

# TODD COUNTY BOARD OF COMMISSIONERS

## *Regular Board Meeting Agenda*

Date: November 1, 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..*

<b>Item #</b>		<b>Approx. Time</b>
<b>1</b>	<b>Call to Order and Roll Call</b>	9:00
<b>2</b>	<b>Pledge of Allegiance</b>	9:01
<b>3</b>	<b>Amendments to the Agenda</b>	9:03
<b>4</b>	<b>Potential Consent Items</b>	9:05
4.1	Approve Commissioner Warrants	
4.2	Approve Health & Human Services Warrants	
4.3	Approve Meeting Minutes	
4.4	Establish a date for the Truth in Taxation hearing	
4.5	Reschedule December 6th Board Meeting	
4.6	Reappoint Jeff Rinde to County Extension Committee	
4.7	Approve EDR Capture Agreement	
4.8	Budget Amendment for Retiree Severance	
4.9	Transfer of Funds to Community Corrections	
<b>5</b>	<b>Closed Session - Labor Negotiations Strategy</b>	9:30
5.1	Closed Session pursuant to MN Statute 13D.03 to discuss labor negotiations strategy.	

### **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): 20161101-01	

<b>Title (for publication with the Agenda):</b> Approve Commissioner Warrants	
Date of Meeting: 11/01/2016	Total time requested: 2 min
Department Requesting Action: Auditor-Treasurer Office	
Presenting Board Action/Discussion at Meeting: Denise Gaida	
<b>Background</b> <input checked="" type="checkbox"/> Supporting Documentation enclosed	
Printout sent to Commissioners and Warrants for Publication attached	
<b>Options</b> <input type="checkbox"/> Supporting Documentation enclosed	
<b>Recommendation</b> <input checked="" type="checkbox"/> The Todd County Board of Commissioners approves the following by Motion:	
To approve the Commissioner Warrants number 44618 through 44725 in the amount of \$222,212.42.	
<b>Financial Implications: \$</b>	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

<b>Signatures</b> 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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CANDACEP

10/26/16 8:31AM

\*\*\*\* Todd County \*\*\*\*

WARRANTS FOR PUBLICATION



Page 1

Cutoff: 2000

Report Sequence: 1 - Vendor Name

\*\*\*\* Todd County \*\*\*\*



WARRANTS FOR PUBLICATION

Warrants Approved On 11/01/2016 For Payment 11/04/2016

<u>Vendor Name</u>	<u>Amount</u>
COMMISSIONER OF TRANSPORTATION	5,114.96
COMPASS MINERALS AMERICA	65,283.10
EMERGENCY AUTOMOTIVE TECH	4,157.38
FRIEDRICH'S TIRE & OIL CO	7,758.07
KRIS ENGINEERING	37,946.34
MCCC, MI33	5,497.16
NUSS TRUCK & EQUIP	3,060.00
SEACHANGE PRINT INNOVATIONS	24,228.30
TRUENORTH STEEL	18,609.24
WADENA ASPHALT CO	9,656.00
ZIEGLER INC	4,854.66
97 Payments less than 2000	36,047.21
Final Total:	222,212.42

# Todd County, MN Board Action Form



<b>Action Requested</b>	
<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): 20161101-02	

<b>Title (for publication with the Agenda):</b> Approve Health & Human Services Warrants	
Date of Meeting: 11/01/2016	Total time requested: 5 min
Department Requesting Action: Auditor-Treasurer Office	
Presenting Board Action/Discussion at Meeting: Denise Gaida	
<b>Background</b> <input checked="" type="checkbox"/> Supporting Documentation enclosed	
Printout sent to Commissioners and Warrants for Publication attached	
<b>Options</b> <input type="checkbox"/> Supporting Documentation enclosed	
<b>Recommendation</b> <input checked="" type="checkbox"/> The Todd County Board of Commissioners approves the following by Motion:	
To approve the Health & Human Services Warrants number 69408 through 69586 in the amount of \$132,400.62 and number 511820 through 511850 in the amount of \$58,480.92.	
<b>Financial Implications: \$</b>	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

<b>Signatures</b>	
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	

# Warrants for Publication

**Payment Date:**

11/4/2016

**Approval Date:**

11/1/2016

**Vendor name or #**

**Amount**

DHS - MSOP- MN SEX OFFENDER PROGRAM	5,846.00
DHS - SWIFT	40,292.39
PEOPLES EXPRESS INC	2,184.12
RURAL MN CEP INC	14,469.62
V#14261 - COST EFFECTIVE HEALTH INS	2,058.75
TODD COUNTY AUDITOR/TREASURER	15,096.10
TODD COUNTY MIS DEPT	4,819.72
172 PAYMENTS LESS THAN 2000	47,633.92
FINAL TOTAL	132,400.62

# Warrants for Publication

**Payment Date:**

11/4/2016

**Approval Date:**

11/1/2016

**Vendor name or #**

**Amount**

LUTHERAN SOCIAL SERVICE OF MN-ST PAUL  
NORTH HOMES CHILDREN & FAMILY SRVS  
NORTHERN PINES MENTAL HLTH CTR  
PRAIRIE LAKES YOUTH PROGRAMS  
VILLAGE RANCH INC

3810.30  
7854.65  
7349.40  
6186.49  
17473.94

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\$15,806.14

Pymts less than \$2000

**Final Total**

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\$58,480.92

# Todd County, MN Board Action Form



<b>Action Requested</b>	
<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): 20161101-03	

<b>Title (for publication with the Agenda):</b> Meeting Minutes Approval	
Date of Meeting: November 1, 2016	Total time requested: 5 min
Department Requesting Action: Auditor-Treasurer	
Presenting Board Action/Discussion at Meeting: Denise Gaida	
<b>Background</b> <input checked="" type="checkbox"/> Supporting Documentation enclosed	
Minutes for the following meetings are attached: September 6, 2016, September 13, 2016 and September 20, 2016	
<b>Options</b> <input type="checkbox"/> Supporting Documentation enclosed	
<b>Recommendation</b> <input checked="" type="checkbox"/> The Todd County Board of Commissioners approves the following by Motion:	
To approve the Commissioner's Meeting Minutes for September 6, 2016, September 13, 2016 and September 20, 2016 as presented.	
<b>Financial Implications: \$</b>	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

<b>Signatures</b>	
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  
September 6, 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 6<sup>th</sup> day of September, 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 Kneisl, the following motion was introduced and adopted by unanimous vote. To approve the agenda as presented.

## **Routine Business**

On motion by Erickson and second by Neumann, the following motion was introduced and adopted by unanimous vote: To approve the Auditor Warrants number 227867 through 228065 in the amount of \$1,789,352.33.

On motion by Kircher and second by Kneisl, the following motion was introduced and adopted by unanimous vote: To approve the Commissioner Warrants number 44140 through 44283 in the amount of \$125,282.20.

On motion by Neumann and second by Erickson, the following motion was introduced and adopted by unanimous vote: 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.

On motion by Erickson and second by Neumann, the following motion was introduced and adopted by unanimous vote: To approve the Commissioner's Meeting Minutes for April 19, 2016, May 3, 2016, May 17, 2016, May 24, 2016, and May 31, 2016.

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

## **Central Minnesota Housing Partnership**

Discussion was held concerning the Central Minnesota Housing Partnership's request of the Reichert Place Apartment's Loan Forgiveness. More data will be researched and further action tabled until the September 20, 2016 meeting.

## **Soil & Water**

On motion by Kneisl and second by Neumann, the following motion was introduced and adopted by unanimous vote: To approve advertising, interviewing, and selection of suitable candidate for the Wetlands Conservation Coordinator position at Grade 10-1B.

# TODD COUNTY BOARD OF COMMISSIONERS

## Sheriff's Office

On motion by Erickson and second by Kircher, the following motion was introduced and adopted by unanimous vote: To hire Shane Carlberg as a Part-time Deputy, with an effective date of September 18<sup>th</sup>, 2016 pending the passing of a background check, psychological and physical exam.

On motion by Kneisl and second by Neumann, the following motion was introduced and adopted by unanimous vote: To hire Brian Madison as a Part-time Deputy, with an effective date of September 18<sup>th</sup>, 2016 pending the passing of a background check, psychological and physical exam.

On motion by Erickson and second by Kircher, the following motion was introduced and adopted by unanimous vote: To hire Paul Amell as a Part-time Deputy, with an effective date of September 18<sup>th</sup>, 2016 pending the passing of a background check, psychological and physical exam.

On motion by Neumann and second by Kneisl, the following motion was introduced and adopted by unanimous vote: To hire Brian Lashinski as a Part-time Deputy, with an effective date of September 18<sup>th</sup>, 2016 pending the passing of a background check, psychological and physical exam.

On motion by Kneisl and second by Erickson, the following motion was introduced and adopted by unanimous vote: To hire Dan Lueth as a Part-time Deputy, with an effective date of September 18<sup>th</sup>, 2016 pending the passing of a background check, psychological and physical exam.

On motion by Kircher and second by Neumann, the following motion was introduced and adopted by unanimous vote: To accept the resignation of Gene Ziegenhagen as a Part-time Deputy.

On motion by Erickson and second by Kircher, the following motion was introduced and adopted by unanimous vote: To accept the resignation of Part-Time Jailor/Dispatcher Renee Wenner.

## Health & Human Services

On motion by Kneisl and second by Kircher, the following motion was introduced and adopted by unanimous vote: To approve the application for the Initiative Foundation Innovation Grant.

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

On motion by Neumann and second by Kneisl, the following motion was introduced and adopted by unanimous vote: To approve the hire of Mari Ludwig to the position of Seasonal Energy Assistance Program worker at \$16.38/hour.

## Auditor-Treasurer Report

Working on final budget information for the September 13<sup>th</sup> budget work session.

## Commissioners' Report

The Commissioners reported on the meetings they had attended.

# TODD COUNTY BOARD OF COMMISSIONERS

## Coordinator's Report

MCIT Staff will be on site on September 13<sup>th</sup> for a data practices training. Consensus was taken that the Commissioner's Boardroom will remain locked when not in use. Currently working on policy changes/revisions for future review.

## Adjourn

Commissioner Becker recessed the meeting until September 20<sup>th</sup>, 2016.

### AUDITOR WARRANTS

<u>VENDOR NAME</u>	<u>AMOUNT</u>
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

# TODD COUNTY BOARD OF COMMISSIONERS

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

## COMMISSIONER WARRANTS

VENDOR NAME	AMOUNT
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
Payments less than 2000	\$ 35,907.79
Total:	\$ 125,282.20

## HEALTH & HUMAN SERVICES WARRANTS

VENDOR NAME	AMOUNT
COMMUNITY AND FAMILY SRVS LLC	\$ 4,425.99
KINDER CARE EDUCATION LLC	\$ 2,412.00
KINDRED FAMILY FOCUS	\$ 3,019.41
MERIDIAN SERVICES INC	\$ 2,537.31
MINNESOTA CONSTRUCTION INC	\$ 6,600.00
NORTH HOMES CHILDREN & FAMILY SRVS	\$ 9,508.44
NORTHERN PINES MENTAL HLTH CTR	\$ 4,202.80
PRODUCTIVE ALTERNATIVES INC - FERG	\$ 2,127.02
VILLAGE RANCH INC	\$ 3,266.74
WEST CENTRAL REG JUVENILE CTR	\$ 4,760.00
Payments Less than 2000	\$ 22,157.46
Total:	\$ 65,017.17

VENDOR NAME	AMOUNT
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

# TODD COUNTY BOARD OF COMMISSIONERS

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
<hr/>	
Total:	\$ 137,249.05

# TODD COUNTY BOARD OF COMMISSIONERS

*Minutes of the Special Closed Board Meeting of the Todd County Board of Commissioners  
held on September 13, 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 13<sup>th</sup> day of September, 2016 at 11:00 AM. The meeting was called to order by Chairperson Becker. All Commissioners present.

## **Closed Session**

Chairperson Becker asked for a motion to close the board meeting to proceed into a Closed Session to discuss matters of an employee subject to the authority of the County Board regarding separation from employment. This meeting is being held pursuant to Minnesota Statute Section 13D.05 Subd. 3(b) attorney-client privilege. Therefore, the meeting is being closed so the County Board can make an informed decision with the advice of counsel; that advice cannot be freely given where the opponent can listen; that tax dollars are at stake in the event of a poor or uninformed decision; that nothing beyond the specific matter justifying the closure will be discussed.

On motion by Erickson and second by Neumann, the meeting was closed at 11:01 a.m. Closed session was held within the small Commissioner's Room.

Chairperson Becker reopened the meeting at 11:30 a.m.

## **Adjourn**

Commissioner Becker recessed the meeting until September 20<sup>th</sup>, 2016.

# TODD COUNTY BOARD OF COMMISSIONERS

*Minutes of the Meeting of the Todd County Board of Commissioners held on  
September 20, 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 20<sup>th</sup> day of September, 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 Kneisl and second by Neumann, the following motion was introduced and adopted by unanimous vote. To approve the agenda as presented.

## **Routine Business**

On motion by Neumann and second by Erickson, the following motion was introduced and adopted by unanimous vote: To approve the Commissioner Warrants number 44284 through 44389 in the amount of \$81,806.61.

On motion by Erickson and second by Kneisl, the following motion was introduced and adopted by unanimous vote: To approve the Health & Human Services Warrants number number 511591 through 511698 in the amount of \$170,687.38.

On motion by Neumann and second by Erickson, the following motion was introduced and adopted by unanimous vote: To approve the Commissioner's Meeting Minutes for June 7, 2016 and June 21, 2016.

On motion by Kneisl and second by Erickson, the following motion was introduced and adopted by unanimous vote: To approve the Region V Lease Agreement effective from October 1, 2016 through December 31, 2021.

On motion by Erickson and second by Neumann, the following motion was introduced and adopted by unanimous vote: To approve the attached Hockey Lease Agreement effective from September 15, 2016 through March 31, 2018.

## **Finance Committee**

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

### **A RESOLUTION ADOPTING THE 2017 PRELIMINARY LEVY**

**WHEREAS**, the Laws of the State of Minnesota direct that the Todd County Board of Commissioners are required to approve by resolution a preliminary levy no later than September 30<sup>th</sup> annually, and;  
**WHEREAS**, The Todd County Board of Commissioners have considered the financial situation of the County and had an opportunity to deliberate the levying of property taxes upon property owners within the County.

**NOW, THEREFORE BE IT RESOLVED**, that the Todd County Board of Commissioners approve the 2017 preliminary levy for Todd County, for property taxes payable in 2017 per table below, with the authority to reduce this levy before the final levy deadline of December 30<sup>th</sup> 2016.

# TODD COUNTY BOARD OF COMMISSIONERS

	Certified Levy	Program Aid	Local Levy
General Revenue	9,146,441.00	1,350,255.00	7,796,186.00
Road & Bridge	2,391,928.00		2,391,928.00
Human Services	3,451,700.00		3,451,700.00
Public Health	393,329.00		393,329.00
Comp Water	5,360.00		5,360.00
Regional Library	337,393.00		337,393.00
Bonded Indebtedness	594,069.00		594,069.00
County Fair	20,000.00		20,000.00
Parks & Trails	12,000.00		12,000.00
<b>Total</b>	<b>16,352,220.00</b>	<b>1,350,255.00</b>	<b>15,001,965.00</b>

## Public Works

On motion by Neumann and second by Kneisl, the following motion was introduced and adopted by unanimous vote: To set the 2016 Fall Road Meeting for November 2, 2016 at 9:00 a.m. at the Public Works Long Prairie Shop located at 44 Riverside Drive, Long Prairie, MN 56347.

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

### **Approval to Initiate the Process to Sell County Owned Parcels 36-4013300 & 36-4014300 (Impound Lot and STS Wood Sale Lot)**

**WHEREAS**, Todd County has been approached by Long Prairie Packing Company, LLC to consider selling two County owned parcels that contain the Sherriff's Impound Lot, Veteran's Service Garage, and the Sentence to Serve Wood Sale Lot (Parcel ID 36-4013300 and Parcel ID 36-4014300), and;

**WHEREAS**, the County has compiled a cost estimate to provide for full replacement of these lots which would be located in the City of Long Prairie's Industrial Park with a value of replacement being \$277,183.00, and;

**WHEREAS**, the sale of these parcels would provide for new County buildings, increased tax base and reduction of potential farm vehicle interaction on County State Aid Highway #56, and;

**WHEREAS**, the sale of these parcels will need to be sold on a public auction to provide opportunity for all interested parties to submit a bid for purchase.

**NOW, THEREFORE BE IT RESOLVED**, that the Todd County Board of Commissioners instructs the County Engineer to proceed with the process to initiate the public sale of County owned Parcels 36-4013300 and 36-4014300; and,

**BE IT FURTHER RESOLVED**, that the County Engineer has been granted the authority to work with a local real estate attorney to provide legal services for the County to help negotiate the public sale of these parcels; and,

**BE IT FURTHER RESOLVED**, that the minimum bid for the sale of these parcels shall not be lower than the estimated replacement cost of \$277,183.00 and any associated legal real estate fees.

On motion by Kircher and second by Kneisl, the following motion was introduced and adopted by unanimous vote: To approve the County Engineer to be a signatory for the County on the attached



# TODD COUNTY BOARD OF COMMISSIONERS

easement upon receipt of the final version of the easement from Minnesota Power which will contain the updated legal description.

## **Central Minnesota Housing Partnership**

On motion by Neumann and second by Kircher, the following motion was introduced and adopted by unanimous vote: To deny the Reichert Place Apartments Loan Forgiveness Request.

## **Big Swan Lake Improvement District**

On motion by Kircher and second by Neumann, the following motion was introduced and adopted by unanimous vote: To approve the Big Swan Lake Improvement District 2017 – 2021 budget plan, an assessment to 165 property owners in the amount of \$95 per property owner, totaling \$15,675 per year.

## **Initiative Foundation**

Jeff Wig, Initiative Foundation and Rick Utech, Todd County Development Corporation presented information to the board on the Initiative Foundation's undertakings and accomplishments.

## **Solid Waste**

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

### **MARKET PRICE FOR THE SOLID WASTE MANAGEMENT TAX**

**WHEREAS**, the solid waste management tax requires political subdivisions to identify by resolution a market price if the political subdivision: Subsidizes the cost of service at a facility, and;

**WHEREAS**, the political subdivision will be liable for the solid waste management tax based only on the market price amount identified through this resolution, and;

**WHEREAS**, the market price is identified in state statutes as the "lowest price available in the area", and;

**WHEREAS**, Todd County has performed research to identify the lowest price available in the area;

**NOW, THEREFORE BE IT RESOLVED**, that the County of Todd declares a market price of \$65.00 per ton at the Morrison County Landfill.

## **Health & Human Services**

On motion by Kircher and second by Neumann, the following motion was introduced and adopted by unanimous vote: To approve the Energy Assistance Program Contract and Internal Controls Documentation for FFY2017.

On motion by Kircher and second by Neumann, the following motion was introduced and adopted by unanimous vote: To approve the hire of Amanda Allen to fill an open position as a Child Protection Social Worker at Grade 10, Step 1-\$23.26/hr.

## **Human Resources**

On motion by Kircher and second by Kneisl, the following motion was introduced and adopted by unanimous vote: To approve filling the full-time position of Payroll Specialist in County Administration.

On motion by Neumann and second by Kneisl, the following motion was introduced and adopted by unanimous vote: To approve the continued part-time status of Lisa Herges as County Coordinator/Human Resources at 2/5 time and 2/5 pro-rated salary effective the week of September 25, with work days alternating Thurs/Fri and Mon/Tue from week to week through November 15, 2016.

# TODD COUNTY BOARD OF COMMISSIONERS

## Auditor-Treasurer Report

Absentee voting for the General Election begins on September 23<sup>rd</sup>. Election Equipment Testing will be performed over the next couple weeks. Real Estate taxes are increasing in daily traffic.

## Commissioners' Report

The Commissioners reported on the meetings they had attended.

## Coordinator's Report

MCIT meeting was held last week and recommends to not necessarily record the open meetings but instead only record what we are legally bound to record. Currently working on a new personnel policy. Currently working on a proposal for NeoGov software to allow a better management process to accept, screen, and process job applicants.

## Adjourn

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

### COMMISSIONER WARRANTS

<u>VENDOR NAME</u>	<u>AMOUNT</u>
CENTRAL SPECIALTIES INC	\$ 13,471.44
ELECTION SYSTEMS & SOFTWARE INC	\$ 3,926.73
GOVCONNECTION INC	\$ 3,500.70
HORIZON ROOFING INC	\$ 2,560.00
LONG PRAIRIE OIL COMPANY	\$ 3,234.04
M-R SIGN COMPANY INC	\$ 6,749.00
OFFICE VENTURES	\$ 2,225.00
SHIRLEY'S GAS & GROCERIES	\$ 2,659.53
TODD CO AUDITOR-TREASURER	\$ 3,106.73
TODD COUNTY TREASURER	\$ 3,248.80
TURNKEY/THREE SQUARE MARKET	\$ 2,226.22
US POSTAL SERVICE	\$ 4,980.00
Payments less than 2000	\$ 29,918.42
Total:	\$ 81,806.61

### HEALTH & HUMAN SERVICES WARRANTS

<u>VENDOR NAME</u>	<u>AMOUNT</u>
# 14471	\$ 2,074.21
ANU FAMILY SERVICES INC	\$ 3,000.00
CENTRAL MN MENTAL HLTH CTR	\$ 4,895.00
# 4453	\$ 5,015.00
GREATER MN FAMILY SRVS INC	\$ 2,818.31
HEARTLAND GIRLS RANCH	\$ 8,219.40
HOLISTIC FAMILY EDUCATION SRVS	\$ 4,323.34
# 11617	\$ 2,744.47
KINDRED FAMILY FOCUS	\$ 3,190.85
LUTHERAN SOCIAL SRVS OF MN-ST PAUL	\$ 3,937.31
# 10746	\$ 3,164.79

# TODD COUNTY BOARD OF COMMISSIONERS

NORTH HOMES CHILDREN & FAMILY SRVS	\$ 4,477.00
NORTHERN PINES MENTAL HLTH CTR	\$ 5,030.50
# 14051	\$ 4,143.92
PARENT EDUCATION SERVICES	\$ 2,067.00
# 14162	\$ 2,272.92
PINEHAVEN YOUTH AND FAMILY SRVS INC	\$ 7,758.37
PORT OF CROW WING GIRLS HOME	\$ 2,211.00
STEP	\$ 7,711.30
# 14203	\$ 2,690.80
VILLAGE RANCH INC	\$ 18,962.49
WEST CENTRAL REG JUVENILE CTR	\$ 3,312.50
# 14480	\$ 2,370.49
Payments less than 2000	\$ 64,296.41
<hr/>	
Total:	\$ 170,687.38

# Todd County, MN Board Action Form



<b>Action Requested</b>	
<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): 20161101-04	

<b>Title (for publication with the Agenda):</b> Establish a date for the Truth in Taxation hearing.	
Date of Meeting: 11-01-2016	Total time requested: 2 min
Department Requesting Action: Auditor/Treasurer	
Presenting Board Action/Discussion at Meeting: Denise Gaida	
<b>Background</b> <input type="checkbox"/> Supporting Documentation enclosed	
<b>Options</b> <input type="checkbox"/> Supporting Documentation enclosed	
<b>Recommendation</b> <input checked="" type="checkbox"/> The Todd County Board of Commissioners approves the following by Motion:	
To set the Truth in Taxation hearing for December 8, 2016 to start at 6:00 p.m. in the County Commissioners Board Room.	
<b>Financial Implications: \$</b>	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

<b>Signatures</b>	
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



<b>Action Requested</b>	
<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): 20161101-05	

<b>Title (for publication with the Agenda):</b> Reschedule December 6 <sup>th</sup> Board Meeting	
Date of Meeting: November 1, 2016	Total time requested: 5 min
Department Requesting Action: Auditor-Treasurer	
Presenting Board Action/Discussion at Meeting: Denise Gaida	
<b>Background</b> <input type="checkbox"/> Supporting Documentation enclosed	
Due to the fact that the AMC Conference is occurring on December 6th, 2016, the Commissioners will not be available to attend the regularly scheduled Board Meeting on December 6 <sup>th</sup> , 2016.	
<b>Options</b> <input type="checkbox"/> Supporting Documentation enclosed	
<b>Recommendation</b> <input checked="" type="checkbox"/> The Todd County Board of Commissioners approves the following by Motion:	
to reschedule the December 6 <sup>th</sup> , 2016 Todd County Commissioners Board Meeting to the date of _____.	
<b>Financial Implications: \$</b>	<b>Comments</b>
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

<b>Signatures</b>	
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



<b>Action Requested</b>	
<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): 20161101-06	

<b>Title (for publication with the Agenda):</b> Reappoint Jeff Rinde to County Extension Committee	
Date of Meeting: November 1, 2016	Total time requested: 5 min
Department Requesting Action: County Extension Office	
Presenting Board Action/Discussion at Meeting: Denise Gaida	
<b>Background</b> <input type="checkbox"/> Supporting Documentation enclosed	
the 3-year term will be complete December 31, 2016 for Jeff Rinde serving on the County Extension Committee, representing District 4. Seeking re-appointment of Mr. Rinde for another 3-year term on the committee.	
<b>Options</b> <input type="checkbox"/> Supporting Documentation enclosed	
<b>Recommendation</b> <input checked="" type="checkbox"/> The Todd County Board of Commissioners approves the following by Motion:	
To re-appoint Mr. Jeff Rinde to a 3-year term on the County Extension Committee effective January 1, 2017 to December 31, 2019.	
<b>Financial Implications: \$</b>	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

<b>Signatures</b>	
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



<b>Action Requested</b>	
<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): 20161101-07	

<b>Title (for publication with the Agenda):</b> Approve EDR Capture Agreement	
Date of Meeting: November 1, 2016	Total time requested: 5 min
Department Requesting Action: Auditor/Treasurer	
Presenting Board Action/Discussion at Meeting: Denise Gaida	
<b>Background</b> <input type="checkbox"/> Supporting Documentation enclosed	
The Auditor/Treasurer's office is looking at ways of increasing efficiencies of data processing within the office. SeaChange (our regular election support vendor) has presented a new program called EDR Capture to facilitate in automating the entry of Election Day Voter Registration Applications. Due to the expected increased volume in Election Day Registrants for the General Election on November 8, 2016, the Auditor/Treasurer's office is eager to set-up this process to ease overtime needs to meet MN Statute timeframes for processing EDR Applications. This agreement has been reviewed by the County Attorney.	
<b>Options</b> <input type="checkbox"/> Supporting Documentation enclosed	
<b>Recommendation</b> <input checked="" type="checkbox"/> The Todd County Board of Commissioners approves the following by Motion:	
to approve the EDR Capture Agreement with SeaChange to be effective August 1, 2016 through December 31, 2018.	
<b>Financial Implications:</b> \$	Comments
Funding Source: 01-089 Elections	
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

<b>Signatures</b>	
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	

## AGREEMENT

This document constitutes an agreement ("Agreement") between the COUNTY OF \_\_\_\_\_, STATE OF MINNESOTA, \_\_\_\_\_, Minnesota \_\_\_\_\_ ("COUNTY") and SeaChange Printing and Marketing Services, LLC, 14505 27<sup>th</sup> Ave North, Plymouth MN 55447-4802 ("SeaChange").

The parties agree as follows:

1. This Agreement shall commence on August 1, 2016 and expire December 31, 2018, unless cancelled or terminated earlier in accordance with the provisions herein.
2. As directed by COUNTY, SeaChange may convert paper election day registration applications into an electronic data file(s) (may be referred to as the "Project"), which will be provided to COUNTY to upload into the Statewide Voter Registration System (SVRS).

Where applicable, works of authorship created by SeaChange for COUNTY in performance of this Agreement shall be considered "works made for hire" as defined in the U.S. Copyright Act. All right, title and interest in all copyrightable material which SeaChange may conceive or originate either individually or jointly with others, and which arises out of the performance of this Agreement, are the property of COUNTY. SeaChange shall assign to COUNTY all right, title, interest and copyrights in and to the copyrightable material. SeaChange shall also, upon request of COUNTY, execute all papers and perform all other acts necessary to assist COUNTY to obtain and register copyrights in those materials.

SeaChange warrants that, when legally required, SeaChange shall obtain the written consent of both the owner and licensor to reproduce, publish, and/or use any material supplied to COUNTY including, but not limited to, software, hardware, documentation, and/or any other item. SeaChange further warrants that any material or item delivered by SeaChange will not violate the United States copyright law or any property right of another.

Except as expressly authorized by COUNTY, in writing, SeaChange shall not assign, transfer or subcontract this Agreement or the services to be performed, in whole or in part.

3. SeaChange shall select the means, method, and manner of performing the services. Nothing is intended nor should be construed as creating or establishing the relationship of a partnership or a joint venture between the parties or as constituting SeaChange as the agent, representative, or employee of COUNTY for any purpose. SeaChange is and shall remain an independent contractor for all services performed under this Agreement. SeaChange shall secure at its own expense all personnel required in performing services under this Agreement. SeaChange's personnel and/or subcontractors engaged to perform any work or services required by this Agreement will have no contractual relationship with COUNTY and will not be considered employees of COUNTY. COUNTY shall not be responsible for any claims that arise



out of employment or alleged employment under the Minnesota Unemployment Insurance Law or Minnesota Statutes, chapter 176 (which may be referred to as the "Workers' Compensation Act"), on behalf of any personnel, including, without limitation, claims of discrimination against SeaChange, its officers, agents, contractors, or employees. Such personnel or other persons shall neither accrue nor be entitled to any compensation, rights, or benefits of any kind from COUNTY, including, without limitation, tenure rights, medical and hospital care, sick and vacation leave, workers' compensation, unemployment compensation, disability, severance pay, and retirement benefits.

4. Pursuant hereto, COUNTY may disclose to SeaChange or SeaChange may gain access to certain data, information or documentation. As used herein and as consistent with applicable law, "Data" shall mean any data, information or documentation in any format or media, electronic or otherwise (i) that is provided to SeaChange by or on behalf of COUNTY; (ii) that is acquired by SeaChange by virtue of access to COUNTY data, information, documentation, premises, personnel, clients, or computers; or (iii) that is otherwise acquired in relation to the Project or this Agreement. Further, as applicable throughout this Agreement, the term "Data" shall include any subset, portion, piece, view, duplication, copy, or sampling of any Data.

References to SeaChange shall include SeaChange's personnel including but not limited to SeaChange's employees, directors, officers, subcontractors, partners, volunteers and all other agents and representatives that may have access to Data or that may participate in or perform services related to the Project (said individuals may, collectively or individually, be referred to as "Personnel").

5. The parties expressly agree that the dissemination of and access to Data is subject to Minnesota election law including but not limited to Minn. Stat. §201.091 and the Minnesota Government Data Practices Act, Minn. Stat. §13 ("Act"). SeaChange shall use, control and safeguard all Data in compliance with the terms of this Agreement. SeaChange shall safeguard and protect all Data from unauthorized access. SeaChange shall only use Data as directed by COUNTY and as reasonable and necessary for the Project. Except as required by law or as directed in writing by COUNTY: (i) SeaChange shall not disclose, sell, market, distribute or otherwise make any Data available to any third-party; (ii) SeaChange shall not use, copy, duplicate or replicate the Data for any use or purpose other than the Project; and (iii) SeaChange shall not use, sell, exploit, or develop further the Data.

6. SeaChange shall abide by the provisions of the Minnesota Government Data Practices Act, Minnesota Statutes, Chapter 13 ("MGDPA") and all other applicable state and federal laws, rules, regulations and orders relating to data privacy or confidentiality. SeaChange must comply with the requirements of the MGDPA as if it were a government entity, as provided in Minnesota Statutes § 13.05, subdivision 11, and may be held liable under the MGDPA for noncompliance. SeaChange shall immediately notify COUNTY in the event SeaChange receives a request for data under the Minnesota Government Data Practices Act, then shall respond as directed by COUNTY.

7. SeaChange shall restrict access to Data to only those Personnel that need such access for the purpose of the Project. SeaChange shall maintain a list of individuals to whom Data access is provided and shall make said lists available upon request.

8. Prior to receiving or acquiring any Data, SeaChange shall advise any Personnel that may have access to Data of the obligations imposed by this Agreement. SeaChange shall not permit any individual to access Data unless and until the individual has executed an agreement sufficient (i) to ensure compliance with the obligations herein; (ii) to protect and safeguard the Data; and (iii) to ensure protection of COUNTY's rights under this Agreement. SeaChange shall make said agreements available upon request.

9. Nothing in this Agreement is intended to nor shall be construed as conveying to SeaChange, either expressly or by implication, any right, title or interest in any Data including but not limited to any copyright, trade secret or other right, whether intellectual or otherwise.

10. As directed in writing by COUNTY, SeaChange will promptly return or destroy all Data, including but not limited to all duly authorized shared copies of Data as well as SeaChange's copies, duplicates, subsets, pieces or samplings thereof. Except to the extent directed by COUNTY to return or destroy Data, SeaChange shall not be relieved of any obligation to maintain records as required by separate agreement with COUNTY.

11. SeaChange agrees to defend, indemnify, and hold harmless the COUNTY, its officials, officers, agents, volunteers and employees from any liability, claims, causes of action, judgments, damages, losses, costs, or expenses, including reasonable attorney's fees, resulting directly or indirectly from: (i) SeaChange's failure to duly use, control and safeguard Data; (ii) SeaChange's prohibited use, distribution, disclosure or sharing of Data; (iii) SeaChange's failure to comply with applicable law including but not limited to the MGDPA; (iv) SeaChange's breach of or failure to comply with any provisions of this Agreement; and (v) any other liability or claims related to the Data, the Project or this Agreement.

12. COUNTY shall pay SeaChange \$1.20 per uploaded Election Day Voter Registration form for performing hereunder. The mutual opportunities and obligations set forth herein are good and valuable consideration in support of this Agreement, the receipt and sufficiency of which is acknowledged. Notwithstanding the foregoing, the parties expressly acknowledge and agree that this Agreement does not in any way bind the parties to enter into or continue a business relationship of any type.

13. SeaChange acknowledges and agrees that it would be difficult to fully compensate the COUNTY or its constituents for damages resulting from the breach or threatened breach of the foregoing provisions and, accordingly, COUNTY will be entitled to seek injunctive relief, including without limitation temporary restraining orders, preliminary injunctions and permanent injunctions, to enforce such provisions. This provision with respect to injunctive relief will not, however, diminish SeaChange's indemnification obligation or COUNTY's right to claim and recover damages.

14. The parties shall comply with all applicable federal, state and local statutes, regulations, rules and ordinances currently in force or later enacted including but not limited to the MGDPA, Minnesota Statutes section 16C.05, subd 5 and Minnesota Statutes section 471.425, subd. 4a and, as applicable, COUNTY's Affirmative Action Policy.

15. Any alterations, variations, modifications or waivers of provisions of this Agreement shall only be valid when they have been reduced to writing as an amendment to this Agreement signed by the parties hereto.

16. This Agreement may be immediately cancelled with or without cause by COUNTY upon written notice or upon verbal notice if followed by written notice sent registered or certified mail to the parties hereto as referenced on the first page of this Agreement.

17. Provisions that by their nature are intended to survive termination of this Agreement shall survive accordingly.

18. The rights, duties and obligations established herein are in addition to the rights, duties and obligations set forth in other agreements between the parties. If there is a conflict between the terms of this Agreement and any other agreement, the terms of this Agreement shall prevail.

19. This Agreement shall be governed by the laws of the State of Minnesota.

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**COUNTY APPROVAL**

Reviewed by the County  
Attorney's Office

\_\_\_\_\_


Date: \_\_\_\_\_

COUNTY OF \_\_\_\_\_  
STATE OF MINNESOTA

By: \_\_\_\_\_

Date: \_\_\_\_\_

SeaChange  
SeaChange warrants that the person who executed  
this Agreement is authorized to do so on behalf of  
SeaChange as required by applicable articles,  
bylaws, resolutions or ordinances\*.

By:  \_\_\_\_\_

Printed Name: Douglas T. Sunde

Printed Title: VP, Election Services

Date: 7/29/2016

# Todd County, MN Board Action Form



<b>Action Requested</b>	
<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): 20161101-08	

<b>Title (for publication with the Agenda):</b> Budget Amendment for Retiree Severance	
Date of Meeting: 11/01/2016	Total time requested: 2 min
Department Requesting Action: Auditor-Treasurer	
Presenting Board Action/Discussion at Meeting: Denise	
<b>Background</b> <input checked="" type="checkbox"/> Supporting Documentation enclosed	
Approve Budget Amendment for Special One-Time Retiree Severance payment to Community Corrections in FY 2016 to aid in reducing the levy request for FY 2017, per recommendation of the Todd County Finance Committee.	
<b>Options</b> <input type="checkbox"/> Supporting Documentation enclosed	
<b>Recommendation</b> <input checked="" type="checkbox"/> The Todd County Board of Commissioners approves the following by Motion:	
To approve the attached Budget Request Form to Transfer Funds from Other General Government Department to Community Corrections Appropriation Department.	
<b>Financial Implications: \$83,273</b>	Comments
Funding Source: General Fund (Unused Retiree Severance)	
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 Budget Request Form



<b>Action Requested</b>
<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 #

**Department: Community Corrections & Auditor/Treasurer**

<b>Section A:</b>		Budget Year: 2016 Carryover to Budget Year:	
Transfer from	(Description)	Amount	Transfer to (Description)
01-149-000-0000-6151	(Retiree Severance)	\$83,273.00	01-275-000-0000-6902 (Approp to CC)
- - - -	( )	\$	- - - - ( )
- - - -	( )	\$	- - - - ( )
- - - -	( )	\$	- - - - ( )
- - - -	( )	\$	- - - - ( )
<b>Total:</b>		\$83,273.00	

<b>Section B:</b>			
Purchase Line Item	(Description)	Amount	Vendor
- - - -	( )	\$	
- - - -	( )	\$	
- - - -	( )	\$	
- - - -	( )	\$	
- - - -	( )	\$	
<b>Total</b>		\$	

**Purpose and/or Description of Purchase, Documentation of Bid Process**

Supporting Documentation enclosed

<b>Authorization</b>		<b>Signature</b>	<b>Date</b>
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



<b>Action Requested</b>	
<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): 20161101-09	

<b>Title (for publication with the Agenda):</b> Transfer of Funds to Community Corrections	
Date of Meeting: 11/01/2016	Total time requested: 2 min
Department Requesting Action: Auditor-Treasurer	
Presenting Board Action/Discussion at Meeting: Denise	
<b>Background</b> <input checked="" type="checkbox"/> Supporting Documentation enclosed	
To approve Special One-Time Retiree Severance Payment to Community Corrections in FY 2016 to aid in reducing the levy request for FY 2017, per recommendation of the Todd County Finance Committee, and a letter of request has been received to transfer the funds.	
<b>Options</b> <input type="checkbox"/> Supporting Documentation enclosed	
<b>Recommendation</b> <input checked="" type="checkbox"/> The Todd County Board of Commissioners approves the following by Motion:	
To approve the attached resolution to transfer funds from the General Fund to Community Corrections Fund.	
<b>Financial Implications: \$83,273</b>	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

<b>Signatures</b>	
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

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

**WHEREAS**, The request has been made to reduce the budget request from Todd-Wadena Community Corrections for FY 2017, the counties have agreed to pay a special one-time retiree severance payment to Todd Wadena Community Corrections in 2016 in the amount of \$83,273.00; and

**WHEREAS**, a letter was received asking for the appropriation of funds from the General Fund.

**NOW, THEREFORE BE IT RESOLVED**, that the Todd County Board of Commissioners hereby approve the one-time transfer of funds in the amount of \$83,273 from the General Fund to Community Corrections Fund.




# COMMUNITY CORRECTIONS

State of Minnesota  
Todd and Wadena Counties

## MEMO

October 25, 2016

TO: Denise Gaida  
Todd County Auditor/Treasurer  
Todd County Courthouse  
Long Prairie, MN 56347

FROM: Katherine M. Langer   
Director

SUBJ: Special Severance Payment for Community Corrections

To help reduce the budget request from Todd-Wadena Community Corrections for 2017, the counties have agreed to pay a special severance payment to Corrections. This is a one-time payout to cover our current situation with severances and would be paid in 2016. Therefore, we are asking that you make whatever arrangements necessary to facilitate the transfer of \$83,273 to Todd-Wadena Community Corrections fund.

Thank you for your assistance with regard to this matter. Please feel free to contact me or Bernice Desotell, Administrative Assistant with our department, if you have any questions. Thank you again.

KML/bd

cc: File

- √ LONG PRAIRIE OFFICE – 221 First Ave. S, Suite 200, Long Prairie, MN 56347 (320-732-6165)
- WADENA OFFICE – 415 S. Jefferson, Courthouse – Lower Level, Wadena, MN 56482 (218-631-7618)
- STAPLES OFFICE – 200 First Street NE, Staples, MN 56479 (218-894-6300)

*“An Equal Opportunity Employer”*

# Todd County, MN Board Action Form



<b>Action Requested</b>	
<input type="checkbox"/> Action/Motion <input type="checkbox"/> Discussion <input type="checkbox"/> Information Item	<input type="checkbox"/> Report <input type="checkbox"/> Resolution <input checked="" type="checkbox"/> Other Closed Session
Board Action Tracking Number (Admin use): 20161101-10	

<b>Title (for publication with the Agenda):</b> Closed Session - Labor Negotiations Strategy	
Date of Meeting: 11/1/2016	Total time requested: 5 min
Department Requesting Action: County Administration	
Presenting Board Action/Discussion at Meeting: County Coordinator	
<b>Background</b> <input type="checkbox"/> Supporting Documentation enclosed	
<b>Options</b> <input type="checkbox"/> Supporting Documentation enclosed	
<b>Recommendation</b> <input checked="" type="checkbox"/> The Todd County Board of Commissioners approves the following by Motion: Close the meeting pursuant to Minnesota Statutes Section 13D.03 to discuss labor negotiations strategy.	
<b>Financial Implications: \$</b>	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

<b>Signatures</b>	
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	