

TUESDAY, MAY 28, 2013

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

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

**COUNTY ADMINISTRATION OFFICE
MANTORVILLE, MN**

2013-11

The Dodge County Board of Commissioners met in regular session May 28, 2013, in the Commissioner's Room at the Courthouse Annex, Mantorville, MN, at 9:30 a.m. CDT. David Erickson, Vice Chair called the County Board of Commissioners meeting to order at 9:34 a.m. CDT.

Meeting Convened

The pledge of allegiance was recited.

Pledge of Allegiance

The Vice Chair acknowledged those present and established that there was a quorum:

Those Present

Members present:	John Allen	District #1
	Rodney Peterson	District #3
	David Erickson	District #4
	Steven Gray	District #5
Members absent:	Lyle Tjosaas	District #2
Also present:	Jim Elmquist	County Administrator
	Becky Lubahn	Deputy County Clerk
	Paul Kiltinen	County Attorney

Motion by Peterson seconded by Allen to approve the agenda as presented.
Motion adopted unanimously.

Agenda Approved

Human Services Executive Specialist Kelly Madsen introduced Amy Stevens who is a new Support Enforcement Aide in the Human Services Department.

New Employees
Introduced

Social Services Supervisor Julie Holgate introduced Jessica Baker who is a new Social Worker in the Human Services Department.

The Board welcomed the two new employees.

Motion by Gray seconded by Peterson to approve the following items on the Consent Agenda:

Consent Agenda
Items Approved

- 1.1 Reappointment of Clint Patterson as Dodge County's representative to the SELCO Board effective July 1, 2013 through June 30, 2016.
- 1.2 Adopt the updated and revised Equal Employment Opportunity and Affirmative Action Guidelines for the Minnesota Merit System's County Human Services Agencies 2013-2015.

Motion adopted unanimously.

County Administrator Jim Elmquist informed the Board that the county needs to deliver the Assessor/Recorder Oaths to Ryan DeCook, Director of Land Records.

Oath of Office Issue to Director of Land Records

As required by statute, the county's Director of Land Records is required to take an Oath as the officer responsible for the duties as County Assessor and County Recorder.

The oath, which was included in the Board packet for review, has been reviewed by the County Attorney and will meet the criteria as defined by state statute. Mr. DeCook has received approval for his Accredited Minnesota Assessor (AMA) certification as required for appointment. Mr. DeCook will also be required to attain his senior accreditation (SAMA) within the next two years.

The Oath of Office for the Dodge County Assessor and Recorder was read by Ryan DeCook, Director of Land Records for Dodge County.

Finance Director Lisa Kramer, Ditch Inspector Jim Hruska and landowner Stephen Dickie met with the Board to discuss a County Ditch 7 Works of Improvement Petition.

County Ditch 7 Works of Improvement Petition Update

Ms. Kramer reported that Stephen Dickie had requested to speak with the Board about drainage issues on his parcel 17.026.1300. The Finance Director included in the Board packet Mr. Dickie's letter to the Board, pictures of Mr. Dickie's property and a map showing repairs.

The Finance Director noted that with the redetermination project County Ditch 7 is considered undersized by today's standards. However, the County Board does not have the authority to improve, modify or extend the existing ditch, but the landowners may start a Works of Improvement Petition to improve the system. Ms. Kramer included in the Board packet the statutes detailing the petition and bond process.

Jim Hruska has discussed the Improvement Petition process with Mr. Dickie and the Finance Director has sent Mr. Dickie the listing of property owners he will need for the petition process along with copies of the applicable statutes. Both Mr. Hruska and the Finance Director will continue to assist Mr. Dickie as needed throughout this process.

Ms. Kramer noted that no action is required from the County Board at this time. This is an informational meeting to educate the County Board on what is happening with County Ditch 7 and outline the steps to possibly improve it.

The Vice Chair opened the Hodgman Drainage Tax Abatement Public Hearing at 10:00 a.m. CDT.

Hodgeman Drainage Tax Abatement Public Hearing Opened

Dodge County EDA Representative Andrew Barbes discussed with the Board a tax abatement request for Hodgman Drainage Company Inc.

Hodgman Drainage
Tax Abatement
Request Presented

Hodgman Drainage is requesting tax abatement on the new construction and facility being built in Dodge County on 9.1 acres in the SE ¼ of the SW ¼, Section 19, Wasioja Township. The shop dimensions are 110'x210' and the office is 66'x45' with building costs around \$1,225,500. The requested abatement and recommendation by the EDA is 5 years - 75% abatement.

Hodgman Drainage Company Inc. was founded in 1982 and has steadily grown specializing in Agricultural services, residential services, excavation services and municipal services.

Hodgman Drainage currently has thirty existing jobs within Dodge County with wages between \$15-\$30 an hour (with extra incentives depending on the position).

Below is a listing of the Dodge County EDA points which were used as the basis of support of the abatement request:

- Increase and preserve tax base
- Retain an existing business
- Create future jobs and retain thirty jobs
- Help with the new tax burden giving an adjustment period to pay the new taxes
- To continue to entice growth and development within Dodge County

Hodgman Tax Abatement Options on New Facility					
Year	Taxes	County Taxes	% Abated	Taxes Paid	Taxes Abated
2014	\$ 33,078.00	\$12,404.00	75%	\$ 3,101.00	\$ 9,303.00
2015	\$ 33,078.00	\$12,404.00	75%	\$ 3,101.00	\$ 9,303.00
2016	\$ 33,078.00	\$12,404.00	75%	\$ 3,101.00	\$ 9,303.00
2017	\$ 33,078.00	\$12,404.00	75%	\$ 3,101.00	\$ 9,303.00
2018	\$ 33,078.00	\$12,404.00	75%	\$ 3,101.00	\$ 9,303.00
Total	\$165,390.00	\$62,020.00		\$15,505.00	\$46,515.00

Assumptions

Taxes are currently a high estimated value via the Dodge County Assessors. These numbers were compiled from the information given to the county by Hodgman Drainage.

The taxes are subject to change once the construction is complete.

There were no members of the public that wanted to comment on the Hodgman Drainage tax abatement request.

Motion by Gray seconded by Peterson to close the Hodgman Drainage Tax Abatement Public Hearing at 10:02 a.m. CDT. *Motion adopted unanimously.*

Hodgeman Drainage
Tax Abatement
Public Hearing
Closed

Motion by Allen seconded by Peterson to approve and authorize the Hodgman Drainage Company Inc. tax abatement request as presented for the new facility being built in the SE ¼ of the SW ¼, Section 19, Wasioja Township. *Motion adopted unanimously.*

Hodgeman Drainage
Tax Abatement
Approved

The Vice Chair opened the Ellingson Companies Tax Abatement Public Hearing at 10:11 a.m. CDT.

Ellingson Companies
Tax Abatement
Public Hearing
Opened

Mr. Barbes discussed with the Board a tax abatement request for Ellingson Companies.

Ellingson Companies
Tax Abatement
Request Presented

Ellingson Companies is requesting tax abatement on the new construction and expansion of their office located at Section 30, Concord Township, 56113 State Highway 56, West Concord, MN.

The building addition will be for administrative offices and is 6,756 sq. ft. with building costs around \$1,121,000. The requested abatement and recommendation by the EDA is 5 years - 75% abatement.

Ellingson Companies has been in business since 1970 specializing in agricultural services, residential services and construction works. Currently the company employs 159 people and are projected to be adding up to forty new jobs within the next two years. Ellingson's also have the option to move this development to their North Dakota location where current taxes are cheaper, but have expressed an interest in staying within Dodge County.

Below is a listing of the Dodge County EDA points which were used as the basis of support for the abatement request:

- Increase and preserve tax base
- Retain an existing business to stay within Dodge County
- Retain expansion project to stay within Dodge County
- Create forty future jobs and retain 159 jobs
- Help with the new tax burden giving an adjustment period to pay the new taxes
- To continue to entice growth and development within Dodge County

Ellingson Tax Abatement Options on New Facility					
Year	Taxes	County Taxes	% Abated	Taxes Paid	Taxes Abated
2014	\$ 31,443.00	\$11,634.00	75%	\$ 2,908.50	\$ 8,725.50
2015	\$ 31,443.00	\$11,634.00	75%	\$ 2,908.50	\$ 8,725.50
2016	\$ 31,443.00	\$11,634.00	75%	\$ 2,908.50	\$ 8,725.50
2017	\$ 31,443.00	\$11,634.00	75%	\$ 2,908.50	\$ 8,725.50
2018	\$ 31,443.00	\$11,634.00	75%	\$ 2,908.50	\$ 8,725.50
Total	\$157,215.00	\$58,170.00		\$14,542.50	\$43,627.50

Assumptions

Taxes are currently a high estimated value via the Dodge County Assessors. These numbers were compiled from the information given to the county by Ellingson Companies.

The taxes are subject to change once the construction is complete.

There were no members of the public that wanted to comment on the Ellingson Companies tax abatement request.

Motion by Allen seconded by Gray to close the Ellingson Companies Tax Abatement Public Hearing at 10:12 a.m. CDT. *Motion adopted unanimously.*

Ellingson Companies
Tax Abatement
Request Presented -
Continued

Ellingson Companies
Tax Abatement
Public Hearing
Closed

Motion by Gray seconded by Peterson to approve and authorize the Ellingson Companies tax abatement request as presented for the new construction and expansion of their office located at Section 30, Concord Township, 56113 State Highway 56, West Concord, MN. *Motion adopted Gray, Peterson, Erickson aye, Allen abstained.*

Ellingson Companies
Tax Abatement
Approved

Employee Relations Director Lisa Hager presented the Personnel Agenda for the Board's consideration.

Personnel Actions
Approved

Motion by Peterson seconded by Allen to approve the following personnel actions:

A. Highway

A.1 Jacob Cray – Engineering Technician III
No longer employed.
Effective Date: 5/23/13

A.2 Engineering Tech II
Authorization to post and fill vacancy.
Effective Date: 5/28/13

A.3 Equipment Operator IV
Authorization to post and fill vacancy.
Effective Date: 5/28/13

B. Public Health

B.1 Peggy Espey – Public Health Director
Annual review.
Effective Date: 5/15/13

C. Environmental Services

C.1 Dean Schrandt – Water Program Manager
Step increase from C41 step 5 \$22.41 to C41 step 4 \$23.24.
Effective Date: 5/30/13

D. Sheriff's Office

D.1 Dawn Frieberg – 911 Dispatcher - .8 FTE
Authorization to change from .8 FTE to 1.0 FTE to fill approved vacancy.
Effective Date: 6/1/13

Motion adopted unanimously.

Sheriff Jim Jensen met with the Board to discuss his request to trade in the 2003 Arctic Cat Z570 snowmobile for a new 2013 Polaris IQ LXT snowmobile.

Sheriff's Office
Authorized to
Purchase New
Snowmobile

The Sheriff's Office has received Snowmobile Grants from the DNR for several years. This past winter they were unable to use up the money that was in the grant. The money can only be used for purchasing equipment for snowmobiling, training, repairing the snowmobiles or purchasing snowmobiles. They currently have \$2,495.00 left in the grant fund and this money needs to be used up and reports to the State by the end of June 2013.

The snowmobiles were not used much this last year due to the minimal amount of snow the county received. The snowmobiles were used for a snowmobile safety class. During the class, the Arctic Cat Z570 broke down. This sled has not been used much over the past few winters and has broken down several times when it has been used.

The snowmobiles are used for patrolling, training and for search and rescue in the winter. It's a necessity for the Sheriff's Office to have reliable snowmobiles to use when they need them. The Sheriff believes from the age of the snowmobile and the amount of problems they have had with the snowmobile, that it is time to trade the Arctic Cat Z570 off for something more reliable.

Mr. Jensen has received a quote from M&M Lawn & Leisure in Pine Island for \$6,762.04 for a 2013 Polaris IQ LXT snowmobile. This would include trading in their Arctic Cat Z570 for a trade in value of \$1,000.00.

The Sheriff's Office would use the \$2,495.00 that is left in the grant now to put down on the snowmobile. The remaining \$6,762.04 will come from the grant money that they will receive after July of this year and the rest will come out of the Capital Outlay line item.

Mr. Jensen is requesting approval from the Board to trade the 2003 Arctic Cat in for a more reliable snowmobile.

Motion by Gray seconded by Allen to approve and authorize the Sheriff's Office to trade in the 2003 Arctic Cat Z570 snowmobile for a new 2013 Polaris IQ LXT snowmobile from M&M Lawn & Leisure from Pine Island, MN at a cost of \$6,762.04 as requested. *Motion adopted unanimously.*

Emergency Management Director Matthew Maas provided the Board with an update on the radon mitigation project and the current options as provided by Athelon Enterprises.

Radon Mitigation
Option 1 Approved

Mr. Maas reported that the county has three options ranging from additional testing to attempt to narrow down the exact entry points, installing a temporary mitigations system, and the installation of a complete permanent mitigation system.

The Emergency Management Director noted that these options range from \$1,000 to \$10,000.

Mr. Maas recommended the county move forward with Option 1. With this option he and the Building Operations Supervisor have the option of placing one short term test kit in each of the 17 rooms in the basement and Athelon Enterprises would then compile the data collected for the county. It was noted that there would be an additional savings to the county if the Emergency Management Director and Building Operation Supervisor placed the test kits rather than paying someone from Athelon Enterprises to place the kits.

Radon Mitigation
Option 1 Approved -
Continued

DFO Director Shelley McBride was available to comment on the radon mitigation project.

Motion by Allen seconded by Peterson to direct Mr. Maas to move forward with Option 1 of the radon mitigation plan and authorize the Emergency Management Director and Building Operations Supervisor to place short term test kits in each of the 17 rooms in the basement as discussed. *Motion adopted unanimously.*

Taxpayer Services Director Rose Culbertson reviewed bills with the Board.

Bills Approved

Motion by Peterson seconded by Allen to approve the bills as discussed in the following amounts from the appropriate funds as determined by Finance:

01	Revenue Fund	\$	60,646.77
11	Human Services Fund	\$	1,024.24
13	Road and Bridge Fund	\$	20,307.93
16	Environmental Quality Fund	\$	<u>21,563.56</u>
	Total	\$	103,542.50

Motion adopted unanimously.

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

Legal Update

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

Administration
Committee Report

Motion by Gray seconded by Allen to approve and authorize the May 14, 2013 Committee of the Whole meeting minutes as corrected on page 2. *Motion adopted unanimously.*

05/14/13 Committee
of the Whole Meeting
Minutes Approved

Motion by Peterson seconded by Allen to approve and authorize the May 14, 2013 meeting minutes as presented. *Motion adopted unanimously.*

05/14/13 Meeting
Minutes Approved

Commissioners provided their agency reports. Commissioner Allen attended an EDA meeting, a SWCD meeting, a Township Officers meeting and a Fairview meeting. Commissioner Erickson attended a Dodge County Township Officers meeting, a Facility Committee meeting, a DFO Advisory Committee meeting, a Toward Zero Deaths workshop and a SCHA Executive Committee meeting with Southern Prairie Community Care Group. Commissioner Gray attended a Dodge County Board meeting, a Dodge County Township Officers meeting, a Dodge County Historical Society meeting, a Dodge County Historical Society site tour, a SCHRC meeting, a Fairview meeting, a Dodge County Parks & Trails meeting, a Memorial Service at the Wasioja Baptist Church and a Dodge County Soil and Water Conservation District meeting. Commissioner Peterson attended a SWCD meeting, a Fairview meeting, a DCSWCD meeting and a Dodge County Township Officers Association meeting. Commissioner Tjosaas was not available to report his meeting attendance.

Agency Reports

Motion by Allen seconded by Peterson to close the meeting to the public at 11:14 a.m. per Minnesota Statute 13D.05 Subd. 3 (3) to discuss property ID 25.100.0840 (721 Main Street North, Mantorville, MN.). *Motion adopted unanimously.*

Meeting Closed to the Public

The Vice Chair opened the meeting to the public at 1:00 p.m. CDT.

Meeting Opened to the Public

Motion by Peterson seconded by Gray to adjourn the meeting at 1:02 p.m. CDT. *Motion adopted unanimously.*

Meeting Adjourned

The next meeting of the Dodge County Board of Commissioners will be held on June 11, 2013 at 9:30 a.m. CDT.

Next Regular Meeting

ATTEST:

DAVID ERICKSON
VICE CHAIR, COUNTY BOARD

BECKY LUBAHN
DEPUTY COUNTY CLERK

DATED: