

# TODD COUNTY BOARD OF COMMISSIONERS

*Minutes of the Meeting of the Todd County Board of Commissioners held on  
January 17, 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 17th day of January, 2012 at 9:00 AM. The meeting was called to order by Chairperson Ruda with all members present. The meeting was opened with the Pledge of Allegiance.

## **Approval of Agenda**

On motion by Kneisl and second by Neumann, the following motion was introduced and adopted by unanimous vote: To approve the agenda as presented.

## **Routine Business**

On motion by Neumann and second by Blessing, the following motion was introduced and adopted by unanimous vote: To approve the December 30, 2011 minutes as read.

On motion by Kircher and second by Kneisl, the following motion was introduced and adopted by unanimous vote: To approve the January 3, 2012 minutes as read.

On motion by Blessing and second by Neumann, the following motion was introduced and adopted by unanimous vote: To approve the Commissioner Warrants #30012 - #30170 in the amount of \$211,506.97.

On motion by Kircher and second by Neumann, the following motion was introduced and adopted by unanimous vote: To approve a one day on sale 3.2 Malt Liquor License for the Swanville Lions Fishing Derby to be held February 25, 2012.

On motion by Blessing and second by Kircher, the following motion was introduced and adopted by unanimous vote: To approve the Actions of HHS Committee Meeting held January 10, 2012 in accordance with the minutes on file in the Todd County Administration Office

## **Public Works Division**

On motion by Blessing and second by Kneisl, the following motion was introduced and adopted by unanimous vote: To approve the 106 Programmatic Agreement among the Federal Highway Administration, the Minnesota State Historic Preservation Office, and the Advisory Council on Historic Preservation Office for the rehabilitation of the Staples Northern Pacific Depot known as SP 077-595-001. (Agreement on file in the Todd County Administrator's Office).

Since the Staples Historical Society (owners of the Depot and the official grant recipient) cannot directly receive federal transportation funds; the County must act as the fiscal agent/project sponsor by cooperative agreement and be named as an additional signatory of the attached programmatic agreement

On motion by Blessing and second by Kneisl, the following motion was introduced and adopted by unanimous vote: To approve the cooperative agreement specifically defines the roles and responsibilities of both the City of Staples and the County of Todd as it relates to the construction engineering phase of

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the Staples North/South Corridor with Railroad Overpass Project known as SP 077-596-005. (Agreement on file in the Todd County Administrator's Office).

Loren Fellbaum, Public Works Director gave an update on the Staples Overpass project.

## **Soil, Water, Conservation and Development Division**

On motion by Blessing and second by Kneisl, the following CUP was introduced and adopted by unanimous vote: Property Owner: Steven Kobliska. Parcel #22-0009802. Site address: 33302 Pulaski Rd, Cushing, MN 56443. CUP to expand on the existing construction business by adding a 24x 24 ft office to the north side of the existing building. (5.45 acres) N 180 ft of SW4 SW4, Section 11, Twp 133, Range 33, Staples Township. Use Permit is required for commercial services located in residential R-2 zoned property.

On motion by Neumann and second by Kircher, the following CUP was introduced and adopted by unanimous vote: Property Owner: Warren & Mary Dreger. Parcel #17-0038900. Site address: 21596 Cedar lake Road, Sauk Centre, MN 56378. CUP to open an assisted living in the existing home for 10 to 15 seniors. Parking will be west of home. There will be an elevator within the home and ramp or stair lift outside. Cedar Lake – (1.07 acres) part of Gov't Lot 3 Desc as comm. At ctr of Section 35, S 541.14 ft, W 150 ft to pt of beg, W 181 ft, S 219 ft to shoreline, SE'erly 197 ft, N 296 ft to Beg, Section 35, Twp 128, Range 34, Little Sauk Township. Use Permit is required for Foster & Group homes for over six residents located in lakeshore zoned property.

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

### **APPROVAL OF PRELIMINARY PLAT "PRAIRIE LAKES 1"**

WHEREAS, David Patterson & Shannon O'Toole (property owners) have applied to plat property in Long Prairie Township – that part of the NW4 of NW4, Section 32, Twp 129N, Range 33W, Todd County;

WHEREAS, Owners appeared before the Todd County Planning Commission for a public hearing on May 6, 2010 with this subdivision, consisting of Lot One, Block One. Lot is 13 acres with 5.1 acres of that buildable. This size exceeds the minimum requirement in commercial zoned district; and

WHEREAS, in 2011 property owners applied for a minor revision to the approved preliminary plat which changes the south west lot lines which changes the lot size from 13 acres to 11.78 acres; and

WHEREAS, the Planning Commission recommends approval of the revised preliminary plat as presented with the same conditions that were required on the original plat: (1) A wetland delineation must be completed and wetlands listed on the final plat; and (2) Owner of the lot work with all agencies that permit the site, including Todd County Public Works department for accesses to the lot and the Environment & Land Resource Management Office for all building and septic permits.

NOW, THEREFORE BE IT RESOLVED, that the preliminary plat of "Prairie Lakes 1" be approved as presented with conditions listed.

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

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## NATURAL RESOURCES BLOCK GRANT AGREEMENT

WHEREAS, the State of Minnesota acting through the Board of Soil and Water Resources and Todd County, and;

WHEREAS, The Laws of Minnesota 2009, Chapter 37, Sec. 3, Subd. 2, and Sec. 5, appropriated funds for the Natural Resources Block Grants (NRBG), to assist with the implementation of comprehensive local water plans, the wetland conservation act, Shoreland, and county feedlot permit programs

WHEREAS, Minnesota Statute 103B.101 subd. 9 (1), and 103B.3369, subd. 5, authorize the Board to award grants

NOW, THEREFORE BE IT RESOLVED, that 2011 NRBG funds and match amounts have been expended according to state program requirements.

On motion by Blessing and second by Neumann, the following motion was introduced and adopted by unanimous vote: To approve an open a public comment period beginning January 17, 2012 and ending February 17, 2012 for the proposed revisions to the Todd County Land Use Ordinance.

### Todd County Development Corporation

Rick Utech gave the 4<sup>th</sup> quarter annual report for the Todd County Development Corporation.

On motion by Kircher and second by Blessing, the following motion was introduced and adopted by unanimous vote: To approve the allocation of \$82,100 to the Todd County Development Corp for 2012 in accordance with the funding agreement approved in 2010.

### Todd County Administrator

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

#### **A RESOLUTION ESTABLISHING A POLICY REGARDING OFFICIAL COUNTY USE OF SOCIAL MEDIA**

WHEREAS, the Todd County Board of Commissioners desires for Todd County to have a presence on social media websites to provide an additional method for the County to engage with interested citizens, and;

WHEREAS, the Board recognizes that social media can be a valuable tool, and an efficient method to deliver information to the public, and;

WHEREAS, the Board also recognizes that there are risks involved in the use of social media.

NOW, THEREFORE BE IT RESOLVED, that the following policy, to be known as the Social Media Policy of Todd County be enacted, effective immediately.

Purpose: To address the fast-changing landscape of the Internet and the way we communicate and obtain information online, county departments may consider participating in social media formats to reach a broader audience. Todd County allows the use of social media to further the goals of the County and the missions of its departments where a clear business purpose has been determined.

1. All official Todd County presences on social media sites or services are considered an extension of the County's information networks and are governed by the Internet, Computer and Equipment Usage Policy contained in the Todd County Personnel Policies. Use of social media sites or services must clearly meet a business need and be authorized by the County Administrator.

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2. Information which is distributed via social networking must be professional, accurate, consistent, and timely.
3. Departments that use social media are responsible for complying with applicable federal, state, and county laws, regulations, and policies. This includes adherence to established laws and policies regarding copyright, records retention, Freedom of Information Act (FOIA), First Amendment, privacy laws and information security policies established by Todd County.
4. Wherever possible, links to more information should direct users back to the County's official website for more information, forms, documents or online services necessary to conduct business with Todd County.
5. Todd County will only utilize social media sites that allow for the blocking of comments on the sites or pages that represent the County. The County Administrator shall ensure that comments cannot be made on sites or pages that represent the County.
6. The Administration will monitor content on each of the department social media sites to ensure adherence to the Social Media Policy for appropriate use, message and branding consistent with the goals of Todd County.
7. Violation of these standards may result in the removal of department pages from social media outlets. The County Administrator retains the authority to remove information.

On motion by Neumann and second by Kircher, the following motion was introduced and adopted by unanimous vote: To establish a public hearing at 9:30 am on February 7, 2012 to hear public comment on the proposed Todd County Parks and Trails Ordinance.

On motion by Kneisl and second by Blessing, the following motion was introduced and adopted by unanimous vote: To accept retirement of Frank Sandelin, Social Services Director, effective June 1, 2012.

## **Administrator's Report**

The Historic courthouse is progressing, will be planning a walk through for board members and the press within the next week, working on finalizing the technology and furniture plan. The position of Soil, Water, Conservation and Development Division Director has been posted as an external opportunity; internal applicants are also welcome to apply. The SWCD Division is making progress planning for the retirement of current director, including developing process and division protocol; expect that requests for consideration of certain policies will be in front of the County Board in a short period of time. The development of Health and Human Services Division is progressing nicely, we are working collaboratively to develop job descriptions for management and learn the interests of staff.

## **Commissioners' Report**

Commissioner Kircher thanked everyone who came to the County Holiday Party and who helped put it together. Commissioner Neumann reported he attended the State Ag Society meeting held last Friday in Minneapolis. Commissioner Ruda reported that he and Commissioner Blessing attending the Rainbow Rider Joint Powers meeting last week.

## **Adjourn**

The meeting was adjourned at 10:08 a.m. by action of Chairman Ruda until February 7, 2012 at 9:00 a.m. in the Commissioner's Board Room.


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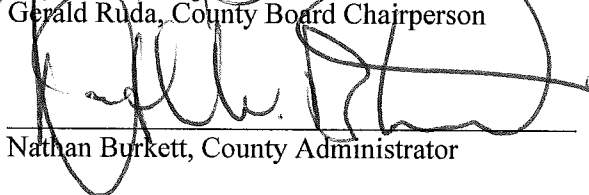
## COMMISSIONER WARRANTS

VENDOR NAME	AMOUNT
COUNTRY SIDE PLUMBING & HTG	7,384.00
GENE-O'S COUNTRYSIDE REST LLC	2,205.00
GRANITE ELECTRONICS INC	5,234.65
INFORMATION SYSTEM CORP	9,407.37
KANDIYOHI CO SHERIFF	2,456.38
LIBERTY TIRE RECYCLING SERVICE	4,166.90
MCCC, MI33	28,100.89
MN COUNTIES INSURANCE TRUST	15,689.00
MN COUNTY ATTORNEY'S ASSOC	2,465.00
MN STATE SHERIFFS ASSOC	5,057.00
MORRISON COUNTY	17,584.86
NORTHERN BUSINESS PRODUCTS	4,219.06
PERHAM RESOURCE RECOVERY	38,060.33
S.W. RECYCLING	2,100.00
SHIRLEY'S GAS & GROCERIES	3,110.68
TODD COUNTY DAC	4,092.00
TRIMAN SYSTEMS INC	8,348.25
WIDSETH SMITH NOLTING INC	8,652.25
PAYMENTS LESS THAN \$2000	43,173.35
FINAL TOTAL.....	\$211,506.97

On a motion by Kircher and second by Blessing the preceding minutes of the County Board meeting held January 17, 2012 were duly approved by a unanimous vote of the Todd County Board of Commissioners at the Regular Board Meeting held on February 7, 2012

Witness my hand and seal:

  
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Gerald Ruda, County Board Chairperson

  
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Nathan Burkett, County Administrator