

TUESDAY, JANUARY 26, 2016

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

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

**COUNTY ADMINISTRATION OFFICE
MANTORVILLE, MN**

2016-02

The Dodge County Commissioners met in regular session January 26, 2016, in the County Board Room at the Dodge County Government Services Building, Mantorville, MN, at 5:00 p.m. CST. Chair Steven Gray called the meeting to order at 5:00 p.m. CST.

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 Erickson seconded by Peterson to approve and adopt the agenda as presented. *Motion adopted unanimously.*

Agenda
Approved

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

Consent Agenda
Items Approved

- 1.1 Cell phone stipend of \$30.00 per month for the Waste Facility Manager.
- 1.2 County Engineer to attend National Association of County Engineers conference April 24-28, 2016 in Tacoma, WA at a cost of approximately \$1,900 for hotel, registration and travel.

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

Taxpayer Services Director Rose Culbertson reviewed bills with the Board.

Bills Approved

Ms. Culbertson informed the Board a payment of \$3,402.63 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.

The Taxpayer Services Director reported a payment to Motorola Technical Training on page 14 was incorrectly coded and will be changed to show the correct vendor, Motorola Solutions.

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

01	Revenue Fund	\$ 126,548.28
13	Road and Bridge Fund	\$ 90,205.37
16	Environmental Quality Fund	\$ 86,893.43
17	Eq Revolving Equip Fund	\$ 8,692.63
32	County Capital Projects	\$ 202,478.68
80	Agency Fund	\$ 735.00
	Total	\$ 515,553.39

Bills Approved -
Continued

Motion adopted unanimously.

Ms. Culbertson presented for the Board’s consideration a property tax penalty abatement request.

Beckstrom
Property Tax
Penalty
Abatement
Request Denied

Erik Beckstrom has submitted a request to abate the penalty and interest for the 2015 taxes on his home in Kasson. In his abatement application, Mr. Beckstrom states that he expected to receive a new tax statement with just his name on it as he is now the sole owner of the property. This transfer happened just prior to the October 15, 2015 collection date. Mr. Beckstrom also stated that neither the closing company nor the bank told him to pay the taxes during the transfer of ownership.

Mr. Beckstrom paid his taxes after receiving the January delinquent tax courtesy letter but the penalty and interest are still outstanding.

Although the Finance Office empathizes with Mr. Beckstrom’s situation, it is their recommendation, to remain consistent with past decisions, that this request be denied.

Motion by Peterson seconded by Allen to deny the Erick Beckstrom property tax penalty abatement request. *Motion adopted unanimously.*

The Taxpayer Services Director discussed with the Board a property tax penalty abatement request for Jose Silva.

Silva Property
Tax Penalty
Abatement
Request Denied

Mr. Silva has submitted a request to abate the penalty and interest for the 2015 taxes on a rental property in Claremont. In his abatement application, Mr. Silva states that he did not receive the bill which was sent to the ex-owner. Mr. Silva has paid his taxes, penalty and interest in full after receiving the January delinquent tax courtesy letter. The penalty and interest was \$444.67.

According to the transfer history, the property was transferred on June 25, 2015. Tax statements are sent out only once a year, in March, so no new statement would have been mailed to Mr. Silva after the transfer.

Although the Finance Office empathizes with Mr. Silva’s situation, it is their recommendation, to remain consistent with past decisions, that this request be denied.

Motion by Erickson seconded by Tjosaas to deny the Jose Silva property tax penalty abatement request. *Motion adopted unanimously.*

Ms. Culbertson reviewed with the Board’s a property tax penalty abatement request for Richard Erpelding.

Erpelding
Property Tax
Penalty
Abatement
Request Denied

Mr. Erpelding has submitted a request to abate the penalty and interest for the 2015 taxes on his home in Kasson. In his abatement application, Mr. Erpelding states that he did not remember to pay his October 15, 2015 taxes. Although he appreciated our efforts to remind him of his payment he felt it was too late and that the county could be reminding taxpayers to pay their bills by sending the letter earlier and publishing a notice to pay taxes in the newspapers in the county.

Mr. Erpelding has paid his taxes, penalty and interest in full. The penalty and interest was \$108.51.

Dodge County’s practice is to send out a reminder letter in early January of each year. Ms. Culbertson explained to Mr. Erpelding that it would be cumbersome and time consuming to send a reminder in October or November with collections in both months. The January letter also serves as the county’s notice of publication for statutory purposes.

Although the Finance Office empathizes with Mr. Erpelding’s situation, it is their recommendation, to remain consistent with past decisions, that this request be denied.

Motion by Tjosaas seconded by Allen to deny the Richard Erpelding property tax penalty abatement request. *Motion adopted unanimously.*

Facilities and Fleet Manager Duke Harbaugh met with the Board to discuss Change Order #6.

Change Order
#6 Approved

Wold Architects has concluded their review of outstanding contractor costs for the Government Services Building Remodel and they are recommending approval of the following costs:

- | | | |
|---|---------------|----------------|
| 1. PR #35 (Revised) | Add | \$1,056 |
| The Sheriff’s Department requested the addition of a new card reader and lock on a door near the holding/booking area to enhance security. | | |
| 2. PR #42 | Deduct | \$105 |
| A carpet change was needed due to the fact that the specified carpet was discontinued by the manufacturer. | | |
| 3. PR #43 | Add | \$4,394 |
| A modification to Court Administration office area to relocate the Administrators office to the south was requested. This will allow staff to be in more proximate locations to the existing service window that was not relocated when the project was rebid to save cost. | | |
| 4. PR #44 | Deduct | \$2,340 |
| A revision to the Law Library area was done to reduce reconstruction near the hearing room. This resulted in a credit to the project. | | |
| 5. PR #48 | Add | \$530 |
| A flooring change was requested in Room A260 in the Sheriff’s area. This changed the specified floor from VCT to carpet. This area was initially intended for holding, but is now being used as an office. | | |

- | | | | |
|-----|--|---------------------------------|---|
| 6. | PR #49
Due to the condition of the plaster behind old wall paneling in Court Administration, it was determined that new painted wood paneling was needed in lieu of plaster wall patching. | Add
\$3,471 | <u>Change Order</u>
<u>#6 Approved -</u>
<u>Continued</u> |
| 7. | PR #50
Modifications to the electrical and technology in the hearing room on the main level was needed to align with the new furniture layout, desired usage of the room by Courts, and the technology package. | Add
\$10,569 | |
| 8. | PR #51
A number of doors in the Sheriff's Department were requested to have windows. The contractor was able to reuse doors that already had glass in them at no additional cost. | No Cost | |
| 9. | PR #52
A number of ceilings in the courthouse required modification to coordinate with existing plaster ceilings and new mechanical and lighting. | Add
\$1,482 | |
| 10. | PR #53
Courts and Sheriff's Department are requesting adding holding room in the basement holding area to allow the Public Defender space to meet clients. This will allow the Sheriff's Department to supervise this area without adding staff. | Add
\$7,254 | |
| 11. | PR #55
Data drops were requested in Room 264 in the Sheriff's Department to allow this room to be used as an office. | Add
\$651 | |
| 12. | PR #56
Repair and extension of an existing soffit around the secure stair in the courthouse was needed to accommodate the new ceiling work. | Add
\$1,059 | |
| 13. | PR #57
The amount of wood crown molding in the courtroom was reduced due to the existing ceiling being uneven. | Deduct
\$1,088 | |
| 14. | GCPR #27
Modifications to existing perimeter heating was needed to accommodate new casework that was relocated. | Add
\$378 | |
| 15. | GCPR #28
New metal sills at the exterior windows was requested in lieu of painting or replacing deteriorated wood sills. | Add
\$5,355 | |
| 16. | GCPR #29
The existing wood base specified to be salvaged and reused was in poor condition when removed. It was decided that new wood base was appropriate in the public hallways of the courthouse. | Add
\$5,129 | |
| 17. | GCPR #30
The flooring contractor recommended additional floor preparation due to the poor condition of the subfloor discovered after all the existing flooring was removed. | Add
\$5,759 | |
| 18. | GCPR #33
Once the existing paneling was removed in the stair leading to the courtroom, it was discovered that the existing plaster was in bad shape and would need more patching than the 30% specified in the documents. | Add
\$2,575 | |
| 19. | GCPR #34
Due to the low slope of the entry canopy at the Government Services Building, water ponding is visible from the second level. This does not void the warranty, but it was requested to add rock to cover the ponding. | Add
\$830 | |

- 20. **GCPR #35** **Add** **\$481**
It was agreed in the field that new ceiling grid in Rooms 306, 307 and 308 was needed in lieu of reusing.
- 21. **GCPR #36** **Add** **\$655**
It was determined in the field that adding a metal transition at the existing windows was a better solution than modifying the window casings at the existing windows.
- 22. **GCPR #37** **Add** **\$342**
It was determined in the field that some existing ceiling tile scheduled for reuse should be replaced.
- 23. **GCPR #39** **Add** **\$613**
It was determined that additional plaster patching in hallway A202 in the courthouse was needed.

Change Order #6 Approved - Continued

Change Order #6 in the amount of \$49,050 for the above modifications is being recommended. The Change Order will be forwarded for Owner and Contractor signatures upon Board approval.

Motion by Erickson seconded by Allen to approve and authorize signatures to Change Order #6 for \$49,050 as presented. *Motion adopted unanimously.*

County Administrator Jim Elmquist presented the Personnel Agenda for the Board's consideration.

Personnel Actions Approved

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

- A. Sheriff's Office**
 - A.1 Shannon Johnson – 911 Dispatcher
Step increase from B22 step 2 \$17.35 to B22 step 3 \$17.87.
Effective Date: 12/26/15
 - A.2 Nicole Bacigalupo – 911 Dispatcher
Step increase from B22 step 2 \$17.35 to B22 step 3 \$17.87.
Effective Date: 12/26/15
- B. Environmental Services**
 - B.1 Chad Knudson – Environmental Program Manager
Step increase from B31 step 7 \$20.53 to B31 step 6 \$21.18.
Effective Date: 1/28/16

Motion adopted unanimously.

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

Legal Update

Mr. Kiltinen briefly discussed the Claremont demolition project and reported that Jason Fitzgerald has not come in to sign a Lien Waver and Settlement Agreement with the county therefore he has not received payment for the project.

The County Attorney informed the Board they discovered a glitch with transferring the county owned lot to the EDA due to the fact that the county purchased the property rather than it being forfeited to the county. Because the lot wasn't a tax forfeited property the transfer needs to be handled differently. Mr. Kiltinen will continue to research options for transferring the property.

Director of Land Records Ryan DeCook met with the Board to discuss damage abatements.

Property Tax Abatements Approved

Minnesota Statutes 375.192 provides that the County Board may grant the reduction or abatement of a property taxpayer’s estimated market valuation and the resulting taxes, costs, penalties, or interest which have been erroneously or unjustly assessed. The County Board may consider and grant reductions and abatements for applications as they relate to taxes payable in the current year and the two prior years. However, abatements for the two prior years shall be considered and granted only for clerical errors and when the taxpayer fails to file for a reduction or an adjustment due to a hardship, as determined by the County Board.

All applications must be written and approved by the County Assessor and the County Auditor before consideration by the County Board. Said abatement applications are entirely discretionary, subject to precedence and prior Board policy, and are not appealable to another level of authority. Based on the applicants’ claims and the investigation of the facts, the Finance Director and Mr. DeCook are offering the following assessment changes for taxes payable in the years listed.

Motion by Allen seconded by Tjosaas to approve the following abatements request:

Parcel ID	Owner	Street	City/TWP	Reason	Tax Reduction
18.551.0030	Adam Thoen	74891 124 th Avenue	Blooming Prairie	Fire Abatement: 7 months in 2015.	2015: \$737
26.100.1820	Beltran	226 Main Street West	West Concord	Water Damage	2015: \$331
Beltran Property: water damage caused significant property damage. The rear of the main floor caved in causing significant damage to that portion of the building and the upper level.					

Motion adopted unanimously.

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

Administration Committee Report

Motion by Erickson seconded by Tjosaas to approve and authorize the January 12, 2016 Committee of the Whole meeting minutes as presented. *Motion adopted unanimously.*

01/12/16 Committee of the Whole Meeting Minutes Approved

Motion by Peterson seconded by Allen to approve and authorize the January 12, 2016 meeting minutes as corrected on page 11 and 20. *Motion adopted unanimously.*

01/12/16 Meeting Minutes Approved

Commissioners provided their agency reports. Commissioner Allen attended a Building Committee meeting and a County Ditch meeting. Commissioner Erickson attended a SE-EMS Emergency Management Services meeting, a Workforce Development Joint Powers meeting, a Construction Committee meeting, a Fairview Care Center meeting, a Building Committee meeting, a Ripley/Havana Drainage Ditch Joint Powers Board meeting, a Construction Committee meeting and a Dodge/Steele County Community Health Board - Joint meeting.

Agency Reports

Commissioner Gray attended a Dodge County Board meeting, a Zumbro Watershed Partnership meeting, a Fairview Care Center meeting, a ZWP Planning meeting and a SCHRC meeting. Commissioner Peterson attended a MNPrairie Board meeting, a Hayfield City Council meeting, a Radio Board Conference Planning Committee meeting, a Dodge County Soil & Water meeting, a Fair Board meeting, a Ditch meeting and a Hiawatha Valley meeting. Commissioner Tjosaas attended a Fairview Care Center Board meeting, a MNPrairie Joint Powers Board meeting, an EDA meeting, a SCHRC meeting and a Dodge/Steele Community Health Board meeting.

Agency Reports
- Continued

Motion by Peterson seconded by Tjosaas to adjourn the meeting at 5:57 p.m. CST.
Motion adopted unanimously.

Meeting
Adjourned

The next regular meeting of the Dodge County Board of Commissioners will be held on February 9, 2016 at 9:30 a.m. CST.

Next Regular
Meeting

ATTEST:

STEVEN GRAY
CHAIR, COUNTY BOARD

BECKY LUBAHN
DEPUTY CLERK

DATED: