

TUESDAY, MARCH 8, 2016

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

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

**COUNTY ADMINISTRATION OFFICE
MANTORVILLE, MN**

2015-06

The Dodge County Commissioners met in regular session March 8, 2016, in the Commissioner's Room at the Dodge County Government Services Building, Mantorville, MN, at 9:30 a.m. CST. Chair Steven Gray called the meeting to order at 9:30 a.m. CST.

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
 Paul Kiltinen County Attorney

Motion by Tjosaas seconded by Peterson 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 Liquor and Sunday Sale License for the Oaks Country Club for calendar year 2016 pending the approval of the County Sheriff and County Attorney.
- 1.2 The Chair and County Administrator's signatures to an amendment agreement with Minnesota Counties Computer Cooperative for the PH-Doc Maintenance and Support until December 31, 2018.

Motion adopted unanimously.

Director of Land Records Ryan DeCook presented for the Board's consideration a Termination Agreement. Kasson Planning and Economic Development Director Mike Martin was available to comment on the request.

Mutual Termination
Agreement
Approved

On July 26, 2011 Dodge County, Kasson, and Kasson-Mantorville Schools entered into a Development Agreement with respect to a property tax abatement. At the time of the agreement the property was owned by Greenway Coop. The property has since transferred to CHS of Rochester. The City of Kasson and CHS have discussed and agreed to terminate the agreement. The termination agreements requires approval from Dodge County.

Motion by Tjosaas seconded by Erickson to approve and authorize the Chair to sign a Mutual Termination Agreement with the City of Kasson, Dodge County, Independent School District #204 and CHS-Rochester as requested. *Motion adopted unanimously.*

Mutual Termination Agreement Approved - Continued

Surveyor Lisa Hanni, Deputy Surveyor Dale Lempke and GIS System Specialist Chad Hanson provided the Board with a Dodge County surveying and GIS services update. Director of Land Records Ryan DeCook was available to comment on the report.

Dodge County Surveying & GIS Services Update

Mr. Lempke discussed with the Board the County Surveyor Department and shared the following information:

Job Duties:

- Perpetuate & Maintain the Public Land Survey System (PLSS)*
- Maintain County GIS parcel dataset
- Review & Approve
 - All subdivision plats prior to recording
 - Private surveys for parcel splits
 - County Highway Plats*
- Survey & Monument County owned property*
- Research records for new road, bridge projects, and road turnbacks
- Monument Right of Way boundaries for County roads*
- Repository for all PLS corner information and private surveys
- Assist with legal description interpretations and area calculations

* Require a licensed surveyor per statute.

Dodge County Surveyor Activities

Current Projects:

- PLSS Perpetuation and Maintenance
- Verification of PLS Corner Coordinates
- Review-Approve Surveys for Parcel Splits
- Update-Maintain GIS parcel dataset
- Monument County Road Right of Ways
- CSAH 12 R/W Plat in Mantorville
- “As-Built” Survey of Government Building Site

Mr. Lempke discussed with the Board the Public Land Survey System (PLSS)

- The PLSS is the basis for **all legal descriptions** with-in the County.
- The maintenance of the system is critical to land transactions and occupation.

One thousand three hundred eighty monuments to perpetuate and maintain in Dodge County.

- Need County coordinates for all corners.
- Maintenance includes:
 - Verifying condition
 - Resetting monument
 - Re-establishing ties
 - Updating Certificate of Location

- Setting sign posts
- Monuments are typically disturbed by: grading, removal, plowing.

Dodge County
Surveying & GIS
Services Update -
Continued

The following PLS corner status information was reviewed:

- One hundred thirty six of one hundred forty one missing monuments set & Certificates of Location completed in four western townships.
- Coordinates updated on several other corners throughout County.
- Approximately 40% require verification of published corner coordinates.
- Many corners haven't been visited for several years to verify their condition.
- Installation of sign posts where appropriate. This helps landowners know where the corners are located which helps preserve the corners.
- Update corner ties and Certificates of Location (required by law).
- Coordinates are verified prior to county road construction and monuments replaced after paving.

Current GIS mapping applications on the county website were discussed.

Parcel Mapping Activities were reviewed as follows:

- Update Parcel Map with splits/combines
- Correct Issues
- Update map with R/W data

Concord Street Vacations:

- Updated Parcel Map to reflect street and alley vacations
- Provided additional acreage for tax assessor
- Examined existing legal descriptions
- Identified other areas to research (e.g. house occupying area in non-vacated street)

Survey of County Properties - Projects Completed:

- Courthouse Property & Stone Retaining Wall
- New Administration Building
- Wasioja Seminary
- Landfill Boundary Survey & Fill Verification
- Claremont Tax Forfeited property
- Block 23 Mantorville east of Courthouse

Upcoming Projects:

- "As-Built" Survey of Government Services Building
- Dodge County Fairgrounds property

County Right of Way Projects were listed as follows:

County Surveyor provides the section breakdown, examines the legal descriptions, and develops the parcel map.

Highway Department designs the road taking into account the existing road alignment and any additional Right of Way required and then prepares the Right of Way Plat for the County Surveyor to check and review.

Completed Projects:

- CSAH 24 from West Concord to Concord – Plats 22 to 29
- CSAH 36 in West Concord

Dodge County
Surveying & GIS
Services Update -
Continued

Current Projects:

- CSAH 12 in Mantorville

CSAH 12 R/W Plat - In this plat, County Surveyors provided the MNDOT Plat alignment to ensure no gaps or overlaps.

Staking the Right of Way

- Making Approximate R/W for planting
- Monumenting R/W after construction
- County Surveyor monuments Right of Way after construction
- If not monumented and controlled, eventually the County purchased Right of Way gets farmed
 - Power poles typically end up five feet inside of the existing boundary lines

Advantages of Sharing Staff

- Synergy of Activities between Counties
- Responsiveness to Dodge County Requests
 - Parcel split survey approvals typically within one day
- No conflict of interest in sharing data
- Excellent working relationship with Dodge County personnel

GIS System Specialist Chad Hanson presented a Geographic Information Systems report which is a combination of hardware, software, and staff that use geospatial data to analyze information, create maps and mapping websites.

Dodge County GIS Mission

- The mission of the GIS office is to develop, implement, and maintain a GIS database for the county departments, local government agencies, private companies, and the general public.
- The County GIS office is responsible for acquiring the necessary data for the county, performing quality analysis checks to ensure its accuracy and source information, and for the maintenance of the GIS system.
- The resulting GIS will create an effective land records management system that facilitates information gathering and provides accurate and timely information to the county departments and the public.

GIS Mapping

- A powerful mapping application that visualizes data
- Complex design involving many data sources
- Provides capability to analyze, interpret, compare relations, determine patterns and visualize trends and data.

Dodge County Parcel Viewer

- ArcGIS Online Application
- Parcel Information Updated Weekly
- Public and Internal Sites

Dodge County
Surveying & GIS
Services Update -
Continued

Dodge County Facilities Map

- ArcGIS Online Application
- Provides Facility Map
- Interactive Mapping Application

Dodge County Assessor Map

- ArcGIS Online Application
- Provides Access to GIS and Assessor Data
- Updated Weekly

Dodge County Soils by Split Tool

- ArcGIS Geo-Processing Toolset
- Designed to Help Calculate the Soil Type Within Parcels
- Increases Process Efficiency

Buffers and ditches in Dodge County were discussed.

Commissioner Gray wanted to know how often the county’s on-line GIS information is accessed by the public.

Ms. Hanni stated she can get the usage information for Commissioner Gray. Ms. Hanni informed the Board the GIS page usage typically goes up this time of year.

Commissioner Tjosaas reported he uses the GIS frequently and feels it is a great tool.

Commissioner Gray stated he appreciates the services Ms. Hanni, Mr. Lempke and Mr. Nelson make available to Dodge County.

Taxpayer Services Director Rose Culbertson reviewed bills with the Board.

Bills Approved

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	\$	48,329.06
13	Road and Bridge Fund	\$	16,159.21
16	Environmental Quality Fund	\$	<u>7,761.58</u>
	Total	\$	72,249.85

Motion adopted unanimously.

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

Personnel Actions
Approved

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

A. Sheriff’s Office

- A.1 Nicole Bacigalupo – 911 Dispatcher
Authorization to change status from 1.0 FTE to on-call.
Effective Date: 3/18/16
- A.2 911 Dispatcher – 1.0 FTE
Authorization to post and fill vacancy created by status change.
Effective Date: 3/8/16
- A.3 Matthew Wohlenhaus – Deputy
Step increase from C41 60 month step \$27.31 to C41 72 month step \$27.96.
Effective Date: 2/24/16

Personnel Actions
Approved -
Continued

B. Land Records

- B.1 Ryan DeCook – Director of Land Records
Step increase from D62 step 6 \$38.76 to D62 step 5 \$40.92.
Effective Date: 5/1/16
- B.2 Pamela Haugh-Holzer – Deputy Recorder
Step increase from B22 step 2 \$20.02 to B22 step 1 \$20.62.
Effective Date: 2/26/16

C. Attorney’s Office

- C.1 Shannon Thompson – Paralegal
Step increase from B24 step 5 \$21.19 to B24 step 4 \$21.90.
Effective Date: 2/23/16

D. Administration

- D.1 Duke Harbaugh – Facilities & Fleet Manager
Step increase from C42 step 9 \$24.12 to C42 step 8 \$24.91.
Effective Date: 3/9/16
- D.2 Jamie Vanoosbree – Drug Court Case Manager
Step increase from C41 step 9 \$21.25 to C41 step 8 \$22.03.
Effective Date: 4/8/16
- D.3 Clyde Trisko – Building Systems Technician
Authorization to employ at B22 step 6 \$18.22 to fill approved vacancy.
Effective Date: 3/28/16

Motion adopted unanimously.

Ms. Hager presented for the Board’s consideration a recruitment firm proposal and recommendation. Gary Weiers from David Drown Associates was available to answer questions.

Full-Service
Agreement with
David Drown
Associates Inc.
Approved to Hire
New County
Administrator

Included in the Board packet were two proposals from David Drown Associates, Inc. (DDA). In the first proposal they would provide a full-service recruitment process with a two-year assurance. In the second proposal, they removed Group meeting with Department Heads, Development of Position Profile, Review of Job Description, DDA conducting initial interviews of all finalists and selection of finalists, offer and drafting of agreement with new Administrator, follow-up with new Administrator for one year, and two year assurance.

The recruitment and selection process is very time consuming, involves many public meetings that need to be managed carefully to assure private data stays private and public data is open and available to the public. Ms. Hager believes DDA is able to handle this process and provide the county with a full-service solution at a reasonable cost.

It was the Employee Relations Director’s recommendation that the county enter into the full-service agreement with David Drown Associates, Inc.

Full-Service Agreement with David Drown Associates Inc. Approved to Hire New County Administrator - Continued

Mr. Weiers stepped out of the room and further discussion took place regarding the two options presented.

Motion by Tjosaas seconded by Erickson to approve and authorize the Employee Relations Director to enter into a full-service agreement with Gary Weiers of David Drown Associates, Inc. to facilitate the hiring of a new County Administrator. *Motion adopted Gray, Tjosaas, Erickson, Peterson aye, Allen nay.*

Commissioner Gray stated he feels there is a value to have Mr. Weiers involved in the hiring process.

The County Attorney provided the Board with a legal update.

Legal Update

Mr. Kiltinen informed the Board that courts is going to a paperless system. With everything going through an electronic process, everyone in his office that goes to court will have to have a laptop for use in court. Mr. Kiltinen stated he believes the new system will allow for better tracking of files.

The Chair recessed the meeting at 10:35 a.m. CST.

Meeting Recessed

The Chair reconvened the meeting at 10:40 a.m. CST.

Meeting Reconvened

Zoning Administrator Melissa DeVetter presented for the Board’s consideration the March 2, 2016 Planning Commission recommendations.

CUP #16-01 Approved

DodgeSun, LLC – CUP #16-01 was discussed.

Motion by Erickson seconded by Peterson to approve of the following action of the Planning and Zoning Commission as reviewed on March 2, 2016 with the reasons, recommendations and conditions as found in the individual permit:

DodgeSun, LLC – CUP#16-01

The public hearing is to consider an application for a Conditional Use Permit to allow a Solar Energy Farm in the Ag District. The parcel is 160 acres and the Solar Energy Farm (Solar Garden) will cover approximately 50 acres located in the E ½ of the SW ¼, Section 25 Mantorville Township. DodgeSun LLC is the applicant and Michael Sullivan is the property owner.

The Planning Commission recommends approval with the following conditions:

1. Dodge County Zoning Permit shall be obtained before construction.
2. No structures or fill are permitted within the FEMA 100 yr. floodplain.
3. Operation will comply with all local, state, and federal regulation regarding the use and activities performed on site.

4. The use applies only to the approximately 50 acre site where the solar farm is proposed as identified in preliminary site plan PV-01 dated 2/3/16. 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.
5. The use shall comply with Section 17.19 (Nuisance Standards). The permittee shall designate an individual present on the site during construction activities to receive and address calls regarding nuisance complaints such as noise, dust, waste management or other concerns/issues. Signs with the contact information of the designated individual should be posted near the site at a highly visible location and the contact information for the individual should be provided to the Department. The permittee shall notify the Environmental Services Department of any complaints received and their efforts to address the issue. Nuisance complaints may result in review of the CUP by the Planning Commission.
6. The permittee shall obtain the appropriate stormwater permit(s) 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.
7. An annual performance report on the solar farm shall be provided to the Environmental Services Department and the City of Kasson by January 31st of each calendar year.
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.

CUP #16-01
Approved -
Continued

Motion adopted unanimously.

Kevin Rohwer – CUP #07-08 (extension) was reviewed.

CUP #07-08
(Extension)
Approved

Motion by Erickson seconded by Allen to approve of the following action of the Planning and Zoning Commission as reviewed on March 2, 2016 with the reasons, recommendations and conditions as found in the individual permit:

Kevin Rohwer - CUP #07-08 (extension)

The Planning Commission recommends approval of a one year extension. C.U.P. #07-08 would be extended from September 9, 2016 to September 9, 2017 with the following conditions:

1. A Dodge County Zoning Permit shall be obtained before construction of the building.
2. The Dodge County animal feedlot registration shall be updated prior to occupation of the barn.
3. All recommendations of the Feedlot Advisory Report dated 8/11/14 completed.

- 4. A copy of the appropriation permit from Minnesota DNR (when required) shall be submitted to Department for feedlot file and to include with a copy of the CUP.

CUP #07-08
(Extension)
Approved -
Continued

Motion adopted unanimously.

William Rohwer - CUP #06-09 (extension) was reviewed.

CUP #06-09
(Extension)
Approved

Motion by Allen seconded by Peterson to approve of the following action of the Planning and Zoning Commission as reviewed on March 2, 2016 with the reasons, recommendations and conditions as found in the individual permit:

William Rohwer - CUP #06-09 (extension)

The Planning Commission recommends approval of a one year extension. C.U.P. #06-09 would be extended from September 9, 2016 to September 9, 2017 with the following conditions:

- 1. A Dodge County Zoning Permit shall be obtained before construction of the building.
- 2. The Dodge County animal feedlot registration shall be updated prior to occupation of the barn.
- 3. All recommendations of the Feedlot Advisory Report dated 8/11/14 completed.
- 4. A copy of the appropriation permit from Minnesota DNR (when required) shall be submitted to Department for feedlot file and to include with a copy of the CUP.
- 5. A copy of the manufacturer’s specifications, which includes operation and maintenance information, shall be provided to the Environmental Services Department to include with a copy of the CUP.
- 6. The CUP shall be reviewed two years upon population of the barn.

Motion adopted unanimously.

Ms. DeVetter provided the Board with a 2015 MPCA annual report and year-end review.

Annual County
Feedlot Officer and
Performance Credit
Report Approved

Under the Delegation Agreement with the MPCA, Dodge County has minimum program requirements it is required to perform and report to the state. This is accomplished by an annual review with the assigned MPCA feedlot staff and completion of the annual report, which is required to be submitted.

Included in the Board packet was the 2015 Annual County Feedlot Officer Annual Report and Performance Credit Report for the period of January 1, 2015 – December 31, 2015. Dodge County achieved a compliance inspection rate of 12.6%, which exceeds its required compliance inspection rate of 7% and goal of 10%. In addition, Dodge County met 100% of its non-inspection minimum program requirements for the year 2015. Also included in the Board packet for review was the 2015 Year-End Review Evaluation Worksheet completed by MPCA staff during the review conducted on February 26, 2016.

Motion by Allen seconded by Tjosaas to approve and authorize the Chair to sign the 2015 Annual County Feedlot Officer Annual Report and Performance Credit Report as presented. *Motion adopted unanimously.*

South Country Health Alliance Director Leota Lind provided the Board with a South Country Health Alliance update.

SCHA Update

Environmental Services Director Mark Gamm presented for the Board's consideration a proposed resolution with Final CAP Grant Application for Self-Serve Waste Depot.

Final CAP Grant Application License Approved by Resolution #2016-10

Last year the state approved Environmental Services preliminary grant application for a Self-Serve Waste Depot. Environmental Services is now ready to submit the final application. Mr. Gamm noted the proposed resolution is required as part of the application.

Budget:

Funding Source:	Amount
1. State CAP Grant	\$56,000
2. 2016 Environmental Serves Budget – Capital Replacement Fund	<u>\$25,000</u>
Total	\$81,000

Description of Self-Serve Waste Depot:

The Depot will allow residents and businesses to dispose of garbage 24 hours a day/seven days per week. The Depot will be located on the south side of the Recycling Center. The facility includes an open-sided building that houses a compactor and controls. Included in the Board packet was Exhibit 5 for site plan and layout.

Pre-registered customers will receive a fob to use the compactor and track their use. Customers will load up to 50 gallons of garbage into the compactor at once. When the compactor door closes, the compactor will activate, making room for another 50-gallon deposit. Customers are charged a fee each time they use the fob to open the compactor door. Environmental Services estimates that the fee will be less than the current fee at the Transfer Station. The operation will be closely monitored by a camera surveillance system.

A detailed description of the facility was included in the CAP Grant Application which was part of the Board packet.

The Environmental Services Director recommended the Board vote in favor of the proposed resolution with Final CAP Grant Application for the Dodge County Self-Serve Waste Depot.

Commissioner Erickson offered the following resolution (#2016-10), seconded by Commissioner Allen:

Final CAP Grant Application License

WHEREAS, Dodge County has made application for a capital assistance program grant to construct a Self-Serve Waste Depot (Transfer Station).

NOW THEREFORE BE IT RESOLVED, by Dodge County Board of Commissioners that Dodge County will implement the project, provide necessary local financing, and accept and exercise the governmental powers necessary to develop and operate the project.

BE IT FURTHER RESOLVED, Dodge County pledges to use all funds made available exclusively for the capital cost of the project and to pay any additional amount by which the cost of the project exceeds the estimate by appropriation to the construction fund of additional funds or proceeds of additional bonds of Dodge County. Dodge County recognizes that any subsequent withdrawal of allocated or additional funds of Dodge County will impair the obligation of contract between the state of Minnesota, Dodge County and the bondholders.

Final CAP Grant
Application License
Approved by
Resolution #2016-10
- Continued

BE IT FURTHER RESOLVED, Dodge County Board of Commissioners authorizes the Environmental Service Director to sign the Final Capital Assistance Program Grant Application and the Capital Assistance Program Grant Agreement on behalf of Dodge County.

Resolution adopted unanimously.

Commissioner Erickson informed the Board it is the tradition of the Dodge County Board of Commissioners to recognize those individual Dodge County athletes and local high school teams who participate and/or earn a championship in their respective state tournaments.

2016 Winter Sports
State Championship
Recognition
Approved by
Resolution #2016-11

The Kasson-Mantorville Wrestling Team won the Section 2A championship and Kasson-Mantorville wrestlers Aaron Berge and Noah Ryan won the State Championship in each of their weight classes.

Commissioner Tjosaas offered the following resolution (#2016-11), seconded by Commissioner Allen:

2016 Winter Sports State Championship Recognition

WHEREAS; the Dodge County Board of Commissioners recognizes the hard work and dedication that it takes to be a successful team member of high school athletic teams; and

WHEREAS; the high schools located within Dodge County have a long history of producing high quality individuals in the area of athletics and academics; and

WHEREAS; the students in the Kasson-Mantorville, Triton and Hayfield school districts have traditionally represented the citizens of Dodge County with the highest of values and dedication.

THEREFORE BE IT RESOLVED; that the Dodge County Board of Commissioners recognize the achievements made by the following Dodge County athletes and teams:

2016 State Tournament Class AA Team Champions
Kasson-Mantorville Boys Wrestling Team

2016 State Tournament Class AA Individual Champions

Aaron Berge – 182 lbs.

Noah Ryan – 195 lbs.

BE IT FURTHER RESOLVED; that Dodge County will forward this resolution to the Kasson/Mantorville School Board in hopes of public recognition of these great accomplishments.

Resolution adopted unanimously.

Commissioner Erickson suggested that the County Board consider installing signs in the courthouse now that the remodeling projects are almost complete. Mr. Erickson felt it was important to let the public know that the courthouse was remodeled for the first time in over 100 years.

Mr. Erickson thanked Duke Harbaugh the Facilities and Fleet Manager for the role he played during the remodeling projects. Commissioner Erickson felt Mr. Harbaugh did a superb job on the Board's behalf of keeping things going.

Mr. Erickson discussed the wind generators and the possibility of putting the revenue generated from the wind generators into a special fund to be used for special projects such as gravel for county roads when funds aren't available for those purposes.

Commissioner Erickson shared the following comments regarding the departing County Administrator.

Commissioner Erickson stated Dodge County has been very rewarded by having Jim Elmquist in the position of County Administrator. Mr. Erickson appreciated the fact that the County Administrator allowed staff to do their jobs and was able to handle most issues on his own without input from the County Board. Commissioner Erickson commended Mr. Elmquist for his efforts to improve the budgeting process. Mr. Erickson stated the County Administrator's leadership skills will be missed.

County Administrator Jim Elmquist met with the Board to discuss his request to consider wage adjustments for duties performed in the absence of an Administrator.

Mr. Elmquist reported that in a previous discussion with the Board, it was stated that during the transition between Administrators, the duties of the position would be performed by the Finance Director, the Employee Relations Director, and the Deputy Clerk when possible.

The County Administrator noted in October of 2009, this transitional issue was addressed in this manner with the same personnel but due to the higher level of responsibility, the positions were granted an hourly wage differential to address the additional duties. Albeit, there was a different County Board at the time and there might be varying degrees of opinion as to how to best address this, Mr. Elmquist proposed a \$2/hour increase wage adjustment to the Finance Director, Employee Relations Director, and the Deputy Clerk to conclude at the time a new Administrator commences his or her tenure.

2016 Winter Sports
State Championship
Recognition
Approved by
Resolution #2016-11
– Continued

Comments from
Commissioner
Erickson

Temporary Wage
Adjustments for
Duties Performed in
the Absence of a
County
Administrator
Discussion

The County Administrator stated that while he knows the county has addressed similar issues in the past with a wage adjustment for other positions and at times it was received with some dissension, Mr. Elmquist is proposing this because in many County Administrator transition scenarios statewide, they often appoint an Interim Administrator which would include a monthly salary as part of the appointment.

Temporary Wage Adjustments for Duties Performed in the Absence of a County Administrator Discussion - Continued

Commissioner Gray commented he feels a \$2.00/hour raise is inadequate for the additional work that will be requested and suggested a \$3.00/hour temporary increase.

Commissioner Erickson stated he feels the \$3.00/hour increase would create issues for them further down the road.

Commissioner Peterson noted he was initially against the request until he had an opportunity to talk to Rice County who is currently going through a similar process. The route that Rice County is taking will cost them considerably more than what is being proposed today.

Commissioner Allen stated he doesn't feel an increase in wages is necessary.

No action was taken on the request for temporary wage adjustments.

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

Public Works Committee Report

The Board reviewed the County Engineers request to approve the proposed 2016 spring load restrictions.

2016 Seasonal Weight Restrictions Approved by Resolution #2016-12

Included in the Board packet was a proposed resolution listing the routes and segments as they are to be posted for Spring Load Restrictions. Restriction timing is recommended by MnDOT utilizing various methods to monitor thawing index and frost out. This timing notice is provided with a three day advance of placing restrictions on State roads.

As Dodge County roads are not typically built to the standards of the average State road we follow the initiation of load restrictions but then keep ours on approximately two weeks longer in the spring. As weather is unpredictable it is difficult to guess what road thawing is going to be like during any given season.

The proposed resolution authorizes the County Engineer to set the timing of the load restrictions as necessary for the season.

Commissioner Peterson offered the following resolution (#2016-12), seconded by Commissioner Allen:

2016 Seasonal Weight Restrictions

BE IT RESOLVED, by the County Board of Commissioners of Dodge County, that due to deteriorations caused by snow, rain and the usual spring climatic conditions, county roads will be seriously damaged unless restrictions are placed on the vehicles operating thereon;

NOW, THEREFORE BE IT RESOLVED, no person shall operate any vehicle or combinations of vehicles upon any County State Aid Highway or County Aid Road over the posted weight limit per axles, as defined by Minnesota Statute, Section 169.87 and as amended by the 1981-82 legislature, and not to exceed six tons per axle based on gross weight formulas except on roads restricted by bridges of lesser posted weight and those roads specified as follows:

2016 Seasonal
Weight Restrictions
Approved by
Resolution #2016-12
- Continued

10 TONS PER AXLE

C.S.A.H. 1 and C.S.A.H. 3 described as follows:

Beginning at the junction of T.H. No. 14 and C.S.A.H. No. 1, thence southerly along C.S.A.H. No. 1 to its junction with C.S.A.H. 3 (Front Street), thence easterly along C.S.A.H.3 (Front Street), to its junction with Claremont's East Street, as designated on the original plat, and there terminating.

C.S.A.H. 7 from T.H. 14 to C.S.A.H. 34 (old T.H. 14)
C.S.A.H. 13 from T.H. 14 to 3450 feet Southeast
C.S.A.H. 17 from C.S.A.H. 16 to C.S.A.H. 22
C.S.A.H. 25 from T.H. 14 to C.S.A.H. 34 (Old T.H. 14)
C.S.A.H. 34 from T.H. 56 to C.S.A.H. 25
C.A.R. R from cul-de-sac to T.H. 56

9 TONS PER AXLE

C.S.A.H. 1 from T.H. 14 to C.S.A.H. 24
C.S.A.H. 2 from the West County Line to T.H. 56
C.S.A.H. 3 from T.H. 30 to T.H. 14
C.S.A.H. 3 from East Street to 130th Ave
C.S.A.H. 4 from T.H. 56 to the East County Line
C.S.A.H. 5 from C.S.A.H. 2 to T.H. 14
C.S.A.H. 7 from C.S.A.H. 34 (Old T.H. 14) to the North County Line
C.S.A.H. 9 from C.S.A.H. 34 to C.S.A.H. 22
C.S.A.H. 10 from C.S.A.H. 3 to C.S.A.H. 5
C.S.A.H. 11 from C.S.A.H. 16 to C.S.A.H. 19
C.S.A.H. 12 from C.S.A.H. 21 to T.H. 57
C.S.A.H. 13 from T.H. 30 to 3450 feet Southeast of T.H. 14
C.S.A.H. 15 from T.H. 30 to C.S.A.H. 34
C.S.A.H. 16 from T.H. 56 to C.S.A.H. 17
C.S.A.H. 19 from 240th Ave to the East County Line
C.S.A.H. 20 from C.S.A.H. 1 to T.H. 56
C.S.A.H. 21 from C.S.A.H. 34 to C.S.A.H. 12
C.S.A.H. 22 from C.S.A.H. 24 to C.S.A.H. 17
C.S.A.H. 24 from the West County Line to T.H. 56
C.S.A.H. 34 from C.S.A.H. 25 to the East County Line
C.A.R. "N" (Industrial Park Blvd.) from T.H. 56 to C.A.R. "T"
C.A.R. "T" from C.A.R. "N" to C.S.A.H. 4

7 TONS PER AXLE

C.S.A.H. 1 from the West County Line to C.S.A.H. 3 (Front Street in Claremont)
C.S.A.H. 5 from C.S.A.H. 24 to the North County Line
C.S.A.H. 9 from the South County Line to C.S.A.H. 34 (Old T.H. 14)

- C.S.A.H. 10 from C.S.A.H. 5 to T.H. 56
- C.S.A.H. 12 from C.S.A.H. 9 to C.S.A.H. 21
- C.S.A.H. 15 from C.S.A.H. 34 to T.H. 57
- C.S.A.H. 18 from C.S.A.H. 11 to C.S.A.H. 17
- C.S.A.H. 20 from the West County Line to C.S.A.H. 1
- C.S.A.H. 24 from C.S.A.H 22 to the East County Line
- C.A.R. "G" from the West County Line to C.S.A.H. 1
- C.A.R. "L" from T.H. 30 to 1.5 miles North

2016 Seasonal
Weight Restrictions
Approved by
Resolution #2016-12
- Continued

Emergency vehicles of the public utilities used incidental to making repairs to its plant and equipment or fire apparatus vehicles shall be exempt from the provisions of this resolution.

The County Board authorizes the County Engineer to determine the effective date for road postings and to lower a road posting due to road conditions as he sees the need.

Resolution adopted unanimously.

The Board discussed Mr. Kohlnhofer’s request to approve the purchase of GPS equipment.

GPS Equipment
Purchase Approved
for Highway
Department

The Highway Department uses GPS equipment to collect and verify data for all of their road and bridge construction projects as well as various other survey tasks. These days survey equipment consists of highly specialized computers. The department is currently using a Leica GPS rover and base kit purchased in 2008 and 2009, respectively. This GPS uses outdated software, lacks technical support, utilizes a non-compliant radio, and often times loses satellite signal resulting in a loss of time. Due to advancements in technology, the department would increase effectiveness in the field and produce higher quality data with this upgrade to new equipment.

The 2016 Budget includes \$33,000 to purchase new GPS survey equipment. Leica Geosystems, Inc. has provided the Highway Department with quotes, off the state contract, for a GS14 Rover Package and a GS14 Base Package. Both units are used in tandem to perform survey tasks.

The total cost for the two packages is \$26,763.04.

An effort will be made to sell the old unit through various resources.

Motion by Peterson seconded by Tjosaas to approve and authorize the Highway Department to purchase a GS14 Rover Package and a GS14 Base package from Leica Geosystems at a cost of \$26,763.04. *Motion adopted unanimously.*

Commissioner Allen left the meeting at 11:54 a.m. CST.

Commissioner Allen
Left Meeting

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

Administration
Committee Report

The Board reviewed the IT Director's request to approve out of state travel to Austin, Texas, for a three-day Information Technology workshop, scheduled for November.

Out of State Travel
Approved for IT
Director

The IT Department and Maintenance use a software product named "SpiceWorks". This product is used for the county's Help Desk problem ticketing and reporting, system inventory, system status, and other tasks. Mr. Hicks has attended this workshop the last five years, and has found it to be very beneficial. The IT Director would like to attend the seminar again this year.

Mr. Hicks is estimating the total cost of the trip to be about \$1,905. The IT Department budget does have room in the education line item for this expense.

Training Location: Austin, Texas
Training Dates: October 31, 2016 – November 4, 2016
Cost to attend workshop: \$225
Cost of hotel (estimate):\$800
Cost of airplane ticket (estimate):\$650
Car rental (estimate):\$150
Meals (estimate):\$80

Motion by Erickson seconded by Peterson to approve and authorize out of state travel for the IT Director October 31, 2016 – November 4, 2016 to attend a three-day Information Technology workshop in Austin, Texas at a cost of approximately \$1,905. *Motion adopted unanimously.*

Motion by Erickson seconded by Tjosaas to approve and authorize the February 16, 2016 special session meeting minutes as presented. *Motion adopted unanimously.*

02/16/16 Special
Session Meeting
Minutes Approved

Motion by Erickson seconded by Peterson to approve and authorize the February 23, 2016 Committee of the Whole meeting minutes as presented. *Motion adopted unanimously.*

02/23/16 Committee
of the Whole
Meeting Minutes
Approved

Motion by Tjosaas seconded by Peterson to approve and authorize the February 23, 2016 meeting minutes as corrected on page 42 and 43. *Motion adopted unanimously.*

02/23/16 Meeting
Minutes Approved

Commissioners provided their agency reports. Commissioner Allen attended a Building Committee meeting. Commissioner Erickson attended a Construction Committee meeting, a Dodge County Planning Commission meeting, a Building Committee meeting and a SCHA Quality Assurance Committee meeting. Commissioner Gray attended an Audit Planning meeting, a County Board meeting, a Dodge County Historical Society tour, a Governors Water Summit meeting, a Dodge County Historical Society Annual meeting and a Planning Commission meeting. Commissioner Peterson attended a Radio Board meeting. Commissioner Tjosaas did not have any meetings to report.

Agency Reports

Motion by Peterson seconded by Tjosaas to adjourn the meeting at 12:13 p.m. CST. *Motion adopted unanimously.*

Meeting Adjourned

The next meeting of the Dodge County Board of Commissioners will be held on March 22, 2016 at 5:30 p.m. CST.

Next Regular Meeting

ATTEST:

**STEVEN GRAY
CHAIR, COUNTY BOARD**

**BECKY LUBAHN
DEPUTY CLERK**

DATED: