

# TODD COUNTY BOARD OF COMMISSIONERS

## *Regular Board Meeting Agenda*

Date: January 21, 2014

Time: 9:00 AM

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

<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>	9:02
<b>4</b>	<b>Potential Consent Items</b>	9:05
4.1	Approve January 7, 2014 Meeting Minutes	
4.2	Approve Auditor Warrants	
4.3	Approve Commissioner Warrants/HHS Commissioner Warrants	
4.4	Arial Spraying Contract - Central Planes Aviation of Sauk Centre	
4.5	Gambling Permit - Pheasants Forever	
4.6	Parks and Trails Board - New Member	
<b>5</b>	<b>Planning and Zoning</b>	9:20
5.1	Mose and Laura Miller - Rezoning	
5.2	Mose and Laura Miller - CUP	
5.3	John and Laura Oyen - CUP/Preliminary Plat Approval	
5.4	Darrell Bacon and Eugene Gergen - Final Plat Approval	
5.5	Planning & Zoning Fee Schedule	
<b>6</b>	<b>Human Resources</b>	9:30
6.1	Leave of - Absence Don Asmus to fill Interim Sheriff Position	
6.2	Interim Sheriff - Salary	
6.3	Recruit Deputy Assessor	
6.4	Hire - Deputy Auditor Treasurer Position	
6.5	Waive 90 Day Waiting Period - Recruit Taxpayer Services Generalist Position	
6.6	Hire Vacant Taxpayer Services Generalist/Real Estate Position	
6.7	Hire - Confidential Administrative Assistant HHS	
6.8	Recruit Client Account Specialist Vacancy	
<b>7</b>	<b>Representatives Mark Anderson, Ron Kresha and Senator Paul Gazelk</b>	10:00
7.1	Legislative Update	
	<b>Standing Reports</b>	
	Commissioners' Report	
	Adjourn	

The County Board Meeting will begin promptly at the prescribed time. The County Board reserves the right to alter the order of the agenda items and the amount of time allowed for an item based on business needs.

# Todd County, MN Board Action Form



Action Requested	
<input type="checkbox"/> Action/Motion <input type="checkbox"/> Discussion <input type="checkbox"/> Information Item	<input type="checkbox"/> Report <input type="checkbox"/> Resolution <input type="checkbox"/> Other
Board Action Tracking Number (Admin use): 20140121-01	

<b>Title (for publication with the Agenda):</b> Approve Meeting Minutes January 7, 2013	
Date of Meeting: 01/21/2014	Total time requested:
Department Requesting Action: Administration	
Presenting Board Action/Discussion at Meeting: Denise Gaida	
<b>Background</b> <input checked="" type="checkbox"/> Supporting Documentation enclosed	
<b>Options</b> <input checked="" type="checkbox"/> Supporting Documentation enclosed	
<b>Recommendation</b> <input type="checkbox"/> The Todd County Board of Commissioners approves the following by Motion:	
Approve Meeting Minutes from January 7, 2014 as read	
<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"/> Kneisl	<input type="checkbox"/> Kneisl
Second:	<input type="checkbox"/> Kircher	<input type="checkbox"/> Kircher
<input type="checkbox"/> Passed	<input type="checkbox"/> Erickson	<input type="checkbox"/> Erickson
<input type="checkbox"/> Failed	<input type="checkbox"/> Neumann	<input type="checkbox"/> Neumann
<input type="checkbox"/> Tabled	<input type="checkbox"/>	<input type="checkbox"/>

<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  
January 7, 2014*

## **Call to Order**

The Todd County Board of Commissioners met in the Commissioner's Board Room in the City of Long Prairie, MN on the 7thth day of January, 2014 at 9:00 AM. The meeting was called to order by Chairperson Neumann. The meeting was opened with the Pledge of Allegiance. All members present.

## **Approval of Agenda**

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

1. Add – Budget Discussion

## **Board Organization**

On motion by Kircher and second by Erickson the following motion was introduced and adopted by unanimous vote: To appoint Commissioner Kneisl as the Chairperson of the Todd County Board of Commissioners for 2014.

On motion by Neumann and second by Erickson the following motion was introduced and adopted by unanimous vote: To appoint Commissioner Kircher as the Vice Chairperson of the Todd County Board of Commissioners for 2014.

## **Todd-Wadena Corrections**

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

### **RESOLUTION TO APPOINT EXECUTIVE COMMITTEE**

WHEREAS, the Todd County Board of Commissioners and the Wadena County Board of Commissioners, on December 2, 2013, reviewed the 2014-2015 Comprehensive Community Corrections Plan and 2014 Budget for Todd and Wadena Community Corrections and;

WHEREAS, the Todd County Board of Commissioners and the Wadena County Board of Commissioners annually enter into a joint powers agreement and;

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

THEREFORE, BE IT RESOLVED, the Todd County Board of Commissioners and the Wadena County Board of Commissioners approve this Joint Powers agreement as presented by Todd-Wadena Community Corrections and; BE IT FURTHER JOINTLY RESOLVED, that the members of the Executive Committee are appointed as follows:

1. Dave Kircher , Todd County Commissioner.
2. Gary Kneisl, Todd County Commissioner.
3. William Stearns, Wadena County Commissioner.

# TODD COUNTY BOARD OF COMMISSIONERS

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

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

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

## **RESOLUTION TO APPOINT ADVISORY BOARD COMMITTEE**

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

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

1. Serving in the capacity of Citizen Member shall be Mark Hepokoski.
2. Serving in the capacity of Citizen Member shall be Naomi Moyer.
3. Serving in the capacity of Citizen Member shall be Gaylord Saetre.
4. Serving in the capacity of Citizen Member shall be Gail Honek.
5. Serving in the capacity of Ethnic Minorities shall be Nora F. Carrillo-de Montanez.
6. Serving in the capacity of Victim Services shall be Connie Nelson.
7. Serving in the capacity of Todd County Commissioner shall be Dave Kircher
8. Serving in the capacity of Todd County Commissioner shall be Gary Kneisl
9. Serving in the capacity of Wadena County Commissioner shall be William Stearns
10. Serving in the capacity of Wadena County Commissioner shall be James Hofer
11. Serving in the capacity of District Court Judge shall be Honorable Sally Ireland Robertson.
12. Serving in the capacity of Prosecuting Attorney shall be Jane Gustafson.
13. Serving in the capacity of Prosecuting Attorney shall be Kyra Ladd.
14. Serving in the capacity of Public Defender shall be Gregory Peters.
15. Serving in the capacity of Public Defender shall be Ryan Ries.
16. Serving in the capacity of Police Chief shall be Matt Gottschalk.
17. Serving in the capacity of Wadena County Sheriff shall be Michael Carr, Jr.
18. Serving in the capacity of Todd County Sheriff shall be Don Asmus.
19. Serving in the capacity of Health Professional shall be Cindy Pederson.
20. Serving in the capacity of Social Services Representative shall be Mike Willie.
21. Serving in the capacity of Educational Administrator shall be Patrick Sutlief.
22. Serving in the capacity of Corrections Agent shall be Mark Rolloff.

# TODD COUNTY BOARD OF COMMISSIONERS

23. Serving in the capacity of Correctional Administrator shall be Katherine Langer.

## Routine Business

On motion by Neumann and second by Erickson, the following motion was introduced and adopted by unanimous vote: To approve the December 30, 2013 Regular Board Minutes as read.

On motion by Kircher and second by Erickson, the following motion was introduced and adopted by unanimous vote: To approve a 1 day 3.2 Malt Liquor License to Swanville & Sobieski Lions for the Long Lake Fishing Derby to be held on February 22, 2014 on Long Lake located in Burtrum, MN.

On motion by Neumann and second by Kircher the following motion was introduced and adopted by unanimous vote: To approve Updating the Account (Name Change from Busch to Gaida) on Todd County's Existing Investment with Cetera Investment Services LLC managed thru Mn National Bank, Long Prairie, MN.

On motion by Erickson and second by Neumann the following motion was introduced and adopted by unanimous vote: To approve to continue the Board of Commissioners Meetings the first and third Tuesday of every month and HHS Meetings the fourth Tuesday of every month at 9:00 am.

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

### **A RESOLUTION ESTABLISHING COMMISSIONER COMMITTEE ASSIGNMENTS FOR 2014**

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

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

NOW, THEREFORE BE IT RESOLVED, that the attached Committee Roster (Attachment A) is hereby adopted as the County Commissioners' Committee Roster for 2014. Commissioner Committee Roster will be posted to the County Website and kept on file in the Administration Office.

## Human Resources

Commissioners and Human resources conducted Health & Human Services Director Interviews. The candidates were Cindy Marihart and Jackie Och. Karla Nalezny will conduct background checks and references on both candidates and will report to the Personnel Committee. Decision should be made by the next Commissioner Meeting 01/21/2014.

## Budget Discussion

Commissioner Neumann held discussion regarding the 2013 and 2014 budget. Neumann is concerned regarding the short fall of \$569,000 and the payout of the retirement package in January of \$262,000. Neumann suggests looking into an accounting company to help the County through this. Kircher suggested the board set up meetings to go through the budget reports.

# TODD COUNTY BOARD OF COMMISSIONERS

## Commissioner's Report

Erickson reported he hasn't had a chance to check on the Government Center flooding damage. He will have a full report by the next Commissioner Meeting. Auditor Treasurer, Denise Gaida reported Service Master had 1 more week of drying to the area. Neumann welcomed Auditor Treasurer and all new positions to the 2014 year. The next work-session will take place after the Health & Human Services Meeting 1/28/2014.

## Adjourn

Commissioner Kneisl adjourned the meeting until January 21, 2014.

**Todd County Commissioner Committee Assignments  
2014**

Board Chairman	Kneisl				
Board Vice Chairman	Kircher				
Co. Bd Regular Board Meetings	1st and 3rd Tuesday 9:00 a.m., In the Commissioners Board Room				
Health & Human Services Meetings	4th Tuesday - 9:00 am				
County Board Work Sessions					
<b>2013 All Commissioner Committee Assignments</b>	<b>District 1</b>	<b>District 2</b>	<b>District 3</b>	<b>District 4</b>	<b>District 5</b>
AMC Delegates	G. Kneisl	R. Erickson	D. Kircher	R. Neumann	
Gov't Building Task Force Committee	G. Kneisl	R. Erickson	D. Kircher	R. Neumann	
County Road Inspection Committee		G. Kneisl	R. Erickson	D. Kircher	R. Neumann
Negotiations Committee		G. Kneisl	R. Erickson	D. Kircher	R. Neumann
Health and Human Services Committee		G. Kneisl	R. Erickson	D. Kircher	R. Neumann
3 Co. Morrison, Todd, Wadena Board of Health		G. Kneisl	R. Erickson	D. Kircher	R. Neumann
MN Rural Counties Caucus		G. Kneisl-Alt		D. Kircher	
<b>Strategic and Efficient Government Committees</b>					
SAM - Strategic and Efficient Government Committee		G. Kneisl			R. Neumann
Leadership Team Committee		G. Kneisl			R. Neumann
Personnel Committee		G. Kneisl			R. Neumann
AMC District 4 Policy Committee			R. Erickson	D. Kircher	
Joint Ditch 5 & 8, to be established in 2005		G. Kneisl	R. Erickson		
Safety/OSHA Committee			R. Erickson		
Wellness Committee				D. Kircher	
Compliance Fund Committee				D. Kircher	
<b>Community Growth Committees</b>					
SAM - Community Growth Committee		G. Kneisl		D. Kircher	
Co. Parks & Trails Committee			R. Erickson		R. Neumann
Airport Commission - Long Prairie			R. Erickson		R. Neumann
Airport Commission - Staples		G. Kneisl			
Region 5 Development Committee		G. Kneisl-Alt			
Todd County Development Corp Liaison		G. Kneisl		D. Kircher	
JD 2		G. Kneisl			R. Neumann
Tri-Cap Economic Development Committee			R. Erickson	D. Kircher	
Livestock Advisory Committee		G. Kneisl		D. Kircher	
Transit Advisory Committee/Rainbow Rider Joint Powers				D. Kircher	R. Neumann
<b>Environmental Resources Committees</b>					
SAM - Environmental Resources Committee		G. Kneisl	R. Erickson		
Planning Commission and Variance Liaison		G. Kneisl-Alt	R. Erickson		
Soil & Water Liaison			R. Erickson-Alt		R. Neumann
Solid Waste Joint Powers Board		G. Kneisl			R. Neumann-Alt
Recycling Committee		G. Kneisl			
Water Plan Committee (Todd County)		G. Kneisl			
County Noxious Weed Appeal Committee		G. Kneisl			R. Neumann
<b>Community Engagement Committees</b>					
SAM - Community Engagement Committee					R. Neumann
Fair Board Committee		G. Kneisl	R. Erickson		
Great River Regional Library		G. Kneisl-Alt		D. Kircher	
Extension Committee			R. Erickson		R. Neumann
Todd Co. Expo Bldg Review Committee			R. Erickson		R. Neumann
<b>Growth and Contribution Committees</b>					
SAM - Growth and Contribution Committee			R. Erickson		R. Neumann
Central MN Council on Aging				D. Kircher-Alt	R. Neumann

**Todd County Commissioner Committee Assignments  
2014**

Freshwater Collaborative		G. Kneisl			
Northern Pines Committee				D Kircher	Neumann
Tri-Cap Committee			R. Erickson	D. Kircher	
South Country Health Alliance		G. Kneisl	R. Erickson-Alt		
<b>Community Safety Committees</b>					
SAM - Community Safety Committee				D. Kircher	
Hands of Hope Todd-Morrison		G. Kneisl			
Todd-Wadena Community Corrections Exec. Committee				D.Kircher	
West Central Juvenile Det. Center				D. Kircher	
Comm. Health Service for Co.Public Health Advisory					R. Neumann
Comm. Health Srv. Reg. 3-Co. Comm. Health Exc. Brd				D. Kircher	
EMS County 14 Board			R. Erickson		
EMS Task Committee			R. Erickson		
E-911 Committee		G. Kneisl			R. Neumann
Law Enforcement Liaison		G. Kneisl			R. Neumann
Law Library Committee				D. Kircher	
Environmental Health Bd of Appeals				D. Kircher	R. Neumann
Central MN Emergency Services Council				D. Kircher-Temp	
Todd-Wadena Community Corrections Advisory Board				D. Kircher	
Central MN Emergency Services Board		G Kneisl			
<b>Miscellaneous and Temp Committees and Assignments</b>					
Todd County Official Newspaper	Staples World				
Todd County Official Newspaper - Extra Publications	Long Prairie Leader				
Todd County Affirmative Action Plan Officer	Jane Gustafson, Assistant County Attorney				
Todd County Building Renovation Committee			R. Erickson		
Todd County Citizens Against Drugs Committee			R. Erickson-Alt		R. Neumann



# 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): 20140121-05	

<b>Title (for publication with the Agenda):</b> Approve Auditor Warrants	
Date of Meeting: 1/21/2014	Total time requested:
Department Requesting Action: Auditor-Treasurer	
Presenting Board Action/Discussion at Meeting: Denise Gaida	
<b>Background</b> <input type="checkbox"/> Supporting Documentation enclosed	
Printout sent to Commissioners	
<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 Auditor warrant numbers 221629 thru 221836 in the amount of \$1,024,406.75.	
<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"/> Kneisl	<input type="checkbox"/> Kneisl
Second:	<input type="checkbox"/> Kircher	<input type="checkbox"/> Kircher
<input type="checkbox"/> Passed	<input type="checkbox"/> Erickson	<input type="checkbox"/> Erickson
<input type="checkbox"/> Failed	<input type="checkbox"/> Neumann	<input type="checkbox"/> Neumann
<input type="checkbox"/> Tabled	<input type="checkbox"/>	<input type="checkbox"/>

<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	

Auditor Warrants

Vendor Name	Amount
AMERICAN HERITAGE BANK	38,177.36
AMERICAN SOLUTIONS FOR BUSINESS	4,896.51
COMPUTER PROFESSIONALS	3,968.82
FLEET SERVICES/WEX BANK	4,971.89
GENE-O'S COUNTRYSIDE REST LLC	5,298.56
LONG PRAIRIE SANITARY SERVICE	2,957.21
MIDWAY FORD COMPANY	24,730.27
MN DEPT OF FINANCE	5,492.00
MORRISON COUNTY	44,834.40
Prairie Lakes Municipal Solid Waste Auth	14,326.22
RESOURCE TRAINING AND SOLUTIONS	202,696.50
STEARNS COUNTY HWY DEPT	34,176.61
SWARTZENTRUBER/ENOS M & MARY	2,850.00
TODD CO AGRICULTURAL SOC.	10,000.00
TODD COUNTY DAC	4,642.63
TODD SOIL & WATER CONS DIST	11,010.66
TRI CITY PAVING INC	87,791.40
VERIZON	3,353.35
PAYMENTS LESS THAN 2000	17,359.97
BEN'S STRUCTURAL FAB INC	33,388.55
BLANSHAN CONST SERVICES	22,800.00
CENTERPOINT ENERGY	4,327.11
CENTRAL SUSPENSIONS INC	8,550.00
CITY OF LONG PRAIRIE	7,670.12
CONTEGRITY GROUP INC	4,039.74
EAGLE CONST CO INC	90,174.00
FLEET SERVICES DIVISION	3,441.60
GUSTAFSON MECHANICAL INC	15,265.73
LONG PRAIRIE OIL COMPANY	33,034.10
MN ELEVATOR INC	19,534.47
RIKE-LEE ELECTRIC INC	3,745.85
ROYL MASONRY COMPANY	33,005.85
TODD TRAILS ASSOCIATION	53,777.25
YAMRY CONSTRUCTION INC	11,853.32
PAYMENTS LESS THAN 2000	5,691.36
AMERICAN HERITAGE	5,947.44
NESSLER/DUANE	8,500.00
NORTHERN STAR COOP	3,842.11
PEMBERTON SORLIE RUFER & KERSHNER	11,868.06
STEINER LUMBER	5,349.01
STOECKEL JAHNER INC	10,200.00
UNIV OF MN-EXT FISCAL & ACCT	30,133.14
PAYMENTS LESS THAN 2000	9,765.99
CARD SERVICES COBORNS	2,893.18

CENTERPOINT ENERGY	4,346.19
KEPPERS/TOM	15,164.25
MINNESOTA POWER & LIGHT	13,309.80
RAINBOW RIDER	5,000.00
WILLIAMSON/THOMAS	3,928.00
ZAYO ENTERPRISE NETWORKS	3,193.52
PAYMENTS LESS THAN 2000	12,121.37
PAYMENTS LESS THAN 2000	5,011.28
FINAL TOTAL	1,024,406.75

# 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): 20140121-04	

<b>Title (for publication with the Agenda):</b> Approve Commissioner Warrants	
Date of Meeting: 1/21/2014	Total time requested:
Department Requesting Action: Auditor-Treasurer	
Presenting Board Action/Discussion at Meeting: Denise Gaida	
<b>Background</b> <input type="checkbox"/> Supporting Documentation enclosed	
Printout sent to Commissioners	
<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 Commissioner warrant numbers 36516 thru 36678 in the amount of \$210,456.72 and the HHS Commissioner warrants in the amount of \$41,885.04.	
<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"/> Kneisl	<input type="checkbox"/> Kneisl
Second:	<input type="checkbox"/> Kircher	<input type="checkbox"/> Kircher
<input type="checkbox"/> Passed	<input type="checkbox"/> Erickson	<input type="checkbox"/> Erickson
<input type="checkbox"/> Failed	<input type="checkbox"/> Neumann	<input type="checkbox"/> Neumann
<input type="checkbox"/> Tabled	<input type="checkbox"/>	<input type="checkbox"/>

<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	

Commissioner Warrants

Vendor Name	Amount
ECKMAAHS & ASSOCIATES, LLC	2,860.00
INDEPENDENT EMERGENCY SERVICES	20,420.32
IVERSON REUVERS LLC	9,858.18
KRIS ENGINEERING	15,415.41
MASWCD	2,249.50
MCCC, MI33	11,658.14
MCIT	18,308.00
MN COUNTY ATTORNEY'S ASSOC	2,685.00
MN STATE SHERIFFS ASSOC	5,320.28
MORRISON CO PUBLIC HEALTH SERV	4,895.45
NORTH AMERICAN SALT	41,679.76
NORTHERN STAR COOP	3,238.09
OLSON'S TRUCK & TRACTOR SER	2,733.12
SPECTRUM PRINTING	2,119.58
WIDSETH SMITH NOLTING INC	2,203.50
YIPA	2,325.00
ZUERCHER TECHNOLOGIES LLC	11,476.00
PAYMENTS LESS THAN 2000	51,011.39
FINAL TOTAL	210,456.72

# Warrants for Publication

**Payment Date:**

1/24/2014

**Approval Date:**

1/21/2014

**Vendor name or #**

**Amount**

# 11919	\$4,292.26	Foster Care provider
# 4751	\$3,150.00	Foster Care provider
# 1477	\$2,907.49	Foster Care provider
# 10981	\$3,669.78	Foster Care provider
# 10746	\$4,713.55	Foster Care provider

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\$23,151.96 Pymts less than \$2000

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**Final Total**

\$41,885.04

# 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): 20140121-11	

<b>Title (for publication with the Agenda):</b> Arial Spraying	
Date of Meeting: 01/21/2014	Total time requested:
Department Requesting Action: Auditor Treasurer	
Presenting Board Action/Discussion at Meeting: Denise Gaida	
<b>Background</b> <input type="checkbox"/> Supporting Documentation enclosed	
Todd County has received a request from Central Planes Aviation for approval for arial spraying of Tent Caterpillars. At this time, the county is not aware of any public complaints, this Board Action was presented in 2013 and was approved by the County Board on January 22, 2013. (information on file in Auditor-Treas. Office)	
<b>Options</b> <input type="checkbox"/> Supporting Documentation enclosed	
To approve spraying for 2014 or Deny the spraying for 2014.	
<b>Recommendation</b> <input checked="" type="checkbox"/> The Todd County Board of Commissioners approves the following by Motion:	
Approve acknowledgement of Central Planes Aviation of Sauk Centre, MN for spraying of tent caterpillars in Todd County in the calendar year 2014. Public shall be notified 48 hours prior to spraying.	
<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"/> Kneisl	<input type="checkbox"/> Kneisl
Second:	<input type="checkbox"/> Kircher	<input type="checkbox"/> Kircher
<input type="checkbox"/> Passed	<input type="checkbox"/> Erickson	<input type="checkbox"/> Erickson
<input type="checkbox"/> Failed	<input type="checkbox"/> Neumann	<input type="checkbox"/> Neumann
<input type="checkbox"/> Tabled	<input type="checkbox"/>	<input type="checkbox"/>

<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): 20140121-12	

<b>Title (for publication with the Agenda):</b> Gambling License - Pheasants Forever	
Date of Meeting: 01/21/2014	Total time requested:
Department Requesting Action: Auditor Treasurer	
Presenting Board Action/Discussion at Meeting: Denise Gaida	
<b>Background</b> <input type="checkbox"/> Supporting Documentation enclosed	
Application on file.	
<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 a one day gambling permit for the Pheasants Foreve X-03882-10-002 at the Hub Supper Club located at 30905 County Rd 13 Burtrum, MN 56318. To be held on April 5, 2014.	
<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"/> Kneisl	<input type="checkbox"/> Kneisl
Second:	<input type="checkbox"/> Kircher	<input type="checkbox"/> Kircher
<input type="checkbox"/> Passed	<input type="checkbox"/> Erickson	<input type="checkbox"/> Erickson
<input type="checkbox"/> Failed	<input type="checkbox"/> Neumann	<input type="checkbox"/> Neumann
<input type="checkbox"/> Tabled	<input type="checkbox"/>	<input type="checkbox"/>

<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

## **GAMBLING PERMIT FOR PHEASANTS FOREVER X-03882-10-002**

**WHEREAS**, the Todd County Board of Commissioners are establishing their approval for a Gambling Permit for the Pheasants Forever X-03882-10-002 through this resolution.

**NOW, THEREFORE BE IT RESOLVED**, that the Todd County Board of Commissioners approve a one day, Gambling Permit for the Pheasants Forever X-03882-10-002 to hold a raffle at the Hub Supper Club located at 30905 County Rd 13, Burtrum, MN on April 5, 2014.

# Todd County, MN Board Action Form



Action Requested	
<input checked="" type="checkbox"/> Action/Motion <input type="checkbox"/> Discussion <input type="checkbox"/> Information Item	<input type="checkbox"/> Report <input type="checkbox"/> Resolution <input type="checkbox"/> Other
Board Action Tracking Number (Admin use): 20140121-16	

<b>Title (for publication with the Agenda):</b> New Member to Parks and Trails Board	
Date of Meeting: 01/21/2014	Total time requested:
Department Requesting Action: Todd County Parks and Trails Board	
Presenting Board Action/Discussion at Meeting:	
<b>Background</b> <input type="checkbox"/> Supporting Documentation enclosed	
To fill vacancy on Parks and Trails Board	
<b>Options</b> <input type="checkbox"/> Supporting Documentation enclosed	
<b>Recommendation</b> <input type="checkbox"/> The Todd County Board of Commissioners approves the following by Motion:	
To approve adding David Determan to the Park and Trails Board.	
<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"/> Kneisl	<input type="checkbox"/> Kneisl
Second:	<input type="checkbox"/> Kircher	<input type="checkbox"/> Kircher
<input type="checkbox"/> Passed	<input type="checkbox"/> Erickson	<input type="checkbox"/> Erickson
<input type="checkbox"/> Failed	<input type="checkbox"/> Neumann	<input type="checkbox"/> Neumann
<input type="checkbox"/> Tabled	<input type="checkbox"/>	<input type="checkbox"/>

<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): 20140121-07	

<b>Title (for publication with the Agenda):</b> Mose C Miller - Rezoning Request	
Date of Meeting: 1/21/14	Total time requested: 5 min
Department Requesting Action: Planning & Zoning Office	
Presenting Board Action/Discussion at Meeting: Tim Stieber, Director	
<b>Background</b> <input type="checkbox"/> Supporting Documentation enclosed	
Rezoning request to change the current zoning of the SE4 SE4, Section 33 Eagle Valley Township from Residential-10 to Ag/Forestry-2.	
<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:	
Grant the request as presented without change or conditions.	
<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"/> Kneisl	<input type="checkbox"/> Kneisl
Second:	<input type="checkbox"/> Kircher	<input type="checkbox"/> Kircher
<input type="checkbox"/> Passed	<input type="checkbox"/> Erickson	<input type="checkbox"/> Erickson
<input type="checkbox"/> Failed	<input type="checkbox"/> Neumann	<input type="checkbox"/> Neumann
<input type="checkbox"/> Tabled	<input type="checkbox"/>	<input type="checkbox"/>

**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

# REZONING PROCEEDINGS

## STATE OF MINNESOTA COUNTY OF TODD

**In The Matter Of:** Mose C & Laura Miller  
33223 County 11  
Clarissa, MN 56440

**REQUEST:** Rezoning application to change the current zoning of the below described property from Residential-10 to Ag/Forestry-2.

**The above entitled matter was heard before the Todd County Planning and Zoning Commission on the 9th, day of January 2014, on a petition for Rezoning pursuant to the Todd County Zoning Ordinance, for the following described property:**

(40 acres) SE4 SE4, Section 33, Twp 131N, Range 34W, Eagle Valley Township.

**Parcel Number:** 07-0039400.

**Record this document in:**  abstract records  torrens records.

**IT IS ORDERED that the Rezoning be (granted, denied) with the following condition(s):**  
Approved without conditions.

---

**County Board of Commissioners**  
**Gary Kneisl, Chairman**

**Dated:** January 21, 2014

**STATE OF MINNESOTA  
COUNTY OF TODD**

**OFFICE OF TODD COUNTY  
PLANNING & ZONING OFFICE**

**I, Tim Stieber P&Z Director for the County of Todd, with and in said county, do hereby certify that I have compared the foregoing copy and order (granting, denying) a petition for Rezoning with the correct and true transcript of the whole thereof.**

**IN TESTIMONY WHEREOF, I have hereunto subscribed my hand at Long Prairie, Minnesota, in the County of Todd on the \_\_\_\_\_ day of \_\_\_\_\_**

**\_\_\_\_\_ Director  
Todd County Planning & Zoning Office**

**Drafted by: Linda Bleess  
Planning Commission Secretary**

# 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): 20140121-06	

<b>Title (for publication with the Agenda):</b> CUP - Mose C Miller	
Date of Meeting: 1/21/14	Total time requested: 5 min
Department Requesting Action: Planning & Zoning Office	
Presenting Board Action/Discussion at Meeting: Tim Stieber, Director	
<b>Background</b> <input type="checkbox"/> Supporting Documentation enclosed	
Conditional Use Permit to operate a commercial sawmill for custom sawing. To construct a 30x60 ft building for the operation. Use Permit is required for a commercial business in Ag/Forestry District.	
<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:	
Granted as presented with conditions: (1) Applicant submit the MPCA Industrial Stormwater Multi-Sector General Permit; (2) Existing abandoned mobile home must be removed from the property within one year of CUP approval date; (3) A one year review by the Planning and Zoning Office consisting of a site visit to evaluate/identify potential problems and compliance. Future evaluations scheduled only when initiated through public or staff concerns.	
<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"/> Kneisl	<input type="checkbox"/> Kneisl
Second:	<input type="checkbox"/> Kircher	<input type="checkbox"/> Kircher
<input type="checkbox"/> Passed	<input type="checkbox"/> Erickson	<input type="checkbox"/> Erickson
<input type="checkbox"/> Failed	<input type="checkbox"/> Neumann	<input type="checkbox"/> Neumann
<input type="checkbox"/> Tabled	<input type="checkbox"/>	<input type="checkbox"/>

<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

# CONDITIONAL USE PROCEEDINGS

STATE OF MINNESOTA  
COUNTY OF TODD

**In The Matter of:** Mose C & Laura Miller  
33223 County 11  
Clarissa, MN 56449

**Site Address:** 33223 County 11

**Parcel Numbers:** 07-0039400

**REQUEST:** Conditional Use Permit to operate a commercial sawmill for custom sawing. To construct a 30x60 ft building for the operation. Use Permit is required for a commercial business in Ag/Forestry District.

**The above entitled matter was heard before the Todd County Planning Commission on the 9th, day of January 2014, on a petition for Conditional Use pursuant to the Todd County Zoning Ordinance, for the following described property: (80 acres) S2 SE4, Section 33, Twp 131N, 34W, Eagle Valley Township.**

**Record this document in:  X  abstract records   torrens records.**

**IT IS ORDERED that the Conditional Use be (granted, denied) #C-20140110863 as upon the following conditions, changes or reasons:** Granted as presented with conditions: (1) Applicant submit the MPCA Industrial Stormwater Multi-Sector General Permit; (2) Existing abandoned mobile home must be removed from the property within one year of CUP approval date; (3) A one year review by the Planning and Zoning Office consisting of a site visit to evaluate/identify potential problems and compliance. Future evaluations scheduled only when initiated through public or staff concerns.

---

**Todd County Board of Commissioners**  
Gary Kneisl, Chairman

**Dated:** January 21, 2014

**STATE OF MINNESOTA  
COUNTY OF TODD**

**OFFICE OF  
PLANNING & ZONING OFFICE**

I, Timothy D Stieber P & Z Director for the County of Todd, with and in said County, do hereby certify that I have compared the foregoing copy and order (granted, denying) a Conditional Use with the correct and true transcript of the whole thereof.

IN TESTIMONY WHEREOF, I have hereunto subscribed my hand at Long Prairie, Minnesota, in the County of Todd on \_\_\_\_\_.

\_\_\_\_\_  
**DIRECTOR  
TODD COUNTY PLANNING & ZONING**

**Drafted by:** Linda Bless  
Planning Commission Secretary

This form mailed to Applicant

*Activities granted by a Conditional Use Permit expire and are considered invalid unless they are substantially completed within thirty-six months of the date the conditional use permit is granted by the Board of Commissioners. Section 5.05M Todd County Ordinance.*



# 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): 20140121-09	

<b>Title (for publication with the Agenda):</b> CUP/Preliminary Plat of "Oyen's Subdivision"	
Date of Meeting: 1/21/14	Total time requested: 5 min
Department Requesting Action: Planning & Zoning Office	
Presenting Board Action/Discussion at Meeting: Tim Stieber, Director	
<b>Background</b> <input type="checkbox"/> Supporting Documentation enclosed	
Request for a Conditional Use Permit for a residential subdivision located at Mound Lake, Section 11, Grey Eagle Township to be know as "Oyen's Subdivision. Plat consists of one Lot, one Block. Lot contains 3 acres more or less and exceeds the minimum 150 ft of frontage on the lake. Use Permit is required for all subdivisions located in lakeshore zoned property	
<b>Options</b> <input type="checkbox"/> Supporting Documentation enclosed	
Preliminary plat was presented at the January 9, 2013 Planning Commission Meeting. No new roads are being proposed. No wetland delininations required, plat exceeds minimum size requirements,	
<b>Recommendation</b> <input checked="" type="checkbox"/> The Todd County Board of Commissioners approves the following by Motion:	
Approval with conditions: (1) This site is located in an agricultural district and consequently there will be from time to time, sights, sounds, and smells associated with the operation of farming. No lot owner shall bring action of Law, against any farming operation because of such farming activities, as long as such farming activity complies with state, federal, EPA, or Todd County Ordinances. (2) Existing sewer system for cabin and existing privy be inspected within one year of preliminary plat approval. (3) Any further subdividing of land must be done through the plat and survey process.	
<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"/> Kneisl	<input type="checkbox"/> Kneisl
Second:	<input type="checkbox"/> Kircher	<input type="checkbox"/> Kircher
<input type="checkbox"/> Passed	<input type="checkbox"/> Erickson	<input type="checkbox"/> Erickson
<input type="checkbox"/> Failed	<input type="checkbox"/> Neumann	<input type="checkbox"/> Neumann
<input type="checkbox"/> Tabled	<input type="checkbox"/>	<input type="checkbox"/>

<p><b>Signatures</b></p> <p>STATE OF MINNESOTA }                  COUNTY OF TODD }</p> <p>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:</p>	Seal
---	------

# CONDITIONAL USE PROCEEDINGS

STATE OF MINNESOTA  
COUNTY OF TODD

**In The Matter of:** “Oyen’s Subdivision”  
**Applicant** John & Laura Oyen  
**Address** 33872 Breezy Drive  
Grey Eagle, MN 56336

**REQUEST:** Conditional Use Permit for a residential subdivision located at Mound Lake to be known as “Oyen’s Subdivision”. Plat consists of one Lot, one Block. Lot contains 3 acres more or less and lot exceeds minimum 150 ft of frontage on the lake. Use Permit is required for all subdivisions located in lakeshore zoned property.

**The above entitled matter was heard before the Todd County Planning Commission on the 9th day of January 2014, on a petition for Conditional Use pursuant to the Todd County Zoning Ordinance, for the following described property:**

Oyen’s Subdivision, Lot One Block One, Section 11, Twp 127N, Range 32W, Grey Eagle Township, Todd County. Parcel number: \_\_\_\_\_

**Record this document in:**  abstract records  torrens records.

**IT IS ORDERED that the Conditional Use be (granted, denied) upon the following conditions, changes or reasons:**

Approval with conditions: (1) This site is located in an agricultural district and consequently there will be from time to time, sights, sounds, and smells associated with the operation of farming. No lot owner shall bring action of Law, against any farming operation because of such farming activities, as long as such farming activity complies with state, federal, EPA, or Todd County Ordinances. (2) Existing sewer system for cabin and existing privy be inspected within one year of preliminary plat approval. (3) Any further subdividing of land must be done through the plat and survey process.

**Todd County Board of Commissioners**  
**Gary Kneisl, Chairman**

Dated: January 21, 2014

**STATE OF MINNESOTA**  
**COUNTY OF TODD**

**OFFICE OF**  
**PLANNING & ZONING OFFICE**

I, Tim Stieber P&Z Director for the County of Todd, with and in said County, do hereby certify that I have compared the foregoing copy and order (granted, denying) a Conditional Use with the correct and true transcript of the whole thereof.

IN TESTIMONY WHEREOF, I have hereunto subscribed my hand at Long Prairie, Minnesota, in the County of Todd on \_\_\_\_\_ :

\_\_\_\_\_  
**DIRECTOR**  
**TODD COUNTY SWCDD OFFICE**

Drafted by: Linda Bleess  
Planning Commission Secretary

Date This form was mailed to Applicant \_\_\_\_\_

*Activities granted by a Conditional Use Permit expire and are considered invalid unless they are substantially completed within thirty-six months of the date the conditional use permit is granted by the Board of Commissioners. Section 530(O) Todd County Ordinance.*

# 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): 20140121-08	

<b>Title (for publication with the Agenda):</b> Final Plat "Red Pine Acres Plat 2"	
Date of Meeting: 1/21/14	Total time requested: 5 min
Department Requesting Action: Planning & Zoning Office	
Presenting Board Action/Discussion at Meeting: Tim Stieber, Director	
<b>Background</b> <input type="checkbox"/> Supporting Documentation enclosed	
Owner-developers Darrell Bacon and Eugene & Cathy Gergen have applied to subdivide property located in Section 18, Round Prairie Township. Plat to be named "Red Pine Acres Plat 2" - one lot containing 2.78 acres. Property is located in Residential-2 zone; and	
<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:	
Accept the final plat of "Red Pine Acres Plat 2" as prepared with condition: This wording be added to the Use document "This site is located in an agricultural area, and consequently there will be from time to time, sights, sounds and smells associated with the operation of farming. No lot owner shall bring action of Law, against any farming operation because of such farming activities, as long as such farming activity complies with state and federal regulations and Todd County Ordinances."	
<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"/> Kneisl	<input type="checkbox"/> Kneisl
Second:	<input type="checkbox"/> Kircher	<input type="checkbox"/> Kircher
<input type="checkbox"/> Passed	<input type="checkbox"/> Erickson	<input type="checkbox"/> Erickson
<input type="checkbox"/> Failed	<input type="checkbox"/> Neumann	<input type="checkbox"/> Neumann
<input type="checkbox"/> Tabled	<input type="checkbox"/>	<input type="checkbox"/>

<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

## **Final Plat Approval – “Red Pine Acres Plat 2”**

**WHEREAS**, Owner- Developers Darrell Bacon and Eugene & Cathy Gergen have applied to subdivide property in the NW4 of NE4, Section 18, Round Prairie Township. Proposed Plat of “Red Pine Acres Plat 2” consists of Lot One, One Block containing 2.78 acres. Plat abuts an existing public road – 233<sup>rd</sup> Avenue. Property is located in Residential-2 zone district, and;

**WHEREAS**, Applicants appeared before the Todd County Planning Commission at a public hearing on November 7, 2013, where this preliminary plat known as “Red Pine Acres Plat 2” was recommended to the County Board of Commissioner for approval with one condition, and;

**WHEREAS**, On November 19, 2013 the Todd County Board of Commissioners approved said Preliminary Plat to move forward and be completed with the condition: (1) This wording be added to the Use document "This site is located in an agricultural area, and consequently there will be from time to time, sights, sounds and smells associated with the operation of farming. No lot owner shall bring action of Law, against any farming operation because of such farming activities, as long as such farming activity complies with state and federal regulations and Todd County Ordinances."; and

**WHEREAS**, the Planning & Zoning Department has completed the necessary final plat review and find that all items required for final plat approval have been completed.

**NOW, THEREFORE BE IT RESOLVED**, the final plat of “Red Pine Acres Plat 2” be approved as presented.

# 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): 20140121-15	

<b>Title (for publication with the Agenda):</b> Fee Schedule for Planning and Zoning	
Date of Meeting: 1/21/14	Total time requested: 10 min
Department Requesting Action: Planning and Zoning	
Presenting Board Action/Discussion at Meeting: Tim Stieber, Division Director	
<b>Background</b> <input type="checkbox"/> Supporting Documentation enclosed	
<b>Options</b> <input checked="" type="checkbox"/> Supporting Documentation enclosed	
Fee schedule for Planning and Zoning	
<b>Recommendation</b> <input checked="" type="checkbox"/> The Todd County Board of Commissioners approves the following by Motion: Adopt 2014 fee schedule as presented. Fees to the P&Z Department rase approximately \$80k-\$90k annually. Proposed changes include eliminating SSTS Compliance Fee since county employees no longer provide this function, RV permits no longer need to be renewed after 3 yrs, cost to print an ordinance increased by \$10 to \$35, and a reduction in cost for a privy permit from \$200 to \$100 in an effort to get these simple systems installed and inspected properly.	
<b>Financial Implications:</b> \$none	Comments
Funding Source: fees	
Budgeted: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	

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

<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 Planning and Zoning – 2014 Fee Schedule

<b>A.</b>	<b>Residential Construction</b>	
	1. Per 100 sq ft of dwelling structure (includes all floors)	\$ 8.50
	2. Minimum dwelling/addition	\$ 25.00
	3. Decks (a) 0 – 250 ft	\$ 25.00
	(b) 251 ft and over	\$ 50.00
<b>B.</b>	<b>Accessory &amp; Agricultural structures</b>	
	1. Under 200 sq feet	\$ 25.00
	2. 201 – 1,000 sq feet	\$ 50.00
	3. 1,001 – 2,000 sq feet	\$ 75.00
	4. 2,001 – 5,000 sq feet	\$100.00
	5. Over 5,001 sq feet	\$150.00
	6. Semi-trailers, Cargo Containers (two per parcel allowed in Cmml & AF1, AF2)	\$ 25.00
<b>C.</b>	<b>Commercial &amp; Industrial</b>	
	1. Structures – (a) 0 – 120 sq ft - \$50.00	(b) 121 – 750 sq ft - \$100.00
	(c) 751 – 1,500 sq ft - \$150.	(d) 1,501 – 5,000 sq ft - \$200.00
	(e) Over 5,001 sq ft - \$300	
	2. Commercial Towers over 100 ft (plus C.U.P)	\$500.00
	3. Gravel Pits (with or without C.U.P.) – valid for four years	\$300.00
	4. Adult Use Business Land Use Permit Fee	\$750.00
<b>D.</b>	<b>Structural Alteration to Existing Structure or Dwelling</b>	\$ 25.00
	Note: If making an outward expansion in any direction, use A, B or C above for fee. Structural alterations are those that affect supporting structural elements of the building and <u>do</u> require a permit – i.e roof rafters, foundation, outside walls, etc... Non-structural “normal maintenance” – singles, doors, windows, siding, etc ... <u>do not</u> require a permit.	
<b>E.</b>	<b>Nonconforming Structure Replacement (a building permit will also need to be purchased)</b>	
	1. Major Construction (houses, sheds, boathouses)	\$300.00 + permit fee
	2. Minor Construction (decks)	\$150.00 + permit fee
<b>F.</b>	<b>Shoreland Alteration Permits</b>	\$200.00
<b>G.</b>	<b>Shoreland Access Permits</b>	\$150.00
<b>H.</b>	<b>Recreational Vehicle Unit Permit</b>	\$ 50.00
<b>I.</b>	<b>Sewage Treatment Systems</b>	
	1. SSTS with inspection	\$200.00
	2. Privy Permit (which includes structure)	\$100.00
	3. Cluster system (3+ homes)	\$200. + \$50. Per tank
<b>J.</b>	<b>Applications</b>	
	1. Conditional Use Permit (includes recording fee)	\$300.00
	2. Variance Application (includes recording fee)	\$300.00
	3. Administrative SSTS Variance (including recording fee)	\$150.00
	4. Administrative Acreage Cluster Application	\$300.00
	5. Rezoning Application (includes recording fee)	\$300.00
	6. Plats: 1 – 4 lots (includes C.U.P.)	\$500 plus \$200 per lot
	5 lots & over (includes C.U.P.)	\$1,000 plus \$200 per lot
	7. Planned Unit Development Review	\$250.00
	8. Environmental Assessment Worksheet Review	\$500.00
<b>K.</b>	<b>Other Fees</b>	
	1. After-the fact charges	3 times the fee (plus fee) and/or restoration
	2. Special hearing fees	actual cost + application fee
	3. County Ordinance -	\$35.00
	4. Special Requests	\$35/hr with \$35.00 minimum
	5. Permit renewal	½ the cost of the original permit
	6. Permits to replace structures destroyed by “An act of God”	No Charge

**(All Fees are non-refundable)**

# 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 type="checkbox"/> Other
Board Action Tracking Number (Admin use): 20140121-02	

<b>Title (for publication with the Agenda):</b> Leave of Absence - Don Asmus	
Date of Meeting: 1/21/2014	Total time requested:
Department Requesting Action:	
Presenting Board Action/Discussion at Meeting:	
<b>Background</b> <input type="checkbox"/> Supporting Documentation enclosed	
Don Asmus has accepted the Interim Sheriff Position for 2014. Employee has requested leave of absence from his Deputy Position for one (1) year effective 12/31/2013 until the newly elected Sheriff is elected and is seated in January 2015.	
<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:	
Approve Leave of Absence of Don Asmus to fill Sheriff Position for 1 year effective December 31, 2013 until the newly elected Sheriff and is seated in January 2015.	
<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"/> Kneisl	<input type="checkbox"/> Kneisl
Second:	<input type="checkbox"/> Kircher	<input type="checkbox"/> Kircher
<input type="checkbox"/> Passed	<input type="checkbox"/> Erickson	<input type="checkbox"/> Erickson
<input type="checkbox"/> Failed	<input type="checkbox"/> Neumann	<input type="checkbox"/> Neumann
<input type="checkbox"/> Tabled	<input type="checkbox"/>	<input type="checkbox"/>

<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

## RESOLUTION – LEAVE OF ABSENCE DON ASMUS

**WHEREAS**, in the early retirement incentive discontinuing on December 31, 2013 and;

**WHEREAS**, this employee has request a leave of absence from his county position.

**NOW, THEREFORE BE IT RESOLVED**, that Don Asmus be granted a leave of absence for one (1) year effective December 31, 2013 until the newly elected Sheriff and is seated in January 2015.

# 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 type="checkbox"/> Other
Board Action Tracking Number (Admin use): 20140121-03	

<b>Title (for publication with the Agenda):</b> 2014 Salary of Interim Sheriff Don Asmus	
Date of Meeting: 1/21/2014	Total time requested:
Department Requesting Action:	
Presenting Board Action/Discussion at Meeting:	
<b>Background</b> <input type="checkbox"/> Supporting Documentation enclosed	
Don Asmus has accepted the Interim Sheriff Position for 2014. The Todd County Board of Commissioners set his salary at \$66,024 following the County's promotional policy of awarding 4% to the base pay and, that Don Asmus's salary be set on Grade 25 Step 6 on the 2014 Todd County Salary grid at \$75,156	
<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:	
Approve , Interim Sheriff Don Asmus's salary be set on Grade 25 Step 6 on the 2014 Todd County Salary grid at \$75,156.	
<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"/> Kneisl	<input type="checkbox"/> Kneisl
Second:	<input type="checkbox"/> Kircher	<input type="checkbox"/> Kircher
<input type="checkbox"/> Passed	<input type="checkbox"/> Erickson	<input type="checkbox"/> Erickson
<input type="checkbox"/> Failed	<input type="checkbox"/> Neumann	<input type="checkbox"/> Neumann
<input type="checkbox"/> Tabled	<input type="checkbox"/>	<input type="checkbox"/>

<b>Signatures</b>	
STATE OF MINNESOTA } COUNTY OF TODD }	
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Seal	

# TODD COUNTY BOARD OF COMMISSIONERS

**RESOLUTION –  
2014 SALARY COUNTY SHERIFF  
DON ASMUS**

**WHEREAS**, Don Asmus gross salary for 2013 was \$72,778 and;

**WHEREAS**, the Todd County Board of Commissioners set his salary at \$66,024 following the County's promotional policy of awarding 4% to the base pay.

**NOW, THEREFORE BE IT RESOLVED**, that Don Asmus's salary be set on Grade 25 Step 6 on the 2014 Todd County Salary grid at \$75,156.

**NOW, THEREFORE BE IT FURTHER RESOLVED**, that upon completion of the Interim Sheriff term, Don Asmus will be returned to the Deputy Sheriff's position and pay scale in effect at that time.

# 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): 20140121-10	

<b>Title (for publication with the Agenda):</b> Recruit Deputy Assesor	
Date of Meeting: 1/21/14	Total time requested: 5 minutes
Department Requesting Action: Assessor	
Presenting Board Action/Discussion at Meeting: Chris Odden, Interim County Assessor	
<b>Background</b> <input checked="" type="checkbox"/> Supporting Documentation enclosed	
The Personnel Committee is recommending approval to recruit and hire a deputy assessor to fill the vacancy created with the promotion of Chris Odden to Interim County Assesor. Approval of this position will be considered a variance to the 90 day hiring freeze policy.	
<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: Approves Human Resources to begin recruitment of a deputy assessor.	
<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"/> Kneisl	<input type="checkbox"/> Kneisl
Second:	<input type="checkbox"/> Kircher	<input type="checkbox"/> Kircher
<input type="checkbox"/> Passed	<input type="checkbox"/> Erickson	<input type="checkbox"/> Erickson
<input type="checkbox"/> Failed	<input type="checkbox"/> Neumann	<input type="checkbox"/> Neumann
<input type="checkbox"/> Tabled	<input type="checkbox"/>	<input type="checkbox"/>

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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): 20140121-13	

<b>Title (for publication with the Agenda):</b> Deputy Auditor Treasurer Position	
Date of Meeting: January 21, 2014	Total time requested:
Department Requesting Action: Auditor Treasurer	
Presenting Board Action/Discussion at Meeting: Denise Gaida	
<b>Background</b> <input type="checkbox"/> Supporting Documentation enclosed	
An opening exists in the Auditor Treasurer Office, and after in house applications were taken and reviewed a request to hire is being presented.	
<b>Options</b> <input type="checkbox"/> Supporting Documentation enclosed	
To hire as presented or Not to hire as presented.	
<b>Recommendation</b> <input type="checkbox"/> The Todd County Board of Commissioners approves the following by Motion:	
To approve the hiring of Jolene Sabrowsky to fill a vacancy in the Auditor Treasurer at her current pay grade and step on file with the Todd County HR Dept. starting date of January 22, 2014.	
<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"/> Kneisl	<input type="checkbox"/> Kneisl
Second:	<input type="checkbox"/> Kircher	<input type="checkbox"/> Kircher
<input type="checkbox"/> Passed	<input type="checkbox"/> Erickson	<input type="checkbox"/> Erickson
<input type="checkbox"/> Failed	<input type="checkbox"/> Neumann	<input type="checkbox"/> Neumann
<input type="checkbox"/> Tabled	<input type="checkbox"/>	<input type="checkbox"/>

<b>Signatures</b>	
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	Seal

# Todd County, MN Board Action Form



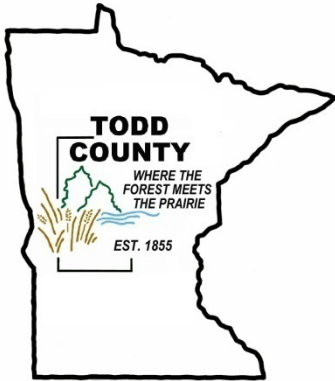
<b>Action Requested</b>	
<input checked="" type="checkbox"/> Action/Motion <input type="checkbox"/> Discussion <input type="checkbox"/> Information Item	<input type="checkbox"/> Report <input type="checkbox"/> Resolution <input type="checkbox"/> Other
Board Action Tracking Number (Admin use): 20140121-14	

<b>Title (for publication with the Agenda):</b> Tax Payer Services, Generalist (with Real Estate Background)	
Date of Meeting: 01/21/2014	Total time requested:
Department Requesting Action: Tax Payer Services - Division Leaders Auditor Treasurer, Assessor, Recorder	
Presenting Board Action/Discussion at Meeting: Denise Gaida	
<b>Background</b> <input checked="" type="checkbox"/> Supporting Documentation enclosed	
A Taxpayer Services Generalist has applied for and has accepted the Deputy Auditor Treasurer position which will now leave an opening to be filled in the Generalist position. The Division Leaders are asking permission to waive the 90 day waiting period to hire immediately due to this vacancy.	
<b>Options</b> <input type="checkbox"/> Supporting Documentation enclosed	
<b>Recommendation</b> <input type="checkbox"/> The Todd County Board of Commissioners approves the following by Motion:	
To approve the waiving of the 90 day waiting period and to begin the recruiting process to fill the position of Tax Payer Services Generalist (with Real Estate Background) immediately.	
<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"/> Kneisl	<input type="checkbox"/> Kneisl
Second:	<input type="checkbox"/> Kircher	<input type="checkbox"/> Kircher
<input type="checkbox"/> Passed	<input type="checkbox"/> Erickson	<input type="checkbox"/> Erickson
<input type="checkbox"/> Failed	<input type="checkbox"/> Neumann	<input type="checkbox"/> Neumann
<input type="checkbox"/> Tabled	<input type="checkbox"/>	<input type="checkbox"/>

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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): 20140121-19	

<b>Title (for publication with the Agenda):</b> Filling Vacant Taxpayer Services Generalist/Real Estate position	
Date of Meeting: January 21, 2014	Total time requested:
Department Requesting Action: Taxpayer Services Division (Assessor, A/T and Recorder)	
Presenting Board Action/Discussion at Meeting: Chris Odden / Denise Gaida / Cheryl Perish	
<b>Background</b> <input type="checkbox"/> Supporting Documentation enclosed	
Within the Taxpayer Services Division there are three Generalist positions; Applications have been received for one of the vacant Generalist positions (specializing in real estate), recruiting and interviews have been completed and Division Leaders are requesting permission to hire.	
<b>Options</b> <input type="checkbox"/> Supporting Documentation enclosed	
To hire recommended applicant To not hire recommended applicant	
<b>Recommendation</b> <input checked="" type="checkbox"/> The Todd County Board of Commissioners approves the following by Motion:	
To approve the hiring of _____ to fill vacant Generalist/Real Estate position in the Taxpayer Services Division, at a Grade 16, Step 2, \$14.527 per hour with a starting date of February 3, 2014.	
<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"/> Kneisl	<input type="checkbox"/> Kneisl
Second:	<input type="checkbox"/> Kircher	<input type="checkbox"/> Kircher
<input type="checkbox"/> Passed	<input type="checkbox"/> Erickson	<input type="checkbox"/> Erickson
<input type="checkbox"/> Failed	<input type="checkbox"/> Neumann	<input type="checkbox"/> Neumann
<input type="checkbox"/> Tabled	<input type="checkbox"/>	<input type="checkbox"/>

<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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# Todd County, MN Board Action Form



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<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): 20130121-18	

<b>Title (for publication with the Agenda):</b> Fill Confidential Administrative Assistant Vacancy	
Date of Meeting: January 21, 2014	Total time requested:
Department Requesting Action: Human Resources & HHS	
Presenting Board Action/Discussion at Meeting: Karla Nalezny and Jena Peterson	
<b>Background</b> <input type="checkbox"/> Supporting Documentation enclosed	
The HHS Confidential Administrative Assistant became vacant as of Dec 31, 2013 due to an employee retirement. This position is responsible for human resources management of Health & Human Services staff including submitting payroll data, assisting with benefit enrollments, maintaining MN Merit System and maintenance of employee personnel files. Position serves as administrative support staff for Morrison, Todd, Wadena Community Health Board when the Todd County serves as CHS Administrator. The Confidential Administrative Assistant is a confidential secretary and a contributing member to the management team and may give direction to other Administrative Services support staff as assigned. The Personnel Committee has reviewed this position and recommends the motion below.	
<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 hire internal candidate Deanna Callahan into the position of Confidential Administrative Assistant.	
<b>Financial Implications:</b> \$64,809/yr salary and fringe - Grade 18 Comments - applied 4% to current salary and moved to next closest step on grade 18 of the salary scale	Comments
Funding Source: Fund 21	
Budgeted: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	

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

<b>Signatures</b>	
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	Seal



# Todd County, MN Personnel Action Form



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

20140121-18

<b>Employee Information</b> <i>(name not required for posting of positions)</i>			
Name: Deana Callahan			
Job Title: Administrative Assistant			
<i>(The following is required for Type I and II action)</i>			
Fund:21	Dept:481	Program:430	Service:4810
<b>Comments</b>			
Promote to Administrative Assistant at Grade 18, Step 8 - \$23.377 per hour with a 3 month position review			
<input type="checkbox"/> Supporting Documentation enclosed			
<b>Authorization</b>		<b>Signature</b>	<b>Date</b>
Supervisor: Jena Peterson		<input checked="" type="checkbox"/> Approved <input type="checkbox"/> Denied	01/17/2014
Department Head: Emily Steinert		<input checked="" type="checkbox"/> Approved <input type="checkbox"/> Denied	01/17/2014
County Auditor:		<input type="checkbox"/> Approved <input type="checkbox"/> Denied	
Board Chairperson: Gary Kneisl		<input checked="" type="checkbox"/> Approved <input type="checkbox"/> Denied	
Filed: <input type="checkbox"/> Supervisory <input type="checkbox"/> Personnel			

**For HR use only**

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

# Todd County, MN Board Action Form



<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 type="checkbox"/> Other
Board Action Tracking Number (Admin use): 20140121-17	

<b>Title (for publication with the Agenda):</b> Client Account Specialist Vacancy	
Date of Meeting: January 21, 2014	Total time requested: 5 min
Department Requesting Action: Human Resources & HHS	
Presenting Board Action/Discussion at Meeting: Karla Nalezny and Jena Peterson	
<b>Background</b> <input type="checkbox"/> Supporting Documentation enclosed	
Deana Callahan is currently employed with Todd County as the Client Account Specialist. Deana has accepted the position of Administrative Assistant for HHS, creating a vacancy. This position is responsible for billing & tracking public health agency transactions and services, which include Home Care, family nurse visits and other billable public health services. The position is responsible for consulting, researching, identifying and interpreting regulation changes and negotiating on behalf of the public health agency regarding pay source status and mandatory health plan reporting. This position acts in an advisory capacity to assist and train new area vendors regarding electronic health plan billing regulated under HIPAA. Revenue received into the County by the work of this position is approximately \$1.4 million dollars annually.	
<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:	
Authorize Human Resources to begin recruitment, interviewing, and recommending to hire to fill the vacancy of Client Account Specialist	
<b>Financial Implications:</b> \$42,983 - \$61,472/yr salary and fringe - Grade 17 <b>Comments - assumes single health insurance</b>	Comments
Funding Source: Fund 21	
Budgeted: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	

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

<b>Signatures</b>	
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Seal	