

**TUESDAY, JANUARY 3, 2012**

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

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

**COUNTY ADMINISTRATION OFFICE  
MANTORVILLE, MN**

**2012-01**

The Dodge County Board of Commissioners met in organizational session January 3, 2012, in the Commissioner's Room at the Courthouse Annex, Mantorville, MN, at 9:30 a.m. CST. Jim Elmquist, County Administrator called the County Board of Commissioners meeting to order at 9:31 a.m. CST.

Meeting Convened

The County Administrator acknowledged those present and established that there was a quorum:

Those Present

Members present:	Jane Olive	District #1
	Lyle Tjosaas	District #2
	David Erickson	District #3
	Don Gray	District #4
	David Hanson	District #5

Members absent:

None

Also present:

Jim Elmquist	County Administrator
Becky Lubahn	Deputy County Clerk
Paul Kiltinen	County Attorney

Motion by Erickson seconded by Hanson to approve and adopt the agenda as presented. *Motion adopted unanimously.*

Agenda Approved

The County Administrator took nominations for the position of Chair of the Dodge County Board of Commissioners. Commissioner Erickson nominated Commissioner Gray. The County Administrator called three times for further nominations. Hearing none, the County Administrator closed nominations. Motion by Tjosaas seconded by Hanson to cease nominations and direct the County Administrator to cast a unanimous ballot for Don Gray as Chair of the Dodge County Board of Commissioners for 2012. *Motion adopted unanimously.*

Commissioner Gray  
Elected Chair for  
2012

The County Administrator took nominations for the position of Vice Chair of the Dodge County Board of Commissioners. Commissioner Hanson nominated Commissioner Olive. The County Administrator called three times for further nominations. Hearing none, the County Administrator closed nominations. Motion by Erickson seconded by Tjosaas to cease nominations and direct the County Administrator to cast a unanimous ballot for Jane Olive as Vice Chair of the Dodge County Board of Commissioners for 2012. *Motion adopted unanimously.*

Commissioner Olive  
Elected Vice Chair for  
2012

The gavel was transferred to the new 2012 Chairman of the Board, Don Gray.

Gavel Transferred to  
New Chair

Commissioner Erickson reported that he made a majority of his remarks at the December 27<sup>th</sup>, 2011 County Board meeting.

Comments from  
Commissioner  
Erickson

Mr. Erickson congratulated Don Gray on his election as the Chairman of the Board for 2012.

Commissioner Erickson congratulated Jane Olive on her election as Vice Chair for 2012.

Mr. Erickson stated that he thinks Mr. Gray and Ms. Olive will both do very well serving as Chair and Vice Chair for Dodge County.

Commissioner Tjosaas congratulated Commissioner Gray and Commissioner Olive on their elections as Chair and Vice Chair.

Comments from  
Commissioner  
Tjosaas

It was Mr. Tjosaas' opinion that Commissioner Erickson did a good job last year as Chairman of the Board.

Mr. Tjosaas reported that he believes things are going well in the county and that he is looking forward to 2012.

Commissioner Tjosaas also stated that he feels the Board works well together.

Mr. Tjosaas noted that the County Administrator does a good job of keeping everything running smoothly.

Commissioner Hanson commented that he agrees with Commissioner Tjosaas' comments.

Comments from  
Commissioner  
Hanson

Mr. Hanson congratulated Commissioner Olive and Commissioner Gray on their elections to Vice Chair and Chair for 2012.

Commissioner Hanson congratulated Commissioner Erickson on his work in 2011. Mr. Hanson felt that Mr. Erickson kept things moving during the meetings and was always well informed.

Mr. Hanson stated that he likes the way the Board discussed issues and then comes to a consensus as a group.

It was Commissioner Hanson's opinion that the county is blessed with excellent department heads who work well with the County Administrator.

Mr. Hanson briefly discussed the following things that he feels will need to be dealt with in 2012:

- County Recorder position moved to appointed position rather than elected
- Lettered roads need to be discussed and addressed
- Re-districting is coming, the county needs to work with the cities on this
- Feedlot issues – the county needs to do something to protect the smaller units

- DFO – the county needs to address how DFO will be financed
- Freight rail – the county needs to stay informed on what is happening with rail issues around us
- Redesign project
- Parking issues

Comments from  
Commissioner  
Hanson - Continued

Commissioner Hanson noted that progress has been made over the past year which is surprising considering the economic situation.

Mr. Hanson stated that he enjoys working with the Board.

Commissioner Olive stated that she agrees with Commissioner Hanson's comments.

Comments from  
Commissioner Olive

Ms. Olive commented that it's been a privilege to work with this Board, she noted that other Board's don't appear to work as well together.

Commissioner Olive reported that the other commissioners have been willing to share everything they know with her which she appreciates.

Ms. Olive indicated that she has enjoyed watching Dave Erickson and the way that he runs things and getting to know the other Board members. Commissioner Olive has learned a lot over the last year by listening to the rest of the Board and by learning from their experiences that they have shared with her.

Commissioner Erickson clarified that while this Board does work well together; Board members haven't always agreed on everything.

Comments from  
Commissioner  
Erickson

Commissioners agreed that although Board members here had different opinions on various issues throughout the year, they were still able to work through their issues and continue working together.

Commissioner Gray commented that it's been an interesting year.

Comments from  
Commissioner Gray

Mr. Gray stated that he appreciated the Board's comments and their belief that he can do the job as Chairman of the Board for 2012.

Commissioner Gray reported that Commissioner Erickson made it very easy to be Vice Chair in 2011, he was prompt, organized and on time.

Mr. Gray indicated that Dodge County is fortunate they aren't in the same situation other counties are in.

Commissioner Gray acknowledged the work of the staff and stated that he is looking forward to working with the Board in 2012.

It was Mr. Gray's opinion that the Board will see some challenges this coming year.

The County Administrator commented that 2012 will be a remarkably busy year as well as a challenging year.

Comments from  
County Administrator

County Attorney Paul Kiltinen informed the Board that it has been very easy to be a County Attorney here and that it is easy to be here working in Dodge County.

Comments from  
County Attorney

The County Administrator discussed a request to set the 2012 County Board and Fairview Care Center Board meeting dates. Motion by Erickson seconded by Olive to set the 2012 County Board meeting dates as the second and fourth Tuesday of each month and the Fairview Care Center Board meeting date as the third Tuesday of the month. County Board committee meetings will continue to start at 8:00 a.m., the Committee of the Whole at a time determined by the County Administrator and the regular County Board meeting time at 9:30 a.m. The Fairview Care Center Board meeting will begin at 9:00 a.m. *Motion adopted unanimously.*

2012 Meeting  
Schedule Set

Mr. Elmquist presented for the Board's review a resolution appointing the County Board as a standing Committee of the Whole. Motion by Olive seconded by Hanson to approve and authorize signatures to resolution #2012-01 appointing the County Board as a standing committee to be able to meet as a Committee of the Whole throughout the year:

Standing Committee  
Resolution #2012-01  
Approved

**WHEREAS**, on a regular basis throughout the year the Dodge County Board of Commissioners meet as a body in separate session to discuss business as the Committee of the Whole; and

**WHEREAS**, these meetings take place outside the regular meeting of the County Board but still meet the requirements of the Open Meeting Law.

**NOW THEREFORE BE IT RESOLVED**, that the Dodge County Board of Commissioners are appointed as a standing Committee of the Whole to be able to meet throughout the year at times required by the business of the county and this meeting is eligible for a per diem if the meeting takes place on a day not scheduled as a normal County Board meeting day.

*Resolution adopted unanimously.*

The Board reviewed the proposed 2012 committee assignments. Motion by Olive seconded by Tjosaas to approve and authorize designating the committee assignments as follows:

2012 Committee  
Assignments  
Approved

	<b>COMMITTEE</b>	<b>FIRST MEMBER (S)</b>	<b>ALTERNATE (S)</b>
<b>1</b>	Administration	Don Gray Administrator	Jane Olive
<b>2</b>	Human Services	Lyle Tjosaas Jane Olive	Dave Hanson
<b>3</b>	Public Health	Lyle Tjosaas Jane Olive	Dave Hanson
<b>4</b>	Public Safety	Dave Hanson Dave Erickson	Don Gray

5	Public Works	Dave Hanson David Erickson	Don Gray
6	Committee of the Whole	County Board	
7	Fairview Care Center Board	County Board	
8	Extension Committee	Lyle Tjosaas Jane Olive	David Erickson
9	Investment Committee	Don Gray Jane Olive	Dave Hanson
10	Safety Committee	Jane Olive	Dave Hanson
11	Building Committee	Don Gray	Jane Olive
12	Law Library Board	David Erickson	Jane Olive
13	Judicial District Courts	Don Gray (C)	Jane Olive (VC)
14	AMC General Government	Dave Hanson	
15	AMC Environment and Natural Resources	Don Gray	
16	AMC Health and Human Services	Jane Olive	
17	AMC Transportation	Lyle Tjosaas	
18	AMC Public Safety	Dave Erickson	
19	AMC Agriculture Sub Committee	Dave Erickson	
20	MCIT Voting Delegates	Dave Hanson	County Administrator
21	Four Seasons Arena Board	Lyle Tjosaas Marilyn Lermom	Jane Olive
22	Workforce Development	Jane Olive	Dave Hanson
23	South County Health Alliance	Dave Erickson	Lyle Tjosaas
24	SELCO	Jane Olive	Dave Hanson
25	Area Agency on Aging	Jane Olive	Dave Hanson
26	SEMCAC	Lyle Tjosaas	Jane Olive
27	Dodge/Steele Community Health Joint Powers Board	Dave Hanson Jane Olive Lyle Tjosaas	Don Gray
28	Community Health Services	Jane Olive	Don Gray
29	South Central Human Relations Center	Don Gray Dave Hanson	Lyle Tjosaas
30	SWCD	Don Gray	Jane Olive
31	Southeast Water Resources Joint Powers Board	Dave Hanson Mark Gamm	Don Gray
32	Dodge/Olmsted Solid Waste Joint Powers Board	Don Gray Lyle Tjosaas	Dave Erickson
33	County and Judicial Ditch Board	Don Gray Dave Erickson Dave Hanson	Lyle Tjosaas Jane Olive
34	Resource Conservation and Development Board	Don Gray	Dave Erickson
35	Southeastern Minnesota Recycling Exchange Joint Powers Board	Dave Hanson Terry Selthun	Dave Erickson Mark Gamm

2012 Committee Assignments  
Approved -  
Continued

36	EDA/HRA	Lyle Tjosaas Jane Olive	Don Gray Dave Hanson Dave Erickson
37	DFO Joint Powers Board	Dave Erickson Jane Olive	Lyle Tjosaas
38	Emergency Medical Services Joint Powers Board (EMS)	Jane Olive	Dave Erickson
39	Board of Health	County Board	
40	Drug Court Executive Committee	Dave Erickson Lyle Tjosaas	Don Gray
41	Regional Flood Reduction Committee	Don Gray	Jane Olive
42	Dodge County Trail Association	Dave Hanson Jane Olive	Guy Kohlnhofer
43	Hiawatha Valley RC&D	Russ Lucas (3 Year Term 11-13)	
44	Regional Radio Board	David Erickson	David Hanson
45	Veteran Services	Don Gray	David Erickson
46	Dodge County Agricultural & Mechanical Society	Jane Olive	Lyle Tjosaas
47	Zumbro River Partnership	Don Gray	David Erickson
48	Regional Rail Authority	David Hanson Jane Olive	Jim Elmquist
49	Mower/Dodge Judicial Ditch Board	Don Gray Dave Erickson	Jane Olive

2012 Committee  
Assignments  
Approved -  
Continued

*Motion adopted unanimously.*

The Board discussed the appointment of boards, commissions and committees for 2012. Motion by Olive seconded by Hanson to approve and authorize the appointment of the following boards, commissions and committees for 2012:

Appointments of  
Boards,  
Commissions and  
Committees for 2012  
Approved

#### **County Board**

District One – Jane Olive	Term	1/1/2011 – 12/31/2014
District Two – Lyle Tjosaas	Term	1/1/2009 – 12/31/2012
District Three – David Erickson	Term	1/1/2011 – 12/31/2014
District Four – Don Gray	Term	1/1/2009 – 12/31/2012
District Five – David Hanson	Term	1/1/2011 – 12/31/2014

#### **Planning Commission**

Claremont/Ellington – Richard Wolf	Term	1/1/2012 – 12/31/2014
Wasioja/Concord – Jon Balzum	Term	1/1/2012 – 12/31/2014
Ripley/Westfield – Gene Hallaway	Term	1/1/2010 – 12/31/2013
Ashland/Canisteo – Galen Johnson	Term	1/1/2010 – 12/31/2013
Milton/Mantorville – John Allen	Term	1/1/2011 – 12/31/2013
Hayfield/Vernon – Harlan Buck	Term	1/1/2011 – 12/31/2013
Walter Wyttenbach (at large)	Term	1/1/2012 – 12/31/2014

**Personnel Board of Appeals**

Patricia Dibble	Term	1/1/2012 – 12/31/2012
Sandra Hillesheim	Term	1/1/2012 – 12/31/2012
Betty Jacobson	Term	1/1/2012 – 12/31/2012

**Board of Adjustments**

Harlan Buck	Term	1/1/2011 – 12/31/2012
Dan Ebenhoh	Term	1/1/2012 – 12/31/2014
Donald Leth	Term	1/1/2011 – 12/31/2013
Ken Olson (Alternate)	Term	1/1/2012 – 12/31/2014

**Feedlot Advisory Board**

Glenn Hahn	Term	1/1/2012 – 12/31/2012
Galen Johnson	Term	1/1/2012 – 12/31/2012
Mark Moenning	Term	1/1/2012 – 12/31/2012
Mike White	Term	1/1/2012 – 12/31/2012

**EDA/HRA**

Bill Sanborn	Term	1/1/2012 – 12/31/2013
Phil Greene	Term	1/1/2012 – 12/31/2013
Ginny Busch	Term	1/1/2011 – 12/31/2013
Linda Noble	Term	1/1/2010 – 12/31/2012
Eric Habberstad	Term	1/1/2011 – 12/31/2013

**Environmental Regulations Board**

Kyle Skov	Term	1/1/2012 – 12/31/2012
Jeff Wirth	Term	1/1/2012 – 12/31/2012
Madge Alberts	Term	1/1/2012 – 12/31/2012
Jim Hruska	Term	1/1/2012 – 12/31/2012
Dennis Midthun	Term	1/1/2012 – 12/31/2012

*Motion adopted unanimously.*

Mr. Elmquist reviewed a request to authorize the Chair to act on behalf of the County Board in case of an emergency. Motion by Erickson seconded by Tjosaas to approve and authorize the Chairman of the Board to act on behalf of the County Board in case of an emergency. This authority to act would be determined by consulting with the County Administrator if possible. *Motion adopted unanimously.*

Appointments of  
Boards,  
Commissions and  
Committees for 2012  
Approved -  
Continued

Chair Authorized to  
Act on Behalf of  
County Board in  
Case of Emergency

The County Administrator reviewed with the Board the Out of State Travel Policy for Elected Officials. Pursuant to Minnesota Statute 471.661, each county must have a policy that controls travel outside of the state of Minnesota for elected officials of the county. The policy must specify:

Out of State Travel  
Policy for Elected  
Officials Reviewed

1. When travel outside the state is appropriate.
2. Applicable expense limits.
3. Procedures for approval of the travel.

The Dodge County Board approved the Out of State Travel Policy for Elected Officials at their meeting on October 25, 2005 as required by law.

Out of State Travel  
Policy for Elected  
Officials Reviewed -  
Continued

Mr. Elmquist stated that an additional requirement of the statute is that this policy must be reviewed annually and any subsequent changes to the policy must be approved by a recorded vote.

After reviewing the policy the Board agreed that it does not appear at this time that there is a need to adjust the Out of State Travel Policy for Elected Officials.

The County Attorney left the meeting at 10:26 a.m. CST.

County Attorney Left  
Meeting

Motion by Olive seconded by Hanson to adjourn the meeting at 10:37 a.m. CST. *Motion adopted unanimously.*

Meeting Adjourned

The next meeting of the Dodge County Board of Commissioners will be held on January 10, 2012 at 9:30 a.m. CST.

Next Regular Meeting

**ATTEST:**

\_\_\_\_\_  
DON GRAY  
CHAIR, COUNTY BOARD

\_\_\_\_\_  
BECKY LUBAHN  
DEPUTY COUNTY CLERK

\_\_\_\_\_  
DATED: