

**TUESDAY, JANUARY 2, 2013**

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

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

**COUNTY ADMINISTRATION OFFICE  
MANTORVILLE, MN**

**2013-01**

The Dodge County Board of Commissioners met in organizational session January 2, 2013, 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 9:30 a.m. CST.

Meeting Convened

The pledge of allegiance was recited.

Pledge of Allegiance

Judge Joseph Wieners administered the Oath of Office to the following elected officials:

Swearing In  
Ceremony

County Commissioner John Allen  
County Commissioner Steven Gray  
County Commissioner Rodney Peterson  
County Commissioner David Erickson  
County Commissioner Lyle Tjosaas

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

Those Present

Members present:	John Allen	District #1
	Lyle 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 County Clerk
	Paul Kiltinen	County Attorney
	Don Gray	County Resident
	David Hanson	County Resident

Motion by Erickson seconded by Peterson 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 Tjosaas. 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 Lyle Tjosaas as Chair of the Dodge County Board of Commissioners for 2013. *Motion adopted unanimously.*

Commissioner  
Tjosaas Elected  
Chair for 2013

The County Administrator took nominations for the position of Vice Chair of the Dodge County Board of Commissioners. Commissioner Peterson nominated Commissioner Erickson. The County Administrator called three times for further nominations. Hearing none, the County Administrator closed nominations. Motion by Peterson seconded by Tjosaas to cease nominations and direct the County Administrator to cast a unanimous ballot for David Erickson as Vice Chair of the Dodge County Board of Commissioners for 2013. *Motion adopted unanimously.*

Commissioner  
Erickson Elected Vice  
Chair for 2013

The gavel was transferred to the new 2013 Chairman of the Board, Lyle Tjosaas.

Gavel Transferred to  
New Chair

Commissioner Tjosaas thanked the Board for the nomination of Chairman of the Board for 2013. Mr. Tjosaas stated that he will try to do his best as Chair for 2013 and with the rest of the Board's help he feels they will make 2013 a great year for Dodge County.

Comments from  
Commissioner  
Tjosaas

Commissioner Tjosaas commented that he is looking forward to working with each of the Commissioners.

Mr. Tjosaas stated that if at any time the other Commissioners have a concern with how he is conducting the meetings, he would like them to let him know, he wants them to be able to work as a team. Commissioner Tjosaas felt that by working together as a team they could accomplish great things.

Commissioner Tjosaas reported that the Board will need to discuss each issue thoroughly so they make good decisions.

Mr. Tjosaas noted that the Board isn't always going to agree on every issue, however he felt they still need to respect everyone's ideas and sometimes they will need to be willing to compromise.

Commissioner Tjosaas reminded the Board that they will have several issues like parking and space that need to be addressed in the near future.

It was Mr. Tjosaas opinion that we in Dodge County are very fortunate to have an outstanding staff to work with to help the Board achieve their goals.

Commissioner Tjosaas reported that Dodge County works with several other counties on various committees that the Board will be assigned to. In Human Services, Dodge County is working with other counties such as Waseca, Steele and Mower Counties on a redesign project. The county hopes to have this project completed within the next few months. Mr. Tjosaas noted that the new Commissioners will be hearing more about this at the next meeting.

Mr. Tjosaas reported that the county also has other issues that David Erickson will discuss with them.

Commissioner Tjosaas commented that as the rest of the Board can see, they are going to be busy in the next year.

Mr. Tjosaas stated that he is looking forward to working with each of the Commissioners in 2013.

Comments from  
Commissioner  
Tjosaas - Continued

Commissioner Erickson welcomed the new members of the Dodge County Board and reported that he is looking forward to working with them this year and expects they will have a very productive and interesting year.

Comments from  
Commissioner  
Erickson

Mr. Erickson thanked County Administrator Jim Elmquist for his work and leadership this past year, his work on the 2012 budget, his leadership in getting the Strategic Planning process started, his leadership in the transition from an elected Recorder to an appointed position and likewise his work in dealing with the County Assessor and Surveyor positions. Commissioner Erickson commented that he hopes the incoming Commissioners will learn to appreciate the type of job Mr. Elmquist does for the county.

Commissioner Erickson stated that he would also like to thank the following staff members who the Commissioners deal with on a more direct basis:

1. Executive Assistant Becky Lubahn for her skill in keeping the minutes of the County Board meetings and the organization skills she brings to her job.
2. Employee Relations Director Lisa Hager on dealing with labor contracts and the negotiation process for these contracts as well as her skills in dealing with personnel issues.
3. Finance Director Lisa Kramer in her willingness to step in and oversee the Recorder's Office as well as her own Finance Department, this along with adding a baby to her schedule. Ms. Kramer does an excellent job for the county.
4. Taxpayer Services Director Rose Culbertson and her skills in presenting the bills but also in finding the answers to the numerous questions the Commissioners ask about the bills.

Mr. Erickson commented that we in Dodge County have been fortunate to have a very dedicated and talented group of employees working for the county and he wanted them to know that the County Board appreciates their work.

Commissioner Erickson reported that 2013 is a Legislative year and how the State will deal with local levels of government is always an unknown. Add to this mix the numerous Legislators/Senators who represent Dodge County and how well the county will communicate with them is another unknown.

Mr. Erickson pointed out that there are many, many other issues and concerns facing Dodge County so he doesn't think 2013 will be a boring year.

Commissioner Erickson indicated that he hopes this year will be a productive year for the citizens of Dodge County.

Commissioner Tjosaas thanked former County Commissioner and 2012 Chairman of the Board Don Gray for his work over the years.

Comments from  
Commissioner  
Tjosaas

Commissioner Steven Gray thanked the past Board members for their work.

Comments from  
Commissioner Gray

The County Administrator discussed a request to set the 2013 County Board and Fairview Care Center Board meeting dates.

2013 Meeting  
Schedule Set

Commissioner discussed a conflict with the December 11, 2013 County Board meeting. The annual AMC Conference will be held December 9-11, 2013. It was the consensus of the Board to move the first meeting in December to Thursday, December 12, 2013.

Motion by Gray seconded by Peterson to set the 2013 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.*

Mr. Elmquist reported that each year at the statutory meeting of the County Board a resolution has been passed that enables the County Board to meet as the Committee of the Whole to discuss items that are deemed appropriate by the County Administrator. This committee meets in a work session like format with no formal action taking place. The Open Meeting Law applies to meetings of the Committee of the Whole.

Standing Committee  
Resolution #2013-01  
Approved

Motion by Gray seconded by Allen to approve and authorize signatures to resolution #2013-01 appointing the County Board as a standing committee to be able to meet as a Committee of the Whole throughout the year:

**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 2013 committee assignments. Motion by Peterson seconded by Gray to approve and authorize designating the 2013 committee assignments as follows:

2013 Committee Assignments  
Approved

	<b>COMMITTEE</b>	<b>FIRST MEMBER (S)</b>	<b>ALTERNATE (S)</b>
1	Administration	Lyle Tjosaas Administrator	David Erickson
2	Human Services	Steven Gray Rodney Peterson	John Allen
3	Public Health	Rodney Peterson Steven Gray	David Erickson
4	Public Safety	Dave Erickson John Allen	Steven Gray
5	Public Works	John Allen David Erickson	Rodney Peterson
6	Committee of the Whole	County Board	
7	Fairview Care Center Board	County Board	
8	Extension Committee	Lyle Tjosaas John Allen	Rodney Peterson
9	Investment Committee	Lyle Tjosaas David Erickson	John Allen
10	Safety Committee	Rodney Peterson	Lyle Tjosaas
11	Building Committee	Lyle Tjosaas	David Erickson
12	Law Library Board	David Erickson	Rodney Peterson
13	Judicial District Courts	Lyle Tjosaas (C)	David Erickson (VC) Rodney Peterson (Alt.)
14	AMC General Government	John Allen	-
15	AMC Environment and Natural Resources	Rodney Peterson	-
16	AMC Health and Human Services	Steven Gray	-
17	AMC Transportation	Lyle Tjosaas	-
18	AMC Public Safety	Dave Erickson	-
19	AMC Agriculture Sub Committee	Dave Erickson	-
20	MCIT Voting Delegates	Steven Gray	County Administrator
21	Four Seasons Arena Board	Rodney Peterson Marilyn Lermon	Lyle Tjosaas
22	Workforce Development	John Allen	David Erickson
23	South County Health Alliance	Dave Erickson	Rodney Peterson
24	SELCO	Steven Gray	John Allen
25	Area Agency on Aging	John Allen	Steven Gray
26	SEMCAC	Lyle Tjosaas	David Erickson
27	Dodge/Steele Community Health Joint Powers Board	Steven Gray Rodney Peterson Lyle Tjosaas	John Allen
28	Community Health Services	Steven Gray	David Erickson
29	South Central Human Relations Center	Steven Gray Lyle Tjosaas	David Erickson

<b>30</b>	SWCD	Rodney Peterson	David Erickson
<b>31</b>	Southeast Water Resources Joint Powers Board	Rodney Peterson Mark Gamm	David Erickson
<b>32</b>	Dodge/Olmsted Solid Waste Joint Powers Board	John Allen Lyle Tjosaas	Dave Erickson
<b>33</b>	County and Judicial Ditch Board	Dave Erickson Rodney Peterson John Allen	Lyle Tjosaas Steven Gray
<b>34</b>	Resource Conservation and Development Board	David Erickson	Rodney Peterson
<b>35</b>	Southeastern Minnesota Recycling Exchange Joint Powers Board	Steven Gray Terry Selthun	Lyle Tjosaas Mark Gamm
<b>36</b>	EDA/HRA	David Erickson Rodney Peterson	John Allen Steven Gray Lyle Tjosaas
<b>37</b>	DFO Joint Powers Board	Dave Erickson Steven Gray	Lyle Tjosaas
<b>38</b>	Emergency Medical Services Joint Powers Board (EMS)	John Allen	Dave Erickson
<b>39</b>	Board of Health	County Board	
<b>40</b>	Drug Court Executive Committee	Dave Erickson Steven Gray	Lyle Tjosaas
<b>41</b>	Regional Flood Reduction Committee	Lyle Tjosaas	David Erickson
<b>42</b>	Dodge County Trail Association	Steven Gray Lyle Tjosaas	Guy Kohlnhofer
<b>43</b>	Hiawatha Valley RC&D	Russ Lucas (3 Year Term 11-13)	Don Gray
<b>44</b>	Regional Radio Board	David Erickson	Rodney Peterson
<b>45</b>	Veteran Services	Rodney Peterson	David Erickson
<b>46</b>	Dodge County Agricultural & Mechanical Society	Rodney Peterson	John Allen
<b>47</b>	Zumbro River Partnership	John Allen	David Erickson
<b>48</b>	Regional Rail Forum	Steven Gray	Rodney Peterson
<b>49</b>	Mower/Dodge Judicial Ditch Board	Rodney Peterson Dave Erickson	John Allen
<b>50</b>	Parks & Trails	Steven Gray	Lori Kryzer Dave Hanson Dick Leonard Dale Morris
<b>51</b>	Highway 14 Committee	Lyle Tjosaas	Steven Gray

2013 Committee Assignments Approved - Continued

*Motion adopted unanimously.*

Commissioner Gray suggested that the Board consider adding the Dodge County Historical Society to the list of committee assignments.

Dodge County Historical Society Commissioner Representation Discussion

Discussion took place on the fact that the Dodge County Historical Society is a separate entity and appointing someone to represent Dodge County at those meetings may not be necessary since the representative would not be considered a voting member of the entity.

Dodge County  
Historical Society  
Commissioner  
Representation  
Discussion -  
Continued

It was agreed that the appointment of a Commissioner representative to the Dodge County Historical Society would be further discussed at a future meeting.

The Board discussed the appointment of boards, commissions and committees for 2013. Motion by Erickson seconded by Allen to approve and authorize the appointment of the following boards, commissions and committees for 2013:

Appointments of  
Boards,  
Commissions and  
Committees for 2013  
Approved

### **County Board**

District One – John Allen	Term	1/1/2013 – 12/31/2016
District Two – Lyle Tjosaas	Term	1/1/2013 – 12/31/2014
District Three – Rodney Peterson	Term	1/1/2013 – 12/31/2014
District Four – David Erickson	Term	1/1/2013 – 12/31/2016
District Five – Steven Gray	Term	1/1/2013 – 12/31/2016

### **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 – Darren Durst	Term	1/1/2011 – 12/31/2013
Hayfield/Vernon – Harlan Buck	Term	1/1/2011 – 12/31/2013
Walter Wyttenbach	Term	1/1/2012 – 12/31/2014

### **Personnel Board of Appeals**

Patricia Dibble	Term	1/1/2013 – 12/31/2013
Sandra Hillesheim	Term	1/1/2013 – 12/31/2013
Betty Jacobson	Term	1/1/2013 – 12/31/2013

### **Board of Adjustments**

VACANT	Term	1/1/2013 – 12/31/2015
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	1/1/2013 – 12/31/2013
Galen Johnson	Term	1/1/2013 – 12/31/2013
Mark Moenning	Term	1/1/2013 – 12/31/2013
Mike White	Term	1/1/2013 – 12/31/2013

**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

Appointments of  
Boards,  
Commissions and  
Committees for 2013  
Approved -  
Continued

**Environmental Regulations Board**

Kyle Skov	Term	1/1/2013 – 12/31/2013
Jeff Wirth	Term	1/1/2013 – 12/31/2013
Madge Alberts	Term	1/1/2013 – 12/31/2013
Jim Hruska	Term	1/1/2013 – 12/31/2013
Dennis Midthun	Term	1/1/2013 – 12/31/2013

*Motion adopted unanimously.*

Commissioner Gray suggested that the Dodge County Fair Board and the Dodge County Historical Society members and their terms be added to this list at a later date.

Mr. Elmquist reported that each year since 2002 the County Board has taken action to authorize the County Board Chair to act on behalf of the County Board in case an emergency situation arises during the year. This type of authorization is a good risk management tool to have in place, but something used very seldom.

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

Motion by Allen seconded by Gray 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.*

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. The policy also requires that the policy be reviewed annually with subsequent changes to the policy 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.

Motion by Gray seconded by Erickson to adjourn the meeting at 10:55 a.m. CST. *Motion adopted unanimously.*

Meeting Adjourned



The next meeting of the Dodge County Board of Commissioners will be held on January 8, 2013 at 9:30 a.m. CST.

Next Regular Meeting

**ATTEST:**

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**LYLE TJOSAAS**  
**CHAIR, COUNTY BOARD**

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**BECKY LUBAHN**  
**DEPUTY COUNTY CLERK**

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**DATED:**