

TUESDAY, MAY 22, 2012

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

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

**COUNTY ADMINISTRATION OFFICE
MANTORVILLE, MN**

2012-11

The Dodge County Board of Commissioners met in regular session May 22, 2012, in the Commissioner's Room at the Courthouse Annex, Mantorville, MN, at 9:30 a.m. CDT. Don Gray, Chair called the County Board of Commissioners meeting to order at 9:32 a.m. CDT. Meeting Convened

The pledge of allegiance was recited. Pledge of Allegiance

The Chair acknowledged those present and established that there was a quorum: Those Present

Members present:	Jane Olive	District #1
	Lyle Tjosaas	District #2
	David Erickson	District #3
	Don Gray	District #4
	David Hanson	District #5
Members absent:	None	
Also present:	Jim Elmquist	County Administrator
	Becky Lubahn	Deputy County Clerk

Motion by Olive seconded by Tjosaas to approve the agenda as amended to remove items 1.2 and 1.3 from the Consent Agenda, these items were approved at a previous meeting. *Motion adopted unanimously.* Agenda Approved

Motion by Hanson seconded by Olive to approve the following items on the Consent Agenda: Consent Agenda Items Approved

- 1.1 County Administrator's signature to a Cell Phone Stipend agreement with Deputy Ryer Anderson.
- 1.4 Destruction of Public Health records according to the Minnesota Record Retention schedule.
- 1.5 Chair and Deputy Clerk to sign resolution #2012-22 accepting the donations of summer bundles of baby items and quilts valued at \$180.00 from Bundles of Love, Oronoco, MN and a \$100.00 (check) from the United Methodist Church Women's Group, Kasson, MN for the Public Health Family Health Program.
- 1.6 Appointment of Human Services Fiscal Supervisor as the custodian for Human Services Imprest Fund.
- 1.7 Chair and Deputy Clerk to sign resolution #2012-23 accepting the donation of a Street Smart Eco-3 Tarp System, valued at approximately \$7,500, from McNeilus Truck to the Dodge County Environmental Service Department for their hook-lift truck.

- 1.8 Award contract for SP 020-613-015 - CSAH 13 bituminous project to Rochester Sand and Gravel in the amount of \$3,253,045.67 with the County Engineer authorized to approve change orders and supplemental agreements up to 10% of the contract amount.

Consent Agenda
Items Approved -
Continued

Motion adopted unanimously.

Finance Director Lisa Kramer met with the Board to discuss her request to approve payment of the county's portion of the 2011 Dodge County Ice Arena deficit.

2011 Dodge County
Ice Arena Deficit
Payment Approved

Ms. Kramer informed the Board that the ice arena financial statements have been completed for 2011. The 2011 operational deficit for the Four Seasons Ice Arena was \$17,836.17. The county share for 2011 is \$8,918.09.

The remaining cost to complete the parking lot at the arena was \$159,953.53. This includes engineering costs of \$9,565.86 and construction costs of \$150,387.67. The county share for the parking lot project is \$79,976.77.

The arena also purchased \$9,800.00 in new equipment and Dodge County's share for those purchases is \$4,900.00.

The Finance Director reported that the combined amount owed to Kasson for the ice arena's 2011 operations and the parking lot and equipment purchases is \$93,794.85. This amount is lower than 2010, so the arena appears to be trending in a positive direction. The City of Kasson is paying an equal share based on the current agreement.

Motion by Hanson seconded by Olive to approve and authorize the payment of \$93,794.85 to the City of Kasson for the county's share of the 2011 Dodge County Ice Arena deficit. *Motion adopted unanimously.*

County Administrator Jim Elmquist discussed with the Board the 2013 budget.

2013 Budget
Discussion

Mr. Elmquist reported that next week each department head will be given their request forms for the 2013 budget. Each year, the summer is dedicated to the county budget development and staff moving towards a recommendation for an annual budget for the Board's review. This year, the County Administrator wanted to introduce the process and give some identifying factors that will go into the 2013 budget.

The 2012 tentative budget schedule is as follows:

May 21-25	Department Heads receive individual budget requests.
June 18-22	Preliminary requests received in Administration.
July 10	First budget work-session with the County Board.
August 14	Second budget work-session with the County Board.
August 28	Recommend preliminary tax levy to the County Board.
September 11	Approval of preliminary tax levy by the County Board.
November 20	Discuss final budget recommendation.
December 11	County approves final budget and tax levy.

Mr. Elmquist reported that with no significant legislation relative to a tax bill this year, the overall county impact into 2013 should be limited unlike last year with the biennium budget and the elimination of the Market Value Credit.

2013 Budget Discussion - Continued

Items of note for 2013:

1. Overall Market Value: +7.16% – Residential, Agriculture, and Commercial (levy in 2012 was \$10,471,817).
2. New Construction: about +\$55K in new levy dollars or 6.78% or overall levy market value increase.
3. One contract settled for 2013 relative to collective bargaining units, will need to negotiate on five others.
4. No increase in debt load payment from 2012 to 2013.

A desire Mr. Elmquist had for introducing this on the agenda was to determine and ensure that if the Board has any preliminary thoughts or goals for the 2013 budget process, that staff understands the levy goal going into the process.

Commissioners were all asked to voice their opinion on what they felt would be a reasonable amount of increase for 2013. This figure will give the county a starting point to begin the 2013 budget planning process.

David Erickson -	2.6%
Lyle Tjosaas -	2.8%
David Hanson -	2.9%
Jane Olive -	2.9%
Don Gray -	<u>2.5%</u>
Guideline =	2.8%

It was the consensus of the group that their goal for the 2013 budget would be no more than a 2.8% increase over the 2012 levy.

The County Administrator discussed with the Board the County Recorder position.

County Recorder Position Discussion

Election Administrator Sara Marquardt was available to comment on the elected position.

With the appointed Recorder special legislation the county requested from the State failing due to lack of hearing, Mr. Elmquist wanted to discuss with the Board options for the County Recorder position upon the current Recorder retiring in late August.

Included in the Board packet were the statutes pertaining to the appointment of a successor and rules for a potential referendum if the Board were to choose this as an option.

The Recorder has approximately 2.5 years left on her term and with her leaving, the Board has the authority to appoint an individual as a replacement for the remainder of the term. One suggestion that could be considered due to timeliness of the issue is to add the referendum on the primary ballot which state statute allows. The primary election is also in August and would give the county immediate direction on the future of the department at the same time of the Recorder's departure. The other options are to have the issue on the November ballot or to continue with an elected office in the future. Issues with the last two options are that the November election will already have a large ballot with numerous amendment considerations, it will leave time between the retirement date and the regular election for the department to be staffed accordingly while waiting for direction, it will be at a time where current elected officials may be running for office and they will not have as much time to educate the public on this issue, and lastly, to remain elected would go against the current county strategic plan that was developed in 2011.

County Recorder
Position Discussion -
Continued

Ms. Marquardt reported that she has contacted the state to see if it's even an option for the county to add the referendum on the primary ballot and has not heard back from them.

It was the consensus of the Board to wait for a response from the state before making a decision on what direction they would like to go with the County Recorder position.

Taxpayer Services Director Rose Culbertson reviewed bills with the Board.

Bills Approved

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

01	Revenue Fund	\$ 80,171.67
11	Human Services Fund	\$ 79.82
13	Road and Bridge Fund	\$145,974.22
16	Environmental Quality	\$ 75,205.78
41	Ditch Fund	<u>\$ 33.76</u>
	Total	\$301,465.25

Motion adopted unanimously.

County Attorney Paul Kiltinen was not available to provide the Board with a legal update.

Legal Update

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

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

Personnel Actions
Approved

A. Environmental Services

- A.1 Dean Schrandt – Water Program Manager
Step increase from B31 step 2 \$21.10 to B31 step 1 \$21.74.
Effective Date: 5/30/12

B. Administration

- B.1 Duane Hansen – Custodian/Maintenance
Step increase from A13 step 3 \$14.71 to A13 step 2 \$15.17.
Effective Date: 4/27/12
- B.2 Lizabeth Meany – 4-H Summer Assistant
Authorization to employ as 4-H Summer Assistant at \$10.00.
Effective Date: 6/4/12 – 8/17/12

C. Sheriff's Office

- C.1 Anthony Heaser – Deputy Sheriff – On-Call
No longer employed.
Effective Date: 5/10/12
- C.2 Deputy Sheriff – On-Call (2 positions)
Authorization to fill vacancy.
Effective Date: 5/22/12
- C.3 Robert Hovland – Deputy Sheriff
Annual review.
Effective Date: 3/25/12

D. Human Services

- D.1 Shannan Thompson – Child Support Officer
Step increase from B23 step 6 \$16.99 to B23 step 5 \$17.56.
Effective Date: 5/12/12
- D.2 Sandy Gilbertson – Accounting Technician - .4 FTE
Step increase from B23 step 2 \$19.32 to B23 step 1 \$19.90.
Effective Date: 4/17/12
- D.3 Karen Smith – Case Aide - .8 FTE
Annual review.
Effective Date: 4/8/12

E. Public Health

- E.1 Bonnie Leifeld – Administrative Secretary - .6 FTE
No longer employed.
Effective Date: 5/31/12
- E.2 Administrative Secretary - .6 FTE
Authorization to fill vacancy.
Effective Date: 5/22/12
- E.3 Joy Noreen Bailey – PH Volunteer
Authorization to allow volunteering for Emergency Public Health Services.
Effective Date: 5/22/12
- E.4 Darla May Reinert – PH Volunteer
Authorization to allow volunteering for Emergency Public Health Services.
Effective Date: 5/22/12

F. Recorder's Office

- F.1 Sue Alberts – County Recorder
No longer employed.
Effective Date: 8/30/12

Motion adopted unanimously.

The Chair recessed to meet and greet visitors at 10:19 a.m. CDT.

The meeting was reconvened at 10:25 a.m. CDT.

Personnel Actions

Approved -

Continued

Recessed Meeting

Reconvened Meeting

County Assessor Wendell Engelstad reviewed with the Board his request to approve regular and local option abatements.

Local Option &
Regular Abatement
Requests Approved

Mr. Engelstad informed the Board that 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 paid. 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 County Assessor are offering the following assessment changes for taxes payable in the years indicated.

Parcel ID	Owner	Street	City	Reason	Tax Reduction
R12.002.0600 (2011 pay 12)	Luverne Gilbertson	70668 200 th Avenue	Hayfield	Wasn't sent relative homestead application.	\$206
R17.002.0700 (2010 pay 11)	Bruce Franko	58811 205 th Avenue	Dodge Center	Home destroyed by fire on 6/30/11.	\$552
R17.002.0700 (2011 pay 12)	Bruce Franko	58811 205 th Avenue	Dodge Center	Home destroyed by fire on 6/30/11.	\$576
R17.001.0600 (2010 pay 11)	Andrew & Jessica White	21760 590 th Street	Mantorville	Home damaged by fire on 8/24/11.	\$350
R17.001.0600 (2011 pay 12)	Andrew & Jessica White	21760 590 th Street	Mantorville	Home damaged by fire on 8/24/11.	\$360
R24.033.0200 (2009 pay 10)	Tierra AKA (Blaine)	4 th Street SE	Kasson	Paid taxes on non-existent parcel.	\$448
R24.033.0200 (2010 pay 11)	Tierra AKA (Blaine)	4 th Street SE	Kasson	Paid taxes on non-existent parcel.	\$456
R24.033.0200 (2011 pay 12)	Tierra AKA (Blaine)	4 th Street SE	Kasson	Paid taxes on non-existent parcel.	\$498

Motion by Olive seconded by Tjosaas to approve the regular and local option abatements as presented for the years indicated. *Motion adopted unanimously.*

Commissioner Olive presented a summary of the Public Health Committee report.

Public Health
Committee Report

IT Director Paul Wiltgen presented for the Board's consideration a request to approve selection of a vendor who will provide a new phone system for the courthouse, Fairview Care Center and the Service Center building.

New Phone System
Bid Awarded

Mr. Wiltgen reported that the county's existing 3Com NBX phone system needs to be replaced. The phone system itself still works, but the original manufacturer, 3Com, was bought out by HP, and HP closed down the phone part of the business.

The IT Director noted that it is no longer possible to get a maintenance agreement for technical support on the 3Com NBX. If the system fails, it may not be possible to get it repaired. Budget allocation for a new phone system was requested and approved for 2012 in the amount of approximately \$130K.

New Phone System
Bid Awarded -
Continued

At the February 28, 2012 Board meeting a phone RFP was approved and the RFP was subsequently distributed to interested vendors.

Seven vendors responded with proposals.

A review committee was formed to evaluate the proposals. The committee consisted of representatives from the following departments: Administration, Human Services, Finance, Sheriff's Office and IT. This committee met several times to discuss the phone system proposals.

Members of the committee met with vendors to preview telephone hardware and software. After doing this review and evaluation each vendor was assigned a score. The top scoring vendor is Marco. Scoring was based on a "Best Value to Dodge County" scoring system which takes into account cost, technology, maintenance and the vendor. Marco is able to provide MITEL phones, MITEL phones being the preferred telephone product of the review committee. The cost of the Marco proposal is \$99,906.00. The actual final cost will most likely be slightly higher due to selection of additional options and choice of individual phone models. The IT Director intends to return before the Board in a month to present the final cost after he discusses these options with department heads.

Commissioner Erickson asked Mr. Wiltgen to explain why he was recommending a proposal that wasn't the lowest bid.

The IT Director reiterated that the committee's recommendation took into consideration cost, technology, maintenance and the vendor. Also noted was that the cost of the Mitel phones, including yearly maintenance and fees, over a five year period was cheaper than almost all of the other options.

Mr. Wiltgen stated that he feels the recommended vendor will provide the best value for the county over the long run.

Motion by Olive seconded by Tjosaas to award the bid to install a new phone system, using Mitel phones and hardware at the courthouse, Fairview Care Center and the Service Center to MARCO. *Motion adopted unanimously.*

Mr. Wiltgen thanked the vendors for their proposals and the work that went into providing the proposals.

The County Administrator reported that he feels the IT Director has done a good job as point person on this project.

Mr. Wiltgen informed the Board that he will meet with the vendor soon to order the new phones and anticipates that the new phones will be installed sometime between July and August.

Zoning Administrator Melissa DeVetter discussed with the Board a proposed Memorandum of Understanding (MOA) with Canisteo Township.

MOU with Canisteo Township Approved

The Zoning Administrator reported that over the past few years Dodge County and Canisteo Township have been working to build a cooperative zoning arrangement to improve efficiency and customer service.

On January 24, 2012, the Dodge County Board and Canisteo Township met to review a Memorandum of Understanding regarding the administration of the Canisteo Zoning Ordinance. At that meeting, both parties agreed to proceed with the Memorandum of Understanding.

Last Saturday, Canisteo Township amended their Zoning Ordinance and approved the Memorandum of Understanding with Dodge County. A signed copy of the Zoning Ordinance and MOU were included in the Board packet for review.

Canisteo Township Chair Loren Torrens was available to comment on the request.

Motion by Tjosaas seconded by Olive to approve and authorize the Chair and Deputy Clerk to sign a Memorandum of Understanding Between Dodge County and Canisteo Township as presented. *Motion adopted unanimously.*

Environmental Services Director Mark Gamm met with the Board to discuss scale and scale house construction proposals.

Scale & Scale House Construction Proposals Discussion

The following scale house proposals were received:

Scale House Proposals received 5-10-12	
1. Alberts Enterprises	\$167,000
2. Dan Heim Construction	\$171,330
3. Tony Paulson	\$176,630

The following scale proposals were received:

Scale Proposals received 5-10-12 (Environmental Services received two proposals but only one qualified)	
1. Fairbanks Scale	\$111,760

Combined low total: \$278,760

Goal: ES budget is \$200,000 so the goal is to find reductions of: \$79,000

Possible cost reductions (per discussion with bidders):

Scale house windows: residential vs. industrial	\$15,000
Scale house concrete: block vs. poured or coordinate with scale contractor	\$15,000
Scale house performance bond	\$ 5,000
Scale house – other specification reductions	\$ 5,000
Scale house general contracting fee	\$15,000
Scale concrete, earthwork, and other	\$25,000
Total	\$80,000

Options:

1. Negotiate with lowest bidders.
2. Reject all bids, change specifications, and openly advertise for new bids.
3. Reject all bids, change specifications and coordinate construction themselves by requesting proposals from subcontractors including concrete, electrical, mechanical, plumbing, etc.

Scale & Scale House
Construction
Proposals Discussion
- Continued

Mr. Gamm reported that the scale and scale house projects were advertised in accordance to MN State Statute 400.04 which allows negotiation with bidders.

Mr. Gamm informed the Board that although the County Attorney was not present at the meeting today he did have an opportunity to talk to the County Attorney regarding the projects. In his conversation with the Environmental Services Director Mr. Kiltinen stated that he wasn't aware that Environmental Services had advertised the projects using MN State Statute 400.04 (Solid Waste Management Program) and assumed that they were using MN State Statute 471.345 (Uniform Municipal Contracting Law). During this discussion the County Attorney indicated to the Environmental Services Director that he would like more time to look at MN State Statute 400.04 and research it further to determine if the county can accept bids in this manner and then negotiate with the bidders.

After considerable discussion the County Board came to the consensus that they were supportive of accepting Paul Kiltinen's interpretation of MN State Statute 400.04 and moving forward from there.

Commissioner Tjosaas presented a summary of the Human Services Committee report.

Human Services
Committee Report

Commissioner Erickson presented a summary of the Public Works Committee report.

Public Works
Committee Report

The Board discussed the County Engineers update regarding the Seminary Park.

Seminary Park
Update

In a memo to the Board Mr. Kohlnhofer reported that with management of the parks system comes proper maintenance and preservation. The Highway Department has solicited an estimate to examine and review the Seminary Park ruins. The intention of this review is to assess significant historic features and determine the structural integrity of the walls and how they may best be preserved.

The County Engineer noted that this is where Commissioner Hanson's idea of a volunteer committee to perform legwork in securing grants may come in handy. The proposed cost to perform an examination and review of the Seminary site is approximately \$18,000. As this may be a little high for what Dodge County is prepared to invest at this time it is their intention to try and secure a grant to do the review; the likeliest source being the Minnesota State Historic Preservation Office (SHPO).

Included in the Board packet was a copy of the Preservation Review proposal.

Commissioner Erickson suggested that the County Board get the Seminary Park Committee up and running before they begin trying to secure grants to maintain and preserve the property.

Seminary Park
Update - Continued

Commissioner Hanson was asked to bring names back for appointment to this committee at the next meeting.

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

Administration
Committee Report

Motion by Erickson seconded by Hanson to approve and authorize the May 8, 2012 Committee of the Whole meeting minutes as presented. *Motion adopted unanimously.*

05/08/12 Committee
of the Whole Meeting
Minutes Approved

Motion by Tjosaas seconded by Hanson to approve and authorize the May 8, 2012 meeting minutes as presented. *Motion adopted unanimously.*

05/08/12 Meeting
Minutes Approved

Commissioners provided their agency reports. Commissioner Erickson attended a SEMMCHRA meeting, a Fairview Care Center meeting, a SE MN Redesign – Human Services Project workshop, a DFO Advisory Board meeting, a SE MN Toward Zero Deaths workshop and a SCHA Joint Powers meeting.

Agency Reports

Commissioner Gray attended a SEMMCHRA meeting, a RC&D meeting, a SCHRC meeting, a Safe Harbour open house, a Solid Waste Joint Powers Board meeting and a Care Center meeting. Commissioner Hanson attended a SEMMCHRA meeting, a SMART meeting, a SE Water Resource meeting, a Fairview Care Center meeting, a Toward Zero Deaths meeting and an HRC Joint Powers meeting. Commissioner Olive attended a Safety Committee meeting at Mayo's Center for Innovation, a SEMMCHRA meeting, a SE MN EMS Joint Powers meeting, a SDI Joint Powers Board meeting, a SMART meeting, a Semcac meeting, a Fairview meeting, a Dodge County Workshop on Regional Human Services Redesign, a Dodge County EDA meeting, a Toward Zero Deaths meeting and a Safe Harbour open house. Commissioner Tjosaas attended a Semcac meeting, a Care Center meeting, a SEMMCHRA meeting, a work session, an EDA meeting, a Safe Harbour open house and a Joint Powers Board meeting.

The Chair recessed the meeting at 12:10 p.m. CDT.

Meeting Recessed

The Chair reconvened the meeting at 1:05 p.m. CDT.

Meeting Reconvened

It was reported that a Tobacco License application was received this afternoon and needed to be processed today.

Agenda Amended

Motion by Hanson seconded by Erickson to amend the agenda to include the addition of the Tobacco License request. *Motion adopted unanimously.*

John Tiedemann, the owner of John's Foods in Dodge Center, is selling his business to Vernon Bennett/Sunshine Foods.

Tobacco License
Application Approved

Sheriff Jim Jensen stated that he did have an opportunity to discuss the application with the Public Health Director.

The Board is being asked to transfer the current Tobacco License for John's Foods to Sunshine Foods and issue a new license.

The individual application will be on file in the Public Health Department. Although the application was not received according to county policy and procedure, it is recommended that the tobacco license application for Sunshine Foods be approved for the remainder of calendar year 2012 pending the approval of the Board.

Motion by Erickson seconded by Hanson to transfer and issue a new Tobacco License to Sunshine Foods, Dodge Center as discussed. *Motion adopted unanimously.*

Sheriff Jim Jensen presented his request to purchase two squad cars.

Squad Car
Purchases Approved

Chief Deputy Mike Leonhardt and Captain Loring Guenther were available to comment on the request.

Mr. Jensen reported that in the budget for this year the Sheriff's Office budgeted for five squad cars. They have already ordered three Chevy Impalas and placed them in service. The Sheriff's Office decided to wait to order the last two squads until they had an opportunity to test drive the Dodge Chargers, Ford Police Interceptors (both the sedans and utility squads) and the Chevy Caprice. The last two squads that the Sheriff's Office purchases will need all new equipment so they planned to switch over to the squads that they will be purchasing in the future.

On Thursday, April 19, 2012 the Sheriff, Chief Deputy and Captain had the opportunity to test drive the different vehicles. Kevin Lubahn from L&L Street Rods (Mr. Lubahn does the installation of equipment on their squads) also came along to help them check the different models out. After thoroughly looking the squads over and test driving each of them, it was decided that the Chevy Caprice would make the best patrol squad and the Ford Police Interceptor Utility will make the best vehicle for their Sergeants.

The Sheriff pointed out that this brings up the next issue. They can no longer order Impalas as they are not going to be making them any more (this is what they have been told at this time). The base cost of the Impala was \$20,391.70 on State bid. The base price for the Caprice on State bid is \$25,985.90 and the base price for the Ford Utility is \$25,309.82. To completely outfit the Caprice with new equipment it will cost \$43,844.77 and the Ford Utility will cost \$43,307.07 for a total of \$87,151.84.

The Sheriff's Office budgeted \$142,065.00 in Capital Outlay for the purchase of five squad cars this year. They have spent \$70,145.49 so far on the three Impalas and outfitting them, leaving \$71,919.51 left in the Capital Outlay line item.

This leaves the Sheriff's Office short \$15,232.33 in the Capital Outlay fund to purchase and completely outfit a Caprice and a Ford Utility. Mr. Jensen has included in the Board packet a spread sheet for each of the squads with all of the extras that they purchase for each squad to have a complete squad ready for the road. The Sheriff noted that he can purchase some of the equipment for the new squads out of the Vehicle Equipment/Repair Line Item to make up the difference.

Squad Car
Purchases Approved
- Continued

Mr. Jensen gave the following reasons for recommending with the Caprice:

The Caprice has the largest amount of room inside for the driver, passenger and prisoner compartment. The Caprice has the largest amount of room in the trunk for equipment. It also has two batteries (all of the auxiliary features run off of one battery and the other battery is for starting the car, therefore there is never a drain on the battery that starts the car).

The Sheriff gave the following reasons for recommending the Ford Utility:

The Ford Utility is an All-Wheel Drive Pursuit vehicle with plenty of cargo space. This will make an excellent vehicle for their Sergeants. It will also have a trailer hitch installed for pulling their Speed Trailer, ATV Trailer, Snowmobile Trailer and other trailers around the county. The Ford Utility will replace the Chevy pickups that the Sheriff's Office currently has as they are scheduled to be replaced. Mr. Jensen believes the Ford Utility will be a more practical vehicle for the Sergeants to drive and have more usable cargo space.

The Sheriff is requesting Board approval for his office to order one Chevy Caprice and one Ford Utility. The companies have told them that delivery on these vehicles can be as much as four to five months out so they would like to get them ordered soon.

Mr. Jensen shared the following information with the Board on the Take-Home-Squad program. The Sheriff has been trying to gather information on the repair costs for their squads that their full time officers have and compare that to the squads that his part time deputies drive. There is no real accurate information to make a fair comparison. Mr. Jensen has spoken to Dennis Nawrocki the Fleet Manager and he agrees with the Sheriff's administrative team that Take-Home Squads are the best way to go. Officers take more pride in their vehicle when it is not being shared with other officers. There are less repairs to vehicles that are being driven by just one officer all the time. If something major happens to a squad, the person that drives it all the time can be held accountable.

Discussion took place regarding the fact that the cost of the two squad cars is over what was budgeted.

Mr. Jensen reported that the Sheriff's Office has money in their vehicle equipment and repair line item that can be used to make up the difference. The Sheriff also indicated that he felt they could cover the shortfall in their budget or make adjustments as needed to make up the difference.

Motion by Hanson seconded by Tjosaas to approve and authorize the Sheriff's Office to order one Chevy Caprice and one Ford Utility as requested at a cost of \$43,844.77 for the Caprice and \$43,307.07 for the Ford Utility for a total of \$87,151.84. *Motion adopted unanimously.*

Squad Car
Purchases Approved
- Continued

Sheriff Jensen presented for the Board's consideration a cell phone stipend policy for the Sheriff's Office.

Proposed Sheriff's
Office Cell
Phone/Smart Cellular
Device Policy
Discussed

At the November 22, 2011 Board meeting, Mr. Jensen proposed a Cell Phone Stipend Plan to the Board that was designed around the needs of the Sheriff's Office. It was then decided to have Department Heads review the current County Policy.

The Sheriff provided input at the Department Head meetings trying to explain that the Sheriff's Office is unique and they need different requirements in a cell phone policy as they work 24/7 and need to access some of their employees 24/7.

Mr. Jensen pointed out some parts of the current County Policy that do not fit with his office.

The County Policy ceases payment of the stipend upon non-working status. (This includes work-related leave such as workman's comp and short term disability.) The Sheriff's Office proposed policy only ceases payment upon an un-paid leave. The difference is even if an employee has been injured and cannot work, they need to have contact with those employees. If they are contacting them for work related information, then they should continue to pay them a cell phone stipend.

The County's Policy places restrictions on what employees can do with their personal cell phones. The proposed Sheriff's Office policy spells out expectations the Sheriff's Office has for employees that receive a county cell phone stipend. (These expectations talk about using personal phones for making work related calls, answering personal phones when off duty and also explains the process if the personal phone is damaged while working and carrying out their duties.)

The County Cell Phone policy has a three tier plan for employee owned phones. The Sheriff's Office policy is set up with a four tier plan based on the employees rank or assignment. This will allow for part-time Deputies and Transport Officers to also be compensated for use of their personal cell phones.

Mr. Jensen is requesting that the County Board approve the Sheriff's Office Cell Phone/Smart Cellular Device Policy. The Sheriff's Office Policy will allow the Sheriff's Office to remain in control of the stipend plan.

Discussion took place regarding whether or not the proposed Sheriff's Office policy should be included/incorporated into the current Dodge County Cell Phone Policy. The Board wasn't in favor of creating a separate policy for the Sheriff's Office because they felt that other offices may have similar situations therefore a policy that would potentially cover all 24/7 employees should be considered.

The Board directed the County Administrator and County Sheriff to work with the Finance Director to see if the proposed Sheriff's Office Cell Phone Policy can somehow be incorporated into the current county cell phone policy.

Proposed Sheriff's
Office Cell
Phone/Smart Cellular
Device Policy
Discussed -
Continued

The Sheriff's Office was thanked for their time and effort in putting together a plan for the Board to review.

Motion by Olive seconded by Hanson to adjourn the meeting at 1:58 p.m. CDT.
Motion adopted unanimously.

Meeting Adjourned

The next regular meeting of the Dodge County Board of Commissioners will be held on June 12, 2012 at 9:30 a.m. CDT.

Next Regular
Meeting

ATTEST:

DON GRAY
CHAIR, COUNTY BOARD

BECKY LUBAHN
DEPTY CLERK

DATED: