

TUESDAY, DECEMBER 12, 2017

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

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

**COUNTY ADMINISTRATION OFFICE
MANTORVILLE, MN**

2017-24

The Dodge County Commissioners met in regular session December 12, 2017, in the Commissioner's Room at the Dodge County Government Services Building, Mantorville, MN, at 9:30 a.m. CST. Chair Tim Tjosaas called the meeting to order at 9:30 a.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

The County Administrator informed the Board items 16.0 (Agenda Management Training Session) and 12.0 (3rd Quarter MNPrairie Budget Report and Board Update) will be swapped; there was a scheduling conflict with the Accela representative that required this item being moved up on the agenda.

Amended Agenda
Approved

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

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

Consent Agenda
Items Approved

- 1.1 November 21, 2017 Special Session meeting minutes.
- 1.2 November 28, 2017 Committee of the Whole meeting minutes.
- 1.3 November 28, 2017 regular session meeting minutes as corrected on page 208.
- 1.4 Tobacco Retailer License for 2018 as presented.

Motion adopted unanimously.

Facilities & Fleet Manager Duke Harbaugh met with the Board to discuss 2018 contracted HVAC preventative maintenance.

2018 Contracted
HVAC Preventive
Maintenance

Due to the end of employment for the Building System Technician Mr. Harbaugh started exploring other options because of the lack of qualified candidates in the previous years. The previous position was paid \$53,231 per year and the Facilities & Fleet Manager felt there was money to be saved by contracting this work out.

Contract with Paape
Approved

Mr. Harbaugh believes the county can have a certified HVAC technician on site every other week (26 visits) for an 8 hour day to perform the preventative maintenance on the HVAC equipment and with the team they currently have maintain the daily procedures needing to be completed.

2018 Contracted
HVAC Preventive
Maintenance
Contract with Paape
Approved -
Continued

The Facilities & Fleet Manager reported the services in the proposal would include; start up inspections (fall/spring) boilers and condensers, (4) inspections VRV heat pumps, (4) inspections all AHU, (4) inspections of RTU, (2) inspection of condensing equipment, (4) inspections of all pumps, (2) inspections of all exhaust fans, (4) inspections of mini splits, (4) inspection of automations systems.

Mr. Harbaugh reported he received two proposals from the county's current contractors, which he felt knew the equipment and the history of it as they were involved with all the installations. The Facilities & Fleet Manager asked them for an hourly break down and the county would supply parts when they are needed.

- Harty Mechanical
 - \$97.00
- Paape Companies
 - \$87.00

Mr. Harbaugh is recommending the Board accept and sign the contract with Paape Companies for the 2018 year at \$87.00/hour for 208 hours totaling \$18,096 with a cost savings of \$35,135. Paape has been Dodge County's controls contractor for about 8 years and has a great working relationship with the county. The Facilities & Fleet Manager is confident Paape is more than qualified and will need very little of his department's time to fulfill the duties as requested. Mr. Harbaugh noted they will revisit this in 2018 to see that it is serving the county with the quality we need to keep our equipment in good running order.

Commissioner Toquam commended the Facilities & Fleet Manager on coming up with a creative solution to HVAC preventative maintenance issue.

Motion by Peterson seconded by Allen to approve and authorize the Chair to sign the proposed contract with Paape Companies, Inc. for the 2018 year at a rate of \$87.00/hour for 208 hours totaling \$18,096 to perform the preventative maintenance on the HVAC equipment. *Motion adopted unanimously.*

Taxpayer Services Director Rose Culbertson reviewed bills with the Board.

Bills Approved

Ms. Culbertson informed the Board a payment to Jeremy Griffin on page 5 was taken out of the wrong department and will be moved to department 61.

The Taxpayer Services Director noted that payment to Galls on page 8 referencing commendation bars will be moved from the equipment purchases line item to the uniform expense line item.

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

01	Revenue Fund	\$ 77,396.48
13	Road and Bridge Fund	\$ 57,335.16
16	Environmental Quality Fund	\$ 109,783.72
32	County Capital Projects	<u>\$ 138,500.00</u>
	Total	\$ 383,015.36

Bills Approved -
Continued

Motion adopted unanimously.

Ms. Culbertson presented for the Board’s consideration a penalty abatement request.

Moe Penalty
Abatement Request
Denied

Karen Moe has submitted a request to abate the penalty for the 2017 taxes on her Non-Homestead Ag property in Hayfield Township.

In her abatement application Ms. Moe states, “I was recently hospitalized due to pneumonia in my lungs. It was not clear to me what day it was until I was released from the hospital on November 20, 2017.” She further states that she is a single woman with no children and is solely responsible for paying her taxes.

Ms. Moe came to the counter on November 20, 2017 and paid her taxes along with the penalty in full.

Although Finance empathizes with Ms. Moe, it is Ms. Culbertson’s recommendation, to remain consistent with past decisions, that this request be denied.

Motion by Kenworthy seconded by Peterson to deny the property tax penalty abatement of Karen Moe. *Motion adopted unanimously.*

Accounting Services Director Sara Marquardt discussed with the Board a State grant for voting equipment.

Grant Application for
New Election
Equipment
Approved by
Resolution #2017-47

The State of Minnesota Office of the Secretary of State (SOS) issued grants to counties to defray the cost of new election equipment.

The 2017 legislature authorized \$7 Million in grant funding available to counties, cities, towns, and school districts to assist with the purchase of voting equipment. The legislature authorized use of these funds to offset up to 50% of optical scan precinct counters, optical scan central counters, or assisted voting devices; or up to 75% of electronic rosters.

Grant amounts are determined based on the number of precincts used for the November 2016 State General Election (4,120 statewide). OSS has determined the maximum possible grant to be awarded would be \$5,000 per precinct. If the applications submitted exceed the \$7 million allocated by the legislature, which seems likely, this amount will be proportionally reduced. At a minimum, the awarded grant would be proportionally reduced down to \$1,699 per precinct if every county applied for the grant.

The number of precincts is only used to determine the maximum grant amount for the jurisdiction. Applicants will decide on how much of the grant to apply to the various equipment types. By law, the grant may only be used for up to 50% of optical scan precinct counters, optical scan central counters, or assisted voting devices; or for up to 75% of electronic rosters.

Grant Application for
New Election
Equipment
Approved by
Resolution #2017-47
- Continued

At this time Ms. Marquardt needs a resolution from the county approving the application for the grant funds.

Commissioner Allen offered the following resolution (#2017-47), seconded by Commissioner Toquam:

Grant Application for New Election Equipment

WHEREAS, Minnesota counties are responsible for administering elections, which includes the purchase and maintenance of supplies and election equipment, including accessible voting equipment; and

WHEREAS, Minnesota last updated much of its voting equipment between 2002 and 2006 meaning that the equipment is rapidly approaching the end of its 10 to 15 year lifespan; and

WHEREAS, it's essential for precincts to have functioning voting equipment so that voters are able to cast their ballot on equipment that is secure, accessible, accurate, and reliable; and

WHEREAS, Minnesota's 90th Legislature authorized \$7 million for the Voting Equipment Grant Account to assist counties, cities, towns, and school districts with the purchase of voting equipment; and

WHEREAS, to receive funding from the Voting Equipment Grant Account, counties must submit an application to the Minnesota Secretary of State before December 15, 2017;

NOW THEREFORE BE IT RESOLVED, Dodge County approves its application for funding from the Voting Equipment Grant; and

BE IT FURTHER RESOLVED, the County certifies that any funds awarded from the Voting Equipment Grant will be used only to purchase assistive voting technology, an electronic roster system, an electronic voting system, any individual component of an electronic voting system, or any other equipment or technology approved by the Secretary of State.

Resolution adopted unanimously.

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

Personnel Actions
Approved

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

A. Sheriff’s Office

- A.1 Matthew Stradtmann - Deputy
Step increase from C41 36 month step \$26.11 to C41 48 month step \$27.01.
Effective Date: 11/15/17

Personnel Actions
Approved -
Continued

B. Administration

- B.1 Jeremy Griffin – Information Systems Specialist
Step increase from B31 step 4 \$23.77 to B31 step 3 \$24.25.
Effective Date: 12/24/17

C. Public Health

- C.1 Alicia Schumacher – Health Educator
Step increase from C41 step 8 \$23.37 to C41 step 7 \$24.26.
Effective Date: 11/5/17

Motion adopted unanimously.

The Director of Land Records presented for the Board’s consideration 2018 assessment fees.

2018 Assessment
Agreements
Approved

Included in the Board packet was a 2018 assessment agreement summary for the 18 jurisdictions in Dodge County. The Land Record’s Office is contracted by each of the 18 jurisdictions to provide assessment service. As in the past, there are currently no local Assessors with contracts in Dodge County. The total amount proposed for the 2018 assessment fees is \$126,450.

Mr. DeCook is requesting the Board to acknowledge and approve the agreements for Land Records services in 2018 and authorize the Chair and County Administrator to sign the agreements.

Motion by Allen seconded by Kenworthy to approve and authorize the Chair and County Administrator to sign the agreements for county assessment services in 2018 as presented. *Motion adopted unanimously.*

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

IUP #17-14
Approved

Ms. DeVetter discussed Paul Allison - IUP #17-14.

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

Paul Allison – IUP #17-14

The first public hearing is to consider an application for an Interim Use Permit to allow material excavation activities which exceed 50 cubic yards in total in the Agricultural District. The parcel is 25.67 acres located in the SE ¼ of the NE ¼ of Section 32, Westfield Township. Paul Allison is the applicant and property owner.

The Planning Commission recommends approval with the following conditions:

IUP #17-14
Approved –
Continued

1. Excavated material shall not be placed in a manner that creates an unstable slope.
2. The applicant shall obtain all required permits from MNDNR for the activities on site.
3. Project shall comply with Minnesota WCA, when applicable.

Motion adopted unanimously.

Ms. DeVetter reviewed with the Board Zoning Amendment – ZA #17-06.

ZA #17-06 Denied

Zoning Amendment – ZA #17-06

The second public hearing is to consider an amendment to the Dodge County Zoning Ordinance. The proposal is to amend language to Chapter 18: Administration, Chapter 19: Enforcement and Chapter 21: Subsurface Sewage Treatment Systems.

The Planning Commission recommends approval as presented with the proposed resolution.

County Attorney Paul Kiltinen was asked to comment on the request. Mr. Kiltinen felt there was a lot of information that wasn't pertinent to the Zoning Ordinance. It was the County Attorney's opinion the request should be tabled to allow the Planning Commission additional time to review the information.

Commissioner Peterson stated the purpose of the Planning Commission is to gather information and make recommendations. The County Board would then be the ultimate decision making authority regarding Planning Commission recommendations. Mr. Peterson discussed term limits and his opposition to them. Commissioner Peterson commented Planning Commission members now have the ability to obtain years of experience and knowledge to assist them with making recommendations to the County Board. By enforcing term limits they would only get members with 5 ½ years of experience at best before they would be replaced.

Commissioners Allen and Toquam concurred with Commissioner Peterson's comments.

It was the County Attorney's opinion the request should be denied and brought back at a later date, and that each chapter be reviewed individually.

Motion by Allen seconded by Kenworthy to deny ZA #17-06 to allow time for further reviewed by the Planning Commission. *Motion adopted unanimously.*

Finance Director Lisa Kramer discussed with the Board the final payment of bills for 2017.

Final Payment of
Bills for 2017
Approved

Ms. Kramer reported the final Board meeting this year is on December 26, 2017. Many departments will receive bills the last week of December that need to be paid by year-end.

Motion by Peterson seconded by Toquam to approve and authorize the Finance Department to approve and authorize the payment of bills that may occur prior to the end of the 2017 fiscal year with final review by the Finance Director. The final payment of bills will be on December 29, 2017. *Motion adopted unanimously.*

Final Payment of Bills for 2017 Approved - Continued

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

Legal Update

County Administrator Jim Elmquist discussed the 2018 budget with the Board.

2018 Budget Discussion

Included in the Board packet was an updated draft of the 2018 preliminary budget. Mr. Elmquist noted this preliminary budget represents a 4% increase in the budget from 2017. The only changes that have been made to this point is the building project at 218 has been removed from capital as well as some suggested changes in Building Maintenance that Duke Harbaugh will be proposing.

The County Administrator informed the Board since the Board packet material was mailed out the County Engineer was able to reduce his capital request further which brought the increase for 2018 to 3.7%.

Commissioner Peterson stated he can accept a 3.7% increase for 2018.

Commissioner Toquam commented she is ok with a 3.7% increase too.

Commissioner Tjosaas thanked the County Administrator and staff for getting the budget down as low as they did.

DFO Director Travis Gransee discussed with the Board the proposed DFO Agreement.

DFO Joint Powers Agreement for 2018, 2019 and 2020 Approved

Included in the Board packet was the DFO Agreement. Mr. Gransee stated there are no substantive changes to the agreement from the previous one. The agreement was forwarded to the County Attorney for review.

DFO Community Corrections Program Manager Curt Petzel was available to comment on the proposed agreement.

Motion by Peterson seconded by Kenworthy to approve and authorize the Chair and County Administrator to sign an Agreement establishing participation in Dodge-Fillmore-Olmsted County Community Corrections Program Under the Minnesota Community Corrections Act – A Joint Powers Agreement for a three-year period including 2018, 2019 and 2020. *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.

Public Health Family Health Donations
Approved by
Resolution #2017-48

Public Health is requesting that the County Board accept 22 Baby Bundles for newborns from Trinity Lutheran Church Women located in West Concord, MN.

Commissioner Toquam offered the following resolution (#2017-48), seconded by Commissioner Peterson:

Public Health Family Health Program Donation

WHEREAS, the Dodge County Public Health Department has received donations from Trinity Lutheran Church Women; and

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

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:

Trinity Lutheran Church Women, \$ 440.00 (22 Baby Bundles)
West Concord, MN

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 did not have any meetings to report. Commissioner Kenworthy attended an Ice Arena meeting, an AMC conference and an ECB meeting. Commissioner Peterson attended an AMC conference, a SCHA Board meeting, a wake for Larry Schaefer, a Radio Board meeting and a Planning & Zoning meeting. Commissioner Tjosaas attended a SCHA Annual meeting and an AMC conference. Commissioner Toquam attended a Governance meeting, an AMC conference, a Planning & Zoning meeting and a County Board meeting.

Agency Reports

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

County Administrator Update

The Chair recessed the meeting at 10:40 a.m. CST.

Meeting Recessed

The Chair reconvened the meeting at 10:50 a.m. CST.

Meeting Reconvened

Commissioner Tjosaas left the meeting at 10:54 a.m. CST.

[Commissioner Tjosaas Left Meeting](#)

The County Attorney left the meeting at 10:54 a.m. CST.

[County Attorney Left Meeting](#)

Accela Lead Trainer Steven Greenberg conducted an agenda management training session with the County Board.

[Accela Training Session](#)

Minnesota Prairie County Alliance (MNPrairie) Adult & Disability Services Supervisor Brandon Smith and Adult & Disability Services Manager Charity Floen presented the Board with an Adult & Disability Services Program area review.

[MNPrairie 3rd Quarter Budget Report and Board Update](#)

The following items were discussed by Mr. Smith:

- Adult Protective Services – Vulnerable Adult Numbers
- Guardian/Conservator Numbers
- Guardian/Conservator Cost
- Adult Mental Health Services - MNPrairie Role
- Civil Commitment Numbers
- Minnesota Sex Offender Program (MSOP)
- State Operated Services Total Costs
- Substance Use Reform
- Total Cost – CCDTF
- Funding Source – Detoxification
- Total Cost – Detoxification

The Board thanked Mr. Smith for the information.

MNPrairie Director Jane Hardwick provided the Board with a 3rd quarter budget report and Board update.

Ms. Hardwick discussed the following with the Board:

- Legal & Governance
- Finance
- Human Resources
- Programs

MNPrairie Finance Manager Kevin Venenga shared with the Board a report on 2017 budget vs. actual.

Ms. Hardwick and Mr. Venenga were thanked for the update.

The Vice Chair adjourned the meeting at 12:40 p.m. CST.

[Meeting Adjourned](#)

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

[Next Regular Meeting](#)

ATTEST:

RODNEY PETERSON
VICE CHAIR, COUNTY BOARD

BECKY LUBAHN
DEPUTY CLERK

DATED: