

**TUESDAY, SEPTEMBER 27, 2016**

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

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

**COUNTY ADMINISTRATION OFFICE  
MANTORVILLE, MN**

**2016-19**

The Dodge County Commissioners met in regular session September 27, 2016, in the County Board Room at the Dodge County Government Services Building, Mantorville, MN, at 5:00 p.m. CDT. Chair Steven Gray 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

Motion by Erickson seconded by Peterson to approve and adopt the agenda as amended to remove item 1.2 (MnCCC Joint Powers Agreement) from the consent agenda. *Motion adopted unanimously.*

Agenda  
Approved

The Chair welcomed County Administrator Jim Elmquist back to Dodge County.

Jim Elmquist  
Welcomed Back

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

Consent Agenda  
Items Approved

- 1.1 Public Health's request to write off an outstanding balance of \$4,727.22 from three previous clients they served who are now deceased.
- 1.3 Environmental Services to accept the amended amount of \$73,830 in 2017 for the Natural Resources Block Grant.
- 1.4 Final payment of \$9,528.35 to Fitzgerald Excavating for the completion of SAP 020-599-098.

*Motion adopted unanimously.*

County Engineer Guy Kohlnhofer met with the Board to discuss his request to schedule hearings to turn-back certain minimum traffic county roads to townships.

Public Hearing  
Dates Set to  
Turn Back

Mr. Kohlnhofer reported County Roads W and Y are two very rural low volume roads maintained by the county. A review of these roads shows that they do not fit the character or purpose of a county road and are more fitted to be township roads. They are contained in Ripley and Westfield townships.

Certain Minimum  
Traffic County  
Roads to  
Townships

These townships have been approached and are both amicable to reverting these roads to their township systems following Minnesota Statute 163.11 subd.5.

Public Hearing Dates Set to Turn Back Certain Minimum Traffic County Roads to Townships - Continued

As the townships are in agreement to the reversion of the two roads the county now needs to hold public hearings in each of the townships. Mr. Kohlhofer noted the purpose of this Board item is to select dates for those hearings.

These hearings are to have a 30 day public notice prior to meeting. The Highway Department will advertise in the county and township designated newspapers.

Motion by Erickson seconded by Peterson to set the following public hearing dates at Ripley and Westfield Townships for consideration of reverting County Roads W & Y over to their respective townships:

- Ripley – Thursday, December 1, 2016 at 4:30 p.m.
- Westfield – Monday, November 7, 2016 at 7:30 p.m.

*Motion adopted unanimously.*

Taxpayer Services Director Rose Culbertson reviewed bills with the Board.

Bills Approved

Ms. Culbertson noted the description on a payment to Olmsted County Community Services on page 15 was incorrectly listed as a 3<sup>rd</sup> Quarter DFO Contribution and will be changed to read 4<sup>th</sup> Quarter DFO Contribution.

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

01	Revenue Fund	\$ 220,810.71
13	Road and Bridge Fund	\$ 77,417.89
16	Environmental Quality Fund	\$ 133,631.37
32	County Capital Projects	\$ 77.41
	Total	\$ 431,937.38

*Motion adopted unanimously.*

Environmental Programs Manager Chad Knudson presented for the Boards consideration a request to approve a SSTS grant payment.

SSTS Grant Payment Approved

Dodge County received a grant in 2016 to help low income participants upgrade septic systems that have been found non-compliant and/or deemed an Imminent Public Health Threat (IPHT). One applicant recently met income guidelines and was approved for cost share. Cost share assistance is limited to 50% of the total cost of the system not to exceed \$8,000.00. The new system was recently constructed and issued a Certificate of Compliance.

Motion by Allen seconded by Peterson to approve and authorize a cost-share payment of \$8,000.00 on 2016-Imminent Public Health Threat SSTS Abatement Program Contract #2016-02 as requested. *Motion adopted unanimously.*

Director of Land Records Ryan DeCook provided the Board with a data storage update.

Purchase of  
Data Storage  
System for Land  
Records  
Approved

ISC has provided a final contract for the purchase of a product called Assureon. This product will replace Land Record’s current backup storage that is no longer going to be supported by ISC. The amounts are the same as presented at the September 13, 2016 Board meeting. This is a shared product with Waseca County which cut Dodge County’s costs in half and will make the Land Record’s data even more secure by allowing them to have a server off site. The Land Records fund balance would be used for this purchase.

The cost of the system will be \$19,995 the first year (2017) with an annual fee of \$2,495 (2018 and beyond).

MN Statute 357.18 creates a fund for equipment purchases such as this. A certain amount of money from each recorded document is to be set aside for technology purchases that improve and maintain the County recording system. Land Records has the appropriate funds to be able to purchase this equipment in the 2017 budget.

Motion by Tjosaas seconded by Allen to approve and authorize the Director of Land Records to purchase Assureon for Land Records data storage at a cost of \$19,995 for the 2017 budget year as requested and authorize the Director of Land Records to sign the necessary paperwork. *Motion adopted unanimously.*

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

Legal Update

Mr. Kiltinen informed the Board the work load in his office is 33% higher this year. The County Attorney reported the increased work load roughly calculates to 100 additional files handled by his office this year. Mr. Kiltinen believes the additional work is related to an increase in child protection cases and adult felony cases.

The County Attorney discussed with the Board an issue they have discovered with a piece of property in Blooming Prairie. The property was within the city limits and zoned commercial/industrial. The property was de-annexed and reverted back to being zoned agricultural. The property in question is surrounded by commercial/industrial property and should not be zoned agricultural. In order to correct the issue the property would have to be re-zoned again which would require the property owner to pay a fee. Mr. Kiltinen reported this issue will be brought before the Planning and Zoning Committee in December.

The County Administrator presented the Personnel Agenda for the Board’s consideration.

Personnel  
Actions  
Approved

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

**A. Sheriff’s Office**

- A.1 Tyler Vermeersch – Deputy Sheriff – 1.0 FTE  
Authorization to change status from on-call to full-time.  
Effective Date: 9/26/16

- A.2 Brianna Hofschulte – 911 Dispatcher – 1.0 FTE  
Authorization to employ at B22 step 1 \$17.20 to fill approved vacancy.  
Effective Date: TBD
- A.3 Elizabeth Klapperich – 911 Dispatcher – On-Call  
Authorization to employ at B22 step 11 \$16.19 to fill approved vacancy.  
Effective Date: 9/19/16
- B. Environmental Services**
- B.1 Sandra Schaefer – Septic System Coordinator/Account Technician  
Annual review.  
Effective Date: 8/8/16
- B.2 Sandra Schaefer – Septic System Coordinator/Account Technician  
End of employment.  
Effective Date: 1/31/17
- C. Public Health**
- C.1 Jessica Warehime – Account Technician - .8 FTE  
Authorization to employ at B23 step 7 \$18.78 to fill approved vacancy.  
Effective Date: 10/4/16
- C.2 Elizabeth Armstrong – Administrative Secretary - .6 FTE  
Authorization to employ at A13 step 6 \$15.27 to fill approved vacancy.  
Effective Date: TBD

Personnel  
Actions  
Approved -  
Continued

*Motion adopted unanimously.*

Finance Director Lisa Kramer presented for the Board's consideration a request to approve a department credit card for Employee Relations.

Departmental  
Credit Card  
Approved for  
Employee  
Relations

Ms. Kramer reported the county recently started doing most of their advertising to fill position vacancies using the on-line recruiting service Indeed.com. Indeed requires all payments be done by credit card and the cost can vary depending on the number of clicks to the job posting. Most clicks on Indeed cost between \$0.25 - \$1.50. This is less expensive than advertising in the Rochester Post Bulletin and seems to be more effective in obtaining a larger group of qualified applicants.

The Finance Director is requesting that Employee Relations be issued a department credit card because of the random nature of these charges and how they can affect others use of the county credit card, causing the county to reach their credit limit in some cases without Finance knowledge ahead of time.

Motion by Erickson seconded by Tjosaas to approve and authorize the issuance of a departmental credit card for Employee Relations as requested. *Motion adopted unanimously.*

Economic Development Authority (EDA) Adviser Tom Monson met with the Board to discuss the Al-Corn Clean Fuel tax abatement request.

Al-Corn Clean  
Fuel Tax  
Abatement  
Discussion

On February 12, 2016, Mr. Monson met with Randall Doyal, CEO, and Chad Miller, CFO, of Al-Corn Clean Fuel to hold an initial discussion of their proposed expansion. Since then Al-Corn has submitted an application for Dodge County Tax Abatement. Included in the Board packet was a tax abatement resolution which was approved on August 22, 2016 by the Economic Development Authority Board.

The EDA Adviser informed the Board the City of Claremont approved a Tax Increment Financing District on September 13, 2016 and the Minnesota Department of Employment & Economic Development awarded \$500,000 to the City of Claremont to finance improvements to 5th Street in order to facilitate this project.

AI-Corn Clean Fuel Tax Abatement Discussion - Continued

Mr. Monson shared the following information with the Board:

**Requested Tax Abatement Terms:**

75% of new property taxes in township parcels rebated for 10 years.

**Project Capital Investment:**

\$146,000,000

**Preliminary Taxable Value Estimate:**

\$14,000,000 (\$7,000,000 in City of Claremont; \$7,000,000 in Claremont Township).

**Job Creation:**

8-15 FTE, 300+ projected construction jobs for approximately 2 years.

**Alignment with Subsidy Policy:**

Increase tax base and create jobs, meeting policy requirement of 2 of 6 in 5.03. Additionally aligns with industry priorities of agriculture and manufacturing.

**City Involvement:**

The City of Claremont has been awarded \$500,000 from the Department of Employment & Economic Development towards improvements to 5th Street and will be holding a public hearing for a Tax Increment Financing District on the portion of the project in city limits on September 13, 2016. The total street improvements were assigned a preliminary engineering estimate of \$1,128,914.

The Director of Land Records was available to answer questions and provide input on the abatement request.

The Chair opened the AI-Corn Clean Fuel Tax Abatement public hearing to the public at 5:32 p.m. CDT.

AI-Corn Clean Fuel Tax Abatement Public Hearing Opened to the Public

Rod Jorgenson informed the Board that he farms just east of Kasson. Mr. Jorgenson stated he is a member of the AI-Corn Clean Fuel and serves on the Board of Directors. It was Rod Jorgenson’s opinion the AI-Corn plant is good for AI-Corn members and the county. Mr. Jorgenson shared information with the Board regarding how members are re-investing in the Claremont facility. Rod Jorgenson reported this will be a state of the art facility that will create jobs when completed.

Roger Toquam reported he a farmer who lives in Ripley Township. Mr. Toquam is a member of the AI-Corn Clean Fuel and also serves on the Board of Directors. Roger Toquam informed the Board he has three sons who also farm and are AI-Corn members. It was Mr. Toquam’s opinion that AI-Corn Clean Fuel is a business that is here to stay.

Brain Peterson stated he lives in Rice County but is a member of the AI-Corn Clean Fuel and serves on the Board of Directors. Mr. Peterson commented the AI-Corn plant has been a big part of the success in his business. Brain Peterson informed the Board that he too has a son that is involved in farming.

Don Kubat reported that he is a farmer and that he lives across the road from the Al-Corn plant. Mr. Kubat stated he opposes the Al-Corn expansion, he doesn't believe they are adding employees with the Epcoc facility closing down. Don Kubat shared concerns regarding air quality; the impact the expansion will have on roads and noted ten years is a long time for a tax abatement. Mr. Kubat feels the Al-Corn shareholders have been successful and the way they give back is by paying taxes. Don Kubat informed the Board he would like to see them consider a lower amount if approved.

Al-Corn Clean Fuel Tax Abatement Public Hearing Opened to the Public - Continued

The Director of Land Records discussed the valuation process for the Al-Corn Clean Fuel facility. It was noted after the expansion is done a final assessment of the plant will be done.

Mr. Monson briefly discussed the City of Claremont TIF Agreement.

No other members of the public wanted to make additional comments on the Al-Corn Clean Fuel tax abatement request.

Al-Corn Clean Fuel Tax Abatement Public Hearing Closed to the Public

The Chair closed the Al-Corn Clean Fuel Tax Abatement public hearing to the public at 5:52 p.m. CDT.

The Board continued discussions on the abatement proposal.

Al-Corn Clean Fuel Tax Abatement Approved by Resolution #2016-41

The EDA Adviser discussed the abatement cap.

Commissioner Erickson wanted to know how the abatement impacts school taxes.

Mr. Monson stated the abatement does not have an effect on school taxes.

Commissioner Erickson wanted to address the ten year block of time. Mr. Erickson clarified that in this particular case this is an unusual size of project, and a larger project than the county normally deals with.

Commissioner Erickson reported a vote was taken, which was defeated, regarding the issuance of stocks. Mr. Erickson wanted to know how they could go ahead with a negative vote.

Randall Doyal stated a vote was taken on the matter of issuing additional shares. The vote was close but members voted not to issue additional shares. They then decided to call members to find out what they were thinking and discovered that although members voted not to issue additional shares they wanted them to expand the facility.

Commissioner Peterson clarified that the offer made to members was to issue more stocks, not a stock split.

Mr. Doyal confirmed the offer was to issue more stocks.

Commissioner Peterson offered the following resolution (#2016-41), seconded by Commissioner Tjosaas:

Al-Corn Clean Fuel Tax Abatement Approved by Resolution #2016-41 - Continued

**Al-Corn Clean Fuel Tax Abatement**

**WHEREAS**, the Dodge County government and its agents (forthwith County) received a completed business subsidy application from Al-Corn Clean Fuel that requests tax abatement; and

**WHEREAS**, the requested tax abatement is ten (10) years of 75% of new property taxes relating to the Al-Corn Clean Fuel expansion scheduled to begin on or around October 1, 2016, collected by the County; and

**WHEREAS**, Al-Corn Clean Fuel submitted a signed letter that the expansion project cannot be completed as planned but for the requested assistance from the County; and

**WHEREAS**, Al-Corn Clean Fuel intends to make capital investments of approximately \$146 million in Dodge County, including an anticipated increase of \$14 million in tax base upon project completion; and

**WHEREAS**, Al-Corn Clean Fuel plans to create at least eight (8) new FTE jobs above 120% the state and/or federal minimum wage; and

**WHEREAS**, half of the expansion will take place within the jurisdiction of the City of Claremont and half in the Township of Claremont; and

**WHEREAS**, the County tax abatement will only effect the parcels located in the Township of Claremont owned by Al-Corn Clean Fuel and impacted by their anticipated expansion, but not extend into any parcels located within the City of Claremont; and

**WHEREAS**, the City of Claremont has approved a tax increment financing district on September 13, 2016; and

**WHEREAS**, the County can grant a property tax abatement in order to assist with the construction of commercial facility improvements within its jurisdiction, pursuant to Minnesota Statutes Sections 469.1812 to 469.1815, but cannot do so within a tax increment financing district per 469.1813 subd. 4.

**BE IT RESOLVED**, by the Board of Commissioners of Dodge County, Minnesota (herein "Board") as follows:

Section 1. Recitals.

- 1.01. The County has contemplated granting a property tax abatement in order to assist with the construction of commercial facility improvements (Al-Corn Clean Fuel) to be located in and around the City of Claremont, Minnesota, pursuant to Minnesota Statutes Sections 469.1812 through 469.1815 (herein "Act").

- 1.02. Pursuant to Section 469.1813, subd. 1 of the Act, the County may identify particular parcels and provide, by resolution, that the County will abate all or part of the County’s share of taxes from the tax parcel in question to reduce all or part of the property tax amount for the political subdivision of the parcel.
- 1.03. The County has identified certain parcels, specifically tax parcel numbers: 09.029.0600 and 09.030.0200 (the “Abatement Property”), located near Claremont, Minnesota, from which Al-Corn Clean Fuel requests the County collect a portion of the County’s share of taxes and transfer those dollars back to Al-Corn Clean Fuel to help assist the project, subject to all the terms and conditions of this resolution.
- 1.04. The County understands that Al-Corn Clean Fuel requests the County reimburse Al-Corn Clean Fuel annually 75% of the new property taxes received for the identified parcels within the Abatement Property during a period of ten years, commencing with taxes payable 2018 for all new values added between October 1, 2016, to December 31, 2018.
  - 1.04.1. The assessed market value defined as of January 1, 2018, will determine the value for the 75% reimbursement rate for taxes payable 2018.
  - 1.04.2. Commencing with taxes payable 2019, the assessed market value defined as of January 1, 2019, will determine the value for the 75% reimbursement rate through the remaining term of this agreement within the Abatement Property.

Al-Corn Clean  
Fuel Tax  
Abatement  
Approved by  
Resolution  
#2016-41 -  
Continued

Section 2. Findings.

- 2.01. It is hereby found and determined that the benefits to the County from the abatement will be at least equal to the costs to the County of the Abatement because the project would not happen without public assistance. The present value of future taxes with the project is greater than the present value of future taxes as is. Further, the project shall increase employment opportunities within the County and increase services to residents of the County.
- 2.02. It is hereby found and determined that the abatement is in the public interest for the following reasons.
  - 2.02.1. The abatement will increase tax base by assisting in the construction of commercial facilities.
  - 2.02.2. The abatement shall increase employment opportunities within the County.
  - 2.02.3. The abatement will help increase County residents’ access to crop purchasing services.

Section 3. Actions Ratified: Approval of Tax Abatement.

- 3.01. The Board ratifies all actions of the County’s staff and consultants in arranging for approval of this resolution in accordance with the Act.
- 3.02. Subject to the provisions of the Act, the Board approves the Abatement subject to the terms and conditions in this resolution.



- 3.02.1. Newly constructed, taxable commercial facilities within the Abatement Property within the period of October 1, 2016 to December 31, 2018, will have 75% of their new real estate taxes collected by the County abated in the form of semi-annually paid rebates beginning 2018, and continuing through 2027, subject to any administrative delays the County deems necessary.
- 3.02.2 The County will reimburse Al-Corn Clean Fuel annually 75% of the new property taxes received for the identified parcels within the Abatement Property during a period of ten years, commencing with taxes payable 2018 for all new values added within the period of October 1, 2016, to December 31, 2018.
  - 3.02.2.1 The assessed market value defined as of January 1, 2018, will determine the value for the 75% reimbursement rate for taxes payable 2018.
  - 3.02.2.2. Commencing with taxes payable 2019, the assessed market value defined as of January 1, 2019, will determine the value for the 75% reimbursement rate through the remaining term of this agreement within the Abatement Property.
- 3.02.3. Any and all new tax base values added to the Abatement Property after January 1, 2019, will be exempt from the Act and its included terms of reimbursement.
- 3.03. In accordance with Section 469.1813, subd. 8 of the Act, in no year shall the Abatement together with all other abatements approved by the County under the Act and paid in that year exceed 10% of the County’s levy for that year or \$200,000 (the “Abatement Cap”). The County may grant any other abatements permitted under the Act after the date of this resolution, provided that to the extent the total abatements in any year exceed the Abatement Cap, the allocation of the Abatement Cap to such other abatements is subordinate to the Abatements under this Resolution.
- 3.04. This resolution is effective upon final approval by the Board pursuant to all statutory approval requirements.

Al-Corn Clean Fuel Tax Abatement Approved by Resolution #2016-41 - Continued

*Resolution adopted unanimously.*

Commissioner Peterson commented he wouldn’t normally agree to a ten year abatement but this is a large project.

Commissioner Tjosaas stated the abatement request is a long time and significantly different than what the county has done in the past. Mr. Tjosaas noted the county is giving up potential tax, however without the expansion there wouldn’t be the potential for more tax money in the future anyway. Commissioner Tjosaas commented there is a tax benefit, although it will be ten years before we see the benefit of the expansion.

Commissioner Peterson left the meeting at 6:10 p.m. CDT.

Commissioner Peterson Left Meeting

Chief Deputy Mike Leonhardt presented for the Board's consideration the School Resource Officer (SRO) contracts.

SRO  
Memorandum of  
Agreements  
Approve with  
Hayfield and  
Triton School  
Districts

The Sheriff's Office raised rates for Triton and Hayfield School Districts 2.75% for 2017. Both have agreed and signed the proposed contracts. The Sheriff's Office is requesting that the Board approve the contracts and the Board Chair sign the contracts.

Motion by Erickson seconded by Allen to approve and authorize the Chair to sign the proposed 2017 SRO Memorandum of Agreements with the Hayfield School District and the Triton School District as presented. *Motion adopted unanimously.*

The Chair recessed the meeting at 6:10 p.m. CDT.

Meeting  
Recessed

The Chair reconvened the meeting at 6:16 p.m. CDT.

Meeting  
Reconvened

Wold Architects Partner John McNamara met with the Board to discuss Change Order #8.

Change Order  
#8 Approved

Facilities and Fleet Manager Duke Harbaugh was available to comment on the proposed Change Order.

Wold Architects has concluded their final review of outstanding contractor costs for the Government Services Building Remodel and Courthouse/Annex Remodel and is recommending approval of the following costs:

- |   |               |                |
|---|---------------|----------------|
| 1. <b>PR #47</b>  | <b>Add</b>    | <b>\$2,095</b> |
| This was for miscellaneous changes to the Sheriff's Office area that included some additional skim coating of existing walls, card reader relocation and modifications to demolition and infill at openings in walls. This was previously approved by the Building Committee, but did not make it into an earlier Change Order. |               |                |
| 2. <b>PR #60</b>  | <b>Deduct</b> | <b>\$4,640</b> |
| Various items included in the project were deleted based on coordination with facilities. These include deleting a mop sink, removal and infill of a steel plate access panel at the holding area, cleaning done by the Owner at the lower level of the annex and replacement of some cracked concrete.                         |               |                |
| 3. <b>GCPR #20</b>  | <b>Add</b>    | <b>\$6,907</b> |
| The contractor performed various field modifications for unforeseen field conditions that were directed and approved on-site and were deemed necessary to move the construction forward.  |               |                |
| 4. <b>GCPR #32</b>  | <b>Add</b>    | <b>\$2,732</b> |
| A number of roofing modifications were done to the Government Services Building during the roofing operations that included cleaning up existing vents, drains and misc. penetrations.  |               |                |
| 5. <b>GCPR #41</b>  | <b>Add</b>    | <b>\$1,263</b> |
| The ceiling in the main hallway by Court Administration needed to be lowered slightly to accommodate existing conditions above the old ceiling. This required a metal transition along the hallway and by the new elevator.   |               |                |

- 6. **GCPR #43** **Credit** **\$5,355**  
 This reflects a credit from the contractor for metal sill work for the exterior windows that was previously approved in CO #6, but not performed by the contractor. It was deemed that this work could be done separate from this contract.
- 7. **GCPR #47** **Add** **\$8,792**  
 As a cost savings measure, existing raised panel doors were salvaged to be reused for new locations in the Courthouse. It was determined that some of the doors salvaged could not be reused. It was agreed to provide new doors at 6 locations on the Courts floor.
- 8. **GCPR #48** **Add** **\$1,904**  
 Additional flashing was determined to be needed at the entrance glazing system at the Government Services Building. This was discussed and agreed to in the field, but was not brought forward for approval until now.
- 9. **GCPR #51** **Add** **\$1,466**  
 Additional floor leveling was needed at the Courthouse in the Courtroom to provide a proper surface for the carpet installation.

Change Order #8 Approved - Continued

Change Order #8 in the amount of \$15,164 for the above modifications is being recommended. Wold has reviewed these outstanding costs with the Building Committee and the Contractor and this will be the last Change Order in preparation of closing out this project.

Mr. McNamara briefly reviewed the project budget. The total cost of the project was \$8,567,099. Change orders came in at 3% on the project. Mr. McNamara noted there is \$130,548 left in the Contingency money. Mr. McNamara also reported that there is still retainage to address a few open items.

The Facilities and Fleet Manager informed the Board that because they have noted a few open items Benike is liable for those items.

Motion by Allen seconded by Erickson to approve and authorize signatures to Change Order #8 for \$15,164 as presented.

*Motion adopted unanimously.*

Mr. Harbaugh discussed with the Board his request to approve condensate piping in the Government Services Building.

Condensate Piping Work Approved for Government Services Building

The Facilities and Fleet Manager reported during the construction of the Government Services Building the four heating and cooling units were placed on the roof of the building above the mechanical rooms. Within each of these units are two high condensate low temperature boilers for a total of eight boilers. Each of these boilers, when running at max capacity, is able to produce seven gallons of condensate an hour. These boilers only run during the heating season as the humidity control is done by electric coils during the summer. The amount of condensate draining onto the roof and freezing is not only hazardous to work around, but is also adding additional weight resulting in a lot of wear and tear on the roof.

Mr. Harbaugh asked Benike for a change order to add condensate lines during the construction project and the PR came in at about \$14,500 and at this point was rejected. Mr. Harbaugh has since reached out to the contractors and had them revise the quotes and give them directly to him rather than through the Contractor. This pricing came at a total of \$6,784.00 and includes not only the piping, roof penetration and heat trace but also insulation and heat trace all the way down the down spout on the north side of the building that was always iced up during our first winter in the Government Services Building.

Condensate  
Piping Work  
Approved for  
Government  
Services  
Building -  
Continued

Motion by Erickson seconded by Allen to approve and authorize Harty Mechanical to perform the condensate piping work as described in their proposal totaling \$4,884.00 as well as Ryan Electric to perform the work described in their proposal totaling \$1,900.00 and authorize the Facilities and Fleet Manager to sign the necessary paperwork. *Motion adopted unanimously.*

Finance Director Lisa Kramer presented for the Board's consideration a request to approve payment of a bill for the Historical Society cell door replacement.

Historical  
Society Cell  
Door  
Replacement  
Discussion

At the September 13, 2016 Board meeting representatives from the Dodge County Historical Society presented an invoice from Action Builders of Hayfield for a cellar door. In looking through past minutes Executive Assistant Becky Lubahn could not find where the door had been possibly discussed and there was no approval action. As a result, Ms. Kramer is presenting the invoice today for discussion and approval.

A note from Commissioner Gray noted that he has been attending Dodge County Historical Society Board meetings as he is available to do so since shortly after his election as County Commissioner. Some years back the Historical Society Board had discussed repairing the museum basement outside door as it has let water into the basement for years. The Historical Society would like to use the basement space to expand their display area. The discussion of repairing the door centered on who among the Historical Society membership or Board might be able to do the work. Mr. Gray suggested that the Society's greatest value to the county was to make history available to the public and they were being distracted from that purpose by expending their limited human resources and funds keeping the museum building maintained. The Historical Society Board decided to let the project out for bids, and accepted a bid from a local contractor to complete the work. At a subsequent meeting of the Society Board this topic was further discussed. Commissioner Gray suggested that the museum building was county property and the county should be responsible for maintaining the structure and utility items. Mr. Gray visited with the county's facility maintenance supervisor Roger Friedt about the museum door repair and he reluctantly agreed it was a county responsibility. Mr. Friedt's reluctance was related to two concerns, he had not been previously involved with maintenance of the museum building, and museum repairs were not included in his budget. Commissioner Gray discussed this topic with the County Board shortly after visiting with Roger Friedt. Mr. Gray recalled a consensus of the Board to proceed with the Historical Society's bid contractor. Apparently there was no formal action taken. The contractor did not come to the museum to complete the work. A year at least went by. The Historical Society Board revisited the topic periodically and they wondered, "What do we do now?" Mr. Friedt had left by this time, and Commissioner Gray suggested to the Historical Society Board that they discuss the door replacement with Duke Harbaugh.

Mr. Gray doesn't know what conversation or even if any conversation took place between the Historical Society Board and Mr. Harbaugh. Eventually the Historical Society Board took it upon themselves to arrange for replacement of the door, repairing the opening and making it water tight.

Historical  
Society Cell  
Door  
Replacement  
Discussion -  
Continued

It was Commissioner Gray's opinion that the Historical Society Board's submittal of the repair invoice during the Committee of the Whole on September 13, 2016 was misdirected at that meeting. The invoice should have been submitted to the Finance Office as a starting place.

As some insight into the Historical Society's action today, having the county involved with the museum building maintenance is a new concept and process for the Historical Society Board, and also for the County Board and Facility and Fleet Manager. Mr. Gray suspects the Historical Society Board is unclear about the process of submitting this expense to the county for consideration. Commissioner Gray also suspects there may some frustration from pursuing this over a period of years at his encouragement without result.

Mr. Gray noted going forward; there has been a longstanding distance between the Dodge County Board and the county's Historical Society. Commissioner Gray has regularly attended the Historical Society Board meetings with a purpose to encourage resolving the distance between these two entities.

Mr. Gray has encouraged the Historical Society Board to engage with the county on facility and other issues for the following reasons:

- Minnesota counties are enabled and encouraged by statute to establish and fund museums and offer support to local historical societies.
- The museum building is property of the county. County Administration is accountable for the county's property.
- Preservation of local history has interest to some people of the county to the extent that volunteers operate the county's museum. Dodge County Historical Society provides the primary funding for these activities, has provided maintenance for the museum, pays utility expenses, and also maintains several other buildings in the county.
- The Historical Society has been burdened with facility maintenance to such an extent that there has been little resource remaining to attend to their core function of making history accessible to the public. The Historical Society Board is attempting to address this issue.

Commissioner Gray suggested the County Board may need to clarify its position as it relates to facility maintenance of the museum building.

Mr. Gray also suggested that County Administration may consider offering guidance to and engagement with the Historical Society Board for the museum building maintenance and any related paperwork.

Motion by Erickson seconded by Tjosaas to pay for the repair to the Historical Society cellar door at a cost of \$5,108.10. *Motion adopted unanimously.*

Finance Director Lisa Kramer presented the 2017 preliminary levy certification for the Board’s consideration. As requested Ms. Kramer adjusted the proposed preliminary levy amounts, the new figures represent a 4.8% increase over 2016 figures.

2017 Preliminary Budget & Tax Levy Set by Resolution #2016-42

Commissioner Allen offered the following resolution (#2016-42), seconded by Commissioner Tjosaas:

**2017 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 2017 preliminary county budget at \$24,357,212 and certifies the 2017 preliminary tax levy at \$13,303,479.

**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 27, 2016 at 6:00 p.m. in the County Board Room in Mantorville.

*Resolution adopted unanimously.*

The County Administrator commended the Finance Director for her work on the budget this year.

Commissioner Gray thanked Commissioner Tjosaas for his work with the 2017 budget.

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

Administration Committee Report

Motion by Erickson seconded by Allen to approve and authorize the September 13, 2016 Committee of the Whole meeting minutes as presented. *Motion adopted unanimously.*

09/13/16 C.O.W. Meeting Minutes Approved

Motion by Erickson seconded by Tjosaas to approve and authorize the September 13, 2016 meeting minutes as corrected on page 201. *Motion adopted unanimously.*

09/13/16 Meeting Minutes Approved

Motion by Allen seconded by Tjosaas to approve and authorize the September 20, 2016 special meeting minutes as presented. *Motion adopted unanimously.*

09/20/16 Special Meeting Minutes Approved

Commissioners provided their agency reports. Commissioner Allen attended an EDA meeting, checked on the parking lot progress at Fairview Care Center and attended the Courthouse/Annex and Government Services Building open houses. Commissioner Erickson attended a DFO Joint Powers Board meeting, an open house at the Courthouse/Annex and Government Services Building, a Fairview Care Center meeting, a budget work session, a Building Committee meeting, a PERA retirement meeting and a regular County Board meeting. Commissioner Gray attended a regular County Board meeting, an AMC Policy Conference, the Courthouse/Annex and Government Services Building open houses, a Fairview Care Center meeting, a MACCAC Annual Conference and a SCHRC meeting. Commissioner Peterson attended the Courthouse/Annex and Government Services Building open houses, a Fairview Care Center meeting, a MNPrairie Joint Powers Board meeting, Dodge/Olmsted SWCD tours, a Root River One Watershed-One Plan meeting and a Fair Board meeting. Commissioner Tjosaas attended the Courthouse/Annex and Government Services Building open houses, a Fairview Care Center meeting, a Budget Work session, a MNPrairie Joint Powers Board meeting and a SCHRC meeting.

Agency Reports

Commissioner Gray acknowledged the work of Lisa Hager, Lisa Kramer and Becky Lubahn in the absence of a County Administrator. Mr. Gray noted the County Administrator duties which were handled by these three individuals will now revert back to Mr. Elmquist.

County Administrator Duties Reverted back to Jim Elmquist

Motion by Tjosaas seconded by Allen to adjourn the meeting at 6:58 p.m. CDT. *Motion adopted unanimously.*

Meeting Adjourned

The next regular meeting of the Dodge County Board of Commissioners will be held on October 11, 2016 at 9:30 a.m. CDT.

Next Regular Meeting

**ATTEST:**

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**STEVEN GRAY  
CHAIR, COUNTY BOARD**

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**BECKY LUBAHN  
DEPUTY CLERK**

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**DATED:**