

**TUESDAY, APRIL 24, 2012**

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

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

**COUNTY ADMINISTRATION OFFICE  
MANTORVILLE, MN**

**2012-09**

The Dodge County Board of Commissioners met in regular session April 24, 2012, in the Commissioner's Room at the Courthouse Annex, Mantorville, MN, at 9:30 a.m. CDT. Don Gray, Chair called the County Board of Commissioners 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 and established that there was a quorum: Those Present

Members present:	Jane Olive	District #1
	Lyle Tjosaas	District #2
	David Erickson	District #3
	Don Gray	District #4
	David Hanson	District #5
Members absent:	None	
Also present:	Jim Elmquist	County Administrator
	Becky Lubahn	Deputy County Clerk
	Paul Kiltinen	County Attorney

Motion by Olive seconded by Tjosaas to approve and adopt the agenda as presented. *Motion adopted unanimously.* Agenda Approved

Motion by Olive seconded by Hanson to approve the following items on the Consent Agenda: Consent Agenda Items Approved

- 1.1 Chair and County Attorney's signature to an amended Joint Powers Agreement Between the Counties of Dodge and Steele in the State of Minnesota, Creating the Dodge/Steele Community Health Board.
- 1.2 The Chair to sign a two year agreement with ARI Rolloff, Inc. to provide waste hauler services for the county from May 1, 2012 through April 30, 2014.
- 1.3 The Chair to sign an agreement with Bzoskie Lawn Care Services to mow and trim the Seminary lot at a cost of \$45.00 per time effective April 1, 2012 through October 31, 2012.

*Motion adopted unanimously.*

County Administrator Jim Elmquist provided the Board with a first quarter financial report. 1<sup>st</sup> Quarter Financial Report

It was noted that the financials are trending closely to the first quarter expectations.

The Board commented that they like receiving the quarterly financial information and thanked the County Administrator for the update.

1<sup>st</sup> Quarter Financial Report – Continued

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

Legal Update

Commissioner Hanson presented a summary of the Public Works Committee report.

Public Works Committee Report

The Board reviewed the County Engineer's request to advertise for Bridge Construction Project CP 20-1104.

Highway Department Authorized to Advertise for CP 20-1104

During the FEMA flood event in the fall of 2010, Bridge No. 89131 on County Aid Road G was severely damaged rendering it in need of replacement. The Highway Department has received FEMA and Hazard Mitigation funds to perform this project. The existing steel span bridge will be replaced with a line of box culverts set at a skewed angle of 45° in an effort to reduce undermining.

The Highway Department is requesting authorization to advertise this project at the County Engineer's discretion. They are in the final design process and would like to advertise as soon as plans are complete. The County Administrator will be kept apprised of all scheduling.

It was pointed out that this request is for advertising and bid opening only. The bids received will be brought back to the Board for approval.

Costs have been estimated for this project; however, in order to preserve the bidding process, they are not available for public release at this time.

Motion by Erickson seconded by Hanson to approve and authorize the Highway Department's request to advertise for bids and set a bid opening date for CP 20-1104 to construct Bridge No. 20J38 and the approach grading at the discretion of the County Engineer. *Motion adopted unanimously.*

The Chair called the public hearing to adopt the final redetermination of benefits for County Ditch 4 and County Ditch 7 to order at 9:40 a.m. CDT.

Redetermination of Benefits Public Hearing Called to Order

Finance Director Lisa Kramer discussed the redetermination of benefits for County Ditch 4 and County Ditch 7 and the Order Establishing the Outlet for County Ditch.

Included in the Board packet were copies of the public hearing notice and the redetermination of benefits listing for the Board's review.

The meeting was opened to the public for comment.

Carol Jeglum a Real Estate Representative for the Minnesota Department of Transportation Office (MnDOT) in Rochester inquired as to why MnDOT's assessment amount had increased.

The Finance Director clarified that previously MnDOT had only been assessed for the run off from their maintenance shed. Highways are now taken into consideration so the assessment this year includes the maintenance shed and Highway 14.

Redetermination of Benefits Public Hearing Opened to the Public - Continued

Ditch Viewers Wesley Tennis and Chris Christianson and Ditch Inspector Jim Hruska were available to answer questions on the ditch systems.

There were no additional comments from the public on the proposed redetermination of benefits for County Ditch 4 and County Ditch 7.

Motion by Erickson seconded by Hanson to close the redetermination of benefits for County Ditch 4 and County Ditch 7 public hearing at 9:55 a.m. CDT. *Motion adopted unanimously.*

Redetermination of Benefits Public Hearing Closed

The Board further discussed the Finance Director's request to adopt the redetermination of benefits and damages for County Ditch 4 and 7 as determined by the project engineer and ditch viewers. It was noted that if there are no appeals, these redeterminations would become final in 30 days.

Redetermination of Benefits and Order Establishing Outlet for County Ditch 7 Approved

In the case of County Ditch 7, damages in the amount of \$1,141.00 for right of way access will be paid to Leland McNeilus after the 30 day waiting period has expired and the benefits and damages are final.

Motion by Erickson seconded by Olive to approve and authorize the redetermination of benefits and damages for County Ditch 4 and 7 and adoption of the Order Establishing the Outlet for County Ditch 7 as determined by the project engineer and ditch viewers. *Motion adopted unanimously.*

Taxpayer Services Director Rose Culbertson reviewed bills with the Board.

Bills Approved

Ms. Culbertson reported that a payment to Petty Cash on page 16 for a Clearway-Drawing Gift Certificate will be changed to \$27.98. The total payment for Petty Cash will be \$44.00.

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

01	Revenue Fund	\$113,437.39
11	Human Services Fund	\$ 39.84
13	Road and Bridge Fund	\$ 72,247.31
16	Environmental Quality	\$ 77,561.32
80	Agency Fund	\$ 230.00
	Total	\$263,515.86

*Motion adopted unanimously.*

Employee Relations Director Lisa Hager presented the Personnel Agenda for the Board's consideration. Motion by Hanson seconded by Tjosaas to approve the following personnel actions:

Personnel Actions Approved

**A. Human Services**

- A.1 Deloris Scherger – Support Enforcement Aide  
Step increase from B22 step 2 \$18.18 to B22 step 1 \$18.72.  
Effective Date: 4/15/12
- A.2 Cathy Skogen – Financial Assistance Supervisor  
Step increase from C43 step 6 \$28.58 to C43 step 5 \$29.89.  
Effective Date: 4/16/12

Personnel Actions  
Approved -  
Continued

**B. Administration**

- B.1 Jean Allen – Account Technician - .9 FTE  
Annual review.  
Effective Date: 2/6/12

**C. Highway Department**

- C.1 Eric Standke – Equipment Operator II  
Step increase from B22 90% \$17.39 to B22 95% \$18.35.  
Effective Date: 4/1/12

**D. Public Health**

- D.1 Kristin Cerda – Dietitian - .8 FTE  
Step increase from C42 step 4 \$24.14 to C42 step 3 \$25.05.  
Effective Date: 5/1/12

*Motion adopted unanimously.*

Commissioners recessed to meet and greet visitors at 10:15 a.m. CDT.

Recessed Meeting

The meeting was reconvened at 10:20 a.m. CDT.

Reconvened Meeting

Zoning Administrator Melissa DeVetter provided the Board with a summary of the Feedlot meeting.

Feedlot Meeting  
Update

Ms. DeVetter reported that a total of 73 meeting invitations were sent to 44 feedlot owners, twelve Township Clerks, seven Planning Commission members, three Feedlot Advisory Board members, five County Board members, the County Attorney and the County Administrator. As some of the feedlot owners were also on the various boards and commissions, they were also counted as representatives of these groups.

From the sign in sheet the following 42 people signed in at the meeting:

- 30 were feedlot owners
- 5 Townships were represented (Mantorville, Wasioja, Claremont, Ashland, Canisteo)
- 4 members of the Planning Commission
- Members of the Feedlot Advisory Board
- 4 County Commissioners
- 4 Department staff

The County Attorney and County Administrator were not present.

Only twelve comments or responses were received and were included in the Board packet. Of the quizzes, the following was received:

- 1 at 7 hours, which corresponds to a 99% “Annoyance Free” OFFSET value
- 1 at 15 hours = 97%
- 3 at 29 hours = 96%
- 4 at 44 hours = 94%
- 3 at 66 hours = 91%

Feedlot Meeting  
Update - Continued

Ms. DeVetter stated that in viewing the results, the average corresponds significantly to results obtained from the quiz taken by the County Board.

#### Next Steps

The Environmental Services Department plans on summarizing this information, similar to what is given here and sending a follow-up letter to those in attendance. If the County Board is agreeable with proceeding with the proposed draft ordinance language regarding odor mitigation, the department proposes the following:

1. Discuss the proposed language with Planning Commission
2. Inform County Board of Planning Commission recommendations
3. Summer 2012 – Host 2nd informational meeting (advertise by sending letter to producers and posting ad in local newspapers)
4. Public Hearing in late summer/early fall

The Board directed the Zoning Administrator to move forward with the process to develop draft ordinance language regarding odor mitigation in Dodge County.

The County Attorney left the meeting at 10:50 a.m. CDT.

County Attorney Left  
Meeting

Commissioner Olive presented a summary of the Public Health Committee report.

Public Health  
Committee Report

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

Administration  
Committee Report

Motion by Olive seconded by Tjosaas to approve and authorize the April 3, 2012 Dodge County/SWCD/NRCS meeting minutes as presented. *Motion adopted unanimously.*

04/03/12 Dodge  
County/SWCD/NRCS  
Meeting Minutes  
Approved

Motion by Erickson seconded by Olive to approve and authorize the April 5, 2012 Odor Mitigation meeting minutes as presented. *Motion adopted unanimously.*

04/05/12 Odor  
Mitigation Meeting  
Minutes Approved

Motion by Tjosaas seconded by Hanson to approve and authorize the April 10, 2012 Committee of the Whole meeting minutes as presented. *Motion adopted unanimously.*

04/10/12 Committee  
of the Whole Meeting  
Minutes Approved

Motion by Erickson seconded by Olive to approve and authorize the April 10, 2012 meeting minutes as corrected on page 84. *Motion adopted unanimously.*

04/10/12 Meeting Minutes Approved

Commissioners provided their agency reports. Commissioner Erickson attended a Fairview Care Center Board meeting, a DFO Advisory Board meeting and a screening of the Wasioja Civil War Days CD. Commissioner Gray attended a SCHRC meeting and a Care Center meeting. Commissioner Hanson attended a Memorial and Park meeting, an HRC Joint Powers meeting, a Fairview Care Center meeting, a Stagecoach Trail meeting and a Wasioja Civil War DVD screening. Commissioner Olive attended a Food Hub Project meeting, a Human Resources Redesign workshop, a Fairview Board meeting, a DFO Advisory Board meeting, a WDI All Staff meeting, a Wasioja DVD screening and a Fair Board meeting. Commissioner Tjosaas attended a Redesign meeting, a Care Center meeting and a Fair meeting.

Agency Reports

Jim Elmquist provided the Board with a County Administrator update.

County Administrator Update

The Chair recessed the meeting at 11:32 a.m. CDT.

Meeting Recessed

The Board reconvened the meeting at 1:30 p.m. CDT.

Meeting Reconvened

Those present:

Jim Jensen	Sheriff
Sue Alberts	County Recorder
Lisa Kramer	Finance Director
Roger Hanson	Senior Probation Officer
Roger Friedt	Building Operations Supervisor
Jane Hardwick	Human Services Director
Peggy Espey	Public Health Director
Lisa Hager	Employee Relations Director
Paul Wiltgen	IT Director
Jim Elmquist	County Administrator
Patty Ball	Court Administrator
Mark Gamm	Environmental Services Director
Lynae Schoen	Wold Architects and Engineers
John McNamara	Wold Architects and Engineers

The County Board discussed space considerations/future needs for the county.

Space Study Discussion

Several questions were brought up regarding what overall assumptions should be. A question brought forward was should the oldest working courthouse be maintained and if it is an absolute need to be held when reviewing future space options.

Commissioner Olive stated that her sense from public comment she has received was it should be maintained.

Commissioner Erickson said he understands that feeling but if that were jeopardizing safety or technology considerations, the need for the courtroom to stay where it is can't be maintained.

Space Study  
Discussion -  
Continued

The Court Administrator felt that safety and technology needs to be regarded first.

Commissioner Olive felt that the County Sheriff and Court Administrator are the point people for this information to provide commissioners feedback relative to safety and that should be analyzed.

Sheriff Jensen pointed to an assumption that the Courts and the Sheriff's Department need to stay together in a building location setting. The Sheriff disagreed with the assumption. Mr. Jensen stated the Sheriff is to provide the necessary courtroom security and could do so accordingly without being co-located with the Courts. Sheriff Jensen said the courthouse location as it sits isn't the best scenario for the Sheriff's Department due to access to MN State Highway 57. Mr. Jensen said the department in the past was not located here and it worked fine.

There was comment as to if there were departments that could be relocated outside of Mantorville.

Commissioner Olive stated that priority one should be to keep departments in Mantorville as for services to the resident, it makes the most sense.

Commissioner Erickson agreed it should be the goal however, if the goal can't be achieved, the county should consider other locations if necessary.

Commissioner Hanson felt the Board should be talking to Mantorville about whether or not they are willing to work with the county on our space concerns because if the county wanted to extend the Annex behind the Courthouse, the county would not meet the parking requirements within the Mantorville City Ordinances.

Commissioner Gray stated there would be several cities in Dodge County who would like to work with us on the location of county offices and if the county cannot expand based on ordinance requirements, the county should explore other options.

Jim Elmquist, County Administrator and John McNamara from Wold Architects were asked to meet with Mantorville Officials to discuss Dodge's options for space considerations within Mantorville.

Commissioner Hanson left the meeting at 2:35 p.m. CDT.

Commissioner  
Hanson Left Meeting

Commissioner Erickson left the meeting at 2:36 p.m. CDT.

Commissioner  
Erickson Left Meeting

Motion by Olive seconded by Tjosaas to adjourn the meeting at 2:40 p.m. CDT.  
*Motion adopted unanimously.*

Meeting Adjourned

The next regular meeting of the Dodge County Board of Commissioners will be held on May 8, 2012 at 9:30 a.m. CDT.

Next Regular Meeting

**ATTEST:**

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DON GRAY  
CHAIR, COUNTY BOARD

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BECKY LUBAHN  
DEPTY CLERK

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DATED: