

**TUESDAY, DECEMBER 23, 2014**

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

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

**COUNTY ADMINISTRATION OFFICE  
MANTORVILLE, MN**

**2014-25**

The Dodge County Commissioners met in regular session December 23, 2014, in the Commissioner's Room at the Dodge County Courthouse Annex, Mantorville, MN, at 5:30 p.m. CST. Chair Rodney Peterson called the meeting to order at 5:30 p.m. CST.

Meeting Convened

The pledge of allegiance was recited.

Pledge of Allegiance

The Chair acknowledged those present:

Those Present

Members present:	John Allen	District #1
	Tim 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 Clerk
	Paul Kiltinen	County Attorney

Motion by Erickson seconded by Tjosaas to approve and adopt the agenda as amended to include ten GASB 54 resolutions. *Motion adopted unanimously.*

Amended Agenda  
Approved

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

Consent Agenda  
Item Approved

- 1.1 The Highway Department to advertise and open bids for the 2015 season supplies with a bid opening date of January 29, 2015.
- 1.2 Final payment of \$100,362.12 to Rochester Sand and Gravel for 2014 bituminous projects SAP 020-602-015 and SAP 020-616-017.
- 1.3 The Highway Department to advertise and open bids for a fuel contract with bid opening on January 29, 2015.

Brief discussion took place regarding the fact that the fuel contract proposal will be tough on one smaller entity in the county.

*Motion adopted Tjosaas, Gray, Allen, Peterson aye, Erickson abstained.*

Accounting Services Director Sara Marquardt discussed with the Board her request to approve a fireworks display permit for the City of Hayfield.

Fireworks Permit for  
City of Hayfield  
Approved

The City of Hayfield is requesting a fireworks permit for December 27, 2014. The fireworks display will be at the Severson residence -21366 740th Street Hayfield, MN.

Ms. Marquardt informed the Board the \$20.00 application fee has been paid and all required insurance documentation has been presented.

Motion by Erickson seconded by Allen to approve a fireworks permit for the Severson fireworks display on December 27, 2014 pending the approval of the County Sheriff. *Motion adopted unanimously.*

Fireworks Permit for  
City of Hayfield  
Approved -  
Continued

The County Administrator was asked to send a letter on behalf of the county thanking the Severson’s for their generosity in providing the community with a public fireworks display on their property.

County Administrator Jim Elmquist presented the Personnel Agenda for the Board’s consideration.

Personnel Actions  
Approved

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

**A. Administration**

- A.1 Jeremy Griffin – Information Systems Specialist  
Step increase from B31 step 8 \$20.30 to B31 step 7 \$20.78.  
Effective Date: 12/24/14
- A.2 Paula Rud – Administrative Assistant Extension - .75 FTE  
Status change from .75 FTE to .90 FTE.  
Effective Date: 12/31/14

**B. Public Health**

- B.1 Christine Handley – Public Health Nurse I - .8 FTE  
Step increase from C42 step 7 \$23.04 to C42 step 6 \$23.91 (+\$3 R/R).  
Effective Date: 12/16/14
- B.2 Peggy Espey – Director of Public Health  
No longer employed.  
Effective Date: 1/20/15

**C. Attorney**

- C.1 Heather Story – Legal Assistant  
No longer employed.  
Effective Date: 12/23/14
- C.2 Paralegal or Legal Assistant – 1.0 FTE  
Authorization to post and fill vacancy.  
Effective Date: 12/23/14

**D. Human Services**

- D.1 Ann Kruger – Account Technician - .9 FTE  
Step increase from B23 step 6 \$18.05 to B23 step 5 \$18.61.  
Effective Date: 12/29/14

**E. Environmental Services**

- E.1 Environmental Technician – 1.0 FTE  
Authorization to post and fill vacancy.  
Effective Date: 12/23/14

*Motion adopted unanimously.*

Commissioner Gray acknowledged Peggy Espey’s 28 years of service to the county.

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

Legal Update

Director of Land Records Ryan DeCook met with the Board to discuss his request to approve damage abatements.

Property Tax Abatements Approved

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 Mr. DeCook are offering the following assessment changes for taxes payable in the years listed:

Parcel ID	Owner	Street	City/TWP	Reason	Tax Reduction
26.018.0200	Ron Flicek	420 State Street North	West Concord	Damage abatement: lost building in snow storm last year after the assessment date. Rebuilt a smaller structure.	\$193: 2014
26.100.2050	Peter Boe	321 Concord Street	West Concord	Damage abatement: lost building in snow storm last year after the assessment date. Has not rebuilt.	\$978: 2014
07.026.0110	Joshua Berge	20593 680 <sup>th</sup> Street	Dodge Center	Damage Abatement: House fire. Displace 7 full months.	\$254: 2014

Motion by Erickson seconded by Allen to approve and authorize the 2014 property tax abatements as requested. *Motion adopted unanimously.*

Mr. DeCook presented for the Board’s consideration a request to set a date for the County Board of Appeal and Equalization meeting.

County Board of Appeal & Equalization Meeting Date Set

The Director of Land Records reported 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 pm; and if the county does not hold a meeting until 7:00 pm 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.

County Board of Appeal & Equalization Meeting Date Set - Continued

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 a 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.

Mr. DeCook noted the proposed date and time are subject to change pending new Department of Revenue rules.

Motion by Erickson seconded by Allen to set the County Board of Appeal and Equalization meeting date for June 16, 2015 at 6:30 p.m. *Motion adopted unanimously.*

Taxpayer Services Director Rose Culbertson reviewed bills with the Board.

Bills Approved

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

01	Revenue Fund	\$ 93,629.82
11	Human Services Fund	\$ 428.45
13	Road and Bridge Fund	\$ 105,935.57
16	Environmental Quality Fund	<u>\$ 73,399.76</u>
	Total	\$ 273,393.60

*Motion adopted unanimously.*

The County Administrator provided the 2015 fee schedule for the Board’s review. The proposed 2015 fees were reviewed by department heads.

2015 Fee Schedule Approved

Motion by Allen seconded by Erickson to approve the 2015 fee schedule as requested. *Motion adopted unanimously.*

The County Administrator presented for the Board’s consideration a resolution regarding an Ice Arena Floor Agreement with the City of Kasson.

Resolution Approving & Directing an Agreement Between the City of Kasson & Dodge County on Behalf of the Dodge County Fair Board Approved by Resolution #2015-53

Mr. Elmquist reported the Kasson City Council adopted the proposed resolution in late November to give direction as the managing partner within our Management Agreement. The County Administrator noted the county did make a \$1,200 deposit on the floor purchase back in November, Mr. Elmquist made Kasson aware of this.

Commissioner Erickson offered the following resolution (#2014-53), seconded by Commissioner Tjosaas:

**Resolution Approving and Directing an Agreement between the City of Kasson and Dodge County on behalf of the Dodge County Fair Board**

Resolution Approving & Directing an Agreement Between the City of Kasson & Dodge County on Behalf of the Dodge County Fair Board Approved by Resolution #2015-53 - Continued

**WHEREAS**, Dodge County has purchased an insulated floor to be used at the Dodge County Ice Arena in Kasson, MN; and

**WHEREAS**, the City of Kasson shall include \$12,000 in the 2015 Ice Arena budget, of which the City and County share joint responsibility through a Management Agreement, in order to account for the full cost of the insulated floor; and

**WHEREAS**, the Dodge County Fair Board shall be able to use the Dodge County Ice Arena for Fair purposes beginning in 2015; and

**WHEREAS**, the Dodge County Fair Board shall provide storage and care for the insulated floor and shall coordinate with management of the Dodge County Ice Arena to determine the applicable dates necessary to place the floor for the Dodge County Fair; and

**WHEREAS**, the Dodge County Fair Board shall be responsible for the timely placement and removal of the insulated floor for Dodge County Fair purposes; and

**WHEREAS**, the insulated floor may be made available to other organizations for use at the Dodge County Ice Arena.

**NOW, THEREFORE, BE IT RESOLVED**, that the City of Kasson and Dodge County approve of the use of an insulated floor at the Dodge County Ice Arena for the week of the Dodge County Fair. Any other uses of the insulated floor shall be agreed to by Dodge County and the City of Kasson.

Commissioner Gray thanked the Chair for his efforts in putting this together.

*Resolution adopted unanimously.*

Mr. Elmquist presented the legal newspaper bid information for the Board's review.

2015 Legal Newspaper Bids Discussion

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 as stipulated within statute.

For 2015, the bid materials were sent to each of the local newspapers offering the opportunity to bid on the legal newspaper. The county received two bids as opposed to just one last year with the News Enterprise and the DCI jointly bidding this year. After clarifying the bid with the joint entity, it was understood the bid would be one bill for two papers.

Newspaper	\$ Bid Per Column Inch	\$ Full Page/Half/Quarter	Circulation
News Enterprise/DCI	\$2.45	\$600/\$300/\$150	2,200
Star Herald	\$2.00	\$252/\$126/\$63	1,500

The 2014 legal newspaper was the Star Herald at a cost of \$2.00 per square inch along with the same advertisement cost indicated for full/half/quarter.

2015 Legal  
Newspaper Bids  
Discussion -  
Continued

The County Administrator noted the two main factors to be considered are cost and circulation. Based on the information received, the question the Board must weigh before naming its legal paper is to determine if there is more value in circulation as more households would receive the legal advertisements or does the Board see the price as the primary factor when the price is 22.5% lower than the competition.

Commissioner Gray asked that this item be set aside at this time in order to move forward with the 2015 budget hearing.

The County Administrator discussed with the Board the 2015 budget certification process.

2015 Budget  
Discussion

Mr. Elmquist informed those present that this meeting was not a discussion on the valuation of their home. The valuation process occurs in the spring and summer at local boards of review for the year's budget. The County Administrator noted the market values shown on the TNT notices are final and not the subject of the hearing tonight.

Director of Land Records Ryan DeCook and Appraiser Matthew Naatz were available in the Land Records Department to discuss valuation concerns with property owners if needed.

Included in the Board packet was a copy of the proposed certified budget along with a corresponding resolution for consideration.

Reflected in this budget is a reduction of the vehicles and a staff person within the Finance Department. Finance Director Lisa Kramer reduced a planned new position in her department after determining it will not be necessary to employ an additional individual in the county's role as the fiscal services host for the SDA. As requested by the Board, Ms. Kramer also reviewed departmental budgets and increased some revenues based on sustained trends while reducing some expenses which have been consistently under spent.

The proposed buffer property and the full-time custodial position that would include funding beginning in January rather than July are included in the proposed budget.

Mr. Elmquist provided those present with the budget certification PowerPoint presentation.

The 2015 budget hearing was opened to the public at 6:05 p.m. CST.

2015 Budget Hearing  
Opened to the Public

Commissioner Peterson asked if there was anyone in the audience that had questions.

Ken Folie who is a supervisor at the town board inquired as to what the current county valuation of land is per acre in Dodge County.

The County Administrator reported that the value per acre in Dodge County was around \$8,000 per acre.

2015 Budget Hearing  
Opened to the Public  
- Continued

Dodge County property owner Lawren Castner wanted to know how long the county would be paying on the new building.

Mr. Elmquist indicated that the new building would be on the tax rolls for about 15 years. However, in 2016 about \$250,000 from other G.O. debt will be paid off which should help reduce the tax burden.

The Chair thanked those present for coming to the budget hearing.

The 2015 budget hearing was closed at 6:09 p.m. CST.

2015 Budget Hearing  
Closed

Commissioner Peterson discussed with the Board the second proposed budget resolution that included an additional \$50,000 in contingency funding.

2015 County Budget  
Adopted by  
Resolution #2014-54

A majority of the Board supported a 9% tax levy for 2015.

Commissioner Gray offered the following resolution (#2014-54), seconded by Commissioner Tjosaas:

**2015 Dodge County Budget**

**WHEREAS**, Minnesota Statute 275.07 requires the County Board to certify the certified final budget to the County Finance Director (Auditor) each year; and

**WHEREAS**, the Dodge County Board of Commissioners, department heads and staff have conducted a lengthy and detailed budget process; and

**WHEREAS**, the County Board considered all funding requests, correspondence and information submitted during the budget development process and said proposed budget represents the best efforts to provide sound financial management and planning for Dodge County.

**NOW THEREFORE BE IT RESOLVED**, that the Dodge County Board of Commissioners approves the following 2015 budget totaling \$22,690,147.00. The 2015 expenditures, revenues and levy requests by fund are detailed below:

Fund	2015 Expenditure	2015 Revenues/ Fund Balance	2015 Gross Tax Levy
Revenue	\$11,166,730	\$3,494,171	\$7,672,559
EDA/HRA	\$27,550	\$600	\$26,950
Environmental Quality	\$1,976,187	\$1,701,493	274,694
Highway	\$5,965,286	\$4,533,001	\$1,432,285
Human Services	\$2,097,538	0	\$2,097,538
Capital Projects	\$1,442,499	\$295,863	\$1,146,636
Tax Abatement	14,357	\$0	\$0
<b>TOTALS</b>	\$22,690,147	\$10,025,128	\$12,665,019
		<b>County Program Aid</b>	<b>\$637,458</b>
		<b>Final Net Tax Levy</b>	<b>\$12,027,561</b>

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

2015 County Budget  
Adopted by  
Resolution #2014-54  
- Continued

Commissioner Peterson stated that for the record, he voted no because it was his desire to have \$50,000 added to the budget for contingency purposes.

The Board further discussed the 2015 legal newspaper bid proposals.

2015 Legal  
Newspaper Bid  
Awarded

The County Administrator clarified the bids represent circulation vs. cost.

Motion by Erickson seconded by Gray to award the 2015 legal newspaper bid for Dodge County to the Star Herald, the low bidder.

Commissioner Gray informed the Board the per capita cost of circulation is \$0.0011 for the News Enterprise/DCI and \$0.00133 for the Star Herald.

Commissioner Tjosaas stated he likes reaching more people; therefore he would favor awarding the bid to the News Enterprise/DCI. Mr. Tjosaas reported that according to his calculations it will cost approximately \$7,000-\$8,000 more to advertise with the News Enterprise/DCI.

*Motion adopted Erickson, Gray, Allen, Peterson aye, Tjosaas nay.*

The meeting was recessed at 6:22 p.m. CST.

Meeting Recessed

The meeting was reconvened at 6:29 p.m. CST.

Meeting Reconvened

Zoning Administrator Melissa DeVetter discussed with the Board the appointment of a Board of Adjustment member.

Board of Adjustment  
Member Re-  
Appointed

On December 31, 2014, Ken Olsen’s term on the Board of Adjustment will end. Mr. Olsen has indicated that he would be willing to serve another term on the Board of Adjustment which would start on January 1, 2015 and end on December 31, 2017, if this is acceptable to the County Board.

Motion by Gray seconded by Allen to re-appoint Ken Olsen to the Board of Adjustment from January 1, 2015 – December 31, 2017. *Motion adopted unanimously.*

Ms. DeVetter presented for the Board’s consideration a request to approve Planning Commission appointments and a resignation.

Planning  
Commission  
Appointments and  
Resignation  
Accepted

On December 31, 2014, the terms of Walter Wyttenbach, Richard Wolf and John Balzum will end. Mr. Wyttenbach and Mr. Wolf have indicated that they would be willing to serve another term on the Planning Commission which would start on January 1, 2015 and end on December 31, 2017, if this is acceptable to the County Board. Mr. Balzum has indicated that he will be resigning from the Planning Commission on December 31, 2014 and as a result, there will be a vacancy which will need to be filled by an individual representing Wasioja and Concord Townships.



Motion by Allen seconded by Erickson to re-appoint Walter Wytttenbach and Richard Wolf to the Planning Commission for the term of January 1, 2015 - December 31, 2017. Also included in the motion was acceptance of Mr. Balzum’s resignation and the County Board to find a suitable replacement for Mr. Balzum to represent Wasioja and Concord Townships as soon as possible. *Motion adopted unanimously.*

Planning Commission Appointments and Resignation Accepted - Continued

Ms. DeVetter reviewed her request to approve the appointment of a Planning Commission member.

Planning Commission Member Appointment Approved

The Zoning Administrator reported that Galen Johnson moved to Dodge Center in Wasioja Township and can no longer serve as the representative for Ashland and Canisteo Townships for the Planning Commission. Department staff contacted Ben Johnson, who resides in Ashland Township, to determine if he would be willing to serve on the Planning Commission as a replacement until December 31, 2016 when the term ends, Ben Johnson has expressed an interest in filling out the remainder of this term.

Motion by Gray seconded by Allen to appoint Ben Johnson to represent Ashland and Canisteo Townships on the Planning Commission for the remainder of the term ending December 31, 2016. *Motion adopted unanimously.*

The Zoning Administrator discussed with the Board the appointment of a Feedlot Advisory Committee member.

Feedlot Advisory Committee Appointment Approved

On December 31, 2014, Mike White’s term on the Feedlot Advisory Committee will end. The County Feedlot Officer has contacted Rick Alberts to inquire if he would be interested in replacing Mr. White on this committee and Mr. Alberts has indicated that he would. If this is acceptable, the term would start on January 1, 2015 and end on December 15, 2015.

Motion by Allen seconded by Tjosaas to appoint Rick Alberts to the Feedlot Advisory Committee effective January 1, 2015 - December 15, 2015. *Motion adopted unanimously.*

Human Services Director Jane Hardwick discussed with the Board a request to approve a Supplemental Nutritional Assistance Program (SNAP)/Food Support Employment & Training (FSET) Contract Extension.

SNAP/FSET Contract Extension Approved

Ms. Hardwick is asking the Board to amend an existing contract among Dodge (MNPrairie effective January 1, 2015), Goodhue, Houston, Mower, and Wabasha Human Services agencies and Workforce Development, Inc. (WDI) to extend the contract from October 1, 2014 until September 30, 2015 and to engage WDI in the provision of federally funded Supplemental Nutritional Assistance Program (SNAP) grant for participant employment and training for a total of \$35,800.

The services to be provided under this agreement for the period of October 1, 2014 - September 30, 2015, include:

- SNAP Orientation
- Employability assessment and development plan
- Job search classes
- Referrals to available employment assistance programs/agencies

SNAP/FSET  
Contract Extension  
Approved -  
Continued

This programming is being done in concert among five counties because each county individually does not receive an allocation from the state that is adequate to operate SNAP FSET independently.

Each MNPrairie member county has different arrangements with respect to this type of grant. They recommend continuing the current arrangements because the federal fiscal year agreement overlaps with MNPrairie's implementation date and until further analysis on the implications of changes is completed. Because the agreement spans a period of transition between Dodge County Human Services and Minnesota Prairie County Alliance, Ms. Hardwick recommended that both bodies agree to the contract amendment. The MNPrairie Joint Powers Board has adopted a motion accordingly; therefore, the request today is for the Dodge County Board of Commissioners to do the same.

Motion by Gray seconded by Erickson to authorize execution of an amendment to a contract held jointly between Dodge (to be Minnesota Prairie County Alliance on January 1, 2015), Goodhue, Houston, Mower and Wabasha counties and Workforce Development, Inc. for the period October 1, 2014 through September 30, 2015 for administration of a federally funded Supplemental Nutritional Assistance Program (SNAP) grant for participant employment and training. *Motion adopted unanimously.*

Ms. Hardwick provided the Board with a Minnesota Prairie County Alliance update.

MNPrairie Update

The Board thanked the Human Services Director for the update.

Commissioner Tjosaas presented a summary of the Public Health Committee report.

Public Health  
Committee Report

Commissioner Tjosaas reviewed with the Board Charity Floen's request to approve a Memorandum of Understanding between Dodge County Public Health and Minnesota Prairie County Alliance (MNPrairie).

Memorandum of  
Understanding  
Between Dodge  
County Public Health  
and MNPrairie  
Approved

As the Human Services department of Dodge County is merged with those of Steele and Waseca counties to form Minnesota Prairie County Alliance on January 1, 2015, they need to clarify roles between the new entity and their existing partners. Public Health and Human Services have a long history of collaboration in Dodge County. The responsibilities for the home and community based waiver programs are shared and the departments work together on the services delegated to Dodge County by South Country Health Alliance (SCHA). The proposed memorandum of understanding outlines those responsibilities and identifies which entity is responsible for the various components. While the list is fairly comprehensive, they will continue to review the memorandum and evolve it as they move forward.

At the request of Commissioner Peterson, the following language is being added to Section 1 – Definitions on page 2 of the Memorandum of Understanding:

Memorandum of Understanding Between Dodge County Public Health and MNPrairie Approved - Continued

1.5 Parties: Refers to the separate entities identified in this agreement to include, but not limited to: MNPrairie, Dodge County Public Health, Steele County Public Health, Waseca County Public Health, and South Country Health Alliance.

Commissioner Gray expressed concern with some of the language in the proposed Memorandum of Agreement.

Motion by Tjosaas seconded by Erickson to approve and authorize the Chair to sign the memorandum of understanding between Minnesota Prairie County Alliance and Dodge County Public Health as presented. *Motion adopted unanimously.*

Commissioner Allen commented that he understands Commissioner Gray’s concerns regarding the contract language and agrees with them.

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

Administration Committee Report

The Board discussed the Taxpayer Services Director’s request to approve the ten proposed GASB 54 resolutions.

GASB 54 Resolutions Discussed

As stated in our GASB 54 Fund Balance Policy, formal action in the form of a resolution must be taken to approve or rescind fund balances by the end of each fiscal year. In researching for this process it was determined that in order to assure Dodge County has met the requirements of GASB 54 Finance has to present the resolutions for each Committed Fund for approval. The presentation and approval of these resolutions will provide the authority and documentation needed to correctly report these funds on the county’s financial statements.

Included in the Board packet were ten proposed resolutions to meet GASB 54 requirements for Committed Funds accounts for 2014. The funds were listed as follows:

- GASB 54 Committed Fund Update for:
- Wetland ROW Fund
- Wind Tower Decommissioning Fund
- Sober Fest Revolving Fund
- Public Recreation and Open Space Fund
- Veteran Services Van Fund
- LoJack Safety Net Fund
- Impound Fee Fund
- Change Funds
- Environmental Service Capital Equipment Fund
- Landfill Post Closure Fund

Commissioner Gray offered the following resolution (#2014-55), seconded by Commissioner Tjosaas:

GASB 54 Committed Fund Update Wetland ROW Fund Approved by Resolution #2014-55

**GASB 54 Committed Fund Update Wetland ROW Fund**

**WHEREAS**, the Dodge County Commissioners established the Wetlands Bank Policy in 1996; and

**WHEREAS**, the Dodge County Commissioners established the Wetland ROW Fund thereafter; and

**WHEREAS**, the current balance in the Wetland ROW Fund is \$12,500.

**NOW THEREFORE BE IT RESOLVED**, that the Dodge County Board of Commissioners hereby authorizes the Dodge County Highway Parks and Recreation Department to administer such funds; and

**BE IT FUTHER RESOLVED**, that these funds may be expended for their intended purpose at any time, indefinitely.

*Resolution adopted unanimously.*

Commissioner Erickson offered the following resolution (#2014-56), seconded by Commissioner Gray:

GASB 54 Committed Fund Update for Wind Tower Decommissioning Fund Approved by Resolution #2014-56

**GASB 54 Committed Fund Update for Wind Tower Decommissioning Fund**

**WHEREAS**, the Dodge County Board of Commissioners established the Wind Tower Decommissioning Reserve Account as part of the Wind Conservation Ordinance with interest being added each year; and

**WHEREAS**, the current balance in the Wind Tower Decommissioning Account fund is \$163,207; and

**WHEREAS**, the final year-end balance will be determined and reported in January of the following year.

**NOW THEREFORE BE IT RESOLVED**, that the Dodge County Board of Commissioners will have authority to administer such funds indefinitely for their intended purpose.

*Resolution adopted unanimously.*

Commissioner Tjosaas offered the following resolution (#2014-57), seconded by Commissioner Gray:

GASB 54 Committed Fund Update for Sober Fest Revolving Fund Approved by Resolution #2014-57

**GASB 54 Committed Fund Update for Sober Fest Revolving Fund**

**WHEREAS**, the Dodge County Drug Court receives donations for Sober Fest from individuals and/or organizations; and

**WHEREAS**, Drug Court wishes to accept these donations and utilize them for the purpose of funding Sober Fest activities for Dodge County Drug Court participants; and

GASB 54 Committed Fund Update for Sober Fest Revolving Fund Approved by Resolution #2014-57 - Continued

**WHEREAS**, pursuant to Minnesota Statute 465.03, the county shall by resolution of the governing body adopt 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; and

**WHEREAS**, on September 23, 2008 the acting Board approved by motion that remaining funds from the 2008 Sober Fest donations and activities be deposited in a revolving fund for future Sober Fest Activities; and

**WHEREAS**, the current balance of the Sober Fest revolving account is \$4,657.74.

**NOW THEREFORE BE IT RESOLVED**, that the Dodge County Board of Commissioners hereby approves this revolving account to be used for future Sober Fest donations and expenditures, and will allow Drug Court staff to administer such funds indefinitely.

*Resolution adopted unanimously.*

Commissioner Erickson offered the following resolution (#2014-58), seconded by Commissioner Tjosaas:

GASB 54 Committed Fund Update for Public Recreation and Open Space Approved by Resolution #2014-58

**GASB 54 Committed Fund Update for Public Recreation and Open Space**

**WHEREAS**, Dodge County established the Public Recreation and Open Space designated account on December 19, 2000 with a beginning amount of \$8000; and

**WHEREAS**, the current balance in the Public Recreation and Open Space is \$13,250.

**NOW THEREFORE BE IT RESOLVED**, that the Dodge County Board of Commissioners hereby authorizes the Dodge County Highway Parks and Recreation Department to administer such funds; and

**BE IT FUTHER RESOLVED**, that these funds may be expended for their intended purpose at any time, indefinitely.

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

Commissioner Allen offered the following resolution (#2014-59), seconded by Commissioner Erickson:

GASB 54 Committed Fund Update for Veteran Services Van Fund Approved by Resolution #2014-59

**GASB 54 Committed Fund Update for Veteran Services Van Fund**

**WHEREAS**, the Dodge County Veteran Services office established a reserve account with a \$5,000 donation from Honor Flight for the future purchase of a Veteran Services transport van; and

**WHEREAS**, the Dodge County Veteran Services has added an additional \$5,000 in 2013 and \$5,200 in 2014 with the total amount being \$15,200 on December 31, 2014; and

GASB 54 Committed Fund Update for Veteran Services Van Fund Approved by Resolution #2014-59 – Continued

**WHEREAS**, pursuant to Minnesota Statute 465.03, the county shall by resolution of the governing body adopt by a two-thirds majority of its members accept a donation 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 grantor.

**NOW THEREFORE BE IT RESOLVED**, that the Dodge County Board of Commissioners hereby approves continued existence of the reserve account to include any further monies or grants for the purchase of a transport van and will allow Dodge County Veteran Services staff to administer such funds for their intended purpose.

*Resolution adopted unanimously.*

Commissioner Tjosaas offered the following resolution (#2014-60), seconded by Commissioner Erickson:

GASB 54 Committed Fund Update for LoJack Safety Net Fund Approved by Resolution #2014-60

**GASB 54 Committed Fund Update for LoJack Safety Net Fund**

**WHEREAS**, the Dodge County Sheriff’s Office was authorized to establish a reserve account to hold money for future donations and expenditures associated with the Autism and Alzheimer citizens enrolled in the Safety Net Program; and

**WHEREAS**, the current balance in this reserve account on December 31, 2014 is \$334.00; and

**WHEREAS**, pursuant to Minnesota Statute 465.03, the county shall by resolution of the governing body adopt by a two-thirds majority of its members accept a donation 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 grantor.

**NOW THEREFORE BE IT RESOLVED**, that the Dodge County Board of Commissioners hereby authorized the Dodge County Sheriff Department to administer such funds for their intended purpose, at any time, indefinitely.

*Resolution adopted unanimously.*

Commissioner Allen offered the following resolution (#2014-61), seconded by Commissioner Tjosaas:

GASB 54 Committed Fund Update for Impound Fee Fund Approved by Resolution #2014-61

**GASB 54 Committed Fund Update for Impound Fee Fund**

**WHEREAS**, on March 24, 2009 the Dodge County Sheriff’s Office was authorized to establish a reserve account to hold money from current and future impound fees to maintain the impound lot and to purchase and maintain special equipment for the Dodge County Sheriff’s Department; and

**WHEREAS**, the current balance in this reserve account is \$10,467, and;

**WHEREAS**, the final year-end balance will be determined and reported in January of the following year.

**NOW THEREFORE BE IT RESOLVED**, that the Dodge County Board of Commissioners hereby approves continued existence of the reserve account for Impound Fee to include any further monies and expenditures and authorizes the Sheriff’s Office to administer such funds at any time, indefinitely.

GASB 54 Committed Fund Update for Impound Fee Fund Approved by Resolution #2014-61 - Continued

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

Commissioner Erickson offered the following resolution (#2014-62), seconded by Commissioner Allen:

GASB 54 Committed Fund Update for Change Funds Approved by Resolution #2014-62

**GASB 54 Committed Fund Update for Change Fund**

**WHEREAS**, Dodge County has established change funds at various times in the past; and

**WHEREAS**, the current balance, by department and fund in the Petty Cash and Change Accounts are as follows:

Extension	\$ 200.00 Petty Cash (Fund 01)
Extension	\$ 80.00 Change (Fund 01)
Finance	\$1000.00 Change (Fund 01)
Public Health	\$ 300.00 Petty Cash (Fund 01)
Recorder	\$ 50.00 Change (Fund 01)
Sheriff	\$ 100.00 Petty Cash (Fund 01)
Sheriff	\$ 100.00 Change (Fund 01)
Sheriff	\$ 500.00 Contingency (Fund 01)
Sheriff	\$1000.00 Drug/Alcohol Investigation (Fund 01)
Landfill/Transfer Station	\$ 150.00 Change (Fund 16)
Fairview Care Center	\$ 100.00 Change (Fund 61)
FVCC Resident Trust	\$ 300.00 Change (Fund 61)

**NOW THEREFORE BE IT RESOLVED**, that the Dodge County Board of Commissioners hereby authorizes each department to use these funds per Dodge County Procedures and Policies on a continued basis, indefinitely.

*Resolution adopted unanimously.*

Commissioner Tjosaas offered the following resolution (#2014-63), seconded by Commissioner Allen:

GASB 54 Committed Fund Update Landfill Post Closure Fund Approved by Resolution #2014-63

**GASB 54 Committed Fund Landfill Post Closure Fund**

**WHEREAS**, the Dodge County Commissioners established a Landfill Post Closure Fund in the past; and

**WHEREAS**, the current balance in the Landfill Post Closure Fund is currently \$114,840; and

**WHEREAS**, the final year-end balance will be determined and reported in January of the following year.

GASB 54 Committed Fund Update Landfill Post Closure Fund Approved by Resolution #2014-63 - Continued

**NOW THEREFORE BE IT RESOLVED**, that the Dodge County Board of Commissioners hereby authorizes the Dodge County Environmental Services Department to administer such funds; and

**BE IT FUTHER RESOLVED**, that these funds may be expended for their intended purpose at any time, indefinitely.

*Resolution adopted unanimously.*

Commissioner Erickson offered the following resolution (#2014-64), seconded by Commissioner Allen:

GASB 54 Committed Fund Environmental Services Capital Equipment Fund Approved by Resolution #2014-64

**GASB 54 Committed Fund Environmental Services Capital Equipment Fund**

**WHEREAS**, Dodge County established a Capital Equipment Fund for transfer station equipment purchases; and

**WHEREAS**, the current balance in the Environmental Services Capital Equipment Fund is currently \$128,705.67; and

**WHEREAS**, the final year-end balance will be determined and reported in January of the following year.

**NOW THEREFORE BE IT RESOLVED**, that the Dodge County Board of Commissioners hereby authorizes the Dodge County Environmental Services Department to administer such funds; and

**BE IT FUTHER RESOLVED**, that these funds may be expended for their intended purpose at any time, indefinitely.

*Resolution adopted unanimously.*

Mr. Peterson discussed with the Board the Veteran Service Director’s request to accept a donation from St. Peter’s Episcopal Church of Kasson, MN.

Veteran Services Donation Approved by Resolution #2014-65

St. Peter’s Episcopal Church has donated \$200.00 for the purpose of applying it toward the veteran’s vehicle fund.

Commissioner Erickson offered the following resolution (#2014-65), seconded by Commissioner Gray:

**Donation from St. Peter’s Episcopal Church of Kasson, MN**

**WHEREAS**, Dodge County Veteran Services receives donations from time to time from individuals and/or organizations; and

**WHEREAS**, Dodge County Veteran Services wishes to accept these donations and utilize them for the purpose of supporting Dodge County veterans; and



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

Veteran Services  
Donation Approved  
by Resolution  
#2014-65 -  
Continued

**NOW THEREFORE BE IT RESOLVED**, that the Dodge County Board of Commissioners hereby accept this donation of \$200.00 from the St. Peter's Episcopal Church of Kasson, MN. The donation will be designated to set aside for the purchase of a new veteran's transport van via the existing capital fund.

*Resolution adopted unanimously.*

Motion by Erickson seconded by Tjosaas to approve and authorize the December 11, 2014 Committee of the Whole meeting minutes as presented. *Motion adopted unanimously.*

12/11/14 Committee  
of the Whole Meeting  
Minutes Approved

Motion by Allen seconded by Tjosaas to approve and authorize the December 11, 2014, meeting minutes as corrected on page 325. *Motion adopted unanimously.*

12/11/14 Meeting  
Minutes Approved

Commissioners provided their agency reports. Commissioner Allen attended a Fairview meeting and a Zoning meeting. Commissioner Erickson attended a COG meeting, a meeting regarding Alcorn, a construction meeting, a Fairview Care Center meeting, a DFO Joint Powers Board meeting, a pre-demo meeting, a meeting at the courthouse regarding a Havana Ditch issue and a normal County Board meeting. Commissioner Gray attended a regular County Board meeting, a Fairview meeting, a DFO Joint Powers Board meeting, a DFO Audit Exit conference, a COG meeting and a meeting regarding the Stage Coach Trail. Commissioner Peterson attended a Radio Board meeting, a DC Soil & Water meeting, a Fair Board meeting, a MN Prairie meeting and a Planning & Zoning meeting. Commissioner Tjosaas attended a Semcac meeting, a Fairview Board meeting and a MN Prairie meeting.

Agency Reports

The County Administrator provided the Board with an administrative update.

County Administrator  
Update

Commissioner Allen thanked Jim Elmquist and Becky Lubahn for their work over the last year and wished everyone a Merry Christmas.

Comments from  
Commissioner Allen

Chairman of the Board Rodney Peterson shared the following comments with the Board:

Comments from  
Commissioner  
Peterson

Commissioner Peterson commented that it is hard to believe how fast the year has gone by. As the Chair for the Dodge County Commissioners for the last twelve month, Mr. Peterson wanted to provide a snapshot of the year in review.

The Chair thanked the staff and employees of Dodge County for their commitment, professionalism and dedication to the Board and to the citizens of the county. Mr. Peterson reported there are numerous examples of exemplary work by the employees and he want to recognize them for their efforts. Commissioner Peterson stated that no matter how hard the Board works on policy, without a dedicated staff good policy means nothing.

The Chair thanked Becky Lubahn for her efforts in ensuring the Board of Commissioners had the information and packets needed each and every week to conduct their meetings properly. Mr. Peterson thanked Jim Elmquist for his efforts as the County Administrator and also in his endeavors to try and answer the plethora of issues raised by the Board. Additionally, the Chair recognized Lisa Kramer in helping the county attaining a bond rating for the county of “AA”.

Comments from  
Commissioner  
Peterson - Continued

Mr. Peterson stated the year has been dynamic, not only with the normal and routine day to day work, but also with those new activities initiated by the Board. Commissioners started the year off with a vacancy on the Board which was ultimately filled by Commissioner Tim Tjosaas. However, in the interim the standing board was able to step up to the plate to fill the voids during the vacancy; Mr. Peterson thanked the rest of the Board for doing so. The Chair reported that he appreciated the County Board’s resiliency and tolerance with his idiosyncrasies during this last year. Mr. Peterson commented that these gentleman, as a strong, professional and thoughtful Board, have made all the difference. The Chair thanked the Commissioners for their untiring efforts to do what is right for the citizens of Dodge County. Mr. Peterson stated, “Five minds are better than one.”

The Chair reported the County Board has had numerous demands placed upon the county this last year. The most notable is the \$9.9 Million bonding and designing for both the new administration building and the improvements for the standing courthouse and annex. This was a difficult task trying to come to an agreement how best to design all facets and yet stay within a budget they believed was acceptable to the majority of the county’s citizens. Mr. Peterson indicated that he is personally proud to have been involved with this process as to the professionalism of all concerned. The second impressive action going on this year is the advent of the MNPrairie County Coalition. The joining of Dodge, Steele and Waseca County Human Service departments as a joint effort was a momentous undertaking. This is especially remarkable in light of this being the first endeavor of its kind in the state.

Other items of note for additional work at the county this last year included:

1. The elections,
2. Tobacco ordinance update to include e-cigarette (first county in the area)
3. The push to finish Highway 14 as a four lane through Dodge County;
4. Work on trying to remove the county from SEMMCHRA,
5. Discussion and actions for improving dispatch services in county,
6. The improvements and work at the Fairgrounds to include a new bathroom, extended horse barn and flooring for the Four Season’s Arena for use of the facility beyond skating.

Mr. Peterson commented that not only did the County Board have the actions listed above, but they also had some unforeseen actions like:

1. The radon mitigation actions,
2. The improvements to the county website along with the county’s entrance into the 21st century with social media by starting a “Facebook” site,
3. The press to squash the idea of a high speed rail though Dodge County,

- 4. Actions for commercial growth in the county to include feedlot actions, and
- 5. Lastly discussions on Dodge County's role in Destination Medical Center.

Comments from Commissioner Peterson - Continued

As for the future, Mr. Peterson commented he hopes the County Board laid strong ground work to improve Dodge County for all the citizens of the county. The Chair noted the near term work still requiring their attention will be demanding. Commissioner Peterson felt the Board must continue to monitor and adjust as the new construction continues for the administration building and improvements in the courthouse; it will be dynamic as the county moves staff and services around during this period. Another aspect will be how the county continues to promote agriculture while supporting the demands and needs of the residential citizenry. Agriculture is by far the largest industry in the county and the county must continue to support agriculture. However, the county continues to grow in population which is mostly non-agricultural based. This is especially a concern in light of Destination Medical Center and the pressure to bear on accommodations for more citizens.

Lastly, Mr. Peterson reported the County Board must also continue to monitor and address the needs of the aging segment of the population. Dodge County has Fairview in Dodge Center which is currently doing well, but with the cost of health insurance, along with the aging population, the County Board will need to continue to view what role the county must/should play. Commissioner Peterson felt Dodge County is lucky compared to our western county neighbors in that we continue to grow with a younger population supporting our tax rolls. However, there will continue to be demands for the aging segment of the population. Mr. Peterson stated he personally believes Dodge County is well postured to support all segments of our population, and with the continued collaborative work of this Board, Commissioner Peterson believes the County Board can help the county to grow and prosper.

Motion by Allen seconded by Tjosaas to adjourn the meeting sine die at 7:21 p.m. CST. *Motion adopted unanimously.*

Meeting Adjourned

The next meeting of the Dodge County Board of Commissioners will be held on January 13, 2015 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 CLERK**

**DATED:**