

TUESDAY, DECEMBER 27, 2016

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

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

**COUNTY ADMINISTRATION OFFICE
MANTORVILLE, MN**

2016-23 C.O.W.

The Dodge County Commissioners met in Committee of the Whole December 27, 2016, in the County Board Room at the Dodge County Government Services Building, Mantorville, MN, at 4:30 p.m. CST. Chair Steven Gray opened the meeting at 4:30 p.m. CST.

Meeting Convened

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

Director of Land Records Ryan DeCook discussed with the Board his request to restructure the Recorder's Office.

Land Records
Structure Discussion

Included in the Board packet was the current Organizational Chart for the Land Records Department. This chart was created in 2014 and was presented to the Board at that time. Recently Land Records has had a retirement in their department relating to the Recorder's Office which has created a need for future planning. It was Mr. DeCook's opinion current structure and succession planning are both apparent needs.

The Land Records Office currently has a Chief Deputy Recorder who often acts as a supervisor and the lead of the Recording staff but is not titled a supervisor. The Organizational Chart lists this position above other staff in that area. The Director of Land Records does not plan on eliminating his oversight or management of the budget in that office however the Chief Deputy Recorder is much more hands on with the day to day process than his position allows him to be therefore he feels the position would better serve the staff as a supervisor position.

Mr. DeCook stated succession planning is crucial in this office because they do a wide variety of tasks. The Recorder's area covers Driver's License, Marriage Certificates, Birth Certificates, Death Records, Abstracting, Genealogy, Title Searching, and the Recording Process. The lead staff in this office has over 20 years of experience.

Mr. DeCook pointed out that internally they don't have a system to train someone to replace this position.

The Director of Land Records reported outside the county there are very few comparable departments. Most people do Vitals, Driver’s Licenses, Recording, or Abstracting. If Land Records can’t find someone outside of the county to replace that position they will need to create a plan for internal growth and replacement. It was Mr. DeCook’s opinion that internal growth and replacement works best for his office, even if replacement outside the county was an option.

Land Records
Structure Discussion
- Continued

The Director of Land Record’s believes Dodge County is in need of a current structure adjustment and a succession plan in the Recorder’s Office.

Mr. DeCook asked the Board to consider each of these needs and discussed the plan for the Recorders Office.

Brief discussion took place on how the office was run when the former County Recorder was still in office.

It was the general consensus of the Board that they supported Ryan DeCook’s recommendation to restructure the Records Office and move forward with creating a succession plan for the office.

Water Program Manager Dean Schrandt met with the Board to discuss his request to approve a resolution to adopt and implement the Amended Dodge County 2017-2021 Comprehensive Water Plan.

Resolution to Adopt
and Implement
Amended Dodge
County 2017-2021
Comprehensive
Water Plan
Discussed

The current Dodge County Comprehensive Water Management Plan is expiring at the end of 2016. Board of Water & Soil Resources (BWSR) requires 5-year amendments to the Executive Summary, Implementation Program, and Budget portions of the Water Plan as authorized under Minnesota Statutes, Chapter 103B.301, the Comprehensive Local Water Management Act. These amendments are necessary for the Water Plan to be considered current, and for the counties to be eligible to obtain BWSR grants.

The Water Plan Amendment has completed all required steps necessary for BWSR approval, including public hearing, public and agency comment periods, and approval of the Dodge County Technical Water Planning Committee. The final amendment was approved by BWSR on December 13, 2016.

Dodge County now has 120 days to adopt, and begin implementation of, the amended Water Plan. As part of this implementation process, the County will review existing water and land resources plans and official controls from local units of government within the county to determine any inconsistencies with the amended Water Plan.

The Board will be asked to approve the resolution during the regular County Board meeting.

The Board thanked Mr. Schrandt for the information.

The Chair adjourned the meeting at 4:59 p.m. CST.

Meeting Adjourned

ATTEST:

TIM TJOSAAS
VICE CHAIR, COUNTY BOARD

BECKY LUBAHN
DEPUTY CLERK

DATED: