

# TODD COUNTY BOARD OF COMMISSIONERS

*Minutes of the Meeting of the Todd County Board of Commissioners held on  
October 21, 2014*

## 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 21<sup>st</sup> day of October, 2014 at 9:00 AM. The meeting was called to order by Chairperson Kneisl. The meeting was opened with the Pledge of Allegiance. All Commissioners were present.

## Approval of Agenda

On motion by Becker and second by Erickson, 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 Kircher, the following motion was introduced and adopted by unanimous vote: To approve the October 7, 2014 Commissioner Board Meeting Minutes as read.

On motion by Erickson and second by Neumann, the following motion was introduced and adopted by unanimous vote: To approve the Commissioner Warrants number 38868 thru 39020 in the amount of \$106,335.37 and the Health & Human Services Commissioner Warrants in the amount of \$30,820.51.

On motion by Neumann and second by Becker, the following motion was introduced and adopted by unanimous vote: To approve setting the Truth in Taxation hearing date for November 25, 2014 to start at 6:00 p.m. in the County Commissioners Board Room.

## Public Works

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

### **TRANSFER OF EXCESS MUNICIPAL STATE AID CONSTRUCTION FUNDS TO REGULAR STATE AID CONSTRUCTION FUNDS**

WHEREAS, Minnesota Statute 162.08, Subdivision 4 (3d), provides that accumulated balances in excess of two years apportionments may be spent on projects located outside of municipalities under 5,000 population when approved solely by resolution of the county board, and;

WHEREAS, Counties having a Municipal State Aid Construction Fund Balance exceeding three years apportionments are subject to a penalty on future year apportionments, and;

WHEREAS, the current State Aid Municipal Construction Fund Account Balance indicates an excess amount of \$198,061, which would subject Todd County to a penalty reduction on the 2015 State Aid Apportionment.

NOW, THEREFORE BE IT RESOLVED, that the Todd County Board of Commissioners request that the Commissioner of Transportation transfer \$198,061 from the Todd County Municipal State Aid Construction Fund Account, in excess of the two years apportionment, into the Todd County Regular State Aid Construction Fund Account.

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

### **2014 Local Road Improvement Program (LRIP) Solicitation**

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WHEREAS, in 2014 the State Legislature approved two laws that appropriated \$54.356 million into the Local Road Improvement Program (LRIP) that was previously established in Minnesota Statute 174.52 , and;

WHEREAS, approximately \$14-\$15 million of those funds are eligible to be used on local projects that meet the requirements of the Routes of Regional Significance Account or the Rural Road Safety Account, and;

WHEREAS, the criteria used to select eligible local projects for these accounts are as follows:

1. The availability of other state, federal, and local funds.
2. The regional significance of the route.
3. The effectiveness of the proposed project in eliminating a transportation deficiency.
4. The number of persons who will be positively impacted by the project
5. The project's contribution to other local, regional, or state economic development or redevelopment efforts including livestock and other agricultural operations permitted after the effective date of this section.
6. The ability of the local unit of government to adequately provide safe operation and maintenance of the facility upon project completion.

and;

WHEREAS, the Public Works Department has determined that a future 2016 pavement preservation project located on County State Aid Highway #10, from County State Aid Highway #37 to Trunk Highway #71, known as SAP 077-610-010 meets all the funding criteria and should be considered the County's best project to submit an application for funding through the Local Road Improvement Program. NOW, THEREFORE BE IT RESOLVED, that the Todd County Board of Commissioners does hereby support the Public Works Department's recommendation above and directs the County Engineer to submit all necessary application documents for SAP 077-610-010 to the Minnesota Department of Transportation for consideration of additional funding through the Local Road Improvement Program.

## **Planning & Zoning**

On motion by Neumann and second by Erickson, the following motion was introduced and adopted by majority vote with Becker and Kircher voting against: Conditional Use Permit to construct and operate a private school for up to 30 students. School will not have running water and will be serviced by outhouse. Use Permit is required for schools located in Ag/Forestry-1 zoning. Owners: Samuel and Anna Borntreger. Parcel #13-0020100. (80 acres) NW4 NE4 & SW4 NE4, Section 21, Twp 130, Range 34, Iona Township, Todd County. Granted on the condition a compliant septic design with minimum 300 gallon holding tank be submitted prior to school building permit issuance.

On motion by Erickson and second by Neumann, the following motion was introduced and adopted by unanimous vote: Conditional Use Permit to operate a sawmill. Site to be located to the south of the existing home. A 54x30 ft building will be constructed for the business. Use Permit is required for a commercial business located in Ag/Forestry District. Owners: Amos & Mary Miller. Site address 38252 157<sup>th</sup> Avenue, Eagle Bend, MN 56446. Parcel #28-0000400. (20 acres) S 822 ft of W 1060 ft of NE4 SW4, Section 1, Twp 131, Range 35, Wykeham Township, Todd County. Granted as per application with

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condition applicant present a completed MPCA Industrial Stormwater Multi-Sector General Permit application to P&Z staff prior to permitting.

## Solid Waste

On motion by Erickson and second by Becker, the following motion was introduced and adopted by unanimous vote: To approve to sell 7 used 40 yard closed top containers at \$800 each and 8 used 20 yard closed top containers at \$500 each to Crow Wing Recycling

On motion by Becker and second by Neumann, the following motion was introduced and adopted by unanimous vote: To approve to sell 1 20 yard container open top container to Thane Schultz in the amount of \$525.00

On motion by Kircher and second by Neumann, the following motion was introduced and adopted by unanimous vote: To reject the bid from Bob LeFavor for the 40 yard closed top containers and 8-20 yard closed top containers, and 20 yard open top containers.

On motion by Kircher and second by Becker, the following motion was introduced and adopted by unanimous vote: To approve to advertise the 3 remaining containers for scrap metal.

The resolution setting Solid Waste Fees for 2015 failed for lack of motion.

On motion by Kircher and second by Erickson, the following motion was introduced and adopted by majority vote with Neumann voting against: To approve ordering forklift from Bennett Material Handling Inc. in the amount of 36,550.00 plus forks for the cost of \$175.00. Discussion was then held to advertise to sell the old forklift instead of trade in for the price of \$1,300.00

## Custodial Department

On motion by Erickson and second by Kircher, the following motion was introduced and adopted by unanimous vote: To approve the hire of Rhonda Gould Cleaning Services, taking out the wording in the 4<sup>th</sup> paragraph - (if available). The contract would be for the first year \$1,300 per month for the first 12 months, \$1,387.00 per month for the second 12 months and 1,474.00 per month for the last 12 months. Addition hours would be at \$17.00 per hour. The floors and other areas will be checked daily to see if additional cleaning is required to the maximum of 4 hours per day.

## Ditch & Ag Inspector

On motion by Becker and second by Kircher, the following motion was introduced and adopted by unanimous vote: To acknowledge Receipt of HHA petition from Lonny Killian for ditch maintenance on CD20 located in Staples Twp section 25.

## MIS Department

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

**A RESOLUTION TO APPROVE UPDATED POLICY REGARDING OFFICIAL COUNTY USE OF SOCIAL MEDIA**

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WHEREAS, the Todd County Board of Commissioners adopted a resolution on January 17, 2012, allowing a presence on social media websites to provide an additional method for the County to engage with interested citizens, and;

WHEREAS, the Board continues to recognize that social media can be a valuable tool, and an efficient method to not only deliver information to interested citizens but also interact and gain feedback, and;

WHEREAS, a change to the current Social Media Policy will allow for an enhanced use of social media and further the goals for delivering information and interacting with citizens.

NOW, THEREFORE BE IT RESOLVED, that Todd County Board of Commissioners approve the proposed changes to the current Social Media Policy of Todd County as presented, allowing delivery of information and interacting with citizens, and;

BE IT FURTHER RESOLVED, the following policy be adopted as the Social Media Policy of Todd County effective immediately.

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### SOCIAL MEDIA POLICY

#### **I. PURPOSE**

To address the fast changing landscape of the Internet and other technology-based social media platforms, as well as the evolving way society communicates, County Departments and Offices may want to utilize social media as a means to reach a broader audience. Todd County encourages the use of Social Media to further the goals of the County and the missions of its departments, when and where use is appropriate.

This document establishes countywide use policies intended to mitigate associated risks from the use of social media technology where possible. This policy applies to all Todd County employees, elected officials, approved volunteers, consultants, service providers and contractors performing business on behalf of the County.

#### **II. RESPONSIBILITY**

Within the terms of this policy, Department Directors have authority to determine and establish work related social media activity at the department program level. Prior to the use of any and all social media technologies, the Todd County MIS Department shall be notified so as to assist with the procedures intended to mitigate associated risks from the use of the intended site and/or technology. Todd County shall maintain social media procedures related to implementation of this policy and shall update these as needed.

#### **III. DEFINITIONS**

Social Media is an umbrella term that defines the various activities that integrate technology, social interaction, and content creation. Specifically, social media is defined as websites and applications that enable users to create and share content or to participate in social networking. Every form of social media may not be appropriate for use by County departments.

#### **IV. POLICY**

A. Department use of social media technology shall conform to this policy as well as all other applicable county policies, protocols, and procedures.

B. A Department Director's decision to utilize social media shall consider the department's mission and goals, audience, technical capabilities, potential benefits, and potential costs or risks. Department Directors are responsible for determining who is authorized to use social media on behalf of the department, and for designating appropriate access levels.

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- C. Department Directors are responsible for establishing and maintaining content posted to social media sites and shall have measures in effect to prevent inappropriate or technically harmful information or links. The same standards, principles, and guidelines that apply to Todd County employees in the performance of their assigned duties apply to employee social media technology usage.
  - D. Access to social media networks from within the County's technical infrastructure shall be limited to individuals performing official County business and to departments with sufficient information and technology security controls. Employees are prohibited from unauthorized access to their personal social media sites or conduct of private social communications through the County network.
  - E. Departments shall only utilize County approved social media networks for hosting official County social media sites. Approved social media networks are listed under the Addendum section of this policy.
  - F. Todd County's website ([www.co.todd.mn.us](http://www.co.todd.mn.us)) will remain the County's primary and predominant Internet presence. Whenever possible, content posted to County of Todd social media sites shall also be made available on the County's primary website. Whenever possible, content posted to the Todd County's social media sites should contain links directing users back to the County's primary website for in-depth information, forms, documents or online services necessary to conduct business with the County of Todd.
  - G. Department social media sites shall be created and maintained in accordance with Todd County policies with consistent and identifiable characteristics of an official Todd County site, including the Todd County logo with a link to Todd County's website.
  - H. Todd County's social media sites are subject to State of Minnesota public records laws. Any content maintained in a social media format that is related to County business, including a list of subscribers and posted communication, is a public record and subject to a data retention schedule.
  - I. 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.
  - J. Wherever possible, all social media sites used by a Department shall clearly indicate that any articles and any other content posted or submitted for posting are subject to public disclosure. Users shall be notified that public disclosure requests must be directed to the relevant Responsible Authority as designated by County Board of Commissioners.
- V. **DISCIPLINE**
- A. The County and its designated officials may monitor content on each of the social media sites to ensure adherence to the Social Media Policy for appropriate use, message and branding consistent with the goals of Todd County.
  - B. Violation of this policy may result in the removal of pages from social media outlets. The County retains the authority to remove information without prior notification to the Department or employee.

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- C. Employee violation of the Social Media Policy may result in disciplinary action up to and including discharge from employment.

## VI. ADDENDUM

- A. The Todd County Social Media Policy states departments shall only utilize County approved social media networks for hosting official County social media sites.

- B. Social media sites that have been approved are listed below:

1. Facebook
2. Youtube
3. Twitter

- C. Additions to this list require County Board review and approval.

Commissioner Neumann suggested the Board bring this subject to the next work session to assign a social media/technology committee to oversee this subject.

### Commissioners'

On motion by Neumann and second by Becker, the following motion was introduced and adopted by unanimous vote: To approve having the law firm Madden, Galanter, Hansen, LLP attend the next work session on labor attorney representation.

### Auditor Treasurer Report

October 15 was tax collection time and the County received \$8,378,607.46. The Auditor Treasurer needs two Commissioners to canvass for the November election. This will be held November 7, 2014 at 9:00 a.m. in the Commissioner's Office/Board Room. Commissioners Becker and Erickson volunteered to help with the canvassing. Absentee voting totals are 425 so far and the next 2 weeks there will be close to 1000. The office will be open November 1<sup>st</sup> from 10:00 am – 3 pm for absentee voting. The Board of Health Meeting will be held October 31, 2014 at the Wadena Pizza Ranch at 9:00 a.m. Rainbow Rider Ambassador meeting will be held November 5, 2014 at 9:00 in the County Board Room. The Auditor Treasurer will add the Social Media Committee subject and Labor Attorney representation to the next work session.

### Closed Session

On motion by Becker and second by Neumann, the Todd County Commissioners' Meeting was recessed and went into closed session at 10:03 am with Labor Attorney Kristi Hastings present for employee Karla Nalezny's evaluation.

On motion by Kircher and second by Becker, the Todd County Commissioners Meeting was resumed at 10:58 am. Summary of meeting will be announced at the next Commissioner Meeting.

### Commissioner's Report

Neumann announced the playground equipment will be delivered to Battle Point Park for phase I installation. The Corrections Advisory Committee will meet at the Eagle Bend City Hall November 5, 2014 at 1:00 pm.

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On motion by Becker and second by Kircher the meeting was adjourned for the month of October, 2014.

## Commissioner Warrants

Vendor	Amount
GOODYEAR WHOLESAL TIRE	5,310.54
MCCC, MI33	4,771.06
MORRIS ELECTRONICS	3,177.60
NORTHERN STAR COOP	3,910.38
STAPLES WORLD	2,468.64
TRIMIN SYSTEMS INC	3,120.00
TRUENORTH STEEL	33,208.64
WEST CENTRAL TECH SERVICE AREA	2,000.00
WOLTERS BODY SHOP	3,809.33
Payments less than 2000	44,559.18
<b>Final Total</b>	<b>106,335.37</b>

## HHS Commissioner Warrants

# 878 Foster Care Provider	2,892.65
# 1477 Foster Care Provider	2,192.40
# 10746 Foster Care Provider	4,515.60
# 12490 Foster Care Provider	4,203.10
Payments less than 2000	17,016.76
<b>Final Total</b>	<b>30,820.51</b>

On a motion by Becker and second by Kircher, the preceding minutes of the County Board meeting held October 21, 2014 were duly approved by a unanimous vote of the Todd County Board of Commissioners at the Regular Board Meeting held on November 4, 2014.

Witness my hand and seal:

  
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Gary Knösl, County Board Chairperson

  
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Denise Gaida, Todd County Auditor-Treasurer