

TODD COUNTY BOARD OF COMMISSIONERS

Regular Board Meeting Agenda

Date: February 2, 2010

Time: 9:00 AM

Meeting to be held in the County Board Room, Main Street Government Center, 347 Central Avenue,
Long Prairie, Minnesota.

| Item # | | Approx. Time |
|---------------|--|---------------------|
| 1 | Call to Order and Roll Call | 9:00 |
| 2 | Pledge of Allegiance | 9:01 |
| 3 | Amendments to the Agenda | 9:03 |
| 4 | Todd County Auditor - Treasurer | 9:05 |
| 4.1 | Gambling Permit - Pheasants Forever - Bruno's Hub Supper Club Resolution for Consideration - Board of Appeal and Equalization | |
| 4.2 | Meeting Resolution for Consideration - Forfeited land sale in the City of Eagle | |
| 4.3 | Bend | |
| 4.4 | Commissioner Warrants #23468 - #23468 \$79,962.44 | |
| 4.5 | Auditor Warrants #213607 - #213764 \$1,315,989.04 | |
| 5 | Todd County Public Works | 9:10 |
| 5.1 | Employee Retirement Recognition | |
| 6 | Todd County Recorder | 9:15 |
| 6.1 | Recorder's Year End Report | |
| 7 | Committee of the Whole | 9:30 |
| | Veterans Service Officer, Report on Veterans' Recognition Options and | |
| 7.1 | Veteran's Scenic Route Proposal | |
| 7.2 | Todd County Development Corporation Study Report | |
| 7.3 | Legislative Positions | |
| 7.4 | County Government Month | |
| 8 | Todd County Development Corporation | 10::30 |
| 8.1 | Resolution for Consideration- Establishing a Steering Committee | |
| 9 | Administration | 10:35 |
| 9.1 | Resolution for Consideration - Adopting a Motor Pool Policy | |
| 9.2 | Resolution for Consideration - Adopting a Central Purchasing Policy | |
| 9.3 | Resolution for Consideration - Amending Personnel Policy | |
| 9.4 | Budget Amendment - Sheriff | |
| 9.5 | Budget Amendment - Public Health | |
| 9.6 | Budget Amendment - Emergency Management | |
| 9.7 | Upcoming Meeting Schedule | |
| 9.8 | Approve January Minutes | |
| 10 | Standing Reports | 10:50 |
| 10.1 | Administrator's Report | |
| 10.2 | Commissioners' Reports | |
| 11 | Adjourn | |

The County Board Meeting will begin promptly at the prescribed time. The County Board reserves the right to alter the order of the agenda items and the amount of time allowed for an item based on business needs.

Todd County, MN Board Action Form



| | |
|---|---|
| Action Requested | |
| <input checked="" type="checkbox"/> Action/Motion <input type="checkbox"/> Discussion <input type="checkbox"/> Information Item | <input type="checkbox"/> Report <input checked="" type="checkbox"/> Resolution <input type="checkbox"/> Other |
| Board Action Tracking Number (Admin use): | |

| | |
|--|--------------------------------|
| Title (for publication with the Agenda): | |
| Date of Meeting: February 2, 2010 | Total time requested: 1 minute |
| Department Requesting Action: Auditor-Treasurer's | |
| Presenting Board Action/Discussion at Meeting: | |
| Background <input type="checkbox"/> Supporting Documentation enclosed | |
| 1-day gambling permit for Todd County Pheasants Forever to hold a raffle on April 10, 2010 at Brunos Hub Supper Club. | |
| Options <input type="checkbox"/> Supporting Documentation enclosed | |
| Recommendation <input type="checkbox"/> The Todd County Board of Commissioners approves the following by Motion: to approve a 1-day gambling permit for Todd County Pheasants forever to hold a raffle on April 10, 2010 at Brunos Hub Supper Club | |
| Financial Implications: \$ | Comments |
| Funding Source: | |
| Budgeted: <input type="checkbox"/> Yes <input type="checkbox"/> No | |

| Action | Voting in Favor | Voting Against |
|---------------------------------|-----------------------------------|-----------------------------------|
| Motion: | <input type="checkbox"/> Blessing | <input type="checkbox"/> Blessing |
| Second: | <input type="checkbox"/> Kneisl | <input type="checkbox"/> Kneisl |
| <input type="checkbox"/> Passed | <input type="checkbox"/> Ruda | <input type="checkbox"/> Ruda |
| <input type="checkbox"/> Failed | <input type="checkbox"/> Kircher | <input type="checkbox"/> Kircher |
| <input type="checkbox"/> Tabled | <input type="checkbox"/> Neumann | <input type="checkbox"/> Neumann |

| | |
|--------------------------------------|--|
| Signatures | |
| County Board Chairman: | |
| _____ | |
| David Kircher | |
| Clerk to the Board: | |
| _____ | |
| Nathan Burkett, County Administrator | |

Seal

TODD COUNTY BOARD OF COMMISSIONERS

A Resolution Approving A Gambling Permit

For Todd County Pheasants Forever

At Bruno's Hub Supper Club

WHEREAS, the Todd county board of Commissioners are in agreement to approve a one day Gambling Permit for the Todd County Pheasants Forever through this resolution;

NOW, THEREFORE BE IT RESOLVED, to approve a one day Gambling Permit to hold a raffle on April 10, 2010 for the Todd County Pheasants Forever, to be held at the Bruno's Hub Supper Club, located at 30905 County Road 13, Burtrum, MN.

Todd County, MN Board Action Form



| | |
|---|---|
| Action Requested | |
| <input checked="" type="checkbox"/> Action/Motion <input type="checkbox"/> Discussion <input type="checkbox"/> Information Item | <input type="checkbox"/> Report <input checked="" type="checkbox"/> Resolution <input type="checkbox"/> Other |
| Board Action Tracking Number (Admin use): 201002020002 | |

| | |
|---|-----------------------------|
| Title (for publication with the Agenda): 2010 County Board of Appeal and Equalization | |
| Date of Meeting: February 2, 2010 | Total time requested: 1 min |
| Department Requesting Action: Auditor-Treasurer | |
| Presenting Board Action/Discussion at Meeting: | |
| Background <input type="checkbox"/> Supporting Documentation enclosed | |
| According to M.S. 274.14 the County Board must meet after the second Friday in June on at least one meeting day. This meeting must be an evening meeting and it can not end before 7:00p.m. | |
| Options <input type="checkbox"/> Supporting Documentation enclosed | |
| Recommendation <input type="checkbox"/> The Todd County Board of Commissioners approves the following by Motion: the Todd County Board of Appeal and Equalization meeting will be held on Monday, June 14, 2010 commencing at 6:00 p.m. and does not end before 7:00 p.m. | |
| Financial Implications: \$ | Comments |
| Funding Source: | |
| Budgeted: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No | |

| Action | Voting in Favor | Voting Against |
|---------------------------------|-----------------------------------|-----------------------------------|
| Motion: | <input type="checkbox"/> Blessing | <input type="checkbox"/> Blessing |
| Second: | <input type="checkbox"/> Kneisl | <input type="checkbox"/> Kneisl |
| <input type="checkbox"/> Passed | <input type="checkbox"/> Ruda | <input type="checkbox"/> Ruda |
| <input type="checkbox"/> Failed | <input type="checkbox"/> Kircher | <input type="checkbox"/> Kircher |
| <input type="checkbox"/> Tabled | <input type="checkbox"/> Neumann | <input type="checkbox"/> Neumann |

| |
|--------------------------------------|
| Signatures |
| County Board Chairman: _____ |
| David Kircher |
| Clerk to the Board: _____ |
| Nathan Burkett, County Administrator |

Seal

TODD COUNTY BOARD OF COMMISSIONERS

Resolution of 2010 County Board of Appeal and Equalization meeting.

WHEREAS, M.S. 274.14 provides that the County Board of Appeal and Equalization must meet after the second Friday in June on at least one meeting day and may meet for up to ten consecutive meeting days; and

WHEREAS, at least one of the meeting days must include a meeting that does not end before 7:00 p.m.

NOW, THEREFORE BE IT RESOLVED, the Todd County Board of Appeal and Equalization meeting for 2010 will be held on Monday, June 14, 2010 commencing at 6:00 p.m. and that it does not end before 7:00p.m., in the County Board Room, at 347 Central Ave, Long Prairie, Minnesota.

Adopted this 2nd of February, 2010

Todd County, MN Board Action Form



| | |
|---|---|
| Action Requested | |
| <input checked="" type="checkbox"/> Action/Motion <input type="checkbox"/> Discussion <input type="checkbox"/> Information Item | <input type="checkbox"/> Report <input checked="" type="checkbox"/> Resolution <input type="checkbox"/> Other |
| Board Action Tracking Number (Admin use): 2010020003 | |

| | |
|---|----------------------------------|
| Title (for publication with the Agenda): | |
| Date of Meeting: February 2, 2010 | Total time requested: 20 minutes |
| Department Requesting Action: Auditor-treasurer's Office | |
| Presenting Board Action/Discussion at Meeting: | |
| Background <input type="checkbox"/> Supporting Documentation enclosed | |
| the City of Eagle Bend is requesting to pull a parcel of land off the Forfeited land sale to use for public use. | |
| Options <input type="checkbox"/> Supporting Documentation enclosed | |
| | |
| Recommendation <input type="checkbox"/> The Todd County Board of Commissioners approves the following by Motion: | |
| to approve the application . | |
| | |
| Financial Implications: \$ | Comments |
| Funding Source: | |
| Budgeted: <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No | |

| Action | Voting in Favor | Voting Against |
|---------------------------------|-----------------------------------|-----------------------------------|
| Motion: | <input type="checkbox"/> Blessing | <input type="checkbox"/> Blessing |
| Second: | <input type="checkbox"/> Kneisl | <input type="checkbox"/> Kneisl |
| <input type="checkbox"/> Passed | <input type="checkbox"/> Ruda | <input type="checkbox"/> Ruda |
| <input type="checkbox"/> Failed | <input type="checkbox"/> Kircher | <input type="checkbox"/> Kircher |
| <input type="checkbox"/> Tabled | <input type="checkbox"/> Neumann | <input type="checkbox"/> Neumann |

| |
|--------------------------------------|
| Signatures |
| County Board Chairman: |
| _____ |
| David Kircher |
| Clerk to the Board: |
| _____ |
| Nathan Burkett, County Administrator |

Seal

TODD COUNTY BOARD OF COMMISSIONERS

Application for Conveyance of Tax Forfeited Lands for An Authorized Public Use by the City of Eagle Bend

WHEREAS, the Todd County Board of Commissioners have reviewed the application of the City of Eagle Bend, dated January 19, 2010, for the conveyance of tax forfeited lands for an authorized public use of the following described land located in the City of Eagle Bend, to-wit:

Parcel 33-0034901, being the South 75 feet of Lot 1 of Park Addition, and;

WHEREAS, the City of Eagle Bend plans on building either a new Off Sale Liquor Store or a new Fire Hall building on this parcel of land, which is an authorized public use. (M.S. 282.01, Subd. 1a)

NOW, THEREFORE BE IT RESOLVED, that the Todd County Board of Commissioners recommends that this application of the City of Eagle Bend be: Rejected/Granted

Adopted this 2nd day of February, 2010.

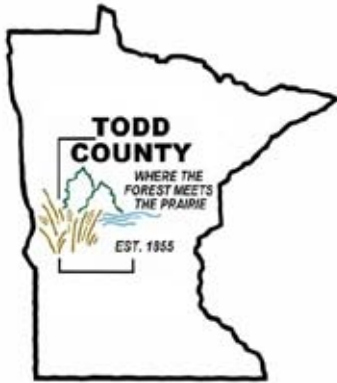
(Seal)

Dave Kircher, Board Chairman

Karen Busch, County Auditor/Treasurer

| Todd County Board of Commissioners | Yes | No | Other |
|------------------------------------|-----|-----|-------|
| Dave Kircher | ___ | ___ | _____ |
| Mark Blessing | ___ | ___ | _____ |
| Randy Neumann | ___ | ___ | _____ |
| Gerry Ruda | ___ | ___ | _____ |
| Gary Kneisl | ___ | ___ | _____ |

Todd County, MN Board Action Form



| | |
|---|--|
| Action Requested | |
| <input checked="" type="checkbox"/> Action/Motion <input type="checkbox"/> Discussion <input type="checkbox"/> Information Item | <input type="checkbox"/> Report <input type="checkbox"/> Resolution <input type="checkbox"/> Other |
| Board Action Tracking Number (Admin use): | |

| | |
|---|--------------------------------|
| Title (for publication with the Agenda): | |
| Date of Meeting: February 2 | Total time requested: 1 minute |
| Department Requesting Action: Auditor-Treasurer's | |
| Presenting Board Action/Discussion at Meeting: | |
| Background <input type="checkbox"/> Supporting Documentation enclosed | |
| Audit listing has been forwarded to Administrator for review of Commissioner Warrants | |
| Options <input type="checkbox"/> Supporting Documentation enclosed | |
| Recommendation <input type="checkbox"/> The Todd County Board of Commissioners approves the following by Motion: To approve Commissioner warrant #23468 thru 23619 in the amount of \$79,962.44 | |
| Financial Implications: \$ | Comments |
| Funding Source: | |
| Budgeted: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No | |

| Action | Voting in Favor | Voting Against |
|---------------------------------|-----------------------------------|-----------------------------------|
| Motion: | <input type="checkbox"/> Blessing | <input type="checkbox"/> Blessing |
| Second: | <input type="checkbox"/> Kneisl | <input type="checkbox"/> Kneisl |
| <input type="checkbox"/> Passed | <input type="checkbox"/> Ruda | <input type="checkbox"/> Ruda |
| <input type="checkbox"/> Failed | <input type="checkbox"/> Kircher | <input type="checkbox"/> Kircher |
| <input type="checkbox"/> Tabled | <input type="checkbox"/> Neumann | <input type="checkbox"/> Neumann |

| | |
|--|--|
| Signatures | |
| County Board Chairman: | |
| <div style="border-bottom: 1px solid black; width: 100%;"></div> | |
| David Kircher | |
| Clerk to the Board: | |
| <div style="border-bottom: 1px solid black; width: 100%;"></div> | |
| Nathan Burkett, County Administrator | |

Seal

Todd County, MN Board Action Form



| | |
|---|--|
| Action Requested | |
| <input checked="" type="checkbox"/> Action/Motion <input type="checkbox"/> Discussion <input type="checkbox"/> Information Item | <input type="checkbox"/> Report <input type="checkbox"/> Resolution <input type="checkbox"/> Other |
| Board Action Tracking Number (Admin use): | |

| | |
|--|--------------------------------|
| Title (for publication with the Agenda): | |
| Date of Meeting: February 2 | Total time requested: 1 minute |
| Department Requesting Action: Auditor-Treasurer's | |
| Presenting Board Action/Discussion at Meeting: | |
| Background <input type="checkbox"/> Supporting Documentation enclosed | |
| Audit listing has been forwarded to Administrator for review of January Auditor Warrants | |
| Options <input type="checkbox"/> Supporting Documentation enclosed | |
| Recommendation <input type="checkbox"/> The Todd County Board of Commissioners approves the following by Motion: To approve January 2010 warrant #213607 thru 213764 in the amount of \$1,315,989.04 | |
| Financial Implications: \$ | Comments |
| Funding Source: | |
| Budgeted: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No | |

| Action | Voting in Favor | Voting Against |
|---------------------------------|-----------------------------------|-----------------------------------|
| Motion: | <input type="checkbox"/> Blessing | <input type="checkbox"/> Blessing |
| Second: | <input type="checkbox"/> Kneisl | <input type="checkbox"/> Kneisl |
| <input type="checkbox"/> Passed | <input type="checkbox"/> Ruda | <input type="checkbox"/> Ruda |
| <input type="checkbox"/> Failed | <input type="checkbox"/> Kircher | <input type="checkbox"/> Kircher |
| <input type="checkbox"/> Tabled | <input type="checkbox"/> Neumann | <input type="checkbox"/> Neumann |

| |
|--------------------------------------|
| Signatures |
| County Board Chairman: _____ |
| David Kircher |
| Clerk to the Board: _____ |
| Nathan Burkett, County Administrator |

Seal

Todd County, MN Board Action Form



| | |
|--|---|
| Action Requested | |
| <input type="checkbox"/> Action/Motion <input type="checkbox"/> Discussion <input type="checkbox"/> Information Item | <input checked="" type="checkbox"/> Report <input type="checkbox"/> Resolution <input type="checkbox"/> Other |
| Board Action Tracking Number (Admin use): 201002020006 | |

| | |
|---|---------------------------------|
| Title (for publication with the Agenda): Recorder's Year End Report | |
| Date of Meeting: February 2, 2010 | Total time requested: 5 minutes |
| Department Requesting Action: Todd County Recorders Office | |
| Presenting Board Action/Discussion at Meeting: Year End Report | |
| Background <input type="checkbox"/> Supporting Documentation enclosed | |
| The Todd County Recorder will give a report on the activities of the Recorder's Department for 2009. | |
| Options <input type="checkbox"/> Supporting Documentation enclosed | |
| Recommendation <input type="checkbox"/> The Todd County Board of Commissioners approves the following by Motion: | |
| | |
| Financial Implications: \$0 | Comments |
| Funding Source: na | |
| Budgeted: <input type="checkbox"/> Yes <input type="checkbox"/> No | |

| Action | Voting in Favor | Voting Against |
|---------------------------------|-----------------------------------|-----------------------------------|
| Motion: | <input type="checkbox"/> Blessing | <input type="checkbox"/> Blessing |
| Second: | <input type="checkbox"/> Kneisl | <input type="checkbox"/> Kneisl |
| <input type="checkbox"/> Passed | <input type="checkbox"/> Ruda | <input type="checkbox"/> Ruda |
| <input type="checkbox"/> Failed | <input type="checkbox"/> Kircher | <input type="checkbox"/> Kircher |
| <input type="checkbox"/> Tabled | <input type="checkbox"/> Neumann | <input type="checkbox"/> Neumann |

| |
|---|
| Signatures |
| County Board Chairman: |
| _____ David Kircher |
| Clerk to the Board: |
| _____ Nathan Burkett, County Administrator |

Seal

Todd County, MN Board Action Form



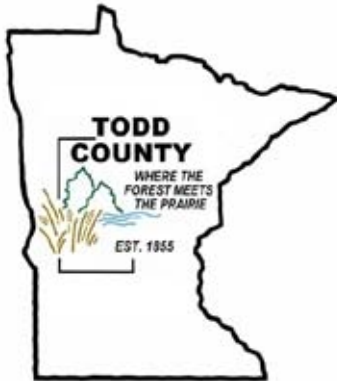
| | |
|---|--|
| Action Requested | |
| <input type="checkbox"/> Action/Motion <input checked="" type="checkbox"/> Discussion <input type="checkbox"/> Information Item | <input type="checkbox"/> Report <input type="checkbox"/> Resolution <input type="checkbox"/> Other |
| Board Action Tracking Number (Admin use): 201002020007 | |

| | |
|--|-----------------------|
| Title (for publication with the Agenda): Veteran's Scenic Drive | |
| Date of Meeting: February 2, 2010 | Total time requested: |
| Department Requesting Action: Committee of the Whole | |
| Presenting Board Action/Discussion at Meeting: | |
| Background <input type="checkbox"/> Supporting Documentation enclosed | |
| <p>The Todd County Veterans Service Officer will give a report of a meeting held at the direction of the County Board on Thursday, January 28, between Veteran's Clubs of the County in regards to the proposed Veteran's Scenic Loop. The Commissioners may discuss the disposition of the proposal.</p> | |
| Options <input type="checkbox"/> Supporting Documentation enclosed | |
| | |
| Recommendation <input type="checkbox"/> The Todd County Board of Commissioners approves the following by Motion: | |
| | |
| Financial Implications: \$ | Comments |
| Funding Source: | |
| Budgeted: <input type="checkbox"/> Yes <input type="checkbox"/> No | |

| Action | Voting in Favor | Voting Against |
|---------------------------------|-----------------------------------|-----------------------------------|
| Motion: | <input type="checkbox"/> Blessing | <input type="checkbox"/> Blessing |
| Second: | <input type="checkbox"/> Kneisl | <input type="checkbox"/> Kneisl |
| <input type="checkbox"/> Passed | <input type="checkbox"/> Ruda | <input type="checkbox"/> Ruda |
| <input type="checkbox"/> Failed | <input type="checkbox"/> Kircher | <input type="checkbox"/> Kircher |
| <input type="checkbox"/> Tabled | <input type="checkbox"/> Neumann | <input type="checkbox"/> Neumann |

| | |
|--------------------------------------|--|
| Signatures | |
| County Board Chairman: | |
| _____ | |
| David Kircher | |
| Clerk to the Board: | |
| _____ | |
| Nathan Burkett, County Administrator | |
| Seal | |

Todd County, MN Board Action Form



| | |
|--|---|
| Action Requested | |
| <input type="checkbox"/> Action/Motion <input type="checkbox"/> Discussion <input type="checkbox"/> Information Item | <input checked="" type="checkbox"/> Report <input type="checkbox"/> Resolution <input type="checkbox"/> Other |
| Board Action Tracking Number (Admin use): 201002020008 | |

| | |
|---|-----------------------|
| Title (for publication with the Agenda): Todd County Development Corporation Study Report | |
| Date of Meeting: February 2, 2010 | Total time requested: |
| Department Requesting Action: Committee of the Whole | |
| Presenting Board Action/Discussion at Meeting: | |
| Background <input type="checkbox"/> Supporting Documentation enclosed | |
| The County Board will receive a report by Kevin Cooper, of the U of M - Crookston regarding the EDA Center study of Economic Development in Todd County. | |
| Options <input type="checkbox"/> Supporting Documentation enclosed | |
| | |
| Recommendation <input type="checkbox"/> The Todd County Board of Commissioners approves the following by Motion: | |
| | |
| Financial Implications: \$na | Comments |
| Funding Source: na | |
| Budgeted: <input type="checkbox"/> Yes <input type="checkbox"/> No | |

| Action | Voting in Favor | Voting Against |
|---------------------------------|-----------------------------------|-----------------------------------|
| Motion: | <input type="checkbox"/> Blessing | <input type="checkbox"/> Blessing |
| Second: | <input type="checkbox"/> Kneisl | <input type="checkbox"/> Kneisl |
| <input type="checkbox"/> Passed | <input type="checkbox"/> Ruda | <input type="checkbox"/> Ruda |
| <input type="checkbox"/> Failed | <input type="checkbox"/> Kircher | <input type="checkbox"/> Kircher |
| <input type="checkbox"/> Tabled | <input type="checkbox"/> Neumann | <input type="checkbox"/> Neumann |

| | |
|--------------------------------------|--|
| Signatures | |
| County Board Chairman: | |
| _____ | |
| David Kircher | |
| Clerk to the Board: | |
| _____ | |
| Nathan Burkett, County Administrator | |
| Seal | |

Todd County, MN Board Action Form



| | |
|---|--|
| Action Requested | |
| <input type="checkbox"/> Action/Motion <input checked="" type="checkbox"/> Discussion <input type="checkbox"/> Information Item | <input type="checkbox"/> Report <input type="checkbox"/> Resolution <input type="checkbox"/> Other |
| Board Action Tracking Number (Admin use): 201002020009 | |

| | |
|---|-----------------------|
| Title (for publication with the Agenda): Legislative Positions | |
| Date of Meeting: February 2, 2010 | Total time requested: |
| Department Requesting Action: Committee of the Whole | |
| Presenting Board Action/Discussion at Meeting: | |
| Background <input checked="" type="checkbox"/> Supporting Documentation enclosed | |
| <p>The Board held a work session with the legislative delegation from Todd County to the State, on Tuesday, January 26, 2010. The Board will use information gathered at that meeting to begin to determine a course of action for adoption of legislative positions for the 2010 legislative session.</p> | |
| Options <input type="checkbox"/> Supporting Documentation enclosed | |
| | |
| Recommendation <input type="checkbox"/> The Todd County Board of Commissioners approves the following by Motion: | |
| | |
| Financial Implications: \$ | Comments |
| Funding Source: | |
| Budgeted: <input type="checkbox"/> Yes <input type="checkbox"/> No | |

| Action | Voting in Favor | Voting Against |
|---------------------------------|-----------------------------------|-----------------------------------|
| Motion: | <input type="checkbox"/> Blessing | <input type="checkbox"/> Blessing |
| Second: | <input type="checkbox"/> Kneisl | <input type="checkbox"/> Kneisl |
| <input type="checkbox"/> Passed | <input type="checkbox"/> Ruda | <input type="checkbox"/> Ruda |
| <input type="checkbox"/> Failed | <input type="checkbox"/> Kircher | <input type="checkbox"/> Kircher |
| <input type="checkbox"/> Tabled | <input type="checkbox"/> Neumann | <input type="checkbox"/> Neumann |

| | |
|--|--|
| Signatures | |
| County Board Chairman: | |
| <div style="border-bottom: 1px solid black; height: 20px; width: 100%;"></div> | |
| David Kircher | |
| Clerk to the Board: | |
| <div style="border-bottom: 1px solid black; height: 20px; width: 100%;"></div> | |
| Nathan Burkett, County Administrator | |

Seal

TODD COUNTY BOARD OF COMMISSIONERS

The following are perspectives and information from staff regarding potential legislative positions that the County Board may adopt. The ideas in this document are not to be construed as recommendations, but are intended to give the Commissioners a staff perspective on some of the legislative positions that they may wish to pursue.

Specific Points

1. Appointment of elected staff

The County has four elected row officers that do not report to the County Board (Attorney, Auditor/Treasurer, Recorder and Sheriff). While the relationship between the elected row officers and the County Board at Todd County has been positive, there are potential benefits to be gained by appointing certain positions. The County Board may consider a legislative position that specifically supports changing Statutes to allow for the appointment of certain row officers.

2. Courts Administration costs

The County Board is responsible for payment of certain court costs that they have no control over other than establishing a contract for services. These types of costs include the costs of public defender, providing defense in certain child protection cases and providing indirect support for Court Administration. The County Board could adopt a position that these costs be absorbed by the State.

3. Perham funding

The Perham Resource Recovery Facility has submitted a bonding request for this legislative session which would allow for expansion and upgrade of the facility. Such an expansion and upgrade would increase the efficiency and operations of the facility and would make waste to energy incineration a more feasible for Todd County and Todd County's partners in to the future.

4. Fees for services to be split more equitably

Todd County performs many administrative tasks as an administrative arm of the state, however, when a fee is collected for that service, invariably a much greater portion of that fee is paid to the state. The County Board provides for staffing and overhead to provide those services but do not recoup the investment because the State takes the funds. The County Board could adopt a position that the State reviews the fees it allows to be charged and that the allocation between the State and County be more equitably divided.

5. State to allow the County to make addendums to tax statements

TODD COUNTY BOARD OF COMMISSIONERS

Most of the County's services are services which are mandated by the state (some studies suggest up to 80%), however there is very little transparency in the system. The County is currently not allowed to choose to add information to tax statements to clarify where tax dollars are going. The tax statement, as a document which all property taxpayers receive would be a viable and strong method of informing property taxpayers of the use of tax dollars. The County Board could adopt a position that supports the State allowing the County to add information to tax statements at their discretion for the purposes of increasing transparency for the taxpayer as to how public dollars are spent locally.

6. Ditch law

Todd County has a lot of contentious ditch situations which stem from the demography and geography of the County. The current ditch law does not effectively give the owners of the Ditch (the benefited landowners) opportunity to effect change on a ditch system. It also puts the County Board and their constituencies in to difficult situations working within antiquated systems. The County Board could adopt a position supporting change in the current ditch law.

7. State department consolidation

Todd County has found that it is a complex weave to find a responsible state agency. Issues which are similar and often have common issues and concerns are oftentimes taken on by different agencies (i.e. wetlands, a PCA program and impaired waters, a DNR program are often intertwined). Increased collaboration between departments or state department consolidation could more effectively deliver services to constituencies and improve the relationship between the State and Counties. The County Board could adopt a position supporting consolidation of State Departments.

8. Simplification of property tax systems

The tax system in the State of Minnesota is one of the most complex in the nation. It is extremely difficult for property tax payers to understand the process and how property taxes are determined. It is accordingly difficult for County staff to explain the process, and ultimately it often seems that since it is so complex that the County is not being entirely transparent. The County Board could adopt a position supporting simplification of the property tax system or giving the County new tools to explain to taxpayers how the system works.

9. Protection of agriculture

Roughly half of the Todd County economy is agriculture based. Many of Todd County's Constituents make their living from agriculture production or agriculture processing. The

TODD COUNTY BOARD OF COMMISSIONERS

County Board could adopt a position supporting continuation of and additional supports of agriculture.

10. Administrative tickets

During the last legislative session, the legislature passed a bill which specifically limited the latitude and discretion counties had with regard to establishment and enforcement of local ordinances. The County Board could adopt a position supporting local authority to establish and enforce ordinances on county roads or within the County.

11. Funding for Historic Courthouse

The Todd County Board of Commissioners has authorized a study of the Historic Todd County Courthouse to determine possibilities for renovation. The County Board could adopt a position asking for state funding, or assistance to renovate the building.

12. Equitable funding of roads

The current method of funding roads and bridges is biased toward the metropolitan area and is not equitable for outstate counties and cities. The County Board could adopt a position advocating for a more equitable distribution of highway and bridge construction and maintenance dollars.

13. Internet access

In order for Todd County to compete for job creation in the current economy, it is necessary to achieve a greater level of internet service throughout the County. The County needs fiber optic networks in its major potential development areas, reasonably priced consumer internet availability, and infrastructure availability for schools and governmental agencies. The County Board could adopt a position advocating for State funding or State support of a broadband initiative and/or changing of State statutes to help the County to work with private providers to get a more consistent level of service.

14. Battle point funding

Todd County is actively working to improve Battle Point Park and make it a location that can be a state example of “green” park development and also be a place for the County to be proud of. The County Board could adopt a position advocating for State funding or State assistance in improving the park.

15. 800 MHZ funding

Throughout the State of Minnesota, Counties are wrestling with the costs of upgrading to the 800 MHz public safety communications system (ARMER). The State made a

TODD COUNTY BOARD OF COMMISSIONERS

decision to create the backbone of the ARMER system and it is causing most counties to opt in to ARMER because they would be placing themselves at a liability if they chose to go with a cheaper (but comparable) option. The State is effectively forcing action on the part of Counties from a legal and policy level. The County Board could adopt a position for the State to share in the cost of upgrading to ARMER.

16. MPCA Septic rules

The MPCA adopted septic rules which the County is supposed to adopt by ordinance in order to keep PCA block grants. These rules are excessive and costly for certain areas of the State, including Todd County. The County Board could adopt a position urging the State to hold off on adoption of the rules, and ask for county input before moving forward with allowing these MPCA rules to take effect.

Todd County, MN Board Action Form



| | |
|---|--|
| Action Requested | |
| <input type="checkbox"/> Action/Motion <input checked="" type="checkbox"/> Discussion <input type="checkbox"/> Information Item | <input type="checkbox"/> Report <input type="checkbox"/> Resolution <input type="checkbox"/> Other |
| Board Action Tracking Number (Admin use): 201002020010 | |

| | |
|---|-----------------------|
| Title (for publication with the Agenda): County Government Month | |
| Date of Meeting: February 2, 2010 | Total time requested: |
| Department Requesting Action: Committee of the Whole | |
| Presenting Board Action/Discussion at Meeting: | |
| Background <input checked="" type="checkbox"/> Supporting Documentation enclosed | |
| April is County Government Month. The Commissioners will discuss potential activities for the month. | |
| Options <input type="checkbox"/> Supporting Documentation enclosed | |
| | |
| Recommendation <input type="checkbox"/> The Todd County Board of Commissioners approves the following by Motion: | |
| | |
| Financial Implications: \$ | Comments |
| Funding Source: | |
| Budgeted: <input type="checkbox"/> Yes <input type="checkbox"/> No | |

| Action | Voting in Favor | Voting Against |
|---------------------------------|-----------------------------------|-----------------------------------|
| Motion: | <input type="checkbox"/> Blessing | <input type="checkbox"/> Blessing |
| Second: | <input type="checkbox"/> Kneisl | <input type="checkbox"/> Kneisl |
| <input type="checkbox"/> Passed | <input type="checkbox"/> Ruda | <input type="checkbox"/> Ruda |
| <input type="checkbox"/> Failed | <input type="checkbox"/> Kircher | <input type="checkbox"/> Kircher |
| <input type="checkbox"/> Tabled | <input type="checkbox"/> Neumann | <input type="checkbox"/> Neumann |

| |
|--------------------------------------|
| Signatures |
| County Board Chairman: |
| _____ |
| David Kircher |
| Clerk to the Board: |
| _____ |
| Nathan Burkett, County Administrator |

Seal

Todd County, MN Board Action Form



| | |
|---|---|
| Action Requested | |
| <input checked="" type="checkbox"/> Action/Motion <input type="checkbox"/> Discussion <input type="checkbox"/> Information Item | <input type="checkbox"/> Report <input checked="" type="checkbox"/> Resolution <input type="checkbox"/> Other |
| Board Action Tracking Number (Admin use): 201002020011 | |

| | |
|---|-----------------------|
| Title (for publication with the Agenda): Resolution Establishing a Steering Committee | |
| Date of Meeting: February 2, 2010 | Total time requested: |
| Department Requesting Action: Todd County Development Corporation | |
| Presenting Board Action/Discussion at Meeting: | |
| Background <input checked="" type="checkbox"/> Supporting Documentation enclosed | |
| | |
| Options <input type="checkbox"/> Supporting Documentation enclosed | |
| | |
| Recommendation <input type="checkbox"/> The Todd County Board of Commissioners approves the following by Motion: | |
| | |
| Financial Implications: \$ | Comments |
| Funding Source: | |
| Budgeted: <input type="checkbox"/> Yes <input type="checkbox"/> No | |

| Action | Voting in Favor | Voting Against |
|---------------------------------|-----------------------------------|-----------------------------------|
| Motion: | <input type="checkbox"/> Blessing | <input type="checkbox"/> Blessing |
| Second: | <input type="checkbox"/> Kneisl | <input type="checkbox"/> Kneisl |
| <input type="checkbox"/> Passed | <input type="checkbox"/> Ruda | <input type="checkbox"/> Ruda |
| <input type="checkbox"/> Failed | <input type="checkbox"/> Kircher | <input type="checkbox"/> Kircher |
| <input type="checkbox"/> Tabled | <input type="checkbox"/> Neumann | <input type="checkbox"/> Neumann |

| | |
|--------------------------------------|--|
| Signatures | |
| County Board Chairman: | |
| | |
| David Kircher | |
| Clerk to the Board: | |
| | |
| Nathan Burkett, County Administrator | |
| Seal | |

TODD COUNTY BOARD OF COMMISSIONERS

A Resolution Establishing a Steering Committee for the Todd County Development Corporation

WHEREAS, the Todd County Board of Commissioners believes strongly that economic development is a key piece the growth and prosperity of Todd County, and;

WHEREAS, the Todd County Board of Commissioners has accepted temporary responsibility for the Todd County Development Corporation

THEREFORE BE IT RESOLVED, that for purposes of re-defining the mission, structure, and work plan of the Todd County Economic Development Corporation the Todd County Board appoints a Steering Committee in accordance with Attachment 1 to this resolution.



Nathan Burkett
 Todd County Administrator
 347 Central Avenue, Suite 5
 Long Prairie, MN 56347
nathan.burkett@co.todd.mn.us
 Phone: 320-732-6447

To: Todd County Economic Development Corporation Steering Committee

From: Nathan Burkett, County Administrator

Cc: County Board of Commissioners

Date: February 2, 2010

Subject: **Committee Charge for Todd County Economic Development Corporation**

The purpose of this memo is to outline the charge given to this committee to review and recommend by-law amendments, organizational structure and the organization's work plan.

Committee Membership

| Name | Occupation | Representing |
|-----------------|---|---|
| Cheryal Hills | Executive Director of Region V Development Commission | Region V, County Board |
| David Kircher | County Commissioner | County Board |
| Gary Kneisl | County Commissioner | County Board |
| <i>Designee</i> | | Mayor's Association |
| Randy Peppin | Extension Educator, Todd County | Livestock Advisory Group, Agriculture |
| Jim Dregney | CFO, Lakewood Health Systems | Health Care |
| Dan Swenson | Hospital Administrator, Long Prairie Hospital | Health Care |
| Jon Kringen | Long Prairie Superintendent | K-12 Education |
| Becky Best | Dean of Workforce, Economic & Regional Development | Higher Education |
| Chad Becker | Owner, CLB Consulting | Entrepreneurial Opportunity |
| Allan Ulbricht | Vice President, Minnesota National Bank | Finance, Chamber of Commerce |
| Mike Weiner | | Planning Commission, District 5 |
| Kevin Hess | City Administrator, City of Eagle Bend | City of Eagle Bend, City Clerks, District 2 |
| Jim Gohman | Mayor, City of Grey Eagle | District 4 |
| Robin Doege | General Manager, Todd/Wadena Electric Cooperative | Region |
| Vacant | | |

Primary Charge

- To recommend amendments to the by-laws of TCDC including recommending a structure for the Board
- To review the study prepared by the U of M – Crookston and prioritize and adjust the work plan recommendations, ensuring that TCDC will have measureable results for the first 18 – 24 months it is operating under the new model
- To make additional recommendations outside of the scope of this Committee Charge as the committee feels are necessary to ensure that TCDC is successful

Primary Deliverables

- A report in PowerPoint format to be delivered to the County Board
- Amendments to TCDC by-laws
- 18 -24 month work plan with measureable results

Guiding Principles (in no specific order)

- Recommendations must take in to account federal and state laws (i.e. amendments to the by-laws must be legal)
- Activities and goals of TCDC should be focused on gaining the greatest level of cross sector input as is possible
- Activities and goals of TCDC should be compatible with regional initiatives
- TCDC should be a development corporation which is focused on providing opportunities for economic successes for all sectors of the economy
- The activities of the Committee are not confidential or private
- Creativity and unconventional ideas are encouraged and accepted

Parameters

- The Committee will be coordinated and facilitated primarily by Cheryl Hills of the Region V Development Commission
- The Committee can choose a governance structure that suits its needs, the County Board recommends electing two co-chairs, one from the public and one from the private sector, who are responsible for agenda setting, keeping the meeting moving and reporting to the County Board
- The final Committee report shall be presented to the County Board on June 15, 2010
- The Committee shall meet as required to complete the assigned task

Additional Committee Resources

- The committee may request assistance or the presence of the County Board, County Administrator or any County department
- The Committee may request additional financial resources of the County Board
- Committee Members shall be allowed one \$35.00 per meeting per diem if requested

Todd County, MN Board Action Form



| | |
|--|---|
| Action Requested | |
| <input type="checkbox"/> Action/Motion <input type="checkbox"/> Discussion <input type="checkbox"/> Information Item | <input type="checkbox"/> Report <input checked="" type="checkbox"/> Resolution <input type="checkbox"/> Other |
| Board Action Tracking Number (Admin use): 201002020012 | |

| | |
|---|-----------------------|
| Title (for publication with the Agenda): Resolution for Consideration - Adopting a Motor Pool Policy | |
| Date of Meeting: February 2, 2010 | Total time requested: |
| Department Requesting Action: Administration | |
| Presenting Board Action/Discussion at Meeting: | |
| Background <input checked="" type="checkbox"/> Supporting Documentation enclosed | |
| See attached resolution | |
| Options <input type="checkbox"/> Supporting Documentation enclosed | |
| Recommendation <input type="checkbox"/> The Todd County Board of Commissioners approves the following by Motion: | |
| | |
| Financial Implications: \$ | Comments |
| Funding Source: | |
| Budgeted: <input type="checkbox"/> Yes <input type="checkbox"/> No | |

| Action | Voting in Favor | Voting Against |
|---------------------------------|-----------------------------------|-----------------------------------|
| Motion: | <input type="checkbox"/> Blessing | <input type="checkbox"/> Blessing |
| Second: | <input type="checkbox"/> Kneisl | <input type="checkbox"/> Kneisl |
| <input type="checkbox"/> Passed | <input type="checkbox"/> Ruda | <input type="checkbox"/> Ruda |
| <input type="checkbox"/> Failed | <input type="checkbox"/> Kircher | <input type="checkbox"/> Kircher |
| <input type="checkbox"/> Tabled | <input type="checkbox"/> Neumann | <input type="checkbox"/> Neumann |

| | |
|--------------------------------------|--|
| Signatures | |
| County Board Chairman: | |
| | |
| David Kircher | |
| Clerk to the Board: | |
| | |
| Nathan Burkett, County Administrator | |

Seal

TODD COUNTY BOARD OF COMMISSIONERS

A Resolution Adopting Certain County Travel Policies

WHEREAS, the course of County business requires that certain employees travel throughout the County and State, and;

WHEREAS, the Todd County Board of Commissioners recognizes this need, but believes that travel should be taken in the most cost effective manner possible, and;

WHEREAS, the County Board of Commissioners has determined that it is in the best interest of the County to increase efficiency and decrease costs by establishing a centralized motor pool.

NOW THEREFORE BE IT RESOLVED, that the Todd County Board of Commissioners hereby adopts the policies contained in Attachment 1 to this resolution and directs immediate implementation:

BE IT FURTHER RESOLVED, that the Board be informed of the administrative policies adopted with regards to centralized purchasing and that a report be given to the Board on June 15, 2010 regarding implementation of said policies.

~~Section 1.01~~ **Section 7.01 TRAVEL POLICY**

This policy conforms to Minnesota Statutes 471.38, 471.96(1), and 471.97 governing expenses incurred by employees in the conduct of County business. This policy is designed to provide the basis for determining whether there is authority for County expenditure, the expenditure serves a public purpose, and the expenditure is necessary and directly related to the betterment of the County.

(a) APPLICATION AND ADMINISTRATION

This policy applies to all employees and elected officials of Todd County. In the event that this policy conflicts with an applicable collective bargaining agreement, the latter controls. Should there be any conflict between this policy and State or Federal law, the latter controls.

(b) TRAVEL REQUESTS AND APPROVAL

The Todd County Board of Commissioners shall approve all travel costs through the annual budget process.

All travel for personnel requires the approval of the Supervisor or Department Head as specified by Department. Furthermore, all travel that is not budgeted requires the approval of the County Board.

(c) CAR POOLING

Definition: When two or more County employees attend the same meeting, workshop, training or conference and ride together in an employee's personal vehicle or County vehicle.

All employees who engage in the use of County vehicles are required to have a valid and appropriate driver's license. It is the employee's responsibility to notify his/her supervisor if the employee's license has been revoked or suspended or if there is any other reason why the employee cannot drive a vehicle.

Car-pooling and the use of the County vehicles are required to save on travel related expenses.

When car-pooling and the use of the County Motor Pool/Department vehicle are not feasible, the use of personal vehicles to travel for the performance of job duties will be reimbursed at the County approved rate. Documentation will include date, function, site traveled to and a portal to portal mileage total.

(d) SITUATIONS NOT SPECIFICALLY COVERED

Situations periodically arise which require flexibility and common sense. Department Heads are authorized to make decisions on situations not specifically covered by this policy, provided the decisions are made within the general intent of this policy.

(e) HOW AUTOMOBILE LIABILITY COVERAGE APPLIES

It is a fundamental principal of automobile liability coverage that coverage follows the vehicle. The second priority is any coverage in effect covering the operator of the vehicle. Other coverage responds after these first two. Please refer to the current MCIT Plan Document for detailed information regarding auto insurance liability coverage.

There are two scenarios of vehicle ownership to evaluate:

- 1) Member-owned vehicle
 - a) Member-owned vehicle – For county-owned vehicles that are listed on the automobile schedule, MCIT provides primary auto liability coverage.
- 2) Non-owned vehicle and hired vehicle

- a) Non-owned or hired vehicle – A vehicle not owned by the County that is being used for county business, MCIT provides hired and Non-Owned auto liability coverage on an excess basis. The primary liability coverage follows the vehicle. MCIT provides no physical damage coverage for hired and non-owned vehicles.

Additionally, all out-of-state travel requires County Board approval, prior to attendance and payment.

(f) FUNDS AVAILABLE

The Department Head is responsible to see that funds are available to pay for all expenses that they approve.

(g) BILLING

Whenever possible, employees will make travel and accommodation arrangements in advance and request that the County be billed. All authorized travel expenses, which are not billed directly to the County, are paid by the employee subject to reimbursement upon approval of a travel expense claim. All employee claims subject to reimbursement should not reflect personal account numbers. Receipts will be required.

(h) TRAVEL GUIDELINES

County vehicles are for the exclusive use of employees and other individuals involved in County business.

The County Board reimburses employees for traveling on official County business with a private automobile at the set mileage rate. Mileage is paid on the most reasonable direct route.

County vehicles and equipment are to be used for County related business only. However, assigned County vehicles may be used to a limited extent for the conduct of personal business when traveling out of town.

When traveling from the normal work location and then returning to it, the mileage allowance is the actual miles traveled.

When traveling to an alternate work site the County will reimburse mileage at the current rate per mile for actual miles incurred between the employee's residence and the alternate work site or from the normal work site to the alternate work site, whichever is the lesser of the two.

The normal work location for employees assigned to multiple work locations is the work location scheduled for the day on which the expense was incurred.

When an employee is required to attend a County approved work-related training session or conference during regular working hours, the employee shall be compensated for all hours of actual participation in the training session or conference, except meal periods and rest or sleep periods. The employee shall also be compensated for travel time and mileage to and from the conference or training session in excess of time and mileage to the employee's usual work site. If an employee uses a County vehicle or car pools with another conference participant, actual travel compensation shall exclude mileage.

When using a County vehicle, seat belts will be worn at all times and all laws followed.

No operation of County vehicles after consumption of alcohol.

No tobacco use is allowed in any County vehicle.

(i) REIMBURSEMENTS

The amount of compensation to be paid for mileage reimbursement shall be consistent with the current rate set by the IRS.

Reimbursement for extended travel is paid on the basis of the prevailing mileage allowance rate or tourist air fares, whichever is less. When personal vehicles are used for extended travel not available by commercial transportation, travel reimbursement is made on an actual mileage basis. This excludes mileage for personal use. When two or more employees are traveling in one car, reimbursement is made to one employee.

Reimbursement for out-of-County meals, lodging, parking and other related County expenses will occur only upon submittal of receipts. Non-overnight meal expense reimbursement will be subject to Internal Revenue Service tax deduction.

Employees using private automobiles are reimbursed on the actual expense basis for parking when that parking is related to County business at other than your normal location. Receipts for such payments must be submitted with the expense reimbursement request.

Travel costs in a personal vehicle will not be reimbursed when a County owned vehicle is available for use.

(j) AIRLINE TRAVEL

Any Todd County employee or elected official who uses airline travel for County business must report the receipt of any credits or other benefits to the County by notifying the Auditor's Office within 30 days of receipt of any such benefits or credit. Any employee or elected official may accrue credits or other benefits to be used by the individual for additional airline travel for County business only. Credits or other benefits accrued to an employee or elected official who uses airline travel for County business cannot be used for personal gain.

(k) TRAVEL TIME

County employees may be authorized time for travel the day prior to and/or the day following the convention or meeting date(s) when extended travel is required by the Department Head.

(l) TRAVEL EXPENSES

Expense claim sheets must be prepared after return from travel and presented to the responsible authority for approval within 90 days. The claims shall be presented to the County Board for approval at County Board meetings in a manner and form as approved by the County Board.

If an employee's family members accompany them on County business trips, the portion of the expenses attributable to the family member(s) is not reimbursable.

(m) LIABILITY INSURANCE/DRIVER'S LICENSE

Employees shall not drive vehicles on County business without a valid Minnesota driver's license of the appropriate classification. Driving records of County employees who use vehicles for County business may be checked on an annual basis.

It is the employee's responsibility to notify his/her supervisor if their license has been revoked or if there is any other reason why they cannot drive a vehicle.

Employees are required to have liability insurance in effect on all personal vehicles used for County purposes or while performing County business. The County may at any time require proof of such insurance.

(n) COUNTY CAR POOL

The County Board will fund and maintain a county car pool. The vehicles in this pool are to be the primary source of transportation for County Employees while on approved County business.

The County Administrator is responsible for establishing and administering for the operations of the County Car Pool within the parameters of this policy, including:

- 1) Purchasing vehicles within the budget parameters set by the County Board and in accordance with approved capital improvement plans
- 2) Scheduling of vehicles for use by employees, staging and parking vehicles, location and security of keys, accessing vehicles before and after hours and tracking vehicle use and mileage
- 3) Maintenance schedules, planning and execution including agreement with a contractor for services
- 4) Cross checking records to ensure that the provisions of 7.01(i) are adhered to including processing mileage submissions prior to submission to the County Board for warrant approval
- 5) Determining which departments will be billed by the County Car Pool for use of vehicles

The Public Works department will maintain a fleet of vehicles independent of the County Car pool, but the provisions of 7.01(i) will still apply.

The Sheriff's Department will maintain a fleet of vehicles independent of the County Car pool but the provisions of 7.01(i) will still apply.

Specific Exemptions from this policy are:

- 1) Home Health Aides Homemakers employed by the Public Health Department
- 2) County Commissioners

The County will continue to pay mileage for non-employees in certain situations as it applies such as contracted drivers, and committee members to whom mileage has typically been paid.

Employees who work on weekends may be exempted from this policy after review of the work assignment by a supervisor. The County Administrator shall review weekend exemptions.

The County Administrator is responsible to resolve issues and problems arising with the administration of this policy and is empowered under this and other applicable provisions to make reasonable accommodations required to enact the direction of the County Board.

Todd County, MN Board Action Form



| | |
|--|---|
| Action Requested | |
| <input type="checkbox"/> Action/Motion <input type="checkbox"/> Discussion <input type="checkbox"/> Information Item | <input type="checkbox"/> Report <input checked="" type="checkbox"/> Resolution <input type="checkbox"/> Other |
| Board Action Tracking Number (Admin use): 201002020013 | |

| | |
|---|-----------------------|
| Title (for publication with the Agenda): Resolution for Consideration Adopting a Central Purchasing Policy | |
| Date of Meeting: February 2, 2010 | Total time requested: |
| Department Requesting Action: Administration | |
| Presenting Board Action/Discussion at Meeting: | |
| Background <input checked="" type="checkbox"/> Supporting Documentation enclosed | |
| See attached Resolution | |
| Options <input type="checkbox"/> Supporting Documentation enclosed | |
| Recommendation <input type="checkbox"/> The Todd County Board of Commissioners approves the following by Motion: | |
| | |
| Financial Implications: \$ | Comments |
| Funding Source: | |
| Budgeted: <input type="checkbox"/> Yes <input type="checkbox"/> No | |

| Action | Voting in Favor | Voting Against |
|---------------------------------|-----------------------------------|-----------------------------------|
| Motion: | <input type="checkbox"/> Blessing | <input type="checkbox"/> Blessing |
| Second: | <input type="checkbox"/> Kneisl | <input type="checkbox"/> Kneisl |
| <input type="checkbox"/> Passed | <input type="checkbox"/> Ruda | <input type="checkbox"/> Ruda |
| <input type="checkbox"/> Failed | <input type="checkbox"/> Kircher | <input type="checkbox"/> Kircher |
| <input type="checkbox"/> Tabled | <input type="checkbox"/> Neumann | <input type="checkbox"/> Neumann |

| | |
|--------------------------------------|--|
| Signatures | |
| County Board Chairman: | |
| | |
| David Kircher | |
| Clerk to the Board: | |
| | |
| Nathan Burkett, County Administrator | |

Seal

TODD COUNTY BOARD OF COMMISSIONERS

A Resolution Adopting Certain County Purchasing Policies

WHEREAS, Minnesota Statutes 375.72 authorizes County Boards to establish and fund a county purchasing department, and;

WHEREAS, that same statute allows the County Board to assign the duties of county purchasing to an existing department, and;

WHEREAS, the County Board of Commissioners has determined that it is in the best interest of the County to increase efficiency and decrease costs by centralizing purchasing.

NOW THEREFORE BE IT RESOLVED, that the Todd County Board of Commissioners hereby adopts the policies contained in Attachment 1 to this resolution and directs immediate implementation:

BE IT FURTHER RESOLVED, that the Board be informed of the administrative policies adopted with regards to centralized purchasing and that a report be given to the Board on June 15, 2010 regarding implementation of said policies.

Article I. PURCHASING POLICY

PURPOSE:

The County Board of Commissioners shall be the final authority with regards to all County purchases. The County Board shall exercise this authority by approving at a regular County Board meeting all warrants and payments as prepared by the Auditor-Treasurer, except in the case of Social Service expenditures, which will be approved at Social Service Board meetings. This policy shall delegate authority for County Employees to make purchases on behalf of the County Board.

The County Board recognizes that in order to ensure efficient operation of the County from day to day that it is not prudent to require County Board action for all purchases. In delegation of this authority the County Board is placing trust and confidence in the County Administrator and Department Heads to use their discretion when considering purchases.

Local vendors shall be afforded the opportunity to provide a competitive bid for all purchases made by the County.

Section 1.01 GENERAL PURCHASING POLICY AND AUTHORITY

- 1) The County Board delegates purchase authority for budgeted non-capital expenditures as follows:
- 2) Department Heads may authorize expenditures up to \$2,500 without prior County Board approval.
- 3) The County Administrator may authorize expenditures up to \$5,000 without prior County Board Approval

Section 1.02 CONTRACT PURCHASING POLICY AND AUTHORITY

- 1) The County Board delegates authority for budgeted execution of contracts or contracted expenditures as follows:
- 2) Department Heads may authorize expenditures up to \$5,000 without prior County Board approval.
- 3) The County Administrator may authorize expenditures up to \$10,000 without prior County Board Approval.

Section 1.03 CAPITAL PURCHASING POLICY AND AUTHORITY

The County Board delegates purchase authority for budgeted capital expenditures as follows:

- 1) Department Heads may authorize expenditures up to \$1,000 without prior County Board approval.
- 2) The County Administrator may authorize expenditures up to \$5,000 without prior County Board Approval
- 3) The County MIS Director shall have capital purchase authority up to the full budgeted amount in the MIS budget to make enhancements, upgrades or maintain technology systems.

Section 1.04 CREDIT CARD PURCHASING POLICY

- 1) The County Board will authorize the use of a County credit card pursuant to Minnesota State Statute 375.171.
- 2) The County will maintain one active credit card, which will be kept in the custody of the Auditor-Treasurer.

- 3) The credit card can be used by any County employee for County business. Priority for use will be given to those employees traveling outside of the County. The Credit Card may be used to place supply orders, make reservations, and pay registrations or dues or other expenses at the discretion of the purchasing authority.
- 4) The credit card must be checked out and the purpose written down for which it is being used. The employee who checks out the credit card is responsible for its return and ensuring that all charges on the credit card are properly documented.
- 5) Under no circumstances will the credit card number or other vital information be written down and used over the internet or phone. All purchases on the credit card must be made while the card is signed out by and in the possession of the employee making the purchase.
- 6) An Acquisition form will be issued to be filled out by the employee who used the credit card when it is brought back. This form contains:
 - a) Date credit card was used
 - b) Business purpose for expense
 - c) Itemized charges made to the credit card and receipts documenting purchases
 - d) Signature of person using the credit card, and
 - e) Appropriate approval
 - f) When the credit card is brought back, it must signed back in to the possession of the Auditor-Treasurer's office.
 - g) When the credit card statement comes in each month, the receipts will be compared to the itemized list on the statement. The bill is paid and the copies of paperwork and receipts are attached to the claim.

Section 1.05 COUNTY CHARGE ACCOUNTS

For purposes of efficiency, the County may elect to maintain charge accounts at certain businesses throughout the County.

Section 1.06 NON-BUDGETED EXPENDITURES

All non-budgeted expenditures must be approved by the County Board at a public meeting.

Section 1.07 CENTRALIZED PURCHASING

In accordance with Minnesota Statutes 375.72 the County Board has established and funded a County purchasing department.

The County Administrator is responsible for the centralized purchasing function for the County including budgeting and administration. The County Administrator is authorized on an annual basis to engage with a supplier for basic office supplies which are commonly used throughout the County. Most typical office supplies are included. All departments must purchase appropriate supplies through the centralized department.

All Technology purchases will also be made centrally, including copier leases, copiers, printers, computers and technology supplies.

Specifically exempted from this policy are items which are specific to certain departments including:

- 1) Medical supplies
- 2) Heavy machinery and parts
- 3) Shop supplies
- 4) Program specific supplies
- 5) Elections materials and state/federal/other agency forms

It shall generally be the responsibility of the County Administrator to determine if a supply will be purchased centrally within the parameters of this policy.

The Purchasing Department shall be responsible for:

- 1) Tracking purchasing expenditures by department and billing to departments as necessary
- 2) At the request of a department, searching for a best price for a good or service needed for the operations of the County
- 3) Annually determining a vendor to supply basic office supplies to the County
- 4) Managing the purchasing budget and generally administering the program
- 5) Determining which supplies will be available for purchase, and which supplies will require special request

Todd County, MN Board Action Form



| | |
|--|---|
| Action Requested | |
| <input type="checkbox"/> Action/Motion <input type="checkbox"/> Discussion <input type="checkbox"/> Information Item | <input type="checkbox"/> Report <input checked="" type="checkbox"/> Resolution <input type="checkbox"/> Other |
| Board Action Tracking Number (Admin use): 201002020014 | |

| | |
|---|-----------------------|
| Title (for publication with the Agenda): Resolution for Consideration Amending Personnel Policy | |
| Date of Meeting: February 2, 2010 | Total time requested: |
| Department Requesting Action: Administration | |
| Presenting Board Action/Discussion at Meeting: | |
| Background <input checked="" type="checkbox"/> Supporting Documentation enclosed | |
| See attached Resolution | |
| Options <input type="checkbox"/> Supporting Documentation enclosed | |
| Recommendation <input type="checkbox"/> The Todd County Board of Commissioners approves the following by Motion: | |
| | |
| Financial Implications: \$ | Comments |
| Funding Source: | |
| Budgeted: <input type="checkbox"/> Yes <input type="checkbox"/> No | |

| Action | Voting in Favor | Voting Against |
|---------------------------------|-----------------------------------|-----------------------------------|
| Motion: | <input type="checkbox"/> Blessing | <input type="checkbox"/> Blessing |
| Second: | <input type="checkbox"/> Kneisl | <input type="checkbox"/> Kneisl |
| <input type="checkbox"/> Passed | <input type="checkbox"/> Ruda | <input type="checkbox"/> Ruda |
| <input type="checkbox"/> Failed | <input type="checkbox"/> Kircher | <input type="checkbox"/> Kircher |
| <input type="checkbox"/> Tabled | <input type="checkbox"/> Neumann | <input type="checkbox"/> Neumann |

| | |
|--------------------------------------|--|
| Signatures | |
| County Board Chairman: | |
| | |
| David Kircher | |
| Clerk to the Board: | |
| | |
| Nathan Burkett, County Administrator | |

Seal

TODD COUNTY BOARD OF COMMISSIONERS

A Resolution Amending the Todd County Group Health Insurance Retirement Policy

WHEREAS, the Todd County Board of Commissioners has the responsibility of setting policies, and;

WHEREAS, the current early retirement policy sets for policies for conditions under which an employee may retire with County benefits, and;

WHEREAS, this policy shall not interfere with, or supersede binding contracts with bargaining units, however this policy and the language change contained therein shall available for the bargaining units to opt to allow as part of the terms and conditions of employment.

NOW, THEREFORE BE IT RESOLVED, that the Todd County Board of Commissioners directs that the amendment contained in Attachment 1 to this resolution be approved and implemented in to the Policies of Todd County effective immediately upon passage of this resolution.

Current Policy:

Article VI EMPLOYEE BENEFITS AND SERVICES
Section 6.01 INSURANCE – GROUP HEALTH AND LIFE

(b) RETIREMENT

Upon retirement, an employee may join the Insurance Retiree Group Plan with the condition the employee has been employed by the County for a minimum of twelve (12) years and be at least fifty-five (55) years of age, or have thirty (30) years of service. The County will pay five (\$5.00) per month towards the premium amount.

(c) EARLY RETIREMENT

Upon early retirement, the County's current policy is to pay the single health insurance premium up to age sixty-five, (65) with the condition that the employee is eligible for PERA retirement, is at least sixty-two (62 years of age and has twenty (20) year or more years of service.

In the alternative, the County will pay the single premium up to three (3) years, but not exceed the employee's 65th birthday, to an employee who retires upon reaching age sixty (60), is eligible for PERA retirement and has twenty (20) or more years of service. Thereafter, the County will contribute up to five (\$5) dollars per month toward the retired employee's group health premium until the employee is eligible for Medicare. These benefits do not vest upon the employee's retirement and the County expressly reserves the right to amend its contribution or discontinue this program to employees who retire while this provision is in effect.

Proposed:

Article VI EMPLOYEE BENEFITS AND SERVICES
Section 6.01 INSURANCE – GROUP HEALTH AND LIFE

(b) RETIREMENT

Upon retirement, an employee may join the Insurance Retiree Group Plan with the condition the employee has been employed by the County for a minimum of twelve (12) years and be at least fifty-five (55) years of age, or have thirty (30) years of service. The County will pay five (\$5.00) per month towards the premium amount until the employee is eligible for Medicare.

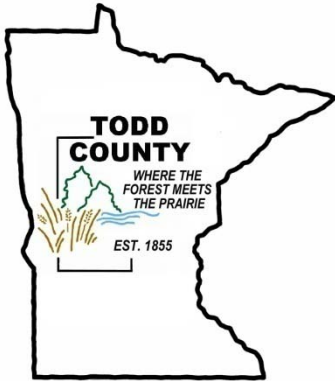
(c) EARLY RETIREMENT

Upon early retirement, the County's current policy is to pay up to the current single base plan rate for the single health insurance premium up to three years, not to exceed the employee's 65th birthday with the condition the employee is eligible for PERA retirement and has twenty (20) year or more years of service.

Thereafter, the County will contribute up to five (\$5) dollars per month toward the retired employee's group health premium until the employee is eligible for Medicare.

These benefits to do not vest upon the employee's retirement and the County expressly reserve the right to amend its contribution or discontinue this program to employees who retire while this provision is in effect.

Todd County, MN Board Action Form



| | |
|---|--|
| Action Requested | |
| <input checked="" type="checkbox"/> Action/Motion <input type="checkbox"/> Discussion <input type="checkbox"/> Information Item | <input type="checkbox"/> Report <input type="checkbox"/> Resolution <input type="checkbox"/> Other |
| Board Action Tracking Number (Admin use): 201002020015 | |

| | |
|--|-----------------------|
| Title (for publication with the Agenda): Budget Amendment - Sheriff | |
| Date of Meeting: February 2, 2010 | Total time requested: |
| Department Requesting Action: Administration | |
| Presenting Board Action/Discussion at Meeting: | |
| Background <input checked="" type="checkbox"/> Supporting Documentation enclosed | |
| <p>The Todd County Sheriff has requested a budget amendment for the purposes of carrying forward non-governmental funds for the inmate canteen. The budget amendment has no effect on the governmental funds of the County.</p> | |
| Options <input type="checkbox"/> Supporting Documentation enclosed | |
| | |
| Recommendation <input type="checkbox"/> The Todd County Board of Commissioners approves the following by Motion: | |
| | |
| Financial Implications: \$ | Comments |
| Funding Source: | |
| Budgeted: <input type="checkbox"/> Yes <input type="checkbox"/> No | |

| Action | Voting in Favor | Voting Against |
|---------------------------------|-----------------------------------|-----------------------------------|
| Motion: | <input type="checkbox"/> Blessing | <input type="checkbox"/> Blessing |
| Second: | <input type="checkbox"/> Kneisl | <input type="checkbox"/> Kneisl |
| <input type="checkbox"/> Passed | <input type="checkbox"/> Ruda | <input type="checkbox"/> Ruda |
| <input type="checkbox"/> Failed | <input type="checkbox"/> Kircher | <input type="checkbox"/> Kircher |
| <input type="checkbox"/> Tabled | <input type="checkbox"/> Neumann | <input type="checkbox"/> Neumann |

| | |
|---|--|
| Signatures | |
| County Board Chairman: | |
| <hr style="width: 30%; margin-left: 0;"/> | |
| David Kircher | |
| Clerk to the Board: | |
| <hr style="width: 30%; margin-left: 0;"/> | |
| Nathan Burkett, County Administrator | |

Seal

Todd County, MN Board Action Form



| | |
|---|--|
| Action Requested | |
| <input checked="" type="checkbox"/> Action/Motion <input type="checkbox"/> Discussion <input type="checkbox"/> Information Item | <input type="checkbox"/> Report <input type="checkbox"/> Resolution <input type="checkbox"/> Other |
| Board Action Tracking Number (Admin use): 201002020016 | |

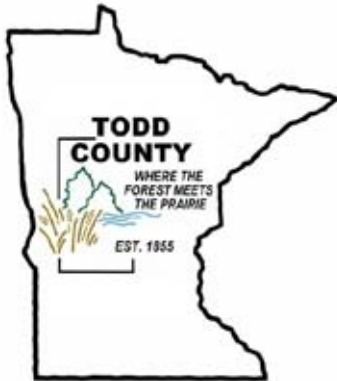
| | |
|---|-----------------------|
| Title (for publication with the Agenda): Budget Amendment - Public Health | |
| Date of Meeting: February 2, 2010 | Total time requested: |
| Department Requesting Action: Administration | |
| Presenting Board Action/Discussion at Meeting: | |
| Background <input checked="" type="checkbox"/> Supporting Documentation enclosed | |
| | |
| Options <input type="checkbox"/> Supporting Documentation enclosed | |
| | |
| Recommendation <input type="checkbox"/> The Todd County Board of Commissioners approves the following by Motion: | |
| | |
| Financial Implications: \$ | Comments |
| Funding Source: | |
| Budgeted: <input type="checkbox"/> Yes <input type="checkbox"/> No | |

| Action | Voting in Favor | Voting Against |
|---------------------------------|-----------------------------------|-----------------------------------|
| Motion: | <input type="checkbox"/> Blessing | <input type="checkbox"/> Blessing |
| Second: | <input type="checkbox"/> Kneisl | <input type="checkbox"/> Kneisl |
| <input type="checkbox"/> Passed | <input type="checkbox"/> Ruda | <input type="checkbox"/> Ruda |
| <input type="checkbox"/> Failed | <input type="checkbox"/> Kircher | <input type="checkbox"/> Kircher |
| <input type="checkbox"/> Tabled | <input type="checkbox"/> Neumann | <input type="checkbox"/> Neumann |

| |
|---|
| Signatures |
| County Board Chairman: |
| _____ David Kircher |
| Clerk to the Board: |
| _____ Nathan Burkett, County Administrator |

Seal

Todd County, MN Board Action Form



| | |
|---|--|
| Action Requested | |
| <input checked="" type="checkbox"/> Action/Motion <input type="checkbox"/> Discussion <input type="checkbox"/> Information Item | <input type="checkbox"/> Report <input type="checkbox"/> Resolution <input type="checkbox"/> Other |
| Board Action Tracking Number (Admin use): 201002020017 | |

| | |
|--|-----------------------|
| Title (for publication with the Agenda): Budget Amendment Emergency Management | |
| Date of Meeting: February 2, 2010 | Total time requested: |
| Department Requesting Action: Administration | |
| Presenting Board Action/Discussion at Meeting: | |
| Background <input checked="" type="checkbox"/> Supporting Documentation enclosed | |
| See attached budget amendment. Adjustments to the budget need to be made to recognize grant revenues and associated spending. | |
| Options <input type="checkbox"/> Supporting Documentation enclosed | |
| | |
| Recommendation <input type="checkbox"/> The Todd County Board of Commissioners approves the following by Motion: | |
| | |
| Financial Implications: \$ | Comments |
| Funding Source: | |
| Budgeted: <input type="checkbox"/> Yes <input type="checkbox"/> No | |

| Action | Voting in Favor | Voting Against |
|---------------------------------|-----------------------------------|-----------------------------------|
| Motion: | <input type="checkbox"/> Blessing | <input type="checkbox"/> Blessing |
| Second: | <input type="checkbox"/> Kneisl | <input type="checkbox"/> Kneisl |
| <input type="checkbox"/> Passed | <input type="checkbox"/> Ruda | <input type="checkbox"/> Ruda |
| <input type="checkbox"/> Failed | <input type="checkbox"/> Kircher | <input type="checkbox"/> Kircher |
| <input type="checkbox"/> Tabled | <input type="checkbox"/> Neumann | <input type="checkbox"/> Neumann |

| | |
|--------------------------------------|--|
| Signatures | |
| County Board Chairman: | |
| _____ | |
| David Kircher | |
| Clerk to the Board: | |
| _____ | |
| Nathan Burkett, County Administrator | |
| Seal | |