

**TUESDAY, JANUARY 5, 2016**

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

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

**COUNTY ADMINISTRATION OFFICE  
MANTORVILLE, MN**

**2016-01**

The Dodge County Board of Commissioners met in an organizational session January 5, 2016, in the Commissioner's Room at the Courthouse Annex, Mantorville, MN, at 9:00 a.m. CST. John Allen, Chair 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

The Chair acknowledged those present:

Those Present

|                  |                 |                      |
|------------------|-----------------|----------------------|
| Members present: | John Allen      | District #1          |
|                  | Tim Tjosaas     | District #2          |
|                  | David Erickson  | District #4          |
|                  | Steven Gray     | District #5          |
| Members absent:  | Rodney Peterson | District #3          |
| Also present:    | Jim Elmquist    | County Administrator |
|                  | Becky Lubahn    | Deputy County Clerk  |
|                  | Paul Kiltinen   | County Attorney      |

Motion by Gray seconded by Tjosaas to approve and adopt the agenda as presented. *Motion adopted unanimously.*

Agenda Approved

Chair Allen took nominations for the position of Chair of the Dodge County Board of Commissioners for 2016.

Commissioner Gray  
Elected Chair for  
2016

Commissioner Tjosaas nominated Steven Gray as Chairman of the Board for 2016, Commissioner Erickson seconded the nomination.

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

Motion by Tjosaas seconded by Erickson to cease nominations and direct Chair Allen to cast a unanimous ballot for Steven Gray as Chair of the Dodge County Board of Commissioners for 2016. *Motion adopted unanimously.*

Commissioner Allen transferred the gavel to the new 2016 Chairman of the Board, Steven Gray.

Gavel Transferred to  
New Chair

The Chair took nominations for the position of Vice Chair of the Dodge County Board of Commissioners for 2016.

Commissioner  
Tjosaas Elected  
Vice Chair for 2016

Commissioner Erickson nominated Tim Tjosaas as Vice Chair, Commissioner Allen seconded the nomination.

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

Motion by Erickson seconded by Allen to cease nominations and direct the Chair to cast a unanimous ballot for Tim Tjosaas as Vice Chair of the Dodge County Board of Commissioners for 2016. *Motion adopted unanimously.*

The Board discussed the position of Clerk of the County Board.

County  
Administrator  
Elmquist Elected  
Clerk of the Board  
for 2016

Commissioner Erickson nominated County Administrator Jim Elmquist as Clerk of the County Board, Commissioner Allen seconded the nomination.

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

Motion by Erickson seconded by Allen to cease nominations and direct the Chair to cast a unanimous ballot for Jim Elmquist as Clerk of the Dodge County Board of Commissioners for 2016. *Motion adopted unanimously.*

Commissioner Allen stated he wanted to thank everyone including the Department Heads, Employee Relations Director Lisa Hager, Finance Director Lisa Kramer, Deputy Clerk Becky Lubahn and County Administrator Jim Elmquist for their work in 2015.

Comments from  
Commissioner Allen

Mr. Allen felt 2015 went decent with him in charge as Chairman of the Board.

It was Commissioner Allen's opinion the contractors have done a nice job with the remodeling. It was noted the remodeling should be done by February 12, 2016. Mr. Allen thanked Facilities and Fleet Manager Duke Harbaugh for his work on the remodeling project and keeping everything going, Commissioner Allen stated he appreciated Mr. Harbaugh's efforts. Mr. Allen commented he is looking forward to this next year although he feels there will be some challenges.

Commissioner Erickson stated 2015 was a very interesting year.

Comments from  
Commissioner  
Erickson

Mr. Erickson thanked the County Administrator and his administrative staff for their work in 2015. It was Mr. Erickson's opinion county staff did a good job with the Claremont demolition project.

Commissioner Erickson acknowledged Becky Lubahn for the good job she does with record keeping for the Board.

Mr. Erickson acknowledged the work of Taxpayer Services Director Rose Culbertson in keeping the Board well informed with the bills.

Commissioner Erickson stated Lisa Hager handles her job very well and has a good working relationship with the unions which is very beneficial to the county.

Comments from  
Commissioner  
Erickson - Continued

Mr. Erickson reported Lisa Kramer's work is very good and the Board relies on her heavily for budgets and bond issues. Commissioner Erickson stated he also appreciates Ms. Kramer's work with inputting all of the budget information.

It was Mr. Erickson's opinion that Duke Harbaugh is a very invaluable person to the county, not only with the Claremont demolition project, but also as a go between with staff and contractors during the remodeling project.

Commissioner Erickson was appreciative of the communication between the Facilities and Fleet Manager and the staff during the moves and Mr. Harbaugh's organizational efforts with each of the moves. Mr. Erickson pointed out Mr. Harbaugh started his new job as Facilities and Fleet Manger half way through the county's remodeling project, it was Commissioner Erickson's opinion Mr. Harbaugh has done a great job.

Mr. Erickson thanked IT Director Tobey Hicks and his staff for their work in 2015 and the great job they did with moving the departments, their computers and equipment from building to building. Commissioner Erickson commented he appreciates the work of Mr. Hicks and his IT staff.

Commissioner Erickson reported he appreciated the leadership skills of John Allen as Chairman of the Board for 2015. Commissioner Allen has a background in construction which Mr. Erickson felt was helpful during the remodeling project.

Commissioner Erickson thank the County Board for the work they did in 2015, especially Tim Tjosaas and Rodney Peterson with their work on the MNPrairie Board. Mr. Erickson reported he also appreciated the Board's willingness to continuing their support of South Country Health Alliance.

Mr. Erickson stated the two main reasons for the remodeling project were to resolve parking issues and address court security issues.

Commissioner Erickson commented he thinks 2016 will bring many more new challenges.

Mr. Erickson wished Commissioner Gray good luck with his tenure as Chairman of the Board for 2016.

Commissioner Tjosaas thanked all of the staff for their work in 2015. Mr. Tjosaas commented it's been an interesting year.

Comments from  
Commissioner  
Tjosaas

Mr. Tjosaas briefly discussed land use issues that may have an impact on the county in 2016. Commissioner Tjosaas stated Dodge County has the potential for growth and with growth will come a lot of pressure on us as a rural county.

Commissioner Tjosaas noted they have several things to take care of and finish in 2016 included continuing to lead MNPrairie and South Country.

Mr. Tjosaas stated they have a diverse Board and staff which is excellent to work with. Commissioner Tjosaas reported he is looking forward to 2016.

Commissioner Gray stated the heavy lifting is done. Mr. Gray briefly discussed the fact that there were a few new Board members in the last couple of years and what it takes to get them up to speed on county business. Commissioner Gray noted they took on a large project with the remodeling of the old Kasson-Mantorville Intermediate School into the Government Services Building and the remodeling of the Courthouse and Annex.

Comments from  
Commissioner Gray

Mr. Gray reported he is looking forward to a quiet year and team building with the Board and staff.

Commissioner Gray stated as construction projects wrap up people tend to disappear and things are left undone. Mr. Gray felt it was important to encourage everyone to keep track of what needs to be finished in each of the remodeled area to ensure everything gets finished.

Mr. Gray thanked Jim Elmquist and Becky Lubahn for the information and guidance they provided him over the last two years.

Commissioner Gray reviewed with the Board the history on how Dodge County became an organized government in the state of Minnesota.

Mr. Gray thanked everyone for their confidence in selecting him as the Chair for 2016.

Commissioner Gray reiterated he is looking forward to 2016.

The County Administrator discussed a request to set the 2016 County Board and Fairview Care Center Board meeting dates.

2016 Meeting  
Schedule Set

Motion by Allen seconded by Tjosaas to set the 2016 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.

*Motion adopted unanimously.*

Commissioner Erickson noted the AMC District IX meeting dates listed should be changed to read June 6, 2016 and October 24, 2016.

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 #2016-01

Commissioner Allen offered the following resolution (#2016-01), seconded by Commissioner Erickson:

**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 2016 committee assignments. Motion by Erickson seconded by Tjosaas to approve and authorize designating the 2016 committee assignments as follows:

2016 Committee  
Assignments  
Approved

|           | <b>COMMITTEE</b>           | <b>FIRST MEMBER (S)</b>       | <b>ALTERNATE (S)</b> |
|-----------|----------------------------|-------------------------------|----------------------|
| <b>1</b>  | Administration             | Steven Gray<br>Jim Elmquist   | Tim Tjosaas          |
| <b>2</b>  | Public Health              | David Erickson<br>Tim Tjosaas | Rodney Peterson      |
| <b>3</b>  | Public Safety              | John Allen<br>Rodney Peterson | David Erickson       |
| <b>4</b>  | Public Works               | Rodney Peterson<br>John Allen | Tim Tjosaas          |
| <b>5</b>  | Committee of the Whole     | County Board                  | -                    |
| <b>6</b>  | Fairview Care Center Board | County Board                  | -                    |
| <b>7</b>  | Extension Committee        | John Allen<br>Tim Tjosaas     | David Erickson       |
| <b>8</b>  | Investment Committee       | Rodney Peterson<br>John Allen | Steven Gray          |
| <b>9</b>  | Safety Committee           | Tim Tjosaas                   | Rodney Peterson      |
| <b>10</b> | Building Committee         | David Erickson                | John Allen           |
| <b>11</b> | Law Library Board          | David Erickson                | Rodney Peterson      |
| <b>12</b> | Judicial District Courts   | John Allen                    | Steven Gray          |
| <b>13</b> | 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                                | John Allen                                     | -                             |
| 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  | Tim Tjosaas                                    | Steven Gray                   |
| 23 | Area Agency on Aging   | John Allen                                     | -                             |
| 24 | SEMCCC   | Tim Tjosaas                                    | Rodney Peterson               |
| 25 | Dodge/Steele Community Health Joint Powers Board             | Steven Gray<br>Rodney Peterson<br>Tim Tjosaas  | John Allen<br>David Erickson  |
| 26 | South Central Human Relations Center                         | Steven Gray<br>Tim Tjosaas                     | Rodney Peterson               |
| 27 | SWCD   | Rodney Peterson                                | David Erickson                |
| 28 | Southeast Water Resources Joint Powers Board*                | Rodney Peterson<br>Mark Gamm                   | David Erickson                |
| 29 | Dodge/Olmsted Solid Waste Joint Powers Board                 | John Allen<br>Steven Gray                      | Tim Tjosaas                   |
| 30 | County and Judicial Ditch Board*                             | Dave Erickson<br>Rodney Peterson<br>John Allen | Tim Tjosaas<br>Steven Gray    |
| 31 | Southeastern Minnesota Recycling Exchange Joint Powers Board | Tim Tjosaas<br>Mark Gamm                       | John Allen                    |
| 32 | EDA/HRA  | John Allen<br>Tim Tjosaas                      | David Erickson<br>Steven Gray |
| 33 | DFO Joint Powers Board                                       | David Erickson<br>Steven Gray                  | John Allen                    |
| 34 | Emergency Medical Services Joint Powers Board (EMS)          | Dave Erickson                                  | John Allen                    |
| 35 | Board of Health  | County Board                                   | -                             |
| 36 | Drug Court Executive Committee                               | Dave Erickson<br>Steven Gray                   | Rodney Peterson               |
| 37 | Dodge County Trail Association                               | Steven Gray<br>Tim Tjosaas                     | Guy Kohlnhofer                |
| 38 | Hiawatha Valley RC&D   | John Allen                                     | Don Haser                     |
| 39 | Southeast Minnesota Regional Communication 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               |

2016 Committee Assignments  
Approved - Continued

|    |                                  |                                  |  |
|----|----------------------------------|----------------------------------|--|
| 43 | Regional Rail Authority          | Steven Gray                      | Rodney Peterson                            |
| 44 | Mower/Dodge Judicial Ditch Board | Rodney Peterson<br>Dave Erickson | John Allen                                 |
| 45 | Parks & Trails                   | Steven Gray                      | Lori Kryzer<br>Dave Hanson<br>Dick Leonard |
| 46 | Highway 14 Committee             | Steven Gray                      | John Allen                                 |
| 47 | Dodge County Rail Authority      | County Board                     | -  |
| 48 | SMART                            | Steven Gray                      | Lori Kryzer<br>Dick Leonard                |
| 49 | Dodge County Historical Society  | Steven Gray                      | -  |
| 50 | MNPrairie                        | Rodney Peterson<br>Tim Tjosaas   | Steven Gray                                |
| 51 | Court Security Committee         | Steven Gray                      | Rodney Peterson                            |

2016 Committee Assignments Approved - Continued

*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 very seldom used.

Chair Authorized to Act on Behalf of County Board in Case of Emergency

Motion by Erickson seconded by Tjosaas 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.

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

The Board discussed the appointment of boards, commissions and committees for 2016.

Appointments of Boards, Commissions and Committees for 2016 Approved

Motion by Erickson seconded by Tjosaas to approve and authorize the appointment of the following boards, commissions and committees for 2016 as follows:

**County Board**

|                                  |      |                       |   |
|----------------------------------|------|-----------------------|---|
| District One – John Allen        | Term | 1/1/2013 – 12/31/2016 | <u>Appointments of<br/>Boards,<br/>Commissions and<br/>Committees for 2015<br/>Approved -<br/>Continued</u> |
| 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 – 12/31/2016 |
| Dan Kutzler        | Term | 1/1/2013 – 12/31/2018 |
| Ken Olson          | Term | 1/1/2015 – 12/31/2017 |
| Darren Durst (Alt) | Term | 1/1/2014 – 12/31/2017 |

**Cedar River Watershed District**

|             |      |                     |
|-------------|------|---------------------|
| Kevin Kiser | Term | 4/1/2014 – 4/1/2017 |
|-------------|------|---------------------|

**EDA/HRA**

|                 |      |                       |
|-----------------|------|-----------------------|
| Ginny Busch     | Term | 1/1/2014 – 12/31/2016 |
| Eric Habberstad | Term | 1/1/2014 – 12/31/2016 |
| Lori Kindschy   | Term | 1/1/2016 – 12/31/2017 |
| Linda Noble     | Term | 1/1/2016 – 12/31/2018 |
| Bill Sanborn    | Term | 1/1/2016 – 12/31/2017 |

**Environmental Regulations Board**

|                |      |                       |
|----------------|------|-----------------------|
| Madge Alberts  | Term | 1/1/2014 – 12/31/2016 |
| Jim Hruska     | Term | 1/1/2014 – 12/31/2016 |
| Dennis Midthun | Term | 1/1/2014 – 12/31/2016 |
| Ken Olson      | Term | 1/1/2014 – 12/31/2016 |
| Vacant         | Term | 1/1/2014 – 12/31/2016 |

**Feedlot Advisory Board**

|               |      |                       |
|---------------|------|-----------------------|
| Rick Alberts  | Term | 1/1/2016 – 12/31/2016 |
| Glenn Hahn    | Term | 1/1/2016 – 12/31/2016 |
| Galen Johnson | Term | 1/1/2016 – 12/31/2016 |
| Mark Moenning | Term | 1/1/2016 – 12/31/2016 |

**Personnel Board of Appeals**

|                 |      |                       |
|-----------------|------|-----------------------|
| Patricia Dibble | Term | 1/1/2016 – 12/31/2016 |
| Betty Jacobson  | Term | 1/1/2016 – 12/31/2016 |
| Ann Torkelson   | Term | 1/1/2016 – 12/31/2016 |

**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 – 12/31/2018 |
| Wasioja/Concord – Minor Buckingham | Term | 1/1/2015 – 12/31/2017 |
| At Large - Walter Wyttenbach       | Term | 1/1/2015 – 12/31/2017 |

*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 should be reviewed on an annual basis.

Commissioner Erickson recommended that any reference to the County Board meeting at the courthouse be changed to the Government Services Building.

Motion by Allen seconded by Tjosaas 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 Erickson seconded by Allen to reaffirm the Dodge County Mission and Vision statements as presented. *Motion adopted unanimously.*

The County Administrator provided the 2016 fee schedule for the Board’s review. The proposed 2016 fees were reviewed by department heads.

2016 Fee Schedule  
Approved

Motion by Tjosaas seconded by Erickson to approve the 2016 fee schedule as requested. *Motion adopted unanimously.*

Motion by Tjosaas seconded by Allen to adjourn the meeting at 9:46 a.m. CST. *Motion adopted unanimously.*

Meeting Adjourned

The next meeting of the Dodge County Board of Commissioners will be held on January 12, 2016 at 9:30 a.m. CST.

Next Regular  
Meeting

ATTEST:

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STEVEN GRAY  
CHAIR, COUNTY BOARD

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BECKY LUBAHN  
DEPUTY CLERK

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DATED: