

TUESDAY, JANUARY 3, 2017

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

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

**COUNTY ADMINISTRATION OFFICE
MANTORVILLE, MN**

2017-01

The Dodge County Board of Commissioners met in an organizational session January 3, 2017, 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 John Allen
County Commissioner David Kenworthy
County Commissioner Rhonda Toquam

The Chair acknowledged those present:

Those Present

Members present:	John Allen	District #1
	Tim Tjosaas	District #2
	Rodney Peterson	District #3
	Rhonda Toquam	District #4
	David Kenworthy	District #5

Members absent: None

Also present:	Jim Elmquist	County Administrator
	Becky Lubahn	Deputy County Clerk
	Paul Kiltinen	County Attorney

Motion by Allen seconded by Peterson to approve and adopt the agenda as presented. *Motion adopted unanimously.*

Agenda Approved

The County Administrator took nominations for the position of Chair of the Dodge County Board of Commissioners for 2017.

Commissioner
Tjosaas Elected
Chair for 2017

Commissioner Peterson nominated Tim Tjosaas as Chairman of the Board for 2017, Commissioner Kenworthy seconded the nomination.

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

Motion by Kenworthy seconded by Peterson to cease nominations and direct County Administrator to cast a unanimous ballot for Tim Tjosaas as Chair of the Dodge County Board of Commissioners for 2017. *Motion adopted unanimously.*

The Chair took nominations for the position of Vice Chair of the Dodge County Board of Commissioners for 2017.

Commissioner Elected Vice Chair for 2017

Commissioner Allen nominated Rodney Peterson as Vice Chair, Commissioner Toquam seconded the nomination.

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

Motion by Kenworthy seconded by Allen to cease nominations and direct the Chair to cast a unanimous ballot for Rodney Peterson as Vice Chair of the Dodge County Board of Commissioners for 2017. *Motion adopted unanimously.*

The County Administrator transferred the gavel to the new 2017 Chairman of the Board, Tim Tjosaas.

Gavel Transferred to New Chair

Commissioner David Kenworthy had no comments as of yet regarding 2017; he indicated he may have comments later in the year when he becomes more familiar with his position.

Comments from Commissioner Kenworthy

Commissioner Toquam stated she was ready to dive in and see what the new year brings.

Comments from Commissioner Toquam

Commissioner Allen indicated he is looking forward to working with Facilities and Fleet Manager Duke Harbaugh on upcoming 2017 projects.

Comments from Commissioner Allen

Commissioner Peterson stated the County Board will have another dynamic year coming up. Mr. Peterson commented the Board will need to be flexible in the upcoming year. Commissioner Peterson welcomed the two new Commissioners and reported he is excited for the next year.

Comments from Commissioner Peterson

Commissioner Tjosaas stated he is looking forward to the upcoming year and working with the new Commissioners. Mr. Tjosaas noted they had two seasoned Board members whose terms ended in 2016, and although those Board members will be missed he is looking forward to working with the two new Board members. Commissioner Tjosaas briefly discussed what he felt some of the bigger projects for 2017 would be for Dodge County including solar farms, wind farms, the ethanol plant expansion and transportation. Mr. Tjosaas stated Dodge County is an agricultural county and the Board will have to keep that in mind when making decisions that affect the county. Commissioner Tjosaas commented he is looking forward to working with the new Commissioners and the work they will do in 2017 and beyond.

Comments from Commissioner Tjosaas

The County Administrator discussed a request to set the 2017 County Board and Fairview Care Center Board meeting dates.

2017 Meeting Schedule Set

Motion by Peterson seconded by Allen to set the 2017 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.

2017 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 #2017-01

Commissioner Allen offered the following resolution (#2017-01), seconded by Commissioner Kenworthy:

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 2017 committee assignments. Motion by Kenworthy seconded by Peterson to approve and authorize designating the 2017 committee assignments as follows:

2017 Committee Assignments Approved

	COMMITTEE	FIRST MEMBER (S)	ALTERNATE (S)
1	Administration	Tim Tjosaas Jim Elmquist	Rodney Peterson
2	Public Health	Rhonda Toquam Rodney Peterson	David Kenworthy
3	Public Safety	John Allen David Kenworthy	Rhonda Toquam
4	Public Works	John Allen David Kenworthy	Rhonda Toquam
5	Committee of the Whole	County Board	-
6	Fairview Care Center Board	County Board	-
7	Extension Committee	John Allen Rhonda Toquam	Tim Tjosaas
8	Investment Committee	Rodney Peterson John Allen	Tim Tjosaas
9	Safety Committee	David Kenworthy	Rodney Peterson
10	Building Committee	John Allen	David Kenworthy
11	Law Library Board	Rodney Peterson	Rhonda Toquam
12	Judicial District Courts	<i>Intentionally left blank.</i>	<i>Intentionally left blank.</i>
13	AMC General Government	Tim Tjosaas	-
14	AMC Environment and Natural Resources	David Kenworthy	-
15	AMC Health and Human Services	Rodney Peterson	-
16	AMC Transportation	John Allen	-
17	AMC Public Safety	Jim Elmquist	-
18	AMC Agriculture Sub Committee	Rhonda Toquam	-
19	MCIT Voting Delegates	Tim Tjosaas	Jim Elmquist
20	Workforce Development	John Allen	Rhonda Toquam
21	South County Health Alliance	Rodney Peterson	Rhonda Toquam
22	SELCO	Tim Tjosaas	David Kenworthy
23	Area Agency on Aging	John Allen	-
24	SEMCAC	Tim Tjosaas	Rodney Peterson
25	Dodge/Steele Community Health Joint Powers Board	Rodney Peterson Tim Tjosaas Rhonda Toquam	John Allen David Kenworthy
26	South Central Human Relations Center	Tim Tjosaas Rhonda Toquam	Rodney Peterson
27	SWCD	Rhonda Toquam	Rodney Peterson
28	Southeast Water Resources Joint Powers Board*	Rodney Peterson Mark Gamm	John Allen
29	Dodge/Olmsted Solid Waste Joint Powers Board	John Allen David Kenworthy	Tim Tjosaas
30	County and Judicial Ditch Board*	John Allen Rodney Peterson Rhonda Toquam	Tim Tjosaas David Kenworthy
31	Southeastern Minnesota Recycling Exchange Joint Powers Board	John Allen Mark Gamm	Rhonda Toquam

2017 Committee Assignments Approved - Continued

32	EDA/HRA	John Allen Rhonda Toquam	Rodney Peterson Tim Tjosaas
33	DFO Joint Powers Board	Tim Tjosaas David Kenworthy	John Allen
34	Emergency Medical Services Joint Powers Board (EMS)	John Allen	David Kenworthy
35	Board of Health	County Board	-
36	Drug Court Executive Committee	Rodney Peterson Tim Tjosaas	David Kenworthy
37	Dodge County Trail Association	David Kenworthy Tim Tjosaas	Guy Kohlnhofer
38	Hiawatha Valley RC&D	Rodney Peterson	<i>Intentionally left blank.</i>
39	Southeast Minnesota Regional Communication Board	Rodney Peterson	David Kenworthy
40	Veteran Services	Rodney Peterson	John Allen
41	Dodge County Agricultural & Mechanical Society	Rodney Peterson	John Allen
42	Zumbro River Partnership	Rhonda Toquam	Rodney Peterson
43	Regional Rail Authority	Tim Tjosaas	Rodney Peterson
44	Mower/Dodge Judicial Ditch Board	Rodney Peterson Rhonda Toquam	John Allen
45	Parks & Trails	Tim Tjosaas	Lori Kryzer Dave Hanson Dick Leonard David Kenworthy
46	Highway 14 Committee	<i>Intentionally left blank.</i>	<i>Intentionally left blank.</i>
47	Dodge County Rail Authority	County Board	-
48	SMART	Tim Tjosaas	Lori Kryzer Dick Leonard
49	Dodge County Historical Society	John Allen	-
50	MNPrairie	Tim Tjosaas Rodney Peterson	Rhonda Toquam
51	Court Security Committee	Rodney Peterson	David Kenworthy

2017 Committee
Assignments
Approved -
Continued

Motion adopted unanimously.

The Board discussed the appointment of boards, commissions and committees for 2017.

Appointments of
Boards,
Commissions and
Committees for 2017
Approved

Motion by Allen seconded by Peterson to approve and authorize the appointment of the following boards, commissions and committees for 2017 as follows:

County Board

District One – John Allen	Term	1/1/2017 – 12/31/2020
District Two – Tim Tjosaas	Term	1/1/2015 – 12/31/2018
District Three – Rodney Peterson	Term	1/1/2015 – 12/31/2018
District Four – Rhonda Toquam	Term	1/1/2017 – 12/31/2020
District Five – David Kenworthy	Term	1/1/2017 – 12/31/2020

Board of Adjustments

Five members will be appointed to this Board; however members are undetermined at this point due to new ordinance revisions. Member appointment will take place at a later date.

Appointments of
Boards,
Commissions and
Committees for 2017
Approved -
Continued

Cedar River Watershed District

Kevin Kiser Term 4/1/2014 – 4/1/2017

EDA/HRA

Ginny Busch Term 1/1/2017 – 12/31/2019
 Eric Habberstad Term 1/1/2017 – 12/31/2019
 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

Feedlot Advisory Board

Rick Alberts Term 1/1/2017 – 12/31/2017
 Glenn Hahn Term 1/1/2017 – 12/31/2017
 Tim Marquardt Term 1/1/2017 – 12/31/2017
 Mark Moenning Term 1/1/2017 – 12/31/2017

Personnel Board of Appeals

Patricia Dibble Term 1/1/2017 – 12/31/2017
 Betty Jacobson Term 1/1/2017 – 12/31/2017
 Ann Torkelson Term 1/1/2017 – 12/31/2017

Planning Commission

Ashland/Canisteo – Jim Checkel Term 1/1/2017 – 12/31/2019
 Claremont/Ellington – Richard Wolf Term 1/1/2015 – 12/31/2017
 Hayfield/Vernon – (undetermined) Term 1/1/2017 – 12/31/2019
 Milton/Mantorville – Darren Durst Term 1/1/2017 – 12/31/2019
 Ripley/Westfield – Joshua Toquam Term 1/1/2017 – 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 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 Peterson seconded by Kenworthy 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 Peterson seconded by Toquam 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 should be reviewed on an annual basis. Included in the Board packet for review was the ByLaws of the Dodge County Minnesota Board of Commissioners. Mr. Elmquist noted one item was changed and is reflected in red on the bylaw attachment, this change further outlines the public hearing process.

Motion by Allen seconded by Toquam to approve the amended Dodge County Board Procedures/Bylaws as presented. *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. Since then, the Board has annually reviewed its mission and vision to determine if the statements are consistent to current practices and projects. Mr. Elmquist stated as an annual exercise, it also is an affirmation for the organization of the Board’s dedication to these statements.

The county’s vision and mission statements read as follows:

Vision:

Dodge County provides services the community and staff take pride in.

Mission:

To efficiently operate within a budget while providing excellent service, maintaining a rural character, and preparing the county to operate effectively for years to come.

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

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

County
Administrator
Elmquist Elected
Clerk of the Board
for 2017

Commissioner Peterson nominated County Administrator Jim Elmquist as Clerk of the County Board, Commissioner Kenworthy seconded the nomination.

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

County
Administrator
Elmquist Elected
Clerk of the Board
for 2017 - Continued

Motion by Peterson seconded by Kenworthy 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 2017. *Motion adopted unanimously.*

Motion by Peterson seconded by Kenworthy to adjourn the meeting at 9:44 a.m. CST. *Motion adopted unanimously.*

Meeting Adjourned

The next meeting of the Dodge County Board of Commissioners will be held on January 10, 2017 at 9:30 a.m. CST.

Next Regular
Meeting

ATTEST:

TIM TJOSAAS
CHAIR, COUNTY BOARD

BECKY LUBAHN
DEPUTY CLERK

DATED: