

TODD COUNTY BOARD OF COMMISSIONERS *and* TODD COUNTY SWCD SUPERVISORS

*Minutes of the Joint Special Meeting of the Todd County Board of Commissioners and
Todd County SWCD Supervisors held on March 13, 2012.*

Call to Order

The Todd County Board of Commissioners and Todd County SWCD Board of Supervisors met in the Commissioner's Board Room in the City of Long Prairie, MN on the 13th day of March, 2012 at 10:00 A.M. Chairperson Pesta and Chairperson Ruda called the meeting to order at 10:06 A.M. with all members present.

Approval of Agenda

On motion by Buchholz and seconded by Krause, the following motion was introduced and adopted by unanimous vote: To approve the agenda as presented.

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

Interview Director Candidate

The Joint Boards held an interview with Candidate Tim Stieber.

Discussion on Division Director Candidate

The Joint Boards held a discussion on the interview with Candidate Tim Stieber.

On motion by Katterhagen and seconded by Buchholz, the following motion was introduced and adopted by unanimous vote: To Direct the County Administrator to perform reference and background checks and conduct negotiations with candidate Tim Stieber to fill the position of SWCD Division Director.

On motion by Neumann and seconded by Blessing, the following motion was introduced and adopted by unanimous vote: To Direct the County Administrator to perform reference and background checks and conduct negotiations with candidate Tim Stieber to fill the position of SWCD Division Director.

Soil, Water, Conservation and Development Division Customer Bill of Rights

On motion by Krause and seconded by Buchholz, the following resolution was introduced and adopted by unanimous vote:

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

A RESOLUTION ESTABLISHING EXPECTATIONS OF SOIL, WATER, CONSERVATION AND DEVELOPMENT DIVISION EMPLOYEES IN DEALING WITH CUSTOMERS

WHEREAS, The Todd County Board of Commissioners and the Todd County Soil and Water Conservation District Board of Supervisors (hereafter "Boards") have a shared goal to ensure that the SWCD Division is a County Division that people can trust, and want to work with, and;

WHEREAS, the Boards mutually agree that it is important to clearly state expectations so that staff may meet them, and that it is important to be clear with our customers about what they may expect, and;

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NOW, THEREFORE BE IT RESOLVED, that the Boards adopt the following policy, and direct that it be appropriately posted in a visible place near the places where customers may do business with the SWCD Division:

Purpose: It is the responsibility of all Employees of the Todd County Soil, Water, Conservation and Development (SWCD) Division to recognize that all customers of the Division have individuality, significance, and value. It is the practice of the Division that no one will be discriminated against on the basis of race, color, sex, sexual orientation, marital status, political belief, religious belief, mental or physical handicap, or any other preference or personal characteristic, condition or status. The Todd County Division of SWCD will safeguard the interests and rights listed below:

1. To be treated with respect, consideration and dignity at all times, we ask the same in return.
2. To receive prompt service, as is possible.
3. To receive due process under relevant federal, state laws and local rules, ordinances and regulations.
4. To have requests acted on in a timely manner.
5. To receive accurate and easily understood information.
6. To be told the truth.
7. To be told clearly the consequences of withholding or misrepresenting information.
8. To expect confidentiality to the extent it is legally possible.

Soil, Water, Conservation and Development Division Policy on Complaints

On motion by Buchholz and seconded by Krause, the following resolution was introduced and adopted by unanimous vote:

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

A RESOLUTION ESTABLISHING A POLICY REGARDING ACCEPTANCE OF COMPLAINTS AND REPORTS OF VIOLATIONS OF LAND USE AND CONSERVATION ORDINANCES AND LAWS UNDER THE JURISDICTION OF TODD COUNTY

WHEREAS, The Todd County Board of Commissioners and the Todd County Soil and Water Conservation District Board of Supervisors (hereafter "Boards") have a shared goal to ensure that reported violations of land use and conservation ordinances and laws are investigated and appropriately resolved, and;

WHEREAS, the Boards mutually agree that an individual who reports a violation will be contacted following investigation of an alleged violation regarding the validity of said violation and any actions subsequently taken to resolve said violation, and;

NOW, THEREFORE BE IT RESOLVED, that the Boards adopt the following policy:

Purpose: To best serve the people of Todd County, the Board of Commissioners along with the Soil Water & Conservation District Board of Supervisors want to assure that every complaint and/or report of land use violation is investigated; to facilitate this commitment the two boards approve the establishment of a policy on how employees are to respond to complaints and/or reports of land use violations.

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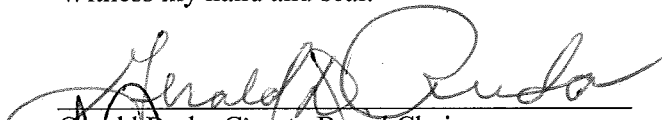
9. All complaints and/or reports of land use violations must be accompanied by the complainants' name and one or more of the following:
 - a. Phone number
 - b. Email address
 - c. Physical address
10. All complaint information will be kept confidential unless the County is legally required to produce said information.
11. All complaints received meeting the requirements of item one of this policy will be fully investigated.
12. Regardless of the outcome of the investigation, it shall be the duty of the Division Director to ensure that complainants are provided with the findings of the investigation, and what, if any, actions were taken.
13. Staff taking complaints must inform the complainant of the following:
 - a. The County will keep the information confidential, unless it is required by law to disclose. The situations where this may happen are when a complaint results in prosecution, or through other legal action.
 - b. The County will inform the complainant if the County is required to disclose their name prior to actually disclosing their name.

Adjourn

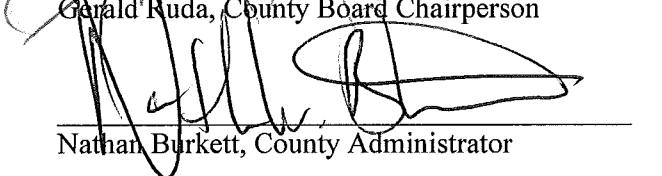
The meeting was adjourned by Chairperson Pesta and Chairperson Ruda at 12:05 pm.

On a motion by Kircher and second by Blessing the preceding minutes of the County Board meeting held March 13, 2012 were duly approved by a unanimous vote of the Todd County Board of Commissioners at the Regular Board Meeting held on April 3, 2012

Witness my hand and seal:



Gerald Ruda, County Board Chairperson



Nathan Burkett, County Administrator