

TUESDAY, NOVEMBER 26, 2013

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

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

**COUNTY ADMINISTRATION OFFICE
MANTORVILLE, MN**

2013-23

The Dodge County Board of Commissioners met in regular session November 26, 2013, in the Commissioner's Room at the Courthouse Annex, Mantorville, MN, at 9:30 a.m. CST. David Erickson, Chair called the County Board of Commissioners meeting to order at 9:32 a.m. CST.

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: John Allen District #1
Rodney Peterson District #3
David Erickson District #4
Steven Gray District #5

Members absent: None

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

Motion by Gray seconded by Peterson to approve the agenda as amended to remove items E.3 and E.4 from the Personnel agenda. *Motion adopted unanimously.*

Agenda Approved

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

Consent Agenda Items
Approved

- 1.1 Human Services Director, Chair and County Attorney to sign a contract with South Central Human Relations Center to provide targeted case management services to children and adults with mental illness and severe emotional disturbance for calendar year 2014 at the rates identified.
- 1.2 Human Services Director, Chair and County Attorney to sign a contract with South Central Human Relations Center to provide Outpatient Services to children and adults with mental illness for calendar year 2014 at the amount identified.
- 1.3 Final payment of \$3,000.00 to Rochester Sand and Gravel for a 2010 bituminous projects.

Motion adopted unanimously.

Public Health Director Peggy Espey and Health Educator/Dietitian Kristin Cerda provided the Board with an update on the UCare Grant Year One.

UCare Grant Year One Update

Ms. Cerda reported that the UCare Grant addresses the health issue of obesity through healthy eating and exercise. The Health Educator/Dietitian highlighted the success of the first year of this grant and interventions planned for their second year of funding.

The Health Educator/Dietitian shared the following UCare grant summary information with the Board:

Background:

- Received \$36,859
- Grant Period: September 1, 2012 – August 31, 2013
- Purpose of the grant is to reduce overweight and obesity in Dodge County and promote overall health.

Accomplishments:

- Fund .5 FTE for Dietitian.
- Continue Community Wellness Coalition and meet quarterly. Also took part in bi-weekly Dodge Refreshed meetings. Had regular contact with individuals at the local schools, pools, community, etc.
- Provided free admission to three (3) outdoor pools from June 2104 – August 2014 (Dodge Center, Hayfield and West Concord).
 - June – 1,007 people
 - July – 729 people
 - August – 490 people
- Continued to support Healthy Snack Carts at local schools.
 - Triton – 49% participation
 - Hayfield – 59% participation
 - K-M – 95% participation
 - Able to reach 1,280 students per month
- Provided On-Site Nutrition Education at Erdman's County Market
 - Healthy Holiday Eating
 - A Healthier You in the New Year
 - Free Glucose Checks
 - Dietitian's Choice
 - Healthy Shopping on a Budget
 - Average of 45 customers or more per event.
- Mantorville Senior Center Nutrition Presentation
 - Diabetes, carbohydrate counting, healthy diabetic diet, reading nutrition labels, serving sizes, gluten-free diet and Celiac's Disease
 - 31 seniors
- Dodge County Free Fair
 - Spoke to hundreds of community members regarding UCare and Public Health efforts.

- Information on healthy eating, shopping on a budget and My Plate
- Gave away My Plates
- Performed nineteen (19) glucose tests
- Public Health Lobby
 - Go, Slow and Whoa Foods
 - Healthy shopping on a budget
- Biggest Loser Weight Loss Challenge
 - February 6, 2013 – April 3, 2013
 - 31 participants
 - Lost a combined total of 251.6 lbs.

UCare Grant Year One Update - Continued

2013-2014 Grant

- September 1, 2013 – August 31, 2014
- Received \$46,519

Goals

- Offer free swim days once per month at all four swimming pools June-August.
- Provide funding for students who would like to participate but cannot afford the healthy snack carts.
- Continue nutrition education at Erdman's County Market, community events, County Fair, etc.
- Develop a labeling system to help make healthy food choices at Erdman's.
- Conduct another Biggest Loser Weight Loss competition (possibly open to the public).
- Continue quarterly Wellness Coalition meetings and taking part in Dodge Refreshed.

Ms. Espey acknowledged the work of Ms. Cerda in coordinating numerous events in the county and working with the various entities in the county to promote healthier lifestyles.

The Board thanked Ms. Cerda for her work and the update.

Health Educator Ruth Greenslade shared with the Board the 2013 tobacco survey results.

2013 Tobacco Survey Results Discussion

Ms. Greenslade reported that the Four Corner Partnership (Dodge, Steele, Goodhue and Rice) contracted with Zenith Research Group, a Duluth based company to carry out a resident survey. The survey was conducted this past July and August. The goals of the survey were to establish a greater understanding of regional, county and city attitudes and perceptions of: tobacco use, youth smoking, tobacco marketing and retail ordinance policies. The data from this survey has been compiled and analyzed.

The Health Educator discussed with the Board “where we go from here” in addressing tobacco issues through the county’s Tobacco Grant funding.

2013 Tobacco Survey
Results Discussion -
Continued

Commissioner Erickson discussed the cost of health care coverage for smokers vs. non-smokers. Mr. Erickson noted that health care coverage for smokers is significantly higher.

Commissioner Gray suggested that the County Board consider not allowing coupons to be used for tobacco products in Dodge County, it was the consensus of the Board that they would consider this option.

The Board thanked Ms. Espey and Ms. Greenslade for the information.

Finance Director Lisa Kramer reviewed bills with the Board.

Bills Approved

A payment to Wells Fargo Bank was added to the bills for credit card payments.

A payment on page 24 to SKB Environmental, Inc. for \$336.00 is being pulled and will be paid at a later date.

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

01	Revenue Fund	\$ 156,407.14
11	Human Services Fund	\$ 2,453.98
13	Road and Bridge Fund	\$ 136,064.43
16	Environmental Quality Fund	\$ 11,796.79
32	County Capital Projects	\$ 119.90
41	Ditch Fund	\$ 112.20
64	Environmental Grant & Loan Fund	<u>\$ 4,400.00</u>
	Total	\$ 311,354.44

Motion adopted unanimously.

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

Legal Update

Mr. Kiltinen informed the Board that a new person has been hired to replace the Assistant County Attorney who will be retiring at the end of December; the new person will be starting next Monday.

Employee Relations Director Lisa Hager presented for the Board’s consideration a Memorandum of Agreement with LELS.

Memorandum of
Agreement with LELS
Approved

Included in the Board packet was a Memorandum of Agreement in regards to the promotion of Ryer Anderson to the Captain position (non-union). This agreement allows Ryer Anderson to return to the bargaining unit with his accrued seniority in the event that the Sheriff’s Office Administration decides to put someone else in the position of Captain.

If Mr. Anderson is removed from the position for gross misconduct as defined and determined by the County Board, he would not have the right to return to a bargaining unit position.

Memorandum of Agreement with LELS Approved - Continued

Motion by Allen seconded by Peterson to approve and authorize the Chair and County Administrator to sign the proposed Memorandum of Agreement with the LELS. *Motion adopted unanimously.*

Sheriff Jim Jensen discussed with the Board his request to hire three additional full-time Deputies.

Request to Hire Three Additional Full-Time Deputies Discussion

The Sheriff's Office currently has eight part-time Deputies. Three of them are at a 0.50 FTE status or more. One of the part-time Deputies has received an offer for a full-time position with Steele County, and will most likely be resigning from Dodge County in the near future. Another one of their part-time Deputies has a full-time job with a police agency, and is not available to work very many hours. One of their part-time Deputies is currently a full-time Dispatcher for the county and has not completed the Field Training Officer Program with the Sheriff's Office, and therefore he is not able to cover part-time Deputy hours.

This leaves the Sheriff's Office with five part-time Deputies to work court room security, cover PTO requests and to work any extra duty hours. Their part-time Deputies have worked 5,005 hours from January through November 8th this year. At 2,080 hours for a full-time employee, this is equivalent to 2.4 FTE's. The Sheriff's Office uses their part-time Deputies to cover their court room security. This year with the transition to a new judge, there were many days where there wasn't court. During a normal year, a Court Room Security Officer would be working twenty four to thirty hours a week. At thirty hours a week, Deputies would cover approximately 1,560 hours in the court room in a year's time at an approximate cost of \$30,700.00 for the year.

The hours that the part-time Deputies work are necessary to cover the mandated duty of the Sheriff to furnish security in the court room and to cover the PTO requests of the Deputies. The Deputies earn the time off and by Union Contract; the Sheriff must make every effort to approve their time off requests.

In the Part-Time Officer line item in their 2013 Sheriff's budget they have used \$136,861.33 and there was only \$85,889.00 budgeted for the year.

Mr. Jensen will make adjustments in the 2014 budget to pay for the three (3) full time officers.

If the Sheriff purchases the squad car camera system with a wireless server out of this year's budget savings, he will have enough money in the budget to pay for the three full-time Deputies in the 2014 budget. For budget years after 2014, Mr. Jensen can include the three extra full-time Deputies in the Full-Time Deputies Salary and Wages line item.

The Sheriff shared the following information with the Board:

2014 Budget	Amount
Part-Time Deputy	\$122,408.00
Full-Time Deputy OT	\$ 31,822.00
Total	\$154,230.00
Full-Time Deputy OT	\$ 10,000.00
Cost of Three Full-Time Deputies	\$178,140.00
Estimated Cost of Part-Time Deputies	\$ 32,000.00
Total	\$220,140.00
Total Part-Time, Full-Time & OT	\$252,140.00
Total Budgeted	(\$154,230.00)
Difference (Short)	\$97,910.00
2014 Budget Savings	Amount
	\$ 97,910.00
Prisoner Boarding Costs	(\$15,000.00)
Prisoner Medical Costs	(\$25,000.00)
Capital Outlay	(\$121,000.00)

Request to Hire Three
Additional Full-Time
Deputies Discussion -
Continued

The Sheriff has savings in the Capital Outlay by purchasing the squad cameras and server out of this year's budget savings.

Extra Savings in 2014 Budget	\$63,090.00
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Commissioner Erickson asked for clarification on the proposed camera system.

Sheriff Jensen reported that currently officers need to take a card out of the cars and download the information from the cameras. With the new system the information would automatically be downloaded which would address some chain of custody issues and guarantee that nobody has an opportunity to tamper with the information.

It was clarified that the new system doesn't change the information; it just changes how the information is handled.

Commissioner Allen wanted to know why the Sheriff felt he needed more officers.

Sheriff Jensen discussed his rationale for the request, addressed overtime concerns, contracted hours and the power shift he's created. Mr. Jensen stated that he wants to be able to keep the current, good part-time people he has and feels he can do this with adding three new full-time positions.

Commissioner Erickson wanted to know why the Sheriff was asking for this now rather than next year when it can be budgeted for. Mr. Erickson also wanted to know the advantage of adding more Deputy positions this year.

Mr. Jensen reported that he has one part-time Deputy leaving already this year. Also discussed was the training process and the time involved in the training process.

Request to Hire Three Additional Full-Time Deputies Discussion - Continued

Commissioner Erickson noted that if the request to hire three additional full-time Deputies is approved the Sheriff's Office would need to purchase three additional squad cars. Also pointed out was that the Sheriff's Office will be asking to replace three squad cars next year which would bring the total of new squad cars to six.

Sheriff Jensen confirmed that he would need three new cars this year for the new Deputies if approved and three new cars next year. The cars would be ordered this year but wouldn't come until next year.

Commissioner Allen wanted to know how many full-time Dispatchers were hired this year.

Mr. Jensen reported that one .8 FTE Dispatcher was moved to 1.0 FTE. One .6 FTE Dispatcher was moved to 1.0 FTE and that they were in the process of hiring two more 1.0 FTE Dispatchers.

Commissioner Allen commented that he struggles with hiring at this point of the year. It was his opinion that because the Sheriff has an excess of money in his budget that he's trying to spend it down.

Discussion took place on the number of part-time Deputies that would be moved to full-time and the number of part-time on-call positions.

Motion by Gray seconded by Peterson to postpone item 6.0 on the agenda until item 8.0 has been discussed. *Motion adopted Gray, Peterson, Allen aye, Erickson nay.*

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

Personnel Actions Discussed

It was noted that items E.3 and E.4 have been pulled because the individual that was leaving has changed their mind and has decided to stay.

Commissioner Allen discussed item A.2 and noted that he had previously expressed concerns with adding positions due to the county's affiliation with the SDA.

Commissioner Allen wanted to know the cost difference between B.4 and B.5.

Sheriff Jensen addressed the question regarding the additional duties from B.4 to B.5.

Motion by Allen seconded by Peterson to pull items A.2 and B.3 and act on these two items separately. *Motion adopted unanimously.*

Items A.2 and B.3 Pulled From Personnel Agenda

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

Personnel Actions
Approved

A. Human Services

- A.1 Kelly Madsen – Executive Specialist
Resignation (transfer).
Effective Date: 12/1/13
- A.3 Kathleen Jordan – Eligibility Worker
Step increase from B23 step 8 \$16.10 to B23 step 7 \$16.63.
Effective Date: 12/26/13
- A.4 Diane Tlougan – Social Worker
Step increase from C42 step 5 \$23.50 to C42 step 4 \$24.38.
Effective Date: 10/26/13

B. Sheriff

- B.1 David Skadson – Deputy Sheriff
Annual review.
Effective Date: 11/1/13
- B.2 Scott Prins – Deputy Sheriff
Annual review.
Effective Date: 11/1/13
- B.4 Ryer Anderson – Captain
Status change from Sergeant C43 24 month step \$28.34 to Captain C52
step 2 \$35.06.
Effective Date: 11/26/13
- B.5 Sergeant – 1.0 FTE
Authorization to post and fill vacancy created by status change.
Effective Date: 11/26/13

C. Land Records

- C.1 Kelly Madsen – Deputy Recorder
Authorization to transfer from Executive Specialist (Human Services) C41
step 1 \$27.40 to Deputy Recorder (Recorder's Office) B23 step 4 \$17.21.
Effective Date: 12/2/13

D. Administration

- D.1 Paul Wiltgen – Information Technology Director
Step increase from C43 step 2 \$33.98 to C43 step 1 \$35.39.
Effective Date: 11/29/13
- D.2 Paula Rud – Administrative Assistant Extension
Step increase from A13 step 7 \$13.21 to A13 step 6 \$13.61.
Effective Date: 11/7/13

E. Attorney's Office

- E.1 Arianna Halper – Assistant County Attorney
Authorization to employ at C43 step 8 \$26.68 to fill approved vacancy.
Effective Date: 12/2/13
- E.2 Janet Mahle Hinds – Assistant County Attorney
Step increase from C43 step 2 \$33.98 to C43 step 1 \$35.39.
Effective Date: 9/16/13

F. Highway

F.1 Joshua Smith – Engineering Tech II
Step increase from B22 90% \$21.17 to B22 95% \$22.18.
Effective Date: 11/1/13

Motion adopted unanimously.

Personnel Actions
Approved - Continued

The Board further discussed item A.2. It was clarified that when the Board approved the SDA venture that they relinquished the right to have a say in who is hired by the SDA to help them run that entity, the county however will act as the fiscal agent for Steering Committee formed to oversee the SDA.

Personnel Action
Approved

Motion by Gray seconded by Peterson to approve the following personnel action:

A.2 Executive Specialist – 2 positions
Authorization to post and fill vacancy created by resignation (transfer).
Effective Date: 11/26/13

Motion adopted, Gray, Peterson, Erickson aye, Allen nay.

It was reiterated that item B.3 on the Personnel Agenda will be heard after item 8.0 is discussed.

Agenda Order
Clarification

Sheriff Jensen discussed with the Board his request to purchase three new marked squads.

Request to Purchase
Three New Squad Cars
Discussed

Mr. Jensen is requesting that the County Board to approve the purchase three new Ford Utility vehicles and equipment for them to use as squad cars. These three new squads will be used so the Sheriff’s Office has squads for their three full-time Deputies. The three utility vehicles will be ordered and purchased on State bid price. The cost to purchase the three squads and outfit them with equipment will come to approximately \$129,000.00.

The Sheriff plans on paying for the three vehicles from savings in this year’s budget.

It was noted that three additional squad cars will also be ordered in 2014 to replace older squads with higher mileage.

It was pointed out that the Sheriff is also asking to replace the Emergency Management vehicle which brings Mr. Jensen’s request to purchase new vehicles in December 2013 to four new vehicles.

Commissioners wanted to know if one of the older cars that is schedule to be replaced in 2014 can go to Emergency Management.

Commissioner Allen stated that he struggles with the idea of the Deputies driving older vehicles with higher mileage and purchasing a new vehicle for Emergency Management since that vehicle won’t be driven as much.

Commissioner Allen wanted to know if the Sheriff's Office would be able to tell the location of a squad car with the new proposed camera system.

Camera System Discussion

Sheriff Jensen stated that he believes they will be able to locate a squad car coordinates with the new camera system.

Commissioner Allen questioned how the Deputies would feel knowing that the Sheriff or someone else could view what they are doing all the time.

Mr. Jensen explained the uses and benefits of the proposed camera system.

Commissioner Erickson commented that the Sheriff's Office has spent a lot of money in the last year on updates that were needed. Mr. Erickson questioned whether or not the camera system was needed.

Commissioner Gray suggested that the Board address each item separately.

Motion by Gray seconded by Allen to take item 8.5 (Request to Purchase Mobile Data Equipment & Approve E-Citation Agreement) first under item 8.0. *Motion adopted unanimously.*

Item 8.5 Moved Ahead on the Agenda

The Board discussed the Sheriff's request to approve an E-Citation Agreement.

CIS E-Citation Software Agreement Approved

The Sheriff brought this request back to the Board for approval to go ahead with the CIS package for their E-Citation, Mobile Computer System and Automatic Vehicle Location. Mr. Jensen would like to implement these systems as soon as possible to be able to improve their service. These modules from CIS cost \$122,609.00 and a new Citrix Server cost approximately \$11,000.00. These items are included in this year's Sheriff's budget and were approved at the October 8, 2013 Board meeting.

Also noted was that the Sheriff has received the copies of the E-Citation Agreement from Computer Information Systems Inc. The agreements need to be signed and a copy returned to CIS prior to them installing the software.

Motion by Gray seconded by Allen to approve and authorize the Chair and County Administrator to sign the proposed CIS E-Citation Software Agreement. *Motion adopted unanimously.*

Motion by Gray seconded by Peterson to take item 8.4 (Request to Purchase Titan Trailer) next on the agenda. *Motion adopted unanimously.*

Item 8.4 Moved Ahead on the Agenda

The Board discussed the Sheriff's request to purchase a six foot by fourteen foot utility trailer.

Sheriff's Office Trailer Purchase Approved

The Dodge County Emergency Management Director and the Dodge County Sheriff's Office have seen the need for a larger utility trailer to have equipped with a generator, emergency halogen lights and to haul other items to a crime scene or scene of an emergency.

The Sheriff is requesting the Board approve the purchase of a Titan single axle six foot by fourteen foot enclosed utility trailer. They have received a price from Zephyr Trailer Sales in Byron (this is where they have purchased other trailers in the past) for \$3,976.00 plus \$298.00 sales tax for a total of \$4,274.00.

Sheriff's Office Trailer Purchase Approved - Continued

Motion by Peterson seconded by Allen to approve and authorize the Sheriff's Office to purchase a Titan trailer from Zephyr Trailer Sales in Byron, MN at a cost of \$4,274.00 as requested. *Motion adopted unanimously.*

The Board discussed the Sheriff's request to purchase a squad car camera system with wireless download.

Request to Purchase Squad Car Camera System Discussed

Mr. Jensen included \$121,000.00 in the Capital Outlay of his 2014 budget to purchase a wireless video download system and update squad cameras. The Sheriff would like to use money from savings in this year's budget and start purchasing the server and software, ten kit assemblies for existing cameras, two new cameras, and outdoor access point.

With purchasing these items from the savings in this year's budget, the Sheriff will have extra money in the 2014 budget to pay for the three full-time deputies along with additional savings.

The cost of these items is:

2 – Kit Assembly	\$ 1,190.00
2 – Mirror Kit	\$ 9,940.00
2 – Camera Assembly	\$ 350.00
1 – WRM Server Software	\$ 1,495.00
1 – Outdoor Access Point	\$ 295.00
1 – Server Software	\$ 995.00
1 – Dell Server	\$ 4,995.00
1 – Freight	\$ 120.00
1 – Sales Tax	\$ 1,444.50
Sub Total	\$20,824.50
10 – Kit Assemblies	\$ 5,950.00
1 – Freight	\$ 50.00
1 – Sales Tax	\$ 446.25
Sub Total	\$ 6,446.25
Total	\$27,270.75

Mr. Jensen requested that the County Board approve the purchase of the camera system for \$27,270.75.

Request to Purchase Squad Car Camera System Failed

Motion by Gray to approve and authorize the Sheriff to purchase the proposed camera system at a cost of \$27,270.75. The motion died due to the lack of a second.

The Board further discussed the Sheriff’s request to purchase three new squad cars for the proposed Deputy positions.

Request to Purchase Two Squad Cars Failed

Motion by Peterson to approve and authorize the Sheriff to purchase two new squad cars. The motion died due to the lack of a second.

Motion by Gray to approve and authorize the Sheriff to purchase three new squad cars. The motion died due to the lack of a second.

Request to Purchase Three Squad Cars Failed

The Board reviewed the Sheriff’s request to purchase a vehicle for Emergency Management.

Request to Purchase Emergency Management Vehicle Failed

For the past two budget cycles, Matt Maas has requested in his budget, money for a new vehicle. Because of budget restraints, he has been denied his request for a new vehicle. Currently he is driving a Dodge Durango which started out as a vehicle for the County Engineer, then was used by two different employees of the Sheriff’s Office before it went to Emergency Management.

The Dodge Durango has been a very reliable vehicle, but it is now having mechanical problems. One of those issues is the transmission.

The Sheriff currently has savings in his budget to purchase a Dodge Durango which would be used by Emergency Management.

Mr. Jensen is requesting the Board to approve the purchase of a 2014 Dodge Durango for \$30,402.00.

Base Price	\$27,586.00
Trailer Tow Group Option	\$ 695.00
<u>Sales Tax</u>	<u>\$ 2,121.00</u>
Total Price	\$30,402.00

This quote is from Dodge of Burnsville. The price of the vehicle includes Government Law Incentives.

Motion by Gray to purchase a 2014 Dodge Durango from Dodge of Burnsville at a cost of \$30,402.00. Motion died due to the lack of a second.

The Board discussed the Sheriff’s request to hire three full-time Deputies.

Request to Hire Three Additional Full-Time Deputies Failed

Motion by Gray to approve and authorize the following Personnel Action item:

- B.3 Deputy Sheriff (3) –FT
- Authorization to post a fill 3 new full-time positions.
- Effective Date: 11/12/13

The motion died due to the lack of a second.

Commissioner Peterson suggested that the Sheriff come back with something within this year's budget for the Board to consider.

Request to Hire Three Additional Full-Time Deputies Failed - Continued

It was also suggested that since the Board was not in favor of hiring the requested three full-time Deputies in 2013 that the Sheriff consider modifying his 2014 budget request to accommodate hiring three additional full-time Deputies, including reducing the part-time positions accordingly in the 2014 budget, and remain within the proposed 2014 Sheriff's Department budget request.

The County Attorney left the meeting at 11:08 a.m. CST.

County Attorney Left Meeting

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

Administration Committee Report

Motion by Allen seconded by Gray to approve and authorize the November 12, 2013 Committee of the Whole meeting minutes as presented. *Motion adopted unanimously.*

11/12/13 Committee of the Whole Meeting Minutes Approved

Motion by Gray seconded by Peterson to approve and authorize the November 12, 2013 meeting minutes as presented. *Motion adopted unanimously.*

11/12/13 Meeting Minutes Approved

Motion by Gray seconded by Allen to approve and authorize the November 19, 2013 Special Session meeting minutes as presented. *Motion adopted unanimously.*

11/19/13 Special Session Meeting Minutes Approved

Commissioners provided their agency reports. Commissioner Allen attended a Building Committee meeting and a Special session. Commissioner Erickson attended a Joint Powers Board – Ripley/Havana Ditch meeting, a Dodge County Task Force Corrections meeting, a SEMCAC meeting, a Fairview Care Center meeting, a memorial bench dedication ceremony for Commissioner Tjosaas, a special meeting, a Building Committee Task Force meeting, a DFO Advisory Board meeting, a SWCD meeting, a SCHRC Joint Powers Board meeting and a Safety Committee meeting. Commissioner Gray attended a County Board meeting, a MDH Radon Presentation meeting, a Fair Board meeting, an Ice Arena meeting, participated in a Rail forum conference call, attended a SMART Trails meeting, a DFO Task Force meeting, a Fairview Care Center meeting, a DFO Advisory Board meeting, a Zip Rail meeting and a SCHRAC meeting. Commissioner Peterson attended a Fairview Care Center meeting, a SDA meeting, a Mechanical Society meeting and a Hayfield City Council meeting.

Agency Reports

The meeting was recessed at 11:25 a.m. CST.

Meeting Recessed

The meeting was reconvened at 1:00 p.m. CST.

Meeting Reconvened

The County Administrator discussed with the Board the process for the meet and confer sessions with the elected officials regarding their 2014 salaries.

Meet and Confer
Process Discussed

Per Minnesota State Statute 388.18, the County Board is required to work with each of the elected officials to establish salaries for the upcoming year. During this session, the Board reviews each elected official's request for an increase into 2014 prior to setting the budget in December. Below are the 2013 salaries:

Sheriff:	\$89,003.20
Attorney (1/2 Time):	\$44,106.40
County Board:	\$18,382.00
County Board Chair:	\$18,907.00

The County Administrator informed the Board that no action is required at this meeting.

Sheriff Jensen presented a salary request for 2014 of \$99,528, an 11.8% increase from 2013. He cited the roles he serves in for various boards and steering committees, the progress he's seen in the department the last three (3) years, and comparison of salaries to other Sheriff's in the region. It was noted that over the years, Sheriffs have been asked to do more whether it's related to statutes or regulatory agencies. It was noted that in the salary survey for SE Minnesota, the current Sheriff's salary is competitive with other Sheriffs in the region. The Board thanked the Sheriff for his presentation.

Sheriff Meet and Confer
Session on 2014
Salary

The Board heard County Attorney Kiltinen's request for a 2014 salary adjustment of \$44,988.40, a 2% increase from 2013. Mr. Kiltinen stated he tries to keep his salary adjustment request in alignment with non-union staff and also factoring in a minor step increase as elected officials are not eligible for step increases. The Board thanked him for presenting his salary request.

County Attorney Meet
and Confer
Session on 2014
Salary

The County Board reviewed salary information for Southeast Minnesota for County Commissioners. It was suggested that the mean salary for the region is \$21,767, which should be considered. It was also suggested that since the budget levy for 2014 will have an increase of approximately 2.5%, which should be considered with it being stated once again that elected officials are not eligible for step increases so a COLA with a minor increase above that should equate to salary increases within the organization.

Board Members
Salaries Discussed

The Board agreed that the resolution should include a 2.5% increase for the County Board and elected department heads for 2014. The Board believes it was appropriate in light of settlements within bargaining units and non-union staff.

Motion by Allen seconded by Peterson to adjourn the meeting at 1:40 p.m. CST. *Motion adopted unanimously.*

Meeting Adjourned

The next meeting of the Dodge County Board of Commissioners will be held on December 12, 2013 at 9:30 a.m. CST.

Next Regular Meeting

ATTEST:

DAVID ERICKSON
CHAIR, COUNTY BOARD

BECKY LUBAHN
DEPUTY COUNTY CLERK

DATED: