

**TUESDAY, DECMEBER 24, 2013**

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

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

**COUNTY ADMINISTRATION OFFICE  
MANTORVILLE, MN**

**2013-25**

The Dodge County Board of Commissioners met in regular session December 24, 2013, in the Commissioner's Room at the Courthouse Annex, Mantorville, MN, at 9:30 a.m. CST. David Erickson, Chair called the County Board of Commissioners meeting to order at 9:35 a.m. CST.

Meeting Convened

The pledge of allegiance was recited.

Pledge of Allegiance

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

Those Present

Members present:	John Allen	District #1
	David Erickson	District #4
	Steven Gray	District #5
Members absent:	Rodney Peterson	District #3 (via phone)
Also present:	Jim Elmquist	County Administrator
	Paul Kiltinen	County Attorney

Commissioner Erickson stated that there will be an addition to the agenda – item 11.3 - request to approve a Snowmobile Grant.

Amended Agenda  
Approved

Motion by Gray seconded by Allen to approve the agenda as amended. *Motion adopted unanimously.*

County Attorney Paul Kiltinen introduced Arianna Halper who is the new Assistant County Attorney that will be replacing Janet Mahle-Hinds when she retires at the end of the year.

New Employee  
Introduced

The Board welcomed Ms. Halper.

Motion by Allen seconded by Gray to approve the following Consent Agenda items:

Consent Agenda Items  
Approved

- 1.1 2013 Human Services accounts receivables write offs of \$54,503 for out-of-home placements authorized by Human Services or Community Corrections and \$14,927 for detoxification services.
- 1.2 Chair and Human Services Director to sign a contract between Dodge County Human Services and Olmsted County Community Services for the purchase of intensive case management services to individuals at risk of admission to Anoka Metro Regional Treatment Center or those being discharged from the same, at a cost of \$66.26 per hour for calendar year 2014.
- 1.3 Final payment of \$6,304.57 to Fitzgerald Excavating for CP 20-1104.

- 1.4 Highway Department to purchase a 2014 F550 4x2 Regular Cab and Chassis off of the State Contract from Midway Ford Commercial at a cost of approximately \$40,000.
- 1.5 Highway Department to purchase a Hamm 3205 P Sheepsfoot Roller from RDO of Rochester at a cost of approximately \$30,000.
- 1.6 County Engineer to attend NACE conference April 13-17, 2014 in Baton Rouge, LA at an estimated cost of \$1,800 for hotel, registration and travel.
- 1.7 Chair and County Administrator to sign Environmental Grant Agreements with the Triton Elementary School and the Hayfield Elementary School to hire CLIMB Theatre for classroom recycling presentations.

Consent Agenda Items  
Approved - Continued

*Motion adopted unanimously.*

Wold Architects Partner John McNamara presented for the Board's consideration the Final Schematic Design for the Courthouse and School Property. The project is estimated to be one year long with completion in early 2015.

Final Schematic Design  
for Courthouse and  
School Property  
Discussed

Commissioner Rod Peterson stated he approved of the \$8.4 million budget and keeping the large evidence garage addition in the project.

Commissioner Allen asked for comment from Human Services Director, Jane Hardwick, as to the status and future of Human Services staff after merging with additional counties in regards to the space planning.

Building Operations Manager, Roger Friedt, recommends that the new boilers stay in the budget for the Government Services Building as they will take up much less space. Mr. Friedt also stated that there will be a need for a ramp in that building for deliveries and trash removal.

Commissioner Gray recommended that the roof replacement also stay in the plans for the Government Services Building.

Commissioner Allen recommended moving forward with the current budget for the project.

Timing was discussed with Finance Director Lisa Kramer in regards to bonding for the project. Ms. Kramer stated the sooner the better for her part.

There was a consensus to approve the final schematics and revised budget and move forward in the process that called for a budget with alternates totaling \$8.8 million.

Administrator, Jim Elmquist, stepped in for Employee Relations Director Lisa Hager to present the Personnel Actions for the Board's consideration.

Personnel Actions  
Approved

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

**A. Environmental Services**

A.1 Mike Skjeie – Assistant Solid Waste Operator  
Annual review.

Effective Date: 12/1/13

A.2 Larry Edgar – On-Call

No longer employed.

Effective Date: 12/31/13

**B. Sheriff**

B.1 Adam Waletski – Deputy Sheriff

Change status from temporary full-time to regular full-time to fill approved vacancy.

Effective Date: 12/12/13

**C. Human Services**

C.1 Julie Holgate – Social Services Supervisor

Step increase from C51 step 2 \$34.73 to C51 step 1 \$36.07.

Effective Date: 10/4/13

C.2 Shawn Cochran – Social Worker

Annual review.

Effective Date: 12/12/13

C.3 Sandy Gilbertson – Account Technician - .5 FTE

No longer employed.

Effective Date: 1/8/14

C.4 Jordan Schmelzer – Social Worker Intern

Authorization to allow to complete up to a 480 hour unpaid internship with Human Services.

Effective Date: 1/6/14 – 4/30/14

C.5 Amanda Rinehart – Office Support Specialist

Change status to on-call.

Effective Date: 1/10/14

C.6 Office Support Specialist – 1.0 FTE

Authorization to post and fill vacancy.

Effective Date: 12/24/13

**D. Highway**

D.1 Jeremy Allen – Equipment Operator III

Authorization to change status from Equipment Operator II B22 \$19.85 to Equipment Operator III B23 \$20.54.

Effective Date: 1/1/2014

D.2 Daniel Burton – Equipment Operator III

Authorization to change status from Equipment Operator II B22 \$19.85 to Equipment Operator III B23 \$20.54.

Effective Date: 1/1/2014

D.3 Andrew Hesar – Maintenance Superintendent

Step increase from C43 step 9 \$24.90 to C43 step 8 \$26.22.

Effective Date: 11/6/13

*Motion adopted unanimously.*

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

Personnel Actions  
Approved - Continued

Legal Update

Director of Land Records Ryan DeCook met with the Board to discuss setting a date for the County Board of Appeal and Equalization meeting on June 17, 2014 (6:30-7:30 p.m.)

County Board of Appeal  
and Equalization  
Meeting Date Set

Mr. DeCook reported that the Board may meet on any ten consecutive meeting days in June after the second Friday in June. "Meeting days" typically means any day of the week excluding Saturday and Sunday. The Board may elect to consider Saturday as a meeting day as well. At least one meeting must be held until 7:00 p.m.; and if the county does not hold a meeting until 7:00 p.m. they must instead hold a meeting on a Saturday. This is to ensure that property owners have ample time to present their appeals. A Board may convene on the first Monday after the second Friday in June at 6:00 p.m. and adjourn at 8:00 p.m. and these requirements will have been met. The Board may also convene on the Saturday immediately following the second Friday. In any scenario, the Board must allow for ten full meeting days before June 30, and may not hold meeting beyond those ten meeting days without approval from the Commissioner of Revenue. If the Board chooses to consider Saturday a "meeting day," it must consider a second Saturday as a meeting day if it falls within ten meeting days of the original Saturday meeting. All Boards must adjourn no later than June 30. Any action taken after that date is considered invalid except corrections of clerical errors. The dates of the meetings must be contained in valuation notices.

Motion by Allen seconded by Gray to set the County Board of Appeal and Equalization meeting for Tuesday, June 17, 2014 at 6:30 p.m. *Motion adopted unanimously.*

Mr. DeCook presented for the Board's consideration regular option abatement requests.

Regular Option  
Abatements Requests  
Discussion

Minnesota Statutes 375.192 provides that the County Board may grant the reduction or abatement of a property taxpayer's estimated market valuation and the resulting taxes, costs, penalties, or interest which have been erroneously or unjustly assessed. The County Board may consider and grant reductions and abatements for applications as they relate to taxes payable in the current year and the two prior years. However, abatements for the two prior years shall be considered and granted only for clerical errors and when the taxpayer fails to file for a reduction or an adjustment due to a hardship, as determined by the County Board.

All applications must be written and approved by the County Assessor and the County Auditor before consideration by the County Board. Said abatement applications are entirely discretionary, subject to precedence and prior Board policy, and are not appealable to another level of authority. Based on the applicants' claims and the investigation of the facts, the Finance Director and Director of Land Records are offering the following assessment changes for taxes payable in the year 2012 and 2013.

Parcel ID	Owner	Street	City	Reason	Tax Reduction
R26.100.2050 (2012 pay '13)	Peter Boe	321 Concord Street	West Concord	Disaster Abatement for May 2 snowstorm: did not rebuild.	\$867
R26.018.0200 (2012 pay '13)	Ron Flicek	420 State Street North	West Concord	Disaster Abatement for May 2 snowstorm: replaced with smaller building.	\$1,458
R26.019.3300 (2011 pay '12)	Whitney Dressel	55810 Highway 56	West Concord	Fire Abatement: total loss of dwelling.	\$1,101
M24.950.0015 (2010 pay '11) (2011 pay '12) (2012 pay '13)	Glenn Neseth	15 Southfork Drive	Kasson	Did not return application for 3 years. We sent 6 applications since 2011.	\$199 \$290 \$295
R15.009.0600 (2012 pay '13)	Myron Louks	12715 655 <sup>th</sup> Street	Claremont	Moved into assisted living and was confused about homestead. Filled out an application in Steele County so it was removed in Dodge.	\$3,842
R22.100.1320 (2012 pay '13)	Brian Weber	34 Main Street West	Dodge Center	Building sits on two parcels and was double valued.	\$845

Regular Option  
Abatements Requests  
Discussion - Continued

Mr. DeCook asked the Board to approve requests on a case by case basis.

Motion by Allen seconded by Gray to approve the regular option abatement for Parcel R26.100.2050 Peter Boe as requested for 2013. *Motion adopted unanimously.*

*Boe Regular Option  
Abatement for 2013  
Approved*

Motion by Allen seconded by Gray to approve the regular option abatement for Parcel R26.018.0200 Ron Flicek as requested for 2013. *Motion adopted unanimously.*

*Flicek Regular Option  
Abatement for 2013  
Approved*

Motion by Gray seconded by Allen to approve the regular option abatement for Parcel R26.019.3300 Whitney Dressel as requested for 2012. *Motion adopted unanimously.*

*Dressel Regular Option  
Abatement for 2012  
Approved*

Motion by Gray seconded by Allen to deny the regular option abatement for Parcel R24.950.0015 Glenn Neseth as requested for 2011-2013. *Motion adopted unanimously.*

*Neseth Regular Option  
Abatement for 2011 -  
2013 Denied*

Motion by Allen seconded by Gray to approve the regular option abatement for Parcel R15.009.0600 Myron Louks as requested for 2013. *Motion adopted unanimously.*

*Louks Regular Option  
Abatement for 2013  
Approved*

Motion by Gray seconded by Allen to approve the regular option abatement for Parcel R22.100.1320 Brian Weber as requested for 2013. *Motion adopted unanimously.*

*Weber Regular Option  
Abatement for 2013  
Approved*

Environmental Services Director Mark Gamm discussed with the Board his request to approve a Solar Rewards Contract with Xcel Energy.

*Solar Rewards  
Contract with Xcel  
Energy Approved*

Construction of the 20-Kilowatt solar photovoltaic system at the Recycling Center was complete on December 13, 2013. The total cost of construction, including fencing was \$76,901.

Included in the Board packet was the Xcel Energy’s Solar Rewards Customer Contract which provides the county with the following:

Solar Rewards Contract with Xcel Energy Approved - Continued

1. A one-time payment of \$30,870 to offset construction costs, and
2. Payment for electricity the solar system delivers to Xcel Energy (the electricity they do not use is sold to Xcel). The Book Rate at this time is \$.0913 per kWh.

It was noted that the County Attorney has reviewed the contract and does not have any objections.

Motion by Allen seconded by Gray to approve and authorize Environmental Services to enter into the proposed Solar Rewards Customer Contract with Xcel Energy and authorized the Environmental Services Director to sign and administer the contract. *Motion adopted unanimously.*

Waste Management Specialist Rita Cole discussed with the Board a request to approve a 2014 Solid Waste License to Hometown Haulers.

2014 Solid Waste License to Hometown Haulers Approved by Resolution #2013-53

Commissioner Allen offered the following resolution (#2013-53), seconded by Commissioner Gray:

**2014 Hauler’s License to Hometown**

**WHEREAS**, the following waste hauler has applied for a license to collect and transport solid waste in Dodge County:

Hometown Haulers LLC

**WHEREAS**, the Dodge County Solid Waste Officer has reviewed the hauler’s application and supplemental information and finds that it meets requirements set forth in Dodge County Solid Waste Ordinance.

**THEREFORE, BE IT RESOLVED**; that the Dodge County Board of Commissioners grants a license to collect and transport solid waste in Dodge County for a period from January 1, 2014 through February 15, 2015 to the following hauler:

Hometown Haulers LLC

**BE IT FURTHER RESOLVED** that the enforceable conditions of each license is as follows:

1. The licensee will comply with all provisions of Dodge County Ordinance and state law.
2. The licensee will pay Transfer Station Tipping Fee and Waste-to-Energy Service Charge as determined by Dodge County.

*Resolution adopted unanimously.*

Taxpayer Services Director Rose Culbertson reviewed bills with the Board.

Bills Approved

Ms. Culbertson informed the Board that a payment to MCIT on page 9 in the amount of \$133 was previously paid and is being pulled from the bills.

Motion by Gray seconded by Allen to approve the bills as discussed and amended in the following amounts from the appropriate funds as determined by Finance:

01	Revenue Fund	\$	83,017.85
11	Human Services Fund	\$	1,043.03
13	Road and Bridge Fund	\$	44,291.61
16	Environmental Quality Fund	\$	13,701.15
32	County Capital Projects	\$	<u>462.50</u>
	Total	\$	142,516.14

*Motion adopted unanimously.*

Ms. Culbertson discussed with the Board GASB 54 Fund Balance Classifications.

GASB 54 Fund  
Balance Classifications  
Approved

The Taxpayer Services Director reported that in February 2009, the Governmental Accounting Standards Board (GASB) issued GASB Statement No. 54 Fund Balance Reporting and Governmental Fund Type Definitions. This Statement substantially altered how fund balance components are described and reported. The objective of the Statement is to enhance the usefulness of fund balance information. It also clarifies how governmental funds are to be presented and classified, so these classifications can be more consistently applied.

Dodge County began this process for Audit Year 2011. Each year the county will need to address and update the classifications list. Ms. Culbertson included in the Board packet a listing of each fund classification FY2013 for the Board's approval. The listing is arranged by the fund balance type, non-spendable, restricted, committed and assigned. The Taxpayer Services Director provided the following short synopsis of each fund balance type:

- **Non-Spendable**: This would be for amounts that cannot be spent.
- **Restricted**: This would be for amounts where an outside entity such as the state or a grant agreement would dictate how the funds are spent.
- **Committed**: This would be for amounts where you the County Board is the authoritative guidance and dictates how the funds are spent.
- **Assigned**: This would be when the authority is given to someone such as a department head to disperse the funds.

Motion by Gray seconded by Allen to approve the GASB 54 Fund Balance Classifications for FY2013 as presented.

*Motion adopted unanimously.*

The Taxpayer Services Director discussed with the Board the final payment of bills for 2013.

*Final Payment of Bills  
For 2013 Approved*

The final Board meeting this year is on December 24, 2013. Many departments will receive bills the last week of December that need to be paid by year-end.

Finance would like the Board to authorize the Finance Department to approve and authorize the payment of bills that may occur prior to the end of the 2013 fiscal year with final review by the Finance Director. The final payment of bills will be on December 31, 2013.

Motion by Gray seconded by Allen to approve and authorize the payment of bills that may occur prior to the end of the 2013 fiscal year with final review by the Finance Director as requested. *Motion adopted unanimously.*

Sheriff Jim Jensen presented for the Board's consideration a request to approve a Snowmobile Grant.

*Snowmobile Grant  
Approved*

The Sheriff's Office has participated in the two-year Snowmobile Grant through the State of Minnesota for several years. They would like to continue to participate in the program and receive grant funds for snowmobile patrol, purchase of snowmobiles, and snowmobile safety classes.

Sheriff Jensen is requesting approval from the Board to authorize the Dodge County Sheriff to execute such agreements.

Motion by Allen seconded by Gray to approve and authorize the Chair and Sergeant Rich Allee to execute the agreement and administer the grant. *Motion adopted unanimously.*

Sheriff Jensen presented for the Board's consideration a request to approve a Safe and Sober Grant.

*Safe and Sober Grant  
Approved by  
Resolution #2013-54*

The Sheriff's Office has participated in the Safe and Sober Grant through the State of Minnesota for several years. They would like to continue to participate in the program and receive grant funds from the State. Dodge County receives the money from the State and the county distributes funds to the Cities of Kasson and West Concord who also participate in the enforcement.

Sheriff Jensen is requesting authorization from the Board to execute such agreements with the Minnesota Department of Public Safety and to be the fiscal agent of the grant and to administer the grant.

Commissioner Allen offered the following resolution (#2013-54), seconded by Commissioner Gray:

### 2013/2014 Toward Zero Deaths Program Grant

**BE IT RESOLVED** that the Dodge County Sheriff's Office enter into a grant agreement with the Minnesota Department of Public Safety, for traffic enforcement projects during the period from October 1, 2013 through September 30, 2014.

The Dodge County Sheriff is hereby authorized to execute such agreements and amendments as are necessary to implement the project on behalf of the Dodge County Sheriff's Office and to be the fiscal agent and administer the grant.

*Resolution adopted unanimously.*

County Administrator Jim Elmquist presented the legal newspaper bid information for the Board's review.

Each year the County Board is required to name a legal newspaper for the county to advertise County Board proceedings, official minutes, etc. This process is awarded to one of the local county newspapers through a competitive bid process.

Administration sent bid material to each of the local newspapers offering the opportunity to bid on the 2014 legal newspaper. The following bid was received by the December 6, 2013 deadline:

Newspaper	\$ Bid Per Column Inch	\$ Full Page/Half/Quarter	Circulation
Star Herald	\$2.00	\$252.00/\$126.00/\$63.00	1,068

Mr. Elmquist reminded the Board that the 2013 legal newspaper was the News Enterprise at a cost of \$2.99 per square inch.

The factors that have been considered in the past are cost and circulation. Based on the information received, the recommendation is for the Star Herald to be the legal newspaper for Dodge County for 2014.

Motion by Allen seconded by Gray to award the legal newspaper for Dodge County for 2014 to the Star Herald.

*Motion adopted unanimously.*

The County Administrator discussed with the Board setting the elected officials salaries for 2014.

Per Minnesota State Statute 388.18, the County Board met with each Dodge County Elected Official to establish salaries for the upcoming year. The Board reviewed each elected official's salary request for an increase into 2014 and established a recommendation of 2.5% for 2014. The 2.5% equates to what union and non-union personnel received through combined cost-of-living and staff adjustments. The proposed resolution incorporates this recommendation.

Safe and Sober Grant  
Approved by  
Resolution #2013-54 -  
Continued

2014 Legal Newspaper  
Bids Awarded

Elected Officials  
Salaries for 2014 Set  
by Resolution  
#2013-55

Commissioner Allen offered the following resolution (#2013-55), seconded by Commissioner Gray:

Elected Officials  
Salaries for 2014 Set  
by Resolution  
#2013-55 - Continued

### 2014 Elected Official's Salaries

**WHEREAS**, the Dodge County Board of Commissioners are responsible for setting the salaries of the elected officials in the county including the County Board, County Board Chair, County Sheriff and the County Attorney; and

**WHEREAS**, the Dodge County Board has held meet and confer sessions with the elected officials and reviewed work responsibilities and salary information from other counties; and

**WHEREAS**, the Dodge County Board of Commissioners appreciates the work performed by its elected department heads in Dodge County.

**NOW THEREFORE BE IT RESOLVED**, that the salaries of elected officials in Dodge County for 2014 are set as follows:

County Board	\$18,842
County Board Chair	\$19,389
County Attorney	\$45,206
County Sheriff	\$91,234

*Resolution adopted unanimously.*

Mr. Elmquist presented a request to approve the appointment of a Board of Adjustment Member.

Board of Adjustment  
Appointment Approved

Effective December 31, 2013, Don Leth resigned from the Board of Adjustment. Commissioner Allen contacted Dan Kutzler to inquire about serving on this Board. On December 12, 2013, department staff contacted Mr. Kutzler and answered questions regarding the Board. At that time, Mr. Kutzler has indicated that he would be interested in being appointed to serve on the Board of Adjustment.

Motion by Allen seconded by Gray to appoint Dan Kutzler to the Board of Adjustment for the three year term starting January 1, 2014. *Motion adopted unanimously.*

Commissioner Erickson summarized the results of the County Administrator's annual review that took place December 17, 2013 at the special meeting in Dodge Center.

County Administrator  
Annual Review  
Summary

Commissioner Erickson stated that the Administrator's plate has been very full this past year. Mr. Elmquist has had to deal with the space study project, the budget planning project, the reorganization of the Land Records Department, the radon issue, and many other issues that would crop up. All of this and having to work with a County Board that for the most part were new to the job. The County Administrator did this in a most professional manner and was able to maintain his "cool" in the process.

Mr. Erickson commented that this next year will continue to see many issues that the Administrator will need to address. The transfer of the Space Study into a refurbishing/remodeling project with various departments moving to new surroundings. Continuing to work with new staff, Commissioners, the Judge and other unknown issues. This Administrator's demeanor under pressure in the past would lead them to expect Mr. Elmquist will deal with all of this in a most professional manner.

County Administrator  
Annual Review  
Summary - Continued

Commissioner Erickson stated the Commissioners were very positive in their comments on the Administrator's actions this past year. The Board directed the County Administrator to devote time and effort to dealing with HRA/EDA functions as well as employee moral issues this coming year.

Mr. Erickson noted that Mr. Elmquist has been very effective as an Administrator and as one Commissioner stated: He had not heard any criticism of the Administrator on his job performance from staff or the public. It was the Board's opinion that the County Administrator has done a very good job.

The Commissioners commented that the County Administrator has been very helpful and willing to assist them in the performance of their job. They appreciate his willingness to walk through the budget process and help the Commissioners understand how this process works.

Commissioner Erickson stated that it has been a pleasure to work with Mr. Elmquist and know that he is prepared and knowledgeable of the subject matter, this is very important in helping the Commissioners make decisions concerning issues that come before the County Board. It was Mr. Erickson's opinion that the County Administrator has done a good job.

Commissioner Erickson shared some year-end remarks.

Year End Remarks

Commissioner Gray presented a summary of the Human Services Committee report and action items.

Human Services  
Committee Report

The Board discussed the Human Services Director's request to approve the delegation of duties to the Human Services Director.

Human Services  
Director Delegation of  
Duties Approved by  
Resolution #2013-56

Annually the Board has delegated to the Human Services Director the following duties by resolution:

- A. To sign documents legally binding the department directly relative to the operation and necessary to implement the judicially or statutorily mandated fiscal responsibilities of the department, and
- B. To approve the payment of expenditures utilizing auditor's warrants for the year 2014.

Commissioner Gray offered the following resolution (#2013-56), seconded by Commissioner Allen:

**2014 Human Services Director Delegation of Duties**

Human Services  
Director Delegation of  
Duties Approved by  
Resolution #2013-56 -  
Continued

**WHEREAS**, the Human Services Department has numerous purchase of service contracts and agreements, individual service and placement agreements, warrants, reports, and other documents that are required and/or essential for the professional and successful operation of the Department; and

**WHEREAS**, the County Board of Commissioners is charged with the responsibility to ensure that these documents are completed and signed in an accurate and timely manner; and

**WHEREAS**, the payment of Federal and State Public Assistance program expenditures, Social Services program expenditures, and Administrative expenditures is required and/or necessary to maintain the orderly flow of Agency business; and

**WHEREAS**, the ability to pay these expenditures in a timely and opportune manner promotes efficient and effective Agency practices; and

**WHEREAS**, it is advisable and prudent for the Board of Commissioners to delegate these responsibilities to the Human Services Director or her designee;

**NOW, THEREFORE BE IT RESOLVED**, that the Dodge County Board of Commissioners hereby authorizes the Director of Human Services or designee to sign documents legally binding the department directly relative to the operation and necessary to implement the judicially or statutorily mandated fiscal responsibilities of the department, and to approve the payment of expenditures utilizing auditor’s warrants for the year of 2013.

*Resolution adopted unanimously.*

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

Administration  
Committee Report

Motion by Gray seconded by Allen to approve and authorize the December 12, 2013 Committee of the Whole meeting minutes as presented. *Motion adopted unanimously.*

12/12/13 Committee of  
the Whole Meeting  
Minutes Approved

Motion by Allen seconded by Gray to approve and authorize the December 12, 2013 meeting minutes as presented. *Motion adopted unanimously.*

12/12/13 Meeting  
Minutes Approved

Motion by Gray seconded by Allen to approve and authorize the December 17, 2013 special meeting minutes as amended on page 1. *Motion adopted unanimously.*

12/17/13 Meeting  
Minutes Approved

Commissioner Gray extended a note of thanks to Becky Lubahn for her excellent service this year.

Note of Thanks  
Extended to Ms.  
Lubahn

The Board reviewed the Accounting Services Director's request to approve the establishment of Uniformed and Overseas Citizens Absentee Voting Act (UOCAVA) and Absentee Ballot Boards.

*Absentee Ballot and UOCAVA Ballot Boards for 2014 County Commissioner Special Election Established by Resolution #2013-57*

The State Statute for establishing a Regular Absentee Ballot Board is State Statute 203B.121, subd. 1. State Statute 203B.121, subd, 1 requires the governing body of each county with responsibility to accept and reject absentee ballots must, by ordinance or resolution, establish a Ballot Board. The Board must consist of a sufficient number (minimum of two) of Election Judges trained in the handling of absentee ballots and that are appointed as provided in sections 204B.19 to 204B.22. The Board may include staff trained as Election Judges. Included in the Board packet were copies of State Statutes 230B.121 and 204B.19 through 204B.22.

The Regular Absentee Ballot Board duties include two or more Election Judges, examining the return envelope and marking them accepted or rejected. The Regular Absentee Ballot Board must receive all return envelopes during the 45 days before the election. Within five days of receipt of the envelopes, the Accounting Services Director must deliver them to the Ballot Board, except during the 14 days immediately preceding an election; the ballots must be delivered to the Ballot Board within three days.

The State Statute for establishing a UOCAVA Absentee Ballot Board is State Statute 203B.23, subd. 1. An Absentee Board must be established for ballots issued under sections 203B.16 to 203B.27. The Board may consist of staff trained as Election Judges, in which case, the Board is exempt from sections 204B.19, subd. 5 and 204C.15, relating to party balance in appointment of judges and to duties to be performed by judges of different major political parties.

The UOCAVA Absentee Ballot Board duties are the same as those for the Regular Absentee Ballot Board, except that the UOCAVA ballots are to be reviewed immediately upon receipt of them. They then need to be accepted or rejected immediately. Included in the Board packet were copies of State Statutes 203B.16 through 204B.27.

The absentee voting period for the County Commissioner District 2 Special Election is December 20, 2013 through February 3, 2014.

It is Ms. Marquardt's recommendation that the County Board set forth a resolution approving the establishment of a UOCAVA and Regular Absentee Ballot Boards. Also that the Board appoint the staff trained Election Judges as the County Absentee Ballot Board and UOCAVA Absentee Ballot Board.

Commissioner Allen offered the following resolution (#2013-56), seconded by Commissioner Gray:

**Establishing Absentee Ballot and UOCAVA Ballot Boards  
2014 County Commissioner Special Election**

**WHEREAS**, Minnesota Statute 203B.121 subs. 1 requires the governing body of each county with responsibility to accept and reject absentee ballots must, by ordinance or resolution, establish a Ballot Board; and

**WHEREAS**, the Board must consist of a sufficient number of Election Judges trained in the handling of absentee ballots. The Board may include staff trained as Election Judges; and the Board is exempt from sections 204B.19, subs.5, and 204C.15 relating to party balance for Election Judges.

*Absentee Ballot and UOCAVA Ballot Boards for 2014 County Commissioner Special Election Established by Resolution #2013-57 - Continued*

**WHEREAS**, Minnesota Statute 203B.23, subs. 1 for establishing a UOCAVA Absentee Ballot Board; and

**WHEREAS**, the Board may consist of staff trained as Election Judges, in which case, the Board is exempt from sections 204B.19, subd. 5 and 204C.15, relating to party balance in appointment of judges and to duties to be performed by judges of different major political parties; and

**NOW, THEREFORE, BE IT RESOLVED**, that the Dodge County Board of Commissioners hereby establish an Absentee Ballot Board;

**BE IT RESOLVED** that the Dodge County Board of Commissioners hereby establishing an UOCAVA Absentee Ballot Board;

**BE IT FINALLY RESOLVED** that the Absentee Ballot Board and the UOCAVA Absentee Ballot Board will be made up of trained county staff.

*Resolution adopted unanimously.*

Commissioners provided their agency reports. Commissioner Allen attended a special meeting at Fairview Care Center, an Area Aging Committee meeting regarding Meals on Wheels and a Truth in Taxation meeting. Commissioner Erickson attended a Truth in Taxation meeting, a Space Planning Task Force Schematic Design meeting, a Fairview Care Center meeting a special Board meeting, a DFO Joint Powers Board meeting, a meeting with the Judge and Sheriff on the Schematic Design and a normal County Board meeting. Commissioner Gray attended a County Board meeting, a Truth in Taxation meeting, a Parks and Trails meeting, a Move Minnesota meeting, a Fairview Care Center meeting, a special meeting at Fairview and a DFO Joint Powers meeting.

*Agency Reports*

The County Administrator provided the Board with an administrative update.

*County Administrator Update*

Mr. Elmquist reported that the courthouse computer servers have been down since Sunday morning so employees have not been able to access their drives.

There was discussion about the two properties adjacent to the courthouse that Dodge County owns. County Attorney, Paul Kiltinen recommended to present the opportunity for purchase to the neighboring parcel owners and then advertise after January 1, 2014.

Motion by Allen seconded by Gray to adjourn the meeting sine die at 10:45 a.m. CST. *Motion adopted unanimously.*

*Meeting Adjourned*

The next meeting of the Dodge County Board of Commissioners will be held on January 7, 2014 at 9:30 a.m. CST.

*Next Regular Meeting*

**ATTEST:**

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**DAVID ERICKSON  
CHAIR, COUNTY BOARD**

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**JIM ELMQUIST  
COUNTY CLERK**

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**DATED:**