

TUESDAY, MAY 9, 2006

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

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

**COUNTY ADMINISTRATION OFFICE
MANTORVILLE, MN**

2006-09

The Dodge County Board of Commissioners met in regular session May 9, 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 9:30 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 |
| | Becky Lubahn | Deputy County Clerk |

Motion by Tjosaas seconded by Hanson to approve and adopt the agenda as amended to include an out of state travel request under the Administration agenda items. *Motion adopted unanimously.*

Agenda Approved

Public Health Director Peggy Espey introduced Jenna Fablalla a new Public Health Nurse in her department. The Board welcomed Ms. Fablalla.

New Employee
Introduced

The County Administrator reviewed with the Board the Out of State Travel Policy for Elected Officials.

Out of State Travel
Policy for Elected
Officials Reviewed

Mr. McKnight reminded the Board that at their meeting on October 25, 2005 they approved the Dodge County Out of State Travel Policy as required by State Statute 471.661, a copy of which was mailed to the commissioners for their review. To date none of the elected officials in Dodge County have requested to or attended any out of state travel related events.

Pursuant to the statute the policy must be reviewed annually by the County Board. The County Administrator noted that this agenda item will serve as the Board's review for 2006. Mr. McKnight stated that there are no recommended changes to the policy at this point and no action is necessary on the County Board's part.

The Board reviewed the Dodge County Out of State Travel Policy for Elected Officials and concurred with the County Administrator that no changes need to be made at this time.

Mr. McKnight discussed with the Board a request to approve an agreement on County Road 25 with Dodge Center.

Agreement on
County Road 25 with
Dodge Center
Approved

The County Administrator stated that as the Board is aware there was an issue with the construction of County Road 25 in Dodge Center in 2005. County representatives have met with city officials over the past six months and have reached a resolution which is being presented for the Board's consideration today.

The county and city have agreed to split the contested costs on the project that totals \$14,366. The city and the county will each pay half of that amount. The city will also pay the uncontested amount on the project that is owed to the county.

Motion by Hanson seconded by Gray to approve and authorize the county and City of Dodge Center each paying \$7,183 of the contested amount on the County Road 25 project and reduce the Road and Bridge Account receivables for 2006 by \$7,183. It was felt that this is a fair and equitable solution to this issue for both parties. *Motion adopted unanimously.*

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

County Attorney
Arrived to Meeting

The County Administrator shared with the Board options for the former hotel property in West Concord.

Former Hotel
Property Options
Discussion

Mr. McKnight reminded the County Board that Dodge County is still responsible for the former hotel property in West Concord due to the tax forfeiture issue that we have been dealing with for a number of years. The hotel which was located on the property has been removed and the lot was recently graded. The Highway Department has agreed to seed the lot as requested at the last board meeting.

The County Administrator reported that Dodge County did hold a public auction for the site on July 13, 2005 as required by state delinquent real property taxes process. The minimum price for the property was set at \$4,500 (the appraised value of the lot) by the County Board. There were no interested parties in attendance at the auction and no bids were made. According to the policies established by the state, "After the public auction, the County Auditor must sell any unsold parcel privately to any eligible party who is willing to pay the basic sale price. This may be done from the County Auditor's office. Each unsold parcel must remain available for private sale at the basic sale price until the County Board reappraises it or withdraws it from the public sale list."

Mr. McKnight commented that the following options are available to the county on this property:

Former Hotel
Property Options
Discussion -
Continued

1. Continue to make this property available to anyone who inquires about its availability.
2. Advertise that the property is for sale at the basic sale price on a first come, first serve basis.
3. Lower the basic sale price and go through the public auction process again.
4. Inquire if the city is interested in obtaining the property for a public use/purpose (The County Administrator has asked the city this question and they will be discussing at their May 9th meeting).
5. Do nothing.

The County Administrator indicated that he was looking for some insight into the Board's desires of what to do with this property. Once a decision is made on the resolution of this property Mr. McKnight's role in the delinquent tax issues at the county will be complete and this entire process will then be under the Finance division.

The County Administrator was directed by the Board to advertise the property for sale at the basic price. If there is no interest in the property the Board will at that time consider adjusting the sales price. No action was needed at this time.

Septic System Coordinator Sandra Schaefer met with the Board to discuss her request for a fee increase for septic permits.

Septic Permits Fee
Increase Approved
by Resolution
#2006-16

Ms. Schaefer reported that the septic fees have remained the same since February of 2003. The fees set in 2003 were based on one inspection per trench and two inspections per mound or at-grade (pressurized systems). Installers have recently been requesting two (2) inspections for a trench system and three (3) or more for pressurized systems. With the increased inspection time and rising price of gas an increase of \$30/permit is recommended.

| | Existing Fees | Proposed Fees |
|--|-----------------------|-----------------------|
| Tank Only Permit | \$50.00 | \$80.00 |
| Standard Individual Sewage Treatment System (Trench) | \$150.00 | \$180.00 |
| Pressurized Individual Sewage Treatment System (at-grade or mound) | \$200.00 | \$230.00 |
| Other Individual System | \$350.00 | \$350.00 |
| Annual Renewal Fee | \$30.00 | \$30.00 |
| Shared & Commercial Systems | \$0.35/gpd permit fee | \$0.35/gpd permit fee |
| Annual Renewal Fee | \$0.03/gpd | \$0.03/gpd |

Motion by Gray seconded by Tjosaas to approve and authorize the Chairman of the Board and Deputy Clerk to sign resolution #2006-16 in support of a septic permits fee increase:

Septic Permits Fee Increase Approved by Resolution #2006-16 - Continued

WHEREAS, Dodge County requires a permit to install or modify an individual sewage treatment system; and

WHEREAS, the Dodge County Sewage and Wastewater Treatment Ordinance No. 3 authorizes the Board of Commissioners to establish fees for permits; and

WHEREAS, the permit fee reflects some of the county’s cost to review the permit application, perform site inspections, submit required reports, and perform other related duties.

NOW THEREFORE, BE IT RESOLVED, that the Dodge County Board of Commissioners, hereby sets the permit fees to be effective May 15, 2006, as follows:

| | |
|--|-----------------------|
| Tank Only Permit | \$80.00 |
| Standard Individual Sewage Treatment System (Trench) | \$180.00 |
| Pressurized Individual Sewage Treatment System | \$230.00 |
| Other Individual System | \$350.00 |
| Annual Renewal Fee | \$30.00 |
| Shared & Commercial Systems | \$0.35/gpd permit fee |
| Annual Renewal Fee | \$0.03/gpd |

Resolution adopted unanimously.

Planning Director Duane Johnson reviewed with the Board a request to modify the JOBZ boundary.

JOBZ Boundary Modification Approved by Resolution #2006-17

A prospective JOBZ project - Welsh Equipment - is requesting that Dodge County establish a public hearing for JOBZ tax exemptions on May 30, 2006 at 8:00 a.m. CDT at the Courthouse. Before granting JOBZ tax exemptions, the county must provide public notice and a hearing on the subsidy.

- Public notice of a proposed subsidy by the county must be published in the county's legal paper.
- The public notice must identify the location at which information about the subsidy, including a summary of the terms of the subsidy, is available.
- The county must make the information available in printed paper copies and, if possible, on the Internet.
- The county must provide at least a ten-day notice for the public hearing.
- The public notice must include the date, time, and place of the hearing.

Mr. Johnson reported that the proposed modification consists of five acres that were not among those requested in the Southern Minnesota Alliance Job Zone Application. This modification will be accomplished via an acreage swap with the Page Industrial Park in Dodge Center.

JOBZ Boundary
Modification
Approved by
Resolution #2006-17
- Continued

The property to be included in the proposed JOBZ project is located at 67077 170th Avenue, Dodge Center. Welsh Equipment is a company that refurbishes and remanufactures cement mixing equipment. Physical limitations within existing company facilities do not allow for manufacturing expansion. In order to accommodate growth, the company is proposing an approximate 16,000 square foot addition. This is a JOBZ business expansion because the company will maintain existing operations at their current locations while expanding company operations and company payroll within the JOBZ Subzone.

Dan Welsh of Welsh Equipment and Roger Guenette a consultant who works with JOBZ proposals were available to answer questions.

It was noted that the JOBZ tax exemptions would be in effect until 2015 and that authorization for the project will have to be approved by Dodge County, City of Dodge Center, Wasioja Township, Ashland Township and Triton School District 2125.

Commissioners questioned whether or not Doug Page had been contacted since the land involved in the acreage swap is located in the Page Industrial Park in Dodge Center.

Dan Welsh informed the Board that he had a casual conversation with Mr. Page regarding the transfer and that Mr. Page was supportive of the swap since the land in question at the Page Industrial Park did not qualify for the JOBZ classification.

Motion by Gray seconded by Hanson to approve and authorize signatures to resolution #2006-17 in support of JOBZ tax exemptions for Welsh Equipment:

WHEREAS, job creation, business development, and individual wealth growth in Dodge County (the "county"), have been less than the national and state averages; and

WHEREAS, the resulting affects of such lagging job creation, business development, and individual wealth growth have harmed and are forecasted to continue to harm the economy of the county; and

WHEREAS, the Job Opportunity Building Zone (the "JOBZ") Program created in Minnesota Session Laws 2003, 1st Special Session, Chapter 21, Article 1 allows for the formation of tax free zones; and

WHEREAS, an application for tax free zone designation in the county was submitted to the Minnesota Department of Employment and Economic Development; and

WHEREAS, the county finds it is necessary to modify the "Dodge County JOBZ Sub-zones Application" previously submitted to the Minnesota Department of Employment and Economic Development; therefore,

JOBZ Boundary
Modification
Approved by
Resolution #2006-17
- Continued

THE DODGE COUNTY BOARD OF COMMISSIONERS RESOLVE:

Sec. 1. That the County Board of Commissioners, at its meeting held on May 9, 2006, upon careful consideration and review, approves the request to modify the Dodge County JOBZ Sub-zones Application as per amended application materials dated May 9, 2006 for tax free zones, approves of the use of tax exemptions and tax credits within the designated zones (subject to proper review and approval by the other appropriate taxing authorities within the zones), and encourages the Minnesota Department of Employment and Economic Development to approve the request to modify the Dodge County JOBZ Sub-zones Application.

Sec. 2. That the county agrees to provide all of the local tax exemptions and credits required and provided for under the JOBZ's Legislation and agrees to forego the tax benefits resulting from the local and state tax exemptions and credits provided under the JOBZ's Legislation.

Resolution adopted unanimously.

The County Administrator asked Mr. Guenette to come back to the Board in two weeks with specific dollar amounts on what impact the JOBZ boundary modification will have and be prepared to explain how the modification will benefit Dodge County.

The Planning Director discussed with the Board a public hearing request for Business Subsidy Policy and Criteria and Business Subsidy Agreement with Welsh Equipment.

JOBZ Public Hearing
Date Set

Mr. Johnson shared with the Board the following time schedule for review and approval for Welsh Equipment as requested by the applicant:

Last week in April/May 1st- Welsh Equipment initiates request for JOBZ status via Advantage Resources to Planning Office.

May 3rd- Planning Office submits request to County Administration for County Board action on JOBZ boundary modification and setting public hearing date.

May 4th- Due date for public hearing notice, to be published the week of May 12th, if public hearing is held on May 23rd.

May 8th- Wasioja and Ashland Townships act on boundary modifications.

May 9th- City of Dodge Center, Triton School District and Dodge County Board act on boundary modification and County Board sets public hearing date.

May 10th- Dodge County EDA meets to recommend to County Board on Welsh Equipment request.

May 15th- DEED reviews and makes change to JOBZ boundary as per county request. (DEED does this each month.)

*JOBZ Public Hearing
Date Set - Continued*

May 30th- Public Hearing held by County Board to consider Business Subsidy Policy and Criteria and Business Subsidy Agreement with Welsh Equipment.

End of May- Welsh Equipment wants to be under construction and meet with all JOBZ requirements.

Motion by Tjosaas seconded by Hanson to set a special meeting date of Tuesday, May 30, 2006 at 8:00 a.m. CDT at the courthouse to consider a Business Subsidy Policy and Criteria and Business Subsidy Agreement with Welsh Equipment. *Motion adopted unanimously.*

Commissioner Hanson reported that the Nursing Home did not receive any quotes for their landscape project but has heard from individuals that have expressed an interest to submitting quotes even though they have missed the deadline.

*Nursing Home
Landscape Project
Update*

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

*Personnel Actions
Approved*

A. Environmental Quality

A.1 Daniel Coffman -Seasonal Transfer Station
Authorization to employ at A11 step 11 \$9.11 per hour. (approximately 3-4 months)
Effective Date: 5/15/06

B. Sheriff's Office

- B.1 Robert Rose – Transport Officer - On-Call
Authorization to employ at B21 step 10 \$11.62.
Effective Date: 5/10/06
- B.2 Onawa Dostal – 911 Dispatcher .8 FTE
Authorization to change status from On-Call to .8 FTE B22 Hire Step \$14.06
Effective Date: 5/9/06
- B.3 Scott Prins - On-Call Deputy Sheriff
Status change from On-Call to FT (temporary) to fill Deputy Sheriff Temporary FT position (estimated 12 weeks) to cover vacancy.
Effective Date: 5/8/06

C. Public Health

- C.1 Jayme Conner – Family Support Aide – On-Call (.3 FTE)
Authorization to employ at A13 step 9 \$10.51.
Effective Date: 5/8/06
- C.2 Amy Evan – Health Educator – On-Call
Resignation.
Effective Date: 4/24/06

D. Attorney's Office

- D.1 Amanda Cox – Paralegal - FT – Temporary
Employment termination.
Effective Date: 5/1/06

E. Highway Department

- E.1 Tom Cashel – Engineering Technician II
Annual review.
Effective Date: 3/30/06

Personnel ActionsApproved -
Continued**F. Administration**

- F.1 Pam Simonds – Custodian - .5 FTE
Resignation.
Effective Date: 6/2/06
- F.2 Custodian - .5FTE
Authorization to post and fill due to resignation.
Effective Date: 5/9/06

Motion adopted unanimously.

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

| | | |
|----|-----------------------|---------------------|
| 01 | Revenue Fund | \$ 58,863.45 |
| 11 | Human Services Fund | \$ 164.75 |
| 13 | Road and Bridge Fund | \$ 67,293.49 |
| 16 | Environmental Quality | <u>\$ 11,062.87</u> |
| | Total | \$137,384.56 |

*Motion adopted unanimously.*Bills Approved

County Attorney Paul Kiltinen provided the Board with a legal update. The Board took the information under advisement.

Legal Update

Motion by Gray seconded by Alberts to close the meeting to the public at 10:25 a.m. CDT to discuss attorney/client privilege on MTM v. Dodge County. Present were all five county commissioners, County Administrator and County Attorney Paul Kiltinen.

Meeting Closed to
the Public

The meeting was opened to the public at 10:53 a.m. CDT.

Meeting Opened to
Public

The County Administrator and County Attorney discussed a request from the Ripley Dairy to offer comment on their current legal action. The County Board was in agreement that there was no need to comment on this issue. Previous action by the County Boards speaks to the Board's opinion.

Ripley Dairy Request
Discussed

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

Motion by Tjosaas seconded by Hanson to accept a donation from the American Legion Post 333, Kasson, in the amount of \$1,000 to be used for the purchase of a new van for Veteran Services to transport veterans to medical appointments. *Motion adopted unanimously.*

*American Legion
Post 333 Donation
Accepted*

Motion by Tjosaas seconded by Hanson to approve the Human Services Department to act as the fiscal host for the grant dollars in the amount of \$44,419.00, received by The Center Clinic from the Minnesota Department of Health Office of Rural Health and Primary Care for the term of April 1, 2006, to March 31, 2007. *Motion adopted unanimously.*

*Human Services
Authorized to Act As
Fiscal Agent for
Grant Dollars*

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

*Public Health
Committee Report*

Commissioner Gray presented a summary of the Public Works Committee report and action items.

*Public Works
Committee Report*

Mr. Gray informed the Board that Milton Township Bridge No. 20J25, located on 265th Avenue, 0.5 miles north of CSAH 22 is scheduled for reconstruction. The current bridge is a single span, steel beam bridge that is 81 years old and in poor shape. The plan is to replace the structure with one line of 14'X7' and two lines of 10'X5' box culverts. Construction is planned to start on August 21, 2006 with fifteen working days allotted for construction.

*Advertising and Bid
Opening Approved
for SAP 20-299-093*

Milton Township has budgeted for replacement in 2006 and is prepared to continue with that schedule. The majority of the bridge costs will be paid from the town bridge account with \$10,000 of the approaches and all of the engineering being paid with township funds.

Motion by Gray seconded by Alberts to approve and authorize the Highway Department to advertise and open bids for SAP 20-599-093 on June 14, 2006 at 11:00 a.m. CDT. *Motion adopted unanimously.*

The County Attorney left the meeting at 11:14 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 Alberts to approve and authorize the April 18, 2006 Work Session meeting minutes as presented. *Motion adopted unanimously.*

*04/18/06 Work
Session Meeting
Minutes Approved*

Motion by Alberts seconded by Tjosaas to approve and authorize the April 25, 2006 Committee of the Whole meeting minutes as presented. *Motion adopted unanimously.*

*04/25/06 Committee
of the Whole Meeting
Minutes Approved*

Motion by Tjosaas seconded by Gray to approve and authorize the April 25, 2006 meeting minutes as presented. *Motion adopted unanimously.*

*04/25/06 Meeting
Minutes Approved*

The Board reviewed a gambling permit request for the Holy Family Catholic Church. The Holy Family Catholic Church is requesting a gambling permit for excluded bingo at the Dodge County Fair July 12-16, 2006 to raise money for the church. This event will be held at the Dodge County Fairgrounds, Kasson, MN. Motion by Tjosaas seconded by Alberts to approve and authorize the Chairman of the Board to sign a gambling permit for the Holy Family Catholic Church as presented. *Motion adopted unanimously.*

Gambling Permit for Holy Family Catholic Church Approved

Commissioners discussed the Information System expenditures as submitted by Technology Coordinator Dave Deschene.

Information Systems Expenditures Reviewed

Information Systems is requesting Board approval for budgeted expenditures in for the following items:

- AS400 hardware and software maintenance. This is the server that payroll, personnel, and property tax applications run on. Hardware maintenance bill for \$2,700 and software maintenance for \$3,200 due in November.
- Replace 43 desktop and laptop computers for \$45,000. This includes nine PC's in Human Services that the state DHS will reimburse the county 50% on, 5 "7X24" PC's in dispatch, and 29 other PC's that have been installed four or more years and are not covered by maintenance.
- Extend maintenance on two servers. Fairview Nursing Home and courthouse domain controller/file server are three years old. Original warranty/maintenance expires in August. Requesting extension of maintenance for two years for \$1,900.
- Extend PC maintenance on 50 PC's. Original three year maintenance coverage for 50 PC's expires in 2006. Requesting extension of maintenance coverage for two years at the rate of \$120 per PC. Total \$6,000.
- Add second domain controller at courthouse. Courthouse currently has a single domain controller to which PC's log on, store files, print through. Adding a second domain controller is recommended for redundancy/reliability purposes. Total for hardware and software \$5,000.
- Phone Expenditures. County has a maintenance contract on telephone system switch, but self maintains individual phones. Requesting purchase of two additional replacement phones, six handsets. In addition, requesting a wireless headset, and four "Power over Ethernet" switches to power 80 courthouse phones that are currently powered from 110 outlets in offices. Total \$4,640.
- Firewall Expenditures. Five SonicWall firewalls (Sheriff, Courthouse, Highway, Extension, Fairview Nursing Home) provide antivirus and Internet Content Filter functions for our PC's. Requesting two year license on anti-virus, one year license on content filtering, and annual hardware maintenance on firewalls. Total \$10,700.

- Faronics Deep Freeze and Anti-Executable Products. These products prevent modifications to PC's or the running of programs not specifically approved by Information Systems. Pilot installation of these products on PC's with multiple users, including squad car laptops and five PC's at Fairview Nursing Home. Total \$2,200 for a license that allows installation on 25 PC's.

Information Systems
Expenditures
Reviewed -
Continued

Total requested above is \$81,340, with \$81,655 in the budget to cover these items. All numbers are approximate based on price quotes obtained from vendors for anticipated features and functions. The Technology Committee has reviewed these items and is in agreement with these budgeted expenditures.

Mr. McKnight indicated that County Board approval for these expenses was not needed since the expenses have been budgeted for.

The County Administrator reported that the Sheriff has requested that an out of state training request be added to the agenda for today. The request is for Investigator Jeremy Gunderson to attend tactical training school in Des Moines, Iowa May 15-17, 2006.

Out of State Travel
Request Approved
for Sheriff's
Department
Investigator

The cost of the training, travel and lodging is being paid for by the Southeast Minnesota Narcotics/Gang Task Force and there will be no cost to the county except salary. No overtime will be accumulated according to Chief Deputy Jim Trihey.

Motion by Alberts seconded by Hanson to approve and authorize the out of state travel request to allow Investigator Jeremy Gunderson to attend tactical training in Des Moines, Iowa May 15-17, 2006 with all costs to be paid for by Southeast Minnesota Narcotics/Gang Task Force. *Motion adopted unanimously.*

Commissioners provided their agency reports. Commissioner Hanson attended a Planning and Zoning meeting, a Workforce Development meeting, a Southeast Water meeting and a South Central Human Relations meeting. Commissioner Alberts attended a Planning meeting. Commissioner Gray attended a Cedar River Committee meeting and a SCHRC meeting. Commissioner Erickson attended a DFO Advisory Board meeting, an MTM meeting, a Dodge County Planning and Zoning meeting, a Regional Flood Reduction Adhoc Committee meeting, a SCHA Joint Powers Board meeting and an Ashland Township meeting. Commissioner Tjosaas attended a Planning and Zoning meeting.

Agency Reports

Motion by Hanson seconded by Gray to adjourn the meeting at 11:41 a.m. CDT. *Motion adopted unanimously.*

Meeting Adjourned

The next meeting of the Dodge County Board of Commissioners will be held on May 23, 2006 at 9:30 a.m. CDT.

Next Regular
Meeting

ATTEST:

DAVID ERICKSON
CHAIR, COUNTY BOARD

BECKY LUBAHN
DEPUTY CLERK

DATED: