

TUESDAY, APRIL 14, 2015

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

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

**COUNTY ADMINISTRATION OFFICE
MANTORVILLE, MN**

2015-08

The Dodge County Commissioners met in regular session April 14, 2015, in the Commissioner's Room at the Dodge County Courthouse Annex, Mantorville, MN, at 9:30 a.m. CDT. Chair John Allen called the 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:

Those Present

Members present:	John Allen	District #1
	Tim Tjosaas	District #2
	Rodney Peterson	District #3
	David Erickson	District #4
Members absent:	Steven Gray	District #5
Also present:	Jim Elmquist	County Administrator
	Becky Lubahn	Deputy Clerk
	Paul Kiltinen	County Attorney

Motion by Erickson seconded by Peterson to approve and adopt the agenda as presented. *Motion adopted unanimously.*

Agenda Approved

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

Consent Agenda
Items Approved

- 1.1 Awarding 2015 Lawn Care contract to JMC Property Services, LLC of Wanamingo, MN at the quoted prices.
- 1.2 Gambling Permit for Holy Family Catholic Church for excluded bingo at the Dodge County Fair July 15-19, 2015 to raise money for the church.
- 1.3 Board Chair to sign Medicare Enrollment Application as the Authorizing Official and appoint Interim Business Administrator as Delegating Official in order to keep the file current.
- 1.4 Highway Department to advertise and open bids, at the Engineer's discretion, for the Government Services Building bituminous project and the bituminous removal and patching over two centerline culverts on CSAH 16, west of TH 57.

Motion adopted unanimously.

Facilities and Fleet Manager Duke Harbaugh discussed with the Board the main floor Courthouse and MnPrairie move. At this time Mr. Harbaugh is asking for this item to be tabled until the special meeting which will be held after the Fairview Care Center meeting on Tuesday, April 21, 2015 in order to allow him additional time to talk to contractors and come back with more accurate pricing for Phase I of the move to the Government Services Building.

Main Floor
Courthouse and
MnPrairie Move
Proposal Tabled

It is anticipated there will be some price adjustments since the contractors are being asked to work on a holiday weekend.

Main Floor
Courthouse and
MnPrairie Move
Proposal Tabled -
Continued

Motion by Tjosaas seconded by Erickson to table the main floor Courthouse and MnPrairie move proposal until Tuesday, April 21, 2015. *Motion adopted unanimously.*

Director of Information Technology Tobey Hicks met with the Board to discuss the audio and visual needs for the new Board room in the Government Services Building.

Audio and Visual
Plan for Government
Services Building
Discussion

Information Systems Specialist Eric Schwartz was available to comment on the request.

As discussed at the March 26, 2015 County Board meeting, there is a new County Board Room that will need microphones, speakers, displays and other equipment.

Dodge County IT has met with three vendors and discussed the needs for Dodge County's Board Room and received the following quotes:

1. MARCO = They have come onsite and put together a quote with a nice setup with a central control system. This central control system would allow for adjusts of sound, sound location, images on the displays and more. This comes in at a total cost of \$36,907.51.
2. All Systems = They have come onsite and put together a system that will work. This system includes recording and video recording of the room for playback at later times. This setup also includes a lockable cabinet and switchable (on and off) power. This comes in at a total cost of \$28,572.00.
3. M Space = They have come onsite and did not submitted a quote for the county to review.

IT recommends Option 2 which will provide adequate equipment for all of the needs the county had to meet. It was noted Dodge County Commissioner, Steve Gray also supports moving forward with Option 2.

Mr. Hicks reported there was also talk about video conferencing, this was not included in this plan but could be looked into at some point. Dodge County does have the availability to do Interactive tv meetings on the state ITV network but the Director of Information Technology thinks the discussion was leaning more towards a third party video chat program such as Skype.

Motion by Erickson seconded by Peterson to withdraw their March 24, 2015 tabled motion to approve and authorize the Chair to sign the All Systems Scope of Work proposal for the installation of a new audio and video recording system in the new County Board Room in the Government Services Building at a cost of \$23,751.00. *Motion adopted unanimously.*

Tabled Audio and
Visual Plan for
Government Services
Building Request
Withdrawn

It was pointed out the new audio and visual proposal includes an increase of \$4,821.00 for additional microphones, a lockable cabinet, on/off switch, speakers, cable, volume control, and connections to the existing projector.

Audio and Visual
Plan for Government
Services Building
Approved

Motion by Erickson seconded by Tjosaas to approve and authorize the IT Office to move forward with Option 2, the All Systems quote, to provide the audio and visual equipment for the new Board Room in the Government Services Building at a cost of \$28,572.00. Also included in the motion was authorization for the Chair to sign the proposed Scope of Work plan for the Government Services Building.
Motion adopted Erickson, Peterson, Tjosaas aye, Allen nay.

*Audio and Visual
Plan for Government
Services Building
Approved -
Continued*

Commissioner Allen commented he was not in favor of the proposal because he felt the county doesn't use the system we have.

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

*Personnel Actions
Approved*

Motion by Erickson seconded by Tjosaas to approve the following personnel actions:

A. Sheriff's Office

- A.1 Shannon Johnson – 911 Dispatcher
Authorization to change status from 1.0 FTE to On-Call.
Effective Date: 3/29/15
 - A.2 Dispatch Supervisor – 1.0 FTE
Authorization to fill vacant position.
Effective Date: 4/14/15
 - A.3 Jeff Hoffman – Deputy Sheriff
Annual review.
Effective Date: 3/24/15
 - A.4 Michael Erdman – Deputy Sheriff – On-Call
Resignation.
Effective Date: 3/14/15
- B. Administration**
- B.1 Ed Anderson – Custodian/Maintenance
Step increase from A13 step 6 \$14.55 to A13 step 5 \$14.97.
Effective Date: 3/26/15
 - B.2 Eric Thompson – Drug Court Coordinator
Annual review.
Effective Date: 3/12/15
 - B.3 4H Summer Assistant - Seasonal
Authorization to post and fill seasonal position.
Effective Date: 6/8/15 – 8/14/15
- C. Public Health**
- C.1 Deborah Harlow – PHN I
Annual review.
Effective Date: 3/23/15
 - C.2 Iva Kietzmann – PHN II
Annual review.
Effective Date: 4/1/15
- D. Attorney's Office**
- D.1 Assistant County Attorney – Temporary
Authorization to employ PT – Temporary Assistant County Attorney.
Effective Date: 6/15/15 – 9/15/15

E. Highway Department

- E.1 Joshua Smith – Engineering Tech II
Step increase from B22 12 month step \$23.95 to B22 24 month step \$24.20.
Effective Date: 5/1/15
- E.2 Andrew Hesel – Maintenance Superintendent
Step increase from C43 step 6 \$29.95 to C43 step 5 \$31.33.
Effective Date: 5/6/15

Personnel Actions
Approved -
Continued

Motion adopted unanimously.

Taxpayer Services Director Rose Culbertson reviewed bills with the Board.

Bills Approved

A payment on page 9 to CHS for fuel is being pulled, this is a duplicate payment.

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

01	Revenue Fund	\$ 207,119.89
13	Road and Bridge Fund	\$ 73,366.20
16	Environmental Quality Fund	\$ 9,992.90
19	EDA/HRA – Dodge County	\$ 12,159.20
32	County Capital Projects	\$ 17,108.66
	Total	\$ 319,746.85

Motion adopted unanimously.

SSTS Coordinator Sandra Schaefer presented for the Board’s consideration an Intermediate Design Agreement.

Contractual Services
Agreement for Septic
Assistance Approved

Ms. Schaefer reported Dodge County Septic and Wastewater Ordinance No. 4 allows Type IV septic systems to be constructed in Dodge County. These systems need to be reviewed, approved, inspected and the compliance issued by a MN state licensed Intermediate or Advanced Inspector. There is currently no one in the Environmental Services Department who holds that type of license. The agreement they had in 2014 has expired and the contractor no longer wishes to work for Dodge County.

The SSTS Coordinator informed the Board Gopher Septic is licensed to do these inspections and agrees to complete this work per the proposed agreement. There is a Type IV permit waiting to be submitted when Environmental Services has the appropriate agreement for services needed.

Motion by Erickson seconded by Tjosaas to approve and authorize the Chair to sign a Contractual Services Agreement for septic assistance between Gopher Septic Service and Dodge County effective April 15, 2015. *Motion adopted unanimously.*

Dodge County Victim Services Advocate Mary Harders presented for the Board’s consideration a proclamation declaring April as Sexual Assault Awareness Month and Child Abuse Prevention month.

April Proclaimed
Sexual Assault
Awareness Month
and Child Abuse
Prevention Month

Ms. Harders informed the Board April is nationally recognized as Sexual Assault Awareness Month. Victim Services, law enforcement, prosecution, the Courts, and probation in Dodge County attempt to manage the affects that sexual violence has on the population of Dodge County each day. This request is made to proclaim April as Sexual Assault Awareness Month in Dodge County to support those who have been victims of sexual assault and bring awareness and prevention efforts to our community.

Ms. Harder read the following proclamation:

- Whereas, Sexual violence is one of the most pervasive and serious public health issues in the United States. It is a costly, severely damaging and an increasing problem; and
- Whereas, Consequences of sexual violence are severe, and the impacts are felt disproportionately by those least able to protect themselves (ex. youth and disabled); and
- Whereas, More than 90% of those who are victims of sexual assault are abused and exploited by someone they know; and
- Whereas, Victim Services of Dodge, Fillmore, and Olmsted Counties serve approximately 300 new victims of sexual violence each year; and
- Whereas, In 2014, Victim Services advocated and supported victims in 46 Sexual Assault Exams at St. Mary’s Hospital through the Sexual Assault Nurse Examiner Program, and provided support and services to 70 children and their families at The Mayo Clinic Child and Family Advocacy Center; and
- Whereas, Of all the sexual assaults, research shows that only 16% are reported; and
- Whereas, Violence that uses sex is preventable. We must work together to support survivors, speak out against harmful attitudes and actions, and educate our community and youth through sexual violence prevention.

Therefore be it Resolved,

The voices of those who have been victims of sexual violence must be supported and heard;

Dodge County hereby proclaims April 2015 as:

Sexual Assault Awareness Month

In honor of all the Minnesotans who have experienced sexual violence, as well as those who have dedicated their lives and their time serving victims of sexual violence in our state.

Motion by Peterson seconded by Tjosaas to approve and authorize the Chair to sign the proposed proclamation in support of proclaiming April 2015 as Sexual Assault Awareness Month. *Motion adopted unanimously.*

*April Proclaimed
Sexual Assault
Awareness Month
and Child Abuse
Prevention Month -
Continued*

Ms. Harders answered questions regarding services offered by Victim Services and her working relationship with DFO Community Corrections.

Zoning Administrator Melissa DeVetter presented for the Board's consideration Zoning Amendment – ZA #15-01 from the April 1, 2015 Planning Commission meeting.

*ZA #15-01 Approved
by Resolution
#2015-10*

Zoning Amendment – ZA#15-01

The public hearing is to consider a Zoning Amendment to the Dodge County Zoning Ordinance. The proposal includes new and amended language for Chapter 16: Performance Standards, Section 16.46 Solar Energy Farms; 16.46.2 A. Lot Size.

The Planning Commission recommends approval of the Zoning Amendment as presented.

Commissioner Erickson offered the following resolution (#2015-10), seconded by Commissioner Tjosaas:

**Zoning Ordinance Amendment - Chapter 16,
Section 16.46 (Solar Energy Farms) Item 2 (Performance Standards)
A (Lot Size)**

WHEREAS, the Dodge County Comprehensive Plan promotes sustainable development; and

WHEREAS, solar energy is considered a clean, renewable and sustainable energy source; and

WHEREAS, when the standard was adopted, the MPCA, had viewed these sites as impervious cover; and

WHEREAS, under current ordinance provisions, the solar energy farm lot size is required to be four times the area of the impervious surface created by the panels and arrays to address stormwater concerns; and

WHEREAS, the view that these systems are impervious has changed at the state level under the stormwater program; and

WHEREAS, the county would view a lot size that is four times the size of the array as excessive, provided that the MPCA's stormwater provisions can adequately be addressed; and

WHEREAS, a summary of the language to be added to Chapter 16 (Performance Standards), has been published in the legal newspaper March 18, 2015 and posted upon the county website; and

WHEREAS, a public hearing on the proposed amendments was held by the Dodge County Planning Commission on April 1, 2015; and

WHEREAS, the Planning Commission recommended approval of the proposed Section 16.46.2.A to the Dodge County Board of Commissioners; and

ZA #15-01 Approved
by Resolution
#2015-10 -
Continued

WHEREAS, the Dodge County Board of Commissioners adopted the proposed amended Chapter 16 at its April 14, 2015 meeting.

THEREFORE BE IT RESOLVED, that the County Board of Dodge County hereby adopts the amendment to Chapter 16 (Performance Standards).

Resolution adopted unanimously.

Ms. DeVetter reviewed with the Board CUP #06-21 (amend).

CUP #06-21 (Amend)
Approved

The Board acknowledged they received three letters from concerned citizens regarding the proposed conditional use permit request.

Commissioner Erickson reported the three individuals expressed concern with odor and road conditions, which is a Vernon Township issue not a county issue. Mr. Erickson reported the township is aware of the road concerns and will try to maintain the roads to the best of their ability. Other concerns expressed by the citizens included bio-filter usage/lack of usage and the maintenance of these units as well as spilled manure on the roads.

Further discussion took place on bio-filter usage. It was the consensus of the Board the applicant needs to keep the bio-filters usable.

Ms. DeVetter informed the Board the Advisory Committee is recommending the applicant use the commercial style bio-filter right away. Past experience has shown these bio-filters to be effective in treating odor.

It was the Board’s opinion commercial bio-filters should be installed on the current barn right way and that these bio-filters remain usable. After the bio-filters are installed and in use the Board would like Environmental Services staff to talk to the neighbors to find out if the commercial bio-filters are helping to reduce odor issues.

Ms. DeVetter suggested the following language be added to Condition 1 for the Gosch conditional use permit request:

Prior to issuance of the Zoning Permit for the new barn, compliant bio-filters shall be installed on the existing barn.

Commissioners agreed this language should be added to Condition 1.

Motion by Erickson seconded by Peterson to acknowledge the receipt of three letters from concerned citizens regarding CUP #06-21 and approve of the following action of the Planning and Zoning Commission as reviewed on April 1, 2015 with the reasons, recommendations and conditions as found in the individual permit:

Dave Gosch – CUP#06-21 (amend)

CUP #06-21 (Amend)

The second public hearing is to consider a request to amend Conditional Use Permit #06-21 to allow an expansion of an existing hog feedlot currently permitted for 2,400 head of finishing hogs and 50 dairy calves to a total of 3,200 head of finishing hogs and 60 dairy calves or 972 animal units. This proposal includes a curtain-sided barn with beneath barn 8 foot concrete pits for manure storage. The barn will be approximately 51 x 200 feet in size. The proposed expansion will be outside of the Shoreland District. The property is 34 acres located in the NE 1/4 of the NW 1/4 of Section 13, Vernon Township. Dave Gosch is the applicant and the property owner.

Approved -
Continued

The Planning Commission recommends approval with the following conditions:

1. A Dodge County Zoning Permit shall be obtained before construction of the building. Prior to issuance of the Zoning Permit for the new barn, compliant bio-filters shall be installed on the existing barn.
2. The Dodge County animal feedlot registration shall be updated prior to occupation of the barn.
3. A DNR appropriation permit shall be obtained if the facility exceeds DNR appropriation permit thresholds. When a permit is required, a copy of the permit shall be retained on file in the Environmental Services office with the CUP.
4. Recommendations of the feedlot Advisory Report dated 3/12/15. Under Condition 6, the installation of commercial bio-filters can be allowed on both the existing and new barn.

Motion adopted unanimously.

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

Legal Update

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

Public Health
Committee Report

Commissioner Allen 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 March 24, 2015 Committee of the Whole meeting minutes as presented. *Motion adopted unanimously.*

03/24/15 Committee
of the Whole Meeting
Minutes Approved

Motion by Erickson seconded by Peterson to approve and authorize the March 24, 2015 meeting minutes as corrected on page 70. *Motion adopted unanimously.*

03/24/15 Meeting
Minutes Approved

Motion by Tjosaas seconded by Peterson to approve and authorize the March 24, 2015 Dodge County Regional Rail Authority meeting minutes as presented. *Motion adopted unanimously.*

03/24/15 RRA
Meeting Minutes
Approved

Commissioners provided their agency reports. Commissioner Allen attended a Building Committee meeting, a Zoning meeting, a retirement reception for Galen Johnson and John Balzum and a Regional Rail Authority meeting.

Agency Reports

Commissioner Erickson attended a Regional Rail Authority meeting, reviewed work on the Claremont demolition project, attended a SCHA Joint Powers Board meeting, two Construction meetings, a special Westfield Township meeting, a Dodge County Planning and Zoning meeting, a retirement reception for Galen Johnson and John Balzum, a retirement reception for Roger Friedt, an Environmental Regulations Board of Adjustments meeting and a Building Committee meeting. Commissioner Gray was not available to report his meeting attendance. Commissioner Peterson attended a Communications Board meeting. Commissioner Tjosaas attended a Regional Rail Authority meeting, a MnPrairie Negotiations meeting and a Semcac meeting.

Agency Reports - Continued

The County Administrator provided the Board with an administrative update.

County Administrator Update

Motion by Tjosaas seconded by Peterson to adjourn the meeting at 10:29 a.m. CDT. *Motion adopted unanimously.*

Meeting Adjourned

The next meeting of the Dodge County Board of Commissioners will be held on April 28, 2015 at 5:30 p.m. CDT.

Next Regular Meeting

ATTEST:

**JOHN ALLEN
CHAIR, COUNTY BOARD**

**BECKY LUBAHN
DEPUTY CLERK**

DATED: