

**TUESDAY, APRIL 11, 2017**

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

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

**COUNTY ADMINISTRATION OFFICE  
MANTORVILLE, MN**

**2017-07**

The Dodge County Commissioners met in regular session April 11, 2017, in the Commissioner's Room at the Dodge County Government Services Building, Mantorville, MN, at 9:30 a.m. CDT. Vice Chair Rodney Peterson called the meeting to order at 9:45 a.m. CDT.

Meeting Convened

The pledge of allegiance was recited.

Pledge of Allegiance

The Vice Chair acknowledged those present:

Those Present

Members present:	John Allen	District #1
	Rodney Peterson	District #3
	Rhonda Toquam	District #4
	David Kenworthy	District #5
Members absent:	Tim Tjosaas	District #2
Also present:	Jim Elmquist	County Administrator
	Becky Lubahn	Deputy Clerk
	Paul Kiltinen	County Attorney

Motion by Allen seconded by Kenworthy to approve and adopt the agenda as presented. *Motion adopted unanimously.*

Agenda Approved

Zoning Administrator Melissa DeVetter introduced Elizabeth Crane who is the new Sewage Treatment Program Manager in Environmental Services.

New Employee  
Introduction

The Board welcomed Ms. Crane.

Motion by Allen seconded by Toquam to approve the following Consent Agenda items:

Consent Agenda  
Items Approved

- 1.1 March 28, 2017 meeting minutes.
- 1.2 Environmental Services Director to sign proposed lease agreements with Luke Elias for 10-acres tillable at \$150/acre and Sterling Larsen for 19-acres tillable at \$180/acre.
- 1.3 Highway Department to purchase a used CAT 140M2 from Ziegler for \$207,700 with trade-in of the CAT 140H.

*Motion adopted unanimously.*

Victim Services Advocate Amanda Fordham and Violence Prevention Specialist Neil Dennison met with the Board to discuss their request to proclaim April as Sexual Assault Awareness Month.

April Proclaimed  
Sexual Assault  
Awareness Month

For many years, Commissioners have recognized April as Sexual Assault Awareness month, sending a message that Victim Services vision for Dodge County is a community where all women, men, and children can live free from sexual violence.

Commissioner Peterson read the following proclamation:

**Sexual Assault Awareness Month**

April Proclaimed  
Sexual Assault  
Awareness Month -  
Continued

**WHEREAS**, Sexual Assault Awareness Month calls attention to the fact that sexual violence is widespread and impacts every person in this community; and

Statistics show one in six boys and one in four girls will experience sexual assault by age of 18. Chances are you know a survivor; and

Victim Services of Dodge, Fillmore, and Olmsted Counties serves more than 300 victims of sexual violence each year; and

With leadership, dedication, and encouragement, there is compelling evidence that we can be successful in reducing sexual violence in our community through prevention education, increased awareness, and holding offenders who commit acts of violence responsible for their actions

We all can do our part by believing and supporting all survivors, letting them know it is never their fault, they did nothing wrong, and that you are always there for them

Prevention is possible when everyone gets involved. It is time for all of us to take action to create a safe environment for all by responding to victim blaming, shutting down sexist jokes, and intervening when we are bystanders of sexual violence

**THEREFORE, BE IT RESOLVED**, the voices of those who have been victims of sexual violence must be supported and heard;

Dodge County hereby proclaims April 2017 as Sexual Assault Awareness Month in honor of all the Minnesotans who have experienced sexual violence, as well as those who have dedicated their lives and their time serving victims of sexual violence in our state.

The Board thanked Ms. Fordham and Mr. Dennison for the information.

Employee Relations Director Lisa Hager presented the Personnel Agenda for the Board’s consideration. Ms. Hager noted that item A.8 is being pulled and will be acted on at the next Board meeting when all Commissioners are present.

Personnel Actions  
Approved

Commissioner Allen reported he is not in favor of putting another person in a Sergeant position when Sergeant Rich Allee retires in October, he doesn’t believe the Sheriff’s Office needs a high paid person in this position.

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

**A. Sheriff’s Office**

- A.1 Darryl Clements – Deputy Sheriff  
Step increase from C41 60 month step \$27.92 to C41 72 month step \$28.59.  
Effective Date: 1/24/17

- A.2 Gerald Runnells – Deputy Sheriff – On-Call  
No longer employed.  
Effective Date: 4/1/17
- A.3 Deputy Sheriff – On-Call  
Authorization to post and fill vacancy.  
Effective Date: 4/11/17
- A.4 Wendy Kenworthy – 911 Dispatcher  
No longer employed.  
Effective Date: 4/15/17
- A.5 911 Dispatcher  
Authorization to post and fill vacancy.  
Effective Date: 4/11/17
- A.6 Transport Officer – On-Call  
Authorization to post and fill new on-call vacancy.  
Effective Date: 4/11/17
- A.7 Richard Allee – Sergeant  
No longer employed.  
Effective Date: 10/31/17
- A.9 Michelle Clements – Deputy Sheriff – .55 FTE  
Step increase from C41 start step \$21.55 to C41 12 month step \$22.29.  
Effective Date: 11/26/16
- B. Administration**
- B.1 Ed Anderson – Custodian  
Step increase from A12 step 4 \$15.80 to A12 step 3 \$16.27.  
Effective Date: 3/26/17
- B.2 Eric Thompson – Drug Court Coordinator  
Annual review.  
Effective Date: 3/12/17
- C. Highway Department**
- C.1 Joshua Smith – Engineering Tech III  
Step increase from B23 48 month step \$25.89 to B23 60 month step \$26.60.  
Effective Date: 5/1/17
- C.2 Thomas Cashel – Engineering Tech III  
Annual review.  
Effective Date: 4/1/17

Personnel Actions  
Approved -  
Continued

*Motion adopted Peterson, Allen, Toquam aye, Kenworthy abstained.*

Facilities and Fleet Manager Duke Harbaugh presented for the Board's consideration the 2017 lawn care contract proposals.

2017 Lawn Care  
Services Contract  
Approved

Dodge County received proposals for 2017 Lawn Care Services for the Courthouse/Annex, Maintenance Garage, Historical Society, Government Services and Wasioja Seminary site. The Courthouse/Annex and Government Services sites will be the only locations to receive weed control and fertilizer.

The following bid information was reviewed:

	JMC Property Services, LLC Wanamingo, MN	Kyle’s Lawn Services Mantorville, MN	Gibbs Lawn Care Kasson, MN	Jarmuz Property Services Byron, MN	Mikes Lawn Care Hayfield, MN
Weed Control & Fertilizer	\$1,360/yr	\$1,400/yr	\$2,070/yr	No Bid	No Bid
*Mowing & Trimming x25	\$6,250.00/yr (\$250.00/time)	\$6,375.00/yr (\$255.00/time)	\$6,250.00/yr (\$250.00/time)	\$5,500.00/yr (\$220.00/time)	No Bid
<u>Optional Services</u>					
Aerate/Seed	\$550.00	\$500.00	\$500.00	\$499.00	No Bid
Weed Control Sidewalks, Curbs & Planting Beds	\$125.00/time	\$150.00/time	\$100.00/time	\$150.00/time	
Total	\$7,610.00/yr	\$7,775.00/yr	\$8,320.00/yr	\$5,500.00/yr no fertilizer	

2017 Lawn Care Services Contract  
Approved - Continued

\* Mowing/trimming times are approximate based on moisture throughout the growing season from mid-April through mid-November. Mowing/Trimming were estimated at 25 times (can vary from 20 to 30 times/yr.) and used for estimating a yearly cost total. Aerate/Seed and Weed Control will be “as needed”.

Mr. Harbaugh is asking that the Board approve and sign the 2017 contract with Kyle’s Lawn Service. Kyle’s Lawn Service is a local company based out of Mantorville and has a great reputation built in the local area. Kyle also sub contracts out his fertilizing to Custom Turf Care which is another local company out of Dodge Center.

The funds for this service will come from the Building Operations budget under Grounds Maintenance.

The County Attorney was asked if there was a procedural question if the low bid was not the recommendation of staff and if ultimately the Board approved the recommendation. The County Attorney stated the decision of who to award the bid as a professional service is governed by an arbitrary and capricious standard and due to the local contractor and the low bidder being so close in their bid amounts, the County Attorney didn’t believe the selection of the local bidder would be deemed arbitrary and capricious by the Board.

The Board indicated that they preferred to use a local vendor who is in close proximity to the facilities being serviced.

Motion by Allen seconded by Toquam to approve and authorize the Vice Chair to sign the proposed 2017 Lawn Care Services Contract with Kyle’s Law Care as proposed. *Motion adopted Allen, Toquam, Kenworthy aye, Peterson nay.*

The Facilities and Fleet Manager discussed with the Board his request to approve the replacement of the Annex skylight.

Annex Skylight Replacement  
Approved

Mr. Harbaugh reminded the Board that outlined in their 2017 Capital Outlay budget was the replacement of the skylight located in the Annex. The skylight is starting to deteriorate and the panels are starting to fiber bloom which prevents light penetration. It was noted the skylight in the Annex provides over half of the light in the main hallway. When fiber bloom happens it tints the natural light to a yellow hue and blocks most of the light from penetrating into the main hallway. When the skylight was installed it was noted that it was a 20-25 year skylight which the county has had for over 27 years out of the current material.

The Facilities and Fleet Manager contacted Kalwall which is the manufacturer of over 60% of commercial skylights and they sent a rep down to look at the current skylight. Upon inspection it was very obvious that the current skylight needed to be replaced. The fiber bloom was a result of a Dupont product, called Tedlar, which is no longer made therefore no repairs could be done to the skylight over the years.

Annex Skylight Replacement Approved - Continued

Kalwall recommended the county contact W.L. Hall Company who is their upper Midwest installer of their product; this contractor is located in Hopkins, MN and Wausau, WI and provides installation in the state of Minnesota. The owner came to the site and performed an inspection and measurement of the current system to provide a cost of replacement.

Mr. Harbaugh also reached out to SGH who is a Midwestern installer out of Nebraska and they took measurements and did an inspection of the current skylight to better produce a proposal.

The county also reached out to Wasco Skylights out of Maine and their products are installed by Ford Metro, Inc. out of Rochester. Ford Metro, Inc. came to the site and took some measurements to prepare a proposal.

After some more digging the Facilities and Fleet Manger came up with Major Industries who is also a manufacture of skylights out of Wausau, WI and with some investigation it was apparent they actually manufactured the skylight the county currently has. A representative from Major Industries came down to inspect and measure the skylight to prepare a proposal. Upon their inspection they recommended Val Pro Windows out of St. Paul to perform the replacement of the panels.

After having multiple inspections and contractors on site it was apparent the current system was in need of repair.

Proposals were listed as follows:

Ford Metro, Inc. (Wasco)	\$130,960.00
SGH Architectural Products (Kalwall)	\$101,655.00
W.L. Hall (Kalwall)	\$ 85,424.00
Val PRO Window (Major Industries)	\$ 55,014.00

After meeting with all the contractors and manufactures Mr. Harbaugh is recommending the county use Val PRO Window to demo the existing panels and install new panels using the existing frame work. The Facilities and Fleet Manager pointed out not only is this the most cost effective way, but also the least invasive. Major Industries also carries the best warranty on their product if it were to fail in the future. Mr. Harbaugh has budgeted \$60,000 for the replacement of the skylight which was the original budgetary number W.L. Hall gave Wold during their beginning planning stages of the remodel. The Facilities and Fleet Manager recommended the work be done after hours and on weekends from a safety and liability stand point. This would also require less installation of interior safety equipment.

Motion by Allen seconded by Kenworthy to approve and authorize the Vice Chair and Facilities and Fleet Manager to sign a proposal with VAL PRO Windows to replace the Annex skylight at a cost of \$55,014.00 plus and the additional cost of \$4,025.00 to have the work done after hours and on the weekends. *Motion adopted unanimously.*

*Annex Skylight Replacement Approved - Continued*

Taxpayer Services Director Rose Culbertson reviewed bills with the Board.

*Bills Approved*

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

01	Revenue Fund	\$ 44,072.09
13	Road and Bridge Fund	\$ 175,920.46
16	Environmental Quality Fund	\$ 5,349.40
32	County Capital Projects	\$ 220.01
	Total	\$ 225,561.96

*Motion adopted unanimously.*

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

*Legal Update*

The Vice Chair recessed the meeting at 10:19 a.m. CDT.

*Meeting Recessed*

The Vice Chair reconvened the meeting at 10:26 a.m. CDT.

*Meeting Reconvened*

Water Program Manager Dean Schrandt presented for the Board’s consideration a Root River Joint Powers Agreement and Comprehensive Watershed Management Plan.

*Root River Comprehensive Water Management Plant Approved by Resolution #2017-18*

As the first watershed group to complete the One Watershed/One Plan process prescribed by the Minnesota Board of Water & Soil Resources, Root River has now completed their planning efforts and is seeking County Board approval of two documents: the Root River Joint Powers Agreement and the resolution to Adopt and Implement the Root River Comprehensive Watershed Management Plan.

The Joint Powers Agreement defines a cooperative working arrangement between the 13 entities involved in the Root River Watershed which “provides a framework to provide increased opportunities for cooperation and consistency on a watershed basis.” The Joint Powers Agreement is not a Joint Powers Board, and does not establish an additional layer of government with taxing authority.

The Root River Comprehensive Watershed Management Plan is an all-encompassing document which develops implementation strategies that are targeted and prioritized in an effort to most effectively manage improvements that will restore and protect the resources within the watershed.

Work will now progress, as money becomes available, to develop work plans and proceed with implementation of the watershed plan. The Policy Committee will remain active as work proceeds in the watershed.

The proposed documents have been reviewed by the County Attorney and approved as to form. Mr. Schrandt is recommending that the County Board approve and sign the Root River Joint Powers Agreement and the proposed resolution to Adopt and Implement the Root River Comprehensive Watershed Management Plan be approved.

Root River  
Comprehensive  
Water Management  
Plan Approved by  
Resolution #2017-18  
- Continued

Commissioner Allen offered the following resolution (#2017-18), seconded by Commissioner Kenworthy:

**Resolution to Adopt and Implement the Root River Comprehensive Watershed Management Plan**

**WHEREAS**, Dodge County has been notified by the Minnesota Board of Water and Soil Resources that the Root River Comprehensive Watershed Management Plan has been approved according to Minnesota Statutes §103B.101, Subdivision 14 and Board Resolutions #14-46 and 14-68:

**NOW, THEREFORE, BE IT RESOLVED**, the county hereby adopts and will begin implementation of the approved Comprehensive Watershed Management Plan for the area of the county identified within the Plan.

**BE IT FURTHER RESOLVED** after the adoption of the Plan, the county shall amend existing water and related land resources plans and official controls as necessary to conform them to the Comprehensive Watershed Management Plan.

**BE IT FURTHER RESOLVED** after the adoption of the Comprehensive Watershed Management Plan or amendments to the plan, Dodge County shall notify local units of government within the County. The local units of government are required to submit existing water and related land resources plans and official controls within 90 days to the county for review as per Minnesota Statutes, Section 103B.321.

**BE IT FURTHER RESOLVED** that within 180 days, the county shall review the submitted plans and official controls and identify any inconsistencies between the local plans and official controls and the Comprehensive Watershed Management Plan. Dodge County shall specify applicable and necessary measures to bring the local plans and official controls into conformance with the Comprehensive Watershed Management Plan.

**BE IT FURTHER RESOLVED** if a local unit of government disagrees with any changes to its plan, the local unit has 60 days after receiving the county’s recommendations to appeal the recommendations to the Board of Water and Soil Resources.

**BE IT FURTHER RESOLVED** after receiving the recommendations of the county, or a resolution of an appeal, a local unit of government has 180 days to initiate revisions to its plan or official controls. The new or revised plans and official controls must be submitted to the county for review and recommendations.

*Resolution adopted unanimously.*

Motion by Toquam seconded by Kenworthy to approve and authorize the Vice Chair, County Administrator and County Attorney to sign the proposed Joint Powers Agreement for One Watershed, One Plan for the Root River Watershed. *Motion adopted unanimously.*

Joint Powers Agreement for 1W1P for Root River Approved

Community and Economic Development Associates (CEDA) Senior Vice President Cris Gastner and President and CEO Ron Ziegler provided the Board with an update on the Dodge County County-Wide Comprehensive Plan.

County-Wide Comprehensive Plan Update

Environmental Services Director Mark Gamm and Zoning Administrator Melissa DeVetter were available to comment on the proposed plan.

Dodge County contracted CEDA to update the county's Comprehensive Plan. Mr. Gastner reviewed the process/timeline for completion of the plan.

The Board thanked Mr. Gastner and Mr. Ziegler for the information.

Zoning Administrator Melissa DeVetter presented for the Board's consideration the April 5, 2017 Planning Commission recommendations.

CUP #07-07 (Amend) Approved

Ms. DeVetter discussed Ryzebol Dairy, LLC - CUP #07-07 (amend).

Motion by Allen seconded by Toquam to approve of the following action of the Planning and Zoning Commission as reviewed on April 5, 2017 with the reasons, recommendations and conditions as found in the individual permit:

**Ryzebol Dairy, LLC – CUP#07-07 (amend)**

The public hearing is to consider an application to amend a Conditional Use Permit to expand an existing dairy from 1,600 to 1,994 head of cattle or from 2,240 to 2,791.6 animal units. Addition will be made to each of the four existing total confinement barns. The site also has two earthen basins for manure storage, one earthen basin for feed pad runoff and one concrete manure stacking slab. No additional manure storage construction will be added. The expansion project is proposed in the NW ¼ of SW ¼, of Section 28, Milton Township. Ryzebol Dairy, LLC is the applicant and the property owner.

The Planning Commission recommends approval with the following conditions:

1. Operation will comply with all local, state, and federal regulation regarding the proposed use of the property. The business shall obtain and maintain all necessary permits and/or other approvals for the site.
2. Zoning Permits shall be obtained before construction of the additions to the existing buildings. A copy of the approved MPCA's NPDES permit for the expansion shall be submitted prior to issuance of the Zoning Permits.
3. The Dodge County animal feedlot registration shall be updated prior to occupation of the barn.

- 4. All recommendations of the Feedlot Advisory Report dated 3/13/17 completed.
- 5. All conditions of the original CUP#07-07 granted April 10th, 2007 apply.

CUP #07-07  
(Amend) Approved -  
Continued

*Motion adopted unanimously.*

Ms. DeVetter presented for the Board's consideration a FEMA HSEM Pre-Disaster Mitigation Grant resolution and a DNR Flood Hazard Mitigation Grant resolution.

Exhibit B – Local  
Government  
Resolution #2017-19  
Approved

On April 12, 2016, the Dodge County Board approved the Plummer's request to allow Dodge County to apply for the Flood Damage Reduction and Pre-Disaster Mitigation grants for the purpose of acquiring the frequently flooded property located at 54004 190th Avenue, West Concord, MN 55985. At that time, the Zoning Administrator was also approved to act, sign, procure and administer all aspects of the grant on the county's behalf.

Dodge County was recently informed that FEMA has awarded \$177,690.00 for the proposed acquisition project, which is 75% of the proposed project cost. In addition, the Minnesota DNR has committed \$59,230.00 to cover the 25% required local match.

However, in order for either grant to move forward, separate resolutions for each program would need to be signed by the County Board. Included in the Board packet was Exhibit B "Local Government Resolution" which was provided by the Minnesota DNR for the State Flood Damage Reduction Program. The resolution is required to be provided to Minnesota Management and Budget to encumber funds. Also included was a resolution authorizing execution of Sub-Grant Agreement which has been provided by FEMA.

Commissioner Allen offered the following resolution (#2017-19), seconded by Commissioner Kenworthy:

**Exhibit B – Local Government Resolution**

**BE IT RESOLVED** that Dodge County, hereinafter referred to as the "Applicant" act as legal sponsor for the project contained in the Flood Damage Reduction Grant Assistance Program Application submitted on October 4, 2016 and that the Zoning Administrator is hereby authorized to apply for the Department of Natural Resources for funding of this project on behalf of the Applicant.

**BE IT FURTHER RESOLVED** that the Applicant has the legal authority to apply for financial assistance, and the institutional, administrative, and managerial capability to ensure adequate acquisition, maintenance and protection of the proposed project.

**BE IT FURTHER RESOLVED** that the Applicant has the financial capability to provide any required matching funds.

**BE IT FURTHER RESOLVED** that the Applicant has not incurred any costs, and has not entered into any written agreements to purchase property proposed by this project.

**BE IT FURTHER RESOLVED** that the source of Applicant’s matching funds shall not include other State funds.

Exhibit B – Local Government Resolution #2017-19 Approved - Continued

**BE IT FURTHER RESOLVED** that the amount and source of Applicant’s matching funds shall be \$177,690.00 from FEMA.

**BE IT FURTHER RESOLVED** that the Applicant hereby pledges to complete the project or phase if it exceeds the total funding provided by the Department of Natural Resources and any required local match.

**BE IT FURTHER RESOLVED** that the Applicant has not violated any Federal, State, or local laws pertaining to fraud, bribery, graft, kickbacks, collusion, conflict of interest or other unlawful or corrupt practice.

**BE IT FURTHER RESOLVED** that upon approval of its application by the state, the Applicant may enter into an agreement with the State of Minnesota for the above- references project, and that the Applicant certifies that it will comply with all applicable laws and regulations as stated in the contract agreement.

**NOW, THEREFORE BE IT RESOLVED** that the Zoning Administrator is hereby authorized to execute such agreements as are necessary to implement the project on behalf of the applicant.

*Resolution adopted Allen, Toquam, Kenworthy aye, Peterson nay.*

Commissioner Kenworthy offered the following resolution (#2017-20), seconded by Commissioner Toquam:

Resolution #2017-20 Authorizing Execution of Sub-Grant Agreement Approved

**Resolution Authorizing Execution of Sub-Grant Agreement**

**BE IT RESOLVED** that Dodge County enters into a sub-grant agreement with the Division of Homeland Security and Emergency Management in the Minnesota Department of Public Safety for the program entitled Hazard Mitigation Assistance program for FEMA PDM.

Melissa DeVetter, Zoning Administrator is hereby authorized to execute and sign such sub-grant agreements and any amendments hereto as are necessary to implement the project on behalf of Dodge County.

*Resolution adopted Allen, Toquam, Kenworthy aye, Peterson nay.*

Commissioner Toquam presented a summary of the Public Health Committee report and action items.

Public Health Committee Report

The Board reviewed the Public Health Director’s request to approve a donation to the Family Health Program.

Family Health Program Donation Approved by Resolution #2017-21

Commissioner Toquam offered the following resolution (#2017-21), seconded by Commissioner Allen:



It was noted Mr. Harbaugh will be contacting the County Attorney to address liability concerns.

Ball Field Discussion - Continued

Commissioner Kenworthy provided a brief summary of the proposed Government Services Building roof work.

Government Services Building Roof Work Discussion

During the recent remodel of the Government Services Building (GSB), Annex and Courthouse there was \$60,000 budgeted to do roof upgrades to the GSB, however during the construction the Commissioners and Mr. Harbaugh felt it was best to hold the \$60,000 to ensure the remodel of the Courthouse was complete as this was the phase that had the most unforeseen conditions. This amount was estimated from Garland to perform upgrades needed to get the roof back under warranty for the remaining ten years of the 30 year warranty.

The Facilities and Fleet Manager felt with the remodel behind us the Board needed to revisit the condition of the roof as well as the flashings around it. Mr. Harbaugh has been working with Garland who is the manufacturer of the entire roofing system the county currently has. The south wing is a newer system installed in 2005 and needs little to no work, the rest of the building was roofed in 1997 and has had no warranty inspections to warrant a warranty. The main problems they are seeing is the flashing and parapet sections and in order to rework these problems the roof would need to be taken back away from those areas in order to allow for the installation of new products.

The county can spend \$70,000-80,000 to do the restoration scope which would entitle the county to the remaining 10 years of the original 30 year warranty or spend \$145,000-155,000 to put an entire new system on the 1997 section. This would be a full 30 year warranty with yearly inspection done by the manufacturer at no cost.

Both of these options use the US Communities pricing which gives the county some free architectural service for the specs and drawing for flashing and build up detail as well as a product discount. Once Mr. Harbaugh has a direction of which option the Board would prefer, Garland will then prepare the bid documents, a public bid announcement, set up contractor site visits and release the scope for bid to at least three contractors. Garland is positive this work would be complete in the fall of 2017.

Mr. Kenworthy commented he is supportive of replacing the roof on the Government Services Building.

Former County Commissioner Steve Gray was present and was asked to comment on the roof discussion. Mr. Gray recommended replacing the roof.

It was the general consensus of the Board that they supported the proposed Government Services Building roof replacement since there was money budgeted for this purpose.

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

Administration Committee Report

The Board discussed the eRecording update as presented by the Director of Land Records.

eRecording Update

Electronic recording of real estate documents (“eRecording”) is the process of receiving, examining, recording, endorsing recording information on, and returning electronic documents that individuals and entities have submitted for recording in a county’s land record system. eRecording also includes calculating and collecting fees from the documents’ submitters.

eRecording has been a priority for the State of Minnesota since 1999, when the Secretary of State convened a task force to explore eRecording. The Legislature officially established the Minnesota Electronic Real Estate Recording Task Force (the “Task Force”) in 2000. In 2008 the Minnesota Legislature enacted the Minnesota Real Property Electronic Recording Act (the “Act”), which established the Electronic Real Estate Recording Commission (the “Commission”).

The Legislature created the Commission to adopt standards to implement the Act. The Legislature charged the Commission and others who apply or construe the Act to consider the need to promote uniformity of eRecording standards, practices, and technology between Minnesota and other states that have eRecording statutes similar to the Act...” (MNERERC “Guidelines”).

Dodge County began the eRecording process on July 14, 2015. The Land Records Office accepted basic documents at that time mostly because the system was new to them and they wanted to have a good understanding of how it would work before adding another department into the mix. As of March 20, 2017 they have started accepting all document types. The Deputy Auditors that work within Land Records have been trained to handle transfers in their system and they are all working together. Chief Deputy Recorder Mona McAndrew worked directly with their vendor to coordinate the implementation of eRecording. It would have been much more difficult to work through this process without her. Mr. DeCook believes this is a major accomplishment for our county.

Commissioners provided their agency reports. Commissioner Allen didn’t have any meetings to report. Commissioner Kenworthy attended a Planning and Zoning meeting and an Emergency Communications Radio Board meeting. Commissioner Peterson attended a Radio Board meeting, a South Country Health Alliance Joint Powers Board meeting, a Passenger Rail forum and an AMC Leadership Session. Commissioner Tjosaas was not available to report his meeting attendance. Commissioner Toquam attended a South Country Health Alliance meeting and a Planning and Zoning meeting.

Agency Reports

County Administrator Jim Elmquist provided the Board with a County Administrator update.

County Administrator Update

Motion by Kenworthy seconded by Allen to adjourn the meeting at 11:28 a.m. CDT. *Motion adopted unanimously.*

Meeting Adjourned

The next meeting of the Dodge County Board of Commissioners will be held on April 25, 2017 at 5:00 p.m. CDT.

Next Regular Meeting

**ATTEST:**

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**RODNEY PETERSON**  
**VICE CHAIR, COUNTY BOARD**

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**BECKY LUBAHN**  
**DEPUTY CLERK**

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**DATED:**