

TUESDAY, APRIL 8, 2008

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

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

**COUNTY ADMINISTRATION OFFICE
MANTORVILLE, MN**

2008-07

The Dodge County Board of Commissioners met in regular session April 8, 2008, in the Commissioner's Room at the Courthouse Annex, Mantorville, MN, at 9:30 a.m. CDT. Klaus Alberts, Chair called the County Board of Commissioners 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 and established that there was a quorum:

Those Present

Members present: Klaus Alberts District #1
Lyle Tjosaas District #2
David Erickson District #3
Don Gray District #4
David Hanson District #5

Members absent: None

Also present: Becky Lubahn Deputy County Clerk
Paul Kiltinen County Attorney

Motion by Erickson seconded by Gray to approve and adopt the agenda as amended to include the addition of an abatement request under the Administration Committee Report. *Motion adopted unanimously.*

Agenda Approved

The Board observed a moment of silence in memory of Human Services Director Brian Hartung who passed away over the weekend.

Moment of Silence
Observed

Veteran Services Officer Todd Nelson discussed with the Board proposed changes to the Dodge County Veteran Services Transport Van Guidelines.

Dodge County
Veteran Services
Transport Van
Guidelines Revision
Approved

Motion by Erickson seconded by Tjosaas to approve and authorize the revised Dodge County Veteran Services Transport Van Guidelines as presented. *Motion adopted unanimously.*

Chief Deputy Jim Trihey met with the Board to discuss a request to accept a donation from McNeilus Truck and Manufacturing for the SE Regional Radio Board kick off event.

McNeilus Truck and
Manufacturing
Donation Accepted
by Resolution
#2008-18

Mr. Trihey reported that the Sheriff's Office has received a donation in the amount of \$500 from McNeilus Truck and Manufacturing. The donation is for the SE Regional Radio Board kick off even scheduled for Wednesday, April 16, 2008 at the Mayo Civic Center in Rochester.

The Dodge County Sheriff's Office is assisting the Goodhue County Sheriff's Office with this event. It is requested that this donation be accepted and then a check be issued to Goodhue County in the amount of \$500. As a co-host of this kick off event, this amount will be applied towards Dodge County's portion of the expenditures.

McNeilus Truck and
Manufacturing
Donation Accepted
by Resolution
#2008-18 -
Continued

Motion by Gray seconded by Hanson to approve and authorize the Chair and Deputy Clerk to sign resolution #2008-18 in support of the Sheriff's Office accepting a donation from McNeilus Truck and Manufacturing for the SE Regional Radio Board kick off event:

WHEREAS, the Dodge County Sheriff's Office has received a donation from McNeilus Truck and Manufacturing in the amount of \$500.00 for the SE Regional Radio Board kick off event on April 16, 2008 at the Mayo Civic Center; and

WHEREAS, the Dodge County Sheriff's Office wishes to accept this donation and utilize it for this event and as a co-host with Goodhue County, forward this amount as our portion of the expenditures for the kick off event scheduled on April 16, 2008; and

WHEREAS, pursuant to Minnesota Statute 465.03, the county shall by resolution of the governing body adopted 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 accepts the donation of \$500.00 from McNeilus Truck and Manufacturing for the purpose of continuing Dodge County's participation as a member of the SE Regional Radio Board and that this amount be sent to Goodhue County for Dodge County's portion of the kick off event to be held at the Mayo Civic Center event on April 16, 2008.

Resolution adopted unanimously.

Emergency Management Director Ryan Chartier provided for the Board's consideration a Hazardous Mitigation Plan consultant recommendation.

Hazard Mitigation
Plan
Recommendation
Discussion

Mr. Chartier stated that he recommends that Dodge County retain PBS&J to execute Dodge County's Hazard Mitigation Plan. After careful consideration of all the proposals provided the Emergency Management Director felt that this company was the best qualified for executing the plan for the following reasons:

1. They have been in business for 48 years with over 80 offices throughout the nation and have over 4,000 employees. Mr. Chartier feels they have the necessary manpower and resources to write this plan in the designated time frame.
2. They have extensive experience writing hazard mitigation plans for other counties throughout the country, as well have extensive experience in the multi-jurisdictional approach, i.e. cities, townships, etc.

3. They have selected five team members to write Dodge County's plan, all of whom have a great deal of experience in the hazard mitigation planning process as well as GIS.
4. They have outlined a planning process with a minimal footprint on county staff time which will allow the county to let PBS&J tackle this important project.

Hazard Mitigation
Plan
Recommendation
Discussion -
Continued

The Emergency Management Director reported that the overall project cost is \$75,000, however, 75% of that is paid for by FEMA, and the matching funds (25%) are covered by the State of Minnesota. Overall cost to the county is zero other than attending planning meetings and providing information that already exists.

Mr. Chartier noted that after reviewing the other proposal several times and taking in all of the information he still feels that PBS&J is the best solution to execute Dodge County's plan. The plan will be approved by FEMA and the State of Minnesota as soon as possible which will in turn help Dodge County be better prepared to help reduce loss of life and property in our area.

The following cost breakdown of the other proposals was shared with the Board:

Company	Proposal
SHE	\$85,000
PBS&J	\$75,000
Kimley-Horn	\$69,885
Peftipeace	\$66,275
Yaggy Colby	\$54,900
Bonestroo	\$46,100

Commissioner Erickson wanted to know what makes the PBS&J plan work better.

Mr. Chartier indicated that the language in one particular proposal was worded tricky and the quoted price did not include all the little extra's which would be at an additional cost to the county. The Emergency Management Director pointed out differences in the proposal and reported that experience was another reason he recommended PBS&J. Mr. Chartier stated that it comes down to who can do the best job for the county.

Commissioner Erickson asked that County Attorney Paul Kiltinen comment on any issues that he could see with the county accepting a proposal other than the lowest proposal.

Mr. Kiltinen discussed with the Board reasons in which the County Board would be justified in not selecting the lowest proposal and suggested that Mr. Chartier create for the Board a spreadsheet that clearly defines what the price differences are between the proposals.

Commissioner Erickson commented that he is leery of going with one of the highest bidder because they are spending taxpayer's money.

Hazard Mitigation
Plan
Recommendation
Discussion -
Continued

The Board wanted to know what the add-on prices not included in the proposals prices would cost the county and noted that all of the unknowns with the proposals were a concern for them.

Mr. Chartier informed that Board that one of the add-ons in the Bonestroo proposal would be for staff time. This additional cost was not included in the proposal but the amount of staff time required would be significant. This add-on for staff time also applied to some of the other proposals. The Emergency Management Director reported that the PBS&J proposals require very little staff time which calculates cost savings for the county.

Commissioner Erickson wanted to know if there was a timeline for the plan.

The Emergency Management Director stated that he would like to have the plan approved as soon as possible and noted that Dodge County is not eligible for funding without the plan.

It was the consensus of the Board that they needed additional information in order to make an informed decision on the request. Mr. Chartier was asked to create a detailed breakdown of the proposals including costs for the add-ons and staff time and present that information to the County Board after the Fairview Care Center meeting on Tuesday, April 15, 2008 in Dodge Center.

Commissioner Gray asked that the Emergency Management Director also rate the proposals in order of preference with number one being his first preference.

Kathlyn Lea, Acting Secretary for the Extension Office, provided the Board with an Extension update.

Extension Summer
Intern Position
Support Discussion

Ms. Lea reported that June and July are busy months for 4-H. Projects, camps, and the Dodge County Fair keep children busy and adults in their lives even busier. In evaluating 4-H programs Extension has concluded that having a summer intern would be beneficial. The Extension Office Acting Secretary noted that budgeting is the most difficult issue the Extension committee faces and that there are simply is no means of adding a salary for a summer intern.

Ms. Lea informed the Board that the purpose of her meeting with them was to ask for their support in hiring a summer intern. Extension's goal is to fund the position at a cost of \$4,000 through donations. The summer intern would be responsible for the following tasks:

- Helping plan and facilitate day camps.
- Train and supervise teen volunteer leaders.
- Be a positive role model and promote activities for youth development.
- Work overtime during fair week assisting in all manners of 4-H activities.

It was Commissioner Gray's opinion that the Extension Office should also solicit donations from resources within each community that donate to these causes, resources such as the Lions Clubs, legions/VFW's, Chamber of Commerce and other organizations.

Extension Summer
Intern Position
Support Discussion -
Continued

County Administrator David McKnight stated that if the County Board determines that they would like to fund the summer intern position fund balance money would have to be used if that is the route the Board wants to go.

Mr. McKnight also indicated that the money donated needs to come to the Dodge County Finance Office if we are going to be the fiscal agents.

Discussion took place regarding the need for the Extension Office to be aware of what donations are coming in so they can send thank you letters and the need for the Finance Office to also have the necessary paperwork in a timely fashion.

It was Commissioner Alberts' opinion that the request is for a worthy cause.

Commissioner Gray stated that he wants the County Board to approach this request as a need for the Board's support in order for it to work, not as a request to fund the summer intern position since he believes they can get funding from other sources.

Commissioner Hanson commented that he supports the program but did not think the donation checks should go to Dodge County. It was Mr. Hanson's opinion that the checks have to go to 4-H so people are not confused about where the money is actually going.

Commissioner Alberts indicated that he thinks the Extension Office should collect the money and if they do not get enough money to fund the position they should come back to the County Board with a request to fund the difference.

It was the consensus of the Board that they endorse the Extension Office proposal to hire a summer intern at a cost of \$4,000.

County Engineer Guy Kohlhofer and Highway Accountant Jamie Finne provided the Board with a 2007 annual report for the Highway Department.

2007 Highway
Department Annual
Report

Mr. Kohlhofer reported that the Highway Department annually prepares a report detailing the revenues and expenditures of the Road and Bridge Fund. Included in the report are the projects and items in which monies were expensed and the various sources of revenue for 2007. The County Engineer noted that it is hoped that at the end of the year those numbers match or the revenue is the greater of the two.

Also included in the report were forecasted expenditures of 2008.

The Board thanked Mr. Kohlhofer and Ms. Finne for the information.

The County Engineer discussed with the Board his request to purchase a utility trailer for the Highway Department.

Highway Department
Utility Trailer
Purchase Approved

Mr. Kohlhofer informed the Board that included in the 2008 budget is \$9,000 for the purchase of a new trailer for the Highway Department. This is to be a medium duty trailer for transporting the skid loader, mower tractors and large implements. The Highway Department currently has a smaller trailer and the semi flatbed trailer, one is too little and the other is too big. The trailer specked is a gravity tilt trailer requiring only one operator to be safely loaded when needed. A trailer without the gravity tilt was considered, however, several safety concerns arose. The Highway Department received the following three quotes for a gravity tilt trailer.

Zephyr Trailer Sales (Byron)

- B-B Deckover Flatbed Tilt
 - 18' Gravity Tilt and 6' Stationary
 - Pallet Fork Holders
 - Freight, License Fees, and Sales Tax included
- Total \$8,999.95**

Curt's Truck and Diesel Service Inc. (Owatonna)

- Maurer Tag Deckover Trailer
 - 16' Gravity Tilt and 6' Stationary
 - Freight, License Fees and Sales Tax included
- Total \$8,950.00**

GDM Trailer Sales (Rochester)

- Deckover
 - 20' Gravity Tilt and 6' Stationary Platform
 - Price does not include freight, license fees, and sales tax. Add an additional 3.6% after 3/28/08
- Total \$9,796.09**

Motion by Gray seconded by Tjosaas to approve and authorize the Highway Department to purchase a Mauer Tag Deckover Trailer from Curt's Truck and Diesel Service Inc. of Owatonna, MN for approximately \$8,950. Curt's Truck and Diesel has the lowest quote and best fits the needs of the Highway Department.
Motion adopted unanimously.

Compliance Officer Melissa DeVetter presented the April 2, 2008 Planning Commission Recommendations. Motion by Gray seconded by Hanson to approve the following action of the Planning and Zoning Commission as reviewed on April 2, 2008 with the reasons, recommendations and conditions as found in the individual permit:

Planning Commission
Recommendation
CUP #08-09
Approved

Richard & Lisa Wolf – CUP #08-09

The public hearing was to consider an application for a Conditional Use Permit to establish a non-farm dwelling in the Agricultural District. The property is 44.64 acres located in the NW ¼ of the NE ¼ of Section 24, Claremont Township. Richard and Lisa Wolf are the applicants and property owners.

Planning Commission
Recommendation
CUP #08-09
Approved -
Continued

The Planning Commission recommends approval of the Findings of Facts and Recommendations of the agenda report with the following conditions:

1. Dodge County Zoning Permit be obtained before construction.
2. The Agricultural Covenant shall be signed and recorded.
3. The septic system must meet the Dodge County's septic ordinance.
4. Driveway access and permits be obtained from the Township.
5. Address be obtained from Dodge County Highway Department.

Motion adopted unanimously.

The Board reviewed Luke Scherger – conditional use permit request #08-10.

Planning Commission
Recommendation
CUP #08-10
Approved

Considerable discussion took place regarding the Odor Cell Technologies LLC bio-filers proposed for the pit fans.

Commissioner Alberts discussed his concerns with the proposed box filters and stated that he wants to see the standard bio-filters used on this site as he believed were required by Dodge County's ordinance.

Ms. DeVetter clarified that the use of standard bio-filters is not currently a part of the county's ordinance but is addressed as a condition on all permits.

Commissioner Erickson commented that the proposed filter has been tested and approved using the University of Minnesota standards. Mr. Erickson noted that the applicant does have the same bio-filter system being proposed on an existing barn and that he has gone out and viewed this system himself and feels that it does work.

The Compliance Officer stated that based on air quality modeling that was done, the air recommendations are working.

Commissioner Alberts expressed concern that Finstuen's were forced to change the bio-filters they designed because they did not work and did not want to get into the same situation with this request. Mr. Alberts did not think the Board should allow the bio-filters as proposed in this conditional use permit.

Commissioner Erickson commented that the Finstuen's used a different type of filter and different technology. Mr. Erickson commented that if a product is doing what it is intended to do, why wouldn't the Board approve it?

Applicant Luke Scherger shared with the Board his reasons for choosing the Odor Cell Technologies LLC bio-filters and stated that he is happy with the results of this bio-filter. Mr. Scherger agreed that the bio-filters do need to be monitored and managed. Some of the reasons the applicant preferred the proposed bio-filters is that they are easy to maintain, easy to get to for pump-outs and that they do not take up so much space on the ground.

Planning Commission
Recommendation
CUP #08-10
Approved -
Continued

Commissioner Tjosaas wanted to know how critical moisture is and how you know when to maintain it.

Mr. Scherger referred this question to Robert Troeler of Odor Cell Technologies LLC. Mr. Troeler discussed how the proposed bio-filter system works, how moisture is added to the boxes, the utilization of timers to keep the boxes moist and the need to replace moisture in the boxes due to evaporation.

Commissioner Alberts indicated that he thinks the bio-filters work but questioned if they are also harder to maintain. Mr. Alberts commented that in theory they believe the bio-filter will work, but in reality they did not work as intended on the Finstuen property.

Commissioner Hanson clarified that no water was ever applied to the Finstuen bio-filters therefore there was no moisture to dispose of the odor. It was Mr. Hanson's opinion that the Finstuen bio-filters were not designed well enough to work.

Mr. Hanson wanted to know with the construction of the building if the proposed bio-filters could be switched over to the university style of bio-filters if needed.

Mr. Scherger stated that it can easily be switched over if needed.

Commissioner Erickson discussed the importance of using pine bark as a filter and noted that the applicant has done the background work to back up his decision to use this media in his bio-filters.

Mr. Troeler shared with the Board information on testing that was conducted on the pine bark using the University of Minnesota bucket test. Mr. Troeler discussed porosity, mixed media and how it compacts, the need to maintain air flow, pine barks longevity, the benefits of using a catacomb structure and the ability of dust entrapment in pine bark.

Commissioner Erickson wanted to know what happens to the bio-filters if the moisture is too low.

Mr. Troeler reported that the bacteria goes to sleep if the boxes are too dry. Moisture is the key to keeping the bacteria working and with the proper amount of moisture in the bark it operates like a self cleaning feature.

Commissioner Tjosaas wanted to know if it was necessary to use water to keep the boxes moist in the winter.

Mr. Troeler clarified that watering is not needed during the winter due to the fact that moisture levels are fine during the winter.

Planning Commission
Recommendation
CUP #08-10
Approved -
Continued

Commissioner Tjosaas briefly discussed the proposed phases of the project.

Mr. Scherger informed the Board that each phase requires an additional conditional use permit request.

Commissioner Gray questioned why they believe this particular bio-filter will work when the Finstuen bio-filter system did not work. Mr. Gray expressed concern about fairness issues and the depth of the media. Commissioner Gray indicated that he feels the media is too dense and wondered if it was sufficient. Mr. Gray noted that Mr. Scherger is confident that this bio-filter will work for him but expressed concern that he may be making a big financial investment only to be asked to change it at a later date if the proposed bio-filter system does not work.

Mr. Scherger stated that he is sufficiently confident that the type of bio-filtering system he has chosen will work and that he does not expect it to change.

Mr. Troeler discussed the need for feedstock for the bacteria and noted that if there is not enough feedstock for the bacteria to eat, they will eat the bark in the bio-filters.

Commissioner Erickson discussed issues with settling and gaps in the bio-filter. Mr. Erickson noted that there is going to be settling but gaps will not occur with this media, the design addresses that issue.

Commissioner Gray wanted to know if the Compliance Officer was confident that the language listed on condition number seven of the Feedlot Advisory Report was adequate.

Ms. DeVetter commented that if the applicant wants to do a good job with the proposed bio-filter system, he will do a good job with it.

Commissioner Erickson wanted to know how the county would determine whether or not the bio-filter system is working.

The Compliance Officer stated that the Board needs to determine why they are requiring bio-filters be installed on the buildings. If it is being done to meet air quality standards, the applicant already meets these standards. Ms. DeVetter noted that they rely on the manufacturer of the bio-filter to build the units so they can meet the MPCA's standards. The Compliance Officer informed the Board that she is comfortable with the current language in condition seven. Ms. DeVetter reiterated that the Board needs to define what they want to accomplish by requiring bio-filters on these buildings.

The Board discussed with the applicant and Mr. Troeler the percent of odor reduction that they hope to achieve with the use of bio-filters.

Commissioner Alberts commented that they know the University of Minnesota bio-filters work and that he does not know why the Board would authorize the applicant to put anything else in.

Planning Commission
Recommendation
CUP #08-10
Approved -
Continued

Duane Johnson clarified that Luke Scherger is the first applicant in Dodge County to be required by the state to complete an EAW for odor modeling even though he had already decided to use a bio-filter system. This was never required for the Finstuen conditional use permit. It was Mr. Johnson's opinion that the Board did not need to be as concerned with comparing this request with the Finstuen request since that request did not require odor modeling. The Planning Director commented that in Mr. Scherger's situation, he can meet air quality standards. Mr. Johnson reiterated that this is the first time that the state has ever required an EAW for odor modeling with this outcome.

Commissioner Alberts stated that he knows they have a system that works.

The County Attorney commented that the operator is going to have the most input as to whether or not the system is going to work and reminded the Board that they have a recommendation in front of them from the Planning Commission.

Ms. DeVetter informed the Board that they really need to decide what they want to accomplish with the bio-filters.

Commissioner Hanson reported that they need to use the smell test with these sites. If the buildings are well managed, there should be no problem with odors.

Motion by Hanson seconded by Gray to approve the following action of the Planning and Zoning Commission as reviewed on April 2, 2008 with the reasons, recommendations and conditions as found in the individual permit:

Luke Scherger – CUP #08-10

The public hearing was to consider an application for a Conditional Use Permit to expand an existing feedlot to capacity of 3,750 head finishing hogs or 1,500 animal units. The expansion will include a new confinement building approximately 102 x 192 feet with a beneath barn eight foot concrete pit for manure storage for 2,500 head of hogs. The property is five acres located in the NE ¼ of the NW ¼, of Section 31, Wasioja Township. Luke Scherger is the applicant and the property owner.

The Planning Commission recommends approval of the Findings of Facts and Recommendations of the agenda report with the following conditions:

1. Dodge County Zoning Permit be obtained before building.
2. Update County Animal Feedlot Registration Form.
3. The Feedlot Advisory Report dated March 25, 2008.

The Feedlot Advisory Report conditions reads as follows:

1. Soil borings be taken at the building site location. These will assist in calculating soil loads for designing the building support.

- 2. Dedicated drain tile with a dedicated inspection tee shall be placed around the foundation of the barn. The existing field tile needs to be cut and separately routed around the barn so they do not interfere with the dedicated perimeter tile.
- 3. Accurate Manure Application Plans be established and maintained that meet the MPCA 7020.2225 requirements.
- 4. Sufficient acres be maintained for agronomic rate nutrient plans.
- 5. Manure should be injected at agronomic rates and application records kept. MPCA 7020.2225 will be followed for land application of manure. If weather or soil conditions do not allow for injection, then the Dodge County Feedlot Officer shall be notified and MPCA 7020.2225 followed for surface application setbacks and rates.
- 6. A designated area shall be provided for dead animal storage and disposal that meets Minnesota Board of Animal Health requirements. If rendering is not used, then a separate process (example: carcass compost shed or incinerator) meeting the Minnesota Board of Animal Health and MPCA requirements shall be provided for dead animal storage and disposal.
- 7. Bio-Filters shall be used on the pit fans. They need to be installed, maintained, and hydrated according to specifications from the supplier. The type of bio-filter will be discussed at the public hearing.

Planning Commission
Recommendation
CUP #08-10
Approved -
Continued

If other bio-filters are initially installed, enough area to allow construction of the University of Minnesota bio-filters meeting BAEU-18 Specifications shall be maintained for each pit fan to allow installation, which can be required at a later date if determined necessary by the County Board.

The bio-filters need to be installed as soon as possible but no later than July 1st, 2009 to allow backfill settling and final grading to occur before installation.

- 8. All MPCA permits in place and MPCA 7020.2100 followed for concrete construction.
- 9. Pre construction meeting to include owner, excavator, concrete contractor, professional engineer, MPCA, and Dodge County Officials.
- 10. A photographic record needs to be submitted through the design engineer documenting the excavation and construction steps. The photographic record shall meet the MPCA 'Photographic Inspection of Concrete Manure Storage Pits' fact sheet.

Motion adopted unanimously.

Employee Relations Director Lisa Hager presented the Personnel Agenda for the Boards consideration. Motion by Tjosaas seconded by Erickson to approve the following personnel actions:

Personnel Actions
Approved

A. Human Services

- A.1 Greta Vomhof – Collections Services Supervisor
 Step increase from C41 step 6 \$21.80 to C41 step 5 \$22.35.
 Effective Date: 2/16/08
- A.2 Brione Thompson – Social Worker
 Step increase from C42 step 6 \$19.96 to C42 step 5 \$20.70.
 Effective Date: 4/11/08

- A.3 Cathy Skogen – Financial Assistance Supervisor
Step increase from C41 step 3 \$23.45 to C41 step 2 \$24.04.
Effective Date: 4/16/08
- A.4 Jodi Rau – Financial Worker
Authorization to employ at B22 step 8 \$13.41 to fill approved vacancy.
Effective Date: 4/14/08
- A.5 Deloris Scherger – Child Support Officer
Annual review.
Effective Date: 4/15/08
- A.6 Lynn Beckard – Social Worker
Step increase from C42 step B \$19.96 to C42 step C \$20.70.
Effective Date: 4/11/08
- B. Highway Department**
- B.1 Engineering Tech II or III – 1.0 FTE
Authorization to post and fill vacancy created by resignation in 2006.
Effective Date: 4/8/08
- C. Sheriff's Department**
- C.1 Cynthia Bass – 911 Dispatcher – On-Call
Termination.
Effective Date: 3/24/08
- C.2 Jenny Pachicano - 911 Dispatcher – On-Call
Termination.
Effective Date: 3/19/08
- C.3 Onawa Dostal – 911 Dispatcher
Authorization to change status from 1.0 FTE to .8 FTE to fill previously approved vacancy.
Effective Date: 4/8/08
- C.4 911 Dispatcher – 1.0 FTE
Authorization to post and fill vacancy created by status change.
Effective Date: 4/8/08
- C.5 Anthony Heaser - 911 Dispatcher 1.0 FTE
Authorization to change status from On-Call Dispatcher B22 step 11 \$13.15 (non-union) to 1.0 FTE B22 step 1 \$14.84 (union).
Effective Date: 4/12/08
- C.6 911 Dispatcher – On-Call (3)
Authorization to post and fill vacancies created by status change and terminations.
Effective Date: 4/8/08

Personnel Actions

Approved -

Continued

Motion adopted unanimously.

Taxpayer Services Director Rose Culbertson reviewed bills with the Board. Motion by Erickson seconded by Gray to approve the bills as discussed in the following amounts from the appropriate funds as determined by Finance:

Bills Approved

01	Revenue Fund	\$ 75,695.71
11	Human Services Fund	\$ 3,669.78
13	Road and Bridge Fund	\$ 72,267.05
16	Environmental Quality Fund	<u>\$ 6,386.14</u>
	Total	\$158,018.68

Motion adopted unanimously.

The Board reviewed the Finance Director’s abatement and parcel addition request.

Property Tax
Abatement and
Addition Approved

The Assessor’s Office mistakenly annexed parcel 17.027.2201 from Wasioja Township into Dodge Center and gave it a new parcel number, 22.528.2002. A tax statement was generated for R 22.528.2002 in Dodge Center District 2201. The taxpayer notified the Assessor’s Office that their tax statement reflected that their parcel was in Dodge Center District 2201 rather than Wasioja Township District 1701. After verifying that the taxpayer’s claim was correct, the Assessor’s Office informed the Finance Director of the situation and asked for her assistance with fixing the issue. The steps to resolve this matter are as follows:

1. The tax on parcel 22.528.2002 needs to be abated.
2. Parcel 22.528.2002 needs to be deleted from the tax system in years 2008 and 2009.
3. Parcel 17.027.2201 needs to be reinstated for tax years 2008 and 2009.
4. Through the tax adjustments program, recalculate taxes on parcel 17.027.2201.
5. Then print and mail a new statement to the taxpayer.

Motion by Hanson seconded by Gray to approve and authorize the abatement of \$1,362.00 in 2008 property tax for parcel 22.528.2002, and that said parcel be deleted from 2008 and 2009 tax records. Also included in the motion was authorization for parcel 17.027.2201 to be reinstated and that taxes be calculated on parcel 17.027.2201 and a new statement generated and sent. *Motion adopted unanimously.*

County Attorney Paul Kiltinen informed the Board that there were no new legal issues to report since the last update.

Legal Update

Commissioner Hanson presented a summary of the Human Services Committee report and action items.

Human Services
Committee Report

Motion by Hanson seconded by Tjosaas to approve Human Services Action Item 1.1, payment of the bills as found on the bill payment list pursuant to resolution #95-10, to approve all Financial Assistance case actions as presented, all Social Services case actions with the reasons and actions as found in the individual case files, and to approve the destruction of the closed case files as found on the monthly closed case destruction list. *Motion adopted unanimously.*

*Human Services
Action Item 1.1*

Mr. Hanson reported that once again, the Human Services accounting department has received commendation for perfect performance in meeting DHS Human Service financial reporting requirements for calendar year 2007. This effort required submission of 32 major reports covering the four calendar quarters of 2007. The Board congratulated Gary Trelstad and his staff for this accomplishment.

*Human Services
Accounting
Department
Recognized for
Performance*

Commissioner Hanson informed the Board that the County Attorney will be meeting with representatives of Phoenix Group Homes on April 23rd to discuss their proposal for the use of the home they own in Claremont and their plan to request a host county agreement that will allow them to utilize funds from county out-of-home placement dollars and the Consolidated Chemical Dependency Treatment Fund. Mr. Hanson reported that Phoenix Group Homes will probably want to be on one of the Board agenda's in May.

*Phoenix Group
Homes Discussion*

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

*Public Safety
Committee Report*

The Sheriff's Office requested authorization to accept the donation of a 'Pro 9635 Weider' from the Dodge Center Fire Department. This exercise equipment is intended to be located and used at the Fitness Room in the old Sheriffs Office by Dodge County deputies. The equipment in question is in good working condition and will be used to help benefit the continued health and fitness of those seeking such activities.

*Fitness Equipment
Donation Approved
by Resolution
#2008-19*

Motion by Tjosaas seconded by Hanson to approve authorize the Chair and Deputy Clerk to sign resolution #2008-19 in support of the Sheriff's Office accepting a fitness equipment donation from the Dodge Center Fire Department:

WHEREAS, the Dodge County Sheriff's Office has received a donation from Dodge Center Fire Department in the form of a multi purpose exercise equipment (Welder Pro 9635), valued at approximately \$500.00 new; and

WHEREAS, the Dodge County Sheriff's Office wishes to accept this donation and utilize it for the purpose of continuing the health and physical fitness of Dodge County deputies; and

WHEREAS, pursuant to Minnesota Statute 465.03, the county shall by resolution of the governing body adopted 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 accepts the donation of a multi-purpose exercise equipment from the Dodge Center Fire Department for the purpose of continuing health and physical fitness of Dodge County deputies.
Resolution adopted unanimously.

Fitness Equipment Donation Approved by Resolution #2008-19 - Continued

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

Public Health Committee Report

The Board discussed Public Health’s request to accept a donation from the Kasson United Methodist Women who have donated \$75.00 to the Public Health Nest Program.

Public Health Nest Program Donation Approved by Resolution #2008-20

Motion by Erickson seconded by Gray to approve and authorize the Chair and Deputy Clerk to sign resolution #2008-20 in support of Public Health accepting a donation from the Kasson United Methodist Women:

WHEREAS, the Dodge County Public Health Department has received a donation from Kasson United Methodist Women, Kasson, MN; and

WHEREAS, the Dodge County Public Health Department wishes to accept this donation and utilize it for the purpose of the Nest Program; and

WHEREAS, pursuant to Minnesota Statute 465.03, the county shall by resolution of the governing body adopted 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 accepts the following donations to be used for the Nest Program:

Kasson United Methodist Women, Kasson \$75.00 (cash)
Resolution adopted unanimously.

Commissioner Erickson discussed with the Board the reappointment of a Dodge County’s representative to the Upper Cedar Watershed District Committee. The appointment will be for three years.

Upper Cedar Watershed District Committee Representative Reappointment Discussed

Mr. Erickson reported that Alfred Kording no longer wishes to serve as Dodge County’s representative to the Upper Cedar Watershed District Committee. The Board will discuss an appointment to this committee at a later date.

The County Attorney left the meeting at 11:30 a.m. CDT.

County Attorney Left Meeting

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

Administration Committee Report

Motion by Erickson seconded by Hanson to approve and authorize the March 25, 2008 Committee of the Whole meeting minutes as presented. *Motion adopted unanimously.*

03/25/08 Committee of the Whole Meeting Minutes Approved

Motion by Tjosaas seconded by Gray to approve and authorize the March 25, 2008 meeting minutes as corrected on page 80. *Motion adopted unanimously.*

03/25/08 Meeting Minutes Approved

The County Administrator reviewed the Accounting Services Directors request to approve a 3.2 malt liquor license.

Liquor License Approved for Super Dirt, Inc.

Super Dirt, Inc. (Kasson Speedway) is requesting a 3.2 Malt Liquor License effective April 11, 2008 through December 31, 2008. These events will be held at the Dodge County Fair Grounds in Kasson, MN. Approval has been obtained from the County Attorney and County Sheriff. The license payment of \$100.00 has been paid and the submission of the required Certificate of Liability insurance has been received.

Motion by Gray seconded by Tjosaas to approve and authorize the 3.2 malt liquor license for Kasson Speedway/Super Dirt, Inc. effective April 11, 2008 through December 31, 2008. *Motion adopted unanimously.*

Commissioners provided their agency reports. Commissioner Hanson attended a SEAAA meeting, an EMS Joint Powers meeting, a W.D.I. Joint Powers meeting, a Planning and Zoning meeting and a W.D.I. meeting. Commissioner Alberts attended a Planning meeting and a tour of the Welch business. Commissioner Gray attended a Planning meeting. Commissioner Erickson attended a Dodge County Planning and Zoning meeting, a feedlot site tour and a SCHA Quality Assurance Committee meeting. Commissioner Tjosaas attended a tour.

Agency Reports

The County Administrator briefly discussed the need for changing the signing authority for the Human Services Department due to the Human Services Director's death.

Signing Authority for Human Services Turned Over

Motion by Tjosaas seconded by Erickson to approve and authorize turning over signing authority for the Human Services Department to Gary Trelstad and the County Administrator. *Motion adopted unanimously.*

The Chair recessed the meeting at 12:01 p.m. CDT until Tuesday, April 15, 2008 at 9:30 a.m. CDT after the Fairview Care Center meeting in Dodge Center, MN.

Meeting Recessed

The Dodge County Board of Commissioners meeting was reconvened on April 15, 2008, at the Fairview Care Center, Dodge Center, MN, at 9:30 a.m. CDT. Klaus Alberts, Chair called the County Board of Commissioners meeting to order at 9:30 a.m. CDT.

Meeting Convened

The Chair acknowledged those present and established that there was a quorum: Those Present

Members present:	Klaus Alberts	District #1
	Lyle Tjosaas	District #2
	David Erickson	District #3
	Don Gray	District #4
	David Hanson	District #5

Members absent: None

Also present: David McKnight County Administrator

County Board members expressed frustration regarding the additional information asked for on the emergency management request for proposals. The County Board instructed the County Administrator to review the request for proposals and the submitted proposals to provide the County Board with the required information to make a decision. Emergency Management Request for Proposals Discussion

The County Administrator discussed the Human Services Director position with the County Board. Mr. McKnight reported that after discussing this position with Lisa Hager and all of the Human Services Department supervisors, that he recommends that Gary Trelstad be appointed the Interim Human Services Director. Interim Human Services Director Appointed

Motion by Tjosaas seconded by Hanson to approve and authorize the appointment of Gary Trelstad as the Interim Director of Human Services effective Monday, April 14, 2008. *Motion adopted unanimously.*

Motion by Gray seconded by Tjosaas to adjourn the meeting at 9:49 a.m. CDT. *Motion adopted unanimously.* Meeting Adjourned

The next regular meeting of the Dodge County Board of Commissioners will be held on April 22, 2008 at 9:30 a.m. CDT. Next Regular Meeting

ATTEST:

KLAUS ALBERTS
CHAIR, COUNTY BOARD

BECKY LUBAHN
DEPUTY CLERK

DATED: