

TUESDAY, DECEMBER 11, 2007

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

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

**COUNTY ADMINISTRATION OFFICE
MANTORVILLE, MN**

2007-24

The Dodge County Board of Commissioners met in regular session December 11, 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 Alberts seconded by Erickson to approve and adopt the agenda as amended to allow the County Administrator to present the Personnel Actions, the addition of a UCare grant application request for Public Health and a planning Business Recovery Loan Program request to be discussed after the Fairview Care Center meeting on December 18, 2007 at 10:30 a.m. in Dodge Center. It was noted that at the conclusion of today's meeting the meeting will be recessed until next Tuesday to allow the Board to discuss the Business Recovery Loan Program request. *Motion adopted unanimously.*

Agenda Approved

Fairview Care Center Administrator Jane Sheeran met with the Board to request approval of an additional carpet expense for Fairview Care Center.

Additional Carpet
Expense for Fairview
Care Center
Approved

Ms. Sheeran reported that at the Fairview Care Center Board meeting on November 20, 2007, an expense of \$70,000 for furniture and carpet was approved. The Fairview Care Center Administrator requested an additional \$25,000 for carpet in the business wing, conference room, ten resident rooms and chapel. When ordering carpet for the initial approved expense, Ms. Sheeran was informed that this carpet will be discontinued at the end of the year. The Fairview Care Center staff would like to be able to carpet the above areas while they can still get matching carpet. Ms. Sheeran informed the Board that Fairview Care Center has funds in their budget to cover this expense.

The following quote information from Hiller's Flooring America of Rochester was shared with the Board:

Additional Carpet
Expense for Fairview
Care Center
Approved -
Continued

Area	Carpet	Cost
Prayer Area	Caledonia Carpet	\$1,750.00 Including: Labor/Take Up/Disposal/Base/ Transitions

Business Wing Halls/Bump Outs	Caledonia 77004 Montrose w/Plexus Accents II Color Pine Border	\$5,290.00 Including: Labor/Take Up/Disposal/Base
Conference Room	Caledonia 77004 Montrose w/Plexus Accents II Color Pine Border	\$2,995.00 Including: Labor/Take Up/Disposal/Base
Ten Residents Rooms	Caledonia 77004 Montrose	\$13,750.00 Including: Labor/Take Up/Disposal/Base

Motion by Hanson seconded by Tjosaas to approve and authorize Fairview Care Center to purchase an additional \$25,000 in carpet from Hiller's Flooring America of Rochester to re-carpet in the business wing, conference room, ten resident rooms and chapel. Funds for the additional carpet expense will be taken from the Fairview Care Center budget. *Motion adopted unanimously.*

Ms. Kramer discussed with the Board the 2007 year end payment of bills. The Finance Director reported that the final Board meeting this year is on December 26, 2007. Many departments will receive bills the last two weeks of December that need to be paid by yearend.

Final Payment of Bills for 2007 Approved

Motion by Erickson seconded by Alberts to approve and authorize the payment of bills that may occur prior to the end of the 2007 fiscal year with final review by the Finance Director. The final payment of bills will be on December 31, 2007. *Motion adopted unanimously.*

Regional Extension Educator Kathleen Lovett met with the Board and introduced herself and Kelley Marty who is the new Dodge County Extension Nutrition Education Assistant.

Extension Nutrition Education Discussion

Ms. Lovett informed the Board that the University of MN Extension Nutrition Education Program is expanding in Dodge County.

Ms. Lovett noted that the Nutrition Education Program (NEP) is funded by a USDA grant to the University of Minnesota and for more than 30 years they have provided nutrition and food resource management education to low-income families to increase their ability to make wise use of their limited food and financial resources. In 2006, more than 57,000 participants in Minnesota completed an average of six hours of nutrition education.

The Regional Extension Educator informed the Board that the NEP targets low-income (Food Stamp and Food Stamp Eligible) families with children, youth, adults, and seniors. A broad range of nutrition topics can be covered such as basic nutrition, the importance of eating breakfast, stretching food dollars, making meals with food on hand and food safety.

Extension Nutrition Education Discussion - Continued

Ms. Lovett reported that Ms. Marty has a Master's Degree in Nutrition Education from California State University, Chico and is a Registered Dietitian with a background primarily in educating low-income populations.

Ms. Marty briefly discussed her background and her duties in Dodge County.

Ms. Lovett shared with the Board a proposed 2008 Memorandum of Agreement for the 4-H Program.

2008 Memorandum of Agreement for 4-H Program Approved

Motion by Hanson seconded by Tjosaas to approve and authorize the Chairman of the Board, County Attorney and County Administrator to sign an Agreement Between the University of Minnesota and Dodge County for \$62,700 for providing Extension programs locally and employing Extension staff. *Motion adopted unanimously.*

The Regional Extension Educator requested Board approval on a Memorandum of Intent. The County Administrator informed Ms. Lovett that he and the County Board did not receive the information prior to the meeting therefore it would not be acted on today but would be presented at the next County Board meeting.

Memorandum of Intent Request Postponed to Next Meeting

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 authorize Human Services to write-off collection fees in the amount of \$261,879.01 accrued from 1992 through 2007. Of the total fees not collected, detoxification is \$81,797.09; Corrections out-of-home placements is \$122,940.23; and Human Services out-of-home placements is \$57,141.69 for an yearly average of \$16,367. *Motion adopted unanimously.*

Human Services Collection Fees Write-Off Approved

Environment Quality Director Mark Gamm met with the Board to discuss the proposed 2008 Solid Waste Management Service Charge.

2008 Solid Waste Management Service Charge Discussion

Mr. Gamm reminded the Board that last month his office confirmed their intent to raise the Waste Management Service Charge from \$18 to \$22 per year. They also confirmed their intent to charge commercial properties that benefit from the services but do not currently pay the service charge. The Environmental Quality Director reported that they have published a notice of public hearing in the legal paper and a news release to all local newspapers.

Septic System Coordinator/ Account Technician Sandy Schaefer and Solid Waste Facility Manager Terry Selthun were available to comment.

The Board asked a number of questions including which type of commercial properties were included in the proposed change.

The Solid Waste Management Service Charge public hearing was opened to the public at 10:17 a.m. CST.

Public Hearing Opened to the Public

There were no comments from the audience.

Motion by Hanson seconded by Tjosaas to closed the public hearing at 10:18 a.m. CST. *Motion adopted unanimously.*

Public Hearing Closed

Motion by Alberts seconded by Hanson to approve and authorize the Chairman of the Board and Deputy Clerk to sign resolution #2007-40 to set the 2008 Waste Management Service Charge:

2008 Solid Waste Management Service Charge Approved by Resolution #2007-40

WHEREAS, pursuant to Minn. Stat. Sec. 400.08 the Dodge County Board of Commissioners is authorized to establish an ordinance for the purpose of setting fees for waste management activities such as recycling and household hazardous waste programs; and

WHEREAS, the Waste Management Fee Ordinance was adopted by the Dodge County Board of Commissioners on November 12, 1991; and

WHEREAS, subsection 4 of the Waste Management Fee Ordinance authorized the Dodge County Board to establish or revise rate schedules for waste management fees; and

WHEREAS, the County Board has reviewed costs of waste management services and determines them to be fair and reasonable.

NOW THEREFORE BE IT RESOLVED, that Dodge County will impose a service charge for waste management activities provided to properties in the county and such charges will be payable with real estate taxes.

BE IT FURTHER RESOLVED, that the rate schedule beginning on January 1, 2008 will be:

2008 Solid Waste Management Service Charge Approved by Resolution #2007-40 - Continued

<u>Property Description</u>	<u>Unit Value</u>
Agriculture/Residential	1.0
Residential/Homestead	1.0
Residential/Non-Homestead	
1-3 Units	1.0
4-5 Units	4.0
6 or More Units	6.0
Mobile Homes	1.0
Commercial/Industrial (1)	1.0
Tax Exempt Properties	0.0

Dodge County’s Annual Waste Management Assessment Fee is \$22.00 per unit value.

- (1) Service Charge is not applied to properties with the following tax characteristics:
 - A. Commercial and Industrial properties with no buildings (“EMV Bldg” of \$0).
 - B. Commercial and Industrial properties that are also classified as Residential (“R”).

Resolution adopted unanimously.

County Administrator David McKnight met with the Board to discuss setting the 2008 per diem rate.

2008 Per Diem Rate
Set by Resolution
#2007-41

Mr. McKnight reported that during the preparation process for the 2008 county budget the County Board held discussions on the per diem rate for 2008. This discussion took place primarily at their last budget work session in November.

The County Administrator noted that the direction of the County Board at that time was that they would like to maintain the current per diem amount of \$60 for 2008.

Motion by Tjosaas seconded by Erickson to approve and authorize the Chairman of the Board and Deputy Clerk to sign resolution #2007-41 setting the 2008 per diem rate:

WHEREAS, the Dodge Count Board appoints members to different boards and commissions to perform work for the county; and

WHEREAS, these boards and commissions are eligible to receive a per diem for the work that they perform.

NOW THEREFORE BE IT RESOLVED, that the Dodge County 2008 per diem rate is set at \$60.

Motion adopted unanimously.

Mr. McKnight presented a request to set the elected officials salaries for 2008.

Elected Officials
Salaries for 2008 Set
by Resolution
#2007-42

The County Administrator reported that as a part of the development of the 2008 Dodge County budget, the County Board held meet and confer sessions with the County Sheriff, County Recorder and County Attorney to discuss 2008 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 2008 at their budget work session held on November 20, 2007.

Motion by Alberts seconded by Erickson to approve and authorize the Chair and Deputy Clerk to sign resolution #2007-42 setting the salaries for Dodge County elected officials in 2008:

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 Recorder and County Attorney; and

WHEREAS, the Dodge County Board has held meet and confer sessions with the three elected department heads and reviewed work responsibilities and salary information from other counties; and

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

NOW THEREFORE BE IT RESOLVED, that the salaries of elected officials in Dodge County for 2008 are set as follows:

County Board	\$16,971.12
County Board Chair	\$17,471.04
County Attorney	\$39,737.28
County Sheriff	\$75,834.00
County Recorder	\$55,656.24

Resolution adopted unanimously.

The County Administrator discussed with the Board setting the 2008 County Tax Levy.

2008 County Tax
Levy Set by
Resolution #2007-43

Mr. McKnight stated that each year the annual budget process culminates with the approval of the county tax levy and the adoption of the annual budget. These approvals in 2007 will end approximately nine months worth of work on the 2008 budget by the County Board and staff members. The action to approve the tax levy is one of the most important tasks that the County Board is asked to perform each year.

The County Administrator reported that the 2008 tax levy is proposed to be set at \$9,180,751, an increase of 7.35% over 2007. This is higher than the goal levy established by the County Board earlier this year. The reasons for this increase have been reviewed with the County Board throughout the year and with interested taxpayers at the Truth in Taxation meeting held on December 6, 2007.

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

2008 County Tax
Levy Set by
Resolution #2007-43-
Continued

Motion by Erickson seconded by Alberts to approve and authorize the Chair and Deputy Clerk to sign resolution #2007-43 setting the 2008 Dodge County tax levy:

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

WHEREAS, Dodge County officials have performed the work necessary to recommend a final tax levy to the County Board for 2008.

NOW THEREFORE BE IT RESOLVED, that the Dodge County Board of Commissioners hereby sets the final net tax levy for 2008 at \$9,180,751 which represents a 7.35% increase over 2007; 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.

Commissioner Erickson commented that the County Board did take into consideration the public's comments from the Truth in Taxation meeting when determining the 2008 tax levy.

Commissioner Tjosaas stated that the Board really worked on the tax levy for a long time and noted that additional cuts would have hurt other programs. Mr. Tjosaas feels the Board received a lot of good input from the public. Commissioner Tjosaas noted that considerable time has been expended by the County Board and County Administrator to come up with the proposed tax levy.

Commissioner Alberts stated that he understands the citizen's concerns.

Commissioner Hanson commented that as the population for Dodge County increases the desire for services also increases. Mr. Hanson reported that he believes the Board has been as frugal as they could be with the tax levy.

Commissioner Erickson thanked the County Administrator for his work on the 2008 tax levy.

Resolution adopted unanimously.

Mr. McKnight presented a request to adopt the 2008 County Budget.

2008 County Budget
Adopted by
Resolution #2007-44

The County Administrator noted that the final action that the County Board needs to take to complete the 2008 budget process is to adopt the final version of the budget. The County Board and staff members have worked during the year to present this final budget document for the Board's consideration and approval.

Motion by Alberts seconded by Hanson to approve and authorize the Chair and Deputy Clerk to sign resolution #2007-44 adopting the 2008 Dodge County Budget:

WHEREAS, Minnesota Statute 275.07 requires the County Board to certify the final budget to the County Finance Director 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 process; and

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.

NOW THEREFORE BE IT RESOLVED, that the Dodge County Board of Commissioners approves the following 2008 budget totaling \$20,990,931. The 2008 expenditures, revenues and levy requests by fund are detailed below:

Fund	2008 Expenditure	2008 Revenues	2008 Final Levy
Revenue	\$9,509,013	\$3,120,916	\$6,388,097
EDA/HRA	\$18,800	\$18,800	\$0
Environmental Quality	\$1,604,646	\$1,497,034	\$107,612
Highway	\$5,715,061	\$4,150,000	\$1,565,061
Human Services	\$3,814,029	\$2,128,373	\$1,685,656
Capital Projects	\$228,757	\$0	\$228,757
CHIP Repayment	\$64,305	\$0	\$64,305
Ditches	\$36,320	\$36,320	\$0
TOTALS	\$20,990,931	\$10,951,443	\$10,039,488
		County Program Aid	\$858,737
		Final Net Tax Levy	\$9,180,751

The County Administrator thanked the Board for their work on the budget.
Resolution adopted unanimously.

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

County Board Work
Session Date Set

Mr. McKnight stated that he would like to schedule a brief work session for Tuesday, December 18, 2007 at about 9:45 a.m. after the Fairview Care Center meeting in Dodge Center. The only topic for the work session will be a presentation by Wold Architects.

The County Administrator has asked John McNamara to come before the Board and review the proposed schedule for the renovation for the Ag Center building. In addition Mr. McKnight wanted to give the commissioners an opportunity to ask questions about the contract with Wold for this project.

Mr. McKnight informed the Board that he placed in the packet for this meeting a cover letter that explains the fees, a draft contract and the proposed schedule for this project. Once all of the Board's questions are answered he will bring this issue back at a regular meeting for the Board's consideration and approval.

Motion by Hanson seconded by Tjosaas to set a County Board Work Session for Tuesday, December 18, 2007 at approximately 9:45 am. at the Fairview Care Center to discuss the Ag Center renovation project. *Motion adopted unanimously.*

Mr. McKnight reviewed with the Board a sub grant agreement request.

Sub Grant
Agreement Approved

The Board reviewed a copy of the Sub Grant Agreement Public Assistance (Infrastructure) Program with the State of Minnesota Department of Public Safety in regards to the damage the county incurred during the August 2007 flood.

The County Administrator reported that the agreement will reimburse Dodge County up to \$46,816.86 for damages incurred to county public infrastructure caused by the flood. The work for this agreement was performed by the Highway Department in conjunction with Dodge County Emergency Management and the Federal Emergency Management Association. The details of the damages that Dodge County incurred are not included in this document, but are available at the Highway Department if the commissioners would like a detailed list. Mr. McKnight noted that the county will be reimbursed costs after we invoice the state for the work performed.

Mr. McKnight informed the Board that he has already signed the agreement to help speed up the reimbursement process but still believe that it is important for the County Board to approve his signature on the agreement for audit purposes.

Motion by Erickson seconded by Tjosaas to authorize the signature of the County Administrator on the State of Minnesota, Department of Public Safety-Division of Emergency Management Sub Grant Agreement Public Assistance (Infrastructure) Program. *Motion adopted unanimously.*

County Administrator David McKnight 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 Jeff Espinosa – Deputy Sheriff
Step increase from C41 36 month step \$21.51 to C41 48 month step \$22.26.
Effective Date: 12/8/07

A.2 David Skadson – Deputy Sheriff
Step increase from C41 48 month step \$22.26 to C41 60 month step \$23.01.
Effective Date: 10/8/07

B. Environmental Quality

B.1 Dean Schrandt – Environmental Technician/Educator
Annual review.
Effective Date: 11/14/07

C. Highway Department

C.1 Mark Hodgman – Operator IV
Regular status and increase from B31 probationary wage \$17.40 to B31 100% \$18.21.
Effective Date: 11/14/07

D. Public Health

D.1 Bonnie Leifeld – Administrative Secretary .6 FTE
Step increase from A13 step 4 \$12.50 to A13 step 3 \$12.87.
Effective Date: 11/25/07

D.2 Ardell Haberer – Administrative Secretary .6 FTE
Step increase from A13 step 7 \$11.43 to A13 step 6 \$11.77.
Effective Date: 11/28/07

D.3 Catalina Hotung – Nest Clerk .5 FTE
Step increase from A13 step 7 \$11.43 to A13 step 6 \$11.77.
Effective Date: 11/28/07

D.4 Catalina Hotung – Language Interpreter – On-Call
Authorization to hire at B22 step 8 \$13.08.
Effective Date: 12/11/07

E. Administration

E.1 Paul Wiltgen – Director of Information Technology
Regular status and step increase from C43 step 5 \$24.09 to C43 step 4 \$24.69.
Effective Date: 11/29/07

E.2 Jeff Mieras – Information System Specialist
Step increase from B24 step 3 \$17.61 to B24 step 2 \$17.99.
Effective Date: 11/22/07

F. Annual Band and Grade Review

F.1 Request approval of recommended changes in Band and Grade assignment. Band and Grade review completed by Dale Ignatius.

	<u>From</u>	<u>To</u>
Fleet Mechanic	B21	B22
Geographic Information System Specialist	New	C41

Effective Date: 12/1/07

Motion adopted unanimously.

Traffic Safety Award
Acceptance
Approved by
Resolution #2007-45

Sheriff Gary Thompson met with the Board to discuss a proposed 2007 Minnesota Safe & Sober Challenge Grant.

Mr. Thompson informed the Board that the Dodge County Sheriff's Office has been awarded a second place \$2,000 mini-grant because of their traffic safety enforcement efforts during 2007. The Sheriff noted that this has all been made possible because of the efforts of Deputy Mark Dyshaw.

Mr. Thompson reported that in order to receive this grant, the state requires a signed resolution.

Motion by Alberts seconded by Erickson to approve and authorize the Chairman of the Board and Deputy Clerk to sign resolution #2007-45 authorizing acceptance of a Traffic Safety Award:

WHEREAS, the Dodge County Sheriffs Office desires to protect the health of its citizens by improving traffic safety and participating in the Safe & Sober Challenge; and

WHEREAS, under the provision of the Highway Safety Act (P.L. 89-563), the Minnesota Department of Public Safety has federal funding to promote traffic safety; and

WHEREAS, the Minnesota Department of Public Safety had judged the Dodge County Sheriff's Office efforts to decrease impaired driving and increase seat belt use to be exceptional, and wants to reward those efforts by providing additional funding for the department.

NOW THEREFORE BE IT RESOLVED, that the Dodge County Sheriff's Office enter into an agreement with the Minnesota Department of Public Safety, Office of Traffic Safety for the period from January 3, 2008 to June 30, 2008.

BE IT FURTHER RESOLVED, that the Sheriff of Dodge County is hereby authorized to execute such agreements as are necessary to implement the project on behalf of the Dodge County Sheriff's Office.

BE IT FURTHER RESOLVED, that the Sheriff of Dodge County is hereby authorized to be the fiscal agent and administer the grant on behalf of the Dodge County Sheriff's Office.

The Board commended Deputy Dyshaw for his efforts to improve traffic safety in Dodge County and acknowledged that Mr. Dyshaw wrote a grant request that resulted in Dodge County being awarded a Minnesota Safe & Sober Challenge grant. *Resolution adopted unanimously.*

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

01	Revenue Fund	\$ 50,659.71
11	Human Services Fund	\$ 75.00
13	Road and Bridge Fund	\$ 69,168.12
16	Environmental Quality Fund	\$ 12,505.26
30	County Building Fund	\$ 1,500.00
	Total	\$133,908.09

It was noted that a payment to Maximus, Inc. for \$3,612.00 on page two will be paid from the non-department budget instead of the finance department.

Motion adopted unanimously.

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

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

The Board discussed the Sheriff's request to approve a snowmobile safety grant.

The Dodge County Sheriff's Office has been awarded the sum of \$4,634.00 (\$2,317.00 for each season). The snowmobile grants are for the next two winter seasons, 2008-2009 and require two signatures. Traditionally, the County Board Chair and County Administrator have been the designated signers.

The grant will cover expenses related to snowmobile training and enforcement, including wages, equipment, maintenance, supplies, etc. The Sheriff's Office has a youth safety class scheduled for the second week in December and anticipates conducting a young adult class if there is interest.

Motion by Tjosaas seconded by Hanson to approve and authorize the Chairman of the Board and County Administrator to sign a DNR grant contract accepting a snowmobile safety grant in the amount of \$4,634.00 for the Sheriff's Office for the 2008-2009 snowmobile seasons. *Motion adopted unanimously.*

The Board reviewed the Sheriff's request for approval of a Memorandum of Understanding.

The BCA has obtained a Homeland Security grant which will allow them to replace the Sheriff's Office Livescan. The Livescan is the machine where the Sheriff's Office employees fingerprint, take booking photos, and enter all booking information that is submitted to a central repository at the BCA. The memorandum will allow the BCA to act on Dodge County's behalf to replace the Livescan. The grant also includes five years maintenance. Additional information regarding the request was shared as well as a copy of the memorandum.

Motion by Tjosaas seconded by Hanson to approve and authorize the Sheriff to sign a Memorandum of Understanding between the State of Minnesota and Dodge County Sheriff's Office regarding state use of Homeland Security Grant funding on behalf of the Dodge County Sheriff's Office. *Motion adopted unanimously.*

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

Bills Approved

Legal Update

*Public Safety
Committee Report*

*Snowmobile Safety
Grants from DNR
Accepted*

*Sheriff's Office
Memorandum of
Understanding with
the State of
Minnesota Approved*

*Sheriff's Office
Memorandum of
Understanding with
the State of
Minnesota Approved
- Continued*

*Public Health
Committee Report*

The Board reviewed the Public Health Director’s request to approve 2008 tobacco license applications effective January 1, 2008 through December 31, 2008.

2008 Tobacco License Applications Approved

A list of tobacco license applications for calendar year 2008 was shared. The individual applications are on file in the Public Health Department. Each application was reviewed according to county policy and procedure. It is recommended that all tobacco license applications listed be approved for calendar year 2008 pending the approval of the Board.

Motion by Alberts seconded by Erickson to approve and authorize the Chairman of the Board to sign the following 2008 tobacco licenses applications:

- | | |
|-------------------------------------|--------------|
| 4 Corners Convenience, Inc. | Hayfield |
| Claremont Service Center, Inc. | Claremont |
| Concord Motor Mart | West Concord |
| Erdman’s Supermarket’s Inc. | Kasson |
| Hayfield Motor Mart | Hayfield |
| John’s Supervalu Foods | Dodge Center |
| Kwik Trip #789 | Dodge Center |
| Kwik Trip #619 | Kasson |
| Mantor Mart | Mantorville |
| Ryan’s Foods of Hayfield | Hayfield |
| Tiegen’s Shopping Center, Inc. | Hayfield |
| West Concord Municipal Liquor Store | West Concord |

Motion adopted unanimously.

The Board reviewed the Public Health Director's grant application request.

Public Health
General Mills
Foundation Grant
Application Submittal
Approved

The program information was provided at an earlier Board meeting (October 23, 2007) but Ms. Espey felt it was appropriate to refresh the Board as this request for funding is from a different potential funding source. It was reported that this past school year Public Health collaborated with the school districts in our community to promote exercise and good nutrition. This year Dodge County's Health Educator will be working with the 4th grade classes of all the school districts. The Health Educator will go to the classroom one time per month for 30 minutes to work with all of the 4th graders. She will also provide nutrition and healthy life style information in the school newsletters as follow up to the classroom work. The General Mills Foundation, in partnership with the American Dietetic Association Foundation and the President's Council on Physical Fitness, developed the Champions for Health Kids grant program in 2002. Each year, the General Mills Foundation awards grants of \$10,000 to community-based groups that develop creative ways to help youth adopt a balanced diet and physically active lifestyle. Public Health believes that their program meets the General Mills Foundation requirements and the Public Health Director is requesting that the Board support their efforts to apply to the General Mills Foundation for a \$10,000 grant.

These funds will be used to purchase educational materials such as videos, games, displays, handouts, etc. and incentives including water bottles, awards, healthy snacks, etc. General Mills has invested nearly \$11 million dollars and reached more than two million youth across the country to improve their nutrition and fitness behaviors. It is Public Health's goal to become part of General Mills Foundation's statistics by receiving funding that will assist them in reaching their local community youth and provide interventions that encourage a balanced diet and physical activity lifestyle.

Motion by Alberts seconded by Erickson to approve and authorize the Public Health Director to apply to the General Mills Foundation for a \$10,000 grant to help them encourage youth to adopt a balanced diet and physically active lifestyle. *Motion adopted unanimously.*

The Board discussed the Public Health Director's request to submit a UCare grant application. The Public Health Director received notice for possible funding from UCare after the Board agenda packet was due last week. This is one time funding that Public Health may apply for. The deadline for the application is next Monday. A memo from Ms. Espey stated that this grant is similar to the UCare funding that Public Health was awarded last year and utilized in the area of tobacco. This new funding may be used for Maternal Child Health and the Public Health Director would like to submit a proposal for the \$15,000 available to fund their Family Connections parenting program. The funds will be used to support the family support staff. Ms. Espey noted that this is their effort to pursue funding to continue and/or expand the Family Connections parenting program.

UCare Grant
Application
Submission
Approved

Motion by Alberts seconded by Erickson to approve and authorize the Public Health Director to submit a UCare grant application to be used to continue and/or expand the Family Connections parenting program. *Motion adopted unanimously.*

UCare Grant
Application
Submission
Approved -
Continued

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

Public Works
Committee Report

The Board reviewed the Environmental Quality Director’s request to extend the Feedlot Grant services contract.

Feedlot Grant
Services Contract
Extension Approved

It was reported that for the past year Larry Berg has been providing technical assistance as defined in the Environmental Quality Feedlot II Grant. The grant pays for Mr. Berg’s work as outlined in the Services Agreement.

The term of the grant extends to June 30, 2009 but the agreement with Larry Berg expires December 31, 2007. Mr. Gamm believes that Mr. Berg has performed well and has provided technical assistance to fifteen feedlot operators in the past year. These services have helped feedlot operators get into compliance with state rules.

Motion by Erickson seconded by Alberts to approve and authorize the Environment Quality Office to extend Larry Berg’s service agreement to December 31, 2008 and increase the compensation from \$25/hour to \$28/hour.
Motion adopted unanimously.

Planning Director Duane Johnson presented the December 5, 2007 Planning Commission Recommendations. Motion by Alberts seconded by Tjosaas to approve the following action of the Planning and Zoning Commission as reviewed on December 5, 2007 with the reasons, recommendations and conditions as found in the individual permit:

Planning
Commission
Recommendation
CUP #07-31
Approved

Tarra Boyum / Marge Chilson – CUP #07- 31

The request is to consider an application for a Conditional Use Permit to establish a second farm dwelling in the Agricultural District. The property is 48.5 acres located in the SW ¼ of NW ¼, of Section 5, Milton Township. Tarra Boyum is the applicant and Marge Chilson is the property owner.

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

1. The Agricultural Covenant shall be signed and recorded.
2. The septic system must meet the Dodge County’s septic ordinance.
3. Driveway access and permits be obtained from the Township.

Motion adopted unanimously.

Mr. Johnson reviewed with the Board the Jason Masching – CUP #04-06.

Commissioner Alberts wanted to know if bio-filters will be used on this site.

The Planning Director informed Mr. Alberts that conventional bio-filters will be used.

Planning
Commission
Recommendation
CUP #04-06
Approved

Commissioner Erickson clarified that the applicant's proposal indicated that he would like to use only end wall fans instead of pit fans. According to the applicant a University of Minnesota study has been conducted that indicates that pit fans are not necessary since the gases produced by the hog manure stay below the slatted floors. The study supports the use of end wall fans. Mr. Erickson also noted that the Planning Commission is recommending the use of pit fans with bio-filters.

Commissioner Hanson discussed the various reasons for tree planting and reported that he did not see a recommendation for tree planting and does not support making it a requirement for this particular conditional use permit.

Commissioner Erickson commented on tree planting and voiced his concern that planting trees on the north side of the property may cause snow to fill in the road located to the north of the property.

Mr. Erickson also briefly discussed neighbors concerns about noise issues.

Commissioner Erickson reminded the Board that if they require trees to be planted that NRCS requests that they specify what they would like the trees to do or the reason for planting trees.

Mr. Erickson discussed the new building location and the possibility that the current building may act as a noise barrier for the new building.

Commissioner Alberts wanted to know how many hogs could be composted in a day.

Duane Masching, the applicant's father, reported that there are a number of variables that determine how many hogs can be composted in one day. Weather conditions and the condition of the carcass along with a lot of other variables determine the number of hogs that can be composted in one day.

Commissioner Erickson wanted to know if the Masching's have looked into using an incinerator.

Mr. Masching reported that his brother had used an incinerator several years ago and that he had concerns about fuel usage, time constraints and odor issues.

Assistant Feedlot Officer/Zoning Administrator Ken Folie shared with Mr. Masching the new incinerator technology that is available and how the process has been improved.

Planning
Commission
Recommendation
CUP #04-06
Approved -
Continued

Commissioner Erickson voiced concerns with setback issues on the compost shed. The Planning Commission recommended that the compost shed be brought into compliance with the Dodge County Zoning Ordinance for side yard setback of 25 feet.

Commissioner Tjosaas wanted to know if there was a limit on the number of hogs that can be put on a small parcel. In this instance the applicant is requesting that he be allowed to have two hog buildings on a 5.73 acre parcel.

Mr. Johnson reported that there is no stipulation on the number of hogs per acre.

Commissioner Gray wanted to know what the distance of the closest neighbor was.

The Planning Director informed the Board that the closest neighbor is a quarter a mile away from the site.

Commissioner Erickson discussed the use of University of Minnesota specifications which Dodge County frequently refers to when dealing with the installation of pit fans and wall fans. Mr. Erickson discussed the difference between pit fans and wall fans and the need for odor control. Commissioner Erickson suggested the applicant consider using bio-filter curtains in the new barn.

Mr. Erickson stated that he would like to see the language on item number eight of the Feedlot Advisory Report be changed to read as follows: If pit fans are installed then odor reduction with the use of Bio-Filters on the pit fans, built to University Minnesota Specifications shall be installed. If pit fans are not used bio-filter curtains will be used on the wall fans. The bio-filters need to be installed as soon as possible but no later than July 1, 2009 to allow backfill settling and final grading to occur before installation.

Commissioner Erickson felt this language gave the applicant a choice between using pit fans or wall fans.

Commissioner Alberts questioned how effective it would be to run the wall fans without the pit fan running.

Duane Masching informed the Board that a University of Minnesota study shows that the gases stay on the pit floor if it is not expended. Mr. Masching also noted that the gases on the pit floor cannot be emitted by the wall fans. It was Mr. Masching's opinion that you would be creating odor by running the pit fan.

The Planning Director reminded the Board that the Planning Commission is recommending the use of bio-filters in front of pit fans. Mr. Johnson indicated that there is a need to exhaust odor from the barn through bio-filters.

Commissioner Gray reported that he is skeptical about the information and reports that say that hogs will not die from the gases under the pit floor if it is not exhausted from the barn.

Barn power failures were discussed.

Mr. Masching reported that when there are power failures in these buildings pigs die from no ventilation rather than from the gases under the pit floor.

Commissioner Alberts commented that he concurs with Mr. Masching that the gases do stay below the pigs but also believes that bio-filters should be put on all fans.

Mr. Masching discussed with the Board the compost setback requirements.

The Planning Director informed the Board that the cement slab for the compost site does not meet the setback requirements and was built after the conditional use permit was issued. Mr. Johnson also reported that no zoning permit was issued for a compost shed.

The Board discussed with Mr. Masching composting options.

Mr. Johnson informed the Board that the Maschings currently do a very good job with composting.

Commissioner Erickson reported that Mr. Masching has two options to consider, wall fans with bio-filter curtains or pit fans with bio-filters.

Commissioner Hanson stated that he is in favor of using the University of Minnesota specifications for bio-filters and that he preferred to use the traditional bio-filters.

Commissioner Erickson discussed the driveway placement and width issues. Mr. Erickson noted that the Highway Department is in favor of relocating the access to the property however the applicant would like to have a second driveway access that leads to the second barn. It was believed that the additional driveway would allow trucks better access to the barns. Mr. Erickson reported that he is in favor of allowing the applicant to have two driveways.

Motion by Alberts seconded by Hanson to approve the following action of the Planning and Zoning Commission as reviewed on December 5, 2007 with the reasons, recommendations and conditions as found in the individual permit:

Jason Masching – CUP #04-06 (amend and expansion)

The request is to consider an application for a Conditional Use Permit to amend CUP # 04-06 and expand an existing feedlot to capacity of 4,800 head finishing hogs or 1,920 animal units. The expansion will include a new confinement building approximately 102 x 193 feet with a beneath barn eight foot concrete pit for manure storage for 2,400 head of hogs. The property is 5.73 acres located in the NE ¼ of NW ¼, of Section 12, Westfield Township. Jason Masching is the applicant and the property owner.

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

*Planning
Commission
Recommendation
CUP #04-06
Approved -
Continued*

1. The Feedlot Advisory Report dated October 23, 2007.
2. Amendment in the Feedlot Advisory Report item 8 on page 3 of 3 should read “odor reduction using bio-filters on pit fans, built to University of Minnesota specification, will be required for this barn.” The bio-filters need to be installed by July 1, 2009.
3. Zoning Permit obtained before building.
4. Update County Animal Feedlot Registration Form.
5. Compost shed be brought into compliance with the Dodge County Zoning Ordinance for side yard setback of 25 feet.

Planning
Commission
Recommendation
CUP #04-06
Approved -
Continued

Feedlot Advisory conditions are as follows:

- Conditions:**
1. Soil borings be taken at the building site location. These will assist in calculating soil loads for designing the building support.
 2. Dedicated drain tile with a dedicated inspection tee shall be placed around the foundation of the barn. The existing field tile needs to be cut and separately routed around the barn so they do not interfere with the dedicated perimeter tile.
 3. Work with the Dodge County Highway Department for driveway placement off of Dodge County Highway 4.
 4. Accurate Manure Application Plans be established and maintained that meet the MPCA 7020.2225 requirements.
 5. Sufficient acres be maintained for agronomic rate nutrient plans.
 6. Manure should be injected at agronomic rates and application records kept. MPCA 7020.2225 will be followed for land application of manure. If weather or soil conditions do not allow for injection, then the Dodge County Feedlot Officer shall be notified and MPCA 7020.2225 followed for surface application setbacks and rates.
 7. A designated area shall be provided for dead animal storage and disposal that meets Minnesota Board of Animal Health requirements. If rendering is not used, then a separate process (example: carcass compost shed or incinerator) meeting the Minnesota Board of Animal Health and/or the MPCA requirements shall be provided for dead animal storage and disposal.
 - ~~8. If pit fans are installed then odor reduction with the use of bio-filters on the pit fans, built to University Minnesota specifications shall be installed. The bio-filters need to be installed as soon as possible but no later than July 1, 2009 to allow backfill settling and final grading to occur before installation.~~
 9. All MPCA permits in place and MPCA 7020.2100 followed for concrete construction.
 10. Pre construction meeting to include owner, excavator, concrete contractor, professional engineer, MPCA, and Dodge County officials.
 11. A photographic record needs to be submitted through the design engineer documenting the excavation and construction steps. The photographic record shall meet the MPCA photographic Inspection of Concrete Manure Storage Pits' fact sheet.

Planning
Commission
Recommendation
CUP #04-06
Approved -
Continued

Motion adopted unanimously.

Mr. Johnson reviewed with the Board Robert Snaza – ZA #07-03. The request reads as follows:

Planning
Commission
Recommendation
ZA #07-03 Reviewed

Robert Snaza – ZA #07-03

The request is to consider a request by Robert Snaza for a text amendment to the Dodge County Zoning Ordinance which currently prohibits commercial go-cart tracks. A text amendment would allow commercial go-cart tracks county wide. The county is studying whether this type of business should be considered as (1.) a conditional use in the Agricultural District (2.) allowed only in a Commercial District. Robert Snaza owns 37.5 acres located in the NE ¼ of NE ¼, Section 1, Ripley Township and is proposing to operate an outdoor commercial go-cart track on this property.

The Planning Commission postponed this request until the January 9, 2008 meeting to allow staff time for additional study.

The County Attorney left the meeting at 11:58 a.m. CST.

County Attorney Left
Meeting

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

Administration
Committee Report

Motion by Tjosaas seconded by Erickson to approve and authorize the November 27, 2007 Committee of the Whole meeting minutes as presented. *Motion adopted unanimously.*

11/27/07 Committee
of the Whole Meeting
Minutes Approved

Motion by Erickson seconded by Hanson to approve and authorize the November 27, 2007 meeting minutes as presented. *Motion adopted unanimously.*

11/27/07 Meeting
Minutes Approved

The Board reviewed the Accounting Services Director’s request to approve a 2008 liquor license for Zumbro Valley Recreation Club.

Zumbro Valley
Recreation Club
2008 Liquor License
Approved

The Zumbro Valley Recreation Club in Mantorville is requesting a renewal of their liquor and Sunday sale license. This renewal will cover the time period of January 1, 2008 through December 31, 2008.

Motion by Hanson seconded by Tjosaas to approve the Liquor and Sunday Sale license for the Zumbro Valley Recreation Club for calendar year 2008, pending the approval of the County Attorney and County Sheriff and the submission of all required insurance documentation. *Motion adopted unanimously.*

The Board discussed the IS Director’s request to approve the 2008 County Surveyor’s Agreement.

2008 County
Surveyor’s
Agreement Approved

The annual County Surveyor’s Agreement for 2007 expires on December 31, 2007. The current surveyor providing services to the county, Roger Brand, has expressed interest in providing services in 2008, at the same rate as provided in 2007.

Motion by Alberts seconded by Erickson to approve and authorize Chairman of the Board and County Administrator to sign the proposed County Surveyor’s Agreement with Roger Brand to provide surveyor services to Dodge County in 2008. *Motion adopted unanimously.*

The County Administrator discussed his request for approval of a cellular telephone agreement.

Cellular Telephone Agreement Approved

Mr. McKnight presented for the Board’s consideration a Dodge County Cellular Telephone Allowance Agreement between the county and Sergeant Loring Guenther. The County Administrator reminded the Board that Dodge County offers this program to employees to reduce costs to the county by not having to supply a county paid cellular telephone, it also allows the employee to only have one cellular telephone.

The County Administrator reported that approving this agreement will save the county approximately \$20 per month. Mr. McKnight noted that the Sheriff has authorized this agreement.

Motion by Tjosaas seconded by Hanson to approve the Dodge County Cellular Telephone Allowance Agreement with Sergeant Loring Guenther effective December 11, 2007 as presented. *Motion adopted unanimously.*

Commissioners provided their agency reports. Commissioner Hanson attended an AMC meeting, a Planning and Zoning meeting, a Truth in Taxation meeting, a SEMREX meeting and a South Central H.R. meeting. Commissioner Alberts attended a Planning meeting, a Truth in Taxation meeting and an AMC meeting. Commissioner Gray attended a RC&D meeting, an AMC meeting, a Truth in Taxation meeting and a SCHRC meeting. Commissioner Erickson attended a SCHA Utilization Management Committee meeting, an AMC annual conference, a Dodge County Planning & Zoning meeting, a Truth in Taxation public hearing, a SCHA Quality Assurance Committee meeting and a SCHA Joint Powers Board meeting. Commissioner Tjosaas attended an AMC meeting, a Planning & Zoning meeting, a Four Seasons Arena meeting and a Truth in Taxation meeting.

Agency Reports

The Chair recessed the meeting at 12:07 p.m. CST until Tuesday, December 18, 2007 at the Fairview Care Center in Dodge Center at 10:30 a.m. CST.

Meeting Recessed

The Chair reconvened the meeting at 10:30 a.m. CST at the Fairview Care Center in Dodge Center.

Meeting Reconvened

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

County Administrator David McKnight presented the Flood Recovery Common Community Application materials for review. Mr. McKnight reported that Duane Johnson prepared the documents for Board review.

Flood Recovery Common Community Application Material Presented

Mr. McKnight stated that with the volume of information to review, the approval of this information would be delayed until the December 26, 2007 County Board meeting.

Motion by Alberts seconded by Hanson to adjourn the meeting at 10:34 a.m. CST. *Motion adopted unanimously.*

Meeting Adjourned

The next regular meeting of the Dodge County Board of Commissioners will be held on December 26, 2007 at 9:30 a.m. CST.

Next Regular Meeting

ATTEST:

DON GRAY
CHAIR, COUNTY BOARD

BECKY LUBAHN
DEPUTY CLERK

DATED: