

TUESDAY, OCTOBER 10, 2017

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

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

**COUNTY ADMINISTRATION OFFICE
MANTORVILLE, MN**

2017-20

The Dodge County Commissioners met in regular session October 10, 2017, in the Commissioner's Room at the Dodge County Government Services Building, Mantorville, MN, at 9:30 a.m. CDT. Chair Tim Tjosaas called the meeting to order at 9:30 a.m. CDT.

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
	Rhonda Toquam	District #4
	David Kenworthy	District #5
Members absent:	Rodney Peterson	District #3
Also present:	Becky Lubahn	Deputy Clerk
	Lisa Kramer	Finance Director
	Paul Kiltinen	County Attorney

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

Agenda Approved

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

Consent Agenda
Items Approved

- 1.1 September 19, 2017 special session meeting minutes.
- 1.2 September 26, 2017 Committee of the Whole meeting minutes.
- 1.3 September 26, 2017 regular session meeting minutes.

Motion adopted unanimously.

Dodge County Historical Society Executive Director Don Westfall introduced himself to the Board and presented the Historical Society's proposed 2018 budget for the Board's consideration.

Dodge County
Historical Society
Executive Director
Introduced & 2018
Budget Presented

Mr. Westfall informed the Board that he took the helm this month as the new Executive Director of the Dodge County Historical Society.

The Executive Director shared with the Board his background and education.

The Board thanked Mr. Westfall for the update and welcomed him to Dodge County.

Emergency Management Director Matthew Maas discussed with the Board an Emergency Management Performance Grant award.

2017 Emergency Management Performance Grant Accepted

Mr. Maas reported Dodge County has been awarded the Emergency Management Performance Grant for 2017. This grant, as in previous years, is awarded to Counties that have a full time Emergency Management Director position and meet all of the State and Federal requirements of the Emergency Management Program.

The grant award is in the amount of \$20,394.00. These funds are designed to help the county with the costs of staffing this position and go towards salary and benefits.

Motion by Allen seconded by Toquam to accept the Emergency Management Performance Grant for 2017 and authorize the Chair and Emergency Management Director to sign the proposed Grant Agreement on behalf of Dodge County. *Motion adopted unanimously.*

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

Personnel Actions Approved

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

A. Highway Department

A.1 Adam Wendt – Equipment Operator III
Step increase and status change from B22 24 mo. step \$21.38 to B23 36 mo. step \$21.85.
Effective Date: 9/1/17

A.2 Darin Wilking – Equipment Operator II
Step increase from B22 12 mo. step \$21.12 to B22 24 mo. step \$21.38.
Effective Date: 8/1/17

A.3 Troy Jobe – Sign Technician
Step increase from B23 36 mo. step \$23.42 to B23 48 mo. step \$23.73.
Effective Date: 9/1/17

B. Administration

B.1 Tobey Hicks – Director of Information Technology
Step increase from C43 step 4 \$33.94 to C43 step 3 \$35.36.
Effective Date: 10/1/2017

B.2 Duane Archer – Custodian
Authorization to employ at A12 step 5 \$15.32 to fill approved vacancy.
Effective Date: 10/16/17

C. Job Description Annual Review

- C.1 **Annual Review of Job Descriptions**
Request approval of revised job descriptions for:
1. **Drug Court Case Manager**
 2. **Drug Court Coordinator**
 3. **Assistant County Attorney**
 4. **Assistant Zoning Administrator**
 5. **Business Office Manager – Public Health**
 6. **911 Dispatcher**
 7. **Dispatcher Supervisor**

(All updates have been reviewed by the employees in the position, Department Heads, County Administrator and Employee Relations)
Effective Date: 12/1/17

Personnel Actions
Approved -
Continued

Motion adopted unanimously.

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	\$ 50,428.37
13	Road and Bridge Fund	\$ 60,141.13
16	Environmental Quality Fund	\$ 77,657.93
32	County Capital Projects	\$ <u>59,039.00</u>
	Total	\$ 247,266.43

Motion adopted unanimously.

Zoning Administrator Melissa DeVetter presented for the Board’s consideration the October 4, 2017 Planning Commission recommendations.

CUP #17-05
Approved

Ms. DeVetter discussed CUP #17-05.

Motion by Allen seconded by Toquam to approve of the following action of the Planning and Zoning Commission as reviewed on October 4, 2017 with the reasons, recommendations and conditions as found in the individual permit:

Colton Thompson – CUP #17-05

The first public hearing is to consider an application for a Conditional Use Permit to establish a new feedlot of 2,400 head of finishing hogs or 720 animal units. The proposed barn will be a curtain side barn approximately 51’x 392’ in size with a beneath barn 8’ concrete pit. The parcel is 160 acres parcel located in the NE ¼ of Section 5, Hayfield Township. Colton Thompson is the applicant and Todd Thompson is the property owner.

The Planning Commission recommends approval with the following conditions:

1. A Dodge County Zoning Permit shall be obtained before construction. A copy of the MPCA’s CSF permit shall be submitted to the ES Department prior to issuance of the Zoning Permit to include as part of the CUP file.
2. The Dodge County and MPCA animal feedlot registration shall be submitted prior to occupation of the barn.
3. All recommendations of the Feedlot Advisory Report dated 9/15/17 completed.

Motion adopted unanimously.

Ms. DeVetter reviewed with the Board Eric Johnson – IUP #17-11.

IUP #17-11
Approved

Motion by Toquam seconded by Allen to approve of the following action of the Planning and Zoning Commission as reviewed on October 4, 2017 with the reasons, recommendations and conditions as found in the individual permit:

Eric Johnson – IUP #17-11

The second public hearing is to consider an application for an Interim Use Permit to allow a dwelling on less than 53 acres in the Agricultural District. The parcel will be a split of 3.8 acres from a 6.8 acres parcel located in the NW ¼ of the NW ¼, Section 23 Vernon Township. The applicant is Eric Johnson and Eric & Beverly Johnson are the property owners.

The Planning Commission recommends approval 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 Chapter 21 of the Dodge County Zoning Ordinance. A Dodge County Sewage Treatment System shall be obtained prior to issuance of the Zoning Permit.
4. An address shall be obtained from the Dodge County Highway Department.
5. An access easement shall be described on the survey and legal description to provide access to parent parcel containing the existing dwelling site which shall be recorded with the deeds of both properties.
6. A shared well easement agreement shall be recorded with the deeds of both properties.

Motion adopted Tjosaas, Allen, Toquam aye, Kenworthy nay.

Ms. DeVetter reviewed with the Board Solar Provider Group MN II, LLC. – CUP #17-03 (continued).

CUP #17-03
Approved

Wenck Principal Jeff Madejczyk was available to comment on the request.

Commissioner Kenworthy commented he would like to see something be put in place to ensure that the screening is maintained and fixed if needed.

It was suggested that condition #13 be added which would read as follows:

13. Should repairs to the screen be required, the permittee shall repair the screen within 48 hours of notification of an issue.

Ms. DeVetter suggested the following additional language be added to #10:

Screening shall be established prior to installation of panels.

Commissioner Toquam expressed concern with what happens if the screening doesn't work. There were no clear solutions to this concern.

CUP #17-03
Approved -
Continued

Motion by Allen seconded by Kenworthy to approve the following action of the Planning and Zoning Commission as reviewed on October 4, 2017 with the reasons, recommendations and conditions as found in the individual permit:

Solar Provider Group MN II, LLC. – CUP #17-03 continued

The third public hearing is to consider an application for a Conditional Use Permit to allow a 1 MW Solar Energy Farm in the Ag District. The parcel is 22.64 acres and the Solar Energy Farm (Solar Garden) will cover approximately 10 acres located in the W ½ of the NE ¼, Section 30 Wasioja Township. Solar Provider Group MN II, LLC is the applicant and Roger Ellingson the property owner.

The Planning Commission recommends approval with the following conditions:

1. Dodge County Zoning Permit shall be obtained before construction.
2. Operation will comply with all local, state, and federal regulation regarding the use and activities performed on site.
3. The applicant shall work with the County Highway Department for location and permitting of the access.
4. The applicant shall consult with the City Council of Dodge Center on any plans to install power lines of poles within city limits.
5. The applicant will comply with WCA, when applicable.
6. The use applies only to the approximately 10 acre site where the solar farm is proposed as identified in in the CUP application received in the ES Department on 5/12/17. 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.
7. 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.

8. 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.
9. The solar farm shall meet the Performance Standards of Section 16.46.2 of the Dodge County Zoning Ordinance.
10. Screening of the project shall be implemented according to the plan approved by the Dodge County Planning Commission and County Board. Screening shall be established prior to installation of panels.
11. Screening proposed by the applicant shall be located as far from the MnDOT ROW as possible. Any vegetation proposed shall not infringe on the ROW.
12. The permittee shall ensure vegetation planned for the solar farm area is planted and managed to promote successful establishment and to prevent and control the spreading of weeds to surrounding properties.
13. Should repairs to the screen be required, the permittee shall repair the screen within 48 hours of notification of an issue.

IUP #17-03
Approved -
Continued

Motion adopted unanimously.

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

Legal Update

Land Records Director Ryan DeCook presented for the Board's consideration abatement requests.

Abatements
Approved for
Parcels 24.101.0030
& 16.024.0200

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 Director of Land Records are offering the following assessment changes for taxes payable in the years listed.

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

Parcel ID	Owner	Street	City/TWP	Reason	Tax Reduction
24.101.0030	Jill Minette	401 5th AVE NW	Kasson	Clerical Error	\$468
16.024.0200	Trina Pearce	27601 State HWY 30	Vernon TWP	Clerical Error	\$136

Abatements
Approved for
Parcels 24.101.0030
& 16.024.0200

***In both cases the applicant had applied for homestead by the deadline and Land Records made an error not entering a homestead in their system.

Motion adopted unanimously.

Commissioners provided their agency reports. Commissioner Allen did not have any meetings to report. Commissioner Kenworthy attended a Rural Way of Life Round Table discussion. Commissioner Peterson was not available to report his meeting attendance. Commissioner Tjosaas attended a SCHRC Compensation Committee meeting, a Drug Court Retreat and a CSAH 21 issue discussion. Commissioner Toquam did not have any meetings to report.

Agency Reports

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

Administration
Committee Report

Motion by Allen seconded by Kenworthy to adjourn the meeting at 10:13 a.m. CDT. *Motion adopted unanimously.*

Meeting Adjourned

The next meeting of the Dodge County Board of Commissioners will be held on October 24, 2017 at 5:00 p.m. CDT.

Next Regular
Meeting

ATTEST:

TIM TJOSAAS
CHAIR, COUNTY BOARD

BECKY LUBAHN
DEPUTY CLERK

DATED: