

TODD COUNTY BOARD OF COMMISSIONERS

Regular Board Meeting Agenda

Date: December 3, 2013

Time: 9:00 AM

Meeting to be held at the Historic Courthouse 215 1st Avenue So, Long Prairie, Minnesota

Item #		Approx. Time
1	Call to Order and Roll Call	9:00
2	Pledge of Allegiance	9:01
3	Amendments to the Agenda	9:02
4	Potential Consent Items	9:03
4.1	Approve November 19, 2013 Meeting Minutes	
4.2	Commissioner Warrants	
4.3	Auditor Warrants	
4.4	Gambling Permit - National Turkey Fed (Struttin Black Beards)	
5	Auditor/Treasurer	9:05
5.1	Approve 2014 County Budgets	
5.2	Approve 2014 County Levy	
5.3	Transfer of Funds - Imaging Project	
6	Health & Human Services	9:15
6.1	Request to add Social Worker Positions in Child Protection Services	
7	Human Resources - Presented by Karen Busch	9:20
7.1	Accept Resignation of Lenny Doroff - SW/Transfer Station Supervisor	
7.2	Accept Resignation of Chuck Pelzer - Todd County Assessor	
7.3	Discussion Regarding Elected and Appointed Positions	

Standing Reports

Commissioners' Report

Adjourn

Todd County, MN Board Action Form



Action Requested	
<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
Board Action Tracking Number (Admin use): 20131203-03	

Title (for publication with the Agenda): Approve November 19, 2013 Meeting Minutes	
Date of Meeting: December 3, 2013	Total time requested: 1 Minute
Department Requesting Action: Administration	
Presenting Board Action/Discussion at Meeting: Auditor/Treasurer	
Background <input type="checkbox"/> Supporting Documentation enclosed	
November 19, 2013 Meeting Minutes Attached	
Options <input checked="" type="checkbox"/> Supporting Documentation enclosed	
Approve, do not approve, table	
Recommendation <input type="checkbox"/> The Todd County Board of Commissioners approves the following by Motion:	
Approve the November 19, 2013 Meeting Minutes without changes (with the following changes:)	
Financial Implications: \$na	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"/> Erickson	<input type="checkbox"/> Erickson
<input type="checkbox"/> Failed	<input type="checkbox"/> Kircher	<input type="checkbox"/> Kircher
<input type="checkbox"/> Tabled	<input type="checkbox"/> Neumann	<input type="checkbox"/> Neumann

Signatures	
I, Karen Busch, Todd County Auditor/Treasurer, 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
November 19, 2013*

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 19th day of November, 2013 at 9:00 AM. The meeting was called to order by Chairperson Neumann. The meeting was opened with the Pledge of Allegiance. All members present.

Approval of Agenda

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

1. Add – Gambling Permit – Sauk Valley Gobblers
2. Add – Set Meeting Dates for December
3. Add – 2013 Barbara O'Grady Excellence Leadership Award to Cheryl Schneider
4. Add – Construction Update – Contegrity Group

Routine Business

On motion by Kircher and second by Kneisl, the following motion was introduced and adopted by unanimous vote: To approve the November 5, 2013 Regular Board Minutes as read.

On motion by Blessing and second by Kneisl, the following motion was introduced and adopted by unanimous vote: To approve the Commissioner Warrants #36044 - #36140 in the amount of \$70,293.58 for payment on November 22, 2013.

On motion by Blessing and second by Kneisl, the following motion was introduced and adopted by unanimous vote: To approve the Health & Human Service Warrants in the amount of \$42,372.69.

The Initiative Foundation was present and gave their Annual Report.

On motion by Kircher and second by Blessing, the following motion was introduced and adopted by unanimous vote: To approve the renewal of the annual contribution by allocating \$5,250.00 to the Initiative Foundation for the year 2014.

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

GAMBLING PERMIT FOR SAUK VALLEY GOBBLERS

WHEREAS, the Todd County Board of Commissioners are establishing their approval for a Gambling Permit for the Sauk Valley Gobblers through this resolution.

NOW, THEREFORE BE IT RESOLVED, that the Todd County Board of Commissioners approve a one day, Gambling Permit for the Sauk Valley Gobblers to hold a raffle at Diamond Point, located at 12818 Bayview Drive, Sauk Centre, MN on February 22, 2014.

TODD COUNTY BOARD OF COMMISSIONERS

On motion by Erickson and second by Kneisl, the following resolution was introduced and adopted by unanimous vote: To approve additional meeting date for December 30, 2013 at 9:00 a.m.

Soil, Water & Conservation

On motion by Kircher and second by Blessing, the following motion was introduced and adopted by unanimous vote: Conditional Use Permit to construct and operate a church/school facility. Facility to be used by approximately 20 to 30 families. Individual well and sewer is proposed. Use Permit is required for Public/Semi-Public Uses in Ag/Forestry District. Property Owner: Randal Patnode, 6250 Lake Sarah Heights Dr, Rockford, MN 55373. Site Address: 33763 275th Ave. Ward Township. Parcel #26-0034902. Living Waters Mennonite Church. 10 acres) E2 E2 NE4 NE4, Section 35, Twp 131, Range 33, Ward Township, Todd County. Granted with conditions: (1) a septic system design meeting county standards must be submitted prior to obtaining building permits; and (2) the following wording be added to the CUP recorded document: This site is located in an agricultural district and consequently there will be from time to time, sights, sounds, and smells associated with the operation of farming. No lot owner shall bring action of Law, against any farming operation because of such farming activities, as long as such farming activity complies with state, federal, EPA, or Todd County Ordinances.

On motion by Kneisl and second by Erickson, the following motion was introduced and adopted by unanimous vote: Conditional Use Permit to operate a sawmill for custom sawing. Use Permit is required for a commercial business in Ag/Forestry District. Property Owner: Bennie and Elizabeth Yoder, 19330 Co 24, Bertha, MN 56437. Site address: Same. Parcel # 09-0001700. (122.31 acres) E2 NE4 & N2 N2 SE4, Section 4, Twp 132, Range 34, Germana Township, Todd County. Granted with conditions: (1) grey water sewer system for the home & the outhouse must be checked for compliance and updated if found failing; (2) Copy of application for MPCA permit needs to be submitted to Planning & Zoning; (3) Building permits for any new structures must be obtained.

On motion by Kircher and second by Erickson, the following motion was introduced and adopted by unanimous vote: Conditional Use Permit to lease property to install a 195 ft monopole communication tower within a 100x100 ft fenced compound. To include a 12x30 ft shelter to house Verizon equipment cabinets. Use Permit is required for commercial towers located in Ag/Forestry District. Property Owner: Randy and Mary Brunko, 15638 221st Avenue, Long Prairie, MN 56347. Site address: Same. Parcel #17-0041900 & 17-0038200. Verizon Wireless – Sarah Hill, Agent, 10801 Bush Lake Rd, Bloomington, MN 55438. (9.08 acres) Comm at SW cor of SW4 NW4, N 330.96 ft to pt of Beg, E 717.61 ft, N 560 ft, W695.16 ft to W line, S 560.64 ft to beg, Section 36, Twp 128, Range 34, Little Sauk Township and (1.83 acres) Beg at NE cor of SE4 NE4, S 992.89 ft, W 60.25 ft, N 992.48 ft to N Line, E to Beg, Section 35, Twp 128, Range 34, Little Sauk Township, Todd County. Granted as per application without change or conditions.

On motion by Blessing and second by Erickson, the following motion was introduced and adopted by unanimous vote: Conditional Use application to create a one lot plat to be known as “Red Pine Acres Plat 2” consisting of 2.78 acres. Lot exceeds minimum requirements for area, side dimensions and road frontage. Lot abuts an existing public road – 233rd Ave. Private individual water well and sewer system proposed. Land is located in a Residential-2 Zone. Property owners and Developers: Darrell Bacon and Eugene and Cathy Gergen. Red Pine Acres Plat 2 – Lot 1, Block 1, Section 18, Twp 128, Range 33,

TODD COUNTY BOARD OF COMMISSIONERS

Round Prairie Township. Todd County. Approval of the Conditional Use Permit to create a subdivision with conditions: (1) this wording to be added to this parcel & any splits from this parcel "This site is located in an agricultural district, and consequently there will be from time to time, sights, sounds and smells associated with the operation of farming. No lot owner shall bring action of Law, against any farming operation because of such farming activities, as long as such farming activity complies with state, federal, EPA or Todd County Ordinances".

Soil, Water & Conservation

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

REQUEST FOR SPEED LIMIT STUDY ON COUNTY STATE AID HIGHWAY #12 FROM TRUNK HIGHWAY #28 IN SWANVILLE TO TRUNK HIGHWAY #287 IN LONG PRAIRIE

WHEREAS, numerous Todd County residents have expressed concerns over the appropriateness of the posted 50 mile per hour speed limit on County State Aid Highway #12 from Trunk Highway #28 in Swanville to Trunk Highway #287 in Long Prairie, and;

WHEREAS, by Minnesota Statute 169.14, Subdivision 5, local authorities can request the Commissioner of the Department of Transportation to authorize a speed limit on a local (non-trunk highway) roadway.

NOW, THEREFORE BE IT RESOLVED, that the Todd County Board of Commissioners does hereby request the Commissioner of Transportation to make the necessary investigation to determine the reasonable and safe speed limit, as provided in Section 169.14, Subdivision 5, of the Minnesota Statutes, on Todd County State Aid Highway #12 from Trunk Highway #28 in Swanville to Trunk Highway #287 in Long Prairie.

On motion by Kircher and second by Blessing, the following motion was introduced and adopted by unanimous vote: To approve Cooperative Construction Agreements for SAP 077-599-063 and SAP 077-599-062. (Agreements on file in the Administration Office.)

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

FINAL PAYMENT AUTHORIZATION - 2013 BITUMINOUS CONSTRUCTION CONTRACT

WHEREAS, the contract with Tri-City Paving, Inc. for the 2013 Bituminous Construction Contract known as SAP 077-609-008, SAP 077-621-020, SAP 077-624-019, SAP 077-623-005, SAP 077-623-010 and CP 77-313-01 located along various Todd County Highways, has in all things been completed, and;

WHEREAS, construction work on this contract was scheduled and completed in 2013 with the value of the total work certified being \$2,788,081.99, and;

WHEREAS, partial payments amounting to \$2,637,517.38 have been previously been made to the contractor as work progressed, and;

WHEREAS, it has been determined that \$150,564.61 still remains to be paid to Tri-City Paving, Inc.

NOW, THEREFORE BE IT RESOLVED, that the Board of Commissioners does here accept said completed project for and in behalf of the County of Todd and authorize final payment as specified.

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

FINAL PAYMENT AUTHORIZATION - STAPLES OVERPASS PROJECT (SP 077-596-002)

TODD COUNTY BOARD OF COMMISSIONERS

WHEREAS, the contract with Mathiowetz Construction Company for the 2012 Staples Overpass Project known as SP 077-596-002 located in the City of Staples, has in all things been completed, and;
WHEREAS, construction work on this contract was started in 2012 and completed in 2013 with the value of the total work certified being \$8,342,943.22, and;
WHEREAS, partial payments amounting to \$8,181,425.72 have been previously been made to the contractor as work progressed, and;
WHEREAS, it has been determined that \$161,517.50 still remains to be paid to Mathiowetz Construction Company, and;
WHEREAS, the City of Staples has reviewed and approves of the recommended final payment amount as specified.
NOW, THEREFORE BE IT RESOLVED, that the Board of Commissioners does hereby accept said completed project for and in behalf of the County of Todd and authorize final payment as specified.

On motion by Kircher and second by Kneisl, the following motion was introduced and adopted by unanimous vote: To approve the Budget Request Form for Local Levy Construction Projects in the amount of \$21,239.00 to the budget year 2014.

On motion by Blessing and second by Erickson, the Todd County Commissioners' Meeting was recessed and went into Closed Session with Jason Kuboushek, Attorney from Iverson Reuvers Condon regarding the Todd County vs Central Specialties Case. Discussion was held regarding update on the current status litigation at the Court of Appeals.

On motion Blessing and second by Kneisl, the Todd County Commissioners Meeting was resumed.

Human Resources

On motion by Blessing and second by Kneisl, the following motion was introduced and adopted by unanimous vote: To approve the position and authorize Human Resources to begin recruiting to fill the position of Generalist whose work assignment is to work in a Floating capacity.

On motion by Kneisl and second by Blessing, the following motion was introduced and adopted by unanimous vote: To accept Todd County Sheriff Pete Mikkelson's resignation effective December 30, 2013.

On motion by Blessing and second by Erickson, the following motion was introduced and adopted by unanimous vote: To accept Todd County Auditor/Treasurer Karen Busch's resignation effective December 30, 2013.

Commissioner Neumann announced Cheryl Schneider, HHS Director had been selected as the recipient of the 2013 Barba O'Grady Excellence in Public Health Leadership Award. The award had been given at the LPHA Annual Awards Luncheon November 14, 2013.

TODD COUNTY BOARD OF COMMISSIONERS

Annex and Elevator Renovation Update

Earl Fuechtmann, Contegrity Group gave their monthly update on the construction on the annex and on the elevator installation. Earl estimated the project was 70% completed and the goal was to have the project done by the end of the year.

Commissioner's Report

Kneisl suggested the Board take a tour of the new Perham Resource Plant now that it is finish. He suggested January or February would be a good time to schedule this. Blessing announced the new Internal County Newsletter that has been posted to SharePoint for the employees. Neumann announced the 1st Presbyterian Church is having their annual Thanksgiving Dinner on November 28, 2013 at 12:00. There will be a free will offering for this dinner. Blessing announced he will not be able to attend the December 17, 2013 Commissioner Meeting.

Adjourn

Commissioner Neumann adjourned the meeting for the month of November, 2013.

Commissioner Warrants

Vendor Name	Amount
BRAATEN SAND & GRAVEL	10,227.74
BROWERVILLE TRUCKWASH/BIG BOYZ	2,402.38
LONG PRAIRIE MACHINERY CO INC	2,228.97
NORTH AMERICAN SALT	12,480.70
NORTHERN BUSINESS PRODUCTS	4,922.92
SHI CORP	4,087.97
WIDSETH SMITH NOLTING INC	5,208.64
Payments less than 2000	28,834.26
Final Total	70,393.58

Health & Human Services Commissioner Warrants

Vendor name or #	Amount
# 1477 Foster Care	\$3,278.19
# 10981 Foster Care	\$3,669.78
# 10746 Foster Care	\$4,713.55
# 11417 Foster Care	\$5,216.72
Payments less than \$2000	\$25,494.45
Final Total	\$42,372.69

Todd County, MN Board Action Form



Action Requested	
<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
Board Action Tracking Number (Admin use):	

Title (for publication with the Agenda):	
Date of Meeting: December 3, 2013	Total time requested:
Department Requesting Action: Auditor-Treasurer	
Presenting Board Action/Discussion at Meeting: Karen	
Background <input type="checkbox"/> Supporting Documentation enclosed	
Printout sent to Commissioners	
Options <input type="checkbox"/> Supporting Documentation enclosed	
Recommendation <input type="checkbox"/> The Todd County Board of Commissioners approves the following by Motion:	
to approve Commissioner warrant numbers 36141 thru 36277 in the amount of \$100,129.16 for payment on December 6, 2013	
Financial Implications: \$	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

Signatures	
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	

Commissioner Warrants

Vendor Name

APEX EQUIPMENT	4,676.21
BRAATEN SAND & GRAVEL	3,867.53
CENTRA CARE HEALTH SYSTEMS LONG PRAIRIE	2,299.32
CENTRACARE HEALTH SERVICES	5,146.89
FLEET SERVICES DIVISION	3,556.32
MORRIS ELECTRONICS	4,987.60
MORRISON CO PUBLIC HEALTH SERV	2,919.96
NORTH AMERICAN SALT	24,355.40
PRAIRIE'S EDGE PLUMBING & HEATING LLC	2,354.22
STAPLES WORLD	2,983.87
ZUERCHER TECHNOLOGIES LLC	16,085.00
Payments Less than 2000	26,896.84
Final Total	100,129.16

Todd County, MN Board Action Form



Action Requested	
<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
Board Action Tracking Number (Admin use): 20131203-05	

Title (for publication with the Agenda): Approve Auditor Warrants	
Date of Meeting: December 3, 2013	Total time requested:
Department Requesting Action: Auditor Treasurer	
Presenting Board Action/Discussion at Meeting: Karen	
Background <input type="checkbox"/> Supporting Documentation enclosed	
Information provided to Commissioners	
Options <input type="checkbox"/> Supporting Documentation enclosed	
Recommendation <input type="checkbox"/> The Todd County Board of Commissioners approves the following by Motion:	
to approve the November Auditor Warrant numbers #221381 thru #221628 in the amount of \$2,399,533.57	
Financial Implications: \$	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"/> Erickson	<input type="checkbox"/> Erickson
<input type="checkbox"/> Failed	<input type="checkbox"/> Kircher	<input type="checkbox"/> Kircher
<input type="checkbox"/> Tabled	<input type="checkbox"/> Neumann	<input type="checkbox"/> Neumann

Signatures	
STATE OF MINNESOTA } COUNTY OF TODD }	
I, Karen Busch, County Auditor-Treasurer, 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	

Auditor Warrants	
Vendor Name	Amount
AMERICAN HERITAGE BANK	2,615.00
COMPUTER PROFESSIONALS	4,007.82
JOHNSON/JOANNE	2,000.00
Killian/Merle	6,000.00
LONG PRAIRIE OIL COMPANY	6,807.36
MN DEPT OF FINANCE	6,523.50
VERIZON	3,225.99
Payments less than 2000	12,830.44
AMERICAN HERITAGE BANK	36,105.63
CARD SERVICES COBORNS	2,645.81
FLEET SERVICES/WEX BANK	6,166.84
GENE-O'S COUNTRYSIDE REST LLC	3,969.05
LONG PRAIRIE SANITARY SERVICE	2,025.00
SPRINGSTED INC	4,823.14
TODD COUNTY DAC	3,672.00
Payments less than 2000	11,316.15
AMERICAN HERITAGE	5,396.44
CONTEGRITY GROUP INC	4,069.84
EAGLE CONST CO INC	30,143.50
JAPKE DECORATING & CARPET LLC	15,200.00
MIDSTATE TILE CO	4,750.00
MINNESOTA POWER & LIGHT	14,816.74
MORRISON COUNTY	62,458.50
NORTHERN STAR COOP	4,624.72
PETERS & CHURCHWELL	4,964.00
RAINBOW RIDER	5,000.00
ROYL MASONRY COMPANY	22,034.06
YAMRY CONSTRUCTION INC	10,450.00
Payments less than 2000	18,012.92
MATHIOWETZ CONSTRUCTION COMPANY	161,517.50
MITCH'S FUEL SERVICE	25,275.00
MYERS CLEANING SERVICE	2,695.00
PASKEWITZ/LARRY	3,315.00
PEMBERTON SORLIE RUFER & KERSHNER	26,721.40
RESOURCE TRAINING AND SOLUTIONS	208,903.50
TODD CO AUDITOR-TREASURER	15,593.50
TODD CO AUDITOR-TREASURER	38,548.50
TRI CITY PAVING INC	150,564.61
TRIMIN SYSTEMS INC	2,026.00
ZAYO ENTERPRISE NETWORKS	3,327.40
Payments less than 2000	11,717.74
AMERICAN HERITAGE BANK	62,580.39
CITY OF BERTHA	8,077.78

CITY OF BROWERVILLE	18,857.00
CITY OF CLARISSA	4,277.93
CITY OF EAGLE BEND	10,295.60
CITY OF GREY EAGLE	4,678.70
CITY OF HEWITT	6,258.94
CITY OF LONG PRAIRIE	25,548.50
CITY OF OSAKIS	10,134.07
CITY OF STAPLES	25,256.20
REGION V DEVELOPMT COMMISSION	2,830.36
SAUK RIVER WATER SHED DISTRICT	9,855.37
SCHOOL DISTRICT 213	95,489.83
SCHOOL DISTRICT 2170	55,599.46
SCHOOL DISTRICT 2753	225,962.34
SCHOOL DISTRICT 2759	48,163.44
SCHOOL DISTRICT 486	38,313.15
SCHOOL DISTRICT 740	6,622.56
SCHOOL DISTRICT 743	55,293.66
SCHOOL DISTRICT 786	96,567.42
SCHOOL DISTRICT 787	51,889.41
SCHOOL DISTRICT 789	4,268.88
SCHOOL DISTRICT 790	5,656.63
SCHOOL DISTRICT 818	9,280.52
TOWN OF BARTLETT	18,333.38
TOWN OF BERTHA	24,222.40
TOWN OF BIRCHDALE	16,182.79
TOWN OF BRUCE	17,640.20
TOWN OF BURLEENE	17,418.45
TOWN OF BURNHAMVILLE	14,498.08
TOWN OF EAGLE VALLEY	24,963.18
TOWN OF FAWN LAKE	9,175.48
TOWN OF GERMANIA	18,917.17
TOWN OF GORDON	13,290.30
TOWN OF GREY EAGLE	15,218.80
TOWN OF HARTFORD	32,743.11
TOWN OF IONA	21,556.40
TOWN OF KANDOTA	7,051.43
TOWN OF LESLIE	17,327.71
TOWN OF LITTLE ELK	11,311.41
TOWN OF LITTLE SAUK	20,805.87
TOWN OF LONG PRAIRIE	18,419.67
TOWN OF MORAN	19,724.09
TOWN OF REYNOLDS	21,117.25
TOWN OF ROUND PRAIRIE	42,185.07
TOWN OF STAPLES	22,138.81
TOWN OF STOWE PRAIRIE	31,260.00
TOWN OF TURTLE CREEK	9,226.00
TOWN OF VILLARD	15,739.71

TOWN OF WARD	18,280.40
TOWN OF WEST UNION	24,141.10
TOWN OF WYKEHAM	23,817.20
Payments less than 2000	4,210.37
Final Total	2,399,533.57

Todd County, MN Board Action Form



Action Requested	
<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
Board Action Tracking Number (Admin use): 20131203-10	

Title (for publication with the Agenda): Gambling Permit Natonal Turkey Federation	
Date of Meeting: December 3, 2013	Total time requested:
Department Requesting Action: Auditor-treasurer	
Presenting Board Action/Discussion at Meeting: Karen	
Background <input type="checkbox"/> Supporting Documentation enclosed	
Application has been received and is on file in the Auditor-Treasurer's Dept	
Options <input type="checkbox"/> Supporting Documentation enclosed	
Recommendation <input type="checkbox"/> The Todd County Board of Commissioners approves the following by Motion:	
to approve a one day Gambling Permit for the Nat'l Wild Turkey Fed (Struttin Black Beards) to hold a raffle at the Hub Supper Club , located at 30905 Co Rd 13, Burtrum, MN on Feb 1 st , 2014	
Financial Implications: \$	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"/> Erickson	<input type="checkbox"/> Erickson
<input type="checkbox"/> Failed	<input type="checkbox"/> Kircher	<input type="checkbox"/> Kircher
<input type="checkbox"/> Tabled	<input type="checkbox"/> Neumann	<input type="checkbox"/> Neumann

Signatures	
STATE OF MINNESOTA } COUNTY OF TODD }	
I, Karen Busch, County Auditor-Treasurer, 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

Gambling Permit for Nat'l Wild Turkey Fed (Struttin Black Beards)

WHEREAS, the Todd County Board of Commissioners are establishing their approval for a Gambling Permit for Nat'l Wild Turkey (Struttin Black Beards) through this resolution.

NOW, THEREFORE BE IT RESOLVED, that the Todd County Board of Commissioners approve a one day, Gambling Permit for the Nat'l Wild Turkey Fed (Struttin Black Beards) to hold a raffle at the Hub Supper Club, located at 30905 Co Rd 13, Burtrum, MN on February 1st, 2014.

Todd County, MN Board Action Form



Action Requested	
<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
Board Action Tracking Number (Admin use): 20131203-01	

Title (for publication with the Agenda): Approve 2014 Budget	
Date of Meeting: Dec 3, 2013	Total time requested:
Department Requesting Action: Auditor-Treasurer	
Presenting Board Action/Discussion at Meeting: Karen	
Background <input type="checkbox"/> Supporting Documentation enclosed	
The County Board has approved the preliminary budgets for 2014 and has held the Truth and Taxation meeting	
Options <input type="checkbox"/> Supporting Documentation enclosed	
Recommendation <input type="checkbox"/> The Todd County Board of Commissioners approves the following by Motion: to approve the 2014 budgets as per resolution.	
Financial Implications: \$	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"/> Erickson	<input type="checkbox"/> Erickson
<input type="checkbox"/> Failed	<input type="checkbox"/> Kircher	<input type="checkbox"/> Kircher
<input type="checkbox"/> Tabled	<input type="checkbox"/> Neumann	<input type="checkbox"/> Neumann

Signatures	
STATE OF MINNESOTA } COUNTY OF TODD }	
I, Karen Busch, County Auditor-Treasurer, 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

A RESOLUTION TO APPROVE 2014 COUNTY BUDGET

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

WHEREAS, the County Board of Commissioners have had an opportunity to discuss the operations costs and revenues of the County for fiscal year 2014;

NOW, THEREFORE BE IT RESOLVED, the Todd County Board of Commissioners hereby approve the following as the 2014 Budget for the County of Todd, Minnesota and directs that it be forwarded to the County Auditor.

	2014 Budget	2013 Budget
REVENUES		
Property Tax	11,973,145	12,069,831
State General Purpose Aid	1,331,866	1,063,689
Other Taxes	106,055	10,000
Licenses & Permits	124,190	124,650
Federal Grants	2,774,635	2,647,161
State Aids	6,436,825	5,990,869
Local Grants	0	0
Charges for Service	2,355,773	2,347,795
Misc. Revenue	1,123,860	918,414
Interest on Investments	85,200	101,000
Other Financing Sources	200,000	92,700
Transfers	30,000	1,340,301
Total Revenue & Other Source	26,541,549	26,706,410
EXPENDITURES		
General Government	4,477,483	4,521,447
Public Safety	3,260,762	2,908,303
Highway/Construction	3,915,615	2,711,822
Streets & Highways(Excl. Constr)	2,943,805	2,800,632
Human Services	7,513,019	7,191,400
Health	2,776,731	2,711,817
Culture and Recreation	319,804	311,180
Conservation of Nat. Resources	710,354	1,009,615
Economic Development	83,700	88,475
Gen Debt Service	647,900	501,797
Capital Outlay	574,273	1,673,301
Transfers	310,247	267,084
Other Fiscal Charges	0	148,942
Total Expenditures & Other Uses	27,533,693	26,845,815
Budget Balance	992,114	139,405

Todd County, MN Board Action Form



Action Requested	
<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
Board Action Tracking Number (Admin use): 20131203-02	

Title (for publication with the Agenda): Approve 2014 Levy	
Date of Meeting: Dec 3, 2013	Total time requested:
Department Requesting Action: Auditor-Treasurer	
Presenting Board Action/Discussion at Meeting: Karen	
Background <input type="checkbox"/> Supporting Documentation enclosed	
The County Board has approved the preliminary levy and have held the Truth and Taxation meeting.	
Options <input type="checkbox"/> Supporting Documentation enclosed	
Recommendation <input type="checkbox"/> The Todd County Board of Commissioners approves the following by Motion:	
To approve the 2014 Levy as per attached resolution.	
Financial Implications: \$	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"/> Erickson	<input type="checkbox"/> Erickson
<input type="checkbox"/> Failed	<input type="checkbox"/> Kircher	<input type="checkbox"/> Kircher
<input type="checkbox"/> Tabled	<input type="checkbox"/> Neumann	<input type="checkbox"/> Neumann

Signatures	
STATE OF MINNESOTA } COUNTY OF TODD }	
I, Karen Busch, County Auditor-Treasurer, 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	

A RESOLUTION TO APPROVE 2014 COUNTY LEVY

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

WHEREAS, The Todd County Board of Commissioners have had an opportunity to deliberate and discuss the impacts of the annual levy,

NOW, THEREFORE BE IT RESOLVED, the Todd County Board of Commissioners hereby approves the following as the 2014 levy for the County of Todd, Minnesota and directs that it be forwarded to the County Auditor.

	Certified Levy	Program Aids	Local Levy
Revenue	6,078,853	798,945	5,279,908
Road & Bridge	2,242,454	500,000	1,742,454
Welfare	3,627,278		3,627,278
Public Health	330,498		330,498
Comp Water	5,303		5,303
Regional Library	312,304		312,304
Bond Debt	647,900		647,900
County Fair	20,000		20,000
County Parks & Trails	7,500		7,500
Total	13,272,090	1,298,945	11,973,145

COMPARE REVENUES/EXPENDITURES – 2011-2014

Description	2014 Prop. Budget	2013 Prop. Budget	2012 Prop. Budget	2011 Prop. Budget
REVENUES				
Property Tax	11,973,145	12,069,831	11,629,055	10,676,248
State General Purpose Aid	1,331,866	1,063,689	1,649,022	2,653,806
Other Taxes	106,055	10,000	10,000	10,000
Licenses & Permits	124,190	124,650	123,150	162,900
Federal Grants	2,774,635	2,647,161	11,596,608	2,155,978
State Aids	6,436,825	5,990,869	7,061,829	5,524,906
Local Grants	0	0	20,000	0
Charges for Service	2,355,773	2,347,795	2,427,002	1,162,332
Misc. Revenue	1,123,860	918,414	850,777	553,025
Interest on Investments	85,200	101,000	102,000	252,825
Other Financing Sources	200,000	92,700	108,700	0
Transfers	30,000	1,340,301		99,700
Total Revenue & Other Source	26,541,549	26,706,410	35,578,143	23,251,720
EXPENDITURES				
General Government	4,477,483	4,521,447	4,358,719	4,126,137
Public Safety	3,260,762	2,908,303	2,822,511	2,923,015
Highway/Construction	3,915,615	2,711,822	2,605,480	2,762,102
Streets & Highways(Excl. Const)	2,943,805	2,800,632	12,950,912	3,651,555
Human Services	7,513,019	7,191,400	7,217,561	7,177,629
Health	2,776,731	2,711,817	2,657,721	0
Culture and Recreation	319,804	311,180	314,385	322,950
Conservation of Nat. Resources	710,354	1,009,615	1,053,524	313,116
Economic Development	83,700	88,475	86,000	83,600
Gen Debt Service	647,900	501,797	328,144	128,800
Capital Outlay	574,273	1,673,301	982,782	1,100,907
Transfers	310,247	267,084	267,084	588,899
Other Fiscal Charges	0	148,942	162,742	73,010
Total Expenditures & Other Uses	27,533,693	26,845,815	35,807,565	23,251,720
Budget Balance	992,144	139,405	229,422	0

Todd County, MN Board Action Form



Action Requested	
<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
Board Action Tracking Number (Admin use): 20131203-11	

Title (for publication with the Agenda): Transfer of Funds - Document Imaging Project	
Date of Meeting: December 5, 2013	Total time requested:
Department Requesting Action: Social Services	
Presenting Board Action/Discussion at Meeting: Karen	
Background <input type="checkbox"/> Supporting Documentation enclosed	
The Social Services Dept has been working on implementing the Document Imaging Project during 2013, and in the budgeting process for 2013 money had been set aside from the program aids for the cost of the project	
Options <input type="checkbox"/> Supporting Documentation enclosed	
Recommendation <input type="checkbox"/> The Todd County Board of Commissioners approves the following by Motion:	
To approve the transfer of \$52,601, from the General Revenue Fund to the Welfare Fund for the cost of the implementation of the Document Imaging project.	
Financial Implications: \$	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"/> Erickson	<input type="checkbox"/> Erickson
<input type="checkbox"/> Failed	<input type="checkbox"/> Kircher	<input type="checkbox"/> Kircher
<input type="checkbox"/> Tabled	<input type="checkbox"/> Neumann	<input type="checkbox"/> Neumann

Signatures	
STATE OF MINNESOTA } COUNTY OF TODD }	
I, Karen Busch, County Auditor-Treasurer, 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

TO APPROVE THE TRANSFER OF FUNDS FROM GENERAL REVENUE FUND TO THE WELFARE FUND

FOR PAYMENT ON THE COST OF THE IMAGING PROJECT

WHEREAS, The Todd County Social Services Dept. has been working on a Document Imaging Project in 2013; and

WHEREAS, money has been set aside from the funds received for Program Aids in 2013 to cover the cost of the project.

NOW, THEREFORE BE IT RESOLVED, that the Todd County Board of Commissioners hereby approves the transfer of \$52,601.00, the cost of the imaging project in Social Services, from the General Revenue Fund to the Welfare fund.

Todd County, MN Board Action Form



Action Requested	
<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
Board Action Tracking Number (Admin use): 20131203-07	

Title (for publication with the Agenda): HHS request to add Social Worker positions in Child Protection Services	
Date of Meeting: 12-03-13	Total time requested: 10 min.
Department Requesting Action: Health and Human Services	
Presenting Board Action/Discussion at Meeting: Cheryl Schneider/ Emily Steinert	
Background <input checked="" type="checkbox"/> Supporting Documentation enclosed	
Todd County has maintained historically high caseloads in CPS. State reviews in 2006 and 2010 recommended increasing staff to meet caseload demands and address child safety. A social worker position has been budgeted for a number of years, but not filled due to budget cuts and hiring freezes. Recent increases in reports and complex cases have created a situation where we can no longer successfully meet the work demands with existing staff. Additionally, provision of quality CPS services requires a substantial period of training and skill development. Hiring and training additional staff now will help us to meet the current need and will build service sustainability with the anticipated retirement of a number of staff in the coming years. The addition of two positions now would bring us closer to the State recommended caseloads of 10-15 per worker, and training two staff at the same time would be more efficient. This staffing need was discussed with the Todd County Personnel Committee and it was recommended that a request for two positions should be submitted.	
Options <input checked="" type="checkbox"/> Supporting Documentation enclosed	
1) Add one CPS Social Worker position. 2) Add two CPS Social Worker positions.	
Recommendation <input checked="" type="checkbox"/> The Todd County Board of Commissioners approves the following by Motion:	
Recruite, interview and hire two CPS Social Worker Positions.	
Financial Implications: \$127,116 for two positions. Projected net county expense after anticipated revenue is \$64,962. Budgeted amount is \$54,791.	Comments
Funding Source: 11 53% state, 47% County	
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"/> Erickson	<input type="checkbox"/> Erickson
<input type="checkbox"/> Failed	<input type="checkbox"/> Kircher	<input type="checkbox"/> Kircher
<input type="checkbox"/> Tabled	<input type="checkbox"/> Neumann	<input type="checkbox"/> Neumann

Signatures	
STATE OF MINNESOTA}	
COUNTY OF TODD}	
I, Karen Busch, County Auditor-Treasurer, 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	

Justification of Need for Additional Staff in Child Protection Services and Projected Expense

Todd County's Child and Family Service reviews have consistently identified the need to reduce caseloads to adequately address safety of all children (per DHS reviews conducted in 2006 and 2010). A position has been budgeted for a number of years, but has not been pursued due to projected budget cuts and hiring freezes in place. The staff have shown great dedication to their work and continue to juggle their work with very high caseloads. We have recently seen a spike in cases that can no longer be successfully addressed with our existing staff. Recommended case loads for CPS is 10-15 cases per worker. Current caseloads in surrounding counties are much lower: Morrison 8-10; Wadena 12-15 with some current bumps to 20 and Douglas 10. St. Louis County case loads are 12-18 with the lower number in the more remote areas of the county. Current caseloads in Todd County range from 24-35. In addition, placement cases have increased from 33 in January 2013 to 50 currently. The work required for placement cases places heavy demands on the staff for coordination and planning for services including transportation, maintaining educational placements, supervised visits, provider recruitment and support, monthly face-to-face contacts with each child in placement, arranging for appropriate medical care and follow-up, development and review of the out-of-home placement plan and meeting the court requirements, etc. With the significant rise in placements, staff are drowning in the workload. They are working significant amounts of overtime and are struggling to take their earned vacation time off, so they don't lose it at the end of the year.

There are also financial implications for the county if we continue with the current staffing level. Our reimbursement rates are based on caseload and contacts with families. With a gradual move to more manageable caseloads, we would also see our reimbursement rates adjust over time. In 2014, DHS will begin their results based tracking for county performance with financial sanctions imposed on counties who aren't meeting the standards.

Based on our discussion with the personnel committee, we are presenting cost scenarios for one and two additional staff. As we look toward the future and the likely retirement of a number of staff in the coming years, a plan to add two staff would not only address the current need to meet work demands but would also be building our staff component to sustain quality services over time. This plan would give us the opportunity to build toward the goal of providing high intensity services to move people to independence and off county services more quickly.

A summary of expenses and projected revenue is as follows:

Scenarios for workers starting at Step 5 and Step 2 are:

- A. Worker at \$68,808 salary / fringe per year:
 - a. $\$2166 \times 12 = \25992 generated through CW-TCM billing
 - b. \$5505 generated through SSTS time study
 - c. Total \$31497 revenue; \$37311 county dollars
- B. Worker at \$58,308 salary / fringe per year:
 - a. $\$2166 \times 12 = \25992 generated through CW-TCM billing

- b. \$4665 generated through SSTS time study
- c. Total \$30657 revenue; \$27651 county dollars
- C. Workers A & B total \$127,116
 - a. 53% revenue \$67,371
 - b. 47% county dollars \$59,745

CW-TCM reimbursement rate for 7/1/13-6/30/14 is \$180.50/month/child

-In August we had 68 billable hits

-We are projecting that each new CP worker could generate approximately 12 eligible visits/month (\$180.50 x 12 = \$2166)

-We do not have a number, but believe that adding additional workers will help the existing workers generate more billable contacts since they will have time to see their full case load monthly

-The SSTS will pay for some of the cost of their salary. I have done some further estimating and it appears this could pay for around 8% of a worker's salary

In general, this year (through 9/30) for the Children's services unit: Expense \$1,324,285.00; Revenues \$699,695 (53%); County dollars \$624,590 (47%).

Both methods come pretty close together so we believe these are safe assumptions to make. A conservative estimate would be that it will cost the county an estimated \$64,962 to support two additional positions. We also anticipate that we would recognize considerable savings in payment and accrual of overtime with more manageable caseloads. Overtime hours paid and accrued in 2012 were 488 and 477 thus far in 2013.

We budgeted \$54,791 for a new social worker in the 2014 budget. This is the cost for a new worker starting at Step 1.

Todd County, MN Board Action Form



Action Requested	
<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
Board Action Tracking Number (Admin use): 20131203-09	

Title (for publication with the Agenda): Todd County Solid Waste Position Resignation	
Date of Meeting: December 3, 2013	Total time requested: 5 minutes
Department Requesting Action: Human Resources	
Presenting Board Action/Discussion at Meeting: Karla Nalezny	
Background <input checked="" type="checkbox"/> Supporting Documentation enclosed	
Richard (Lenny) Doroff has submitted his letter of intent to resign effective December 30, 2013.	
Options <input type="checkbox"/> Supporting Documentation enclosed	
Recommendation <input checked="" type="checkbox"/> The Todd County Board of Commissioners approves the following by Motion: The Todd County Board of Commissioners accepts Richard Doroff's resignation effective December 30, 2013.	
Financial Implications: \$	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"/> Erickson	<input type="checkbox"/> Erickson
<input type="checkbox"/> Failed	<input type="checkbox"/> Kircher	<input type="checkbox"/> Kircher
<input type="checkbox"/> Tabled	<input type="checkbox"/> Neumann	<input type="checkbox"/> Neumann

Signatures	
STATE OF MINNESOTA } COUNTY OF TODD }	
I, Karen Busch, County Auditor-Treasurer, 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	

RICHARD LEONARD (LENNY) DOROFF
24447 HOPE LANE
LONG PRAIRIE, MN 56347

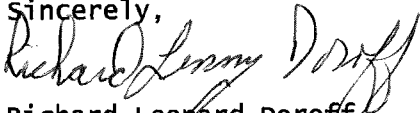
NOVEMBER 26, 2013

ATTENTION: KARLA NALEZNY

TODD COUNY
TODD COUNTY SOLID WASTE DEPARTMENT
LONG PRAIRIE, MN 56347

I, Richard Leonard (Lenny) Doroff hereby resign effective, end of day,
December 30, 2013.

Sincerely,


Richard Leonard Doroff

Todd County, MN Board Action Form

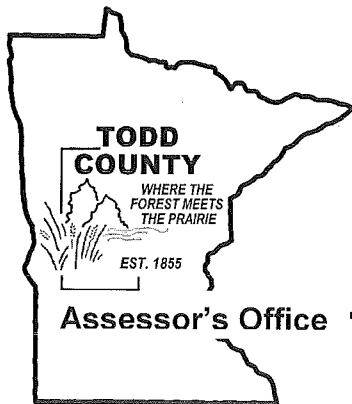


Action Requested	
<input checked="" type="checkbox"/> Action/Motion <input type="checkbox"/> Discussion <input type="checkbox"/> Information Item	<input type="checkbox"/> Report <input type="checkbox"/> Resolution <input type="checkbox"/> Other
Board Action Tracking Number (Admin use): 20131203-04	

Title (for publication with the Agenda): Todd County Assessor Retirement/Resignation	
Date of Meeting: December 3, 2013	Total time requested: 5 minutes
Department Requesting Action: Human Resources	
Presenting Board Action/Discussion at Meeting: Karla Nalezny	
Background <input checked="" type="checkbox"/> Supporting Documentation enclosed	
Charles Pelzer has submitted his letter of intent to resign effective December 30, 2013.	
Options <input type="checkbox"/> Supporting Documentation enclosed	
Recommendation <input checked="" type="checkbox"/> The Todd County Board of Commissioners approves the following by Motion:	
The Todd County Board of Commissioners accepts Charles Pelzer's resignation effective December 30, 2013.	
Financial Implications: \$	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"/> Erickson	<input type="checkbox"/> Erickson
<input type="checkbox"/> Failed	<input type="checkbox"/> Kircher	<input type="checkbox"/> Kircher
<input type="checkbox"/> Tabled	<input type="checkbox"/> Neumann	<input type="checkbox"/> Neumann

Signatures	
STATE OF MINNESOTA } COUNTY OF TODD }	
I, Karen Busch, County Auditor-Treasurer, 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	



Charles J. Pelzer
County Assessor
215 1st Avenue South, Suite 202
Long Prairie, MN 56347
chuck.pelzer@co.todd.mn.us
Phone: 320-732-4431

November 27, 2013

Todd County Board of Commissioners
Historic Courthouse
215 First Avenue South
Long Prairie, MN 56347

Dear Todd County Board of Commissioners:

I would like to inform the Board that I will be retiring from my position as Todd County Assessor with my last day of work on December 30, 2013.

Throughout my career at Todd County I have experienced many changes, both in the assessment field and in county government as a whole. I have served over 35 years in county government and have recently started my 25th year with Todd County as County Assessor.

I have enjoyed my years serving the taxpayers of Todd County and I would like to thank you as a board for your support throughout my career.

Sincerely,

A handwritten signature in cursive script that reads "Charles J. Pelzer". The signature is written in black ink and is positioned above the printed name and title.

Charles J. Pelzer
Todd County Assessor

Todd County, MN Board Action Form



Action Requested	
<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
Board Action Tracking Number (Admin use): 20131203-08	

Title (for publication with the Agenda): Discussion of Elected Officials and Appointed Position Resignations	
Date of Meeting: December 3, 2013	Total time requested: 1 Minute
Department Requesting Action: Administration	
Presenting Board Action/Discussion at Meeting: Auditor/Treasurer	
Background <input type="checkbox"/> Supporting Documentation enclosed	
Sheriff Pete Mikkelson, Auditor/Treasurer Karen Busch & Mark Blessing elected officials and Chuck Pelzer, appointed position have resigned from the County effective December 30, 2013	
Options <input checked="" type="checkbox"/> Supporting Documentation enclosed	
Approve, do not approve, table	
Recommendation <input type="checkbox"/> The Todd County Board of Commissioners approves the following by Motion:	
Discussion regarding replacing the Todd County Sheriff, Todd County Auditor, Todd Commissioner and Todd County Assessor	
Financial Implications: \$na	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"/> Erickson	<input type="checkbox"/> Erickson
<input type="checkbox"/> Failed	<input type="checkbox"/> Kircher	<input type="checkbox"/> Kircher
<input type="checkbox"/> Tabled	<input type="checkbox"/> Neumann	<input type="checkbox"/> Neumann

Signatures	
I, Karen Busch, Todd County Auditor/Treasurer, 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