Agreement
Approved -
Continued

On August 18, 2017 the State of Minnesota (Judicial Branch) presented Dodge County with a proposed FY2018 cooperative agreement that includes the same or similar language as in the current 2017 cooperative agreement. County Attorney Paul Kiltinen reviewed and approved the proposed FY2018 cooperative agreement on August 22, 2017.

Based on the above, Mr. Thompson is requesting that the Dodge County Board of Commissioners approve the proposed FY2018 cooperative agreement with the State of Minnesota and execute four signed copies of said agreement.

Motion by Peterson seconded by Kenworthy to approve and authorize the Drug Court Coordinator and Chair to sign the proposed FY2018 Third Judicial District Court and Dodge County Drug Court Cooperative Agreement with the State of Minnesota as requested. *Motion adopted unanimously.*

Facilities and Fleet Manager Duke Harbaugh discussed with the Board lawn care.

2017 Lawn Care
Contract Discussion

On April 11, 2017 the Dodge County Commissioners awarded the 2017 lawn care contract to Kyle's Lawn Service and they have been providing the lawn care service from that day going forward. Starting back in July Mr. Harbaugh has had several calls and email conversations with Kyle (Owner) regarding the appearance of the lawns at both the Government Services Building and the Courthouse.

Mr. Harbaugh has had little to no luck with getting any results from Kyle's Lawn Service and has only received excuses and the "it will get better" response, and as of August 24, 2017 it has not gotten any better. The grounds have more weeds than ever before, and the Facilities and Fleet Manager is concerned if the county is not proactive with the weeds this fall the 2018 season will be even worse.

Mr. Harbaugh is asking the Board grant him permission to terminate the current 2017 lawn care contract with Kyle's Lawn Service and award the remainder of the season to JMC Property Services. JMC has indicated they will honor the proposed prices from March 2017 and do their best to get the lawn back to the condition the county has come to expect it to be. JMC has been awarded the contract the last three years and is extremely familiar with our grounds.

Dodge County received proposals for 2017 Lawn Care Services for the Courthouse/Annex, Maintenance Garage, Historical Society, Government Services and Wasioja Seminary site. The Courthouse/Annex and Government Services sites will be the only locations to receive weed control and fertilizer.

	JMC Property Services, LLC Wanamingo, MN	Kyle's Lawn Services Mantorville, MN	Gibbs Lawn Care Kasson, MN	Jarmuz Property Services Byron, MN	Mikes Lawn Care Hayfield, MN
Weed Control& Fertilizer	\$ 1,360 /yr	\$1,400/yr	\$2,070 /yr	No bid	NO BID
*Mowing & Trimming x25	\$6,250.00/yr (\$250.00/time)	\$6,375/yr (\$255.00/time)	\$6,250.00/yr (\$250.00/time)	\$5,500/yr (\$220.00/time)	NO BID
Optional Services					
Aerate/Seed	\$ 550.00	\$ 500.00	\$ 500.00	\$499.00	NO BID
Weed Control Sidewalks, Curbs, & Planting Beds	\$ 125.00/time	\$ 150.00/time	\$ 100.00/time	\$150.00/time	NO BID
Total	\$7,610.00/yr	\$7,775.00/yr	\$8,320.00/yr	\$5,500.00/yr no fertilizer	NO BID

2017 Lawn Care Contract Discussion - Continued

Motion by Allen seconded by Peterson to approve and authorize the termination of the current 2017 lawn care contract with Kyle's Lawn Service and award the remainder of the season to JMC Property Services as requested. Also included in the motion was authorization for the Chair to sign the proposed lawn care contract with JMC Property Services. *Motion adopted unanimously.*

Lawn Care Contract for Remainder of 2017 Awarded to JMC Property Services

Mr. Harbaugh reviewed with the Board Government Services Building roof improvements.

Government Services Building Roof Improvements Bid Awarded to Schwickerts

On Thursday, August 31, 2017 at 2:00 p.m. sealed bids were opened to tally bid results for the 2017 Roof Improvements Project at the Dodge County Government Services Building. Included in the Board packet was a copy of the bid results form which identified Schwickerts/Tecta America as the lowest responsible bidder for each of the respective line items.

Schwickerts has successfully supplied all required paperwork along with their bid bonds.

Schwickerts also has several years' experience installing the specified systems and has recently completed the addition to the GSB roof successfully.

BIDDING CONTRACTOR	Schwickerts Tecta America	McPhillips Bros. Roofing	Interstate Roofing	Diverse Construction
OPTION A - HOT ASPHALT	\$178,718	\$190,000	\$240,150	\$245,009
OPTION B - COLD PROCESS	\$198,765	\$208,000	\$264,600	\$318,512
Bid Bond	YES	NO	YES	YES
Manufacture's Check List	YES	NO	YES	YES
Start Date/ Construction Days	10-16-17/30 Days	Spring 2018	11-1-17/30 Days	10-1-17/40 Days
Drain Bowl Replacement	\$375.00	\$750.00	\$750.00	\$750.00
Spot Replacement of Wet Insulation	\$1.10/BD.FT	\$2.00/BD.FT	\$2.50BD/FT	\$1.95BD/FT
Spot Replacement of Bad Decking	\$12.00/SQ.FT	\$10.00/SQ.FT	\$10.00SQ/FT	\$7.00SQ/FT

Motion by Allen seconded by Kenworthy to award the bid to perform the 2017 Government Service Building Roof Improvements to Schwickerts. *Motion adopted unanimously.*

Taxpayer Services Director Rose Culbertson reviewed bills with the Board.

Bills Approved

Mr. Culbertson informed the Board a payment to Quality Logo Products in the amount of \$1,695.78 for open enrollment, new hires and wellness events, lanyards, mouse pads and phone/tablet stands will be added to the bills. This expense will be paid out of the Wellness Grant fund.

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

01	Revenue Fund	\$ 27,380.86
13	Road and Bridge Fund	\$ 34,080.84
16	Environmental Quality Fund	<u>\$ 80,931.57</u>
	Total	\$ 142,393.27

Motion adopted unanimously.

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

Personnel Actions Approved

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

A. Public Health

- A.1 Kaitlyn Suhr – Health Educator
Regular status and step increase from C41 step 10 \$21.72 to C41 step 9 \$22.53.
Effective Date: 8/8/17
- A.2 Gail Hester – Business Office Manager
Annual review.
Effective Date: 8/14/17

B. Sheriff's Office

- B.1 Justin Classon – Deputy Sheriff – FT
Authorization to change status from .45 FTE to 1.0 to fill approved vacancy.
Effective Date: 10/28/17

C. Environmental Services

- C.1 Rita Cole – Assistant Waste Management Administrator
Step increase from B24 step 5 \$21.67 to B24 step 4 \$22.39.
Effective Date: 9/8/17

Motion adopted unanimously.

The County Administrator discussed with the Board the latest rendition of the budget for 2018. Since the last meeting, the Board asked to remove any fund balance usage for Human Services and add \$300,000 for highway road and bridge projects. In addition, the county was also informed that a 15.5% increase in health insurance will be expected - they have added .5% into the budget since a 15% increase was planned for insurance.

Budget Discussion

Also included in the Board packet is information on what the Highway Engineer's plan would be for usage of \$300,000 in additional money.

Mr. Kohlnhofer has stated his plan would be to utilize those funds along with wheelage tax money to add projects to the list for 2018 and if sustained funding, for 2019 as well. Mr. Elmquist believes this should give the Board an idea of what additional funds will do for the county road system.

Budget Discussion – Continued

The County Administrator noted \$125,000 equals a point on levy dollars for 2018.

The Chair recessed the meeting at 10:01 a.m. CDT.

Meeting Recessed

The Chair reconvened the meeting at 10:07 a.m. CDT.

Meeting Reconvened

Finance Director Lisa Kramer presented for the Board's consideration the 2016 audit engagement letter.

2016 Audit Engagement Letter Execution Approved

Each year the State Auditors require a signed engagement letter describing the services the auditors will provide and the responsibility of the County.

Motion by Kenworthy seconded by Toquam to approve and authorize the Chair to sign the proposed 2016 audit engagement letter. *Motion adopted unanimously.*

Commissioner Allen returned to the meeting at 10:10 a.m. CDT.

Commissioner Allen Returned

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

Legal Update

Zoning Administrator Melissa DeVetter presented for the Board's consideration the September 6, 2017 Planning Commission recommendations.

IUP #17-08 Approved

Ms. DeVetter discussed IUP #17-08.

Motion by Allen seconded by Kenworthy to approve of the following action of the Planning and Zoning Commission as reviewed on September 6, 2017 with the reasons, recommendations and conditions as found in the individual permit:

Dan Kunz – IUP #17-08

The first public hearing is to consider an application for an Interim Use Permit to allow a dwelling on less than 53 acres in the Agricultural District. The parcel is 33 acres located in part of the N ½ and the S ½ of the SE ¼, in Section 8 Milton Township. Dan Kunz is the applicant and the property owner.

The Planning Commission recommends approval with the following conditions:

1. The Ag Covenant shall be recorded prior to issuance of the Zoning Permit.
2. Dodge County Zoning Permit shall be obtained before construction.

3. The sewage treatment system must meet the requirements of Chapter 21 of the Dodge County Zoning Ordinance. A Dodge County Sewage Treatment System shall be obtained prior to issuance of the Zoning Permit.
4. An address shall be obtained from the Dodge County Highway Department.
5. A well easement shall be defined and recorded with the deeds for any shared well. A copy of the easement should be submitted to the ES Department to include with the IUP.
6. A sewage treatment easement shall be defined and recorded with the deeds for any shared sewage treatment system. A copy of the easement should be submitted to the ES Department to include with the IUP.
7. A driveway access easement shall be defined and recorded with the deed for the shared access. A copy of the easement should be submitted to the ES Department to include with the IUP.

UP #17-08
Approved -
Continued

Motion adopted unanimously.

The County Attorney introduced Corey Rothrock who is the new Assistant County Attorney.

New Employee
Introduction

The Board welcomed Mr. Rothrock.

Ms. DeVetter reviewed with the Board Martin L. Possehl – IUP #17-10.

IUP #17-10
Approved

Motion by Toquam seconded by Kenworthy to approve of the following action of the Planning and Zoning Commission as reviewed on September 6, 2017 with the reasons, recommendations and conditions as found in the individual permit:

Martin L. Possehl – IUP #17-10

The second public hearing is to consider an application for an Interim Use Permit to allow a dwelling on less than 53 acres in the Agricultural District. The parcel will be a split of 3 acres from a 7.3 acre parcel located in the SE ¼ of the E ½, Section 16 Claremont Township. The applicant is Martin L. Possehl and Martin W. and Colleen Possehl are the property owners.

The Planning Commission recommends approval with the following conditions:

1. The Ag Covenant shall be recorded prior to issuance of the Zoning Permit.
2. Dodge County Zoning Permit shall be obtained before construction.
3. The sewage treatment system must meet the requirements of Chapter 21 of the Dodge County Zoning Ordinance. A Dodge County Sewage Treatment System shall be obtained prior to issuance of the Zoning Permit.

- 4. An address shall be obtained from the Dodge County Highway Department.
- 5. The applicant shall obtain legal access for both parcels prior to creation of the new parcel.
- 6. A shared well easement shall be recorded with the legal descriptions of both parcels.

IUP #17-10
Approved -
Continued

Motion adopted unanimously.

Ms. DeVetter reviewed with the Board Jon & Diane Chicos – IUP #16-07 (extension).

IUP #16-07
(Extension)
Approved

Commissioner Peterson expressed frustration with another Interim Use Permit applicant requesting an extension.

Motion by Kenworthy seconded by Allen to approve of the following action of the Planning and Zoning Commission as reviewed on September 6, 2017 with the reasons, recommendations and conditions as found in the individual permit:

Jon & Diane Chicos – IUP #16-07 extension

The Planning Commission recommends approval of a one year extension. IUP #16-07 would be extended from November 8, 2017 to November 8, 2018 with the following conditions:

- 1. The Ag Covenant shall be recorded prior to issuance of the Zoning Permit.
- 2. Dodge County Zoning Permit shall be obtained before construction.
- 3. The sewage treatment system must meet the requirements of Dodge County's Subsurface Sewage Treatment Ordinance No. 4. A Dodge County Sewage Treatment System shall be obtained prior to issuance of the Zoning Permit.
- 4. Address for the property shall be obtained from the Dodge County Highway Department.
- 5. An access permit shall be obtained from the Dodge County Highway Department.

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

Ms. DeVetter reviewed with the Board B&B Sand Inc. – CUP #02-29.

CUP #02-29
Approved

Motion by Allen seconded by Toquam to approve of the following action of the Planning and Zoning Commission as reviewed on September 6, 2017 with the reasons, recommendations and conditions as found in the individual permit:

B&B Sand Inc. – CUP #02-29

CUP #02-29
Approved -
Continued

The Planning Commission recommends approval of CUP #02-29 for the 5 (five) year review along with the original conditions with another review in five years:

1. Additional slit fencing along the east side of the operation where stockpiling has taken place to prevent runoff into ravine;
2. Berming or clean water diversion to prevent storm water entering the pit area;
3. Seeding of the stockpiles as soon as possible; submit plan for weed control;
4. Remove or pull back overburden that has been pulled into ravened area (this is a small area that amounts to 3-10 yards of black dirt from previous operator).
5. Review of permit in 5 (five) years on or before September 4th, 2022.

Motion adopted unanimously.

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

Public Safety
Committee Report

The Board reviewed the Drug Court Coordinator’s request to approve a donation from the Hubbell House.

Drug Court Program
Donation Approved
by Resolution
#2017-35

The Hubbell House recently donated six \$25.00 gift certificates to the Dodge County Drug Court to be distributed to future program graduates.

Commissioner Kenworthy offered the following resolution (#2017-35), seconded by Commissioner Allen:

Drug Court Program Donation

WHEREAS, the Dodge County Drug Court receives donations from time to time from individuals and/or organizations; and

WHEREAS, Drug Court wishes to accept these donations and utilize them for the purpose of incentives for Dodge County Drug Court participants; and

WHEREAS, pursuant to Minnesota Statute 465.03, the county shall by resolution of the governing body adopted by a two-thirds majority of its members accept a grant or devise of real or personal 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 accept the following donation to be used for incentives for participants of the Dodge County Drug Court Program:

Hubbell House - \$25 gift certificates (six)

Resolution adopted unanimously.

The Board reviewed Deputy Dyshaw’s request to approve a 2017-2018 Toward Zero Deaths Grant.

The Sheriff’s Office application for the 2018 Toward Zero Deaths (TZD) Enforcement grant has been reviewed and they are pleased to inform the Board that the Minnesota Office of Traffic Safety will be awarding Dodge County a grant for Federal Fiscal Year 2018, that begins October 1, 2017 and ends September 30, 2018.

This grant is for overtime patrols by Dodge County and their partner agencies of Kasson Police, West Concord Police, and the Steele County Sheriff’s Office.

The funds are used to reimburse the hourly wage plus fringe benefits. Matching funds are the miles driven and the resulting fuel consumption.

The goal of the grant is to reduce fatalities and serious injuries on our roadways.

The award process was competitive. Overall, available grant funds remained similar to last year, however, speed enforcement funds decreased statewide. The other enforcement efforts are drunk driving, seatbelt, distracted, and "move over" waves.

The funding amount for the 2018 Toward Zero Deaths TZD Enforcement Grant for the Dodge County Sheriff’s Office will be: \$12,600.00.

Commissioner Kenworthy offered the following resolution (#2017-36), seconded by Commissioner Allen:

2017-2018 Toward Zero Deaths Grant

BE IT RESOLVED that the Dodge County Sheriff’s Office enter into a grant agreement with the Minnesota Department of Public Safety, for traffic enforcement projects during the period from October 1, 2017 through September 30, 2018.

The Dodge County Sheriff is hereby authorized to execute such agreements and amendments as are necessary to implement the project on behalf of the Dodge County Sheriff’s Office and to be the fiscal agent and administer the grant.

Resolution adopted unanimously.

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

Drug Court Program
Donation Approved
by Resolution
#2017-35 -
Continued

2017-2018 Toward
Zero Deaths Grant
Approved by
Resolution #2017-36

Administration
Committee Report

Commissioners provided their agency reports. Commissioner Allen did not have any meetings to report. Commissioner Kenworthy attended a Mass Casualty Drill, a Planning Commission meeting and a Field of Flags presentation. Commissioner Peterson attended a Farm Bureau Annual meeting, an Ice Arena meeting, a 1W1P Root River meeting, a SEMWRB meeting and a K-M COG meeting. Commissioner Tjosaas attended an Ag BMP meeting, a Drug Task Force meeting, a SCHRC meeting, a COG meeting and a Semcac meeting. Commissioner Toquam attended a South Central Human Relations Center meeting and a South Country Health Alliance meeting.

Agency Reports

The County Attorney left the meeting at 10:37 a.m. CDT.

County Attorney Left Meeting

Environmental Services Director Mark Gamm and CEDA Senior Vice President Cris Gastner met with the Board in a listening session for the Comprehensive Land Use Plan.

Listening Session for the Comprehensive Land Use Plan

CEDA Community and Business Development Specialist Bryce Lange was also present to comment during the listening session.

In preparation of Environmental Service’s Comprehensive Land Management Plan, their consultant (CEDA) has held “listening sessions” with cities, townships, Soil and Water Conservation District, county departments, and other stakeholders.

Mr. Gastner conducted the listening session with County Board members to get their insight and ideas regarding future land management and growth issues. The CEDA Vice President asked the Board to comment on what they thought would be the county’s strengths, weaknesses, challenges and opportunities in next 10 years and beyond.

The CEDA Vice President and Community and Business Development Specialist were thanked for conducting the listening session.

Motion by Kenworthy seconded by Allen to adjourn the meeting at 11:41 a.m. CDT. *Motion adopted unanimously.*

Meeting Adjourned

The next meeting of the Dodge County Board of Commissioners will be held on September 26, 2017 at 5:00 p.m. CDT.

Next Regular Meeting

ATTEST:

TIM TJOSAAS
CHAIR, COUNTY BOARD

BECKY LUBAHN
DEPUTY CLERK

DATED: