

TODD COUNTY BOARD OF COMMISSIONERS

Regular Board Meeting Agenda

Date: January 5, 2016

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	
3	Amendments to the Agenda	9:02
4	Board Organization	9:03
4.1	Establish Board Chair	
4.2	Establish Board Vice-Chair	
5	Todd-Wadena Community Corrections	9:05
5.1	Executive Committee Board	
5.2	Advisory Board	
6	Potential Consent Items	9:10
6.1	Approve Auditor Warrants	
6.2	Set Board Meeting Dates	
6.3	Designate Official Newspaper	
6.4	Designate Extra Publication Newspaper	
6.5	Committee Appointments	
6.6	Transfer Dare Funds to CAD Program	
6.7	Todd County Public Defender Contract	
7	Sheriff's Department	9:30
7.1	Advertise In-house FT Deputy	
7.2	Hire PT Jailor/Dispatcher - Renee Wenner	
8	SWCDD	9:45
8.1	Request to Hire GIS Layer Assistant	
9	Health & Human Services	9:50
9.1	Hire for Licensing Supervision	
9.2	Appoint Office Support Specialist	
9.3	Appoint Eligibility Worker (1)	
9.4	Appoint Eligibility Worker (2)	
9.5	Resignation of Support Enforcement Aide	
9.6	Request to Hire Support Enforcement Aide	
9.7	Approve 2016 Tobacco Licenses	
	Standing Reports	
	Auditor Treasurer Report	
	Commissioners' Report	

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): 20160105-14	

Title (for publication with the Agenda): Appointment of Board Chair	
Date of Meeting: January 5, 2016	Total time requested: 5 min
Department Requesting Action: Board	
Presenting Board Action/Discussion at Meeting: Board	
Background <input checked="" type="checkbox"/> Supporting Documentation enclosed	
It is customary for Todd County Board members to serve as chair of the board in rotation. If the Commissioners choose to follow the traditional method, Commissioner _____ will be Board Chair for 2016.	
Options <input type="checkbox"/> Supporting Documentation enclosed	
Recommendation <input checked="" type="checkbox"/> The Todd County Board of Commissioners approves the following by Motion:	
Appointment of Commissioner _____ as the Chairperson of the Todd County Board of Commissioners for 2016.	
Financial Implications: \$	Comments
Funding Source:	
Budgeted: <input type="checkbox"/> Yes <input type="checkbox"/> No	

Action	Voting in Favor	Voting Against
Motion:	<input type="checkbox"/> Kneisl	<input type="checkbox"/> Kneisl
Second:	<input type="checkbox"/> Kircher	<input type="checkbox"/> Kircher
<input type="checkbox"/> Passed	<input type="checkbox"/> Erickson	<input type="checkbox"/> Erickson
<input type="checkbox"/> Failed	<input type="checkbox"/> Neumann	<input type="checkbox"/> Neumann
<input type="checkbox"/> Tabled	<input type="checkbox"/> Becker	<input type="checkbox"/> Becker

Signatures	
STATE OF MINNESOTA } COUNTY OF TODD }	
I, Denise Gaida, 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, 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): 20160105-15	

Title (for publication with the Agenda): Appoint Vice Chairperson	
Date of Meeting: January 5, 2016	Total time requested: 5 min
Department Requesting Action: Board	
Presenting Board Action/Discussion at Meeting: Board	
Background <input checked="" type="checkbox"/> Supporting Documentation enclosed	
It is customary for Todd County Board members to serve as chair of the board in rotation. If the Commissioners choose to follow the traditional method, Commissioner _____ will be Vice-Chair for 2016	
Options <input type="checkbox"/> Supporting Documentation enclosed	
Recommendation <input checked="" type="checkbox"/> The Todd County Board of Commissioners approves the following by Motion:	
Appointment of Commissioner _____ as the Vice-Chairperson of the Todd County Board of Commissioners for 2016.	
Financial Implications: \$None	Comments
Funding Source:	
Budgeted: <input type="checkbox"/> Yes <input type="checkbox"/> No	

Action	Voting in Favor	Voting Against
Motion:	<input type="checkbox"/> Kneisl	<input type="checkbox"/> Kneisl
Second:	<input type="checkbox"/> Kircher	<input type="checkbox"/> Kircher
<input type="checkbox"/> Passed	<input type="checkbox"/> Erickson	<input type="checkbox"/> Erickson
<input type="checkbox"/> Failed	<input type="checkbox"/> Neumann	<input type="checkbox"/> Neumann
<input type="checkbox"/> Tabled	<input type="checkbox"/> Becker	<input type="checkbox"/> Becker

Signatures	
STATE OF MINNESOTA } COUNTY OF TODD }	
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Seal	

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): 20160105-10	

Title (for publication with the Agenda): Approve Advisory Board and Executive Committee	
Date of Meeting: 1/5/2016	Total time requested: 5 min at start of meeting
Department Requesting Action: Todd-Wadena Community Corrections	
Presenting Board Action/Discussion at Meeting: Kathy Langer	
Background <input checked="" type="checkbox"/> Supporting Documentation enclosed	
Options <input type="checkbox"/> Supporting Documentation enclosed	
Recommendation <input checked="" type="checkbox"/> The Todd County Board of Commissioners approves the following by Motion:	
To approve Advisory Board and Executive Committee	
Financial Implications: \$	Comments
Funding Source:	
Budgeted: <input type="checkbox"/> Yes <input type="checkbox"/> No	

Action	Voting in Favor	Voting Against
Motion:	<input type="checkbox"/> Kircher	<input type="checkbox"/> Kircher
Second:	<input type="checkbox"/> Becker	<input type="checkbox"/> Becker
<input type="checkbox"/> Passed	<input type="checkbox"/> Erickson	<input type="checkbox"/> Erickson
<input type="checkbox"/> Failed	<input type="checkbox"/> Neumann	<input type="checkbox"/> Neumann
<input type="checkbox"/> Tabled	<input type="checkbox"/> Kneisl	<input type="checkbox"/> Kneisl

Signatures	
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Seal	

RESOLUTION

WHEREAS,

The Todd County Board of Commissioners and the Wadena County Board of Commissioners, on November 16, 2015, reviewed the 2016-2017 Comprehensive Community Corrections Plan and 2016 Budget for Todd and Wadena Community Corrections and

WHEREAS,

The Todd County Board of Commissioners and the Wadena County Board of Commissioners annually enter into this joint powers agreement and;

WHEREAS,

In compliance with the regulations contained in the Community Corrections Plan, it is required that membership of the Executive Committee be confirmed by the Todd and Wadena Counties Boards of Commissioners and the Community Corrections Advisory Board for Todd and Wadena Counties.

THEREFORE,

IT IS RESOLVED that the members of the Executive Committee are appointed as follows:

1. _____, Todd County Commissioner.
2. _____, Todd County Commissioner.
3. _____, Wadena County Commissioner.
4. _____, Wadena County Commissioner.
5. Jane Gustafson, Chairperson of the Community Corrections Advisory Board.
6. Naomi Moyer, Vice-Chairperson of the Community Corrections Advisory Board from Todd County.
7. Honorable Sally Ireland Robertson, Todd and Wadena Counties District Court Judge.

BE IT FURTHER JOINTLY RESOLVED, the Todd and Wadena Counties Boards of Commissioners vest authority in the Executive Committee, by this resolution, to implement and maintain the Comprehensive Community Corrections Plan for Todd and Wadena Counties.

IN TESTIMONY WHEREOF THE TODD COUNTY BOARD OF COMMISSIONERS has caused this resolution to be adopted this 5th day of January, 2016.

ATTEST: TODD COUNTY BOARD OF COMMISSIONERS

Todd County Auditor By _____
Chairperson

IN TESTIMONY WHEREOF THE WADENA COUNTY BOARD OF COMMISSIONERS has caused this resolution to be adopted this 5th day of January, 2016.

ATTEST: WADENA COUNTY BOARD OF COMMISSIONERS

_____ By _____

Wadena County Auditor

Chairperson

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): 20160105-09	

Title (for publication with the Agenda): Yearly Joint Powers Agreement	
Date of Meeting: 1/5/2016	Total time requested: 5 min at start of meeting
Department Requesting Action: Todd-Wadena Community Corrections	
Presenting Board Action/Discussion at Meeting: Kathy Langer	
Background <input checked="" type="checkbox"/> Supporting Documentation enclosed	
Options <input type="checkbox"/> Supporting Documentation enclosed	
Recommendation <input checked="" type="checkbox"/> The Todd County Board of Commissioners approves the following by Motion: To approve Yearly Joint Powers Agreement.	
Financial Implications: \$	Comments
Funding Source:	
Budgeted: <input type="checkbox"/> Yes <input type="checkbox"/> No	

Action	Voting in Favor	Voting Against
Motion:	<input type="checkbox"/> Kircher	<input type="checkbox"/> Kircher
Second:	<input type="checkbox"/> Becker	<input type="checkbox"/> Becker
<input type="checkbox"/> Passed	<input type="checkbox"/> Erickson	<input type="checkbox"/> Erickson
<input type="checkbox"/> Failed	<input type="checkbox"/> Neumann	<input type="checkbox"/> Neumann
<input type="checkbox"/> Tabled	<input type="checkbox"/> Kneisl	<input type="checkbox"/> Kneisl

Signatures	
STATE OF MINNESOTA } COUNTY OF TODD }	
I, Denise Gaida, 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

RESOLUTION

WHEREAS,

The Todd County Board of Commissioners and the Wadena County Board of Commissioners, on May 4, 1974, and on May 5, 1974, respectively, duly caused a resolution to be adopted wherein they declared it their intention to the State of Minnesota, pursuant to Minnesota Laws of 1973, Chapter 401, to participate in the Community Corrections Act subject to the preparation and approval of a comprehensive plan by the Counties of Todd and Wadena and the Commissioner of Corrections for the State of Minnesota and

THEREFORE,

IT IS RESOLVED pursuant to the revision of said law, that the following persons are hereby appointed by the Chairperson of each County Board of Commissioners, with the advice and consent of each, to the Community Corrections Advisory Board.

1. Serving in the capacity of Citizen Member shall be Mark Hepokoski.
2. Serving in the capacity of Citizen Member shall be Naomi Moyer.
3. Serving in the capacity of Citizen Member shall be Gail Honek.
4. Serving in the capacity of Victim Services shall be Connie Nelson.
5. Serving in the capacity of Todd County Commissioner shall be
6. Serving in the capacity of Todd County Commissioner shall be
7. Serving in the capacity of Wadena County Commissioner shall be
8. Serving in the capacity of Wadena County Commissioner shall be
9. Serving in the capacity of District Court Judge shall be Honorable Sally Ireland Robertson.
10. Serving in the capacity of Prosecuting Attorney shall be Jane Gustafson.
11. Serving in the capacity of Prosecuting Attorney shall be Kyra Ladd.
12. Serving in the capacity of Public Defender shall be Timothy Churchwell.
13. Serving in the capacity of Public Defender shall be Ryan Ries.
14. Serving in the capacity of Police Chief shall be Melissa Birkholtz.
15. Serving in the capacity of Wadena County Sheriff shall be Michael D. Carr.
16. Serving in the capacity of Todd County Sheriff shall be Don Asmus.
17. Serving in the capacity of Health Professional shall be Cindy Pederson.
18. Serving in the capacity of Social Services Representative shall be Mike Willie.
19. Serving in the capacity of Educational Administrator shall be Patrick Sutlief.
20. Serving in the capacity of Corrections Agent shall be Shannon Suderman.
21. Serving in the capacity of Correctional Administrator shall be Katherine Langer.

IN TESTIMONY WHEREOF THE TODD COUNTY BOARD OF COMMISSIONERS has caused this resolution to be adopted this 5th day of January, 2016.

ATTEST:

TODD COUNTY BOARD OF COMMISSIONERS

Todd County Auditor

By _____
Chairperson

IN TESTIMONY WHEREOF THE WADENA COUNTY BOARD OF COMMISSIONERS has caused this resolution to be adopted this 5th day of January, 2016.

ATTEST:

WADENA COUNTY BOARD OF COMMISSIONERS

Wadena County Auditor

By _____
Chairperson

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): Approve Auditor Warrants	
Date of Meeting: 1/5/2016	Total time requested: 5 min
Department Requesting Action: Auditor Treasurer Office	
Presenting Board Action/Discussion at Meeting: Denise Gaida	
Background <input checked="" type="checkbox"/> Supporting Documentation enclosed	
Printout sent to Commissioners	
Options <input type="checkbox"/> Supporting Documentation enclosed	
Recommendation <input checked="" type="checkbox"/> The Todd County Board of Commissioners approves the following by Motion:	
To Approve the Auditor Warrants number 226473 thru 226623 in the amount of \$616,014.68.	
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"/> Becker	<input type="checkbox"/> Becker
Second:	<input type="checkbox"/> Erickson	<input type="checkbox"/> Erickson
<input type="checkbox"/> Passed	<input type="checkbox"/> Neumann	<input type="checkbox"/> Neumann
<input type="checkbox"/> Failed	<input type="checkbox"/> Kneisl	<input type="checkbox"/> Kneisl
<input type="checkbox"/> Tabled	<input type="checkbox"/> Kircher	<input type="checkbox"/> Kircher

Signatures STATE OF MINNESOTA } COUNTY OF TODD } I, Denise Gaida, 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
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Auditor Warrants	Amount
AMERICAN HERITAGE	10,348.09
CENTERPOINT ENERGY	3,413.17
CHAFFIN CONSTRUCTION & REMODELING	3,675.00
HOST EXTERIOR INC	2,475.00
STAPLES ADVANTAGE	2,604.97
STOECKEL JAHNER INC	11,220.00
US POSTAL SERVICE	2,000.00
Payments less than 2000	9,201.06
BERSCHEIT/MARK	67,944.88
CARD SERVICES COBORNS	2,769.53
GOULD/RHONDA M	2,412.00
HAUER/JOSH	7,710.63
MADDEN GALANTER HANSEN, LLP	6,182.79
MINNESOTA POWER & LIGHT	14,569.02
NORTHERN BUSINESS PRODUCTS	10,520.00
PETERS & CHURCHWELL	3,485.00
WONDERLICH/SCOTT	3,240.00
Payments less than 2000	16,355.49
COMPASS MINERALS AMERICA	16,006.89
PHEASANTS FOREVER	10,728.48
RURAL MN CEP INC	21,753.19
TODD CO AGRICULTURAL SOC.	10,136.82
US POSTAL SERVICE	5,808.70
VERIZON	4,094.04
ZAYO ENTERPRISE NETWORKS	3,256.67
Payments less than 2000	6,711.11
AMERICAN HERITAGE BANK	34,006.95
COMPUTER PROFESSIONALS	4,275.88
FLEET SERVICES/WEX BANK	3,939.67
GENE-O'S COUNTRYSIDE REST LLC	6,819.38
LONG PRAIRIE SANITATION INC	3,182.15
MN DEPT OF FINANCE	5,091.50
MORRISON COUNTY	12,702.95
Prairie Lakes Municipal Solid Waste Auth	58,502.64
RESOURCE TRAINING AND SOLUTIONS	202,438.50
TODD CO AUD-TREAS	11,076.00
TODD COUNTY DAC	4,797.00
Payments less than 2000	10,559.53
Final Total	616,014.68

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): 20160105-20	

Title (for publication with the Agenda): Set Meeting Dates and Times	
Date of Meeting: January 5, 2016	Total time requested: 5 min
Department Requesting Action: Auditor Treasurer	
Presenting Board Action/Discussion at Meeting: Board Chair	
Background <input checked="" type="checkbox"/> Supporting Documentation enclosed	
Options <input type="checkbox"/> Supporting Documentation enclosed	
Recommendation <input checked="" type="checkbox"/> The Todd County Board of Commissioners approves the following by Motion:	
Financial Implications: \$	Comments
Funding Source:	
Budgeted: <input type="checkbox"/> Yes <input type="checkbox"/> No	

Action	Voting in Favor	Voting Against
Motion:	<input type="checkbox"/> Becker	<input type="checkbox"/> Becker
Second:	<input type="checkbox"/> Erickson	<input type="checkbox"/> Erickson
<input type="checkbox"/> Passed	<input type="checkbox"/> Neumann	<input type="checkbox"/> Neumann
<input type="checkbox"/> Failed	<input type="checkbox"/> Kneisl	<input type="checkbox"/> Kneisl
<input type="checkbox"/> Tabled	<input type="checkbox"/> Kircher	<input type="checkbox"/> Kircher

Signatures	
STATE OF MINNESOTA } COUNTY OF TODD }	
I, Denise Gaida, 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, MN Board Action Form



Action Requested	
<input 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): 20160105-13	

Title (for publication with the Agenda): Designate Official Newspaper	
Date of Meeting: January 5, 2016	Total time requested: 5 min
Department Requesting Action: Auditor-Treasurer	
Presenting Board Action/Discussion at Meeting: Denise	
Background <input type="checkbox"/> Supporting Documentation enclosed	
Per Minnesota Statute Chapter 375.12 requires that annual letting of bids for publication of official proceedings of the County Board.	
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 attached resolution designating the Official Newspaper for 2016 as the _____ with the bid of \$ _____ per column inch.	
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"/> Kneisl	<input type="checkbox"/> Kneisl
Second:	<input type="checkbox"/> Kircher	<input type="checkbox"/> Kircher
<input type="checkbox"/> Passed	<input type="checkbox"/> Erickson	<input type="checkbox"/> Erickson
<input type="checkbox"/> Failed	<input type="checkbox"/> Neumann	<input type="checkbox"/> Neumann
<input type="checkbox"/> Tabled	<input type="checkbox"/> Becker	<input type="checkbox"/> Becker

Signatures	
STATE OF MINNESOTA } COUNTY OF TODD }	
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Seal	

TODD COUNTY BOARD OF COMMISSIONERS

A RESOLUTION DESIGNATING AN OFFICIAL NEWSPAPER

2016

WHEREAS, Minnesota Statutes Chapter 375.12 requires the annual letting of bids for publication of official proceedings of the County Board and similar statutes require the publication of delinquent tax lists, County Financial Statements, and local transportation project bid advertisements, and;

WHEREAS, pursuant to advertisement bids were opened to be designated as the official newspaper for Todd County on January 5, 2016.

NOW, THEREFORE BE IT RESOLVED, that the Todd County Board of Commissioners accept the bid from _____, with a bid of \$ _____ per column inch to be the Official Newspaper for the year 2016 and;

BE IT FURTHER RESOLVED, that the Todd County website (www.co.todd.mn.us) be also designated as an official publication for all statutory requirements.

Todd County, MN Board Action Form



Action Requested	
<input 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): 20160105-12	

Title (for publication with the Agenda): Designate Extra Publication	
Date of Meeting: January 5, 2016	Total time requested: 5 min
Department Requesting Action: Auditor-Treasurer	
Presenting Board Action/Discussion at Meeting: Denise	
Background <input type="checkbox"/> Supporting Documentation enclosed	
Per Minnesota Statute Chapter 375.12 requires that annual letting of bids for extra publication of the official proceedings of the County Board.	
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 attached resolution designating the Extra Publication Newspaper for 2016 to the @ per column inch.	
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"/> Kneisl	<input type="checkbox"/> Kneisl
Second:	<input type="checkbox"/> Kircher	<input type="checkbox"/> Kircher
<input type="checkbox"/> Passed	<input type="checkbox"/> Erickson	<input type="checkbox"/> Erickson
<input type="checkbox"/> Failed	<input type="checkbox"/> Neumann	<input type="checkbox"/> Neumann
<input type="checkbox"/> Tabled	<input type="checkbox"/> Becker	<input type="checkbox"/> Becker

Signatures	
STATE OF MINNESOTA } COUNTY OF TODD }	
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Seal	

TODD COUNTY BOARD OF COMMISSIONERS

A RESOLUTION DESIGNATING AN EXTRA PUBLICATION NEWSPAPER

2016

WHEREAS, Minnesota Statutes Chapter 375.12 requires the annual letting of bids for publication of official proceedings of the County Board and similar statutes require the publication of delinquent tax lists, County Financial Statements, and local transportation project bid advertisements, and;

WHEREAS, pursuant to advertisement bids were opened to be designated as the extra publication newspaper for Todd County on January 5, 2016.

NOW, THEREFORE BE IT RESOLVED, that the Todd County Board of Commissioners accept the bid from _____ with a bid of \$ _____ per column inch to be the Extra Publication Newspaper for the year 2016.

Todd County, MN Board Action Form



Action Requested	
<input 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): 20160105-	

Title (for publication with the Agenda): Committee Appointments	
Date of Meeting: January 5, 2016	Total time requested: 5 min
Department Requesting Action: Commissioners	
Presenting Board Action/Discussion at Meeting: Board Chair	
Background <input checked="" type="checkbox"/> Supporting Documentation enclosed	
See Resolution	
Options <input type="checkbox"/> Supporting Documentation enclosed	
Recommendation <input checked="" type="checkbox"/> The Todd County Board of Commissioners approves the following by Motion:	
To approve attached resolution with changes made	
Financial Implications: \$None	Comments
Funding Source:	
Budgeted: <input type="checkbox"/> Yes <input type="checkbox"/> No	

Action	Voting in Favor	Voting Against
Motion:	<input type="checkbox"/> Kneisl	<input type="checkbox"/> Kneisl
Second:	<input type="checkbox"/> Kircher	<input type="checkbox"/> Kircher
<input type="checkbox"/> Passed	<input type="checkbox"/> Erickson	<input type="checkbox"/> Erickson
<input type="checkbox"/> Failed	<input type="checkbox"/> Neumann	<input type="checkbox"/> Neumann
<input type="checkbox"/> Tabled	<input type="checkbox"/> Becker	<input type="checkbox"/> Becker

Signatures	
STATE OF MINNESOTA } COUNTY OF TODD }	
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Seal	

TODD COUNTY BOARD OF COMMISSIONERS

A RESOLUTION ESTABLISHING COMMISSIONER COMMITTEE ASSIGNMENTS FOR

2016

WHEREAS, County Commissioners have wide ranging and diverse responsibilities, and;

WHEREAS, it is necessary for Commissioners to be assigned to Committees for the purposes of advocating for the County, and to effectively complete the work of the County.

NOW, THEREFORE BE IT RESOLVED, that the attached Committee Roster (Attachment A) is hereby adopted as the County Commissioners' Committee Roster for 2016.

Todd County Commissioner Committee Assignments 2016

Board Chairperson	Becker				
Board Vice Chairman	Erickson				
County Board Board Meetings	1st and 3rd Tuesday 9:00 a.m., In the Commissioner's Board Room				
County Board Work Sessions					
2016 All Commissioner Committee Assignments	District 1	District 2	District 3	District 4	District 5
AMC Delegates	B. Becker	G. Kneisl	R. Erickson	D. Kircher	R. Neumann
Gov't Building Task Force Committee	B. Becker	G. Kneisl	R. Erickson	D. Kircher	R. Neumann
County Road Inspection Committee	B. Becker	G. Kneisl	R. Erickson	D. Kircher	R. Neumann
Negotiations Committee	B. Becker	G. Kneisl	R. Erickson	D. Kircher	R. Neumann
Finance Committee					
3 Co. Morrison, Todd, Wadena Board of Health	B. Becker	G. Kneisl	R. Erickson	D. Kircher	R. Neumann
MN Rural Counties Caucus		G. Kneisl-Alt		D. Kircher	
Strategic and Efficient Government Committees					
SAM - Strategic and Efficient Government Committee	B. Becker			D. Kircher	
Leadership Team Committee	B. Becker			D. Kircher	
Personnel Committee	B. Becker			D. Kircher	
Insurance Committee					R. Neumann
AMC District 4 Policy Committee			R. Erickson	D. Kircher	
Joint Ditch 5 & 8, to be established in 2005	B. Becker	G. Kneisl	R. Erickson		
Safety/OSHA Committee/Facilities	B. Becker		R. Erickson		
Wellness Committee				D. Kircher	
Compliance Fund Committee				D. Kircher	
Community Growth Committees					
SAM - Community Growth Committee		G. Kneisl		D. Kircher	
Co. Parks & Trails Committee			R. Erickson		R. Neumann
Airport Commission - Long Prairie			R. Erickson		R. Neumann
Airport Commission - Staples	B. Becker	G. Kneisl			
Region 5 Development Committee	B. Becker	G. Kneisl-Alt			
Todd County Development Corp Liaison		G. Kneisl		D. Kircher	
JD 2		G. Kneisl			R. Neumann
Livestock Advisory Committee		G. Kneisl		D. Kircher	
Transit Advisory Committee/Rainbow Rider Joint Powers/Ambassador	B. Becker			D. Kircher	
Transit Advisory Committee/Friendly Rider Joint Powers	B. Becker	G. Kneisl - Alt			
Environmental Resources Committees					

Todd County Commissioner Committee Assignments 2016

SAM - Environmental Resources Committee		G. Kneisl	R. Erickson		
Planning Commission and Variance Liaison		G. Kneisl-Alt	R. Erickson		
Soil & Water Liaison			R. Erickson-Alt		R. Neumann
Solid Waste Joint Powers Board		G. Kneisl			R. Neumann-Alt
Recycling Committee		G. Kneisl			
Water Plan Committee (Todd County) - Sauk River Watershed			R. Erickson		R. Neumann
County Noxious Weed Appeal Committee/AIS				D. Kircher	R. Neumann
Community Engagement Committees					
AIS - Sauk River Watershed			R. Erickson-Alt		R. Neumann
SAM - Community Engagement Committee	B. Becker				R. Neumann
Fair Board Committee	B. Becker - Alt	G. Kneisl			R. Neumann - Alt
Great River Regional Library		G. Kneisl-Alt		D. Kircher	
Extension Committee	B. Becker - Alt		R. Erickson		R. Neumann - Alt
Todd Co. Expo Bldg Review Committee			R. Erickson		R. Neumann
Growth and Contribution Committees					
SAM - Growth and Contribution Committee			R. Erickson		R. Neumann
Central MN Council on Aging				D. Kircher-Alt	R. Neumann
Freshwater Collaborative	B. Becker	G. Kneisl			
Tri-Cap Committee			R. Erickson	D. Kircher	
South Country Health Alliance		G. Kneisl		D. Kircher-Alt	
Community Safety Committees					
SAM - Community Safety Committee	B. Becker			D. Kircher	
Hands of Hope Todd-Morrison		G. Kneisl			
Todd-Wadena Community Corrections Exec. Committee	B. Becker			D. Kircher	
West Central Juvenile Det. Center	B. Becker - Alt			D. Kircher	
Comm. Health Service for Co. Public Health Advisory					R. Neumann
Comm. Health Srv. Reg. 3-Co. Comm. Health Exc. Brd	B. Becker			D. Kircher	
EMS County 14 Board	B. Becker		R. Erickson		
EMS Task Committee	B. Becker		R. Erickson		
E-911 Committee		G. Kneisl			R. Neumann
Law Enforcement Liaison		G. Kneisl			R. Neumann
Law Library Committee				D. Kircher	
Environmental Health Bd of Appeals				D. Kircher	R. Neumann
Central MN Emergency Services Council	B. Becker				

Todd County Commissioner Committee Assignments 2016

Todd-Wadena Community Corrections Advisory Board	B. Becker		D. Kircher	
Central MN Emergency Services Board		G Kneisl		R. Neumann-Alt
Miscellaneous and Temp Committees and Assignments				
Todd County Official Newspaper	Staples World			
Todd County Official Newspaper - Extra Publications	Long Prairie Leader			
Todd County Affirmative Action Plan Officer	Jane Gustafson, Assistant County Attorney			
Todd County Citizens Against Drugs Committee			R. Erickson-Alt	R. Neumann

Todd County, MN Budget Request Form



Action Requested
<input checked="" type="checkbox"/> Budget Amendment (Complete Section A) <input type="checkbox"/> Carryover (Complete Section A) <input type="checkbox"/> Purchase (Complete Section B)
FRF Tracking Number (Admin Use) FRF # 20160105-18

Department: Todd County Sheriff's Office			
Section A:		Budget Year: 2015 Carryover to Budget Year:	
Transfer from	(Description)	Amount	Transfer to (Description)
01-204-000-0000-5813	(Dare Fines)	\$5,273.14	21-481-470-6051-5801 (CAD Revenue)
- - - -	()	\$	- - - - ()
- - - -	()	\$	- - - - ()
- - - -	()	\$	- - - - ()
- - - -	()	\$	- - - - ()
Total:		\$5,273.14	
Section B:			
Purchase Line Item	(Description)	Amount	Vendor
- - - -	()	\$	
- - - -	()	\$	
- - - -	()	\$	
- - - -	()	\$	
- - - -	()	\$	
Total		\$	
Purpose and/or Description of Purchase, Documentation of Bid Process			
<p>DARE Funds are to be used to teach youth in the schools of Todd County about the dangers of drug use. As the Todd County Sheriff's Office no longer has a DARE program and CAD will be teaching this course in all of Todd County schools these funds will be used by CAD.</p> <p><input type="checkbox"/> Supporting Documentation enclosed</p>			
Authorization		Signature	Date
Purchaser (if completed Section B)			
Department Head:		<input type="checkbox"/> Approved <input type="checkbox"/> Denied	
County Auditor-Treasurer		<input type="checkbox"/> Approved <input type="checkbox"/> Denied	
Board Chairperson: Barb Becker		<input type="checkbox"/> Approved <input type="checkbox"/> Denied	
Filed: <input type="checkbox"/> Department <input type="checkbox"/> Administrator <input type="checkbox"/> Auditor-Treasurer		Warrant Number:	

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): 20160105-01	

Title (for publication with the Agenda): Approve Public Defender Contract for the year 2016	
Date of Meeting: January 5, 2016	Total time requested: 5 min
Department Requesting Action: Auditor Treasurer	
Presenting Board Action/Discussion at Meeting: Denise Gaida	
Background <input checked="" type="checkbox"/> Supporting Documentation enclosed	
Todd County is responsible for provision of public defender services in certain types of cases. The County Staff, including prosecutor and Health and Human Services staff that work with the public defender have recommended that the County continue to contract with Peters and Churchwell. Peters and Churchwell have contracted the same as for 2015 with no changes.	
Options <input type="checkbox"/> Supporting Documentation enclosed	
Recommendation <input checked="" type="checkbox"/> The Todd County Board of Commissioners approves the following by Motion: to approve the contract with Peters and Churchwell for public defender services in Todd County for 2016	
Financial Implications: \$	Comments
Funding Source:	
Budgeted: <input type="checkbox"/> Yes <input type="checkbox"/> No	

Action	Voting in Favor	Voting Against
Motion:	<input type="checkbox"/> Kneisl	<input type="checkbox"/> Kneisl
Second:	<input type="checkbox"/> Kircher	<input type="checkbox"/> Kircher
<input type="checkbox"/> Passed	<input type="checkbox"/> Erickson	<input type="checkbox"/> Erickson
<input type="checkbox"/> Failed	<input type="checkbox"/> Neumann	<input type="checkbox"/> Neumann
<input type="checkbox"/> Tabled	<input type="checkbox"/> Becker	<input type="checkbox"/> Becker

Signatures	
STATE OF MINNESOTA } COUNTY OF TODD }	
I, Denise Gaida, 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	

**Contract for Legal Services
Todd County Public Defender System**

This agreement is made and entered into by and between Todd County (County) and Peters & Churchwell, P.A. (Firm).

WHEREAS, the County has adopted a County Public Defender System for Todd County to provide legal services for indigent individuals in statutorily mandated cases which are not otherwise served by the State Public Defender System; and

WHEREAS, the Firm is composed of individuals duly licensed to practice law within the State of Minnesota with the requisite experience and knowledge to provide the required legal services.

NOW, THEREFORE, in consideration of the fee paid by County to Firm and the mutual covenants expressed herein, the parties agree as follows:

1. **Term.** The term of this agreement shall be from January 1, 2016, to and including December 31, 2016.
2. **Personnel.** The Firm shall provide the professional services of attorney for county public defender cases under the terms of this agreement.

The Firm further agrees that in the event the Firm is unable to serve as public defender in a specific case, due to a contingency such as illness or conflict of interest, replacement attorneys may be appointed by the presiding Judge, and such replacement attorneys shall be compensated separate and apart from this contract. Firm shall not be responsible for payment to any replacement or conflict attorney.

3. **Administration and Support.** The Firm shall provide:
 - A. All general administration services, including all administrative scheduling of attorneys' court appearances needed to ensure the orderly and timely provision of the legal services herein. Administration and scheduling shall be made and coordinated exclusively through the law firm of Peters & Churchwell, PA.
 - B. Office facilities adequate to perform all legal services hereunder.
 - C. All necessary stationery, office supplies, and office equipment including but not limited to, duplicating equipment, typewriters, and telephones.
 - D. Such library and reference materials as the Firm deems necessary.
4. **Time Required.** The Firm shall provide the County with sufficient hours or attorneys' work per week to perform the services required under this contract.

5. **Scope of Services and Compensation.** Unless prohibited by a conflict of interest, the Firm shall provide legal representation to duly qualified individuals for which court appointment has been made, and shall be compensated by County, in accordance with the following schedule:

Tier I: Firm shall represent individuals at all stages of paternity proceedings, including resolution of child custody issues that are addressed at the same time as adjudication of parentage; contempt proceedings for non-payment of child support; all non SDP/SPP commitment proceedings, including *Jarvis* hearings and court reviews; Wards in guardianship and conservatorship proceedings; and shall serve as Juvenile Advisory counsel to those juveniles who do not qualify for representation by a Minnesota State Public Defender.

- A. Firm shall be compensated the sum of \$17,700 for the period running from January 1, 2016, to December 31, 2016. One twelfth of the total amount shall be paid the first of every month, by check or warrant payable to Peters & Churchwell, PA.
- i. Firm shall be reimbursed for internal expenses.
 - ii. Firm shall be reimbursed for external expenses.

Tier II: Firm shall represent individuals in SPP/SDP commitment proceedings through and including intermediate and final commitment (60 day) hearings; but, excluding any post-commitment proceedings including court review hearings, SRB hearings, and appeals to an appellate court or other reviewing authority. As to post-commitment proceedings, these shall be deemed a Tier III service.

- B. Firm shall be compensated the sum of \$8,500 per SPP/SDP case, regardless of disposition of case. The fee shall include all of the Firm's internal expenses. The fee shall be paid to Firm within 30 days of appointment to represent the individual.
- i. Firm shall not be reimbursed for internal expenses.
 - ii. Firm shall be reimbursed for external expenses.

Tier III: Firm shall represent parent(s) in child protection proceedings including CHIPS, Permanent Placement, and Termination of Parental Rights cases; juveniles under age 10 in child protection proceedings; and individuals in all appeals, of any type or arising out of any type of case, to an appellate court or other reviewing authority either directly arising out of representation at the District Court level, or pursuant to appointment by the District Court.

- A. Firm shall be compensated at the rate of \$85 per hour for attorney time. Firm shall bill County on a monthly basis.
 - i. Firm shall be reimbursed for internal expenses.
 - ii. Firm shall be reimbursed for external expenses.

- 6. Expenses. For purposes of this Agreement, the following definitions regarding expenses shall govern.

Internal Expense: Shall refer to those expenses which typically arise within the Firm's normal operation of business, and shall include, but are not limited to: telephone charges, postage, fax charges, copying costs (including copying on behalf of clients), and staff charges.

External Expense: Shall refer to those expenses which typically arise outside of the Firm's normal operation of business, and shall include, but are not limited to: filing fees, expenses associated with all witnesses, expert witness fees, shipping (FedEx/UPS), costs of subpoena, transcript fees, printing and binding costs, fees charged by third parties for retrieval and copying of documents, and mileage.

All expenses reimbursed by County shall be submitted by Firm in an acceptable billing format to County and shall be reimbursed within 30 days of submission. Mileage shall be reimbursed at the Federal Mileage Rate in effect at the time of transport.

- 7. Other Provisions. The Parties agree and understand that:
 - A. Any alterations, amendments, deletions, or waivers of the provisions of this agreement shall be valid only when reduced to writing and duly signed by the parties.
 - B. No claim for services furnished by the Firm not specifically provided for in this agreement, will be honored by the County, unless (i) such service has been specifically ordered by one of the Todd County Judges, and (ii) such service, as ordered, is clearly outside the scope of the services specified by the terms of this agreement.
 - C. The Firm is employed hereunder as an independent contractor, and neither the attorney nor his employees acquire any tenure rights, nor any rights or benefits under the County's personnel program covering medical and hospital care, sick pay, vacation pay, severance pay, or retirement benefits.
 - D. The Firm agrees to defend, indemnify, and hold harmless Todd County, its commissioners, employees, agents and assignees, against any and all claims, losses, damages, or lawsuits for for damages from, or relating to, the pursuit or provision of services hereunder by the Firm.

- E. The Todd County Commissioners Affirmative Action Policy and Equal Employment Opportunity policies shall apply to this contract, and are incorporated herein by reference and made a part hereof.
- F. This agreement may be terminated by either party upon sixty days written notice delivered by United States mail or in person. If mail, the notice shall be deemed received three days after mailing. Payments shall be made to Peters & Churchwell, PA, for services satisfactorily performed prior to termination. In no event shall compensation exceed the monthly rate times the number of months of satisfactory service, plus other costs and fees provided for herein reasonably incurred prior to termination.
- G. Upon agreement of the parties, this contract may be extended for additional terms of one year each, with the contract dollar amount to be negotiated by the parties, but not, in any event, to exceed an increase of 10 percent per annum.
- H. It is understood and agreed that the entire agreement of the parties is contained herein, and that this agreement supersedes all oral agreements and negotiations between the parties relating to the subject matter hereof as well as any previous agreements presently in effect between the Firm and the County relating to the subject matter hereof.
- I. In the event of any disagreement between the parties or any person claiming under them in relation to this agreement, such disagreement shall be resolved under and pursuant to the Uniform Arbitration Act, Minnesota Statutes, Chapter 572.

IN WITNESS WHEREOF, the parties have hereunto set their hands on the dates below:

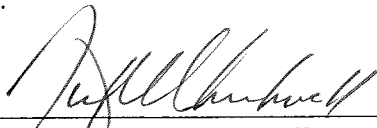
APPROVED BY TODD COUNTY

Dated: January ____, 2016.

Denise Gaida - Auditor/Treasurer

APPROVED BY PETERS & CHURCHWELL, P.A.

Dated: December 29, 2015.



Timothy M. Churchwell

APPROVED BY THE BOARD OF COMMISSIONERS OF TODD COUNTY

Dated: January ____, 2016.



274 Central Avenue • Long Prairie, MN 56374
Phone: 320.732.2191 • Fax: 320.732.6419
www.peterschurchwell.com

December 29, 2015

Denise Gaida
Auditor/Treasurer's Office
221 1st Ave South
Long Prairie, MN 56347

RE: County Contract

Dear Ms. Gaida:


Enclosed and provided for consideration by the County Board is a proposed Contract for Legal Services for 2016. The present agreement with Todd County expires on December 31, 2015. There are no changes in the agreement. The services and fees are the same as provided in prior years.

Our firm appreciates the opportunity to provide the services on behalf of Todd County and its citizens. If the County Board would like me to appear and discuss this Contract, or any other aspect of the agreement, I will be happy to do so. If the agreement is acceptable, I would ask the County Board to approve it, sign it, and return it to my office. There are two copies provided for convenience.

Please contact me with any questions or concerns.

Sincerely,

PETERS & CHURCHWELL, PA


Timothy M. Churchwell
tim@peterschurchwell.com

/kh

cc: Chuck Rasmussen
Jackie Och

Enclosures

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): 20160105-19	

Title (for publication with the Agenda): Post In-House for Full-Time Deputy	
Date of Meeting: January 5 th , 2016	Total time requested: 5 min
Department Requesting Action: Todd County Sheriff's Office	
Presenting Board Action/Discussion at Meeting: Sheriff Don Asmus	
Background <input checked="" type="checkbox"/> Supporting Documentation enclosed	
Due to Steve Och being appointed Chief Deputy an opening exists within the Todd County Sheriff's Office for a full-time deputy. Sheriff Asmus would like to post in-house to fill this open position.	
Options <input type="checkbox"/> Supporting Documentation enclosed	
1. Approve to post in-house for the open position of full-time deputy. 2. Not approve to post in-house for the open position of full-time deputy.	
Recommendation <input checked="" type="checkbox"/> The Todd County Board of Commissioners approves the following by Motion:	
To allow Sheriff Asmus to post in-house for a full-time Deputy.	
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"/> Becker	<input type="checkbox"/> Becker
Second:	<input type="checkbox"/> Erickson	<input type="checkbox"/> Erickson
<input type="checkbox"/> Passed	<input type="checkbox"/> Neumann	<input type="checkbox"/> Neumann
<input type="checkbox"/> Failed	<input type="checkbox"/> Kneisl	<input type="checkbox"/> Kneisl
<input type="checkbox"/> Tabled	<input type="checkbox"/> Kircher	<input type="checkbox"/> Kircher

Signatures	
STATE OF MINNESOTA } COUNTY OF TODD }	
I, Denise Gaida, 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, 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): 20160105-16	

Title (for publication with the Agenda): Hire Renee Wenner as a Part-Time Jailor/Dispatcher.	
Date of Meeting: January 5 th , 2016	Total time requested: 5 min
Department Requesting Action: Todd County Sheriff's Office	
Presenting Board Action/Discussion at Meeting: Sheriff Don Asmus	
Background <input checked="" type="checkbox"/> Supporting Documentation enclosed	
An opening exists within the Todd County Sheriff's Office for the position of part-time Jailor/Dispatcher. This opening was advertised for and interviews were held and Renee Wenner is qualified to fill this position.	
Options <input checked="" type="checkbox"/> Supporting Documentation enclosed	
1. Approve to hire to fill open position. 2. Not approve to hire to fill open position.	
Recommendation <input checked="" type="checkbox"/> The Todd County Board of Commissioners approves the following by Motion:	
To hire Renee Wenner as a part-time Jailor/Dispatcher at a Grade 17, Step 1 with an effective date of January 10th, 2016.	
Financial Implications: \$	Comments
Funding Source: Budgeted	
Budgeted: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	

Action	Voting in Favor	Voting Against
Motion:	<input type="checkbox"/> Becker	<input type="checkbox"/> Becker
Second:	<input type="checkbox"/> Erickson	<input type="checkbox"/> Erickson
<input type="checkbox"/> Passed	<input type="checkbox"/> Neumann	<input type="checkbox"/> Neumann
<input type="checkbox"/> Failed	<input type="checkbox"/> Kneisl	<input type="checkbox"/> Kneisl
<input type="checkbox"/> Tabled	<input type="checkbox"/> Kircher	<input type="checkbox"/> Kircher

Signatures	
STATE OF MINNESOTA } COUNTY OF TODD }	
I, Denise Gaida, 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, 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): 20160105-05	

Title (for publication with the Agenda): Request to Hire GIS Layer Assistant.	
Date of Meeting: 1/5/16	Total time requested: 10 min
Department Requesting Action:	
Presenting Board Action/Discussion at Meeting: Tim Stieber, Division Director	
Background <input type="checkbox"/> Supporting Documentation enclosed	
A part-time position was advertised on the county web site and through area technical schools. Two applications were made for the position. One applicant is currently working with farm field data with the Farm Services Agency. That position was funded with soft money that ended Dec. 31, 2015. Carol Wimmer was selected, offered the position at \$12/hour for up to 67 days from date of hire, and she can start on January 11, 2016.	
Options <input type="checkbox"/> Supporting Documentation enclosed	
Recommendation <input checked="" type="checkbox"/> The Todd County Board of Commissioners approves the following by Motion:	
Hire Carol Wimmer to work on the buffer inventory project funded through SWCD grants at \$12 per hour for up to 67 days or \$3000 expenditures whichever comes first starting January 11, 2016.	
Financial Implications: \$3000	Comments
Funding Source: BWSR grant	
Budgeted: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	

Action	Voting in Favor	Voting Against
Motion:	<input type="checkbox"/> Kircher	<input type="checkbox"/> Kircher
Second:	<input type="checkbox"/> Becker	<input type="checkbox"/> Becker
<input type="checkbox"/> Passed	<input type="checkbox"/> Erickson	<input type="checkbox"/> Erickson
<input type="checkbox"/> Failed	<input type="checkbox"/> Neumann	<input type="checkbox"/> Neumann
<input type="checkbox"/> Tabled	<input type="checkbox"/> Kneisl	<input type="checkbox"/> Kneisl

Signatures	
STATE OF MINNESOTA } COUNTY OF TODD }	
I, Denise Gaida, 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, MN Personnel Action Form



Action Requested		
Type 1	Type II	Type III
<input type="checkbox"/> Internal Post	<input checked="" type="checkbox"/> PT Status	<input type="checkbox"/> Discipline
<input type="checkbox"/> External Post	<input type="checkbox"/> FT Status	<input type="checkbox"/> Uncharacterized
<input checked="" type="checkbox"/> Hire	<input type="checkbox"/> Unpaid Leave	<input type="checkbox"/> Honorable
<input type="checkbox"/> Promote w/in Dept	<input type="checkbox"/> Paid Leave	<input type="checkbox"/> Job Desc Change
<input type="checkbox"/> Transfer Dept	<input type="checkbox"/> Medical Leave	<input type="checkbox"/> Extend Probation
<input type="checkbox"/> Create New Position	<input type="checkbox"/> Resignation	<input type="checkbox"/> End Probation
<input type="checkbox"/> Pay Change Request	<input type="checkbox"/> Termination	<input type="checkbox"/> Exit Interview
<input type="checkbox"/> Demote	<input type="checkbox"/> Retirement	<input type="checkbox"/> Other

Employee Information <i>(name not required for posting of positions)</i>			
Name: Carol Wimmer			
Job Title: GIS Data Entry			
<i>(The following is required for Type I and II action)</i>			
Fund: 605	Dept: SWCD	Program:	Service:
Comments			
<input type="checkbox"/> Supporting Documentation enclosed			
Authorization		Signature	Date
Supervisor: Tim Stieber		<input checked="" type="checkbox"/> Approved <input type="checkbox"/> Denied	12/29/15
Department Head: Tim Stieber		<input checked="" type="checkbox"/> Approved <input type="checkbox"/> Denied	12/29/15
County Auditor:		<input type="checkbox"/> Approved <input type="checkbox"/> Denied	
Board Chairperson: Barb Becker		<input type="checkbox"/> Approved <input type="checkbox"/> Denied	
Filed: <input type="checkbox"/> Supervisory <input type="checkbox"/> Personnel			

For HR use only

Date Received:	
Action taken:	
Date Returned to Supervisor:	HR Signature:
Payroll Notified: <input type="checkbox"/> Yes <input type="checkbox"/> Not Applicable	

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): 20150105-07	

Title (for publication with the Agenda): Hire for Licensing Supervision	
Date of Meeting: 01/05/2016	Total time requested: 5 min
Department Requesting Action: Health & Human Services	
Presenting Board Action/Discussion at Meeting: Jackie Och / Todd Weyer	
Background <input type="checkbox"/> Supporting Documentation enclosed	
Licensing Supervision needs to be provided to newly licensed social workers during their first two years of employment. Currently, Todd County HHS has two staff who require this type of supervision. Individuals must meet certain criteria to provide this supervision. Since the retirement of Emily Steinert, Northern Pines Mental Health Center has been providing this service for Todd County HHS staff.	
Options <input type="checkbox"/> Supporting Documentation enclosed	
1. Continue using Northern Pines for licensing supervision at a cost of \$95.00/hour plus staff travel time 2. Hire Emily Steinert to work up to 4 hours per week to provide licensing supervision at a cost of \$36.179/hour to be provided at Todd County offices.	
Recommendation <input checked="" type="checkbox"/> The Todd County Board of Commissioners approves the following by Motion:	
To approve hiring Emily Steinert to work up to 4 hours per week to provide licensing supervision for \$36.179/hour. This is a part time position that does not accrue benefits.	
Financial Implications: \$36.179/hr	Comments
Grade 23 - Step 8	
Funding Source: 11-Social Services	
Budgeted: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	

Action	Voting in Favor	Voting Against
Motion:	<input type="checkbox"/> Becker	<input type="checkbox"/> Becker
Second:	<input type="checkbox"/> Erickson	<input type="checkbox"/> Erickson
<input type="checkbox"/> Passed	<input type="checkbox"/> Neumann	<input type="checkbox"/> Neumann
<input type="checkbox"/> Failed	<input type="checkbox"/> Kneisl	<input type="checkbox"/> Kneisl
<input type="checkbox"/> Tabled	<input type="checkbox"/> Kircher	<input type="checkbox"/> Kircher

Signatures	
STATE OF MINNESOTA}	
COUNTY OF TODD}	
I, Denise Gaida, 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, 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): 20160105-03	

Title (for publication with the Agenda): Appoint Office Support Specialist	
Date of Meeting: 01/05/2016	Total time requested: 5 min
Department Requesting Action: Health & Human Services	
Presenting Board Action/Discussion at Meeting: Jackie Och / Jena Peterson	
Background <input type="checkbox"/> Supporting Documentation enclosed	
On 11/3/2015 the County board approved the recruitment and hiring of a new Office Support Specialist to fill the position left vacant by the promotion of Tonya Danielson to Support Enforcement Aide.	
Options <input type="checkbox"/> Supporting Documentation enclosed	
Recommendation <input checked="" type="checkbox"/> The Todd County Board of Commissioners approves the following by Motion:	
To approve the hire of Nicole Mansager to the position of Office Support Specialist at \$12.970/hour contingent upon successful completion of required background checks and/or employee physical.	
Financial Implications: \$12.970/hour Grade 15 - Step 1	Comments
Funding Source: 11 - Social Services	
Budgeted: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	

Action	Voting in Favor	Voting Against
Motion:	<input type="checkbox"/> Becker	<input type="checkbox"/> Becker
Second:	<input type="checkbox"/> Erickson	<input type="checkbox"/> Erickson
<input type="checkbox"/> Passed	<input type="checkbox"/> Neumann	<input type="checkbox"/> Neumann
<input type="checkbox"/> Failed	<input type="checkbox"/> Kneisl	<input type="checkbox"/> Kneisl
<input type="checkbox"/> Tabled	<input type="checkbox"/> Kircher	<input type="checkbox"/> Kircher

Signatures	
STATE OF MINNESOTA } COUNTY OF TODD }	
I, Denise Gaida, 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, 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): 20160105-06	

Title (for publication with the Agenda): Appoint Eligibility Worker	
Date of Meeting: 01/05/2016	Total time requested: 5 min
Department Requesting Action: Health & Human Services	
Presenting Board Action/Discussion at Meeting: Jackie Och / Lisa Chapin	
Background <input type="checkbox"/> Supporting Documentation enclosed	
An opening has existed in the Health & Human Services department for an eligibility worker due to a staff resignation. On November 3, 2015 the County board approved the request to hire a replacement.	
Options <input type="checkbox"/> Supporting Documentation enclosed	
Recommendation <input checked="" type="checkbox"/> The Todd County Board of Commissioners approves the following by Motion:	
To approve the hire of Curtis Bryniarski to the position of Eligibility Worker at \$14.529/hour contingent upon successful completion of required background checks and/or employee physical.	
Financial Implications: \$14.529/hour Grade 17 - Step 1	Comments
Funding Source: 11 - Social Services	
Budgeted: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	

Action	Voting in Favor	Voting Against
Motion:	<input type="checkbox"/> Becker	<input type="checkbox"/> Becker
Second:	<input type="checkbox"/> Erickson	<input type="checkbox"/> Erickson
<input type="checkbox"/> Passed	<input type="checkbox"/> Neumann	<input type="checkbox"/> Neumann
<input type="checkbox"/> Failed	<input type="checkbox"/> Kneisl	<input type="checkbox"/> Kneisl
<input type="checkbox"/> Tabled	<input type="checkbox"/> Kircher	<input type="checkbox"/> Kircher

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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): 20160105-08	

Title (for publication with the Agenda): Appoint Eligibility Worker	
Date of Meeting: 01/05/2016	Total time requested: 5 min
Department Requesting Action: Health & Human Services	
Presenting Board Action/Discussion at Meeting: Jackie Och / Lisa Chapin	
Background <input type="checkbox"/> Supporting Documentation enclosed	
An opening has existed in the Health & Human Services department for an Eligibility Worker due to a staff promotion. On 11/3/15 the County board approved the request to hire a replacement.	
Options <input type="checkbox"/> Supporting Documentation enclosed	
Recommendation <input checked="" type="checkbox"/> The Todd County Board of Commissioners approves the following by Motion:	
To approve the hire of Tracy Dullinger to the position of Eligibility Worker at \$16.789/hour contingent upon successful completion of required background checks and/or employee physical. Tracy has previously worked as an eligibility worker and comes with experience.	
Financial Implications: \$16.789/hour	Comments
Grade 17 - Step 3	
Funding Source: 11 - Social Services	
Budgeted: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	

Action	Voting in Favor	Voting Against
Motion:	<input type="checkbox"/> Becker	<input type="checkbox"/> Becker
Second:	<input type="checkbox"/> Erickson	<input type="checkbox"/> Erickson
<input type="checkbox"/> Passed	<input type="checkbox"/> Neumann	<input type="checkbox"/> Neumann
<input type="checkbox"/> Failed	<input type="checkbox"/> Kneisl	<input type="checkbox"/> Kneisl
<input type="checkbox"/> Tabled	<input type="checkbox"/> Kircher	<input type="checkbox"/> Kircher

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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): 20160105-02	

Title (for publication with the Agenda): Resignation Support Enforcement Aide	
Date of Meeting: 01/05/2016	Total time requested: 5 min
Department Requesting Action: Health & Human Services	
Presenting Board Action/Discussion at Meeting: Jackie Och / Lisa Chapin	
Background <input type="checkbox"/> Supporting Documentation enclosed	
Barb Graves has submitted her resignation. Her last day worked was 12/24/2015.	
Options <input type="checkbox"/> Supporting Documentation enclosed	
Recommendation <input checked="" type="checkbox"/> The Todd County Board of Commissioners approves the following by Motion:	
To accept the resignation of Barb Graves, effective 12/24/2015.	
Financial Implications: \$	Comments
Funding Source: 11 - Social Services	
Budgeted: <input type="checkbox"/> Yes <input type="checkbox"/> No	

Action	Voting in Favor	Voting Against
Motion:	<input type="checkbox"/> Becker	<input type="checkbox"/> Becker
Second:	<input type="checkbox"/> Erickson	<input type="checkbox"/> Erickson
<input type="checkbox"/> Passed	<input type="checkbox"/> Neumann	<input type="checkbox"/> Neumann
<input type="checkbox"/> Failed	<input type="checkbox"/> Kneisl	<input type="checkbox"/> Kneisl
<input type="checkbox"/> Tabled	<input type="checkbox"/> Kircher	<input type="checkbox"/> Kircher

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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): 20160105-04	

Title (for publication with the Agenda): Request to Hire Support Enforcement Aide	
Date of Meeting: 01/05/2016	Total time requested: 5 min
Department Requesting Action: Health & Human Services	
Presenting Board Action/Discussion at Meeting: Jackie Och / Lisa Chapin	
Background <input type="checkbox"/> Supporting Documentation enclosed	
Due to the resignation of Barb Graves, an opening exists in Health & Human Services for a Support Enforcement Aide in the Child Support Department.	
Options <input type="checkbox"/> Supporting Documentation enclosed	
Recommendation <input checked="" type="checkbox"/> The Todd County Board of Commissioners approves the following by Motion:	
To approve Health & Human Services to recruit and hire one Support Enforcement Aide to fill the vacant position.	
Financial Implications: \$14.529 - \$22.420/hr - Grade 17	Comments
Funding Source: 11 - Social Services	
Budgeted: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	

Action	Voting in Favor	Voting Against
Motion:	<input type="checkbox"/> Becker	<input type="checkbox"/> Becker
Second:	<input type="checkbox"/> Erickson	<input type="checkbox"/> Erickson
<input type="checkbox"/> Passed	<input type="checkbox"/> Neumann	<input type="checkbox"/> Neumann
<input type="checkbox"/> Failed	<input type="checkbox"/> Kneisl	<input type="checkbox"/> Kneisl
<input type="checkbox"/> Tabled	<input type="checkbox"/> Kircher	<input type="checkbox"/> Kircher

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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): 20160105-16	

Title (for publication with the Agenda): Approve 2016 Tobacco Licenses	
Date of Meeting: 01/05/2016	Total time requested: 5 min
Department Requesting Action: Health & Human Services	
Presenting Board Action/Discussion at Meeting: Jackie Och	
Background <input type="checkbox"/> Supporting Documentation enclosed	
Todd County Health & Human Services licenses establishments in Todd County to sell tobacco products. The following establishments have submitted an application and payment to sell tobacco products in 2016: Clarissa Municipal Liquor, Clarissa; Don and Dave's Store, Staples; Jon's Family Foods, Clarissa; The Hub Supper Club, Burtrum; Oscar Jacobson Post 417, Little Sauk; Seven Oaks Express, Bertha; Eagle Valley Express, Clarissa; and Sidewalk Bar, West Union.	
Options <input type="checkbox"/> Supporting Documentation enclosed	
Recommendation <input checked="" type="checkbox"/> The Todd County Board of Commissioners approves the following by Motion:	
To approve the above mentioned 2016 tobacco license applications.	
Financial Implications: \$70.00 each	Comments
Funding Source: 21 - Public Health	
Budgeted: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	

Action	Voting in Favor	Voting Against
Motion:	<input type="checkbox"/> Becker	<input type="checkbox"/> Becker
Second:	<input type="checkbox"/> Erickson	<input type="checkbox"/> Erickson
<input type="checkbox"/> Passed	<input type="checkbox"/> Neumann	<input type="checkbox"/> Neumann
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<input type="checkbox"/> Tabled	<input type="checkbox"/> Kircher	<input type="checkbox"/> Kircher

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Seal	