

**TUESDAY, JANUARY 7, 2014**

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

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

**COUNTY ADMINISTRATION OFFICE  
MANTORVILLE, MN**

**2014-01**

The Dodge County Board of Commissioners met in an organizational session January 7, 2014, 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

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

Those Present

Members present: John Allen                      District #1  
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

Motion by Allen 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 for 2014.

Commissioner  
Peterson Elected  
Chair for 2014

Commissioner Erickson nominated Commissioner Peterson.

The County Administrator called three times for further nominations. Hearing none, the County Administrator closed nominations.

Motion by Erickson seconded by Allen to cease nominations and direct the County Administrator to cast a unanimous ballot for Rodney Peterson as Chair of the Dodge County Board of Commissioners for 2014. *Motion adopted unanimously.*

Commissioner Erickson transferred the gavel to the new 2014 Chairman of the Board, Rodney Peterson.

Gavel Transferred to  
New Chair

The Chair took nominations for the position of Vice Chair of the Dodge County Board of Commissioners for 2014.

Commissioner Allen  
Elected Vice Chair for  
2014

Commissioner Gray nominated Commissioner Allen.

The Chair called three times for further nominations. Hearing none, the Chair closed nominations.

Motion by Erickson seconded by Gray to cease nominations and direct the Chair to cast a unanimous ballot for John Allen as Vice Chair of the Dodge County Board of Commissioners for 2014. *Motion adopted unanimously.*

Commissioner Erickson reported that he made most of his year end comments at the last meeting in December.

Comments from  
Commissioner  
Erickson

Mr. Erickson stated that he is hopeful that 2014 will be productive year.

Commissioner Erickson briefly discussed the work that will be done on the Government Services Building and the Courthouse and Annex. Mr. Erickson hopes the work scheduled for these two buildings will go smoothly.

Commissioner Gray indicated that he too had made most of his comments at the last meeting in December.

Comments from  
Commissioner Gray

Mr. Gray suggested that the Board review the Robert's Rules of Order and that a copy of this information be made available to all County Board members.

Commissioner Gray also asked that Administration make available to all County Board members the meeting minutes from January 22, 2008 regarding County Board procedures that were approved at that meeting. Mr. Gray recommended that these two items (Robert's Rules of Order and County Board procedures) be reviewed at the next County Board meeting.

Commissioner Allen reported that he feels there are still some issues with the proposed building remodeling project that need to be dealt with moving forward.

Comments from  
Commissioner Allen

Mr. Allen suggested that the Board review what they feel are priorities for 2014.

Commissioner Allen questioned the need for a full-time Emergency Management Director and the need for a new vehicle for this position. Mr. Allen clarified that although he feels it may not be necessary to have a full-time Emergency Management Director; he wasn't indicating that Matt Maas was not doing a good job.

It was Commissioner Allen's opinion that the Board needs to work with the City of Kasson regarding the Dodge County Ice Arena and the possibility of the county taking over the operation of the Ice Arena.

Commissioner Peterson thanked the Board for their past support and their confidence in electing him as Chairman of the Board for 2014.

Comments from  
Commissioner  
Peterson

Mr. Peterson briefly discussed a number of issues the Board dealt with in 2013.

Commissioner Peterson commended Commissioner Erickson and county staff for providing the County Board information they needed in order to get things done in 2013.

Commissioner Peterson discussed the upcoming building projects, joint ventures and the fact that a new County Commissioner for District 2 will be elected in the coming months.

Mr. Peterson stated that he would like to see the county improve upon its services in 2014 and be proud of what they accomplish in the coming year.

Commissioner Peterson supported Mr. Gray's suggestion that the Board review the Robert's Rules of Order and the January 22, 2008 meeting minutes regarding County Board procedures at the January 14, 2014 County Board meeting.

Mr. Peterson commented that in 2014 he would like to see the county move forward with technology.

The County Administrator discussed a request to set the 2014 County Board and Fairview Care Center Board meeting dates.

2014 Meeting  
Schedule Set

Motion by Allen seconded by Gray to set the 2014 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. Also included in the motion was authorization to set the Dodge County Regional Railroad Authority meeting for Tuesday, February 11, 2014 at 6:30 p.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 #2014-01  
Approved

Commissioner Allen offered the following resolution (#2014-01), seconded by Commissioner Gray:

**County Board Appointed as a Standing Committee of the Whole**

**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

Standing Committee  
Resolution #2014-01  
Approved -  
Continued

**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 2014 committee assignments.

2014 Committee  
Assignments  
Approved

The County Administrator recommended this item be tabled until the first meeting in February where the fifth member of the Board should be elected and a more comprehensive approach to addressing the committees for 2014 can be made. Mr. Elmquist noted that any committees the Board feels should be addressed immediately could be done at this first meeting of the year. However, if the Board desires, assignments can be made at this statutory meeting and then have a re-assignment after the February Special Election for Commissioner District 2.

Commissioner Peterson suggested that they leave the committee assignments as is until the Commissioner District 2 vacancy has been filled.

It was noted that the Administration, Human Services, Public Health, Public Safety and Public Works committees need to be reappointed before the next meeting, however the rest of the committee appointments can be reviewed at the February 11, 2014 County Board meeting after the Commissioner District 2 vacancy has been filled.

Motion by Gray seconded by Allen to approve and authorize designating the 2014 committee assignments as follows:

	<b>COMMITTEE</b>	<b>FIRST MEMBER (S)</b>
<b>1</b>	Administration	Rodney Peterson Administrator
<b>2</b>	Human Services	Steven Gray
<b>3</b>	Public Health	Steven Gray
<b>4</b>	Public Safety	Dave Erickson John Allen
<b>5</b>	Public Works	John Allen David Erickson

*Motion adopted unanimously.*

The Board discussed the appointment of boards, commissions and committees for 2014.

Commissioner Erickson reminded the Board that at the last County Board meeting they appointed Dan Kutzler to serve on the Board of Adjustments.

Motion by Allen seconded by Erickson to approve and authorize the appointment of the following boards, commissions and committees for 2014 as discussed:

Appointments of  
Boards,  
Commissions and  
Committees for 2014  
Approved

### **County Board**

District One – John Allen	Term	1/1/2013 – 12/31/2016
District Two – Vacant	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

### **Board of Adjustments**

Harlan Buck	Term	1/1/2013 – 12/31/2015
Ken Olson	Term	1/1/2012 – 12/31/2014
Dan Kutzler	Term	1/1/2013 – 12/31/2015
Vacant (Alternate)	Term	1/1/2014 – 12/31/2015

### **Cedar River Watershed District**

Kevin Kiser	Term	4/1/2014 – 4/1/2017
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### **EDA/HRA**

Ginny Busch	Term	1/1/2014 – 12/31/2016
Eric Habberstad	Term	1/1/2014 – 12/31/2016
Linda Noble	Term	1/1/2013 – 12/31/2015
Bill Sanborn	Term	1/1/2014 – 12/31/2015
Tim Tjosaa	Term	1/1/2014 – 12/31/2015

### **Environmental Regulations Board**

Madge Alberts	Term	1/1/2014 – 12/31/2015
Jim Hruska	Term	1/1/2014 – 12/31/2015
Dennis Midthun	Term	1/1/2014 – 12/31/2015
Ken Olson	Term	1/1/2014 – 12/31/2015
Jeff Wirth	Term	1/1/2014 – 12/31/2015

### **Feedlot Advisory Board**

Glenn Hahn	Term	1/1/2014 – 12/31/2014
Galen Johnson	Term	1/1/2014 – 12/31/2014
Mark Moenning	Term	1/1/2014 – 12/31/2014
Mike White	Term	1/1/2014 – 12/31/2014

### **Personnel Board of Appeals**

Patricia Dibble	Term	1/1/2014 – 12/31/2014
Betty Jacobson	Term	1/1/2014 – 12/31/2014
Vacant	Term	1/1/2014 – 12/31/2014

**Planning Commission**

Ashland/Canisteo – Galen Johnson	Term	1/1/2014 – 12/31/2016
Claremont/Ellington – Richard Wolf	Term	1/1/2012 – 12/31/2014
Hayfield/Vernon – Harlan Buck	Term	1/1/2014 – 12/31/2016
Milton/Mantorville – Darren Durst	Term	1/1/2014 – 12/31/2016
Ripley/Westfield – Vacant	Term	1/1/2014 – 12/31/2015
Wasioja/Concord – Jon Balzum	Term	1/1/2012 – 12/31/2014
At Large - Walter Wyttenbach	Term	1/1/2012 – 12/31/2014

Appointments of  
Boards,  
Commissions and  
Committees for 2014  
Approved -  
Continued

*Motion adopted unanimously.*

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.

County Administrator Jim Elmquist discussed with the Board a request to set the 2014 per diem rate.

2014 Per Diem Rate  
Set by Resolution  
#2014-02

Mr. Elmquist reported that the 2013 per diem rate was set at \$60.

Commissioner Gray offered the following resolution (#2014-02), seconded by Commissioner Allen:

**2014 Per Diem Rate Set**

2014 Per Diem Rate  
Set by Resolution  
#2014-02 - Continued

**WHEREAS**, the Dodge County Board appoints members to different boards and commissions to perform work for the county; and

**WHEREAS**, these boards and commissions are eligible to receive a per diem for the work that they perform.

**NOW THEREFORE BE IT RESOLVED**, that the Dodge County Board sets the 2014 per diem rate at \$80.

*Resolution adopted, Gray, Allen, Peterson aye, Erickson nay.*

Commissioner Allen suggested that the Board present the proposed final schematic design for the Government Services Building and the Courthouse and Annex to the townships at the Township Officers meeting scheduled for January 9, 2014 at the Mantorville Town Hall.

Government Services  
Building and the  
Courthouse and  
Annex Design  
Presentation to  
Township Board  
Supported

The Board supported this suggestion and asked that the County Administrator contact Wold Architects to obtain larger copies of the proposed plan to display at the Township Officers meeting.

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

Meeting Adjourned

The next meeting of the Dodge County Board of Commissioners will be held on January 14, 2014 at 9:30 a.m. CST.

Next Regular Meeting

**ATTEST:**

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RODNEY PETERSON  
CHAIR, COUNTY BOARD

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BECKY LUBAHN  
DEPUTY COUNTY CLERK

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DATED: