

TUESDAY, APRIL 11, 2006

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

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

**COUNTY ADMINISTRATION OFFICE
MANTORVILLE, MN**

2006-07

The Dodge County Board of Commissioners met in regular session April 11, 2006, in the Commissioner's Room at the Courthouse Annex, Mantorville, MN, at 9:30 a.m. CDT. David Erickson, Chair called the County Board of Commissioners meeting to order at 9:31 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
	Becky Lubahn	Deputy County Clerk

Motion by Gray seconded by Alberts to approve and adopt the agenda as amended to change the Extension Office agenda item from a discussion item to an action item to allow them to hire a Summer Assistant. *Motion adopted unanimously.*

Agenda Approved

The County Attorney arrived to the meeting at 9:33 a.m. CDT.

County Attorney
Arrived to Meeting

County Administrator David McKnight discussed with the Board mandate submissions to the State Auditor.

Mandate
Submissions to State
Auditor Discussion

Mr. McKnight reported that the State Legislature passed a law during the last session that provided local government units the opportunity to propose reforms to state mandates. The legislation that was passed specifically states:

A county, town, school district, or statutory or home rule charter city may file a written resolution with the state auditor objecting to a state mandate or making recommendations for reforming a state mandate. The state auditor must list on the state auditor's web site a list of all state mandates cited in a resolution under this section, and the name of the unit of local government citing the mandate.

A number of counties have submitted resolutions with proposed changes or objections to current state mandates. The County Administrator provided the Board with a list from the State Auditors web site that shows proposals by categories that have been submitted to the State Auditor to this point. In addition Mr. McKnight included a list of potential mandate submissions to the State Auditor that was prepared by the Association of Minnesota Counties for each county to consider supporting.

Mandate
Submissions to State
Auditor Discussion -
Continued

The Board directed the County Administrator to talk to the departments regarding the mandate submission to the State Auditor. The Board stated that they want input from the departments before they responded to the State Auditor.

Commissioner Hanson thanked Mr. McKnight for his work on this issue.

The County Administrator presented the April 5, 2006 Planning Commission Recommendations in the Planning Director's absence. Motion by Gray seconded by Hanson to approve the following action of the Planning and Zoning Commission as reviewed on April 5, 2006 with the reasons, recommendations and conditions as found in the individual permit:

Planning
Commission
Recommendation
CUP #06-10
Approved

Brian Louks – CUP #06-10

Request for a Conditional Use Permit to establish a second-farm dwelling, temporary mobile home in the Ag District. The property is one hundred twenty acres located in the NW ¼ of the SW ¼ of Section 33 of Claremont Township. Brian Louks is the applicant and Larry Louks the property owner.

The Planning Commission recommends approval with the following conditions:

1. The Ag Covenant shall be signed and recorded.
2. The septic system must meet the county's septic ordinance.
3. Mobile home be used as a temporary dwelling not to exceed seven years, while applicant uses as a residence.
4. Proper tie downs be installed.

Motion adopted unanimously.

Motion by Gray seconded by Tjosaas to approve the following action of the Planning and Zoning Commission as reviewed on April 5, 2006 with the reasons, recommendations and conditions as found in the individual permit:

Planning
Commission
Recommendation
CUP #06-11
Approved

Mark & Marlene Ray – CUP #06-11

Request for a Conditional Use Permit to establish a non-farm dwelling on five acres in the Ag District. The property is located in the NW ¼ of the SW ¼ of Section 9 of Claremont Township. Mark and Marlene Ray are the applicants and Barbara Johnson is the property owner.

The Planning Commission recommends approval with the following conditions:

1. The Ag Covenant shall be signed and recorded.
2. The septic systems must meet the county's septic ordinance.
3. Driveway access and permits be obtained from the Dodge County Highway Department.

Planning
Commission
Recommendation
CUP #06-11
Approved

The Planning Office will be asked to check the septic.
Motion adopted unanimously.

Motion by Alberts seconded by Hanson to approve the following action of the Planning and Zoning Commission as reviewed on April 5, 2006 with the reasons, recommendations and conditions as found in the individual permit:

Planning
Commission
Recommendation
CUP #06-12
Approved -
Continued

Steve Garness – CUP #06-12

Request for a Conditional Use Permit for extraction of sand and gravel in the Ag District. The property is six acres located in the SE ¼ of the SW ¼ of Section 16 of Wasioja Township. Steve Garness is the applicant and property owner.

The Planning Commission recommends approval with the following conditions:

1. Permit be issued for three years and reviewed at that time.
2. That he work with the Wasioja Township on maintenance of the haul road.
3. Clarify reclamation plan as approved by staff.

Motion adopted unanimously.

The Board was reminded that Shane Masching's feedlot proposal will be submitted to the County Board at their April 25, 2006 meeting. The County Attorney noted that there are timeframes that apply to this permit which require the delay of any action until the April 25, 2006 meeting.

Upcoming Feedlot
Proposal Briefly
Discussed

County Recorder Sue Alberts met with the Board to discuss new and revised fees.

New & Revised
Recorder's Office
Fees Approved

Ms. Alberts shared the following information with the Board:

Proposed fee for selling computer generated reports of recorded documents:

- \$5.00 set-up fee plus \$1.00 per page of report requested;
- \$0.10 per each page of a document imaged to a CD

The above fees are being established as the result of a survey conducted of other County Recorder's that sell the recorded information in their offices. These fees were the median of the fees charged by the responding counties. The County Recorder has requests for this type of report from four or more companies and it was her opinion that the requests will most likely increase.

ABSTRACTING FEES

	<u>Proposed</u>		<u>Current</u>
Title Report (O&E Report)	\$75.00	Current fee	\$50.00
Abstracting certificate fee	\$50.00	Current fee	\$45.00

New & Revised
Recorder's Office
Fees Approved -
Continued

Ms. Alberts reported that the \$75.00 fee is set at the discretion of each county and the \$50.00 fee is set according to state statute. The statute currently states this fee can be as high as \$100.00. Ms. Alberts chose to set this at fee at \$50.00 to be in line with other counties and title companies.

Motion by Alberts seconded by Hanson to approve and authorize the following fees for the Recorder's Office:

Fee for selling computer generated reports of recorded documents - effective April 12, 2006:

- \$5.00 set-up fee plus \$1.00 per page of report requested;
- \$0.10 per each page of a document imaged to a CD

Abstracting Fees – effective June 1, 2006:

- Title Report (O&E Report) \$75.00
- Abstracting certificate fee \$50.00

Motion adopted unanimously.

Extension Regional Director Randy Studier introduced Regional Extension Educator Patrick Jerik from the Extension Office who provided the Board with an update on Extension classes offered to the citizens of Dodge County.

Extension Update

4-H Program Coordinator Diane Whalen informed the Board of the activities she is involved in such as the business expo, 4-H activities and day camps. The 4-H Program Coordinator commended the Board for supporting the 4-H program.

Commissioner Erickson inquired as to how many different clubs there were in Dodge County.

Ms. Whalen informed Mr. Erickson that there are nine clubs in Dodge County and 72 registered volunteers.

Dodge County 4-H Program Coordinator requested authorization to hire a Summer Assistant at the Extension Office. Ms. Whalen informed the Board that 4-H has received a grant in the amount of \$4,000 from the Dodge County Family Services Collaborative on March 22, 2006. The Dodge County 4-H Federation/Extension has agreed to put \$2,000 towards this position to make it a full time position with an approximate start date of June 5, 2006 and going through August 22, 2006. Included in the board packet for the Board's review was the Dodge County Family Services Collaborative Grant information and the Summer Assistant job description.

Motion by Tjosaas seconded by Gray to approve and authorize the Extension Office to hire a full time Summer Assistant June 5, 2006 through August 22, 2006. The position will be funded through the \$4,000 4-H grant received from the Dodge County Family Services Collaborative and \$2,000 from Dodge County 4-H Federation/Extension. Approval is contingent upon Dodge County receiving donations totaling \$6,000.00 to pay for the position. *Motion adopted unanimously.*

Extension Summer
Assistant Position
Approved

Kim Asche a Regional Extension Educator was introduced. Ms. Asche informed the Board that she works in the Hutchison Regional Center and is in charge of health and nutrition programs.

Extension Staff
Introduced

Dabravka Curkovic was introduced and informed the Board that she is the Nutrition Education Assistant for Dodge County. Ms. Curkovic works in Dodge County one day a week which accounts for 20-30% of her time. The Nutrition Education Assistant reported that she would like to do more in Dodge County.

Gabriela Burk was introduced, she is the Financial Literacy Program Assistant. Ms. Burk informed the Board that she works mainly with the Spanish speaking families in Dodge County.

The Board took the information under advisement and was thanked for their time.

County Engineer Guy Kohlhofer met with the Board to request authorization to award contract SAP 20-619-003.

SAP 20-619-003
Contract Awarded

Mr. Kohlhofer reported that bids were opened on March 29, 2006 for bituminous reclaim and overlay on Dodge County Road 19 located on the north county line. The following bids were received:

- | | |
|-----------------------|--------------|
| 1. Mathy Construction | \$284,901.86 |
| 2. Buffalo Bituminous | \$329,100.16 |

The Highway Department is recommending that the contract be awarded to Mathy Construction for \$284,901.86. Staff is requesting change order and supplemental agreement authority up to 20% of the contract amount.

Motion by Gray seconded by Alberts to award SAP 20-619-003 contract to Mathy Construction to perform bituminous reclaim and overlay Dodge County Road 19 located on the north county line for \$284,901.86 with change order and supplemental agreement approval up to 10% of the contract amount as requested. The line regarding supplemental agreement approval is being added at the State Auditor's request. The Highway Department has approved minor supplemental agreements in the past, however, the auditor has indicated that it may be a problem to do so in the future. *Motion adopted unanimously.*

The County Engineer provided the Board with an Access Control Policy for their review.

Dodge County
Access Policy
Approved

Mr. Kohlnhofer reported that due to the increase in traffic and requests for access to our county roads, the Highway Department is requesting acceptance of the access policy as submitted.

Various policies throughout Minnesota were studied in order to develop one appropriate for Dodge County.

The draft policy first explains access control and its benefits and then explains in chart form the allowed spacing of different accesses on various types of roads. Spacing is typically controlled by the number of vehicles and their speed on the county road. An access policy will help guide and control the planned expansion of communities while maintaining safe and efficient travel on our county roads.

Requests for access are handled by the Highway Department. In the event a citizen requesting an access is unwilling to accept the decision of the department, they may submit a request to the Board. Included in the policy is the option for the Board to request the applicant to obtain the review and signature of a licensed traffic engineer to aid them in their decision and minimize county liability.

The Highway Department is requesting passage of the proposed Access Policy for use on county roads throughout the various cities and townships of Dodge County.

Motion by Tjosaas seconded by Hanson to approve and authorize the Dodge County Access Policy as submitted. *Motion adopted unanimously.*

Environmental Technician/Educator Dean Schrandt met with the Board to request that they set a public hearing date for the Water Management Plan. Last year, after a public meeting, the commissioners approved the county's priority water concerns. This year, the Water Planning Task Force has developed an action plan to address the priority concerns. This proposed action plan is what will be presented at the public hearing. A public hearing is required as a part of the state's process for updating County Water Management Plans.

Public Hearing Date
Set for Water
Management Plan

Mr. Schrandt provided the Board with an overview of the plan. Motion by Hanson seconded by Alberts to set a public hearing date of May 9, 2006 at 7:00 p.m. at the Dodge County Courthouse in Mantorville for the Water Management Plan. *Motion adopted unanimously.*

Employee Relations Director Lisa Hager presented the Personnel Agenda for the Board's review. Motion by Alberts seconded by Gray to approve the following personnel actions:

Personnel Actions
Approved

A. Human Services

- A.1 Financial Worker - .6 FTE
Authorization to post and fill new position for appointment in June 2006.
Effective Date: 4/11/06
- A.2 Social Worker – 1.0 FTE
Authorization to post and fill position vacated in July 2004.
Effective Date: 4/11/06
- A.3 Lynn Beckard – Social Worker
Step increase from C42 step 8 \$17.65 to C42 step 7 \$18.31.
Effective Date: 4/11/06
- A.4 Brione Thompson – Social Worker
Step increase from C42 step 8 \$17.65 to C42 step 7 \$18.31.
Effective Date: 4/11/06
- A.5 Cathy Skogen – Financial Assistance Supervisor
Step increase from C41 step 4 \$21.27 to C41 step 3 \$21.79.
Effective Date: 4/16/06
- A.6 Deloris Scherger – Support Enforcement Aide
Annual review.
Effective Date: 4/15/06

B. County Recorder

- B.1 Ann Bradford – Deputy Recorder/Tracter
Annual review.
Effective Date: 2/13/06

C. Environmental Quality

- C.1 Ken Folie – Assistant Feedlot Officer/Zoning Administrator
Annual review.
Effective Date: 1/23/06
- C.2 Ken Folie – Assistant Feedlot Officer/Zoning Administrator
Increase from .875 FTE to 1.0 FTE.
Effective Date: 4/12/06
- C.3 Seasonal Transfer Station/Recycling Center Staff (1)
Authorization to post and fill one FT position for approximately 4 months.
Effective Date: 4/12/06
- C.4 La'Tova McGuier
Secretary/Clerk Temporary Part-Time
Authorization to hire at A13 step 9 \$10.51 to fill approved temporary part-time vacancy.
Effective Date: 04/13/06

D. Sheriff's Department

- D.1 Kevin Krause - On-Call Deputy Sheriff
Status change from On-Call to FT (temporary) to fill Deputy Sheriff Temporary FT position (estimated 4 weeks) to cover vacancy.
Effective Date: 4/12/06

Motion adopted unanimously.

Comptroller Lisa Kramer reviewed bills with the Board. Motion by Gray seconded by Tjosaas to approve the bills as discussed in the following amounts from the appropriate funds as determined by Finance:

01	Revenue Fund	\$ 91,061.67
13	Road and Bridge Fund	\$ 54,386.76
16	Environmental Quality	\$ 4,572.54
	Total	\$150,020.97

Motion adopted unanimously.

Bills Approved

County Attorney Paul Kiltinen provided the Board with a legal update. Mr. Kiltinen briefed the Board on the McNeilus tax appeals. It was the consensus of the Board that the County Administrator, Commissioner Hanson and Commissioner Erickson should meet with McNeilus Truck and Manufacturing representatives to discuss the tax appeal.

Legal Update

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

Human Services
Committee Report

Motion by Tjosaas seconded by Hanson 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

The Board discussed the Human Services Comprehensive Civil Rights Plan. This plan enhances the framework for the Human Services civil rights policies, procedures, and standards as required by Federal Civil Rights laws. Motion by Tjosaas seconded by Hanson to approve the Human Services Comprehensive Civil Rights Plan as required by the MN DHS to be effective 04-11-06. *Motion adopted unanimously.*

Human Services
Comprehensive Civil
Rights Plan
Approved

The County Attorney left the meeting at 11:15 a.m. CDT.

County Attorney Left
Meeting

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

Administration
Committee Report

Motion by Gray seconded by Hanson to approve and authorize the March 28, 2006 Committee of the Whole meeting minutes as corrected on page 1. *Motion adopted unanimously.*

03/28/06 Committee
of the Whole Meeting
Minutes Approved

Motion by Alberts seconded by Tjosaas to approve and authorize the March 28, 2006 meeting minutes as corrected on page 92 and 99. *Motion adopted unanimously.*

03/28/06 Meeting
Minutes Approved

The Board discussed a gambling permit request for the Minnesota Deer Hunters Association - Southeast Minnesota Chapter. The request is for a gambling permit for a raffle that will be held on Saturday, February 10, 2007 to raise money for the club. This event will be held at the Oaks Supper Club located at 73763 170th Avenue, Hayfield, Minnesota. Motion by Gray seconded by Alberts to approve the gambling permit for the Minnesota Deer Hunters Association - Southeast Minnesota Chapter for a raffle to be held on Saturday, February 10, 2007 at the Oaks Supper Club in Hayfield, Minnesota. *Motion adopted unanimously.*

*Gambling Permit
Approved of
Minnesota Deer
Hunters Association
– SE MN Chapter*

The Board reviewed a request to approve 2006 lawn care services. Dodge County received proposals for 2006 seasonal lawn care services for the courthouse/annex, Sheriff's maintenance garage and Historical Society locations.

*2006 Lawn Care
Service Contract
Approved*

Proposal information is as follows:

Weed control and fertilizer at six applications for spray control or four applications per year for granular control, fall aeration/seeding and spraying weeds along sidewalks, curbs, planting beds and rock beds at the courthouse location only.

Vendor	(1) Weed Control and Fertilizer	(2) Aeration Seeding	(3) Hardsurface Weed Control
True Green Lawn Care	\$456.00/yr (spray and granular)	\$580.00	\$150.00/time 2x min. or \$300.00
Spring Green Lawn Care	\$805.00/yr (spray and granular)	\$720.00	Included
Bzoscie Lawn Care	\$379.57/yr (all granular)	\$636.00	Included
MN Outdoor Maintenance	\$825.84/yr (spray and granular)	\$568.00	\$95.00/time 2x min. or \$190.00

Mowing and trimming at the courthouse/annex, Sheriff's maintenance garage and Historical Society.

Vendor	(4) Mowing/Trimming Approx. 20x per year
True Green Lawn Care	\$ 65.00/time or \$1,300.00
Spring Green	N/A
Bzoscie Lawn Care	\$140.00/time or \$2,800.00
MN Outdoor Maintenance	\$ 99.75/time or \$1,995.00

Mowing times are approximate based on moisture throughout the growing season from April through October.

Three vendors can provide all services:

	Bzoskie	True Green	MN Outdoor Maintenance
(1)	\$ 379.57	\$ 456.00	\$ 825.84
(2)	\$ 636.00	\$ 580.00	\$ 568.00
(3)	Free	\$ 300.00	\$ 190.00
(4)	<u>\$2,800.00</u>	<u>\$1,300.00</u>	<u>\$1,995.00</u>
Total	\$3,815.57	\$2,636.00	\$3,578.84

2006 Lawn Care
Service Contract
Approved -
Continued

Motion by Alberts seconded by Hanson to award the 2006 lawn care services to True Green Lawn Care Services as requested at a cost of \$2,636.00.
Motion adopted unanimously.

The Board discussed the County Assessor's request to set a public hearing date for the proposed Land Division Ordinance.

Land Division
Ordinance Discussed

The Development Committee has completed its work on the Land Division Ordinance and the County Assessor has forwarded copies of the same to the six municipalities for review and comment. Mr. Engelstad received only a couple of minor questions from them, so it is believed that they apparently have no major issues with the ordinance as presented.

The County Assessor has three areas pertaining to the proposed Land Division Ordinance that he requested guidance from the County Board and Administration:

- 1) Should the proposed ordinance be incorporated into the existing Dodge County Zoning Ordinance?
- 2) If so, can it be put on the agenda at the next convenient Planning and Zoning meeting for a public hearing?
- 3) How should it be advertised?

It was the consensus of the Board that they needed more information before they set a public hearing date.

The County Administrator informed the Board that he would bring this item back at a later date to be discussed at a work session with all of the departments affected by the proposed ordinance.

Commissioners provided their agency reports. Commissioner Hanson attended an AMC meeting, a Planning and Zoning meeting and a South Central Human Relations meeting. Commissioner Alberts attended an AMC meeting and a Semcac meeting. Commissioner Gray attended a SCHRC meeting. Commissioner Erickson attended a SCHA Quality Assurance Committee meeting, and a SCHA Joint Powers Board meeting. Commissioner Tjosaas attended an AMC meeting, a Planning and Zoning meeting and a Semcac meeting.

Agency Reports

Motion by Gray seconded by Alberts to adjourn the meeting at 11:57 a.m. CDT. *Motion adopted unanimously.*

Meeting Adjourned

The next meeting of the Dodge County Board of Commissioners will be held on April 25, 2006 at 9:30 a.m. CDT.

Next Regular Meeting

ATTEST:

DAVID ERICKSON
CHAIR, COUNTY BOARD

BECKY LUBAHN
DEPUTY CLERK

DATED: