

TUESDAY, MAY 26, 2015

**APPROVED MINUTES OF THE
COMMITTEE OF THE WHOLE MEETING HELD**

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

**COUNTY ADMINISTRATION OFFICE
MANTORVILLE, MN**

2015-10 C.O.W.

The Dodge County Commissioners met in Committee of the Whole April 28, 2015, in the County Board Room at the Dodge County Government Services Building, Mantorville, MN, at 4:30 p.m. CDT. Chair John Allen opened the meeting at 4:30 p.m. CDT.

Meeting Convened

The Chair acknowledged those present:

Those Present

Members present: John Allen District #1
 Tim Tjosaas District #2
 Rodney Peterson District #3
 David Erickson District #4
 Steven Gray District #5

Members absent: None

Also present: Lisa Kramer Finance Director
 Becky Lubahn Deputy Clerk

Environmental Services Director Mark Gamm reviewed with the Board a proposal to reorganize his department.

Environmental
Services
Departmental
Reorganization
Discussion

Zoning Administrator Melissa DeVetter was available to comment on the proposal.

Mr. Gamm reported that personnel changes, technology advancements, and customer service demands have created an opportunity to reorganize the Environmental Services Department. The Environmental Services Director noted the changes can occur without increasing the number of employees or the budget.

Included in the Board packet was a draft Organizational Chart summarizing the proposed changes. Mr. Gamm reviewed with the Board the proposed changes.

Mr. Gamm is asking for the Board's support of the proposed changes.

The Environmental Services Director indicated the next step would be to revise job descriptions.

Commissioner Gray asked for the Employee Relations Director's input on the request and whether or not the request would have a salary impact.

Lisa Hager reported the proposed job descriptions have not been banded or graded yet. The Employee Relations Director also reminded the Board the Administrative Assistant/Waste Management Specialist position is a temporary position which will be ending soon.

The Board discussed with Ms. Hager the proposed Environmental Technician position.

Ms. Hager informed the Board Environmental Services has filled a job like this before and noted the added duties may cause the salaries to be marginally more.

Environmental Services Departmental Reorganization Discussion - Continued

Brief discussion took place regarding coming changes in the Environmental Services Department.

Commissioner Gray asked Mr. Gamm to elaborate further on what his plan is for the department and why he’s recommending the changes.

The Environmental Services Director reported the Solid Waste Facility Manager will be retiring at the end of the year therefore he thought this would be a good opportunity to make some changes within the department. Mr. Gamm stated his department is pretty good about self-administering and because of that administrative services aren’t needed as much since everyone can take care most of their of own administrative needs.

Commissioner Erickson wanted to know if the changes were also due to the fact that everyone will now be at one window in the new building.

Mr. Gamm stated part of the reason for the proposed changes is that everyone in Environmental Services will now be at one window.

Commissioner Allen commented he doesn’t have a problem with the proposed changes if the plan is fine-tuned and brought back to them for approval.

The Board thanked Mr. Gamm for the information.

The Chair adjourned the meeting at 4:42 p.m. CDT.

Meeting Adjourned

ATTEST:

JOHN ALLEN
CHAIR, COUNTY BOARD

BECKY LUBAHN
DEPUTY CLERK

DATED: