

**TUESDAY, SEPTEMBER 26, 2017**

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

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

**COUNTY ADMINISTRATION OFFICE  
MANTORVILLE, MN**

**2017-19**

The Dodge County Commissioners met in regular session September 26, 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
	Rhonda Toquam	District #4
	David Kenworthy	District #5
Members absent:	Rodney Peterson	District #3
Also present:	Jim Elmquist	County Administrator
	Becky Lubahn	Deputy Clerk
	Lisa Hager	Employee Relations Director

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

Agenda  
Approved

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

Consent Agenda  
Items Approved

- 1.1 September 12, 2017 committee of the whole meeting minutes.
- 1.2 September 12, 2017 regular meeting minutes.

*Motion adopted unanimously.*

Employee Relations Director Lisa Hager discussed with the Board the Insurance Committee's recommendation for 2018.

Insurance  
Committee  
Recommendation for 2018  
Approved

Ms. Hager reported the Insurance Committee is recommending a \$945/month (\$100 increase) \$1,780/month (\$220 increase) contribution from the County towards the Cafeteria plan for single and family coverage. The monthly breakdown comparison from current to proposed was listed as follows:

	<u>Current</u> Single	Family	<u>Proposed</u> Single	Family
County Contribution	\$845.00	\$1,560.00	\$945.00	\$1,780.00
VEBA	-\$108.33	-\$216.66	-\$108.33	-\$216.66
Premium	-\$695.00	-\$1,738.00	-\$793.50	-\$1,983.50
Life Insurance	-\$2.50	-\$2.50	-\$2.50	-\$2.50
OOP Cost	(left over) \$39.17	(\$397.16)	(left over) \$40.67	(\$422.66)

SSC Consultant Bill Colopolus was available to comment on the proposal.

Insurance  
Committee  
Recommendation for 2018  
Approved -  
Continued

The Employee Relations Director noted they do not have the 2018 dental rates, but they do expect that they will increase by at least 10%. Any additional cost in those premiums will need to be absorbed by staff enrolled in the dental plans.

Motion by Allen seconded by Toquam to set the 2018 Cafeteria Plan county contribution at \$945/month for single coverage and \$1,780/month for family coverage as recommended. *Motion adopted unanimously.*

Ms. Hager presented the Personnel Agenda for the Board’s consideration.

Personnel  
Actions  
Approved

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

**A. Public Health**

A.1 Elizabeth Armstrong – Administrative Secretary  
Regular status and step increase from A13 step 6 \$15.62 to A13 step 5 \$16.09.  
Effective Date: 10/3/17

**B. Environmental Services**

B.1 Elizabeth Crane – SSTS Program Manager  
Step increase from B32 step 9 \$19.56 to B32 step 8 \$20.21.  
Effective Date: 9/15/17

**C. Administration**

C.1 Duke Harbaugh – Facilities and Fleet Manager  
Step increase from C42 step 6 \$27.08 to C42 step 5 \$27.89.  
Effective Date: 9/9/17

*Motion adopted unanimously.*

Taxpayer Services Director Rose Culbertson reviewed bills with the Board.

Bills Approved

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

01	Revenue Fund	\$ 217,385.50
13	Road and Bridge Fund	\$ 40,541.85
16	Environmental Quality Fund	<u>\$ 26,057.44</u>
	Total	\$ 283,984.79

*Motion adopted unanimously.*

Environmental Services Director Mark Gamm met with the Board to discuss his request to approve a resolution to set the Market Price for solid waste for tax purposes.

2018 Market  
Price for Solid  
Waste  
Management  
Tax Set by  
Resolution  
#2017-37

Mr. Gamm reported the county only needs to pay Minnesota Solid Waste Management Tax on the “Market Price” of waste disposal services. The Market Price is the “lowest price available in the area”. The county’s disposal costs are higher than the Market Price so, to lower the county’s tax rate, the county needs to pass a resolution that identifies the Market Price; then submit it to the state for approval.

Commissioner Allen offered the following resolution (#2017-37), seconded by Commissioner Kenworthy:

2018 Market Price for Solid Waste Management Tax Set by Resolution #2017-37 - Continued

**2018 Market Price for Solid Waste Management Tax Set**

**WHEREAS**, the Minnesota Solid Waste Management Tax requires political subdivisions to identify by resolution a Market Price if the political subdivision:

- a. Subsidizes the cost of service at a facility; or
- b. Directly bills on a property tax statement for organized collection of mixed municipal solid waste.

**WHEREAS**, the political subdivision will be liable for any solid waste management tax based only on the Market Price amount identified through the resolution; and

**WHEREAS**, the Market Price is defined in Minnesota statute as the “lowest price available in the area” considering disposal and transportation costs; and

**WHEREAS**, Dodge County’s research has identified the Steele County Landfill as the lowest disposal price available in the area at a rate of \$46.00 per ton.

**THEREFORE BE IT RESOLVED**, that County of Dodge, considering transportation costs, declares a 2018 Market Price of \$50 per ton.

*Resolution adopted unanimously.*

Mr. Gamm presented for the Board’s consideration a request to purchase a grapple rake.

Environmental Services Grapple Rake Purchase Approved

The Environmental Services Director reported the approved 2017 budget includes \$95,000 expenditure from dedicated Capital Equipment Fund for demolition sorting equipment. Part of the expenditure is for a grapple rake attachment for their existing loader. A photo of a grapple was included in the Board packet.

The grapple will break-up demolition and construction debris to increase the amount of waste that they can transport to SKB’s Landfill in Lansing per trip. The grapple will also help them sort-out debris, like clean wood, that they can recycle to further reducing disposal cost.

Environmental Services estimates that the grapple can reduce their overall operating cost by 13 percent; returning their capital investment in 3 years.

Environmental Services has received two quotes for grapple rakes suitable for their operation:

<u>Vendor:</u>	<u>Description</u>	<u>Amount</u>
Ziegler, Rochester	ACS Size 50 Dual Arm Grapple Rake	\$21,080
RDO Equipment, Rochester	Permberton Grapple Rake	\$20,500

Mr. Gamm is asking that the County Board vote in favor of purchasing the ACS Grapple as quoted. They believe the ACS has several advantages over the Permberton:

1. ACS has tubular framing that is stronger than angle framing on Pemberton. Ken Paulson was able to observe the Pemberton grapple used at Olmsted County Landfill and understands that it requires frequent repairs.
2. ACS has dual pivot arms that may increase its durability compared to Pemberton.

Environmental Services Grapple Rake Purchase Approved - Continued

Motion by Allen seconded by Toquam to approve and authorize Environmental Services to purchase an ACS grapple rake from Ziegler of Rochester at a cost of \$21,080. *Motion adopted unanimously.*

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

Legal Update

County Administrator Jim Elmquist discussed with the Board the proposed Accela Legislative Software Agreement.

Agenda Management Software Purchase Approved

Back in May, 2017 the IT Director and Mr. Elmquist offered an agenda software presentation to the Board. They had received two bids from vendors who presented to staff and the one that received the best grades from county staff along with other governmental institutions was Accela. At a previous Board meeting Mr. Elmquist asked the Board how they would feel if he brought this forward in 2017 with the use of contingency money and for the software to launch in late 2017/early 2018? The Board was receptive to the concept. The Board memo from May and its corresponding information were included in the Board packet along with the contract and email Accela provided. The County Administrator also forwarded the agreement to the County Attorney for his guidance.

Motion by Kenworthy seconded by Toquam to approve and authorize the purchase of agenda software at a cost of approximately \$9,500.00 and authorize the Chair to sign the proposed Accela Legislative Software Agreement as presented. *Motion adopted unanimously.*

Mr. Elmquist presented for the Board’s consideration 2018 preliminary budget certification information.

2018 Preliminary Budget Approved by Resolution #2017-38

Included in the Board packet was the final draft of the 2018 preliminary budget. The County Administrator pointed out this preliminary budget represents a 13.1% increase in the budget from 2017 resulting in a \$27,518,581 total budget proposed for 2018. The levy increase is a 7% increase over 2017 for a total levy of \$14,022,817.

Mr. Elmquist noted this preliminary budget and levy will be used to calculate Truth in Taxation notices to be mailed later in November. Between this preliminary certification date, September 26, 2017 and the final budget hearing in December, the Board may continue to refine the budget and levy; however the preliminary levy represents the maximum amount for the county in 2018.

Finance Director Lisa Kramer was available to comment on the proposed preliminary budget.

Per the resolution, the final budget hearing is scheduled for December 26, 2017 at 6:00 p.m. as this date is an evening Board meeting falling within the date guidelines established by the Minnesota Department of Revenue.

The County Administrator state he had a couple of Commissioner’s approach him with the message that the Board has no intention of passing a 7% levy increase going into 2018, it is the Board’s intention to further reduce the proposed budget by the final budget hearing on December 26, 2017.

2018 Preliminary Budget Approved by Resolution #2017-38 - Continued

Commissioner Allen commented he wants to see the budget set at 4% or lower by December. Mr. Allen believes the Board has done very well with keeping the budget increases relatively low for the last 5 years and feels that it is now up to the departments to make some additional cuts before December.

Commissioner Allen offered the following resolution (#2017-38), seconded by Commissioner Kenworthy:

**2018 Preliminary Budget and Tax Levy Set**

**WHEREAS**, Minnesota Statute 275.065 requires Dodge County to adopt a proposed budget and certify the preliminary tax levy for taxes payable in the following year by September 30th; and

**WHEREAS**, Dodge County continues to have increased demands on its budget due to a number of factors including: capital needs, reduced state funding for programs, and increased demands for services; and

**WHEREAS**, the Dodge County Board of Commissioners considers the growth of Dodge County a key factor in delivering services and helping to spread the cost of county government to additional taxpayers.

**NOW THEREFORE BE IT RESOLVED**, that the Dodge County Board of Commissioners hereby adopts the 2018 preliminary county budget at \$27,518,581 and certifies the 2018 preliminary tax levy at \$14,022,817.

**BE IT FURTHER RESOLVED**, that under state statute the County Board must announce at the meeting where the preliminary tax levy is set the time, date and location of the County Board meeting at which the final budget/tax levy will be discussed. This meeting will be held as a part of the County Board meeting scheduled for Tuesday, December 26, 2017 at 6:00 p.m. in the County Board Room in Mantorville.

*Resolution adopted unanimously.*

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

Administration Committee Report

Commissioners provided their agency reports. Commissioner Allen attended an EDA meeting, a Ripley Ditch meeting and a Fairview Care Center meeting. Commissioner Kenworthy attended a DFO meeting, a Fairview Care Center meeting, a Budget hearing and a MACCAC conference. Commissioner Peterson was not available to report his meeting attendance. Commissioner Tjosaas attended a DFO meeting and a SCHRC meeting. Commissioner Toquam attended a ZWP meeting, a Fairview Care Center meeting, a MNPrairie meeting, an EDA meeting, a Workforce meeting, a Soil & Water meeting, a 1W1P meeting, a SCHRC meeting and a Ripley Ditch meeting.

Agency Reports

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

County Administrator Update

Motion by Kenworthy seconded by Allen to adjourn the meeting at 5:46 p.m. CDT. *Motion adopted unanimously.*

Meeting Adjourned

The next regular meeting of the Dodge County Board of Commissioners will be held on October 10, 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:**