

TUESDAY, JANUARY 2, 2018

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

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

**COUNTY ADMINISTRATION OFFICE
MANTORVILLE, MN**

2018-01

The Dodge County Board of Commissioners met in an organizational session January 2, 2018, 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

The County Administrator 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 Kenworthy seconded by Allen 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 2018.

Commissioner
Peterson Elected
Chair for 2018

Commissioner Tjosaas nominated Rodney Peterson as Chairman of the Board for 2018.

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

Motion by Kenworthy seconded by Allen to cease nominations and direct County Administrator to cast a unanimous ballot for Rodney Peterson as Chair of the Dodge County Board of Commissioners for 2018. *Motion adopted unanimously.*

The County Administrator transferred the gavel to the new 2018 Chairman of the Board, Rodney Peterson.

Gavel Transferred to
New Chair

The Chair took nominations for the position of Vice Chair of the Dodge County Board of Commissioners for 2018.

Commissioner Allen
Elected Vice Chair
for 2018

Commissioner Kenworthy nominated John Allen 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 Toquam to cease nominations and direct the Chair to cast a unanimous ballot for John Allen as Vice Chair of the Dodge County Board of Commissioners for 2018. *Motion adopted unanimously.*

Commissioner Allen
Elected Vice Chair
for 2018 - Continued

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

County
Administrator
Elmquist Elected
Clerk of the Board
for 2018

Commissioner Tjosaas nominated County Administrator Jim Elmquist as Clerk of the County Board, 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 Jim Elmquist as Clerk of the Dodge County Board of Commissioners for 2018. *Motion adopted unanimously.*

The Chair discussed a request to set the 2018 County Board and Fairview Care Center Board meeting dates.

2018 Meeting
Schedule Set

Motion by Kenworthy seconded by Tjosaas to set the 2018 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.

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 #2018-01

Commissioner Tjosaas offered the following resolution (#2018-01), seconded by Commissioner Allen:

County Board Appointed as a Standing Committee of the Whole

County Board
Appointed as
Standing Committee
Of the Whole by
Resolution #2018-01
- Continued

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 2018 committee assignments. Motion by Toquam seconded by Tjosaas to approve and authorize designating the 2018 committee assignments as follows:

2018 Committee
Assignments
Approved

	COMMITTEE	FIRST MEMBER (S)	ALTERNATE (S)
1	Administration	Rodney Peterson Jim Elmquist	John Allen
2	Public Health	Rhonda Toquam Tim Tjosaas	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	County Board	-
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	Rhonda Toquam	-
15	AMC Health and Human Services	Rodney Peterson	-
16	AMC Transportation	John Allen	-
17	AMC Public Safety	David Kenworthy	-
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	<u>2018 Committee Assignments</u> <u>Approved - Continued</u>
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	Rhonda Toquam	
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	Tim Tjosaas David Kenworthy	Rhonda Toquam	
37	Hiawatha Valley RC&D	Rodney Peterson	<i>Intentionally left blank.</i>	
38	Southeast Minnesota Regional Communication Board	David Kenworthy	Rodney Peterson	
39	Veteran Services	Rodney Peterson	John Allen	
40	Dodge County Agricultural & Mechanical Society	Rodney Peterson	David Kenworthy	
41	Zumbro River Partnership	Rhonda Toquam	Rodney Peterson	
42	Regional Rail Authority	Tim Tjosaas	Rodney Peterson	
43	Mower/Dodge Judicial Ditch Board	Rodney Peterson Rhonda Toquam	John Allen	
44	Parks & Trails	Steven Gray	Lori Kryzer Dave Hanson Tim Tjosaas	
45	Highway 14 Committee	John Allen	Guy Kohlhofer	
46	Dodge County Rail Authority	County Board	-	
47	SMART	Tim Tjosaas	Lori Kryzer	
48	Dodge County Historical Society	John Allen	-	
49	MNPrairie	Rodney Peterson Tim Tjosaas	Rhonda Toquam	
50	Court Security Committee	Rodney Peterson	David Kenworthy	

51	Ice Arena Committee	David Kenworthy	Rodney Peterson	<u>2018 Committee Assignments Approved - Continued</u>
52	Cedar River One Watershed One Plan Policy Committee	Rhonda Toquam	John Allen	

Motion adopted unanimously.

The Board discussed the appointment of boards, commissions and committees for 2018. It was pointed out the correct term for Commissioner Allen will be 1/1/2017 – 12/31/2020.

Appointments of Boards, Commissions and Committees for 2018 Approved

Motion by Tjosaas seconded by Kenworthy to approve and authorize the appointment of the following boards, commissions and committees for 2018 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

Cedar River Watershed District

Kevin Kiser	Term	4/1/2014 – 4/1/2020
-------------	------	---------------------

EDA/HRA

Ginny Busch	Term	1/1/2017 – 12/31/2019
Eric Habberstad	Term	1/1/2017 – 12/31/2019
Lori Kindschy	Term	1/1/2018 – 12/31/2020
Linda Noble	Term	1/1/2016 – 12/31/2018
Troy Stafford	Term	1/1/2018 – 12/31/2020

Extension Committee

Kevin Asprey	Term	1/1/2017 – 12/31/2019
Diane Eipers	Term	1/1/2017 – 12/31/2019
June Meitzner	Term	1/1/2018 – 12/31/2020
Susie Thoe	Term	1/1/2017 – 12/31/2019
Rhonda Wies	Term	1/1/2017 – 12/31/2019

Personnel Board of Appeals

Patricia Dibble	Term	1/1/2018 – 12/31/2018
Betty Jacobson	Term	1/1/2018 – 12/31/2018
Ann Torkelson	Term	1/1/2018 – 12/31/2018

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 Kenworthy seconded by Allen 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.*

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

Zoning Administrator Melissa DeVetter met with the Board to discuss Planning Commission appointments.

Planning Commission Applications Reviewed

Ms. DeVetter reported upon request from the County Board, the Planning Commission positions were advertised upon the county website on December 12, 2017 with an end date for consideration of December 27, 2017.

The following applicant's representing the vacancies advertised have applied:

At-Large:

It was noted the current At-Large Planning Commission member is also the Planning Commission's delegate to the Board of Adjustment. Any applicant for this position must also be willing to serve on the Board of Adjustment. Any applicant not appointed to the Wasioja/Concord or Claremont/Ellington position would also be eligible for the At-Large position; however, Jim Jensen does not want to be considered for this position as he does not wish to serve on the Board of Adjustment.

Beth Davis - Ms. Davis provides administrative support for the Rochester/Olmsted Planning Department and is currently a member of the Dodge County Board of Adjustment.

Dan Kutzler - Mr. Kutzler is retired and spent 43 years as an electrician working around construction.

Herman Beede- Mr. Beede is a property owner (H & R Properties) with special interests in farming and real estate.

Wasioja/Concord:

Minor Buckingham- Mr. Buckingham is retired and currently represents Wasioja and Concord Townships on the Planning Commission

David Hanson - Mr. Hanson is retired and is a former county commissioner who is interested in the position.

Jim Jensen - Mr. Jensen is retired and currently serves on the Triton School Board and Faith Lutheran Church Council in Dodge Center.

Greg Klevos - Mr. Klevos is a real estate broker who is currently building a home in Concord Township.

Claremont/Ellington:

There were no new applicant's to represent Claremont/Ellington Townships.

Rick Wolf, the current representative of Claremont/Ellington Townships has applied for reappointment.

Planning Commission Applications Reviewed - Continued

The Board briefly discussed the applicants for the Planning Commission based on the areas they would represent.

Motion by Kenworthy seconded by Allen to appoint Minor Buckingham as the Wasioja/Concord Planning Commission representative for the 2018-2020 term. *Motion adopted unanimously.*

Wasioja/Concord Planning Commission Member Appointed

Motion by Allen seconded by Tjosaas to appoint Beth Davis as the At-Large Planning Commission representative for the 2018-2020 term. *Motion adopted unanimously.*

At-Large Planning Commission Member Appointed

The Zoning Administrator discussed with the Board the appointment of a representative for Claremont/Ellington Township.

Claremont/Ellington Planning Commission Appointed Discussed

Ms. DeVetter reiterated there were no new applicant's to represent Claremont/Ellington Townships, however Rick Wolf is still interested in representing these two areas as a Planning Commission member.

Brief discussion took place on Chapter 18 of the Zoning Ordinance which needs to be reviewed and the fact that any changes made to the ordinance would have an impact the appointment for Claremont/Ellington Townships.

County Attorney Paul Kiltinen informed the Board they could continue to have Rick Wolf serve in the capacity of the representative until Chapter 18 of the Zoning Ordinance is reviewed and then reappoint him as the Claremont/Ellington representative at that time.

It was the consensus of the Board not to appoint anyone the Claremont/Ellington area until after Chapter 18 of the Zoning Ordinance has been reviewed. Rick Wolf will be allowed to continue to represent Claremont/Ellington Township until he is officially reappointed at a later date.

Ms. DeVetter discussed with the Commissioners the Board of Adjustment (BOA) appointments.

Board of Adjustment Appointment Approved

The Zoning Administrator informed the Board that on December 31, 2017, the term of one BOA member, Ken Folie, will expire. Under ordinance provisions, members are eligible for reappointment. On December 13, 2017 the position was advertised on the county website with a closing date of December 27, 2017. No applications for this position were received other than Mr. Folie's. Mr. Folie was originally appointed to a 1 year term on the BOA due to the need to stagger the terms after creation of the 5 member Board. Mr. Folie has indicated that he is willing to be reappointed to this Board for a three year term. The BOA specifically deals with variance requests and appeals made under the Dodge County Zoning Ordinance.

Motion by Tjosaas seconded by Toquam to reappoint Ken Folie to the Board of Adjustment with a term date of 1/1/18 – 12/31/2020. *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 Tjosaas seconded by Allen to reaffirm the Dodge County 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 that the procedures and Bylaws be reviewed on an annual basis. Included in the Board packet for review was the Bylaws of the Dodge County Minnesota Board of Commissioners.

It was pointed out that under the Packet Material section it indicates the packets will be mailed out. With the new agenda management system agenda packets will be distributed electronically, this change will be reflected in the amended copy of the Bylaws.

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

Mission and Vision
Statements
Reaffirmed -
Continued

The County Administrator presented for the Board's consideration a request to set the 2018 fee schedule.

2018 Fee Schedule
Approved

Included in the Board packet was the proposed Dodge County fee schedule. Fees charged are to reflect costs associated with providing a service. Most changes are inflationary in nature and are the primary reason for the increase.

Motion by Tjosaas seconded by Toquam to approve and authorize the 2018 fee schedule as presented. *Motion adopted unanimously.*

The Chair adjourned the meeting at 9:29 a.m. CST. *Motion adopted unanimously.*

Meeting Adjourned

The next meeting of the Dodge County Board of Commissioners will be held on January 9, 2018 at 9:30 a.m. CST.

Next Regular
Meeting

ATTEST:

**RODNEY PETERSON
CHAIR, COUNTY BOARD**

**BECKY LUBAHN
DEPUTY CLERK**

DATED: