

TUESDAY, SEPTEMBER 22, 2015

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

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

**COUNTY ADMINISTRATION OFFICE
MANTORVILLE, MN**

2015-19

The Dodge County Commissioners met in regular session September 22, 2015, in the County Board Room at the Dodge County Government Services Building, Mantorville, MN, at 5:00 p.m. CDT. Chair John Allen called the meeting to order at 5:00 p.m. CDT.

Meeting
Convened

The pledge of allegiance was recited.

Pledge of
Allegiance

The Chair acknowledged those present:

Those Present

Members present: John Allen District #1
 Tim Tjosaas District #2
 Rodney Peterson District #3
 David Erickson District #4
 Steven Gray District #5

Members absent: None
Also present: Jim Elmquist County Administrator
 Becky Lubahn Deputy Clerk
 Paul Kiltinen County Attorney

Motion by Tjosaas seconded by Gray to approve and adopt the agenda as presented. *Motion adopted unanimously.*

Agenda
Approved

There were no Consent Agenda items to approve.

Consent Agenda
Items

The Board reviewed the Employee Relations Director's request to approve the updated Employee Relations Manual as presented.

Updated
Employee
Relations
Manual

Motion by Erickson seconded by Peterson to approve the updated Employee Relations Manual as presented. *Motion adopted unanimously.*

Approved

The Board discussed the Finance Director's request to approve the proposed Kronos HRIS/Payroll Workforce Ready Contract.

HRIS & Payroll
Contract with
Kronos

Motion by Tjosaas seconded by Peterson to approve and authorize the Finance Director to sign the proposed Kronos HRIS/Payroll Workforce Ready Contract (End User License Agreement for BSI On-Demand Service). *Motion adopted unanimously.*

Approved

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

Legal Update

Taxpayer Services Director Rose Culbertson reviewed bills with the Board.

Bills Approved

Ms. Culbertson informed the Board a payment of \$7,494.00 to Wells Fargo Bank is being added to the bills in order to avoid late charges for items purchased by various departments using county credit cards.

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

Bills Approved - Continued

01	Revenue Fund	\$ 66,629.54
13	Road and Bridge Fund	\$ 78,262.35
16	Environmental Quality Fund	\$ 85,800.09
32	County Capital Projects	\$ <u>2,185.75</u>
	Total	\$ 232,877.73

Motion adopted unanimously.

Ms. Culbertson discussed with the Board the classification of tax forfeited land.

Classification of Tax Forfeited Land Approved by Resolution #2015-30

According to MS 282.01 the County Board must classify properties which have been forfeited to the state for nonpayment of taxes. This is the first step before the land may be sold at public auction. All of the property but one is located within city limits. The one property not within city limits is located in the town of Wasioja. Ms. Culbertson informed the Board she has included in the Board packet aerial photos of the forfeited parcels as well as literature from Statute 282.01, 282.018, 85.012, 92.461 and from the Delinquent Tax and Tax Forfeiture Manual to aid them in their determination. The current classification of these properties is non-conservation. It was the Tax Payer Services Director’s recommendation that all the parcels in the proposed list be classified as non-conservation.

Once the Board’s determination is made the list will be sent to the DNR and the cities and township for their approval.

Commissioner Erickson offered the following resolution (#2015-30), seconded by Commissioner Peterson:

Classification of Tax Forfeited Land

WHEREAS, the County Board of Commissioners of the County of Dodge, State of Minnesota, desires to offer for sale certain parcels of land that have been forfeited to the State of Minnesota for non-payment of taxes; and

WHEREAS, that the Dodge County Board of Commissioners hereby certify that all parcels of land on the attached list have been viewed and comply with the provisions of Minnesota Statutes 85.012; 92.461; 282.01, Subd. 8; and 282.018; and other statutes that require the withholding of tax-forfeited lands from sale.

NOW, THEREFORE, BE IT RESOLVED that said parcels of land be classified as non-conservation lands as provided for in Minnesota Statutes listed above.

Resolution adopted unanimously.

The Taxpayer Services Director presented for the Board’s consideration a resolution to request approval from the Minnesota Department of Natural Resources for the sale of tax-forfeited property.

Request Approval from MN DNR for Sale of Tax Forfeited Property – Resolution #2015-31

As part of the process for the sale of tax-forfeited property, the list of tax-forfeited property must be sent to the Minnesota Department of Natural Resources to obtain their permission for sale.

According to MS 282.01 the County Board must pass a resolution for this purpose.

Request
Approval from
MN DNR for
Sale of Tax
Forfeited
Property -
Resolution
#2015-31-
Continued

Ms. Culbertson discussed the list of forfeited parcels which the Board was asked to classify as non-conservation lands earlier at the meeting.

The documentation governing the certification that these lands do not need to be withheld from sale is the same documentation presented with the classification resolution.

Commissioner Gray offered the following resolution (#2015-31), seconded by Commissioner Tjosaas:

Request Approval from Minnesota Department of Natural Resource for the Sale of Tax Forfeited Property

WHEREAS, the County Board of Commissioners of the County of Dodge, State of Minnesota, desires to offer for sale certain parcels of land that have been forfeited to the State of Minnesota for non-payment of taxes; and

WHEREAS, said parcels of land have been viewed by the County Board of Commissioners and have been classified as non-conservation lands as provided for in Minnesota Statutes 282.01.

NOW, THEREFORE, BE IT RESOLVED that the Dodge County Board of Commissioners hereby request approval from the Minnesota Department of Natural Resources for the sale of said lands.

Resolution adopted unanimously.

County Administrator Jim Elmquist presented the 2016 preliminary levy certification for the Board's consideration.

2016 Preliminary
Budget & Tax
Levy Set by
Resolution
#2015-32

Commissioner Erickson offered the following resolution (#2015-32), seconded by Commissioner Peterson:

2016 Preliminary Budget and Tax Levy Set

WHEREAS, Minnesota Statute 275.065 requires Dodge County to adopt a proposed budget and certify the preliminary tax levy for taxes payable in the following year by September 30th; and

WHEREAS, Dodge County continues to have increased demands on its budget due to a number of factors including: capital needs, reduced state funding involving County Program Aid, and increased demands for services; and

WHEREAS, the Dodge County Board of Commissioners considers the growth of Dodge County a key factor in delivering services and helping to spread the cost of county government to additional taxpayers.

NOW THEREFORE BE IT RESOLVED, that the Dodge County Board of Commissioners hereby adopts the 2016 preliminary county budget at \$23,812,623 and certifies the 2016 preliminary tax levy at \$12,694,159.

BE IT FURTHER RESOLVED, that under state statute the County Board must announce at the meeting where the preliminary tax levy is set the time, date and location of the County Board meeting at which the final budget/tax levy will be discussed. This meeting will be held as a part of the County Board meeting scheduled for Tuesday, December 22, 2015 at 6:00 p.m. in the County Board Room in Mantorville.

2016 Preliminary Budget & Tax Levy Set by Resolution #2015-32 – Continued

Resolution adopted Allen, Tjosaas, Erickson, Peterson aye, Gray nay.

It was pointed out the net levy increase is 5.5%.

Commissioner Allen stated he hopes to lower the preliminary tax levy by December. Mr. Allen expressed his thanks to all of the Department Heads who have worked with the Board on the proposed budget.

Commissioner Gray thanked the County Administrator and Finance Director for their work on the budget process this year. It was Mr. Gray’s opinion the budget process came together really well this year.

Commissioner Erickson commented it takes Administration and all of the staff to get the budget to work out.

Mr. Elmquist discussed with the Board the proposed DFO Joint Powers Board Agreement.

DFO Joint Powers Board Agreement Approved for 2015-2017

Included in the Board packet was the proposed DFO Agreement for the Board’s consideration. The County Administrator noted there are minor changes from the previous agreement. The changes were highlighted on a separate document which was included in the Board packet for review. DFO has asked that this agreement be brought to each Board to enact with the changes, this is a recommendation from the Joint Powers Board.

This Agreement is for a three year period of time including 2015, 2016, and 2017.

Motion by Erickson seconded by Gray to approve and authorize the Chair and County Administrator to sign the proposed DFO Joint Powers Agreement. *Motion adopted unanimously.*

Commissioner Allen 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 September 8, 2015 Committee of the Whole meeting minutes as presented. *Motion adopted unanimously.*

09/8/15 Committee of the Whole Meeting Minutes Approved

Motion by Gray seconded by Peterson to approve and authorize the September 8, 2015 meeting minutes as presented. *Motion adopted unanimously.*

09/8/15 Meeting Minutes Approved

Commissioners provided their agency reports. Commissioner Allen did not have any meetings to report. Commissioner Erickson attended a Construction Committee meeting, a DFO Joint Powers Board meeting, a Dodge County Farm Bureau meeting, an Emergency Medical Services Committee meeting, a Workforce Development Committee meeting, a Fairview Care Center meeting, a MNPrairie Budget Work Session, a Construction Committee meeting and a Building Committee meeting. Commissioner Gray attended a Dodge County Board meeting, a DFO Joint Powers Board meeting, a Fairview meeting, a Dodge County Historical Society meeting, a SCHRC Special meeting and a Special meeting at Fairview. Commissioner Peterson attended a MNPrairie Joint Powers Board meeting, a Dodge Soil & Water meeting, a Fairview Care Center meeting and a Southeast MN Water Board meeting. Commissioner Tjosaas attended a MNPrairie meeting, a Semcac meeting, a Fairview Board meeting, a MNPrairie Budget Work Session, an EDA Annual Summit meeting and a MNPrairie meeting.

Agency Reports

Motion by Gray seconded by Tjosaas to adjourn the meeting at 6:16 p.m. CDT.
Motion adopted unanimously.

Meeting Adjourned

The next meeting of the Dodge County Board of Commissioners will be held on October 13, 2015 at 9:30 a.m. CDT.

Next Regular Meeting

ATTEST:

**JOHN ALLEN
CHAIR, COUNTY BOARD**

**BECKY LUBAHN
DEPUTY CLERK**

DATED: