

**TUESDAY, SEPTEMBER 11, 2012**

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

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

**COUNTY ADMINISTRATION OFFICE  
MANTORVILLE, MN**

**2012-18**

The Dodge County Board of Commissioners met in regular session September 11, 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 and a moment of silence was observed in honor of the individuals who lost their lives on September 11, 2001.

Pledge of Allegiance

The Chair acknowledged those present and established that there was a quorum:

Those Present

Members present:	Lyle Tjosaas	District #2
	David Erickson	District #3
	Don Gray	District #4
	David Hanson	District #5
Members absent:	Jane Olive	District #1
Also present:	Jim Elmquist	County Administrator
	Becky Lubahn	Deputy County Clerk
	Paul Kiltinen	County Attorney

Motion by Hanson seconded by Erickson to approve the agenda as amended to move the County Assessor's abatement request item to 2.0 on the agenda, the addition of a letter to the State Auditor that requires Board approval under the Taxpayer Services Director agenda items and a Public Works report after the County Attorney's legal update. *Motion adopted unanimously.*

Agenda Approved

Human Services Fiscal Supervisor Shelley Koen introduced Amanda Rinehart who is a new Office Support Specialist in the Human Services Department.

New Employee  
Introduced

The Board welcomed Ms. Reinhart.

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

Consent Agenda Items  
Approved

- 1.1 Harvest Fest Fireworks Permit for September 15, 2012.
- 1.2 New guest wireless network process as requested by IT.
- 1.3 Updated Computer User Policy and new E-Mail Policy.
- 1.4 Mantorville Art Guild's use county property during Marigold Days.
- 1.5 The Chair and Public Health Director to sign a 2012 Tobacco License Application for the Claremont Pub.
- 1.6 Deceased Elderly Waiver obligations as requested by Public Health.

- 1.7 The Public Health Director to sign a grant agreement with UCare in the amount of \$36,859 for the Statewide Health Improvement Project – Obesity Reduction.
- 1.8 Human Services Resolution #95-10.
- 1.9 The Chair to sign School Resource Officer Memorandum of Agreements with the Hayfield School District and the Triton School District.
- 1.10 Chair, County Administrator, County Attorney and Sheriff to sign a BCA Joint Powers Agreement for funding to install eCharging in the Dodge County Sheriff's Office.
- 1.11 Chair and Deputy Clerk to sign resolution #2012-37 accepting donations to the Dodge County Drug Court Program.

Consent Agenda Items  
Approved - Continued

*Motion adopted unanimously.*

County Assessor Wendell Engelstad reviewed with the Board his request to approve a regular abatement.

Abatement Request  
Approved

Mr. Engelstad informed the Board that Minnesota Statutes 375.192 provides that the County Board may grant the reduction or abatement of a property taxpayer's estimated market valuation and the resulting taxes, costs, penalties, or interest which have been erroneously or unjustly assessed. The County Board may consider and grant reductions and abatements for applications as they relate to taxes payable in the current year and the two prior years. However, abatements for the two prior years shall be considered and granted only for clerical errors and when the taxpayer fails to file for a reduction or an adjustment due to a hardship, as determined by the County Board.

All applications must be written and approved by the County Assessor and the County Auditor before consideration by the County Board. Said abatement applications are entirely discretionary, subject to precedence and prior Board policy, and are not appealable to another level of authority. Based on the applicants' claims and the investigation of the facts, the Finance Director and County Assessor are offering the following assessment changes for taxes payable in 2012.

Parcel ID	Owner	Street	City	Reason	Tax Reduction
R22.105.0870 (2011 pay 12)	Jeff Franzen	4 <sup>th</sup> Avenue SE	Dodge Center	Provided evidence for agricultural classification.	\$550

Jeff Franzen was available to comment on the abatement request.

Motion by Erickson seconded by Hanson to approve the regular option abatement for Jeff Franzen as presented for the year indicated. *Motion adopted unanimously.*

It was the consensus of the Board that the Franzen property (R22.105.0870) should remain classified as ag until a building permit is pulled for this property.

Human Services Director Jane Hardwick met with the Board to discuss her request to approve a Regional Human Services redesign resolution to begin the Mobilize Phase.

Regional Human  
Services Redesign  
Resolution #2012-38 to  
Begin Mobilize Phase  
Approved

Ms. Hardwick reported that consistent with the discussion at the August 30, 2012, meeting of Commissioners, Administrators, and Human Services Directors from six counties who had declared an interest in forming a Human Services delivery authority, she is recommend that the Board consider and adopt a resolution that will enable Dodge County to engage in the next stage of analysis with counties in the region who desire to form a service delivery authority (SDA).

At their respective meetings on September 4, 2012, both Freeborn and Houston counties voted to withdraw from the project. Ms. Hardwick expects that Steele and Mower will take up the question on September 11, 2012, and Waseca on September 18, 2012.

The Human Services Director reported that with regard to appointments to the steering committee for the Mobilize and Cross-Functional Detailed Design Phases, the Board may appoint up to three representatives from Dodge County, including at least one commissioner and at least one administrative employee. Ms. Hardwick reviewed this provision with the Human Services Committee, and recommends that the Board consider appointing two Commissioners and one Director.

Motion by Erickson seconded by Hanson to approve and authorize the Chair and Deputy Clerk to sign resolution #2012-38 to:

- declare vision for multi-county human services delivery authority
- enter into Mobilize phase of implementation
- allocate funding for Mobilize phase
- define how steering committee would work and appoint county representatives to steering committee for Mobilize phase and Cross-Functional Detailed Design phases:

**WHEREAS**, the state of the economy and government budgets, the current and projected changes in demographics, the complexity of human services programs, and the inadequacy of state-supported human services technology, among other factors, result in:

- A level of public funding allocated to the provision of human services that is out of alignment with the quantitative and qualitative demand for services; and
- Unsustainability of the current human services system for the foreseeable future;

**WHEREAS**, counties can benefit in collaborating by reducing duplication of like administrative activities without negatively affecting service capacity and by adding value through sharing the specialized knowledge and experience of staff with the result of increased, aggregate service capacity;

**WHEREAS**, counties have successful multi-county collaborative arrangements in place, and the evolution of technology makes effective collaboration across distances even more feasible and efficient than in the past;

*Regional Human Services Redesign Resolution #2012-38 to Begin Mobilize Phase Approved - Continued*

**WHEREAS**, the state-supervised, county-administered governance framework for the delivery of human services must be restructured, and levels of administrative authority, flexibility, and responsibility must be reassessed and adjusted as necessary to innovate and implement an improved human services system; and

**WHEREAS**, twelve counties in southeastern Minnesota—in collaboration with the Minnesota Department of Human Services—developed a blueprint for the redesign of human services, as well as an operating model and a business case;

**WHEREAS**, in June and July 2012, six of the twelve counties in southeastern Minnesota declared a preliminary intent to establish a service delivery authority (hereinafter “SDA”) under Minnesota Statutes 2011, Chapter 402A, as a consortium with other participating counties in southeastern Minnesota, some with contingencies;

**WHEREAS**, the next step in establishing a multi-county human services delivery authority is to enter a Mobilize phase; and

**WHEREAS**, these factors require leadership and innovation to assure that our county is well-positioned to serve our most vulnerable citizens well into the future, as we look to improve outcomes for our clients and our communities within the resources available.

**NOW THEREFORE**, be it first resolved that the Dodge County Board of Commissioners hereby declares its intent to enter into a Mobilize phase, consisting of the first one to three months of implementation and focusing on standing up the necessary plans and infrastructure to establish a multi-county human services delivery authority with other participating counties in southeastern Minnesota.

The Mobilize phase includes the following steps:

- Allocating funding to support the Mobilize phase.
  - The cost of the Mobilize phase is estimated not to exceed \$160,000.
  - Funds would be sought from foundations and other sources.
  - The costs not funded by foundations and other sources would be allocated amongst the participating counties in proportion to their share of the total population in 2010.
- Confirming and convening a steering committee as a governance body.
  - Each participating county board would appoint up to three representatives to the steering committee, including at least one commissioner and at least one county administrator/coordinator or human services director.
  - Each participating county would have one vote.

- The steering committee would be delegated authority to expend the funding allocated above for the purposes of this resolution, with regular and final accounting of expenditures to be provided to participating counties.
- Hiring or contracting with a project manager to manage and track the work required during this phase, with general direction from the steering committee.
- Revising the design, operating model, and business case based on the participating counties, including:
  - Organizational structure
  - Governance model
  - Funding model
  - Business case
- Establishing and confirming funding for the next Cross-Functional Detailed Design phase.
- Mobilizing program management.
- Mobilizing communications and change management approach.
- Developing plan and schedule for the next Cross-Functional Detailed Design phase.

Regional Human  
Services Redesign  
Resolution #2012-38 to  
Begin Mobilize Phase  
Approved - Continued

Accordingly, Dodge County Board of Commissioners hereby allocates funding for its share of the Mobilize phase, appoints three county representatives to the steering committee to serve on its behalf on the mobilize phase steering committee, and delegates expenditures authority of the allocated funding to the steering committee.

**BE IT ALSO RESOLVED** that the vision for a multi-county human services delivery authority is a flexible partnership providing quality human services with great results; and the mission of the authority is to:

- Offer a full continuum of care with consistent high quality.
- Emphasize prevention and early intervention.
- Emphasize innovative, multi-county-wide use of a network of people and resources.
- Partner with consumers and community providers.
- Be accountable to citizens for effectiveness in care delivery and efficiency in the costs to serve.

**BE IT FURTHER RESOLVED** that the multi-county human services delivery authority may:

- Include the administration of public health duties, at the option of the participating county.

*Resolution adopted unanimously.*

It was Commissioner Erickson's opinion that the two Dodge County Commissioners that serve on the Human Services Committee should serve on the Mobilize Phase Steering Committee, along with the Human Services Director.

Mobilize Phase  
Steering Committee  
Appointments Made

Chair Don Gray appointed the following individuals to the Mobilize Phase Steering Committee: Commissioner Jane Olive, Commissioner Lyle Tjosaas and Human Services Director Jane Hardwick.

Mobilize Phase  
Steering Committee  
Appointments Made -  
Continued

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

Personnel Actions  
Approved

**A. Human Services**

- A.1 Emily Handevidt – Office Support Specialist  
Authorization to reduce FTE from 1.0 to .70.  
Effective Date: 9/10/12
- A.2 Kathy Jordan – Office Support Specialist  
Authorization to increase FTE from .70 to 1.0.  
Effective Date: 9/10/12
- A.3 Jodi Rau – Financial Worker  
No longer employed.  
Effective Date: 9/7/12
- A.4 Financial Worker/Financial Assistance Specialist  
Authorization to post and fill vacancy.  
Effective Date: 9/11/12

**B. Sheriff's Office**

- B.1 Ben Bohle – Deputy Sheriff  
Step increase from C41 24 month step \$22.31 to C41 36 month step \$23.88.  
Effective Date: 8/25/12

**C. Administration**

- C.1 Lisa Kramer – Finance Director  
Authorization for temporary wage increase of \$2.00/hour due to interim County Recorder appointment.  
Effective Date: 9/4/12

**D. Recorder's Office**

- D.1 Approval of Band and Grade assignment for new Chief Deputy Recorder job description. Band and Grade review completed by Robert Bjorklund.  

	<u>From</u>	<u>To</u>
Chief Deputy Recorder	New	B31

  
Effective Date: 8/29/12
- D.2 Ramona McAndrew – Chief Deputy Recorder  
Status change from Deputy Recorder B22 step 1 \$18.72 to Chief Deputy Recorder B31 step 3 \$20.44.  
Effective Date: 8/29/12

*Motion adopted unanimously.*

County Administrator Jim Elmquist presented for the Board's consideration the 2013 preliminary budget and tax levy.

2013 Preliminary  
Budget and Tax Levy  
Approved by Resolution  
#2012-39

Mr. Elmquist reported that the proposed budget incorporates a 3.25% increase for next year and while he knows the Board would prefer it be reduced further, this preliminary rate will allow for flexibility in case of unannounced or unexpected 2013 expenses.

The County Administrator noted that since the final levy is certified in December, 2012, it is the expectation that the final number recommended to the Board for 2013 will meet the County Board target of 2.85% or less.

2013 Preliminary  
Budget and Tax Levy  
Approved by Resolution  
#2012-39 - Continued

Motion by Tjosaas seconded by Hanson to approve and authorize the Chair and Deputy Clerk to sign resolution #2012-39 adopting the 2013 preliminary budget and tax levy:

**WHEREAS**, Minnesota Statute 275.065 requires Dodge County to adopt a proposed budget and certify the preliminary tax levy for taxes payable in the following year by September 15th; and

**WHEREAS**, Dodge County continues to have increased demands for services due to a number of factors including: growth, higher correctional costs as part of a joint powers agreement, reduced state funding for mandated services, and capital needs; and

**WHEREAS**, the Dodge County Board of Commissioners considers the growth of Dodge County a key factor in delivering services and helping to spread the cost of county government to additional taxpayers; and

**NOW THEREFORE BE IT RESOLVED**, that the Dodge County Board of Commissioners hereby adopts the 2013 preliminary county budget at \$24,460,838.78 and certifies the 2013 preliminary tax levy at \$10,807,654.54.

**BE IT FURTHER RESOLVED**, that under state statute the County Board must announce at the meeting where the preliminary tax levy is set the time, date and location of the County Board meeting at which the final budget/tax levy will be discussed. This meeting will be held as a part of the County Board meeting scheduled for Tuesday, December 11, 2012 at 6:00 p.m. in the County Board Room in Mantorville, MN.

*Resolution adopted unanimously.*

Taxpayer Services Director Rose Culbertson reviewed bills with the Board. Motion by Erickson seconded by Tjosaas to approve the bills as discussed in the following amounts from the appropriate funds as determined by Finance:

Bills Approved

01	Revenue Fund	\$ 62,700.70
13	Road and Bridge Fund	\$ 84,114.29
16	Environmental Quality	\$ 1,546.01
17	EQ Revolving Equip Fund	\$ 29,769.58
64	Environmental Grant & Loan Fund	\$ 490.00
	Total	\$178,620.58

*Motion adopted unanimously.*

Ms. Culbertson presented for the Board's consideration a letter to the State Auditor in connection with the audit of the financial statements of Dodge County as of December 31, 2011.

Letter to State Auditor  
Approved

Motion by Erickson seconded by Hanson to approve and authorize the Chair to sign a letter to the State Auditor’s Office as requested. *Motion adopted unanimously.*

Letter to State Auditor  
Approved - Continued

Sheriff Jim Jensen met with the Board to discuss the proposed National Crime Information Center (NCIC) and Criminal Justice Information System (CJIS) Agreements between the Sheriff’s Office and the Kasson Police Department and West Concord Police Department.

NCIC & CJIS  
Agreements with City of  
Kasson and City of  
West Concord  
Approved

The Bureau of Criminal Apprehension (BCA) has conducted an Audit of the Dodge County Sheriff’s Office and determined that they did not have current agreements with the West Concord Police Department and the Kasson Police Department. Mr. Jensen has included in the Board packet current, signed agreements with the two Police Departments. The Sheriff is requesting that the Dodge County Board of Commissioners approves and signs the two agreements. Copies of the signed agreements will then be sent to the BCA for their final approval of the Audit.

Motion by Tjosaas seconded by Hanson to approve and authorize Chair and Sheriff to sign the proposed NCIC and CJIS Agreements between the Sheriff’s Office and the Kasson Police Department and West Concord Police Department as requested. *Motion adopted unanimously.*

The Chair recessed the meeting at 10:30 a.m. CDT to meet and greet visitors.

Meeting Recessed

The meeting was reconvened at 10:35 a.m. CDT.

Meeting Reconvened

SSTS Coordinator Sandra Schaefer discussed with the Board her request to approve payment for a septic system completion under the CWL Grant.

Payment for SSTS  
Construction from CWL  
Grant Approved

Background:

A 2012 SSTS Abatement grant was awarded to Dodge County for \$45,490.00. Systems are now being installed with this grant fund.

Existing Conditions:

Construction has been completed for the second system under the 2012 grant. The applicant is asking for reimbursement of the cost of the system.

Date of Compliance	Address	Explanation	Cost
8/13/2012	10870 730th St, Blooming Prairie	Completed Mound Septic System	\$13,500.00
		Total Disbursement	\$13,500.00

Motion by Erickson seconded by Tjosaas to approve and authorize a payment totaling \$13,500.00 for installation of a septic system from the grant funding as indicated above. *Motion adopted unanimously.*

Zoning Administrator Melissa DeVetter presented for the Board’s consideration the September 5, 2012 Planning Commission recommendations.

CUP #10-07 (Amend)  
Approved

Motion by Erickson seconded by Hanson to approve of the following action of the Planning and Zoning Commission as reviewed on September 5, 2012 with the reasons, recommendations and conditions as found in the individual permit:

CUP #10-07 (Amend)  
Approved - Continued

**J & D Schrom Property – CUP #10-07 (amend)**

The first public hearing is to consider a request to amend a Conditional Use Permit #10-07 to allow an expansion of an Ag Related Business in the Agricultural District. The property is 5 acres located in the SW 1/4 of the SW 1/4 of Section 16, Claremont Township. J & D Schrom Properties are the applicant and the property owners.

The Planning Commission recommends approval with the following conditions:

1. All original conditions of CUP#10-07 apply and will be enforced. In instances where administrative or changes within the ordinance have occurred, the successor provisions will apply.
2. Operation will comply with all local, state, and federal regulation regarding the use and activities performed on site.
3. Any change involving the addition of new business related structures or employees beyond that specified in the agreement/application on file with the CUP, enlargement, intensification of the use or similar changes not specifically permitted by the CUP shall require an amended CUP to be issued.
4. The business shall comply with the conditions of this permit and the original Business Plan and the information on the scope of the operation submitted during the application, which shall be recorded with the CUP.
5. A Zoning Permit shall be obtained prior to any additional construction.

*Motion adopted unanimously.*

Ms. DeVetter presented for the Board's consideration IUP #12-05. Motion by Tjosaas seconded by Erickson to approve of the following action of the Planning and Zoning Commission as reviewed on September 5, 2011 with the reasons, recommendations and conditions as found in the individual permit:

IUP #12-05 Approved

**Scott and Judith Rose – IUP #12-05**

The second public hearing is to consider an application for an Interim Use Permit to allow a Home Occupation Business in an accessory structure. The property is 5 acres located in the NW 1/4 of the SW 1/4 of Section 11, Canisteo Township. Scott and Judith Rose are the applicants and the property owners.

The Planning Commission recommends approval with the following conditions:

1. Operation will comply with all local, state, and federal regulation regarding the storage and use of hazardous products and the treatment and disposal of hazardous waste.
2. All waste generated on site shall be properly disposed of in accordance with the Dodge County Solid Waste Ordinance and MPCA rules.

3. The applicant shall install a holding tank to collect wash water generated from the grooming salon. When present, floor drains from the salon shall also be connected to the holding tank. An operating permit shall be required for the holding permit and a copy of the contract with the licensed maintainer shall be submitted to the Dodge County SSTS Coordinator. Sewage from the bathroom shall be properly addressed under the Dodge County Sewage and Wastewater Ordinance No. 4, or successor.
4. The sign shall meet the performance standards of the Dodge County Zoning Ordinance. A sign advertising the Home Occupation business shall not exceed nine (9) square feet and shall be set back a minimum of ten (10) feet from the right-of-way.
5. 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.
6. The business shall comply with the conditions of this permit, supporting documentation, Chapter 16 and the Home Occupation Agreement, which shall be recorded with the IUP.
7. The business shall comply with the Nuisance Standards. Nuisance complaints shall result in review of the IUP by the Planning Commission.
8. Lighting provided for the salon shall be directed away from adjacent properties.

IUP #12-05 Approved -  
Continued

*Motion adopted unanimously.*

Ms. DeVetter presented for the Board's consideration IUP #12-06. Motion by Erickson seconded by Tjosaas to approve of the following action of the Planning and Zoning Commission as reviewed on September 5, 2011 with the reasons, recommendations and conditions as found in the individual permit:

IUP #12-06 Approved

**Brian and Brenna Scanlan –IUP #12-06**

The third public hearing is to consider an application for an Interim Use Permit to allow a Home Occupation Business in an accessory structure. The property is 7.8 acres located in the NW 1/4 of the NW 1/4 of Section 24, Vernon Township. Brian and Brenna Scanlan are the applicants and the property owners.

The Planning Commission recommends approval with the following conditions:

1. Operation will comply with all local, state, and federal regulation regarding the proposed use of the property.
2. Every animal located on site shall be current on all vaccinations.
3. The site shall be registered as a feedlot and shall meet the requirements of Minnesota Rules Chapter 7020, when applicable.
4. The permittee shall be licensed and be in compliance with any approval granted under the Minnesota Department of Agriculture's Animal and Plant Health Inspection Services (APHIS), or provide proof that they are exempt from such requirements.
5. All waste generated on site shall be properly disposed of in accordance with the Dodge County Solid Waste Ordinance and MPCA rules.

6. The sign shall meet the performance standards of the Dodge County Zoning Ordinance. A sign advertising the Home Occupation business shall not exceed nine (9) square feet and shall be set back a minimum of ten (10) feet from the right-of-way.
7. Hand washing and/or other sanitation facilities shall be provided on site.
8. 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.
9. The business shall comply with the conditions of this permit, Chapter 16 (performance standards for home occupations) and the Home Occupation Agreement, which shall be recorded with the IUP.
10. 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.
11. Hours and days of operation shall be as indicated by the applicant in the Findings of Fact.

IUP #12-06 Approved - Continued

*Motion adopted unanimously.*

Ms. DeVetter presented for the Board's consideration CUP #02-029 review. Motion by Hanson seconded by Tjosaas to approve of the following action of the Planning and Zoning Commission as reviewed on September 5, 2011 with the reasons, recommendations and conditions as found in the individual permit:

CUP #02-029 Review Approved

**B & B Sand, Inc. – CUP #02-029 Review**

The Planning Commission recommends approval of CUP#02-029 for the 5 (five) year review along with the original conditions with another review in five years:

1. Additional slit fencing along the east side of the operation where stockpiling has taken place to prevent runoff into ravine;
2. Berming or clean water diversion to prevent storm water entering the pit area;
3. Seeding of the stockpiles as soon as possible; submit plan for weed control;
4. Remove or pull back overburden that has been pulled into ravined area (this is a small area that amounts to 3-10 yards of black dirt from previous operator).
5. Review of permit in 5 (five) years on or before September 4th, 2017.

*Motion adopted unanimously.*

Ms. DeVetter discussed with the Board Zoning Amendment – ZA #12-02.

Zoning Amendment – ZA #12-02 Discussed

The Zoning Administrator informed the Board that a lengthy discussion was held regarding the proposed changes and the Planning Commission recommended tabling this Zoning Amendment until the October meeting.

**Zoning Amendment – ZA #12-02**

The fourth public hearing is to consider an amendment to the Dodge County Zoning Ordinance. The proposal includes new language for Chapter 16 (Performance Standards) and Chapter 17 (General Development Standards), and Chapter 4 (Definition pertaining to Chapter 16 & 17). Chapter 8 (Agricultural District), Chapter 10 (Urban Expansion District), Chapter 11 (Rural Residential District), Chapter 12 (Commercial District), Chapter 13 (Industrial District), Chapter 14 (Shoreland Overlay District), Chapter 15 (Flood Plain Overlay District) have amended language or references pertaining to Chapter 16 and 17. Chapter 5 (General Limitations), Chapter 9 (Public Recreational Land and Trails), Chapter 21 (Wind Energy Conversion Systems) and Chapter 23 (Adult Entertainment) will be repealed and reserved for future use contents are under Chapter 16.

Zoning Amendment – ZA #12-02 Discussed - Continued

No action was taken on Zoning Amendment – ZA #12-02 at this time.

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

Legal Update

Commissioner Erickson presented a summary of the Public Works Committee report and action items.

Public Works Committee Report

The Board reviewed the County Engineer’s request to transfer Municipal State Aid Funds.

Transfer of MSA Funds to CSA Account Approved by Resolution #2012-40

Dodge County receives state aid funding under two different accounts. There is the County State Aid account (CSA) and the Municipal State Aid account (MSA). These accounts are allotted approximately \$1.86 million and \$170,000 per year respectively. Construction projects on county state aid roads within the cities of Dodge County are primarily funded using MSA funds however CSA funds can and have been used on projects within city limits. MSA funds may not be used outside city limits.

A problem with funding occurs when city managed projects are delayed and the allocated funds get banked on account. The State Aid rules dictate that a county’s allotment is financially penalized if their MSA fund balance exceeds two years allotment or \$500,000, whichever is higher. As it stands projects in West Concord and Dodge Center have been delayed several years resulting in a MSA fund balance of \$615,417 for 2012.

To avoid this penalty and reduce the MSA fund balance counties are permitted to pass a resolution to transfer funds in excess of twice their annual allotment to their CSA fund. Included in the Board packet was a proposed resolution transferring \$200,000 from the county’s MSA fund to the county’s CSA fund.

This fund transfer will not affect the needed and planned municipal projects. Current and future projects within the cities will still be budgeted for and receive appropriate funding whether it be MSA or CSA funds.

Motion by Erickson seconded by Hanson to approve and authorize the Chair and Deputy Clerk to sign resolution #2012-40 transferring \$200,000 from Dodge County’s MSA account to the CSA account pending review of the Finance Director:

**WHEREAS**, Minnesota Statute 162.08, Subd 4 (3d), provides that accumulated balances in excess of two years of municipal account apportionments may be spent on projects located outside of municipalities under 5,000 population when approved solely by resolution of the county board.

Transfer of MSA Funds to CSA Account  
Approved by Resolution #2012-40 - Continued

**NOW, THEREFORE, BE IT RESOLVED**, that the Commissioner of Transportation transfer \$200,000 in excess of two years apportionment into the Regular Construction Account.

*Resolution adopted unanimously.*

The County Attorney left the meeting at 11:15 a.m. CDT.

County Attorney Left Meeting

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

Administration Committee Report

Motion by Erickson seconded by Tjosaas to approve and authorize the August 28, 2012 Committee of the Whole meeting minutes as presented. *Motion adopted unanimously.*

08/28/12 Committee of the Whole Meeting Minutes Approved

Motion by Erickson seconded by Hanson to approve and authorize the August 28, 2012 meeting minutes as amended on page 182. *Motion adopted unanimously.*

08/28/12 Meeting Minutes Approved

Commissioners provided their agency reports. Commissioner Erickson attended a retirement reception for Sue Alberts, a Planning & Zoning meeting at the Durst Farm, a Redesign meeting, a Planning & Zoning meeting and a MN DoT meeting. Commissioner Gray attended a retirement reception for Sue Alberts and a Redesign meeting. Commissioner Hanson attended a South Country meeting, a Civil War Memorial meeting, a Historical meeting, a Human Services Redesign meeting, a Parks & Trails meeting and a SE Water Resources meeting. Commissioner Olive was not available to report her meeting attendance. Commissioner Tjosaas attended a Durst Farm meeting, a retirement reception for Sue Alberts, a SCHA meeting, a Planning & Zoning meeting and a Semcac meeting.

Agency Reports

Motion by Tjosaas seconded by Hanson to adjourn the meeting at 11:47 a.m. CDT. *Motion adopted unanimously.*

Meeting Adjourned

The next regular meeting of the Dodge County Board of Commissioners will be held on September 25, 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:**