

TUESDAY, APRIL 25, 2017

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

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

**COUNTY ADMINISTRATION OFFICE
MANTORVILLE, MN**

2017-08

The Dodge County Commissioners met in regular session April 25, 2017, in the County Board Room at the Dodge County Government Services Building, Mantorville, MN, at 5:00 p.m. CDT. Chair Tim Tjosaas called the meeting to order at 5:04 p.m. CDT.

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

Motion by Peterson seconded by Toquam to approve and adopt the agenda as presented. *Motion adopted unanimously.*

Agenda
Presented

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

Consent Agenda
Items Approved

- 1.1 April 11, 2017 Committee of the Whole meeting minutes as presented.
- 1.2 April 11, 2017 regular session meeting minutes as presented.
- 1.3 Chair to sign Annual Maintenance Contract with Ryan Electric, Inc. as requested.

Motion adopted unanimously.

Taxpayer Services Director Rose Culbertson reviewed bills with the Board.

Bills Approved

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	\$ 141,043.96
13	Road and Bridge Fund	\$ 25,456.34
16	Environmental Quality Fund	\$ 84,921.79
80	Agency Fund	\$ <u>38.00</u>
	Total	\$ 251,460.09

Motion adopted unanimously.

Accounting Services Director Sara Marquardt met with the Board to discuss a request to approve a Mantorville Restoration Association Premises Permit for pull tabs.

Premises Permit Application for Mantorville Restoration Association Approved by Resolution #2017-22

The Mantorville Restoration Association is requesting a resolution approving their premises permit application for the Zumbro Valley Golf Course. Mantorville Restoration Association would like to operate a pull tab machine at the Zumbro Valley Golf Course. Dodge County has previously approved this type of Premises Permit Application, Resolution #2012-05 to the Hayfield Commercial Club.

It is Ms. Marquardt’s recommendation that the County Board pass the proposed resolution to approve the Premises Permit Application for the Mantorville Restoration Association to operate a pull tab machine at the Zumbro Valley Golf Course.

Commissioner Allen offered the following resolution (#2017-22), seconded by Commissioner Toquam and authorized the Chair to sign the Premises Permit Application:

Premises Permit Application – Mantorville Restoration Association

BE IT RESOLVED that approval for Premises Permit Renewal Application has been given to the following:

1. Mantorville Restoration Association, Mantorville, Minnesota to conduct gambling at Zumbro Valley Golf Course, 25202 615th Street, Mantorville, Minnesota.

Resolution adopted unanimously.

4-H Program Coordinator Kelly Vincelette presented for the Board’s consideration a Use Agreement for a 4-H owned building on the fairgrounds.

Building Lease Agreement with University of Minnesota Approved

The University requires all 4-H Programs that own or use buildings on fairgrounds to have a formal use agreement signed and in place. Dodge County 4-H owns the 4-H Building on the fairgrounds and is requesting Dodge County (Ag Society) sign a Building Lease Agreement with the University of Minnesota for the next 5 years.

Motion by Allen seconded by Peterson to approve and authorize the Chair to sign a 5 year Building Lease Agreement with the University of Minnesota for the use of the 4-H owned building on the Fairgrounds, effective February 21, 2017.

Motion adopted unanimously.

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

Personnel Actions Reviewed

Sheriff Scott Rose was available to comment on A.1, the request to post a Sergeant position.

Commissioner Allen stated he is not in favor of hiring another Sergeant when Sergeant Allee retires in October. It was Mr. Allen’s opinion that the Security Screening Station position could be filled by someone who isn’t a Sergeant.

Personnel
Actions
Reviewed -
Continued

Commissioner Peterson commented he is not in favor of the suggested six week training period for the Court Security Sergeant position. Mr. Peterson felt the incoming individual could learn on the job and that it wasn't necessary to provide them with training by the outgoing Sergeant before he departed. Mr. Peterson noted other positions that have been filled didn't have the departing employee train the incoming employee. Commissioner Peterson reiterated he is not in favor of putting someone in the Court Security Sergeant position before Sergeant Allee retires.

Commissioner Kenworthy stated that he appreciates the fact that the Sheriff's Office will be implementing a rotating shift assignment with the Court Security Sergeant position and that there will be training offered to the new person.

Training for the new Court Security Sergeant position was discussed.

Sheriff Rose informed the Board Sergeant Allee did go to training for the Court Security position. Mr. Rose reported they have good people in the Court Security positions and that because of the individuals in those positions the transition to the new Court Security system has gone well.

Discussion took place on the rate of pay. It was clarified the rate of pay would be determined based on whether or not the position is filled internally or externally. Once the position is posted and they have applicants they will know what the rate of pay will likely be. Ms. Hager shared with the Board where she believed the pay rate would fall but noted they will have to revisit the pay rate discussion once they determined whether the position will be filled internally or externally.

Commissioner Toquam asked for clarification on what Sergeant Allee does to make the check-in process go well.

Sheriff Rose reported it is Sergeant Allee's responsibility to look at the court calendar and make sure the paperwork for each court case is ready to go. Mr. Allee is also responsible for scheduling transports for prisoners to and from court, scheduling Court Deputies, making sure transports get out properly and screening individuals that pass through the screening area.

Commissioner Tjosaas stated the county has an opportunity to have the outgoing person teach the incoming person the job. Commissioner Tjosaas asked County Attorney Paul Kiltinen to comment on whether or not the County Board could decide how the Sheriff's spends the money in his budget.

Mr. Kiltinen reported the Sheriff can make the decision on how to spend the money in his budget.

Judge Williamson was presented and informed the Board she dealt with a similar situation with a Court Security position in Olmsted County. Judge Williamson stated when there wasn't a Sergeant at the Court Security position in Olmsted County they had issues, with a Sergeant in the Court Security position things ran smoother. Judge Williamson stated it has been a god send to have Sergeant Allee there doing the paperwork because the paperwork has to be done and has to be done correctly. It was Judge Williamson's opinion that having a Sergeant in the Security Screening Station is necessary.

Commissioner Allen suggested that item A.1, the Sheriff’s request to post a fill a Sergeant position, be pulled and acted on separately.

Personnel Action
Item A.1 Pulled
to be Acted on
Separately

Commissioner Peterson agreed that this personnel agenda item should be acted on separately.

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

Personnel
Actions
Approved

B. Administration

B.1 Jamie Vanoosbree – Drug Court Case Manager
Step increase from C41 step 8 \$22.53 to C41 step 7 \$23.37.
Effective Date: 4/8/17

C. Highway Department

C.1 Joe Andrist – Equipment Operator II
Step increase from B22 12 month step \$21.12 to B22 24 month step \$21.38.
Effective Date: 5/1/17

D. Public Health

D.1 Brenda Gullickson – Account Technician
Authorization to employ at B23 step 8 \$18.58 to fill approved vacancy.
Effective Date: 5/8/17

Motion adopted unanimously.

The Board further discussed the Sheriff’s request to post and fill a Sergeant position.

Personnel Action
A.1 Discussed

Commissioner Allen stated this is Dodge County, not Olmsted County and that he feels this position can be filled by someone other than a Sergeant. Commissioner Allen suggested changing the job description to reflect that the Sergeant position will be one that rotates.

Motion by Kenworthy to approve the following personnel action with the recommended change to the job description:

A. Sheriff’s Office

A.1 Sergeant – 1.0 FTE
Authorization to post and fill vacancy.
Effective Date: 4/11/17

The Employee Relations Director commented she feels amending the job description muddies the water.

It was clarified the candidate would not start his/her Sergeant’s position until Monday, September 18, 2017 when the new Court Security Sergeant will start full-time training with Rich Allee.

The Chair called three times for a second to the motion. The motion died due to the lack of a second.

Motion by Kenworthy seconded by Tjosaas to approve the following personnel action with the recommended rotating schedule:

Personnel Action
A.1 Failed

A. Sheriff’s Office

- A.1 Sergeant – 1.0 FTE
Authorization to post and fill vacancy.
Effective Date: 4/11/17

Motion failed, Tjosaas, Kenworthy aye, Peterson, Allen, Toquam nay.

Ms. Hager presented for the Board’s consideration a draft Employee Recognition Policy.

Revised
Employee
Recognition
Policy Approved

This policy was brought to the Board at a previous meeting for consideration. The policy is an amendment to what the county currently has in place and would be a cost increase of almost \$5,600 per year in contrast to the current policy. It is not retroactive to a previous year and is congruent to a previously approved policy by the MnPrairie Board.

Motion by Peterson seconded by Kenworthy to approve and authorize the Chair to sign the revised Dodge County Employee Recognition Policy effective January 1, 2017 for employees recognized in 2018. *Motion adopted Tjosaas, Peterson, Toquam, Kenworthy aye, Allen nay.*

Commissioner Allen stated he doesn’t think the revised Employee Recognition Policy was necessary.

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

Legal Update

Minnesota Counties Intergovernmental Trust (MCIT) Risk Management Consultant Robert Goede provided the Board with a member report.

MCIT Member
Report

Mr. Goede reported MCIT’s success can be attributed to its members’ loyalty. MCIT has earned that loyalty by being willing to evolve to better address the changing needs and expectations of the counties.

The Risk Management Consultant shared the following information with the Board:

MCIT Mission: Providing Minnesota counties and associated members cost-effective coverage with comprehensive and quality risk management services.

Minnesota Counties Intergovernmental Trust is a joint powers entity made up of counties and associated public entities that pool resources to provide property, casualty and workers’ compensation coverage to members, along with risk management and loss control services.

The MCIT Board of Directors is elected by member counties. The board sets the strategic direction, oversees finances, provides resources to achieve the goals and ensures the efficient and effective operations of the Trust.

Important developments were listed as follows:

MCIT Member
Report -
Continued

In late 2014, the MCIT Board voted to conclude MCIT's 25 year partnership with its principle service provider, Meadowbrook Insurance Group (MIG). By 2018, underwriting and property/casualty claims administration will be the responsibility of MCIT. When this transition is complete, MCIT staff will perform all functions necessary to the program. As a result of this change, the MCIT staff will grow from 37 to nearly 50 to assume the duties previously performed by MIG.

To prepare for assuming these new functions and to update several existing software systems, MCIT is undertaking a massive software conversion. All MCIT claims, underwriting, financial, member services, risk management and loss control data will be consolidated into one fully integrated system by the end of 2017. The new system will enhance MCIT's ability to access data and respond to member inquiries, and is expected to increase efficiency and reduce operational costs. Conversion is occurring in phases during 2017 and is not expected to affect members.

Mr. Goede shared information on the following topics:

- How MCIT Monitors Risks and Tailors Coverage
- Pooling Benefits for MCIT Members
- MCIT Monitors Risks and Tailors Coverage
- Property and Casualty Claims
- Workers' Compensation Claims
- Aggregate Contribution Rates for 2017
- MCIT Annual Aggregate Rate Changes
- Reinsurance Rates Favorable for 2017
- Dividend Discussion
- Consultation Services
- Peace Officer Accredited Training Online (PATROL)
- Employee Assistance Program
- Training for New Commissioners
- Defensive Driving Training
- Additional Resources
- How Members Reduce Costs

The Board thanked Mr. Goede for the report.

The Chair recessed the meeting at 6:21 p.m. CDT.

Meeting
Recessed

The Chair reconvened the meeting 6:27 p.m. CDT.

Meeting
Reconvened

MNPrairie Executive Director Jane Hardwick and MNPrairie Finance Manager Kevin Venenga provided the Board with an update on MNPrairie activities during the 4th quarter of 2016 and the 1st quarter of 2017.

MNPrairie
Activities Report

Ms. Hardwick shared information with the Board on the following topics:

MNPrairie
Activities Report
- Continued

- MNPrairie Joint Powers Board appointments
- MNPrairie Finance Committee appointments
- Finances
- Human Resources
- Facilities and Infrastructure
- Technology
- Programs
- Contact information for MNPrairie’s Management Team
- Child & Family Services Division Annual Report
- IHCA Dashboard Document Information

Mr. Venenga discussed the following topics:

- 2016 Budget vs. Actual Review
- 2017 Budget vs. Actual Review

The Board thanked Ms. Hardwick and Mr. Venenga for the update.

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 Fairview Care Center meeting. Commissioner Kenworthy attended a Fairview Care Center meeting, an Emergency Services meeting and a staff training session with Paul Reuvers. Commissioner Peterson attended a Fair Board meeting, a MNPrairie Joint Powers Board meeting, a Board of Adjustments training session, a Board of Adjustments meeting and a SEMWRB special meeting. Commissioner Tjosaas attended a Fairview Care Center meeting, a MNPrairie meeting, a Planning & Zoning/Land Use meeting, a Dodge/Steele Community Health Board meeting and a SCHRC meeting. Commissioner Toquam attended a ZWP meeting, a Fairview Care Center Board meeting, a Board of Adjustment training session, a SWCD meeting, a Dodge/Steele Community Health Board meeting and a South Central Human Resources meeting.

Agency Reports

Jim Elmquist provided the Board with a County Administrator update.

County
Administrator
Update

Mr. Elmquist briefly discussed the ballfield and the Ice Arena.

Motion by Peterson seconded by Kenworthy to adjourn the meeting at 7:02 p.m. CDT. *Motion adopted unanimously.*

Meeting
Adjourned

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

Next Regular
Meeting

ATTEST:

TIM TJOSAAS
CHAIR, COUNTY BOARD

BECKY LUBAHN
DEPUTY CLERK

DATED: