

TUESDAY, JULY 14, 2015

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

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

**COUNTY ADMINISTRATION OFFICE
MANTORVILLE, MN**

2015-14

The Dodge County Commissioners met in regular session July 14, 2015, in the Commissioner's Room at the Dodge County Government Services Building, 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
	Steven Gray	District #5
Members absent:	David Erickson	District #4
Also present:	Jim Elmquist	County Administrator
	Becky Lubahn	Deputy Clerk

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

Agenda Approved

County Administrator Jim Elmquist introduced Amy Roggenbuck who is the new Public Health Director for Dodge and Steele Counties.

New Employee
Introduced

The Board welcomed Ms. Roggenbuck.

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

Consent Agenda
Items Approved

- 1.1 Cell phone stipend of \$50.00 per month for Facilities and Fleet Manager Duke Harbaugh.

Motion adopted unanimously.

DFO Supervisor Curt Petzel presented for the Board's consideration a National Pre-Trial, Probation and Parole Week Proclamation.

Pre-Trial, Probation &
Patrol Supervision
Week Acknowledged

County Administrator Jim Elmquist read the following proclamation:

Pre-Trial, Probation & Parole Supervision Week

WHEREAS, DFO Community Corrections is an essential part of the justice system; and

WHEREAS, DFO Community Corrections professionals uphold the law with dignity, while recognizing the right of the public to be safe-guarded from criminal activity; and

Pre-Trial, Probation & Patrol Supervision Week Acknowledged

WHEREAS, DFO Community Corrections professionals are responsible for supervising adult and juvenile offenders in the community; and

WHEREAS, DFO Community Corrections professionals are trained professionals who provide services and referrals for clients; and

WHEREAS, DFO Community Corrections professionals work in partnership with community agencies and groups; and

WHEREAS, DFO Community Corrections professionals promote prevention, intervention and advocacy; and

WHEREAS, DFO Community Corrections professionals provide services, support, and protection for victims; and

WHEREAS, DFO Community Corrections professionals advocate community and restorative justice; and

WHEREAS, DFO Community Corrections professionals are a true Force for Positive Change in their communities.

NOW THEREFORE, I, John Allen, Chair of the Dodge County Board of Commissioners, do hereby proclaim July 12th – July 18th as

PRETRIAL, PROBATION, AND PAROLE
SUPERVISION WEEK

And I also encourage all citizens to honor these DFO Community Corrections professionals and to recognize their achievements.

Mr. Petzel acknowledged the following Court Services and Victim Services staff: Barb Shiek, Roger Hanson, Lori Smith, Pat Adamson, Andrew Lea and Mary Harders.

The Chair and County Administrator were asked to sign the proposed proclamation in support of declaring July 12th – 18th, 2015 as Pretrial, Probation, and Parole Supervision week.

Director of Land Records Ryan DeCook and Surveyor Lisa Hanni met with the Board to discuss the proposed GIS Contract and Surveyor appointment.

GIS Agreement with Goodhue County Approved

Included in the Board packet was a draft of the proposed GIS Agreement. The Director of Land Records reported the language has been adjusted so the contract will be a self-renewing contract. Mr. DeCook also noted that costs remain similar to the past contract; the payment schedule was adjusted to biannual payments instead of quarterly, and that Goodhue County approved this contract on July 1, 2015.

The Director of Land Records informed the Board Lisa Hanni needs to be re-appointed as the Dodge County Surveyor every four years. Mr. DeCook informed the Board Ms. Hanni has been a great asset to the county, besides acting as the County Surveyor she has been a resource for GIS and the county Recorder's Office.

Ms. Hanni reported in 2012 Goodhue County and Dodge County entered into a GIS Agreement in which Goodhue County provided specified GIS services and included Dodge County in the software licensure agreement. The partnership has been working well and also fits well with the surveying services and staffing agreement.

GIS Agreement with Goodhue County Approved

The changes to this updated agreement were listed as follows:

- A self-renewing clause (similar to the Survey Agreement)
- Combined individual fees into one set fee
- Set a fee for a specified number of hours
- Changed the quarterly payment schedule to twice a year

The Goodhue County Attorney’s Office has reviewed the draft agreement.

The Goodhue County Board approved the agreement and will sign it after the Dodge County Board approves and signs it.

Goodhue County Surveyor Dale Lempke was available to answer questions on the status of the monumentation process.

A question was raised as to the total cost of the agreement per year. It was clarified the agreement will cost the county \$36,650 per year.

Motion by Tjosaas seconded by Gray to approve and authorize the Chair, County Administrator and County Attorney to sign an Agreement between Dodge County and Goodhue County for Services of Geographic Information Systems as requested. *Motion adopted unanimously.*

County Attorney Paul Kiltinen arrived at 9:41 a.m. CDT.

County Attorney Arrived

The County Administrator discussed with the Board a request to appoint the Goodhue County Surveyor as the Dodge County Surveyor.

Dodge County Surveyor Sworn In

Commissioner Allen read the Oath of Dodge County Surveyor to Lisa Hanni and swore her in as the Dodge County Surveyor for another four year term.

Mr. Lempke was asked to provide the Board with an update on the monumentation progress. The Surveyor reported the monumentation process is ninety percent done and that it should be done within the next year.

Surveyor Report

Mr. Lempke stated every corner within the next year should also have a certificate.

Information was shared concerning project completions, project updates, return on investment data, and future projects.

Missing PLS section corners/certificates were listed as follows:

4 Western Township	Needed	Complete	Remaining
Ellington	49	39	10
Claremont	12	6	6
Ripley	44	43	1
Westfield	35	34	1
Total	140	122	18

Surveyor Report - Continued

8 Eastern Township	Needed	Complete	Remaining
Hayfield	2	0	2
Vernon	11	9	2
Canisteo	5	2	3
Ashland	7	4	3
Wasioja	3	0	3
Mantorville	9	1	8
Milton	10	1	9
Concord	8	0	8
Total	55	17	38

The following information was shared regarding coordinates for existing monuments:

Township	Needed	Complete	Remaining
Ellington	30	30	0
Claremont	23	23	0
Ripley	37	37	0
Westfield	39	39	0
Total	129	129	0
Other 8 Townships		127	

Ms. Hanni shared the following parcel mapping projects Goodhue County has been involved in:

- Review/approve survey certificates per ordinance
- Update parcel map with parcel splits & other corrections
- Update parcel map with accurate R/W data
- Added new Highway 14 alignment to parcel map/GIS
- Review legal descriptions/verify acreage for Assessor’s Department

The following of County Properties Survey information was shared:

- Wasioja Seminary – boundary survey
- Dodge County Landfill – boundary survey & legal descriptions
- Block 23 Mantorville – boundary survey & encroachments
- Boundary & topo survey for new Administration Building in Mantorville
- Mantorville Courthouse Block 22 - boundary & topo survey
- Claremont tax forfeited property
- Completed monumentation of R/W plat boundary CSAH 24

Upcoming projects were listed as follows:

- Complete remaining PLS corner monuments/certificates
- PLS corner information on county website
- Complete survey of Dodge County Fairgrounds property
- Right of Way mapping for Assessor's Department and parcel map
- Place sign posts next to off-road section corners
- Assist Highway Department in replacing PLS corners after road construction
- Maintenance of PLS corners/verification of coordinates

Surveyor Report -
Continued

The Board thanked Ms. Hanni and Mr. Lempke for the information.

Director of Information Technology Tobey Hicks discussed with the Board the wireless connections in the Government Services Building (GSB), the connection can be used by guests and employees.

Wireless Connection
for Government
Services Building
Approved

Mr. Hicks informed the Board there currently is no wireless connection for visitors and/or employees anywhere in the GSB. This also means that EDA does not have a connection to work in the GSB. Also pointed out was that during County Board meetings there is no access to the internet. These services were provided to guests and employees in the Courthouse Annex and are still provided to them in that building. There are about forty users on a regular basis on the wireless connection in the Annex for business purposes.

It was the IT Director's recommendation that Dodge County invest in a wireless system here at the GSB. In addition, Dodge County should also look at providing wireless to the Dodge County network, along with guest network for visitors and users not allowed onto the Dodge County network. This is a goal for the Dodge County IT to provide within the year. Mr. Hicks recommended the county add wireless connections in two phases, the first phase would provide just enough coverage to cover the areas of need for now (Board Room, and main walk ways in the GSB) with five access points. Phase two would fill up the rest of the building with a total of twelve access points (adding seven more in phase two). This should cover all conference rooms and offices and areas any guest or employee would need to be wireless. The IT Director feels this would be a great benefit to Dodge County users and will make better use of time, since the county would not have to "wire" in so many places. Mr. Hicks noted he has brought this to the Building Committee and they are aware that this topic was being presented to the Board.

The following information was shared with the Board:

Dodge County IT staff has met with four vendors:

1. All Systems (Quoted Amount - \$4,460.00) - Dodge County IT is recommending the county go with All Systems since the cost is the lowest, and they would be using Ericsson equipment, a big name in wireless technology. All Systems did the wiring in the GSB and is most familiar with the layout. Also, phase two to complete wireless throughout the entire GSB would complete and come together nicely with the Ericsson/All System setup.

- 2. Marco (Option 3 - Quoted Amount - \$4,491.11) - Very nice setup, this would be Cisco access points, and a HP switch. The price is very close to All Systems and the IT Director thinks it would work but might cost more in phase two.
- 3. Dell (Quoted Amount - \$5,538.15) - IT collected information of what the county needed and submitted a quote. IT has never heard of the hardware that would be installed. The IT Director was not impressed and the system is expensive.
- 4. Whitewater Wireless (Quoted Amount - \$7,948.23) - Collected information and asked lots of questions. Mr. Hicks has never heard of the access points that would be installed. The cost of the system is very expensive.

Wireless Connection
for Government
Services Building
Approved -
Continued

It was Commissioner Gray’s opinion that both Phase 1 and Phase 2 should be done in the GSB in order to provide coverage for the whole building.

Mr. Hicks reported the costs to do Phase 2 would be an additional \$10,000.

Motion by Gray seconded by Tjosaas to approve and authorize moving forward with Phase 1 – to have All Systems install five wireless connection points in the Government Services Building as requested at a cost of \$4,460.00. *Motion adopted unanimously.*

The County Administrator will work with the Finance Director to determine where the funds will come from.

Facilities and Fleet Manger Duke Harbaugh presented for the Board’s consideration a MnPrairie move proposal.

Schmidt Goodman
Authorized to Move
MnPrairie to Lower
Level Annex

Mr. Harbaugh reported the moving of furniture, files and boxes on the main floor of the courthouse to the remodeled lower level of the Annex is set to take place starting July 24, 2015 and be complete by July 26, 2015. The moving of surplus furniture to a storage trailer will take place on July 27, 2015.

Proposals Received: Schmidt Goodman \$ 9,950.00

Commissioner Gray informed the Facilities and Fleet Manager that citizens have expressed their concerns to him regarding the old wooden furniture in the courthouse and the possibility of it being thrown away.

Mr. Harbaugh reported the Judge is taking some of the wood furniture and plans to use it upstairs. The Facilities and Fleet Manager stated he will work with the Historical Society or someone else to make sure the remaining furniture finds a new home and is used.

Motion by Gray seconded by Peterson to approve and authorize Schmidt Goodman’s proposal of \$9,950.00 to complete the MnPrairie move to the lower level of the courthouse annex. *Motion adopted unanimously.*

It was pointed out that Schmidt Goodman is also coordinating and installing the new furniture in the lower level which was approved at the last Board meeting.

Mr. Harbaugh provided the Board with an update on the status of the lower level courthouse annex remodeling project.

Remodeling Project Update

Accounting Services Director Sara Marquardt discussed with the Board a request to approve a fireworks display permit for the Dodge County Agricultural and Mechanical Society.

Fireworks Permit Approved for Dodge County Fair

The Dodge County Fair Board is requesting a fireworks permit for July 15, 2015. The fireworks display will be at the Dodge County grandstand outer area Kasson, MN.

Included in the Board packet were copies of the application, insurance form and a map of the area for the display.

Motion by Tjosaas seconded by Peterson to approve a Fireworks Permit for the Dodge County Agricultural and Mechanical Society for July 15, 2015 pending the approval of the County Sheriff and County Attorney. All required insurance documentation has been presented. *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

Ms. Culbertson informed the Board the payment to Mike Burton on page 2 is incorrectly coded to fund 002 and will be taken from 203, the E911 fund.

A payment to Alvin Benike in the amount of \$880,138.68 is being added to the bills for application payment #7.

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	\$ 249,201.98
13	Road and Bridge Fund	\$ 43,015.57
16	Environmental Quality Fund	\$ 139,135.75
32	County Capital Projects	\$ 968,312.12
37	Debt Fund-County Go	<u>\$ 192,168.43</u>
	Total	\$1,591,833.85

Motion adopted unanimously.

Mr. Culbertson reviewed with the Board a penalty abatement request.

Dumstorff Penalty Abatement Request Denied

Eugene Dumstorff has submitted a request to abate the penalty for first half 2015 tax on his residence. In his application, Mr. Dumstorff explains the missed payment was an oversight on his part. When Mr. Dumstorff received the reminder letter for late tax he came in and paid it immediately. Mr. Dumstorff also stated they have never been late on paying their taxes in 46 years. Mr. Dumstorff paid the penalty but is requesting a refund of the penalty in the amount of \$90.32.

Tax amounts and the opportunity to pay by the due date are available online as soon as taxes are certified in April. The Finance Office can also provide information to property owners over the phone to aid them in making their payment on time. Reminder letters are normally sent out in June for those who have missed their first half taxes.

Dumstorff Penalty
Abatement Request
Denied - Continued

Although Finance appreciates the situation and the fact that the Dumstorff's have never been late in paying taxes until this May, however it was Mr. Culbertson's recommendation, to remain consistent with past decisions, and deny the abatement request.

Motion by Peterson seconded by Tjosaas to deny the Dumstorff penalty abatement request. *Motion adopted unanimously.*

Finance Director Lisa Kramer discussed with the Board the Kinneberg tax penalty and interest abatement request.

Kinneberg Tax
Penalty and Interest
Abatement Request
Denied

David Kinneberg has submitted a request to abate the penalty for his 2015 first half property taxes. Mr. Kinneberg had filed a claim against Dodge County in Minnesota Tax Court prior to May 15, 2015 and as such was confused as to whether or not he should pay his 2015 property tax or wait until the case was resolved. On the 'Property Tax Appeals Information' sheet provided by Minnesota Tax Court, it clearly states that all property taxes must be paid on time or it will result in an automatic dismissal of the case.

If at any time Mr. Kinneberg would have contacted Dodge County Finance and asked they always advise people to pay the tax regardless. Finance can always refund overpayment, if there is one. Finance also always imposes the penalty and/or interest because it is driven by statute.

Ms. Kramer is recommending Mr. Kinneberg's penalty request is denied. Mr. Kinneberg had several ways beyond his tax statement stubs to confirm that he should pay his first half tax even though he was appealing his 2015 property tax.

Motion by Gray seconded by Tjosaas to deny David Kinneberg's tax penalty and interest abatement request. *Motion adopted unanimously.*

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

Personnel Actions
Approved

Environmental Services Director Mark Gamm was available to comment on item D.2.

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

A. Land Records

- A.1 Heather Appel – Land Records Clerk
Authorization to employ as Land Records Clerk B21 step 8 \$15.22 to fill approved vacancy.
Effective Date: 7/29/15
- A.2 Mona McAndrew – Chief Deputy Recorder
Step increase from B31 step 2 \$22.79 to B31 step 1 \$23.48.
Effective Date: 6/5/15

B. HighwayPersonnel Actions

- B.1 Darin Wilking – Equipment Operator II
Authorization to employ at B22 Hire Step \$19.24 to fill approved vacancy.
Effective Date: 7/29/15
- B.2 Jessica Brennan – Highway Administrative Assistant
Annual review.
Effective Date: 6/23/15
- B.3 Jamie Finne – Highway Accountant
Annual review.
Effective Date: 7/12/15
- B.4 Kirk Rolfson – Highway Assistant Engineer
Annual review.
Effective Date: 6/05/15

Approved -
Continued**C. Public Health**

- C.1 Christie Agerter – Public Health Nurse II
Step increase from C41 step 3 \$25.96 (+\$3 R/R) to C41 step 2 \$26.74 (+3 R/R).
Effective Date: 07/01/15
- C.2 Allison Knudson – Health Educator .75 FTE
Authorization to employ at C41 Step 9 \$20.83 to fill approved vacancy.
Effective Date: TBD

D. Environmental Services

- D.1 Susan Berg – Waste Management Specialist
End of employment.
Effective Date: 6/26/15
- D.2 Department Reorganization
Reorganization and updated job descriptions for the following positions:
Zoning Administrator, Assistant Zoning Administrator, Environmental Program Manager, and Environmental Technician.
Effective Date: 7/14/15
- D.3 Environmental Technician – 1.0 FTE
Authorization to post and fill vacancy.
Effective Date: 7/14/15

E. Sheriff's Office

- E.1 Alexandra Jorrisen – 911 Dispatcher – On-Call
End of employment.
Effective Date: 7/13/15
- E.2 Ryan Pacheco – Deputy Sheriff – On-Call
Authorization to employ as Deputy Sheriff C41 step Start \$20.42 to fill approved vacancy.
Effective Date: TBD
- E.3 Dawn Frieberg – 911 Dispatcher
Step increase from B22 step 9 \$21.56 to B22 step 10 \$22.10.
Effective Date: 6/28/15

F. Administration

- F.1 Becky Lubahn – Executive Assistant
Annual review.
Effective Date: 7/10/15

Motion adopted unanimously.

County Administrator Jim Elmquist presented for the Board's consideration a Human Resource Information System (HRIS) analysis.

HRIS Analysis
Discussion

Employee Relations Director Lisa Hager was available to comment on the proposal.

Approximately three to four months ago, Dodge County, Steele County, and MnPrairie hired a consultant to serve as manager for a Request for Proposals (RFP) for an HRIS system for all three agencies. With Dodge County handling the fiscal management for MnPrairie and Steele County managing the HR, it was determined it was in the best interest of the agencies to seek software that would jointly allow all three agencies to move to the electronic management of payroll and HR records, allowing all to move to reduce the amount of paper and physical management of documents with the movement towards an electronic payroll system, job applications, insurance enrollment, possible HR budget forecasting, performance management processes, etc. It was noted Human Services, Public Health, and now the Courts have either moved to or are moving towards the electronic management of documents and functions with the design of higher efficiency. This software would allow for the same within the HR and Finance areas.

Included in the Board packet were responses to the RFP where three vendors were selected for further consideration and vendor demonstrations for the selection committee made up of members of each agency. Two Commissioners were in attendance for the vendor demonstrations and were able to listen to questions from the group along with asking questions to help them understand how this system would fit within the three groups.

Some time ago, Abbie Willis, Project Manager for MnPrairie performed preliminary work on a business case for the software but without formal responses from vendors as to overall cost it was difficult to analyze the metrics of the business case without an understanding of the cost comparisons between current practice and a new practice (software). Ms. Willis has now received Dodge's information after meeting with Lisa Kramer, Nichole Farnsworth, and the County Administrator. From Dodge's perspective and as the payroll manager for MnPrairie, the immediate benefits of this software are:

1. To allow the agencies to improve the efficiency of the time card process with the reduction of the amount of time and the number of people involved in the process.
2. The reduction in the amount of data entry.
3. Reducing the room for error should make for a more standardized process for all departments.

Also included in the Board packet was a business case document prepared by Ms. Willis, it shows a cost savings through either avoided costs by the elimination of steps along with the opportunity to redeploy efforts into other areas for those involved in the payroll process which in some form includes all personnel. While metrics are concentrated solely on payroll, other HR features associated with this software would show benefits that are not shown within this report (HR electronic data management).

While the committee has not formally recommended a vendor (this will take place on July 22nd), it was determined that each respective Board should receive the business case document before this recommendation is brought to the Board on July 28th.

HRIS Analysis
Discussion -
Continued

Ms. Hager informed the Board there is no perfect fit with any vendor. The Employee Relations Director reported that Olmsted County spent millions to create their own system and it doesn't work the way they wanted it to work. Also pointed out was cost is a big factor when determining what type of system would work for Dodge County.

Commissioner Gray commented that future expandability is a concern as well.

The Board thanked Mr. Elmquist and Ms. Hager for the information.

Zoning Administrator Melissa DeVetter presented for the Board's consideration the July 1, 2015 Planning Commission recommendations.

CUP #15-01
Approved

Zumbro River Sporting Dogs, LLC – CUP #15-01 was discussed.

Motion by Peterson seconded by Tjosaas to approve of the following action of the Planning and Zoning Commission as reviewed on July 1, 2015 with the reasons, recommendations and conditions as found in the individual permit:

Zumbro River Sporting Dogs, LLC – CUP #15-01

The first public hearing is to consider an application for a Conditional Use Permit to establish a Commercial Kennel in the Agricultural District. The parcel is 3.7 acres located in the NW ¼ of the SE ¼ of Section 8, Concord Township. Zumbro River Sporting Dogs, LLC is the applicant and Aaron Valentyn is the property owner.

The Planning Commission recommends approval with the following conditions:

1. The use shall comply with Minnesota Statutes 346.39 and the Best Management Standards for Dogs and Cats, and Section 16.32.1 of the Dodge County Zoning Ordinance.
2. All pet waste, wash water, and other contaminated fluids shall be properly contained and collected in an on-site holding tank. The tank must be maintained by a licensed pumper and all waste properly disposed of.
3. An on-premise sign advertising the kennel shall not exceed a total of nine (9) square feet. The sign shall meet the applicable performance standards of Section 17.24 (Signs) of the County Zoning Ordinance.
4. Every animal located on site shall be current on all vaccinations.
5. The site shall be inspected on an annual basis by Environmental Services staff.
6. Any change involving the addition of new business related structures or employees beyond that specified in the findings 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 by the County Board.
7. The area where the outside exercise area for the kennel is proposed shall be maintained for an orderly appearance and to protect the public health.

8. The permittee shall provide screening if necessary to mitigate barking if considered necessary by the County Board.
9. All waste generated on site shall be properly disposed of in accordance with the Dodge County Solid Waste Ordinance and MPCA rules.
10. The business shall comply with Section 17.19 (Nuisance Standards). Nuisance complaints shall result in review of the CUP by the Planning Commission.

CUP #15-01
Approved -
Continued

Motion adopted unanimously.

Bob's Animal Friends – CUP #15-02 was reviewed.

CUP #15-02
Approved

Motion by Peterson seconded by Tjosaas to approve of the following action of the Planning and Zoning Commission as reviewed on July 1, 2015 with the reasons, recommendations and conditions as found in the individual permit:

Bob's Animal Friends - CUP#15-02

The second public hearing is to consider an application for a Conditional Use Permit to establish a Commercial Kennel in the Agricultural District. The parcel is 3.75 acres located in the SE ¼ of the SW ¼ of the NW ¼ of Section 16, Mantorville Township. Bob's Animal Friends is the applicant and Robert & Risa Fellows are the property owners.

The Planning Commission recommends approval with the following conditions:

1. The use shall comply with Minnesota Statutes 346.39 and the Best Management Standards for Dogs and Cats, and Section 16.32.1 of the Dodge County Zoning Ordinance.
2. All pet waste, wash water, and other contaminated fluids shall be properly contained and collected in an on-site holding tank. The tank must be maintained by a licensed pumper and all waste properly disposed of.
3. An on premise sign advertising the kennel shall not exceed a total of nine (9) square feet. The sign shall meet the applicable performance standards of Section 17.24 (Signs) of the County Zoning Ordinance.
4. Every animal located on site shall be current on all vaccinations.
5. The site shall be inspected on an annual basis by Environmental Services staff.
6. Any change involving the addition of new business related structures or employees beyond that specified in the findings 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 by the County Board.
7. Dodge County Zoning Permit shall be obtained before construction.
8. The area where the outside exercise area for the kennel is proposed shall be maintained for an orderly appearance and to protect the public health.
9. The permittee shall provide screening or other methods (sound proofing of building) to mitigate barking if considered necessary by the County Board.
10. All waste generated on site shall be properly disposed of in accordance with the Dodge County Solid Waste Ordinance and MPCA rules.
11. The business shall comply with Section 17.19 (Nuisance Standards). Nuisance complaints shall result in review of the CUP by the Planning Commission.

- 12. A minimum eight (8) foot fence for the exercise area shall be constructed in accordance with Mantorville Township’s recommendation.

CUP #15-02
Approved -
Continued

Motion adopted unanimously.

Zoning Amendment – ZA #15-03 was reviewed.

ZA #15-03 Approved
by Resolution
#2015-21

The Planning and Zoning Commission recommended approval of the following Zoning Amendment as reviewed on July 1, 2015 with the reasons, recommendations and conditions as found in the individual permit:

Zoning Amendment – ZA #15-03

The third public hearing is to consider a Zoning Amendment to the Dodge County Zoning Ordinance. The proposal includes new and amended language for Chapter 8: Agricultural District, Section 8.4: Conditional Uses, Part 8.4.13 Commercial Kennels and Section 8.5: Interim Uses; Part 8.5.7 Private Kennels.

Commissioner Gray offered the following resolution (#2015-21), seconded by Commissioner Tjosaas in support of ZA #15-03:

Zoning Ordinance Amendment – Chapter 8, Section 8.4 (Conditional Uses) and Section 8.5 (Interim Uses)

WHEREAS, the former Chapter 16 was repealed and replaced with Chapter 16 (Performance Standards) on November 13th, 2012; and

WHEREAS, Section 16.32 sets performance standards and permit requirements for kennels; and

WHEREAS, Section 16.32.1 requires a CUP is needed for a Commercial Kennel and 16.32.2 requires and IUP for Private Kennels; and

WHEREAS, Chapter 8, Section 8.4 (Conditional Uses) Section 8.4.13 indicates “Kennels” as a Conditional Use and does not differentiate between the two types of kennels and differences in the type of permit required; and

WHEREAS, Chapter 8, Section 8.5 (Interim Uses) does not list “Private Kennels” as an Interim Use, although the performance standards in Chapter 16.32.2 state that an Interim Use permit is required; and

WHEREAS, the proposed language added to Section 8.4 and Section 8.5 of Chapter 8 (Agricultural District) is added to clarify the use permit required for each type of kennel; and

WHEREAS, a summary of the language to be added to Sections 8.4 and 8.5 has been published in the legal newspaper June 17th, 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 July 1st, 2015; and

WHEREAS, the Planning Commission recommended approval of the proposed amendment to Section 8.5.1 to the Dodge County Board of Commissioners; and

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

ZA #15-03 Approved
by Resolution
#2015-21 -
Continued

THEREFORE BE IT RESOLVED, that the County Board of Dodge County hereby adopts the amendments to Chapter 8 (Agricultural District) Section 8.4 (Conditional Uses) and 8.5 (Interim Uses).

Resolution adopted unanimously.

Ms. DeVetter provided the Board with a Byron Sportsman & Conservation Club (BSCC) update.

Byron Sportsman &
Conservation Club
Update

On July 1, 2015, County Attorney Paul Kiltinen received a letter from Moosbrugger Law Office regarding a potential appeal of the wording of the conditions of CUP #14-06, granted by the County Board on June 9, 2015.

Jim Elmquist, Mark Gamm and Ms. DeVetter met with four member of the BSCC Board on July 2, 2015 to discuss the concerns. Environmental Services staff updated the Board on their concerns and outcomes of the meeting with BSCC.

The County Attorney was available to comment on Byron Sportsman & Conservation Club concerns.

The Board thanked Ms. DeVetter for the information.

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

Public Health
Committee Report

Commissioner Peterson presented a summary of the Public Safety Committee report and action items.

Public Safety
Committee Report

The Board reviewed the Sheriff’s Office request to approve a Toward Zero Death Grant resolution request.

Toward Zero Deaths
Enforcement Grant
Approved by
Resolution #2015-22

The Sheriff’s Office has been awarded the Towards Zero Deaths grant again this year.

This is their ninth year of involvement in the grant for overtime patrols to reach the goal of Towards Zero Deaths in the state.

In 2016 the Dodge County Sheriff’s Office is planning to partner with the Steele County Sheriff’s Office, the Owatonna Police Department, and the Blooming Prairie Police Department.

At the request of the Office of Traffic Safety, Sheriff Scott Rose and Deputy Mark Dyshaw have agreed to be the fiscal administrators of the grant.

The Sheriff’s Office is requesting the County Board pass the proposed resolution to accept the 2016 Towards Zero Deaths grant.

Commissioner Peterson offered the following resolution (#2015-22), seconded by Commissioner Tjosaas in support of the Sheriff’s Office accepting a Towards Zero Deaths Enforcement Grant:

Toward Zero Deaths Enforcement Grant

Toward Zero Deaths
Enforcement Grant
Approved by
Resolution #2015-22
- Continued

BE IT RESOLVED that Dodge County Sheriff’s Office enter into a grant agreement with the Minnesota Department of Public Safety for traffic safety enforcement projects during the period from October 1, 2015 through September 30, 2016.

Dodge County Sheriff is hereby authorized to execute such agreements and amendments as are necessary to implement the project on behalf of Dodge County Sheriff’s Office and to be the fiscal agent and administer the grant.

Resolution adopted unanimously.

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

Administration
Committee Report

Motion by Peterson seconded by Gray to approve and authorize the June 16, 2015 Board of Appeal and Equalization meeting minutes as presented. *Motion adopted unanimously.*

06/16/15 Board of
Appeal &
Equalization Meeting
Minutes Approved

Motion by Gray seconded by Tjosaas to approve and authorize the June 23, 2015 Committee of the Whole meeting minutes as presented. *Motion adopted unanimously.*

06/23/15 Committee
of the Whole Meeting
Minutes Approved

Motion by Tjosaas seconded by Peterson to approve and authorize the June 23, 2015 meeting minutes as corrected on page 121. *Motion adopted unanimously.*

06/23/15 Meeting
Minutes Approved

The Board reviewed the Finance Director’s request to approve 2015 agency appropriations.

2015 Agency
Appropriations
Approved

The Commissioner’s budget details a list of agency appropriations the Board funds to benefit the community. Ms. Kramer is requesting the Dodge County Board authorize payment of the proposed agency appropriations.

Motion by Tjosaas seconded by Peterson to approve and authorize the following 2015 agency appropriations:

- SE MN Initiative Fund \$ 1,320.00
- Southern MN Tourism \$ 350.00
- SE MN Area Agency on Aging \$ 300.00
- SEMCAC \$ 4,000.00
- Dodge County SWCD \$90,000.00
- Historical Society \$ 7,000.00

Motion adopted unanimously.

Commissioners provided their agency reports. Commissioner Allen attended a Dodge-Olmsted Solid Waste Joint Powers Board meeting and two Building Committee meetings. Commissioner Erickson was not available to report his meeting attendance. Commissioner Gray attended a Dodge County Regular Board meeting, a Dodge County Planning Commission meeting, a Highway 14 Partnership meeting/Highway 14 groundbreaking for Mankato – Nicollet Section, a Zumbro Watershed District meeting and a Passenger Rail forum/teleconference. Commissioner Peterson did not have any meetings to report. Commissioner Tjosaas did not have any meetings to report.

Agency Reports

Commissioner Gray commended Commissioner Rodney Peterson for his work with the Fair Board over the last two year.

Comments from Commissioner Gray

The County Administrator provided the Board with an administrative update.

County Administrator Update

Motion by Peterson seconded by Tjosaas to adjourn the meeting at 11:27 a.m. CDT. *Motion adopted unanimously.*

Meeting Adjourned

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

Next Regular Meeting

ATTEST:

**JOHN ALLEN
CHAIR, COUNTY BOARD**

**BECKY LUBAHN
DEPUTY CLERK**

DATED: