

TUESDAY, FEBRUARY 23, 2016

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

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

**COUNTY ADMINISTRATION OFFICE
MANTORVILLE, MN**

2016-05

The Dodge County Commissioners met in regular session February 23, 2016, in the County Board Room at the Dodge County Government Services Building, Mantorville, MN, at 5:00 p.m. CST. Chair Steven Gray called the meeting to order at 5:00 p.m. CST.

Meeting
Convened

The pledge of allegiance was recited.

Pledge of
Allegiance

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
 Paula Rud Administrative Assistant
 Paul Kiltinen County Attorney

Motion by Allen seconded by Peterson to approve and adopt the agenda as presented. *Motion adopted unanimously.*

Agenda
Approved

There were no Consent Agenda items that need to be acted on this week.

No Consent
Agenda Items

Taxpayer Services Director Rose Culbertson reviewed bills with the Board.

Bills Approved

Ms. Culbertson informed the Board a payment of \$5,068.56 to Wells Fargo Bank is being added to the bills in order to avoid late charges for items purchased by various departments using county credit cards.

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

01	Revenue Fund	\$ 111,374.79
13	Road and Bridge Fund	\$ 101,016.58
16	Environmental Quality Fund	\$ 64,307.84
32	County Capital Projects	\$ 360.00
41	Ditch Fund	\$ 8.00
80	Agency Fund	\$ 3.95
	Total	\$ 277,071.16

Motion adopted unanimously.

Ms. Culbertson presented for the Board’s consideration a Reserve Account balance update.

Reserve Account
Balance Update

The Taxpayer Services Director reminded the Board that as stated in Dodge County’s GASB 54 Fund Balance Policy, formal action in the form of a resolution must be taken to approve or rescind fund balances by the end of each fiscal year. This was done at the December 22, 2015 meeting. As part of this process Finance is supplying the Board with the fund balances of each of the Reserve Accounts approved at that time.

The fund balances are as follows:

<u>GASB 54 Committed Fund Update for:</u>	<u>YR End 2014</u>	<u>YR End 2015</u>
Wetland ROW Fund	\$ 12,500	\$ 12,500
Wind Tower Decommissioning Fund	\$ 163,728	\$ 163,816
Sober Fest Revolving Fund	\$ 4,658	\$ 6,713
Public Recreation and Open Space Fund	\$ 13,250	\$ 13,250
Veteran Services Van Fund	\$ 17,700	\$ 25,700
LoJack Safety Net Fund	\$ 334	\$ 334
Impound Fee Fund	\$ 10,578	\$ 23,489
Change Funds	\$ 3,480	\$ 3,480
Environmental Service Capital Equipment Fund	\$ 197,051	\$ 228,774
Landfill Post Closure Fund	\$ 126,340	\$ 138,340
Comprehensive Land Use Plan Fund	\$ 0	\$ 15,000
Fairview Care Center Reserve Fund	\$ 25,000	\$ 50,000
DFO Corrections Reserve Fund	\$ 43,697	\$ 122,479

The Board thanked Ms. Culbertson for the update.

Finance Director Lisa Kramer discussed with the Board her request to approve the proposed Minnesota Counties Computer Cooperative (MCCC) - Trimin Board ratification.

Board
Ratification
Statement
Approved

Ms. Kramer reported Dodge County is a member of Minnesota Counties Computer Cooperative. MCCC is a joint powers group that works on behalf of its member counties to negotiate contracts for computer software and support. MCCC has now contracted IFSpi support services on behalf of eighty-two member counties with Trimin Systems directly. For Dodge County this affects how we get Level 2 and Level 3 support. Dodge County contracts with MCIS for IFSpi support and they will continue to provide this support directly to Dodge County for Level 1 and some Level 2 service requests. Once a request goes past these boundaries, it will escalate to Trimin, but will appear seamless to Dodge County users as that point of escalated contact will be between MCIS staff and Trimin.

Included in the Board packet was a Board Ratification Statement for the contract between MCCC and Trimin which is how we as a County affirm our responsibility to receive support and pay the associated support fees for the two year duration of the contract. The MCCC Board has approved this contract and requires every member County to sign the Ratification Statement.

Motion by Peterson seconded by Tjosaas to approve and authorize the Chair and County Administrator to sign the proposed Board Ratification Statement as presented. *Motion adopted unanimously.*

Employee Relations Director Lisa Hager presented the Personnel Agenda for the Board’s consideration. The Board advised Lisa Hager to go ahead and work with David Drown Associates, Inc. to get a proposal together to be presented to the Board at the next County Board meeting for the hiring process of a new County Administrator.

Personnel
Actions
Approved

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

A. Administration

A.1 James Elmquist – County Administrator
End of employment.
Effective Date: 3/16/16

B. Attorney’s Office

B.1 Stephanie Morris – Paralegal
Step increase from B31 step 2 \$23.95 to B31 step 1 \$24.66.
Effective Date: 2/26/16

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

Ms. Hager presented for the Board’s consideration a PTO Policy revision request.

PTO Policy
Revision
Approved

Included in the Board packet was a draft PTO Conversion Policy change. The Employee Relations Director reported that the county has no choice in certain parts of this policy change, such as selling of future accruals instead of current banks. Other parts, such as maximum amounts and timelines, the county has some flexibility.

Dodge County’s current PTO policy allows for eligible employees to convert part of their PTO balance annually. It allows eligible employees to convert up to 50% of their year-end PTO balance to taxable income distributed evenly on each payroll of the following year. For reasons outside our control, the county needs to change how we administer this option to meet the following requirement:

Allow employees to receive taxable income instead of a PTO accrual in the future – so prior to the period in which the PTO would otherwise be accrued, an eligible employee can elect to receive some of the accrual as taxable income instead of additional PTO hours.

The biggest impact from this change is that employees will not be able to convert any of their PTO balance at the end of 2016. Instead they will be making an election to convert future 2017 PTO accruals to cash that will be paid in a lump sum at some point during the 2017 year. Dodge County has approximately 10 employees that exercise this option in any given year.

Ms. Hager reported employees have been asked for feedback and that feedback was taken into consideration when drafting the proposed changes.

Motion by Tjosaas seconded by Erickson to approve and authorize the PTO Policy revision as presented. *Motion adopted unanimously.*

Sheriff Scott Rose presented for the Board’s consideration the 2016 city contracts and Memorandums of Understanding and the Memorandum of Agreements with the Hayfield School District and the Triton School District for the 2015/2016 school year.

2016 Law Enforcement Contracts with Cities of Claremont, Dodge Center, Hayfield and Mantorville Approved

The Sheriff’s Office prepared Law Enforcement Protection Contracts for 2016 and submitted them to county’s contract cities. The Sheriff’s Office has received a signed contract back from the Cities of Claremont, Dodge Center, Hayfield and Mantorville as of this date. It was noted the Dodge Center contract shows 2015 dates, this will be changed to read as 2016.

There were no changes in the contracts over the 2015 Protection Contracts.

Motion by Tjosaas seconded by Allen to approve and authorize the Sheriff, Chairman of the Board and County Attorney to sign Law Enforcement Contracts and Memorandums of Understanding with the City of Claremont, City of Dodge Center, City of Hayfield and City of Mantorville as presented for 2016 and the Memorandum of Agreements with the Hayfield School District and the Triton School District for the 2015/2016 school year. *Motion adopted by Gray, Allen, Tjosaas, and Erickson, Peterson abstained.*

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

Legal Update

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

Public Works Committee Report

The Board reviewed the County Engineer’s request to approve an additional credit card for the Highway Department.

Second Credit Card for Highway Department Approved

Although the Highway Department tries to shop locally, they often find it more practical to purchase parts and supplies outside the reach of area vendors. In 2015 this practice had substantial saving with their shop costs coming under budget. The card is also used for out of county training expenses. Having only one card limits these monthly purchases and out of county training expenses to the \$1,000 limit on a card. When the current card’s limit is reached they are then required to revert to more costly purchases and expense reimbursements.

In order to stay economical and efficient the Highway Department would like a second card. With a second card they will be able to continue to improve their shop purchasing power while also having a card available for out of county expenses.

The Board stated they would like employees to use local vendors when at all possible.

Motion by Peterson seconded by Tjosaas to approve and authorize the issuance of a second credit card to the Highway Department for shop purchases under Andrew Hesper. *Motion adopted by Gray, Peterson, Tjosaas and Erickson, Allen abstained.*

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

Administration Committee Report

Motion by Erickson seconded by Peterson to approve and authorize the February 9, 2016 Committee of the Whole meeting minutes as presented. *Motion adopted unanimously.*

02/09/16
Committee of the
Whole Meeting
Minutes
Approved

Motion by Peterson seconded by Allen to approve and authorize the February 9, 2016 meeting minutes as presented. *Motion adopted unanimously.*

02/09/16
Meeting Minutes
Approved

Motion by Tjosaas seconded by Peterson to approve and authorize the February 9, 2016 Regional Rail Authority meeting minutes as corrected on pages 1 and 2. *Motion adopted unanimously.*

02/09/16 RRA
Meeting Minutes
Approved

Commissioners provided their agency reports. Commissioner Allen attended a Building Committee meeting and a MN Prairie meeting. Commissioner Erickson attended a MN Prairie Annual Joint meeting, a Construction Committee meeting, a Fairview Care Center meeting, a special meeting, a County Task Force - Corrections meeting, a County Board meeting and a Courthouse tour. Commissioner Gray attended a County Board meeting, a MN Prairie Annual meeting, a Zumbro Watershed Project meeting, a Fairview meeting, a special meeting, a Citizen’s Concerned About Rail Lines meeting, a ZWP Fundraising Committee meeting, a ZWP Search Committee meeting, a Dodge County Historical Society meeting, a Dodge County Correction Task Force meeting, a South Central Human Relations Center meeting and a Dodge County Audit Planning meeting. Commissioner Peterson attended a Dodge County Housing Summit meeting, an Interoperability Planning Committee meeting, a Dodge County Soil & Water meeting, a Fair Board meeting, a MN Prairie Annual meeting, a legislative meeting and a South Central Human Relations Center meeting. Commissioner Tjosaas attended a MN Prairie all Commissioner meeting, a County Extension Committee meeting, a Fairview Board meeting, a MN Prairie Joint Powers Board meeting, an EDA Housing Summit meeting and a South Central Human Relations Center meeting.

Agency Reports

Motion by Tjosaas seconded by Peterson to adjourn the meeting at 6:15 p.m. CST. *Motion adopted unanimously.*

Meeting
Adjourned

The next regular meeting of the Dodge County Board of Commissioners will be held on March 8, 2016 at 9:30 a.m. CST.

Next Regular
Meeting

ATTEST:

STEVEN GRAY
CHAIR, COUNTY BOARD

JIM ELMQUIST
CLERK

DATED:

