

TUESDAY, FEBRUARY 9, 2016

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

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

**COUNTY ADMINISTRATION OFFICE
MANTORVILLE, MN**

2016-03 C.O.W.

The Dodge County Commissioners met in Committee of the Whole February 9, 2016, in the Commissioner's Room at the Dodge County Government Services Building, Mantorville, MN, at 9:00 a.m. CST. Chair Steven Gray opened the meeting at 9:00 a.m. CST.

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:	Jim Elmquist	County Administrator
	Becky Lubahn	Deputy Clerk
	Lisa Kramer	Finance Director
	Rose Culbertson	Taxpayer Services Director

County Administrator Jim Elmquist discussed with the Board the fourth quarter financials for 2015.

2015 Year End
Financials Reviewed

Mr. Elmquist informed the Board Rose Culbertson in Finance prepared the spreadsheets for the Board's review along with comments as to why certain funds would seem to be high or low. Ms. Culbertson also included detail for the Board's review of the bond fund for the construction project to date.

The County Administrator reported overall, expenditures are stable for the year while revenues are tracking as they have in the past, low for this time of year due to the second payment of tax settlements from the State not being received until December.

Expenditures:

Human Services – Like other quarters the expenditures shown in 420 and 430 are the share of payroll that was from 2014 paid in 2015. There was a considerable fund balance transfer that was made at the start of 2015 as part of Dodge County's pay in but that has been broken out from this expenditure report so there isn't confusion as to the how much was actually paid.

Courts – This is the cost of legal fees as stipulated by the court for court ordered representation.

Extension – the October to December (2014) payment for reimbursement to the State for salary (per contract) was paid at the start of the year but the same payment for 2016 was also paid at the end of this year. The actual vs. paid for 2016 should reflect this.

Revenue:

Highway – The Engineer flipped a project from 2015 to 2016 which entails a project that was planned for 2016 (CAR T/CSAH 4) to be done in 2015 and CSAH 9/CSAH 34 and CSAH 12 being done in 2016. The department didn't believe they were ready for CSAH 12 in 2015 and with this change; the department is accessing "wheelage" revenue for CAR T in 2015. Revenue should indicate this change as well.

2015 Year End
Financials Reviewed
- Continued

Finance Director Lisa Kramer and Taxpayer Services Rose Culbertson were available to answer questions regarding the year-end report.

Questions were addressed regarding the Recorder – Abstractor summary of expenditures, it was noted on the report their wages were at 75% of their 2015 budget. The County Administrator reported the Recorder's Office was short-handed for part of the year which resulted in their expenditures coming in under budget for 2015.

Commissioner Allen had questions regarding the Central Services summary of expenditures, specifically the Claremont demo costs. The budgeted cost for the demolition project and unexpected overages were discussed.

County Attorney Paul Kiltinen arrived to the meeting.

County Attorney
Arrived

Commissioner Peterson questioned the summary of expenditures for Building – Operations. The notation for this line item indicated the wages were less due to a retirement. The County Administrator informed the Board the former Building Operations Supervisor retired earlier than expected therefore they paid less in 2015 for Building Operations wages than anticipated.

2015 Year End
Financials Reviewed
- Continued

The Chair reported the Board has had an opportunity to review the expenditures and revenues for 2015.

The County Administrator presented for the Board's review a 2016 Legislative Platform brochure. The brochure highlighted topics important to Dodge County; the topics were listed as follows: CPA, Zip Rail, Highway 14 Funding, Transportation Funding, Public Health Initiatives, Electronic Waste Act, Community Corrections and South Country Health Alliance.

2016 Legislative
Platform Brochure
Reviewed

Commissioner Peterson discussed with the Board the possibility of having a Dodge County Board of Commissioner's booth at the Dodge County Fair. The Board expressed an interest in discussing items like the zip rail, gas tax and being available to the public to answer questions.

Fair Booth
Discussion

Commissioner Tjosaas suggested the Board consider displaying a five-year road project map for residents to view at the fair booth.

Suggestions were made regarding different ways to poll residents on specific county related topics.

The County Administrator reminded the Board they need to stay neutral on anything being presented at the fair booth to be compliant with lobbying rules.

Fair Booth
Discussion –
Continued

Commissioner Erickson suggested displaying pictures of the remodeling projects at the Government Services Building and courthouse and annex.

Mr. Elmquist reported open house tours are being planned for the two facilities once the remodeling projects are done.

The Board briefly discussed the status of the construction projects.

Construction Update

The Chair adjourned the meeting at 9:25 a.m. CST.

Meeting Adjourned

ATTEST:

**STEVEN GRAY
CHAIR, COUNTY BOARD**

**BECKY LUBAHN
DEPUTY CLERK**

DATED: