

TUESDAY, JANUARY 24, 2017

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

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

**COUNTY ADMINISTRATION OFFICE
MANTORVILLE, MN**

2017-03

The Dodge County Commissioners met in regular session January 24, 2017, in the County Board Room at the Dodge County Government Services Building, Mantorville, MN, at 5:00 p.m. CST. Chair Tim Tjosaas 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
	Rhonda Toquam	District #4
	David Kenworthy	District #5

Members absent: None

Also present:	Jim Elmquist	County Administrator
	Becky Lubahn	Deputy Clerk
	Paul Kiltinen	County Attorney

County Administrator Jim Elmquist reported item 6.2, the appointment of a Planning Commission member will be added to the agenda as well as the addition of item 6.3, the appointment of an Extension Committee member.

Agenda
Amended

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

Motion by Peterson seconded by Toquam to approve the following Consent Agenda items:

Consent Agenda
Items Approved

- 1.1 December 20, 2016 special session meeting minutes as presented.
- 1.2 January 3, 2017 organizational session meeting minutes as presented.
- 1.3 January 10, 2017 Committee of the Whole meeting minutes as presented.
- 1.4 January 10, 2017 regular session meeting minutes as presented.
- 1.5 The destruction of Public Health records in compliance with Public Health's Records Retention Schedule as determined by the Minnesota Department of Health.
- 1.6 Out-of-State Travel request for Mark Gamm to the Navy Pier in Chicago to observe the operation of a Self-Serve Waste Depot at an estimated cost of \$480.

Motion adopted unanimously.

Semcac Executive Director Wayne Stenberg met with the Board to provide them with a Semcac update.

Semcac County Update

Mr. Stenberg shared information and statistics on the following subjects:

- Senior Nutrition
- Senior and Caregiver Advocacy
- Energy Assistance
- Weatherization
- Housing Rehab Loans

Head Start Management Team member Terri McLaughlin provided the Board with a Head Start update.

The Executive Director shared additional information and statistics on the following subjects:

- Outreach and Emergency Services
- Semcac Transportation
- Semcac Overall – 2016 Statistics
- Agency Resources
- Board of Director Members

The Board thanked Mr. Stenberg and Ms. McLaughlin for the report.

County Administrator Jim Elmquist presented the Personnel Agenda for the Board's consideration.

Personnel
Actions
Approved

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

A. Highway

- A.1 Tom Anderson – Mechanic
Step increase from B23 24 month step \$22.94 to B23 36 month step \$23.42.
Effective Date: 2/1/17
- A.2 Part-time Highway staff review of FTE status. The following changes need to be made according to average hours worked. The next audit will be 7/2017.

Jessica Brennan – Administrative Assistant

Decrease FTE from .85 to .80.

Effective Date: 1/1/17

B. Sheriff's Office

- B.1 Michele Clements – Deputy Sheriff
Step increase from C41 Hire step \$21.55 to C41 12 month step \$22.29 based on hours worked.
Effective Date: 11/26/16

B.2 Part-time Sheriff’s Office staff review of FTE status. The following changes need to be made according to average hours worked. The next audit will be 7/2017.

Personnel
Actions
Approved -
Continued

- Justin Classon – Deputy
Increase FTE from .40 to .45
 - Michelle Clements – Deputy
Decrease FTE from .65 to .55
 - Ryan Pacheco – Deputy
Decrease FTE from .50 to .40
 - Bruce Allen – Transport Officer
Decrease FTE from .45 to .40 FTE
- Effective Date: 1/1/17

C. Environmental Services

C.1 Approval of new Band & Grade assignments for significantly changed jobs due to department restructure and new position.

	<u>Old</u>	<u>New</u>
Sewage Treatment Program Manager	B31	B32
Assistant Waste Management Administrator	New	B24
Zoning Administrator	C43	No Change

Effective Date: 12/27/16

Motion adopted unanimously.

Mr. Elmquist presented for the Board’s consideration a request to set the Employee Recognition date.

Employee
Recognition
Event Date Set

For the Employee Recognition event this year the Employee Relations Director would like to hold a ceremony in the County Board Room followed by a pizza luncheon in the breakroom.

Motion by Kenworthy seconded by Allen to set Tuesday, February 14, 2017 at 11:30 a.m. as the date for the Employee Recognition event. *Motion adopted unanimously.*

Taxpayer Services Director Rose Culbertson reviewed bills with the Board.

Bills Approved

Ms. Culbertson informed the Board a payment to Allan Radel on page 24 in the amount of \$70,000.00 is being pulled and will be paid as an Auditor’s Warrant; this bill needs to be paid by January 26, 2017.

The Taxpayer Services Director reported a payment of \$3,877.75 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.

County Attorney Paul Kiltinen recommended pulling a payment of \$1,167.00 to J. Scott Braden on page 2 for attorney fees. The Attorney’s Office would like additional time to address concerns they have with the payment of this bill.

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

Bills Approved - Continued

01	Revenue Fund	\$ 475,465.36
13	Road and Bridge Fund	\$ 67,932.51
16	Environmental Quality Fund	\$ 162,319.57
37	Debt Fund-County Go	\$ 991,965.63
80	Agency Fund	\$ <u>750.00</u>
	Total	\$1,698,433.07

Motion adopted unanimously.

Ms. Culbertson presented for the Board’s consideration a request to abate the property tax penalty on two parcels.

Gehling Property Tax Abatement Request Denied

Rita Gehling has submitted a request on behalf of Mary Jo Coster to abate the penalty for the 2016 taxes on two parcels owned by Ms. Coster. Ms. Coster owns two parcels of farm land. In the application, Ms. Gehling states that Ms. Coster has owned the property since 1960 and this is the first time taxes have been late.

Ms. Gehling put N/A for all the information needed on the application. For clarity, Ms. Culbertson added values and the penalty amounts to the application. The Taxpayer Services Director included a print screen from the tax system of the two parcels in the Board packet.

Ms. Culbertson stated although Finance empathizes with Ms. Gehling, it is her recommendation to remain consistent with past decisions and deny the request.

Motion by Kenworthy seconded by Allen to deny the property tax penalty abatement request of Rita Gehling. *Motion adopted unanimously.*

Ms. Culbertson shared with the Board Committed Fund year end balances.

Committed Fund Year End Balance Report

The Taxpayer Services Director informed the Board according to the 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 13, 2016 meeting. As part of this process the Finance Office is supplying the Board with the fund balances of each of the Committed Reserve Accounts approved at that time.

The fund balances were listed as follows:

<u>GASB 54 Committed Fund Update for:</u>	<u>YR End 2015</u>	<u>YR End 2016</u>	<u>Committed Fund</u>
Wetland ROW Fund	\$ 12,500	\$ 12,500	<u>Year End</u>
Wind Tower Decommissioning Fund	\$ 163,816	\$ 163,931	<u>Balance Report -</u>
Sober Fest Revolving Fund	\$ 6,713	\$ 7,311	<u>Continued</u>
Public Recreation and Open Space Fund	\$ 13,250	\$ 13,250	
Veteran Services Van Fund	\$ 25,700	\$ 33,200	
LoJack Safety Net Fund	\$ 334	\$ 334	
Impound Fee Fund	\$ 23,489	\$ 5,980	
Change Funds	\$ 3,480	\$ 3,480	
Environmental Service Capital Equipment Fund	\$ 228,774	\$ 104,513	
Landfill Post Closure Fund	\$ 138,340	\$ 150,840	
Comprehensive Land Use Plan Fund	\$ 15,000	\$ 30,000	
Fairview Care Center Reserve Fund	\$ 50,000	\$ 90,000	
DFO Corrections Reserve Fund	\$ 122,479	\$ 122,479	

The Board thanked Ms. Culbertson for the report.

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

Legal Update

County Administrator Jim Elmquist presented for the Board’s consideration the Legislative Platform brochure.

Legislative
Platform
Brochure
Supported

Included in the Board packet was the proposed legislative platform brochure that is submitted to Dodge County’s legislators when meeting with them in February. This is a rough draft that Mr. Elmquist would like the Board to review and comment on as they see fit. Each year through their policy committees starting with their Policy Conference in September, AMC determines a list of legislative priorities. Much of what is in this submission to the Board is from AMC’s priority list along with some of this being from various departmental associations like the Local Public Health Association or the Minnesota Association of County Social Service Administrators.

Mr. Elmquist tries to keep the brochure somewhat brief as the county’s meetings with legislators normally last approximately 30 minutes - this provides Commissioners the opportunity to move through the platform without the inundation of information that can be hard to track during the meeting.

Commissioner Peterson noted mental health in jails is an issue of concern; however he didn’t feel it was a critical factor for Dodge County. Mr. Peterson felt out of home placements and its financial impact on the county are more pressing issues than mental health issues in the jails.

It was the consensus of the Board that they supported Commissioner Peterson’s suggested revision and the rest of the Legislative Platform brochure.

Sheriff Scott Rose discussed with the Board the city Law Enforcement Contracts for 2017.

2017 Law
Enforcement
Contracts
Approved

Mr. Rose informed the Board the contract rates for 2017 were raised by 2.75%.

Commissioner Peterson informed the Board he will recuse himself from voting on the approval of the Law Enforcement Contracts, he is the Attorney for the City of Hayfield.

Motion by Allen seconded by Kenworthy to approve and authorize the Sheriff, Chairman of the Board, County Clerk and County Attorney to sign the proposed 2017 Law Enforcement Contracts Between Dodge County and the Cities of Claremont, Dodge Center, Hayfield and Mantorville. *Motion adopted unanimously.*

2017 Law Enforcement Contracts Approved - Continued

Sheriff Rose discussed with the Board his request to accept the donation of funds for the purchase of an x-ray bag screener.

X-Ray Bag Screener Donation

A local Veterans organization, who wishes to remain anonymous, donated \$300 to be used toward the purchase of an x-ray bag screener for the courthouse. They specifically requested that they remain anonymous so they wrote out the check to the Dodge County Peace Officers Association who will in turn present the Sheriff's Office with a check.

Approved by Resolution #2017-06

The Sheriff's Office would like the Board's approval to accept this donation to be used to help fund the x-ray bag screener for their weapons screening station in the courthouse.

Commissioner Allen offered the following resolution (#2017-06), seconded by Commissioner Peterson:

Donation Towards Purchase of X-Ray Bag Screener for Courthouse

WHEREAS, the Dodge County Sheriff's Office from time to time receives donations from individuals and/or organizations; and

WHEREAS, the Dodge County Sheriff's Office wishes to accept this donation and utilize it for the purpose of purchasing an x-ray bag screener for the courthouse; and

WHEREAS, pursuant to Minnesota Statute 465.03, the county shall by resolution of the governing body adopt by a two-thirds majority of its members accept a grant or devise of real or personal property and maintain such property for the benefit of its citizens in accordance with the terms prescribed by the donor.

NOW THEREFORE BE IT RESOLVED, that the Dodge County Board of Commissioners hereby accept the following donation to be used for the future purchase of a bag screener/x-ray machine at the security screening station:

DCPOA - \$300

Resolution adopted unanimously.

The Sheriff presented for the Board's consideration a request to approve an x-ray bag screener.

Purchase of X-Ray Bag Screener Approved

Mr. Rose reminded the Board that during budget meetings this past fall they had indicated the purchase of the x-ray bag screening for the courthouse would not be budgeted for in 2017 and no additional levy dollars would be approved to finance the expense.

It was brought to the Sheriff's attention in October by Finance Director Lisa Kramer that their Police State Aid Revenue for 2017 was projected low and they could expect to have approximately \$30,000 in additional monies from state aid for 2017. Mr. Rose then went back to the Board to ask that they re-consider the x-ray bag screening machine at a future Board meeting after the 1st of the year, the Board agreed.

Purchase of X-Ray Bag Screener Approved - Continued

The Sheriff is now requesting the Board re-consider and approve their purchase of the x-ray bag screening machine in 2017. With the addition of these funds, the Sheriff's Office will be able to add the purchase of the x-ray bag screening machine and complete the screening area without causing any increase to their levy. Initial investment information was included in the Board packet along with donation information.

Mr. Rose informed the Board the Sheriff's Office screened nearly 18,000 visitors in their first ten months of operation in 2016. They started tracking coats and bags in August. During the last four months of 2016 their staff had searched approximately 1,300 bags and 650 coats.

Sheriff's Office staff has prevented the following items (potential weapons) from entering the public safety area this year:

Handguns	4
Knives	100+
Tasers/Multi Tools	50
Narcotics	3
Pepper Spray	25
Fire Crackers	1 (incident with 8 packages)
Screwdrivers	6

Mr. Rose noted for the public, having the ability to run these items thru the x-ray machine versus hand searching all of them will be much less obtrusive and uncomfortable to the public – it will also allow the Sheriff's office to more effectively and quickly screen courthouse visitors.

The Sheriff's Office goal is to make their Public Safety Area as safe as possible for staff and visitors of the courthouse. Mr. Rose stated the county has made a considerable investment of time, resources, and staffing to build and implement their Weapons Screening Program – the x-ray bag screening machine is the one missing piece of technology that will dramatically improve safety and security for all and complete this program.

The Sheriff informed the Board his office just received another donation of \$300 to be put towards the x-ray machine. This donation is from a local veterans group who wishes to remain anonymous.

There will be no additional construction costs, as was originally thought. They have determined that they can use a portable rolling screening just inside the screening door without any structural changes. The Sheriff's Office will only need power at that location.

Mr. Rose reported they will have an added expense for housing and providing meals for the individuals that will be conducting the training for the new equipment.

Motion by Peterson seconded by Kenworthy to approve and authorize the Sheriff's Office to purchase an x-ray bag screener at a cost of \$19,500.00 as requested.
Motion adopted unanimously.

Purchase of X-Ray Bag Screener Approved - Continued

The funds for this purchase will come from the Police State Aid Revenue and donations.

The Sheriff presented for the Board's consideration a request to purchase squad cars for 2017.

Squad Car Purchase Approved

During their discussions with the previous Board the Sheriff's Office was asked to try and keep their vehicle replacement numbers to four per year. Fortunately, with this rotation, they are able to adequately manage their fleet of 23 vehicles and replace every five to six years depending on working condition and mileage.

The Sheriff is requesting Board approval to order these vehicles due to the build time involved by Ford. Mr. Rose informed the Board Ford gets inundated at the beginning of each calendar year with squad orders and fills them on a first come first serve basis. The later they order the squads after the first of the year, the more chances their order will get delayed beyond 90-120 days. The Sheriff wants to avoid any further repair costs on the aging vehicles they are replacing.

Mr. Rose reported most fleet operators will tell you with the run-time and hard driving marked patrol squads endure while in service, you can double the mileage to accurately determine their age. As these vehicles age, they risk vehicle failure and/or equipment failure when their Deputies need them most, responding to calls. This has the potential of compromising officer safety as well as public safety for those they are responding to assist, as well as those on the roadway with them. This makes it imperative that they maintain a safe and mechanically sound fleet for their patrols to use.

This year the Sheriff's Office budget includes the replacement of four vehicles in their fleet. They have included the Ford SUV fleet price for the one unmarked squad they need to purchase. Mr. Rose noted this cost may be reduced depending on potential options the dealer may have in stock for new vehicles.

Commissioner Peterson wanted to know how much was originally budgeted for the purchase of squad cars this year.

Sheriff Rose informed the Board the original cost in the fall of 2016 was \$151,352. The actual cost for 2017 will be \$152,323 since the state contract prices for squads went up in 2017.

2017 budget figures for the Sheriff's Office were located; it appears the Sheriff's Office does have money in their budget for this expense.

It was Commissioner Peterson's opinion the screening person position could be filled by a private person. Mr. Peterson clarified the position is currently being filled by a Sergeant however he felt the position could be filled by a retired Deputy. It was also Commissioner Peterson's opinion that they don't need a Sergeant for this position.

The Sheriff informed the Board the position is a supervisory position which is responsible for managing Court Room Security, scheduling and a number of other duties.

Squad Car
Purchase
Approved -
Continued

Discussion took place on moving a Sheriff’s Office vehicle to the Emergency Management Director. It was noted there is no money in the Emergency Management Director’s capital for the purchase of a vehicle. Sheriff Rose indicated the vehicle the Emergency Management Director is driving is an aging pickup that needs to be replaced and that he was ok with transferring a more dependable vehicle from the Sheriff’s Office to Emergency Management.

Commissioner Allen expressed concern with giving the School Resource Officer a new vehicle; he felt it would be better to give a patrol Deputy a new vehicle instead.

Commissioner Allen stated he likes seeing the squads get at least 150,000 miles on them before they trade them. Mr. Allen doesn’t believe Sergeant Allee needs a vehicle; Mr. Allee is eligible for mileages reimbursement for using his own personal vehicle for county business but chooses not to exercise that option.

Commissioner Toquam wanted to know if the Sheriff approached the Blooming Prairie Ford dealership to obtain pricing from them on the new squads.

Sheriff Rose commented he will need to see if the Blooming Prairie dealership can get dealer pricing through the state contract. Mr. Rose reported he went with Owatonna Ford because he knows other agencies that have used that dealership and were happy with their experience there.

Commissioner Peterson stated he agreed with Commissioner Allen’s comments regarding purchasing a vehicle for Sergeant Allee; however he won’t fight it since the Sheriff has this expense in his budget.

Motion by Kenworthy seconded by Peterson to approve and authorize the Sheriff to purchase four new squads and equipment from Owatonna Motor Company at a cost of approximately \$152,323.00 as requested. *Motion adopted Tjosaas, Peterson, Toquam, Kenworthy aye, Allen nay.*

The Board briefly discussed an appointment to the Planning Commission.

Planning
Commission Re-
Appointment
Approved

Motion by Toquam seconded by Allen to re-appoint Harlan Buck to the Planning Commission for a 4-year term, effective 2017-2020. *Motion adopted unanimously.*

The Board discussed an Extension Committee appointment.

Extension
Committee
Appointment
Approved

Motion by Peterson seconded by Allen to appoint Kevin Asprey to the Extension Committee for a 3-year term, effective 2017-2019. *Motion adopted unanimously.*

Commissioner Toquam presented a summary of the Public Health Committee report and action items.

Public Health
Committee
Report

The Board reviewed the Public Health Director’s request to accept a Family Health donation of eighteen bundles for newborns from Trinity Lutheran Church Women, located in West Concord, MN.

Public Health
Family Health
Donation
Approved by
Resolution
#2017-07

Commissioner Kenworthy offered the following resolution (#2017-07), seconded by Commissioner Allen:

Public Health Family Health Program Donation

WHEREAS, the Dodge County Public Health Department has received a donation from Trinity Lutheran Church Women; and

WHEREAS, the Dodge County Public Health Department wishes to accept this donation and utilize it for the purpose of the Public Health Family Health Program; and

WHEREAS, pursuant to Minnesota Statute 465.03, the county shall by resolution of the governing body adopted by a two-thirds majority of its members accept a grant or devise of real or personal property and maintain such property for the benefit of its citizens in accordance with the terms prescribed by the donor.

NOW THEREFORE BE IT RESOLVED, that the Dodge County Board of Commissioners hereby accepts the following donation to be used for the Public Health Programs:

Trinity Lutheran Church Women, \$ 360.00 (18 Baby Bundles)
West Concord, MN

Resolution adopted unanimously.

Commissioner Allen presented a summary of the Public Safety Committee report and action items.

Public Safety
Committee
Report

Commissioner Kenworthy briefly discussed a large scale incident that the county's public safety responders were called to on January 11, 2017 at McNeilus Companies in Dodge Center.

Large Scale
Incident
Discussed

Commissioner Allen discussed the Active Shooter Training exercise that was held at the Government Services Building and Courthouse on December 16, 2016 and the after action report that was completed documenting areas the county could improve upon.

Active Shooter
Training
Exercise
Discussed

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

Administration
Committee
Report

Commissioners provided their agency reports. Commissioner Allen attended a Highway 14 meeting. Commissioner Kenworthy attended a Fairview Care Center meeting, a MNPrairie meeting, a RAC meeting, Simulator training, a Public Works meeting and a Public Safety meeting. Commissioner Peterson attended a MNPrairie Board meeting, a Dodge Soil & Water Board meeting, a Hiawatha Valley meeting, a MNPrairie all staff meeting and a Fair Board meeting. Commissioner Tjosaas attended Simulator training, a Fairview Board meeting, a MNPrairie meeting and a SCHRC meeting. Commissioner Toquam attended a ZWP meeting, a Fairview meeting, an EDA/HRA meeting, a MNPrairie Board meeting and a South Central Human Relations Center meeting.

Agency Reports

Motion by Allen seconded by Peterson to adjourn the meeting at 6:43 p.m. CST.
Motion adopted unanimously.

Meeting
Adjourned

The next regular meeting of the Dodge County Board of Commissioners will be held on February 14, 2017 at 9:30 a.m. CST.

Next Regular
Meeting

ATTEST:

TIM TJOSAAS
CHAIR, COUNTY BOARD

BECKY LUBAHN
DEPUTY CLERK

DATED: