

**TUESDAY, JULY 25, 2017**

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

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

**COUNTY ADMINISTRATION OFFICE  
MANTORVILLE, MN**

**2017-15**

The Dodge County Commissioners met in regular session July 25, 2017, in the County Board Room at the Dodge County Government Services Building, Mantorville, MN, at 5:00 p.m. CDT. Chair Tim Tjosaas 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
	Rhonda Toquam	District #4
	David Kenworthy	District #5
Members absent:	None	
Also present:	Jim Elmquist	County Administrator
	Becky Lubahn	Deputy Clerk

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 July 6, 2017 special session meeting minutes as presented.
- 1.2 July 11, 2017 committee of the whole meeting minutes as presented.
- 1.3 July 11, 2017 regular meeting minutes.

*Motion adopted unanimously.*

Taxpayer Services Director Rose Culbertson reviewed bills with the Board.

Bills Approved

The Taxpayer Services Director reported a payment of \$5,551.81 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 Kenworthy seconded by Allen to approve the bills as discussed in the following amounts from the appropriate funds as determined by Finance:

01	Revenue Fund	\$ 147,646.79
13	Road and Bridge Fund	\$ 93,522.89
16	Environmental Quality Fund	\$ 107,541.25
80	Agency Fund	\$ 629.00
	Total	\$ 349,339.93

*Motion adopted unanimously.*

Ms. Culbertson presented for the Board’s consideration a tax abatement request from Nathan Hamm.

Hamm Property  
Tax Abatement  
Request Denied

Mr. Hamm has submitted a request to abate the penalty for the 2017 taxes on his parcel. In the application, Mr. Hamm states that he thought his taxes were rolled into his loan as they had been in the past, but they are not on his new loan which he obtained on October 16, 2016.

Mr. Hamm is requesting a refund since this was an honest mistake. He also states that now that he knows the taxes are not included in his mortgage he will keep up with them.

Although Finance empathizes with Mr. Hamm’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 property tax penalty abatement request of Nathan Ham. *Motion adopted unanimously.*

Ms. Culbertson presented for the Board’s consideration a request from John Freerksen to abate \$38.00 of taxes, penalties interest and costs.

Freerksen  
Property Tax  
Abatement  
Request Denied

The actual amount due in taxes is \$1,892.00 with penalty and interest totaling \$1,903.96 for taxes from 1997 to 2016. 2017 taxes are \$162.00. Homestead Application paperwork was not filled out after 1999 so it has been Non-Homestead since that time. A sheet listing the taxes due was included in the Board packet.

In Mr. Freerksen’s form he states he never got title so how could it be in his name. Included with this memo is a note from the previous owner with Mr. Freerksen’s signature stating that in 1997 he purchased the mobile home from the previous owner and that he would pay the 1997 taxes, a copy of the title in 1997, and a current printout showing that the title had never been transferred. It is usually the purchaser’s responsibility to transfer the title.

Mr. Freerksen did not fill out anything else on his form. For clarity, Ms. Culbertson added values and the penalty amounts to the application and has initialed her additions.

Although Finance empathizes with Mr. Freerksen, it is their recommendation, to remain consistent with past decisions, that this request be denied.

Motion by Allen seconded by Kenworthy to deny the property tax penalty abatement request of John Freerksen. *Motion adopted unanimously.*

County Administrator Jim Elmquist presented for the Board’s review the second quarter financials.

Second Quarter  
Financials  
Reviewed

Mr. Elmquist noted Rose Culbertson in Finance prepared the spreadsheets for the Board’s review along with comments as to why certain funds would seem to be high or low.

The County Administrator noted overall both revenues and expenditures look in line with past years. The county has paid out several items that are front end weighted like insurance and the county’s debt principal payments, so some lines look higher than the expected 50% level. On the flip side, some of the county’s revenues aren’t received until the second half of the year. The county’s share of tax settlement for the first half is a July revenue and all of the state aid the county will receive begins coming in July.

Second Quarter  
Financials  
Reviewed -  
Continued

Ms. Culbertson informed the Board the final percentage totals on the summary of revenue spreadsheet for 2016 did not calculate correctly, the percentage total is actually closer to 15-20%.

The Board thanked Mr. Elmquist and Ms. Culbertson for the information.

The County Administrator discussed with the Board the proposed Strategic Plan.

Strategic Plan  
Reviewed

Included in the Board packet was a draft of the strategic plan. Department Heads had the opportunity to comment on it and Mr. Elmquist thought he’d bring it to the Board for their review. The County Administrator noted this is a draft that Heather Banderen from AMC provided the county.

The Chair thanked the County Administrator for the update.

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

Personnel  
Actions  
Approved

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

**A. Sheriff’s Office**

- A.1 Tanya Wunderlich – 911 Dispatcher  
Step increase from B22 step 7 \$21.00 to B22 step 8 \$21.84.  
Effective Date: 7/1/17
- A.2 Part-time Sheriff’s Office staff review of FTE status. The following changes need to be made according to average hours worked. The next audit will be 1/2018.  
Erin Wanek– 911 Dispatcher  
Increase FTE from .40 to .55.  
Ryan Pacheco – Deputy  
Decrease FTE from .40 to On-Call.  
Bruce Allen – Transport Officer  
Decrease FTE from .40 to On-Call.  
Effective Date: 7/1/17

**B. Administration**

- B.1 Greg Thoe – Custodian/Maintenance  
No longer employed.  
Effective Date: 8/30/17
- B.2 Matt Bollum – Custodian/Maintenance  
Authorization to change status from Custodian A12 step 5 \$15.32 to Custodian/Maintenance A13 step 6 \$15.62.  
Effective Date: 7/17/17
- B.3 Custodian – 1.0 FTE  
Authorization to post and fill vacancy.  
Effective Date: 7/25/17

**C. Land Records**

C.1 McKenzie Hundorf – Land Records Clerk  
Step increase from B21 step 11 \$14.88 to B21 step 10 \$15.37.  
Effective Date: 7/17/17

Personnel  
Actions  
Approved -  
Continued

**D. Public Health**

D.1 Part-time Public Health staff review of FTE status. The following changes need to be made according to average hours worked. The next audit will be 1/2018.  
Deb Harlow – Public Health Lead  
Decrease FTE from .85 to .80.  
Effective Date: 7/1/17

*Motion adopted unanimously.*

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

Administration  
Committee  
Report

Commissioners provided their agency reports. Commissioner Allen attended the annual All Commissioners MNPrairie meeting, a Fairview Care Center meeting and a Historical Society luncheon. Commissioner Kenworthy attended a Historical Society luncheon, a Fairview Care Center meeting, the annual All Commissioners MNPrairie meeting, a Greater Minnesota Regional Parks & Trails Commission meeting, worked at the Fair Booth and attended a pre-fair picnic. Commissioner Peterson attended a pre-fair picnic, an old Commissioners luncheon at the Hubbell House, a Fairview Care Center meeting, a NACO conference, a Hiawatha Valley RC&D meeting, the annual All Commissioners MNPrairie meeting and a Historical Society luncheon. Commissioner Tjosaas attended a MNPrairie Policy Committee meeting, a SCHRC meeting and a Historical Society luncheon. Commissioner Toquam attended a Historical Society luncheon, a ZWP meeting, a Fairview Care Center meeting, the annual All Commissioners MNPrairie meeting, an EDA meeting, worked at the Fair Booth, attended a One Watershed One Plan meeting and an HRC meeting.

Agency Reports

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

County  
Administrator  
Update

Motion by Peterson seconded by Toquam to adjourn the meeting at 5:34 p.m. CDT.  
*Motion adopted unanimously.*

Meeting  
Adjourned

The next regular meeting of the Dodge County Board of Commissioners will be held on August 8, 2017 at 9:30 a.m. CDT.

Next Regular  
Meeting

**ATTEST:**

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**TIM TJOSAAS**  
**CHAIR, COUNTY BOARD**

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**BECKY LUBAHN**  
**DEPUTY CLERK**

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**DATED:**