

TUESDAY, NOVEMBER 28, 2017

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

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

**COUNTY ADMINISTRATION OFFICE
MANTORVILLE, MN**

2017-23

The Dodge County Commissioners met in regular session November 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 5:01 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

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

Agenda
Approved

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

Consent Agenda
Items Approved

- 1.1 November 14, 2017 committee of the whole meeting minutes.
- 1.2 November 14, 2017 regular meeting minutes.

Motion adopted unanimously.

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

Personnel
Actions

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

Approved

A. Sheriff's Office

- A.1 Scott Prins – Sergeant
Authorization to promote from Deputy Sheriff 120 month step C41 \$30.47 to Patrol Sergeant hire step C43 \$31.29.
Effective Date: 10/31/17
- A.2 Justin Classon – Deputy Sheriff – 1.0 FTE
Step increase from C41 hire month step 22.03 to C41 12 month step \$22.79.
Effective Date: 9/16/17

B. Administration

- B.1 Robert (Jack) Lane – Building Systems Technician
No longer employed.
Effective Date: 11/20/17

C. Highway Department

- C.1 Trevor Augenstein – Equipment Operator II
Step increase from B23 48 month step \$22.17 to B23 60 month step \$22.47.
Effective Date: 12/1/17

Personnel
Actions
Approved -
Continued

D. Environmental Services

- D.1 Ken Paulson – Solid Waste Facility Manager
Step increase from B32 step 3 \$24.64 to B32 step 2 \$25.45. (subject to new
payscale)
Effective Date: 12/14/17

E. Public Health

- E.1 Language Interpreter – On-Call
Authorization to post and fill vacancy.
Effective Date: 11/28/17

F. Non-Union Payscale

- F.1 Request approval of Non-Union Payscale.
Effective Date: 12/1/17 and 7/1/18

Motion adopted unanimously.

Ms. Hager presented for the Board’s consideration the Teamsters Local 320 Courthouse Union Contract for 2018-2020.

Teamsters 320
Courthouse
Union Contract
for 2018-2020
Approved

Included in the Board packet was a tentative agreement with the Teamsters Local 320 Courthouse Union Contract for 2018-2020. The Union has voted and approved this agreement.

A summary of significant issues includes the following:

1. Article XXII Hours of Work (new article) – Language is added defining the flexing of schedules; lunch breaks, alternative work schedules, and overtime rules.
2. Wages – Increase by 2.75% in 2018 and 3% in 2019 and 3% in 2020.

Motion by Allen seconded by Kenworthy to approve and authorize the Chair, County Administrator and Employee Relations Director to sign the proposed Labor Agreement between Teamsters Local 320 Courthouse Union Contract for 2018-2020. *Motion adopted unanimously.*

Taxpayer Services Director Rose Culbertson discussed with the Board previously approved and paid Auditor’s Warrants from the November 14, 2017 meeting.

Auditor’s
Warrants
Discussed

A batch of bills was inadvertently left out of the November 14, 2017 bills which needed to be paid before today’s meeting. The list, which was provided in the Board packet, is a complete list of the omitted bills.

Ms. Culbertson reported a payment of \$4,028.75 to Wells Fargo Bank is being added to the bills in order to avoid late charges for items purchased by various departments using county credit cards.

Bills Approved

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

01	Revenue Fund	\$ 144,188.04
13	Road and Bridge Fund	\$ 21,464.19
16	Environmental Quality Fund	\$ <u>1,617.91</u>
	Total	\$ 167,270.14

Motion adopted unanimously.

Fair Board Treasurer Mike Brual provided the Board with a financial update on the 2017 Fair. Mr. Brual reported it was a successful fair.

2017 Fair Update and Future Planning Discussion

Fair Board Secretary Beth Hodgman discussed building concerns with the Board. Ms. Hodgman pointed out issues with the pavilion, cattle barn, judging barn and bingo shelter. The Secretary informed the Board the fairground buildings are in serious trouble. Ms. Hodgman reported the Fair Board is continually applying for grants and that they can only use these grants for improvements, not maintenance. The Secretary stated they need help from the county to continue to provide the county fair to area residents.

Commissioner Peterson reported that years ago the Fair Board took out two sizable loans to build two structures at the fairgrounds. Mr. Peterson felt this should have been a county expense. Commissioner Peterson pointed out several years ago when the Fair Board ran the Sunday night races in Kasson the income they received from the races was enough to support their operating expenses. Now that the races are no longer being held in Kasson, the Fair Board doesn't have the income to be self-sufficient any longer. It was Mr. Peterson's opinion the county needs to come up with a plan to address the issues at the fairgrounds and that they need to put something in the budget to provide additional funding for the Fair Board since these are county owned buildings. Commissioner Peterson informed Mr. Brual and Ms. Hodgman the Board is well into their 2018 budget therefore it would be difficult to add more money to their annual allocation at this point.

Discussion took place regarding the fact that the Fair Board President and Facilities and Fleet Manager were supposed to have a meeting earlier in the year to go over the condition of the buildings at the fairgrounds. It was unclear whether or not this meeting ever took place. The Board indicated the condition of the buildings at the fairgrounds needs to be reported back to them.

Fair Board President Marilyn President arrived to the meeting at 5:21 p.m. CST.

2017 Fair Update and Future Planning Discussion - Continued

Discussion continued regarding the building evaluations. Ms. Lermon reported she has not had an opportunity to meet with Duke Harbaugh yet.

Commissioner Peterson stated Doug Gochnauer needs to meet with Mr. Harbaugh to figure out what needs to be upgraded/improved at the fairgrounds.

Brief discussion took place regarding having the Director of Land Records involved in the meeting with Ms. Lermon and Mr. Harbaugh. It was clarified Ryan DeCook would only be able to provide value information for the buildings, beyond that the Facilities and Fleet Manager would be responsible for working with the Fair Board to determine what the status of the buildings are at the fairgrounds.

2017 Fair Update and Future Planning Discussion - Continued

The Fair Board President informed the Board they did quite well with the fair this year, financially they came out ok. Ms. Lermon did note there was a lot of extra work this year due to the rain.

The Fair Board members reported they recently learned that there is a broken water main somewhere on the fairgrounds property.

Commissioner Allen wanted to know when they are going to fix the broken water main.

It was clarified the Fair Board will need to work with the City of Kasson to get the water main fixed.

Plans for the 2018 County Fair were discussed.

Brief discussion took place regarding the roof issues in the pavilion, cattle barn and judging barn which need to be addressed.

The Board thanked the Fair Board members for the update.

The Chair recessed the meeting at 5:34 p.m. CST.

Meeting Recessed

The Chair reconvened the meeting at 5:42 p.m. CST.

Meeting Reconvened

The County Attorney provided the Board with a legal update.

Legal Update

Mr. Kiltinen reported Steele County and MNPrairie are going to be using the same attorney for the opioid lawsuit. It was the County Attorney's opinion that Dodge County, Steele County, Waseca County and MNPrairie should all use the same attorney to pursue this lawsuit.

Commissioner Peterson informed the Board MNPrairie has already agreed to go with the same attorney.

The County Attorney stated he doesn't see a downside to the four entities using the same attorney; however he'd like to see a contract. Mr. Kiltinen commented it would make sense to move forward with a company where Dodge County and MNPrairie all go into a lawsuit together.

Commissioner Allen wanted to know the cost associated with the lawsuit.

Mr. Kiltinen reported we don't know the cost yet; however the attorney's law firm will take 25% of anything the county would get.

County Administrator Jim Elmquist presented for the Board’s consideration the Community and Economic Development Associates (CEDA) Annual Contract.

Annual CEDA Contract Approved

Included in the Board packet is a contract with CEDA for consultant EDA services to Dodge County. The EDA had this on their recent board agenda but did not have a quorum for action so, Commissioner Toquam and the County Administrator agreed they’d put this on the agenda anyway as there is general support for moving forward with the agreement. It is effectively the same contract as previous years and is provided for within the Dodge County budget. The increase from the previous year will be 3%.

Motion by Toquam seconded by Allen to approve and authorize the Chair and County Administrator to sign the proposed Contract for Professional Services with Community and Economic Development Associates. *Motion adopted unanimously.*

Emergency Management Director Matthew Maas reviewed with the Board a request to approve a Safe and Secure Courthouse Grant award.

Safe and Secure Courthouse Grant Accepted

Mr. Maas informed the Board Dodge County has been awarded the Safe and Secure Courthouse Grant which he previously discussed with the Board. This grant is in the amount of \$11,473.00 and will be used to add the remaining exterior doors to the access control system as well as install the transport elevator controls in Dispatch.

This is a 50% match grant and the matching funds are currently in the 2018 budget.

Motion by Peterson seconded by Kenworthy to approve and authorize the Emergency Management Director to accept a Safe and Secure Courthouse Grant in the amount of \$11,473.00 on behalf of Dodge County and authorize the Chair and County Administrator to sign the proposed Safe and Secure Courthouse Initiative Grant Agreement with the State of Minnesota. *Motion adopted unanimously.*

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 accept Family Health donations.

Family Health Program Donation Approved by Resolution #2017-46

This is a request to accept ten Baby Bundles for newborns from Bundles of Love located in Oronoco, MN and three packages of diapers donated anonymously.

Commissioner Toquam offered the following resolution (#2017-46), seconded by Commissioner Peterson:

Public Health Family Health Program Donation

WHEREAS, the Dodge County Public Health Department has received donations from Bundles of Love; and anonymous diaper donations.

WHEREAS, the Dodge County Public Health Department wishes to accept these donations and utilize them for the purpose of the Public Health Family Health Program; and

Family Health Program Donation Approved by Resolution #2017-46 - Continued

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 accepts the following donation to be used for the Public Health Programs:

Bundles of Love, Oronoco MN	\$ 300.00 (10 Baby Bundles)
Anonymous	\$ 46.00 (3 packs of diapers)

Resolution adopted unanimously.

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

Public Safety Committee Report

The Board reviewed the Emergency Management Director's request to review the Emergency Operational Plan.

2017 Emergency Operations Plan Review

The County's Emergency Operations Plan is reviewed annually. This year, the review was completed by the Regional Review Committee, they reviewed MNWALK items 54-71 and while they did make some recommendations, they did find that the county's plan meets all of the requirements.

The Board discussed the Regional Review Committee recommendations and the MNWALK items that were reviewed.

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

Administration Committee Report

The Board discussed the County Attorney's request for further band and grade review for the Assistant County Attorney job description.

Assistant County Attorney Job Description Discussed

The County Attorney's recommendations regarding the position were discussed.

Commissioners provided their agency reports. Commissioner Allen attended a Fairview Care Center meeting. Commissioner Kenworthy attended a Fairview Care Center meeting, a special meeting, a Toward Zero Deaths Kick Off in Dodge Center and a Dodge Task Force meeting. Commissioner Peterson attended a CEDA meeting, a Fairview Care Center meeting, a MNPrairie meeting, a Toward Zero Deaths meeting, a Hiawatha Valley meeting and a Fair Board meeting. Commissioner Tjosaas attended a Fairview Care Center meeting, a MNPrairie Joint Powers Board meeting and a SCHRC meeting. Commissioner Toquam attended an EDA meeting, a Fairview Care Center meeting and a SCHRC meeting.

Agency Reports

Commissioner Peterson left the meeting at 6:04 p.m. CST.

Commissioner
Peterson Left
Meeting

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

County
Administrator
Update

Mr. Elmquist reported he would like to have the final budget discussion before the Truth in Taxation public hearing on Tuesday, December 12, 2017.

The Chair recessed the meeting at 6:11 p.m. CST.

Meeting
Recessed

The Chair reconvened the meeting at 6:23 p.m. CST.

Meeting
Reconvened

Sheriff's Office Awards Recognition Committee member Bob Morris welcomed those in attendance and informed everyone present that this is the second annual Citizens' Awards event for Dodge County.

Citizens' Award
Presentation

Sheriff Scott Rose reported the Citizens' Award was something Captain Loring Guenther recommended as a way to recognize members of the community who have played an important role in saving a life.

Sheriff Rose and Mr. Morris presented the Citizen Awards to the following individuals and Emergency Services that were nominated by the Sheriff's Office Awards Recognition Committee for acts leading up to and/or including saving someone's life:

Letter of Recognition

- Tanner Paulson
- Tyler Paulson

Lifesaving Awards

- Hayfield Ambulance (26 week gestational age premier call)
- Hayfield Ambulance (Adult male call)
- Mariah Gilman
- Benjamin Rippentrop
- Hayfield Ambulance (2 year old seizing call)
- Kasson First Responders
- James Tempel (elderly female choking call)
- Nathan Tempel
- Benjamin Temple
- Hayfield Ambulance (narcan save call)

Bob Morris, Erin Wanek, Dave Skadson and Ryer Anderson were acknowledged for the work they do on the Sheriff's Office Awards Recognition Committee.

The Chair adjourned the meeting at 6:54 p.m. CST.

Meeting
Adjourned

The next regular meeting of the Dodge County Board of Commissioners will be held on December 12, 2017 at 9:30 a.m. CST.

Next Regular
Meeting

ATTEST:

**TIM TJOSAAS
CHAIR, COUNTY BOARD**

**BECKY LUBAHN
DEPUTY CLERK**

DATED: