

**TUESDAY, AUGUST 16, 2016**

**APPROVED MINUTES OF THE  
COUNTY BOARD OF COMMISSIONERS SPECIAL SESSION HELD**

**STATE OF MINNESOTA)  
DODGE COUNTY)**

**FAIRVIEW CARE CENTER  
DODGE CENTER, MN**

**2016-04 Special**

The Dodge County Board of Commissioners met in special session August 16, 2016, at the Fairview Care Center, Dodge Center, MN at 9:30 a.m. CDT. Chair Steve Gray called the County Board of Commissioners meeting to order at 9:42 a.m. CDT.

Meeting Convened

The Chair acknowledged those present and established that there was a quorum:

Those Present

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

Motion by Peterson seconded by Tjosaas to approve the agenda as presented.  
*Motion adopted unanimously.*

Agenda Approved

Finance Director, Lisa Kramer explained this is the first discussion of the 2017 budget; a copy of the draft budget was included in the Board packet for review. It is with the understanding this 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 and to determine the Board's goal rate for a preliminary levy and ultimately, a final levy by December 22, 2016.

2017 Draft Budget  
Discussion

The Finance Director explained this budget's cover pages are budget and levy summary pages. It summarizes the totals of the following pages of overall expenditures, revenues and fund balance usage of various accounts. This draft budget includes a 12.1% additional levy request but Mrs. Kramer wanted to stress, this is with the understanding that this proposal is not within fiscal reality. The Finance Director noted there will be more submittals prior to overall certification.

Items of note in this budget:

1. The CPA amount is \$712,165. This is state funding for general operations to counties that is paid in two installments each year. CPA in 2016 was \$654,346, a minor increase.

2017 Draft Budget  
Discussion -  
Continued

2. The County Board budget (page 2) includes outside agency funding reflecting 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. An increase of \$15,000 is shown in this draft budget for outside agency funding.
3. Wages for non-union and union staff include a 2.25% increase along with cafeteria plan increases of 12%. 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 late August. We could foresee some relief to the budget in this area when we receive notice but until then, we have left the working assumption within the calculation. AT THIS POINT, THIS IS A MAJOR DRIVER WITHIN THIS BUDGET.
4. The Sheriff's budget reflects increased staffing costs for positions that were authorized during 2016. It also reflects vehicle purchases following their retention schedule, a bag screener which is partially funded by a memorial donation received in 2016, and replacement of the majority of the officers' bulletproof vests. There is federal grant money available to offset this expense but the Dodge County award amount is unknown at this time.
5. The first of three Next Gen 911 payments will be in 2017. This along with the maintenance agreement will be paid from a 911 grant and the amount over the current year grant disbursement will come from accumulated fund balance, so this item is levy neutral.
6. Finance includes \$16,000 for check/tax stub scanning software and hardware. Finance also has a reduction in revenue for the services it provides MN Prairie. This reduction reflects MNP processing their own payroll since moving to KRONOS.
7. Court Administration reflects a significant increase directly linked to increased attorney cost experience in 2016.
8. Central Services also shows a marked increase as beginning in 2017 nearly all local phone and internet charges will be paid from central services. Departmental budgets have been reduced proportionally to reflect this change.
9. Emergency Management has capital outlay for a new truck.
10. MN Prairie reflects a significant increase at this time. I fully expect this to be significantly lower before the September 30<sup>th</sup> certification date.

After Mrs. Kramer's presentation was completed, the Board discussed capital finance philosophies and what the proper use of fund balances should be going forward. The Board also discussed a number of items that will be difficult to cut due to the necessity of the costs in 2017 which includes the increases in our joint powers agencies like DFO and MNPrairie, health insurance costs, outside agency requests and the ramifications of granting those increases and wages negotiated through labor agreements with the several unions within the county.

Chairman Gray introduced the idea of Commissioner Tjosaas serving as a liaison between the Board and Mrs. Kramer during the preliminary budget process. The rest of the Board agreed this was a good idea and could minimize the points of contact for Mrs. Kramer.

Several Board members indicated an interest going toward a final levy increase of no more than 3% if possible and definitely no higher than the prior year increase of 5.1%.

2017 Draft Budget Discussion - Continued

Motion by Peterson seconded by Allen to adjourn the meeting at 10:40 a.m. CDT. *Motion adopted unanimously.*

Meeting Adjourned

**ATTEST:**

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STEVE GRAY  
CHAIR, COUNTY BOARD

\_\_\_\_\_  
LISA KRAMER  
CLERK

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DATED: