

TODD COUNTY BOARD OF COMMISSIONERS

Regular Board Meeting Agenda

Date: September 6, 2016

Time: 9:00 AM

Meeting to be held in the County Board Room, Historic Courthouse, 215 1st Ave S, Long Prairie, MN.

Commissioners may be in the Commissioner's Board Room prior to the board meeting proceedings to perform routine business until the Public Comment period begins at 8:45 a.m..

Item #		Approx. Time
1	Call to Order and Roll Call	9:00
2	Pledge of Allegiance	9:01
3	Amendments to the Agenda	9:03
4	Potential Consent Items	9:05
4.1	Approve Auditor Warrants	
4.2	Approve Commissioner Warrants	
4.3	Approve Health & Human Services Warrants	
4.4	Approve Meeting Minutes	
4.5	3.2 Malt Liquor License - Eagle Mountain	
5	Central Minnesota Housing Partnership	9:10
5.1	Reichert Place Loan Forgiveness Request	
6	Soil & Water	9:20
6.1	Wetlands Conservation Coordinator	
7	Sheriff's Office	9:30
7.1	Hire Shane Carlberg as a Part-Time Deputy	
7.2	Hire Brian Madison as a Part-Time Deputy	
7.3	Hire Paul Amell as a Part-Time Deputy	
7.4	Hire Brian Lashinski as a Part-Time Deputy	
7.5	Hire Dan Lueth as a Part-Time Deputy	
7.6	Resignation of Gene Ziegenhagen	
7.7	Resignation of Renee Wenner	
8	Health & Human Services	9:45
8.1	Approval to Apply for Initiative Foundation Grant	
8.2	Approve Changing Hours of Office Support Specialist II to Full Time	
8.3	Appoint Seasonal Energy Assistance Program Worker	

Standing Reports

Auditor-Treasurer Report

Commissioners' Report

Coordinator/Human Resources Report

Recess

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): 20160906-01	

Title (for publication with the Agenda): Approve Auditor Warrants	
Date of Meeting: 09/06/2016	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 & Warrants for Publication attached	
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 227867 thru 228065 in the amount of \$1,789,352.33.	
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	

Auditor Warrants for Publication
August 2016

Vendor Name	Amount
ANOKA CO GOVERNMENT CENTER	15,159.00
VERIZON	3,018.39
WONDERLICH/SCOTT A	7,077.00
Payments less than 2000	6,698.15
AMERICAN HERITAGE BANK	44,425.66
COMPUTER PROFESSIONALS	4,417.00
GOULD/RHONDA M	2,727.00
LONG PRAIRIE SANITATION INC	2,294.40
MN DEPT OF FINANCE	7,576.50
MORRISON COUNTY	19,326.45
Prairie Lakes Municipal Solid Waste Auth	60,892.96
STEP	4,429.50
Payments less than 2000	12,632.35
BIG BIRCH LAKE ASSOCIATION	7,804.21
CARD SERVICES COBORNS	3,213.79
FLEET SERVICES/WEX BANK	4,104.66
GENE-O'S COUNTRYSIDE REST LLC	7,843.10
MINNESOTA POWER & LIGHT	13,605.81
MINNESOTA VALLEY TESTING LABS	14,022.50
PETERS & CHURCHWELL	4,275.50
WATERGUARDS, LLC	22,083.00
Payments less than 2000	10,826.44
AMERICAN HERITAGE	6,245.28
CELLBRITE INC	3,299.00
COMMISSIONER OF FINANCE	2,485.00
FAHRNER ASPHALT SEALERS, LLC	5,910.88
HARDRIVES INC	1,128,870.52
KROHNFELDT/DARYL	27,206.40
LONG PRAIRIE OIL COMPANY	3,379.88
MITCH'S FUEL SERVICE	13,125.00
VOYANT COMMUNICATIONS, LLC	3,484.18
Payments less than 2000	8,770.97
ALLIANCE BUILDING CORPORATION	14,345.00
PHEASANTS FOREVER	23,014.32
RESOURCE TRAINING AND SOLUTIONS	231,022.00
ROGERS/PATRICIA	6,186.15
STAPLES ADVANTAGE	6,120.10
TODD CO AUD-TREAS	13,478.50
VERIZON	2,542.23
Payments less than 2000	11,413.55
Total:	1,789,352.33

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): 20160906-02	

Title (for publication with the Agenda): Approve Commissioner Warrants	
Date of Meeting: 09/06/2016	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 and Warrants for Publication attached	
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 Commissioner Warrants number 44140 through 44283 in the amount of \$125,282.20.	
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

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Seal	

JOLENES

8/30/16 2:40PM

**** Todd County ****

WARRANTS FOR PUBLICATION



Page 1

Cutoff 2000

Report Sequence: 1 - Vendor Name

**** Todd County ****



WARRANTS FOR PUBLICATION

Warrants Approved On 9/06/2016 For Payment 9/09/2016

<u>Vendor Name</u>	<u>Amount</u>
ALL STATE COMMUNICATIONS	8,497.50
CENTRAL APPLICATORS INC	2,679.00
CENTRAL SPECIALTIES INC	8,214.01
COMMISSIONER OF TRANSPORTATION	3,545.55
DAKOTA WHOLESALE TIRE	4,973.40
DELL MARKETING L.P.	4,758.49
ELECTION SYSTEMS & SOFTWARE INC	3,198.64
MORRISON CO PUBLIC HEALTH SERV	5,174.30
NO NAME CONSTRUCTION	4,800.00
TRUENORTH STEEL	21,066.24
TURNKEY/THREE SQUARE MARKET	5,398.28
ZUERCHER TECHNOLOGIES LLC	17,069.00
132 Payments less than 2000	35,907.79
Final Total:	125,282.20

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): 20160906-03	

Title (for publication with the Agenda): Approve Health & Human Services Warrants	
Date of Meeting: 09/06/2016	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 and Warrants for Publication attached	
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 Health & Human Services Warrants number 69079 through 69252 in the amount of \$137,249.05 and number 511549 through 511590 in the amount of \$65,017.17.	
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 }	
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Seal	

Warrants for Publication

Payment Date:

9/9/2016

Approval Date:

9/6/2016

Vendor name or #

Amount

COMMUNITY AND FAMILY SRVS LLC	4425.99
KINDERCARE EDUCATION LLC	2412.00
KINDRED FAMILY FOCUS	3019.41
MERIDIAN SERVICES INC	2537.31
MINNESOTA CONSTRUCTION INC	6600.00
NORTH HOMES CHILDREN & FAMILY SRVS	9508.44
NORTHERN PINES MENTAL HLTH CTR	4202.80
PRODUCTIVE ALTERNATIVES INC - FERG	2127.02
VILLAGE RANCH INC	3266.74
WEST CENTRAL REG JUVENILE CTR	4760.00

\$22,157.46

Pymts less than \$2000

Final Total

\$65,017.17

Warrants for Publication

Payment Date:

9/9/2016

Approval Date:

9/6/2016

<u>Vendor name or #</u>	<u>Amount</u>
CENTRAL MN COUNCIL ON AGING	2,534.00
DANIEL FUNERAL HOME - ST CLOUD, MN	4,250.00
DHS - MSOP- MN SEX OFFENDER PROGRAM	6,882.00
DHS - SWIFT	46,716.56
FRESHWATER EDUCATION DISTRICT	12,382.00
RURAL MN CEP INC	14,489.39
V#14070 COST EFFECTIVE HEALTH INSURANCE	4,082.40
167 PAYMENTS LESS THAN 2000	45,912.70
FINAL TOTAL	137,249.05

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): 20160906-04	

Title (for publication with the Agenda): Meeting Minutes Approval	
Date of Meeting: September 6, 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	
Minutes for the following meetings are attached: April 19, 2016, May 3, 2016, May 17, 2016, May 24, 2016, and May 31, 2016	
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 Commissioner's Meeting Minutes for April 19, 2016, May 3, 2016, May 17, 2016, May 24, 2016, and May 31, 2016.	
Financial Implications: \$	Comments
Funding Source:	
Budgeted: <input type="checkbox"/> Yes <input type="checkbox"/> No	

Action	Voting in Favor	Voting Against
Motion:	<input checked="" 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 BOARD OF COMMISSIONERS

*Minutes of the Meeting of the Todd County Board of Commissioners held on
April 19, 2016*

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 April, 2016 at 9:00 AM. The meeting was called to order by Chairperson Becker. The meeting was opened with the Pledge of Allegiance. Commissioner Erickson was absent.

Approval of Agenda

On motion by Neumann and second by Kneisl, the following motion was introduced and adopted by unanimous vote. To approve the agenda with removal of 10.2 Approve Jail/Dispatcher Units Labor Agreement and addition of 9.9 Approve Environmental Health Contract.

Routine Business

On motion by Kircher and second by Kneisl, the following motion was introduced and adopted by unanimous vote: To approve meeting minutes from April 5, 2016 Meeting as read.

On motion by Kircher and second by Neumann, the following motion was introduced and adopted by unanimous vote: To approve the Commissioner Warrants number 43116 through 43242 in the amount of \$175,359.89 and HHS Warrants in the amount of \$92,140.73.

On motion by Neumann and second by Kneisl, the following motion was introduced and adopted by unanimous vote: To approve a Seasonal On & Off Sale 3.2 Malt Liquor License for Lakeshore Resort at the address of 12676 Fairfax Dr, Osakis, MN in Leslie Township for the time period of May 1, 2016 through October 31, 2016.

On motion by Neumann and second by Kneisl, the following motion was introduced and adopted by unanimous vote: To approve a Seasonal On & Off Sale 3.2 Malt Liquor License for Linwood Resort at the address of 17857 Lake St E, Osakis, MN in Gordon Township for the time period of May 1, 2016 through October 31, 2016.

Action was tabled to approve a letter of support for the "AMC County Program Aide" until the May 3, 2016 meeting.

On motion by Kircher and second by Kneisl, the following motion was introduced and adopted by unanimous vote: To approve payment of \$127,658.04 to Ottertail County Auditor/Treasurer per Joint Powers Agreement.

Ditch Inspector

On motion by Kneisl and second by Kircher, the following motion was introduced and adopted by unanimous vote: To acknowledge receipt of a Repair Petition for County Ditch 18.

TODD COUNTY BOARD OF COMMISSIONERS

Assessor

On motion by Kircher and second by Neumann, the following motion was introduced and adopted by unanimous vote: To approve the abatement for Wayne Hansen on parcel 19-0008900 due to acreage changes of a commercial gravel pit.

Greater Minnesota Synergy Inc

A presentation was provided to the Board of Commissioners from Greater Minnesota Synergy regarding Natural Gas Pipeline service within Todd County.

Planning & Zoning

On motion by Kneisl and second by Neumann, the following motion was introduced and adopted by unanimous vote: To approve Conditional Use Permit for Joseph Eischeid. Site address: 13725 275th Ave, Grey Eagle, MN. Parcel 25-0027300. SECT-35 TWP-133 RANG-32 S2 NW4 & NW4 NW4 EX W 650 FT OF N 750 FT 108.81 ACRES And SECT-35 TWP-133 RANG-32 NE4 NW4 40.00 ACRES. Granted with the following conditions: 1.) No increase in cattle to be allowed until the proposal is fully approved and appropriately permitted as governed by Todd County Zoning Ordinance and the MPCA. 2.) If and when properly permitted under feedlot rule, under no circumstances shall there exist more than 999 head or beef cattle or 999 animal units on this site without first obtaining the necessary state and/or federal permits for a feedlot operation consisting of 1,000 animal units or more and/or 1,000+ head beef cattle. 3.) Existing septic system(s) on this parcel undergo a compliance inspection prior to expansion.

On motion by Kircher and second by Neumann, the following motion was introduced and adopted by unanimous vote: To approve the Nonconforming Use Change Request by Big Birch Lake LLC Parcel #03-0070500. Registered Land Survey #2 Lot E (25-127-33). Granted with the following conditions: 1) Structure shall only be used as a water oriented accessory structure as defined by the Todd County Zoning Ordinance. 2) The structure or facility must not be designed or used for human habitation and must not contain water supply or sewage treatment facilities. 3) That no hazardous chemicals be allowed to be stored within the structure including gasoline, oil, grease, fertilizers, pesticides, herbicides, paints, cleaners, batteries or other chemicals/hazardous materials that may pose a danger to the environment or affect water quality. 4) That no light sources, decorative or otherwise, be allowed on the exterior of the structure there by preventing a public nuisance. 5) That the existing well (as seen in image 2.5 of the staff report) be abandoned in conformance with applicable MN Dept. of Health regulations.

On motion by Kircher and second by Kneisl, the following motion was introduced and adopted by unanimous vote: To deny Conditional Use Permit for Jack McCoy for a riding stable. Site address: 20984 331st Ave, Long Prairie, MN. Parcel 06-0051300 & 06-0051500. SECT-02 TWP-128 RANG-32 BURNHAM, SMITHS, LOCKES ADD TO BURNHAMVILLE W 75 FT OF LOT 1 & W 75 FT OF LOT 2 BLK 2. Request denied due to the fact the use would not be consistent with the numerous small shoreland lots that were in close proximity.

Health & Human Services

Introduction of Angela Jern, Support Enforcement Aide who started service on March 16, 2016.

TODD COUNTY BOARD OF COMMISSIONERS

On motion by Neumann and second by Kneisl, the following motion was introduced and adopted by unanimous vote: To accept the resignation of Heidi Brings, HHS Family Services Unit Supervisor effective April 28, 2016.

Tabled motion to approve request to hire Nursing Supervisor until the May 3, 2016 board meeting.

On motion by Kneisl and second by Neumann, the following motion was introduced and adopted by unanimous vote: To approve that Todd County renews this agreement to continue participation with Morrison Todd Wadena CHB and Cass CHB for the regional NFP Program through February 28, 2017.

On motion by Kircher and second by Kneisl, the following motion was introduced and adopted by unanimous vote: To approve that Todd County agrees to share NPF staffing along with Morrison, Wadena & Cass Counties to fill the home visiting needs when staffing shortages occur within the NFP home visiting program.

Presentation was provided to the County Board on the Environmental Health program by Jackie Och and Katherine Mackedanz.

On motion by Neumann and second by Kneisl, the following motion was introduced and adopted by unanimous vote: To approve the revised Environmental Health Ordinance.

On motion by Kneisl and second by Kircher, the following motion was introduced and adopted by unanimous vote: To approve the 2017 Environmental Health fee schedule with a 2 % increase.

On motion by Neumann and second by Kneisl, the following motion was introduced and adopted by unanimous vote: To approve the 2017-2018 Environmental Health Contract with Morrison County Public Health.

Human Resources Office

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

2015 – 2017 TEAMSTERS LOCAL 320 COURTHOUSE BARGAINING AGREEMENT

WHEREAS, the Todd County Negotiations Team met in negotiations with the Teamsters Courthouse Employees, and;

WHEREAS, the parties have reached a tentative agreement, and;

WHEREAS, the Teamsters Local 320 Courthouse Employees voted to accept the agreement as presented.

NOW, THEREFORE BE IT RESOLVED, it is recommendation of the Todd County Negotiations Team that the Todd County Board of Commissioners approve the adoption of the attached agreement for 2015 – 2017.

County Board agreed setting May 24, 2016 for Department Head Evaluations by the full County Board.

TODD COUNTY BOARD OF COMMISSIONERS

Auditor-Treasurer Report

Hockey final walk through of the Expo Building lead to discussion for future planning of building needs. A/T will be attending a 3-day Election Training provided by the Secretary of State's Office at the end of this month.

Commissioners' Report

The Commissioners reported on the meetings they had attended.

Adjourn

On motion by Kircher and second by Kneisl, the meeting was adjourned for the month of April, 2016.

Commissioner Warrants

Vendor	Amount
CLIFTON LARSONALLEN, LLP	3,000.00
CROW WING RECYCLING	2,172.50
INTRAYDYN	2,058.92
MORRIS ELECTRONICS	2,929.64
MORRISON CO DEPT OF PUB WORKS	11,620.38
ROYAL TIRE	2,768.86
SHI CORP	3,150.00
STAPLES WORLD	7,341.46
TOWMASTER	83,108.54
TRUENORTH STEEL	26,045.24
Payments less than 2000	31,164.35
Total	175,359.89
HHS	
# 4453 Foster Care Provider	2,635.00
# 1911 Foster Care Provider	2,800.03
# 878 Foster Care Provider	2,435.98
KINDRED FAMILY FOCUS	9,854.77
NORTH HOMES INC	12,158.16
# 14051 Foster Care Provider	3,363.81
PETRANGELO MS Ed. D/GEORGE	2,940.00
PINEHAVEN YOUTH & FAMILY SRVS	9,253.62
VILLAGE RANCH INC	8,668.50
Payments less than 2000	38,030.86
Total	92,140.73

TODD COUNTY BOARD OF COMMISSIONERS

*Minutes of the Meeting of the Todd County Board of Commissioners held on
May 3, 2016*

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 3rd day of May, 2016 at 9:00 AM. The meeting was called to order by Chairperson Becker. The meeting was opened with the Pledge of Allegiance. All Commissioners present.

Approval of Agenda

On motion by Erickson and second by Neumann, the following motion was introduced and adopted by unanimous vote. To approve the agenda with 9.1 AMC County Program Aid changed to a BAF instead of Discussion item.

Routine Business

On motion by Kneisl and second by Erickson, the following motion was introduced and adopted by unanimous vote: To approve the Auditor Warrants number 227127 thru 227258 in the amount of \$837,760.19.

On motion by Neumann and second by Kircher, the following motion was introduced and adopted by unanimous vote: To approve the Commissioner Warrants number 43243 through 43354 in the amount of \$64,020.45 and Health & Human Service Commissioner Warrants in the amount of \$109,435.84.

On motion by Kircher and second by Kneisl, the following motion was introduced and adopted by unanimous vote: To approve acknowledgement of Benson Air Ag, Inc of Benson, MN for spraying of tent worms in Todd County in the calendar year 2016 along with the Public shall be notified within 48 hours prior to spraying.

On motion by Kircher and second by Kneisl, the following motion was introduced and adopted by unanimous vote: To approve an On Sale, Off Sale, and Sunday Liquor License for Eagle's Landing at the address of 13218 County 103, Burtrum, MN in Grey Eagle Township beginning May 14, 2016 through March 31, 2017.

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

GAMBLING PERMIT FOR EAGLE BEND FIRE DEPARTMENT RELIEF ASSOCIATION
WHEREAS, the Todd County Board of Commissioners are establishing their approval for a Gambling Permit for the Eagle Bend Fire Department Relief Association through this resolution;
NOW, THEREFORE BE IT RESOLVED, that the Todd County Board of Commissioners approve a Gambling Permit for Eagle Bend Fire Department Relief Association to hold gambling activities at Double Eagle Golf and Grille in Burleene Township at the address 31886 County 3, Eagle Bend, MN until revoked as provided by law.

On motion by Kneisl and second by Neumann, the following motion was introduced and adopted by unanimous vote: To approve the agreement for prosecution services between the Todd County Attorney and the City of Bertha to be in effect from April 2016 through December 2016.

TODD COUNTY BOARD OF COMMISSIONERS

On a motion by Kircher and second by Neumann, the following resolution was adopted by unanimous vote:

EMERGENCY MEDICAL SERVICES WEEK PROCLAMATION FOR TODD COUNTY

On a motion by Kircher and second by Neumann, the following was adopted by unanimous vote:

WHEREAS, emergency medical services is a vital public service, and;

WHEREAS, the members of emergency medical services teams are ready to provide lifesaving care to those in need 24 hours a day, seven days a week, and;

WHEREAS, access to quality emergency care dramatically improves the survival and recovery rate of those who experience sudden illness or injury; and.

WHEREAS, the emergency medical services system consists of first responders, emergency medical technicians, paramedics, firefighters, educators, administrators, emergency nurses, emergency physicians, and others; and

WHEREAS, the members of emergency medical services teams, whether career or volunteer, engage in thousands of hours of specialized training and continuing education to enhance their lifesaving skills; and

WHEREAS, it is appropriate to recognize the value and the accomplishments of emergency medical services providers by designating Emergency Medical Services Week.

NOW, THEREFORE BE IT RESOLVED, that the Todd County Board of Commissioners in recognition of this event to hereby proclaim the week of May 15-21, 2016 as Emergency Medical Services Week with the theme, EMS Strong: Called to Care, and encourage the community to observe this week with appropriate programs, ceremonies and activities.

Public Works

On a motion by Neumann and second by Erickson, the following resolution was adopted by unanimous vote:

AWARD OF CONSTRUCTION CONTRACT FOR 2016 BITUMINOUS HIGHWAY CONSTRUCTION PROJECTS

WHEREAS, sealed bids were received on April 22nd, 2016 by the Todd County Public Works Director for SP 077-610-010, SAP 077-602-019, SAP 077-610-011, SAP 077-650-004 and CP 77-16-01, said projects for bituminous highway construction work at various locations in Todd County, and;

WHEREAS, the following sealed bids were received:

Hardrives, Inc	Rogers, Minnesota	\$3,034,940.39
Central Specialties, Inc.	Alexandria, Minnesota	\$3,134,724.15
Duininck Construction	Prinsburg, Minnesota	\$3,320,820.76
Knife River Corporation	Sauk Rapids, Minnesota	\$3,366,685.16
Anderson Brothers Construction	Brainerd, Minnesota	\$3,542,374.27
Tri City Paving	Little Falls, Minnesota	\$3,670,559.34

NOW, THEREFORE BE IT RESOLVED, that the Todd County Board of Commissioners does hereby accept and award the contract for the above said construction projects to Hardrives, Inc. of Rogers, Minnesota based on their low bid of \$3,034,940.39.

TODD COUNTY BOARD OF COMMISSIONERS

Assessor's Office

On motion by Kircher and second by Kneisl, the following motion was introduced and adopted by unanimous vote: To approve abatement for Mr. Robert Kottschade to correct a postal service error which affected the homestead classification on his parcel.

South Country Health Alliance

Presentation given by Leota Lind from South Country Health Alliance for the County Board.

Todd County Medical Examiner

Dr. Strobl from the Midwest Medical Examiner's Office presented the 2015 Summary Report to the County Board.

Association of Minnesota Counties

Presentation of topic and discussion by Julie Ring from AMC and Jake Sieg the Lac Qui Parle Auditor/Treasurer/Coordinator concerning a Letter of Support on AMC County Program Aid.

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

AFFIRMING TODD COUNTY'S ENDORSEMENT OF THE REVISED COUNTY PROGRAM AID FORMULA DEVELOPED BY THE ASSOCIATION OF MINNESOTA'S COUNTIES' COUNTY PROGRAM AID WORK GROUP

WHEREAS, Minnesota's counties are mandated by the state to provide essential services in many program areas including human services, public safety, and transportation; and

WHEREAS, counties depend on County Program Aid ("CPA") for the financial sustainability of these state-mandated, county-administered services; and

WHEREAS, the current structure of the CPA formula, pursuant MS Chapter 447A.0124, creates considerable volatility in the fund's distribution, interfering with counties' abilities to accurately budget for essential services; and

WHEREAS, the current formula's inadequacies have also resulted in the dramatic reduction of funding for one-third of counties, that have lost at least 50 percent of their funding since 2005; and

WHEREAS, despite fluctuations over the past ten years, the state appropriation to the 2015 CPA is equal to the 2005 appropriation making it greatly depressed in terms of inflation; and

WHEREAS, a revised CPA formula in conjunction with additional funding will enable counties to continue to provide quality services that may also translate into reductions in county levies, decreasing the tax burden of Minnesota residents; and

WHEREAS, in October 2014, the Association of Minnesota Counties assembled the CPA Work Group including leadership from twenty counties and representatives from the Metropolitan Inter-County Association and the Minnesota Rural Counties Caucus to analyze and develop a CPA formula that reflects the pressing needs of Minnesota's counties; and

WHEREAS, the CPA Work Group unanimously approved a revised CPA formula that benefits all Minnesota counties by reducing volatility and ensuring a fair distribution of CPA; and

WHEREAS, the Board of Directors of the Association of Minnesota Counties that represents the diverse interests of Minnesota's 87 counties, voted to support the proposed CPA formula revisions.

NOW, THEREFORE BE IT RESOLVED, that the Todd County Board of Commissioners endorses the following revisions to the Minnesota County Program Aid formula:

- A funding increase of \$40 million;

TODD COUNTY BOARD OF COMMISSIONERS

- The creation of a funding floor that guarantees each county \$350,000 in tax base equalization aid (“TBEA”);
- Adjustments to the TBEA formula factors to slow down counties’ loss of TBEA funding, including; an increase of the per capita factor to \$190 and a decrease of the county adjusted net tax capacity (ANTC) factor to 9 percent;
- The elimination of special funds and transition aid; and

The creation of a 5% cap on annual CPA losses; ensuring no county will lose more than 5% of its funding each year.

Sheriff

On motion by Neumann and second by Erickson, the following motion was introduced and adopted by majority vote with Kircher voting against: To approve to post in-house and advertise for 3 full-time deputies.

On motion by Erickson and second by Neumann, the following motion was introduced and adopted by unanimous vote: To hire Jacob Weishair as a Seasonal Recreational Assistant at the current minimum wage of \$9.50 per hour with an effective date of May 3, 2016.

On motion by Kneisl and second by Neumann, the following motion was introduced and adopted by unanimous vote: To hire Amanda Michael as a Seasonal Recreational Assistant at the current minimum wage of \$9.50 per hour with an effective date of May 3, 2016.

On motion by Erickson and second by Kneisl, the following motion was introduced and adopted by unanimous vote: To hire Tavis Bergmann as a Seasonal Recreational Assistant at the current minimum wage of \$9.50 per hour with an effective date of May 3, 2016.

Health & Human Services

On motion by Kircher and second by Erickson, the following motion was introduced and adopted by majority vote with Neumann voting against: To approve the request for TCHHS to recruit and hire a Nursing Supervisor to fill the position left vacant by the resignation of Heidi Brings.

On motion by Erickson and second by Neumann, the following motion was introduced and adopted by unanimous vote: To approve notification to the Minnesota Department of Commerce, Todd County’s intent to administer and deliver the Energy Assistance Program for Federal Fiscal Year 2017.

Human Resources

Discussion was held on the Payroll Position vacancy.

On a motion by Erickson and second by Neumann, the following resolution was adopted by majority vote with Kircher voting against:

ESTABLISH COUNTY COORDINATOR/HUMAN RESOURCES POSITION

WHEREAS, the Todd County Board of Commissioners held several discussions related to hiring a County Coordinator/Human Resources position and the Personnel Committee has recommended a position be established and;

TODD COUNTY BOARD OF COMMISSIONERS

WHEREAS, Pursuant to Minnesota Statutes Sections 375.48 and 375.49, the Todd County Board of Commissioners may establish the office of County Coordinator. The Board may assign whatever title to the county coordinator that it decides is appropriate and prescribe the duties and responsibilities it deems fitting for the position.

NOW, THEREFORE BE IT RESOLVED, that the Todd County Board of Commissioners approve the establishment of the County Coordinator/Human Resources position.

On motion by Erickson and second by Neumann, the following motion was introduced and adopted by majority vote with Kircher voting against: To authorize Human Resources to begin advertising for the County Coordinator-Human Resources position.

Auditor-Treasurer Report

Tax payment reminders have been published. Tax preparers will be available in the Historic Courthouse on May 12th & 13th to assist with M1PR forms. Candidate filing will be open from May 17th – 31st for federal, state, county, and judicial offices with full details published. Quarter 1 budget reports are currently being put together for review. CliftonLarsonAllen will be presenting Audit information to the board at the May 17th meeting.

Commissioners' Report

The Commissioners reported on the meetings they had attended.

Adjourn

On motion by Kircher and second by Kneisl, the meeting was recessed until May 17, 2016.

Auditor Warrants

Vendor	Amount
COMPUTER PROFESSIONALS	\$ 4,417.00
LONG PRAIRIE SANITATION INC	\$ 3,261.79
RESOURCE TRAINING AND SOLUTIONS	\$ 215,454.00
VERIZON	\$ 4,093.84
Payments less than 2000	\$ 10,099.72
AMERICAN HERITAGE BANK	\$ 34,792.07
CARD SERVICES COBORNS	\$ 3,666.12
FLEET SERVICES/WEX BANK	\$ 4,013.20
GOULD/RHONDA M	\$ 2,412.00
MN DEPT OF FINANCE	\$ 6,022.50
MORRISON COUNTY	\$ 21,254.35
PETERS & CHURCHWELL	\$ 6,281.50
Prairie Lakes Municipal Solid Waste Auth	\$ 47,560.89
STEP	\$ 4,962.50
TECH SALES CO	\$ 3,477.99
WILDLIFE FOREVER	\$ 3,248.00
WONDERLICH/SCOTT A	\$ 3,417.00
Payments less than 2000	\$ 12,110.63

TODD COUNTY BOARD OF COMMISSIONERS

CHAFFIN CONSTRUCTION & REMODELIN	\$ 2,150.00
MADDEN GALANTER HANSEN, LLP	\$ 5,256.38
MINNESOTA POWER & LIGHT	\$ 11,786.40
STOECKEL JAHNER INC	\$ 9,250.00
WADENA SWCD	\$ 5,000.00
ZAYO ENTERPRISE NETWORKS	\$ 3,534.87
Payments less than 2000	\$ 10,339.22
AMERICAN HERITAGE	\$ 8,162.01
CENTERPOINT ENERGY	\$ 2,711.66
GENE-O'S COUNTRYSIDE REST LLC	\$ 7,730.75
Otter Tail County Treasurer	\$ 127,658.04
RESOURCE TRAINING AND SOLUTIONS	\$ 227,645.50
STAPLES ADVANTAGE	\$ 3,301.61
TODD CO AUD-TREAS	\$ 12,685.50
WONDERLICH/SCOTT A	\$ 2,022.00
Payments less than 2000	\$ 7,981.15
Final Total	\$ 837,760.19

COMMISSIONER WARRANTS

VENDOR NAME	AMOUNT
CLIFTON LARSONALLEN, LLP	4,000.00
HILLYARD	2,169.25
LONG PRAIRIE MACHINERY CO INC	3,375.27
MCCC, MI33	5,511.53
MN DEPT OF TRANSPORTATION	3,366.20
MORRISON CO PUBLIC HEALTH SERV	2,035.40
MOTOROLA	12,952.27
TURNKEY/THREE SQUARE MARKET	2,901.15
PAYMENTS LESS THAN 2000	27,709.38
TOTAL	64,020.45

HHS WARRANTS

VENDOR NAME	AMOUNT
COMMUNITY AND FAMILY SRVS LLC	2,708.28
MERIDIAN SERVICES INC	2,689.83
MID MINNESOTA DRUG TESTING INC	4,470.00
NEXUS INC	5,203.35
NORTH HOMES INC	15,878.44
NORTHERN PINES MENTAL HLTH CTR	51,359.50
PARENT EDUCATION SERVICES	2,554.50
STEP	6,366.08
VILLAGE RANCH INC	8,957.39
WACOSA	2,191.45

TODD COUNTY BOARD OF COMMISSIONERS

WEST CENTRAL REG JUVENILE CTR	3,312.50
PAYMENTS LESS THAN 2000	24,309.72
TOTAL	130,001.04

HHS WARRANTS

VENDOR NAME	AMOUNT
DHS - SWIFT	21,203.89
MORRISON COUNTY SOCIAL SERVICE	2,800.00
OTTER TAIL CTY HUMAN SERVICES	3,430.00
RURAL MN CEP INC	15,551.06
SHI CORP	2,538.00
TODD COUNTY AUDITOR/TREASURER	15,096.10
WILLIAMS DINGMANN FAMILY FUNERAL - LONG PRAIRIE	2,200.00
PAYMENTS LESS THAN 2000	39,533.59
TOTAL	109,435.84

TODD COUNTY BOARD OF COMMISSIONERS

*Minutes of the Meeting of the Todd County Board of Commissioners held on
May 17, 2016*

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 17th day of May, 2016 at 9:00 AM. The meeting was called to order by Chairperson Becker. The meeting was opened with the Pledge of Allegiance. All Commissioners present.

Approval of Agenda

On motion by Neumann and second by Erickson, the following motion was introduced and adopted by unanimous vote. To approve the agenda with 11.3 CUP Thomalla and 13.1 Approve Jail/Dispatcher Units Labor Agreement removed.

Routine Business

On motion by Kneisl and second by Erickson, the following motion was introduced and adopted by unanimous vote: To approve the Commissioner Warrants number 43355 through 43470 in the amount of \$171,340.92 and Health & Human Service Commissioner Warrants in the amount of \$90,865.96.

On motion by Neumann and second by Kneisl, the following motion was introduced and adopted by unanimous vote: to approve the Election Services Agreement with SeaChange for election-related services in Todd County to be effective from June 1, 2016 through May 31, 2020.

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

A RESOLUTION ESTABLISHING A COUNTY ABSENTEE BALLOT BOARD, UOCAVA BALLOT BOARD & MAIL BALLOT BOARD

WHEREAS, the Todd County Board of Commissioners passed resolution #2008-08/05-96 which authorized one of the ballot boards required for use during the election processes, and ;

WHEREAS, Minnesota Statute 203B.121 requires any governing body with responsibility to accept and reject absentee and mail ballots to establish an Absentee Ballot Board, UOCAVA Ballot Board and Mail Ballot Board, and;

WHEREAS, this authorization will bring uniformity in the processing of accepting or rejecting absentee and mail ballots returned to the Todd County Auditor/Treasurer's Office and;

WHEREAS, these boards would consist of a sufficient number of election judges trained in the handling of absentee and mail ballots or Deputy County Auditor-Treasurers/Clerks who have received training in the processing and counting of these ballots pursuant to MN Statute sections 204B.19 to 204B.22.

NOW, THEREFORE BE IT RESOLVED, that the Todd County Board of Commissioners hereby established an Absentee Ballot Board, UOCAVA Ballot Board and Mail Ballot Board and furthermore authorizes the Todd County Auditor/Treasurer to implement and manage these Boards processes and procedures during 2016 election cycle and forward.

On a motion by Neumann and second by Erickson, the following resolution was adopted by unanimous vote:

MEMORIAL DAY APPROPRIATION

TODD COUNTY BOARD OF COMMISSIONERS

WHEREAS, Todd County has budgeted for 2016 an appropriation to help with expenses for conducting Memorial Day Services;

NOW, THEREFORE BE IT RESOLVED, that the Todd County Board of Commissioners hereby approve the 2016 payment of \$10 to the Evergreen Cemetery Association of Long Prairie for the care of County lots in said Evergreen Cemetery, and;

BE IT FURTHER RESOLVED, to approve the payment of \$50 to each regular organization of Veterans of Foreign Wars, American Legion Posts and Auxiliaries in Todd County to help with the payment of expenses in connection with the proper observance of Memorial Day Services conducted within Todd County and the amount to be paid by warrant to each organization provided that in cases where any of the above mentioned do not have an organization, the amount will be paid to the organization conducting the Memorial Day Service.

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

SENIOR CITIZEN CENTER APPROPRIATION

WHEREAS, Todd County has budgeted for 2016 an appropriation of \$200 per Senior Citizen Center in Todd County;

NOW, THEREFORE BE IT RESOLVED, that the Todd County Board of Commissioners hereby approve the 2016 payment of \$200 for each Senior Citizen Center located in Todd County.

Public Works

On a motion by Neumann and second by Erickson, the following resolution was adopted by unanimous vote:

AWARD OF CONSTRUCTION CONTRACT FOR 2016 COUNTY ROAD 57 PAVING PROJECT

WHEREAS, sealed bids were received on May 10th, 2016 by the Todd County Public Works Director for CP 16-57-01, said project for bituminous paving work located on County Road 57 from County State Aid Highway 2 to County State Aid Highway 4, and;

WHEREAS, the following sealed bids were received:

Central Specialties, Inc.	Alexandria, Minnesota	\$452,962.70
Hardrives, Inc	Rogers, Minnesota	\$456,176.90

NOW, THEREFORE BE IT RESOLVED, that the Todd County Board of Commissioners does hereby accept and award the contract for the above said construction projects Central Specialties of Alexandria, Minnesota based on their low bid of \$452,962.70.

Assessor's Office

On motion by Kneisl and second by Kircher, the following motion was introduced and adopted by unanimous vote: To approve abatement for Mr. Bradley Braaten on parcels 07-0018400, 23-0007300, and 33-0001800 as presented.

Sheriff

On motion by Kircher and second by Erickson, the following motion was introduced and adopted by unanimous vote: To accept the retirement of Don Burns.

TODD COUNTY BOARD OF COMMISSIONERS

On motion by Kircher and second by Neumann, the following motion was introduced and adopted by unanimous vote: To accept the resignation of Chris Gorr as a full-time Investigator.

On motion by Erickson and second by Neumann, the following motion was introduced and adopted by unanimous vote: To accept the resignation of Dalton Reinke as a Part-time Jailor/Dispatcher.

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

APPROVAL OF MASTER SUBSCRIBER AGREEMENT WITH STATE OF MINNESOTA OFFICE OF STATE COURT ADMINISTRATION

WHEREAS, the Todd County Sheriff's Office relies on the State of Minnesota electronic court records system for report and case records management; and

WHEREAS, the State of Minnesota is moving to a new, improved electronics court records system, and the Todd County Court Administration has already started the transition to the new court records system; and

WHEREAS, all local law enforcement agencies, in order to operate effectively with local and state courts, must transition to the new system to access local and state court records and to submit documents to the courts; and

WHEREAS, agencies must enter into new Master Subscriber Agreement for Minnesota Government Access with the State of Minnesota, Office of State Court Administration to use the system.

NOW, THEREFORE BE IT RESOLVED, the above referenced and attached agreement with the State of Minnesota, Office of State Court Administration for the new Master Subscriber Agreement for Minnesota Government Access and access thereto and use thereof by the Todd County Sheriff's Office is hereby approved and the Sheriff is authorized and directed to execute the same on behalf of the County of Todd.

Veterans Services

On motion by Neumann and second by Kircher, the following motion was introduced and adopted by unanimous vote: To accept the bid of \$29,201.72 from Nelson Auto Center for the purchase of a new vehicle for Veterans Service.

Solid Waste

On motion by Kneisl and second by Erickson, the following motion was introduced and adopted by unanimous vote: To approve the attached Agreement between Crow Wing County and Todd County for the Operation of a Household Hazardous Waste Program.

MIS / GIS Office

On motion by Erickson and second by Kneisl, the following motion was introduced and adopted by unanimous vote: To accept the resignation from Danica Mazurek with an effective date of 05/13/2016.

On motion by Erickson and second by Neumann, the following motion was introduced and adopted by unanimous vote: To approve waiving the 90-day waiting period and allow Human Resources to begin the process of recruiting, interviewing, and recommending hire to fill the GIS Technician vacancy.

TODD COUNTY BOARD OF COMMISSIONERS

On motion by Kircher and second by Kneisl, the following motion was introduced and adopted by unanimous vote: To approve the purchase of new technology equipment for Assessors staff, for desktop and field use.

Planning and Zoning

On motion by Neumann and second by Kneisl, the following motion was introduced and adopted by unanimous vote: To approve Conditional Use Permit for Joseph Eischeid. Site address: 32390 454th St, Motley, MN. Parcel 25-0037300. SECT 35 TWP-133 RANG-32 S2 NW4 & NW4 NW4 EX W 650 FT OF N 750 FT 108.81 ACRES And SECT-35 TWP-133 RANG-32 NE4 NW4 40.00 ACRES. Granted with the following conditions: 1.) No increase in cattle to be allowed until the proposal is fully approved and appropriately permitted as governed by Todd County Zoning Ordinance and the MPCA. 2) If and when properly permitted under feedlot rule, under no circumstances shall there exist more than 999 head or beef cattle or 999 animal units on this site without first obtaining the necessary state and/or federal permits for a feedlot operation consisting of 1,000 animal units or more and/or 1,000+ head beef cattle. 3) Existing septic system(s) on this parcel undergo a compliance inspection prior to expansion. This motion is a clarification of previous action made by the County Board during the April 19, 2016 meeting.

On motion by Kircher and second by Erickson, the following motion was introduced and adopted by unanimous vote: To approve Zoning Amendment for Wayne Carstensen on Parcel 12-0014602 to change the zoning district of the E2 of the SE4 of Section 10 of Hartford Township from R-10 to AF-1 for the purpose of allowing a 5 acre subdivision.

Health & Human Services

On motion by Kircher and second by Neumann, the following motion was introduced and adopted by unanimous vote: To approve the hire of Dena Payne to the position of part-time home health aide/homemaker contingent upon successful completion of required background checks, C.N.A. certification and/or employee physical.

On motion by Kircher and second by Kneisl, the following motion was introduced and adopted by unanimous vote: To approve the hire of Donna Werner to the position of part-time Homemaker contingent upon successful completion of required background checks and/or employee physical with the ability to reclassify as a home health aide/homemaker when the individual has received the appropriate certification and client needs arise.

Clifton Laron Allen

Doug Host, Principal at Clifton Larson Allen, presented the Audit Presentation Exit Conference for Year Ending December 31, 2015

Auditor-Treasurer Report

Candidate filing will be open from May 17th – 31st for federal, state, county, and judicial offices with full details published.

Commissioners' Report

The Commissioners reported on the meetings they had attended.

TODD COUNTY BOARD OF COMMISSIONERS

Adjourn

On motion by Neumann and second by Kneisl, the meeting was recessed until May 24, 2016.

COMMISSIONER WARRANTS

VENDOR NAME	AMOUNT
AMERICAN SOLUTIONS FOR BUSINESS	10,074.69
BUSKER CONCRETE	3,250.00
CLIFTON LARSONALLEN, LLP	33,200.00
GRANITE ELECTRONICS INC	22,544.00
HENGEL READY MIX AND CONSTRUCTION	6,800.00
LAMAR CO	10,229.00
SHI CORP	2,430.00
SIGNS PLUS BANNERS	4,019.91
STAPLES WORLD	16,530.54
STOECKEL JAHNER INC	3,000.00
TODD COUNTY COUNCIL ON AGING	11,825.38
TURNKEY/THREE SQUARE MARKET	2,089.65
WIDSETH SMITH NOLTING INC	6,692.65
ZIEGLER INC	2,196.60
ZUERCHER TECHNOLOGIES LLC	8,670.00
PAYMENTS LESS THAN 2000	27,788.50
TOTAL	171,340.92

HHS WARRANTS

VENDOR NAME	AMOUNT
HEARTLAND GIRLS RANCH	2,852.07
# 1911	2,170.50
KINDER CARE EDUCATION LLC	2,331.00
KINDRED FAMILY FOCUS	6,407.30
NORTH HOMES INC	14,124.32
# 14051	3,358.80
PINEHAVEN YOUTH & FAMILY SRVS	7,404.60
PORT OF CROW WING GIRLS HOME	4,806.00
VILLAGE RANCH INC	8,668.50
PAYMENTS LESS THAN 2000	38,742.87
TOTAL	90,865.96

TODD COUNTY BOARD OF COMMISSIONERS

*Minutes of the Special Closed Board Meeting of the Todd County Board of Commissioners
held on
May 24, 2016*

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 24th day of May, 2016 at 9:00 AM. The meeting was called to order by Chairperson Becker. The meeting was opened with the Pledge of Allegiance. All Commissioners were present however Commissioner Erickson was absent.

Chairperson Becker asked for a motion to close the board meeting to proceed into a Closed Meeting for Department Head Evaluations.

On motion by Neumann and second by Kircher the meeting was closed at 9:01 am. Closed session was held within the small Commissioner's Room.

In the small Commissioner's Room, the recording was started and closed session began under recording.

After department evaluations were complete at 1:49 p.m., on motion by Kneisl and second by Kircher the meeting was reopened to regular session.

On motion by Kneisl and second by Neumann the board adjourned the meeting at 1:50 p.m.

TODD COUNTY BOARD OF COMMISSIONERS

*Minutes of the Special Meeting of the Todd County Board of Commissioners held on
May 31, 2016*

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 31st day of May, 2016 at 9:00 AM. The meeting was called to order by Chairperson Becker. The meeting was opened with the Pledge of Allegiance. All Commissioners present.

Approval of Agenda

This special meeting was called for one action item and no other actions were considered for this agenda.

Administration

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

TEMPORARY CONTRACTED SERVICES TO ASSIST HUMAN RESOURCES DEPARTMENT

WHEREAS, the Human Resources Director is currently on intermittent leave, and;

WHEREAS, it is uncertain when the Human Resources Director will return to full-time status, and;

WHEREAS, there are no internal staff to fulfill and assist with the day-to-day operation of the department.

WHEREAS, it is in the best interest of Todd County to hire a qualified temporary assistant to ensure the essential duties of the Human Resources department can be carried out to avoid disruption of County business.

NOW, THEREFORE BE IT RESOLVED, that the Todd County Board of Commissioners hereby approves a temporary contracted service agreement with NJPA to provide assistance to the Human Resources Department.

Adjourn

On motion by Erickson and second by Neumann, the meeting was adjourned for the month of May, 2016..

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): 20160906-05	

Title (for publication with the Agenda): 3.2 Malt Liquor License - Eagle Mountain	
Date of Meeting: 09/06/2016	Total time requested: 5 min
Department Requesting Action: Auditor-Treasurer	
Presenting Board Action/Discussion at Meeting: Denise	
Background <input type="checkbox"/> Supporting Documentation enclosed	
Application is on file in the Auditor-Treasurer's Office	
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 a one year On Sale 3.2 Malt Liquor License for Eagle Mountain at the address of 33861 Breezy Drive, Burtrum, MN in Grey Eagle Township effective September 15, 2016 thru September 15, 2017.	
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 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): 20160906-06	

Title (for publication with the Agenda): Reichert Place Apartments Loan Forgiveness Request	
Date of Meeting: September 6, 2016	Total time requested: 10 min
Department Requesting Action: Auditor-Treasurer	
Presenting Board Action/Discussion at Meeting: Jason Krebsbach, Central MN Housing Partnership	
Background <input checked="" type="checkbox"/> Supporting Documentation enclosed	
See attached document for review.	
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

Reichert Place Apartments Todd County Loan Forgiveness Request
Reichert Place of Long Prairie, Limited Partnership
Central Minnesota Housing Partnership, Inc., General Partner

Project History

In September 2000, Central Minnesota Housing Partnership (CMHP) and the Long Prairie HRA purchased the Reichert Hotel from the city of Long Prairie. The purchase transaction, clean-up and renovation project was funded by a multitude of sources including the Low Income Housing Tax Credit Program, Historic Tax Credit Program, Federal Home Loan Bank and Todd County. The intensive project included environmental clean-up of the property and substantial historical rehabilitation, transforming the vacant, dilapidated building into a 17-unit downtown apartment property. The original tax credit investor is no longer part of the ownership entity, with CMHP and the Long Prairie HRA maintaining 50/50 ownership and CMHP acting as the General Managing Partner.

Funding from Todd County

During the planning of this project, many entities and funding sources came together to make the proposal a reality. Todd County was one of these entities. At the meeting of the Todd County Board of Commissioners held on June 12th, 2000, the board approved a loan not to exceed \$90,000, earmarked for the Reichert Hotel environmental cleanup. A mortgage and promissory note for \$90,000 were executed on September 1, 2000 between Todd County and Reichert Place of Long Prairie, Limited Partnership. The mortgage was recorded as document number 398753 on January 26th, 2001. A copy of the mortgage and promissory note are attached.

During the process of approving funding for the project, Todd County was prepared to provide funding as a grant to the project. However, due to requirements of the Low Income Housing Tax Credit Program, the funds had to be provided as a loan with an interest rate. When calculating the equity amount a tax credit investor can provide a project, secondary loans cannot be forgivable or 0% interest as those types of loan amounts cannot be included in basis items when calculating equity. Therefore, the promissory note states an interest rate of 1% per annum, with a lump sum payment of principal and interest due on September 1, 2031.

Current Request from Ownership

Central Minnesota Housing Partnership wishes to refinance the first mortgage on Reichert Place Apartments, which currently has an 8.82% interest rate. The refinancing of the current first mortgage will allow a reduction in interest rate of approximately 4.5% and also allow for completion of rehabilitation items such as a new roof, interior common area carpeting and other miscellaneous repair items. As part of the refinance process, we are requesting the forgiveness of the Todd County Mortgage of \$90,000. The forgiveness of the loan will allow us to prepare for the next 15-20 years of ownership and be in a financial position to address future rehabilitation and repair needs.

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): 20160906-07	

Title (for publication with the Agenda): Wetlands Conservation Coordinator	
Date of Meeting: 9-6-16	Total time requested: 10 min
Department Requesting Action: SWCD	
Presenting Board Action/Discussion at Meeting: Tim Stieber	
Background <input checked="" type="checkbox"/> Supporting Documentation enclosed	
The WCA Coordinator position was vacated 8/19/16. Workload associated with this position is sufficient such that refilling the position is necessary to provide service to landowners seeking to comply with WCA rules. Currently about a dozen open cases are being handled by existing staff. The position was evaluated by Springstad during the recent salary study and found to be Grade 10-1B for a person starting out. Other activities as listed on the announcement would provide for full time activity and provide additional funding. Hiring will require another Board Action.	
Options <input type="checkbox"/> Supporting Documentation enclosed	
Recommendation <input checked="" type="checkbox"/> The Todd County Board of Commissioners approves the following by Motion:	
Approve advertising, interviewing, and selection of suitable candidate for the Wetlands Conservation Coordinator position at Grade 10-1B.	
Financial Implications: \$43,282	Comments
Funding Source: NRBG	
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 Employment Opportunity

Wetland Conservation Coordinator

Todd Soil and Water Conservation District (SWCD) is seeking a highly motivated professional to serve as Wetland Conservation Coordinator for Todd County. The position serves as the primary contact for wetlands within the county and coordinates decisions with other agencies and staff. Work activities include; field site visits, determining wetland boundaries for proposed projects, reviewing wetland delineations submitted by landowners for proposed work, and responding to reported violations of wetland rules. Other duties include developing conservation plans and projects with landowners, completing field review of past projects, and assisting with other SWCD technical and outreach programs and activities such as Feedlot, Walk-In-Access sign-ups, and water monitoring.

Must maintain relations with and work closely with BWSR, Todd Soil and Water Conservation District Supervisors, Planning and Zoning staff, and County Board of Commissioners, MN DNR, and USDA staff on joint projects and activities. Overall supervision received from SWCD Director.

MINIMUM QUALIFICATIONS: BA/BS Degree in Environmental Studies, Biology, Agronomy, Soil Science, or related field or a two year associates degree plus three years relevant full-time work experience that provides needed subject matter knowledge, skills, and abilities. Desire excellent communication skills and demonstrated ability to relate to diverse customer base. Must have demonstrated ability to coordinate and collaborate with staff and agencies to achieve desired outcomes. Must have or obtain knowledge of wetlands and wetland rules, and obtain a certified wetland delineator credential within one year. Microsoft Office and Arc View software. Must possess and maintain a valid MN Driver's License and successfully pass a background check.

SALARY: Grade 10-1B, starting salary, \$21.45 per hour. This is a non-exempt, union position, Classification - Resource Conservationist.

HOW TO APPLY: Send letter of interest, resume, and completed Todd County Application for Employment Form. Application Form and job description are available on the County website; www.co.todd.mn.us or Todd County Administration Department, 215 First Avenue South, Suite 300, Long Prairie, MN 56347, phone 320-732-6447. Deliver completed applications to the above address, fax 320-533-4659 or email to lori.jorgensen@co.todd.mn.us.

APPLICATION DEADLINE: Send complete application by EOB October 5, 2016.
Internal candidates respond by September 21, 2016.

Todd County is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the County will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.

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): 20160906-08	

Title (for publication with the Agenda): Hire Shane Carlberg as a Part-Time Deputy.	
Date of Meeting: September 6th, 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 type="checkbox"/> Supporting Documentation enclosed	
An opening exists within the Todd County Sheriff's Office for the position of Part-time Deputy. This position was advertised for. Applications were received and it was determined that Shane Carlberg was qualified to fill this position.	
Options <input type="checkbox"/> Supporting Documentation enclosed	
1. Approve to hire Shane Carlberg as a Part-time Deputy. 2. Do not approve to hire Shane Carlberg as a Part-time Deputy.	
Recommendation <input checked="" type="checkbox"/> The Todd County Board of Commissioners approves the following by Motion:	
To hire Shane Carlberg as a Part-time Deputy, with an effective date of September 18th, 2016 pending the passing of a background check, psychological and physical exam.	
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
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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): 20160906-09	

Title (for publication with the Agenda): Hire Brian Madison as a Part-Time Deputy.	
Date of Meeting: September 6th, 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 type="checkbox"/> Supporting Documentation enclosed	
An opening exists within the Todd County Sheriff's Office for the position of Part-time Deputy. This position was advertised for. Applications were received and it was determined that Brian Madison was qualified to fill this position.	
Options <input type="checkbox"/> Supporting Documentation enclosed	
1. Approve to hire Brian Madison as a Part-time Deputy. 2. Do not approve to hire Brian Madison as a Part-time Deputy.	
Recommendation <input checked="" type="checkbox"/> The Todd County Board of Commissioners approves the following by Motion:	
To hire Brian Madison as a Part-time Deputy, with an effective date of September 18th, 2016 pending the passing of a background check, psychological and physical exam.	
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

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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 type="checkbox"/> Resolution <input type="checkbox"/> Other
Board Action Tracking Number (Admin use): 20160906-10	

Title (for publication with the Agenda): Hire Paul Amell as a Part-Time Deputy.	
Date of Meeting: September 6th, 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 type="checkbox"/> Supporting Documentation enclosed	
An opening exists within the Todd County Sheriff's Office for the position of Part-time Deputy. This position was advertised for. Applications were received and it was determined that Paul Amell was qualified to fill this position.	
Options <input type="checkbox"/> Supporting Documentation enclosed	
1. Approve to hire Paul Amell as a Part-time Deputy. 2. Do not approve to hire Paul Amell as a Part-time Deputy.	
Recommendation <input checked="" type="checkbox"/> The Todd County Board of Commissioners approves the following by Motion:	
To hire Paul Amell as a Part-time Deputy, with an effective date of September 18th, 2016 pending the passing of a background check, psychological and physical exam.	
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

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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 type="checkbox"/> Resolution <input type="checkbox"/> Other
Board Action Tracking Number (Admin use): 20160906-11	

Title (for publication with the Agenda): Hire Brian Lashinski as a Part-Time Deputy.	
Date of Meeting: September 6th, 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 type="checkbox"/> Supporting Documentation enclosed	
An opening exists within the Todd County Sheriff's Office for the position of Part-time Deputy. This position was advertised for. Applications were received and it was determined that Brian Lashinski was qualified to fill this position.	
Options <input type="checkbox"/> Supporting Documentation enclosed	
1. Approve to hire Brian Lashinski as a Part-time Deputy. 2. Do not approve to hire Brian Lashinski as a Part-time Deputy.	
Recommendation <input checked="" type="checkbox"/> The Todd County Board of Commissioners approves the following by Motion:	
To hire Brian Lashinski as a Part-time Deputy, with an effective date of September 18th, 2016 pending the passing of a background check, psychological and physical exam.	
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

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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 type="checkbox"/> Resolution <input type="checkbox"/> Other
Board Action Tracking Number (Admin use): 20160906-12	

Title (for publication with the Agenda): Hire Dan Lueth as a Part-Time Deputy.	
Date of Meeting: September 6th, 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 type="checkbox"/> Supporting Documentation enclosed	
An opening exists within the Todd County Sheriff's Office for the position of Part-time Deputy. This position was advertised for. Applications were received and it was determined that Dan Lueth was qualified to fill this position.	
Options <input type="checkbox"/> Supporting Documentation enclosed	
1. Approve to hire Dan Lueth as a Part-time Deputy. 2. Do not approve to hire Dan Lueth as a Part-time Deputy.	
Recommendation <input checked="" type="checkbox"/> The Todd County Board of Commissioners approves the following by Motion:	
To hire Dan Lueth as a Part-time Deputy, with an effective date of September 18th, 2016 pending the passing of a background check, psychological and physical exam.	
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	
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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 type="checkbox"/> Resolution <input type="checkbox"/> Other
Board Action Tracking Number (Admin use): 20160906-13	

Title (for publication with the Agenda): Resignation of Gene Ziegenhagen	
Date of Meeting: September 6th, 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 type="checkbox"/> Supporting Documentation enclosed	
Gene Ziegenhagen worked as a Part-time Deputy and resigned from this position effective August 30th, 2016.	
Options <input type="checkbox"/> Supporting Documentation enclosed	
1. Accept the resignation.	
Recommendation <input checked="" type="checkbox"/> The Todd County Board of Commissioners approves the following by Motion:	
Accept the resignation of Gene Ziegenhagen as a Part-time Deputy.	
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
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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 type="checkbox"/> Resolution <input type="checkbox"/> Other
Board Action Tracking Number (Admin use): 20160906-14	

Title (for publication with the Agenda): Resignation of Renee Wenner	
Date of Meeting: September 6th, 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 type="checkbox"/> Supporting Documentation enclosed	
Renee Wenner worked as a Part-time Jailor/Dispatcher and resigned from this position effective August 30th, 2016.	
Options <input type="checkbox"/> Supporting Documentation enclosed	
1. Accept the resignation.	
Recommendation <input checked="" type="checkbox"/> The Todd County Board of Commissioners approves the following by Motion:	
Accept the resignation of Part-Time Jailor/Dispatcher Renee Wenner.	
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	
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<div style="border: 1px solid black; width: 40px; height: 40px; display: inline-block;"></div>	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): 20160906-15	

Title (for publication with the Agenda): Approval to apply for Initiative Foundation Innovation Grant	
Date of Meeting: 9/06/2016	Total time requested: 5 min
Department Requesting Action: Health & Human Services	
Presenting Board Action/Discussion at Meeting: Katherine Mackedanz/Jackie Och	
Background <input type="checkbox"/> Supporting Documentation enclosed	
Grant funds are being requested from the Initiative Foundation's Innovation Grant to develop education opportunities, plan and promote community volunteerism, and identify sustainability options for the Hilltop Regional Kitchen located in Eagle Bend.	
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 application for the Initiative Foundation Innovation Grant.	
Financial Implications: \$5,000	Comments
Funding Source: Initiative Foundation	
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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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): 20160906-16	

Title (for publication with the Agenda): Approve Changing Hours of OSS-II (Formerly PH Secretary) to Full Time	
Date of Meeting: 9/06/2016	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	
On November 3, 2015 the County Board approved TCHHS to recruit and hire a replacement Public Health Secretary. The work of this position was filled on a part time trial basis, approved by the County board at their December 1st, 2015 Regular Board Meeting. Health & Human Services would like to reclassify this position back to full-time as there are additional office support tasks, particularly providing office support for grant funded activities, and it has been difficult to find staff with time to assist in this area. This position has remained a full time position in the Public Health budget.	
Options <input type="checkbox"/> Supporting Documentation enclosed	
Recommendation <input checked="" type="checkbox"/> The Todd County Board of Commissioners approves the following by Motion:	
Approve the request for Health & Human Services to change the hours of the Office Support Specialist II position (formerly titled Public Health Secretary under Hay) back to a full time status.	
Financial Implications: \$16.71 - \$22.46/hr Grade 5	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
<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	
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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 type="checkbox"/> Resolution <input type="checkbox"/> Other
Board Action Tracking Number (Admin use): 20160906-17	

Title (for publication with the Agenda): Appoint Seasonal Energy Assistance Program Worker	
Date of Meeting: 9/06/2016	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 Energy Assistance Program since the resignation of Sharon Willie. On August 16, 2016 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 Mari Ludwig to the position of Seasonal Energy Assistance Program worker at \$16.38/hour	
Financial Implications: \$16.38/hr Grade 5, Step B	Comments
Funding Source: 12-Energy Assistance	
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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Seal	