

**TUESDAY, APRIL 9, 2013**

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

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

**COUNTY ADMINISTRATION OFFICE  
MANTORVILLE, MN**

**2013-08**

The Dodge County Board of Commissioners met in regular session April 9, 2013, in the Commissioner's Room at the Courthouse Annex, Mantorville, MN, at 9:30 a.m. CDT. Lyle Tjosaas, 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 County Administrator acknowledged those present and established that there was a quorum:

Those Present

Members present:	John Allen	District #1
	Lyle Tjosaas	District #2
	Rodney Peterson	District #3
	David Erickson	District #4
	Steven Gray	District #5

Members absent: None

Also present:	Jim Elmquist	County Administrator
	Becky Lubahn	Deputy County Clerk
	Paul Kiltinen	County Attorney

Motion by Erickson seconded by Allen to approve the agenda as amended to change the SCHA By-Laws request to a SCHA Joint Powers Agreement request. *Motion adopted unanimously.*

Agenda Approved

Motion by Gray seconded by Peterson to approve the following items on the Consent Agenda:

Consent Agenda  
Items Approved

- 1.1 Chair and County Administrator to sign the South Country Health Alliance Joint Powers Agreement as presented.
- 1.2 Human Services resolution #95-10.
- 1.3 Chair, Human Services Director and County Attorney to sign a Purchase of Service Agreement with Olmsted County for 2013 for the provision of intensive case management services as provided by the liaison case manager at a rate of \$71.00 per hour.
- 1.4 One Social Worker to change from a county-owned cell phone to a stipend at her request, and to issue the county-owned cell phone to a new Social Worker on the Child & Family Social Services team.
- 1.5 Chair, Human Services Director and County Attorney to sign an agreement with Olmsted County for the provision of infrastructure support for Child & Family Social Services staff and activities for the period January 1, 2013 through December 31, 2013.

- 1.6 The Chair and Deputy Clerk to sign resolution #2013-16 in support of transportation funding.

*Motion adopted unanimously.*

Consent Agenda  
Items Approved -  
Continued

Employee Relations Director Lisa Hager presented the Personnel Agenda for the Board's consideration.

Personnel Actions  
Approved

Ms. Hager informed the Board that item B.1 was pulled from the agenda.

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

**A. Human Services**

- A.1 Emily Handevitd – Office Support Specialist  
Step increase from B21 step 7 \$14.66 to B21 step 6 \$15.14.  
Effective Date: 3/9/13

**B. Highway**

- B.2 Jacob Cray – Engineering Technician II  
Authorization to change status from Engineering Tech II \$23.19 to Engineering Tech III \$23.74.  
Effective Date: 4/10/13

**C. Environmental Services**

- C.1 Mark Brannan – Assistant Operator  
Annual review.  
Effective Date: 3/1/13

*Motion adopted unanimously.*

The Employee Relations Director informed the Board that at the previous Board meeting the Sheriff's Office had a request to allow an internship in the Sheriff's Office. That individual is no longer available and the Sheriff's Office has requested that another individual be allowed to complete an internship in the Sheriff's Office.

Sheriff's Office  
Internship Swap  
Supported

It was the consensus of the Board that they supported the Sheriff's request to swap one intern in place of another.

County Attorney Paul Kiltinen suggested that in the future the Sheriff's Office requests to allow internships be listed without an individual's name.

Ms. Hager provided for the Board's consideration a Highway Equipment Operators schedule adjustment request.

Highway Equipment  
Operators Schedule  
Adjustment Tabled

As a cost savings measure unique to the Highway Department, to save on fuel and additional daily startup costs, Administration is requesting the county temporarily agree to the schedule provided in Appendix A.

As indicated in this language the employer shall provide a seven (7) day notice when the work schedule is to revert back to the five (5) day – eight (8) hour work week schedule.

Highway Equipment  
Operators Schedule  
Adjustment Tabled -  
Continued

The union is requesting that the proposed modified schedule starts prior to Memorial Day and continues beyond Labor Day. This would mean an additional four hours of holiday pay per union member, beyond what was paid last year when they started the modified schedule after Memorial Day and ended it before Labor Day. This is a request that they have made in past years and through much discussion the county has agreed to the modified work schedule, but not until after Memorial Day and ended it prior to Labor Day. It is the recommendation of Administration that the modified work schedule for this group runs from June 3, 2013 through August 30, 2013.

The engineering staff within the union would like to also do a four ten hour work week. However due to scheduling, the start and end dates would not coincide with the maintenance personnel. Start and end dates for engineering would be from April 15 to when CSAH 24 construction requires five day weeks (sometime after June 17<sup>th</sup> but no later than June 28<sup>th</sup>). It is the recommendation of Administration that this modified work schedule be approved.

Commissioner Allen expressed concern with the Highway Department not utilizing the entire month of May to extend their work hours; he felt May was a good month to get work done weather wise.

Considerable discussion took place regarding the request.

It was determined that the County Engineer needs to be present to answer additional questions regarding the request for a schedule adjustment.

Motion by Gray seconded by Allen to table further discussion on the Highway Department's schedule adjustment request until the County Engineer is available to answer additional questions regarding the proposed adjustment. *Motion adopted Gray, Allen, Erickson, Tjosaas aye, Peterson nay.*

Kasson City Administrator Randy Lenth provided the Board with an ice arena financial update. The county and city have joint management of the facility.

Ice Arena Financial  
Update

Four Seasons Arena Manager Steve Howarth was available to comment on the update.

Included in the Board packet were the unaudited ice arena financials for 2012.

Mr. Lenth informed the Board that programs at the ice arena are up and that the boys and girls hockey programs are both doing great.

Commissioner Gray suggested that they adjust their rates to offset the annual deficit.

Steve Howarth reported that they are adjusting their rates as they can.

Ice Arena Financial  
Update - Continued

Mr. Howarth elaborated on the programs offered at the ice arena.

Commissioner Peterson informed the Board that he met with the City of Kasson, county and Fair Board last night and they discussed the possibility of taking the ice out at the arena for two weeks during the fair. Mr. Peterson reported that they came to the conclusion that it's too late this year to make plans to take the ice out during the fair since programs have already been planned during that time of year. Commissioner Peterson wanted to know how much revenue would be lost by leaving the ice out for those two weeks and asked the city to report back with those figures.

Commissioner Tjosaas reported that the vendors he talked to liked being up by all of the other activities, food and display buildings instead of in the four seasons building.

Commissioner Peterson stated that the vendors want more traffic through their booths during the fair.

Discussion took place on things the Fair Board has tried to do to generate traffic through the four seasons building. Last year changes were made with regard to parking in hopes of directing people through the vendor's exhibits, this attempt was unsuccessful. It was the consensus of the group that other avenues need to be explored in order to generate more traffic through the vendor exhibits.

Randy Lenth informed the Board that the skate park located outside the ice arena will be relocated. The kids using the skate park didn't like having the ice rink boards up and weren't using the skate park as much once they were installed. It was also determined that this space would be better utilized as part of the outdoor training area for the skating programs offered by the ice arena.

County Administrator Jim Elmquist reported that in the county budget (01-002-6913) there is a line item allocating for potential costs from year-to-year for the arena that account for the county's share of annual finances. It was noted that Dodge County's share of the Four Seasons Arena annual finances is well within the budgetary item of \$14,000.

No action was needed on this item.

The Board thanked Mr. Lenth and Mr. Howarth for the update.

Finance Director Lisa Kramer presented for the Board's consideration a Maximus Cost Allocation Plan.

Agreement for Cost  
Allocation Plan from  
Maximus Approved

Ms. Kramer informed the Board that Dodge County has worked with Maximus to produce its annual Cost Allocation Plan for over ten years and the county's contract with them is due for renewal.

The agreement is for 48 months and can be terminated with 60 days prior written notice. The Finance Director has discussed with Maximus the possible future of Dodge County Human Services, but it is anticipated that the county will still need cost reports for the duration of this contract.

Agreement for Cost Allocation Plan from Maximus Approved - Continued

Ms. Kramer reported that the Maximus staff is very professional and it has been a pleasure to work with them. Maximus has kept their rates flat for the past three years and has proposed the same fee for the next three years.

Motion by Peterson seconded by Allen to approve and authorize the Finance Director to sign the Agreement to Provide Professional Consulting Services from Maximus Consulting Services as requested. *Motion adopted unanimously.*

Environmental Services Director Mark Gamm and Solid Waste Facility Manager Terry Selthun met with the Board to discuss a trailer purchase price amendment.

Trailer Purchase Price Amendment Approved

At the County Board meeting on March 26, 2013 Commissioners approved the purchase of a new trailer for \$67,286.78 from Ken's Truck Repair Inc. The quote included a trade-in allowance of \$10,000 for their existing trailer. Last week, one of the other vendors previously contacted, found a buyer who has offered \$20,000 for Environmental Service's existing trailer. When Environmental Services contacted Ken's Truck Repair, they said they were willing to remove the trade-in value from their quote; allowing Dodge County to sell the existing trailer to another party. The net result for the county is a \$9,350 savings:

	Quote Previously Approved 3/26/13	Amended Quote
Ken's Truck Repair	\$ 73,132.40	\$ 73,132.40
Trade-In Allowance	\$(10,000.00)	\$ 0
Tax and License Est.	\$ 4,154.38	\$ 4,804.75
Subtotal	\$ 67,286.78	\$ 77,937.15
Sale of Trailer	\$ 0	\$(20,000.00)
Net Total	\$ 67,286.78	\$ 57,937.15

Motion by Peterson seconded by Gray to accept the amended low quote from Ken's Truck Repair in the amount of \$73,132.40 and sale of existing trailer to Erick Stank for \$20,000. *Motion adopted unanimously.*

Mr. Gamm presented for the Board's consideration a Property Lease.

Property Lease Agreement with Elias Approved

Dodge County owns fourteen acres of land just south of the Demolition Landfill. The purpose of the land is to buffer the landfill from surrounding land uses. For several years, Luke Elias has cultivated about ten acres of this parcel, raising corn and soybeans. Environmental Services would like to continue this relationship for one year under a new lease agreement in which Mr. Elias will pay the county \$200/acre. County Attorney Paul Kiltinen has reviewed the lease agreement which was included in the Board packet.

Motion by Allen seconded by Peterson to approve and authorize the Environmental Services Director to sign a one year Property Lease agreement with Luke Elias for county owned property just south of the Demolition Landfill as requested. *Motion adopted unanimously.*

Property Lease Agreement with Elias Approved - Continued

The Environmental Services Director provided the Board with an update on the Transfer Station fire damage repair.

Transfer Station Fire Damage Repair Update

Mr. Gamm reported that the fire occurred September 2011. Smoke and heat damage resulted in an estimated \$186,000 loss. The Minnesota Counties Intergovernmental Trust will pay 100% of the loss minus a \$1,000 deductible. To date, MCIT has paid \$94,000 to the county for clean-up, new electrical components, and new overhead doors.

Beginning April 29, 2013 Service Master of Rochester will dry ice blast and paint all support structures including beams, purlins, and girts. Beginning June 1, 2013 or sooner, Hyland Grain System will replace siding and roof metal on the entire building. Environmental Services expects the Transfer Station will be fully repaired by the end of June.

Mr. Gamm informed the Board that they will maintain current levels of customer service in May and June; however, operations will be confined to the old Transfer Station and Recycling Center. This change in operation will create additional work for their staff. MCIT has indicated that our insurance will pay for any required overtime cost and extra expenses.

The Board thanked Mr. Gamm for the update.

Zoning Administrator Melissa DeVetter presented for the Board's consideration the April 3, 2013 Planning Commission recommendations.

IUP #13-02 Approved

The Board discussed adding a stipulation to the request that would make the property owners aware that they have a one year limit to begin building on the property. Ms. DeVetter indicated that this was not necessary since that stipulation is spelled out in the ordinance.

Motion by Allen seconded by Gray to approve of the following action of the Planning and Zoning Commission as reviewed on April 3, 2013 with the reasons, recommendations and conditions as found in the individual permit:

**Kathleen & James Curlee - IUP #13-02**

The public hearing is to consider an application for an Interim Use Permit to allow a dwelling on less than 53 acres in the Agricultural District. The property is 40 acres located in the NW 1/4 of the SE 1/4 of Section 2, Milton Township. Kathleen and James Curlee are the applicants and Grace Hancock is 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, or successor. A Dodge County Sewage Treatment System shall be obtained prior to issuance of the Zoning Permit. The old sewage treatment system, if present, should be properly abandoned at the time of the new system is constructed.
4. A Driveway Permit shall be obtained from the Milton Township, when required.
5. If a new well is drilled, the existing on-site shall be properly abandoned at the time of installation.

IUP #13-02 Approved  
- Continued

*Motion adopted unanimously.*

Ms. DeVetter presented a fee waiver request for the Board's consideration.

Naatz Variance  
Application Fee  
Waiver Request  
Approved

The Naatz's currently have an unpermitted earthen manure storage pit that is required to be properly closed. The feedlot site currently lacks adequate manure storage. The feedlot owners are currently working with SWCD Joint Powers Board staff and the NRCS to address the manure storage issue.

Under Item C of Section 16.24.6 (General standards) of the Dodge County Zoning Ordinance, it states that new concrete manure storage pits are required to provide a six month storage capacity. The Naatz's are requesting a variance to allow construction of a new pit with less than six months of storage capacity. Mrs. Naatz is requesting a waiver of the \$600 variance application fee to proceed with a variance request.

Included in the Board packet was a letter from Mrs. Naatz dated March 25th, 2013.

Mrs. Naatz was available to comment on the request.

The Board discussed the fact that the property owners didn't create the need for the update, the county and the MPCA did. Also noted was that the \$600 variance application fee would create a hardship on an already tight financial budget.

Motion by Allen seconded by Peterson to approve and authorize the waiver of the \$600 variance application fee for the Naatz property as requested based on their particular situation. *Motion adopted Peterson, Allen, Erickson, Tjosaas aye, Gray abstained.*

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

Legal Update

Mr. Kiltinen updated the Board on the status of the Alcorn lawsuit.

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

Public Health  
Committee Report

Taxpayer Services Director Rose Culbertson reviewed bills with the Board.

Bills Approved

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

01	Revenue Fund	\$	77,185.56
11	Human Services Fund	\$	39.00
13	Road and Bridge Fund	\$	51,806.66
16	Environmental Quality Fund	\$	<u>22,096.31</u>
	Total	\$	151,127.53

*Motion adopted unanimously.*

Minnesota Counties Intergovernmental Trust Control Manager Kevin Balfanz provided the Board with an MCIT Annual Report to members.

MCIT Annual Report  
to Members

The Board thanked Mr. Balfanz for the report.

The County Attorney left the meeting at 11:10 a.m. CDT.

County Attorney Left  
Meeting

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

Administration  
Committee Report

Motion by Gray seconded by Peterson to approve and authorize the March 26, 2013 Committee of the Whole meeting minutes as presented. *Motion adopted unanimously.*

03/26/13 Committee  
of the Whole Meeting  
Minutes Approved

Motion by Erickson seconded by Allen to approve and authorize the March 26, 2013 meeting minutes as presented. *Motion adopted unanimously.*

03/26/13 Meeting  
Minutes Approved

Commissioners provided their agency reports. Commissioner Allen attended a meeting with Kent Keller, a meeting with the City of Mantorville, an Employee Recognition Banquet, an Area Agency on Aging meeting and a meeting with the Mayor of Mantorville, Mayor of Kasson, Superintendent of the Kasson-Mantorville School and Randy Lenth from the City of Kasson. Commissioner Erickson attended a Planning and Zoning meeting, a tour of the Mantorville Intermediate School and an Employee Recognition Banquet. Commissioner Gray attended an Employee Recognition Banquet, a tour of the Mantorville Intermediate School, an AMC County Land Use meeting, an interview for the Assessor position and a regular County Board meeting. Commissioner Peterson attended a Radio Board meeting, a Fair Board meeting with the City of Kasson and toured the Mantorville Intermediate School. Commissioner Tjosaas attended an Employee Recognition Banquet, a meeting at the capital, a Planning and Zoning meeting, an SDA meeting, interviews, a Semcac meeting, a COG meeting and a meeting with Mantorville.

Agency Reports

The Chair recessed the meeting at 11:41 a.m. CDT.

Meeting Recessed

The Chair reconvened the meeting at 1:33 p.m. CDT.

Meeting Reconvened

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

Those Present

Members present:	John Allen	District #1
	Lyle Tjosaas	District #2
	Rodney Peterson	District #3
	David Erickson	District #4
	Steven Gray	District #5
Members absent:	None	
Also present:	Jim Elmquist	County Administrator
	Loring Guenther	Captain
	Mike Leonhardt	Chief Deputy
	Peggy Espey	Public Health Director
	Mark Gamm	Environmental Services Director
	Lisa Hager	Employee Relations Director
	Jane Hardwick	Human Services Director
	Tobey Hicks	Information Systems Specialist
	Paul Wiltgen	IT Director
	Lisa Kramer	Finance Director
	John McNamara	Wold Architects

John McNamara, Consultant from Wold Architects and Engineers presented a summary of the Master Facility Planning that has been done so far. Mr. McNamara stated the meeting objectives were to give an update on the discussion between the City of Mantorville and Dodge County in regards to zoning and parking requirements, to examine the long term options, short term options, and where to go from here.

Space Study  
Discussion

Mr. McNamara stated the meeting between the city and the county was productive. The county was asking to speak to the city in regards to the amount of parking required if the county were to expand or build a new facility. With site limitations in the area, meeting those requirements would be a challenge. The county currently owns two lots around the courthouse and at this point, due to zoning requirements, cannot build parking in those areas. The City of Mantorville stated that the school site across the street has been rezoned to commercial and suggested that the Courthouse and the county owned properties around the courthouse could also be rezoned to commercial. There was also the question of vacating a street but there were concerns about how much the road to the north of the courthouse would have to be upgraded in order to carry any further loaded traffic. Overall, the city said they are interested in working with the county and keeping county services in Mantorville.

Mr. McNamara discussed the three options that were asked to be studied further and also discussed the organizational concepts which included explanations of the areas and cost analysis. Short term options were also discussed. The concepts mentioned were a possible renovation of the Annex for more space, offsite storage opportunities, and a relocation of a department for temporary space.

Space Study  
Discussion -  
Continued

The commissioners asked department heads for their comments going forward as to their thoughts.

Some department heads noted that space limitations, the current security needs in the courthouse, and how parking is a continual challenge to be areas of concern. Also highlighted was the inmate transport process and how they enter the building into a public area. It was also stated that the Attorney’s Office is not suitable.

The school site across Highway 57 from the courthouse was referenced as a site for future county considerations and several commissioners stated they have had the opportunity to tour the building. There was discussion as to the functionality of the space as it is a school or if the building would need to be leveled. It was generally agreed that the oldest addition to the space would need to come down for further consideration. The County Board agreed that further conversation needs to occur in a closed session to consider or develop an offer for the purchase of the property.

Motion by Allen seconded by Gray to adjourn the meeting at 3:12 p.m. CDT.  
*Motion adopted unanimously.*

Meeting Adjourned

The next meeting of the Dodge County Board of Commissioners will be held on April 23, 2013 at 9:30 a.m. CDT.

Next Regular Meeting

**ATTEST:**

\_\_\_\_\_  
LYLE TJOSAAS  
CHAIR, COUNTY BOARD

\_\_\_\_\_  
BECKY LUBAHN  
DEPUTY COUNTY CLERK

\_\_\_\_\_  
DATED: