

TUESDAY, DECEMBER 26, 2017

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

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

**COUNTY ADMINISTRATION OFFICE
MANTORVILLE, MN**

2017-25

The Dodge County Commissioners met in regular session December 26, 2017, in the County Board Room at the Dodge County Government Services Building, Mantorville, MN, at 5:00 p.m. CST. Chair Tim Tjosaas 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
 Rhonda Toquam District #4
 David Kenworthy District #5

Members absent: None

Also present: Jim Elmquist County Administrator
 Becky Lubahn Deputy Clerk

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

Agenda
Approved

Motion by Allen seconded by Kenworthy to approve the following Consent Agenda items:

Consent Agenda
Items Approved

- 1.1 December 12, 2017 committee of the whole meeting minutes.
- 1.2 December 12, 2017 regular meeting minutes.

Motion adopted unanimously.

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

Personnel
Actions
Approved

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

A. Sheriff's Office

A.1 Jeff Brion – Deputy
Performance review.
Effective Date: 10/31/17

B. Highway

- B.1 Charles Emanuel – Equipment Operator III
Step increase from B23 60 month step \$23.09 to B23 72 month step \$23.25.
Effective Date: 1/1/2018
- B.2 Daniel Burton – Equipment Operator III
Step increase from B23 72 month step \$23.25 to B23 84 month step \$23.42.
Effective Date: 1/1/2018

- B.3 Robert Rosenau – Equipment Operator IV – Foremen
Step increase from B31 60 month step \$26.11 to B31 72 month step \$26.26.
Effective Date: 1/1/2018

Personnel
Actions
Approved -
Continued

C. Public Health

- C.1 Jill Otterbein – Administrative Secretary - .6 FTE
Authorization to hire at A13 step 7 \$15.59 to fill approved vacancy.
Effective Date: TBD

D. Extension

- D.1 Paula Rud – Administrative Assistant
Step increase from A13 step 5 \$16.09 to A13 step 4 \$16.59.
Effective Date: 11/7/17

E. Land Records

- E.1 Wendy Iverson – Assessment Office Manager
Step increase from C41 step 4 \$27.08 to C41 step 3 \$27.89.
Effective Date: 9/13/17

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	\$ 102,551.09
13	Road and Bridge Fund	\$ 175,266.47
16	Environmental Quality Fund	\$ 13,808.06
32	County Capital Projects	<u>\$ 40,218.00</u>
	Total	\$ 331,843.62

Motion adopted unanimously.

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

Darveaux
Penalty
Abatement
Request Denied

Mike Darveaux has submitted a request to abate the penalty for the 2017 taxes on his Homestead Residential property at 603 21st Street NE, Kasson, MN. In his abatement application, Mr. Darveaux states that he did not receive a property tax bill because it went to the wrong address. Mr. Darveaux also stated that he has lived at the address of 603 21st Street NE since April of 2015.

The property tax statement has been sent to 108 1st Avenue NW, Kasson, since Mr. Darveaux purchased the property in 2015. The house was 100% complete in 2015. Mike Darveaux Homestead Application in 2015 does indicate that he had moved into the home, but his address did not get changed due to a clerical error. Mr. Darveaux must have received his 2016 property tax statements addressed to his old address at 108 1st Avenue NW because he included the stubs with his payment. Mr. Darveaux did not, however, send a change of address when he paid his taxes. Taxes were paid on time in 2016, in April.

Ms. Culbertson noted this is difficult case to make a recommendation on since there was a clerical error when recording the Homestead Application in 2015.

On the other hand, Mr. Darveaux has paid property taxes in this county since 2003 and should know the process to pay taxes; however, his letter indicates he was not sure of the timeline. Mr. Darveaux did not indicate that a correction was needed when sending in his stubs and paying his 2016 taxes even though the tax statement was sent to the wrong address, so the address remained unchanged. With that being said, to remain consistent with past decisions, it is the Taxpayer Services Director’s recommendation that the abatement request be denied.

Darveaux
Penalty
Abatement
Request Denied
- Continued

Motion by Peterson seconded by Kenworthy to deny the penalty abatement request of Mike Darveaux. *Motion adopted unanimously.*

Ms. Culbertson discussed with the Board Committed Fund year-end balance information.

GASB 54
Committed Fund
Year End
Balance
Approved by
Resolution
#2017-49

As stated in the county’s GASB 54 Fund Balance Policy, formal action in the form of a resolution must be taken to approve or rescind fund balances by the end of each fiscal year. The presentation and approval of this resolution will provide the authority and documentation needed to correctly report these funds on the county’s financial statements.

Commissioner Peterson offered the following resolution (#2017-49), seconded by Commissioner Toquam:

GASB 54 Committed Fund Year End Balance Approval

WHEREAS, Dodge County has established committed fund accounts at various times in the past; and

WHEREAS, the current listing of these accounts is as follows and their balances will be updated in January of 2018:

- Wetland ROW Fund
- Wind Tower Decommissioning Fund
- Sober Fest Revolving Fund
- Public Recreation and Open Space Fund
- Veteran Services Van Fund
- LoJack Safety Net Fund
- Impound Fee Fund
- Change Funds
- Environmental Service Capital Equipment Fund
- Landfill Post Closure Fund
- Comprehensive Land Use Plan Fund
- Fairview Care Center Appropriations Fund
- DFO Corrections Fund

NOW THEREFORE BE IT RESOLVED, that the Dodge County Board of Commissioners hereby reapproves these revolving accounts to be used for future revenues and expenditures, and will allow appropriate staff to administer such funds on a continuous basis, indefinitely.

Resolution adopted unanimously.

Finance Director Lisa Kramer presented for the Board’s consideration a request to approve the 2018 mileage rate.

2018 Mileage Rate Approved

Each year the county is required to set the mileage reimbursement rate for elected and appointed officials who qualify for this benefit of their position. Traditionally Dodge County has used the Internal Revenue Service standard mileage reimbursement rate. The IRS rate will be \$0.545 beginning 1/1/2018. This is a \$.01 decrease from the 2017 rate per mile.

Motion by Allen seconded by Toquam to approve and authorize the reimbursement rate be set at the IRS standard mileage rate, \$0.545 per mile, effective January 1, 2018. *Motion adopted unanimously.*

County Attorney Paul Kiltinen discussed with the Board the proposed Minnesota Counties Computer Collaborative (MNCCC) and Strategic Technologies Incorporated (STI) Professional Services Agreement.

Agreement to Provide Professional Services Between MNCCC and STI Approved

The Board is being asked to approve the software support maintenance of the Minnesota County Attorney Practice System (MCAPS) program with a new vendor, Strategic Technologies Incorporated. MNCCC recommended a change in vendors due to expected improvements in services and updates. This contract is for five years beginning in 2018. Mr. Kiltinen is recommending approval of the new services agreement which he will then forward the Board Ratification Statement to MNCCC.

Motion by Peterson seconded by Allen to approve and authorize the Chair to sign the proposed Agreement to Provide Professional Services Between Minnesota Counties Computer Cooperative and Strategic Technologies Incorporated effective January 1, 2018 for 5 years. *Motion adopted unanimously.*

The County Attorney provided the Board with a legal update.

Legal Update

Mr. Elmquist presented the legal newspaper bid information for the Board’s review.

2018 Legal Newspaper Bid Awarded

Each year the County Board is required to name a legal newspaper for the county to advertise County Board proceedings, special notices, etc. This process is awarded to one of the local county newspapers through a competitive bid process as stipulated within statute.

For 2018, the bid materials were sent to each of the local newspapers offering the opportunity to bid on the legal newspaper. The County Administrator received bids from the Dodge County Independent and the Star Herald. Bid results were listed as follows:

Newspaper	\$ Bid Per Column Inch	\$ Full Page/Half/Quarter	Circulation
DCI	\$1.69	\$215/107.50/53.75	1,596
Star Herald	\$2.00	\$252/\$126/\$63.00	1,477

Mr. Elmquist reported the 2017 legal newspaper was the Star Herald at a cost of \$2.00 per square inch along with the advertisement costs being \$252/\$126/\$63.

The two main factors to be considered are cost and circulation. Based on what has been received, the recommendation is to award the legal newspaper to the Dodge County Independent for 2018.

2018 Legal
Newspaper Bid
Awarded -
Continued

Motion by Peterson seconded by Kenworthy to award the 2018 legal newspaper bid for Dodge County to the Dodge County Independent, the low bidder and the second legal newspaper bid to the Star Herald. *Motion adopted Tjosaas, Peterson, Toquam, Kenworthy aye, Allen nay.*

Mr. Elmquist discussed with the Board setting the 2018 per diem rate.

2018 Per Diem
Rate Approved
by Resolution
#2017-50

The County Board sets a per diem rate for their roles in attending meetings, etc.

Commissioner Allen offered the following resolution (#2017-50), seconded by Commissioner Toquam:

2018 Per Diem Rate

WHEREAS, the Dodge County Board appoints members to different boards and commissions to perform work for the county; and

WHEREAS, these boards and commissions are eligible to receive a per diem for the work that they perform.

NOW THEREFORE BE IT RESOLVED, that the Dodge County Board sets the 2018 per diem rate at \$80.00.

Resolution adopted unanimously.

The County Administrator presented the 2018 elected officials salaries for the Board's consideration.

Elected Official's
Salaries for 2018
Approved by
Resolution
#2017-51

Mr. Elmquist noted the proposed resolution reflects a 2.75% increase from 2017 for all elected officials. This was discussed at the previous meet and confer meeting held on December 19, 2017.

Commissioner Allen offered the following resolution (#2017-51), seconded by Commissioner Peterson:

2018 Elected Official's Salaries

WHEREAS, the Dodge County Board of Commissioners are responsible for setting the salaries of the elected officials in the county including the County Board, County Board Chair, County Sheriff, and the County Attorney; and

WHEREAS, the Dodge County Board has held meet and confer sessions with the elected officials and reviewed work responsibilities and salary information from other counties; and

WHEREAS, the Dodge County Board of Commissioners appreciates the work performed by its elected department heads in Dodge County.

NOW THEREFORE BE IT RESOLVED, that the salaries of elected officials in Dodge County for 2018 are set as follows:

County Board	\$21,772
County Board Chair	\$22,406
County Attorney	\$50,755
County Sheriff	\$99,452

Elected Official's Salaries for 2018
Approved by Resolution #2017-51 - Continued

Resolution adopted unanimously.

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

Public Safety Committee Report

Sheriff Rose was not available for the Public Safety Committee meeting therefore the ATV's on county roadways agenda item was not discussed.

Discussion on ATV's on County Roadways Item Postponed

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

Public Works Committee Report

The Board reviewed the Maintenance Superintendent's request to purchase a tractor-mower.

Mower and Tractor Purchase Approved for Highway Department

The Highway Department currently uses a 15 foot bat wing mower on a leased tractor and a side/rear mower on one of their tractors for mowing ditches. The current tractor/mower unit they own is a 1997 John Deere with Tiger mower. This unit has approximately 9,200 hours on it and is at the end of its useful life.

The Highway Department has budgeted \$120,000 for the purchase of a new tractor mower unit. A Diamond mower (formerly Tiger) was selected off of the State bid for approximately \$40,000. Quotes for the tractor were obtained from area dealers and were listed as follows:

Minnesota Ag Group	Case	\$78,822
Trueman Welters	Maxxum	\$78,923
Minnesota Equip. Inc.	John Deere	\$81,133
St. Joseph Equip.	Massey Ferguson	\$92,900

The Highway Department is requesting authorization to contract for the purchase of a mower from Diamond Mowers and the Case tractor from Minnesota Ag Group with delivery and payment to be in 2018 as budgeted.

Motion by Kenworthy seconded by Allen to approve and authorize the Highway Department to purchase a mower unit from Diamond Mower in the amount of approximately \$40,000 and a tractor from Minnesota Ag Group in the amount of approximately \$78,822 for a total cost of approximately \$118,822 to be paid out of the Highway Department 2018 budget. *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 a Fairview Care Center meeting, a Special meeting and a Dodge County Ditch meeting. Commissioner Kenworthy attended a DFO meeting, a Fairview Care Center meeting, a Special meeting and a EOC meeting. Commissioner Peterson attended a Fairview Care Center meeting, a FEMA Map Update meeting, a MNPrairie meeting and a Ripley Ditch meeting. Commissioner Tjosaas attended a DFO Joint Powers Board meeting, a MNPrairie Policy Committee meeting and a SCHRC meeting. Commissioner Toquam attended a Site Visit and Public Hearing for the Shirley Bramstadt property, a SCHRC meeting, a Fairview Care Center meeting, a Special meeting, a MNPrairie meeting, a Ditch meeting and a County Board meeting.

Agency Reports

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

County
Administrator
Update

The Chair recessed the meeting at 5:48 p.m. CST.

Meeting
Recessed

The Chair reconvened the meeting at 5:58 p.m. CST.

Meeting
Reconvened

The 2018 budget hearing was opened to the public at 6:00 p.m. CST.

2018 Budget
Hearing Opened
to the Public

The County Administrator discussed with the Board the proposed budget and provided those in attendance with a truth in taxation PowerPoint presentation.

2018 Budget
Discussion

The County Administrator informed those present that this meeting was not a discussion on the valuation of their home, the valuation process occurs in the spring and summer at local boards of review for the year's budget.

Staff from the Land Record's Office was available to meet separately with taxpayers that wanted to talk about the valuation of their home.

Mr. Elmquist noted the market values shown on Truth in Taxation notices are final and not the subject of the hearing tonight.

Included in the Board packet was the final budget documents for 2018. Also included in the packet were the budget presentation, the final budget, and the resolution to be considered at the meeting. Mr. Elmquist pointed out this budget reflects a 3.7% increase from 2017 totaling \$27,276,685.

Two individuals from the City of Claremont were present and had questions on the valuation of properties in Claremont. Mike Stupka from the Land Records office was available to meet with these two individuals separately to discuss their concerns.

The 2018 budget hearing was closed at 6:30 p.m. CST.

2017 Budget
Hearing Closed

Commissioner Allen offered the following resolution (#2017-52), seconded by Commissioner Kenworthy:

2018 County
Budget Adopted
by Resolution
#2017-52

2018 Dodge County Budget

WHEREAS, Minnesota Statute 275.07 requires the County Board to certify the certified final budget to the County Finance Director (Auditor) each year; and

WHEREAS, the Dodge County Board of Commissioners, department heads and staff have conducted a lengthy and detailed budget process; and

WHEREAS, the County Board considered all funding requests, correspondence and information submitted during the budget development process and said proposed budget represents the best efforts to provide sound financial management and planning for Dodge County.

NOW THEREFORE BE IT RESOLVED, that the Dodge County Board of Commissioners approves the following 2018 budget totaling \$27,276,685. The 2018 expenditures, revenues and levy requests by fund are detailed below:

Fund	2018 Expenditure	2018 Revenues/ Fund Balance	2018 Gross Tax Levy
Revenue	\$12,413,553	\$3,751,873	\$8,661,680
EDA/HRA	\$30,200	\$600	\$29,600
Environmental Quality	\$2,089,736	\$1,804,419	\$285,317
Highway	\$8,790,350	\$7,222,099	\$1,568,251
Human Services	\$2,795,836	\$100,000	\$2,695,836
GO Debt Fund	\$1,157,010	\$0	\$1,157,010
	\$0	\$0	\$0
TOTALS			
	\$27,276,685	\$12,918,991	\$14,397,694
		County Program Aid	\$798,773
		Final Net Tax Levy	\$13,598,921

Resolution adopted unanimously.

Commissioner Kenworthy stated it’s been a very interesting year, he’s learned a lot of new stuff over the last year and enjoys the job he’s doing. Mr. Kenworthy also acknowledged the work of the staff.

Comments from
Commissioner
Kenworthy

Commissioner Toquam reported she concurs with Commissioner Kenworthy’s comments. Ms. Toquam stated it’s been a learning year and a good year with good support from staff and fellow Commissioners. Commissioner Toquam commented she has enjoyed the work and is looking forward to the next three years.

Comments from
Commissioner
Toquam

Commissioner Allen stated it's been a good year; he felt they have a good Board with a sense of humor which he appreciates. Mr. Allen indicated next year may be a challenge and expressed concern with the federal government and state government and their deficits which will likely impact us at the county level. Commissioner Allen thanked the Department Heads for their diligence in getting their budgets further reduced for 2018. It was Mr. Allen's opinion that Dodge County has too many State Representatives and numerous splits in representation throughout the county which he felt was detrimental to Dodge County. Commissioner Allen briefly discussed the three large budgets within the county and stated he hopes the elected officials at the state level will do something for the county in 2018. Mr. Allen pointed out Dodge County is adding money to their 2018 budget to improve county roads. Commissioner Allen thanked staff and his fellow Commissioners for their work; he felt they all work well together.

Comments from
Commissioner
Allen

Commissioner Peterson stated Dodge County strives for excellence. Mr. Peterson briefly discussed items that have impacted Dodge County over the last year and results obtained in 2017 in relations to SCHA, Drug Court, Land Records, MNPrairie, security at the Courthouse and changes to the Planning and Zoning Ordinance. Commissioner Peterson reported the two new Commissioners are engaged, which he appreciates, and commented he feels the County Board works well together. Mr. Peterson stated no major capital improvement actions are planned for 2018 and then expressed his frustration with the lack of performance by the Legislators. Commissioner Peterson reported the county worked on improving safety and security measures for the citizens of Dodge County. Mr. Peterson commented there were no major emergency actions at the county level as they have taken many precautions to improve the safety. Commissioner Peterson discussed the importance of working with others, the need to find long term strategies to improve county roads, the need to look at capital and asset plans for the future, the importance of working closely with Legislators, reviewing policies and procedures and planning for future growth needs. It was Mr. Peterson's opinion the county needs to continue to communicate with other agencies to succeed and that the county needs to be proactive.

Comments from
Commissioner
Peterson

Commissioner Tjosaas stated he concurs with all the other comments. Mr. Tjosaas briefly touched on their accomplishments for 2017 including: working on the Strategic Plan and Comprehensive Plan and taking care of the day to day operations while still looking ahead. Commissioner Tjosaas commented Dodge County has taken some chances and risks that other counties our size would not have taken on. It was Mr. Tjosaas' opinion Dodge County is constantly trying to find better ways to do things. Commissioner Tjosaas commented he is not counting on anything coming from the State. Mr. Tjosaas indicated he believes the county is blessed with the staff that they have. Commissioner Tjosaas thanked the County Administrator for his hard work and stated we have a well-oiled machine here in Dodge County. Mr. Tjosaas reported he is excited about the work we are doing here and agreed with Commissioner Allen's comment that we need to continue to find ways to take care of ourselves.

Comments from
Commissioner
Tjosaas

The County Administrator stated Commissioners with special agendas is not an issue here, unlike other counties. Mr. Elmquist reported he appreciates the Commissioners he works for and their directness. The County Administrator commented this is a good place to work and noted the staff appreciates the work the Commissioners have done.

Comments from
County
Administrator

Commissioner Allen stated he appreciates the tax payers of Dodge County, he feels they have backed the Commissioners and the work that they do.

Comments from
Commissioner
Allen

The Chair adjourned the meeting sine die at 6:36 p.m. CST.

Meeting
Adjourned

The next regular meeting of the Dodge County Board of Commissioners will be held on January 9, 2018 at 9:30 a.m. CST.

Next Regular
Meeting

ATTEST:

**TIM TJOSAAS
CHAIR, COUNTY BOARD**

**BECKY LUBAHN
DEPUTY CLERK**

DATED: