

TUESDAY, OCTOBER 13, 2015

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

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

**COUNTY ADMINISTRATION OFFICE
MANTORVILLE, MN**

2015-20

The Dodge County Commissioners met in regular session October 13, 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
	David Erickson	District #4
	Steven Gray	District #5

Members absent: None

Also present:	Jim Elmquist	County Administrator
	Becky Lubahn	Deputy Clerk

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

Agenda Approved

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

Consent Agenda
Items Approved

- 1.1 Chair and Finance Director to sign Southeastern Minnesota Emergency Medical Services Joint Powers Agreement.
- 1.2 Chair and Emergency Management Director to sign 2015 Emergency Management Performance Grant.
- 1.3 Water Program Manager to sign FY 2016 & 2017 State of Minnesota Board of Water and Soil Resources Natural Resources Block Grant Agreement on behalf of the county.

Motion adopted unanimously.

County Attorney Paul Kiltinen arrived to the meeting at 9:31 a.m. CDT.

County Attorney
Arrived

Dodge County Youth Hockey Association (DCYH) President Mike Stagman met with the Board to discuss adding a second sheet of ice which would be attached to the Dodge County Ice Arena.

Dodge County Ice
Arena Second Sheet
of Ice Discussion

The DCYH would like to formally begin the investigation process of possibly expanding the Dodge County Ice Arena by adding a second sheet of ice, more locker rooms, dry land training facilities, meetings rooms and possibly an indoor running/walking track.

Dodge County Ice
Arena Second Sheet
of Ice Discussion -
Continued

Due to their current growth rates and their increased recruitment efforts, DCYH is purchasing all the ice that is available during the regular hockey season. For the 2015-2016, DCYH will be purchasing additional training time at Olmsted Medical Center Sports Training Facility, to the total of \$13,000, to supplement their ice time shortage. DCYH is trying to be proactive and start planning for a second sheet of ice to meet the current and future needs of their player's development.

Dodge County Youth Hockey still has the 2015-2016 regular season registration open, but there is a recent trend of adding one team every 2-3 years. In the past 6 years, they have had a 156% increase in their Learn to Skate Program, which has increased their Termite program numbers 37% (kids ages 4-6). Their regular season increased 17% since the 2012-2013 season, to 239 players. DCYH will have over 375 kids this year between Learn to Skate, Intro to Hockey and youth hockey (not including high school players).

Although funding details are not completely figured out at this time, DCYH is planning to fund the vast majority of this project through charitable gambling, grants and private donations. The estimated cost of this new facility is estimated at \$4,000,000.

DCYH would not require the use of two sheets of ice year round. The Dodge County Ice Arena has been able to stay open year round with one sheet of ice and that would remain the goal for the foreseeable future. DCYH is very interested in the community having access to the new facility to use for other activities (baseball, football, soccer, etc.) during the non-hockey season.

Commissioner Tjosaas questioned how they would get from one arena to the other.

Mr. Stagman reported there would be a walk way built between the two buildings.

Ice Arena parking options were discussed.

The Board wanted to know how the new building would be paid for.

The DCYH President informed the Board the new arena would be built with charitable gambling funds, grants and private donations.

Mr. Stagman noted they plan to talk to the Fair Board, the Parks and Recreation Department at the City of Kasson, and the City of Kasson to see what their interest level is in pursuing the possibility of adding a second sheet of ice in Kasson.

Commissioner Tjosaas clarified the proposal calls for one sheet of ice being shut down during the non-hockey season which would open up the opportunity for the Fair Board to use the building during the fair time.

Commissioner Peterson suggested putting together a committee that includes the Kasson-Mantorville School District, Fair Board, County, City of Kasson and DCYH to further explore the possibility of adding a second sheet of ice in Kasson.

Commissioner Gray commented he is reluctant to further reduce the amount of land available for the Fair Board to use during the fair.

Dodge County Ice
Arena Second Sheet
of Ice Discussion -
Continued

Commissioner Tjosaas stated that he disagrees with Mr. Gray’s comment; he sees the proposed building as an opportunity for the fair to be expanded with the availability of another building for use during the fair.

It was Commissioner Erickson’s opinion the Fair Board needs to be on board with the DCYH proposal to add a second sheet of ice at the fairgrounds.

Commissioner Allen commented financing is the issue for him.

Past capital expenses and operating expenses of the Ice Arena were discussed, and the impact it has had on county finances.

Commissioner Tjosaas stated capital expenses and operating expenses are two different expenses. Mr. Tjosaas noted with any building you will have capital expense issues to deal with.

The Board thanked Mr. Stagman for the information.

Environmental Services Director Mark Gamm discussed with the Board his request to establish a dedicated account.

Comp Plan
Dedicated Account
Established by
Resolution
#2015-33

The preliminary estimate to update the Environmental Services Comprehensive Land Use Plan is \$45,000.

Rather than pay for all costs in a single year, the County Board decided to spread the cost out over several years, to at least year 2017.

As a part of the 2015 Budget, the County Board allocated \$15,000 to Environmental Services budget for deposit into a dedicated account.

Included in the Board packet for the Board’s consideration was a proposed resolution to establish a dedicated account for deposits held in reserve to pay for updating and implementing the Dodge County Comprehensive Land Use Plan.

Mr. Gamm noted the 2016 Environmental Services budget also includes an allocation of \$15,000 to a dedicated Comprehensive Land Use Plan account.

Commissioner Peterson expressed concern with a department having a dedicated account; he stated would however be ok with the county having a dedicated account for this purpose.

Commissioner Allen expressed his concerns with the proposal.

County Administrator Jim Elmquist discussed how often comp plans are reviewed and noted they should be reviewed every 20-25 years.

Commissioner Gray offered the following resolution (#2015-33), seconded by Commissioner Tjosaas:

Establish Comp Plan Dedicated Account

WHEREAS, the Dodge County Comprehensive Land Use Plan was adopted in 1993; and

WHEREAS, the Plan directs orderly development in the county and serves as a foundation upon which official controls rest, such as the Zoning Ordinance; and

Comp Plan
Dedicated Account
Established by
Resolution
#2015-33 -
Continued

WHEREAS, Dodge County is one of the fastest growing counties in Minnesota; and

WHEREAS, the Dodge County Board of Commissioner recognize the importance updating the Comprehensive Land Use Plan.

THEREFORE BE IT RESOLVED, Dodge County hereby establishes a dedicated account for deposits held in reserve to pay for updating and implementing the Dodge County Comprehensive Land Use Plan.

Resolution adopted Gray, Tjosaas, Erickson, Peterson aye, Allen nay.

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

Personnel Actions
Approved

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

A. Administration

- A.1 Tobey Hicks – Director of Information Technology
Step increase from C43 step 6 \$29.95 to C43 step 5 \$31.33.
Effective Date: 10/1/15

B. Environmental Services

- B.1 Terry Selthun – Solid Waste Facility Manager
End of employment.
Effective Date: 12/31/15
- B.2 Solid Waste Facility Manager – 1.0 FTE
Approval of updated job description and authorization to post and fill vacancy.
Effective Date: 10/13/15

C. Sheriff's Office

- C.1 James Lee – 911 Dispatcher
Step increase from B22 step 3 \$17.87 to B22 step 4 \$18.42.
Effective Date: 9/12/15

D. Public Health

- D.1 Maria Wilks – Language Interpreter – On-Call
Authorization to employ at B22 step 11 \$15.87.
Effective Date: 10/14/15
- D.2 Kristen Cerda – Public Health Lead (Family)
Authorization to change status from Public Health Dietician C42 step 1 \$28.90 to Public Health Lead C43 step 1 \$30.35.
Effective Date: 9/22/15
- D.3 Deb Harlow – Public Health Lead (Adult)
Authorization to change status from Public Health Nurse I C42 step 1 \$31.90 to Public Health Lead C43 step 1 \$33.35. Remove interim Nursing Supervisor pay.
Effective Date: 9/22/15

D.4 Gail Hester – Business Office Manager
Authorization to move out of interim position and remove \$2.00 temporary wage increase.
Effective Date: 10/13/15

Personnel Actions
Approved -
Continued

E. Land Records

E.1 Elizabeth Thompson – Deputy Recorder
Authorization to hire at B22 step 6 \$17.32 to fill approved vacancy.
Effective Date: 10/26/15

F. Attorney

F.1 Crysta Parkin – Assistant County Attorney
Authorization to hire at C43 step 6 \$29.95 to fill approved vacancy.
Effective Date: 11/16/15

Motion adopted unanimously.

Ms. Hager presented for the Board's consideration a Letter of Agreement with Teamsters Local No. 320.

Letter of Agreement
with Teamsters Local
No. 320 Approved

Included in the Board packet was a Letter of Agreement with the Teamsters Courthouse Union to add a C43 pay scale to their existing 2015-2017 contract. They recently had a union position (Public Health Lead) evaluated as a C43 and they have no other union positions at that Band and Grade so they did not have a pay scale in the contract for this level. The percent pay difference between a C41 and C42 was used to determine a C43 pay scale.

Motion by Erickson seconded by Tjosaas to approve and authorize the Chair, County Administrator and Employee Relations Director to sign a Letter of Agreement between the Minnesota Teamsters Public and Law Enforcement Employee's Union, Local No. 302 and Dodge County as presented. *Motion adopted unanimously.*

Zoning Administrator Melissa DeVetter presented for the Board's consideration the October 7, 2015 Planning Commission recommendations.

IUP #15-06 Approved

Ms. DeVetter reviewed David Gibbs – IUP #15-06.

Motion by Erickson seconded by Gray to approve of the following action of the Planning and Zoning Commission as reviewed on October 7, 2015 with the reasons, recommendations and conditions as found in the individual permit:

David Gibbs – IUP#15-06

The 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 23 acres located in the SW ¼ of the NW ¼ of Section 18, Mantorville Township. David Gibbs is the applicant and the property owners.

The Planning Commission recommends approval with the following conditions:

1. The Ag Covenant shall be 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. An address shall be obtained from the Dodge County Highway Department.

IUP #15-06 Approved - Continued

Motion adopted Allen, Gray, Tjosaas, Erickson aye, Peterson nay.

Canisteo Solar, LLC – CUP #14-07 was reviewed.

CUP #14-07 Approved

Motion by Erickson seconded by Tjosaas to approve of the following action of the Planning and Zoning Commission as reviewed on October 7, 2015 with the reasons, recommendations and conditions as found in the individual permit:

Canisteo Solar, LLC – CUP#14-07 Extension

The Planning Commission recommends approval for an extension of CUP #14-07 for 1 (one) year. C.U.P. #14-07 would be extended from October 14, 2015 to October 14, 2016 with the following conditions:

1. Dodge County Zoning Permit shall be obtained before construction.
2. Operation will comply with all local, state, and federal regulation regarding the use and activities performed on site.
3. Any change involving the enlargement, intensification or expansion of the use or similar changes not specifically permitted by the CUP shall require an amended CUP to be issued by the County Board.
4. The use shall comply with Section 17.19 (Nuisance Standards). Nuisance complaints shall result in review of the CUP by the Planning Commission.
5. The permittee shall obtain the appropriate stormwater permit from MPCA. A copy of the permit and Stormwater Pollution Prevention Plan (SWPPP) shall be on file with the CUP in the Environmental Services Office. The name and phone number of the individual responsible for installation, maintenance and monitoring of the stormwater practices shall be provided to the Department.
6. The design of the facility must be the same as that used in the Solar Glare Hazard analysis, and the final design of the facility meet the criteria using the SGHAT tool.
7. The applicant shall identify wetlands on site so they are adequately protected during construction and shall fully comply with the Minnesota Wetland Conservation Act (WCA) rules.
8. The solar farm shall meet the Performance Standards of Section 16.46.2 of the Dodge County Zoning Ordinance.
9. A Decommissioning Plan including financial assurance which complies with Section 16.46.3 of the Dodge County Zoning Ordinance shall be submitted to the Environmental Services Department to be on file with the CUP. Dodge County shall be the holder of the required decommissioning performance bond or escrow account.

Motion adopted Allen, Gray, Tjosaas, Erickson aye, Peterson nay.

Taxpayer Services Director Rose Culbertson reviewed bills with the Board.

Bills Approved

Ms. Culbertson informed the Board a duplicate payment to Wold Architects & Engineers on page 28 in the amount of \$15,989.19 is being deleted.

The following duplicate payments to Revise totaling \$2,100.00 will also be pulled from the bills:

<u>Page</u>	<u>Department</u>	<u>Amount</u>
4	Data Processing (IT)	\$1,800.00
9	Veteran Services	\$ 100.00
9	Planning	\$ 50.00
14	Emergency Management	\$ 100.00
25	Environmental Services	\$ 50.00

A payment to Uline on page 12 was incorreced coded to the Sheriff's Department line item 6424 and will be taken out of line item 6450.

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

01	Revenue Fund	\$ 170,978.87
13	Road and Bridge Fund	\$ 99,946.04
16	Environmental Quality Fund	\$ 90,841.82
17	Eq Revolving Equip Fund	\$ 37,922.84
32	County Capital Projects	\$ 502,745.61
80	Agency Fund	\$ 245.00
	Total	\$ 902,280.18

Motion adopted unanimously.

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

Legal Update

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

Administration Committee Report

Motion by Erickson seconded by Peterson to approve and authorize the September 22, 2015 Committee of the Whole meeting minutes as presented. *Motion adopted unanimously.*

09/22/15 Committee of the Whole Meeting Minutes Approved

Motion by Erickson seconded by Peterson to approve and authorize the September 22, 2015 meeting minutes as presented. *Motion adopted unanimously.*

09/22/15 Meeting Minutes Approved

Commissioners provided their agency reports. Commissioner Allen did not have any meetings to report. Commissioner Erickson attended a Dodge County Community Corrections Task Force meeting, a SCHA Joint Powers Board meeting, two conference calls for SCHA and a Dodge County Planning Commission meeting. Commissioner Gray attended a Dodge County Board meeting, a MACCAC Conference, a SCHRC meeting, a Dodge County Court Security meeting, a Transportation Alliance meeting, a ZWP special meeting, a ZWP Board meeting, a Highway 14 Project opening, a Transportation Alliance meeting and a Wasioja Town Board visit.

Agency Reports

Commissioner Peterson did not have any meetings to report. Commissioner Tjosaas attended a South Central HRC meeting, a KM Coalition of Governments meeting, a CEDA Investor/Participant event/meeting and a MNPrarie Employee Appreciation event.

Agency Reports - Continued

Commissioner Allen thanked Andrew Hesel, Chuck Emanuel and Dan Burton from the Highway Department for working on the Government Services Building parking lot issue.

Highway Department Employees Recognized

The County Administrator provided the Board with an Administrator's update.

County Administrator Update

Motion by Peterson seconded by Tjosaas to adjourn the meeting at 10:39 a.m. CDT. *Motion adopted unanimously.*

Meeting Adjourned

The next meeting of the Dodge County Board of Commissioners will be held on October 27, 2015 at 5:30 p.m. CDT.

Next Regular Meeting

ATTEST:

JOHN ALLEN
CHAIR, COUNTY BOARD

BECKY LUBAHN
DEPUTY CLERK

DATED: