

**1 TUESDAY, DECEMBER 13, 2016**

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

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

**COUNTY ADMINISTRATION OFFICE  
MANTORVILLE, MN**

**2016-22 C.O.W.**

The Dodge County Commissioners met in Committee of the Whole December 13, 2016, in the Commissioner's Room at the Dodge County Government Services Building, Mantorville, MN, at 8:30 a.m. CST. Chair Steven Gray opened the meeting at 8:31 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

County Administrator Jim Elmquist met with the Board to discuss the proposed 2017 budget.

2017 Budget  
Discussion

Included in the Board packet was the budget with corresponding items for the budget discussion. Mr. Elmquist noted the attachments reflect what has been added to the budget just prior to the pre-certification along with some other minor items which include a Highway item and the Environmental Services plan reflecting the Feedlot Delegation Agreement.

Also included in the Board packet was the capital list which was incorporated into the pre-certified budget for the following year. Other items that were a part of discussion since the preliminary budget discussion include:

- Highway 14 Partnership
- Zumbro Watershed Partnership
- SWCD (general outside agency funding)

Mr. Elmquist reported tax capacity (TC) for 2017 saw a minor drop from \$26,158,491 to \$25,925,220. This is the total valuation of property based on market value and class rates, on which property taxes are determined and assists in determining the overall economic growth. With agricultural values dropping into 2017, this is the reason the TC stayed relatively flat.

The County Administrator informed the Board a final budget certification will occur on Tuesday, December 27, 2016.

It was noted that in determining percentage change in overall levy, one point equals approximately \$127,000 relative to this budget.

Commissioner Allen stated he would like to pull the Soil and Water Conservation District (SWCD) \$15,000 appropriation which was agreed to during the preliminary levy certification. Mr. Allen felt the increase was unnecessary since the Board has already increased the SWCD's 2017 allocation by \$28,000 for feedlot services.

2017 Budget Discussion - Continued

The County Administrator informed the Board there will be a reduction of \$17,500 in the DFO budget.

BWSR fund matches for the SWCD were discussed.

Environmental Services Director Mark Gamm informed the Board BWSR matches whatever the county allocates to the SWCD up to \$20,000.

Aggregate was briefly discussed. It was noted two new vehicle requests for 2017 were removed from the Highway Department's budget request, however the money for those purchases was moved to the aggregate line item for 2017.

County Attorney Paul Kiltinen arrived to the meeting at 8:53 a.m. CST.

County Attorney Arrives

The Board discussed Highway 14 and the possibility of not renewing the county's Highway 14 membership.

2017 Budget Discussion - Continued

The County Administrator presented for the Board's consideration elected officials salary requests for 2017.

Elected Officials Salaries for 2017 Discussed

Per Minnesota State Statute, a process is laid out for determining elected officials salaries for the upcoming year. Mr. Elmquist has consulted with each department head and has been told what their requests are at this point. If the Board feels the need to have further discussions regarding each of these requests, the County Administrator has reserved time after the Fairview meeting for these department heads to discuss this with the Board however, with the requests being in line with non-union staff, Mr. Elmquist plans to just present at this meeting. Both elected department head's requests are 3% while appointed department heads are 2.25%; however, department heads are eligible (if not at the top of their range) for step increases on a County Board approved pay range.

Commissioner Peterson indicated he would like to see the elected official's salary at 2.25%, which is what the unions are at.

The Board was reminded department heads are eligible (if not at the top of their range) for step increases, elected officials are not.

Commissioner Tjosaas reported his is ok with a 3% increase for elected officials since most department heads are at 3% or greater with step increases.

The County Administrator pointed out the Commissioner's salaries also need to be discussed at this time.

Commissioner Peterson commented he feels the Commissioner’s pay is too low.

Elected Officials Salaries for 2017 Discussed

Commissioner Erickson reported he is fine with a 3% increase for the elected officials.

Commissioner’s salaries were discussed.

Mr. Peterson stated he was supportive of going with the average salary of \$24,454 which was listed on the elected officials salary information provided in the Board packet.

It was the consensus the Board needed more time to discuss elected official’s salaries.

The County Administrator indicated he will bring the elected officials salary discussion to a special meeting to be held after the Fairview Care Center meeting on Tuesday, December 20, 2016.

Mr. Elmquist stated salaries must be approved by resolution prior to the end of the year which will be at the December 27, 2016 County Board meeting.

Environmental Services Director Mark Gamm and Zoning Administrator Melissa DeVetter met with the Board to discuss the reorganization of Environmental Services.

Reorganization of Environmental Services Discussion

Due to the pending retirement of Sandra Schaefer, Environmental Services reevaluated their department organization and staff duties.

The County Board has already taken action to discontinue county enforcement of State Feedlot Rule 7020. Therefore, the following action is recommended to carryout remaining department services:

Vote in favor of reorganization described below effective 12-1-16:

Existing Employee	Current duties	Proposed new duties	Recommended Action
Sandra Schaefer	Septic System Coordinator/Department Account Technician	Retires	No action needed.
Chad Knudson	Environmental Program Manager	SSTS Program Manager	Approve attached revised Job Description: primarily responsible for septic system program.
Rita Cole	Environmental Technician	Assistant Waste Management Administrator	Approve attached new Job Description: primarily responsible for waste administration, education, and department accounting.
Melissa DeVetter	Zoning Administrator	Zoning Administrator	Approve attached revised job description: reflects change in feedlot program.

The above described reorganization assumes that the Dodge Soil and Water Conservation District provides feedlot technical and financial assistance services that are currently provided by Environmental Services staff.

Reorganization of  
Environmental  
Services Discussion  
- Continued

Commissioner Peterson had a number of recommended changes to the proposed job descriptions.

Commissioner Gray thanked Mr. Gamm and Ms. DeVetter for their work on the reorganization recommendations.

The Chair adjourned the meeting at 9:30 a.m. CST.

Meeting Adjourned

**ATTEST:**

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**STEVEN GRAY  
CHAIR, COUNTY BOARD**

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**BECKY LUBAHN  
DEPUTY CLERK**

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**DATED:**