

TUESDAY, JANUARY 6, 2015

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

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

**COUNTY ADMINISTRATION OFFICE
MANTORVILLE, MN**

2015-01

The Dodge County Board of Commissioners met in an organizational session January 6, 2015, in the Commissioner's Room at the Courthouse Annex, Mantorville, MN, at 9:00 a.m. CST. Jim Elmquist, County Administrator called the County Board of Commissioners meeting to order at 9:00 a.m. CST.

Meeting Convened

The pledge of allegiance was recited.

Pledge of Allegiance

Judge Jodi L. Williamson administered the Oath of Office to the following elected officials:

Swearing In
Ceremony

County Commissioner Rodney Peterson
County Commissioner Tim Tjosaas
County Attorney Paul Kiltinen
Sheriff Scott Rose

The County Administrator 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 County Clerk
 Paul Kiltinen County Attorney

Motion by Erickson seconded by Gray 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 2015.

Commissioner Allen
Elected Chair for
2015

Commissioner Erickson nominated Commissioner Allen as Chairman of the Board, Commissioner Peterson seconded the nomination.

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

Motion by Erickson seconded by Gray to cease nominations and direct the County Administrator to cast a unanimous ballot for John Allen as Chair of the Dodge County Board of Commissioners for 2015. *Motion adopted unanimously.*

Commissioner Peterson transferred the gavel to the new 2015 Chairman of the Board, John Allen.

Gavel Transferred to
New Chair

The Chair took nominations for the position of Vice Chair of the Dodge County Board of Commissioners for 2015.

Commissioner Gray
Elected Vice Chair
for 2015

Commissioner Peterson nominated Commissioner Gray as Vice Chair, Commissioner Tjosaas seconded the nomination.

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

Motion by Peterson seconded by Tjosaas to cease nominations and direct the Chair to cast a unanimous ballot for Steven Gray as Vice Chair of the Dodge County Board of Commissioners for 2015. *Motion adopted unanimously.*

Commissioner Peterson reported he enjoyed the last year as a County Board member.

Comments from
Commissioner
Peterson

Mr. Peterson wished John Allan all the best in the next year as the incoming Chairman of the Board.

Commission Peterson stated he is looking forward to continuing great things in the next year.

Commissioner Erickson stated he is looking forward to 2015; the county should make progress in their remodeling project; staff will move into new surroundings and hopefully the work in the old Courthouse and Annex will progress smoothly.

Comments from
Commissioner
Erickson

Mr. Erickson thanked Mr. Peterson for his leadership in 2014 and congratulated Commissioner Allen on his new role as leader of the County Board for 2015.

Commissioner Erickson thanked the following staff: Administrator Elmquist, Executive Assistant Lubahn, and the other staff members that report to them, he felt they do a very good job.

Mr. Erickson reported he is looking forward with interest to see how MNPrairie works out and that he has the utmost confidence in Jane Hardwick and her leadership skills to make this project work.

Commissioner Erickson congratulated Public Health Director Peggy Espey on her retirement and thanked her for her many years of service to Dodge County.

Mr. Erickson commented he thinks 2015 will prove to be a very interesting year for Dodge County.

Commissioner Tjosaas stated 2014 was an interesting year with the transition from Mayor to County Commissioner.

Comments from
Commissioner
Tjosaas

Mr. Tjosaas commented that County Board work is very different than city work in that there seems to be a lot more collaboration between counties, he also noted it has been a challenging year.

Commissioner Tjosaas indicated he is looking forward to the changes with MNPrairie, the building projects and transitioning into a new building which he felt was needed.

Comments from
Commissioner
Tjosaas - Continued

Mr. Tjosaas wished Peggy Espey well in her retirement and pointed out the Board will have to determine how they replace a long serving department head.

Mr. Tjosaas reported he sees 2015 and forward as a pressure point for the county, he also anticipates significant pressure from the east and the west with the anticipated growth for Dodge County which in turn means more demands for county services.

Commissioner Tjosaas discussed with the Board his hopes for the next four years, the evolution of the county and County Board in the next four years and the fact that he's a big picture kind of guy that looks forward to seeing where Dodge County is going next. As a forward thinking person, Mr. Tjosaas felt the County Board should lead their way through the coming changes and not just manage those anticipated changes.

Commissioner Gray concurred with Mr. Tjosaas' comments.

Comments from
Commissioner Gray

Mr. Gray briefly reflected on 2014 watershed projects.

Commissioner Gray commented this is a diverse Board and that he was thankful for the diversity. It was Mr. Gray's opinion the Dodge County Board has done well in spite of their diversity.

Mr. Gray reported he is looking forward to the building completions.

Commissioner Gray stated he will remain an advocate for Highway 14.

It was Mr. Gray's opinion that in 2015 the Board needs to further discuss Corrections funding and SEMMCHRA.

Commissioner Allen stated they need to get through the remodeling projects and then move on.

Comments from
Commissioner Allen

Mr. Allen thanked the Board and Becky Lubahn for their work over the last year as well as Rod Peterson for his leadership in 2014.

The County Administrator discussed a request to set the 2015 County Board and Fairview Care Center Board meeting dates.

2015 Meeting
Schedule Set

Motion by Peterson seconded by Tjosaas to set the 2015 County Board meeting dates as follows:

- **Dodge County Board meetings - second and fourth Tuesday of each month**
 - First County Board meeting - second Tuesday of the month
 - committee meetings - 8:00 a.m.
 - Committee of the Whole at a time determined by the County Administrator
 - regular County Board meeting - 9:30 a.m.

- Second County Board meeting - fourth Tuesday of the month
 - committee meetings - 3:30 p.m.
 - Committee of the Whole at a time determined by the County Administrator
 - regular County Board meeting - 5:00 p.m.
- **Fairview Care Center Board meeting date - third Tuesday of each month**
 - The Fairview Care Center meeting will begin at 9:00 a.m.

2015 Meeting Schedule Set - Continued

Motion adopted unanimously.

Mr. Elmquist reported 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.

County Board Appointed as Standing Committee Of the Whole by Resolution #2015-01

Commissioner Gray offered the following resolution (#2015-01), seconded by Commissioner Tjosaas:

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

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 2015 committee assignments. Motion by Gray seconded by Peterson to approve and authorize designating the 2015 committee assignments as follows:

2015 Committee Assignments Approved

	COMMITTEE	FIRST MEMBER (S)	ALTERNATE (S)
1	Administration	John Allen County Administrator	Steven Gray
2	Public Health	Tim Tjosaas Steven Gray	David Erickson
3	Public Safety	David Erickson Rodney Peterson	Tim Tjosaas
4	Public Works	Rodney Peterson David Erickson	Steven Gray

5	Committee of the Whole	County Board	-
6	Fairview Care Center Board	County Board	-
7	Extension Committee	John Allen Tim Tjosaas	David Erickson
8	Investment Committee	Rodney Peterson John Allen	Steven Gray
9	Safety Committee	Tim Tjosaas	Rodney Peterson
10	Building Committee	David Erickson	John Allen
11	Law Library Board	David Erickson	Rodney Peterson
12	Judicial District Courts	John Allen	Steven Gray
13	AMC General Government	Tim Tjosaas	-
14	AMC Environment and Natural Resources	David Erickson	-
15	AMC Health and Human Services	Rodney Peterson	-
16	AMC Transportation	Steven Gray	-
17	AMC Public Safety	John Allen	-
18	AMC Agriculture Sub Committee	David Erickson	-
19	MCIT Voting Delegates	Steven Gray	County Administrator
20	Workforce Development	David Erickson	John Allen
21	South County Health Alliance	David Erickson	Rodney Peterson
22	SELCO	Steven Gray	Tim Tjosaas
23	Area Agency on Aging	John Allen	-
24	SEMCAC	Tim Tjosaas	Rodney Peterson
25	Dodge/Steele Community Health Joint Powers Board	Steven Gray Rodney Peterson Tim Tjosaas	John Allen David Erickson
26	South Central Human Relations Center	Steven Gray Tim Tjosaas	Rodney Peterson
27	SWCD	Rodney Peterson	David Erickson
28	Southeast Water Resources Joint Powers Board*	Rodney Peterson Mark Gamm	David Erickson
29	Dodge/Olmsted Solid Waste Joint Powers Board	John Allen Steven Gray	Tim Tjosaas
30	County and Judicial Ditch Board*	Dave Erickson Rodney Peterson John Allen	Tim Tjosaas Steven Gray
31	Southeastern Minnesota Recycling Exchange Joint Powers Board	Tim Tjosaas Terry Selthun	John Allen Mark Gamm
32	EDA/HRA	John Allen Tim Tjosaas	David Erickson Steven Gray
33	DFO Joint Powers Board	David Erickson Steven Gray	John Allen
34	Emergency Medical Services Joint Powers Board (EMS)	John Allen	Dave Erickson

2015 Committee Assignments
Approved - Continued

35	Board of Health	County Board	-
36	Drug Court Executive Committee	Dave Erickson Steven Gray	Rodney Peterson
37	Dodge County Trail Association	Steven Gray Tim Tjosaas	Guy Kohnhofer
38	Hiawatha Valley RC&D	Rodney Peterson	Don Haser
39	Regional Radio Board	Rodney Peterson	David Erickson
40	Veteran Services	Rodney Peterson	David Erickson
41	Dodge County Agricultural & Mechanical Society	Rodney Peterson	John Allen
42	Zumbro River Partnership	Steven Gray	Rodney Peterson
43	Regional Rail Authority	Steven Gray	Rodney Peterson
44	Mower/Dodge Judicial Ditch Board	Rodney Peterson Dave Erickson	John Allen
45	Parks & Trails	Steven Gray	Lori Kryzer Dave Hanson Dick Leonard Dale Morris
46	Highway 14 Committee	Steven Gray	John Allen
47	Dodge County Rail Authority	County Board	-
48	SMART	Steven Gray	Lori Kryzer Dick Leonard
49	Dodge County Historical Society	Steven Gray	-

2015 Committee Assignments Approved - Continued

Motion adopted unanimously.

The Board discussed the appointment of boards, commissions and committees for 2015.

Commissioner Tjosaas pointed out Lori Kindschy has replaced him on the EDA/HRA Board.

Appointments of Boards, Commissions and Committees for 2015 Approved

Motion by Erickson seconded by Tjosaas to approve and authorize the appointment of the following boards, commissions and committees for 2015 as follows:

County Board

District One – John Allen	Term	1/1/2013 – 12/31/2016
District Two – Tim Tjosaas	Term	1/1/2015 – 12/31/2018
District Three – Rodney Peterson	Term	1/1/2015 – 12/31/2018
District Four – Dave 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
Dan Kutzler	Term	1/1/2013 – 12/31/2015
Ken Olson	Term	1/1/2015 – 12/31/2017
Darren Durst (Alt)	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	<u>Appointments of Boards, Commissions and Committees for 2015 Approved - Continued</u>
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	
Lori Kindschy	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

Rick Alberts	Term	1/1/2015 – 12/31/2015
Glenn Hahn	Term	1/1/2015 – 12/31/2015
Galen Johnson	Term	1/1/2015 – 12/31/2015
Mark Moenning	Term	1/1/2015 – 12/31/2015

Personnel Board of Appeals

Patricia Dibble	Term	1/1/2015 – 12/31/2015
Betty Jacobson	Term	1/1/2015 – 12/31/2015
Ann Torkelson	Term	1/1/2015 – 12/31/2015

Planning Commission

Ashland/Canisteo – Ben Johnson	Term	1/1/2014 – 12/31/2016
Claremont/Ellington – Richard Wolf	Term	1/1/2015 – 12/31/2017
Hayfield/Vernon – Harlan Buck	Term	1/1/2014 – 12/31/2016
Milton/Mantorville – Darren Durst	Term	1/1/2014 – 12/31/2016
Ripley/Westfield – Joshua Toquam	Term	1/1/2014 – 12/31/2015
Wasioja/Concord – Vacant	Term	1/1/2015 – 12/31/2017
At Large - Walter Wyttenbach	Term	1/1/2015 – 12/31/2017

Motion adopted unanimously.

Mr. Elmquist reported each year 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 Gray seconded by Erickson 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 Dodge County 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 Reaffirmed

1. When travel outside the state is appropriate.
2. Applicable expense limits.
3. Procedures for approval of the travel.

Out of State Travel
Policy for Elected
Officials Reaffirmed
- Continued

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.

Motion by Tjosaas seconded by Peterson to reaffirm the Out of State Travel Policy for Elected Officials as presented. *Motion adopted unanimously.*

Mr. Elmquist presented for the Board's consideration the Dodge County Board Procedures/Bylaws.

Amended Dodge
County Board
Procedures/Bylaws
Approved

It was determined by the Board in February, 2014 that the procedures and bylaws be reviewed on an annual basis.

Commissioner Erickson pointed out the Regular Meeting Dates as listed on page 1 need to be changed to reflect that the second meeting of the month starting at 3:30 p.m.

Motion by Erickson seconded by Gray to amend the Dodge County Board Procedures/Bylaws as discussed. *Motion adopted unanimously.*

The County Administrator reviewed the Mission and Vision statements for Dodge County.

Mission and Vision
Statements
Reaffirmed

In 2013, the County Board adopted its current mission and vision statements. Mr. Elmquist thought it appropriate to ask the Board to annually review its mission and vision to determine if the statements are congruent to the county's current practices and projects. As an annual exercise, it also is an affirmation for the organization that the county subscribes to these statements.

Motion by Gray seconded by Peterson to reaffirm the Dodge County Mission and Vision statements as presented. *Motion adopted unanimously.*

Commissioner Peterson emphasized the importance of the county's mission to maintain a rural character in Dodge County.

Motion by Peterson seconded by Tjosaas to adjourn the meeting at 10:24 a.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:

**JOHN ALLEN
CHAIR, COUNTY BOARD**

**BECKY LUBAHN
DEPUTY CLERK**

DATED: