

**TUESDAY, SEPTEMBER 20, 2016**

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

**STATE OF MINNESOTA)  
DODGE COUNTY)**

**FAIRVIEW CARE CENTER  
DODGE CENTER, MN**

**2016-05 Special**

The Dodge County Board of Commissioners met in special session September 20, 2016, at the Fairview Care Center, Dodge Center, MN at 9:45 a.m. CDT. Chair Steve Gray called the County Board of Commissioners meeting to order at 9:47 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 Erickson seconded by Peterson to approve the agenda as presented. Agenda Approved  
*Motion adopted unanimously.*

Finance Director, Lisa Kramer, explained this is the third possibly final discussion of the 2017 budget; a copy of the draft budget was included in the Board packet for review. Although the budget had been reduced it was still 2.3% higher than the 3% increase requested by the Board at the previous meeting September 13, 2016. Mrs. Kramer stated she was looking for clear direction on how to proceed with several items prior to the September 27th Board meeting when the Board would adopt the 2017 preliminary budget. 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 5.3% additional levy request.

Items of note in this budget:

1. Fund balance use was doubled for MN Prairie to the full amount of SCHA reserve funds, fund balance of \$2,500 was added to the Sheriff's budget to reflect the prior year donation for the bag scanner, and \$20,000 fund balance was added to buy down the DFO increase.
2. On the capital request list the Finance Director has highlighted items for further discussion. Some of these items have been deemed as possible cuts by staff, and the rest are more for a larger discussion of vehicle rotation.
3. MN Prairie will propose a new budget to their Board today. Mrs. Kramer is fairly confident that it will be adopted, so she has adjusted to the new number in this budget.

After Mrs. Kramer's presentation was completed, the Board discussed the following:

2017 Draft Budget  
Discussion -  
Continued

1. SWCD Appropriation. Mrs. Kramer was instructed to fund it at the same level as 2016, \$90,000. Netting a \$15,000 reduction over what is currently in the preliminary budget.
2. Sheriff's Department capital requests. After deliberation, the consensus of the Board was to remove the request for a Bag Screening Machine (\$17,000) and to remove the request for Remote Elevator Controls (\$14,900).
3. Highway Department capital requests. After discussion and deliberation the consensus of the Board was to remove two vehicle replacements from the Highway request. The reduction of one pick-up and one Jeep represents a \$65,000 over what is currently in the preliminary budget.
4. Capital request from Public Health for security cameras (\$32,000). This discussion centered around timing and the consensus of the Board was to remove this request until it was feasible to outfit all the outlying buildings with a similar level of security cameras at one time. This is a reduction of \$32,000 from the current preliminary budget
5. Information Technology capital requests. Presentation Equipment for GSB Conference Room A (\$7,500) and RSA 2 Step Authentication for county computers (\$15,000) were discussed and ultimately removed from the 2017 IT capital request. This represents a \$22,500 reduction in the current preliminary budget.
6. Ms. Kramer discussed the Sheriff's plan to transfer the Jeep Commander they currently have to Emergency Management at no cost to Emergency Management. This is one of the adjustments that was applied to reduce the preliminary levy to its current 5.3% increase.
7. Ms. Kramer and the Board discussed the possibility of managing the vehicles in a more holistic fleet management style as that might be a way to better allocate vehicles across departments based on condition and need and that this could be more efficient. The Board indicated that they would be interested in seeing this idea explored after Jim Elmquist's return.
8. Commissioner Peterson asked if a COLA was included in the payroll estimates for elected officials. Ms. Kramer was not certain and stated she would check the calculations and report back.

Several Board members were still interested going forward toward a final levy increase of 3%, but felt with the reductions listed above the preliminary budget would be closer to that goal.

Motion by Tjosaas seconded by Peterson 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**

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**LISA KRAMER**  
**CLERK**

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**DATED:**