

TODD COUNTY BOARD OF COMMISSIONERS

Regular Board Meeting Agenda

Date: November 16, 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	Potential Consent Items	9:05
4.1	Commissioner Warrants	
4.2	Approve November 02, 2010 Minutes	
5	Public Works	9:07
5.1	Master Bridge Priority Replacement List	
6	Administrator	9:08
6.1	Discussion - NJPA Building	
6.2	2011 Budget - Policies and Staffing Review	
6.3	Closed Session	
	Standing Reports	
	Administrator's Report	
	Commissioners' Report	
	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 type="checkbox"/> Resolution <input type="checkbox"/> Other
Board Action Tracking Number (Admin use):	

Title (for publication with the Agenda): Commissioners Warrants	
Date of Meeting: November 16, 2010	Total time requested: 1 Minutes
Department Requesting Action: Administration	
Presenting Board Action/Discussion at Meeting: Administrator	
Background <input type="checkbox"/> Supporting Documentation enclosed	
Warrants have been forwarded to Commissioners and Administrator.	
Options <input type="checkbox"/> Supporting Documentation enclosed	
Recommendation <input type="checkbox"/> The Todd County Board of Commissioners approves the following by Motion:	
Approval of Commissioner Warrants #26129-26365 in the amount of \$123,226.25.	
Financial Implications: \$123,226.25	Comments
Funding Source: Levy	
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 STATE OF MINNESOTA } COUNTY OF TODD } I, Nathan W. Burkett, County Administrator, Todd County, Minnesota hereby certify that I have compared the foregoing copy of the proceedings of the County Board of said County with the original record thereof on file in the Administration Office of Todd County in Long Prairie, Minnesota as stated in the minutes of the proceedings of said board and that the same is a true and correct copy of said original record and of the whole thereof, and that said motion was duly passed by said board at said meeting. Witness my hand and seal:	Seal
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VENDOR NAME	AMOUNT
INFORMATION SYSTEM CORP	2,970.00
LONG PRAIRIE MEMORIAL HOSPITAL	4,008.58
LONG PRAIRIE OIL COMPANY	6,681.90
MORRISON CO PUBLIC HEALTH SERV	3,657.58
MORTON SALT	33,474.49
NORTHERN BUSINESS PRODUCTS	4,548.20
NORTHERN STAR COOP	3,239.92
OLSON'S TRUCK & TRACTOR SER	3,585.33
REGENTS OF THE UNIV OF MN	6,256.02
SEH INCORPORATED	4,085.00
SHIRLEY'S GAS & GROCERIES	3,608.80
STAPLES WORLD	4,738.32
WASTE MANAGEMENT OF CENTRAL MI	2,587.50
WIDSETH SMITH NOLTING INC	3,620.50
131 PAYMENTS LESS THAN \$2000	36,164.11
FINAL TOTAL.....	\$123,226.25

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): Approve November 2, 2010 Minutes	
Date of Meeting: November 16, 2010	Total time requested: 1 Min
Department Requesting Action: Administration	
Presenting Board Action/Discussion at Meeting: County Administrator	
Background <input checked="" type="checkbox"/> Supporting Documentation enclosed	
Minute	
Options <input type="checkbox"/> Supporting Documentation enclosed	
Recommendation <input checked="" type="checkbox"/> The Todd County Board of Commissioners approves the following by Motion:	
Approval of the November 2, 2010 Minutes without changes	
Financial Implications: \$0	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	
STATE OF MINNESOTA } COUNTY OF TODD }	
I, Nathan W. Burkett, County Administrator, Todd County, Minnesota hereby certify that I have compared the foregoing copy of the proceedings of the County Board of said County with the original record thereof on file in the Administration Office of Todd County in Long Prairie, Minnesota as stated in the minutes of the proceedings of said board and that the same is a true and correct copy of said original record and of the whole thereof, and that said motion was duly passed by said board at said meeting. Witness my hand and seal:	
Seal	

TODD COUNTY BOARD OF COMMISSIONERS

*Minutes of the Meeting of the Todd County Board of Commissioners held on
November 2, 2010*

Call to Order

The Todd County Board of Commissioners met in the Commissioner's Board Room in the City of Long Prairie, MN on the 2nd day of November at 9:00 A.M. The meeting was called to order by Chairperson Kircher with all members present. The meeting was opened with the Pledge of Allegiance

Approval of Agenda

On motion by Blessing and second by Ruda, the following motion was introduced and adopted by unanimous vote to approve the agenda as amended with the following changes:

1. Approve October 19, 2010 Minutes
2. Appointment to Region Five Development Commission

Routine Business

On motion by Blessing and second by Ruda, the following motion was introduced and adopted by unanimous vote: Approve Commissioner Warrants #26097 - #26218 in the amount of \$114,838.90.

On motion by Neumann and second by Kneisl, the following motion was introduced and adopted by unanimous vote: Approve Auditor Warrants #214904 - #215072 in the amount of \$6,752,396.14.

On motion by Ruda and second by Blessing, the following motion was introduced and adopted by unanimous vote: Approve the October 19, 2010 minutes without changes.

On motion by Ruda and second by Kneisl, the following motion was introduced and adopted by unanimous vote: Approve motion to nominate Commissioner Blessing to the Region Five Commission.

Todd County Attorney

On motion by Blessing and second by Neumann, the following motion was introduced and adopted by unanimous vote: Approve agreements for prosecution services between the Todd County Attorney and the cities of Hewitt, Grey Eagle, Bertha, Eagle Bend, Clarissa and Burtrum.

Osakis VFW

On motion by Neumann and second by Ruda, the following resolution was introduced and adopted by unanimous vote:

RESOLUTION DESIGNATING OSAKIS ARMED FORCES SCENIC DRIVE

WHEREAS, the Osakis George H. Elliot Veterans of Foreign Wars Post 7902 has requested Douglas County, the City of Osakis, and Todd County to designate Lake Street in the City of Osakis and the extensions thereof as Osakis Armed Forces Scenic Drive, and;

WHEREAS, the Osakis City Council approved the designation of the said Road as Osakis Armed Forces Scenic Drive on October 4, 2010, in accordance with a copy of the City's minutes attached hereto marked as Exhibit A, and;

WHEREAS, Douglas County approved the designation of that portion of Lake Street within Douglas County to be designated as Armed Forces Scenic Drive on September 28, 2010, evidenced by a copy of a

TODD COUNTY BOARD OF COMMISSIONERS

letter from the Chairman of the Douglas County Board which is attached hereto and marked as Exhibit B, and;

WHEREAS, the Osakis George H. Elliot of Veterans of Foreign Wars Post 7902 have paid for and obtained signage to so designate the Roadway described herein as the Osakis Armed Forces Scenic Drive and have further indicated that they will provide for continuing maintenance of the signage in the future so long as this designation continues to exist,

BE IT THEREFORE RESOLVED, that the Todd County Board of Commissioners by Motion does herewith designate that portion of Todd County Road 45 and that portion of Todd County Road 55 which form a part of that certain street known as Lake Street East, in accordance with the map marked as Exhibit C and attached hereto as Osakis Armed Forces Scenic Drive.

Public Works

On motion by Blessing and second by Ruda, the following resolution was introduced and adopted by unanimous vote:

FINAL PAYMENT AUTHORIZATION CP 77-10-01

WHEREAS, the contract with Knife River Corporation for the 2010 bituminous patching project known as CP 77-10-01 located along various Todd County Highways, has in all things been completed, and;

WHEREAS, construction work on this contract was scheduled and completed in 2010 with the value of the total work certified being \$104,487.72, and;

WHEREAS, partial payments amounting to \$99,263.33 have been previously been made to the contractor as work progressed, and;

WHEREAS, it has been determined that \$5,224.39 still remains to be paid to Knife River Corporation.

NOW, THEREFORE BE IT RESOLVED, that the Board of Commissioners does here accept said completed project for and in behalf of the County of Todd and authorize final payment as specified.

Recognition was given to the retirement of Allen Becker and Larry Cook from the Public Works Department after 37 years of service.

Ditch & Ag Inspector

On motion by Ruda and second by Kneisl, the following resolution was introduced and adopted by unanimous vote:

HOLD HARMLESS AGREEMENT- REPLACE DITCH WITH TILE –

COUNTY DITCH 33 & 2

WHEREAS, Pete Bosl received approval for a Hold Harmless Agreement to maintain a portion of this County Ditch on his property in 2009. Part of this project has been completed; the part of this project that has not been completed is lateral #1 that crosses one of Pete's crop fields, and

WHEREAS, lateral #1 is located entirely on Pete's property and is completely silted in with no visible ditch line. Pete is requesting to be allowed to replace lateral #1 with tile so there will not be an open ditch separating his crop field. The tile will be installed entirely on Pete's property at his own expense. A Hold Harmless Agreement has been signed and submitted to the Ditch Authority, and

TODD COUNTY BOARD OF COMMISSIONERS

WHEREAS, a plan has been submitted by Pete's contractor detailing the tile placement. This will be an 8" non perforated tile which will replace approximately 828 feet of ditch and will be at a minimum depth of 3.5 feet with a grade of 1% or less.

NOW, THEREFORE BE IT RESOLVED, that the Todd County Ditch Authority gives permission to Pete Bosl to replace approximately 828 feet of ditch on lateral #1 with an 8" non perforated tile to be installed at a minimum depth of 3.5 feet with a grade of 1% or less. This section of ditch is located in both sections 32 and 33 of Reynolds Township. All future maintenance and expense of this tile will be the responsibility of Pete Bosl or any future landowner of this property.

On motion by Ruda and second by Blessing, the following resolution was introduced and adopted by unanimous vote:

HOLD HARMLESS AGREEMENT FOR DITCH MAINTENANCE – COUNTY DITCH 33 & 2

WHEREAS, Joseph Foseid is requesting to maintain a portion of CD33 & 2 that is located on his property in Reynolds Twp section 32. The maintenance will be done at his own expense. A Hold Harmless Agreement has been signed and submitted to the Ditch Authority, and;

WHEREAS, an onsite inspection has been done. Project was reviewed by the TEP on 10/12/2010, and;

WHEREAS, applicant is allowed to maintain the drainage ditch to the original width, depth and grade.

An improvement by lowering or widening the ditch bottom is not allowed. Sediment and vegetation can only be removed to the extent of the original ditch bottom elevation. Spoil must be side cast and leveled, staying within 16 ½ feet of the ditch. Joseph has received permission from SWCD to place spoil in a low area behind his residence that has been deemed non wetland.

NOW, THEREFORE BE IT RESOLVED, that the Todd County Ditch Authority gives permission to Joseph Foseid to maintain a portion of CD33 & 2 that is located on his property, at his own expense.

Todd County Public Health

On motion by Neumann and second by Blessing, the following motion was introduced and adopted by unanimous vote: Approve Memorandum of Agreement between the Morrison-Todd-Wadena Board of Health and Todd County Public Health effective January 1, 2011- December 31, 2011.

On motion by Ruda and second by Kneisl, the following motion was introduced and adopted by unanimous vote: Designate Commissioner Kircher to serve on the Morrison Todd Wadena CHB SHIP Community Leadership Team.

On motion by Ruda and second by Blessing, the following motion was introduced and adopted by unanimous vote: Approve the Sanitarian Services Contract between Morrison County through its Public Health Department and Todd County Public Health Services' effective January 1, 2011 through December 31, 2011.

On motion by Neumann and second by Kneisl, the following motion was introduced and adopted by unanimous vote: Approve the Contract for Providing Interim, Emergency Environmental Health Services' between Stearns County Environmental Services Department and Todd County Public Health, effective January 1, 2011 through December 31, 2013.

TODD COUNTY BOARD OF COMMISSIONERS

Social Services and Public Health Consolidation Committee Report

The Consolidation Committee gave a presentation on the transitioning progress.

Todd County Administrator

On motion by Ruda and second by Kneisl, the following resolution was introduced and adopted by majority vote with Neumann voting against:

A RESOLUTION ESTABLISHING A CONSOLIDATED PUBLIC HEALTH AND SOCIAL SERVICES DEPARTMENT AND DIRECTING TRANSITION PLANNING, TO BE KNOWN IN THE INTERIM AS TODD COUNTY COMMUNITY SERVICES

WHEREAS, the downturn in the national economy, reductions in State and Federal reimbursements and payments to Todd County, a desire to limit property tax increases while maintaining services and programs, and efforts to maximize the efficiency and effectiveness of County operations requires changes in the operating systems of Todd County, and;

WHEREAS, Todd County currently has two separate departments designated for the provision of Social Services and Public Health services, and;

WHEREAS, the Todd County Social Services Board authorized formation and charge to a Committee comprised of Todd County Employees to recommend an organizational structure for a potential consolidated department and to recommend whether such a consolidation would lead to enhanced client outcomes, and;

WHEREAS, the Todd County Board of Commissioners has received said report from the Employee Committee and has determined that the recommendations of the Employee Committee create opportunities for increased efficiencies, and greater levels of services, and;

WHEREAS, removal of the artificial barriers created by departmental lines in the organizational structure will help expand appropriate information sharing, coordination of services and cross training of personnel will be enhanced to allow greater flexibility in dealing with the ebb and flow of the work demands, and;

WHEREAS, the Todd County Board of Commissioners desires for the transition to a fully consolidated department to be thoughtful and coordinated, and to the greatest extent possible to minimize any potential negative impacts upon County personnel.

NOW, THEREFORE BE IT RESOLVED, that the Todd County Board of Commissioners does hereby create the Todd County Department of Community Services effective upon adoption of this resolution, and that appropriate administrative procedures be taken to begin development of said department, with the goal being full departmental consolidation no later than December 31, 2012, and;

BE IT FURTHER RESOLVED, that Todd County will continue its participation on the Todd-Morrison-Wadena Board of Health, and the Todd County Board of Commissioners shall continue to serve as the Todd County Social Services Board and that the Todd County Social Services Board shall have oversight of the transition process.

On motion by Blessing and second by Ruda, the following resolution was introduced and adopted by unanimous vote:

TODD COUNTY BOARD OF COMMISSIONERS

A RESOLUTION APPROVING PHASE ONE OF TRANSFORMING TODD – STRATEGY ALIGNED MANAGEMENT PLANNING PROCESS AND DIRECTING TO PROCEED TO PHASE TWO

WHEREAS, the Todd County Board of Commissioners has directed that the Todd County Administrator create a steering committee and proceed with a strategic planning process, and;

WHEREAS, the County Administrator, County Staff and Citizens have participated in a collaborative process to develop a vision, mission and set of core strategic areas that will guide the continuing process, and;

WHEREAS, grant funds have been received to offset project costs related to ongoing planning and eventual implementation of strategic management principles.

NOW THEREFORE BE IT RESOLVED, that the Todd County Board of Commissioners hereby approves the Vision, Mission, Core Strategic Areas and Values Statements created by the Transforming Todd-Strategy Aligned Management Steering Committee, attached to this resolution and incorporated by reference, and;

BE IT FURTHER RESOLVED, that the Todd County Board of Commissioners directs that sub-committees be established under the guidance of the County Administrator with the charge of developing specific objectives and measurements, to be delivered to the County Board no later than June 30, 2011.

On motion by Kneisl and second by Ruda, the following resolution was introduced and adopted by unanimous vote:

A RESOLUTION TRANSFERRING MONIES BETWEEN FUNDS

WHEREAS, the Todd County Board of Commissioners has authorized a contract with the Todd County Development Corporation.

NOW, THEREFORE BE IT RESOLVED, that \$38,926.00 be transferred from the general fund to the trustee fund for the Todd County Development Corporation in accordance with the signed agreement and the 2010 budget.

Administrator's Report

The Administrator will send out letters today to all the local attorneys regarding RFP's for public defender services.

Commissioners' Report

Neumann reported he attended the AMC regional meeting in Glenwood and that there were only two other Counties that had a zero % increase for their levies.

AUDITOR WARRANT LISTING

VENDOR NAME	AMOUNT
AMERICAN HERITAGE BANK	480,445.49
BIG SWAN LAKE IMPROV DIST	5,713.30
CITY OF BERTHA	13,884.68
CITY OF BROWERVILLE	84,418.31
CITY OF BURTRUM	4,296.74

TODD COUNTY BOARD OF COMMISSIONERS

CITY OF CLARISSA	58,812.99
CITY OF EAGLE BEND	75,133.53
CITY OF GREY EAGLE	49,721.94
CITY OF HEWITT	16,672.72
CITY OF LONG PRAIRIE	369,033.42
CITY OF OSAKIS	69,890.36
CITY OF STAPLES	261,184.92
REGION V DEVELOP COMMISSION	5,913.53
SAUK RIVER WATER SHED DISTRICT	47,909.69
SCHOOL DISTRICT 213	297,659.55
SCHOOL DISTRICT 2170	186,940.24
SCHOOL DISTRICT 2753	860,767.78
SCHOOL DISTRICT 2759	92,177.56
SCHOOL DISTRICT 486	112,240.34
SCHOOL DISTRICT 740	49,648.91
SCHOOL DISTRICT 743	241,986.51
SCHOOL DISTRICT 786	93,714.73
SCHOOL DISTRICT 787	121,868.46
SCHOOL DISTRICT 789	16,000.78
SCHOOL DISTRICT 793	22,711.69
SCHOOL DISTRICT 818	6,764.90
TOWN OF BARTLETT	15,127.87
TOWN OF BERTHA	13,097.97
TOWN OF BIRCHDALE	58,622.45
TOWN OF BRUCE	31,486.02
TOWN OF BURLEENE	17,221.78
TOWN OF BURNHAMVILLE	52,705.85
TOWN OF EAGLE VALLEY	14,528.44
TOWN OF FAWN LAKE	38,505.46
TOWN OF GERMANIA	10,442.34
TOWN OF GORDON	31,495.59
TOWN OF GREY EAGLE	84,789.35
TOWN OF HARTFORD	30,483.62
TOWN OF IONA	7,852.69
TOWN OF KANDOTA	39,403.61
TOWN OF LESLIE	57,264.84
TOWN OF LITTLE ELK	15,027.35
TOWN OF LITTLE SAUK	38,163.85
TOWN OF LONG PRAIRIE	39,075.65
TOWN OF MORAN	17,205.90
TOWN OF REYNOLDS	19,203.74
TOWN OF ROUND PRAIRIE	34,782.36

TODD COUNTY BOARD OF COMMISSIONERS

TOWN OF STAPLES	40,434.49
TOWN OF STOWE PRAIRIE	14,895.62
TOWN OF TURTLE CREEK	28,934.54
TOWN OF VILLARD	41,848.29
TOWN OF WARD	19,650.49
TOWN OF WEST UNION	6,486.86
TOWN OF WYKEHAM	13,820.35
AMERICAN HERITAGE BANK	31,862.91
COLLABORATIVE DESIGN GROUP	2,540.16
COMPUTER PROFESSIONALS	3,893.30
MN DEPT OF FINANCE	6,036.50
NURSE-FAMILY PARTNERSHIP	26,859.00
RESOURCE TRAINING & SOLUTION	146,861.50
UNIV OF MN-EXT FISCAL & ACCT	24,621.75
WEST GROUP PAYMENT CENTER	5,004.65
SCOTT WONDERLICH	2,512.00
AAA STRIPPING SERVICE CO	6,361.20
GENE-O'S FAMILY RESTAURANT	4,522.50
P.E.R.A.	8,788.42
TRI CITY PAVING INC	65,721.05
WSB AND ASSOCIATES	48,415.26
AMERICAN HERITAGE	2,076.92
AMERICAN HERITAGE BANK	2,649.00
CARD SERVICES COBORNS	3,004.62
CITY OF LONG PRAIRIE	8,651.53
CITY OF PERHAM	35,350.56
FLEET SERVICES	3,219.33
MINNESOTA POWER	9,777.86
MORRISON COUNTY	31,017.89
PETERS & CHURCHWELL	2,014.50
RAINBOW RIDER	4,000.00
TODD COUNTY DAC	3,069.00
TOM'S BACKHOE SERVICE, INC	886,764.17
ZAYO ENTERPRISE NETWORKS	3,299.33
AMERICAN HERITAGE	3,190.30
CENTRAL SPECIALTIES INC	468,275.78
KNIFE RIVER CORP	8,165.16
RESOURCE TRAINING & SOLUTION	153,680.00
WIDSETH SMITH NOLTING INC	74,880.58
16 PAYMENTS LESS THAN \$2000	34,680.71
SCHOOL DISTRICT 2170	152,558.26
TOTAL	6,752,396.14

TODD COUNTY BOARD OF COMMISSIONERS

COMMISSIONER WARRANTS

VENDOR NAME	AMOUNT
BRAATEN SAND & GRAVEL	12,120.87
DELL MARKETING	2,669.55
IDEAL CONSTRUCTION LLC	9,124.05
KRIS ENGINEERING	17,139.54
MN STATE SHERIFFS ASSOC	2,232.00
MONSON CORP	8,316.00
MORTON SALT	38,863.82
115 PAYMENTS LESS THAN \$2000	24,373.07
FINAL TOTAL.....	\$114,838.90

NOT APPROVED

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): Master Bridge Priority Replacement List	
Date of Meeting: 11/16/2010	Total time requested: 10 Minutes
Department Requesting Action: Public Works	
Presenting Board Action/Discussion at Meeting: Loren Fellbaum, County Engineer	
Background <input checked="" type="checkbox"/> Supporting Documentation enclosed	
See attached resolution and replacement list.	
Options <input type="checkbox"/> Supporting Documentation enclosed	
#1 Approve attached resolution. #2 Do not approve attached resolution.	
Recommendation <input type="checkbox"/> The Todd County Board of Commissioners approves the following by Motion: Approve attach resolution.	
Financial Implications: \$ N/A	Comments
Funding Source: Road & Bridge Fund	
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

Master Bridge Priority Replacement List

WHEREAS, Todd County has determined that the attached list of bridges on County State Aid Highways, County Roads, Township Roads, and Municipal Streets are either listed as structurally deficient or are a high priority for removal and replacement within the immediate future, and;

WHEREAS, Local roads play an essential role in the overall state transportation network and local bridges are a critical component of the local road system, and;

WHEREAS, State support for the replacement of bridges continues to be crucial to maintaining the integrity of the local road system and is necessary funding source for the County, Townships, and Municipalities to proceed with replacements of the bridges on the attached list, and;

WHEREAS, Todd County intends to proceed with the replacement of these bridges as soon as State Transportation Bond Funds become available.

NOW, THEREFORE BE IT RESOLVED, That Todd County commits that it will proceed with the replacement of these listed bridges immediately after being notified of the availability of State Transportation Bond Funds.

TODD COUNTY MASTER BRIDGE REPLACEMENT PRIORITY LIST

Approved on November 16th, 2010

<i>Jurisdiction</i>	<i>Road #</i>	<i>Bridge #</i>	<i>Year Built</i>	<i>Sufficiency Rating</i>	<i>Status</i>	<i>State Bond</i>	<i>Town Bridge</i>	<i>State Aid</i>	<i>Local</i>	<i>Estimated Costs</i>	<i>Prop. Year</i>
Todd County	CSAH #23	-	1900	-	Hyd. Deficient	\$ 30,000		\$ 50,000		\$ 80,000	2011
Gordon/Leslie Twps.	210th St	L7083	1920	55.1	Struct. Deficient		\$ 170,000		\$ 20,000	\$ 190,000	2011
Todd County	CSAH #23	919	1937	54.8	Struct. Deficient	\$ 90,000		\$ 110,000		\$ 200,000	2012
City of Osakis	Lake St. E.	3000	1919	36.0	SD & Posted	\$ 220,000			\$ 20,000	\$ 240,000	2012
Iona Township	300th St.	R0404	1929	65.8	Struct. Deficient		\$ 100,000		\$ 20,000	\$ 120,000	2012
Moran Township	239th Ave	RO417	1900	-	Hyd. Deficient	\$ 160,000			\$ 20,000	\$ 180,000	2012
City of Clarissa	Frank St	L8935	1920	52.1	SD & Posted	\$ 180,000			\$ 20,000	\$ 200,000	2012
Todd County	CSAH #23	89950	1922	52.9	SD & Posted	\$ 90,000		\$ 110,000		\$ 200,000	2013
Burnhamville Township	Flicker Road	L7077	1940	72.0	-		\$ 100,000		\$ 20,000	\$ 120,000	2013
Todd County	CR #76	89958	1927	55.0	Struct. Deficient	\$ 110,000			\$ 20,000	\$ 130,000	2014
Todd County	CSAH #14	89943	1900	57.5	Struct. Deficient	\$ 110,000		\$ 130,000		\$ 240,000	2014
Todd County	CR #78	89968	1949	74.1	-	\$ 220,000			\$ 20,000	\$ 240,000	2014
City of Eagle Bend	North St. W.	L8934	1930	63.1	-	\$ 100,000			\$ 20,000	\$ 120,000	2014
Long Prairie Township	250th St	RO402	1972	72.1	-	\$ -	\$ 100,000		\$ 20,000	\$ 120,000	2014
Iona Township	320th St	RO408	1926	84.0	-	\$ 100,000			\$ 20,000	\$ 120,000	2014
Todd County	CR #74	94262	1930	88.9	-	\$ 150,000			\$ 20,000	\$ 170,000	?
Todd County	CSAH #26	77507	1965	58.9	Posted for Weight	\$ 300,000		\$ 300,000		\$ 600,000	?
Todd County	CSAH #1	77506	1964	70.6	Posted for Weight	\$ 250,000		\$ 250,000		\$ 500,000	?
Todd County	CSAH #11	7218	1958	78.9	-	\$ 125,000		\$ 125,000		\$ 250,000	?
Todd County	CSAH #16	77501	1960	87.8	Struct. Deficient	\$ 170,000		\$ 180,000		\$ 350,000	?
City of Hewitt	470th Street	L7061	1954	86.0	-	\$ 180,000			\$ 20,000	\$ 200,000	?
Long Prairie Township	265th Ave	RO403	1932	49.8	Struct. Deficient	\$ 80,000			\$ 20,000	\$ 100,000	?
Bruce Township	331st Ave	L9309	1970	82.1	-	\$ 80,000			\$ 20,000	\$ 100,000	?
Bruce / Little Elk Twps.	270th St	RO410	1900	-	Hyd. Deficient	\$ 80,000			\$ 20,000	\$ 100,000	?
Hartford Township	284th St	RO411	1900	-	Hyd. Deficient	\$ 80,000			\$ 20,000	\$ 100,000	?
Long Prairie Township	230th St	RO416	1900	-	Hyd. Deficient	\$ 80,000			\$ 20,000	\$ 100,000	?

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): Preparations and Due Dilligence - Property Purchase	
Date of Meeting: November 16, 2010	Total time requested: 15 Minutes
Department Requesting Action: Administration	
Presenting Board Action/Discussion at Meeting: Administrator	
Background <input checked="" type="checkbox"/> Supporting Documentation enclosed	
See Attached	
Options <input type="checkbox"/> Supporting Documentation enclosed	
Approve	
Not Approve	
Table	
Recommendation <input checked="" type="checkbox"/> The Todd County Board of Commissioners approves the following by Motion:	
Approval and direction to proceed with buyer's due dilligence and preparation of purchase offer for the property located at 200 First Street Northeast, Staples, MN.	
Financial Implications: Sunk	Comments
Funding Source: Levy	
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	
STATE OF MINNESOTA } COUNTY OF TODD }	
I, Nathan W. Burkett, County Administrator, Todd County, Minnesota hereby certify that I have compared the foregoing copy of the proceedings of the County Board of said County with the original record thereof on file in the Administration Office of Todd County in Long Prairie, Minnesota as stated in the minutes of the proceedings of said board and that the same is a true and correct copy of said original record and of the whole thereof, and that said motion was duly passed by said board at said meeting. Witness my hand and seal:	
Seal	



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Phone: 320-732-6447

Discussion item - National Joint Powers Alliance (NJPA) Building

Consider Purchase – Information and Discussion Points

Regular County Board Meeting – November 16, 2010

Information

1. Todd County Social Services/Public Health and Todd-Wadena Corrections will share entry space, and share responsibility for reception at the south entrance to the building.
2. Primary occupants of the building (dedicated space) would be: Todd-Wadena Corrections and Region Five Development Commission, possible 3rd renter (to be determined, but would be a compatible organization).
 - o 2 – 3 office suites would be dedicated to Corrections
 - o The north end of the building (to the north of the fire door) would be occupied by Region V
3. Secondary occupants (non-dedicated space) would be: Todd County Social Services, Public Health, and other county departments needing space in the Staples area.
4. Common spaces, including two-three meeting rooms, 6 – 8 “open” desk areas, hallways, restrooms, break room kitchen, parking lot, outdoor patio would be open to all tenants and County staff (including contiguous counties) for use. The public or approved organizations may also be allowed to rent space in meeting rooms as available.
5. The current Corrections building in Staples is very non-professional, lacking in storage and meeting room space, as well as work space. The County Social Services/Public Health departments have been also utilizing space in the facility. The Todd-Wadena Corrections Board is in support of this possibility.
6. Region V is currently located in the old Lakewood hospital building in Staples. They are lacking space, and the hospital is interested in reclaiming the current space occupied by Region V. The Region V Development Commission Board is in support of this possibility.
7. NJPA will be locating to a new facility on the east side of Staples around July – August of 2011. The NJPA board is in support of selling the current facility.
8. An estimated 1/3 of the County population lives closer to Staples than they do to Long Prairie.¹
9. It is anticipated that the revenues from rents of Region V and Corrections will be able to cover the ongoing operations and maintenance costs of the building. There should be minimal costs associated with occupying the building, as the purchase can include furnishings and any modifications will be completed by STS.

¹ Based on 4142 address points of 14938 total address points in the County being physically closer to Staples than Long Prairie

Projected Budget - NJPA Building

Expenses	\$
Gas	2,500
Water/Sewer	11,500
Security System	500
Contracted Services (Cleaning, Snow, Law)	10,000
Waste removal	1,100
Connectivity	600
Maintenane Supplies and Repairs	5,000
<i>Subtotal Expenses</i>	<i>31,200</i>
Revenues	
Corrections Rents	9,000
Region V Rents	20,000
Additional Rent	3,000
<i>Subtotal Revenues</i>	<i>32,000</i>

Discussion Points

1. There is a trend toward regionalism in the State of Minnesota, it is widely held and proven that cooperating between entities can be cost effective and ultimately provide better services. The County Administrator has discussed with some other Counties in the region the possibility of engaging in cooperative agreements to serve clients from those Counties if the Staples facility is closer. These conversations have been preliminary only and simply gauged potential interest. Compensation and detailed planning would be required.
2. The types of clients that are served by Social Services/Public Health and Corrections are often less mobile than most people. This means that a trip to Long Prairie for services is sometimes impossible or impractical. This building would give these departments (specifically Social Services/Public Health) the opportunity to assign staff, rotate staff or temporarily house staff in the Staples area. There is a potential that travel costs for employees could be reduced by having a location closer to Staples. If clients can visit an employee at the Staples site, it would reduce travel time for employees, also making them more efficient. Also, the County could save expenses by holding WIC clinics in the building, where currently payment is made to a third party for space.
3. As a long term vision, it is possible that the site could become a northern county service center for Tax and Land related activities and inquiries. It could be established using technology that a person desiring to conduct business with the County could travel to the Staples location and pay taxes, record a document, ask a question about valuation or pull a permit, to name a few. This potentially easier access to the County could result in greater levels of customer service, and ensure that our customers are able to interface more effectively with us.
4. NJPA would also like to sell a parcel across the street to the north-west of the building.



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County Board Meeting – November 16, 2010

2011 Budget Discussion

Requested Topics of Discussion

1. 2011 Staffing Changes (attached)
2. 2011 Capital Improvement plan (attached)
3. 2011 Budget policies (attached)
4. Potential additional work session

1. 2011 Staffing Changes

Attachment 1 is a document which outlines the proposed staffing changes for the 2011 budget. All staffing changes will be included within the current financial parameters as established by the County Board (i.e. no levy increase). There may be further budget adjustments required in addition to the previously approved (by consent) budget reduction measures.

Attachment 2 is a proposed Management Analyst (Grant Writer) objectives plan. This plan is the current recommendation for the County Board based on discussion at the County Board's last general work session (not November 12, 2010).

Attachment 3 is a proposed position description for the Management Analyst position. This proposal is very rough draft, and must be reviewed by Human Resources, Leadership Team and Haye. We presume that between pay, benefits and overhead that this position will cost between 60k – 70k annually.

Administration is seeking with this discussion direction on the following:

- Consent approval to continue preparations
- Direction on Management Analyst position
 - Consideration – depending on the County Board's goal with regards to the grant writer, it is possible that Administration and the Leadership Team may be able to come up with a proposal to accomplish the grant writing directives of the Board without an additional staff member. Adding the Management Analyst position to the staff roster will require reductions be made in other areas of the budget.

2. 2011 Capital Improvements Plan

The County Board directed administration to prepare a capital improvements plan for maintenance of the County's facilities and replacement of equipment. The attached is a draft proposal in accordance with that direction.

3. 2011 Budget Policies

Requesting consent authorization to continue planning on the proposed policies contained in attachment 3.

2011 STAFFING CHANGES

The following staffing changes are requested approved through the 2011 budget.

ADMINISTRATION

Management Analyst/Grant Writer – Position created

Finance Supervisor/Manager/Coordinator – Position created (unfunded)

PLANNING AND ZONING

Environmental Technician – Upgraded to Planning and Zoning Coordinator

VETERANS SERVICES

Assistant Veterans Service Officer – Transition to levy funded position (prior grant funded)

PUBLIC WORKS

Truck and Equipment Operator – Upgraded to Maintenance Foreman

Assistant to the Engineer – Lateral change to Maintenance Superintendent

Maintenance Supervisor – Position eliminated

COMMUNITY SERVICES

Department Director – Position Created

SOLID WASTE

Solid Waste Administrator – Position Eliminated

Transfer Station Office Manager – Position Created



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County Board Meeting – November 16, 2010

Conceptual Management Analyst Policy and Objectives

1. The incumbent’s first priority will be to meet the goals of new revenue to the County.
2. The incumbent’s second priority will be projects which decrease expenses, enhance revenue recovery opportunities or increase efficiencies.
3. No fee for service between internal departments is required regardless of time required.
4. The management analyst will be hired as a “county asset” and shall be allowed to do grant writing work for other organizations at the direction of the County Administrator.
 - a. For grant writing expected to require less than 20 hours, a fee is not required, but the County may request that if a grant offers opportunity for administrative reimbursement that the payment to the County for services be included. Fee waiver is available for:
 - i. Local units of government covering areas within the borders of Todd County
 - ii. Non-profit organizations with a mission similar to the County’s core strategic areas with a presence in Todd County.
 - b. For grant writing expected to require more than 20 hours the County will request reimbursement contingent upon receipt of the grant at a cost of \$30/hr for all hours over 20. Contingent fee services is available for:
 - i. Local units of government covering areas within the borders of Todd County
 - ii. Non-profit organizations with a mission similar to the County’s core strategic areas with a presence in Todd County.
 - c. Dependent upon time available, the grant writer may be completed for any other agency or organization on a fee for service basis at \$35/hr.
5. The management analyst will be allowed to manage and coordinate grants internally as assigned.
6. The management analyst will be allowed to manage and coordinate grants for other organizations provided that there is reimbursement at \$35/hr.
7. Indicators and targets for the position are as follows:

Indicator	2011 Target	2012 Target	2013 Target
Reporting	Quarterly Report to County Board	Quarterly Report to County Board	Quarterly Report to County Board
Return on investment	1:1	3:1	7:1

Return on investment shall be calculated as follows:

Actual employee cost – direct revenue received = investment

New grant dollars received by the County, or County affiliated organizations / investment = return on investment

Example: Actual employee cost = \$60,000

minus

Direct revenue received (reimbursement from other organizations) = \$10,000

Investment = \$50,000

Grant dollars received by the County = 100,000

divided by

Investment = \$50,000

Return on investment = 2:1

DRAFT

**Todd County
Position Description**

Name:
Department: Administration
Position Title: Management Analyst
Pay Grade: ??
FLSA: Exempt, Non-union
Status: At-will
Date:
Reports To: County Administrator

As a current incumbent, I have reviewed and agreed to the contents of this job description:

Signature and date: _____

As supervisor, I have reviewed and agreed to the contents of this job description:

Signature and date: _____

As Department head, I have reviewed and agreed to the contents of this job description:

Signature and date: _____

Purpose of Position

To provide administrative support to all County departments as well as to County affiliated agencies and County local units of government, non-profit organizations, committees and regional assets as assigned. To analyze and research the operations and strategic goals of the County and take appropriate collaborative action to maximize County revenues and efficiencies. To seek out, apply for and coordinate grant opportunities to ensure funding of the County's high priority services and projects.

Essential Duties and Responsibilities

The following duties are normal for this position. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.

Grant Seeking and Writing

- Ensure County Board revenue objectives are met by bringing new grant revenues to the County and County partners
- Collaborate with the County departments, County affiliated organizations, local units of government and regional assets to identify needs in accordance with the County's strategic plan
- Develop creative, collaborative grant proposals including timelines, objectives and indicators
- Generate proposals and supporting documents in cooperation with partners
- Assure that intent and purpose of proposals are adequately communicated to partners, County Administrator, County Board and the community

Grant Management Support

- Provide technical assistance with grant research, final review, etc to County departments and partner agencies
- Report results and progress of grant objectives and indicators to the County Administrator, County Board, partner agencies, grant funder and the community.
- Coordinate grant activities as assigned and ensure communication between stakeholders and partners

Administrative Support

- Assist the County Administrator and County departments with special projects as assigned
- Analyze, evaluate and assist in making recommendations to ensure efficient and accountable County operations
- Conduct research regarding community needs, community perceptions and community desires
- Participate in development, analysis and evaluation of the County's strategic plan
- Develop and implement County public relations plans
- Establish positive working relationships with affiliated organizations, partner agencies, and other organizations whose mission and vision are supportive of the County's core functions

Skills and Communication

- Serves as a positive example to other County personnel with regards to workplace actions, attitude, and adherence to County policy
- Embodies teamwork and cooperation within and across County departments and with the public.
- Has strong communication and interpersonal skills, is honest, fair, and dependable
- Communicates effectively with the County Administrator and County Board and keeps it apprised of important matters ongoing in the County

Perform other duties as assigned by the County Administrator.

This position requires regular and timely attendance.

Minimum Training and Experience Required to Perform Essential Job Functions

Required Training and Experience;

- B.A./B.S. Degree in Public Administration, Public Policy, Business Administration or a writing related field such as English, Education, Journalism or Public Relations
- Demonstrated experience and success in obtaining grant funding or fundraising for public or non-profit organizations
- Valid MN Drivers License (or ability to obtain within 60 days of employment)

Physical and Mental Abilities

- Knowledge of grant writing process, principles and practices including application, compliance and reporting
- Written and oral communications – exhibits an understanding of audience, effectively communicates issues and success, equally skilled in both written and oral communications, public speaking skill
- Teamwork – exhibits ability to work in a team environment, with a strong focus on collaboration and demonstrates openness to others' point of view
- Collaborative problem solving skills - identifying issues and developing alternative solutions, and working collaboratively to solve problems

- Business acumen – understandings business implications of decisions, displays orientation to profitability/efficiency, demonstrates a goal oriented approach
- Planning and organizing – uses time efficiently and wisely, considers strategic goals, develops realistic action plans
- Innovation – demonstrates original and creative thinking, meets challenges with resourcefulness, generates suggestions for improving work
- Organizational agility – ability to follow policies and procedures, understand and respect others' points of view and positions

Tools and Equipment Used

- Telephone, fax, computer, copier
- Cellular telephone
- County vehicle

Physical Requirements

- Ability to coordinate eyes, hands feet and limbs in performing physical tasks including lifting, twisting carrying, pushing, pulling, kneeling, jumping, walking, bending, crouching crawling, balancing, prolonged sitting or standing, writing and using simple tools requiring adjustments.
- Ability to occasionally lift and carry up to 50 pounds or more, ability to frequently lift and carry up to 10 pounds or more
- Frequently required to drive a vehicle, sit and talk and hear.

Todd County is an Equal Opportunity Employer. In compliance with the American with Disabilities Act, the County will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.



Capital Improvement Plan

2011 - 2015

The Todd County Capital Improvement Plan (CIP) is a multi-year guide to the construction, improvement and maintenance needs of county facilities, acquisition of equipment and county roads. Through the preparation of this plan, the County is ensuring orderly maintenance of the County's facility and equipment needs. This CIP is intended as a planning tool and is not authorization of work or acquisition. Minnesota Statutes, Section 373.40 allows counties to plan for and finance the "acquisition and betterment of public lands, buildings, and other improvements within the county for the purpose of a county courthouse, administrative building, health and social services facility, correctional facility, jail, law enforcement center, hospital, morgue, park, qualified indoor ice arena and roads and bridges."

The law requires that a Capital Improvement Plan be prepared which must cover at least the five-year period beginning with the date of the Plan adoption. The CIP must set forth:

- The estimated schedule, timing and details of specific capital improvements;
- Estimated cost of the capital improvements identified;
- The need for the improvements; and
- The sources of revenues needed to pay for the improvements.

In preparing the plan, the County Board must consider for each project, and for the overall plan, the following factors:

1. the condition of the county's existing infrastructure, including the projected need for repair or replacement;
2. the likely demand for the improvement;
3. the estimated cost of the improvement;
4. the availability of public resources;
5. the level of overlapping debt in the county;
6. the relative benefits and costs of alternative uses of the funds;
7. operating costs of the proposed improvements; and
8. alternatives for providing services more efficiently through shared facilities with other counties or local government units.

Approval of the CIP and annual amendments must be approved by the County Board after a noticed public hearing. The Todd County Capital Improvement Plan has been created in accordance with the guidelines of Minnesota Statutes, Section 373.40. The CIP covers all public improvement and building projects, with a useful life of five years or greater, currently anticipated to be undertaken by the county during the next five years. While cost estimates and proposed funding sources are identified for each general improvement area, the CIP is not intended to provide a detailed or complete financing plan for each project. As the county prepares to undertake individual projects, the County Board will consider a specific finance program. The eight factors described above have been taken into consideration in preparing the CIP, as reflected in the findings under "CIP Policy Overview" and in the discussions of each project.

The CIP will be revised and updated on an annual basis as needed and used during the annual budget cycle. Revisions to the plan will only be done after a public hearing is held to take public comment. Changes to the priorities established in the plan should be expected. Changes can be caused by reductions in funding levels, opportunities for grants or other aids, delays in obtaining construction permits or necessary approvals, emergency needs or changes in community preferences.

Capital Improvement Policy Overview

In adopting the capital improvements program, the county finds:

- The projects contained in the capital improvements plan are necessary to maintain the existing infrastructure of the county and to properly provide for the health, safety and general well being of its residents.
- The proposed projects provide an adequate response to anticipated service demands in each area of operation.
- The county has considered the costs of the projects and the available financial resources and has determined that the projects are within the financial ability of the county. Further, the county has determined that failure to undertake the CIP will create a greater financial burden through higher service cost alternatives and increase costs of future project options.
- The public improvement projects will result in lower operating costs by avoiding maintenance expense and by providing public services in a cost effective manner. The projects have been designed to keep operating costs at a minimum.
- The county has thoroughly reviewed the alternatives for undertaking the applicable projects through shared facilities with other counties or units of government. All of the proposed public facilities are an integral part of the services provided by Todd County. Todd County will participate in shared facility options when such options are found to be either efficient or cost effective.
- The CIP is designed to make the most effective use of all financial resources available to the county, including fund reserves, current budgeted revenue, grants, and borrowing. The county's goal is to strike a reasonable balance among all of its resources.
 - The debt proposed in the CIP is within the statutory and financial capacity of the county. It will be impossible for the county to meet its public facility's needs in a timely manner without incurring debt.
 - The county will structure all necessary debt in a manner that makes the best use of its financial resources and minimizes the impacts on county residents.
- In preparing the CIP, the county has considered the impacts on operating costs. Projects are designed to keep the increases in operating costs to a minimum. Increases in operating costs are balanced with the overall need to provide the improvement.
- The majority of the projects in the CIP are financed without incurring debt. For those projects utilizing debt, borrowing is needed to provide the improvement in a timely manner and to spread the financial impacts over a period of years. These objectives outweigh the increase in county or overlapping indebtedness.
- The total estimated cost for the 2011 – 2015 CIP is: \$11,487,000

Impact on Operating Budgets

All capital equipment purchases in the plan have been approved by the County Board on the premise that there will be little or no impact on operating budgets. Funding for capital improvements projects, capital equipment and various repair projects is provided within the existing levy, and special levy outside of levy limits for debt service relating to capital improvements included in the five-year capital improvements plan or reserves.

Most CIP regular projects are repair/replacement and maintenance projects. These projects should help improve operating efficiencies and offset increased costs for operations and repairs. Replacing equipment on a scheduled basis also results in reduced maintenance costs of the old equipment and can provide enhanced performance due to new equipment technology. Completion of scheduled building maintenance improvements will extend the lives of the buildings. Providing funds for building improvements annually will enable capital improvements to be scheduled as needed, over time, rather than waiting for an emergency situation which will cost more to correct.

Types of CIP Long-Term Financing

General Obligation Bonds Authorized by Special Election: Minnesota Statutes, Chapter 475

Allows general obligation bonds to be issued for building purposes in an amount up to the county's debt limit. This requires a vote of the public and must be approved by one vote more than 50% of those voting. The tax levy for debt service is spread on the basis of market value (rather than net tax capacity, as all other options require).

Courthouse Bonds: Minnesota Statutes, Section 375.18

Allows general obligation bonds to be issued for courthouse improvements without a hearing or election up to .004030 times market value. In 2010 this was: \$9,414,403

Capital Improvement Plan/Bonds: Minnesota Statutes, Chapter 373.40

Allows counties to issue general obligation bonds for purposes defined in the Capital Improvement Plan. Once the CIP has been approved, the county must hold a public hearing on its plans to issue bonds. The County Board must approve a sale of Capital Improvement Bonds by a 3/5th majority. The decision to issue capital improvement bonds is subject to "reverse referendum". The county may issue the bonds unless a petition requesting a referendum signed by voters equal to 5% of the votes cast in the most recent general election is filed within the county auditor with 30 days following the public hearing.

The maximum annual debt service on all bonds issued under Section 373.40 cannot exceed .0012 times taxable market value. Maximum 2010 debt service: \$2,803,296

Jail Bonds: Minnesota Statutes, Section 641.23

Allows the county to issue general obligation bonds authorized by Board resolution with project approval by the Commissioner of Corrections. These bonds may be issued for jail and other law enforcement facilities.

- Jail/law enforcement facility financing may also be accomplished under Minnesota Statutes, Section 641.24, with bonds of a city within the county or a county housing and redevelopment authority that are backed by a general obligation lease-purchase agreement. The city or authority enters into a lease purchase agreement with the county, and the county (as lessee) makes payments over a period of time to the lesser in an amount sufficient to cover the bond principle and interest. Annual rentals may not exceed one-tenth of one percent of market value.

Annual Appropriations Lease-Purchase Financing (HRA Bonds)

This form of financing requires a lease-purchase agreement between the county and the "lessor" who can be an HRA, and EDA, or other entity, which owns the facility during the time lease payments, are being made to

cover the principal and interest on the bonds. At the end of the payments, the county becomes the owner of the facility.

- This is considered “debt” for debt limit purposes if the principal amount is more than \$1,000,000, and does not require an election. Debt service levies are special levies under the category “bonds of another governmental unit” of an HRA or EDA is used. The bonds are not general obligations of the county but rather are subject to annual allocation.

G.O. Capital Notes (M.S. Chapter 373)

Finance road construction, public safety, medical, and data processing equipment.

State Aid Bonds (M.S. Chapter 162)

State aid payments can be pledged to retire general obligation bonds sold to finance state aid road improvements.

Dedicated Funds

Recorder’s Technology Fund

The Recorder’s Technology fund is allowed by Minnesota Statute – 357.182 Subd. 7 and was authorized by the County Board of Commissioners. Current fund balance as of November 2010 is: \$233,390

357.182 Subd. 7. Restriction on use of recording fees.

Notwithstanding any law to the contrary, for county budgets adopted after January 1, 2006, each county shall segregate the additional unallocated fee authorized by sections [357.18](#), [508.82](#), and [508A.82](#) from the application of the provisions of chapters 386, 507, 508, and 508A, in an appropriate account. This money is available as authorized by the Board of County Commissioners for supporting enhancements to the recording process, including electronic recording, to fund compliance efforts specified in subdivision 5 and for use in undertaking data integration and aggregation projects. Money remains in the account until expended for any of the authorized purposes set forth in this subdivision. This money must not be used to supplant the normal operating expenses for the office of county recorder or registrar of titles.

Recorder’s Compliance Fund

The Recorder’s Technology fund is allowed by Minnesota Statute – 357.18 Subd. 4 and was authorized by the County Board of Commissioners. Current fund balance as of November 2010 is: \$219,349

357.18 Subd. 4. Technology fund.

The \$10 fee collected under subdivision 1, clause (1), shall be deposited in a technology fund for obtaining, maintaining, and updating current technology and equipment to provide services from the record system. The fund shall be disbursed at the county recorder's discretion to provide modern information services from the records system. The fund is a supplemental fund and shall not be construed to diminish the duty of the county governing body to furnish funding for expenses and personnel necessary in the performance of the duties of the office pursuant to section [386.015, subdivision 6](#), paragraph (a), clause (2), and to comply with the requirements of section [357.182](#).

Building Improvement Fund

The Building Improvement fund was created by action of the County Board and has a current balance of: ?

Statutory Debt Limit

Minnesota counties have a debt limit equal to 3% of the taxable market value (for obligations issued after June 30, 2008). This statutory limit applies to the following:

- General obligation bonds expected to be paid entirely from property taxes (not, for instance, to bonds which may have special assessments and/or revenues pledged to their payment).
- Lease purchase financing which is more than \$1,000,000 in size.

The calculation of Todd County's debt limit is as follows:

- Taxable Market Value (2010) x 3% = Gross Debt Limit of \$70,082,403
- As of November 2010 Outstanding Bonds

- Jail bonds

Organization of the CIP

The Todd County Capital Improvement Plan (CIP) is divided into three sections. The first section of the CIP is a 5-year projection of county facility needs and improvements. This section provides a general description of all county facilities, scheduled facility maintenance or improvements, estimates of improvement costs, general funding sources and projected year of construction. Included in this section is the proposed remodels of both the Courthouse Square and Historic Courthouse building projects to be completed during the coming 5-year period.

The second section of the CIP lists all capital equipment purchases proposed for the budget years included in this plan. The equipment needs are organized by year to facilitate review and authorization of the expenditures during the annual budget cycle. A brief description of the proposed equipment purchase is provided, notation of whether the equipment is an addition or replacement to the department asset list, and the estimate of the cost.

The next section lists the 5-year County Road Transportation Improvement Plan as prepared by the County Engineer and adopted by the County Board. Each road project listed contains a general description of the road improvement, engineer's estimate of costs, general funding sources and projected year of construction.

County Facilities

Year	Project	Approximate Cost (\$)	Funding Source
2011	Repainting - New Courthouse interior	5,000	CPA
2011	County Facility Monuments	10,000	CPA
2011	New Courthouse hallway upgrades - improve security	10,000	CPA
2011	Landscaping - Shrubbery, reinforcing rock wall, sidewalks, etc.	10,000	CPA
2011	Transition from paper towels to blow dryers in all buildings	20,000	CPA
2011	Annex I and II doors and windows - re-evaluate, replace, weather seal, Replace rear door to new courthouse	50,000	CPA
2011	Peaked, Vented Roof on new courthouse, reshingle current roof	100,000	CPA
2011	Elevator between Annex I and II	250,000	CPA
2011	Acquire Staples Office Space	350,000	Reserves
2011	Renovate and Restore Historic Courthouse	4,300,000	GO Bonds, reserves, grants
2012	Jail Boilers	40,000	CPA
2012	Northern Shop - Cold Storage Facility	80,000	CPA
2012	Updates to Solid Waste facility - traffic control in to the facility, efficiency updates	200,000	SW Reserves
2012	Renovation of Social Services/Public Health Buildings - shared entrance, open spaces, windows, necessary updates to heating and cooling systems, carpeting.	500,000	CPA
2013	Annex I Roof	50,000	CPA
2013	Long Prairie Shop - Parking Lot Overlay	60,000	CPA
Buildings Improvements Total		\$ 6,035,000	

Capital Equipment

Technology Equipment

Year	Project	Approximate Cost (\$)	Funding Source
2011	Technology upgrades - Flat screens, virtualize servers	25,000	CPA
2011	Scheduled Technology Upgrades - replacing systems in accordance with the County replacement policy	45,000	Levy
2011	E-Recording	100,000	Recorder's Funds
2012	Scheduled Technology Upgrades - replacing systems in accordance with the County replacement policy	30,000	Levy
2013	Scheduled Technology Upgrades - replacing systems in accordance with the County replacement policy	26,000	Levy
2014	Scheduled Technology Upgrades - replacing systems in accordance with the County replacement policy	27,000	Levy
2015	Scheduled Technology Upgrades - replacing systems in accordance with the County replacement policy	28,000	Levy
Technology Improvements Total		\$ 281,000	

Heavy Equipment and Vehicles

Year	Project	Approximate Cost (\$)	Funding Source
2011	Skid Loader	15,000	SW Equip Repl Fund
2011	Pickup Replacement	30,000	Lease
2011	Pickup Replacement	30,000	Lease
2011	Pickup Replacement	30,000	Lease
2011	Motor Pool - Vehicle Purchases (up to 4)	40,000	Levy
2011	Transfer Station Compactor	40,000	SW Equip Repl Fund
2011	Motorgrader Replacement	175,000	Lease
2011	Motorgrader Replacement	175,000	Lease
2012	Mower Replacement	20,000	Levy
2012	Mower Replacement	20,000	Levy
2012	Motor Pool - Vehicle Purchases (up to 4)	40,000	Levy
2012	Tractor Replacement	75,000	Levy
2012	Plowtruck Replacement	195,000	Lease
2013	Skid Loader	16,000	SW Equip Repl Fund
2013	Pickup Replacement	35,000	Lease
2013	Motor Pool - Vehicle Purchases (up to 4)	40,000	Levy
2013	One-Ton Truck Replacement	65,000	Lease
2013	Plowtruck Replacement	200,000	Levy
2014	Pickup Replacement	30,000	Levy
2014	Motor Pool - Vehicle Purchases (up to 4)	40,000	Levy
2014	Plowtruck Replacement	200,000	Levy
2014	Plowtruck Replacement	205,000	Levy
2015	Motor Pool - Vehicle Purchases (up to 4)	40,000	Levy
2015	Suburban Replacement	40,000	Levy
2015	Plowtruck Replacement	205,000	Levy
2015	Plowtruck Replacement	210,000	Levy
Equipment Total		\$ 2,211,000	

County Road Projects

Year	Project	Approximate Cost (\$)	Funding Source
	County Road #55 - Mill & Bituminous Overlay		
2011	Project	80,000	CPA
2011	County Road #57 - Bituminous Surfacing Project	550,000	CPA
2012	Various County Roads - Gravel Application Project	200,000	CPA
2012	County Road #94 - Bituminous Overlay Project	400,000	CPA
2013	County Road #63 - Bituminous Overlay Project	130,000	CPA
2013	County Road #62 - Bituminous Overlay Project	180,000	CPA
2013	County Road #64 - Bituminous Overlay Project	180,000	CPA
	County Road #76 - Bridge #89958 Bridge		
2014	Replacement	20,000	CPA
2014	County Road #89 - Bituminous Overlay Project	250,000	CPA
2014	County Road #79 - Bituminous Overlay Project	330,000	CPA
2015	County Road #91 - Bituminous Overlay Project	120,000	CPA
2015	County Road #61 - Bituminous Overlay Project	150,000	CPA
2015	County Road #92 - Bituminous Overlay Project	150,000	CPA
2015	County Road #106 - Bituminous Overlay Project	160,000	CPA
County Road Total		\$ 2,900,000	

POLICIES AND DIRECTIVES OF THE COUNTY BOARD

The Todd County 2011 Budget requires certain policies to be adopted or acknowledged by the County Board or to be continued by the County Board. This section outlines those policies and

FINANCIAL POLICIES

SHIFTING COUNTY PROGRAM AID (CPA) FROM OPERATING BUDGETS TO PAY-AS-YOU-GO FUNDING FOR CAPITAL PROJECTS

This budget shifts \$900,000 of an expected \$1.2 million in CPA from operations to capital budgets. This is part of a greater initiative to move 100 percent of CPA funding to capital budgets which will be completed for the 2012 budget. This decision is a sound fiscal policy due to the fact that CPA is the most unstable of major county funding sources and is likely to become even more unstable in the coming years. By making this adjustment, the County Board can work to create a more stable funding mix to ensure that programs and operations of the County can continue, and decisions on operational changes can be made in a deliberate and proactive (as opposed to reactive) manner.

DEFICIT BUDGETING AND USE OF RESERVE FUNDING

The County Administrator's proposed budget utilizes some cost shift techniques that help offset some of the imbalance in the budget. The proposed budget has \$ 250,000 in deficit budgeting under four separate categories.

1. Reserve Funding –Using reserve funding for ongoing expenses is not sound financial management.
2. Projecting Interest Revenues on Investments – Recommend planning for \$5,000 in interest revenue. Interest revenues are generated when the County has reserves earning interest. The County Board could safely presume that this projection could be increased to up to \$70,000 based on prior fund balance analysis and interest earnings from prior years. Funding ongoing costs with interest is more acceptable than using reserves alone; however, it is a marginal financial practice and must be monitored closely.
3. Deficit Budgeting - Recommend deficit budgeting in the amount of \$100,000. Deficit budgeting is common throughout most governmental organizations. The presumption is that not all line items will be maxed out at the end of the fiscal year, meaning that some line items will be under budget. Deficit budgeting in the amount of \$100,000 presumes

that the average line item in the County budget will be less than .5% under budget. This is a relatively conservative estimate. Deficit budgeting is acceptable when it is a known amount, and that the risk is clearly conveyed to the County Board. It means that the budget margins become much tighter without specifying by line item or department where the reductions occur. It is predicated on the expectation that staff will operate in the most conservative manner possible.

4. Savings on Pre-Tax Contributions – Recommend projecting pre-tax savings in the amount of \$50,000. When the budget is prepared, the County is not fully aware of what pre-tax contributions employees will make in to benefit packages. For this reason, the budget is prepared with a conservative estimate which ends up in an overage. When an employee opts for a pre-tax contribution, the employee saves money on FICA taxes and so does the County. It is relatively safe to project a certain amount of savings in this manner, but the risk must be clearly conveyed to the County Board.

SEVERANCE FOR RETIRING OR OTHERWISE DEPARTING EMPLOYEES

This budget does not recognize significant spending for retiring employees. It shall be the policy of Administration to adhere to the policy stated above regarding a “soft” hiring freeze. Positions will not be filled until such time as the severance is “paid off”, if adherence to this policy requires that the position not be filled for longer than 90 days, this policy shall supercede the 90 day “cooling off” period. Hiring a new employee will not require additional un-budgeted funding unless the County Board authorizes a budget amendment to fund re-filling the position. This policy may only be waived by Board action.

Budget overages created by severance payments will be considered to be funded out of reserves.

STRONG FISCAL CONTROLS

The County Administrator and County staff will continue to purchase only that which is absolutely necessary for the operations of the County. Significant purchases and deviations from the budget will continue to be brought before the County Administrator or the County Board as required in Todd County Policy. The County Administrator will continue to monitor weekly warrant reports, and ensure that all questionable spending is accounted for appropriately as required in MN Statutes 375A.06 subd 4(g). Issues with spending will be raised with the County Board as necessary.

The County Administrator is not required to authorize spending up to budgeted amounts for departmental budgets not under the control of elected department heads.

FINANCE PORTIONS OF GIS WITH E911 FUNDS

The state provides the County with funding for the purposes of maintaining the E911 system. Todd County GIS has calculated that approximately 50 percent of the departmental time is dedicated to working on and improving the E911 system. MN Statutes 403.113 governs the usage of E911 funds and states that E911 revenue "...must be used to fund implementation, operation, maintenance, enhancement, and expansion of enhanced 911 service". GIS responsibilities for E911 are directly related to the enhancement and maintenance of the system.

It must be noted that there is some potential argument with this particular interpretation of Statute. MN Statutes 403.11 subd 4 states that "Recurring costs of telecommunications equipment and services at public safety answering points must be borne by the local governmental agency operating the public safety answering point". The argument which can be made is that the expenses of the GIS department are for services provided by the local government for enhancement and maintenance of the system outside of the public safety answering point

ADMINISTRATIVE POLICIES

CONTINUATION OF A "SOFT" HIRING FREEZE HIRING POLICY

When positions are vacated, it shall be the burden of the department to demonstrate need for the position, to search for opportunities to consolidate and increase efficiency. In the event no other options are available, a significant need has been identified and there is budgeted funding.

For externally posted positions Administration is directed to enforce a 90 day "cooling off" period between vacation of a position and filling the position. Administration is encouraged to take as long as is necessary to determine that a position is essential to the operations of the County.

CENTRALIZE POSTAGE

The County Board directs that purchasing of postage be centralized for all County departments, and that the County Administrator be charged with implementing policies necessary to comply with this direction.

DEPARTMENTAL POLICIES

SOLID WASTE

RESIDENTIAL SOLID WASTE SPECIAL ASSESSMENT

When the County Board established the Solid Waste Department in 1986 (?) a resolution was passed establishing a Special Assessment to all parcels in the County on which was established a “livable dwelling”. Research of the Board minutes and newspapers has yielded no official established definition of livable dwelling, there is also no commonly held standard or statutory reference. Therefore, it is recommended that the County Board establish a definition of a livable dwelling.

The County Board directs the following policy adopted as it relates to the Solid Waste Special Assessment:

The Solid Waste Special Assessment shall be assessed to all parcels with a livable dwelling where a livable dwelling is defined as a parcel with a structure assigned a value greater than \$1000 and having at least two of the following utilities: Water, Sewer and/or Electric service. The County Assessor shall have decision making authority, and appeals to the County Assessor’s decision may be made to the County Board of Appeals.

COMMERCIAL SOLID WASTE SPECIAL ASSESSMENT

The County Board directs that a policy and procedure for a separate commercial solid waste special assessment be prepared for County Board consideration so that the County Board may make a determination on such a policy in time for taxes payable 2012 tax statements.

BEGIN “PHASE OUT” OF COUNTY ROLL OFF SERVICE

There are private providers in the County that are capable of providing roll off services to county customers. The County Board believes that if the private sector is able to provide a certain service that the County should not engage in competition with the private sector. The County Board directs that a report regarding roll off service, including current usages, and determination of whether or not the private sector can provide said service be prepared for County Board consideration. Further, a plan to phase the County Solid Waste Department out of the business of providing roll off service should be prepared for County Board approval.

Beginning Budget Reduction Target: 600,000

Item	Department	Description	Savings/ Reduction Amount
1	County Wide	Continue policy of 100k deficit budgeting - no effect toward reduction target	-
2	County Wide	Continue policy of planning for 50k in overbudgeted personnel expenditures because of pre-tax contributions - no effect toward reduction target	-
3	County Wide	Continue policy of planning for 5k in reserve funding - no effect toward reduction target	-
4	Auditor-Treasurer	Elections savings - one year fix, must be built back for election year in 2012	47,000
5	SWCD	Appropriations reduction	5,000
6	Administration	Reduce Dues and Conference Expenses	1,000
7	Public Works	Assistant to the Engineer position remains vacant - limits ability for certain construction projects, limits ability to draw down certain state/federal funding opportunities	60,000
8	Assessor	Reduce phone usage	1,000
9	Assessor	Allow Assessor's to work 4 (10 hr.) days which would allow more time spent in the field during the work day – would cut down on mileage especially traveling to the northern end of the county.	1,500
10	MIS	Virtualize as many desktops as possible using thin client technology	2,000
11	MIS	Offices share in print/copy resources; may be inconvenience depending on location of device; may increase efficiency when departments are trained to use electronic media vs paper copy – automatic document routing and imaging.	3,000
12	Commissioners	Administrator will perform cost allocation plan	5,000
13	County Wide	Centralize postage - departments would not have postage line items, except for PH and SS which would be billed back. Approximately \$10k in savings is real and ongoing, approximately \$30k is a gimmick fix for 2010 by running down the postage machine balance.	40,000
14	Recorder	Move Landshark Revenues and Expenses to Recorders budget - recognizes overages as revenue for the department	11,000
15	Recorder	Misc Expenses - Trade Landshark access for torrens examiner	1,600
16	Corrections	Will not replace STS Vehicle - may result in additional maintenance expenses (Wadena impacts as well)	14,000
17	Sheriff	Fee increases (Gun Permits, Fee for service, Deputy Misc)	1,500
18	Sheriff	Replace retiring Dispatcher with Jailer/Dispatcher, offsets in part time hours	25,000
19	Sheriff	Decreases in part time hours, misc uniform allowance, other discretionary items	4,875
20	Drainage/Ag Inspector	Charge direct ditch time to appropriate ditches	20,000
21	Emergency Management	Miscellaneous line item - no buffer	400
22	Planning and Zoning	Conference, dues and contract attorney reductions	2,000
23	Social Services	CW TCM – Increase claims and revenues due to reinstatement	50,000
24	Public Health	Stop paying OT for weekend work less than 40 hr/week for HHA	20,000
25	Public Health	Stop paying drive time to first HHA client and from last HHA client each day	15,000
26	Public Health	Stop paying mileage reimbursement to first HHA client and from last HHA client each day	10,500
27	Sheriff	Jail Revenues increased	15,000
28	Building Maintenance	Eliminate building maintenance at the MSGC - will require on-staff maintenance to shift duties/reexamine work assignments	10,000

Item	Department	Description	Savings/ Reduction Amount
29	Building Maintenance	Reduction in natural gas budgets, requires all thermostats be reduced, may offset in additional electrical expense because of use of space heaters	10,000
30	Commissioners	Reduce safety budgets – keep training expenses minimal, have MCIT perform required safety training.	4,000
31	Commissioners	Reduce Ag Society Appropriation	10,000
32	Commissioners	Remove building improvements line item – requires rescinding resolution from prior year requiring certain % of funds be set aside as building improvement funds	60,000
33	Commissioners	Reduce miscellaneous line item – this line was intended as a buffer against overages in courts administration to purchase CHiPs attorney services. Results in no buffer – adding 10k to Courts budgets.	20,000
34	Commissioners	Decrease travel expenses for Commissioners, fewer meetings/reimbursed miles	3,000
35	Attorney	Remain Levy Neutral - loss of prosecution contracts	4,000
36	Emergency Management	Travel and expenses - fewer conferences, less travel	500
37	GIS	SHIP Grant Funding - GIS will prioritize to prepare SHIP grant project	20,000
38	GIS	Increase e-911 funding	10,000
39	Sheriff	Officer and vehicle budget decrease - reduction in vehicle technology purchases	10,000
40	Social Services	DAC Monthly – Fewer County dollar placements	40,000
41	Solid Waste	Reimburse County Central Services Depts for Overhead	30,000
ALL ITEMS BELOW THIS LINE ARE PRIORITIZED IN THE EVENT IT IS NECESSARY TO DECREASE BUDGETS BY MORE THAN 600K			
42	Surveyor	Reduction in budgeted amounts - fewer section corners acquired	600
43	Surveyor	Reduction in budgeted amounts - fewer section corners acquired	600
44	Public Works	Maintenance Expenditure Reduction	30,000
45	Emergency Management	Equipment maintenance and repairs - may result in unbudgeted expenses, required by state/federal law to upkeep equipment.	500
46	Sheriff	Discretionary decreases, no replacement/addition of computers	20,000

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 type="checkbox"/> Resolution <input checked="" type="checkbox"/> Other Closed Session
Board Action Tracking Number (Admin use):	

Title (for publication with the Agenda): Closed Session	
Date of Meeting: November 16, 2010	Total time requested: 60 minutes
Department Requesting Action: Administration	
Presenting Board Action/Discussion at Meeting: Kristi Hastings, Labor Attorney	
Background <input type="checkbox"/> Supporting Documentation enclosed	
Closed board session for preliminary consideration of allegations or charges against an individual subject to its authority pursuant to Minnesota Statutes §13D.05, subd. 2(3)(b).	
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
STATE OF MINNESOTA } COUNTY OF TODD }
I, Nathan W. Burkett, County Administrator, Todd County, Minnesota hereby certify that I have compared the foregoing copy of the proceedings of the County Board of said County with the original record thereof on file in the Administration Office of Todd County in Long Prairie, Minnesota as stated in the minutes of the proceedings of said board and that the same is a true and correct copy of said original record and of the whole thereof, and that said motion was duly passed by said board at said meeting. Witness my hand and seal:
Seal