

TUESDAY, FEBRUARY 11, 2014

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

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

**COUNTY ADMINISTRATION OFFICE
MANTORVILLE, MN**

2014-04

The Dodge County Board of Commissioners met in regular session February 11, 2014, in the Commissioner's Room at the Courthouse Annex, Mantorville, MN, at 9:30 a.m. CST. Rodney Peterson, Chair 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 Chair acknowledged those present and established that there was a quorum:

Those Present

Members present:	John Allen	District #1
	Vacant	District #2
	Rodney Peterson	District #3
	Steven Gray	District #5
Members absent:	David Erickson	District #4
Also present:	Jim Elmquist	County Administrator
	Becky Lubahn	Deputy County Clerk
	Gary ReMine	Assistant County Attorney

County Administrator Jim Elmquist informed the Board that by law Tim Tjosaas cannot be sworn in until seven days after the canvassing meeting and that the earliest that Mr. Tjosaas will be available to be sworn in is Wednesday, February 19, 2014; therefore items 2.0 and 2.1 are being pulled from the agenda.

Amended Agenda
Approved

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

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

Consent Agenda
Items Approved

- 1.1 Human Services resolution #95-10.
- 1.2 Sheriff, Chairman of the Board, County Administrator and County Attorney to sign a Law Enforcement Contract with the City of Mantorville as presented for 2014.
- 1.3 Highway Department to purchase a utility box from Truck Utilities at a cost of approximately \$97,000.
- 1.4 2014 seasonal supply bids as presented.

Motion adopted unanimously.

Environmental Services Director Mark Gamm presented for the Board's consideration the 2014 Waste Haulers License request.

2014 Hauler's
License Approved by
Resolution #2014-07

Commissioner Allen offered the following resolution (#2014-07), seconded by Commissioner Gray:

2014 Hauler's License

WHEREAS, the following waste haulers have applied for a license to collect and transport solid waste in Dodge County:

Waste Management of Minnesota, Inc., Veit Container Corp, Advanced Disposal, Skjeveland Enterprises, and Garbage Man of Rochester, LLC.

WHEREAS, the Dodge County Solid Waste Officer has reviewed the hauler's applications and supplemental information and finds that they meet 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 February 15, 2014 through February 15, 2015 to the following haulers:

Waste Management of Minnesota, Inc., Veit Container Corp, Advanced Disposal, Skjeveland Enterprises, and Garbage Man of Rochester 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.

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

Personnel Actions
Approved

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

A. Human Services

- A.1 Kristin Ferris – Executive Assistant
Authorization to employ at B24 step 8 \$17.93.
Effective Date: 2/10/14
- A.2 Office Support Specialist – Temporary
Authorization to fill temporary Office Support Specialist position at B21 step 8 \$14.92 due to staffing shortage.
Effective Date: 2/11/14

- A.3 Eligibility Worker – 1.0 FTE
Authorization to post and fill new position.
Effective Date: 2/11/14
- B. Sheriff**
- B.1 Nathan Olson – Deputy Sheriff – On-Call
No longer employed.
Effective Date: 1/27/14
- B.2 Justin Thurmes - Deputy Sheriff – FT
Request authorization to change status from .75 FTE to 1.0 to fill approved vacancy.
Effective Date: 2/10/14
- C. Land Records**
- C.1 Pamela Haugh-Holzer – Deputy Recorder
Step increase from B22 step 4 \$18.09 to B22 step 3 \$18.69.
Effective Date: 2/26/14
- C.2 Kelly Madsen – Deputy Recorder
Step increase from B22 step 5 \$17.51 to B22 step 4 \$18.09.
Effective Date: 2/8/14
- D. Administration**
- D.1 Paul Wiltgen – Director of Information Technology
No longer employed.
Effective Date: 4/1/14
- D.2 Director of Information Technology
Authorization to post and fill vacancy.
Effective Date: 2/11/14
- D.3 Duane Hansen – Custodian/Maintenance
No longer employed.
Effective Date: 2/21/14
- D.4 Custodian/Maintenance
Authorization to post and fill vacancy.
Effective Date: 2/11/14

Personnel Actions
Approved -
Continued

Motion adopted unanimously.

Commissioner Gray commended Paul Wiltgen for his work in the Information Technology office and the implementation of numerous technological advances in the county during his time as Dodge County's Director of Information Technology.

The Employee Relations Director discussed with the Board her request to set the Employee Recognition date.

Employee
Recognition Banquet
Date Set

Ms. Hager reported that due to budget constraints, the last four years the county has opted to recognize employee's years of service during the County Board meeting with a cake and coffee/punch reception instead of a fully catered luncheon.

The Employee Relations Director stated that it is her recommendation that the county continue with the cake and coffee/punch reception after a County Board meeting. Ms. Hager suggested Tuesday, March 11, 2014 at 1:30 p.m. as the date and time for the recognition.

Employee
Recognition Banquet
Date Set - Continued

It was determined that the Employee Recognition banquet will be held Tuesday, March 11, 2014 at 1:30 p.m. at the courthouse as recommended.

Assistant County Attorney Gary ReMine provided the Board with a legal update.

Legal Update

Finance Director Lisa Kramer presented for the Board's consideration a Tax Abatement Agreement for Ellingson Drainage Inc.

Tax Abatement
Agreements with
Ellingson Drainage
Inc. and H5
Properties, LLC
Approved

A property tax abatement plan has been proposed for Ellingson Drainage, Inc. Ellingson Drainage Inc. has expanded operations with a new addition to their existing location. Ellingson has been working with the Dodge County EDA for an abatement of a portion of the county property tax generated on Ellingson's new construction associated with this expansion.

The county has the authority to abate property taxes per M.S. 469.1812-469.1815, as amended. The county also has the authority to set the amount of tax abated. The agreement submitted will abate 75% of the county tax generated by the new construction on parcel 10.030.0501 for assessment year 2014/payable year 2015. This agreement is effective for payable years 2015 – 2019.

This abatement agreement is similar to the agreement the county has with Schuette Enterprises. For the duration of this agreement the value (tax capacity) amount will remain constant as it is based on the new construction captured this year. The amount refunded to Ellingson Drainage Inc. will fluctuate each year as the current year tax rate is applied to the static tax capacity amount. A rough estimate for the 2015 refund amount is \$3,482.53. For this amount Ms. Kramer used the actual new construction value and the proposed 2014 county tax rate. Per the agreement the total value of this assistance will be less than \$25,000.

Commissioner Allen asked that Ellingson Drainage Inc. and H5 Properties LLC tax abatement agreement requests be handled at the same time.

Ms. Kramer discussed with the Board a proposed Tax Abatement Agreement with H5 Properties, LLC (Hodgmen Drainage).

A property tax abatement plan has been proposed for H5 Properties LLC. H5 Properties LLC has moved their operations to a new location in Wasioja Township. They have demolished a dilapidated structure, prepared the site and constructed new offices and shop for their business. Throughout this process H5 Properties has been working with the Dodge County EDA on an abatement for a portion of the county property tax generated by H5 Properties LLC's new. The county has the authority to abate property taxes per M.S. 469.1812-469.1815, as amended.

The county also has the authority to set the amount of tax abated. The agreement submitted will abate 75% of the county tax generated by the new construction on parcel 17.019.0300 for assessment year 2014/payable year 2015. This agreement is effective for payable years 2015 – 2019 construction associated with this building.

Tax Abatement Agreements with Ellingson Drainage Inc. and H5 Properties, LLC Approved - Continued

This abatement agreement is also similar to the agreement the county has with Schuette Enterprises. For the duration of this agreement the value (tax capacity) amount will remain constant as it is based on the new construction captured this year. The amount refunded to H5 Properties LLC will also fluctuate each year as the current year tax rate is applied to the static tax capacity amount. A rough estimate for the 2015 refund amount is \$4,685.47. For this amount Ms. Kramer used the actual new construction value and the proposed 2014 county tax rate. Per the agreement the total value of this assistance will be less than \$25,000.

The Finance Director recommended that both agreements be approved.

Motion by Allen seconded by Gray to approve and authorize the Chair and County Administrator to sign the proposed Tax Abatement Agreements with Ellingson Drainage Inc. and H5 Properties, LLC as requested. *Motion adopted unanimously.*

Taxpayer Services Director Rose Culbertson reviewed bills with the Board.

Bills Approved

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

01	Revenue Fund	\$ 187,456.07
11	Human Services Fund	\$ 65.50
13	Road and Bridge Fund	\$ 31,135.58
16	Environmental Quality Fund	\$ 59,578.67
80	Agency Fund	\$ 94.00
	Total	\$ 278,329.82

Motion adopted unanimously.

County Administrator Jim Elmquist presented for the Board's consideration proposed amendments to the County Board Procedures/Bylaws.

County Board Procedures/Bylaws Discussed

Included in the Board packet for review and consideration was the procedures set forth by the previous County Administrator with minor revisions as recommended by the Board at its January 14, 2014 County Board Meeting. Changes made included switching the title from "Procedures" to "Bylaws" and a minor amendment to Procedure 6 which includes the Chair's right to offer a motion.

Also included in the Board packet was a memo from Commissioner Gray with additional recommended changes to the proposed bylaws. Mr. Gray's recommended changes included the following:

1. Title change to Bylaws of the Dodge County Minnesota Board of Commissioners.
2. The following preamble: The following bylaws provide a resource for commissioners, county staff, and the public regarding the Dodge County Board meeting process.
3. Removal of Procedures # terminology from the beginning of each topic category.
4. Addition of the following topic at the end of the bylaws: **Review - The bylaws shall be reviewed and affirmed at the Board's yearly organizational meeting. The bylaws may be amended or suspended at any time at the Board's discretion.**

County Board
Procedures/Bylaws
Discussed

It was Commissioner Allen and Commissioner Peterson's opinion that Procedure 6 – Quorum should be left as originally approved in 2008 and that the rest of the suggested changes be approved.

Motion by Allen seconded by Gray to approve the amended Procedures/Bylaws of the Dodge County Minnesota Board of Commissioners which reads as follows:

Bylaws of the Dodge County Minnesota Board of Commissioners

Amended Bylaws of
the Dodge County
Minnesota Board of
Commissioners
Approved

The following bylaws provide a resource for commissioners, county staff, and the public regarding the Dodge County Board meeting process.

Regular Meeting Dates

The County Board will hold regular sessions on the second and fourth Tuesday of each month. Committee meetings start at 8:00 a.m., the Committee of the Whole starts at 9:00 a.m. and the regular meeting begins at 9:30 a.m. The Fairview Care Center Board of Directors meets on the third Tuesday of each month at 9:00 a.m. at the Care Center. Deviations from this schedule will be noted on the agenda.

Special Meeting

The Chair of the County Board may call special meetings in conjunction with the County Administrator. Such meetings shall be called with a 72 hour notice to all County Board members and members of the news media. Notwithstanding any other notice requirements, notice shall be posted on the bulletin board at the courthouse, along with the county's website www.co.dodge.mn.us. Notices shall specify the items to be considered at the special meeting and the date, time and location of the meeting. Special meetings of the County Board shall be held at the courthouse unless the County Administrator determines that another facility is to be used. All special meetings of the County Board shall be limited to the specific item or items set forth in the notice. The costs associated with conducting a special meeting shall be charged back to the individual requesting the meeting if deemed appropriate by the Chair and/or County Administrator.

Emergency Meeting

The Chair of the County Board may call an emergency meeting only due to circumstances that, in the County Board Chair's judgment, require immediate attention. Good faith efforts must be made to provide notice to all news media in the county. The notice must include the date, time, place and an explanation of the subject matter of the meeting. Notice must also be given by telephone or other reasonable method to members of the public body.

*Amended Bylaws of
the Dodge County
Minnesota Board of
Commissioners
Approved -
Continued*

Recessed or Continued Meeting

These are meetings that are a continuation of a previous meeting. No notice is required so long as the time and place of the meeting was established during the previous meeting and recorded in the meeting minutes.

Presiding Officer and Roll Call

The County Board Chair, or in the Chair's absence, the Vice Chair of the County Board shall take the chair at the time appointed for the meeting and call the County Board to order.

Quorum

A majority of the members of the County Board shall constitute a quorum for the transaction of business. The Chair shall be a member of the County Board and shall have the right to vote on all matters coming before the Board.

Minutes

The County Administrator shall prepare written copies of the minutes of the preceding session or sessions of the County Board and distribute them to the members no later than the start of its current session, unless otherwise notified. One or more copies of the minutes shall be available in the Administration Department for review by members of the public after the minutes are approved by the County Board. Upon the appearance of a quorum at a County Board meeting, the Chair shall inquire of the County Board whether they wish to approve, disapprove or amend the draft minutes of the previous session or sessions of the County Board as prepared by the County Administrator. Any mistake or omission in the minutes may then be corrected by the County Board.

Packet Material

The County Administrator shall prepare for the County Board a packet of material to educate board members on the topics to be discussed at the meeting. The packet material shall be as complete as possible so as to allow discussion to occur and decisions to be made at the meeting.

Board items and supporting material shall be submitted to the County Administrator by noon on the Wednesday before the Tuesday meeting. Failure to submit agenda topics and full supporting material will cause the topic to not appear on the agenda. Decisions on what constitutes full supporting material will be determined by the County Administrator. Packets will be mailed out to the County Board members on the Thursday before the Tuesday meeting.

Amended Bylaws of
the Dodge County
Minnesota Board of
Commissioners
Approved -
Continued

County Board packets will be assembled for the media (2) and the general public (1) and will be available in the County Board Room on the day of the meeting.

Order of Business

Upon the appearance of a quorum of the County Board, the Chair shall inquire of the County Board whether they wish to approve, disapprove or amend the agenda as prepared by the County Administrator.

Agenda Preparation - The County Administrator shall prepare a written agenda in advance of all regular County Board meetings and shall place Convene County Board Meeting, Pledge of Allegiance, Determine Quorum, Establish Agenda and New Employee Introductions as the first five items; thereafter, other items of business shall be presented in the order deemed best by the County Administrator or as requested by the County Board. A consent agenda may be used at the discretion of the County Administrator if there is a large amount of business or items that will need extended time.

Recognition by Chair

Every County Board member or member of the public shall respectfully address the Chair by the appellation of "Chair" followed by the Chair's surname and shall not speak further until recognized by the Chair. Once a member of the audience has been recognized by the Chair as requesting to address the County Board, the Chair shall require the individual to identify themselves by stating their name and address.

Designation by Chair

When two or more members request to speak, the Chair or presiding officer shall designate who is first to speak, but in all cases the member who shall first address the Chair shall speak first.

Distribution of Materials During a County Board Meeting

The County Board does not have time to read information, petitions, etc. while a meeting is being conducted. Any information that the County Board needs to consider to assist in making a decision on an issue should be included in the meeting packet that is produced and distributed on the Thursday prior to the Tuesday meeting.

Voting

When a question is put to vote by the Chair, every member present shall vote on the issue unless the County Board shall excuse a member prior to the calling of the roll or a legal conflict of interest prohibits a member from voting. Any member, who being present when the vote is called, who fails to vote upon any item, unless previously excused by the County Board, shall be counted as having voted in the positive. Resolutions or other issues that require a vote different than a voice vote, shall be conducted by raising of the hand.

Amended Bylaws of
the Dodge County
Minnesota Board of
Commissioners
Approved -
Continued

Individual Votes

When considering a resolution or an ordinance the vote of the County Board shall be by raising of the hand. Unless a member requests, or is designated by statute, other items will be by voice vote. A member may demand a hand vote at any time prior to the assumption of other business.

Public Hearing Procedure

Prior to any public hearing, the Chair or presiding officer shall establish the following rules as part of their introduction to the hearing:

1. The presenter of the topic will present the entire item and any proposed amendments prior to taking any testimony from citizens or the County Board.
2. The County Board shall have the opportunity to discuss the issue and ask any questions they may have of the presenter immediately after the presentation of the item.
3. There will be a public comment period where the audience will have the opportunity to provide comments and/or ask questions on the issue after the County Board has discussed the proposal. Time limits may be set as to allow for appropriate public comment. Repetitive comments will be discouraged. No member of the public may speak until recognized by the Chair.
4. After the public comment period the County Board will close the public hearing and discuss the issue and select the appropriate action for the proposal.

Ordinances

Every proposed ordinance shall be considered at two separate regular meetings of the County Board. Amendments may be offered at either meeting when the ordinance is under consideration. Amendment to any section may be made and acted upon at any time up to the final passage. If amendments are made, the sections of the ordinance amended shall be read as amended before the question of its passage is taken. Approval of the second reading of the ordinance shall constitute final passage of said

ordinance. When a proposed ordinance fails to pass, a motion to reconsider the same may be made, but such motion must be made at the session at which the same failed to pass and action thereupon shall be postponed to the next regular session.

Amended Bylaws of
the Dodge County
Minnesota Board of
Commissioners
Approved -
Continued

Absent Member

Every member of the County Board who knows they will be absent from a meeting shall notify the County Administrator when possible.

Journal

It shall be the duty of the County Administrator to keep the journal of the proceedings of the County Board and perform such duties as may be required by Minnesota Statutes. The County Administrator shall not allow the official journal of the county to be taken from the custody of the County Administrator without the knowledge and consent of the County Board. The approved minutes will be the official record of the County Board meetings.

Roberts Rules of Order

The rules of parliamentary practice, embraced in Robert's Rules of Order shall govern the County Board in all cases in which they are applicable, and in which they are not inconsistent with the standing practices of the County Board.

Conduct

Any County Board member, employee or citizen may be asked to cease their comments, return to their seat, leave the premises, leave by law enforcement escort or be arrested for not following the county's policies of offensive conduct, harassment and violence in the workplace. The Chair, or presiding officer, shall enforce the conduct policy. Any member of the County Board or the County Administrator can ask for the enforcement of this policy or recess in the meeting when it becomes apparent that the policies are not being followed. Some general things for which the policy may be enforced include, but are not limited to:

1. Being in attendance under the influence of an intoxicant or non prescription illegal drugs, or using such substances while on county property.
2. Conduct which violates the common decency or morality of individuals.
3. Commission of a felony or gross misdemeanor.
4. Violating safety rules and regulations.
5. Speaking or making derogatory or false accusations so as to discredit other individuals.

6. The use of profanity or abusive language towards any individual.
7. Harassment or discrimination.
8. Speaking without being recognized by the Chair.

Amended Bylaws of
the Dodge County
Minnesota Board of
Commissioners
Approved -
Continued

Notice of Agenda

The regular County Board agenda shall be provided to the county newspapers, posted on the county bulletin board and posted on the county website, www.co.dodge.mn.us to provide the public with timely and accurate notice of regular County Board meetings.

Review

The bylaws shall be reviewed and affirmed at the Board's yearly organizational meeting. The bylaws may be amended or suspended at any time at the Board's discretion.

Motion adopted unanimously.

At the Committee of the Whole meeting the Board discussed appointments to boards and committees.

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

2014 Appointments
to Boards and
Committees
Approved

	COMMITTEE	FIRST MEMBER (S)	ALTERNATE (S)
1	Administration	Rodney Peterson County Administrator	John Allen
2	Human Services	Steven Gray Tim Tjosaas	John Allen
3	Public Health	Tim Tjosaas Steven Gray	David Erickson
4	Public Safety	David Erickson John Allen	Tim Tjosaas
5	Public Works	John Allen David Erickson	Steven Gray
6	Committee of the Whole	County Board	-
7	Fairview Care Center Board	County Board	-
8	Extension Committee	John Allen Tim Tjosaas	David Erickson
9	Investment Committee	Rodney Peterson John Allen	Steven Gray
10	Safety Committee	Tim Tjosaas	Rodney Peterson
11	Building Committee	David Erickson	John Allen
12	Law Library Board	David Erickson	Rodney Peterson
13	Judicial District Courts	John Allen	Steven Gray

14	AMC General Government	Tim Tjosaas	-
15	AMC Environment and Natural Resources	David Erickson	-
16	AMC Health and Human Services	Rodney Peterson	-
17	AMC Transportation	Steven Gray	-
18	AMC Public Safety	John Allen	-
19	AMC Agriculture Sub Committee	David Erickson	-
20	MCIT Voting Delegates	Steven Gray	County Administrator
21	Four Seasons Arena Board	-- Dissolved --	
22	Workforce Development	John Allen	Tim Tjosaas
23	South County Health Alliance	David Erickson	Rodney Peterson
24	SELCO	Steven Gray	Tim Tjosaas
25	Area Agency on Aging	John Allen	-
26	SEMCAC	Tim Tjosaas	Rodney Peterson
27	Dodge/Steele Community Health Joint Powers Board	Steven Gray Rodney Peterson Tim Tjosaas	John Allen David Erickson
28	Community Health Services	-- Dissolved --	
29	South Central Human Relations Center	Steven Gray Tim Tjosaas	Rodney Peterson
30	SWCD	Rodney Peterson	David Erickson
31	Southeast Water Resources Joint Powers Board	Rodney Peterson Mark Gamm	David Erickson
32	Dodge/Olmsted Solid Waste Joint Powers Board	John Allen Steven Gray	Tim Tjosaas
33	County and Judicial Ditch Board	Dave Erickson Rodney Peterson John Allen	Tim Tjosaas Steven Gray
34	Resource Conservation and Development Board	No longer participating in this committee.	
35	Southeastern Minnesota Recycling Exchange Joint Powers Board	Tim Tjosaas Terry Selthun	John Allen Mark Gamm
36	EDA/HRA	David Erickson Tim Tjosaas	John Allen Steven Gray
37	DFO Joint Powers Board	David Erickson Steven Gray	John Allen
38	Emergency Medical Services Joint Powers Board (EMS)	John Allen	Dave Erickson
39	Board of Health	County Board	-
40	Drug Court Executive Committee	Dave Erickson Steven Gray	Rodney Peterson
41	Regional Flood Reduction Committee	No longer participating in this committee if Matt Maas agrees that it isn't needed.	
42	Dodge County Trail Association	Steven Gray Tim Tjosaas	Guy Kohlnhofer

2014 Committee Assignments Approved - Continued

43	Hiawatha Valley RC&D	Rodney Peterson	Don Haser
44	Regional Radio Board	Rodney Peterson	David Erickson
45	Veteran Services	Rodney Peterson	David Erickson
46	Dodge County Agricultural & Mechanical Society	Rodney Peterson	John Allen
47	Zumbro River Partnership	John Allen	Rodney Peterson
48	Regional Rail Forum	Steven Gray	Rodney Peterson
49	Mower/Dodge Judicial Ditch Board	Rodney Peterson Dave Erickson	John Allen
50	Parks & Trails	Steven Gray	Lori Kryzer Dave Hanson Dick Leonard Dale Morris
51	Highway 14 Committee	Steven Gray	John Allen
52	Dodge County Rail Authority	County Board	-
53	SMART	Steven Gray	Lori Kryzer Dick Leonard
54	Dodge County Historical Society	Steven Gray	-

2014 Committee Assignments Approved - Continued

Motion adopted unanimously.

Mr. Elmquist informed the Board that on February 3, 2014, one bid was received in regards to the adjacent properties the county had offered for bid. The following bid was received:

Adjacent Property Bid Reviewed

Parcel Number	Legal Description	Suggested Value	Offer
	City of Mantorville		
25.100.2700	600 Blanch Street	\$28,000	\$10,000 Thomas and Carol McNeil
25.100.2060	20 Seventh Street East	\$25,000	None Received

The County Administrator noted that this is the property immediately to the east of the courthouse. The Board must either accept or reject the bid as offered.

Options:

- 1) Reject the bid and deem it not acceptable due to it being well below the suggested value.
 - a. From Ad: “Any parcel not sold at a public sale may be purchased once the public sale has concluded and the County Board has issued an opinion that a sale price wasn’t reached or deemed acceptable. An offer on an individual property would require an amount exceeding previous offers via sealed bid and be considered acceptable by the County Board of Commissioners.”
 - b. Or, take the properties off the market for sale.

2) Accept the bid.

Adjacent Property Bid
Reviewed -
Continued

Motion by Gray to take the properties off the market. The motion died for lack of a second.

It was Commissioner Allen's opinion that the Board should accept the offer so the county could collect taxes on the property again.

The Chair tabled further discussion on the bid review until all five Commissioners are available to comment on the proposed bid.

Adjacent Property Bid
Discussion Tabled

The County Administrator discussed with the Board the appointment of a Board of Adjustment alternate.

Board of Adjustment
Appointment
Discussion

Harlan Buck has recommended Burton Knutson of Westfield Township as a Board of Adjustment alternate.

Motion by Allen seconded by Gray to appoint Burton Knutson as a Board of Adjustment alternate.

Questions were raised regarding whether or not any of the Commissioners knew the individual being recommended and if the individual was interested in serving on the Board of Adjustment.

It was determined that additional information was needed on the individual recommended for the appointment before an appointment can be made.

The Chair indefinitely postponed discussion on the request to appoint a Board of Adjustment member until the next meeting in order to obtain more information on the individual recommended and whether or not he was interested in serving on this Board.

Board of Adjustment
Appointment Decision
Postponed

Mr. Elmquist presented for the Board's consideration the Dodge, Fillmore, Olmsted (DFO) Joint Powers Agreement.

DFO Joint Powers
Agreement
Discussed

Included in the Board packet was the final draft Joint Powers Board Agreement for DFO. Highlighted were the portions of adjustment that have not been of concern to Dodge or its Commissioners.

Mr. Elmquist indicated that the County Attorney has reviewed the proposed agreement and stated that he has no concerns.

The Chair postponed the DFO Joint Powers Agreement discussion in order to further discuss the Board of Adjustment appointment.

Zoning Director Melissa DeVetter was asked to come down to the Board meeting and provide additional information on the request to appoint a Board of Adjustment alternate. Ms. DeVetter answered the Board's questions regarding the appointment.

Board of Adjustment
Appointment
Approved

Motion by Allen seconded by Gray to appoint Burton Knutson to the Board of Adjustment Board as requested. *Motion adopted unanimously.*

Board of Adjustment
Appointment
Approved -
Continued

The Board further discussed the proposed DFO Joint Powers Agreement.

DFO Joint Powers
Agreement
Discussed

Motion by Gray seconded by Allen to approve and authorize the Chair, County Administrator and County Attorney to sign the proposed DFO Joint Powers Agreement as presented.

Motion adopted, Gray, Allen aye, Peterson nay.

The County Administrator informed the Board that at the December 12, 2013 County Board meeting they approved a Medical Examiner/Autopsy Services Agreement with Mayo Clinic. It was discovered that there were two typing errors in the agreement. An amended copy of the agreement was included in the Board packet for review.

Amended Medical
Examiner/Autopsy
Services Agreement
with Mayo Clinic
Approved

Motion by Gray seconded by Allen to approve and authorize the Chair, County Administrator and County Attorney to sign the amended Medical Examiner/Autopsy Services Agreement with Mayo Clinic as presented. *Motion adopted unanimously.*

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

Human Services
Committee Report

Commissioner Allen presented a summary of the Public Safety Committee report and action items.

Public Safety
Committee Report

The Board reviewed the Drug Court Coordinator's request to approve a donation from the Hubbell House.

Drug Court Program
Donation Approved
by Resolution
#2014-08

The Hubbell House recently donated eight \$25.00 gift certificates to the Dodge County Drug Court to be distributed to future program graduates.

Commissioner Allen offered the following resolution (#2014-08), seconded by Commissioner Gray:

Drug Court Program Donation

WHEREAS, the Dodge County Drug Court receives donations from time to time from individuals and/or organizations; and

WHEREAS, Drug Court wishes to accept these donations and utilize them for the purpose of incentives for Dodge County Drug Court participants; and

WHEREAS, pursuant to Minnesota Statute 465.03, the county shall by resolution of the governing body adopted by a two-thirds majority of its members accept a grant or devise of real or personal property and maintain such property for the benefit of its citizens in accordance with the terms prescribed by the donor.

Drug Court Program
Donation Approved
by Resolution
#2014-08 - Continued

NOW THEREFORE BE IT RESOLVED, that the Dodge County Board of Commissioners hereby accept the following donation to be used for incentives for participants of the Dodge County Drug Court Program:

Hubbell House - \$25 gift certificates (eight)

Resolution adopted unanimously.

The Chair recessed the meeting at 10:26 a.m. CST.

Meeting Recessed

The Chair reconvened the meeting at 10:34 a.m. CST.

Meeting Reconvened

John McNamara and Lynae Shoen of Wold Architects and Consultants provided the Board with a design update.

Government Services
Building and
Courthouse Design
Update and Outlying
Scope Discussion

Mr. McNamara discussed the current space study and scoping letter. Wold met with a number of departments to discuss the current layout and discussed exterior plans as well. With the overall construction cost changing in conjunction with the scope of work, Wold wanted an opportunity to review the letter with the Board so it is understood what is included in the project along with the fee letter.

The Board room layout was discussed.

Commissioner Allen stated that he is not supportive of installing a movable partition in the Board room.

Mr. Allen noted that with the remodeling plans that are being proposed; a number of departments will have conference rooms within their department, therefore he didn't feel it was necessary to have a movable partition in the Board room that could potentially create space for yet another conference room. Commissioner Allen felt the money for the proposed partition would be better spent elsewhere in the remodeling project.

Commissioner Peterson concurred with Commissioner Allen's comments.

Commissioner Gray suggested that an oval table be considered in the Board room and that the layout of the Board room be configured differently in order to allow a more open discussion format.

Commissioners Allen and Peterson indicated that they preferred the Board room layout that Wold has proposed which is similar to what they currently use.

Ms. Shoen wanted to know what type of presentation setup the Board wanted in the Board room, a permanent desk or a movable desk.

Commissioner Peterson and Commissioner Allen stated that they would like to have a permanent desk for the Board.

The Sheriff's Office layout was discussed.

Commissioner Allen questioned the need for so much space in the patrol office. Mr. Allen commented that the Board has heard a number of times that the Sheriff's Office needs more evidence space, there's been no mention of the Sheriff's Office needing more patrol office space.

Mr. McNamara reviewed the proposed timeline with the Board.

Mr. Allen commented that he would like to see Wold move up the bidding date to March if possible.

John McNamara stated that they will do what they can but it will be difficult to move the bid date up because there is a lot of planning work that still needs to be done and approvals that need to be obtained before they go out for bids.

The Employee Relations Director raised a question regarding the 24 hour entrance to the Sheriff's Office. Mr. McNamara reported that the vestibule on the north side of the courthouse by the flagpoles will become the new 24 hour entrance to the Sheriff's Office.

Commissioner Peterson informed the Board that Commissioner Erickson was not available to attend the meeting; however he had written a memo which Mr. Peterson shared with the Board. The memo indicated that Commissioner Erickson was not in favor of replacing the roof on the new Government Services Building if it didn't need to be replaced. Mr. Erickson was in favor of replacing the boilers in the Government Services Building.

Mr. McNamara discussed the rationale for wanting to replace the boilers and discussed boiler efficiencies. He stated the return on investments of replacing the boilers versus using the current ones is approximately nine years.

Commissioner Gray wanted to know if they would save floor space by installing new boilers in the Government Services Building.

John McNamara indicated that they would likely save floor space with new boilers.

Commissioner Peterson was in favor of replacing the boilers in the new Government Services Building.

Commissioner Gray indicated that he was in favor of replacing the boilers.

The Board briefly discussed wall stabilization along State Highway 57.

The County Administrator asked that the Board defer discussion on the wall stabilization issue for a couple of weeks. A meeting is being held in two weeks with MnDOT to discuss wall stabilization along State Highway 57.

Government Services
Building and
Courthouse Design
Update and Outlying
Scope Discussion-
Continued

The proposed evidence garage was discussed. It was pointed out that the evidence garage will be listed as an alternate and that the Board will have an opportunity to decide whether or not they want to include the evidence garage in the remodeling project once the figures come in.

Government Services Building and Courthouse Design Update and Outlying Scope Discussion-Continued

It was Commissioner Gray's opinion that they should keep the flat roof and renew the surface on the Government Services Building.

The Board thanked Mr. McNamara for the update.

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

Administration Committee Report

Motion by Allen seconded by Gray to approve and authorize the January 28, 2014 Committee of the Whole meeting minutes as presented. *Motion adopted unanimously.*

01/28/14 Committee of the Whole Meeting Minutes Approved

Motion by Gray seconded by Allen to approve and authorize the January 28, 2014 meeting minutes as presented. *Motion adopted unanimously.*

01/28/14 Meeting Minutes Approved

The Assistant County Attorney left the meeting at 11:38 a.m. CST.

Assistant County Attorney Left Meeting

Commissioners provided their agency reports. Commissioner Allen attended an Extension meeting. Commissioner Erickson was not available to report his meeting attendance. Commissioner Gray attended a regular County Board meeting, an interview with the Post Bulletin – Amanda Duerr, a Highway 14 Partnership Annual meeting, a DFO Redesign Committee meeting and a Dodge County Canvassing Board meeting. Commissioner Peterson attended a Radio Board meeting and a Hiawatha Valley Board meeting.

Agency Reports

The County Administrator informed the Board that Tim Tjosaas will be sworn in as the new Commissioner for District 2 on Wednesday, February 19, 2014 at 8:45 a.m. CST.

Date Set to Swear in New Commissioner for District 2

Mr. Elmquist also informed the Board that Jerry Berg has requested a recount for County Commissioner District 2. There was a nine vote difference in the Commissioner District 2 race.

Motion by Gray seconded by Allen to adjourn the meeting at 11:44 a.m. CST. *Motion adopted unanimously.*

Meeting Adjourned

The next meeting of the Dodge County Board of Commissioners will be held on February 25, 2014 at 9:30 a.m. CST.

Next Regular Meeting

ATTEST:

RODNEY PETERSON
CHAIR, COUNTY BOARD

BECKY LUBAHN
DEPUTY COUNTY CLERK

DATED: