

TUESDAY, AUGUST 26, 2014

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

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

**COUNTY ADMINISTRATION OFFICE
MANTORVILLE, MN**

2014-17

The Dodge County Board of Commissioners met in regular session August 26, 2014, in the Commissioner's Room at the Courthouse Annex, Mantorville, MN, at 9:30 a.m. CDT. Rodney Peterson, Chair called the County Board of Commissioners meeting to order at 9:30 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:	John Allen	District #1
	Rodney Peterson	District #3
	David Erickson	District #4
	Steven Gray	District #5
Members absent:	Tim Tjosaas	District #2
Also present:	Jim Elmquist	County Administrator
	Becky Lubahn	Deputy Clerk

Motion by Erickson seconded by Allen to approve and adopt the agenda as modified to correctly identify item 2.1 as a Geologic Atlas for Dodge County action item and the addition of A.7 to the Personnel Agenda. *Motion adopted unanimously.*

Agenda Approved

County Attorney Paul Kiltinen arrived to the meeting at 9:31 a.m. CDT.

County Attorney
Arrived

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

Consent Agenda
Items Approved

- 1.1 Fireworks permit for Harvest Fest for September 13, 2014 pending the approval of the County Sheriff and County Attorney.
- 1.2 Cell phone stipend of \$50.00 per month for Employee Relations Director Lisa Hager.
- 1.3 Amendment to contract with Minnesota Prairie County Alliance for administrative support and other services to extend the provision of fiscal agent services until December 31, 2014 or such time as another agreement is made, whichever is earlier.

Motion adopted unanimously.

Water Program Manager Dean Schrandt presented for the Board's consideration a request to approve moving forward with creating a Geologic Atlas for Dodge County.

Geologic Atlas for
Dodge County
Approved

Motion by Gray seconded by Erickson to approve and authorize the Chair to sign a Letter of Agreement with the MN Geo-Logical Survey to produce a geologic atlas for Dodge County. *Motion adopted unanimously.*

County Administrator Jim Elmquist provided for the Board's review Jeff Franzen's dispute of an Environmental Services after-the-fact fine.

Jeff Franzen's After-
the-Fact Fine Waived

It was reported that on November 13, 2012 IUP #12-09 was granted to Mr. Franzen for the purpose of establishing a Home Occupation in an accessory structure on land located in the Agricultural Zoning District. Mr. Franzen's plans were to construct a new building and move his business from Dodge Center out to his property. These plans were put off due to the economy and Mr. Franzen asked for, and was granted, an extension of IUP #12-09 until November 13, 2014.

Dodge County field staff observed a large building under construction upon Mr. Franzen's property. Department staff verified that no Zoning Permit had been issued by the county. The department contacted Mr. Franzen to inform him of the need for an After-the-Fact Zoning Permit. Mr. Franzen came in to obtain the permit and was charged an after-the-fact fee as construction had started on the building. Mr. Franzen is now disputing the after-the-fact fee of \$360.00.

Commissioner Gray reported that he knows the applicant personally and that he will be abstaining from voting on this request.

Discussion took place on the amount of paperwork involved and the possibility that someone may overlook or misunderstand what actually needed to be completed.

It was Mr. Allen's opinion that Mr. Franzen wasn't trying to hide anything, there was just a miscommunication or misunderstanding about what paperwork was required.

Commissioner Erickson expressed concern with approving the appeal and opening the door to other property owners requesting to have future after-the-fact fines waived.

Zoning Administrator Melissa DeVetter was available to comment on the imposed fine. Ms. DeVetter felt the instructions to the applicant were clear.

Mr. Franzen stated that he asked Planning & Zoning staff if there was anything else he needed to do and was told no.

Motion by Allen seconded by Erickson to waive the \$360.00 after-the-fact fine for Jeff Franzen as requested. *Motion adopted, Erickson, Allen, Peterson aye, Gray abstained.*

Commissioner Gray acknowledged the work of Ms. DeVetter in addressing zoning issues in Dodge County and noted that while she has already accomplished a lot with addressing zoning issues, there is still more work that needs to be done in this area.

Jeff Franzen's After-the-Fact Fine Waived - Continued

Ms. DeVetter discussed with the Board a FY2015 Feedlot Performance Credit Grant request.

MPCA FY2015 County Feedlot Performance Grant Agreement Approved

The Zoning Administrator reported that under the delegation agreement with the MPCA, Dodge County has minimum program requirements it is required to perform and report to the state. This is accomplished by an annual review with the assigned MPCA feedlot staff and completion of the annual report, which is required to be submitted.

Ms. DeVetter reminded the Board that at their March 11, 2014 meeting, they approved the Annual County Feedlot Officer and Performance Credit Report for the period of January 1, 2013 – December 31, 2013.

Dodge County had exceeded its required compliance inspection rate and met 100% of its non-inspection minimum program requirements for the year 2013. As a result of the work of the County Feedlot Officer and technical assistance provided by the Dodge Soil & Water Conservation District (SWCD), Dodge County earned a \$6,501 performance credit grant for the feedlot related work performed in 2013.

Included in the Board packet was the proposed MPCA 2015 County Feedlot Performance Grant Agreement for \$6,501. It was pointed out that this amount is not included in the budget for planning purposes as it is a reimbursement of services performed for last year.

Motion by Erickson seconded by Allen to accept the FY2015 Feedlot Performance Credit Grant in the amount of \$6,501 and authorize the Zoning Administrator to be listed as the authorized representative on the grant agreement and sign on the county's behalf. *Motion adopted unanimously.*

Drug Court Coordinator Eric Thompson met with the Board to discuss the proposed Third Judicial District Cooperative Agreement.

2015 Third Judicial District Cooperative Agreement Approved

Mr. Thompson reported that Dodge County Drug Court receives reimbursement from the Third Judicial District for Drug Court case management services. Pursuant to the proposed Cooperative Agreement for 2015, state funding is available on a quarterly reimbursement basis from January 1, 2015 through June 30, 2015. As in past years, there is \$36,000.00 in reimbursement funding available from the Third Judicial District.

On August 11, 2014, the State of Minnesota (Judicial Branch) presented Dodge County with a 2015 Cooperative Agreement that includes the same language as in the current 2014 Cooperative Agreement. County Attorney Paul Kiltinen reviewed and approved the 2015 Cooperative Agreement on August 19, 2014.

Motion by Erickson seconded by Gray to approve and authorize the Chair and Drug Court Coordinator to sign the proposed 2015 Third Judicial District Court and Dodge County Drug Court Cooperative Agreement with the State of Minnesota as requested. *Motion adopted unanimously.*

2015 Third Judicial District Cooperative Agreement Approved - Continued

Building Operations Supervisor Roger Friedt met with the Board to discuss upgrading the county's fuel dispensing system.

Fuel Dispensing System Upgrade Approved

Mr. Friedt informed the Board that Dodge County has a vehicle fuel dispensing system located at the maintenance garage in Mantorville. This fuel system dispenses only unleaded fuel and is the primary fueling location for the Sheriff's Department vehicles (30), snowmobiles (2), ATV's (3), other county departments vehicles located at the courthouse and Transfer Station (19), and snow and grounds keeping equipment (5).

The current fuel dispensing system is a manual system. It requires an employee fueling a vehicle to go into the maintenance garage and turn on the system, return to the dispenser, fuel the vehicle, return to the garage to turn off the system, and record the vehicle mileage, vehicle unit number, identify department and employee on a fuel log sheet. There are two fuel log sheets, one for the Sheriff's department vehicles and one for the other county departments.

The information from the fuel log sheet is collected daily for the Sheriff's Department vehicles and monthly for the other departments by the Fleet Mechanic. The mechanic reviews/records mileage for preventive maintenance intervals on all the vehicles. The fuel log sheets for the Sheriff's vehicles are sent to the Sheriff Department for fuel information they need and then forwarded to the Finance Office. Likewise the fuel log sheets for the other departments are sent to Finance. Finance then reconciles the fuel dispensed against the fuel delivered and charges each department for fuel used.

The fuel dispensing process is time consuming due to making two trips into the garage to turn on/off the system. Human error is a major factor for inaccuracies in manually recording the information after each fuel up. Handwriting, transposed numbers or just not recording the required information is time consuming to reconcile the inaccuracies. Also, security of the system is a concern when an employee forgets to turn off the system and the system is available for unauthorized use.

The Finance Office receives the fuel information from the fuel log sheets and goes through a time consuming process of accounting for the fuel purchased, fuel dispensed and charging fuel to the departments. They are also concerned about the security of the system for unauthorized use and have had the auditors comment on eliminating this concern.

Upgrading the current fuel dispensing system to an automated fuel control system will provide overall improved fuel management control. The system will authorize users to access fuel; track every transaction for security, accountability and control. It will shorten fueling time and increase productivity. It will provide timely fuel consumption data for reporting and vehicle maintenance data for preventive maintenance activity.

Fuel Dispensing
System Upgrade
Approved -
Continued

Dodge County has budgeted \$18,000 for this fuel system upgrade in the Building Operations Capital Improvement Budget. The fuel system upgrade consists of a new automated dispenser fuel site controller key pad or chip activated and related fuel tank components and monitors.

The Petrovend Fuel Management System is being recommended for purchase. This brand of fuel control system is currently in use at the Highway Department in Dodge Center. This upgrade will work similar to the Highway Department's fueling system in providing the fuel control management upgrade for the county in Mantorville. This can be considered an expansion of a system already in use by the county and one that we are familiar with its operation. The company providing the quote for the upgrade system is Rochester Petroleum Equipment, Inc. They installed the fuel control system for the Highway Department and provide the maintenance and support services.

Commissioner Allen reported that the company he works for has the same fueling system and they have experienced some issues with the system. Mr. Allen requested time to talk to an acquaintance of his that is familiar with their system and issues they have experienced with that system. Commissioner Allen indicated that he isn't opposed to moving forward with the system, he just has questions about the system that he would like answered.

Motion by Gray seconded by Allen to approve and authorize Rochester Petroleum Equipment Inc. to provide and install a Petrovend Fuel Control System upgrade at the Maintenance Garage location in Mantorville, in the amount of \$14,536.66. *Motion adopted unanimously.*

Veteran Services Officer Todd Nelson and Human Services Director Jane Hardwick discussed with the Board the possible realignment of Veteran Services.

Veteran Services
Realignment
Approved

Mr. Nelson informed the Board that on August 5, 2014, the Veteran Services Committee which consists of Commissioners Rodney Peterson and David Erickson, County Administrator Jim Elmquist, Human Services Director Jane Hardwick, and himself met to discuss and clarify the Human Services and Veterans Services relationship going forward in relation to the Tri-County Human Services Delivery Authority (MNPrairie).

The discussion centered on the current relationship (Veteran Services as part of Human Services), best fit as related to the customer, Steele and Waseca non-participation in Veteran Services inclusion in the SDA, and budget; as well as meeting the intent of County Veteran Service Officer (CVSO) specific State Statute.

Included in the Board packet for review was Minnesota State Statutes 197.60 thru 197.606. Statute 197.60 is very specific to the appointment, term, compensation, etc. of the CVSO by a “County Board”. State funding, i.e., grants, are provided to “counties” employing a CVSO (197.605). State Statute 197.606 is specifically titled “Classed as County Employees”. Under terms of the SDA the CVSO would no longer be a county employee and would not meet the requirements under current state statute.

Veteran Services
Realignment
Approved -
Continued

Because of the statutory requirements, Waseca and Steele non-participation and a customer first philosophy, the committee discussed a logical approach going forward for the Veteran Services Office. Also discussed was organizational placement/supervision, office space, budget and timelines. The recommendation coming out of the meeting was to keep the Veteran Services Office in Dodge County under the supervision of the County Administrator. Physical placement would be in the current office space and future placement would be as planned under the Courthouse remodel project.

The Veteran Services budget has always been separate from the Human Services budget and will remain as a stand-alone budget. The recommended effective date would be immediately based on Board approval.

Motion by Allen seconded by Erickson to approve and authorize the Veteran Services Committee recommendation to realign Veteran Services under County Administration with the Administrator as the reporting official, effective immediately. *Motion adopted unanimously.*

Mr. Nelson provided for the Board's review the FY15 Veteran Services Operational Enhancement Grant request.

SFY 2015 MDVA
Grant for County
Veteran Service
Office Operational
Enhancement
Approved by
Resolution #2015-36

Beginning in State FY14 the Minnesota Department of Veteran Affairs (MDVA) began providing operational enhancement grants in accordance with State Statute 197.605 to Minnesota Counties for the purpose of enhancing CVSO operations not otherwise contained in local budgets. This can include transportation, needed electronic equipment, marketing, CVSO specific training, etc. In State FY15 Dodge County will receive \$10,000.00 to meet these needs with a grant expiration date of May 31, 2015. Included in the Board packet was the proposed resolution which allows the Dodge County CVSO to sign and execute the grant contract.

Commissioner Gray offered the following resolution (#2014-36), seconded by Commissioner Erickson:

CVSO Operational Improvement Grant

WHEREAS, Dodge County Veteran Services receives donations from time to time from individuals and/or organizations; and

WHEREAS, Dodge County Veteran Services wishes to accept these grants and utilize them for the purpose of supporting Dodge County veterans; and

WHEREAS, pursuant to Minnesota Statute 465.03, the county shall by resolution of the governing body adopt by a two-thirds majority of its members to accept a grant or devise of real property and maintain such property for the benefit of its citizens in accordance with the terms prescribed by the donor.

SFY 2015 MDVA Grant for County Veteran Service Office Operational Enhancement Approved by Resolution #2015-36 - Continued

NOW THEREFORE BE IT RESOLVED, that the Dodge County Board of Commissioners hereby enter into the attached Grant Contract with the Minnesota Department of Veteran Affairs (MDVA) to conduct the following program: County Veteran Service Office Operational Enhancement Grant Program. This grant must be used to enhance the operations of the County Veteran Service Office under Minn. Stat. § 197.608, Subd. 4 (a), and should not supplant or replace other funding.

BE IT FURTHER RESOLVED by the Dodge County Board of Commissioners that Todd Nelson, the Dodge County Veteran Service Officer, be authorized to execute the attached Grant Contract on behalf of the County.

WHEREUPON the above resolution was adopted at a regular meeting of the Dodge County Board of Commissioners this Twenty Sixth Day of August, 2014.

Resolution adopted unanimously.

The Veteran Services Officer shared FY 13 data on Veterans Services specific to Dodge County veterans and their dependents.

FY13 Veteran Services Update

The following is a summary of benefits received by veterans and dependents in Dodge County. Federal payments to Dodge County veterans totaled \$5.8 million in Federal Fiscal Year (FFY) 2013. This is a \$1.4M increase for a 31% gain from FFY 2012. Overall the State of Minnesota saw VA expenditures rise by \$359M for an 18% gain.

U.S. Veteran's Administration Expenditures for Dodge County Veterans							
Federal Fiscal Year	Estimated Veteran Population	Total Expenditures	Compensation & Pensions	Education & Vocational Rehabilitation/ Employment	Insurance & Indemnities	Medical Care	Unique Patients
2013	1,194	\$5.8 million	\$3.06 million	\$0.36 million	\$0.07 million	\$2.3 million	356
2012	1,210	\$4.42 million	\$2.51 million	\$0.31 million	\$0.06 million	\$1.5 million	332
2011	1,423	\$5.57 million	\$3.16 million	\$0.36 million	\$0.08 million	\$1.9 million	312
2010	1,459	\$4.61 million	\$2.42 million	\$0.29 million	\$0.07 million	\$1.8 million	308
2009	1,481	\$4.46 million	\$2.15 million	\$0.17 million	\$0.07 million	\$2.1 million	266
2008	1,493	\$4.04 million	\$1.89 million	\$0.08 million	\$0.07 million	\$2.0 million	246
2007	1,504	\$2.51 million	\$1.49 million	\$0.08 million	\$0.09 million	\$0.9 million	224

STATE EXPENDITURES

State Fiscal Year	Dental	Optical	Subsistence	Special Needs	Operational Enhancement Grant (1, 2)	Operational Grant (2)	Total
2013	\$1,557	\$400	\$0	\$3,500	\$10,000		\$15,457
2012	\$6,614	\$400	\$0	\$2,553	\$0	\$2,800	\$12,367
2011	\$392	\$338	\$0	\$0	\$26,000	\$0	\$26,730
2010	\$4,141	\$400	\$11,046	\$750	\$0	\$0	\$16,337
2009	\$200	\$0	\$5,134	\$11,850	\$6,421	\$2,800	\$26,405
2008	\$5,542	\$0	\$0	\$7,287	\$1,500	\$0	\$14,329

FY13 Veteran Services Update – Continued

Notes:

- (1) Formally Titled “Enhancement Grant”.
- (2) The Enhancement Grant and Operational Grant Programs ended in State FY13 and were replaced by the Operational Enhancement Grant Starting in State FY14.

VETERANS SERVED

Calendar Year	Number Served
2014 (YTD)	1,115
2013	1,078
2012	966
2011	896
2010	771
2009	745
2008	646

TRANSPORTATION PROVIDED

Dodge County Veteran Services provides an average of 20 rides each month to veterans seeking medical care. They received \$7,875.00 in transportation reimbursements for 2013.

Commissioner Erickson commended the work of Mr. Nelson in the Veteran Services and thanked him for the update.

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

Legal Update

Taxpayer Services Director Rose Culbertson reviewed bills with the Board. Ms. Culbertson reported that the bills will be amended to include the addition of the Wells Fargo credit card bill.

Bills Approved

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

01	Revenue Fund	\$ 122,286.23
11	Human Services Fund	\$ 906.78
13	Road and Bridge Fund	\$ 62,208.56
16	Environmental Quality Fund	\$ 90,663.10
32	County Capital Projects	\$ 73,103.39
	Total	\$ 349,168.06

Bills Approved -
Continued

Motion adopted unanimously.

The Vice Chair recessed the meeting at 10:19 a.m. CDT.

Meeting Recessed

The Vice Chair reconvened the meeting at 10:24 a.m. CDT.

Meeting Reconvened

Employee Relations Director Lisa Hager presented the amended Personnel Agenda for the Board's consideration. Ms. Hager noted that item A.7 has been added to the agenda and an effective date has been added to item C.2.

Personnel Actions
Presented

Motion by Allen seconded by Gray to pull item A.7, the request to hire a full time Social Worker position in Human Services. *Motion adopted unanimously.*

Item A.7 Pulled from
Personnel Agenda

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

Personnel Actions
Approved

A. Human Services

- A.1 Cathy Skogen – Financial Assistance Supervisor
Step increase from C43 step 4 \$31.90 to C43 step 3 \$33.24.
Effective Date: 4/16/14
- A.2 Sandy Gilbertson – Office Support Specialist – Temporary
End temporary employment.
Effective Date: 8/28/14
- A.3 Shelley Koen – Fiscal Supervisor
Step increase from C42 step 4 \$26.97 to C42 step 3 \$27.74.
Effective Date: 6/15/14
- A.4 Shelley Koen – Fiscal Supervisor
Leave of absence.
Effective Date: 8/24/14 – 7/23/15
- A.5 Carla Miller – Social Worker
Step increase from C42 step 2 \$27.51 to C42 step 1 \$28.34.
Effective Date: 5/31/14
- A.6 Joddy Tighe – Social Worker
Step increase from C42 step 7 \$23.04 to C42 step 6 \$23.91.
Effective Date: 5/31/14

B. Highway

- B.1 Adam Wendt – Equipment Operator II
Authorization to employ at B22 90% of hire \$17.87.
Effective Date: 9/2/14
- B.2 Andrew Hesel – Maintenance Superintendent
Step increase from C43 step 8 \$26.68 to C43 step 7 \$28.03.
Effective Date: 5/6/14

C. Administration

C.1 Greg Thoe – Custodian/Maintenance
Step increase from A13 step 3 \$15.59 to A13 step 2 \$16.06.
Effective Date: 7/13/14

C.2 Melissa Kasten – Drug Court Case Manager
Authorization to employ at C42 step 9 \$20.42 to fill approved vacancy.
Effective Date: 9/15/14

D. Public Health

D.1 Robyn Warner – Case Aide
Step increase from B22 step 4 \$18.09 to B22 step 3 \$18.69.
Effective Date: 8/29/14

E. Sheriff’s Office

E.1 Travis Scanlan – 911 Dispatcher – FT
No longer employed.
Effective Date: 8/19/14

E.2 911 Dispatcher FT
Authorization to post and fill vacancy.
Effective Date: 8/26/14

F. Environmental Services

F.1 Rita Cole – Waste Management Specialist
Change status from 1.0 FTE to on-call.
Effective Date: 9/3/14

F.2 Sandy Schaefer – Septic System Coordinator/Account Technician
Authorization to change status from .9 FTE to 1.0 FTE.
Effective Date: 9/1/14

Personnel Actions
Approved -
Continued

Motion adopted unanimously.

Commissioner Allen reported that he would prefer to wait until the Human Services merger is complete before making a determination on whether or not they need to fill an additional Social Worker position.

Personnel Action A.7
Approved

The Human Services Director informed the Board that she was reluctant to bring this request forward; however she feels that the staffing levels in this area need to be adjusted to be able to handle the current case load levels. Ms. Hardwick expressed concern with the possibility of employees in this area wanting to leave because they don't feel that they are making a difference due to their case load.

Motion by Erickson seconded by Gray to approve the following personnel actions:

A.7 Social Worker – 1.0 FTE
Authorization to post and fill new vacancy.
Effective Date: 8/26/14

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

Ms. Hager presented for the Board's consideration a Memorandum of Agreement with Cathy Skogen and a Memorandum of Agreement with Deloris Scherger.

Memorandum of Agreements Discussion

Included in the Board packet were two Memorandums of Agreement for employees switching to Minnesota Prairie County Alliance effective January 1, 2015. These employees are currently eligible to receive coverage continuation that is either fully funded or partially funded by Dodge County because of the date of their hire. The following is an excerpt from the Employee Relations Manual:

The county shall pay the cost of the group health insurance minimum coverage for those employees hired prior to January 1, 1986 who retire at age sixty-five (65) or thereafter and have eight (8) years of continuous service immediately prior to retirement. Cost of family coverage for spouse or dependents will be the responsibility of the retiree.

For those persons starting employment with the county on or after January 1, 1986 and before January 8, 1991:

The county's cost of the group health insurance coverage for those employees who retire at age sixty-five (65) or thereafter and have eight (8) years of continuous service immediately prior to retirement will be limited to \$50.00 per month. The remainder of the coverage and family premium rate will be the responsibility of the retiree.

At age sixty-two (62), if an employee retires voluntarily at age 62-65 and has eight (8) years of continuous service immediately prior to retirement, he/she may be continued on the county's group health insurance program, but the retired employee must pay the entire cost of the premium for herself/himself and dependents. The county shall resume payments for the eligible retired employee at the 65th birthday of the retired employee, provided they had continued coverage at their own expense.

Employees hired after January 8, 1991, shall have neither single nor family county paid coverage available to said employee under the county medical or dental insurance policy after the effective date of such employee's retirement.

Deloris Scherger's date of hire was April 15, 1985 and Cathy Skogen's date of hire was April 16, 1986. If they remained Dodge County employees the county would have this obligation. The proposed MOA's revert that obligation back to Dodge County upon their retirement. These are the only two Human Services staff that are eligible.

Motion by Erickson seconded by Gray to approve and authorize the Chair to sign the proposed Memorandum of Agreement with Cathy Skogen as presented.
Motion adopted unanimously.

MOA with Cathy Skogen Approved

Motion by Gray seconded by Allen to approve and authorize the Chair to sign the proposed Memorandum of Agreement with Deloris Scherger as presented.
Motion adopted unanimously.

MOA with Deloris Scherger Approved

County Administrator Jim Elmquist discussed with the Board the 2015 budget.

2015 Budget
Discussion

Included in the Board packet was the opening draft of the 2015 Budget. Mr. Elmquist pointed out that the budget will be significantly reduced before the September 30th preliminary certification date; the intent is for the Board to review departmental requests to see the significant drivers of the annual budget.

It was noted that the budget's cover page is a budget and levy summary page, it summarizes the totals of the following pages of overall expenditures, revenues and fund balance usage of the revenue (general fund): Environmental Quality, Highway, Human Services, and the Capital Projects (debt fund) accounts. The opening budget includes a 24.83 additional levy request but the County Administrator stressed that this is not within fiscal reality. Mr. Elmquist reported that there will be several more submittals prior to overall certification.

Items of note in the budget were listed as follows:

1. The CPA amount is \$637,458. This is state funding for general operations to counties that is paid in two installments each year. CPA in 2014 was \$734,000, a reduction that was not anticipated.
2. The County Board budget includes outside agency funding reflecting the overall requests of each individual group. The only outside agency funding that is mandated is SELCO but is only required at the previous year's funding level. Letters received from each individual group were included in the special meeting packet. An increase of \$36,791 is shown in this draft budget for outside agency funding.
3. Overall debt load in this budget is increased by \$754,178. This increase alone on last year's levy would constitute a 6.8% increase.
4. Wages for non-union and union staff include a 2.0% increase along with cafeteria plan increases of 8%. Wage increases are reflected in bargaining unit contracts and what is planned for the upcoming year. Non-union staff raises are determined at the end of November but the overall goal is to have the increase commensurate with the settled contracts. Insurance premium increases are anticipated but are unknown until mid-August. The Insurance Committee foresees some relief to the budget in this area when they receive this notice but until then, they have left the working assumption within the calculation. This relief could be up to \$100,000 in health insurance premiums.
5. The individual budgets are provided to the Administrator by the department heads. A number of them include 5-year capital plans. Those without this plan do not have capital requests anticipated.
6. The 5-year technological plan is also submitted.
7. Each department pays a per computer technology fee to Information Systems. This is how the department is funded and includes a significant increase in 2014 for revenue to be in alignment with the department's overall expenses.

8. If the Board were to choose, individual departmental fund presentations can take place at an upcoming meeting prior to preliminary certification, Mr. Elmquist will just need to know who the Board has an interest in talking further to in regards to their budget.
9. The County Administrator anticipates that for the consoles in dispatch, E911 fund balance would be available. The fund balance amount is included in the Board packet. While this would be in consultation with the Sheriff, it would not be recommended to take the full amount, but a portion could be used to help in the financing.
10. Fund balance could also be used to assist with paying down the Human Service's levy in the first year, as it was expected in 2015 that the difficulty of entering financially would likely be year one with a loss in revenue and direct costs. Balance information was also included in the Board packet. The SDA will take approximately 2.45 million of the amount.

2015 Budget
Discussion -
Continued

Finance Director Lisa Kramer was available to comment on the 2015 budget.

Mr. Elmquist informed the Board that September 30, 2014 is when preliminary certification is needed.

Commissioner Allen stated that he would like to see every department tighten their belts and really take a look at what is a priority within their department for 2015.

Commissioner Gray concurred with Mr. Allen's comments.

It was Commissioner Erickson's opinion that the bid results for the Government Service Building and Annex/Courthouse Remodeling projects will be a factor when determining the 2015 budget.

Commissioner Allen stated that he would like to direct Department Heads to keep their budget requests to a minimum.

It was determined that a budget meeting will be held on Monday, September 8, 2014 in the afternoon.

Mr. Elmquist informed the Board that the final certification meeting will be held Tuesday, December 23, 2014.

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

Public Safety
Committee Report

The Board reviewed the Drug Court Coordinator's request to accept a donation from the Hubbell House. The Hubbell House recently donated two \$25.00 gift certificates to the Dodge County Drug Court Program to be distributed to future program graduates.

Drug Court Donation
Approved by
Resolution #2014-37

Commissioner Erickson offered the following resolution (#2014-37), seconded by Commissioner Allen:

Drug Court Program Donation

Drug Court Donation
Approved by
Resolution #2014-37
- Continued

WHEREAS, the Dodge County Drug Court receives donations from time to time from individuals and/or organizations; and

WHEREAS, Drug Court wishes to accept these donations and utilize them for the purpose of incentives for Dodge County Drug Court participants; and

WHEREAS, pursuant to Minnesota Statute 465.03, the county shall by resolution of the governing body adopted by a two-thirds majority of its members accept a grant or devise of real or personal property and maintain such property for the benefit of its citizens in accordance with the terms prescribed by the donor.

NOW THEREFORE BE IT RESOLVED, that the Dodge County Board of Commissioners hereby accept the following donation to be used for incentives for participants of the Dodge County Drug Court Program:

Hubbell House - \$25 gift certificates (two)

Resolution adopted unanimously.

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

Human Services
Committee Report

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

Public Works
Committee Report

The Board briefly discussed the County Engineers river name signage committee item.

Dodge Creek Signs
to be Removed

The Zumbro River Watershed partnership recently funded the installation of signs indicating the names of the rivers at major road crossings. The signs were installed and authorized by the county Highway Department. Although there has been considerable consternation to some longtime local residents regarding some of the river names, they have been double checked with the registered names and are correct.

The signs as installed are correct as per the U.S. and Minnesota Manual on Uniform Traffic Control Devices (MUTCD). This is the regulation manual adopted by MnDOT for all signage within public rights-of-ways. The original signing request from the partnership included education wordage identifying the Zumbro watershed and/or an insignia. This additional wordage was not utilized as the MUTCD describes this as extraneous signage and is not permitted.

There has been discussion regarding Olmsted County authorizing a Zumbro watershed insignia on their signs and why Dodge County does not allow it. Mr. Kohlnhofer could not speak for Olmsted County and why they do not follow the MUTCD as they are required, but it has been the Dodge County Highway Department's policy to follow all applicable laws and regulation as best they can.

Motion by Erickson seconded by Allen to direct the Highway Department to remove the Dodge Center Creek signs. Only the signs on County Road 3 in Claremont will be removed, the posts are to remain for future signs. *Motion adopted unanimously.*

Dodge Creek Signs to be Removed - Continued

The County Attorney left the meeting at 11:25 a.m. CDT.

County Attorney Left Meeting

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

Administration Committee Report

Motion by Erickson seconded by Gray to approve and authorize the August 12, 2014 Committee of the Whole meeting minutes as presented. *Motion adopted unanimously.*

08/12/14 Committee of the Whole Meeting Minutes Approved

Motion by Gray seconded by Erickson to approve and authorize the August 12, 2014, meeting minutes as presented. *Motion adopted unanimously.*

08/12/14 Meeting Minutes Approved

Motion by Allen seconded by Gray to approve and authorize the August 19, 2014 special session meeting minutes as presented. *Motion adopted unanimously.*

08/19/14 Special Session Meeting Minutes Approved

Motion by Erickson seconded by Allen to approve and authorize the August 19, 2014, 2014 Regional Rail Authority meeting minutes as corrected on page 1. *Motion adopted unanimously.*

08/19/14 Regional Rail Authority Meeting Minutes Approved

Commissioners provided their agency reports. Commissioner Allen did not have any meetings to report. Commissioner Erickson attended a FEMA application briefing, a Primary Election Canvassing Board meeting, a Fairview Care Center meeting, a Special Board meeting, a Regional Rail Authority meeting, a MnDOT public meeting on the Highway 14 project, a Claremont City Council meeting to review removal of two buildings, a Fairview Care Center meeting and an informal meeting on AI-Corn issues. Commissioner Gray attended a Regular County Board meeting, a MN Prairie Joint Powers Board meeting, a FEMA Disaster Relief meeting, a Fillmore County Corrections Task Force meeting, a Dodge County Canvassing Board meeting, a Fairview Care Center meeting, a Dodge County Regional Rail Authority meeting, a special session, a meeting with Peggy Espey, a Dodge Refreshed meeting, a Dodge County Historical Society meeting and a SCHRC meeting. Commissioner Peterson attended a Fair Board meeting, a Fairview Care Center meeting, a Regional Rail Authority meeting and a SE MN Water meeting. Commissioner Tjosaas was not available to report his meeting attendance.

Agency Reports

The County Administrator provided the Board with an Administrator update.

Administrator Update

Motion by Allen seconded by Gray to adjourn the meeting at 11:36 a.m. CDT. *Motion adopted unanimously.*

Meeting Adjourned

The next meeting of the Dodge County Board of Commissioners will be held on September 9, 2014 at 9:30 a.m. CDT.

Next Regular Meeting

ATTEST:

**RODNEY PETERSON
CHAIR, COUNTY BOARD**

**BECKY LUBAHN
DEPUTY CLERK**

DATED: