

TUESDAY, NOVEMBER 13, 2007

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

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

**COUNTY ADMINISTRATION OFFICE
MANTORVILLE, MN**

2007-22

The Dodge County Board of Commissioners met in regular session November 13, 2007, in the Commissioner's Room at the Courthouse Annex, Mantorville, MN, at 9:30 a.m. CST. Don Gray, Chair called the County Board of Commissioners meeting to order at 9:30 a.m. CST.

Meeting Convened

The pledge of allegiance was recited.

Pledge of Allegiance

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 Hanson to approve and adopt the agenda as presented. *Motion adopted unanimously.*

Agenda Approved

Director of Information Technology Paul Wiltgen and GIS/IS Specialist Jeff Mieras met with the Board to discuss the new Pictometry system and provide a demonstration.

Pictometry System
Demonstration

Mr. Mieras informed the Board that the Pictometry image database was installed in county offices over the past month and described how various offices are utilizing the program. The GIS/IS Specialist noted that a few cities are also making use of the Pictometry system.

The Board had several questions about the program. It was the consensus of the Board that the Pictometry program will get a lot of use in county offices.

The Board thanked Mr. Wiltgen and Mr. Mieras for the demonstration.

County Engineer Guy Kohlhofer met with the Board to request that they re-authorize final payment for SAP 20-599-093.

Final Payment for
SAP 20-599-093 Re-
Authorized

Mr. Kohlhofer reported that prior approval for final payment of SAP 20-599-093 in the amount of \$7,914.15 was granted on October 23, 2007. The final payment amount should have been \$7,984.15; a difference of \$70.00 which was retainage for silt fence that needed to be released but was missed. Therefore, re-approval for final payment to Swenke Company, Inc. for a bridge replacement located on 265th Avenue in Milton Township is needed. The final contract amount for SAP 20-599-093 is \$151,633.00 with the final payment amount being \$7,984.15.

Motion by Erickson seconded by Tjosaas to approve and authorize final payment to Swenke Company, Inc. in the amount of \$7,984.15 for SAP 20-599-093, a bridge replacement located on 265th Avenue in Milton Township. *Motion adopted unanimously.*

Dodge County Historical Society Representative Mary Ann Bucher met with the Board to request their support in the submission of a Legacy Grant application for signs to identify ghost towns of Dodge County. Ms. Bucher reported that the grant program is in conjunction with other state wide efforts leading into 2008 which is the 150th year of Minnesota's statehood or its sesquicentennial.

Dodge County
Historical Society
Legacy Grant
Application
Submission
Supported

The grant amount of \$14,215 will be used for placement of a marker at each of the twenty-one ghost town sites in Dodge County. According to the grant application the ghost towns of Dodge County played an important role in shaping the surrounding area. In order to preserve their history and to raise awareness of their historical contribution, this project will place historical interest markers at the location of each of these historical towns.

Motion by Alberts seconded by Hanson to support the Dodge County Historical Society's submission of a Legacy Grant application for signs to identify ghost towns of Dodge County and approve an in-kind donation from the Highway Department for sign installation. It was noted that the County Engineer estimates the cost to install each sign at approximately \$100-\$150 each. *Motion adopted unanimously.*

County Administrator David McKnight met with the Board to discuss the sale of a building in Concord Township. Mr. McKnight reported that Concord Township has notified him that they do not have an interest in purchasing the county owned building that is located on township property off of County Road 24. This building was most recently used by the Sheriff's Department as storage, but is in need of significant improvements if this use is to continue. An aerial photo of the building and a copy of the letter from Concord Township were provided for the Board's review.

Sale of County
Building in Concord
Township Approved

The County Administrator noted that in earlier discussions with the County Board and County Sheriff, the consensus was to discontinue use of this facility. The township has informed Mr. McKnight that a local resident is interested in purchasing and moving the building.

Motion by Erickson seconded by Tjosaas to approve and authorize the County Administrator to accept sealed bids to purchase and remove the county building in Concord Township. If no bids are received the County Administrator is authorized to move forward with finding a contractor to demolish the building. *Motion adopted unanimously.*

Sale of County
Building in Concord
Township Approved -
Continued

The County Administrator discussed with the Board his request to set a work session date.

County Board Work Session Date Set

Mr. McKnight stated that there is a need to schedule a County Board Work Session to deal with two major outstanding issues and a few minor issues if time allows. The two major issues are the 2008 Budget and the Ag Center renovation proposal. The County Administrator noted that the other minor issues that they might deal with if time allows include the SRO Program, township zoning and an issue raised by the County Attorney.

Mr. McKnight noted that next Tuesday the Board is scheduled to have a Fairview Care Center meeting at 9:00 a.m. in Dodge Center and the Roberts Rules of Order/Conducting a Meeting training session at 1:00 p.m. at the Courthouse. Mr. McKnight proposed that the Board hold this work session at approximately 10:15 a.m. at the Courthouse. The County Administrator informed the Board that the Administration office will make arrangements for lunch during this work session.

Motion by Alberts seconded by Hanson to hold a County Board Work Session at the Courthouse on Tuesday, November 20, 2007 at approximately 10:15 a.m. to discuss the 2008 Budget, Ag Center renovations and other minor county issues. *Motion adopted unanimously.*

Employee Relations Director Lisa Hager presented the Personnel Agenda for the Boards consideration. Motion by Erickson seconded by Hanson to approve the following personnel actions:

Personnel Actions Approved

A. Sheriff's Department

A.1 Heather DePoppe – Transport Officer – On-Call
Authorization to hire at B21 step 11 \$11.91.
Effective Date: 11/13/07

B. Human Services

B.1 Cynthia Minnihan – Financial Worker
Step increase from B22 step 7 \$13.52 to B22 step 6 \$13.95.
Effective Date: 11/26/07

C. Public Health

C.1 Lindsay Stromback – Deputy Recorder
Step increase from B22 step 5 \$14.41 to B22 step 4 \$14.87.
Effective Date: 11/12/07

D. Job Description Annual Review

D.1 Crystal Bock – Health Educator
Step increase from C41 step 9 \$16.62 to C41 step 8 \$17.25.
Effective Date: 11/29/07

D.2 Amber Converse – Public Health Dietitian .5 FTE
Step increase from C42 step 6 \$19.47 to C42 step 5 \$20.20.
Effective Date: 11/25/07

E. Job Description Annual Review

Personnel Actions
Approved - Continued

E.1 Annual Review of Job Descriptions

Request approval of revised job descriptions for:

1. Highway Accountant – Highway Department

(All updates have been reviewed by the employees in the position, Department Heads, County Administrator and Employee Relations.)

Effective Date: 12/1/07

F. Retention and Recruitment Pay

F.1 Public Health Nurses and Engineering Technicians –
Continuance of R/R pay for 2008 at \$3.00 per hour for positions currently receiving this pay.

Effective Date: 1/1/08

Motion adopted unanimously.

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

Legal Update

Taxpayer Services Director Rose Culbertson reviewed bills with the Board. Motion by Tjosaas seconded by Alberts to approve the bills as discussed in the following amounts from the appropriate funds as determined by Finance:

Bills Approved

01	Revenue Fund	\$ 80,748.32
11	Human Services Fund	\$ 83.00
13	Road and Bridge Fund	\$112,546.02
16	Environmental Quality Fund	\$ 54,322.16
41	J.D. #11 (Ripley Ditch) Fund	\$ 61.88
42	J.D. #7 (Havana) Fund	\$ 61.87
64	Environmental Grant & Loan Fund	\$ 1,038.25
	Total	\$248,861.50

Motion adopted unanimously.

Environmental Quality Director Mark Gamm met with the Board to discuss grant requests for a feedlot project.

Feedlot Project
Grants Approved

Mr. Gamm reported that Mary Buck and Curt Oeltjenbruns of Spirit Valley Farm have applied for two separate grant programs currently available:

1. Dodge County Environmental Trust Fund may award grants up to \$1,500 for feedlot improvements that reduce impacts to surface or groundwater.
2. Hiawatha Valley RC&D may award grants up to \$2,000 for feedlot improvements that reduce impacts to surface or groundwater.

The Environmental Quality Director noted that both grant programs are administered by Dodge County Environmental Quality. Both grants are issued on a cost reimbursement basis.

Mr. Gamm shared project information with the Board. Spirit Valley Farm has been working with SWCD and NRCS to design and install a treatment system for milk house waste that currently discharges to a waterway. The estimated cost of construction is \$29,400. The project is scheduled to be completed this year. A plan drawing of the treatment system and cost estimate was provided for the Board’s review along with the grant application.

Feedlot Project Grants Approved - Continued

Motion by Erickson seconded by Tjosaas to approve and authorize a \$1,500 grant from the Environmental Trust Fund and a \$2,000 grant from Hiawatha Valley RC&D to Spirit Valley Farm (Mary Buck and Curt Oeltjenbruns) as presented and discussed. *Motion adopted unanimously.*

The Environmental Quality Director discussed with the Board setting the 2008 waste management service charge.

Waste Management Fee Public Hearing Date Set

Mr. Gamm informed the Board that last month they reviewed the options to stabilize the Environmental Quality Fund Balance. Part of the solution was to raise the waste management service charge that pays for recycling, hazardous waste, and education services. Also discussed was charging commercial properties because they benefit from the services but currently do not pay the service charge.

The Environmental Quality Director stated that the purpose of the meeting today was to confirm the county’s intention to raise the waste management service charge from \$18 to \$22 per unit per year and to include commercial properties as one unit.

Mr. Gamm provided a proposed resolution for the Board’s consideration and noted that a public hearing is not required to raise the service charge, however, the Board may wish to hold a hearing and if so, his office recommended a date of Tuesday, December 11, 2007.

The Environmental Quality Director informed the Board that compared with other counties, our service charge is similar, based on 2007 data.

County	Residential Charge	Commercial Charge
Blue Earth	\$20.00 per Household/yr	Varies depending on property value.
Dodge	\$18.00 per Household/yr	None
Freeborn	\$26.00 per Household/yr	None
Houston	\$30.00 per Household/yr	None
Mower	\$14.00 per Household/yr	Varies depending on size of business.
Rice	\$18.00 per Household/yr	Varies depending on property value.
Steele	\$26.00 per Household/yr	None
Waseca	\$21.00 per Household/yr	Varies depending on property value.

The Board reviewed a proposed resolution to set the Dodge County Waste Management Fee Schedule.

Motion by Alberts seconded by Hanson to approve and authorize setting a waste management public hearing date of Tuesday, December 11, 2007 at 10:00 a.m. CST at the Courthouse. *Motion adopted unanimously.*

Waste Management Fee Public Hearing Date Set - Continued

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

Human Services Committee Report

Motion by Hanson seconded by Tjosaas 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 Hanson seconded by Tjosaas to approve and authorize the Human Services Department to remain an agency member of the Minnesota Social Services Association (MSSA) for calendar year 2008 at a cost of \$525.00. *Motion adopted unanimously.*

Human Services
MSSA Members for
2008 Approved

Planning Director Duane Johnson presented the November 7, 2007 Planning Commission Recommendations. Motion by Erickson seconded by Tjosaas to approve the following action of the Planning and Zoning Commission as reviewed on November 7, 2007 with the reasons, recommendations and conditions as found in the individual permit:

Planning Commission
Recommendation
CUP #07-30
Approved

High County Energy LLC – CUP #07- 30

The request is to consider an application for a Conditional Use Permit to establish a meteorological tower in the Agricultural District. The property is 114 acres located in the NW 1/4 of SE 1/4, of Section 4, Vernon Township. High Country Energy, LLC is the applicant and Terry and Nancy Gulbransen are the property owners.

The Planning Commission recommends approval of the Findings of Facts and Recommendations of the agenda report with the following conditions:

1. Zoning Permit be obtained before building.
2. Driveway access and permits be obtained from the Dodge County Highway Department.
3. Address be obtained from Dodge County Highway Department.

Motion adopted unanimously.

Mr. Johnson reviewed CUP #07-04. Kyle Skov of Massey Land Surveying was available to comment. Motion by Alberts seconded by Tjosaas to approve the following action of the Planning and Zoning Commission as reviewed on November 7, 2007 with the reasons, recommendations and conditions as found in the individual permit:

Planning Commission
Recommendation FP
#07-02 Approved

Jay Harris / Northview – FP #07-02

The request is to consider a Final Plat for a subdivision (Northview) in an Urban Expansion Residential district. The property is 10 acres located in the NE ¼ of NW ¼ of SW ¼ of section 15, Mantorville Township. Jay Harris is the applicant and property owner.

Planning Commission Recommendation FP #07-02 Approved - Continued

The Planning Commission recommends approval of the Final Plat as presented with the supporting documents listed below.

1. Declaration and Dedication of Easement for Well, Sewage Treatment System, and Common Open Space.
2. Declaration of Protective Covenants, Conditions and Restrictions for Northview.
3. County of Dodge Developers Agreement.
4. Operations and Maintenance Plan for Northview Mantorville Township Dodge County, MN.
5. Northview Plat.

Motion adopted unanimously.

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

Administration Committee Report

Motion by Erickson seconded by Hanson to approve and authorize the October 23, 2007 Committee of the Whole meeting minutes as presented. *Motion adopted unanimously.*

10/23/07 Committee of the Whole Meeting Minutes Approved

Motion by Erickson seconded by Hanson to approve and authorize the October 23, 2007 meeting minutes as presented. *Motion adopted unanimously.*

10/23/07 Meeting Minutes Approved

Mr. McKnight reviewed the Building Operations Supervisor’s request to purchase a Central Services vehicle.

Central Services Motor Pool Vehicle Purchase Approved

The County Administrator reported that the Administration Central Services motor pool has budgeted \$17,500 for a replacement vehicle in the 2007 capital budget. The scheduled central motor pool vehicle to be replaced is the 2002 Dodge Stratus which has 89,000 miles and is in good condition. In the past 30 months there has been a substantial increase in mileage to all the central pool vehicles due to increased use by the Public Health Department employees utilizing these vehicles for services they provide. Approximately 40 to 50% of the mileage on these vehicles is put on by the Public Health Department. This increased use may become more problematic in the near future as other departments are becoming concerned about the availability of motor pool vehicles they are accustomed to using. Also noted was that no replacement or new vehicles are scheduled until 2009.

It was the Building Operations Supervisor’s opinion that the county should consider keeping the 2002 Stratus and purchase the new budgeted vehicle. Mr. Friedt believes this will provide a better level of availability and not decrease availability of Central Services motor pool vehicles for all departments that use them for the next two years.

Central Services
Motor Pool Vehicle
Purchase Approved -
Continued

The proposed replacement vehicle will be purchased through the Minnesota Materials Management Division (state contract) from one of the approved vehicle contract vendors. Vendor information and car prices were provided for the Board’s review. A 2008 Ford Fusion, from Monticello Ford, was selected at a cost of \$13,493.00.

Motion by Erickson seconded by Hanson to keep the Central Services 2002 Stratus scheduled to be replaced and purchase a 2008 Ford Fusion from Monticello Ford Mercury, Inc. in Monticello, MN in the amount of \$14,473.00 which includes \$980 to purchase a five-year/100,000 mile extended warranty. Total tax and license costs, which were not included in the purchase price, were also authorized for payment. *Motion adopted unanimously.*

Commissioners provided their agency reports. Commissioner Hanson attended a Public Health Joint Powers meeting, a State Coach Trails meeting, a SEAAA meeting, a Workforce Development meeting, a Ripley ditch Joint Powers meeting, a Planning and Zoning meeting, an EMS Joint Powers meeting, a WDI Joint Powers meeting and a South Central H.R. meeting. Commissioner Alberts attended a Planning meeting and an Extension meeting. Commissioner Gray attended a Ditch Joint Powers meeting and an insurance meeting. Commissioner Erickson attended a meeting with Robert Thompson and Jason Masching, a SCHA meeting, a County Health Insurance meeting, an Extension Committee meeting, a Joint Powers Board meeting on the Ripley/Havana Ditch system and a Dodge County Planning meeting. Commissioner Tjosaas attended a Planning and Zoning meeting.

Agency Reports

Motion by Alberts seconded by Hanson to adjourn the meeting at 11:25 a.m. CST. *Motion adopted unanimously.*

Meeting Adjourned

The next regular meeting of the Dodge County Board of Commissioners will be held on November 27, 2007 at 9:30 a.m. CST.

Next Regular Meeting

ATTEST:

DON GRAY
CHAIR, COUNTY BOARD

BECKY LUBAHN
DEPUTY CLERK

DATED: