

TUESDAY, AUGUST 8, 2006

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

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

**COUNTY ADMINISTRATION OFFICE
MANTORVILLE, MN**

2006-16

The Dodge County Board of Commissioners met in regular session August 8, 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 Gray seconded by Alberts to approve and adopt the agenda as amended to remove the joint meeting with the Olmsted County Board of Commissioners from the agenda, this meeting will take at the next regular meeting August 22, 2006. *Motion adopted unanimously.* Agenda Approved

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

A. Human Services

A.1 Greta Vomhof – Collections Services Supervisor
Step increase from C41 step 8 \$19.18 to C41 step 7 \$19.69.
Effective Date: 8/16/06

B. Environmental Quality

- B.1 Mary Greening – Secretary/Clerk
* Administrative Assistant – Planning (Temporary Assignment)
Step increase (in temporary assignment) from B23 step 9 \$13.14 to B23 step 8 \$13.56.
Effective Date: 8/28/06
- B.2 Sandy Schaefer – Septic System Coordinator/Account Technician
Annual review.
Effective Date: 8/8/06
- B.3 Ardell Haberer – Secretary/Clerk - .2 FTE (temporary)
Authorization to hire at A13 step 8 \$10.83 to fill temporary position.
Effective Date: 8/9/06 to TBD

C. Public Health

- C.1 Gail Hester – Business Office Manager - .65 FTE
Step increase from C41 step 5 \$20.75 to C41 step 4 \$21.27.
Effective Date: 8/14/06
- C.2 Dawn Devine – Health Educator - .5 FTE
Resignation effective prior to start date.
Effective Date: 8/02/06

Personnel Actions

Approved -
Continued

D. Assessor’s Office

- D.1 Sharon Narveson – Property Appraiser
Annual review.
Effective Date: 8/1/06

E. Administration

- E.1 George Gunderson – Custodian/Maintenance .5 FTE
Authorization to hire at A13 Step 7 \$11.15.
Effective Date: 8/1/06

F. Recorder’s Office

- F.1 Ramona McAndrew – Deputy Abstractor
Annual review.
Effective Date: 6/5/06

Motion adopted unanimously.

County Attorney Paul Kiltinen arrived to the meeting at 9:32 a.m. CDT.

County Attorney
Arrived

Comptroller Lisa Kramer reviewed bills with the Board. Motion by Tjosaas 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	\$ 99,440.36
11	Human Services Fund	\$ 46.44
13	Road and Bridge Fund	\$144,434.60
16	Environmental Quality	\$ 5,998.38
41	J.D. #1 (Ripley Ditch) Fund	\$ 1,116.80
42	J.D. #7 (Havana) Fund	\$ 333.53
43	County Ditch #1 Fund	\$ 124.57
44	County Ditch #4 Fund	\$ 77.90
45	County Ditch #5 Fund	\$ 78.80
46	County Ditch #7 Fund	\$ 69.90
64	Environmental Grant & Loan Fund	\$ 2,000.00
80	Agency Fund	\$ 10.50
	Total	\$253,731.78

Motion adopted unanimously.

County Administrator David McKnight requested authorization to conduct a Power Distribution System Study. Mr. McKnight commented that as a result of the Facilities Needs Analysis that was performed by Wold Architects and Engineers, an issue was raised in regards to the electrical system in the Courthouse and Courthouse Annex. The issue has to do with volumes and distribution of electricity through equipment in each of the buildings.

Power Distribution
System Study
Approved for
Courthouse and
Courthouse Annex

Wold Architects provided the County Administrator with a proposal to complete a Power Distribution System Study at a cost of \$12,000. This study would include a summary of deficiencies and a recommended corrective work plan. The corrective work plan will prioritize the recommendation and provide cost estimates.

Mr. McKnight noted that this is an issue that the county needs to follow up on for a number of reasons. The study is proposed to start in October based on the schedule of the electrical engineer at Wold.

Commissioners discussed the need for a power distribution system study. Building Operations Supervisor Roger Friedt was available to comment.

Motion by Hanson seconded by Tjosaas to approve and authorize Wold Architects and Engineers to complete a Power Distribution System Study at a cost of \$12,000 on the Courthouse and Courthouse Annex. *Motion adopted unanimously.*

Building Operations Supervisor Roger Friedt met with the Board to review an Emergency Generator Service Agreement Renewal request. Mr. Friedt reported that the emergency generator set supplies emergency power to the Courthouse and Courthouse Annex facilities during electrical outages. The generator set requires preventative maintenance service per the manufacturer's recommendations for reliable operation. The generator set was manufactured by Katolight Corporation and they have provided the preventative maintenance service annually.

Emergency
Generator Service
Agreement Renewal
Approved

The preventative maintenance service provides a certified field technician to perform inspection and testing of electrical and mechanical operations using appropriate testing instruments and equipment twice annually. This type of service provides Dodge County reliable and safe operation of its critical equipment during unexpected electrical outages. Mr. Friedt provided for the Board's review a service agreement specific to the courthouse generator set.

Mr. Friedt noted that the service agreement cost was \$672.13 for 2005. The service agreement cost will increase to \$679.76 for 2006.

Motion by Gray seconded by Alberts to approve and authorize Dodge County to enter into a service agreement with Katolight Corporation to provide preventative maintenance for the courthouse emergency generator set at a cost of \$679.76 for one year, effective August 1, 2006 to July 31, 2007. *Motion adopted unanimously.*

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

Legal Update

County Engineer Guy Kohlhofer met with the Board to discuss his request to award the contract for SAP 20-634-010.

SAP 20-634-010
Contract Awarded

Mr. Kohlhofer reported that bids were opened on July 26, 2006 at 11:00 am to replace culverts on CSAH 34 from TH 56 to 13th Avenue NW in the City of Kasson for a distance of approx. 6.3 miles. The following bids were received:

1. Road Constructors	\$276,568.90
2. Schumacher Excavating, Inc.	\$298,360.00
3. Swenke Co.	\$307,609.50
4. Mathiowetz Construction Co.	\$343,468.25
5. Blitz Construction	\$365,529.33
6. Midwest Contracting, LLC	\$394,777.00

The County Engineer informed the Board that this is a project conducted under the financing of the TH 14 turn back. Replacement of culverts is an agreed upon activity that falls under the extra funding Dodge County will get from state turn back funds.

The Highway Department is recommending that the contract be awarded to Road Constructors for \$276,568.90. Highway Department staff is requesting change order and supplemental agreement authority up to 10% of the contract amount.

Motion by Gray seconded by Alberts to award the contract for SAP 20-634-010 to Road Constructors to replace culverts along CSAH 34 from TH 56 to 13th Avenue NW in the City of Kasson for \$276,568.90 with change order and supplemental agreement approval up to 10% of the contract amount. *Motion adopted unanimously.*

The County Engineer reviewed with the Board a request to purchase a tandem truck.

Highway Department
2007 Mack CV713
Purchase Discussion

Mr. Kohlhofer reported that with the increase in steel costs and the required move to more emission controls it is expected that the costs of purchasing a tandem truck and snow plow equipment will be going up significantly on the next state contract. The County Engineer stated that if the county orders a tandem truck and snow plow equipment on this year's contract with payment to be made after January 1, 2007, they expect to save \$20,000 - \$30,000 on the same tandem and equipment on next year's contract.

The County Engineer noted that the cost of purchasing a tandem truck and snow plow equipment has already been included in next year's budget request.

Mr. Kohlhofer commented that the state contract for snow plow equipment will expire on August 31, 2006 and the state contract for a tandem truck will expire on January 1, 2007.

The Highway Department recommends the county order the tandem truck and snow plow equipment on this year's contract with payment to be made, when they receive delivery, after January 1, 2007 in order to save the \$20,000 - \$30,000. There are a limited number of slots available from Mack to manufacture a truck on this year's contract; to ensure that Dodge County can have a truck manufactured under this year's contract Dodge County will need to notify Mack as soon as possible.

Highway Department
2007 Mack CV713
Purchase Discussion
- Continued

Mr. Kohlhofer shared the following cost summary for plow trucks from three different manufacturers. These prices are derived from the state bid contract as provided for political subdivisions.

	<u>2007 Mack CV713</u>	<u>2006 Sterling LT9500</u>	<u>2006 International 7600</u>
Base Chassis Bid	\$85,814	\$91,108	\$84,487
Below are the items that were missed on initial written bid or are not available.			
Huck Spun Frame Bolts	Included	Included	\$1,820 (#2.4)
Anti-Rust	Included	\$114 (#2.111)	\$114 (#2.18)*
Differential Lock	Included	Included	\$625 (#4.9)
Dual Air Cleaner	Included	Included	- \$10 (#9.9)
Air Horn	Included	Included	\$47 (#12.2)*
Imron & Clear Coat Paint	Included	Included	\$49 (#12.13)*
Opt. Windshield Touch	Included	Included	\$25 (#12.25)*
Windshield Fan	Included	Included	\$61 (#13.12)*
Antenna	Included	Included	\$56 (#13.31)*
Exhaust Pyrometer	Included	Included	\$46 (#13.32)*
Balanced Chassis Total	\$85,814	\$91,222	\$87,320
Assumed Trade-In Credit	- \$11,000	- \$11,000	- \$11,000
J-Craft Box & Plow	\$69,524	\$69,524	\$69,524
**Total Contract Cost	\$144,338	\$149,746	\$145,844

* These items are not available under contract for the International; the prices are approximate based upon the prices for the other two models.

** The total contract cost does not include any applicable sales tax.

The County Engineer stated that the Highway Department recommends the purchase of the 2007 Mack CV713. The past two tandem trucks purchased by Dodge County have been CV713 Mack models. These models seem to be well balanced and of good quality. Parts commonality with the Mack trucks already in the fleet reduce the variety of parts needed in inventory for maintenance of the fleet.

The vehicle listed as a trade-in is a 1995 Ford LT9000. As one of two 1995 tandems in the fleet, it is the oldest tandem and has over 277,000 miles on it with substantial wear and rust. Also, Ford was bought out by Sterling Truck and parts are no longer available for the LT9000. The assumed trade-in credit was an offer from Mack for the 1992 Ford LT9000 traded-in earlier this year and includes all mounted snow equipment.

Highway Department
2007 Mack CV713
Purchase Discussion

It was the consensus of the Board to discuss this request further during the budget session scheduled later in the day.

Planning Director Duane Johnson met with the Board to discuss Planning Commission Recommendations from the August 2, 2006 meeting. Motion by Alberts seconded by Tjosaas to approve the following action of the Planning and Zoning Commission as reviewed on August 2, 2006 with the reasons, recommendations and conditions as found in the individual permit:

Planning
Commission
Recommendation
CUP #06-25
Approved

Mike and April Shappell – CUP #06-25

The first public hearing is for a request for a Conditional Use Permit to establish a non-farm dwelling in the Ag District. The property is thirty acres located in the SE ¼ of the NE ¼ of Section 24 of Mantorville Township. Mike and April Shappell are the applicant and 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. Driveway access and permits be obtained from the township.

Motion adopted unanimously.

The Board discussed the Jaguar Communications, Inc. Conditional Use Permit request. County Engineer Guy Kohlnhofer was available to comment. Motion by Tjosaas seconded by Hanson to approve the following action of the Planning and Zoning Commission as reviewed on August 2, 2006 with the reasons, recommendations and conditions as found in the individual permit:

Planning
Commission
Recommendation
CUP #06-26
Approved

Jaguar Communications, Inc. – CUP #06-26

The second public hearing is for a request for a Conditional Use Permit for the installation of major essential service. The first Fiber Optic cable runs along the south side of County Road 10 in Ripley Township, Ashland Township, Canisteo Township and the second Fiber Optic cable runs north on the east side of 197th Avenue to Highway 30 in Hayfield Township then east on the south side of Highway 30 in Vernon Township. Jaguar Communications, Inc is the applicant.

The Planning Commission recommends approval with the following conditions:

1. Obtain Insurance Certificate for Contractors General Liability and Property Damage as per section 17.1709.
2. Obtain Dodge County Highway Department Right-of-Way Permit.
3. Obtain MnDot Right-of-Way Permit.
4. And as built, plan be submitted to each township and county.
5. 48 hour notification prior to starting project.
6. Use county standards in plowing buried cable in any township roads. Location of cable is to be determined by Township Board.

Motion adopted unanimously.

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

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.*

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

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

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

The Board discussed with Mr. McKnight the County Assessor's request for out of state travel. Motion by Alberts seconded by Gray to approve and authorize out of state training and travel for Wendell Engelstad to the 2006 GIS Users Conference in Ames, Iowa August 22-24, 2006 at an estimated cost of \$788.00. The training will consist of implementing, planning, promoting and leveraging GIS and combining resources with cities. *Motion adopted unanimously.*

Planning
Commission
Recommendation
CUP #06-26
Approved -
Continued

Human Services
Committee Report

Human Services
Action Item 1.1

Administration
Committee Report

07/25/06 Committee
of the Whole Meeting
Minutes Approved

07/25/06 Meeting
Minutes Approved

Out of State Training
and Travel Approved
for County Assessor

The Board reviewed the Assessor's regular abatement requests. Minnesota Statutes 375.193 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 paid. This is different than the reductions and abatements in sections 469.1812 and 469.1815 which may be granted as an incentive for economic development and redevelopment. All applications must be written and approved by the County Assessor and the County Auditor before consideration by the County Board. 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.

2004 & 2005
Abatements
Approved

Motion by Gray seconded by Hanson to approve and authorize the following assessment year 2005 changes with taxes payable in 2006 as recommended by the County Auditor/Treasurer and County Assessor based on the applicant's claims and the investigation of the facts:

Parcel ID	Owner	Street	City	Reason	Tax Reduction
24.029.0701	Bigelow Voigt Land Development	8 th Avenue NW	Kasson	Never received tax statement after purchase.	\$88.20 penalty
21.351.0310	Haberman, Richard	140 E. Front Street	Claremont	Moved back into home but didn't reapply.	\$216.00
12.017.0101	Swanson, Norman	319 5 th Circle NW	Blooming Prairie	Never received Special Ag Homestead application.	\$2,335
12.018.0400	Swanson, Norman	319 5 th Circle NW	Blooming Prairie	Never received Special Ag Homestead application.	\$0
12.033.0100	Swanson, Norman	319 5 th Circle NW	Blooming Prairie	Never received Special Ag Homestead application.	\$0
18.015.0300	Swanson, Norman	319 5 th Circle NW	Blooming Prairie	Never received Special Ag Homestead application.	\$0
12.016.0100	Swanson, Norman	319 5 th Circle NW	Blooming Prairie	Never received Special Ag Homestead application.	\$0

Also included in the motion was authorization to approve the following assessment year 2004 changes with taxes payable in 2005:

Parcel ID	Owner	Street	City	Reason	Tax Reduction
24.029.0701	Bigelow Voigt Land Development	8 th Avenue NW	Kasson	Never received tax statement after purchase.	\$308.92 penalty

Motion adopted unanimously.

The Board reviewed the Building Operations Supervisor's request to set a date for the Dodge County silent auction.

Dodge County Silent Auction Date Set

Dodge County has miscellaneous items for sale to the public by silent auction. Items include six used vehicles, a number of personal computers, printers and monitors. Other miscellaneous items include desks and office equipment.

Motion by Alberts seconded by Gray to set Friday, August 25, 2006 as the date to hold a silent auction from 10:30 a.m. until 1:00 p.m. at the Dodge County maintenance garage located at 415 North Main Street, Mantorville, MN. *Motion adopted unanimously.*

The Board discussed the Dodge County Control of Hazardous Energy (Lockout/Tagout) Program information as presented by the Building Operations Supervisor.

Dodge County Control of Hazardous Energy (Lockout/Tagout) Program Approved

In continuing to provide safety to Dodge County employees, a program is needed to establish procedures for safe control of energy through locking and tagging of equipment and machinery at Dodge County facilities.

This program is called Control of Hazardous Energy (Lockout/Tagout). This program will ensure that machines and equipment are isolated from potentially hazardous energy, and locked out or tagged out before employees perform any service or maintenance activities where unexpected energizing, start-up or release of stored energy could cause injury. This program is in compliance with the OSHA standard for control of hazardous energy.

Upon approval appropriate employees will be trained in the safety significance of the lockout/tagout program procedures. Isolating devices will be provided for employees in areas requiring lockout/tagout procedures.

Motion by Tjosaas seconded by Hanson to approve and authorize the Dodge County Control of Hazardous Energy (Lockout/Tagout) Program as presented. *Motion adopted unanimously.*

Commissioners provided their agency reports. Commissioner Hanson attended a SEAAA meeting. Commissioner Alberts did not have any meetings to report. Commissioner Gray did not have any meetings to report. Commissioner Erickson attended a DFO Advisory Board, a Finstuen Feedlot drive-by, a West Concord hotel drive-by, a Dodge County Board of Adjustments meeting, a SCHA meeting, a Dodge County Planning and Zoning meeting and a SCHA Quality Assurance Committee meeting. Commissioner Tjosaas attended a Planning and Zoning meeting.

Agency Reports

The meeting was recessed at 10:58 a.m. CDT.

Meeting Recessed

The meeting was reconvened at 1:18 p.m. CDT.

Meeting Reconvened

Motion by Gray seconded by Alberts to approve and authorize the Highway Department to purchase a 2007 Mack CV713 at a cost of \$144,338. The truck will be received and paid for in 2007. *Motion adopted unanimously.*

Highway Department
Truck Purchase
Approved

Motion by Tjosaas seconded by Hanson to adjourn the meeting at 1:24 p.m. CDT. *Motion adopted unanimously.*

Meeting Adjourned

The next regular meeting of the Dodge County Board of Commissioners will be held on August 22, 2006 at 9:30 a.m. CDT.

Next Regular
Meeting

ATTEST:

DAVID ERICKSON
CHAIR, COUNTY BOARD

BECKY LUBAHN
DEPUTY CLERK

DATED: