

TODD COUNTY BOARD OF COMMISSIONERS

Regular Board Meeting Agenda

Date: July 15, 2014

Time: 9:00 AM

Meeting to be held in the County Board Room, Historic Courthouse located at 215 1st Avenue South
Suite 300, Long Prairie, Minnesota 56347

Item #		Approx. Time
1	Call to Order and Roll Call	9:00
2	Pledge of Allegiance	9:01
3	Amendments to the Agenda	9:03
4	Potential Consent Items	9:05
4.1	Introduction of New Employee Travis Genty - GIS Technician	
4.2	Approve July 1, 2014 Meeting Minutes	
4.3	Approve Auditor Warrants	
4.4	Approve Commissioner Warrants	
4.5	Security Glass Purchase - Court Administration Office	
5	Auditor/Treasurer	9:10
5.1	Re-appointment - Duane Grewe to HRA Board	
6	Public Works	9:15
6.1	Mowing Agreement County Road Ditches	
7	Sheriffs' Department	9:20
7.1	Temporary Hire - FT Jailor/Dispatcher	
7.2	Hire - Full Time Jailor/Dispatcher	
8	Health & Human Services	9:25
8.1	YAP Grant Media Contract Extension	
9	SWCD	9:30
9.1	Hire - Full Time Water Planner Position	

Standing Reports

Commissioners' Report

Todd County, MN Board Action Form



Action Requested	
<input checked="" type="checkbox"/> Action/Motion <input type="checkbox"/> Discussion <input type="checkbox"/> Information Item	<input type="checkbox"/> Report <input type="checkbox"/> Resolution <input type="checkbox"/> Other
Board Action Tracking Number (Admin use): 20140715-02	

Title (for publication with the Agenda): Approve July 1, 2014 Meeting Minutes	
Date of Meeting: July 15, 2014	Total time requested: 2 min
Department Requesting Action: Administration	
Presenting Board Action/Discussion at Meeting: Denise Gaida	
Background <input checked="" type="checkbox"/> Supporting Documentation enclosed	
Options <input checked="" type="checkbox"/> Supporting Documentation enclosed	
July 1, 2014 Meeting Minutes Attached	
Recommendation <input checked="" type="checkbox"/> The Todd County Board of Commissioners approves the following by Motion:	
Approve Meeting Minutes from July 1, 2014 as read	
Financial Implications: \$	Comments
Funding Source:	
Budgeted: <input type="checkbox"/> Yes <input type="checkbox"/> No	

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

Signatures	
STATE OF MINNESOTA } COUNTY OF TODD }	
I, Denise Gaida, County Auditor-Treasurer, Todd County, Minnesota hereby certify that I have compared the foregoing copy of the proceedings of the County Board of said County with the original record thereof on file in the Administration Office of Todd County in Long Prairie, Minnesota as stated in the minutes of the proceedings of said board and that the same is a true and correct copy of said original record and of the whole thereof, and that said motion was duly passed by said board at said meeting. Witness my hand and seal:	
Seal	

TODD COUNTY BOARD OF COMMISSIONERS

*Minutes of the Meeting of the Todd County Board of Commissioners held on
July 1, 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 1st day of July, 2014 at 9:00 AM. The meeting was called to order by Chairperson Kneisl. The meeting was opened with the Pledge of Allegiance. All members present.

Approval of Agenda

On motion by Becker and second by Erickson, the following motion was introduced and adopted by unanimous vote: To approve the agenda as presented with the following changes.

1. Add – St. John Vianney Church Gambling Permit
2. Add – Permission to seek County Life Insurance Bids and Dental Plans

Routine Business

On motion by Kircher and second by Neumann, the following motion was introduced and adopted by unanimous vote: To approve the June 3rd and June 17, 2014 Regular Board Minutes with the correction on the June 17 meeting minutes of adding Commissioners Neumann and Becker and HHS Director attended the District 4 AMC Meeting.

On motion by Erickson and second by Neumann, the following motion was introduced and adopted by unanimous vote: To approve the actions of HHS Committee Meeting held June 24, 2014 in accordance with the minutes on file in the Todd County Administration Office.

On motion by Neumann and second by Erickson, the following motion was introduced and adopted by unanimous vote: To Approve the Commissioner Warrants number 37898 thru 38022 in the amount of \$83,386.42.

On motion by Neumann and second by Becker, the following motion was introduced and adopted by unanimous vote: To approve a 1 Day Temporary On Sale Liquor License for the American Legion #417 Oscar Jacobson Post (Little Sauk Legion) for August 23, 2014 at 16268 County 50, Long Prairie, MN.

On motion by Neumann and second by Erickson, the following motion was introduced and adopted by unanimous vote: To approve a one day dance license for the American Legion Post 417 (Little Sauk Legion) to be held August 23, 2014 at the parking lot of the Legion at 16268 County 50, Long Prairie.

On motion by Neumann and second by Erickson, the following motion was introduced and adopted by unanimous vote: To appoint Tyler Carlson to the Sauk River Watershed District Board of Managers for a three year term beginning July 1, 2014.

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

GAMBLING PERMIT FOR ST JOHN VIANNEY CHURCH

WHEREAS, the Todd County Board of Commissioners are establishing their approval for a Gambling Permit for the St John Vianney Church through this resolution.

TODD COUNTY BOARD OF COMMISSIONERS

NOW, THEREFORE BE IT RESOLVED, that the Todd County Board of Commissioners approve a one day Gambling Permit for the St John Vianney Church to hold a raffle at the address 18910 Ellipse Loop, Long Prairie, MN on August 10th, 2014.

Public Works

Discussion was held regarding an agreement received from Nate Bettis to Mow/Bail CSAH 14, CSAH 21 & Co Rd 89 ditches. It was decided to have the County Attorney review the contract and bring it back to the next Commissioner Meeting July 15, 2014.

On motion by Kircher and second by Neumann, the following resolution was introduced and adopted by unanimous vote: To approve the Personnel Action Form to hire Casey Pepping to fill the vacant Heavy Equipment Position at the Little Sauk Shop.

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

CREATION OF A FUNDING PLAN FOR THE FUTURE CONSTRUCTION OF A NEW PUBLIC WORKS LONG PRAIRIE SHOP

WHEREAS, the Todd County Public Works Long Prairie Shop was originally constructed in 1957 and is currently starting to show signs of overall rapid building deterioration due to its age, and;

WHEREAS, the daily operations of the Long Prairie Shop create concerns such as heat and cooling efficiencies, communication efficiencies, accessibility and use efficiencies, and overall basic functioning efficiencies, and;

WHEREAS, the construction of a new shop on the existing Public Works campus would provide the most cost effective solution and provide additional benefits to the overall function of the County such as additional cold storage space, ability to consolidate shops, and continued use of existing facilities and enhancements, and;

WHEREAS, it is understood that the construction of a new shop would unfortunately be a significant financial burden to the County and that the benefits of having a long range funding plan is warranted.

NOW, THEREFORE BE IT RESOLVED, that Todd County Board of Commissioners hereby authorize the Todd County Auditor/Treasurer to create a dedicated savings account for the sole purpose of the construction of a new Long Prairie Public Works Shop, and;

BE IT FURTHER RESOLVED, that the Todd County Auditor/Treasurer transfer \$200,000 of existing funds from the Road and Bridge Fund to this newly created savings account, and;

BE IT ALSO FURTHER RESOLVED, that the Todd County Auditor/Treasurer create an additional budget line account in the Public Works Budget for future annual deposits to the dedicated savings account for the construction of a new Long Prairie Shop and that those annual deposits are funded at no less than a minimum of \$200,000 annually until the construction of the new Long Prairie Public Works Shop is completed.

Soil & Water

On motion by Neumann and second by Becker, the following motion was introduced and adopted by unanimous vote: To approve hiring of Deja Anton SWCD Resource Conservationist at Grade 18, Step 6 for SWCD to manage the feedlot program responsibilities with a start date of July 21, 2014.

TODD COUNTY BOARD OF COMMISSIONERS

On motion by Erickson and second by Kircher, the following motion was introduced and adopted by unanimous vote: To approve motion to create the position of SWCD Program Coordinator open to internal advertisement at Grade 18 open through July 11th, 2014 to replace current Office Coordinator position. If no internal applications are received, the department can advertise externally.

Planning & Zoning

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

FINAL PLAT APPROVAL – “PRAIRIE LAKES III”

WHEREAS, Owners David Patterson & Shannon O’Toole have applied to subdivide property located as parts of NW4NW4, SW4NW4, NW4 SW4, all W of State Hwy 71, Section 32, Long Prairie Township. Plat of “Prairie Lakes III” consists of Lot One, One Block containing 30.7 acres. Plat abuts an existing public road. Property is located in a Commercial Zone.

WHEREAS, Applicants appeared before the Todd County Planning Commission at a public hearing on April 3, 2014, where this preliminary plat known as “Prairie Lakes III” was recommended to the County Board of Commissioner for approval with one condition, and;

WHEREAS, On April 15, 2014 the Todd County Board of Commissioners approved said Preliminary Plat to move forward and be completed with one condition: This wording be added to the lot – “this lot is located in a Commercial Zone and there will be sights, sounds and activities associated with Commercial businesses. No lot owner shall bring action of law against a commercial operation, as long as such commercial activity complies with state and county regulations” 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 “Prairie Lakes III” be approved as presented.

MIS

On motion by Kircher and second by Erickson, the following motion was introduced and adopted by majority vote with Neumann voting against: To approve the hiring of Travis Genty as full time GIS Technician, Grade 18, Step 2, \$16.542 per hour. Start date to be determined.

Solid Waste/Transfer Station

On motion by Kircher and second by Erickson, the following motion was introduced and adopted by unanimous vote: To approve the Prairie Lakes Municipal Solid Waste Authority Joint Powers Agreement for Clay County join membership and approve amended Joint Powers Agreement. (Full JPA on file in the Administration Office).

Discussion was held regarding increasing the tipping fees effective September 1, 2014 and the Solid Waste Fee (Parcel Charge) effective January 1, 2015. On motion by Becker the Board Action was tabled so this topic can be discussed at the next Work Session July 8, 2014 at 1:00 pm then brought back to the next Commissioner Meeting July 15, 2014.

TODD COUNTY BOARD OF COMMISSIONERS

Sheriffs' Department

On motion by Neumann and second by Kircher, the following motion was introduced and adopted by unanimous vote: To accept the quote replacement/upgrade 911 UPS System in the amount of \$25,960.00, from TRISTAR, with freight and shipping to be extra.

Ditch/Ag Inspector

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

HOLD HARMLESS AGREEMENT – PRIVATE CROSSING – COUNTY DITCH 8

WHEREAS, Aspen Plantations LLP is requesting to install a private culvert crossings on their property, parcel number 26-0027401, located in Ward Twp, section 28. A Hold Harmless Agreement has been signed and submitted to the Ditch Authority, and;

WHEREAS, an onsite inspection was done on May 28, 2014, and;

WHEREAS, this property had an unapproved rock crossing that was installed by a previous owner many years ago. This unapproved crossing was removed as part of the maintenance project being done on CD8. A new crossing is needed to access land on south side of ditch. Project plan is to install two – five foot culverts; this will exceed the combined hydraulic capacity of the two upstream culverts.

NOW, THEREFORE BE IT RESOLVED, the Todd County Ditch Authority gives permission to Aspen Plantation LLP to install a private culvert crossing in CD8, located on their own property, at their own expense.

Health & Human Services

Discussion was held regarding the handicap parking in front of the HHS Building. There are two stalls that are appropriately posted and located at the public entrance of the department on 212 2nd Avenue South.

On motion by Kircher and second by Becker, the following motion was introduced and adopted by majority vote with Neumann voting against: To appoint Tina Asseln to HHS Home Health Aide/Homemaker at Grade 14 Step 1.

On motion by Kircher and second by Erickson, the following motion was introduced and adopted by majority vote with Neumann voting against: To appoint Vicki Gold to HHS Home Health Aide/Homemaker at Grade 14, Step 1.

Human Resources

On motion by Neumann and second by Kircher, the following motion was introduced and adopted by unanimous vote: To authorize Human Resources and Ochs, Inc. to solicit Requests for Proposals for Group Life Insurance for the 2015 plan year.

During labor negotiations labor and management agreed the County would solicit bids for a voluntary group dental plan which is 100% employee paid. A formal Request for Proposal is not required for voluntary plans and no action is requested of the County Board of Commissioners at this time. Och's Inc. Agent of Record for the Group Life Plan has offered to accept bids on behalf of Todd County.

Commissioner's Report

Erickson reported the Open House at Battle Point Pavilion that was held Saturday June 28, 2014 had a very good turnout and good response from the public. Becker reported she had attended the Region 5

TODD COUNTY BOARD OF COMMISSIONERS

Commissioner Meeting which she was able to go in to listen because she hadn't taken the training yet to be on the actual Board. Region 5 can levy on their own now and the Counties distribute. There is a 3% increase each year and this year the amount will be \$23,921.00. Kneisl reported he received a letter from the Staples Senior Center in appreciation of the contribution from the county.

Commissioner Kneisl recessed the meeting until July 15, 2014.

Commissioner Warrants

Vendor Name	Amount
BARGEN INC	7,990.00
LONG PRAIRIE RENTALS INC	2,175.00
SPANIER WELDING	28,400.00
TITAN MACHINERY SHAKOPEE	2,553.91
TURNKEY/THREE SQUARE	2,041.40
WIESE/WALLACE AND KATHY	6,350.00
Payments less than 2000	33,876.11
Final Total	83,386.42

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): 20140715-03	

Title (for publication with the Agenda): Approve Auditor Warrants	
Date of Meeting: July 15, 2014	Total time requested: 5 min
Department Requesting Action: Auditor Treasurer Office	
Presenting Board Action/Discussion at Meeting: Denise Gaida	
Background <input type="checkbox"/> Supporting Documentation enclosed	
Printout sent to Commissioners	
Options <input type="checkbox"/> Supporting Documentation enclosed	
Recommendation <input checked="" type="checkbox"/> The Todd County Board of Commissioners approves the following by Motion:	
To Approve the Auditor Warrants number 222776 thru 223021 in the amount of \$760,619.13.	
Financial Implications: \$	Comments
Funding Source:	
Budgeted: <input type="checkbox"/> Yes <input type="checkbox"/> No	

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

Signatures	
STATE OF MINNESOTA } COUNTY OF TODD }	
I, Denise Gaida, County Auditor-Treasurer, Todd County, Minnesota hereby certify that I have compared the foregoing copy of the proceedings of the County Board of said County with the original record thereof on file in the Administration Office of Todd County in Long Prairie, Minnesota as stated in the minutes of the proceedings of said board and that the same is a true and correct copy of said original record and of the whole thereof, and that said motion was duly passed by said board at said meeting. Witness my hand and seal:	
Seal	

Vendor Name	Amount
COMPUTER PROFESSIONALS	4,030.00
DELL MARKETING L.P.	4,299.36
DOBRATZ - HANTGE FUNERAL CHAPEL	4,865.00
EAGLE CONST CO INC	10,963.00
MIDSTATE TILE CO	6,283.30
MN ELEVATOR INC	5,217.60
RIKE-LEE ELECTRIC INC	10,835.70
ROYL MASONRY COMPANY	2,952.00
Payments less than 2000	14,346.30
AMERICAN HERITAGE BANK	34,456.22
CENTERPOINT ENERGY	3,496.66
CLIFTON LARSONALLEN, LLP	5,500.00
FLEET SERVICES DIVISION	3,441.60
FLEET SERVICES/WEX BANK	6,770.48
GREAT RIVER REGIONAL LIBRARY	80,014.00
LONG PRAIRIE OIL COMPANY	4,044.74
LONG PRAIRIE SANITARY SERVICE	2,116.22
MINNESOTA POWER & LIGHT	10,217.90
MN DEPT OF FINANCE	6,318.50
MUELLNER/GERALD	6,747.13
Prairie Lakes Municipal Solid Waste Auth	15,841.56
TODD COUNTY DAC	3,974.38
Payments less than 2000	23,460.64
CARD SERVICES COBORNS	2,118.76
CENTRAL SUSPENSIONS INC	2,400.00
ELMES CONSTRUCTION COMPANY	2,250.00
GENE-O'S COUNTRYSIDE REST LLC	4,557.93
GEORGE ELECTRIC	2,454.00
LONG PRAIRIE OIL COMPANY	3,025.16
MORRISON COUNTY	50,190.00
NORTHERN STAR COOP	3,863.63
PETERS & CHURCHWELL	3,306.50
WENKER/MELISSA	5,306.00
Payments less than 2000	12,886.45
AMERICAN HERITAGE	11,145.47
AMERICAN HERITAGE BANK	24,600.86
ANDERSON BROTHERS	131,594.24
FLEET SERVICES DIVISION	11,257.68
IMPACT TECHNOLOGY	6,277.65
LONG PRAIRIE LEADER	6,352.00
MORRISON CO PUBLIC HEALTH SERV	2,301.37
PEMBERTON SORLIE RUFER & KERSHNER	2,635.72
QUALITY LOGO PRODUCTS	2,582.18
RAINBOW RIDER	5,000.00

ROSE CITY SIGN INC	10,000.00
STAPLES ADVANTAGE	3,783.26
TODD CO AUDITOR-TREASURER	2,036.16
TRAFFIC MARKING SERVICE INC	85,730.53
UNIV OF MN-EXT FISCAL & ACCT	30,584.70
US POSTAL SERVICE	23,500.00
ZAYO ENTERPRISE NETWORKS	3,286.63
Payments less than 2000	16,100.94
COMPUTER PROFESSIONALS	4,285.00
PROVANTAGE	3,580.00
TODD CO COURT ADMINISTRATOR	2,500.00
Payments less than 2000	8,934.02
Final Total	760,619.13

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): 20140715-04	

Title (for publication with the Agenda): Approve Commissioner Warrants	
Date of Meeting: July 15, 2014	Total time requested: 5 min
Department Requesting Action: Auditor Treasurer Office	
Presenting Board Action/Discussion at Meeting: Denise Gaida	
Background <input type="checkbox"/> Supporting Documentation enclosed	
Printout sent to Commissioners	
Options <input type="checkbox"/> Supporting Documentation enclosed	
Recommendation <input checked="" type="checkbox"/> The Todd County Board of Commissioners approves the following by Motion:	
To Approve the Commissioner Warrants number 38023 thru 38161 in the amount of \$140,094.04 and the HHS Commissioner Warrants in the amount of 31,799.76.	
Financial Implications: \$	Comments
Funding Source:	
Budgeted: <input type="checkbox"/> Yes <input type="checkbox"/> No	

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

Signatures	
STATE OF MINNESOTA } COUNTY OF TODD }	
I, Denise Gaida, County Auditor-Treasurer, Todd County, Minnesota hereby certify that I have compared the foregoing copy of the proceedings of the County Board of said County with the original record thereof on file in the Administration Office of Todd County in Long Prairie, Minnesota as stated in the minutes of the proceedings of said board and that the same is a true and correct copy of said original record and of the whole thereof, and that said motion was duly passed by said board at said meeting. Witness my hand and seal:	
Seal	

Vendor Name	Amount
CENTRAL TODD COUNTY CARE CENTER	2,503.40
EMERGENCY AUTOMOTIVE TECH	8,371.09
ESRI	10,718.42
HANCOCK CONCRETE PRODUCTS CO	4,114.17
KONG CRETE FINISHES INC	29,300.00
MCCC, MI33	4,771.06
PHELAN CPA/FRANCIS	2,655.00
SEACHANGE	8,875.89
TRUENORTH STEEL	27,020.27
WIDSETH SMITH NOLTING INC	2,728.60
Payments less than 2000	39,036.14
Final Total	140,094.04

Commissioner Warrants

Vendor name or #	Amount
# 11919 Foster Care	\$4,153.80
# 1477 Foster Care	\$2,192.40
# 10746 Foster Care	\$4,417.20
# 12490	\$2,692.82
Payments less than 2000	\$18,343.54
Final Total	\$31,799.76

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): 20140715-01	

Title (for publication with the Agenda): Tempered Security Glass Purchase for Court Administration Office	
Date of Meeting: July 15, 2014	Total time requested: 5 min
Department Requesting Action: Custodial	
Presenting Board Action/Discussion at Meeting: Pete Bless	
Background <input type="checkbox"/> Supporting Documentation enclosed	
George Lock, Court Administrator is requesting tempered glass at 2 counters in the Courts Administration Office. 3 - speak holes & pass through openings in large opening this will be split into 3 pieces of glass. 1 - with pass through & 1 speak hole & notch for trim work. Total price with material, tax & labor to install \$3,304.83. See attached quote from Alex Glass & Glazing, Inc.	
Options <input checked="" type="checkbox"/> Supporting Documentation enclosed	
Approve Purchase Do not Approve Purchase	
Recommendation <input type="checkbox"/> The Todd County Board of Commissioners approves the following by Motion:	
Financial Implications: \$3,304.83	Comments
Funding Source:	
Budgeted: <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	

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

Signatures	
STATE OF MINNESOTA COUNTY OF TODD}	
I, Denise Gaida, County Auditor-Treasurer, Todd County, Minnesota hereby certify that I have compared the foregoing copy of the proceedings of the County Board of said County with the original record thereof on file in the Administration Office of Todd County in Long Prairie, Minnesota as stated in the minutes of the proceedings of said board and that the same is a true and correct copy of said original record and of the whole thereof, and that said motion was duly passed by said board at said meeting. Witness my hand and seal:	
Seal	

Alex Glass & Glazing, Inc

321 Nokomis St.
Alexandria, Minnesota 56308
Phone (320) 762-5447 - Fax (320) 763-9083

PROPOSAL SUBMITTED TO TODD COUNTY COURTHOUSE	PHONE	DATE JUNE 10, 2014
STREET ATTN: PETE	JOB NAME COURT ADMINISTRATION OFFICE	
CITY, STATE and ZIP CODE LONG PRAIRIE MN	JOB LOCATION	
ARCHITECT	DATE OF PLANS	JOB PHONE FAX: 218-732-2506

We hereby submit specifications and estimates for:

320-732-4540

**PRICE TO PROVIDE 3/8" CLEAR TEMPERED GLASS AT 2 COUNTERS
3 - SPEAK HOLES & PASS THROUGH OPENINGS IN LARGE OPENING
THIS WILL BE SPLIT INTO 3 PIECES OF GLASS**

1 - WITH PASS THROUGH & 1 SPEAK HOLE & NOTCH FOR TRIM WORK

**ALL SIDES, NOTCHES, PASS THROUGHS AND SPEAK HOLES WILL BE POLISHED
CHANNEL AT TOP & BOTTOM WILL BE SATIN ANODIZED ALUMINUM**

PRICED WITH MATERIAL, TAX & LABOR TO INSTALL TOTAL 3,304.83

This proposal shall be valid for 60 days.
Payment will be made 30 days from date of invoice.

All material is guaranteed to be as specified. All work to be completed in a workman like manner to standard practices. Any alteration or deviation from above specifications involving extra costs will be executed only upon written change orders, and will become an extra charge over and above the estimate. All agreements contingent upon strikes, accidents or delays beyond our control. Owner: to carry fire, tornado and other necessary insurance. Our workers are fully covered by workman's compensation insurance.

NOTICE TO OWNER BY CONTRACTOR:

- A. ANY PERSON OR COMPANY SUPPLYING LABOR OR MATERIALS FOR THIS IMPROVEMENT TO YOUR PROPERTY MAY FILE A LIEN AGAINST YOUR PROPERTY IF THAT PERSON OR COMPANY IS NOT PAID FOR THE CONTRIBUTIONS.**
- B. UNDER MINNESOTA LAW, YOU HAVE THE RIGHT TO PAY PERSONS WHO SUPPLY LABOR OR MATERIALS FOR HIS IMPROVEMENT DIRECTLY AND DEDUCT THIS AMOUNT FROM OUR CONTRACT PRICE, OR WITHHOLD THE AMOUNTS DUE THEM FROM US UNTIL 120 DAYS AFTER COMPLETION OF THE IMPROVEMENT UNLESS WE GIVE YOU A LIEN WAIVER SIGNED BY PERSONS WHO SUPPLIED ANY LABOR OR MATERIAL FOR THE IMPROVEMENT AND WHO GAVE YOU TIMELY NOTICE**

PLEASE NOTE: Every person who enters into a contract with the owner for the improvement of real property and who has contracted or will contract with any subcontractor or material-men to provide labor, skill or materials for the improvement shall include in any written contract with the owner the notice required in this subdivision and shall provide the owner with a copy of the written contract. If no written contract for the improvement is entered into, the notice must be prepared separately and delivered personally or by certified mail to the owner or his authorized agent within ten days after the work of the improvements is agreed upon.

The above prices, specifications and conditions are satisfactory and hereby accepted. You are authorized to do the work as specified.

Accepted By _____

Dated _____

Accepted By _____

Dated _____

Todd County, MN Board Action Form



Action Requested	
<input type="checkbox"/> Action/Motion <input type="checkbox"/> Discussion <input type="checkbox"/> Information Item	<input type="checkbox"/> Report <input checked="" type="checkbox"/> Resolution <input type="checkbox"/> Other
Board Action Tracking Number (Admin use): 20140715-06	

Title (for publication with the Agenda): Appointment to HRA Board	
Date of Meeting: July 15, 2014	Total time requested: 5 min
Department Requesting Action: Auditor-Treasurer	
Presenting Board Action/Discussion at Meeting: Denise Daida	
Background <input type="checkbox"/> Supporting Documentation enclosed	
Letter from Todd County HRA asking for approval. Oath for renewal was received from HRA with letter	
Options <input type="checkbox"/> Supporting Documentation enclosed	
Recommendation <input type="checkbox"/> The Todd County Board of Commissioners approves the following by Motion:	
to approve the renewal of a five year term for Duane Grewe to the Todd County HRA Board starting September 2014 through September 2019	
Financial Implications: \$	Comments
Funding Source:	
Budgeted: <input type="checkbox"/> Yes <input type="checkbox"/> No	

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

Signatures	
STATE OF MINNESOTA } COUNTY OF TODD }	
I, Denise Gaida, County Auditor-Treasurer, Todd County, Minnesota hereby certify that I have compared the foregoing copy of the proceedings of the County Board of said County with the original record thereof on file in the Administration Office of Todd County in Long Prairie, Minnesota as stated in the minutes of the proceedings of said board and that the same is a true and correct copy of said original record and of the whole thereof, and that said motion was duly passed by said board at said meeting. Witness my hand and seal:	
Seal	

TODD COUNTY BOARD OF COMMISSIONERS

REAPPOINTMENT TO THE HOUSING AND REDEVELOPMENT AUTHORITY OF TODD COUNTY, MINNESOTA

WHEREAS, the term of Duane Grewe expires in September 2014, and;

WHEREAS, the appointment to fill a vacancy on the HRA Board must be approved by the Todd County Board of Commissioners at a regular County Board meeting, and;

WHEREAS, a letter was received from the Todd County Housing & Redevelopment Authority that Duane Grewe has taken the Oath for another 5 year term.

NOW, THEREFORE BE IT RESOLVED, that the Todd County Board of Commissioners appoint Duane Grewe, for a five year term, beginning September, 2014 through September, 2019, to the Housing and Redevelopment Authority of Todd County, Minnesota.



Todd County HRA
300 Linden Ave S
Browerville MN 56438

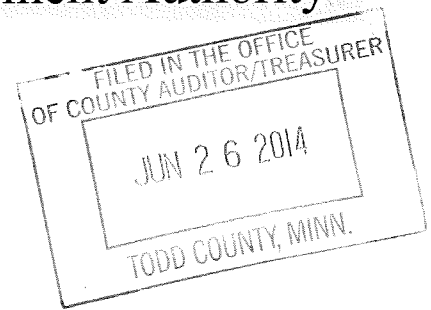
Kim Wallace, Executive Director
E-mail toddhra@rea-alp.com

320-594-6388
Toll-free 866-814-7713
Fax 320-594-6402

Todd County Housing & Redevelopment Authority

June 24, 2014

Todd County Auditor's Office
Long Prairie, MN 56347



Dear:

Enclosed is the Oath for Duane Grewe's renewal on the Todd County HRA's Board of Commissioners. Please present this information to the Chairperson of the Todd County Board of Commissioners for their approval. His term is a five year term from September 2014 thru September 2019.

Thank you for your attention to this matter.

If you have any questions or comments please feel free to stop in the office or leave a message on the machine and I will return your call. You can also email as I stated above.

Sincerely,

Kim Wallace
Executive Director




**Oath of Commissioner of Housing and Redevelopment Authority of
Todd County, Minnesota**

I, **Duane Grewe**, do solemnly swear that I will support the Constitution of the United States and of the State of Minnesota and will faithfully discharge the duties of the office of Commissioner of the Housing and Redevelopment Authority of Todd County, Minnesota according to law and to the best of my judgment and ability, so help me God.

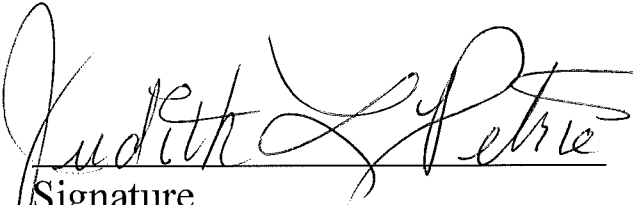
I do further swear that I am, and was at the time of my appointment, a resident of Todd County, Minnesota, and that I am not a public officer or employee of said County.

Term runs from 9-19-2014 thru 9-18-2019



Signature

ATTEST:



Signature

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): 20140715-07	

Title (for publication with the Agenda): Agreement to Mow/Bail CSAH 14, CSAH 21 & CR 89 Ditches	
Date of Meeting: 07/15/2014	Total time requested: 5 min
Department Requesting Action: Public Works	
Presenting Board Action/Discussion at Meeting: Loren Fellbaum	
Background <input checked="" type="checkbox"/> Supporting Documentation enclosed	
As indicated in the attached letter dated 06/23/2014, Mr. Nate Bettis has requested approval from Todd County to mow and bail the ditches along CSAH 14, CSAH 21, and CR 89.	
In response to Mr. Bettis's request, the attached Right of Way Use Permit Application has been prepared and has been reviewed by the Todd County Attorney.	
Options <input type="checkbox"/> Supporting Documentation enclosed	
#1 Approve attached Right of Way Application Permit Application	
#2 Do not approve attached Right of Way Application Permit Application	
Recommendation <input type="checkbox"/> The Todd County Board of Commissioners approves the following by Motion:	
Approved attached Right of Way Application Permit Application	
Financial Implications: \$0.00	Comments
Funding Source: Road and Bridge	
Budgeted: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	

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

Signatures	
STATE OF MINNESOTA } COUNTY OF TODD }	
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	

Date: 6/23/2014

Re: Right of Way Haying Permit

To: Todd County Board

From: Nathan Bettis

This letter is in regards to mowing and baling hay in the road ditch right of way of Todd County Roads 21, 89, and 14. I am proposing mowing on Todd County #21 from Hwy 210 to Hwy 71. On Todd County Rd #89 from Hwy 71 to Todd County #86. I am proposing mowing on Todd County #14 from Hwy 71 to Rose City. I will follow the MN Statute 160.232 of mowing road ditches guidelines. If areas are too wet, I will pass over as to not damage the vegetation. Bales will be removed within 1 week of baling. I have experience haying ditches from working with the State of MN on Hwy 10. I will provide certificate of liability insurance to the county and also pay for any fees that are incurred from sending letters to adjoining property owners informing them of this project.

Thank you for your time and consideration in the matter. I hope we can work together in the future.

Sincerely,

A handwritten signature in cursive script that reads "Nathan Bettis".

Nathan Bettis

28336 Co Rd 26
Browerville, MN 56438
320-630-0342

160.232 MOWING DITCHES OUTSIDE CITIES.

(a) To provide enhanced roadside habitat for nesting birds and other small wildlife, road authorities may not mow or till the right-of-way of a highway located outside of a home rule charter or statutory city except as allowed in this section and section 160.23.

(b) On any highway, the first eight feet away from the road surface, or shoulder if one exists, may be mowed at any time.

(c) An entire right-of-way may be mowed after July 31. From August 31 to the following July 31, the entire right-of-way may only be mowed if necessary for safety reasons, but may not be mowed to a height of less than 12 inches.

(d) A right-of-way may be mowed as necessary to maintain sight distance for safety and may be mowed at other times under rules of the commissioner, or by ordinance of a local road authority not conflicting with the rules of the commissioner.

(e) A right-of-way may be mowed, burned, or tilled to prepare the right-of-way for the establishment of permanent vegetative cover or for prairie vegetation management.

(f) When feasible, road authorities are encouraged to utilize low maintenance, native vegetation that reduces the need to mow, provides wildlife habitat, and maintains public safety.

(g) The commissioner of natural resources shall cooperate with the commissioner of transportation to provide enhanced roadside habitat for nesting birds and other small wildlife.

History: 1985 c 127 s 2; 1986 c 398 art 27 s 1; 1989 c 179 s 1; 1Sp2005 c 1 art 2 s 137

Todd County Public Works
44 Riverside Drive
Long Prairie, MN 56347



Phone: 320-732-2722
Fax: 320-732-4525

Permit # 1

RIGHT OF WAY USE PERMIT APPLICATION

County Road Numbers: 14, 21 & 89 Property Owner: N/A Parcel Identification Number: N/A

Project Address: County State Aid Highway 14 – from West County Line to Trunk Highway 71
County State Aid Highway 21 – from Trunk Highway 71 to Trunk Highway 210
County Road 89 – from County Road 86 to Trunk Highway 71

Proposed Project Description (include project map, plans, and dates of construction):

The applicant intends to mow, bail, and remove all the grass/hay from the county road right of way of County State Aid Highway #14 (R/W Width – 50’ from centerline), County State Aid Highway #21 (R/W Width – 50’ from centerline), and County Road 89 (R/W Width – 50’ from centerline).

Project Conditions (Applicant must meet the following conditions to obtain an approved permit):

- #1 The Applicant must provide the County a copy of their Certificate of Liability Insurance
- #2 The Applicant must provide adequate traffic control for all work in right of way
- #3 The Applicant must remove all bailed hay/grass from the right of way within one week of bailing
- #4 The Applicant must repair all disturbed turf to an “as good or better” condition as determined solely by the County
- #5 The Applicant will reimburse the County all expenses that the County incurs in order to send out notice letters to all adjoining property owners informing them of this project
- #6 The Applicant must meet all mowing requirements as defined by attached Minnesota Statute 160.232, specifically Subdivision C (mowing dates)
- #7 The Applicant understands that some parcels adjoining the road may not be permissible to mow if requested solely by the adjoining landowner
- #8 The Applicant will not be allowed to sell any of the hay/grass to another individual
- #9 The Applicant will be required to provide proof of a valid Minnesota Driver’s License

Person/Contractor name doing work: Mr. Nathan Bettis

Address: 28336 County Road 26, Browerville, MN 56438

Phone: 320-630-0342

The undersigned applicant hereby accepts the requirements and conditions indicated in this application and the applicant understands that this application is only valid for one year from the date of the County’s signature and can be terminated solely at the discretion of the County.

Applicant: _____ **Date:** _____

The Todd County Public Works Department hereby acknowledges that we have received a request for the use of the county highway right of way and that all the conditions of the permit have been met.

Approved: _____ Date: _____
Todd County Public Works Authorized Representative

Right of Way Use Permit Application - Special Provisions

1. The Applicant shall hold Todd County harmless and indemnify Todd County from any and all claim demands and causes of action arising from permit holder's use of the County Road including any attorney's fees and costs related thereto to the extent permitted by Minnesota Law.
2. This permit does not in any way relieve the applicant of liability for damages caused to the road, or resulting from traffic accidents that may in any way be related to the permit. All damages, claims, or adjustments shall be the responsibility of the applicant.
3. Said work shall be completed in conformity with all applicable laws, regulations and codes covering said work. All work shall be completed in conformity with the regulations of governmental agencies for the protection of the public.
4. If any topsoil and sod are disturbed it shall be replaced and maintained until the turf is established. Upon completion of the work, the Applicant shall restore the right of way to its original condition. The Applicant shall notify the Engineer of the completion of the work so that a final inspection can be made.
5. Said work shall not interfere with any existing utility facilities on the county highway right of way. Applicant is responsible for contacting Gopher State One Call for utility locates before work begins.
6. Necessary barricades, warning devices and flagman shall be provided by the Applicant during all phases of the construction and maintenance operations located on county highway right to way. If the construction/project will require closure of the traveled portion of the roadway or shoulder, the Applicant must submit a traffic management plan along with the permit form. The Applicant must also notify and coordinate this work with the local police department and/or Todd County Sheriff's Department. All detours and/or lane closures shall conform to the provisions of the Minnesota Manual on Uniform Traffic Control Devices. The work shall not be detrimental to the highway or to the safety of the public. The Applicant must get Minnesota Department of Transportation (MnDOT) approval for any signs in MnDOT Right of Way, even if such signs are required as a permit condition by the County.
7. Applicant is required to attach all other permits from any other governmental regulating agencies (i.e. MnDNR, TCSW, Watershed).
8. A completed permit application should be submitted a minimum of two weeks prior to the anticipated construction/project date. At least 24 hours notice to the Engineer shall be given before work shall take place.
9. This permit cannot be assigned, transferred or subcontracted to others without written consent of Todd County.
10. Failure to abide by any of the conditions of the permit will be cause for denial of future applications.

Todd County, MN Board Action Form



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

Title (for publication with the Agenda): Hire Kay Christensen as Full-time Jailor/Dispatcher	
Date of Meeting: July 15, 2014	Total time requested: 5 Minutes
Department Requesting Action: Todd County Sheriff's Office	
Presenting Board Action/Discussion at Meeting: Sheriff Don Asmus	
Background <input type="checkbox"/> Supporting Documentation enclosed	
An opening exists within the Todd County Sheriff's Office for the position of full-time Jailor/Dispatcher. This opening was advertised for and interviews were held and Kay Christensen is qualified to fill the position.	
Options <input type="checkbox"/> Supporting Documentation enclosed	
Recommendation <input checked="" type="checkbox"/> The Todd County Board of Commissioners approves the following by Motion:	
To hire Kay Christensen as a Full-time Jailor/Dispatcher at a Grade 17, Steo 1 with an effective date of July 13 th , 2014.	
Financial Implications: \$Budgeted	Comments
Funding Source: Jail Budget.	
Budgeted: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	

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

Signatures	
STATE OF MINNESOTA } COUNTY OF TODD }	
I, Denise Gaida, County Auditor-Treasurer, Todd County, Minnesota hereby certify that I have compared the foregoing copy of the proceedings of the County Board of said County with the original record thereof on file in the Administration Office of Todd County in Long Prairie, Minnesota as stated in the minutes of the proceedings of said board and that the same is a true and correct copy of said original record and of the whole thereof, and that said motion was duly passed by said board at said meeting. Witness my hand and seal:	
Seal	

Todd County, MN Board Action Form



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

Title (for publication with the Agenda): Hire Sara Van Sloun as a Temporary Full-time Jailor/Dispatcher	
Date of Meeting: July 15, 2014	Total time requested: 5 minutes
Department Requesting Action: Todd County Sheriff	
Presenting Board Action/Discussion at Meeting: Sheriff Don Asmus	
Background <input checked="" type="checkbox"/> Supporting Documentation enclosed	
As there was an opening that existed for a Temporary Full-time Jailor/Dispatcher and this position was advertised in-house. Interviews were conducted and it was decided that Sara Van Sloun was the most qualified to fill this position.	
Options <input type="checkbox"/> Supporting Documentation enclosed	
Recommendation <input checked="" type="checkbox"/> The Todd County Board of Commissioners approves the following by Motion:	
To approve to hire Sara Van Sloun as a Temporary Full-time Jailor/Dispatcher effective June 29, 2014 at a Grade 17, Step 1 on a temporary basis of up to one year.	
Financial Implications: \$ Budgeted	Comments
Funding Source: Jail Budget	
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"/>

Signatures STATE OF MINNESOTA } COUNTY OF TODD } I, Denise Gaida, County Auditor-Treasurer, Todd County, Minnesota hereby certify that I have compared the foregoing copy of the proceedings of the County Board of said County with the original record thereof on file in the Administration Office of Todd County in Long Prairie, Minnesota as stated in the minutes of the proceedings of said board and that the same is a true and correct copy of said original record and of the whole thereof, and that said motion was duly passed by said board at said meeting. Witness my hand and seal:	Seal
--	------

Todd County, MN Board Action Form



Action Requested	
<input checked="" type="checkbox"/> Action/Motion <input type="checkbox"/> Discussion <input type="checkbox"/> Information Item	<input type="checkbox"/> Report <input type="checkbox"/> Resolution <input type="checkbox"/> Other
Board Action Tracking Number (Admin use): 20140715-08	

Title (for publication with the Agenda): Approve Youth Alcohol Prevention Grant Marketing Contract Extension	
Date of Meeting: July 15, 2014	Total time requested: 5 min
Department Requesting Action: HHS	
Presenting Board Action/Discussion at Meeting: Katherine Mackedanz	
Background <input checked="" type="checkbox"/> Supporting Documentation enclosed	
This contract extension (initial contract approved by the Todd County Board of Commissioners on June 12, 2012) results from ongoing Positive Community Norms (PCN) marketing work needed to complete the Youth Alcohol Prevention grant strategies funded by the Department of Human Services Alcohol and Drug Abuse Division through June, 2016. See attached contract and work plan.	
Options <input type="checkbox"/> Supporting Documentation enclosed	
Recommendation <input checked="" type="checkbox"/> The Todd County Board of Commissioners approves the following by Motion:	
To approve the two year contract extension (July 2014-June 2016) for the Positive Community Norms marketing contract with Sara Wolf-Thompson.	
Financial Implications: \$28,800 (14,400 per year)	Comments
Funding Source: YAP Grant/DHS-ADAD	
Budgeted: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	

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

Signatures	
STATE OF MINNESOTA } COUNTY OF TODD }	
I, Denise Gaida, County Auditor-Treasurer, Todd County, Minnesota hereby certify that I have compared the foregoing copy of the proceedings of the County Board of said County with the original record thereof on file in the Administration Office of Todd County in Long Prairie, Minnesota as stated in the minutes of the proceedings of said board and that the same is a true and correct copy of said original record and of the whole thereof, and that said motion was duly passed by said board at said meeting. Witness my hand and seal:	
Seal	

**CONTRACT FOR MEDIA CONSULTATION SERVICES
BETWEEN**

**TODD COUNTY HEALTH AND HUMAN SERVICES
AND
SARA WOLF-THOMPSON, POSITIVE COMMUNITY NORMS (PCN) MARKETING
CONTRACTOR**

The Youth Alcohol Prevention Grant received by Todd County Health and Human Services requires media consultation services to complete its Positive Community Norms (PCN) media campaign. This contract between Todd County Health and Human Services and Sara Wolf-Thompson provides the necessary media consultation services for the Youth Alcohol Prevention (YAP) grant.

This contract does not constitute any relationship of employment. The following outlines the understanding between Todd County Health and Human Services and Sara Wolf-Thompson, PCN Marketing Contractor.

INDEPENDENT CONTRACTOR STATUS

Contractor is to be and shall remain an independent contractor with respect to any and all work performed under this Contract. It is agreed that nothing herein contained is intended or should be construed in any manner as creating or establishing the relationship or agents, partners, joint ventures or associates between the parties, or as constituting Contractor as the employee of the County for any purpose or in any manner whatsoever.

HOLD HARMLESS AND INDEMNIFICATION AGREEMENT

The Contractor agrees to defend, indemnify, and hold Todd County, its employees and officials harmless from any claims, demands, actions or causes of action, including reasonable attorney's fees and expenses arising out of act or omission on the part of the Contractor, or its subcontractors, partners or independent contractors or any of their agents or employees in the performance of or with relation to any of the work or services to be performed or furnished by the Contractor or the subcontractors, partner, or independent contractors or any of their agents or employees under the agreement.

INSURANCE

Contractor agrees, that in order to protect itself and the County under the indemnity provisions set forth above, it will at all times during the term of this Contract keep in force policies of insurance.

The PCN Marketing Contractor will be responsible for assisting with all PCN message development and pilot testing (see attached PCN Marketing work plan). This contract will be on a regular basis, available weekly for work projects as agreed upon between the Health and Human Services Director, YAP grant staff, and the PCN Marketing Contractor.

The contract services will meet all state standards and practices as required by the Department of Human Services - Alcohol and Drug Abuse Division.

All communication documents and publications are the property of Todd County Health and Human Services. Todd County Health and Human Services shall provide access to necessary documents needed for YAP media and communications work.

The Todd County Health and Human Services Director along with the YAP Grant Coordinator will review and make all final decisions regarding YAP media and communications.

The PCN Marketing Contractor will adhere to all applicable data practices and privacy standards, including those in HIPPA.

Sara Wolf-Thompson agrees she is an independent contractor.

Todd County shall not be responsible for any Social Security, Unemployment, State or Federal tax withholding, or any such costs.

Sara Wolf-Thompson agrees she is responsible for all such costs listed above.

The PCN Marketing Contractor shall provide a record of work hours submitted for payment monthly.

Todd County Health and Human Services Department shall pay the PCN Marketing Contractor at \$40.00 per hour, with an average of 30 hours per month or as needed by the YAP grant not to exceed 360 hours in calendar year (July-June). This hourly rate does include mileage and travel costs for one monthly site visit. Travel costs for any additional meetings, conferences, or trainings required by the YAP grant will be reimbursable. A per diem rate of \$50 per day will be paid for each day of required training attendance. Mileage will be reimbursed at the federal reimbursement rate. Any additional expenses incurred will be subject to approval by Todd County.

This contract is for the time period of July 1, 2014 through June 30, 2016.

Any alteration of the provisions of this agreement shall be valid when placed in writing, duly signed and attached to the original of this agreement.

Cancellation of this agreement may be done by either party with a 60 day notice given in writing.

Jackie Och
Health & Human Services Director

Date

Sara Wolf-Thompson
PCN Marketing Contractor

Date

Chairperson
Todd County Board of Commissioners

Date

PCN Marketing Contractor Work Plan

Work with coordinator in the development and implementation of the Seven-Step Positive Community Norms Process. The Seven Step process is outlined below, the Media Consultant will assist the coordinator in the following ways:

Step One: Planning and Environmental Advocacy

- Package community information, stories and Seven Core Principles into materials that are useful to you in your conversations and meaningful to your stakeholders.
- Plan steps needed to reach out to stakeholders and communicate with them.
- Help with branding creation such as logos, campaign name, etc.

Step Two: Baseline Data

- Study the data
- Set campaign objectives

Step Three: Message Development

- Interpret your principles and ideas
- Create meaningful messages that speak to your focus audiences, align with your goals and stay true to the PCN framework
- Research available media sources and their reach to your focus audiences.
- Partner message with appropriate media sources.

Step Four: Communication Plan

- Conduct communication research
- Plan advertising approaches
- Evaluate media buys/match them to your budget
- Plan publicity (press releases)
- Plan activities for various focus audiences
- Create a written communication plan

Step Five: Pilot Testing and Refining

- Create a plan for implementing and evaluating your pilot tests.
- Refine the media pieces to reflect community input.

Step Six: Implementation

- Implement your communications plan
- Analyze public response
- Collect data for the next round of messages

Step Seven: Evaluation

Work with coordinator in conducting:

- Formative evaluation
- Process evaluation
- Outcome evaluation
- Impact evaluation
- Reflection and action

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): 20140715-05	

Title (for publication with the Agenda): Request to Hire Full Time Water Planner Position	
Date of Meeting: July 15, 2014	Total time requested: 5 minutes
Department Requesting Action: SWCD	
Presenting Board Action/Discussion at Meeting: Tim Stieber	
Background <input type="checkbox"/> Supporting Documentation enclosed	
On June 17, 2014, the Board of Commissioners gave approval to begin the recruitment process for the Water Planer Position. Applications were reviewed, interviews conducted on July 14, 2014.	
Options <input type="checkbox"/> Supporting Documentation enclosed	
Hire recommended applicant Not hire recommended applicant	
Recommendation <input checked="" type="checkbox"/> The Todd County Board of Commissioners approves the following by Motion: Approve the hiring of _____ as full time Water Planner upon completion of full background check.	
Financial Implications: \$	Comments
Funding Source:	
Budgeted: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	

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

Signatures	
STATE OF MINNESOTA } COUNTY OF TODD }	
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	