

**TUESDAY, JANUARY 9, 2018**

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

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

**COUNTY ADMINISTRATION OFFICE  
MANTORVILLE, MN**

**2018-02**

The Dodge County Commissioners met in regular session January 9, 2018, in the Commissioner's Room at the Dodge County Government Services Building, Mantorville, MN, at 9:30 a.m. CST. Chair Rodney Peterson called the meeting to order at 9:32 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
	Paul Kiltinen	County Attorney

The Chair reported County Administrator items 3.1 (Personnel Agenda) and 3.2 (Union Contract – Dispatcher 2018-2020) will be presented after item 9.0 on the agenda and before committee reports.

Amended Agenda  
Approved

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

There were no Consent Agenda items on the agenda.

No Consent Agenda  
Items

Taxpayer Services Director Rose Culbertson reviewed with the Board the year end bills for 2017. No action was required; payment of 2017 year end bills was previously approved on December 12, 2017.

2017 Year End Bills  
Reviewed

Ms. Culbertson reviewed 2018 bills with the Board.

Bills Approved

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

01	Revenue Fund	\$ 18,163.96
13	Road and Bridge Fund	\$ 80,145.89
16	Environmental Quality Fund	\$ 1,445.56
17	Eq Revolving Equip Fund	\$ 21,080.00
	Total	\$ 120,835.41

*Motion adopted unanimously.*

Environmental Services Director Mark Gamm discussed with the Board a shared Public Health Educator position proposal.

Shared Public  
Health Educator  
Position Proposal  
Discussed

Environmental Services is requesting approval to increase the current Public Health Educator position from 0.75 FTE to 1.0 FTE with additional work paid by approved 2018 Environmental Service – Water Quality Budget, line item: 16-391-460-5490-6105 (“wages - part-time ...\$20,000”).

Included in the Board packet was the proposed Personal Action Form for the Public Health Educator position with an FTE increase from .75 to 1.0.

Environmental Services is also requesting approval of the proposed addendum to the Public Health Educator Job Description to reflect the duties the position will perform for Environmental Services.

Mr. Gamm reported the work of the Public Health Educator will replace much of the work previously provided by the Soil and Water Conservation District (SWCD) under contract with the Environmental Services Department. The proposed arrangement will not negatively affect the SWCD’s 2018 budget and will improve efficiencies and services for both parties. The Environmental Services budget for contracted services with SWCD went from \$25,000 in 2017 to \$5,000 in 2018.

It was the consensus of the Board that they supported the Environmental Services Director’s request to share the Public Health Educator position with Public Health and increase the FTE from .75 to 1.0 for this position.

The Environmental Services Director presented for the Board’s consideration a Southeastern Minnesota Recyclers Exchange (SEMREX) Region Solid Waste Management Plan resolution.

SEMREX Regional  
Planning Proposal  
Approved by  
Resolution #2018-02

The Environmental Services Director reported Dodge County is a member of the SEMREX Joint Powers Board. On December 1, 2017, the SEMREX Board unanimously approved moving forward with the concept of regional solid waste management planning.

The SEMREX Technical Committee will seek funding through a combination of grants, legislative appropriations and SEMREX reserves for at least 50% of the total cost by the December 2018 Joint Powers Board meeting. If funding is secured, the remainder would come from the participating member organizations, or an investment of approximately \$10,000 per member (cash or in-kind contribution).

If outside funding is not secured, members will have an opportunity to opt out of participation in the development of the regional Solid Waste Management Plan (Plan). The total cost for development of a regional Plan is expected to be below \$209,000.

It was pointed out the Scoping Document, which was included in the Board packet, outlines many benefits of a regional plan. The most significant opportunities for Dodge were listed as follows:

1. Lowering the cost of garbage disposal and recycling,

- 2. Partnerships for management of demolition and construction debris (our landfill has limitations and is costly).
- 3. Increased ability to recycle problem materials (e.g. mattresses, electronics, ag plastics, etc.)
- 4. The Regional Plan will satisfy MPCA's requirements for individual county plans (we are required to update our Dodge County Waste Management Plan in 2023 to continue to receive annual SCORE Grant payments).

SEMREX Regional Planning Proposal  
Approved by Resolution #2018-02  
- Continued

Mr. Gamm recommended the Board vote in favor of the proposed resolution to participate in developing a Regional Solid Waste Management Plan if SEMREX can secure grant or other funding for at least 50% of the total cost.

Commissioner Kenworthy offered the following resolution (#2018-02), seconded by Commissioner Allen:

**SEMREX Regional Planning Proposal**

**WHEREAS**, the Southeastern Minnesota Recyclers Exchange (SEMREX) is a Joint Powers Board and has the ability to assist counties and cities in management of solid waste; and

**WHEREAS**, Dodge County is a member of the SEMREX Joint Powers Board; and

**WHEREAS**, all Minnesota counties are required to develop and adopt a Solid Waste Management Plan in accordance with Minnesota Statutes in accordance with Minn. Stat. 115A.46; 115A.471; 115A.551 subds. 6-7; 115A.552; 115A.557, subds. 2-3; 115A.63; 115A.84; 115A.914; 115.96, subds.6-7; 115A.97; 115A.917; 115A.94; Minn. Rules Part 9215 and all other applicable statutes and rules; and

**WHEREAS**, on December 1, 2017, the SEMREX Joint Powers Board voted in favor of developing a Regional Solid Waste Management Plan to satisfy each member’s statutory responsibility and to define where cooperative management improves efficiencies and services within the region; and

**WHEREAS**, the SEMREX Technical Committee is tasked with seeking available grant funding to prepare the Regional Solid Waste Management Plan;

**NOW THEREFORE BE IT RESOLVED**, that Dodge County agrees to participate in developing a Regional Solid Waste Management Plan if SEMREX can secure grant or other funding for at least 50% of the total cost.

**NOW THEREFORE BE IT FURTHER RESOLVED**, if grant funding is not secured, by December 1, 2018 Dodge County may opt out of participation in the development of a Regional Solid Waste Management Plan by providing 30 days written notice to the other members of SEMREX. However, opting out of participation in the development of the Plan shall mean that the member remains a member of SEMREX for all other purposes.

*Resolution adopted unanimously.*

Zoning Administrator Melissa DeVetter presented for the Board’s consideration the January 3, 2018 Planning Commission recommendations.

IUP #18-01 Approved

Ms. DeVetter discussed Countryside Builders of MN, LLC - IUP #18-01.

Motion by Allen seconded by Tjosaas to approve of the following action of the Planning and Zoning Commission as reviewed on January 3, 2018 with the reasons, recommendations and conditions as found in the individual permit:

**IUP #18-01 Countryside Builders of MN, LLC**

The first public hearing is to consider an application for an Interim Use Permit to establish a dwelling on less than 53 acres in the Agricultural District. The property is 6.5 acres located in the NW 1/4 of the NW 1/4 of Section 24, Milton Township. Countryside Builders of MN, LLC is the applicant and Betty Stoflet is the property owner.

The Planning Commission recommends approval with the following conditions:

1. Submit and Erosion Control Plan in accordance with Section 17.11 and 17.25 prior to construction if proposed construction is on slopes 12% or greater.
2. A Dodge County Zoning Permit shall be obtained before construction.
3. A Septic Permit shall be required prior to issuance of the Zoning Permit.
4. Access drive shall meet the requirements of Milton Township.
5. An address shall be obtained from the Dodge County Highway Department.

*Motion adopted unanimously.*

Ms. DeVetter reviewed with the Board Harold Wipf (amendment) – IUP #15-08.

IUP #15-08  
(Amendment)  
Approved

Motion by Toquam seconded by Tjosaas to approve of the following action of the Planning and Zoning Commission as reviewed on January 3, 2018 with the reasons, recommendations and conditions as found in the individual permit:

**IUP#15-08 Harold Wipf (amendment)**

The second public hearing is to consider an amendment of Interim Use Permit #15-08 to allow an expansion of a Limited Rural Business in the Agricultural District. The parcel is 13.10 acres located in the SE ¼ of the NE ¼ of the SE ¼ of Section 17, Claremont Township. Harold Wipf is the applicant and the property owner.

The Planning Commission recommends approval with the following conditions:

IUP #15-08  
(Amendment)  
Approved -  
Continued

1. Operation will comply with all local, state, and federal regulation regarding the proposed use of the property. The business shall obtain all necessary licenses, registrations and/or other approvals for activities taking place at the site. The permittee shall contact the MPCA’s Small Business Environmental Assistance program to determine if additional permits/approvals are required for the proposed business.
2. All waste generated on site shall be properly disposed of in accordance with the Dodge County Solid Waste Ordinance and MPCA rules.
3. Any sign proposed for the business shall meet the performance standards of the Dodge County Zoning Ordinance. A sign advertising the Limited Rural Business shall not exceed nine (9) square feet and shall be set back a minimum of ten (10) feet from the county road right-of-way.
4. Any change involving the addition of new business related structures or employees beyond that specified in the home occupation agreement/application on file with the IUP, enlargement, intensification of the use or similar changes not specifically permitted by the IUP shall require an amended IUP to be issued.
5. The business shall comply with the conditions of this permit, Chapter 16 (performance standards for Limited Rural Business) and the Home Occupation/Limited Rural Business Agreement, which shall be recorded with the IUP.
6. The business shall comply with the Nuisance Standards of the Dodge County Zoning Ordinance. Nuisance complaints shall result in review of the IUP by the Planning Commission.
7. Zoning Permit shall be required prior to construction.
8. Modifications to the existing sewage treatment system shall comply with Chapter 21 of the Dodge County Zoning Ordinance and Minnesota Rules Chapter 7080-7083, when applicable.

*Motion adopted unanimously.*

Executive Assistant Becky Lubahn informed the Board it was recently discovered that an Application for a University of Minnesota/Extension Committee appointment was inadvertently left off the 2018 County Boards and Commissions appointments that were approved at the January 2, 2018 statutory meeting.

Additional Extension  
Committee  
Appointment  
Approved

Motion by Allen seconded by Kenworthy to approve and authorize the appointment of Muriel French to the Extension Committee with a term of 1/1/2018 - 12/31/2020. *Motion adopted unanimously.*

The Chair recessed the meeting at 10:04 a.m. CST.

Meeting Recessed

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

Meeting Reconvened

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

Legal Update

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

Public Safety  
Committee Report

The Board discussed the Sheriff's Dispatch desk/ATVs/Enterprise agenda item.

Dispatch  
Desks/ATVs/  
Enterprise Agenda  
Items Discussed

Sheriff Rose was available to comment on this agenda item.

Dispatch desks were discussed. The Sheriff's Office has ordered the desks for Dispatch. The invoices came back a small amount higher than expected due to some increased costs on the manufacturers end for contracted installers who are now coming out of Denver versus the Twin Cities. The invoice for the desks including freight, and installation came in at \$41,836.20. They have adequate funds within their E911 funds to cover the overage. A total of 30% of the bill is due upon receipt of invoice, 60% is due upon shipment of work, and 10% will be due upon installation. Olmsted County has agreed to allow Mike Burton to come back to Dodge County and supervise this installation with Matthew Maas, which will also help train Mr. Maas on exactly how the system is put together and how it works. Sheriff Torgerson agreed to provide Mr. Burton at no charge to assist with the completion of this project.

ATV's on county roadways was discussed. Per Commissioner Kenworthy's request regarding information on the possibility of allowing ATV's on County Roadways in Dodge County, Sheriff Rose polled the Sheriff's in District 6 to find out the following:

- **Who allows ATV's on their County Roadways**
  - o Winona County
  - o Wabasha County
  - o Waseca County
  - o Goodhue County
- **Sample ATV Ordinance**
  - o Included in the Board packet was an ordinance from Wabasha County – this was the model ordinance adopted by most of the other counties in our District that allow ATV's on county roadways.
- **What law enforcement problems those who allow ATV's have experienced**
  - o Not one county reported problems since they've adopted their ordinances.

Initially, Sheriff Rose was against an ATV ordinance. However, after reviewing Wabasha's ordinance and seeing the number of counties that have adopted it without problems, he would be open to considering one modelled after Wabasha County's ordinance – with the addition of requiring the use of a working headlight(s), and rear facing brake light(s).

The Enterprise Leasing Program information was discussed. The Sheriff's Office was approached by Enterprise Fleet Management Program about a new patrol leasing program they've rolled out this year. With the initial information they've shared, there appears to be some considerable budget saving points to their program. Several agencies within the state of Minnesota are looking at this program for 2018.

Dispatch  
Desks/ATVs/  
Enterprise Agenda  
Items Discussed -  
Continued

The Sheriff's Office is compiling a complete cost analysis of their Dodge County Sheriff's Office fleet for them to review with Jim Elmquist, Lisa Kramer, and Duke Harbaugh on Friday morning. At that time the Sheriff will have more information to share with the Board on their findings.

It was noted this is a completely different leasing program than they've ever offered for patrol. This is the same organization that the Sheriff's Office leases all of the SE MN Region Drug Task Force vehicles from.

It was clarified the Sheriff's Office and Facility & Fleet Manager will continue to look at the lease program to determine the benefits to Dodge County with the possibility of moving forward with leasing vehicles for all county departments beginning in 2019.

No action was needed on any of the items discussed at this time.

Sheriff Rose met with the Board to discuss his request to approve the proposed PSAP Emergency Management Director position.

PSAP/Emergency  
Management  
Reorganization  
Discussion

With the resignation of the Dispatch/Records Supervisor and his departure to Olmsted County, the Sheriff's Office spent a great deal of time reviewing their options as to how to re-organize the department within their office and how to best manage those responsibilities.

They are in a unique position in the Sheriff's Office having an Emergency Management Director who has not only been directly involved in many of their procedures and policies developed for Dispatch, he is also experienced as a 911 Emergency Dispatcher. In addition, he has a great deal of interest in the day to day management and operations of their Dispatch Center (PSAP – Public Safety Answering Point) as they work events together with Emergency Management. Because of this, they've discussed in detail the possibility of Matthew Maas' Emergency Management Position absorbing some of the Dispatch Supervisor responsibilities and how they could manage this.

After several meetings with their administration, County Administration, Employee Relations, and County Finance, the Sheriff's Office believes they've come up with the best option to move forward.

The former Emergency Management Director position will be absorbing the responsibilities of both positions, creating a new position within the Sheriff's Office – PSAP/Emergency Management Director. The merging of both positions will allow them to promote the current Emergency Management Director to this newly created position without the job posting requirements.

To assist Mr. Maas with these new responsibilities, they have also created a .8 FTE Lead Dispatcher position that will replace Mike Burton’s Dispatch Supervisor position. This Lead Dispatcher position will be posted internally to fill. This position will take on some Dispatch responsibilities as well as assist Mr. Maas with some of his Emergency Management responsibilities – the position will have a flexible schedule to allow Mr. Maas to use this position to also fill some Dispatcher vacancies on the schedule. The Lead Dispatcher position will be guaranteed 32 hours per pay period – with the option to fill more hours in the event they have dispatch hours that they need to fill.

PSAP/Emergency Management Reorganization Discussion - Continued

Included in the Board packet was an organizational chart which showed Mr. Maas’s new responsibilities and the Lead Dispatcher responsibilities. The responsibilities in yellow represent current responsibilities from Mr. Maas’s Emergency Management Director position. The responsibilities in light blue represent the previous responsibilities of Mike Burton. The red arrows indicate responsibilities that Lead Dispatcher will assist with – all responsibilities that Mr. Maas will supervise and manage. There are three boxes indicating responsibilities that will go back to County Administration. There are a number of State and Federal criminal data reporting responsibilities that they will move to their Records Department. Finally, the Radio System Administrator responsibilities will be supervised by Mr. Maas and assigned as an additional duty to an existing Deputy (TBD).

There will be an advantage from a budget standpoint with this position merger.

<b>CURRENT SALARIES (w/benefits)</b>		<b>REORGANIZATION (w/benefits)</b>	
Matt Maas	\$ 94,339 (C41)	Matt Maas	\$ 98,243 (C43 – step 6)
Mike Burton	\$ 88,711	Lead Dispatcher	\$ 57,928 (B23 – step 4)
	<b><u>\$183,050</u></b>		<b><u>\$156,171</u></b>
<b>2018 HR BUDGET SAVINGS \$ 26,879</b>			

It was pointed out this position merger does not change FTE counts for the county.

From a budget standpoint, there is the potential for significant savings (\$26k) with this administrative change as long as they can fill the position with someone qualified and interested in the newly created Lead Dispatcher position. This position is very unique for several reasons: It will require the employee to be interested and involved in both Emergency Management and Dispatch. It will also require someone willing to maintain a very flexible schedule to help not only with day to day projects with Mr. Maas, but also being available to work both day and night shifts when needed to fill the schedule. They will post this internally before going outside their organization for applications – an internal applicant would help make this transition smoother.

One of the biggest advantages of this plan for their office, is having someone (Mr. Maas) taking on these responsibilities who is already very familiar with their office, their staff, and all of their policies and procedures. While Mr. Maas will have a learning curve on some of the new mechanics in Dispatch, along with their CAD system, they believe this will allow for a much smoother transition and training period than if they were to post externally for a replacement.



The Sheriff’s Office has an opportunity to utilize Mr. Burton’s last three weeks focusing on training Mr. Maas on the various responsibilities he’ll be taking on in Dispatch. It is their hope that the Board will approve this position today so they can start the training process right away to maximize the time they have left with Mr. Burton.

PSAP/Emergency Management Reorganization Discussion - Continued

Included in the Board packet was organizational chart with additional details.

Commissioner Peterson expressed concern with Commissioners losing their ability to have control over the Emergency Management Director position and providing direction for any emergency situations that may arise.

Sheriff Rose assured Commissioner Peterson that the ultimate goal of the Sheriff’s Office would be the same as the Commissioners, to put the safety of the citizens first.

Commissioner Peterson stated it appears the Sheriff’s Office is trying to fit the position to the person; he felt the person should fit the position.

Sheriff Rose informed the Board that Mr. Maas is a very talented and highly sought after individual because of his knowledge in the Emergency Management field. Mr. Rose reported they are trying to make adjustments and job duty changes that will help retain a valuable employee. Sheriff Rose noted Mr. Maas has been approached by other Emergency Management agencies with job offers but remains loyal to Dodge County.

Commissioner Peterson stated employees move on, that’s just what happens.

Commissioner Allen commented he will support the reorganization but will keep a close eye on it.

It was the consensus of the Board that they supported the Sheriff’s PSAP/Emergency Management reorganization.

County Administrator Jim Elmquist presented the Personnel Agenda for the Board’s consideration.

Personnel Actions Approved

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

**A. Environmental Services**

- A.1 Kaitlyn Smith - Public Health - Health Educator  
Authorization to change status from .75 to 1.0 (.75 Public Health and .25 Environmental Services) with addendum to job description.  
Effective Date: 2/1/18 - 12/31/18

**B. Sheriff’s Office**

- B.1 Mike Burton - Dispatch/Records Supervisor  
No longer employed.  
Effective Date: 2/2/18
- B.2 Matt Maas - PSAP/Emergency Management Director  
Approval of updated job description.  
Effective Date: 1/10/18

B.3 Lead 911 Dispatcher - .8 FTE (up to a 1.0 as workload dictates)  
Approval of updated job description and authorization to post and fill  
vacancy.  
Effective Date: 1/9/18

Personnel Actions  
Approved -  
Continued

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

County Administrator Jim Elmquist presented for the Board’s consideration the tentative agreement with the Teamsters Local 320 - Dispatch Union for 2018-2020. The Union has voted and approved this agreement.

Agreement with  
Teamsters Local 320  
– Dispatch Union  
Approved for 2018-  
2020

A summary of significant issues includes the following:

1. Article XVI - OVERTIME AND CALL-BACK - Compensatory time off language is added capping compensatory time off banks at 80 hours (previously 60).
2. Article XXIV - TRAINING PAY - Communications Training Officer pay changed from \$.50 to \$.75 for all hours that they are assigned training functions.
3. APPENDIX A - Wages - Increase by 2.75% in 2018 and 3% in 2019 and 3% in 2020 and pay scale compressed from 11 steps to 9 steps.

Motion by Allen seconded by Toquam to approve and authorize the Chair, County Administrator and Employee Relations Directory to sign the proposed agreement with the Teamsters Local 320 - Dispatch Union for 2018-2020.

*Motion adopted unanimously.*

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

Administration  
Committee Report

Commissioners provided their agency reports. Commissioner Allen attended the Statutory meeting. Commissioner Kenworthy attended a Dodge County Township Officers meeting and a Statutory meeting. Commissioner Peterson attended a SCHA meeting. Commissioner Tjosaas attended a Statutory meeting, a Semcac Finance Committee meeting, a Semcac Board meeting and a Cub Scout meeting. Commissioner Toquam attended a Statutory meeting, a Dodge County Township Officers meeting and a Board meeting.

Agency Reports

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

County Administrator  
Update

The Chair adjourned the meeting at 11:06 a.m. CST.

Meeting Adjourned

The next meeting of the Dodge County Board of Commissioners will be held on January 23, 2018 at 5:00 p.m. CST.

Next Regular  
Meeting

**ATTEST:**

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**RODNEY PETERSON  
CHAIR, COUNTY BOARD**

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**BECKY LUBAHN  
DEPUTY CLERK**

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**DATED:**