

TUESDAY, JULY 24, 2012

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

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

**COUNTY ADMINISTRATION OFFICE
MANTORVILLE, MN**

2012-14

The Dodge County Board of Commissioners met in regular session July 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 9:35 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 Erickson to approve the agenda as presented.
Motion adopted unanimously.

Agenda Approved

Motion by Tjosaas seconded by Hanson to approve the following items on the Consent Agenda:

Consent Agenda Items
Approved

- 1.1 Group Residential Housing rate increase from \$846 to \$867 per month.
- 1.2 Award contract for CP 20-1104 to Fitzgerald Excavating & Trucking in the amount of \$126,430.50 with the County Engineer authorized to approve change orders and supplemental agreements up to 10% of the contract amount.

Motion adopted unanimously.

Accounting Services Director Sara Marquardt discussed with the Board a request to appoint members to the County Canvassing Board.

County Canvassing
Board Members
Appointed

Ms. Marquardt informed the Board that each election year the County Canvassing Board is required to canvas the results of the Primary and General Elections. State Statute 204C.31 provides that the following individuals be on the Canvassing Board:

- County Auditor
- County Court Administrator
- Mayor of County's Largest City or Township Chair
- **Two Members of the County Board not up for election**

County Canvassing
Board Members
Appointed - Continued

Ms. Marquardt has set the Canvassing Board meetings for the dates listed below:

County Primary Canvassing Board
Friday, August 17, 2012
9:00 a.m.
County Board Room

County General Canvassing Board
Friday, November 9, 2012
9:00 a.m.
County Board Room

Ms. Marquardt recommended that the County Board set forth a motion to appoint two Board members to the County Canvassing Board.

It was the consensus of the Board that Commissioners Tjosaas and Olive would serve as county representatives for the County Canvassing Board for the primary election in August and Commissioners Hanson and Gray would serve as county representatives for the County Canvassing Board for the general election in November.

The Accounting Services Director informed the Board that she has received confirmation back from the ballot programmer that if a voter does not select either yes or no regarding the County Recorder question that the vote will not be counted either way on the ballot.

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

Personnel Actions
Approved

A. Environmental Services

- A.1 Rita Cole – Waste Management Specialist
Step increase from B22 step 6 \$16.00 to B22 step 5 \$16.52.
Effective Date: 7/1/12
- A.2 Rob Naatz – Sorter/Processor
Annual review.
Effective Date: 7/6/12

B. Sheriff's Office

- B.1 Dawn Frieberg – 911 Dispatcher - .8 FTE
Step increase from B22 step 6 \$18.65 to B22 step 7 \$19.21.
Effective Date: 6/28/12
- B.2 Mike Burton – 911 Dispatcher
Step increase from B22 step 4 \$17.57 to B22 step 5 \$18.10.
Effective Date: 6/24/12

- B.3 Part-time Sheriff's Office staff review of FTE status. The following changes need to be made according to average hours worked. The next audit will be 1/2013.

Adam Waletski – Deputy Sheriff – PT
Increase FTE from on-call to .50.

Nathan Olson – Deputy Sheriff – PT
Increase FTE from on-call to .55.

Gary Scofield – Deputy Sheriff – PT
Decrease FTE from .75 to .60.

Effective Date: 7/1/12

C. Human Services

- C.1 Sandy Gilbertson – Account Technician - .40 FTE
Authorization to renew Phased Retirement Agreement with PERA.

Effective Date: 8/1/12

Motion adopted unanimously.

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

Legal Update

Taxpayer Services Director Rose Culbertson reviewed bills with the Board.

Bills Approved

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

01	Revenue Fund	\$143,380.14
11	Human Services Fund	\$ 64.72
13	Road and Bridge Fund	\$ 42,287.99
16	Environmental Quality	\$ 74,571.55
17	EQ Revolving Equip Fund	\$ 1,745.22
80	Agency Fund	\$ 320.50
	Total	\$262,370.12

Motion adopted unanimously.

IT Director Paul Wiltgen provided the Board with an update on the status of the new phone system project.

Phone System Update

Mr. Wiltgen reported that at the May 22, 2012 meeting, the Board approved MARCO as the vendor to install a new phone system, using MITEL phones. The IT Director stated that as of today, the county is not quite ready to sign the final contract, as they are still working with the vendor to finalize the details. It is Mr. Wiltgen's intention to be ready to ask the Board to approve the final contract by the August 14, 2012 Board meeting.

The IT Director has been working with the vendor on establishing a Statement of Work (SOW), which contains the list of all hardware and software to be provided, and details of the overall project. This SOW has been sent to County Attorney Paul Kiltinen for review. This SOW could be modified as they work through selection of additional or different options.

Mr. Wiltgen informed the Board that at this point in time, the total cost of the project is \$114,237.26, which includes \$13,804.86 of options/accessories for departments. The IT Director is looking at the option of purchasing five years worth of maintenance, which costs more up front but saves money over time. If the county buys the additional maintenance, the project cost would be \$147K. Mr. Wiltgen is still working with the vendor on that.

Phone System Update -
Continued

The budget for this project is \$130K. Taking the current total cost of \$114,237.26 and subtracting the amount that will be contributed by each department, right now the IT Director is at \$100,432.40.

If the total cost ends up being \$147K, Mr. Wiltgen would be at \$134K (after subtracting the \$13K contributed by departments). The IT Director has discussed this additional \$4K cost with Jane Hardwick, Human Services Director. Ms. Hardwick is willing to finance the extra cost.

Mr. Wiltgen has provided the vendor with a list of phone models and options selected by each department.

Each department will pay for the extra options they have selected, as described in the following table:

	Department	Base Starting Cost	Cost with Extra Options	Dept. Must Pay This
1	Administration	\$ 2,695.00	\$ 2,695.00	\$ 0.00
2	Assessor	\$ 849.40	\$ 2,737.30	\$ 1,887.90
3	Attorney	\$ 849.40	\$ 849.40	\$ 0.00
4	Court Administration	\$ 2,162.80	\$ 2,460.40	\$ 297.60
5	Probation	\$ 1,004.40	\$ 1,004.40	\$ 0.00
6	Environmental Services	\$ 1,515.90	\$ 1,515.90	\$ 0.00
7	Finance	\$ 1,140.80	\$ 1,215.20	\$ 74.40
8	Fairview Care Center	\$ 4,562.80	\$ 4,812.20	\$ 249.40
9	Human Services	\$ 7,316.00	\$15,312.76	\$ 7,996.76
10	Information Technology	\$ 1,832.10	\$ 2,554.40	\$ 722.30
11	Public Health	\$ 4,746.80	\$ 5,298.60	\$ 551.80
12	Recorder	\$ 1,107.40	\$ 2,958.10	\$ 1,850.70
13	Sheriff	\$ 3,129.30	\$ 3,303.30	\$ 174.00
		\$32,912.10	\$46,716.96	\$13,804.86

The IT Director has worked with each department to identify the phone models available and the optional accessories (such as a cordless headset, for example). Mr. Wiltgen has discussed with each department what options might be appropriate or useful for them, and they went over the extra cost of these. Based on this, each department made their selections, and that is what the IT Director submitted to the vendor.

It is anticipated that the phones may be installed some time in September.

The Board thanked the Mr. Wiltgen for the update.

The Chair recessed to meet and greet visitors at 10:05 a.m. CDT.

Recessed Meeting

The meeting was reconvened at 10:11 a.m. CDT.

Reconvened Meeting

Zoning Administrator Melissa DeVetter presented for the Board's consideration the July 11, 2012 Planning Commission recommendations.

IUP #12-04 Approved

Motion by Tjosaas seconded by Hanson to approve of the following action of the Planning and Zoning Commission as reviewed on July 11, 2012 with the reasons, recommendations and conditions as found in the individual permit:

Brian & Cassi Garness – IUP# 12-04

The 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 proposed property will be a split of 4.8 acres from 21 acres. The property is located in the W ½ of the NE ¼ of Section 21, Wasioja Township. Brian and Cassi Garness are the applicants and Steve and Shari Garness are the property owners.

The Planning Commission recommends approval with the following conditions:

1. A Dodge County Zoning Permit shall be obtained before construction.
2. The Agricultural Covenant shall be signed and recorded in the Dodge County Recorder's Office prior to construction. A copy of the recorded document is required to be submitted to the Dodge County Environmental Service Department to file with the IUP.
3. The sewage treatment system must meet the requirements of the Dodge County's Subsurface Sewage Treatment Ordinance No 4.

Motion adopted unanimously.

Ms. DeVetter presented for the Board's consideration CUP #06-17 (amend).

CUP #06-17
Amendment Tabled

Concerns brought up at the public hearing were revisited.

The Planning and Zoning Commission recommended approval of the following action of as reviewed on July 11, 2012 with the reasons, recommendations and conditions as found in the individual permit:

Prairie Ridge Hogs LLC- CUP#06-17 (amend)

The second public hearing is to consider a request to amend Conditional Use Permit #06-17 to allow an expansion of an existing hog feedlot currently permitted for 960 animal units or 2,400 head of hogs to 999 animal units for a total of 2,450 sows and 380 nursery pigs. The property is 6.42 acres located in the NE ¼ of the NW ¼ of Section 5, Mantorville Township. Prairie Ridge Hogs LLC is the applicant and Cal Benedix is the property owner.

The Planning Commission recommends approval with the following conditions:

1. Recommendation from Feedlot Advisory Report dated April 04, 2006.
2. Application for Certificate of No Loss or Exemption.
3. Recommendation from Feedlot Advisory Report dated June 4th, 2012.

CUP #06-17
Amendment Tabled -
Continued

Ms. DeVetter informed the Board that her office is still waiting to receive paperwork from Mr. Benedix. Discussion took place on whether or not the Board should take action on this request without all of the necessary paperwork.

The Board was reminded that they have 160 days to take action on the permit request or it will automatically be approved by September 6, 2012.

Motion by Erickson seconded by Tjosaas to table further discussion on CUP #06-17 until the requested paperwork has been submitted by Mr. Benedix. *Motion adopted unanimously.*

The Board agreed that they would like to take action on this request as soon as the required paperwork comes in, preferably at one of the meetings in August.

Ms. DeVetter presented for the Board's consideration IUP #11-04 (extension). Motion by Erickson seconded by Hanson to approve of the following action of the Planning and Zoning Commission as reviewed on July 11, 2012 with the reasons, recommendations and conditions as found in the individual permit:

IUP #11-04 Extension
Approved

Julianna Merten – IUP #11-04 (extension)

The Planning Commission recommends approval for an extension of IUP #11-04 for 1 (one) year. I.U.P. #11-04 would be extended from August 9, 2012 to August 9, 2013 with the following conditions:

1. The Ag Covenant shall be signed and recorded prior to issuance of zoning permit.
2. Dodge County Zoning Permit shall be obtained before construction. If the dwelling is proposed in areas where the slopes are 12% or greater based upon Exhibit 7, the zoning permit application is required to be accompanied by an engineer's report showing that adequate footings can be construction, drainage plans address the prevention of erosion during and after the construction, and grading plans have been prepared for the site. The dwelling shall not be construction on slopes identified as areas of slope of 18% or more as identified in Exhibit 7.
3. The septic system must meet the County's septic ordinance.
4. Address shall be obtained from Dodge County Highway Department.
5. Driveway access permits shall be obtained from Milton Township. Access shall comply with Section 1604 of the Dodge County Zoning Ordinance. If the proposed driveway will disturb one (1) acre or more, a Construction Stormwater Permit from the MPCA will be required prior to construction.
6. If any construction disturbs more than 10,000 square feet, and an Erosion Control Plan is required per Section 1617 of the Dodge County Zoning Ordinance.
7. The well shall be located no less than 50' from the property line.

Motion adopted unanimously.

County Administrator Jim Elmquist provided for the Board's consideration a resolution requesting SEMMCHRA's recognition that Dodge County would like to withdraw from their agency.

Resolution #2012-31
Calling for
SEMMCHRA's
Recognition of Dodge
County's Request for
Withdrawal from
Agency Approved

Mr. Elmquist reported that the county has spent the last six months reviewing HRA options and has been provided scenarios for how to handle programs into the future. The County Administrator believes that with the several meetings that the county has held with the Dodge County Cities, SEMMCHRA, other counties, and the county's Congressional Representative's Office, the county has properly explored Dodge's HRA situation and can move forward with a decision at this time.

Mr. Elmquist noted that Chris Giesen has also apprised the EDA of the county's considerations. At this point, the next step would be to once again ask SEMMCHRA to release Dodge from membership and allow the county to administer its own Section 8 vouchers.

Commissioner Erickson stated that the plan is, if released from SEMMCHRA, to have the EDA issue Section 8 vouchers rather than SEMMCHRA.

The County Administrator clarified that Section 8 vouchers can only be administered by an HRA.

Discussion took place on whether or not a public hearing was needed to further discuss the county's desire to be released from SEMMCHRA.

Mr. Elmquist reported that the county has held public hearings on this subject two times already.

The County Attorney stated that he feels two the public hearings the county has already held are sufficient.

Motion by Olive seconded by Tjosaas to approve and authorize the Chair and Deputy Clerk to sign resolution #2012-31 calling for SEMMCHRA's recognition of Dodge County's request for withdrawal from agency:

WHEREAS, Dodge County has received a letter from the Southeastern Minnesota Multi-County Housing and Redevelopment Authority (SEMMCHRA) requesting a 2013 levy request and had previously received a notice of a request for payment for 2011 Section 8 administrative shortfalls; and

WHEREAS, after holding a public hearing, Dodge County formally asked to be released from membership from SEMMCHRA in February of 1994 and was turned down by its membership citing financial obligations of outstanding debt and requesting a formal plan to be developed identifying other housing and development agencies willing to assume HRA duties; and

WHEREAS, after holding a public hearing in February of 2000, Dodge County resolved to once again ask SEMMCHRA for its release; and

WHEREAS, Dodge County has not contributed financially, as a member, to SEMMCHRA or considered itself a member of SEMMCHRA since 1995 and has not willfully represented itself on the SEMMCHRA Board since that time; and

WHEREAS, Dodge County has been informed by SEMMCHRA that without payment for SEMMCHRA's administrative shortfalls the vouchers that are currently "designated" to Dodge County would be negatively affected in the future as they become available.

THEREFORE BE IT RESOLVED the Dodge County Board requests that the HUD vouchers currently within Dodge County be released from SEMMCHRA's administrative oversight and turned over to Dodge County as this county currently has the legal authority and is otherwise capable through its EDA/HRA to administer such voucher programs on its own or contract the management of those vouchers with its own designated agency to better represent the citizens of Dodge County.

BE IT FURTHER RESOLVED that SEMMCHRA does not represent Dodge County's HRA interests which has been demonstrated by Dodge County's refusal to provide for an annual membership contribution to the agency and a previous formal request to withdraw.

THEREFORE BE IT RESOLVED that Dodge County formally requests that SEMMCHRA recognize the county's status as a non-member and allow it to pursue other housing administration from other agencies including the administration of current HUD Section 8 vouchers located in Dodge County.

Resolution adopted unanimously.

Mr. Elmquist provided the Board with a Strategic Plan update.

Commissioner Tjosaas presented a summary of the Human Services Committee report.

The County Attorney left the meeting at 11:05 a.m. CDT.

Commissioners provided their agency reports. Commissioner Erickson attended a Space Study work session, a Planning and Zoning meeting and a PSAP meeting. Commissioner Gray attended a Care Center meeting, a SCHRC meeting, an EDA meeting, a Space Study work session and a Planning and Zoning meeting. Commissioner Hanson attended a Space Study work session, two Parks and Trails meetings, a Civil War Memorial Committee meeting, an HRA meeting and a Fairview Care Center meeting. Commissioner Olive attended a Space Study work session, a Dodge County Pre-Fair dinner, a MRA Board meeting, a Greater MN Regional Parks and Trails Committee meeting, a Planning and Zoning meeting, a Wasioja Seminary Park walk through, a meeting with Representative Walz, a Fairview Care Center meeting and budget discussion, a Dodge County EDA meeting, a 4-H Ribbon Auction, Sober Fest, an Extension meeting, a Fair Awards ceremony and a SEMCAC Committee meeting.

[Resolution #2012-31
Calling for
SEMMCHRA's
Recognition of Dodge
County's Request for
Withdrawal from
Agency Approved -
Continued](#)

[Strategic Plan Update](#)

[Human Services
Committee Report](#)

[County Attorney Left
Meeting](#)

[Agency Reports](#)

Commissioner Tjosaas attended a Care Center meeting and work session, a meeting with Representative Walz, an EDA meeting, an Extension meeting, a Fair Awards ceremony, a Fair picnic and a Planning and Zoning meeting.

Agency Reports - Continued

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

Administration Committee Report

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

07/10/12 Committee of the Whole Meeting Minutes Approved

Motion by Tjosaas seconded by Olive to approve and authorize the July 10, 2012 meeting minutes as presented. *Motion adopted unanimously.*

07/10/12 Meeting Minutes Approved

The County Administrator discussed with the Board the County Recorder position.

County Administrator Update

It was the consensus of the group that public informational meetings should be held to allow citizens an opportunity to learn more about the County Recorder question that will be on the primary ballot and ask questions.

The following open houses will be held to discuss the question on the August 14, 2012 primary ballot in regards to whether or not the Dodge County Recorder position should be made appointed:

Tuesday, August 7, 2012
Kasson City Hall
401 5th Street SE
Kasson, MN
5:00 p.m.

Tuesday, August 7, 2012
Dodge Center Community Center
35 East Main Street
Dodge Center, MN
7:00 p.m.

Mr. Elmquist also informed the Board that a budget work session is being planned for Tuesday, August 14th at 1:30 p.m. to go over proposed budgets with the Human Services Director, Public Health Director, County Engineer and Environmental Services Director.

Motion by Olive seconded by Tjosaas to adjourn the meeting at 11:21 a.m. CDT. *Motion adopted unanimously.*

Meeting Adjourned

The next regular meeting of the Dodge County Board of Commissioners will be held on August 14, 2012 at 9:30 a.m. CDT.

Next Regular Meeting

ATTEST:

DON GRAY
CHAIR, COUNTY BOARD

BECKY LUBAHN
DEPTY CLERK

DATED: