

# TODD COUNTY BOARD OF COMMISSIONERS

*Minutes of the Meeting of the Todd County Board of Commissioners held on  
January 4, 2011*

## **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 4th day of January, 2011 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. Resolution for Special Assessments
2. Commissioner Warrants

## **Board Organization**

On motion by Ruda and seconded by Kneisl the following motion was introduced and adopted by unanimous vote: RESOLVED by this board to nominate Mark Blessing as Chairperson for 2011.

On motion by Kneisl and seconded by Neumann the following motion was introduced and adopted by unanimous vote: RESOLVED by this board to nominate Gerry Ruda as Vice Chairperson for 2011.

On motion by Ruda and seconded by Kircher, the following resolution was introduced and adopted by unanimous vote:

### **A RESOLUTION ESTABLISHING BOARD PROTOCOL**

WHEREAS, the Todd County Board of Commissioners has chosen to adopt Board Protocol to guide conduct and procedure of operations and meetings.

NOW, THEREFORE BE IT RESOLVED, that the following Board Protocol is adopted: Copy of Board Protocol is on file at the Administrator's Office.

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

### **A RESOLUTION ESTABLISHING MEETING DATES FOR 2011**

WHEREAS, the County Board is responsible for establishing meeting dates to conduct business.

NOW, THEREFORE BE IT RESOLVED, that the Todd County Board of Commissioners plans to meet in Regular Board Session on the first and third Tuesday of each month, at 9 am, as well as December 29, 2011 at 9:00 am.

BE IT FURTHER RESOLVED, Work sessions are scheduled for the 2<sup>nd</sup> and 4<sup>th</sup> Tuesday of each month at 10:30 am in the County Board room. A work session will not be held on the 2<sup>nd</sup> Tuesday of the month if the 2<sup>nd</sup> Tuesday falls before the 10<sup>th</sup> of the month.

On motion by Kircher and seconded by Kneisl the following resolution was introduced and adopted by unanimous vote:

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## A RESOLUTION ESTABLISHING COMMISSIONER COMMITTEE ASSIGNMENTS FOR 2011

WHEREAS, County Commissioners have wide ranging and diverse responsibilities, and;  
WHEREAS, it is necessary for Commissioners to be assigned to Committees for the purposes of advocating for the County, and to effectively complete the work of the County.  
NOW, THEREFORE BE IT RESOLVED, that the attached Committee Roster (Attachment A) is hereby adopted as the County Commissioners' Committee Roster for 2011.

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

### A RESOLUTION DESIGNATING AN OFFICIAL NEWSPAPER

WHEREAS, Minnesota Statutes Chapter 375.12 require the annual letting of bids for publication of official proceedings of the County Board and similar statutes require the publication of delinquent tax lists, County Financial Statements, and local transportation project bid advertisements, and;  
WHEREAS, pursuant to advertisement bids were opened to be designated as the official newspaper for Todd County on January 4, 2011.  
NOW, THEREFORE BE IT RESOLVED, that the, Todd County Board of Commissioners accept the bid of The Staples World , with a bid of \$9.30 per column inch to be the Official Newspaper for the year 2011, and;  
BE IT FURTHER RESOLVED, that the Todd County website (www.co.todd.mn.us) be also designated as an official publication for all statutory requirements.  
BE IT FURTHER RESOLVED, adoption of this resolution does not alter that previously approved budget for 2011.

On motion by Kircher and seconded by Neumann the following resolution was introduced and adopted by unanimous vote:

### A RESOLUTION DESIGNATING AN EXTRA PUBLICATION

WHEREAS, Minnesota Statutes Chapter 375.12 require the annual letting of bids for publication of official proceedings of the County Board and similar statutes require the publication of delinquent tax lists, County Financial Statements, and local transportation project bid advertisements; and, and;  
WHEREAS, pursuant to advertisement bids were opened to be designated as the extra publication for Todd County on January 4, 2011.  
NOW, THEREFORE BE IT RESOLVED, that the, Todd County Board of Commissioners accept the bid of Long Prairie Leader, with a bid of \$7.30 per column inch to be the extra publication for the year 2011.

### Routine Business

On motion by Kneisl and seconded by Neumann the following motion was introduced and adopted by unanimous vote: To approve the Auditor Warrants # 215303 thru 215432 in the amount of \$441,248.18.

On motion by Ruda and seconded by Kircher the following motion was introduced and adopted by unanimous vote: To Approve the Commissioner Warrants # 26774 thru 26825 in the amount of \$37,163.27.

On motion by Neumann and seconded by Ruda the following motion was introduced and adopted by unanimous vote: To approve the December 30, 2010 minutes without changes.

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On motion by Ruda and seconded by Kircher the following motion was introduced and adopted by unanimous vote:

## **SET UP POLICY FOR ASSESSMENTS UNDER A DOLLAR (\$1)**

WHEREAS, any maintenance or repairs on County Ditches are assessed back to the benefitted Land owners; and

WHEREAS, in the calculation of the ditch assessments we have come across assessments that are less than one dollar (\$1); and

WHEREAS, other entities can submit assessments to the Auditor's Office to be applied to the tax rolls for collection and some of these are under one dollar.

NOW, THEREFORE BE IT RESOLVED, that the Todd County Board of Commissioners hereby authorize the County Auditor to round all assessments under a dollar (\$1) to the nearest dollar.

## **Todd Wadena Community Corrections**

On motion by Kircher and seconded by Kneisl the following motion was introduced and adopted by unanimous vote:

## **RESOLUTION TO CONTINUE JOINT POWERS FOR COMMUNITY CORRECTIONS**

WHEREAS, the Todd County Board of Commissioners annually enters into a joint powers agreement with the Wadena County Board of Commissioners for Community Corrections and;

WHEREAS, the Todd County Board of Commissioners is required to annually review and approve this agreement and;

WHEREAS, the Todd and Wadena Counties Boards of Commissioners met and reviewed the 2010-2011 Comprehensive Community Corrections Plan Updates and 2011 Budget on November 3, 2010;

NOW THEREFORE BE IT RESOLVED, the Todd County Board of Commissioners approves this Joint Powers agreement as presented by Todd-Wadena Community Corrections.

On motion by Ruda and seconded by Neumann the following motion was introduced and adopted by unanimous vote:

## **RESOLUTION TO APPOINT EXECUTIVE COMMITTEE**

The Todd County Board of Commissioners and the Wadena County Board of Commissioners, on November 3, 2010, reviewed the 2010-2011 Comprehensive Community Corrections Plan Updates and 2011 Budget for Todd and Wadena Community Corrections and

WHEREAS, In compliance with the regulations contained in the Community Corrections Plan, it is required that membership of the Executive Committee be confirmed by the Todd and Wadena Counties Boards of Commissioners and the Community Corrections Advisory Board for Todd and Wadena Counties.

THEREFORE, IT IS RESOLVED that the members of the Executive Committee are appointed as follows:

1. David Kircher, Todd County Commissioner.
2. Mark Blessing, Todd County Commissioner.
3. Wadena County Commissioner.

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4. Wadena County Commissioner.
5. James Hofer, Chairperson of the Community Corrections Advisory Board.
6. Jane Gustafson, Vice-Chairperson of the Community Corrections Advisory Board from Todd County.
7. Honorable Sally Ireland Robertson, Todd and Wadena Counties Court Judge.

BE IT FURTHER JOINTLY RESOLVED, the Todd and Wadena Counties Boards of Commissioners vest authority in the Executive Committee, by this resolution, to implement and maintain the Comprehensive Community Corrections Plan for Todd and Wadena Counties.

On motion by Kneisl and seconded by Kircher the following motion was introduced and adopted by unanimous vote:

## **A RESOLUTION ESTABLISHING CORRECTIONS COMMUNITY ADVISORY BOARD**

WHEREAS, The Todd County Board of Commissioners and the Wadena County Board of Commissioners, on May 4, 1974, and on May 5, 1974, respectively, duly caused a resolution to be adopted wherein they declared it their intention to the State of Minnesota, pursuant to Minnesota Laws of 1973, Chapter 401, to participate in the Community Corrections Act subject to the preparation and approval of a comprehensive plan by the Counties of Todd and Wadena and the Commissioner of Corrections for the State of Minnesota.,

NOW THEREFORE BE IT IS RESOLVED, pursuant to the revision of said law, that the following persons are hereby appointed by the Chairperson of each County Board of Commissioners, with the advice and consent of each, to the Community Corrections Advisory Board:

1. Serving in the capacity of Citizen Member shall be Mark Hepokoski.
2. Serving in the capacity of Citizen Member shall be Naomi Moyer.
3. Serving in the capacity of Ethnic Minorities shall be Nora F. Carrillo-de Montanez.
4. Serving in the capacity of Victim Services shall be Connie Nelson.
5. Serving in the capacity of Todd County Commissioner shall be Mark Blessing
6. Serving in the capacity of Todd County Commissioner shall be David Kircher
7. Serving in the capacity of Wadena County Commissioner shall be (to be determined)
8. Serving in the capacity of Wadena County Commissioner shall be (to be determined)
9. Serving in the capacity of District Court Judge shall be Honorable Sally Ireland Robertson.
10. Serving in the capacity of Prosecuting Attorney shall be Jane Gustafson.
11. Serving in the capacity of Public Defender shall be Gregory Peters.
12. Serving in the capacity of Police Chief shall be Kyle Huber.
13. Serving in the capacity of Wadena County Sheriff shall be Michael Carr, Jr.
14. Serving in the capacity of Todd County Sheriff shall be Peter Mikkelson.
15. Serving in the capacity of Health Professional shall be Cheryl Schneider.
16. Serving in the capacity of Social Services Director shall be Frank Sandelin.
17. Serving in the capacity of Educational Administrator shall be James Hofer.
18. Serving in the capacity of Corrections Agent shall be Johanna Jones.
19. Serving in the capacity of Correctional Administrator shall be Katherine Langer.

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## Todd County Administration

On motion by Kircher and seconded by Ruda the following resolution was introduced and adopted by unanimous vote:

### **A RESOLUTION AMENDING THE TODD COUNTY EMPLOYEE POLICY MANUAL**

WHEREAS, the County Board is responsible for establishing county wide policies.

NOW, THEREFORE WHEREAS, BE IT RESOLVED, that the Todd County Board of Commissioners approves update to the Todd County Policy Manual, Statement of Mutual Respect to read as follows:

#### Section 1.02 Statement of Mutual Respect

A primary mission of Todd County is to promote a spirit of teamwork and cooperation among all employees. Furthermore, the County wants to provide a work environment of mutual respect. To achieve these goals, the County expects that all employees treat co-workers, supervisors, and subordinates with respect, honesty, consideration, and cooperation.

The County expects that employees will refrain from making statements that others might find upsetting or offensive and statements that create a hostile work environment. Such statements include jokes and other statements directed at another's age, sex, race, religion, national origin, physical appearance or other class-related status. This policy is intended as a guide for maintaining effective interpersonal communication and professional relationships. In order to maintain healthy workplace relationships the County expects that employees, County Commissioners and elected officials will refrain from tape recording conversations with each other without full disclosure and consent by all individuals first. Management firmly supports this policy and will make every effort to ensure its implementation.

On motion by Kircher and seconded by Kneisl the following resolution was introduced and adopted by unanimous vote:

### **A RESOLUTION AMENDING THE TODD COUNTY EMPLOYEE POLICY MANUAL**

WHEREAS, the County Board is responsible for establishing county wide policies.

NOW, THEREFORE BE IT RESOLVED, that the Todd County Board of Commissioners approves update to the Todd County Policy Manual, Section 8.02 to read as follows:

#### Section 8.02 Acceptable Use of Information Systems

Todd County provides the use of information systems to conduct the business of the organization. Use of these systems will be granted by Department Heads and/or Supervisors with regard to job function. Once given access, users are expected to use these systems in a responsible manner at all times. All usage should be able to withstand public scrutiny without embarrassment to Todd County. Usage which appears to be criminal in nature will be turned over immediately to the responsible legal authorities.

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

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## A RESOLUTION MAKING APPOINTMENTS TO THE TODD COUNTY PLANNING COMMISSION

WHEREAS, the County Board is responsible for making appointments to the Todd County Planning Commission.

NOW, THEREFORE BE IT RESOLVED, that the Todd County Board of Commissioners make the following appointments to the Todd County Planning Commission to serve four year terms, from January 1, 2011 until December 31, 2014:

District 1: Laurinda Porter  
District 1 Alternate: Barb Becker  
District 3: Lloyd Graves  
District 3 Alternate: Tim Harvey  
District 5: Michael Wiener  
District 5 Alternate: To be determined

On motion by Ruda and seconded by Kircher the following resolution was introduced and adopted by majority vote with Neumann voting against: To approve the attached labor agreement for 2011 - 2013 with Teamsters - Courthouse Unit. (Copy of contract on file in the Administrator's Office).

On motion by Kneisl and seconded by Kircher the following resolution was introduced and adopted by majority vote with Neumann voting against: To approve the attached labor agreement for 2011 - 2013 with Teamsters - Jailer/Dispatcher Unit. (Copy of contract on file in the Administrator's Office).

### Closed Session

On motion by Ruda and seconded by Kneisl the Todd County Commissioners' Meeting was recessed and went into closed session with the labor attorney, Kristy Hastings for salary negotiations.

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

### Todd Administrator's Report

The Administrator commended the Public Works Department road crew for the tremendous job they have done in the last couple weeks with all the snow fall. The first work session of the year will be Tuesday January 11, 2011 at 10:30.

### Todd County Commissioners' Report

Commissioner Blessing thanked the Administrator and staff for a job well done the past year. Commissioner Neumann thanked Commissioner Kircher for being the past Chairman. Commissioner Neumann would also like to see continuing the district meetings.

### COMMISSIONER WARRANTS

VENDOR NAME	AMOUNT
FLEET SERVICES DIVISION	7,081.50
LAKEWOOD HEALTH SYSTEMS	2,160.00

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MINN COUNTIES COMPUTER COOP	
MI	15,348.75
MORTON SALT	32,475.54
NORTHERN STAR COOP	3,819.30
ROYAL TIRE	5,588.87
S.W. RECYCLING	6,684.00
SUMPTION ENVIRONMENTAL	3,500.00
TOM'S BACKHOE SERVICE, INC	205,294.11
WIDSETH SMITH NOLTING INC	19,393.21
107 PAYMENTS LESS THAN \$2000	24,080.18
FINAL TOTAL.....	\$325,425.46

## AUDITOR WARRANTS

VENDOR NAME	AMOUNT
AMERICAN HERITAGE BANK	34,655.06
AMERICAN SOLUTIONS FOR BUSINES	4,543.09
COLLABORATIVE DESIGN GROUP INC	6,517.52
COMMISSIONER OF TRANSPORTATION	2,276.00
COMPUTER PROFESSIONALS	3,638.30
GENE-O'S FAMILY RESTAURANT	3,613.50
MINN COUNTY COMPUTER	3,868.80
MN DEPT OF FINANCE	6,377.50
US POSTAL SERVICE	14,642.00
23 PAYMENTS LESS THAN \$2000	12,216.00
CARD SERVICES COBORNS	2,102.24
CITY OF PERHAM	34,719.84
LONG PRAIRIE OIL COMPANY	22,068.12
METRO SALES INC	2,390.00
MITCH'S FUEL SERVICE	22,800.00
MORRISON COUNTY	22,630.39
OTTERTAIL COUNTY TREASURER	14,806.70
TODD COUNTY DAC	3,751.00
UNIV OF MN-EXT FISCAL & ACCT	24,621.75
31 PAYMENTS LESS THAN \$2000	9,129.81
AMERICAN HERITAGE	3,760.07
CITY OF LONG PRAIRIE	46,529.09
COLLABORATIVE DESIGN GROUP INC	4,752.94
CROW WING COUNTY AUDITOR	6,000.00
D&B CONSTRUCTION	2,140.00
FLEET SERVICES	3,145.31
LONG PRAIRIE OIL COMPANY	5,125.16
M & M CONSTRUCTION	2,099.00

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MINNEGASCO CENTER POINT	5,400.32
MINNESOTA POWER	12,241.67
RAINBOW RIDER	4,000.00
WEST GROUP PAYMENT CENTER	4,962.65
ZAYO ENTERPRISE NETWORKS	3,273.83
24 PAYMENTS LESS THAN \$2000	9,368.31
TODD SOIL & WATER CONS DIST	5,500.00
WIDSETH SMITH NOLTING INC	7,009.25
WSB AND ASSOCIATES	58,335.84
15 PAYMENTS LESS THAN \$2000	6,237.12
FINAL TOTAL.....	441,248.18

On a motion by Kneisl and second by Kircher the preceding minutes of the County Board meeting held January 4, 2011 were duly approved by a unanimous vote of the Todd County Board of Commissioners at the Regular Board Meeting held on January 18, 2011.

Witness my hand and seal:

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Mark Blessing, County Board Chairman

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Nathan Burkett, County Administrator