

# TODD COUNTY BOARD OF COMMISSIONERS

*Minutes of the Meeting of the Todd County Board of Commissioners held on  
December 28, 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 28th day of December, 2012 at 9:00 AM. The meeting was called to order by Chairperson Ruda. The meeting was opened with the Pledge of Allegiance.

## **Approval of Agenda**

On motion by Blessing and second by Neumann, the following motion was introduced and adopted by unanimous vote: To approve the agenda with the following changes.

1. Add – Todd County Community Corrections Funds Transfer

## **Routine Business**

On motion by Kircher and second by Kneisl, the following motion was introduced and adopted by unanimous vote. To approve the December 18, 2012 Minutes as read.

On motion by Kircher and second by Blessing, the following motion was introduced and adopted by unanimous vote: To approve Commissioner Warrant numbers 33106 thru 33203 in the amount of \$104,748.62 for payment on December 31, 2012.

On motion by Kircher and second by Blessing, the following motion was introduced and adopted by unanimous vote: To approve Commissioner Warrant numbers 33204 thru 33224 in the amount of \$6,164.24 for payment on December 31, 2012.

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

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

WHEREAS, The 2012 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 second half of the appropriation,

NOW, THEREFORE BE IT RESOLVED, that the Todd County Board of Commissioners hereby approve the transfer of the second half of the 2012 budget, \$136,042, from the General Fund to Todd-Wadena Community Corrections Fund.

## **Todd County Solid Waste**

On motion by Kneisl and second by Neumann, the following motion was introduced and adopted by unanimous vote: To establish a public hearing to consider Solid Waste management service charge in accordance with the Todd County Solid Waste Ordinance on January 22, 2013 at 10:00 am.

On motion by Kneisl and second by Neumann, the following motion was introduced and adopted by unanimous vote: To approve the hours of operation at the Transfer Station from 8:00 am – 4:30 pm Monday through Friday and Saturdays from 8:00 am – 12:00 pm. (closed January 1<sup>st</sup>, Memorial Day, Independence Day, Labor Day, Thanksgiving Day and Christmas Day). Effective February 1, 2013

# TODD COUNTY BOARD OF COMMISSIONERS

On motion by Blessing and second by Kneisl, the following motion was introduced and adopted by unanimous vote: To approve the hours of operation at the Demolition Landfill from 8:00 am – 4:00 pm Monday through Friday (closed January 1<sup>st</sup>, Martin Luther King Jr. Day, Presidents Day, Good Friday, Memorial Day, Independence Day, Labor Day, Veteran’s Day, Thanksgiving Thursday and Friday, Christmas Eve, Christmas Day, New Year’s Eve). Effective February 1, 2013.

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

## **A RESOLUTION TO APPROVE 2013 SOLID WASTE ENTERPRISE FUND BUDGET**

WHEREAS, the Todd County Board of Commissioners is required to adopt an annual budget and certify it to the County Auditor;

NOW THEREFORE BE IT RESOLVED, the Todd County Board of Commissioners hereby approves the following as the 2013 Budget for the Solid Waste Enterprise Fund of the County of Todd, Minnesota and directs that it be forwarded to the County Auditor.

	2013 Budget	2012 Actual Jan - Dec 26	2012 Budget
<b>Property Taxes And Penalties</b>	(480,000)	(533,981)	(480,000)
<b>Licenses &amp; Permits</b>	(400)	400	(400)
<b>Intergovernmental</b>	-	(827)	-
<b>State Grants</b>	(60,000)	(61,096)	(60,000)
<b>Charges For Services</b>	(802,254)	(800,267)	(785,000)
<b>Miscellaneous</b>	(125,000)	(122,633)	(125,000)
<b>Other Sources</b>	(100,000)	-	(51,908)
<b>Subtotal Revenues</b>	<b>(1,567,654)</b>	<b>(1,518,404)</b>	<b>(1,502,308)</b>
<b>Personal Services</b>	382,554	394,802	358,508
<b>Services And Charges</b>	869,400	825,657	887,600
<b>Supplies And Materials</b>	107,000	121,749	80,000
<b>Capital Expenditures</b>	102,500	131,094	65,000
<b>Other Expenditures</b>	76,200	88,033	81,200
<b>Transfers</b>	30,000	-	30,000
<b>Subtotal Expenditures</b>	<b>1,567,654</b>	<b>1,561,334</b>	<b>1,502,308</b>
<b>Balance</b>	-	42,930	-

## **Todd County Health & Human Services**

On motion by Kircher and second by Blessing, the following motion was introduced and adopted by roll call vote: Kircher, yes; Blessing, yes; Kneisl, yes; Neumann, no; Ruda, yes. To approve HHS Annexes Renovation bid proposals for category 3-12 and 14-21.

On motion by Kircher and second by Blessing, the following resolution was introduced and adopted by roll call vote: Kircher, yes; Blessing, yes; Kneisl, no; Neumann, no; Ruda, yes.

## **HEALTH & HUMAN SERVICES BUILDING RESOLUTION**

# TODD COUNTY BOARD OF COMMISSIONERS

WHEREAS, the Todd County Board of Commissioners has considered options related to maintenance of the Todd County Health and Human Services Buildings (Annex 1 and 2), and;

WHEREAS, The Todd County Board of Commissioners finds that the Health and Human Services annexes are not fully handicap accessible, and that spaces in the buildings are not being properly utilized to maximize their value, and;

WHEREAS, maintenance on the Health and Human Services Buildings has been deferred for many years, resulting in several maintenance concerns that must be addressed so that the buildings do not fall in to further disrepair, and;

WHEREAS, the County Board is concerned with the safety of employees and clients of health and human services, as well as data privacy, and the current layout of the building poses many safety and confidentiality hazards, and;

WHEREAS, the following outlines the steps and consideration to this point:

- Maintenance and renovation to the Health and Human Services Buildings was included in the 2011 – 2015 Capital Improvement Plan, including a legally noticed Public Hearing on December 21, 2010 and approved at a regular meeting by the County Board on January 18, 2011, and;
- The County Board considered a recommendation to move forward with planning for this project at a Work Session held on February 28, 2012, and;
- The County Board deliberated and approved a contract with Studio E and Contegritty for planning purposes on March 6, 2012 at a regular County Board Meeting, and;
- Maintenance and renovation to the Health and Human Services Buildings is included in the draft of the proposed 2012 – 2016 Capital Improvement Plan, a legally noticed Public Hearing was held on May 15, 2012, and further discussion on the Capital Improvement Plan held during public meetings on June 5, 2012, and July 10, 2012, and;
- County Health and Human Services Staff met on multiple occasions with Contegritty and Studio E to develop a plan for the buildings that meets the needs of the departments operations between March and June 2012, and;
- County Board deliberated these options publicly at a Health and Human Services Committee Meeting on June 12, 2012, June 26, 2012 and July 10, 2012 and gave direction to prepare a resolution for consideration at a regular County Board Meeting.

NOW, THEREFORE BE IT RESOLVED, the Todd County Board of Commissioners appropriates funds for maintenance and renovation of the Health and Human Services Buildings, and directs the County Auditor/Treasurer to make the appropriate journal entries on January 2, 2013:

Remainder of Historic Courthouse Renovation Bonds	\$100,000
Building Improvement Fund	\$141,371
2012 County Program Aid	\$400,000
Social Services Fund Balance	\$510,301
Solid Waste Enterprise Fund	\$300,000

# TODD COUNTY BOARD OF COMMISSIONERS

BE IT FURTHER RESOLVED, the Todd County Board of Commissioners directs that the Solid Waste Fund shall be repaid the amount of 300,000 over 10 years (10 payments) at an annual interest rate of 0%.

## Administration

On motion by Blessing and second by Kneisl, the following motion was introduced and adopted by unanimous vote: To approve end of probationary status for Cheryl Schneider, Health and Human Services Director.

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

### **A RESOLUTION TO APPROVE 2013 COUNTY BUDGET**

On a motion by Blessing and second by Kneisl, the following resolution adopted by unanimous vote: WHEREAS, the Todd County Board of Commissioners is required to adopt an annual budget and certify it to the County Auditor, and; WHEREAS, the Todd County Board of Commissioners has had an opportunity to deliberate and discuss the operations costs and revenues of the County for Fiscal Year 2013; NOW THEREFORE BE IT RESOLVED, the Todd County Board of Commissioners hereby approves the following as the 2013 Budget for the County of Todd, Minnesota and directs that it be forwarded to the County Auditor.

	<b>2013 Budget</b>	<b>2012 Actual Jan - Dec 17</b>	<b>2012 Budget</b>
<b>Property Taxes And Penalties</b>	(12,079,831)	(11,717,956)	(11,634,125)
<b>Licenses &amp; Permits</b>	(124,650)	(128,444)	(123,150)
<b>Intergovernmental</b>	(1,063,689)	(969,675)	(1,668,952)
<b>State Grants</b>	(5,990,869)	(6,809,644)	(7,207,774)
<b>Federal Grants</b>	(2,647,161)	(11,479,515)	(11,596,608)
<b>Charges For Services</b>	(2,347,795)	(2,228,022)	(2,426,102)
<b>Fines And Forfeitures</b>	-	(1,239)	-
<b>Investment Earnings</b>	(101,000)	(62,974)	(102,000)
<b>Gifts And Contributions</b>	(6,000)	(11,685)	(6,000)
<b>Miscellaneous</b>	(912,414)	(1,452,184)	(844,777)
<b>Other Sources</b>	(1,433,001)	(72,166)	(108,700)
<b>Subtotal Revenues</b>	<b>(26,706,410)</b>	<b>(34,933,505)</b>	<b>(35,718,188)</b>
<b>Public Assistance</b>	2,958,579	2,560,753	3,225,001
<b>Personal Services</b>	13,580,572	12,734,876	12,973,626
<b>Services And Charges</b>	2,388,458	12,072,583	11,650,759
<b>Supplies And Materials</b>	1,643,033	1,731,453	1,487,987
<b>Capital Expenditures</b>	4,038,301	2,922,927	998,782
<b>Debt Services</b>	650,739	254,329	162,742
<b>Other Expenditures</b>	1,319,049	4,946,043	4,854,385
<b>Transfers</b>	267,084	611,099	595,228
<b>Subtotal Expenditures</b>	<b>26,845,815</b>	<b>37,834,064</b>	<b>35,948,510</b>
<b>Fund Balance</b>	<b>139,405</b>	<b>2,900,558</b>	<b>230,322</b>
<b>Balance</b>	<b>-</b>	<b>-</b>	<b>-</b>

# TODD COUNTY BOARD OF COMMISSIONERS

On motion by Kneisl and second by Blessing, the following motion was introduced and adopted by unanimous vote: To approve the settlement agreement between Todd County and Nathan Burkett. The last day of employment being December 31, 2013.

## Administrator's Report

Nothing at this time.

## Commissioner's Report

Nothing at this time.

## Adjourn

The meeting was adjourned by action of Chairman Ruda until January 8, 2013 at 9:00 am.

### COMMISSIONER WARRANTS

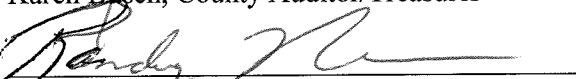
<b>Vendor Name</b>	<b>Amount</b>
Payments less than 2000	\$6,164.24
<b>Total</b>	<b>\$6,164.24</b>

<b>VENDOR NAME</b>	<b>Amount</b>
BRAATEN SAND & GRAVEL	6,460.86
CARGILL SALT DIVISION	10,300.38
CHAMBERLAIN OIL CO	2,563.37
DLT SOLUTIONS INC	2,318.10
LIBERTY TIRE RECYCL SERV	11,098.69
MN STATE SHERIFFS ASSOC	5,141.00
MORRISON CO PH SERV	2,986.71
NORTH AMERICAN SALT	11,390.59
PRAIRIE'S EDGE P & H	3,699.32
STAPLES WORLD	2,868.75
T-RAY CONSTRUCTION	13,898.00
PAYMENTS LESS THAN 2000	32,022.85
<b>FINAL TOTAL</b>	<b>104,748.62</b>

On a motion by Kircher and second by Blessing the preceding minutes of the County Board meeting held December 28, 2012 were duly approved by a unanimous vote of the Todd County Board of Commissioners at the Regular Board Meeting held on January 8, 2013.

Witness my hand and seal:

  
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Karen Busch, County Auditor/Treasurer

  
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Randy Neumann, County Board Chairperson