

# TODD COUNTY BOARD OF COMMISSIONERS

## *Regular Board Meeting Agenda*

Date: July 5, 2011

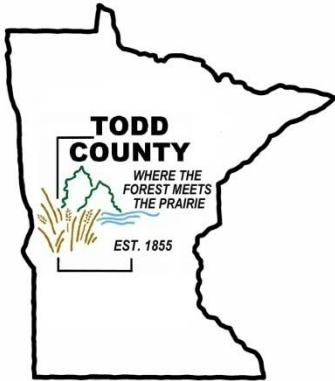
Time: 9:00 a.m.

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

<b>Item #</b>		<b>Approx. Time</b>
<b>1</b>	<b>Call to Order and Roll Call</b>	9:00
<b>2</b>	<b>Pledge of Allegiance</b>	9:01
<b>3</b>	<b>Amendments to the Agenda</b>	9:03
<b>4</b>	<b>Potential Consent Items</b>	9:05
4.1	Approve June 21, 2011 Minutes	
4.2	Approve June 28, 2011 Special Meeting Minutes	
4.3	Approve July 1, 2011 Special Meeting Minutes	
4.4	Commissioner Warrants	
4.5	Auditor Warrants	
4.6	Land Surveyor's Certificate of Correction to Right of Way Plat	
<b>5</b>	<b>Todd County Sheriff's Department</b>	9:10
5.1	Modifications to the JPA - Central MN Regional Radio Board	
<b>6</b>	<b>Property Records and Taxpayer Services</b>	9:15
6.1	Personnel Request	
<b>7</b>	<b>Administration</b>	9:30
7.1	Data Practices	
7.2	State shutdown update	
	<b>Standing Reports</b>	
	Administrator's Report	
	Commissioners' Report	
	<b>Adjourn</b>	

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



<b>Action Requested</b>	
<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): 20110705-09	

<b>Title (for publication with the Agenda): Approve June 21, 2011 Minutes</b>	
Date of Meeting: July 5, 2011	Total time requested: 1 Min
Department Requesting Action: Administration	
Presenting Board Action/Discussion at Meeting: County Administrator	
<b>Background</b> <input checked="" type="checkbox"/> Supporting Documentation enclosed	
Minutes	
<b>Options</b> <input type="checkbox"/> Supporting Documentation enclosed	
<b>Recommendation</b> <input checked="" type="checkbox"/> The Todd County Board of Commissioners approves the following by Motion:	
Approval of the June 21, 2011 Minutes without changes.	
<b>Financial Implications: \$</b>	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

<b>Signatures</b>	
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  
June 21, 2011*

## **Call to Order**

The Todd County Board of Commissioners met in the Commissioner's Board Room in the City of Long Prairie, MN on the 21<sup>st</sup> day of June, 2011 at 9:00 A.M. The meeting was called to order by Chairperson Blessing with all members present. The meeting was opened with the Pledge of Allegiance.

## **Approval of Agenda**

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

- Added to the agenda:
1. Resolution requesting approval from the Mn Department of Natural Resources for the sale of tax forfeited lands.
  2. Resolution establishing a policy related to payment of the Todd County curbside recycling subsidy.

## **Routine Business**

On motion by Kircher and seconded by Neumann, the following motion was introduced and adopted by unanimous vote: To approve the June 7, 2011 minutes as read.

On motion by Ruda and seconded by Kneisl, the following motion was introduced and adopted by unanimous vote: To approve the Commissioner Warrants #28122 - #28349 in the amount of \$164,191.89.

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

### **TRANSFER OF FUNDS FROM GENERAL TO COMMUNITY CORRECTIONS**

WHEREAS, The 2011 budget for Todd County's participation in the Todd-Wadena Community Corrections system has been approved at \$272,084, and;

WHEREAS, a letter was received asking for the first half of the appropriation,

NOW, THEREFORE BE IT RESOLVED, that the Todd County Board of Commissioners hereby approve the transfer of the first half of the 2011 budget, \$136,042, from the General Fund to Todd-Wadena Community Corrections Fund.

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

### **TRANSFER OF FUNDS FROM BUILDING CONSTRUCTION FUND TO ROAD & BRIDGE FUND**

WHEREAS, money has been bonded for the purpose to purchase equipment and vehicles for the Highway Department, and;

WHEREAS, equipment has been purchased and paid for out of the Road and Bridge fund, and;

WHEREAS, for record keeping purposes only, all expense should be taken out of the fund where the bond money was receipted.

# TODD COUNTY BOARD OF COMMISSIONERS

NOW, THEREFORE BE IT RESOLVED, that the Todd County Board of Commissioners approve the transfer of \$338,950.48, from the Building Construction Fund to the Road and Bridge Fund, which is the amount spent to purchase 2 Motor Grader Units and three pickups in the Highway Department.

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

## **RESOLUTION REQUESTING THE CANCELLATION OF MOBILE HOME TAXES AS PER M.S. #277.24**

WHEREAS, after much research has been conducted on the listed parcels, attached to this resolution, involving Mobile Homes, the County Auditor-Treasurer has found they are not collectable, due to either being sold, removed, owners are no longer in the area or are deceased, and;

WHEREAS, Minnesota Statute 277.24 allows the Auditor-Treasurer to cancel the taxes due to one or more of the above described circumstances.

NOW, THEREFORE BE IT RESOLVED, that the Todd County Board of Commissioners hereby grants permission to the Todd County Auditor-Treasurer to remove the Mobile Home taxes, per attached list, from the tax rolls, for the years listed, in the amount of \$ 3,724.89 as allowed by Minnesota Statute 277.24. (Listing available in the Todd County Administrator's Office).

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

## **RESOLUTION REQUESTING APPROVAL FROM THE MINNESOTA DEPARTMENT OF NATURAL RESOURCES FOR THE SALE OF TAX FORFEITED LANDS**

WHEREAS, the County Board of Commissioners of the County of Todd, State of Minnesota, desires to offer for sale certain parcels of land that have forfeited to the State of Minnesota for nonpayment of taxes, and;

WHEREAS, said parcels of land have been viewed by the County Board of Commissioners and have been classified as non-conservation lands as provided for in Minnesota Statutes 282.01.

NOW, THEREFORE, BE IT RESOLVED, that the Todd County Board of Commissioners hereby certifies that all parcels of land on the attached list have been viewed and comply with the provisions of Minnesota Statutes 85.012, 92.461, 282.01, Subd. 8, and 282.018, and other statutes that require the withholding of tax-forfeited lands from sale. [Unless otherwise stated.] The Todd County Board of Commissioners hereby certifies that the Soil and Water Conservation Board (of the district in which the land is located) has reviewed the attached land sale list and identified any and all non-forested marginal land and wetland.

BE IT FURTHER RESOLVED that the Todd County Board of Commissioners hereby requests approval from the Minnesota Department of Natural Resources for the sale of said lands. (Listing available in the Todd County Administrator's Office).

### **Representative Mary Franson**

Representative Franson was present and spoke about the potential government shut down.

### **Todd County Planning & Zoning**

On motion by Ruda and seconded by Neumann, the following CUP was introduced and adopted by majority vote with Kircher voting against: Willie & Emma Yoder. Site address: 17686 300<sup>th</sup> St. Clarissa,

# TODD COUNTY BOARD OF COMMISSIONERS

MN 56440. Parcel #13-0016900. Application to construct and operate a private school. Building size to be approximately 24 x 48 ft. They will use the existing conforming sewer tank for the privy to this school. Use Permit is required for schools located in all zoning districts in Todd County.

On motion by Ruda and seconded by Kneisl, the following CUP was introduced and adopted by majority vote with Kircher voting against: Roman & Iva Gingerich - Site address: 45165 County 77, Bertha, MN 56437. Parcel #01-0032700. Application to construct and operate a private school to handle a maximum of 30 children. School to be approximately 20x32 ft with a basement and accessory building. Planned privy to be constructed using a sealed septic tank. Use Permit is required for schools located in all zoning districts within Todd County.

On motion by Ruda and seconded by Kircher, the following CUP was introduced and adopted by unanimous vote: Catherine Waldoch - Site address: 33244 335<sup>th</sup> Avenue, Cushing, MN 56443. Parcel #24-0041800. Application to operate a business of selling puppies. To purchase a maximum of 20 puppies at one time from a breeder and sell them from this site in an existing building. Use Permit is required for a retail business in Ag/Forestry zoned district.

## **Todd County Sheriff's Department**

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

### **RESOLUTION APPROVING THE STATE OF MINNESOTA JOINT POWERS AGREEMENTS WITH THE COUNTY OF TODD AND TODD COUNTY SHERIFF'S OFFICE**

WHEREAS, the County of Todd on behalf of the Todd County Sheriff's Office desires to enter into Joint Powers Agreements with the State of Minnesota, Department of Public Safety, Bureau of Criminal Apprehension to use systems and tools available over the State's criminal justice data communications network for which the County is eligible. The Joint Powers Agreement further provides the County with the ability to add, modify and delete connectivity, systems and tools over the five year life of the agreement and obligates the County to pay the costs for the network connection.

NOW, THEREFORE BE IT RESOLVED, by the Todd County Board of Commissioners as follows:

1. That the State of Minnesota Joint Powers Agreements by and between the State of Minnesota acting through its Department of Public Safety, Bureau of Criminal Apprehension and the County of Todd on behalf of the Todd County Sheriff's Office, are hereby approved.
2. That the Sheriff, Peter J. Mikkelson, or his successor, is designated the Authorized Representative for the Todd County Sheriff's Office. The Authorized Representative is also authorized to sign any subsequent amendment or agreement that may be required by the State of Minnesota to maintain the County connection to the systems and tools offered by the State.
3. That the Chairman of the Todd County Board of Commissioners is authorized to sign the State of Minnesota Joint Powers Agreements.

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

### **CENTRAL MINNESOTA DRUG AND GANG TASK FORCE**

# TODD COUNTY BOARD OF COMMISSIONERS

WHEREAS, the Todd County Sheriff's Office is a member of the Central Minnesota Drug and Gang Task Force, and;

WHEREAS, the Todd County Sheriff's Office has previously entered into a Joint Powers Agreement with the Central Minnesota Drug and Gang Task Force, and;

WHEREAS, the language of the Joint Powers Agreement has been modified pertaining to the members of the Board of Directors, and;

WHEREAS, the new Agreement needs to be signed.

NOW, THEREFORE BE IT RESOLVED, that the Todd County Board of Commissioners sign the new Joint Powers Agreement with the Central Minnesota Drug and Gang Task Force.

## **Todd County Public Health**

On motion by Kircher and seconded by Neumann, the following motion was introduced and adopted by unanimous vote: To accept the additional MN Statewide Health Improvement Project grant extension through September 30, 2011 and the additional grant dollars of \$10,895.33.

## **Todd County Development Corporation**

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

### **TRANSFER OF FUNDS FROM REVOLVING LOAN FUND TO TODD COUNTY DEVELOPMENT CORPORATION REVOLVING LOAN FUND**

WHEREAS, Todd County has been entrusted as the fiscal agent to hold funds for the purposes of establishing a revolving loan fund, and;

WHEREAS, the Todd County Development Corporation has been awarded a matching grant from USDA Rural Development to establish a revolving loan fund for Todd County, and;

WHEREAS, the balance of the revolving loan fund is at or above \$113,020.78 as of June 21, 2011.

NOW, THEREFORE BE IT RESOLVED, that the Todd County Board of Commissioners hereby approve the transfer of revolving loan funds, in the amount of \$113,020.78 plus interest, from Todd County's revolving loan fund, to Todd County Development Corporation's revolving loan fund, and;

BE IT FURTHER RESOLVED, that by accepting these funds Todd County Development Corporation agrees to administer the revolving loan fund in accordance with policies required by USDA, and to make financial records regarding the revolving loan fund available to Todd County or its agents for review.

## **Closed Session**

On motion by Ruda and second by Kneisl, the Todd County Commissioners' Meeting was recessed and went into closed session at 10:00 am to discuss employee matter.

On motion by Ruda and second by Neumann, the Todd County Commissioners' Meeting was resumed at 10:15 am. Chairman Blessing asked for a motion to approve the resignation of Mark Vigil with no response.

On motion by Ruda and second by Kneisl, the Todd County Commissioners' Meeting was recessed again and went into closed session at 10:35 am to discuss employee matter.

# TODD COUNTY BOARD OF COMMISSIONERS

On motion by Ruda and second by Kneisl, the Todd County Commissioners' Meeting was resumed at 10:58 am.

On motion by Neumann and seconded by Kneisl, the following motion was introduced and adopted by unanimous vote: To approve settlement agreement with employee Mark Vigil, Sheriff's Office, Jailer-Dispatcher and accept resignation.

## Todd County Administrator

Discussion was held regarding sending a letter to the State Legislature and Governor regarding the potential State shutdown. It was agreed to direct the Administrator to write the letters and send them out.

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

### **A RESOLUTION SUPPORTING APPLICATION FOR STATE CAPITAL BONDING FUNDS FOR A SENIOR CENTER TO PROVIDE COUNTY WIDE BENEFIT IN THE AREAS OF SENIOR NUTRITION, HEALTHY LIVING AND COMMUNITY ENGAGEMENT**

WHEREAS, Todd County has one of the highest median ages in the State of Minnesota, and;  
WHEREAS, Todd County values the ability of an individual or family to live independently and healthy and to live longer better, and;

WHEREAS, in a rural setting it is imperative that senior citizens have a strong support structure and network to ensure that they are able to stay in their homes and live fulfilling lifestyles, and;

WHEREAS, senior citizens are a vital and vibrant part of the Todd County Community and this project will grow the capacity of the community to support seniors, and the capacity of seniors to support the community.

NOW, THEREFORE BE IT RESOLVED, that the Todd County Board of Commissioners supports application to the State of Minnesota for a capital bonding request for 2012, and commits support to the planning and implementation of programs and facilities to ensure the vitality of the senior community in Todd County.

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

### **A RESOLUTION ADOPTING PERFORMANCE MEASURES**

WHEREAS, the Legislature of the State of Minnesota has created a performance measurement program and;

WHEREAS, that performance measurement program requires that counties that voluntarily choose to participate must submit a resolution to that effect no later than July 1, 2011, and;

WHEREAS, Todd County has been engaged in strategic performance management since February of 2010, and the measures required by the State are reasonable and do not unduly burden county staff to produce.

NOW, THEREFORE BE IT RESOLVED, that the Todd County Board of Commissioners hereby adopts the performance measures as outlined in the Council on Local Results and Innovation 2011 Legislative Report and will report in accordance with the directive of the State Auditor's office.

BE IT FURTHER RESOLVED, that this resolution be contingent upon receipt of the \$.14 per capita aid outlined in Minnesota Statute for participating in this program.

# TODD COUNTY BOARD OF COMMISSIONERS

On motion by Kircher and seconded by Ruda, the following motion was introduced and adopted by unanimous vote: To approve contract with Johnson Controls, Inc. of St. Cloud, MN for up to \$12,500 to upgrade the control systems in the County buildings.

On motion by Kneisl and seconded by Ruda, the following motion was introduced and adopted by unanimous vote: To approve Option 1 to adopt the proposal to create a Property Records and Taxpayer Services Division and direct County Administration to take appropriate action to implement changes and to approve Option 3 to approve filling one PRTS generalist position.

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

## **A RESOLUTION ESTABLISHING A POLICY RELATED TO PAYMENT OF THE TODD COUNTY CURBSIDE RECYCLING SUBSIDY**

**WHEREAS**, the Todd County Board of Commissioners has set aside funding as a subsidy to licensed Todd County solid waste haulers for the purposes of partially offsetting the costs to collect recyclables at residential sites, and;

**WHEREAS**, the County Board desires to establish a protocol for acceptable expenditure of these public funds.

**NOW, THEREFORE BE IT RESOLVED**, that the Todd County Board of Commissioners establishes the following policy as it relates to payment of the Todd County Curbside Recycling Subsidy, effective immediately upon passage of this resolution:

Purpose: to establish a policy related to payment of the Todd County Curbside Recycling Subsidy  
Todd County will pay, out of Solid Waste Enterprise Funds, a subsidy of up to \$0.75 per household, per month to licensed solid waste haulers who provide curbside recycling service to Todd County residential customers. The following conditions must be met to the satisfaction of the Solid Waste Administrator before payment is authorized:

1. A licensed waste hauler with a contract or franchise with any city in Todd County will make recycling services available to each household within the city limits to receive the subsidy. The number of residential households must be provided to the County, and may be provided by the licensed hauler or the city.
2. A licensed waste hauler must provide Todd County, on a quarterly basis (by no later than January 15<sup>th</sup>, April 15<sup>th</sup>, July 15<sup>th</sup>, October 15<sup>th</sup> of each year), a list of customers, including the customer's name, billing address, and telephone number (if telephone number is available) of each and every customer that the hauler is seeking subsidy for services provided. Todd County may spot check to assure that services are being provided. A licensed waste hauler may submit a quarterly billing along with their quarterly account information. In the case of rental properties, notification may be sent to landlords of managers of rental properties. A licensed waste hauler must submit a copy of the letter (describing services to customers) along with its quarterly billing.
3. A licensed waste hauler must provide Todd County with a master list of all customers not covered under City contract or franchise agreement. The list of customers will include the customer's name and address of each customer the hauler is seeking subsidy for services



# TODD COUNTY BOARD OF COMMISSIONERS

provided (outside the cities under contract or franchise agreement). Todd County may spot check to assure that services are being made available. The licensed waste hauler will provide the telephone numbers (if telephone numbers are available) as needed for spot check. A licensed waste hauler may submit a monthly or quarterly billing along with any changes made during the specified time period, providing any additions or deletions to the master list.

4. A licensed waste hauler, in return for being provided with a curbside subsidy, must haul all recyclable materials so subsidized by Todd County to the Todd County Recycling facility; 30433 U.S. Highway 71, Browerville, Minnesota 56438.

## Administrator's Report

Construction at the Historic Courthouse is moving along. We have found several items that will require change order including some soils issues in the area under the parking lot. Requests for Category 5, Doors, have been sent out by Contegrity, and they are working on an RFP for roofing services in accordance with the Board's direction. State shutdown planning is proceeding as directed by the Board. The County Administrator is preparing a recommendation for the Board, including categories of "State Essential", "County Essential", "County Priority", and "County Value". The Leadership Team will be meeting on June 27 to discuss the Administrator's recommendation. If the County Board or any commissioner wants any specific information regarding state shutdown from the County Administrator, the Administrator will provide said information to the greatest extent possible with the understanding that solid information is difficult to gain at this point given the uncertainty at the State level. Budget preparation for 2012 is continuing in concert with state shutdown procedures, and preparation will continue to be on schedule even given the increased volume of planning for state shutdown.

## Commissioners' Report

Nothing at this time.

## Adjourn

On a motion by Ruda and seconded by Neumann the meeting was adjourned for the month of June.

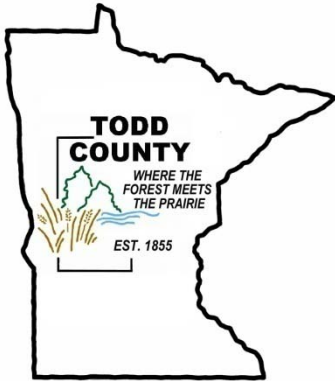
## COMMISSIONER WARRANTS

VENDOR NAME	AMOUNT
BARGEN INC	5,442.61
COBORNS	2,548.41
DELL MARKETING	10,234.10
FLEET SERVICES DIVISION	21,024.70
IVERSON REUVERS LLC	3,021.75
KINETIC LEASING INC	18,897.00
METRO SALES INC	2,823.09
METRO SALES INCORPORATED	2,542.03
MN STATE AUDITOR	6,938.00
MOTOROLA	38,333.00
NORTHERN BUSINESS	3,520.32
SHIRLEY'S GAS & GROCERIES	2,832.49
STAPLES WORLD	2,686.07

# TODD COUNTY BOARD OF COMMISSIONERS

TODD CO MIS DEPT	6,168.50
PAYMENTS LESS THAN \$2000	37,179.82
FINAL TOTAL.....	\$164,191.89

# Todd County, MN Board Action Form



<b>Action Requested</b>	
<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): 20110705-010	

<b>Title (for publication with the Agenda): Approve June 28, 2011 Special Meeting Minutes</b>	
Date of Meeting: July 5, 2011	Total time requested: 1 Min
Department Requesting Action: Administration	
Presenting Board Action/Discussion at Meeting: County Administrator	
<b>Background</b> <input checked="" type="checkbox"/> Supporting Documentation enclosed	
Minutes	
<b>Options</b> <input type="checkbox"/> Supporting Documentation enclosed	
<b>Recommendation</b> <input checked="" type="checkbox"/> The Todd County Board of Commissioners approves the following by Motion:	
Approval of the June 28, 2011 Minutes without changes.	
<b>Financial Implications: \$</b>	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

<b>Signatures</b>	
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 Special Board Meeting of the Todd County Board of Commissioners held on  
June 28, 2011*

## **Call to Order**

The Todd County Board of Commissioners met in the Commissioner's Board Room in the City of Long Prairie, MN on the 28th day of June, 2011 at 9:00 A.M. The meeting was called to order by Chairperson Blessing with all members present. Pledge of Allegiance was waived.

## **Public Works**

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

### **CONTINUING CONSTRUCTION CONTRACT DURING STATE GOVERNMENT SHUTDOWN**

WHEREAS, Todd County has a current construction contract with Central Specialties, Inc. that includes multiple state aid construction projects on various Todd County highways, and;

WHEREAS, as of July 1<sup>st</sup>, 2011 the State of Minnesota may shut down government offices (i.e. MnDOT) that provides assistance to all counties in the inspection and administration of state aid construction projects, and;

WHEREAS, the Minnesota County Engineers Association, in cooperation with MnDOT, has provided guidance to the Counties in conducting a risk assessment for each construction project to help in the determination of continuing said project during the State Government Shutdown.

NOW, THEREFORE BE IT RESOLVED, that the Todd County Board of Commissioners does hereby direct the Todd County Engineer/Public Works Director to continue working with Central Specialties, Inc. on the current contract for SAP 077-601-018, SAP 077-604-012, SAP 077-608-007, SAP 077-645-002, SAP 077-646-006, SAP 077-651-004, and CP 11:55 regardless of the State Government Shutdown based on a complete risk assessment of the complete current contract.

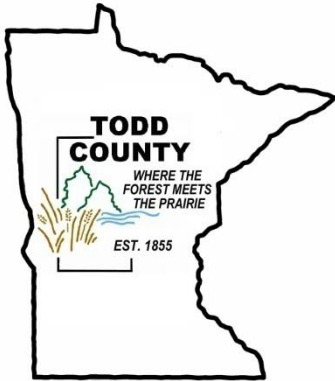
## **Historic Courthouse**

On motion by Kircher and seconded by Neumann, the following motion was introduced and adopted by unanimous vote: To award the bid for the Todd County Historic Courthouse Project, Category 8 – Doors to Midcentral Door of Waite Park, MN in the amount of \$81,364.00 and directs the County Board Chair and County Administrator to engage in the appropriate contract.

Earl Feuchtmann from Contegrity Group, Inc. gave a progress report and an update on field work orders.

On a motion by Ruda and second by Kneisl the meeting was adjourned at 10:20 am.

# Todd County, MN Board Action Form



<b>Action Requested</b>	
<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): 20110705-08	

<b>Title (for publication with the Agenda): Approve July 1, 2011 Special Meeting Minutes</b>	
Date of Meeting: July 5, 2011	Total time requested: 1 Min
Department Requesting Action: Administration	
Presenting Board Action/Discussion at Meeting: County Administrator	
<b>Background</b> <input checked="" type="checkbox"/> Supporting Documentation enclosed	
Minutes	
<b>Options</b> <input type="checkbox"/> Supporting Documentation enclosed	
<b>Recommendation</b> <input checked="" type="checkbox"/> The Todd County Board of Commissioners approves the following by Motion:	
Approval of the July 1, 2011 Minutes without changes.	
<b>Financial Implications: \$</b>	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

<b>Signatures</b>	
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 Special Board Meeting of the Todd County Board of Commissioners held on  
July 1, 2011*

## **Call to Order**

The Todd County Board of Commissioners met in the Commissioner's Board Room in the City of Long Prairie, MN on the 1st day of July, 2011 at 9:00 A.M. The meeting was called to order by Chairperson Blessing with all members present. The meeting was opened with the Pledge of Allegiance.

## **Approval of Agenda**

On a motion by Ruda and second by Kneisl, the agenda was approved as proposed.

## **State Shutdown**

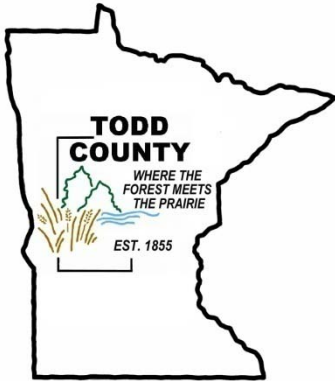
The County Board held a discussion on the State Shutdown and its effects on the County. The County Administrator reviewed financial information and information from the Department of Human Services, the Minnesota Department of Health and the ruling of Judge Kathy Gearin of June 29, 2011 ordering the continuance of certain essential services.

On motion by Ruda and second by Kneisl, the following resolution was introduced and adopted by unanimous vote: Approval of the document "Todd County, MN Drawdown Priorities" as a guideline for drawdown of county services in the event of any emergency or catastrophic event which requires prioritization of the county's services for redistribution of resources to meet those essential priorities. (on file in the Administrator's Office)

The County Board held discussion about procedure to begin drawdown of County services in the event the State shutdown continues and remains in effect for a month or longer. The County Board directed by consensus that a motion be prepared for the July 19, 2011 regular County Board meeting directing reductions in services effective August 10, 2011.

On a motion by Ruda and second by Neumann the meeting was adjourned at 9:58 am.

# Todd County, MN Board Action Form



<b>Action Requested</b>	
<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 checked="" type="checkbox"/> BA Form <input type="checkbox"/> Resolution <input type="checkbox"/> Signed Attachments Board Action Tracking Number (Admin use): 20110705-02	

<b>Title (for publication with the Agenda): Approve Commissioner Warrants</b>	
Date of Meeting: July 5, 2011	Total time requested: 1 min
Department Requesting Action: Auditor- Treasurer	
Presenting Board Action/Discussion at Meeting: Nate	
<b>Background</b> <input type="checkbox"/> Supporting Documentation enclosed	
Audit List sent out to Board members	
<b>Options</b> <input type="checkbox"/> Supporting Documentation enclosed	
<b>Recommendation</b> <input type="checkbox"/> The Todd County Board of Commissioners approves the following by Motion:	
To approve the July 8, 2011 Commissioner warrant No. 28350 thru 28477 in the amount of \$41,682.68	
<b>Financial Implications: \$</b>	Comments
Funding Source:	
Budgeted: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	

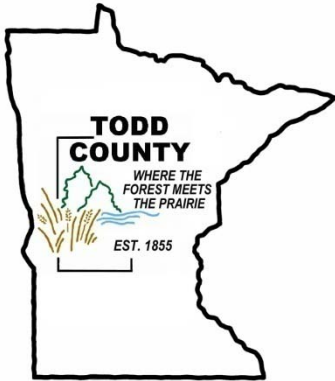
Action	Voting in Favor	Voting Against
Motion:	<input type="checkbox"/> Blessing	<input type="checkbox"/> Blessing
Second:	<input type="checkbox"/> Kneisl	<input type="checkbox"/> Kneisl
<input type="checkbox"/> Passed	<input type="checkbox"/> Ruda	<input type="checkbox"/> Ruda
<input type="checkbox"/>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

<b>Signatures</b>	
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

VENDOR NAME	AMOUNT
CONTECH CONSTRUCTION PRODUCTS	8,235.91
FRANCIS PHELAN CPA	2,590.00
SEH INCORPORATED	2,642.78
125 PAYMENTS LESS THAN \$2000	28,213.99
FINAL TOTAL.....	\$41,682.68



# Todd County, MN Board Action Form



<b>Action Requested</b>	
<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 checked="" type="checkbox"/> BA Form <input type="checkbox"/> Resolution <input type="checkbox"/> Signed Attachments Board Action Tracking Number (Admin use): 20110705-03	

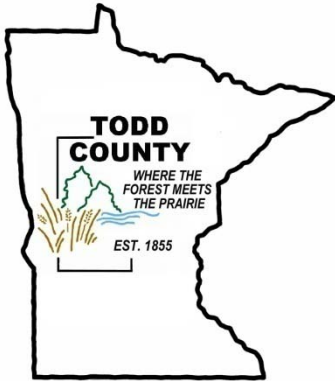
<b>Title (for publication with the Agenda): Approve Auditor Warrants</b>	
Date of Meeting: July 5, 2011	Total time requested: 1 min
Department Requesting Action: Auditor- Treasurer	
Presenting Board Action/Discussion at Meeting: Nate	
<b>Background</b> <input type="checkbox"/> Supporting Documentation enclosed	
Audit List sent out to Board members	
<b>Options</b> <input type="checkbox"/> Supporting Documentation enclosed	
<b>Recommendation</b> <input type="checkbox"/> The Todd County Board of Commissioners approves the following by Motion:	
To approve the June, 2011 Auditor Warrant No. 216194 thru 216361 in the amount of \$719,432,22	
<b>Financial Implications: \$</b>	<b>Comments</b>
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

<b>Signatures</b>	
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

VENDOR NAME	AMOUNT
COMPUTER PROFESSIONALS	3,638.30
LARSON ALLEN LLP	4,000.00
MN DEPT OF FINANCE	6,142.00
TODD SOIL & WATER CONS DIST	35,000.00
TRAFFIC MARKING SERVICE INC	70,974.50
PAYMENTS LESS THAN \$2000	94,776.69
AMERICAN HERITAGE BANK	33,563.87
FLEET SERVICES	7,121.80
MINNESOTA POWER	8,557.69
MITCH'S FUEL SERVICE	25,875.00
RAINBOW RIDER	4,000.00
STOECKEL JAHNER INC	5,534.00
AMERICAN COMMUNICATIONS INC	5,000.00
AMERICAN HERITAGE	2,770.90
CITY OF PERHAM	31,661.63
CONTEGRITY GROUP INC	3,870.00
DOUG'S EXCAVATING INC	28,644.40
DENNIS FINCH	2,400.00
FRANZ REPROGRAPHICS	8,732.92
LONG PRAIRIE OIL COMPANY	7,884.33
MORRISON COUNTY	34,142.31
NORTHERN STAR COOP	3,359.62
PEERY CONSTRUCTION	3,268.00
PEMBERTON SORLIE RUFER & KER	5,793.62
HENRY SCHORNACK	4,800.00
TODD CO AUDITOR-TREASURER	2,358.00
TODD COUNTY DAC	4,774.00
US POSTAL SERVICE	18,300.00
ZAYO ENTERPRISE NETWORKS	3,205.76
AMERICAN HERITAGE BANK	28,895.82
GREAT RIVER REGIONAL LIBRARY	80,133.50
MINNEGASCO CENTER POINT ENERGY	2,604.22
TODD CO AUDITOR-TREASURER	113,027.59
UNIV OF MN-EXT FISCAL & ACCT	24,621.75
FINAL TOTAL.....	\$719,432.22

# Todd County, MN Board Action Form



<b>Action Requested</b>	
<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): 20110705-05	

<b>Title (for publication with the Agenda):</b> Approve Land Surveyor's Certificate of Correction to Right of Way Plat	
Date of Meeting: July 5, 2011	Total time requested: 1 Min
Department Requesting Action: Recorder	
Presenting Board Action/Discussion at Meeting: County Administrator	
<b>Background</b> <input checked="" type="checkbox"/> Supporting Documentation enclosed	
July 5, 2011 Minutes	
<b>Options</b> <input type="checkbox"/> Supporting Documentation enclosed	
<b>Recommendation</b> <input checked="" type="checkbox"/> The Todd County Board of Commissioners approves the following by Motion:	
Approval of Land Surveyor's Certificate of Correction to Staples Right of Way Plat Number 1.	
<b>Financial Implications: \$</b>	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

<b>Signatures</b>	
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	



**Transmittal**

**To:** Cheryl Perish  
Todd County Recorder  
221 1<sup>st</sup> Avnuue South  
Suite 200  
Long Prairie, MN 56347-1390

**Date:** June 17, 2011  
**Re:** Staples ROW Plat No. 1  
Correction  
**Location:** Staples, MN  
**Project No.:** 1761-00

We are sending to you:  Attached  Separately  By Messenger  
 Shop Drawings  Specifications  Contracts  Report  
 Prints  Correspondence  Other: \_\_\_\_\_

Number of Copies	Document Description
1	Land Surveyor's Certificate of Correction to Right of Way Plat

The above are:

Shop drawings as checked  For your use  For your information  
 No exceptions taken  For your approval  For your review  
 Rejected  For your distribution  As you requested  
 Revise and resubmit  For your processing  For signature  
 Note markings  Other

**Remarks:**

cc:

By: Kyle Klasen, PLS  
Tele: 320-534-5953

*Requires Board  
Action/Approval.  
Cheryl  
6/20/11*

LAND SURVEYOR'S CERTIFICATE OF CORRECTION TO RIGHT OF WAY PLAT

Name of Plat: STAPLES RIGHT OF WAY PLAT NUMBER 1

Pursuant to Minnesota Statutes, 505.1792 and 505.1793, Kyle L. Klasen, the undersigned, a Registered Land Surveyor in and for the State of Minnesota, declares as follows:

1. That I prepared the plat of STAPLES RIGHT OF WAY PLAT NUMBER 1, recorded May 2, 2011 in the Office of the County Recorder, Todd County, Minnesota, as Document Number 472770.

2. That said plat contains errors, omissions, or defects in the following particulars, to-wit:

The Curve Length and Radius is not shown from D3 to D4 in the Drainage and Utility Easement data box on sheet 2 of 5.

3. That said plat is hereby corrected in the following particulars, to-wit:

The curve length and radius from D3 to D4 in the Drainage and Utility Easement data box on sheet 2 of 5 should include the following:

Curve Length = 289.91 feet      Radius = 1341.00 feet

STATE OF MINNESOTA

COUNTY OF Stearns

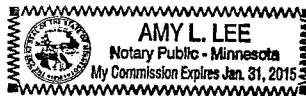
The foregoing Land Surveyor's Certificate of Correction was acknowledged before me this 16th day of June, 2011, by Kyle L. Klasen, Licensed Land Surveyor, Minnesota License Number 44606.

Amy L. Lee  
Notary Signature

Amy L. Lee  
Notary Printed Name

Notary Public, Wright County, State Of Minnesota

My Commission Expires: 1-31-2015



Kyle L. Klasen, RLS #44606

Signature: Kyle L. Klasen      Date: 6-16-2011



# Todd County, MN Board Action Form



<b>Action Requested</b>	
<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 checked="" type="checkbox"/> BA Form <input checked="" type="checkbox"/> Resolution <input checked="" type="checkbox"/> Signed Attachments Board Action Tracking Number (Admin use): 20110705-01	

<b>Title (for publication with the Agenda):</b> Modifications to the Joint Powers Agreement and Name Change of the Central Minnesota Regional Radio Board	
Date of Meeting: July 5, 2011	Total time requested: 5 Minutes
Department Requesting Action: Todd County Sheriff's Office	
Presenting Board Action/Discussion at Meeting: Approve Modifications of the Joint Powers Agreement and Approve Name Change	
<b>Background</b> <input type="checkbox"/> Supporting Documentation enclosed	
<b>Options</b> <input type="checkbox"/> Supporting Documentation enclosed	
<b>Recommendation</b> <input checked="" type="checkbox"/> The Todd County Board of Commissioners approves the following by Motion: Accept and Sign Agreement	
<b>Financial Implications:</b> \$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

<b>Signatures</b>	
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

## **RESOLUTION APPROVING MODIFICATIONS TO THE JOINT POWERS AGREEMENT GOVERNING THE CENTRAL MINNESOTA REGIONAL RADIO BOARD; CHANGING THE NAME OF THE BOARD TO CENTRAL MINNESOTA EMERGENCY SERVICES BOARD**

**WHEREAS**, Todd County is a member of the Central Minnesota Regional Radio Board, and;

**WHEREAS**, the Central Minnesota Regional Radio Board is governed by the terms of a Joint Powers Agreement between the parties forming the Board, and;

**WHEREAS**, the Joint Powers Agreement governing the Regional Radio Board requires that all parties to the Agreement approve, by resolution of the governing body, all proposed changes to the Joint Powers Agreement, and

**WHEREAS**, the Central Minnesota Regional Radio Board has submitted several proposed modifications to the current Joint Powers Agreement governing the Board, including a change of name to the “Central Minnesota Emergency Services Board”, which are attached hereto and made part of this resolution, and

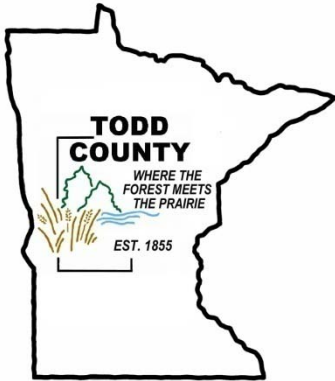
**WHEREAS**, the Central Minnesota Regional Radio Board recommends approval and adoption of the submitted proposed modifications.

**NOW, THEREFORE BE IT RESOLVED**, the Todd County Board of Commissioners hereby accepts the recommendation of the Central Minnesota Regional Radio Board, and

**BE IT FURTHER RESOLVED**, that the Todd County Board of Commissioners approves the June 2011 modifications to the Joint Powers Agreement governing the Central Minnesota Regional Radio Board including the name change to the Central Minnesota Emergency Services Board.



# Todd County, MN Board Action Form



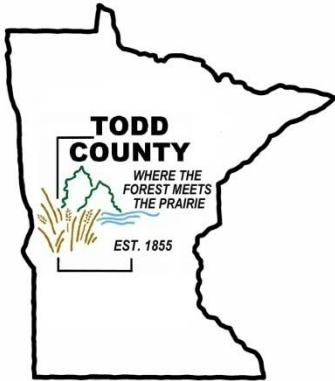
<b>Action Requested</b>	
<input checked="" type="checkbox"/> Action/Motion <input type="checkbox"/> Discussion <input type="checkbox"/> Information Item	<input type="checkbox"/> Report <input type="checkbox"/> Resolution <input type="checkbox"/> Other
Copy Requested: <input type="checkbox"/> BA Form <input type="checkbox"/> Resolution <input type="checkbox"/> Signed Attachments Board Action Tracking Number (Admin use): 201120110705-06	

<b>Title (for publication with the Agenda): PRTS - Personnel Request</b>	
Date of Meeting: July 5, 2011	Total time requested: 10 Min
Department Requesting Action: PRTS/Administration	
Presenting Board Action/Discussion at Meeting: Karen Busch, Chuck Pelzer, Cheryl Perish	
<b>Background</b> <input checked="" type="checkbox"/> Supporting Documentation enclosed	
The County Board approved one PRTS Generalist position at the June 21 Board meeting. This request is to approve 2 more in house only postings of PRTS Generalist positions. Financial analysis included.	
<b>Options</b> <input type="checkbox"/> Supporting Documentation enclosed	
1. Approve 2. Do not approve	
<b>Recommendation</b> <input checked="" type="checkbox"/> The Todd County Board of Commissioners approves the following by Motion:	
Approval of a total of three property records and taxpayer services generalist positions.	
<b>Financial Implications: \$ -</b>	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

<b>Signatures</b>	
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



<b>Action Requested</b>	
<input type="checkbox"/> Action/Motion <input checked="" type="checkbox"/> Discussion <input type="checkbox"/> Information Item	<input type="checkbox"/> Report <input type="checkbox"/> Resolution <input type="checkbox"/> Other
Copy Requested: <input type="checkbox"/> BA Form <input type="checkbox"/> Resolution <input type="checkbox"/> Signed Attachments Board Action Tracking Number (Admin use): 20110705-07	

<b>Title (for publication with the Agenda): Administration - Data Practices</b>	
Date of Meeting: July 5, 2011	Total time requested: 15 min
Department Requesting Action: Administration	
Presenting Board Action/Discussion at Meeting: Admin	
<b>Background</b> <input checked="" type="checkbox"/> Supporting Documentation enclosed	
The County Board directed a committee to discuss and propose a data practices policy for external and internal data practices. The committee has met and made a recommendation. the County Board must pass a data practices policy by the beginning of August 2011.	
<b>Options</b> <input type="checkbox"/> Supporting Documentation enclosed	
<b>Recommendation</b> <input type="checkbox"/> The Todd County Board of Commissioners approves the following by Motion:	
<b>Financial Implications: \$na</b>	Comments
Funding Source: na	
Budgeted: <input type="checkbox"/> Yes <input type="checkbox"/> No	

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

<b>Signatures</b>	
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