

TODD COUNTY BOARD OF COMMISSIONERS

Regular Board Meeting Agenda

Date: April 19, 2011

Time: 9:00 a.m.

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

Item #		Approx. Time
1	Call to Order and Roll Call	9:00
2	Pledge of Allegiance	9:01
3	Amendments to the Agenda	9:03
4	Potential Consent Items	9:04
4.1	Approve April 5, 2011 Minutes	
4.2	Commissioner Warrants	
4.3	1 Year 3.2 Malt Liquor License - Clarissa Ballroom	
4.4	6 Month 3.2 Malt Liquor License Lakeshore Resort & Holiday Resort	
4.5	Seasonal On Sale & Sunday Liquor License - Saukinac Campground	
4.6	***CentraCare/CLC Letter of Support	
5	Todd County Sheriff's Department	9:10
5.1	JPA with MN Internet Crimes Against Children Task Force	
6	Closed Session - Confidential Employment Matter	9:15
7	Planing and Zoning	9:30
7.1	Approve BWSR Grant	
8	Administrator	9:40
8.1	Approve Recruitment of HHS Division Director	
8.1a	***Personnel Change Request - Public Works	
8.1b	***Personnel Change Request - Public Health	
8.2	Review Coroner's Report	
8.3	2011 Battle Point Maintenance Contract	
8.3a	***Battle Point Pavillion.	
8.3b	***Park Board Appointment	
8.4	Approve Bond Sale Resolution	
8.5	*** Remove *** Discussion - Redistricting	
8.6	RC & D Discussion	
	Standing Reports	
	Administrator's Report	
	Commissioners' Report	
	Adjourn	

*** Denotes Requested Amendment

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 checked="" type="checkbox"/> Signed Attachments Board Action Tracking Number (Admin use): 2011	

Title (for publication with the Agenda): CentraCare/CLC Letter of Support	
Date of Meeting: April 19, 2011	Total time requested: 1 min
Department Requesting Action: Administration	
Presenting Board Action/Discussion at Meeting: Admin	
Background <input type="checkbox"/> Supporting Documentation enclosed	
CentraCare and CLC have requested that the County Board sign a letter of support for a grant application to the MN Job Skills Partnership.	
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 a letter of support on behalf of CentraCare Health Systems and Central Lakes College for a grant application to the Minnesota Job Skills Partnership.	
Financial Implications: \$n/a	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	



347 Central Avenue, Suite 5
Long Prairie, MN 56347
Phone:320-732-4690
Fax:320-732-4803

Mark Blessing
1st District

Gary Kneisl
2nd District

Gerald Ruda
3rd District

David Kircher
4th District

Randy Neumann
5th District

April 15, 2011

Paul Moe
Executive Director
MN Job Skills Partnership
1st National Bank Building
332 MN Street, Suite E200
St. Paul, MN 55101-1351

Dear Mr. Moe:

Please accept my letter of support for the Minnesota Job Skills Partnership grant application for CentraCare Health System, a partnership application with Central Lakes College.

CentraCare Health System is a critical asset to the Long Prairie area communities. CentraCare Health System is a unique medical care center for a region that is one of the highest poverty areas in the state of Minnesota. Funding this proposal will strengthen the economic development of Central Minnesota as well as strengthen the education capacity of Central Lakes College.

I appreciate your support of this application. Funding from the Minnesota Job Skills Partnership is critical to the success of the training designed for CentraCare Health System. I appreciate your support of this application. Thank you for your timely and thoughtful consideration of this request.

Sincerely,

Mark Blessing, Chairman
Todd County Board of Commissioners

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): Personnel Change Request - Public Works	
Date of Meeting: April 19, 2011	Total time requested: 1 min
Department Requesting Action: Administration	
Presenting Board Action/Discussion at Meeting: Admin	
Background <input type="checkbox"/> Supporting Documentation enclosed	
At the County Board's Road Meeting, the Board directed that personnel changes be made to the staffing roster for public works.	
Options <input checked="" type="checkbox"/> Supporting Documentation enclosed	
Approve Do not approve	
Recommendation <input type="checkbox"/> The Todd County Board of Commissioners approves the following by Motion:	
Approval of the following changes to the staffing authorization for Todd County Public Works: 1. Eliminate Maintenance Superintendent Position 2. Approve Funded Truck Driver Position 3. Approve Funded Sign Technician Position	
Financial Implications: \$ < 40,000	Comments
Funding Source: Levy	
Budgeted: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	

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

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Seal	

Department	Position	Original Budget		Amendments	
		Funded	Unfunded	Funded	Unfunded
Administration	Director	1	0		
	Highway Accountant	1	0		
	Bookkeeper	1	0		
Maintenance	Maintenance Superintendent	0	0		
	Maintenance Foreman	1	0		
	Truck Driver	12	2		1
	Motor Grater Driver	1	0		
	Sign Technician	1	0		1
Engineering	Assistant Highway Engineer	1	0		
	Technician	2	1		
Equipment	Mechanic	1	0		
		22	3	2	0

Office Manager

Todd County, MN Board Action Form



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

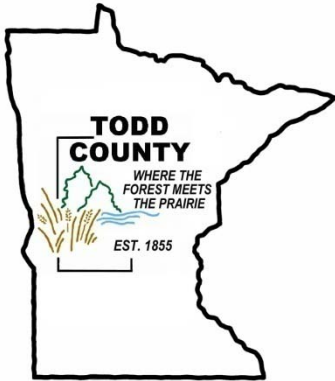
Title (for publication with the Agenda): Personnel Change Request - Public Health	
Date of Meeting: April 19, 2011	Total time requested: 1 min
Department Requesting Action: Administration	
Presenting Board Action/Discussion at Meeting: Admin	
Background <input type="checkbox"/> Supporting Documentation enclosed	
The County Board has accepted a grant to work on youth alcohol consumption reduction. The grant requires one full time staff member. The recommendation of the Schools, and Public Health and Administration is to hire a full time, on staff employee as opposed to contracted. The J/D and announcement will be prepared as "contingent upon funding".	
Options <input checked="" type="checkbox"/> Supporting Documentation enclosed	
Approve Do not approve Direct to search for contractor	
Recommendation <input checked="" type="checkbox"/> The Todd County Board of Commissioners approves the following by Motion:	
Approval of amendment to the Todd County Staffing Authorization to include one grant funded grant coordinator position.	
Financial Implications: \$ < 400,000	Comments
Funding Source: Grant	
Budgeted: <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	

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

Department	Position	Original Budget		Amendments	
		Funded	Unfunded	Funded	Unfunded
Public Health	Director	1	0		
	Office Manager	1	0		
	Nursing Supervisor	2	0		
	Public Health Educator	1	0		
	Assistant WIC Coordinator	1	0		
	WIC/CTCDT Secretary	1	0		
	Medical Secretary	3	0		
	Paraprofessional - Service Coordinator	2	1		
	Public Health Nurse	7	1		
	Registered Nurse	6	1		
	Grant Coordinator	0	0	1	0
		25	3	1	0

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): Appoint Park Board Member	
Date of Meeting: April 5, 2011	Total time requested: 1 min
Department Requesting Action: Administration	
Presenting Board Action/Discussion at Meeting: Admin	
Background <input type="checkbox"/> Supporting Documentation enclosed	
Options <input type="checkbox"/> Supporting Documentation enclosed	
Recommendation <input type="checkbox"/> The Todd County Board of Commissioners approves the following by Motion: Appointment of Al Loken to the Todd County Parks and Trails Board.	
Financial Implications: \$0	Comments
Funding Source:	
Budgeted: <input type="checkbox"/> Yes <input type="checkbox"/> No	

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

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Todd County, MN Board Action Form

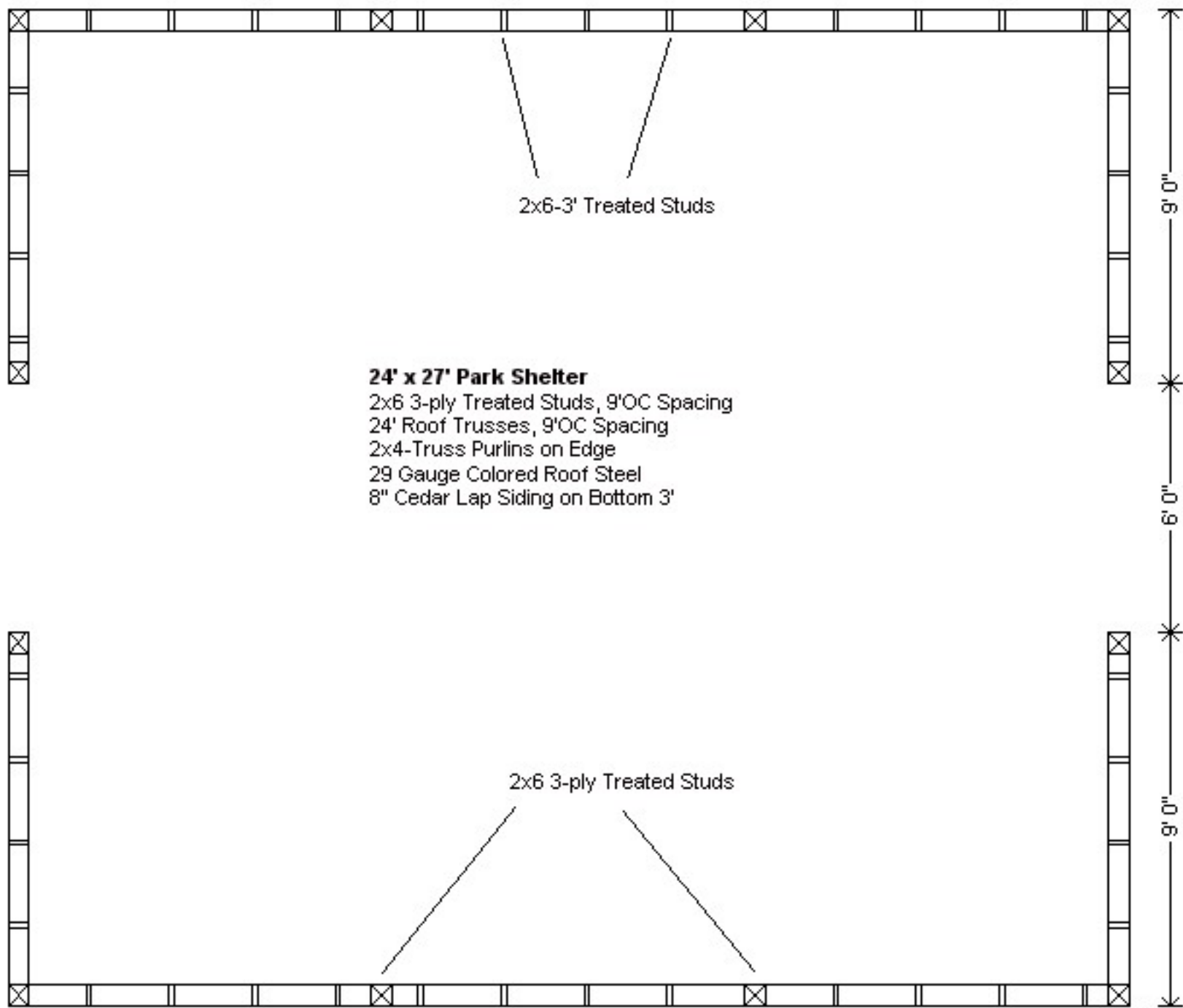


Action Requested	
<input checked="" type="checkbox"/> Action/Motion <input type="checkbox"/> Discussion <input type="checkbox"/> Information Item	<input type="checkbox"/> Report <input type="checkbox"/> Resolution <input type="checkbox"/> Other
Copy Requested: <input type="checkbox"/> BA Form <input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

Title (for publication with the Agenda): Battle Point Pavillion	
Date of Meeting: April 19, 2011	Total time requested: 1 min
Department Requesting Action: Administration	
Presenting Board Action/Discussion at Meeting:	
Background <input checked="" type="checkbox"/> Supporting Documentation enclosed	
See attached	
Options <input type="checkbox"/> Supporting Documentation enclosed	
Recommendation <input checked="" type="checkbox"/> The Todd County Board of Commissioners approves the following by Motion:	
Approval to proceed with construction of a pavillion at Battle Point Park at a cost of up to \$6,000.	
Financial Implications: \$ < 6000	Comments
Funding Source: Levy/Reserves	
Budgeted: <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	

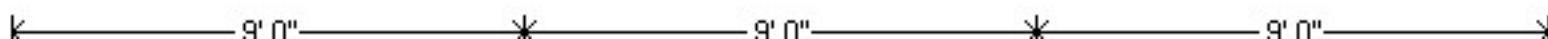
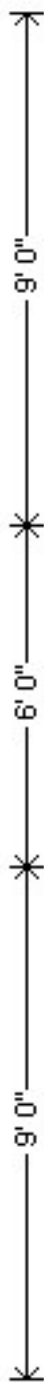
Action	Voting in Favor	Voting Against
Motion:	<input type="checkbox"/> Blessing	<input type="checkbox"/> Blessing
Second:	<input type="checkbox"/> Kneisl	<input type="checkbox"/> Kneisl
<input type="checkbox"/> Passed	<input type="checkbox"/> Ruda	<input type="checkbox"/> Ruda
<input type="checkbox"/>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

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	Seal



2x6-3' Treated Studs

2x6 3-ply Treated Studs



3/31/2011

WORMS

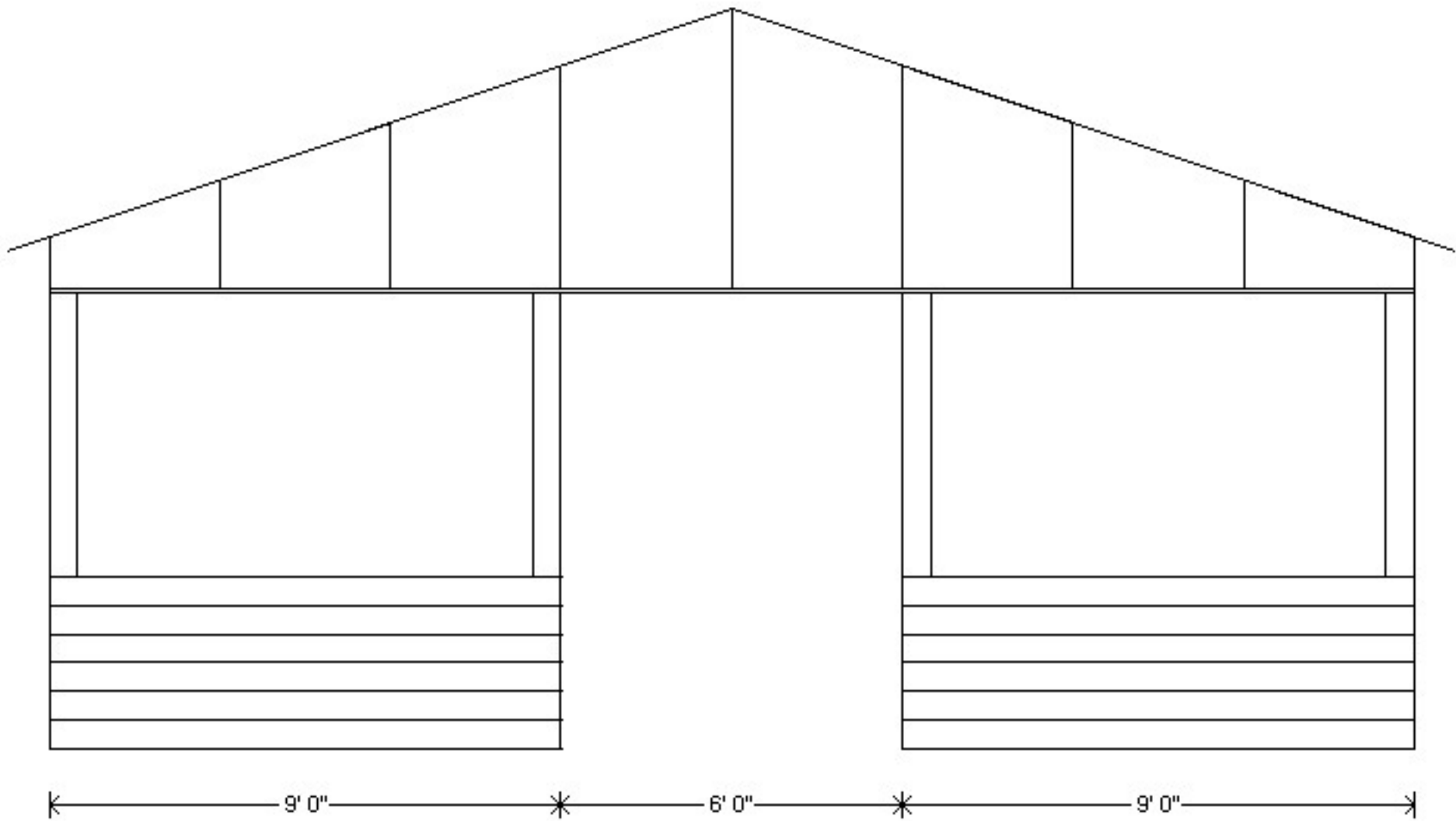
LUMBER & READY MIX INC.

NEW MUNICH, SAUK CENTRE, LONG PRAIRIE
320-837-5288 320-352-2841 320-732-6452

ESTIMATE FOR
TODD COUNTY PARKS AND TRAILS

OASKIS PAVILION
24 X 27 CONCRETE FLOOR W/ THICKEND EDGE

QUANT	DESCRIPTION	PRICE	TOTAL
12	CU YDS CONCRETE	96.00	\$1,152.00
12	1/2 X 20-0 REBAR	7.00	\$84.00
	TOTAL MATERIALS		\$1,236.00
	SALES TAX		\$84.98
	TOTAL MATERIALS INCLUDING SALES TAX		\$1,320.98



5' 0"
5' 0"
3' 0"

9' 0" 6' 0" 9' 0"

BUSCH

**** TODD COUNTY ****

COUNTY 77

4/18/11

INTEGRATED FINANCIAL SYSTEM

IFB41 PAGE 0

9:14:37

REVENUES & EXPENDITURES BUDGET REPORT

***** SELECTION PANEL 1 *****

***** SELECTION PANEL 2 *****

PAGE BREAK OPTION. . .> 2 1 - PAGE BREAK BY FUND
2011 BUDGET

BUDGET FOR RPT. .> APPROVED

2 - PAGE BREAK BY DEPT

3 - PAGE BREAK BY PROGRAM

INCLUDE ON REPORT> 1 1 - ALL G/L

ACCOUNTS

SPECIFIC G/L MONTHS (MMYYYY) FROM 1/2011 THRU 3/2011

2 - ONLY G/L

ACCOUNTS WITH BUDGET AMOUNTS

3 - ONLY G/L ACCOUNTS W/O BUDGET AMOUNTS

REVENUE SORT OPTION. . .> 1 1 - LIST AS IN CHART OF ACCOUNTS

EXPEND SORT OPTION . . .> 1 2 - LIST BY OBJECT WITHIN FUND

PRINT ON REPORT .> 2 1 -

MONTHLY TOTALS OF "THRU" G/L MONTH

3 - LIST BY OBJECT WITHIN DEPT

2 - VARIANCE AMT. (BUDGET - YTD

AMT)

4 - LIST BY OBJECT WITHIN PROGRAM

3 - CURRENT YR, PRIOR YR,

BUDGET, %CHANGE

4 - CURRENT YR, PRIOR YR, BUDGET, \$ CHANG

REVENUE RANGE SUBTOTAL . .>1 1 - NONE

EXPEND RANGE SUBTOTAL. . .>1 2 - DETAIL SUBTOT BY OBJECT RANGE

INCLUDE ZERO DOL.>

NO (YES/NO)

3 - SUBTOT ONLY BY OBJECT RANGE

4 - DEPT TOTALS & SUBTOT BY DEPT RANGE SAVE RPT OPTIONS > NO (YES/NO)

5 - SUBTOT ONLY BY DEPT RANGE

SUBTOTALS FOR PROGRAMS . . NO

SUBTOTALS FOR SERVICES . . NO

REPORT BASIS: MODIFIED ACCRUAL

SUBTOTALS FOR OBJECTS. .> NO (YES/NO)

***** SPECIFIC ELEMENT PANEL *****

***** RUN INSTRUCTIONS PANEL *****

FUND RANGE FROM 16 THRU 16

COMMENT

Include/eXclude

COPIES 001

SUBMIT TO BATCH NO

PRINT QUALITY *STD

HOLD SPOOL FILE YES

FORM TYPE *STD

CHARACTERS PER INCH 10

LINES PER PAGE 066

OVERFLOW LINE NUMBER 060

LINES PER INCH 6

PRINTER NAME KP

SAVE SPOOL FILE NO

16 FUND BUSCH

**** TODD COUNTY ****

COUNTY 77

4/18/11 PARKS AND TRAILS FUND

INTEGRATED FINANCIAL SYSTEM REPORT BASIS:

MODIFIED ACCRUAL IFB41 PAGE 1

9:14:37 522 DEPT

REVENUES & EXPENDITURES BUDGET REPORT FROM 1/2011 THRU

3/2011

PARKS

PERCENT OF YEAR 25%

2011

SELECTED

% OF

ACCOUNT NUMBER DESCRIPTION

STATUS

FNL BUDGET

MNTHS TOTAL

VARIANCE BDGT

----- REVENUES-----

16-522-000-0000-5001 PROPERTY TAXES - CURRENT	4,730.00CR	58.62		
4,788.62CR 1-				
16-522-000-0000-5007 MOBLIE HOME TAX	.00	.45	.45CR	0
16-522-000-0000-5211 MV CREDIT RE	200.00CR	.00	200.00CR	0
16-522-000-0000-5213 MV CREDIT AGRICULTURE	58.00CR	.00	58.00CR	
0				
16-522-000-0000-5215 DISPARITY REDUCTION AID	12.00CR	.00	12.00CR	
0				

----- EXPENDITURES -----

16-522-000-0000-6251 ELECTRICITY	1,000.00	48.00	952.00	5
16-522-000-0000-6253 SANITARY SERVICES	500.00	40.95	459.05	8
16-522-000-0000-6311 BATTLE POINT RESTORATION	1,500.00	.00	1,500.00	
0				
16-522-000-0000-6331 TRAVEL AND EXPENSE	200.00	1,089.50	889.50CR	
545				
16-522-000-0000-6352 INSURANCE	.00	69.00	69.00CR	0
16-522-000-0000-6412 CUSTODIAL SUPPLIES	150.00	.00	150.00	0
16-522-000-0000-6801 MISCELLANEOUS EXPENDITURES		1,650.00	.00	

1,650.00 0

*** 522 DEPT TOTALS PARKS	REV	5,000.00CR	59.07	5,059.07CR	1-
	EXP	5,000.00	1,247.45	3,752.55	25
	NET	.00 *	1,306.52 *	1,306.52CR*	0

**** 16 FUND TOTALS PARKS AND TRAILS FUND	REV	5,000.00CR	59.07	
---	-----	------------	-------	--

5,059.07CR 1-

	EXP	5,000.00	1,247.45	3,752.55	25
	NET	.00 *	1,306.52 *	1,306.52CR*	0

***** FINAL TOTALS	12 ACCOUNTS	REV	5,000.00CR	59.07	5,059.07CR
--------------------	-------------	-----	------------	-------	------------

1-

	EXP	5,000.00	1,247.45	3,752.55	25
	NET	.00 *	1,306.52 *	1,306.52CR*	0

4/11/2011 BUSCH

0

12:18:30 TREASURER'S CASH TRIAL BALANCE

***** SELECTION PANEL *****

***** RUN INSTRUCTIONS PANEL

COMMENT

AS OF DATE 3/2011 (The Report is Year To Date COPIES 1
 Thru the AS OF Date.)

SUBMIT TO BATCH. YES

PRINT QUALITY. *STD

SAVE REPORT OPTIONS. NO (Y=Yes, N=No) HOLD SPOOL FILE. YES

FORM TYPE. *STD

***** SPECIFIC ELEMENT PANEL *****

CHARACTER PER INCH 10

FUND RANGE FROM 16 THRU 16

Include/eXclude

LINES PER PAGE 66

OVERFLOW LINE NUMBER ... 60

LINES PER INCH 6

PRINTER NAME KP

SAVE SPOOLED FILE. NO

BUSCH

4/11/11 1001

12:18:30 CASH

TREASURER'S CASH TRIAL BALANCE AS OF 03/2011

BEGINNING -----THIS-MONTH----- -----YEAR-TO-DATE-----

CURRENT

FUND	BALANCE	DEBITS	CREDITS	DEBITS	CREDITS	BALANCE
* 16 PARKS AND TRAILS FUND	\$43,808.14					
DISBURSEMENTS		.00	1,108.50	.00	1,247.45	
APPORTIONMENTS		.00	.00	113.05	.00	
FUND TOTAL.....		\$.00	\$1,108.50	\$113.05	\$1,247.45	\$42,673.74
***** ALL FUNDS	\$43,808.14					
DISBURSEMENTS		.00	1,108.50	.00	1,247.45	
APPORTIONMENTS		.00	.00	113.05	.00	
TOTAL.....		\$.00	\$1,108.50	\$113.05	\$1,247.45	\$42,673.74

Todd County, MN Board Action Form



Action Requested	
<input type="checkbox"/> Action/Motion <input type="checkbox"/> Discussion <input checked="" 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): RC&D Information	
Date of Meeting: April 19, 2011	Total time requested: 1 min
Department Requesting Action: Administration	
Presenting Board Action/Discussion at Meeting: Commissioner Neumann	
Background <input checked="" type="checkbox"/> Supporting Documentation enclosed	
See attached	
Options <input type="checkbox"/> Supporting Documentation enclosed	
Recommendation <input type="checkbox"/> The Todd County Board of Commissioners approves the following by Motion:	
Financial Implications: Sunk	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	

MEMO

DATE: APRIL 15, 2011

TO: WESMIN RC&D COUNCIL MEMBERS

RE: FEDERAL FUNDING FOR RC&D OPERATIONS

FROM: RALPH PETERSON, CHAIR

CC: Luan M. Johnsrud

The RC&D Budget has been zeroed out, therefore, offices will no longer receive NRCS Federal Assistance. George Swentik will be sending out a packet regarding what to do from this point on.

Dean and Chuck are no longer available for RC&D work or communications and have been told to cease work on all RC&D activities.

As a non-profit, the Council will need to re-locate files and equipment located in the current NRCS office space.

We will need to be making some quick decisions as to operations of the WesMin RC&D council and how to operate without NRCS.