

TUESDAY, APRIL 12, 2016

**APPROVED MINUTES OF THE
COMMITTEE OF THE WHOLE MEETING HELD**

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

**COUNTY ADMINISTRATION OFFICE
MANTORVILLE, MN**

2016-07 C.O.W.

The Dodge County Commissioners met in Committee of the Whole April 12, 2016, in the Commissioner's Room at the Dodge County Government Services Building, Mantorville, MN, at 9:00 a.m. CST. Chair Steven Gray opened the meeting at 9:00 a.m. CST.

Meeting Convened

The Chair acknowledged those present:

Those Present

Members present:	John Allen	District #1
	Tim Tjosaas	District #2
	David Erickson	District #4
	Steven Gray	District #5
Members absent:	Rodney Peterson	District #3
Also present:	Becky Lubahn	Deputy Clerk
	Lisa Kramer	Finance Director
	Melissa DeVetter	Zoning Administrator

Zoning Administrator Melissa DeVetter met with the Board to discuss a potential flood acquisition project.

Potential Flood
Acquisition Project
Discussion

County Engineer Guy Kohlnhofer was available to comment on the project.

Included in the Board packet was information on a FEMA HSEM Pre-Disaster Mitigation Grant & DNR Flood Hazard Mitigation Grant Project request.

Ms. DeVetter reported the applicants originally came to the county to obtain a Zoning Permit to replace the existing dwelling (constructed originally in 1910) located upon the site. However, based upon review of the FEMA Floodplain maps, and HEC-RAS modeling performed by the Minnesota Department of Natural Resources, the property is below the Base Flood Elevation. As a result of current FEMA regulations of the National Flood Insurance Program, as well as the recently passed Biggert-Waters Act (2012), reconstruction on this property faces numerous and potentially costly issues.

The property was initially acquired over twenty years ago by the applicants. At that time, the flooding of the property had not been disclosed to them. Since that time, they have experienced many flooding events. Based upon conversation with the applicants, the frequency and height of the flooding has increased over time. Also included in the Board packet were pictures from the applicant's property on flooding that has occurred since 2002, which is when they began documenting the events. The applicant was unaware there were funds available during non-disaster times for acquisition of structures so this option was never previously explored.

Upon request of the landowner, Environmental Services staff contacted the Department of Homeland Security and Emergency Management and Minnesota DNR to inquire if there are funds available for acquisition.

Both agencies have indicated funds are available which would cover 100% of the cost of acquisition, demolition, abatement (if required) disposal, abandonment of the on-site sewage treatment system and well and restoration of the site. As a result, no local match or other contribution would be required. However, this is a reimbursement grant which means the county would be reimbursed on a quarterly basis for costs expended during the acquisition project.

Potential Flood
Acquisition Project
Discussion -
Continued

Similar to the other grant under the State's Flood Damage Reduction program, Dodge County would need to apply on behalf of the landowner. After acquisition, the land would need to be owned by a public entity (Dodge County or other) and only open space uses would be allowed.

Staff contacted the Emergency Management Director to discuss the issues with the property. Matt Maas has indicated the proposed acquisition project is consistent with the goals of Dodge County's All-Hazard Mitigation Plan, as acquisition and relocation of repetitive loss structures is listed a Priority #2 under flood mitigation strategies.

Staff also contacted the Dodge County Highway Department to inquire if there was the potential for this area to serve as a public park or trail area. County Engineer Guy Kohlnhofer indicated that from a parks perspective, the remoteness of the property for use as a public park and the maintenance would likely be a liability. Although there is a requirement for public ownership, the site does not need to be maintained as a public park or recreations area. Mr. Kohlnhofer indicated he would support acquisition provided the property was restored to simply serve as flood storage, as floodplains naturally do.

The proposed acquisition is also consistent with the Dodge County's Water Management Plan. The watershed in which the project is located is identified as a priority for flood mitigation efforts and retention on the landscape due to the flooding issues experienced downstream by the community of Pine Island.

The FEMA federal funds are a competitive application process. The application period closes on June 15, 2016 and if Dodge County wishes to pursue this application on behalf of the landowner, an application would need to be submitted to the State HSEM Manager by May 15, 2016. Ms. DeVetter noted submitting this grant does not obligate the county or the applicant in any way as participation in this program is entirely voluntary. At this point, this is just an effort to provide the property owner with another potential option for this limited property.

Commissioner Erickson wanted to know if the Board decides to move forward with the request if they are locked into anything.

Ms. DeVetter stated the county is not locked into anything, they are just asking permission to submit an application at this time.

Commissioner Erickson clarified that at this time they are being asked to make a decision whether or not to support the applicant's request to allow Dodge County to apply for grant funds, they are not locked in.

County Attorney Paul Kiltinen arrived to the meeting at 9:04 a.m. CST.

County Attorney
Arrived

The Zoning Administrator discussed other possible options available to the homeowners.

Potential Flood
Acquisition Project
Discussion -
Continued

Commissioner Erickson stated all FEMA rules come into play if the owners decide to do something else.

Ms. DeVetter noted there are other options; this is just one option available to the homeowners.

Brief discussion took place regarding the county's desire to remove the driveway for this property if they decide to move forward with the project.

Commissioner Allen stated he believes the County Board should proceed with the project.

The Zoning Administrator will be recommending at the regular meeting that the County Board approve the applicant's request to allow Dodge County to apply for the Flood Damage Reduction and Pre-Disaster Mitigation grants for the purpose of acquiring this frequently flooded property, parcel 10.015.1500.

David Drown Associate Gary Weiers provided the Board with a Human Resources/Payroll Project update.

Human Resources/
Payroll Project
Update

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

The project start date was listed as February 19, 2016.

Mr. Weiers provided the following project update for the Dodge County, Steele County, MNPrairie Human Resources/Payroll Project:

Project Update

- Kickoff
- Pre-Discovery Session
 - Meeting with Kronos staff and project team
- Provide Discovery Documentation
 - County and MNPrairie staff compiled and provided voluminous information to Kronos for purposes of building the system
 - Follow up calls are taking place the week of April 3rd, but the vast majority of this is complete
- Weekly Status Calls
 - Each week, there is a status report call with representatives of Steele County, Dodge County, MNPrairie, David Drown Associates and Kronos
 - The purpose of the calls are high level project updates and status reports
- Weekly Email Updates
 - Each week, status reports are sent out to the full project team so everyone is kept in the loop and reminded of upcoming deadlines

- System Integration
 - Work plans for integrating existing systems with Kronos are in place and moving forward
 - Examples of integration include PHDOC, NewRoads, Celeritime, etc.
- Upcoming Milestones
 - Order check stock
 - Provide ACH information to Kronos
 - Sign off on Discovery Documents
 - Begin building the system
 - System testing
 - Training
- Go live no later than 7/1/16

Human Resources/
Payroll Project
Update - Continued

The Chair thanked Mr. Weiers for the project update.

The Chair adjourned the meeting at 9:27 a.m. CST.

Meeting Adjourned

ATTEST:

**STEVEN GRAY
CHAIR, COUNTY BOARD**

**BECKY LUBAHN
DEPUTY CLERK**

DATED: