

TUESDAY, JUNE 24, 2014

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

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

**COUNTY ADMINISTRATION OFFICE
MANTORVILLE, MN**

2014-13

The Dodge County Board of Commissioners met in regular session June 24, 2014, in the Commissioner's Room at the Courthouse Annex, Mantorville, MN, at 9:30 a.m. CDT. Jim Elmquist, Clerk called the County Board of Commissioners meeting to order at 9:30 a.m. CDT.

Meeting Convened

The pledge of allegiance was recited.

Pledge of Allegiance

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

Those Present

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

The County Administrator took nominations for the position of Acting Chair of the Dodge County Board of Commissioners for today's meeting.

Commissioner
Erickson Elected
Acting Chair for
Meeting

Commissioner Tjosaas nominated Commissioner Erickson.

The County Administrator called three times for further nominations. Hearing none, the County Administrator closed nominations.

Motion by Tjosaas seconded by Gray to cease nominations and direct the County Administrator to cast a unanimous ballot for David Erickson as Acting Chair of the Dodge County Board of Commissioners for today's meeting. *Motion adopted unanimously.*

Motion by Gray seconded by Tjosaas to approve and adopt the agenda as amended to include the addition of a resolution acknowledging the Kasson-Mantorville Softball Championship and a disaster declaration resolution for Dodge County. *Motion adopted unanimously.*

Amended Agenda
Approved

Director of Information Technology Tobey Hicks introduced Matthew Lux who is the new Information Systems Specialist in the Information Technology office. The Board welcomed Mr. Lux.

New Employee
Introduction

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

Consent Agenda
Items Approved

- 1.1 4-Day Temporary On-Sale Liquor License for the Dodge County Agricultural & Mechanical Society effective July 16-19, 2014 pending the approval of the County Sheriff and County Attorney and the payment of the Temporary On-Sale Liquor License fee.
- 1.2 Change in the rate for providers under contract with Dodge County Human Services to provide group residential housing from \$877 to \$876 per month, effective July 1, 2014.
- 1.3 Highway Department to advertise for bids and set a bid opening date for the SAP 020-599-112 at the discretion of the County Engineer.

Motion adopted unanimously.

Director of Land Records Ryan DeCook met with the Board to discuss the Al-Corn appraisal request.

Al-Corn Final
Appraisal Approved

Mr. DeCook reported that the trial for Al-Corn Clean Fuel has been scheduled for January 5, 2015. A final appraisal must be submitted no later than December 8, 2014. Patchin Messner Dodd & Brumm has submitted a proposal for their appraisal services. The Director of Land Records reported that this is a very specialized type of property so there are very few qualified appraisers in the State. It was noted that Mr. Dodd has recent experience appraising ethanol plants. Mr. Dodd supplied the appraisal for the Janesville ethanol tax court case.

The purpose of the appraisal was listed as follows:

Estimate the market value of the fee simple interest of the taxable real property, for the following four dates of value:

January 2, 2010
January 2, 2011
January 2, 2012
January 2, 2013

Mr. DeCook informed the Board that Mr. Dodd's proposal includes three phases. The three phases were described as follows:

- Phase 1: Inspect the subject property and perform initial consultation work at client's direction.
- Phase 2: Develop a preliminary opinion of value conveyed in an abbreviated summary report.
- Phase 3: Prepare a market value appraisal in accordance with the Uniform Standards of Professional Appraisal Practice (USPAP), communicated in a detailed written report, in advance of State Tax Court proceedings.

It was noted that each phase will begin upon the county's authorization.

AI-Corn Final
Appraisal Approved -
Continued

The Director of Land Records recommended that the Board approve Mr. Dodd's proposal with the intent to initially shop after phase two. Mr. DeCook indicated that he will review Mr. Dodd's facts after he submits his preliminary opinion of value and determine what approach to take after that.

County Attorney Paul Kiltinen was available to comment on the request.

Motion by Gray seconded by Tjosaas to engage the services of Mr. Dodd from Patchin Messner Dodd & Brumm to perform a final appraisal on the AI-Corn Clean Fuel facility at a cost of up to \$58,000.00. Also included in the motion was authorization to move forward with all three phases with the Director of Land Records coming back to the Board with a status update before moving forward with phase two and then authorization for Mr. DeCook to determine if the county is going to move on to phase three. *Motion adopted unanimously.*

Taxpayer Services Director Rose Culbertson reviewed bills with the Board. Ms. Culbertson informed the Board that the Wells Fargo credit card bill is being added in order to get the invoice paid in a timely manner.

Bills Approved

Motion by Gray seconded by Tjosaas to approve the amended bills as discussed in the following amounts from the appropriate funds as determined by Finance:

01	Revenue Fund	\$ 209,163.91
11	Human Services Fund	\$ 449.88
13	Road and Bridge Fund	\$ 25,867.66
16	Environmental Quality Fund	\$ 78,233.07
64	Environmental Grant & Loan Fund	\$ <u>309.00</u>
	Total	\$ 314,023.52

Motion adopted unanimously.

Ms. Culbertson discussed with the Board her request to approve a property tax penalty abatement request for Frances Jirele.

Jirele Property Tax
Abatement Request
Denied

The Taxpayer Services Director reported that Frances Jirele has submitted a request to abate the penalty for the 2014 first half taxes in the amount of \$168.80 on a parcel he owns with his sister Lorraine Jirele. Mr. Jirele states that he did not pay the taxes because no statement was received. Mr. Jirele's sister received the proposed tax statement and the late letter that was sent June 2nd, but did not receive the statement. Mr. Jirele has paid the taxes in the amount of \$4,220.00 but not the penalty. It was reported that the Jirele's have owned this parcel for twenty years.

Ms. Culbertson reported that tax amounts, statements and the opportunity to pay by the due date are available online as soon as taxes are certified in April. The Finance Office will provide information to property owners over the phone to aide them in making their payment on time. In the past the parcel was set up for the statement to go to Lorraine Jirele but that has now been changed to be sent to Frances Jirele.

Jirele Property Tax
Abatement Request
Denied - Continued

It was Ms. Culbertson's recommendation to remain consistent with past decisions and deny the request.

Motion by Gray seconded by Tjosaas to deny the property tax abatement of Frances Jirele for parcel 09.029.0500 in order to remain consistent with past practices. *Motion adopted unanimously.*

Employee Relations Director Lisa Hager and Information Technology Director Tobey Hicks met with the Board to discuss the proposed Social Media Policy.

Proposed Dodge
County Social Media
Policy Approved

An amended Dodge County Social Media Policy was handed out to replace the Chisago County Policy that was used as a template and inadvertently included in the Board packet.

Several Department Heads have expressed interest in using Social Media tools, such as Twitter and Facebook, to communicate department information to clients, citizens, and other interested parties. While the Dodge County website will remain the counties predominant internet presence, the Department Heads recognize that people choose to get information in many different formats. It was their belief that these tools can be used to increase awareness of programs, projects, and functions of Dodge County.

Motion by Tjosaas seconded by Gray to approve and authorize the Dodge County Social Media Policy as distributed. *Motion adopted unanimously.*

Ms. Hager presented the Personnel Agenda for the Board's consideration. The Employee Relations Director noted that item E.2 is being pulled and will be handled by the SDA.

Personnel Actions
Approved

Motion by Tjosaas seconded by Gray to approve the following personnel actions:

A. Land Records

- A.1 Mona McAndrew – Chief Deputy Recorder
Step increase from B31 step 3 \$21.69 to B31 step 2 \$22.35.
Effective Date: 6/5/14

B. Highway

- B.1 Jeremy Allen – Equipment Operator II
No longer employed.
Effective Date: 7/2/14
- B.2 Equipment Operator II –
Authorization to post and fill vacancy.
Effective Date: 6/24/14

C. Sheriff's OfficePersonnel Actions

- C.1 Mark Dyshaw – Deputy Sheriff
Step increase from C41 84 month step \$27.54 to C41 120 month step \$28.09.
Effective Date: 3/10/14
- C.2 David Crable – Deputy Sheriff
Step increase from C41 84 month step \$27.54 to C41 120 month step \$28.09.
Effective Date: 4/27/14
- C.3 Ashley Bjornson – Records
Step increase from B21 step 8 \$14.92 to B21 step 7 \$15.40.
Effective Date: 2/13/14
- C.4 Melissa Bublitz – Records
Step increase from B21 step 8 \$14.92 to B21 step 7 \$15.40.
Effective Date: 2/13/14
- C.5 Bob Morris – Deputy Sheriff
Step increase from C41 60 month step \$26.24 to C41 72 month step \$26.87.
Effective Date: 5/11/14
- C.6 Richard Allee – Sergeant
Step increase from C43 24 month step \$30.51 to C43 36 month step \$30.98.
Effective Date: 2/23/14
- C.7 Jeff Espinosa – Sergeant
Step increase from C43 24 month step \$30.51 to C43 36 month step \$30.98.
Effective Date: 2/23/14
- C.8 Scott Rose – Investigator
Step increase from C43 24 month step \$30.51 to C43 36 month step \$30.98.
Effective Date: 4/27/14

D. Administration

- D.1 Jeremy Griffin – Information Systems Specialist
Regular status and step increase from B31 step 8 \$19.43 to B31 step 7 \$19.90.
Effective Date: 6/24/14

E. Human Services

- E.1 Shannon Thompson – Child Support Officer
Step increase from B24 step 6 \$19.14 to B24 step 5 \$19.73.
Effective Date: 5/12/14
- E.3 Tiffany Peterson – Eligibility Worker
Step increase from B23 step 8 \$16.92 to B23 step 7 \$17.46.
Effective Date: 7/9/14
- E.4 Lonnie Hansen - Eligibility Worker
Step increase from B23 step 10 \$15.86 to B23 step 9 \$16.39.
Effective Date: 7/6/14
- E.5 Amanda Rinehart – Office Support Specialist – On-Call
No longer employed.
Effective Date: 6/18/14

Approved -
Continued

E.6 Account Technician - .9 FTE
 Authorization to post and fill vacancy.
 Effective Date: 6/24/14 – 12/31/15

Personnel Actions
Approved -
Continued

F. Environmental Services

F.1 Rita Cole – Waste Management Specialist
 Step increase from B22 step 5 \$17.51 to B22 step 4 \$18.09.
 Effective Date: 7/1/14

Motion adopted unanimously.

Finance Director Lisa Kramer presented for the Board’s consideration the 2014 appropriations to agencies.

2014 Agency
Appropriations
Approved

The Commissioner’s budget details a list of agency appropriations that the Board funds to benefit the community. Ms. Kramer requested that the Dodge County Board authorize payment of the following agency appropriations:

- SE MN Initiative Fund - \$ 1,320.00
- Dodge County Mech & Ag Soc. - \$ 15,000.00
- SE MN Area Agency on Aging - \$ 300.00
- SEMCAC - \$ 4,000.00
- Soil and Water Conservation District - \$ 90,000.00
- Dodge County Historical Society - \$ 7,000.00

Motion by Tjosaas seconded by Gray to approve and authorize the 2014 agency appropriations as presented. *Motion adopted unanimously.*

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

Legal Update

SSTS Coordinator Sandra Schaefer discussed with the Board her request to approve payment for a SSTS construction grant.

Payment for SSTS
Construction Grant
Approved

Ms. Schaefer informed the Board that Dodge County received a low income grant from Minnesota Pollution Control to upgrade failing or imminent health threat septic systems in the amount of \$20,902.00.

This grant has now been completed with the construction of the system at 60313 210th Avenue, Dodge Center. The homeowner is requesting payment from the grant.

Date of Compliance	Vendor	Explanation	HO Payment
6/12/2014	60313 210 th Avenue Dodge Center	Septic Replacement	\$9,928.50

Motion by Gray seconded by Tjosaas to approve and authorize payment of \$9,928.50 for installation of a new septic system at 60313 210th Avenue, Dodge Center as requested. *Motion adopted unanimously.*

Accounting Services Director Sara Marquardt presented for the Board's consideration a Gambling Permit.

American Cancer
Society Raffle Permit
Approved

The American Cancer Society is requesting a gambling permit for raffles to be held on August 1, 2014 at varying times until 11:59 p.m. The raffles will take place at 62922 Minnesota Highway 57 (Dodge County Fairgrounds), Kasson, MN 55944. The raffles will take place for individual teams of the Relay for Life – Dodge County.

Motion by Tjosaas seconded by Gray to approve and authorize the Finance Office to issue a Gambling Permit for American Cancer Society for raffles to be held on August 1, 2014 at the Dodge County Fairgrounds pending the payment of the \$25.00 permit fee. *Motion adopted unanimously.*

The Chair recessed the meeting at 10:05 a.m. CDT.

Meeting Recessed

The Chair reconvened the meeting at 10:10 a.m. CDT.

Meeting Reconvened

Senator Matt Schmit was not available to provide the Board with a legislative update.

Legislative Update
Unavailable

Emergency Management Director Matt Maas presented for the Board's consideration a resolution petitioning the Governor of the State of Minnesota to petition the President of the United States to declare the County of Dodge to be a major disaster area.

Request for
Presidential
Declaration of a
Major Disaster
Approved by
Resolution #2014-24

Mr. Maas reported that on June 16, 2014 Dodge County had significant rains that resulted in flash flooding in Dodge County.

Early preliminary damage assessment numbers put Dodge County over the threshold set for a Presidential Disaster Declaration. That threshold is \$70,304.50 for Dodge County.

As a result of these damage amounts, the Emergency Management Director is requesting the Board's approval of a resolution requesting that the Governor of Minnesota petition the President of the United State to declare Dodge County as a major disaster area.

Mr. Maas briefly discussed the FEMA Public Assistance Program Per Capita Damage Indicators report, the Preliminary Damage Assessment Calculation Worksheet, and the FEMA Categories and Examples of Common Eligible Work spreadsheet. The Emergency Management Director noted that Dodge County entities not listed on the Preliminary Damage Assessment Calculation Worksheet did not sustain substantial damage from the storm on June 16, 2014.

Commissioner Gray offered the following resolution (#2014-24), seconded by Commissioner Tjosaas:

Presidential Declaration of a Major Disaster

Request for
Presidential
Declaration of a
Major Disaster
Approved by
Resolution #2014-24
- Continued

WHEREAS, the County of Dodge has sustained severe losses of major proportion, caused by Flash Flooding from heavy rains on the date(s) of June 16, 2014; and

WHEREAS, Dodge County is a public entity within the State of Minnesota; and

WHEREAS, substantial damage has been sustained to public/private property, as outlined in the attached damage assessment forms; and

WHEREAS, the cost of recovery from this disaster is beyond the resources available within the county, and state and federal resources are necessary;

NOW, THEREFORE, BE IT RESOLVED, that the Board of Commissioners, for and on behalf of the citizens of Dodge County, request the Governor of the State of Minnesota to petition the President of the United States to declare the County of Dodge, Minnesota to be a major disaster area, through appropriate channels.

BE IT FURTHER RESOLVED that this request is for:

1. The Public Assistance (Infrastructure Support) Program.

A Small Business Administration declaration.

BE IT FUTHER RESOLVED that the County Emergency Management Director is authorized to coordinate the damage assessment teams with local government, and assist in the administration of the disaster recovery process, as needed.

Resolution adopted unanimously.

The County Attorney left the meeting at 10:25 a.m. CDT.

County Attorney Left Meeting

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

Human Services Committee Report

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

Public Works Committee Report

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

Administration Committee Report

Motion by Gray seconded by Tjosaas to approve and authorize the June 10, 2014 Committee of the Whole meeting minutes as corrected on page 2. *Motion adopted unanimously.*

06/10/14 Committee of the Whole Meeting Minutes Approved

Motion by Tjosaas seconded by Gray to approve and authorize the June 10, 2014, 2014 meeting minutes as presented. *Motion adopted unanimously.*

06/10/14 Meeting Minutes Approved

Motion by Tjosaas seconded by Gray to approve and authorize the June 17, 2014 Special Session meeting minutes as presented. *Motion adopted unanimously.*

06/17/14 Special Session Meeting Minutes Approved

The Board discussed the County Administrator’s request to set a public hearing date for the request to SEMMCHRA for reduction of service area.

Public Hearing for Request to SEMMCHRA for

Commissioner Gray offered the following resolution (#2014-25), seconded by Commissioner Tjosaas:

Reduction of Service Area Set by Resolution #2014-25

Resolution Calling for Public Hearing for Possible Request for Reduction of Area of Operation for the Southeast Minnesota Multi County Housing and Redevelopment Authority

WHEREAS, Dodge County has requested on two occasions to have the area of operation reduced by the Southeast Minnesota Multi County Housing and Redevelopment Authority (SEMMCHRA) to exclude the Dodge County political subdivision and was previously denied; and

WHEREAS, Dodge County has formally requested assistance with the Minnesota Legislature to allow for Dodge County’s exclusion from SEMMCHRA without success; and

WHEREAS, upon considerable discussion and per Minnesota Statute 469.005 Subd. 2, Dodge County will consider a formal request to SEMMCHRA for a reduction of the area of operation to exclude Dodge County.

THEREFORE BE IT RESOLVED that Dodge County will hold a public hearing on July 8, 2014 at 10:30 a.m. in Conference Room B of the Dodge County Courthouse at 22 6th Street East, Mantorville, MN 55955.

Resolution adopted unanimously.

The Board discussed Commissioner Erickson’s request to send a resolution recognizing the Kasson-Mantorville High School Softball Teams 2014 State Tournament Class AA Team Championship.

2014 Spring Sports State Championship Recognized by Resolution #2014-26

Commissioner Tjosaas offered the following resolution (#2014-26), seconded by Commissioner Gray:

2014 Spring Sports State Championship Recognition

WHEREAS; the Dodge County Board of Commissioners recognizes the hard work and dedication that it takes to be a successful team member of high school athletic teams; and

WHEREAS; the high schools located within Dodge County have a long history of producing high quality individuals in the area of athletics and academics; and

2014 Spring Sports
State Championship
Recognized by
Resolution #2014-26
- Continued

WHEREAS; the students in the Kasson-Mantorville, Triton and Hayfield school districts have traditionally represented the citizens of Dodge County with the highest of values and dedication.

THEREFORE BE IT RESOLVED; that the Dodge County Board of Commissioners congratulate and recognize the achievements made by the following Dodge County athletes and teams:

Kasson-Mantorville High School Softball Team
2014 State Tournament Class AA Team Champions

BE IT FURTHER RESOLVED; that Dodge County will forward this resolution to the Kasson/Mantorville School Board in hopes of public recognition of these great accomplishments.

Resolution adopted unanimously.

Commissioners provided their agency reports. Commissioner Allen was not available to report his meeting attendance. Commissioner Erickson attended a Building Committee meeting, a Regional Radio Board meeting, a Fairview Care Center meeting, a Special meeting of the County Board, a Dodge County Board of Appeal and Equalization meeting, a MN DoT meeting, a DFO Joint Powers Board meeting and a County Board meeting. Commissioner Gray attended a County Board meeting, a Fairview meeting, a CBAE meeting, a Public Advisory Committee meeting for Highway 14, a DFO Joint Powers Board meeting, an Aurora Solar display and a SCHRC meeting. Commissioner Peterson was not available to report his meeting attendance. Commissioner Tjosaas attended a MN Prairie Joint Powers meeting, a Fairview Board meeting, a Special Session, a County Board of Appeal and Equalization meeting and a SCHRC meeting.

Agency Reports

Motion by Tjosaas seconded by Gray to adjourn the meeting at 10:44 a.m. CDT.
Motion adopted unanimously.

Meeting Adjourned

The next meeting of the Dodge County Board of Commissioners will be held on July 8, 2014 at 9:30 a.m. CDT.

Next Regular Meeting

ATTEST:

DAVID ERICKSON
ACTING CHAIR, COUNTY BOARD

BECKY LUBAHN
DEPUTY COUNTY CLERK

DATED: