

TODD COUNTY BOARD OF COMMISSIONERS

Regular Board Meeting Agenda

Date: January 4, 2011

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	
2	Pledge of Allegiance ***Swearing in of Commissioners, Auditor-Treasurer, Recorder, Sheriff and County Attorney***	
3	Amendments to the Agenda	
4	Board Organization	
	4.1 Establish Board Chair	
	4.2 Establish Board Vice-Chair	
	4.3 Adoption of Board Protocol	
	4.4 Board Meeting Dates and Times	
	4.5 Committee Appointments	
	4.6 Designate Official Newspaper	
	4.7 Designate Extra Publication	
5	Potential Consent Items	
	5.1 Auditor Warrants	
	5.2 December 30, 2011 Minutes	
6	Todd Wadena Community Corrections	
	6.1 Continue Joint Powers	
	6.2 Appoint Executive Committee	
	6.3 Appoint Advisory Board	
7	Administration	
	7.1 Policy Manual - Update Policy of Mutual Respect	
	7.2 Policy Manual - Update IT Policy	
	7.3 Planning Commission Appointments	
	7.4 Teamsters Courthouse Unit Agreement	
	7.5 Teamsters Jailer - Dispatchers Agreement	
	7.6 Closed Session - Salary Negotiations	
8	Standing Reports	
	8.1 Administrator's Report	
	8.2 Commissioners' Report	
9	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
Copy Requested: <input type="checkbox"/> BA Form <input type="checkbox"/> Resolution <input type="checkbox"/> Signed Attachments Board Action Tracking Number (Admin use): 2011	

Title (for publication with the Agenda):	
Date of Meeting:	Total time requested:
Department Requesting Action:	
Presenting Board Action/Discussion at Meeting:	
Background <input type="checkbox"/> Supporting Documentation enclosed	
It is customary for Todd County Board members to serve as chair of the board in rotation. If the Commissioners choose to follow the traditional method, Commissioner Mark Blessing will be Chair and Commissioner Gerald Ruda will be Vice-Chair for 2010	
Options <input type="checkbox"/> Supporting Documentation enclosed	
Recommendation <input checked="" type="checkbox"/> The Todd County Board of Commissioners approves the following by Motion:	
Appointment of Commissioner Mark Blessing and the Chairperson of the Todd County Board of Commissioners for 2011.	
Financial Implications: Snone	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
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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
Copy Requested: <input type="checkbox"/> BA Form <input type="checkbox"/> Resolution <input type="checkbox"/> Signed Attachments Board Action Tracking Number (Admin use): 2011010401	

Title (for publication with the Agenda):	
Date of Meeting:	Total time requested:
Department Requesting Action:	
Presenting Board Action/Discussion at Meeting:	
Background <input type="checkbox"/> Supporting Documentation enclosed	
It is customary for Todd County Board members to serve as chair of the board in rotation. If the Commissioners choose to follow the traditional method, Commissioner Mark Blessing will be Chair and Commissioner Gerald Ruda will be Vice-Chair for 2010	
Options <input type="checkbox"/> Supporting Documentation enclosed	
Recommendation <input checked="" type="checkbox"/> The Todd County Board of Commissioners approves the following by Motion:	
Appointment of Commissioner Gerald Ruda as the Vice-Chairperson of the Todd County Board of Commissioners for 2011.	
Financial Implications: Snone	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

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	Seal

Todd County, MN Board Action Form



Action Requested	
<input type="checkbox"/> Action/Motion <input type="checkbox"/> Discussion <input type="checkbox"/> Information Item	<input type="checkbox"/> Report <input checked="" type="checkbox"/> Resolution <input type="checkbox"/> Other
Copy Requested: <input type="checkbox"/> BA Form <input type="checkbox"/> Resolution <input type="checkbox"/> Signed Attachments Board Action Tracking Number (Admin use): 20110104-03	

Title (for publication with the Agenda): 2011 Board Protocol	
Date of Meeting: Jan 4, 2011	Total time requested: 5 Min
Department Requesting Action: Administration	
Presenting Board Action/Discussion at Meeting: Board Chair	
Background <input checked="" type="checkbox"/> Supporting Documentation enclosed	
See resolution - Changes: make 3 rd resolution; Eliminate 5 th Tuesday meeting, specifically note 2 nd required for privileged motions (9b), allow debate on privileged motions (9b); eliminate 30 day public comment period on ordinances (12); add work session rules (18)	
Options <input type="checkbox"/> Supporting Documentation enclosed	
Recommendation <input type="checkbox"/> The Todd County Board of Commissioners approves the following by Motion:	
Financial Implications: \$ none	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
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Seal	

TODD COUNTY BOARD OF COMMISSIONERS

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:

1. Board Rules to be Passed as Third Resolution

Immediately following the appointment of a County Board Chair and Vice Chair each year, the County Board Chair shall direct that the third resolution to be passed shall be the Protocol of the County Board, Board Protocol shall not be passed for a period longer than one year.

2. Designation of the Board Chair and Vice-Chair

The County Board shall annually elect a Board Chair and Vice Chair. In addition to having responsibilities as outlined below, the Board Chair and Vice Chair shall also constitute, along with the County Administrator the Executive Committee of the County. The Executive Committee shall have primary (but not sole) responsibility to advise the County Administrator as to agenda setting, personnel, finance, budget and other administrative issues.

3. Regular Meetings

The Board shall hold regular meetings on the first and third Tuesday of each month and the fifth Tuesday of each month that has five Tuesdays. Regular meetings on the first and third Tuesday shall commence at 9:00 am in the County Board Room at the Main Street Government Center, Long Prairie, MN. Regular meetings on the fifth Tuesday shall commence at 7:30 pm in the County Board Room at the Main Street Government Center, Long Prairie, MN. On a majority vote of the County Board, a meeting time, time, date or venue may be changed.

4. Special Meetings

The Chair or three members of the Board may call special meetings. Such meetings shall be called with a twelve hour advance notice to all available Board members and members of the news media. If time will allow, published notice in the official newspaper shall be given to the public.

Notwithstanding any other requirements, notice shall be published on the County Courthouse bulletin board. Either or both notice shall specify: (1) the specific item or items to be considered at the special meeting, and (2) the date, time, and place of the meeting. Special meetings of the County shall be held in the County Board Room, unless the Board has determined that other facilities are to be used. All specials meetings of the Board shall be limited to the specific item or items set forth in the notice.

5. Presiding Officer, Roll Call

The Board Chair, or in the Board Chair's absence, the Vice Chair of the Board shall take the chair at the time appointed for the meeting and call the Board to order. The Board Chair or Vice Chair calling the meeting to order shall be the Presiding Officer for the balance of the meeting.

TODD COUNTY BOARD OF COMMISSIONERS

6. Quorum

A majority of the members of the Board shall constitute a quorum for the transaction of business. The Board Chair shall be a member of the Board, and shall have the right to vote on all matters coming before it, but shall have no veto power.

7. Minutes

The Administrator shall prepare written copies of the minutes of the preceding meeting of the Board of Commissioners and distribute them to its members no later than the start of its current session. One or more copies of the minutes shall be available in the Office of the Administrator for examination by members of the public. Upon the appearance of a quorum at a Commissioners Board Meeting, the Board Chair shall inquire of the Board whether they wish to approve, disapprove, or amend the minutes of the previous meeting of the Board of Commissioners as prepared by the Administrator. Any mistake or omission in the minutes may then be corrected by the Board.

8. Order of Business

a) Public Comment

The Board shall designate the 15 minutes preceding each regular meeting of the County Board as a public comment period. Members of the public wishing to address the Board may do so at this time. The Administrator shall provide a method for members of the public to sign up to speak. The Board Chair is responsible for limiting the amount of time for each member of the public wishing to speak. In the event there are more members of the public wishing to speak than 15 minute allows for, the County Board Chair may open the meeting and amend the agenda to include extended public comment.

The public comment period is not an appropriate venue to address specific personnel issues. If a member of the public wishes to address a specific personnel issue, the Board Chair shall direct the speaker to address the issue with the Administrator following the meeting.

b) Order and Decorum

The Board Chair or Vice Chair of the Board shall preserve order and decorum. The Administrator shall act as parliamentarian and the Board Chair shall decide questions of order, subject to an appeal to the Board.

Every Board member, member of the public or member of the press shall respectfully address the Chair by the appellation of "Mr. Chairman" or "Madame Chair", and shall not speak further until recognized the Chair. Once a member of the audience has been recognized by the chair as requesting to address the Board of Commissioners, the Chair shall require the individual to identify themselves by stating their name and address.

c) Agenda

The Administrator shall prepare a written agenda in advance of all board meetings and shall place Call to Order as Item No. 1; and thereafter other items of business in the order of presentation which the Administrator deems best or as directed by the Board of Commissioners.

TODD COUNTY BOARD OF COMMISSIONERS

County staff wishing to place an item of business upon the agenda shall advise the Administrator of the particular item of business not later than 4:00 pm on Wednesday immediately preceding the Board meeting. The Administrator shall release the proposed agenda and information packet, including posting on the Todd County Website not later than the Friday immediately preceding the Board Meeting. The Board Chair may choose to require the Administrator to send the agenda to the Board Chair for approval prior to public release.

County departments or organizations requesting that an item be placed on the agenda shall furnish sufficient details so as to enable the Administrator to enter the item on the board meeting agenda in a summary adequate to alert the public as to the nature of the matter to be discussed. If the Administrator is unable, from the information received, to prepare a summary, the Administrator may refuse to place the matter on the agenda.

The Board by majority vote may amend the proposed agenda. After approval of the proposed agenda no amendments will be made except upon a 4/5th vote of the Board.

d) Consent Agenda

The consent agenda is provided for items considered to be general business items. Items which may be placed on the consent agenda are as follows

- Minutes
- Claims and warrants
- Budget amendments
- Personnel actions
- Conditional use permits
- Resolutions related to plats
- Resolutions authorizing permits or licenses
- Resolutions directing administrative action such as to make a payment, authorize a project or finalize a project

Any one Board Member may ask that an item be removed from the consent agenda and placed on the regular agenda. Board members who intend to remove an item from the consent agenda shall attempt to inform the Administrator before the County Board meeting. Items removed from the consent agenda may be placed where it is most reasonable on the regular agenda.

9. Discussion and Debate

The Board shall be guided by, but not restricted to Robert's Rules of Order all cases in which they are applicable, and in which they not inconsistent with State Statute or the Standing Rules of the Board.

- a) No ordinary motion shall be debated, or put, unless the same is seconded by a board member (or the chair). The Chair or Presiding Officer shall restate any motion if requested to do so by a member of the Board of Commissioners. Items on the agenda may be debated prior to the submission of an ordinary motion. The withdrawal of either the motion or the second to a motion shall terminate debate on the motion.
- b) When a question is under debate, no motion shall be received other than the following privileged motions: a) to lay on the table; b) to divide the question; c) to postpone indefinitely; d) to

TODD COUNTY BOARD OF COMMISSIONERS

postpone to a certain day; e) to refer; f) to adjourn. The privileged motion shall have precedence in the order in which they are arranged. All privileged motions require a second before debate. A Board member may make a negative motion to defeat a resolution or ordinance. This "objection to the consideration" of the matter is considered a privileged motion and requires a second, and must pass by a simple majority. If no motion is made on an item, the matter automatically dies or does not pass.

10. Voting

When a question is put by the Chair, every member present shall vote; unless the Board, for special reason, shall excuse a member prior to the calling of the roll or a legal conflict of interest prohibits a member voting. Any member, who being present when his or her name is called fails to vote upon any then pending proposition, unless previously excused by the Board, shall be counted as having voted in the positive. In all cases, the call of the roll shall be alphabetically by the family surname of each Board member except that the Chairman or Presiding Officer shall vote last.

11. Calling Vote

The ayes and nays shall be called upon the passage of ordinances and the consent agenda. Unless a member requests, other items will be by voice vote. When a vote is called for and a Board member is silent, the Board member will be recorded as voting in the affirmative on the question. A member may demand a roll call vote at any time prior to the assumption of other business.

12. Ordinances

Requests for consideration of an ordinance or ordinance amendment shall be submitted in writing to the County Board. Every proposed ordinance shall be considered at two public hearings referred to as first reading and second reading. Requests related to land use shall be referred by motion of the County Board to the Planning Commission for the purpose of conducting the first reading public hearing and adopting a singular recommendation for submittal to the County Board. The County Board will conduct the first reading public hearing in all other matters.

All proposed ordinances or amendment thereto shall be posted on the Todd County website for viewing.

Written notice of time, place and purpose of the public hearings shall be published in the official County newspaper designated by the Board and posted on the County website at least ten (10) days prior to the hearing date. Amendments may be offered at either first or second reading public hearings when the ordinance is under consideration, however shall not be acted upon until the next regular meeting. If amendments are made, the sections of the ordinance amended shall be read as amended before the question of its passage is taken. Approval of the second reading of the ordinance shall constitute final adoption of all ordinances. When a proposed ordinance fails to pass, a motion to reconsider the same may be made, but such motion must be made at the session at which the same failed to pass and action thereupon shall be postponed to the next regular session

13. Clerk to the County Board

TODD COUNTY BOARD OF COMMISSIONERS

It shall be the duty of the Administrator to keep the journal of the proceedings of the Board and perform such duties as may be required by the Board of Commissioners. The Administrator shall not allow the official journal of the County to be taken from the custody of the Administrator without the knowledge and consent of the Board. Audio taping or video taping of the board meetings may be made for reference by the Administrator, but approved minutes shall be the official record of board meetings.

14. Board Committees

Committees of the Board shall be created by a 3/5 vote of the County Board. Committees may be created on an ongoing or defined time period.

15. Suspension or Amendment of Rules

No rule of the Board shall be suspended, altered, or rescinded except upon the affirmation vote of four members of the Board, unless notice of such change shall have been given at a previous meeting in which case only a majority shall be required.

16. Publication of Minutes

The regular Board of Commissioners Meeting minute summary shall be published in the official county newspaper and on the County Website so as to provide the public with timely and accurate notice of the regular County Commissioners Board Meeting action.

17. Agenda is Public

Any member of the public or the news media requesting copies of any regular or special meeting agenda shall be provided the same pursuant to M.S. 13D.

18. Work Sessions of the Board

The County Board may hold Work Sessions which are not considered “regular meetings” of the County Board. Work sessions are scheduled for the 2nd and 4th Tuesday of each month at 10:30 am in the County Board room. A work session will not be held on the 2nd Tuesday of the month if the 2nd Tuesday falls before the 10th of the month.

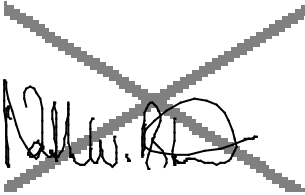
A County Board Work Session is not a regular meeting and therefore no votes may be taken and no binding decisions may be made. Work sessions are to be used for information and discussion purposes only.

TODD COUNTY BOARD OF COMMISSIONERS

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 resolution 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 at a meeting duly held on January 5, 2010, and that the same is a true and correct copy of said original record and of the whole thereof, and that said resolution was duly passed by said board at said meeting.

Witness my hand and seal this 5th day of January, 2010



Motion: Ruda
Second: Blessing

Commissioner	Yes	No	Abs
Blessing	x		
Kircher	x		
Kneisl	x		
Neumann	x		
Ruda	x		

NATHAN W. BURKETT
COUNTY ADMINISTRATOR

Todd County, MN Board Action Form



Action Requested	
<input type="checkbox"/> Action/Motion <input type="checkbox"/> Discussion <input type="checkbox"/> Information Item	<input type="checkbox"/> Report <input checked="" type="checkbox"/> Resolution <input type="checkbox"/> Other
Copy Requested: <input type="checkbox"/> BA Form <input type="checkbox"/> Resolution <input type="checkbox"/> Signed Attachments Board Action Tracking Number (Admin use): 2011	

Title (for publication with the Agenda): Board Meeting Dates and Times	
Date of Meeting: Jan 4, 2011	Total time requested: 5 Min
Department Requesting Action: Administration	
Presenting Board Action/Discussion at Meeting: Board Chair	
Background <input checked="" type="checkbox"/> Supporting Documentation enclosed	
See Resolution	
Options <input type="checkbox"/> Supporting Documentation enclosed	
Recommendation <input type="checkbox"/> The Todd County Board of Commissioners approves the following by Motion:	
Financial Implications: \$none	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 }	
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	Seal

TODD COUNTY BOARD OF COMMISSIONERS

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 2nd and 4th Tuesday of each month at 10:30 am in the County Board room. A work session will not be held on the 2nd Tuesday of the month if the 2nd Tuesday falls before the 10th of the month.

Todd County, MN Board Action Form



Action Requested	
<input type="checkbox"/> Action/Motion <input type="checkbox"/> Discussion <input type="checkbox"/> Information Item	<input type="checkbox"/> Report <input checked="" type="checkbox"/> Resolution <input type="checkbox"/> Other
Copy Requested: <input type="checkbox"/> BA Form <input type="checkbox"/> Resolution <input type="checkbox"/> Signed Attachments Board Action Tracking Number (Admin use): 2011	

Title (for publication with the Agenda): Committee Appointments	
Date of Meeting: Jan 4, 2011	Total time requested: 10 Min
Department Requesting Action: Administration	
Presenting Board Action/Discussion at Meeting: Board Chair	
Background <input checked="" type="checkbox"/> Supporting Documentation enclosed	
See Resolution	
Options <input type="checkbox"/> Supporting Documentation enclosed	
Recommendation <input type="checkbox"/> The Todd County Board of Commissioners approves the following by Motion:	
Financial Implications: \$none	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

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Seal	

TODD COUNTY BOARD OF COMMISSIONERS

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.

Todd County, MN Board Action Form



Action Requested	
<input type="checkbox"/> Action/Motion <input type="checkbox"/> Discussion <input type="checkbox"/> Information Item	<input type="checkbox"/> Report <input checked="" type="checkbox"/> Resolution <input type="checkbox"/> Other
Copy Requested: <input type="checkbox"/> BA Form <input type="checkbox"/> Resolution <input type="checkbox"/> Signed Attachments Board Action Tracking Number (Admin use): 20110104-06	

Title (for publication with the Agenda): Official Newspaper	
Date of Meeting: Jan 4, 2011	Total time requested: 10 Min
Department Requesting Action: Administration	
Presenting Board Action/Discussion at Meeting: Board Chair	
Background <input checked="" type="checkbox"/> Supporting Documentation enclosed	
See Resolution	
Options <input type="checkbox"/> Supporting Documentation enclosed	
Recommendation <input type="checkbox"/> The Todd County Board of Commissioners approves the following by Motion:	
Financial Implications: \$	Comments
Funding Source:	
Budgeted: <input type="checkbox"/> Yes <input type="checkbox"/> No	

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

TODD COUNTY BOARD OF COMMISSIONERS

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 _____ 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.

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Action Requested	
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Copy Requested: <input type="checkbox"/> BA Form <input type="checkbox"/> Resolution <input type="checkbox"/> Signed Attachments Board Action Tracking Number (Admin use): 20110104-07	

Title (for publication with the Agenda): Extra Publication	
Date of Meeting: Jan 4, 2011	Total time requested: 10 Min
Department Requesting Action: Administration	
Presenting Board Action/Discussion at Meeting: Board Chair	
Background <input checked="" type="checkbox"/> Supporting Documentation enclosed	
See Resolution	
Options <input type="checkbox"/> Supporting Documentation enclosed	
Recommendation <input type="checkbox"/> The Todd County Board of Commissioners approves the following by Motion:	
Financial Implications: \$	Comments
Funding Source:	
Budgeted: <input type="checkbox"/> Yes <input type="checkbox"/> No	

Action	Voting in Favor	Voting Against
Motion:	<input type="checkbox"/> Blessing	<input type="checkbox"/> Blessing
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<input type="checkbox"/> Failed	<input type="checkbox"/> Kircher	<input type="checkbox"/> Kircher
<input type="checkbox"/> Tabled	<input type="checkbox"/> Neumann	<input type="checkbox"/> Neumann

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	Seal

TODD COUNTY BOARD OF COMMISSIONERS

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 _____, with a bid of _____ per column inch to be the extra publication for the year 2011.

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
Copy Requested: <input type="checkbox"/> BA Form <input type="checkbox"/> Resolution <input type="checkbox"/> Signed Attachments Board Action Tracking Number (Admin use): 20110104-08	

Title (for publication with the Agenda): Auditor Warrants	
Date of Meeting: Jan 4, 2011	Total time requested: 1 Min
Department Requesting Action: Auditor Treasurer	
Presenting Board Action/Discussion at Meeting: Administrator	
Background <input checked="" type="checkbox"/> Supporting Documentation enclosed	
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 Auditor Warrants # 215303 thru 215432 in the amount of \$441,248.18.	
Financial Implications: \$441,248.18	Comments
Funding Source: varies	
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, 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
Copy Requested: <input type="checkbox"/> BA Form <input type="checkbox"/> Resolution <input type="checkbox"/> Signed Attachments Board Action Tracking Number (Admin use): 20110104-08	

Title (for publication with the Agenda): December 30, 2010 Minutes	
Date of Meeting: Jan 4, 2011	Total time requested: 1 Min
Department Requesting Action: Administration	
Presenting Board Action/Discussion at Meeting: Administrator	
Background <input checked="" type="checkbox"/> Supporting Documentation enclosed	
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 December 30, 2010 minutes without changes.	
Financial Implications: \$	Comments
Funding Source: varies	
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
December 30, 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 30th day of December 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. Add 7.7 County Administrator Performance Review

Routine Business

On motion by Neumann and second by Ruda, the following motion was introduced and adopted by unanimous vote: Approve Commissioner Warrants #26657 - #26773 in the amount of \$325,425.46.

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

GAMBLING PERMIT, FOR MIDWEST OUTDOORS UNLIMITED, INC, TO HOLD A RAFFLE AT THE BRUNO'S HUB SUPPER CLUB

WHEREAS, the Todd County Board of Commissioners are establishing their approval for a Gambling Permit for Midwest Outdoors Unlimited, Inc., through this resolution;

NOW THEREFORE BE IT RESOLVED, that the Todd County Board of Commissioners approve a one day, gambling Permit for the Midwest Outdoors Unlimited, Inc., to hold a raffle at Bruno's Hub Supper Club, at 30905 Co. Rd 13, Burtrum, MN 56318, on February 26, 2011.

On motion by Blessing and second by Ruda, the following motion was introduced and adopted by unanimous vote: Approve the December 21, 2010 minutes without changes.

Todd County Public Works

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

2015 AREA TRANSPORTATION IMPROVEMENT PROGRAM

PROJECT NOMINATIONS

WHEREAS, the Central Minnesota Area Transportation Partnership (ATP) annually solicits projects for State Transportation Improvement Program (STIP) funding which provides for improvements to the transportation systems, with monies requested being project specific, and;

WHEREAS, project nominations must meet eligibility guidelines and qualifying criteria as established by the Central Area Transportation Partnership, and;

WHEREAS, the Todd County Public Works Department recommends that the following bituminous mill and overlay projects be submitted and nominated for inclusion in the 2015 Area Transportation

TODD COUNTY BOARD OF COMMISSIONERS

Improvement Plan, which is a prioritized list of transportation projects that the Central Minnesota Partnership recommend for inclusions in the State Transportation Improvement Plan (STIP),

County State Aid Highway #21 - from Trunk Highway #71 to County State Aid Highway #26

County State Aid Highway #21 - from County State Aid Highway #26 to Trunk Highway #210

County State Aid Highway #10 - from County State Aid Highway #11 to Trunk Highway #71

, and;

WHEREAS, these projects are currently included in the 2011 -2015 Todd County Public Works Department Proposed Road Plan.

NOW, THEREFORE BE IT RESOLVED, that the Todd County Board of Commissioners does hereby support the recommendation of the Public Works Department for submittal and nomination of the above noted projects and requests said projects be included in the State Fiscal Year 2015 Area Transportation Improvement Plan.

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

FINAL PAYMENT AUTHORIZATION - 2010 STATE AID BRIDGE CONTRACT SAP 77-621-16 & SAP 77-650-03

WHEREAS, the contract with Central Specialties Inc. for the 2010 State Aid Bridge Projects known as SAP 77-621-16 and SAP 77-650-03 located at various locations on Todd County State Aid 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 \$495,485.19, and;

WHEREAS, partial payments amounting to \$468,275.78 have been previously been made to the contractor as work progressed, and;

WHEREAS, it has been determined that \$27,209.41 still remains to be paid to Central Specialties Inc.

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.

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

SAP 77-654-01 (STAPLES TH 10 TURNBACK PROJECT) CONTRACT – RETAINAGE REDUCTION FOR TOM’S BACKHOE

WHEREAS, Tom’s Backhoe, Inc. (Contractor) of Brainerd, Minnesota has requested that Todd County reduce the withheld 5.0% retainage on the current SAP 77-654-01 (Staples Trunk Highway 10 Turnback Project) Contract, and;

WHEREAS, this request would reduce the retainage from the contract specified amount of 5.0% to 2.5% and;

WHEREAS, there is still a portion of the contract still remaining to be completed in the spring of 2011 of which is valued less than the proposed retainage reduction, and;

WHEREAS, the City of Staples, the Project Engineer (Widseth Smith Nolting), and the Todd County Engineer all concur with the Contractor’s request to reduce the withheld retainage to 2.5%.

TODD COUNTY BOARD OF COMMISSIONERS

NOW, THEREFORE BE IT RESOLVED, that the Todd County Board of Commissioners hereby authorizes the reduction of the current retainage of SAP 77-654-01 from 5.0% to 2.5%.

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

ACKNOWLEDGMENT OF RECEIPT OF ROADWAY SAFETY PLAN AND APPROVAL OF APPLICATION SUBMITTAL PROCESS FOR HSIP FUNDING

WHEREAS, the Todd County Roadway Safety Plan was prepared as part of the Minnesota statewide highway safety planning process, and;

WHEREAS, the Plan was data driven, with a goal to reduce severe crashes by documenting at-risk locations, identifying effective improvement strategies, and better positioning the County to compete for currently available Highway Safety Improvement Program Funds (HSIP), which are federal safety funds.

NOW, THEREFORE BE IT RESOLVED, that the Todd County Board of Commissioners acknowledges receipt of the Todd County Roadway Safety Plan as a planning document that provides recommendations of safety projects and safety strategies that will help create a safer county highway system, and;

BE IT FURTHER RESOLVED, that the Todd County Board of Commissioners officially provides the County Engineer full discretion in submitting applications for various safety projects in effort to be awarded HSIP Funding for those potential roadway safety projects listed in the Todd County Roadway Safety Plan.

Todd County Public Health

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

APPROVE TOBACCO LICENSES FOR ESTABLISHMENTS TO SELL TOBACCO PRODUCTS IN TODD COUNTY

WHEREAS, the Todd County Tobacco Sales and Youth Access Ordinance, effective November 2000, is in accordance with MN and federal laws to regulate the sales of tobacco to decrease youth access to tobacco products, and

WHEREAS, the referenced Ordinance provides for licensing of establishments to sell tobacco, a retailer education opportunity, compliance checks and appropriate legal consequences, and

WHEREAS, the following establishments have met requirements for licensing:

- Jimmy's Saloon and Grill, Inc – James Wurst
- Sidewalk Bar and Grill – Joyce Marthaler Torvik
- Clarissa Municipal Liquor – City of Clarissa – Christine Luebben
- Golden Eagle Supper Club – Melissa Terres
- Don and Dave's Store – Dave Noska
- Denim and Diamonds Nightclub and Grill – Karla Dukowitz
- Jon's Family Foods – Jon Miller
- Eagle Valley Express – Steve Greenwaldt
- Saukinac Campground – Eleanor Scott

NOW, THEREFORE BE IT RESOLVED, the Todd County Board of Commissioners approve these tobacco sales licenses effective January 1, 2011 to December 31, 2011

TODD COUNTY BOARD OF COMMISSIONERS

On motion by Blessing and second by Ruda, the following motion was introduced and adopted by unanimous vote: To approve professional services agreement with Jena Peterson to provide accounting services to the Public Health Department. (Full contract on file in the Todd County Administrator's Office).

On motion by Ruda and second by Neumann, the following motion was introduced and adopted by unanimous vote: Nurse Family Partnership (NFP) supervisor training Module IV is held at Denver Colorado January 24 - 28, 2011. Annual Supervisor Workshop is held annually the second week of May for the NFP agreement dates through 2013. The annual workshop is four days. These time frames include travel and training dates.

Todd County Administration

On motion by Ruda and second by Blessing, the following motion was introduced and adopted by majority vote with Neumann voting against: To approve the attached labor agreement for 2011 - 2013 with Teamsters - Courthouse Unit. (Contracts on file in the Todd County Administrator's Office).

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

A RESOLUTION APPROVING NON-UNION COMPENSATION SCHEDULES

WHEREAS, the Todd County Board of Commissioners is responsible for establishing compensation schedules for non-union employees of the County.

NOW, THEREFORE BE IT RESOLVED, that the Todd County Board of Commissioners adopts the same compensation schedule and county health insurance contribution for non-union employees as the Teamsters – Sheriff's Supervisory Unit for the term of 2011 – 2013 with the exception of the County Administrator.

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

A RESOLUTION MAKING APPROPRIATION TO THE EAGLE BEND SENIOR CENTER FOR CAPITAL PURCHASES RELATED TO THE MEALS ON WHEELS AND BUNDLED SERVICES PROGRAMS

WHEREAS, MN Statutes Chapter 471.935 allows for counties to make appropriations to public or private, not for profit senior citizens centers, and;

Whereas, the Eagle Bend, MN Senior Center is the hub of operations for the Todd County Meals on Wheels program, where all meals for said program are prepared, and;

WHEREAS, the Todd County Board of Commissioners highly values the services of the Meals on Wheels program and desires to help ensure the operations of the program in to the future.

NOW, THEREFORE BE IT RESOLVED, that the Todd County Board of Commissioners makes appropriation of \$6,500.00 to the Eagle Bend, MN Senior Center to purchase kitchen equipment necessary for the operations of the Meals on Wheels Program, and;

Be it further resolved, that the Todd County Board of Commissioners directs that the Eagle Bend Senior Center acknowledge as a condition of accepting this appropriation the following:

TODD COUNTY BOARD OF COMMISSIONERS

1. This appropriation is for the purposes of acquiring equipment for the operations of the Meals on Wheels program, and;
2. Should the Eagle Bend Senior Center cease operations of the Meals on Wheels program that the equipment purchased with this appropriation shall be transferred to the facility providing Meals on Wheels to Todd County, and;
3. A report on the usage of the appropriation shall be provided to the Todd County Board of Commissioners.

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

A RESOLUTION APPROVING AMMENDMENT TO THE SOUTH COUNTRY HEALTH ALLIANCE JOINT POWERS AGREEMENT

WHEREAS, the Joint Powers agreement of South Country Health Alliance requires an affirmative vote by a majority of the Joint Powers Board member counties to amend the agreement, and;

WHEREAS, the Todd County Board of Commissioners is in support of amending the Joint Powers agreement to allow member counties additional time to review the financial performance of South Country Health Alliance to make an informed decision as to whether or not to withdraw.

NOW THEREFORE BE IT RESOLVED, by the Commissioners of Todd County, that this county approves the further amendment of the Third Amended Joint Powers Agreement of South Country Health Alliance, amending Section 12.1 of that Agreement by replacing the third sentence to allow member counties until March 31, 2011 to give notice to withdraw at the end of 2011, such that Section 12.1. will read as follows:

12.1 Method of Withdrawal

A Member County may withdraw from this Amended Agreement by filing with the Joint Powers Board Chair a written notice of intent to withdraw by December 31, one year prior to the year of withdrawal. The effective date of withdrawal shall be December 31 of the year following the written notice ("Effective Date"). Notwithstanding the foregoing, any county wishing to withdraw effective December 31, 2011, shall have until March 31, 2011, to provide its written notice of withdrawal, effective on December 31, 2011. Upon receipt of the resolution of a withdrawal, the Chair shall send a copy of said resolution to each Member County.

On motion by Kneisl and second by Blessing, the following motion was introduced and adopted by unanimous vote: Acknowledge Receipt of Petition from Bertha City to use County Ditch 15 as an outlet for the City's Municipal Drainage System.

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

A RESOLUTION APPROVING THE TODD COUNTY EMERGENCY OPERATIONS PLAN

WHEREAS, the Todd County Emergency Operations Plan has been updated in accordance with the National Incident Management Systems Integration Center and Minnesota Department of Homeland Security and Emergency Management guidelines, and:

TODD COUNTY BOARD OF COMMISSIONERS

WHEREAS, there are portions of the plan which are highly sensitive related to emergency response procedures, in accordance with MN Statutes Chapter 13D.05(3)(d), the Todd County Emergency Operations Plan shall not be made public.

NOW, THEREFORE BE IT RESOLVED, the Todd County Board of Commissioners hereby approves the updated Todd County Emergency Operations plan.

Administrator's Report

Planning and Zoning has been awarded a MN Board of Soil and Water grant, the County Board will be asked to consider accepting the grant sometime in January.

Commissioners' Report

Ruda reported that the Great River Regional Library has a personnel issue which is being resolved.

Closed Session

On motion by Blessing and second by Ruda, the Todd County Commissioners' Meeting was closed under MN Statutes 13D for the purposes of conducting the County Administrator's Annual Performance Evaluation.

On motion by Blessing and second by Neumann the Todd County Commissioners' Meeting was resumed.

On motion by Blessing and second by Ruda the Todd County Commissioners' Meeting was adjourned.

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

Todd County, MN Board Action Form



Action Requested	
<input checked="" type="checkbox"/> Action/Motion <input type="checkbox"/> Discussion <input type="checkbox"/> Information Item	<input type="checkbox"/> Report <input checked="" type="checkbox"/> Resolution <input type="checkbox"/> Other
Copy Requested: <input type="checkbox"/> BA Form <input checked="" type="checkbox"/> Resolution <input type="checkbox"/> Signed Attachments Board Action Tracking Number (Admin use): 20110104-10	

Title (for publication with the Agenda): Todd Wadena Community Corrections	
Date of Meeting: Jan 4, 2011	Total time requested: 1 Min
Department Requesting Action: Community Corrections	
Presenting Board Action/Discussion at Meeting: Community Corrections Executive Director	
Background <input checked="" type="checkbox"/> Supporting Documentation enclosed	
See Resolutions	
1. Continue Joint Powers 2. Appoint Executive Committee 3. Appoint Advisory Committee	
Options <input type="checkbox"/> Supporting Documentation enclosed	
Recommendation <input type="checkbox"/> The Todd County Board of Commissioners approves the following by Motion:	
Approve resolutions	
Financial Implications: \$	Comments
Funding Source:	
Budgeted: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	

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

Signatures	
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
RESOLUTION 2011

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.

Adopted this _____ day of _____, _____.

Chairperson, County Board

Clerk to the Board

Motion: _____

Second: _____

Adopted: _____

RESOLUTION

WHEREAS,

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. _____, Todd County Commissioner.
2. _____, Todd County Commissioner.
3. _____, Wadena County Commissioner.
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.

IN TESTIMONY WHEREOF THE TODD COUNTY BOARD OF COMMISSIONERS has caused this resolution to be adopted this _____ day of _____, _____.

ATTEST: TODD COUNTY BOARD OF COMMISSIONERS

_____ By _____
 Todd County Administrator Chairperson

IN TESTIMONY WHEREOF THE WADENA COUNTY BOARD OF COMMISSIONERS has caused this resolution to be adopted this _____ day of _____, _____.

ATTEST: WADENA COUNTY BOARD OF COMMISSIONERS

_____ By _____
 Wadena County Auditor Chairperson

RESOLUTION

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 and

THEREFORE,

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
6. Serving in the capacity of Todd County Commissioner shall be
7. Serving in the capacity of Wadena County Commissioner shall be
8. Serving in the capacity of Wadena County Commissioner shall be
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.

IN TESTIMONY WHEREOF THE TODD COUNTY BOARD OF COMMISSIONERS has caused this resolution to be adopted this _____ day of _____, _____.

ATTEST:

TODD COUNTY BOARD OF COMMISSIONERS

Todd County Administrator

By _____
Chairperson

IN TESTIMONY WHEREOF THE WADENA COUNTY BOARD OF COMMISSIONERS has caused this resolution to be adopted this _____ day of _____, _____.

ATTEST:

WADENA COUNTY BOARD OF COMMISSIONERS

Wadena County Auditor

By _____
Chairperson

Todd County, MN Board Action Form



Action Requested	
<input type="checkbox"/> Action/Motion <input type="checkbox"/> Discussion <input type="checkbox"/> Information Item	<input type="checkbox"/> Report <input checked="" type="checkbox"/> Resolution <input type="checkbox"/> Other
Copy Requested: <input type="checkbox"/> BA Form <input type="checkbox"/> Resolution <input type="checkbox"/> Signed Attachments Board Action Tracking Number (Admin use): 2011	

Title (for publication with the Agenda): Policy Update - Acceptable use of IT systems	
Date of Meeting: Jan 4, 2011	Total time requested: 5 Min
Department Requesting Action: Administration	
Presenting Board Action/Discussion at Meeting: Administrator	
Background <input checked="" type="checkbox"/> Supporting Documentation enclosed	
See Resolution	
Options <input type="checkbox"/> Supporting Documentation enclosed	
Recommendation <input type="checkbox"/> The Todd County Board of Commissioners approves the following by Motion:	
Financial Implications: \$none	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

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.

Todd County, MN Board Action Form



Action Requested	
<input type="checkbox"/> Action/Motion <input type="checkbox"/> Discussion <input type="checkbox"/> Information Item	<input type="checkbox"/> Report <input checked="" type="checkbox"/> Resolution <input type="checkbox"/> Other
Copy Requested: <input type="checkbox"/> BA Form <input type="checkbox"/> Resolution <input type="checkbox"/> Signed Attachments Board Action Tracking Number (Admin use): 2011	

Title (for publication with the Agenda): Policy Update - Statement of Mutual Respect	
Date of Meeting: Jan 4, 2011	Total time requested: 5 Min
Department Requesting Action: Administration	
Presenting Board Action/Discussion at Meeting: Administrator	
Background <input checked="" type="checkbox"/> Supporting Documentation enclosed	
See Resolution	
Options <input type="checkbox"/> Supporting Documentation enclosed	
Recommendation <input type="checkbox"/> The Todd County Board of Commissioners approves the following by Motion:	
Financial Implications: \$none	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

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, 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.

Document(s) Not Fully
Prepared as of Agenda
Publication

Todd County, MN Board Action Form

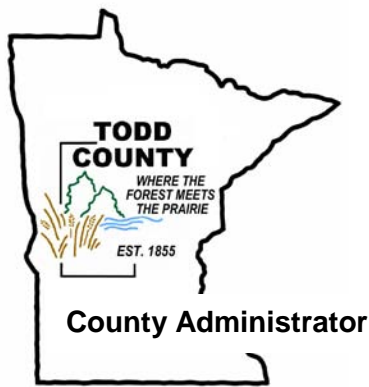


Action Requested	
<input checked="" type="checkbox"/> Action/Motion <input type="checkbox"/> Discussion <input type="checkbox"/> Information Item	<input type="checkbox"/> Report <input type="checkbox"/> Resolution <input type="checkbox"/> Other
Board Action Tracking Number (Admin use):	

Title (for publication with the Agenda): Union Contract - Teamsters - Courthouse Unit	
Date of Meeting: Jan 4, 2011	Total time requested: 5 min
Department Requesting Action: Administration	
Presenting Board Action/Discussion at Meeting: Administrator	
Background <input checked="" type="checkbox"/> Supporting Documentation enclosed	
See attached contract, outline	
Options <input type="checkbox"/> Supporting Documentation enclosed	
Approve	
Not approve	
Recommendation <input checked="" type="checkbox"/> The Todd County Board of Commissioners approves the following by Motion:	
Approval of the attached labor agreement for 2011 - 2013 with Teamsters - Courthouse Unit	
Financial Implications: \$	Comments
Funding Source:	
Budgeted: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	

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

Signatures	
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	



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

Teamsters – Courthouse unit

Current County Offer as of November 2, 2010

Topic	2011	2012	2013
Amend Article 16.2	Union proposal	-	-
COLA	-	-	+2%
Insurance	\$800/mo for families, 470.50 for single gold, full cost for single on silver and HSA	Employer: 0-5%, Employee: 5-10% Split: 10%+ 470.50 single gold contribution (language forthcoming from County Labor Attorney) Opener for plan changes, contingent upon plan changes agreement, opener for financial terms	Employer: 0-5%, Employee: 5-10% Split: 10%+ 470.50 single gold contribution (language forthcoming from County Labor Attorney) Opener for plan changes, contingent upon plan changes agreement, opener for financial terms
Amend Article 18.5	County will reimburse purchase of one pair of prescription safety glasses per year	-	-
Amend Appendix	All steps applicable beginning first pay period of July 2011	All steps applicable beginning first pay period January 2012	All steps applicable beginning first pay period January 2013

Insurance language for contract:

Effective January 1, 2011 the Employer shall pay up to the cost of the base insurance plan for employee's electing the HSA or Silver single health plans. The Employer shall pay up to \$470.50 per month for employees electing the gold single health plan. The Employer shall pay up to \$800.00 per month toward dependent health care coverage.

Effective January 1, 2012 the Employer shall pay up to the cost of the base insurance plan for employee's electing the HSA or Silver single health plans. The Employer shall pay up to \$470.50 for employees electing the gold single health plan. With regards to employees who select dependent coverage, the Employer shall pay for premium increase up to 5%, the employee shall pay for premium increase between 5% and 10%. Average premium increased greater than 10% shall result in an even split of contribution. The average premium increase shall be determined by the insurance provider, and contributions shall be determined using that figure. The Employer's contribution shall be figured by multiplying the portion (percent) of premium the Employer agrees

to pay under this agreement plus one by the previous year's contribution. (e.g. if the average premium increase is 4%, the Employer's contribution will be equal to the prior year's contribution multiplied by 1.04; if the average premium increase is 12% the employer's contribution will be equal to the prior year's contribution multiplied by 1.06)

Effective January 1, 2013 the Employer shall pay up to the cost of the base insurance plan for employee's electing the HSA or Silver single health plans. The Employer shall pay up to \$470.50 for employees electing the gold single health plan. With regards to employees who select dependent coverage, the Employer shall pay for premium increase up to 5%, the employee shall pay for premium increase between 5% and 10%. Average premium increased greater than 10% shall result in an even split of contribution. The average premium increase shall be determined by the insurance provider, and contributions shall be determined using that figure. The Employer's contribution shall be figured by multiplying the portion (percent) of premium the Employer agrees to pay under this agreement plus one by the previous year's contribution. (e.g. if the average premium increase is 4%, the Employer's contribution will be equal to the prior year's contribution multiplied by 1.04; if the average premium increase is 12% the employer's contribution will be equal to the prior year's contribution multiplied by 1.06)

There shall be an insurance opener for 2012 and 2013 to review the health insurance options and plans.

Contingent upon agreement to modify the health insurance options and plans, there shall be an insurance opener for 2012 and 2013 to review employer contribution.

The County reserves the right to alter or modify contract proposals during the course of negotiations.

Todd County, MN Board Action Form

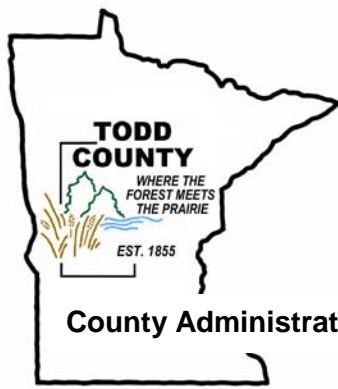


Action Requested	
<input checked="" type="checkbox"/> Action/Motion <input type="checkbox"/> Discussion <input type="checkbox"/> Information Item	<input type="checkbox"/> Report <input type="checkbox"/> Resolution <input type="checkbox"/> Other
Board Action Tracking Number (Admin use):	

Title (for publication with the Agenda): Union Contract - Teamsters - Jailer/Dispatchers	
Date of Meeting: Jan 4, 2011	Total time requested: 5 min
Department Requesting Action: Administration	
Presenting Board Action/Discussion at Meeting: Administrator	
Background <input checked="" type="checkbox"/> Supporting Documentation enclosed	
See attached contract, outline	
Options <input type="checkbox"/> Supporting Documentation enclosed	
Approve	
Not approve	
Recommendation <input checked="" type="checkbox"/> The Todd County Board of Commissioners approves the following by Motion:	
Approval of the attached labor agreement for 2011 - 2013 with Teamsters - Jailer/Dispatcher Unit	
Financial Implications: \$	Comments
Funding Source:	
Budgeted: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	

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

Signatures	
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	



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

Teamsters – Jailer Dispatcher unit

Current County Offer as of November 2, 2010

Contract Changes

Topic	2011	2012	2013
Shift Differential	-	+.25/Hr	+.25/Hr
Hours of work	Minimum 3 hour call in	-	-
Post retirement Health Insurance	Delete article 18.2	-	-
Dispatcher uniform allowance	\$200/ft \$100/pt – agree to purchase appropriate items	-	-
COLA	-	-	2%
Insurance	\$800/mo for families, 470.50 for single gold, full cost for single on silver and HSA	Employer: 0-5%, Employee: 5-10% Split: 10%+ 470.50 single gold contribution Opener for plan changes, contingent upon plan changes agreement, opener for financial terms+	Employer: 0-5%, Employee: 5-10% Split: 10%+ 470.50 single gold contribution Opener for plan changes, contingent upon plan changes agreement, opener for financial terms+
Amend Appendix	All steps applicable beginning first pay period of July 2011	All steps applicable beginning first pay period January 2012	All steps applicable beginning first pay period January 2013

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Effective January 1, 2012 the Employer shall pay up to the cost of the base insurance plan for employee’s electing the HSA or Silver single health plans. The Employer shall pay up to \$470.50 for employees electing the gold single health plan. With regards to employees who select dependent coverage, the Employer shall pay for premium increase up to 5%, the employee shall pay for premium increase between 5% and 10%. Average premium increased greater than 10% shall result in an even split of contribution. The average premium increase

shall be determined by the insurance provider, and contributions shall be determined using that figure. The Employer's contribution shall be figured by multiplying the portion (percent) of premium the Employer agrees to pay under this agreement plus one by the previous year's contribution. (e.g. if the average premium increase is 4%, the Employer's contribution will be equal to the prior year's contribution multiplied by 1.04; if the average premium increase is 12% the employer's contribution will be equal to the prior year's contribution multiplied by 1.06)

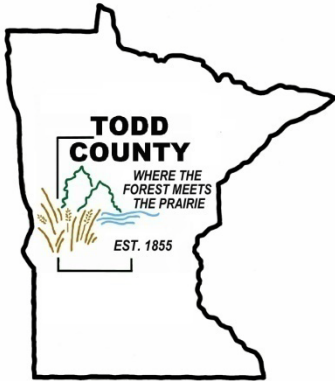
Effective January 1, 2013 the Employer shall pay up to the cost of the base insurance plan for employee's electing the HSA or Silver single health plans. The Employer shall pay up to \$470.50 for employees electing the gold single health plan. With regards to employees who select dependent coverage, the Employer shall pay for premium increase up to 5%, the employee shall pay for premium increase between 5% and 10%. Average premium increased greater than 10% shall result in an even split of contribution. The average premium increase shall be determined by the insurance provider, and contributions shall be determined using that figure. The Employer's contribution shall be figured by multiplying the portion (percent) of premium the Employer agrees to pay under this agreement plus one by the previous year's contribution. (e.g. if the average premium increase is 4%, the Employer's contribution will be equal to the prior year's contribution multiplied by 1.04; if the average premium increase is 12% the employer's contribution will be equal to the prior year's contribution multiplied by 1.06)

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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
Copy Requested: <input type="checkbox"/> BA Form <input type="checkbox"/> Resolution <input type="checkbox"/> Signed Attachments Board Action Tracking Number (Admin use): 2011	

Title (for publication with the Agenda): Closed Session - Salary Negotiations	
Date of Meeting: Jan 4, 2011	Total time requested: 15 Min
Department Requesting Action: Administration	
Presenting Board Action/Discussion at Meeting: Kristi Hastings, Labor Attorney	
Background <input type="checkbox"/> Supporting Documentation enclosed	
The County Board Chair has requested closed session with Kristi Hastings, Labor Attorney to discuss County Administrator Compensation, per board action December 30, 2010.	
Options <input type="checkbox"/> Supporting Documentation enclosed	
Recommendation <input type="checkbox"/> The Todd County Board of Commissioners approves the following by Motion:	
Financial Implications: \$ na	Comments
Funding Source:	
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	
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Seal	