

TUESDAY, FEBRUARY 28, 2017

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

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

**COUNTY ADMINISTRATION OFFICE
MANTORVILLE, MN**

2017-05

The Dodge County Commissioners met in regular session February 28, 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: Lisa Kramer Finance Director
 Becky Lubahn Deputy Clerk
 Paul Kiltinen County Attorney

It was clarified the Board will be asked to approve the February 14, 2017 meeting minutes today, not the January 24, 2017 minutes as indicated on the agenda.

Agenda
Amended

Motion by Allen seconded by Kenworthy 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 February 14, 2017 Committee of the Whole meeting minutes as presented.
- 1.2 February 14, 2017 regular session meeting minutes as presented.
- 1.3 The reappointment of Kevin Kaiser to the Cedar River Watershed District for an additional three years with a term ending date of April 1, 2020.

Motion adopted unanimously.

Taxpayer Services Director Rose Culbertson reviewed bills with the Board.

Bills Approved

Ms. Culbertson noted a payment of \$50.00 on page 5 to Crysta Parkin for class registration reimbursement is being pulled, the class was cancelled and Ms. Parkin has already been reimbursed the class fee.

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

01	Revenue Fund	\$ 58,449.43
13	Road and Bridge Fund	\$ 27,164.50
16	Environmental Quality Fund	\$ 3,700.02
37	Debt Fund-County Go	<u>\$ 1,600.00</u>
	Total	\$ 90,913.95

Motion adopted unanimously.

Facilities and Fleet Manager Duke Harbaugh discussed with the Board tuckpointing at the Government Services Building and Courthouse.

Tuckpointing Proposal for Government Services Building and Courthouse Approved

Mr. Harbaugh contacted three contractors and received two proposals which were listed as follows:

Surety Water Proofing out of Rochester, MN - \$44,740

- Government Services Building - \$9,860.00
- Courthouse - \$34,880.00

Karr Tuckpointing out of Vinton, IA - \$60,500

- Government Services Building - \$11,566.00
- Courthouse - \$48,934.00

Motion by Allen seconded by Kenworthy to approve and authorize the Chair to sign the proposals submitted by Surety Water Proofing for a total of \$44,740 to complete the Government Services Building and Courthouse work as described in the proposal. *Motion adopted unanimously.*

Employee Relations Director Lisa Hager presented the Personnel Agenda for the Board's consideration.

Personnel Actions Approved

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

A. Sheriff's Office

- A.1 Robert Hovland – Patrol Sergeant
Step increase from C43 12 month step \$31.92 to C43 24 month step \$32.46.
Effective Date: 2/6/17
- A.2 Stephanie French – Deputy Sheriff
Step increase from C41 24 month step \$24.39 to C41 36 month step \$26.11.
Effective Date: 2/7/17

- A.3 Matthew Wohlenhaus – Deputy Sheriff
Step increase from C41 72 month step \$28.59 to C41 84 month step \$29.30.
Effective Date: 2/24/17
- A.4 Melissa Bublitz – Records Administrative Assistant
Recommend step increase from B22 step 7 \$18.07 to B22 step 6 \$18.63.
Effective Date: 2/13/17
- A.5 Wendy Kenworthy – 911 Dispatcher
Step increase from B22 step 1 \$17.58 to B22 step 2 \$18.10.
Effective Date: 1/20/17
- A.6 Shannon Johnson - 911 Dispatcher
Step increase from B22 step 3 \$18.23 to B22 step 4 \$18.79.
Effective Date: 12/26/16
- A.7 Tyler Breuer – Transport Officer
Authorization to employ at B21 step 11 \$14.88 to fill approved vacancy.
Effective Date: 2/16/17

Personnel
Actions
Approved -
Continued

Motion adopted unanimously.

Sheriff Scott Rose presented for the Board’s consideration a request to purchase handguns for the Sheriff’s Office.

Handgun
Purchases for
Sheriff’s Office
Approved

Mr. Rose reported the Sheriff’s Office currently has \$15,000 in their ammo/training supplies budget. They would like to use a portion of this for their handgun updates planned for this year.

The Sheriff’s Office has 34 handguns registered to them. They have tentatively agreed to purchase the following from Keepers Inc.:

- 34 glock 9mm handguns at \$486.00/gun \$17,764.28
- 11 glock 40cal handguns will be traded in at \$255/gun - 2,805.00
- 27 glock 40cal handguns – bought back by Deputies at \$255/gun - 6,910.00
- TOTAL INVESTMENT \$8,049.28

The Sheriff’s Office has interested buyers for the 40 caliber ammo that they have in stock. They will use these funds to replenish their ammo stock with new 9mm ammo. These changes will provide updated night sights for all Deputies, improve the shooting accuracy for the Deputies, and will reduce their ammo cost each year.

Brief discussion took place on whether or not the county is able to sell the used handguns back to the Deputies. Sheriff Rose reported other agencies have sold duty weapons back to the officers who used them when their guns were upgraded. If Finance and the Sheriff’s Office discovers the buyback of guns by officers is not allowed Keepers Inc. will purchase all of the old guns as trade ins.

Motion by Allen seconded by Kenworthy to approve and authorize the Sheriff’s Office to purchase 9mm handguns from Keepers Inc. at a cost of \$17,764.28 less the trade in value of \$2,805.00 and less the buyback value of \$6,910.00 for guns purchased by Deputies, for a total estimated cost of \$8,049.28. *Motion adopted unanimously.*

Sheriff Rose and Emergency Management Director Matt Maas discussed with the Board their request to approve a Court Security Grant funding application.

Board Supports Sheriff Applying for 50/50 Matching Grants for Court Security

Chief Justice Lori Gildea established, and the 2016 Legislature funded, a program for the distribution of grants to government entities responsible for providing or maintaining a safe and secure courthouse.

County offices that have policy and procedures already in place for court security will get priority ranking for funding opportunities. For Dodge County, some of the ranking criteria is already having a security program in place, having had a security assessment completed, policy and procedures in place, staff training, and a justice partner commitment. Dodge County has all of these so the Sheriff feels the county's chance of getting some funding is very good.

The Sheriff reported these are 50/50 match grants. The Sheriff's Office prioritized their projects based on the after action report from their training exercise as well as the completion of the security assessment findings. Based on these findings, they've prioritized their needs as follows:

1. All Page Intercom System
2. Dispatch Elevator Controls for Detainees
3. Exterior Door Controls for Courthouse exterior doors not currently on the S2 system
4. Public window controls for staff at desks

One of the requirements to be considered for this grant process is to have pre-approval from the County Board in support of applying for these 50/50 match grants. This can simply be language within Board minutes stating the Board agrees to monetarily support the Sheriff's Office applying for a 50/50 match grant from the Minnesota Judicial Branch Safe and Secure Courthouse Initiative Grant Program. The Sheriff won't have final numbers yet for a couple of weeks for each need listed in this project. The Sheriff will come to the Board for final approval upon state grant funding approval. It was noted this expense will be figured into 2018 budgeted dollars.

It was the consensus of the Board that they agree to monetarily support the Sheriff's Office applying for a 50/50 match grant from the Minnesota Judicial Branch Safe and Secure Courthouse Initiative Grant Program

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

Legal Update

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

Public Safety Committee Report

The Board reviewed the Drug Court Coordinator's request to accept a donation from the Hubbell House:

Drug Court Program Donation

Commissioner Kenworthy offered the following resolution (#2017-13), seconded by Commissioner Allen:

Approved by Resolution #2017-13

Drug Court Program Donation

Drug Court
Program
Donation
Approved by
Resolution
#2017-13 -
Continued

WHEREAS, the Dodge County Drug Court receives donations from time to time from individuals and/or organizations; and

WHEREAS, Drug Court wishes to accept these donations and utilize them for the purpose of incentives for Dodge County Drug Court participants; 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 accept the following donation to be used for incentives for participants of the Dodge County Drug Court Program:

Hubbell House - \$25 gift certificates (nine)

Resolution adopted unanimously.

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

Administration
Committee
Report

Commissioner Tjosaas presented for the Board’s consideration a Family Homeless Prevention and Assistance resolution. Commissioner Peterson offered the following resolution (#2017-14), seconded by Commissioner Toquam:

Application for
Minnesota
Housing &
Finance Agency
Family
Homeless
Prevention &
Assistance
Program
Approved by
Resolution
#2017-14

Resolution Authorizing Application for Minnesota Housing & Finance Agency Family Homeless Prevention & Assistance Program

WHEREAS, the Minnesota Housing Finance Agency, State of Minnesota, has been authorized to undertake a program to provide funds for Family Homeless Prevention & Assistance Projects; and,

WHEREAS, the Southeastern Minnesota Housing Network, working through: 1) Three Rivers Community Action, Inc. – Grantee and 2) Sub-Grantees (historically) Semcac and Lutheran Social Services – LINK, has developed a renewal application for the Minnesota Housing Finance Agency Family Homeless Prevention & Assistance Program; and

WHEREAS, the Southeastern Minnesota Housing Network working through: Three Rivers Community Action, Inc., and Sub-Grantees has demonstrated the ability to perform the required activities of the Minnesota Housing Finance Agency Family Homeless Prevention & Assistance Program.

NOW, THEREFORE, be it resolved that the Southeastern Minnesota Housing Network is hereby authorized as an entity to be charged with the administration of funds made available through the Minnesota Housing Finance Agency Family Homeless Prevention & Assistance Program in the county of Dodge, in Minnesota.

Resolution adopted unanimously.

Commissioners provided their agency reports. Commissioner Allen attended a State Capital visit and an Employee Recognition event. Commissioner Kenworthy attended a meeting with Legislators, a Doug Claassen LEMA presentation, a Fairview Care Center meeting, a special meeting, a DFO meeting, a Fair Board meeting and an Employee Recognition event. Commissioner Peterson attended a MNPrairie Board meeting, an AMC conference/meeting with Legislators, a Fair Board meeting, a Doug Claassen LEMA presentation and an Employee Recognition event. Commissioner Tjosaas attended an Employee Recognition event, Legislative visits, a Doug Claassen LEMA presentation, a Fairview Board meeting, a MNPrairie Joint Powers Board meeting, a Dodge County Community Corrections Task Force meeting, a MNPrairie Policy Committee meeting and a SCHRC meeting. Commissioner Toquam attended an Employee Recognition event, a trip to the Capital, a Doug Claassen LEMA presentation, a SWCD meeting, a South Central Human Relations Board meeting and a County Board meeting.

Agency Reports

Motion by Peterson seconded by Kenworthy to adjourn the meeting at 5:45 p.m. CST. *Motion adopted unanimously.*

Meeting Adjourned

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

Next Regular Meeting

ATTEST:

**TIM TJOSAAS
CHAIR, COUNTY BOARD**

**BECKY LUBAHN
DEPUTY CLERK**

DATED: