

TODD COUNTY BOARD OF COMMISSIONERS

*Minutes of the Meeting of the Todd County Board of Commissioners held on
January 3, 2012*

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 3rd day of January, 2012 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 presented.

Board Organization

On motion by Kircher and second by Neumann the following motion was introduced and adopted by unanimous vote: To appoint Commissioner Ruda as the Chairperson of the Todd County Board of Commissioners for 2012.

On motion by Kneisl and second by Kircher the following motion was introduced and adopted by unanimous vote: To appoint Commissioner Neumann as the Vice Chairperson of the Todd County Board of Commissioners for 2012.

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

A RESOLUTION ESTABLISHING BOARD PROTOCOL

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

NOW, THEREFORE BE IT RESOLVED, that the following Board Protocol is adopted:

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 Personnel Committee of the County. The Personnel Committee shall have primary (but not sole) responsibility to advise the County Administrator as to personnel actions.

3. Regular Meetings

The Board shall hold regular meetings on the first and third Tuesday of each month. Regular meetings on the first and third Tuesday shall commence at 9:00 am in the County Board Room at the Main

TODD COUNTY BOARD OF COMMISSIONERS

Street Government Center, Long Prairie, MN. On a majority vote of the County Board, a meeting time, time, date or venue may be changed.

The 2012 Public Hearing on the 2013 budget shall be held in the County Board Room on November 27, 2012 at 6 pm.

The following are planned deviations from the standard schedule:

- a) No meeting on December 4, 2012

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. Notwithstanding any other requirements, notice shall be published on the County Board Room 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 special 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.

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

TODD COUNTY BOARD OF COMMISSIONERS

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.

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

TODD COUNTY BOARD OF COMMISSIONERS

- 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) Items on the agenda may be debated prior to the submission of an ordinary motion.
- b) The Chair or Presiding Officer shall restate any motion if requested to do so by a member of the Board of Commissioners. The withdrawal of either the motion or the second to a motion shall terminate debate on the motion.
- c) 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 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 Office 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

TODD COUNTY BOARD OF COMMISSIONERS

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

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

TODD COUNTY BOARD OF COMMISSIONERS

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 10:00 am in the County Board room OR upon completion of the work of the Health and Human Services Committee, whichever is earlier. 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.

Additional work sessions are planned for October 30 and 31, 2012, beginning at 9 am, in the County Board Room.

19. Health and Human Services Committee

The County Board will comprise the Health and Human 2nd and 4th Tuesday of the Month at 9 am in the County Board Room. The exception will be a month where the first Tuesday falls before the 10th of the month. On these occasions, the Health and Human Services Committee shall meet on the 10th of the month.

The Health and Human Services Committee shall have the delegated authority to:

- a) Approve Health and Human Services warrants in accordance with MN Statute 375.18 subd 1(b)
- b) Hear and act upon contracts specific to health and human services
- c) Hear and receive reports of the Health and Human Services Division
- d) Hear and act upon special requests of the Health and Human Services Division

The County Board shall, at the regular County Board meeting following the Health and Human Services Committee meeting consider a motion to approve the actions of the Health and Human Services Committee.

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

A RESOLUTION ESTABLISHING COMMISSIONER COMMITTEE ASSIGNMENTS FOR 2012

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 2012.

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

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 3, 2012.

NOW, THEREFORE BE IT RESOLVED, that the, Todd County Board of Commissioners accept the bid of The Staples World , with a bid of \$9.30 per column inch to be the Official Newspaper for the year 2012, and;

BE IT FURTHER RESOLVED, that the Todd County website (www.co.todd.mn.us) be also designated as an official publication for all statutory requirements.

BE IT FURTHER RESOLVED, adoption of this resolution does not alter that previously approved budget for 2012.

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

A RESOLUTION DESIGNATING AN EXTRA PUBLICATION

WHEREAS, Minnesota Statutes Chapter 375.12 require the annual letting of bids for publication of official proceedings of the County Board and similar statutes require the publication of delinquent tax lists, County Financial Statements, and local transportation project bid advertisements; and, and;

WHEREAS, pursuant to advertisement bids were opened to be designated as the extra publication for Todd County on January 3, 2012.

NOW, THEREFORE BE IT RESOLVED, that the, Todd County Board of Commissioners accept the bid of Long Prairie Leader, with a bid of \$7.30 per column inch to be the extra publication for the year 2012.

Routine Business

On motion by Blessing and second by Kircher the following motion was introduced and adopted by unanimous vote: To appoint Lee Christopherson, District 5; Kitty Tepley, District 1; Kevin Langer, District 3; to the Todd County Parks and Trails Board, for 4 year terms, beginning January 1, 2012.

Todd Administrator's Report

Nothing at this time.

Todd County Commissioners' Report

Nothing at this time.

Adjournment

Recessed at 9:24 a.m.by action of Chairman Ruda until January 17, 2012.

On a motion by Kircher and second by Kneisl the preceding minutes of the County Board meeting held January 3, 2012 were duly approved by a unanimous vote of the Todd County Board of Commissioners at the Regular Board Meeting held on January 17, 2012.

TODD COUNTY BOARD OF COMMISSIONERS

Witness my hand and seal:

 1/17/2012

Gerald Ruda, County Board Chairperson



Nathan Burkett, County Administrator