

TUESDAY, MAY 9, 2017

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

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

**COUNTY ADMINISTRATION OFFICE
MANTORVILLE, MN**

2017-10

The Dodge County Commissioners met in regular session May 9, 2017, in the Commissioner's Room at the Dodge County Government Services Building, Mantorville, MN, at 9:30 a.m. CDT. Chair Tim Tjosaas called the meeting to order at 9:33 a.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
	Rhonda Toquam	District #4
	David Kenworthy	District #5

Members absent: None

Also present:	Jim Elmquist	County Administrator
	Becky Lubahn	Deputy Clerk
	Paul Kiltinen	County Attorney

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

Agenda Approved

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

Consent Agenda
Items Approved

- 1.1 April 25, 2017 Committee of the Whole meeting minutes.
- 1.2 April 25, 2017 meeting minutes.
- 1.3 Awarding the contract for SP 020-621-004 to C.S. McCrossan, Inc. in the amount of \$1,812,458.55 with the County Engineer authorized to approve change orders and supplemental agreements up to 10% of the contract amount.

Motion adopted unanimously.

Taxpayer Services Director Rose Culbertson reviewed bills with the Board.

Bills Approved

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

01	Revenue Fund	\$ 117,137.41
13	Road and Bridge Fund	\$ 43,664.35
16	Environmental Quality Fund	\$ 2,275.57
	Total	\$ 163,077.33

Motion adopted unanimously.

Ms. Culbertson presented for the Board’s consideration a request to approve the basic sale price of tax-forfeited properties and authorize the public sale of the properties. Ms. Culbertson noted the resolution indicated it would be a non-public sale; the resolution will be corrected to reflect that it will be a public sale.

Base Sale Price and
Authorization of
Public Sale of Tax-
Forfeited Properties
Approved by
Resolution #2017-23

M.S. 282.01 provides for the classification, appraisal and sale of land becoming the property of the State of Minnesota for nonpayment of real property taxes. All parcels were released by the cities and townships for public use. The appraisal was obtained by the Dodge County Assessor’s Department. The base price was set by the Finance Director.

Thirty days before the sale of tax-forfeited land by public auction, notice of the sale will be published. In addition, notice of sale will be mailed to all owners of land adjoining each parcel to be sold. The sale will be scheduled on June 14, 2017 at 9:00 a.m. in the Board Room.

Included in the Board packet were several documents pertaining to the sale of tax-forfeited property.

The first document included in the Board packet was a list of tax-forfeited properties for public auction. Included on this listing was the parcel number, legal description, the 2018 taxable market value and a suggested base price for each property. Ms. Culbertson noted the base sales price may be set at whatever value the Board feels is fair and helps to assure that the property will be purchased by someone. It is the Finance Office’s recommendation that the suggested base price be used to set the base sales price. If the parcels are not sold at the auction the county would then be able to sell them over the counter.

The second document included in the Board packet was a resolution approving the public auction, the sale price and the auction date of June 14, 2017 at 9:00 a.m.

Commissioner Peterson offered the following resolution (#2017-23), seconded by Commissioner Kenworthy:

Approval of Base Sale Price and Authorization of Public Sale of Tax-Forfeited Properties

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 basic sale price be approved and authorization for a public sale of this land be granted, pursuant to M.S. 282.01; that sale will be held at 9:00 a.m., Wednesday, June 14, 2017, by the Dodge County Finance Director at the Dodge County Government Services Building for not less than the basic sale price, and that all sales shall be full payment.

Resolution adopted unanimously.

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

Personnel Actions
Approved

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

A. Sheriff's Office

- A.1 Sergeant – 1.0 FTE
Authorization to post and fill vacancy.
Effective Date: 5/9/17 (posting) and 10/31/17 (fill)
- A.2 Cami Mitchell – 911 Dispatcher
Step increase from B22 step 1 \$17.58 to B22 step 2 \$18.10.
Effective Date: 3/19/17
- A.3 Jordyn Peterson – 911 Dispatcher FT
Authorization to employ at B22 step 1 \$17.58 to fill approved vacancy.
Effective Date: 5/15/17

B. Administration

- B.1 Duke Harbaugh – Facilities and Fleet Manager
Step increase from C42 step 7 \$26.27 to C42 step 6 \$27.08.
Effective Date: 3/9/17

C. Public Health

- C.1 Deb Harlow – Public Health Lead
Annual review.
Effective Date: 3/23/17
- C.2 Iva Kietzmann – Public Health Nurse II
Annual review.
Effective Date: 4/1/17

D. Land Records

- D.1 Ryan DeCook – Director of Land Records
Annual review.
Effective Date: 5/1/17
- D.2 Elizabeth Johnson – Deputy Recorder
No longer employed.
Effective Date: 5/19/17
- D.3 Deputy Recorder
Authorization to post and fill vacancy.
Effective Date: 5/9/17

E. Environmental Services

- E.1 Mark Brannan – Solid Waste Facility Operator III
Annual review.
Effective Date: 3/1/17

F. Highway

- F.1 Andrew Hesper – Maintenance Superintendent
Step increase from C43 step 4 \$33.94 to C43 step 3 \$35.36.
Effective Date: 5/6/17

G. Attorney's Office

- G.1 Stephanie Morris – Paralegal
No longer employed.
Effective Date: 6/2/17
- G.2 Paralegal
Authorization to post and fill vacancy.
Effective Date: 5/9/17

Motion adopted unanimously.

Director of Information Technology Tobey Hicks presented for the Board's consideration an out-of-state travel request to Austin, Texas October 9-12, 2017, for a 3-day Information Technology workshop.

Out-of-State Travel
Request Approved
for Director of
Information
Technology

The IT department and Maintenance use a software product named "SpiceWorks". This product is used for the county's Help Desk problem ticketing and reporting, system inventory, system status, and other tasks. Mr. Hicks has attended this workshop the last six years and has found it to be very beneficial.

The workshop provides lots of details about what's coming up in the new versions of Spiceworks. The Director of Information Technology has the opportunity to work with the whole Spiceworks team, one on one with any questions or issues the county might be having. There is also access to a lot of vendors to see what is coming out in the future and provides the opportunity to meet new vendors that sell the same products the county needs which could save IT money by working with them.

Mr. Hicks estimates the total cost of the trip to be about \$1,400.00. The IT Department budget does have room in the education line item for this expense.

The following workshop information was shared:

- Location: Austin, Texas
- Cost of hotel (estimate):\$900
- Cost of airplane ticket (estimate):\$500

Motion by Peterson seconded by Toquam to approve and authorize out-of-state travel for the Director of Information Technology to attend a 3-day Information Technology workshop in Austin, Texas October 9-12, 2017 at a cost of approximately \$1,400.00. *Motion adopted unanimously.*

Finance Director Lisa Kramer presented for the Board's consideration a request to approve sponsorship of two county snowmobile clubs.

Snowmobile Club
Sponsorship
Discussion

The State Department of Natural Resources requests resolutions confirming Dodge County's sponsorship of the Dodge County Snowseekers Snowmobile Club and the K-M Snowdrifters Snowmobile Club for the 2016/2017 season accompany each club's grant application. Ms. Kramer requested the Board approve resolutions confirming that the county functions as a sponsor for the Dodge County Snowseekers Snowmobile Club and for the K-M Snowdrifters Snowmobile Club with the addition of granting the Finance Director the ability to sign the grant agreements and related reports.

It was noted the county does not provide any funds for trail maintenance but acts as a flow through agent for the state reimbursement.

Commissioner Allen offered the following resolution (#2016-24), seconded by Commissioner Kenworthy:

Snowseekers
Snowmobile Club
Sponsorship
Approved by
Resolution
#2016-24

Snowseekers Snowmobile Club Sponsorship

WHEREAS, Dodge County has two snowmobile clubs that maintain the county snowmobile trails; and

WHEREAS, these snowmobile clubs need the county to act as sponsor to receive their reimbursements from the State Department of Natural Resources; and

WHEREAS, the Finance Director needs County Board approval to sign the grant agreements and expense reports.

THEREFORE BE IT RESOLVED, that the County Board approves the county sponsorship of the Dodge County Snowseekers Snowmobile Club and gives approval to the County Finance Director to sign the related reports.

Resolution adopted unanimously.

Commissioner Toquam offered the following resolution (#2017-25), seconded by Commissioner Allen:

K-M Snowdrifters
Snowmobile Club
Sponsorship
Approved by
Resolution
#2017-25

K-M Snowdrifters Snowmobile Club Sponsorship

WHEREAS, Dodge County has two snowmobile clubs that maintain the county snowmobile trails; and

WHEREAS, these snowmobile clubs need the county to act as sponsor to receive their reimbursements from the State Department of Natural Resources; and

WHEREAS, the Finance Director needs County Board approval to sign the grant agreements and expense reports.

THEREFORE BE IT RESOLVED, that the County Board approves the county sponsorship of the K-M Snowdrifters Snowmobile Club and gives approval to the County Finance Director to sign the related reports.

Resolution adopted unanimously.

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

Legal Update

Land Records Director Ryan DeCook met with the Board to discuss hiring a Tax Court Appraiser.

Land Records
Authorized to Hire
Tax Court Appraiser
for MTM Property

Land Records has received scheduling orders from Minnesota Tax Court for McNeilus Truck & Manufacturing (MTM) and Shopko Stores Operating Co. LLC (Shopko). Both have scheduling orders for April 2018. Mr. DeCook believes that it is time to move forward and consider hiring Appraisers for each case.

The County Attorney has recommended Jason Messner from Patchin Messner Dodd & Brumm to develop an appraisal for MTM. The Land Records Director has included Mr. Messner’s proposal for the Board’s review in the Board packet and is requesting that the Board approve this proposal for Mr. Messner’s service. Dodge County has worked with this company in the past and Mr. DeCook believes they provided a good service. The proposal includes an estimate for a preliminary appraisal as well as a tax court ready appraisal.

Land Records
Authorized to Hire
Tax Court Appraiser
for MTM Property-
Continued

Mr. DeCook noted a group of Assessors were planning to meet at the end of May during summer seminars to discuss the possibility of hiring an Appraiser together for the Shopko case. Since then the Assessor that was organizing the group decided to move forward and hired an Appraiser. Four counties are currently working in collaboration to share the cost of a preliminary appraisal, that cost is \$5,000. If Dodge County joins the group there would be five counties participating so the individual cost would be \$1,000 to each county.

Motion by Allen seconded by Peterson to approve and authorize the Chair to sign a memorandum of understanding with Jason Messner from Patchin Messner Dodd & Brumm to develop an appraisal for the McNeilus Truck & Manufacturing property. *Motion adopted unanimously.*

Motion by Allen seconded by Kenworthy to approve and authorize the Director of Land Records to work with four other counties to share the cost of a preliminary appraisal for the Shopko Stores Operating Co. LLC. *Motion adopted unanimously.*

Preliminary
Appraisal Expenses
for Shopko
Approved

Zoning Administrator Melissa DeVetter presented for the Board’s consideration a request to approve Board of Adjustment term appointments.

Board of
Adjustment Term
Dates Approved

On January 3, 2017 five new Board of Adjustment members were appointed by the County Board. At that time, the five members were appointed to a one-year term and it was discussed that staggered terms of the individual members would be decided at the first Board of Adjustment meeting of 2017.

On April 20, 2017, the Board of Adjustment met and offered the following term limits for the various members.

<u>BOARD OF ADJUSTMENT</u>	<u>NEW TERM ENDS</u>
Ken Folie	12/31/2017
Beth Davis	12/31/2018
Walt Wyttenbach	12/31/2018
Dean Schuette	12/31/2019
Jim Hruska	12/31/2019

Motion by Peterson seconded by Toquam to approve the Board of Adjustment term end dates as presented. *Motion adopted unanimously.*

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

Public Works
Committee Report

Commissioner Kenworthy discussed with the Board the County Engineers update regarding cooperative seal coating with Goodhue County.

Cooperative Seal Coating with Goodhue County Discussed

The Highway Department seal coats approximately four to six miles of road every year. This is done to help extend the service life of the black topped road surfaces. In the past these operations were conducted using Highway Department staff and Olmsted County equipment. Due to time constraints with other projects the Highway Department has recently been contracting the work out with good success. The contracted seal coats have been using granite chips that are not cost effectively available to the Dodge County Highway Department.

This year the Highway Department has partnered with Goodhue County and piggy backed on their contract. This was initiated after seeing the fine seal coat job conducted just over the border last year.

The seal coating this year will be in the northwest part of the county on CSAH 20 from TH 56 to CSAH 1. The cost for the seal coat and painting the lines will be around \$105,000. Budgeted amount is \$120,000.

No action is needed at this time; this is an informational update only.

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

Administration Committee Report

The Board discussed the Director of Land Records Board of Equalization training report.

Board of Equalization Training Report Discussed

After the 2017 County Board of Appeal and Equalization meeting Dodge County will no longer have a certified/trained Board member. The county currently has two certified members; they are John Allen and Rod Peterson. It is a requirement that one trained member attends the County Board of Appeal and Equalization and that a quorum is present. Mr. DeCook felt it was still important for Board members to attend the Board of Appeal and Equalization meeting even if they are not trained members because the Board has a say in valuation or classification of appealed property.

It was noted information and training is available on the Department of Revenue Website for the County Board of Appeal and Equalization.

Mr. DeCook recommended that all County Board members take the training; he felt it would help the Board understand the process.

Commissioners provided their agency reports. Commissioner Allen attended a Township Officers meeting. Commissioner Kenworthy attended a Planning Commission meeting. Commissioner Peterson attended a SEMWRD meeting, a Radio Conference, a TZD meeting, an SCHA meeting and a Township Officers meeting. Commissioner Tjosaas attended a Semcac meeting. Commissioner Toquam attended a TZD meeting, a SCHA meeting, a Dodge County Township Officers meeting and a County Board meeting.

Agency Reports

County Administrator Jim Elmquist provided the Board with a County Administrator update.

County Administrator Update

Motion by Peterson seconded by Kenworthy to adjourn the meeting at 10:13 a.m. CDT. *Motion adopted unanimously.*

Meeting Adjourned

The next meeting of the Dodge County Board of Commissioners will be held on May 23, 2017 at 5:00 p.m. CDT.

Next Regular Meeting

ATTEST:

TIM TJOSAAS
CHAIR, COUNTY BOARD

BECKY LUBAHN
DEPUTY CLERK

DATED: