

TUESDAY, OCTOBER 9, 2012

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

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

**COUNTY ADMINISTRATION OFFICE
MANTORVILLE, MN**

2012-20

The Dodge County Board of Commissioners met in regular session October 9, 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 Hanson to approve 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 Human Services resolution #95-10.
- 1.2 Chair, Human Services Director and County Attorney to sign a contract with Steele County Human Services for supervision of child support staff and activities for the period of September 15, 2012 to September 14, 2013.
- 1.3 Chair and Emergency Management Director to sign a 2012 Emergency Management Performance Grant in the amount of \$18,664.00.

Motion adopted unanimously.

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

Legal Update

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

Human Services
Committee Report

Chief Deputy Mike Leonhardt presented for the Board's consideration a VHF Interoperable Frequency Use Agreement.

VHF Interoperable
Frequency Use
Agreement Approved

Motion by Olive seconded by Erickson to approve and authorize the Chair and Sheriff to sign an agreement between the State of Minnesota and Dodge County which will allow Dodge County to use statewide VHF Interoperability channels in an emergency mutual aid situation. *Motion adopted unanimously.*

VHF Interoperable
Frequency Use
Agreement Approved -
Continued

Human Services Director Jane Hardwick met with the Board to discuss her request to authorize a telecommuting pilot project for Human Services. Ms. Hardwick stated that as the county looks to enable employees to work in various work sites in the future, her office would like to pilot telecommuting for up to four Human Services staff for a six-month period to help inform how best to implement telecommuting on an on-going basis where it makes sense. Included in the Board packet was a draft set of guidelines that Human Services would apply during the pilot project.

Human Services
Telecommuting Pilot
Project Approved

The Human Services Director is seeking to try telecommuting in situations where it aligns well for the work activities an employee is expected to do; where it is compatible with the employee's work style, skill set, performance, etc.; and where it makes good business sense.

Some of the business reasons that lead her to consider telecommuting include:

- Eventually reducing growth in work space demands.
- Reducing parking congestion.
- Maximizing employee productivity.
- Being an employer of choice for new employees.
- Retaining existing, skilled work force.

Motion by Erickson seconded by Tjosaas to authorize the implementation of a 6-month pilot project for telecommuting of up to four Human Services employees, applying the guidelines that have been drafted for this purpose. *Motion adopted unanimously.*

Zoning Administrator Melissa DeVetter presented for the Board's consideration the October 3, 2012 Planning Commission recommendations. The Zoning Administrator reviewed IUP #12-07.

IUP #12-07 Approved

Motion by Tjosaas seconded by Olive to approve of the following action of the Planning and Zoning Commission as reviewed on October 3, 2012 with the reasons, recommendations and conditions as found in the individual permit:

Duane Horning – IUP #12-07

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 Urban Expansion District. The proposed property will be a split of 10.9 acres from 29.52 acres. The property is located in the SW 1/4 of the SE 1/4 and the SE 1/4 of the SW 1/4 of Section 15, Mantorville Township. Duane Horning is the applicant and the property owner.

The Planning Commission recommends approval with the following conditions:

1. The Ag Covenant shall be signed and recorded prior to issuance of the Zoning Permit.
2. Dodge County Zoning Permit shall be obtained before construction.
3. The sewage treatment system must meet the requirements of Dodge County's Subsurface Sewage Treatment Ordinance No. 4. A Dodge County Sewage Treatment System shall be obtained prior to issuance of the Zoning Permit.
4. Adequate erosion control measures shall be implemented during any land disturbing activities to ensure that the adjacent watercourses are not impacted by sediment.
5. Driveway access shall be obtained from the Mantorville Township.
6. An address shall be obtained from the Dodge County Highway Department.

IUP #12-07 Approved - Continued

Motion adopted unanimously.

Ms. DeVetter presented for the Board's consideration IUP #12-08.

IUP #12-08 Approved

Motion by Erickson seconded by Olive to approve of the following action of the Planning and Zoning Commission as reviewed on October 3, 2011 with the reasons, recommendations and conditions as found in the individual permit:

Michael D. Marquardt – IUP#12-08

The second 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 parcel is located in the NE 1/4 of the NW 1/4 of Section 8 in Ashland Township. Michael D. Marquardt is the applicant and property owner.

The Planning Commission recommends approval with the following conditions:

1. The Ag Covenant shall be signed and recorded prior to issuance of the Zoning Permit.
2. Dodge County Zoning Permit shall be obtained before construction.
3. The sewage treatment system must meet the requirements of Dodge County's Subsurface Sewage Treatment Ordinance No. 4, or successor. A Dodge County Sewage Treatment System shall be obtained prior to issuance of the Zoning Permit.
4. An address shall be obtained from the Dodge County Highway Department.
5. A Driveway Permit shall be obtained from the Dodge County Highway Department.
6. The trailer house shall be removed within 90 day of occupancy.
7. The well shall have a setback of 50 feet from the Agricultural property line.

Motion adopted unanimously.

Commissioner Erickson commented that the Zoning Administrator will need to make sure she is informed of when the trailer house is moved in order to know when to start the 90 day occupancy time clock.

The Zoning Administrator reviewed with the Board Zoning Amendment – ZA #12-02.

Zoning Amendment –
ZA #12-02 Discussed

Zoning Amendment – ZA#12-02

The third public hearing is to consider an amendment to the Dodge County Zoning Ordinance. The proposal includes new language for Chapter 16 (Performance Standards), 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.

The Planning Commission recommended continuing the Zoning Amendment until the November meeting.

No action was taken on the Zoning Amendment to allow the Planning Commission additional time to further review the Zoning Amendment at their November meeting.

The Board thanked Ms. DeVetter for her work on updating the Zoning Amendment.

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

Personnel Actions
Approved

A. Sheriff's Office

- A.1 Melissa Bublitz – Records - .5 FTE
Step increase from B21 step 9 \$13.61 to B21 step 8 \$14.06.
Effective Date: 8/13/12
- A.2 Ashley Bjornson – Records - .5 FTE
Step increase from B21 step 9 \$13.61 to B21 step 8 \$14.06.
Effective Date: 8/13/12
- A.3 Tanya Wunderlich – 911 Dispatcher - .70 FTE
Step increase from B22 step 2 \$16.55 to B22 step 3 \$17.05.
Effective Date: 7/1/12
- A.4 Kevin Krause – Deputy Sheriff
Step increase from C41 60 month step \$25.54 to C41 72 month step \$26.15.
Effective Date: 8/26/12
- A.5 Kristina Hotopp – 911 Dispatcher – On-Call
No longer employed.
Effective Date: 9/30/12

B. Administration

- B.1 Sara Marquardt – Accounting Services Director
Step increase from C41 step 4 \$25.03 to C41 step 3 \$25.72.
Effective Date: 6/4/12

C. Recorder's Office

- C.1 Jennifer Driesch – Deputy Recorder
Authorization to employ at B22 step 9 \$14.53.
Effective Date: 10/10/12

D. Assessor's Office

- D.1 Wendell Engelstad – County Assessor
No longer employed.
Effective Date: 12/21/12
- D.2 County Assessor – 1.0 FTE
Authorization to post and fill vacancy.
Effective Date: 10/9/12

E. Human Services

- E.1 Jeremy Allen – Financial Assistance Specialist
Annual review.
Effective Date: 10/12/12
- E.2 Ginger Nelson – Eligibility Worker
Annual review.
Effective Date: 10/1/12

Motion adopted unanimously.

The Chair recessed the meeting at 10:12 a.m. CDT.

Meeting Recessed

The Chair reconvened the meeting at 10:22 a.m. CDT.

Meeting Reconvened

Finance Director Lisa Kramer reviewed bills with the Board. Motion by Olive seconded by Hanson to approve the bills as discussed in the following amounts from the appropriate funds as determined by Finance:

Bills Approved

01	Revenue Fund	\$ 53,190.16
11	Human Services Fund	\$ 39.00
13	Road and Bridge Fund	\$ 83,278.13
16	Environmental Quality	\$ 6,145.33
17	EQ Revolving Equip Fund	<u>\$ 75,400.00</u>
	Total	\$218,052.62

Motion adopted unanimously.

The Chair recessed the meeting at 10:28 a.m. CDT to convene the Board of Health meeting.

Meeting Recessed

The Chair reconvened the meeting at 10:43 a.m. CDT.

Meeting Reconvened

The County Attorney left the meeting at 10:44 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 Tjosaas seconded by Olive to approve and authorize the September 25, 2012 Committee of the Whole meeting minutes as presented. *Motion adopted unanimously.*

09/25/12 Committee of the Whole Meeting Minutes Approved

Motion by Erickson seconded by Hanson to approve and authorize the September 25, 2012 meeting minutes as presented. *Motion adopted unanimously.*

09/25/12 Meeting Minutes Approved

Commissioners provided their agency reports. Commissioner Erickson attended a Regional Radio Board meeting and a Dodge County Planning & Zoning meeting. Commissioner Gray did not have any meetings to report. Commissioner Hanson attended a Zip Rail meeting and a PAC meeting. Commissioner Olive attended a Zip Rail Project Joint meeting, an AMC Policy Conference, a Milton Township Board meeting, a Freight Rail PAC meeting, a COG meeting and a Semcac meeting. Commissioner Tjosaas attended the SCHA meeting, a COG meeting, a Planning & Zoning meeting and a Semcac meeting.

Agency Reports

The meeting was recessed at 11:12 a.m. CDT for lunch.

Meeting Recessed

The meeting was reconvened at 1:30 p.m. CDT.

Meeting Reconvened

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
	Paul Wiltgen	IT Director
	Wendell Engelstad	County Assessor
	Lisa Kramer	Finance Director
	Lisa Hager	Employee Relations Director
	Guy Kohlhofer	County Engineer
	Jane Hardwick	Human Services Director
	Roger Friedt	Building Operations Supervisor
	Peggy Espey	Public Health Director
	John McNamara	Wold Architects
	Lynae Shoen	Wold Architects

The County Board met to discuss the county space planning efforts. The Board discussed the long-term and short-term space considerations presented by Wold Architects and Engineers. The Board discussed potential cost scenarios of long-term options that have been presented for further planning and also discussed what opportunities were available to them for short-term improvements. The Board agreed to meet in November to discuss the short-term options further which includes storage and opening space opportunities in areas limited for further space expansion.

Space Study Discussion

Motion by Olive seconded by Hanson to adjourn the meeting at 2:59 p.m. CDT. *Motion adopted unanimously.*

Meeting Adjourned

The next regular meeting of the Dodge County Board of Commissioners will be held on October 23, 2012 at 9:30 a.m. CDT.

Next Regular Meeting

ATTEST:

DON GRAY
CHAIR, COUNTY BOARD

BECKY LUBAHN
DEPTY CLERK

DATED: