

**TUESDAY, JUNE 14, 2016**

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

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

**COUNTY ADMINISTRATION OFFICE  
MANTORVILLE, MN**

**2015-12**

The Dodge County Commissioners met in regular session June 14, 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 9:32 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:	Becky Lubahn	Deputy Clerk
	Lisa Kramer	Finance Director
	Paul Kiltinen	County Attorney

It was noted Gary Weiers was not available for the meeting and that his agenda item will be pushed back to the June 28, 2016 County Board meeting.

Agenda Approved

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

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

Consent Agenda  
Items Approved

- 1.1 A 4-Day Temporary On-Sale Liquor License for the Dodge County Mechanical & Agricultural Society effective July 13-16, 2016 pending the approval of the County Sheriff and County Attorney.
- 1.2 A cell phone stipend of \$20/month for Deputy Ryan Pacheco and stipend of \$30/month for Deputy Matt Stradtman.
- 1.3 A cell phone stipend increase for Highway Technician Josh Smith from \$20/month to \$50/month.

*Motion adopted unanimously.*

Sheriff Scott Rose met with the Board to discuss the Walker estate donation to the Sheriff's Office.

Sheriff's Office  
Donation Approved  
by Resolution  
#2016-27

Joyce Walker, a long time Mantorville resident, passed away last year. In her will Ms. Walker specified that she wanted to donate money to the Dodge County Sheriff's Office. Ms. Walker's son, Eugene Groby, was available to present a check for \$2,500.00 to the Dodge County Sheriff's Office. Sheriff Rose indicated he would like to use the donation to help fund the bag screener (x-ray machine) that they plan on budgeting for next year.

Commissioner Allen offered the following resolution (#2016-27), seconded by Commissioner Tjosaas:

Sheriff's Office  
Donation Approved  
by Resolution  
#2016-27-  
Continued

**Sheriff's Office Donation**

**WHEREAS**, the Dodge County Sheriff's Office from time to time receives donations from individuals and/or organizations; and

**WHEREAS**, the Dodge County Sheriff's Office wishes to accept this donation and utilize it for the purpose of purchasing a bag screener/x-ray machine; and

**WHEREAS**, pursuant to Minnesota Statute 465.03, the county shall by resolution of the governing body adopt by a two-thirds majority of its members accept a grant or devise of real or personal property and maintain such property for the benefit of its citizens in accordance with the terms prescribed by the donor.

**NOW THEREFORE BE IT RESOLVED**, that the Dodge County Board of Commissioners hereby accept the following donation to be used for the future purchase of a bag screener/x-ray machine at the security screening station:

Walker Estate - \$2,500

*Resolution adopted unanimously.*

Sheriff Rose presented for the Board's consideration a bi-directional amplifier proposal.

Sheriff's Office  
Authorized to Apply  
for Grant Funding to  
Purchase Bi-  
Directional Amplifier  
for Courthouse

The Sheriff stated now that the building project is completed, he thinks it's important to take some time to re-address the radio signal issues within the courthouse building. The Sheriff's Office has discovered problems communicating with their portable radios in the courthouse. The lack of communication in many of these areas in the courthouse has become more of a concern as the result of changes made regarding space use in the renovation. The Sheriff's Office is using space in different ways now and it has resulted in some unanticipated signal issues. Motorola did a signal survey of the building and found several areas that do not have adequate signal for radio communications - Annex, MN Prairie, and several areas of the courthouse including the lower level holding area.

Sheriff Rose discussed recent events where communication (signal) concerns were an issue.

The Sheriff felt there are many situations where this signal problem could be a safety and/or life threatening issue for his Deputies, county staff and visitors to the courthouse. Sheriff Rose believe it's important that the county address the issue before they have an incident where the inability to communicate creates a costly problem. Mr. Rose indicated that part of this issue falls on the Sheriff's Office for not having checked on any signal concerns during the planning phase of the remodeling project, which is something they would have done had they known what the plans were. Unfortunately, the previous Sheriff did not consult with any of his staff regarding any of the remodel plans.

The Sheriff discussed with the Board the following steps to secure grant funding:

- Following Board approval, they will approach Dave Pike at the Regional Advisory Committee (RAC) to request his support of their project with grant funding.
- The Sheriff's Office will then get on the Emergency Communications Board (ECB) agenda and formally apply for the grant funds in July.
- Once they have the ECB approval, they will then prepare an application to present to the Grant Work Group.
- The application will then be presented to the State Grants group in June.
- Wait for funding award notification in July.

Sheriff's Office  
Authorized to Apply  
for Grant Funding to  
Purchase Bi-  
Directional Amplifier  
for Courthouse -  
Continued

The total estimated cost of the project is \$19,494.25. Motorola's Bi-Directional Amplifier project would increase signal strength to acceptable levels in all areas of the courthouse.

Mr. Rose commented it is their hope that the County Board will review this need and proposal. Sheriff Rose is asking for Board approval on the project with the use of contingency funds left from the building project to pay for this needed improvement. Upon Board approval they will start taking the necessary steps as listed above to apply for and secure the grant funding.

The timeline of installation would be approximately four days, with very limited interference with the day-to-day operations of both the Courthouse and MNPrairie employees. If a grant was approved, it would take 7-10 business days to order the necessary equipment and installation would begin shortly after the arrival of equipment.

Communication has been established by the Sheriff's Office with the Regional Grant Coordinator for the Southeast Minnesota Region, at this time there is an equipment grant available through the State of Minnesota South East Radio Board. This grant is a 50/50 grant, Dodge County would have to pay the entire amount at the time of installation and once the proper paperwork is received by the State, they would reimburse Dodge County for 50% of the cost.

Commissioner Gray reported that he received an e-mail from Judge Williamson on June 20, 2016 in support of the Sheriff's request to purchase a bi-directional amplifier for the Courthouse; her support was due in part to a recent communication issue she and her staff experienced during a tornado warning in lower level of the Courthouse.

Commissioner Allen stated he is not supportive of the Sheriff's request at this time because they haven't closed out the remodeling project yet and don't know what funds are available in the contingency fund. Mr. Allen indicated he didn't have an issue with the Sheriff pursuing the request if there was money available for the purchase in the Sheriff's budget.

Commissioner Erickson expressed concern with Motorola providing both the radios and the signal survey of the building. Mr. Erickson questioned whether or not there were other companies that could provide the signal study.

Sheriff Rose commented he understands Commissioner Allen's position; however he was concerned with the safety of county staff and the public. It was Mr. Rose's opinion that if the county has an incident in the courthouse due to communication issues and the county chose not to address these concerns that the cost to the county would far exceed the cost of installing the bi-directional amplifier.

Sheriff's Office  
Authorized to Apply  
for Grant Funding to  
Purchase Bi-  
Directional Amplifier  
for Courthouse -  
Continued

Commissioner Tjosaas wanted to know if there were options available to move forward with the installation and backfill the cost of the installation.

Mr. Rose reported his budget was cut last year so it's pretty tight, they would have to cut somewhere else in order to pay for this expense.

Commissioner Peterson commented the communication issue has been there for 20 years and that he was willing to wait six months to see what is left in the construction budget.

Sheriff Rose discussed his concerns with communication in the holding cell and Sergeant Allee's job at the security check point. Mr. Rose pointed out they have spent money to install a security check point and put security measures in place but the system doesn't work as intended because of the communication issues.

Commissioner Erickson discussed the fact that the county is aware of the communication issue in the courthouse and noted there is a possibility of repercussions if something happens and they chose not to deal with issue at this time.

Commissioner Gray reported they are missing one key part to make the communication system operational.

Commissioner Tjosaas inquired as to what the Sheriff's Office would do if the Board says no to the request.

Mr. Rose stated the Sheriff's Office has no money to move forward with the project, they would have to monitor the camera system more closely and try and prevent issues before they arise. Sheriff Rose commented they are limited to what they can do without funding for this project.

Motion by Erickson seconded by Tjosaas to approve and authorize the Sheriff's Office to apply for and accept, if awarded, grant funding to install a Motorola's Bi-Directional Amplifier in the courthouse as requested.

Commissioner Erickson reported that he would like to have another agency do the signal study.

Commissioner Tjosaas wanted to know what was left in the contingency fund. It was reported that approximately \$130,000 was left in the remodeling project contingency fund.

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

Director of Land Records Ryan DeCook discussed with the Board his request to approve abatements.

Abatements Reviewed

Minnesota Statutes 375.192 provides that the County Board may grant the reduction or abatement of a property taxpayer’s estimated market valuation and the resulting taxes, costs, penalties, or interest which have been erroneously or unjustly assessed. The County Board may consider and grant reductions and abatements for applications as they relate to taxes payable in the current year and the two prior years. However, abatements for the two prior years shall be considered and granted only for clerical errors and when the taxpayer fails to file for a reduction or an adjustment due to a hardship, as determined by the County Board.

All applications must be written and approved by the County Assessor and the County Auditor before consideration by the County Board. Said abatement applications are entirely discretionary, subject to precedence and prior Board policy, and are not appealable to another level of authority. Based on the applicants’ claims and the investigation of the facts, the Finance Director and Mr. DeCook are offering the following assessment changes for taxes payable in the years listed.

Motion by Erickson seconded by Peterson to approve the following abatement request:

Abatement Approved for Parcel 18.551.0030

Parcel ID	Owner	Street	City/TWP	Reason	Tax Reduction
18.551.0030	Adam Thoe	74891 124 <sup>th</sup> Ave	Westfield	Fire Abatement: owner has completed construction and returned to property	<b>2016: \$320</b>

*Motion adopted unanimously.*

Motion by Allen seconded by Tjosaas to approve the following abatement request:

Abatement Approved for Parcel 14.004.0700

Parcel ID	Owner	Street	City/TWP	Reason	Tax Reduction
14.004.0700	Craig Ellis	24032 530 <sup>th</sup> St	Milton	Error linked to ag credit calc.	<b>2016: \$509</b>

*Motion adopted unanimously.*

Motion by Allen seconded by Tjosaas to approve the following abatement request:

Abatement Approved for Parcel 14.001.0201

Parcel ID	Owner	Street	City/TWP	Reason	Tax Reduction
14.001.0201	Russell Wiebusch	27429 520 <sup>th</sup> St	Milton	Error linked to ag credit calc.	<b>2016: \$490</b>

*Motion adopted unanimously.*

Motion by Erickson seconded by Peterson to approve the following abatement request:

Abatement  
Approved for Parcel  
22.100.0700

Parcel ID	Owner	Street	City/TWP	Reason	Tax Reduction
22.100.0700	Dorys Reyes	101 1 <sup>st</sup> St NW	Dodge Center	Homestead	2016: \$459 2015: \$433 2014: \$408

\* They send two homestead applications to new residential property owners. If they do not apply for homestead on their own Land Records staff mails the applications twice in January. In this case there may have been a language barrier that caused the property owner confusion. The property owner was informed by their tax preparer that they should apply for homestead this year and they have requested an abatement for the previous years. A homestead would also allow them to file for a property tax refund.

*Motion adopted unanimously.*

Mr. DeCook discussed with the Board proposed retainer agreements.

Retainer  
Agreements with  
BRIGGS &  
MORGAN Approved  
for Tax Court Filings

The Director of Land Records reported three tax appeals were filed in Dodge County before the April 30, 2016 deadline. Mr. DeCook is requesting the Board to approve and sign the Retainer Agreements for Briggs & Morgan to provide legal services to Dodge County.

Mr. DeCook noted the Retainer Agreements pertain to the tax court filings for McNeilus Truck & Manufacturing, Inc. and Shopko Stores Operating Company, LLC.

Motion by Erickson seconded by Allen to approve and authorize the Chair to sign Retainer Agreements with Briggs & Morgan to provide legal services to Dodge County for tax court filings for McNeilus Truck & Manufacturing, Inc. and Shopko Stores Operating Company, LLC. *Motion adopted unanimously.*

The Director of Land Records reviewed with the Board his request to approve a GIS contract with the City of Kasson.

GIS Contracts for  
City of Kasson  
Approved

At a previous meeting Lisa Hanni and Mr. DeCook discussed the possibility of a GIS agreement with the City of Kasson. The City of Kasson expressed an interest in partnering with Goodhue County (as the GIS representative of Dodge County’s GIS data and services) to coordinate Dodge County GIS datasets and web services. Ms. Hanni explained that they have offered similar contracts in Goodhue County.

The City’s Engineer invited Ms. Hanni and Mr. DeCook to the City of Kasson Council meeting on April 27, 2016 to discuss the potential partnership. The City of Kasson told them to share the contract with the County and City Attorney for review. They have since done that and the City of Kasson has signed the contract.

The Director of Land Records has the signed contract and is asking the Board to approve it. In addition to that contract an agreement between Dodge and Goodhue County is needed to allow Goodhue to share Dodge County data with Kasson. Mr. DeCook is asking the Board to approve and sign both of the proposed contracts.

Motion by Erickson seconded by Peterson to approve and authorize Chair, Finance Director and County Attorney to sign the Dodge County Participant Agreement with the City of Kasson and the Agreement Between Dodge County and Goodhue County for Services of Geographic Information Systems for Other Dodge County Participants as requested. *Motion adopted unanimously.*

GIS Contracts for  
City of Kasson  
Approved -  
Continued

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

Personnel Actions  
Approved

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

**A. Sheriff's Office**

- A.1 Nikole Leth – Records Clerk  
No longer employed.  
Effective Date: 4/14/16
- A.2 Records Clerk – 1.0 FTE  
Authorization to post and fill vacancy.  
Effective Date: 6/14/16
- A.3 On-Call Transport Deputy  
Authorization to post and fill vacancy.  
Effective Date: 6/14/16
- A.4 Robert "Chris" Callahan – On-Call Jury Attendant  
Authorization to employ at A12 step 11 \$13.00 to fill approved vacancy.  
Effective Date: 5/25/16
- A.5 Mary Head – On-Call Jury Attendant  
Authorization to employ at A12 step 11 \$13.00 to fill approved vacancy.  
Effective Date: 5/26/16
- A.6 Annette Hodge – On-Call Jury Attendant  
Authorization to employ at A12 step 11 \$13.00 to fill approved vacancy.  
Effective Date: 5/26/16
- A.7 Katherine Henderson – On-Call Jury Attendant  
Authorization to employ at A12 step 11 \$13.00 to fill approved vacancy.  
Effective Date: 5/26/16
- A.8 Jim Sands – On-Call Jury Attendant  
Authorization to employ at A12 step 11 \$13.00 to fill approved vacancy.  
Effective Date: 5/27/16
- A.9 Danell Meyer – On-Call Jury Attendant  
Authorization to employ at A12 step 11 \$13.00 to fill approved vacancy.  
Effective Date: 5/26/16

**B. Land Records**

- B.1 Brea Hare – Land Records Clerk  
Authorization to hire at B21 step 7 \$16.55 to fill approved vacancy.  
Effective Date: 6/7/2016
- B.2 Mike Stupka – Property Appraiser II  
Annual review.  
Effective Date: 5/16/16

**C. Highway**

- C.1 Joe Andrist – Operator II  
Step increase from B22 Hire Step \$19.62 to B22 12 mo. Step \$20.66.  
Effective Date: 5/1/16

- C.2 Andrew Heser – Maintenance Superintendent  
Step increase from C43 Step 5 \$31.96 to C43 Step 4 \$33.19.  
Effective Date: 5/6/16

Personnel Actions  
Approved -  
Continued

**D. Public Health**

- D.1 Deb Harlow – Public Health Lead  
Step increase from C43 Step 2 \$30.96 to C43 Step 1 \$31.88 (+\$3 R/R for PHN).  
Effective Date: 3/23/16
- D.2 Iva Kietzman – Public Health Nurse II  
Annual review.  
Effective Date: 5/23/16
- D.3 Amy Ewing – Administrative Secretary - .6 FTE  
No longer employed.  
Effective Date: 5/31/16
- D.4 Administrative Secretary - .6 FTE  
Authorization to post and fill vacancy.  
Effective Date: 6/7/16
- D.5 Kristin Cerda - Public Health Family Lead  
Step increase from C43 Step 2 \$30.96 to C43 Step 1 \$31.88.  
Effective Date: 5/1/1

**E. Environmental Services**

- E.1 Mark Brannan – Solid Waste Facility Operator III  
Annual review.  
Effective Date: 3/1/16
- E.2 Melissa DeVetter – Zoning Administrator  
Annual review.  
Effective Date: 6/10/16

**F. Administration**

- F.1 Clyde Trisko – Building Operations Technician  
No longer employed.  
Effective Date: 6/17/16
- F.2 Building Operations Technician – 1.0 FTE  
Authorization to post and fill vacancy.  
Effective Date: 6/14/16

*Motion adopted unanimously.*

Taxpayer Services Director Rose Culbertson reviewed bills with the Board.

Bills Approved

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	\$ 184,527.19
13	Road and Bridge Fund	\$ 192,697.30
16	Environmental Quality Fund	\$ 9,435.91
17	Eq Revolving Equip Fund	\$ 3,902.68
32	County Capital Projects	\$ 130.00
	Total	\$ 390,693.08

*Motion adopted unanimously.*

Finance Director Lisa Kramer met with the Board to discuss 2016 agency appropriations.

2016 Agency Appropriations Approved

Mr. Kramer reported the commissioner’s budget details a list of agency appropriations that the Board funds to benefit the community. The Finance Director is requesting that the Dodge County Board authorize payment of the proposed agency appropriations.

Motion by Tjosaas seconded by Allen to approve the following 2016 agency appropriations:

- SE MN Initiative Fund \$ 1,320.00
- Southern MN Tourism - \$ 350.00
- SE MN Area Agency on Aging - \$ 300.00
- SEMCAC - \$ 8,750.00
- Dodge County SWCD \$90,000.00
- Historical Society \$ 7,500.00
- Dodge Fair Board \$16,000.00

*Motion adopted unanimously.*

Ms. Kramer discussed with the Board the 911 exhibit at the County Fair.

Additional Appropriation to Dodge County Fair Board Approved

The Finance Director reminded the Board there will be a 911 Exhibit at the Dodge County Free Fair in 2016. Ms. Kramer is requesting that an additional \$1,250 be added to the current year appropriation for the Fair Board to help defray the cost of this exhibit.

Motion by Tjosaas seconded by Peterson to approve and authorize an additional \$1,250 be added to the Fair Board current year appropriation. *Motion adopted Gray, Tjosaas, Erickson, Peterson aye, Allen nay.*

The Chair recessed the meeting at 10:26 a.m. CST.

Meeting Recessed

The Chair reconvened the meeting at 10:36 a.m. CST.

Meeting Reconvened

Commissioner Allen absent from meeting.

Commissioner Allen Absent from Meeting

Accounting Services Director Sara Marquardt met with the Board to discuss the proposed SEACHANGE Service Agreement.

SEACHANGE Services Agreement Approved

Ms. Marquardt reported that SEACHANGE Print Innovations (formally Synergy Graphics) does all of the ballot layout, ballot printing and programming, and requires service agreements with their customers. By signing the proposed service agreement with SEACHANGE, they cannot increase the per unit fees for four years, then in 2020 they can increase but not by more than 8% of the amount of the most recent per unit fees paid by customers. Also by signing a service agreement Dodge County will get discounted price on the ballot layout, publication ballots and other web files.

The Accounting Services Director stated there are several reasons this agreement is being implemented, the agreement:

SEACHANGE  
Services Agreement  
Approved -  
Continued

1. Solidifies Seachange’s commitment to maintain the current ballot layout and printing prices for a minimum of four years.
2. Provides an agreement from which Dodge County may purchase without having to use a purchase order.
3. Provides SEACHANGE Print Innovations with concrete forecasting – allowing adequate paper and supplies to be procured for regularly scheduled elections.

It is Ms. Marquardt’s recommendation that the County Board set forth a motion to approve the service agreement with SEACHANGE Print Innovations for four years. By approving the service agreement the County Board is authorizing the Accounting Services Director to sign this service agreement with Synergy Graphics.

Motion by Tjosaas seconded by Peterson to approve and authorize the proposed service agreement with SEACHANGE Print Innovations for four years and authorize the Accounting Services Director to sign the service agreement with Synergy Graphics. *Motion adopted unanimously.*

The Accounting Services Director reviewed with the Board her request to establish Absentee Ballot and UOCAVA Ballot Boards.

Absentee Ballot &  
UOCAVA Ballot  
Boards for 2016  
Established by  
Resolution #2016-28

The State Statute for establishing a Regular Absentee Ballot Board is State Statute 203B.121, subd. 1. State Statute 203B.121, subd. 1 requires the governing body of each county with responsibility to accept and reject absentee ballots must, by ordinance or resolution, establish a ballot board. The board must consist of a sufficient number (minimum of 2) of election judges trained in the handling of absentee ballots and that are appointed as provided in sections 204B.19 to 204B.22. The board may include staff trained as election judges. Included in the Board packet were copies of State Statutes 230B.121 and 204B.19 through 204B.22.

Ms. Marquardt reported the regular Absentee Ballot board duties include two or more election judges, examining the return envelope and marking them accepted or rejected. The regular absentee ballot board must receive all return envelopes during the 45 days before the election. Within five days of receipt of the envelopes, the Accounting Services Director must deliver the envelopes to the ballot board, except during the 14 days immediately preceding an election; the ballots must be delivered to the ballot board within three days.

The State Statute for establishing a UOCAVA Absentee Ballot Board is State Statute 203B.23, subd. 1. An absentee board must be established for ballots issued under sections 203B.16 to 203B.27. The board may consist of staff trained as election judges, in which case, the board is exempt from sections 204B.19, subd. 5 and 204C.15, relating to party balance in appointment of judges and to duties to be performed by judges of different major political parties.

The UOCAVA Absentee Ballot board duties are the same as those for the regular absentee ballot board, except that the UOCAVA ballots are to be reviewed immediately upon receipt of them. UOCAVA Ballots need to be accepted or rejected immediately.

Absentee Ballot & UOCAVA Ballot Boards for 2016 Established by Resolution #2016-28 - Continued

The absentee voting period for the State Primary is June 24 – August 08, 2016. The absentee period for the State General is September 23 – November 7, 2016.

It is Ms. Marquardt’s recommendation that the County Board set forth a resolution approving the establishment of a UOCAVA and Regular Absentee Ballot Boards and appoint the staff trained election judges as the County Absentee Ballot Board and UOCAVA Absentee Ballot Board.

Commissioner Erickson offered the following resolution (#2016-28), seconded by Commissioner Peterson:

**Absentee Ballot and UOCAVA Ballot Boards  
Established for 2016 Elections**

**WHEREAS**, Dodge County is required by Minnesota Statute 203B.121 subs. 1 to establish an Absentee Ballot Board effective June 24, 2016; and

**WHEREAS**, this board will bring uniformity in the processing of accepting and rejecting returned absentee ballots in Dodge County; and

**WHEREAS**, the Absentee Ballot Board would consist of a sufficient number of election judges as provided in sections 204B.19 to 204B.22 or deputy county auditors trained in the processing and counting of absentee ballots; and

**WHEREAS**, Dodge County is required by Minnesota Statute 203B.23, subs. 1 to establishing a UOCAVA Absentee Ballot Board; and

**WHEREAS**, the board may consist of staff trained as election judges, in which case, the board is exempt from sections 204B.19, subd. 5 and 204C.15, relating to party balance in appointment of judges and to duties to be performed by judges of different major political parties; it can also be made up of certified election judges if needed.

**THEREFORE, BE IT RESOLVED THAT**, the Dodge County Board of Commissioners hereby establish an Absentee Ballot Board that would consist of a sufficient number of election judges as provided in sections 204B.19 to 204B.22 or deputy auditors to perform the task;

**BE IT RESOLVED** that the Dodge County Board of Commissioners hereby establishing an UOCAVA Absentee Ballot board;

**BE IT FINALLY RESOLVED** that the Absentee Ballot Board and the UOCAVA Absentee Ballot Board will be made up of trained county staff, if at all possible.

*Resolution adopted unanimously.*

Commissioner Allen returned to the meeting at 10:43 a.m. CST.

Commissioner Allen  
Returned to Meeting

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

Legal Update

Facilities and Fleet Manager Duke Harbaugh and Environmental Services Director Mark Gamm discussed with the Board their desire to enter into a Community Solar Garden Subscriber Agreement to reduce electricity cost for county buildings.

Community Solar  
Garden Subscriber  
Agreement with  
SolarStone  
Discussion

It was reported that Xcel Energy has contracted with private companies to build Solar Gardens in our area. As a result, Dodge County is now eligible to purchase electricity from Solar Gardens. If the county chooses to enter into a 25-year agreement with a Solar Garden electricity provider, the county will benefit from lower electricity costs.

Mr. Harbaugh and Mr. Gamm have reviewed offers from two Solar Garden electricity providers.

Geronimo Energy is estimating a \$253,000 savings over 25-years through a program that fixes the county's electricity purchase rate at one penny per kilowatt hour less than Xcel's General Service Rate (with a slight degradation factor over the 25-year period that reduces the county's savings about 0.5% per year). Geronimo's estimate assumes they will provide the county 1,074,560 kWh per year.

SolarStone is estimating a \$767,000 savings over 25-years through an escalating savings plan; where the county's savings increases as the margin between SolarStone's fixed rate, rising at 1% per year, competes with Xcel's variable General Service Rate rising on average at 2.6% per year. SolarStone's estimate assumes they will provide the county 1,226,260 kWh per year.

It was noted SolarStone's kWh per year estimate includes the Highway Department whereas Geronimo Energy's estimate did not.

Mr. Harbaugh and Mr. Gamm have closely reviewed proposals by both providers and believe SolarStone provides the most benefit for Dodge County.

SolarStone's program has been very popular with governments and large businesses. SolarStone has contracts with the Metropolitan Council as well as Cities of Minneapolis, Rosemount, Fairmont, Wabasha; Counties of Hennepin and Wabasha; Wabasha School District; College of St. Olaf, Fastenal and many more.

It was noted the proposed agreement is based on similar agreements signed by Metropolitan Council and other governments.

Concerns were voiced regarding entering into a long term agreement.

Commissioner Peterson stated he was not interested in a 25 year commitment.

Discussion took place on the fact that contractors have a considerable amount of money invested in the solar gardens and likely want to work with entities that are willing to commit to a longer term in an effort to recoup some of their investments.

Community Solar  
Garden Subscriber  
Agreement with  
SolarStone  
Discussion -  
Continued

The Board asked Mr. Harbaugh and Mr. Gamm to bring the Community Solar Garden Subscriber Agreement discussion item back at a later date with more information on whether or not there is an option to reduce the commitment term with an option to extend the agreement by five year increments.

Commissioners also wanted to know if other counties have elected to participate in the solar garden project and how they are handling the Community Solar Garden Subscriber Agreement.

Mark Gamm and Waste Facility Manager Ken Paulson presented for the Board's consideration a request to purchase attachments for the skid steer loader.

Skid Loader  
Attachment  
Purchases Approved

Environmental Services would like to purchase two attachments for their existing Bobcat skid steer loader:

1. 72 inch sweeper for \$2,894.50. The sweeper will be used to clean floors in Recycling Center and also for collecting nails and other debris at customer unloading areas around the Transfer Station.
2. 72 inch Brushcat mower for \$4,578.00. The mower will mow grass and brush around the Transfer Station and mow the closed areas of the Demolition Landfill. The Brushcat will be more efficient and versatile than their current tractor/sickle mower.

The Environmental Services Director noted the money will come from the existing 2016 budget for the Environmental Services Capital Replacement Fund. The fund has \$20,000 available for the equipment purchase because the cost of their sewage system improvements was \$20,000 less than anticipated.

Commissioner Allen informed Mr. Gamm and Mr. Paulson the Highway Department has a mower attachment and recommended they try this model to see if it works with their equipment before they buy the Brushcat mower.

Motion by Erickson seconded by Allen to approve and authorize Environmental Services to purchase a 72 inch sweeper at a cost of \$2,894.50 and a 72 inch Brushcat mower at a cost of \$4,578.00 for the skid steer loader after a test run with the Highway Department mower attachment. *Motion adopted unanimously.*

Environmental Programs Manager Chad Knudson presented for the Board's consideration a request to approve a septic grant payment.

SSTS Grant  
Payment Approved

Mr. Knudson reported Dodge County received a grant in 2016 to help low income participants upgrade septic systems that have been found non-compliant and deemed an Imminent Public Health Threat (IPHT). One applicant recently met income guidelines and was approved for cost share. Cost-share assistance is limited to 50% of the total cost of the system not to exceed \$8,000.00.

The new system was recently constructed and issued a Certificate of Compliance.

SSTS Grant  
Payment Approved -  
Continued

Motion by Erickson seconded by Peterson to approve and authorize a cost-share payment of \$6,154.57 on 2016 – Imminent Public Health Threat SSTS Abatement Program Contract #2016-01. *Motion adopted Gray, Tjosaas, Erickson, Peterson aye, Allen nay.*

Zoning Administrator Melissa DeVetter presented for the Board’s consideration the June 1, 2016 Planning Commission recommendations.

CUP #16-03  
Approved

Jennie-O Turkey Store Inc. – CUP#16-03 was discussed.

Motion by Erickson seconded by Allen to approve of the following action of the Planning and Zoning Commission as reviewed on June 1, 2016 with the reasons, recommendations and conditions as found in the individual permit:

**Jennie-O Turkey Store Inc. – CUP#16-03**

The first public hearing is to consider an application for a Conditional Use Permit to allow an expansion of overall manure storage through replacement and addition to/of barns with no increase in animal units in the Ag District. Barn #5 is proposed to be replaced with a larger 73’x528’ barn, additions (76’ x 16’ & 76 x 80’) will be added to Barn #6, and construction of two new 76’ x 220’ “Tom” Barns (Barn #3 and Barn #4) is proposed. The site will also house a new 40’ x 64’ Shower/Egg Building. The property is 23.97 acres located in NW ¼ of the SW ¼ Section 23 of Claremont Township. Jennie-O Turkey Store Inc. is the applicant and landowner.

The Planning Commission recommends approval 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 5/05/16 completed.
4. A copy of the appropriation permit from Minnesota DNR shall be submitted to Department for feedlot file and to include with a copy of the CUP.

*Motion adopted unanimously.*

The County Attorney left the meeting at 11:18 a.m. CST.

County Attorney Left  
Meeting

Zoning Amendment – ZA#16-01 was reviewed.

ZA #16-01 Approved  
by Resolution  
#2016-29

**Zoning Amendment – ZA#16-01**

The second public hearing is to consider a Zoning Amendment to the Dodge County Zoning Ordinance. The proposal is to repeal and replace language for Chapter 17: General Development Standards, Section 17.24 Signs.

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

ZA #16-01 Approved  
by Resolution  
#2016-29 -  
Continued

Commissioner Peterson offered the following resolution (#2016-29), seconded by Commissioner Tjosaas:

**Zoning Ordinance Amendment – Chapter 17, Section 17.24 (Signs)**

**WHEREAS**, the Dodge County Zoning Ordinance periodically needs to be amended to comply with federal and state laws; and

**WHEREAS**, on January 12th, 2015, the United States Supreme heard arguments on the case of Reed Et al v. Town of Gilbert Et al regarding the towns regulations regarding signs. The plaintiff (Reed Et al) argued that the Towns of Gilbert’s sign ordinance which regulated their temporary signs violated their freedom of speech; and

**WHEREAS**, on June 15th, 2015, the Supreme Court ruled that the sign ordinance regulating the size and duration of signs based upon the content of the message of the sign constituted a violation of free speech and ruled the ordinance as unconstitutional; and

**WHEREAS**, the Dodge County Zoning Ordinance regulating signs is currently non-compliant with the Supreme Court’s ruling; and

**WHEREAS**, the Dodge County Zoning Ordinance is required to be consistent with the Supreme Court’s ruling and language compliant with the ruling has been proposed; and

**WHEREAS**, a summary of the language to be added to Chapter 17 (General Development Standards), has been published in the legal newspaper May 18th, 2016 and posted upon the county website; and

**WHEREAS**, a public hearing on the proposed amendments was held by the Dodge County Planning Commission on June 1st, 2016; and

**WHEREAS**, the Planning Commission recommended approval of the proposed Section 17.24 to the Dodge County Board of Commissioners; and

**WHEREAS**, the Dodge County Board of Commissioners adopted the proposed amended Chapter 17, Section 17.24 at its June 14th, 2015 meeting.

**THEREFORE BE IT RESOLVED**, that the County Board of Dodge County hereby adopts the amendment to Chapter 17 (General Development Standards).

*Resolution adopted unanimously.*

Randall Reese/Gary Imhoff – IUP#15-02 (extension) was reviewed.

IUP #15-02  
(Extension)  
Approved

Commissioner Peterson commented that extensions are becoming the norm, not the exception. Mr. Peterson stated the county has had three extensions within the last three months and suggested the county consider changing the zoning ordinance to charge applicants a fee for extensions since the extensions do require additional time and work from county staff, the County Board and the Planning Commission.

Motion by Erickson seconded by Allen to approve of the following action of the Planning and Zoning Commission as reviewed on June 1, 2016 with the reasons, recommendations and conditions as found in the individual permit:

**Randall Reese/Gary Imhoff – IUP#15-02 (extension)**

The Planning recommends approval of a one year extension. I.U.P. #15-02 would be extended from August 11, 2016 to August 11, 2017 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. Driveway access permit/approval shall be obtained from Hayfield Township, when required. If access is shared through a common driveway, an access easement shall be established to maintain access to the property, when required.
5. An address shall be obtained from the Dodge County Highway Department.

*Motion adopted unanimously.*

Ms. DeVetter discussed with the Board her request to appoint an Environmental Board of Adjustment (EBOA) member.

Environmental  
Board of Adjustment  
Appointment  
Approved

On December 31, 2015, four of the five members of the EBOA were appointed by the County Board. The Environmental Board of Adjustment specifically deals with variance requests for the septic program and the appointment of members is made on an annual basis. However, under Minnesota Statutes 394, a member of the Planning Commission must serve on a Board of Adjustment. At the April 6, 2016 Planning Commission meeting, commission member Walt Wyttenbach volunteered to serve on the EBOA on as the Planning Commission's representative.

Motion by Allen seconded by Tjosaas to appoint Walt Wyttenbach to the Environmental Board of Adjustment as requested. *Motion adopted unanimously.*

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

Public Safety  
Committee Report

The Board reviewed Captain Anderson's request to approve a Master Subscriber Agreement which would allow the Sheriff's Office electronic access to court related documents.

MGA Authority  
Authorized for  
Sheriff's Office by  
Resolution #2016-30

The new Minnesota Government Access Accounts is allowing government agencies to view appropriate electronic court records and documents stored in the Minnesota Court Information System for cases in Minnesota District Courts.

Access to these accounts require authorization from a governing body, therefore Mr. Anderson is asking the County Board to approve the proposed resolution and authorize the Sheriff to sign the Master Subscriber Agreements and any subsequent amendments needed to maintain access to these accounts.

In light of the issues multiple counties faced with driver's license access abuse Commissioners felt it was necessary to discuss the possibility of termination of employment for employees that abuse their authority to access court records and documents on the Minnesota Court Information System.

It was noted the Attorney's Office, Sheriff's Office and Court Services staff will all have access to the Minnesota Court Information System for cases in Minnesota District Courts if the Sheriff's Office request is approved. The agreement was previously approve for the Attorney's Office and Court Services staff.

Commissioner Allen offered the following resolution (#2016-30), seconded by Commissioner Peterson with the stipulation that the County Attorney and Employee Relations Director be consulted to determine if the county can add their own condition that misuse of the system by county employees or contracted employees be grounds for termination:

### **MGA Authority**

**WHEREAS**, the County of Dodge desires to improve efficiencies through participating in a more efficient court process with the Minnesota Judicial Branch; and

**WHEREAS**, as the Minnesota Judicial Branch moves towards a more efficient court process, the eCourtMN initiative is committed to ensuring that non-court governmental agencies have appropriate access to court records and documents; and

**WHEREAS**, Dodge County desires to subscribe to the Minnesota Court Data Services Program.

**NOW THEREFORE, BE IT RESOLVED** that the Dodge County Board of Commissioners approves and authorizes Scott Rose, County Sheriff, to sign the Master Subscriber Agreement and any subsequent amendment or agreements that may be required by the State of Minnesota to maintain the County's connection to the Minnesota Court Data Services for Governmental agencies.

*Resolution adopted unanimously.*

Motion by Peterson seconded by Tjosaas approve and authorize the creation of a more stringent county wide policy which addresses the abuse of confidential material by employees and contracted employees. *Motion adopted unanimously.*

Creation of Policy for Misuse of Confidential Material Approved

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

Administration Committee Report

Motion by Erickson seconded by Allen to approve and authorize the May 24, 2016 Committee of the Whole meeting minutes as amended on page 1. *Motion adopted unanimously.*

05/24/16 Committee of the Whole Meeting Minutes Approved

Motion by Erickson seconded by Allen to approve and authorize the May 24, 2016 meeting minutes as presented. *Motion adopted unanimously.*

05/24/16 Meeting Minutes Approved

Commissioners provided their agency reports. Commissioner Allen did not have any meetings to report. Commissioner Erickson participated in a SCHA Executive Committee conference call, attended a SCHA Quality Assurance Committee meeting, an AMC District IX meeting, a meeting with Dodge County EDA and Alcorn Clean Fuel and a Public Hearing on Water Quality and Management Plan. Commissioner Gray attended a regular meeting, a Highway 14 meeting, a Dodge Refreshed meeting, a Seminary Park service, an AMC District IX meeting, a ZWP Public meeting, an Environmental Services Public Hearing and a ZWP Board meeting. Commissioner Peterson did not have any meetings to report. Commissioner Tjosaas attended a SEMREX meeting, a Water Plan Public Hearing and a Sencac meeting.

Agency Reports

Motion by Tjosaas seconded by Peterson to adjourn the meeting at 11:55 a.m. CST. *Motion adopted unanimously.*

Meeting Adjourned

The next meeting of the Dodge County Board of Commissioners will be held on June 28, 2016 at 5:00 p.m. CST.

Next Regular Meeting

**ATTEST:**

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**STEVEN GRAY  
CHAIR, COUNTY BOARD**

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**BECKY LUBAHN  
DEPUTY CLERK**

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**DATED:**