

TUESDAY, DECEMBER 12, 2006

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

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

**COUNTY ADMINISTRATION OFFICE
MANTORVILLE, MN**

2006-24

The Dodge County Board of Commissioners met in regular session December 12, 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 Tjosaas seconded by Alberts to approve and adopt the agenda as amended to include the addition of a South Country Health Alliance Amended Joint Powers Agreement item and a closed session under the County Attorney to discuss the McNeilus Truck and Manufacturing court case.
Motion adopted unanimously.

Agenda Approved

The County Administrator introduced Lisa Kramer and informed the Board that he will be asking them to approve hiring Ms. Kramer as the new Finance Director as part of the Personnel Actions. Lisa currently works in Finance as the Comptroller.

New Finance Director
Introduced

County Administrator David McKnight met with the Board to discuss setting the 2007 per diem rate.

2007 Per Diem Rate
Set

Mr. McKnight reported that during the preparation process for the 2007 county budget the County Board held discussions on the per diem rate for 2007. This discussion took place primarily at their last budget work session in October.

The County Administrator noted that the direction of the County Board at that time was that they would like to increase the per diem amount from the current amount of \$50 to \$60 starting in 2007.

Motion by Gray seconded by Alberts to set the 2007 per diem rate at \$60.
Motion adopted unanimously.

Mr. McKnight presented a request to set the elected officials salaries for 2007.

Elected Officials
Salaries for 2007 Set
by Resolution
#2006-30

The County Administrator reported that as a part of the development of the 2007 Dodge County budget, the County Board held meet and confer sessions with the County Sheriff, County Attorney and County Recorder to discuss 2007 salary requests. In addition, the Board has reviewed and discussed options for the salary to be earned by the Dodge County Board of Commissioners in 2007.

Motion by Alberts seconded by Tjosaas to approve and authorize the Chair and Deputy Clerk to sign resolution #2006-30 setting the salaries for Dodge County elected officials in 2007:

WHEREAS, the Dodge County Board of Commissioners is responsible for setting the salaries of all elected officials in the county including the County Board, County Board Chair, County Sheriff, County Attorney and County Recorder; and

WHEREAS, the Dodge County Board of Commissioners has held a meet and confer session with the three elected department heads and reviewed work responsibilities and salary information from other counties in Minnesota; and

WHEREAS, the Dodge County Board of Commissioners appreciates the work performed by all of the elected officials in Dodge County.

THEREFORE BE IT RESOLVED, that the salaries of elected officials in Dodge County for 2007 are set as follows:

County Board	\$16,162.90
County Board Chair	\$16,662.88
County Attorney	\$38,579.84
County Sheriff	\$72,222.80
County Recorder	\$52,505.96

Resolution adopted unanimously.

The County Administrator discussed with the Board setting the 2007 County Tax Levy.

2007 County Tax
Levy Set by
Resolution #2006-31

Mr. McKnight stated that the annual budget process culminates each year with the County Board's approval of the final tax levy and county budget. This process for 2007 will be the end result of approximately nine months worth of work by County Board members and staff. The action to approve the county tax levy is one of the most important tasks that the County Board is asked to approve each year.

The County Administrator reported that the 2007 tax levy is proposed to be set at \$8,552,043, an increase of 6.37% over 2006. This is the lowest tax levy increase in Mr. McKnight's time in Dodge County. The primary reasons for the increase were reviewed with the County Board and interested residents at the Truth in Taxation meeting held on December 7, 2006.

2007 County Tax
Levy Set by
Resolution #2006-31-
Continued

Mr. McKnight noted that state statute requires that the tax levy be set prior to the county budget being adopted.

Motion by Gray seconded by Hanson to approve and authorize the Chair and Deputy Clerk to sign resolution #2006-31 setting the 2007 Dodge County net tax levy:

WHEREAS, Minnesota Statute 275.07 requires the County Board to certify the final tax levy to the County Auditor on or before five working days after December 20th of each year; and

WHEREAS, Dodge County officials have performed the work necessary to recommend a final tax levy to the County Board for 2007.

THEREFORE BE IT RESOLVED, that the Dodge County Board of Commissioners hereby sets the final net tax levy for 2007 at \$8,552,043 which represents a 6.37% increase over 2006; and

BE IT FURTHER RESOLVED, that the distribution of the final tax levy shall be established using the traditional formula used by Dodge County; and

BE IT FURTHER RESOLVED, that the County Administrator will work to establish a plan for controlled growth of future Dodge County tax levy amounts.

Resolution adopted unanimously.

Mr. McKnight presented his request to adopt the 2007 County Budget.

2007 County Budget
Adopted by
Resolution #2006-32

The County Administrator noted that the final action that the County Board needs to take to complete the 2007 budget process is to adopt the final version of the 2007 budget. The County Board and staff members have worked during the year to present this final budget document for the Board's approval.

Motion by Alberts seconded by Hanson to approve and authorize the Chair and Deputy Clerk to sign resolution #2006-32 adopting the 2007 Dodge County Budget:

WHEREAS, Minnesota Statute 275.07 requires the County Board to certify a final budget to the County Auditor on or before five working days after December 20th each year; and

WHEREAS, the Dodge County Board of Commissioners, department heads and staff have conducted a lengthy and detailed budget planning process; and

2007 County Budget
Adopted by
Resolution #2006-32
- Continued

WHEREAS, the County Board considered all funding requests, correspondence and information submitted during the budget development process and said proposed budget represents the best efforts to provide sound financial management and planning for Dodge County.

THEREFORE BE IT RESOLVED, that the Dodge County Board of Commissioners approves the following 2007 Dodge County budget totaling \$21,694,962. The 2007 expenditures, revenues and levy requests by fund are detailed below:

Fund	2007 Expenditure	2007 Revenues	2007 Final Levy
Revenue	\$8,825,491	\$2,811,637	\$6,013,854
EDA/HRA	\$21,300	\$21,300	\$0
Environmental Quality	\$1,475,832	\$1,377,891	\$97,941
Highway	\$7,670,778	\$6,208,000	\$1,462,778
Human Services	\$3,383,832	\$1,888,254	\$1,495,578
Capital Projects	\$244,179	\$0	\$244,179
CHIB Repayment	\$62,550	\$0	\$62,550
Ditches	\$11,000	\$11,000	\$0
TOTALS	\$21,694,962	\$12,318,082	\$9,376,880
		County Program Aid	\$824,837
		Final Net Tax Levy	\$8,552,043

BE IT FURTHER RESOLVED, that the distribution of the final tax levy and county program aid will be determined using the traditional county formula. *Resolution adopted unanimously.*

The County Administrator thanked the Board for their work over the past year.

Commissioner Erickson discussed a request to amend the Joint Powers Agreement with the South Country Health Alliance for County Based Purchasing.

South Country Health
Alliance Joint Powers
Agreement
Amendment
Approved

County Attorney Paul Kiltinen provided legal input on the request.

Motion by Tjosaas seconded by Hanson to approve and authorize the Chair and County Administrator to sign an amendment to the South Country Health Alliance Joint Powers Agreement and transfer the funds received earlier this year from South Country in the amount of \$103,347 from the General Revenue Fund to the Human Services Fund. *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 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 approve the Minnesota Department of Human Services/Medical Assistance Transportation Agreement between Semcac and Human Services at the mileage rate of 48.5 cents/mile and administrative rate of 51 cents/mile, for the term of 01-01-07 to 12-31-07. *Motion adopted unanimously.*

MN Department of
Human Services/
Medical Assistance
Transportation
Agreement Approved

Motion by Tjosaas seconded by Hanson to approve the Cooperative Agreement with the Minnesota Department of Human Services and the Dodge County Departments of Human Services, Sheriff, and County Attorney; to provide the services required for the County Child Support Enforcement Program; in an amount not to exceed \$80,000; for the term of 01-01-07 to 12-31-08. It was noted that the cost represents a 3% increase. *Motion adopted unanimously.*

Cooperative
Agreement with MN
Department of
Human Services and
Dodge County
Departments
Approved

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

Bills Approved

01	Revenue Fund	\$ 75,942.81
11	Human Services Fund	\$ 2,800.49
13	Road and Bridge Fund	\$ 30,002.66
16	Environmental Quality	\$ 55,864.81
30	County Building Fund	\$ 1,500.00
	Total	\$166,110.77

Motion adopted unanimously

Ms. Kramer discussed with the Board the 2006 year end payment of bills. The Comptroller reported that the final Board meeting this year is on December 26, 2006. Many departments will receive bills the last two weeks of December that need to be paid by year-end.

Final Payment of Bills
for 2006 Approved

Motion by Gray seconded by Alberts to approve and authorize the payment of bills that may occur prior to the end of the 2006 fiscal year with final review by the Finance Director and the County Administrator. The final payment of bills will be on December 29, 2006. *Motion adopted unanimously.*

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. Administration

- A.1 Annette Best – Accounting Services Director
Authorization to employ at C41 step 8 \$20.18 to fill approved vacancy.
Effective Date: 1/1/07
- A.2 John Bjerke – Custodian/Maintenance - .5 FTE
Authorization to employ at A13 step 7 \$11.15 to fill approved vacancy.
Effective Date: 12/04/06
- A.3 Lisa Kramer – Finance Director
Status change from Tax Services Director C41 step 6 \$21.27 to
Finance Director D61 step 10 \$23.95.
Effective Date: 12/12/06
- A.4 Tax Services Director – 1.0 FTE
Authorization to post and fill vacancy created by status change.
Effective Date: 12/12/06
- A.5 Roger Friedt – Building Operations Supervisor
Step increase from B32 step 2 \$18.76 to B32 step 1 \$19.18.
Effective Date: 7/13/06

B. Recorder's Office

- B.1 Jessica Smith – Deputy Recorder .9 FTE
Resignation.
Effective Date: 12/20/06
- B.2 Deputy Recorder – 1.0 FTE
Authorization to post and fill vacancy created by resignation.
Effective Date: 12/12/06

C. Human Services

- C.1 Shawn Cochran – Social Worker
Step increase from C42 step 5 \$19.71 to C42 step 4 \$20.45.
Effective Date: 12/12/06

D. Sheriff's Department

- D.1 Jeff Espinosa – Deputy Sheriff
Step increase from C41 24 month step \$19.55 to C41 36 month step
\$20.92.
Effective Date: 12/8/06
- D.2 Rick Eggert – Lead Dispatcher
Step increase from B23 step 8 \$18.57 to B23 step 9 \$19.12.
Effective Date: 11/12/06

E. Public Health

- E.1 Jenna Fadlalla – Public Health Nurse
Six month review.
Effective Date: 11/9/06
- E.2 Teresa Prond – Public Health Nurse .8 FTE
Step increase from C42 step 6 \$19.00 to C42 step 5 \$19.71 + \$3 R/R
pay.
Effective Date: 12/22/06

- E.3 Catalina Hotung – Nest Clerk .4 FTE
Regular status and step increase from A13 step 8 \$10.83 to A13 step 7 \$11.15
Effective Date: 11/28/06
- E.4 Ardell Haberer – Administrative Secretary .6 FTE
Regular status and step increase from A13 step 8 \$10.83 to A13 step 7 \$11.15
Effective Date: 11/28/06
- E.5 Bonnie Leifeld – Administrative Secretary .6 FTE
Step increase from A13 step 5 \$11.84 to A13 step 4 \$12.19.
Effective Date: 11/25/06

Personnel Actions
Approved -
Continued

Motion adopted unanimously.

Sheriff Gary Thompson and Chief Deputy Jim Trihey met with the Board to discuss a proposal for restructuring within the Sheriff's Office.

Sheriff's Office
Restructuring
Approved

Mr. Thompson reported that over the past four years he has been making changes (restructuring) within his office in order to accommodate growth and develop a work environment that is more flexible, more productive, and more efficient. Additionally, his office has been updating job descriptions to more accurately reflect actual job duties and responsibilities. The Sheriff's Office has now reached their final steps in this restructuring process, and requests that the Board allow them to implement these two changes.

The Sheriff informed the Board that the first change involves his Administrative Assistant. Ms. Claassen has been with the Sheriff's Office longer than Mr. Thompson. As his office has grown over the years and the Administrative Assistant has taken on more and more duties and responsibilities. The Sheriff proposed relieving this position of the duties as the immediate supervisor of the records section and transferring those duties to the Captain, which is actually the second half of their restructuring effort. Mr. Thompson feels that this would free up a considerable amount of Ms. Claassen's time so that she could focus on more pressing duties.

Mr. Thompson stated that the second change involves a proposed Captain's position. Four years ago the Sheriff made the decision to not fill the Captain's position following Bill Kelm's retirement. Rather, he chose to make it a Day Sergeant's position, which he feels was the right decision at the time. However, as time went on, the Day Sergeant position has evolved into what the Sheriff feels is an administrative/supervisory position with greater responsibility and authority than associated with the current position. The proposed Captain's position would be a non-union position, and would be considered third in command within the Sheriff's Office organizational structure. Historically, the Investigator has been considered third in command, but the Sheriff feels that this is not logical since the Investigator is not involved in the day-to-day operations of the Sheriff's Office, nor should the investigator be considered a supervisory position.

The Sheriff requested authorization to restructure his office January 2007.

Commissioner Alberts wanted to know if the cost of adding the Captain position was in the Sheriff's Office budget?

Sheriff's Office
Restructuring
Approved -
Continued

The Sheriff reported that the position was included in the 2007 budget and that the position would be a non-union position. Mr. Thompson informed the Board that they would not be paying the person in this position overtime or holiday pay which will help offset the increased hourly rate.

Commissioner Gray wanted to know what the chain of command would be with the new position?

Mr. Thompson reported that the chain of command would be the Sheriff, Chief Deputy and then the Captain.

Commissioner Erickson wanted to know what the Day Sergeant duties were?

The Sheriff stated that the Day Sergeant duties are the same as the Patrol Sergeant duties and discussed the changes that will take place within this position. Mr. Thompson noted that one of the Day Sergeant's responsibilities is court security.

The County Administrator asked for clarification on what duties are being transferred from the Administrative Assistant to the Captain?

Mr. Thompson indicated that the Captain would become the supervisor for the records staff and that this position would also be responsible for scheduling in the Sheriff's Office.

Commissioner Erickson wanted to know where they would place this person in the Sheriff's Office.

The Sheriff stated that they were not adding a person or a work station for this position, they would be changing the Day Sergeant position to a Captain position.

Discussion took place on band and grading of the position and pay.

Motion by Alberts seconded by Gray to approve and authorize the restructuring efforts in the Sheriff's Office as discussed. The changes will be implemented in January 2007. *Motion adopted unanimously.*

Technology Director Dave Deschene met with the Board to review a Pictometry Aerial Photograph Agreement request.

Pictometry Aerial
Photograph
Agreement Approved

Mr. Deschene reported that Pictometry International Corporation offers a product that includes aerial photographs of the county, along with software for viewing and extracting information from those photographs. This product would be used by various Dodge County departments to more efficiently perform their duties. The product could also be used by cities and other public entities within the county.

The Technology Director informed the Board that county departments that have expressed an interest in the product include Assessor, Recorder, Planning & Zoning, Environmental Quality, Highway, Sheriff, and Information Systems (surveyor, and GIS). The cities of Mantorville, Kasson, Dodge Center, Hayfield, Claremont, and West Concord have also expressed interest in the product.

Mr. Deschene stated that typically two sets of photographs are taken:

- county wide high level
- city low level

Based on the assumption that 4" resolution low level photographs are taken of 36 square miles covering the six above mentioned cities, and high level photographs are taken of the entire county, the annual fee for the images and software, including tax, would be approximately \$17,421.

The Technology Director shared with the Board a schedule for cost sharing with cities that choose to participate. Funding for the county portion, up to the full contract amount, is available from the Recorder's Recording Compliance Fund.

Motion by Hanson seconded by Tjosaas to approve and authorize the Chair to sign a two year agreement with Pictometry International Corporation for the delivery of high level photographs of the entire county, 4" resolution low level photographs of 36 square miles of the county as per the provided sector map, and software for viewing the images, with a annual fee of approximately \$17,421. *Motion adopted, Tjosaas, Hanson, Erickson aye, Alberts, Gray nay.*

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

Legal Update

Motion by Alberts seconded by Gray to close the meeting to the public at 10:38 a.m. CST to discuss the McNeilus Truck and Manufacturing court case. *Motion adopted unanimously.*

Closed Session

Present were all five County Commissioners, County Administrator and County Attorney.

The Chair opened the meeting to the public at 10:52 a.m. CST.

Meeting Opened to
the Public

Planning Director, Duane Johnson presented the November 1, 2006 Planning Commission recommendation that was tabled at the November 14, 2006 meeting. The Conditional Use Permit request #06-34 is to establish a non-farm dwelling in the Ag District. The property is three acres in the NE ¼ of the SW ¼, of Section 20, Mantorville Township. Rebecca Miller is the applicant and Gerald Miller is the property owner.

Planning
Commission
Recommendation
CUP #06-34
Approved

Mr. Johnson reported that based on a conversation with Lawren Castner, Mantorville Township Supervisor, Gerald Miller attended the township board meeting of December 4, 2006. The township has no objection to issuing a CUP for the request for a non-farm dwelling. Mantorville Township recommends that the cleanup of the site be completed and in compliance with the zoning ordinance before a zoning permit is issued for the new dwelling with the following conditions.

1. An inspection of the site by the township/county be conducted before the zoning permit is issued.
2. An annual inspection be made as agreed to by Gerald Miller and county to insure site is in compliance.
3. If the property owner is found to be out of compliance and in violation of the zoning ordinance requirements for salvage and junk vehicles a civil penalty will be assessed according to Section 19, 1906 of the Dodge County Zoning Ordinance.

The Planning Director had the following additional comment. If Gerald Miller determines that he needs to operate a business from this location he will need to submit to the county a request for a Conditional Use Permit for a home occupation.

Mantorville Township Officer, Lawren Castner informed the Board that the Miller's are doing a fabulous job of cleaning up the property. Mr. Castner reported that Gerald Miller did attend the township board meeting and that the township has looked at the driveway concerns and feels that they can make it work. Mr. Castner also noted that the Miller's are working on cleaning the property up. The township would like to see wording included in the permit that prevents the stockpiling of vehicles so this issue does not have to be addressed again in the future.

Commissioner Gray wanted to know how they address the future build-up of cars?

Mr. Johnson reiterated that there would be an inspection of the site by the township/county before the zoning permit is issued, an annual inspection would be made to insure site is in compliance, and that if the property owner is found to be out of compliance and in violation of the zoning ordinance requirements for salvage and junk vehicles a civil penalty will be assessed.

Commissioner Alberts stated that he was in favor of asking Gerald Miller to obtain a permit if he operates a business from this property.

Motion by Alberts seconded by Gray to approve the following action of the Planning and Zoning Commission as reviewed on November 1, 2006 with the reasons, recommendations and conditions as found in the individual permit:

Planning
Commission
Recommendation
CUP #06-34
Approved -
Continued

Rebecca Miller – CUP #06-34

The request is to establish a non-farm dwelling in the Ag District. The property is 3 acres in the NE ¼ of the SW ¼, of Section 20, Mantorville Township. Rebecca Miller is the applicant and Gerald Miller is the property owner.

Mantorville Township recommends that the cleanup of the site be completed and in compliance with the zoning ordinance before a zoning permit is issued for the new dwelling with the following conditions:

1. An inspection of the site by the township/county be conducted before the zoning permit is issued.
2. An annual inspection be made as agreed to by Gerald Miller and county to insure site is in compliance.
3. If the property owner is found to be out of compliance and in violation of the zoning ordinance requirements for salvage and junk vehicles a civil penalty will be assessed according to Section 19, 1906 of the Dodge County Zoning Ordinance.

Motion adopted unanimously.

Land Use Task Force Facilitator, Norman Senjem and Land Use Task Force members Ken Olson, Mark Moenning and Richard Mashing provided the Board with a Task Force Report.

Land Use Task Force
Report

I: Origin and Purpose of the Land Use Task Force

As a follow-up to the February 12, 2005 Land Use Conference, a citizen-based planning committee proposed the formation of a Land-Use Task Force (LUTF). On March 22, 2005, the Dodge County Board of Commissioners authorized the formation of the task force for a one-year trial period. After soliciting citizen volunteers to serve on the task force, the Board of Commissioners selected the following 15 members: Steve Crull, Ron Durst, Galen Johnson, Rodney Jorgenson, Quentin Kleinwort, Mark Koebele, Jane Marquette, Richard Masching, Richard Massey, Mark Moenning, Ken Olson, Evan Schmeling, Donny Smith, Jackie Torrens and Richard Wolf. Norman Senjem of Rochester was hired as facilitator for the task force.

Purpose: The purpose of the task force, as stated by the county is “to study high priority land-use issues and potential policies to improve land use management in Dodge County. Potential topics include: enforcement of current regulations, multiple agricultural districts, feedlots and feedlot setbacks, non-farm residential growth, transfer of development rights, and others. The Task Force will provide recommendations to County Staff, Planning Commission and County Board.”

The LUTF started its monthly meetings September 15, 2005, meeting on the evening of the third Thursday of each month. The task force has met monthly except for February 2006 (snow storm), and October 2006 (harvest break).

Land Use Task Force
Report – Continued

II: Goals and Objectives

The LUTF devoted its first three meetings to developing a work plan. The work plan reflects both the purpose defined by the county, and task force member hopes and fears regarding land use in Dodge County. The plan's goals and objectives are as follows:

Goal:

Develop recommendations to harmonize divergent interests in the use of agricultural land, focusing on policy instruments available to Dodge County.

Objectives:

1. Task Force members need to develop a common understanding of existing pertinent land use zoning and regulations, and how they are currently administered. Initial emphasis will be on the county zoning ordinance, feedlot rules and sewage treatment rules.
2. Task Force members want to explore additional approaches to administration and enforcement of existing rules, and possibly different approaches to land-use planning and zoning in Dodge County. This will likely involve seeking input from other residents and groups and professionals in Dodge County and elsewhere.
3. Task Force members need to develop a set of written recommendations to the Dodge County Board of Commissioners by December 31, 2006. The Task Force also may report individual recommendations to the Board at any time before this date.

County staff advised the task force that its main focus in the pilot year should center on enforcement of existing regulations. With this in mind, the LUTF selected three main areas of focus: a) Enforcement of sewage treatment rules for on-site residential systems; b) Enforcement of feedlot rules; and c) Enforcement of setback requirements as a means of dealing with nuisance feedlot odors. Monthly meeting agendas were developed to provide the LUTF with relevant background information, and discussion time, to deal with each of these focus issues. This included presentations by county staff on the Dodge County Comprehensive Plan, Dodge County Zoning Ordinance, and current policies for achieving compliance with state and county rules.

III: Task Force Recommendations

Following extensive information gathering and discussion, the LUTF has developed recommendations on each of the three focus issues, and an additional recommendation on county planning and zoning:

Septic systems

The LUTF recommends that the county commissioners require a septic inspection prior to transfer of property, require an inspection when an applicant is requesting a zoning permit to add livable square footage to a dwelling, exempting decks, and direct staff to prepare a plan to implement an education, financial assistance and maintenance tracking program.

Discussion: This recommendation was forwarded to the Dodge County Board of Commissioners, which followed the first two parts of the recommendation in its decision to amend the Dodge County Sewage and Wastewater Treatment Ordinance December 27, 2005. The LUTF is pleased that these recommendations were taken into account, but emphasizes the importance of following up on the third recommendation. This recommendation calls for Dodge County to develop a plan to achieve compliance of all septic systems within a given time frame. It was felt that a voluntary approach, if carefully developed and properly staffed, could achieve a high rate of compliance at less cost than the regulatory approach, based on the experience of other Minnesota counties and an evaluation by Dodge County staff.

Feedlot rules protecting water quality

The LUTF recommends that Dodge County conduct regular compliance inspections of existing feedlots in the 300 - 999 animal unit size range, with an emphasis on feedlots in areas that pose a relatively high risk of water quality degradation. Increased inspection of existing feedlots should not come at the expense of inspections conducted during the construction of new feedlots.

Discussion: Five task force meetings were devoted to the issue of feedlot rules to protect water quality (as distinct from the odor-setback issue). The county's current activities with compliance inspections and enforcement were reviewed, along with local, state and federal aspects of feedlot rules and enforcement policies. The LUTF has determined that the county's current heavy focus on inspection of newly constructed feedlots is proper, and should continue at current levels.

Regarding existing feedlots, the LUTF has determined that inspections of large facilities (1,000 animal units and over) regularly conducted by the MPCA are sufficient. These inspections occur once a year for individual permittees under the National Pollutant Discharge Elimination System (NPDES) permitting program, and two times every five years for general NPDES permittees. At the other end of the feedlot size spectrum, for feedlots of 300 animal units or less, the LUTF has determined that the county's involvement in the state's Open Lot Agreement program is providing an appropriate degree of oversight. The OLA provides for phased-in compliance with state feedlot rules, with full compliance required by October 2010. Through the state, limited federal resources have been made available to Dodge County to provide technical and financial assistance to such feedlots. More resources are needed.

In the middle size category, between 300 and 1,000 animal units, the county currently does not have the resources to conduct regular inspections. The large number of new facilities has put a high demand on limited county staff resources. However, as feedlots in this size category expand and modernize, the need for a building permit triggers a feedlot inspection. Thus, some inspection of these feedlots does occur, but not on a regular basis.

Land Use Task Force
Report – Continued

Zoning regulations to reduce nuisance odors from feedlots

The LUTF recommends that Dodge County, after careful consideration, incorporate the computer software program OFFSET into zoning regulations in siting new and expanding feedlot facilities and determination of reciprocal setbacks.

Discussion: OFFSET is an acronym which stands for Odor from Feedlots Setback Estimation Tool. It was developed by the University of Minnesota. County staff asked the LUTF whether it would support the systematic use of OFFSET in Dodge County. After receiving information about OFFSET from county staff, the LUTF concludes that, if properly used, OFFSET could provide an objective basis for siting feedlots and determination of reciprocal setbacks. Since odor is the primary public issue concerning new feedlots, such a tool could be used to help resolve disagreements which frequently arise in public discussions about the siting of new feedlots. However, the LUTF emphasizes that the county needs to proceed cautiously to avoid negative consequences.

County Planning & Zoning:

The LUTF recommends that the Dodge County Comprehensive Plan be updated and revised, and that the Dodge County Zoning Ordinance thereafter be brought into conformance with the revised comprehensive plan. The LUTF does not have the time or resources to play a leading role in these efforts, but would be open to reviewing and commenting on draft proposals.

Discussion: The current comprehensive plan, adopted March 21, 2001, was the outcome of a community-based planning process which focused heavily on the issues of urban expansion and transportation. Issues related to rural land use should be a primary focus when the comprehensive plan is revised. The Dodge County Zoning Ordinance, adopted in May 1995, needs to be brought into alignment with recent changes in state rules and local conditions, after the comprehensive plan is brought up to date.

IV: Additional Areas of InterestLand Use Task Force
Report – Continued

The LUTF has learned much about county regulation of land use in its first year. Many members have expressed interest in addressing additional land issues in 2007. Some of the issues that have been suggested include:

- Improved coordination between townships and the county regarding land-use regulation policies.
- Multiple Agricultural Districts.
- Transfer of Development Rights.
- Residential subdivisions outside urban expansion zones.
- Determining the longevity of building sites after a period of disuse.
- Reciprocal setbacks between feedlot facilities and residential housing.
- The process for registering and deregistering feedlots.
- Transportation and application of livestock manure.
- Developing policy based on cumulative vs. individual facility impacts of feedlots on odor.

V: Summary and Conclusions

The LUTF met 14 times between September 15, 2005 and December 21, 2006. Three concrete recommendations resulted from these meetings, dealing with septic system regulation, feedlot regulation for water quality protection, and setback policy for dealing with livestock odor. In addition, after reviewing Dodge County's comprehensive plan and zoning ordinance, the LUTF sees a need to update these documents to reflect current state rules, trends in population growth and land use, growing friction between agricultural and residential land use, and concerns about air and water quality. Policies such as multiple agricultural districts and transfer of development rights should be explored as potential means of reducing friction between residential and agricultural land uses. The LUTF is willing to explore these issues, provided that the County Board of Commissioners agrees on their importance, and is willing to continue supporting the LUTF.

The LUTF appreciates the considerable assistance and information that has been provided by county staff, and the serious consideration of its recommendations by the Dodge County Board of Commissioners.

Mark Moenning commented that there is a need to revise the comp plan and that they need to know the scope of what the Board wants done. Mr. Moenning noted that the group would also like updated tax data. Mr. Moenning discussed registered feedlots and stated that he sees a need for communication with the townships.

Ken Olson commented on the comp plan and noted that economic development is an issue. It was Mr. Olson's opinion that physical factors need to be taken into consideration and accounted for in the comp plan. Mr. Olson noted that the committee is open to working with the Board to work on the comp plan.

Commissioner Erickson thanked the Land Use Task Force members for the presentation and discussed off-set and the conference he attended on siting livestock facilities using odor modeling.

Land Use Task Force
Report – Continued

Environmental Quality Director Mark Gamm commented on septic issues.

Duane Johnson discussed the availability of money for updating the comp plan.

Richard Masching commented on the condition of wells and septic systems in the county and how they relate to the sale of property.

Commissioner Alberts stated that he appreciates the work of this group and noted that the conclusions took some time to complete. Mr. Alberts was interested in seeing this group work on multiple ag district zoning issues.

Commissioner Tjosaas reported that this group has done a great job and that he feels they need to narrow down their projects list. Mr. Tjosaas commented that the Land Use Task Force has really helped the Board a lot.

Mark Moenning informed the Board that the committee recognizes there is some work to be done on the ag districts.

Commissioner Erickson reported that there are townships that have their own planning boards. Discussion took place on this issue and it was noted that townships that have their own planning boards should handle all planning issues on the township level.

Commissioner Gray commented on the comp plan and the list of issues that the Land Use Task Force would like to address in 2007. It was Mr. Gray's opinion that some of the items listed are a duplication of efforts since some were already being addressed by county staff.

Commissioner Hanson reported that the committee did what was asked of them. Mr. Hanson agreed that there is a need to develop enforcement efforts. Commissioner Hanson noted that he likes the way the committee is formed and that he is in favor of an ad-hoc committee. Mr. Hanson stated that they need to talk to the departments and Board to see how they want to move forward.

Richard Masching informed the Board that there are some issues with classifications and what is considered a viable building site that need to be addressed.

Richard Masching stated that he appreciated the fact that committee members were allowed to speak their minds, no personal agendas were addressed and that he felt that good discussions came out of the meetings.

Mark Moenning suggested that a facilitator/mediator be hired to update the comp plan and that this individual work with the county and townships to come up with an agreement on the areas that they disagree on or areas of conflict. Mr. Moenning saw this as a way of bringing people with common interests together.

Land Use Task Force
Report – Continued

Ken Olson thanked the Board for allowing them to proceed with the creation of this committee. Mr. Olson saw it as a great opportunity for citizen involvement.

It was the opinion of the Planning Director and Environmental Quality Director that the Task Force is a committed group of volunteers interested in improving land use management. Mr. Johnson and Mr. Gamm believe that the Task Force is well prepared to continue in 2007 and that they can be a great help in reviewing land use options and providing commissioners with informed recommendations.

The Planning Director and Environmental Quality Director recommended that the County Board reauthorize the Task Force and reappoint current members to continue in 2007. They also recommend that the county continue to contract with Norman Senjem as the Task Force facilitator.

It was estimated that the 2007 financial obligation would be approximately \$3,500 for the facilitator. Although the Task Force members have not requested a per diem, if the Board authorized a per diem the estimated cost for twelve meetings in 2007 would be about \$7,000.

The Board accepted the Land Use Task Force report with thanks to the members for their report. The information was taken under advisement.

The County Attorney left the meeting at 11:57 a.m. CST.

County Attorney Left
Meeting

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

Public Safety
Committee Report

The Board reviewed a request from the Sheriff to approve the Mantorville Law Enforcement Contract for 2007. The 2007 contract represents a 3.25% increase over 2006. Motion by Hanson seconded by Tjosaas to approve and authorize the Sheriff, Chair, Clerk and County Attorney to sign the Mantorville Law Enforcement Contract for 2007 as presented. *Motion adopted unanimously.*

Mantorville Law
Enforcement
Contract for 2007
Approved

The Sheriff's Office out-of-state training request was discussed. Earlier this year the Sheriff's Office applied for a CETAC (Counterdrug Technology Assessment Center) equipment grant, and will be receiving a piece of electronic equipment worth approximately \$11,700. One of the requirements of this grant is that the Sheriff's Office send an officer to St. Louis to be training on the equipment. All expenses related to the training are provided through CETAC. Motion by Hanson seconded by Tjosaas to approve and authorize Deputy Valere to attend a three day training session in St. Louis, MO February 13-15, 2007 for Counterdrug Technology Assessment Center training as requested. *Motion adopted unanimously.*

*Out-of-State Training
Request for Sheriff's
Office Approved*

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

*Public Health
Committee Report*

The Board reviewed the Public Health Director's request to approve 2007 tobacco license applications. The individual applications are on file in the Public Health Department. Each application was reviewed according to County Policy and Procedure.

*Tobacco License
Applications
Approved for 2007*

Motion by Alberts seconded by Gray to approve and authorize the following tobacco license applications for calendar year 2007:

4 Corners Convenience, Inc.	Hayfield
Claremont Pub	Claremont
Claremont Service & Grocery	Claremont
Concord Motor Mart	West Concord
Erdman's Supermarket's Inc.	Kasson
Harold's Club	Dodge Center
Hayfield Motor Mart	Hayfield
John's Supervalu Foods	Dodge Center
Kasson Municipal Liquor	Kasson
Kwik Trip #789	Dodge Center
Kwik Trip #619	Kasson
Mantor Mart	Mantorville
Mantorville Saloon	Mantorville
Marv's Bar & Grill, Inc.	Hayfield
Ryan's Foods of Hayfield	Hayfield
Tiegen's Shopping Center, Inc.	Hayfield
West Concord Municipal Liquor Store	West Concord

Motion adopted unanimously.

The Board discussed Public Health's request to accept a donation. Miscellaneous infant items and clothing have been donated to the Public Health Nest Program of Dodge County by private citizens valuing \$55.50.

*Public Health Nest
Program Donation
Accepted*

Motion by Alberts seconded by Gray to approve and authorize the Public Health Department to accept the donation of miscellaneous infant items and clothing valued at \$55.50 to be used for the Public Health Nest Program. *Motion adopted unanimously.*

The Board reviewed the health promotion funding request from Public Health. Recently Public Health was notified that their Four Corner County (Dodge, Steele, Rice and Goodhue) grant application was not selected for funding. As presented earlier, Public Health will continue to seek grant funding from different sources. Ms. Espey was just notified by UCARE of available funding for health promotion activities. Public Health is requesting permission to seek and if selected receive this one time funding to support tobacco efforts for 2007. The funding available is \$5,000 - \$15,000 per Community Health Board.

Health Promotion
Funding Request
Approved

Motion by Alberts seconded by Gray to approve and authorize Public Health to seek and if selected receive one time funding of \$5,000-\$15,000 to support tobacco efforts for 2007. *Motion adopted unanimously.*

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 to purchase a truck. Included in the 2006 budget is \$30,000 for replacement of a Highway Department pickup. Below are the models and quotes from the three manufacturers based on State contract prices.

Highway Department
Truck Purchase
Approved

Make	Description	Price
Ford	F-150 4X4 Super-Cab w/ Flex Fuel	\$22,540
Chevrolet	Silverado 1500 4X4 Extended Cab w/ Flex Fuel & Multi-Displacement Engine	\$23,092
Dodge	1500 4X4 Quad-Cab w/ Flex Fuel	\$23,408

The new truck will replace one now used by the construction inspectors. The current inspection truck will be moved to maintenance which will replace a 1992 Ford F-150 4X4 w/ 101,000 miles.

After reviewing the characteristics of the three trucks, Highway Department staff has made the following observations:

1. The clearance height of the box on the Ford is approximately 3" higher than the Chevy which results in greater lifting height when loading from the rear or side.
2. The Chevy engine is a multi-displacement engine that operates on only four cylinders when the additional power is not required. This improves gas mileage and increases resale value.
3. The majority of pickups currently operated by the Highway Department are Chevrolet.

The Highway Department recommends purchasing the Chevrolet pickup truck for \$23,092 off the state contract from Thane Hawkins Polar Chevrolet.

Motion by Gray seconded by Alberts to approve and authorize the Highway Department to purchase a Chevrolet pickup truck for \$23,092 off the state contract from Thane Hawkins Polar Chevrolet. *Motion adopted unanimously.*

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 28, 2006 Committee of the Whole meeting minutes as presented. *Motion adopted unanimously.*

11/28/06 Committee
of the Whole Meeting
Minutes Approved

Motion by Alberts seconded by Hanson to approve and authorize the November 28, 2006 meeting minutes as corrected on pages 301 and 302. *Motion adopted unanimously.*

11/28/06 Meeting
Minutes Approved

The Board reviewed the Finance Director's request to approve the Dodge Country Club 2007 Liquor License with Sunday Sale.

Dodge Country Club
2007 Liquor License
Renewal Approved

The Dodge Country Club in Dodge Center is requesting a renewal of their Liquor and Sunday Sale License. This renewal will cover the time period of January 1, 2007 through December 31, 2007.

Motion by Alberts seconded by Tjosaas to approve and authorize the Liquor and Sunday Sale License for the Dodge Country Club for calendar year 2007, pending the approval of the County Attorney and County Sheriff and the submission of all required insurance documentation. *Motion adopted unanimously.*

Commissioners provided their agency reports. Commissioner Hanson attended a SEMREX Joint Powers meeting, an AMC Conference, a Workforce Development Joint Powers meeting, a Truth in Taxation meeting and a South Central Human Relations meeting. Commissioner Alberts attended an AMC meeting and an Extension meeting. Commissioner Gray attended a SCHRC meeting. Commissioner Erickson attended a SCHA work session, a SCHA work session and Joint Powers Board meeting, an AMC Conference, a DFO Advisory Board meeting, a Truth in Taxation meeting and a SCHA Joint Powers Board meeting. Commissioner Tjosaas attended a South Country meeting, an AMC Conference, an EDA meeting, a Truth in Taxation meeting and a Fair Board Appreciation dinner.

Agency Reports

Motion by Gray seconded by Alberts to adjourn the meeting at 12:22 p.m. CST. *Motion adopted unanimously.*

Meeting Adjourned

The next regular meeting of the Dodge County Board of Commissioners will be held on December 26, 2006 at 9:30 a.m. CDT.

Next Regular
Meeting

ATTEST:

DAVID ERICKSON
CHAIR, COUNTY BOARD

BECKY LUBAHN
DEPUTY CLERK

DATED: