

TUESDAY, NOVEMBER 28, 2006

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

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

**COUNTY ADMINISTRATION OFFICE
MANTORVILLE, MN**

2006-23

The Dodge County Board of Commissioners met in regular session November 28, 2006, in the Commissioner's Room at the Courthouse Annex, Mantorville, MN, at 9:30 a.m. CST. David Erickson, Chair called the County Board of Commissioners meeting to order at 9:30 a.m. CST.

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
	Paul Kiltinen	County Attorney

Motion by Alberts seconded by Tjosaas to approve and adopt the agenda as presented with the addition of an acknowledgement for the Triton Cobra 2AA state champion football team. *Motion adopted unanimously.*

Agenda Approved

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

Personnel Actions
Approved

A. Highway Department

A.1 Kirk Rolfson – Assistant County Engineer
Annual review.
Effective Date: 11/13/06

B. Assessor's Office

B.1 Kim Mills – Senior Clerk
Step increase from B22 step 7 \$13.19 to B22 step 6 \$13.61.
Effective Date: 11/08/06

C. Human Services

C.1 Debra Klein – Office Support Specialist – Temporary
Authorization to employ at B21 step 9 \$11.59 to fill approved temporary vacancy
Effective Date: 11/15/06 – 1/27/07 (approximately)

D. Administration

D.1 Jacqueline Tozier - Administrative Assistant – Extension - .5 FTE (temporary)
Authorization to employ at A13 step 9 \$10.51 to fill approved temporary vacancy.
Effective Date: 11/22/2006-1/5/2007 (approximately)

D.2 Paul Wiltgen – Director of Information Technology
Authorization to employ at C43 step 5 \$24.09 with a starting PTO
balance of 40 hours.
Effective Date: 11/29/06

Personnel Actions
Approved -
Continued

E. Sheriff’s Department

E.1 Kevin Krause - On-Call Deputy Sheriff
Status change from On-Call to FT (temporary) to fill Deputy Sheriff
Temporary FT position to cover vacancy.
Effective Date: 8/21/06 until approximately 6/30/07

F. Public Health

F.1 Mary Wobschall - Family Support Aide
Resigned prior to effective date.
Effective Date: 11/17/06

F.2 Mary Kuiters - Family Support Aide
Authorization to employ at A13 step 6 \$11.49 to fill approved vacancy
(granted funded position).
Effective Date: 11/30/06

G. Recorder’s Office

G.1 Lindsay Stromback – Deputy Recorder
Step increase from B22 step 6 \$13.61 to B22 step 5 \$14.05.
Effective Date: 11/12/06

H. Retention and Recruitment Pay

H.1 Public Health Nurses and Engineering Technicians –
Continuance of R/R pay for 2007 at \$3.00 per hour for positions
currently receiving this pay.
Effective Date: 1/1/07

Motion adopted unanimously.

Court Administrator Annette Hodge introduced two new employees in the
courts area, Patton Prunty who is the law clerk for Judge Agerter and Court
Reporter Lane Knutson. The Board welcomed the new employees.

New Employees
Introductions

County Administrator David McKnight presented for the Board’s consideration
a BWSR Natural Resources Block Grant.

BWSR Natural
Resources Block
Grant Approved

The Natural Resources Block Grant provides funding for the county’s feedlot,
wetland, shoreland, septic and water management activities. Dodge County
is eligible to receive \$72,825 in state grants for budget year 2006.

Motion by Alberts seconded by Hanson to approve and authorize the Chair to
sign a Minnesota Board of Water and Soil Resources 2006 Natural
Resources Block Grant Agreement with the State of Minnesota in the amount
of \$72,825, effective July 1, 2005 through June 30, 2007. *Motion adopted*
unanimously.

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

Legal Update

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

01	Revenue Fund	\$ 70,228.17
11	Human Services Fund	\$ 216.29
13	Road and Bridge Fund	\$ 14,968.57
16	Environmental Quality	\$ 7,560.51
	Total	\$ 92,973.54

Bills Approved

Ms. Kramer shared with the Board 2005 operational deficit information for the Four Seasons Ice Arena.

2005 Four Seasons
Arena Operations
Deficit Payment
Approved

The Comptroller reported that the audit for the county has been completed and the 2005 operational deficit for the Four Seasons Ice Arena was \$83,532. Mr. Kramer noted that this is the smallest deficit since 2000 and that the bonds will be paid in full next March. Currently the Four Seasons Ice Arena pays \$88,289.56 per year for bond payments.

The 2005 operational deficit breaks down to \$41,802 to be paid by the county, \$29,211 from the City of Kasson, \$9,181 from the City of Dodge Center, and \$3,338 from the City of Mantorville. Last year the cities overpaid by \$72, therefore their 2005 operation deficit shares have been reduced by that amount.

Motion by Tjosaas seconded by Hanson to approve and authorize the payment of \$41,802 for Dodge County's share of the 2005 operational deficit for the Four Seasons Ice Arena. *Motion adopted unanimously.*

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 an agreement between Dodge County and Minnesota Counties Insurance Trust (MCIT) for the administration of claims for Injury Protection for Participants (IPP) engaged in the Community Work Experience Program (CWEP) to be effective 01-01-07 and continue until terminated by one of the parties. *Motion adopted unanimously.*

Claims
Administration
Agreement with MCIT
Approved

Motion by Tjosaas seconded by Hanson to approve and authorize Human Services to replace the furniture and make other ancillary upgrades as appropriate to the interview room in the Sheriff's Office in an amount not to exceed \$5,000, with funds from the Human Services fund balance. *Motion adopted unanimously.*

Sheriff's Office
Upgrades and
Furniture
Replacement
Approved

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

Public Safety
Committee Report

The Board discussed the Court Administrator's request to purchase a security key swipe for the existing door located on the north side of the Court Administration Office. The reasons for the request are as follows:

Installation of
Security Swipe
System for Court
Administration North
Door Approved

1. Public/customers walk through the north door (whether the door is shut or not) to ask various questions and/or they are looking for the area to renew drivers license or search birth or death certificates because this was the location for those things years ago. The public/customers walk past the Court Administration county/window and end up at the north door.
2. The north courthouse door is now where transport prisoners enter. Dispatch notifies Court Administration five minutes prior to arrival and at that point they try to remember to shut and lock this door. However, in that short time they have other departments coming and going to do business and the door ends up open.
3. The Court Administrator has reviewed her county budget and feels that she has sufficient funds to cover this purchase. As of October 31, 2006 the Court Administration budget expenditure was 67.85%.
4. Dodge County is the only county within the Third Judicial District that does not have a key swipe or key number pad for the Court Administration Office. This request will enhance the safety of the staff as well as limit access only to those who presently have access to the existing security doors.

Motion by Hanson seconded by Tjosaas to approve and authorize the County Administrator to sign a Purchase Agreement with Custom Alarm/Custom Communications Inc. to install a security key swipe system on the door located on the north side of the Court Administration Office at a cost of approximately \$3,000. Fund will be taken from the Court Administration budget. *Motion adopted unanimously.*

Planning Director Duane Johnson met with the Board to discuss the Con-Tech Manufacturing JOBZ agreement request.

Con-Tech
Manufacturing JOBZ
Agreement
Discussion

Ed Tschida of Advance Resources for Development, Inc. shared the following background information with the Board. In May 2006 Dodge County approved a JOBZ request from Welsh Equipment, Inc. that resulted in placing five acres in Ashland Township in the JOBZ program. The present request involves a proposal by Con-Tech Manufacturing, Inc. to be included in this previously approved JOBZ Subzone located at 67079 170th Avenue, Dodge Center. In order for Con-Tech Manufacturing, Inc. to receive JOBZ program benefits they must sign a JOBZ Business Subsidy Agreement after a public hearing has been held with the Dodge County Board of Commissioners. The purpose of the request is to review Con-Tech Manufacturing, Inc.'s request for JOBZ tax benefits.

Mr. Tschida reviewed with the Board the JOBZ proposal. Con-Tech Manufacturing, Inc. (the "Company") is a business that manufactures and distributes new parts for repair of concrete mixers, including the truck chassis. Physical limitations within existing Company facilities do not allow for manufacturing expansion. In order to accommodate growth, the Company is proposing an approximate 4,500 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.

Con-Tech
Manufacturing JOBZ
Agreement
Discussion -
Continued

The Company is essentially a startup operation having been established in April 2006. The Company presently employs two full-time employees and two part-time employees

Currently, the Company operates in an existing 4,920 foot shop located on the property. To accommodate growth opportunities, the Company is constructing an approximate 4,500 foot addition. The estimated cost for this facility is \$250,000, with an additional \$50,000 in fixtures and equipment.

As a condition for participation in the JOBZ program the Company is prepared to commit to the creation of two new full-time jobs at a wage of \$11-\$22 per hour. It is the opinion of the Company that as a result of the project the opportunity exists to increase the labor force to 40 full-time jobs. Therefore, the impact on local payroll increase would range from \$45,700-\$915,200 per year based upon the minimum level of wages to be paid.

Additional benefits to the local economy will include approximately \$20,000 per year in material and miscellaneous purchases.

The estimated local share real estate tax increase would average \$5,300 per year and state property tax increase is projected to average \$2,500 per year. These increased real estate tax revenues would not be realized until assessment year 2016, due to participation in the JOBZ program.

The Board reviewed the following table that provides a summary of the estimated economic benefits to the local economy:

SUMMARY OF ESTIMATED PROGRAM BENEFITS	
Benefit	Amount
Permanent Payroll Increase	\$45,700-\$915,200 per year
Construction Purchases (Including Fixtures)	\$300,000
Annual Material Purchases	\$20,000 per year
Local Real Estate Tax Increase	\$5,300 per year*
*Deferred until 2016	

In addition to the above description of benefits, a proforma estimate of the amount of the total subsidy, including an estimate of individual income taxes, corporate franchise taxes, state sales and use tax and any local sales and use taxes on qualifying purchases, state sales tax on motor vehicles and any local sales tax on motor vehicles, property tax, jobs credit and other business subsidies provided to the business, is shown in the following table.

Con-Tech
Manufacturing JOBZ
Agreement
Discussion -
Continued

SUMMARY OF ESTIMATED TAX SAVINGS							
Year	Income Tax Savings	Sales Tax Savings	State Property Tax Savings	Local Property Tax Savings	Job Creation Credit	Annual Benefit	Cumulative Benefits
2006	100	8,950	2,150	4,500	0	15,700	15,700
2007	250	1,650	2,250	4,700	0	8,850	24,550
2008	650	1,700	2,300	4,850	0	9,500	34,050
2009	1,600	1,800	2,400	5,000	0	10,800	44,850
2010	4,150	1,850	2,500	5,200	0	13,700	58,550
2011	7,150	1,900	2,550	5,350	0	16,950	75,500
2012	9,400	1,950	2,650	5,550	0	19,550	95,050
2013	12,500	2,000	2,750	5,750	0	23,000	118,050
2014	16,800	2,050	2,850	5,950	0	27,650	145,700
2015	22,650	2,100	2,950	6,150	0	33,850	179,550
Total	75,250	25,950	25,350	53,000	0	163,850	179,550

NOTE: Estimates are in nominal dollars and exclude the impact of JOBZ exemptions on other tax liabilities.

M.S. § 469.3 10, Subdivision 11, requires that prior to execution of the business subsidy agreement the local government unit must consider a number of factors. DEED has developed the JOBZ Deal Evaluator for this purpose. The four steps of the Deal Evaluator that evidence project compliance with this section of Minnesota statutes were reviewed.

According to the information presented the projected annual benefits and the initial benefit of the construction expenditure, the community would realize an economic gain of between \$944,300 - \$8,769,800 over the duration of the JOBZ program. In addition, the community may benefit from population increases due to job creation. If population increases as a result of the new jobs, there is likely to be an increase in the school enrollment. Increases in school enrollment will result in more revenue for the school district. The estimated deferral of local share real estate taxes over the duration of the JOBZ program totals \$53,000.

Based on these estimated impacts it appears that the use of the JOBZ program for Con-Tech Manufacturing, Inc. would have substantial positive benefits for the community.

Mr. Tschida summarized the request by stating that Con-Tech Manufacturing, Inc. is a new company just incorporated that is equally owned by Daniel Welsh (President) and Grant McNeilus (Vice President). Con-Tech manufactures new replacement parts for repair of concrete mixer trucks for both truck and mixer. Their customer is Welsh Equipment Inc. Con-Tech currently has two full time employees and one part time. They propose adding at least two more full time employees. Con-Tech currently rents from Daniel Welsh 4,920 square feet and propose 4,500 square feet of new construction to be used by Con-Tech. Con-Tech Manufacturing, Inc. is seeking JOBZ status.

Con-Tech
Manufacturing JOBZ
Agreement
Discussion -
Continued

Commissioner Gray wanted to know how the townships are involved in the process?

Duane Johnson reported that when Con-Tech Manufacturing, Inc. applied for JOBZ status the townships had an opportunity to give their input.

The Chair opened the public hearing to order at 10:10 a.m. CST. The purpose of the hearing was to consider a JOBZ Application request from Con-Tech Manufacturing.

JOBZ Public Hearing
Called to Order

Dan Welsh reported that nothing has changed with the proposal, everything is laid out in the proposal that the Board received with their board packet.

Commissioner Erickson wanted to know if the construction at Welsh Equipment is done?

Mr. Welsh clarified that the construction is not done yet. Everything is done up to where Con-Tech Manufacturing, Inc. would add on.

Commissioner Tjosaas wanted to know if the building that houses the office space is done yet?

Dan Welsh reported that there is some finishing work to be done on the office space. Mr. Welsh estimates that the work may be complete in two weeks.

Motion by Gray seconded by Alberts to close the public hearing at 10:16 a.m. CST. *Motion adopted unanimously.*

JOBZ Public Hearing
Closed

Motion by Hanson seconded by Gray to approve and authorize the County Administrator to sign a Job Opportunity Building Zone Business Subsidy Agreement between Dodge County and Con-Tech Manufacturing, Inc. as presented and discussed. *Motion adopted unanimously.*

Con-Tech
Manufacturing JOBZ
Business Subsidy
Agreement Approved

County Ditch Inspector Jim Hruska provided the Board with an annual review of the county ditch systems.

2007 Ditch Bid Approved

Mr. Hruska reported that every year the county ditch systems are inspected and the information is brought to the County Board for review and to set new assessments for the upcoming year. The Board was provided with information that shows the current fund balances and the estimated repairs for the four county ditch systems. The Dodge County Ditch Inspector reviewed the anticipated 2007 ditch expenses.

Motion by Gray seconded by Hanson to approve the following bid from Hodgman Drainage Company, Inc. for minor maintenance on county ditch systems for 2007:

2004 John Deere 700 LGP Dozer	\$105.00/hour
2004 John Deere 750 LGP Dozer	\$125.00/hour
2002 Hitachi 120 Excavator	\$115.00/hour
Bobcat Mini-Excavator	\$ 70.00/hour
Manual Labor	\$ 35.00/hour

Motion adopted unanimously.

It was noted that the prices did not change from last year.

Mr. Hruska discussed with the Board ditch system repairs that have been identified and need to be addressed.

Ditch System Repairs Discussion

The County Ditch Inspector shared the following 2006 county ditch system information with the Board:

County Ditch System Discussion

County Ditch #1	Fund 43
Balance 10/20/06	\$1,973.73
Assessed in 2006 = \$2,000	
Collected YTD = \$911.91	
Anticipated Collections = \$1,088	

County Ditch #4	Fund 44
Balance 10/20/06	\$2,988.51
Assessed in 2006 = \$0	
Collected YTD = \$0	
Anticipated Collections = \$0	

County Ditch #5	Fund 45
Balance 10/20/06	\$2,922.26
Assessed in 2006 = \$0	
Collected YTD = \$486.72	
Anticipated Collections = \$0	

County Ditch #7	Fund 46
Balance 10/20/06	\$6,633.98
Assessed in 2006 = \$0	
Collected YTD = \$540.67	
Anticipated Collections = \$95	

County Ditch System Discussion - Continued

Ditch calculations do not include second half tax collections.

The Board discussed ditch assessments. Motion by Gray seconded by Hanson to set a ditch assessment of \$1,000 to Ditch #1 for 2007. *Motion adopted unanimously.*

Ditch #1 2007 Assessment Set

County Engineer Guy Kohlhofer met with the Board to discuss his request for out-of-state travel.

National Association of County Engineers Management & Technical Conference Attendance Approved for County Engineer

Mr. Kohlhofer informed the Board that the National Association of County Engineers Management and Technical Conference for 2007 will be held in Milwaukee, Wisconsin the week of April 23, 2007. This is a conference attended by a large majority of the counties in the United States. Minnesota historically has the highest turnout of any state. The conference consists of technical sessions on: bridges, funding, road safety, project development, asset management and much more.

The County Engineer reported that recently this conference has been attended by the County Engineer every other year with the conference last attended in 2005. Expected expenditures for attendance is approximately \$1,200.

Motion by Alberts seconded by Gray to approve and authorize the County Engineer to attend the National Association of County Engineers Management and Technical Conference for 2007 in Milwaukee, Wisconsin the week of April 22-26, 2007 at an estimated cost of \$1,200. *Motion adopted unanimously.*

The County Engineer informed the Board that the American Traffic Safety Services Association is holding their annual conference in San Antonio, Texas January 28-30, 2007. As a member of the Southeast Toward Zero Deaths Committee and the Minnesota Safety Committee the County Engineer has been requested by MnDOT to attend this conference. The conference centers on methods and training to improve safety to highway workers as well as the traveling public.

American Traffic Safety Services Association Annual Conference Attendance Approved for County Engineer

Expenses for this conference will be paid for by MnDOT since they requested that the County Engineer attend this conference.

Motion by Hanson seconded by Tjosaas to approve and authorize the County Engineer to attend the American Traffic Safety Services Association Annual Conference in San Antonio, Texas January 28-30, 2007 with all expenses paid for by MnDOT. *Motion adopted unanimously.*

Commissioner Hanson discussed formally recognizing the Triton Cobras on their state championship win. Motion by Hanson seconded by Gray to send the Triton High School football team the Board’s congratulations on being named the state 2AA football champions. *Motion adopted unanimously.*

Triton Football Team Recognized

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

Public Works Committee Report

The Board reviewed the County Engineers request for a reduction in Accounts Receivable.

Highway Department Accounts Receivable Reductions Approved

Over the course of the year the Highway Department performs various tasks for other agencies or departments. Much of the work done is insignificant and is never tracked or accounted for. In some cases the work is substantial and takes road maintenance crews away from their typical work or uses supplies and resources to an extent that is noticeable. In these cases it is prudent to bill for work done or supplies used. When costs are calculated for other county departments only materials consumed and direct labor is billed. Equipment and labor multipliers are not included.

In most instances these costs are included in a department's budget and are therefore paid or transferred to the Highway Department for work performed. In some instances it is requested that the costs be waived and the bill dismissed. In these cases the State Auditor requires board approval for reductions in the accounts receivable collections. The following are the bills requiring reduction:

1. Fairview Care Center has requested three invoices totaling \$975.96 due to Highway Fund be removed from the accounts receivable listing. These charges stem from projects involving sidewalk removal and culvert installation. Costs incurred are for labor, diesel and materials.
2. Dodge County Administration is requesting one invoice of \$347.61 due to the Highway Fund, be removed from the accounts receivable listing. These charges stem from producing 67 - 24x36 and 34x42 copies made on the Highway Departments wide format copier for the County Facility's Study.

It was the opinion of commissioners Gray and Alberts that the cost of the saw rental for removal of the sidewalk at the Nursing Home and plastic pipe used specifically for this project should not be waived or reduced.

Motion by Gray seconded by Alberts to approve and authorize the removal of the following invoices and amounts from the Highway Department accounts receivable as discussed:

Company Billed	Invoice No.	Total Reduced
Fairview Care Center	56	\$478.86

Highway Department Accounts Receivable

Fairview Care Center	97	\$335.48
Courthouse – Central Services	55	\$347.61
		\$1,161.95

Reductions
Approved -
Continued

Motion adopted unanimously.

Fairview Care Center will be billed \$73.40 for saw rental and \$88.22 for the plastic pipe used to fix their sidewalk.

The County Attorney left the meeting at 10:46 a.m. CST.

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 November 14, 2006 Committee of the Whole meeting minutes as presented. *Motion adopted unanimously.*

11/14/06 Committee
of the Whole Meeting
Minutes Approved

Motion by Alberts seconded by Tjosaas to approve and authorize the November 14, 2006 meeting minutes as corrected on page 285. *Motion adopted unanimously.*

11/14/06 Meeting
Minutes Approved

The Board reviewed the Employee Relations Director's Employee Interchange Agreement request.

Employee
Interchange
Agreement with
Olmsted County
Approved

Dale Ignatius, Associate Human Resources Director for Olmsted County, has agreed to continue to assist Dodge County with our Band and Grade evaluations of job descriptions as the need arises. Olmsted County will bill us at a rate equal to his compensation for time spent on these evaluations.

Motion by Tjosaas seconded by Gray to approve and authorize the Employee Relations Director and County Administration to sign an Employee Interchange Agreement with Dale Ignatius of Olmsted County which allows him to continue to assist Dodge County with our Band and Grade evaluations of job descriptions as the need arises. *Motion adopted unanimously.*

Commissioners provided their agency reports. Commissioner Hanson attended a SEAAA meeting. Commissioner Alberts attended a Corrections meeting and a Soil & Water meeting. Commissioner Gray attended a Fairview Care Center meeting. Commissioner Erickson attended a Dodge County Road Tour, a SCHA Utilization Committee meeting, a Dodge County 4-H Awards Banquet, a Fairview Care Center meeting, a SCHA meeting, a SCHA Executive Committee meeting and a Siting Livestock Facilities Using Odor Modeling meeting. Commissioner Tjosaas attended a Semcac meeting, a Road Tour, a Care Center meeting and a Semcac Ext. meeting.

Agency Reports

Motion by Gray seconded by Alberts to adjourn the meeting at 11:18 a.m. CST. *Motion adopted unanimously.*

Meeting Adjourned

The next regular meeting of the Dodge County Board of Commissioners will be held on December 12, 2006 at 9:30 a.m. CDT.

Next Regular Meeting

ATTEST:

DAVID ERICKSON
CHAIR, COUNTY BOARD

BECKY LUBAHN
DEPUTY CLERK

DATED: