

TODD COUNTY BOARD OF COMMISSIONERS

Regular Board Meeting Agenda

Date: June 2, 2015

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	
4.2	Approve Meeting Minutes from May 19, 2015	
4.3	Approve Commissioner Warrants	
4.4	Approve Actions of HHS Committee Meeting held May 26, 2015	
4.5	Gambling Permit - Big Lake Sportsman Club	
4.6	1 Day Temporary Liquor License - Prairie Dusters Saddle Club	
4.7	Construction Update - Assessor's Office - Pete Bleess	
5	SWCDD	9:10
5.1	Feedlot Performance Agreement	
5.2	Hire - Planning & Zoning Specialist Position, Loren Miller	
6	Health & Human Services	9:25
6.1	Hire - Home Health Aide, Bonnie Pohl	
6.2	Joint Power Agreement MTWCHR Delegation Agreement	
7	Sheriff's Department	9:35
7.1	Resignation - Jailor/Dispatcher Kyle Hartigan	
8	Human Resources	9:40
8.1	Establish Personnel Policy Committee	
9	**Closed Session**	9:45
9.1	Employee Evaluation - HHS Director	
	Standing Reports	
	Auditor - Treasurer Report	
	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 checked="" type="checkbox"/> Information Item	<input type="checkbox"/> Report <input type="checkbox"/> Resolution <input type="checkbox"/> Other
Board Action Tracking Number (Admin use): 20150602-07	

Title (for publication with the Agenda): Introduce New Staff	
Date of Meeting: June 2, 2015	Total time requested: 5 min
Department Requesting Action: Attorney's Office	
Presenting Board Action/Discussion at Meeting: County Attorney Chuck Rasmussen	
Background <input type="checkbox"/> Supporting Documentation enclosed	
Introduction - John Lindemann, Assistant County Attorney	
Options <input type="checkbox"/> Supporting Documentation enclosed	
Recommendation <input type="checkbox"/> The Todd County Board of Commissioners approves the following by Motion:	
Financial Implications: \$	Comments
Funding Source:	
Budgeted: <input type="checkbox"/> Yes <input type="checkbox"/> No	

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

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



Action Requested	
<input checked="" type="checkbox"/> Action/Motion	<input type="checkbox"/> Report
<input type="checkbox"/> Discussion	<input type="checkbox"/> Resolution
<input type="checkbox"/> Information Item	<input type="checkbox"/> Other
Board Action Tracking Number (Admin use): 20150602-13	

Title (for publication with the Agenda): Approve May 19, 2015 Meeting Minutes	
Date of Meeting: May 19, 2015	Total time requested: 5 min
Department Requesting Action: Administration	
Presenting Board Action/Discussion at Meeting: Denise Gaida	
Background <input checked="" type="checkbox"/> Supporting Documentation enclosed	
May 19, 2015 Meeting Minutes attached	
Options <input type="checkbox"/> Supporting Documentation enclosed	
Recommendation <input checked="" type="checkbox"/> The Todd County Board of Commissioners approves the following by Motion:	
Approve Meeting Minutes from May 19, 2015 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"/> Kircher	<input type="checkbox"/> Kircher
Second:	<input type="checkbox"/> Becker	<input type="checkbox"/> Becker
<input checked="" type="checkbox"/> Passed	<input type="checkbox"/> Erickson	<input type="checkbox"/> Erickson
<input type="checkbox"/> Failed	<input checked="" type="checkbox"/> Neumann	<input type="checkbox"/> Neumann
<input type="checkbox"/> Tabled	<input type="checkbox"/> Kneisl	<input type="checkbox"/> Kneisl

Signatures

STATE OF MINNESOTA }
COUNTY OF TODD }

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Seal

TODD COUNTY BOARD OF COMMISSIONERS

*Minutes of the Meeting of the Todd County Board of Commissioners held on
May 19, 2015*

Call to Order

The Todd County Board of Commissioners met in the Commissioner's Board Room in the City of Long Prairie, MN on the 19th day of May, 2015 at 9:00 AM. The meeting was called to order by Chairperson Kircher. The meeting was opened with the Pledge of Allegiance. All Commissioners present.

Approval of Agenda

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

1. Add - 4 items Planning & Zoning
2. Remove – South Country Health Alliance Update

Routine Business

On motion by Erickson and second by Kneisl, the following motion was introduced and adopted by unanimous vote: To approve meeting minutes from May 5, 2015.

On motion by Kneisl and second by Becker, the following motion was introduced and adopted by unanimous vote: To approve the Commissioner Warrants numbers 40560 thru 40695 in the amount of \$168,384.56 and HHS Warrants in the amount of \$26,803.79.

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

GAMBLING PERMIT FOR LITTLE BIRCH LAKE IMPROVEMENT ASSOCIATION

WHEREAS, the Todd County Board of Commissioners are establishing their approval for a Gambling Permit for Little Birch Lake Improvement Association through this resolution;

NOW, THEREFORE BE IT RESOLVED, that the Todd County Board of Commissioners approve a one day Gambling Permit for Little Birch Lake Improvement Association to hold a raffle at The Hub Supper Club in Burnhamville Township at the address 30905 County 13, Burtrum, MN on September 12, 2015.

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

GAMBLING PERMIT FOR SAUK CENTRE FIRE RELIEF ASSOCIATION

WHEREAS, the Todd County Board of Commissioners are establishing their approval for a Gambling Permit for the Sauk Centre Fire Relief Association through this resolution;

NOW, THEREFORE BE IT RESOLVED, that the Todd County Board of Commissioners approve a Gambling Permit for Sauk Centre Fire Relief Association to hold gambling activities at Birchwood Resort in Birchdale Township at the address 22182 Birchwood Loop, Sauk Centre, MN.

On motion by Erickson and second by Kneisl the following motion was introduced and adopted by unanimous vote: To approve the transfer of Contingency Funds in the amount of \$3,875.60 for the year 2014 to the year 2015 in the Sheriff's Department as presented on the Budget Request Form.

TODD COUNTY BOARD OF COMMISSIONERS

On motion by Becker and second by Neumann, the following motion was introduced and adopted by unanimous vote: To approve the transfer of Forfeiture Funds in the amount of \$33,087.35 for the year 2014 to the year 2015 in the Sheriff's Department as presented on the Budget Request Form.

On motion by Neumann and second by Erickson, the following motion was introduced and adopted by unanimous vote: To acknowledge and accept the donation of the boat dock and ramp from the Osakis Sportsmens Club located at Battle Point Access.

CentraCare Health

Dan Swenson, Administrator/CEO of CentraCare Health Foundation presented the Long Prairie Medical Campus Building Project. Construction will begin fall of 2015 with the projected Grand Opening and Capital Campaign Celebration estimated date is fall of 2017.

Solid Waste/Transfer Station

On motion by Kneisl and second by Neumann, the following motion was introduced and adopted by unanimous vote: To approve fee increases for specific items: tires, demolition sorting fee per yard, shingles. (Fee schedule on file in the Administration Office).

On motion by Kneisl and second by Erickson, the following motion was introduced and adopted by unanimous vote: To approve the hire of Ted Hegseth as Summer Help (Seasonal Temporary) effective May 18, 2015.

Public Works

Loren Fellbaum announced the Federal Highway Safety Grant information. The Minnesota Department of Transportation indicates that the following Todd County projects were selected to receive Federal Highway Safety Grant Funds (known as HSIP - Highway Safety Improvement Program) in Fiscal Years 2017 - 2019:

2017 - Ground-In Wet Reflective Striping Project (\$130,500 Grant) 90% Federal / 10% Local Funding Split.

2018 - 6 Inch Latex Edge Line Striping Project (\$127,800 Grant) 90% Federal / 10% Local Funding Split.

2018 - Ground-In Wet Reflective Striping Project (\$279,000 Grant) 90% Federal / 10% Local Funding Split.

2019 - Ground-In Wet Reflective Striping Project (\$279,000 Grant) 90% Federal / 10% Local Funding Split.

Total Federal Funds = \$816,300

Total Local Funds = \$90,700

On motion by Erickson and second by Kneisl, the following motion was introduced and adopted by majority vote with Neumann voting against: Approve the County Road 86 Cooperative Construction Agreement for FY 2016 Construction using a combination of 2016 Local Levy Funds (which will require this project to be included into the Todd County Capital Improvement Plan). Existing 2015 Road and Bridge Funds (Cash/Reserves), and line item adjustments in the preparation of the 2016 Public Works Budget. (Full Agreement on file in the Administration Office).

TODD COUNTY BOARD OF COMMISSIONERS

On motion by Becker and second by Erickson, the following motion was introduced and adopted by unanimous vote: To approve conducting a public hearing for the purpose of amending the Todd County Capital Improvement Plan per MN Statute 373.40 on June 16, 2015 at 10:30 am (scheduled as part of the County Board meeting).

Soil, Water & Conservation District Division

The Todd SWCD has scheduled a River and Lake Day event for May 22 from 1:00 pm to 3:30 pm at the Hub Supper Club. The event is used to educate landowners about the value of our water resources and will cover a range of topics this year. This agenda item is brought forward to the board as an informational item and to encourage commissioners and others to attend.

On motion by Erickson and second by Becker, the following motion was introduced and adopted by unanimous vote: Request for Conditional Use Permit to expand the existing semi-trailer parking area 53,300 sq ft (1.22 acres). Owner: Central Bi Products (Farms Union Marketing LLC). Use Permit is required for expansion/modification to the existing commercial business located in Ag/Forestry-1 Zoning District. (75.10 acres). Site Address: 25498 US Hwy 71, Long Prairie, MN. SE4 NE4 & SW4 NE4 E of Hwy 71 including RR, Section 8, Twp 129, Range 33, Long Prairie Township. Approval of the request with the condition owners re-establish tree and shrub buffer on north and west side of newly created parking area of similar size and complexity to the one being removed.

On motion by Erickson and second by Kneisl, the following motion was introduced and adopted by unanimous vote: Rezoning application to change the current zoning of the below described property from Ag/Forestry-1 to Ag/Forestry-2. Owner: David & Joanne Benning and Norman & Gloria Host. (40 acres) SE4 SE4, Section 35, Twp 130, Range 33, Hartford Township. Granted with wording added "This is 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."

On motion by Neumann and second by Erickson, the following motion was introduced and adopted by unanimous vote: Request for a Conditional Use Permit to create a one lot subdivision in Section 25, Birchdale Township to be known as "Berscheit Hills". Berscheit Hills, Jeremy Berscheit (Michael Carroll – Property Owner). Plat consists of one lot containing 28.45 acres and is located in Shoreland Residential Zoning District. 315 Maple St No PO Box 201, Grey Eagle, MN 56336. Berscheit Hills Subdivision, Lot One, Block One, Section 25, Twp 127, Range 33, Birchdale Township, Todd County.

On motion by Neumann and second by Becker, the following motion was introduced and adopted by unanimous vote: Request for rezoning application to rezone the portion of Berscheit Hills Subdivision that is further than 1,000 feet of the lake from the current zone of Ag/Forestry-1 to Shoreland RD (Recreational Development). In the Matter of Jeremy Berscheit, 315 Maple St No PO Box 201, Grey Eagle, MN 56336. Property Owner: Michael Carroll. 4765 W 142 ½ St. Savage, MN 55378. Berscheit Hills Subdivision, Lot 1, Block 1, Section 25, Twp 127, Range 33, Birchdale Township. Granted with wording added "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

TODD COUNTY BOARD OF COMMISSIONERS

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."

Veteran's Department

On motion by Neumann and second by Erickson, the following motion was introduced and adopted by unanimous vote: To accept the bid of \$20,954.00 from Dan Welle, Sauk Centre, MN for the replacement of the current Veterans Van.

Health & Human Services

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

A RESOLUTION ESTABLISHING SUPPORT TO APPROVE SOUTH COUNTRY HEALTH ALLIANCE AS THE SOLE PROVIDER FOR MEDICAL ASSISTANCE FOR CHILDREN AND FAMILIES IN TODD COUNTY

WHEREAS, the Minnesota Department of Human Services has published a Request For Proposals to provide health care services to recipients of Medical Assistance and MinnesotaCare in 87 Minnesota counties including Todd County, and;

WHEREAS, the Minnesota Department of Human Services has requested County evaluations and recommendations regarding the RFP proposals from each respective county, and;

WHEREAS, South Country Health Alliance has a submitted proposal to provide managed health care services in Todd County, and;

WHEREAS, Todd County has a vested interest in South Country Health Alliance to provide services; and

WHEREAS, representatives of Todd County Health and Human Services have reviewed and evaluated the proposals, and;

WHEREAS, South Country Health Alliance has submitted a proposal suitable to meet our needs and as a member county requesting that they be our sole source provider for Medical Assistance for Children and Families in Todd County.

THEREFORE, BE IT RESOLVED, that the Todd County Board of Commissioners supports the recommendation of Todd County Health and Human Services approving South Country Health Alliance as the sole Managed Care Organization(s) (MCO(s)) providing managed health care services in Todd County.

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

A RESOLUTION ESTABLISHING SUPPORT TO APPROVE MEDICA AS THE MANAGED CARE ORGANIZATION PROVIDING MANAGED HEALTH CARE SERVICES TO RECIPIENTS OF MINNESOTACARE IN TODD COUNTY

WHEREAS, the Minnesota Department of Human Services has published a Request For Proposals to provide health care services to recipients of **MinnesotaCare** in 87 Minnesota counties including Todd County; and

WHEREAS, the Minnesota Department of Human Services has requested County evaluations and recommendations regarding the RFP proposals from each respective county, and;

WHEREAS, Medica submitted a proposal to provide managed health care services in Todd County; and

WHEREAS, representatives of Todd County Health and Human Services have reviewed and evaluated the proposals, and;

TODD COUNTY BOARD OF COMMISSIONERS

WHEREAS, Medica has submitted a proposal suitable to meet our needs for providing MNCare for residents of Todd County.

THEREFORE, BE IT RESOLVED, that the Todd County Board of Commissioners supports the recommendation of Todd County Health and Human Services approving Medica as Managed Care Organization(s) (MCO(s)) providing managed health care services (MNCare) in Todd County.

On motion by Becker and second by Neumann, the following motion was introduced and adopted by unanimous vote: To accept the resignation of Nicole Gesme, effective June 2, 2015.

On motion by Erickson and second by Kneisl, the following motion was introduced and adopted by unanimous vote: To authorize Human Resources to begin recruitment, interviewing, and recommending to hire for the vacancy of Client Account Specialist.

On motion by Neumann and second by Becker, the following motion was introduced and adopted by unanimous vote: To approve the Fraud Prevention Investigation Program Cooperative Agreement effective 07/01/2015. Cass County, the Regional Administrative Agency (host county) contracts with the Minnesota Department of Human Services to administer the FPI program in Todd County. There are no funds paid out by Todd County under this agreement.

Human Resources

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

2015 – 2017 LELS DEPUTIES LOCAL 156 COLLECTIVE BARGAINING AGREEMENT

WHEREAS, the Todd County Negotiations Team met in negotiations with LELS Local 156 Deputies unit, and;

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

WHEREAS, the LELS Local 156 Deputies unit staff have voted to accept the agreement as presented.

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

Auditor-Treasurer's Report

June 2, 2015 there will be a Data Privacy/Open Meeting Law meeting being held at the NJPA's facilities in Staples, MN from 1:00 pm to 4:30 pm. Denise and Lori are attending and the Commissioners and others are welcome to attend.

Commissioner's Report

Becker reported on the safety issue in the Assessor's Office, the staff have been relocated to the Lakes Conference Room until the issue is fixed. Commissioner Erickson will be out of town June 2, 2015.

Kneisl did not have anything at this time. Neumann reported on the Rainbow Rider, the sales tax in Douglas County. Kircher reported on Tri-cap, Rainbow Rider and the GRRL. The next work-session will be held Tuesday 5/26/2015 following the Health & Human Services Meeting.

Commissioner Kircher adjourned the meeting until June 2, 2015 at 9:00 am.

TODD COUNTY BOARD OF COMMISSIONERS

Commissioner Warrants

Vendor	Amount
AMERICAN SOLUTIONS FOR BUSINESS	10121.06
CENTRACARE HEALTH SERVICES	3612.79
CENTRAL ELECTRIC	2260.85
CLIFTON LARSONALLEN, LLP	37000.00
ELECTION SYSTEMS & SOFTWARE INC	16247.50
EMERGENCY AUTOMOTIVE TECH	3469.28
KRIS ENGINEERING	2865.90
LONG PRAIRIE SANITARY SERVICE	2046.75
STAPLES WORLD	7240.77
TRUENORTH STEEL	29589.40
WIDSETH SMITH NOLTING INC	17660.50
ZIEGLER INC	2167.66
Payments less than 2000	34102.10
Final Total	168384.56

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): 20150602-03	

Title (for publication with the Agenda): Approve Commissioner Warrants	
Date of Meeting: 06/02/2015	Total time requested: 5 min
Department Requesting Action: Auditor-Treasurer Office	
Presenting Board Action/Discussion at Meeting: Denise Gaida	
Background <input checked="" type="checkbox"/> Supporting Documentation enclosed	
Printout sent to Commissioners	
Options <input type="checkbox"/> Supporting Documentation enclosed	
Recommendation <input checked="" type="checkbox"/> The Todd County Board of Commissioners approves the following by Motion:	
To approve the Commissioner Warrants number 40696 thru 40777 in the amount of \$39,984.88.	
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"/> Kircher	<input type="checkbox"/> Kircher
Second:	<input type="checkbox"/> Becker	<input type="checkbox"/> Becker
<input type="checkbox"/> Passed	<input type="checkbox"/> Erickson	<input type="checkbox"/> Erickson
<input type="checkbox"/> Failed	<input type="checkbox"/> Neumann	<input type="checkbox"/> Neumann
<input type="checkbox"/> Tabled	<input type="checkbox"/> Kneisl	<input type="checkbox"/> Kneisl

Signatures STATE OF MINNESOTA } COUNTY OF TODD } I, Denise Gaida, County Auditor-Treasurer, Todd County, Minnesota hereby certify that I have compared the foregoing copy of the proceedings of the County Board of said County with the original record thereof on file in the Administration Office of Todd County in Long Prairie, Minnesota as stated in the minutes of the proceedings of said board and that the same is a true and correct copy of said original record and of the whole thereof, and that said motion was duly passed by said board at said meeting. Witness my hand and seal:	Seal
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Commissioner Warrants	
Vendor	Amount
MORRIS ELECTRONICS	2,187.35
WIDSETH SMITH NOLTING INC	2,152.00
ZUERCHER TECHNOLOGIES LLC	11,476.00
Payments less than 2000	24,169.53
Final Total	39,984.88

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): 20150602-12	

Title (for publication with the Agenda): Approve Actions of HHS Committee Meeting	
Date of Meeting: June 2, 2015	Total time requested: 1 min
Department Requesting Action: Health & Human Services	
Presenting Board Action/Discussion at Meeting: Auditor/Treasurer	
Background <input type="checkbox"/> Supporting Documentation enclosed	
Options <input type="checkbox"/> Supporting Documentation enclosed	
Recommendation <input checked="" type="checkbox"/> The Todd County Board of Commissioners approves the following by Motion: Approve the Actions of the HHS Committee Meeting held May 26, 2015 in accordance with the minutes on file in the Todd County Administration Office	
Financial Implications: \$	Comments
Funding Source:	
Budgeted: <input type="checkbox"/> Yes <input type="checkbox"/> No	

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

Signatures	
STATE OF MINNESOTA } COUNTY OF TODD }	
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	Seal

Todd County, MN Board Action Form



Action Requested	
<input type="checkbox"/> Action/Motion <input type="checkbox"/> Discussion <input type="checkbox"/> Information Item	<input type="checkbox"/> Report <input checked="" type="checkbox"/> Resolution <input type="checkbox"/> Other
Board Action Tracking Number (Admin use): 20150602-01	

Title (for publication with the Agenda): Gambling Permit - Big Lake Sportsman Club	
Date of Meeting: 06/02/2015	Total time requested: 5 min
Department Requesting Action: Auditor-Treasurer	
Presenting Board Action/Discussion at Meeting: Denise	
Background <input checked="" type="checkbox"/> Supporting Documentation enclosed	
Application has been filed in the Auditor-Treasurer's Office	
Options <input type="checkbox"/> Supporting Documentation enclosed	
Recommendation <input checked="" type="checkbox"/> The Todd County Board of Commissioners approves the following by Motion: to approve a one day gambling permit for Big Lake Sportsman Club to hold a raffle at the Big Lake Sportsman Club in Turtle Creek Township at the address 33513 County, Cushing, MN on August 15, 2015.	
Financial Implications: \$0	Comments
Funding Source:	
Budgeted: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	

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

Signatures	
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Seal	

TODD COUNTY BOARD OF COMMISSIONERS

GAMBLING PERMIT FOR BIG LAKE SPORTSMAN CLUB

WHEREAS, the Todd County Board of Commissioners are establishing their approval for a Gambling Permit for Big Lake Sportsman Club through this resolution;

NOW, THEREFORE BE IT RESOLVED, that the Todd County Board of Commissioners approve a one day Gambling Permit for Big Lake Sportsman Club to hold a raffle at the Big Lake Sportsman Club in Turtle Creek Township at the address 33513 County 16, Cushing, MN on August 15, 2015.

Todd County, MN Board Action Form



Action Requested	
<input checked="" type="checkbox"/> Action/Motion	<input type="checkbox"/> Report
<input type="checkbox"/> Discussion	<input type="checkbox"/> Resolution
<input type="checkbox"/> Information Item	<input type="checkbox"/> Other
Board Action Tracking Number (Admin use): 20150602-09	

Title (for publication with the Agenda): Approve 1-Day Temporary Liquor License - Prairie Duster Saddle Club	
Date of Meeting: 06/02/2015	Total time requested: 5 min
Department Requesting Action: Auditor-Treasurer	
Presenting Board Action/Discussion at Meeting: Denise	
Background <input type="checkbox"/> Supporting Documentation enclosed	
Application is on file in the Auditor-Treasurer's Office	
Options <input type="checkbox"/> Supporting Documentation enclosed	
Recommendation <input checked="" type="checkbox"/> The Todd County Board of Commissioners approves the following by Motion:	
to approve a 1 Day Temporary On Sale Liquor License for Prairie Dusters Saddle Club for June 20, 2015 in Round Prairie Township at 25864 County 48, Long Prairie, MN.	
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"/> Kircher	<input type="checkbox"/> Kircher
Second:	<input type="checkbox"/> Becker	<input type="checkbox"/> Becker
<input type="checkbox"/> Passed	<input type="checkbox"/> Erickson	<input type="checkbox"/> Erickson
<input type="checkbox"/> Failed	<input type="checkbox"/> Neumann	<input type="checkbox"/> Neumann
<input type="checkbox"/> Tabled	<input type="checkbox"/> Kneisl	<input type="checkbox"/> Kneisl

Signatures

STATE OF MINNESOTA }
COUNTY OF TODD }

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

Seal

Todd County, MN Board Action Form



Action Requested	
<input type="checkbox"/> Action/Motion <input type="checkbox"/> Discussion <input checked="" type="checkbox"/> Information Item	<input type="checkbox"/> Report <input type="checkbox"/> Resolution <input type="checkbox"/> Other
Board Action Tracking Number (Admin use): 20150602-14	

Title (for publication with the Agenda): Construction Update in Assessor's Office	
Date of Meeting: June 2, 2015	Total time requested: 5 min
Department Requesting Action: Custodial	
Presenting Board Action/Discussion at Meeting: Pete Bless	
Background <input checked="" type="checkbox"/> Supporting Documentation enclosed	
Pete Bless will give an update on the construction in the Assessor's Office	
Options <input type="checkbox"/> Supporting Documentation enclosed	
Recommendation <input checked="" type="checkbox"/> The Todd County Board of Commissioners approves the following by Motion:	
Financial Implications: \$	Comments
Funding Source:	
Budgeted: <input type="checkbox"/> Yes <input type="checkbox"/> No	

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

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

Todd County, MN Board Action Form



Action Requested	
<input checked="" type="checkbox"/> Action/Motion	<input type="checkbox"/> Report
<input type="checkbox"/> Discussion	<input type="checkbox"/> Resolution
<input type="checkbox"/> Information Item	<input type="checkbox"/> Other
Board Action Tracking Number (Admin use): 20150602-04	

Title (for publication with the Agenda): Feedlot Performance Grant Agreement	
Date of Meeting: 6/2/15	Total time requested: 10 min
Department Requesting Action: SWCD	
Presenting Board Action/Discussion at Meeting: Tim Stieber, Division Director	
Background <input checked="" type="checkbox"/> Supporting Documentation enclosed	
The FY 2015 Feedlot Performance #2 grant agreement needs to be authorized by Todd County for the funds to be released. The amount to be released is \$9,568.	
Options <input type="checkbox"/> Supporting Documentation enclosed	
Recommendation <input type="checkbox"/> The Todd County Board of Commissioners approves the following by Motion:	
Authorize Board Chair to sign the Feedlot Performance Grant Agreement and thereby release \$9,568 in grant funds to the county.	
Financial Implications: \$9,568	Comments
Funding Source: MPCA & BWSR	
Budgeted: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	

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

Signatures

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COUNTY OF TODD }

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Seal



**FY 2015 STATE OF MINNESOTA
BOARD OF WATER and SOIL RESOURCES
MPCA 2014 COUNTY FEEDLOT PERFORMANCE GRANT AGREEMENT**

Vendor:	0000197346	VN#:	
PO#:	3000005759	Date Paid:	

Amount	Account Code	Fund Code	FinDept ID	Approp ID	FY	Appropriation Description
\$9,568	441302	2001	R9P32FDL	R9PFDL3	2015	MPCA Feedlot Performance

For BWSR Use Only

This Grant Agreement is between the State of Minnesota, acting through its Board of Water and Soil Resources (Board) and **Todd County, 221 1st Ave S Ste 104 Long Prairie Minnesota 56347.**

<i>This grant is for the following Grant Programs :</i>		
P15-1751	2015 - MPCA Feedlot Performance #2 (Todd County)	\$9,568
Total Grant Awarded: \$9,568		

Recitals

1. The Laws of Minnesota 2013, Chapter 114, Article 3, Sec. 3, Subd. 2, appropriated funds for the County Feedlot Permit Program.
2. Funds appropriated to the MPCA were transferred to the BWSR by Interagency Agreement No. 66071.
3. Minnesota Statutes 103B.101, subd. 9 (1), and 103B.3369, subd. 5, authorize the Board to award grants.
4. Minnesota Statutes 116.0711, subd. 2 establishes the disbursement of these funds.
5. A Grantee must meet the criteria established by statute, the Board, and MPCA to be eligible to receive these grant funds.
6. The Grantee represents that it is duly qualified and agrees to perform all services described in this grant contract to the satisfaction of the State.
7. As a condition of the grant, Grantee agrees to minimize administration costs.

Authorized Representative

The State's Authorized Representative is David Weirens, BWSR Assistant Director, 520 Lafayette Road North, Saint Paul, MN 55155, 651-297-3432, or his successor, and has the responsibility to monitor the Grantee's performance and the authority to accept the services and performance provided under this Grant Agreement.

The Grantee's Authorized Representative is

TITLE	Division Director
ADDRESS	215 1st Avenue South
CITY	Long Prairie, MN 56347
TELEPHONE NUMBER	320-732-4325

If the Grantee's Authorized Representative changes at any time during this grant contract, the Grantee must immediately notify the State.

Grant Agreement

1 Term of Grant Agreement

- 1.1 **Effective date:** The date the State obtains all required signatures under Minnesota Statutes Section 16C.05, subdivision 2.
- 1.2 **Survival of Terms:** The following clauses survive the expiration or cancellation of this grant contract: 5. Liability; 6. State Audits; 7. Government Data Practices; 9. Governing Law, Jurisdiction, and Venue;

2 Terms of Payment

- 2.1. Payment of the grant amount stated above will be made in one installment by the Board promptly after the effective date of this grant agreement.

- 2.2 The Board must consult with the approving authority before granting an amendment to the grant agreement, or a component thereof.
- 2.3 The obligation of the State under this grant agreement will not exceed the amount stated above.

3 Conditions of Payment

All services provided by the Grantee under this grant agreement must be performed to the State's satisfaction, as determined at the sole discretion of the State's Authorized Representative and in accordance with all applicable federal, state, and local laws, ordinances, rules, and regulations. The Grantee will not receive payment for work found by the State to be unsatisfactory or performed in violation of federal, state, or local law.

4 Assignment, Amendments, and Waiver

- 4.1 **Assignment.** The Grantee may neither assign nor transfer any rights or obligations under this grant agreement without the prior consent of the State and a fully executed Assignment Agreement, executed and approved by the same parties who executed and approved this grant agreement, or their successors in office.
- 4.2 **Amendments.** Any amendment to this grant agreement must be in writing and will not be effective until it has been executed and approved by the same parties who executed and approved the original grant agreement, or their successors in office.
- 4.3 **Waiver.** If the State fails to enforce any provision of this grant agreement, that failure does not waive the provision or its right to enforce it.

5 Liability

The Grantee must indemnify, save, and hold the State, its agents, and employees harmless from any claims or causes of action, including attorney's fees incurred by the State, arising from the performance of this grant agreement by the Grantee or the Grantee's agents or employees. This clause will not be construed to bar any legal remedies the Grantee may have for the State's failure to fulfill its obligations under this grant agreement.

6 State Audits

- 6.1 Under Minn. Stat. § 16B.98, subd. 8, the Grantee's books, records, documents, and accounting procedures and practices of the Grantee or other party relevant to this grant agreement or transaction are subject to examination by the State and/or the State Auditor or Legislative Auditor, as appropriate, for a minimum of six years from the end of this grant agreement, receipt and approval of all final reports, or the required period of time to satisfy all State and program retention requirements, whichever is later.
- 6.2 The books, records, documents, accounting procedures and practices of the Grantee and its designated local units of government and contractors relevant to this grant may be examined at any time by the Board or Board's designee and are subject to verification. The Grantee or delegated local unit of government will maintain records relating to the receipt and expenditure of grant and match funds.
- 6.3 The Grantee or designated local unit of government implementing this Agreement will provide for an audit that meets the standards of the Office of State Auditor. The audit must cover the duration of the Agreement Period and be performed within one year after the end of the Agreement Period or when routinely audited, whichever occurs first. Copies of the audit report must be provided to the Board if requested.

7 Government Data Practices

The Grantee and State must comply with the Minnesota Government Data Practices Act, Minn. Stat. Ch. 13, as it applies to all data provided by the State under this grant contract, and as it applies to all data created, collected, received, stored, used, maintained, or disseminated by the Grantee under this grant agreement. The civil remedies of Minn. Stat. § 13.08 apply to the release of the data referred to in this clause by either the Grantee or the State.

8 Workers' Compensation

The Grantee certifies that it is in compliance with Minn. Stat. § 176.181, subd. 2, pertaining to workers' compensation insurance coverage. The Grantee's employees and agents will not be considered State employees. Any claims that may arise under the Minnesota Workers Compensation Act on behalf of these employees and any claims made by any third party as a consequence of any act or omission on the part of these employees are in no way the State's obligation or responsibility.

9 Governing Law, Jurisdiction, and Venue

Minnesota law, without regard to its choice-of-law provisions, governs this Grant Agreement. Venue for all legal proceedings out of this grant contract, or its breach, must be in the appropriate state or federal court with competent jurisdiction in Ramsey County, Minnesota.

10 Termination

The State may cancel this Grant Agreement at any time, with or without cause, upon 30 days' written notice to the Grantee. Upon termination, the Grantee will be entitled to payment, determined on a pro rata basis, for services satisfactorily performed.

11 Data Disclosure

Under Minn. Stat. § 270C.65, Subd. 3, and other applicable law, the Grantee consents to disclosure of its social security number, federal employer tax identification number, and/or Minnesota tax identification number, already provided to the State, to federal and state tax agencies and state personnel involved in the payment of state obligations. These identification numbers may be used in the enforcement of federal and state tax laws which could result in action requiring the Grantee to file state tax returns and pay delinquent state tax liabilities, if any.

12 Prevailing Wage

It is the responsibility of the Grantee or contractor to pay prevailing wages on construction projects to which state prevailing wage laws apply (Minn. Stat. 177.42 – 177.44). All laborers and mechanics employed by grant recipients and subcontractors funded in whole or in part with these state funds shall be paid wages at rates not less than those prevailing on projects of a character similar in the locality.

IN WITNESS WHEREOF, the parties have caused this Grant Agreement to be duly executed intending to be bound thereby.

Approved:

Todd County

BY:	<u>David Kircher</u>
	<i>(print)</i>
BY:	_____
	<i>(signature)</i>
TITLE:	_____
DATED:	_____

Board Of Water and Soil Resources

BY:	_____
TITLE:	<u>Assistant Director</u>
DATED:	_____

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 checked="" type="checkbox"/> Hire	<input type="checkbox"/> Unpaid Leave	<input type="checkbox"/> Honorable
<input type="checkbox"/> Promote w/in Dept	<input type="checkbox"/> Paid Leave	<input type="checkbox"/> Job Desc Change
<input type="checkbox"/> Transfer Dept	<input type="checkbox"/> Medical Leave	<input type="checkbox"/> Extend Probation
<input type="checkbox"/> Create New Position	<input type="checkbox"/> Resignation	<input type="checkbox"/> End Probation
<input type="checkbox"/> Pay Change Request	<input type="checkbox"/> Termination	<input type="checkbox"/> Exit Interview
<input type="checkbox"/> Demote	<input type="checkbox"/> Retirement	<input type="checkbox"/> Other

Employee Information <i>(name not required for posting of positions)</i>			
Name: Loren Miller			
Job Title: Planning and Zoning Specialist			
<i>(The following is required for Type I and II action)</i>			
Fund: 105	Dept: P&Z	Program:	Service:
Comments			
<input type="checkbox"/> Supporting Documentation enclosed			
Authorization		Signature	Date
Supervisor: Tim Stieber		<input checked="" type="checkbox"/> Approved <input type="checkbox"/> Denied	5-26-15
Department Head: Tim Stieber		<input checked="" type="checkbox"/> Approved <input type="checkbox"/> Denied	5-26-15
County Auditor:		<input type="checkbox"/> Approved <input type="checkbox"/> Denied	
Board Chairperson: Dave Kircher		<input type="checkbox"/> Approved <input type="checkbox"/> Denied	
Filed: <input type="checkbox"/> Supervisory <input type="checkbox"/> Personnel			

For HR use only

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

Todd County, MN Board Action Form



Action Requested	
<input checked="" type="checkbox"/> Action/Motion <input type="checkbox"/> Discussion <input type="checkbox"/> Information Item	<input type="checkbox"/> Report <input type="checkbox"/> Resolution <input type="checkbox"/> Other
Board Action Tracking Number (Admin use): 20150602-06	

Title (for publication with the Agenda): Planning and Zoning Specialist Position Hire	
Date of Meeting: June 2, 2015	Total time requested: 15 min
Department Requesting Action: Planning and Zoning	
Presenting Board Action/Discussion at Meeting: Tim Stieber, Division Director	
Background <input type="checkbox"/> Supporting Documentation enclosed	
A search and interview process was completed to help fill the void created by Linda Bleess's retirement. The hiring committee left the final decision up to the Director as to which candidate to select for hiring. For a variety of short and long term reasons listed and explained separately, Director Stieber believes Loren Miller is the best choice to fill the Planning Department vacancy. This candidate provides P&Z experience on several levels, SSTS Inspection Certification, and planning software expertise - none of which were found in any of the other 14 applicants. Previously this position was budgeted at the Grade 18 - Step 8 pay scale for 2015.	
Options <input type="checkbox"/> Supporting Documentation enclosed	
Recommendation <input checked="" type="checkbox"/> The Todd County Board of Commissioners approves the following by Motion:	
Motion to approve hiring of Loren Miller for the position of Planning and Zoning Specialist at Grade 18 Step 4.	
Financial Implications: \$18.978/hr	Comments
Funding Source: Multiple	
Budgeted: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	

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

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

The county was notified in March 2015 of a May retirement leaving just adequate time to advertise, and select a candidate to help assume the duties of the existing Planning and Zoning Specialist. Cross training for main duties has been under way with the current plan for Galen Gruber to assume the office point person for the next few months. There was inadequate time to hire a person and have them train under Linda. Several county staff were approached to discuss a lateral move to the position but no one was seriously interested.

Filling a highly integrated and technical position has been challenging for the division and also for other counties and SWCD's. Changes in demographics and interests of the upcoming generation has created a void of trained and experienced applicants. Usually applicants can be found that have some exposure to the concepts through course work but very little actual work experience relative to the job duties. Additionally, obtaining experience in these areas generally requires several years. Larger counties generally hire staff that specialize in one or maybe two areas for their entire work responsibility – not all of the areas we currently cover with one position.

Scale of familiarity with key duties used to rate prospective applicants.

	No exposure to Concept	Some Exposure to Concepts	Some specific training	Some actual work practice	Experienced in Work Duty	Demonstrated High Level of Practice
Permitting		*		LM		Retirement
Ordinance	*				LM	Retirement
PC & BOA	*				LM	Retirement
GIS & software				*		Retirement, LM
Septic	*				LM	Retirement
Shoreland		*		LM		Retirement

The last Planning and Zoning position filled was in 2012 – only one applicant had P&Z experience and SSTS credential. This person was hired and remains with Todd County. The In 2014 the position was advertised widely for 5 weeks resulting in a similar pool – one applicant with SSTS & land use experience.

	2012	2014
# Applicants	9	14
# w/ SSTS Credential	1	1
# w/ P&Z Work Experience	1	1
Results	Hired Galen Gruber with 18 mo experience – he now has 5 years experience in land use	Board of Adjustment – 25 yrs Planning Commission – 3 yrs P&Z Software development – 4 yrs Comp. Plan Development

Compensation

Current level of position	Grade 18 Step 8	\$23.844/hr
Springstad Recommended Lowest Hiring rate	new grade scale	\$19.24/hr
Request to Hire*	Grade 18 Step 4	\$18.978/hr
Lowest Possible	Grade 18 Step 1	\$15.318/hr

- SSTS Inspection Credential – 1 yr training, exam, before even obtaining credential
- If/when Springstad is adopted persons in the position will be upgraded to \$19.24/hr. If an individual is hired at the lowest level, with no experience or credentials, the county will be compensating them at a pay level higher than the 18-4 level w/o the experience and training!

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): 20150602-05	

Title (for publication with the Agenda): Hire Bonnie Pohl to fill a HHS Home Health Aide position opening.	
Date of Meeting: June 2, 2015	Total time requested: 5 min
Department Requesting Action: Health and Human Services	
Presenting Board Action/Discussion at Meeting: Jackie Och/Karla Nalezney	
Background <input type="checkbox"/> Supporting Documentation enclosed	
An opening has existed in Health and Human Services since the resignation of a previous Home Health Aide. The recruitment and hiring for this position was approved by Board Action on November 18, 2014.	
Options <input type="checkbox"/> Supporting Documentation enclosed	
Recommendation <input checked="" type="checkbox"/> The Todd County Board of Commissioners approves the following by Motion:	
To approve the hire of Bonnie Pohl to HHS Home Health Aide at Grade 14, Step 1	
Financial Implications: \$12.434/hr	Comments
Funding Source: 21-Public Health	
Budgeted: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	

Action	Voting in Favor	Voting Against
Motion:	<input type="checkbox"/> 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	
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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): 20150602-08	

Title (for publication with the Agenda): Updating MTWCHB Joint Powers Agreement (JPA), Delegation Agreement and Organization Chart	
Date of Meeting: 06/02/15	Total time requested: 5 min
Department Requesting Action: HHS	
Presenting Board Action/Discussion at Meeting: Jackie Och	
Background <input checked="" type="checkbox"/> Supporting Documentation enclosed	
CHB Executive Committee has been working on updating the MTWCHB; JPA and Delegation Agreement to reflect; A statute language change from BOH to CHB and the change in structure of the CHB. MTWCHB Executive Committee is requesting the updates have board approval and ready for execution by July 1 st 2015.	
Options <input type="checkbox"/> Supporting Documentation enclosed	
Recommendation <input checked="" type="checkbox"/> The Todd County Board of Commissioners approves the following by Motion:	
1. Motion to rescind Oct 28, 2005 MTW Board of Health Joint Powers Agreement effective 06-30-2015. 2. Motion to approve the MTW CHB Joint Powers Agreement effective 07-01-2015. 3. Motion to approve the MTW CHB Delegation Agreement effective 07-01-2015.	
Financial Implications: \$	Comments
Funding Source: Not applicable	
Budgeted: <input type="checkbox"/> Yes <input type="checkbox"/> No	

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

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--	------

**JOINT POWERS AGREEMENT BETWEEN THE COUNTIES OF
Morrison, Todd AND Wadena
TO ESTABLISH A JOINT ENTITY COMMUNITY HEALTH BOARD**

THIS AGREEMENT is entered into by and among Morrison County, Todd County, and Wadena County, all municipal corporations organized under the laws of the State of Minnesota, hereinafter referred to as “Joint Participants,” for an indefinite duration, subject to termination in accordance with Section 4, below. For the purposes of adopting Operating Procedures, appointing key administrative roles, developing Delegation Agreements with Local Boards of Health, and the completion of other organizational duties necessary for the transition of services and actual implementation of the powers and duties of the of the Morrison Todd Wadena Community Health Board, this agreement shall be effective **July 1, 2015**.

WHEREAS, the joint participants desire to continue the agreement to maintain an entity functioning as the Morrison Todd Wadena Community Health Board (hereinafter “CHB”), pursuant to Minnesota Statutes §145A, and pursuant to Minnesota Statute §471.59, for the purpose of establishing and maintaining a cooperative system of community health services under local administration to secure more efficient public health services for the mutual benefit of each of the Joint Participants and the communities they serve.

WHEREAS, it is desirable to set forth the Joint Participants’ agreement in writing,

THEREFORE, the Joint Participants, in their joint and mutual exercise of their powers, hereto agree as follows:

SECTION I - Definitions

All terms used in this Agreement are defined in Minnesota Statutes §145A. All other terms shall have their plain and ordinary meaning.

SECTION II - Purpose

It is the intention of the Joint Participants that the continuation of the CHB and the delegation of certain duties to County Boards, as prescribed herein, will allow the citizens of each county to enjoy even more efficient local public health services and provide the foundation for a strong local public health system to meet the challenges of the future.

The CHB’s purpose is to engage in activities designed to protect and promote the health of the general population within a community health service area by emphasizing the prevention of disease, injury, disability, and preventable death through the promotion of effective coordination and use of community resources, and by extending health services into the community. The areas of responsibility shall include:

1. assuring an adequate local public health infrastructure;
2. promoting healthy communities and healthy behaviors;
3. preventing the spread of infectious disease;
4. protecting against environmental health hazards;
5. preparing for and responding to emergencies; and
6. mobilizing community resources to address gaps in health services.

SECTION III - Name

The name of the CHB comprised of the Joint Participants shall be known as the Morrison Todd Wadena Community Health Board (MTWCHB).

SECTION IV - Governing Board Composition, Appointment of Terms

A. The CHB shall be governed by a six member board, with the members of that board appointed as follows:

1. Two county commissioners from each of the three represented counties, those being Morrison, Todd, and Wadena Counties.

Appointment of all members to the CHB shall be by the respective appointing authority, and shall be made by **July 1, 2015** and by January 31st of each year thereafter.

C. Terms:

Terms for county commissioners on the Community Health Board shall be one year with no term limit.

SECTION V - Authority and Duties of the Combined Community Health Board:

- A. **Powers and Duties** – The CHB shall possess all of the powers and duties now assigned by the law, pursuant to Minnesota Statutes §145A, as now enacted or hereinafter amended. County Boards shall possess all other powers and duties assigned by law to such County Boards, pursuant to Minnesota Statutes §145A, as now enacted or hereinafter amended, and as more specifically delegated to it in the Delegation Agreement attached hereto and incorporated herein in compliance with Minnesota Statutes §145A.
- B. **Employees** – The CHB will not employ staff. The CHB will purchase services through contracting with the joint participants, community organizations or independent contractors or agents as necessary to carry out the provisions of this Agreement and the requirements of Minnesota Statutes §145A, as now enacted or hereinafter amended.

- C. Acquisition of Property; Acceptance of Funds, Collection of Fees – The CHB by any lawful means, including gifts, purchase, lease or transfer of custodial control, may acquire and hold in the name of the CHB, the lands, buildings and equipment necessary and incident to the accomplishment of the purposes of Minnesota Statutes §145A, as now enacted or hereinafter amended, and may accept gifts, grants and subsidies from any lawful source. The CHB may also apply for and accept state and federal funds, may request and accept local tax funds, and may establish and collect reasonable fees for community health services.
- D. Funding- The CHB shall coordinate local, state, and federal services and funding for public health services. The CHB shall expend funds in accordance with the annual approved budget and local priorities.
- E. Disbursement of Funds – The CHB shall develop criteria for distribution of resources to the Public Health Departments of the joint participants. The CHB shall develop guidelines to select the service delivery model for programs for which the CHB is fiscally responsible. The CHB may provide for disbursements from public funds to carry out the purposes of this Agreement. The method of disbursement shall agree, as far as practicable, with the method provided by law for the disbursement of funds by the Joint Participants. The CHB shall be strictly accountable for maintaining records of all funds and reports of all receipts and disbursements.
- F. Contracts for Services – The CHB may contract for services from private firms, non-profit corporations, primary and secondary schools, state and local government agencies, or other community agencies to avoid unnecessary duplication of services and to realize cost advantages. Contracts shall be awarded on the basis of benefit/cost comparisons and the ability to provide the services.
- G. Coordination of Services – The CHB shall coordinate public health services designed to protect and promote the health of the general population of the CHB by emphasizing the prevention of disease, injury, disability, and preventable death through the promotion of effective coordination and use of community resources or by extending health services into the community; it shall ensure responsible medical consultation and direction from a licensed physician; and it shall coordinate public health service related to environmental health and regulatory services in the community.
- H. Establishing Local Priorities and Evaluation of Health Services –As a condition of qualifying for the Local Public Health Grant Funding, the CHB shall:
1. Establish local priorities based on an assessment of community health needs and assets.
 2. Determine mechanisms to address the priorities and achieve statewide outcomes within the limits of available funding, as required by Minnesota Statutes.
 3. The CHB also shall evaluate the effectiveness and efficiency of community health services systems and programs.

- I. Equal Access to Services – The CHB shall identify community health needs and set priorities among the needs for the broad range of community health services, including but not limited to the health needs of residents, minorities, non-residents, tourists, and migrants. The CHB shall ensure that services are accessible to all persons on the basis of need, so that no one is denied services because of race, color, sex, age, language, religion, nationality, economic status, political persuasion or place of residence, as provided by Minnesota Statutes.
- J. Reports – The CHB shall submit such reports on its expenditures and activities as is necessary for monitoring public health services and as required by Minnesota law.
- K. Operating Procedures – The CHB shall conduct business according to its approved operating procedures, which will be reviewed annually.

SECTION VI – Indemnification and Hold Harmless

- A. Applicability. The CHB shall be considered a separate and distinct public entity to which the Parties have transferred all responsibility and control for actions taken pursuant to this Agreement. The CHB shall comply with all laws and rules that govern a public entity in the State of Minnesota and shall be entitled to the protections of Minnesota Statute §466, et. seq.
- B. Indemnification and Hold Harmless. The CHB shall fully defend, indemnify, and hold harmless the Parties against all claims, losses, liability, suits, judgments, costs and expenses by reason of the action or inaction of the Board and/or employees and/or agents of the CHB. This Agreement to indemnify and hold harmless does not constitute a waiver by any participant of limitations on liability provided under Minnesota Statutes §466.04.

To the full extent permitted by law, actions by the Parties pursuant to this Agreement are intended to be and shall be construed as a “cooperative activity” and it is the intent of the Parties that they shall be deemed a “single governmental unit: for the purpose of liability, as set forth in Minnesota Statutes §471.59, subd. 1a (a); provided further that for purposes of that statute, each Party to this Agreement expressly declines responsibility for the acts or omissions of the other party.

The Parties of this Agreement are not liable for the acts or omissions of other participants to this Agreement except to the extent to which they have agreed in writing to be responsible for acts or omissions of the other parties.

SECTION VII - Term of Agreement

- A. Term - This Agreement shall be continued from year to year until terminated as provided herein.
- B. Termination – This Agreement may be terminated by withdrawal from the CHB of any member county board of any of the Joint Participants.
- C. Withdrawal - The counties that are members of the CHB may withdraw from this Agreement by serving a copy of a resolution of withdrawal, duly passed by its governing

body, upon the chairperson of the county boards and the auditor of the other counties participating in this Agreement. The withdrawing county also shall serve a copy of the resolution of withdrawal upon the Commissioner of Health for the State of Minnesota. The withdrawing county shall serve the resolution of withdrawal at least one (1) year before the beginning of the calendar year in which the withdrawal is intended to take place, in accordance with Minnesota Statutes §145A, as now enacted or hereinafter amended. Service of the resolution of withdrawal shall be made in writing and delivered electronically with a return receipt or by first class mail and the date of service shall be one week after the date of the notice.

D. Termination Payment of Expenses – Upon termination of this Agreement the payment of expenses of the CHB shall be governed as follows:

1. No distribution of any share of uncommitted surplus funds shall be made until all operating expenses (excluding payroll expenses) incurred during the operation of the CHB have been fully paid and satisfied.
2. Upon the termination date of this Agreement, all funds may be transferred to the fiscal host until all operating expenses (excluding employee expenses) have been paid.
3. The authority of the fiscal host to continue to disburse funds of the CHB after the termination date of this Agreement shall continue for a period of not more than six (6) months.
4. If the authority of the fiscal host to expend funds or sign documents on behalf of the CHB is needed for more than six (6) months, a resolution of each member county board shall be sufficient authority to continue to handle the funds until terminated as set forth by the Resolution adopted by the county boards.

E. Termination Transition Oversight - If there are any expenses incurred in connection with the termination of the CHB after the termination date of this Agreement, the member counties agree to pay their share of the said expenses based on current year Community Health Board budget.

F. Termination Grant Closeout - Any grant moneys received during the operation of the CHB which have not been earned by the time of the effective date of the termination of this Agreement shall first be distributed according to the grant agreement with the granting agency (i.e. MDH, DHS) and if not otherwise specified in the grant proposal or agreement, said monies shall be distributed in the following order:

1. Returned to the agency supplying the grant funds or distributed as instructed by said agency or as provided in the Grant.
2. Distributed to the county which will continue to provide the services by said grant.

- G. Termination Distribution of Property - Upon the termination of this Agreement, any property and/or funds under the control of the CHB as defined herein shall be returned to each Joint Participant in proportion to its relative financial contributions to the CHB.

SECTION VIII - Modification of Agreement

Any modifications, amendments, or alterations to the provisions of this Agreement shall only be valid if they are reduced to writing and approved and signed by all by respective County Boards.

This Agreement shall be reviewed at minimum every three years; by the end of the calendar year three years after the last review occurred.

SECTION IX- Execution - Entire Agreement

This Agreement shall be executed pursuant to resolution adopted by the participating County Boards.

This Agreement shall constitute the entire Agreement of the parties and shall supersede and amend any previous written agreement and any previous contemporaneous oral agreement of the parties.

This Agreement may be executed in several counterparts, each of which shall be an original, and all of which shall constitute one and the same instrument.

Original: Adopted October 2005

Amended: July 2015

Signatures on separate pages-

**Adopted by the Morrison County Board of Commissioners on this ____ day
of _____ 20__.**

Chairperson, Morrison County Board of Commissioners

County Administrator, Morrison County

Public Health Director, Morrison County

Approved as to form and content

Morrison County Attorney

**Adopted by the Todd County Board of Commissioners on this ___ day
of _____ 20__.**

Chairperson, Todd County Board of Commissioners

Health and Human Services Director, Todd County

Approved as to form and content

Todd County Attorney

**Adopted by the Wadena County Board of Commissioners on this ____ day
of _____ 20____**

Chairperson, Wadena County Board of Commissioners

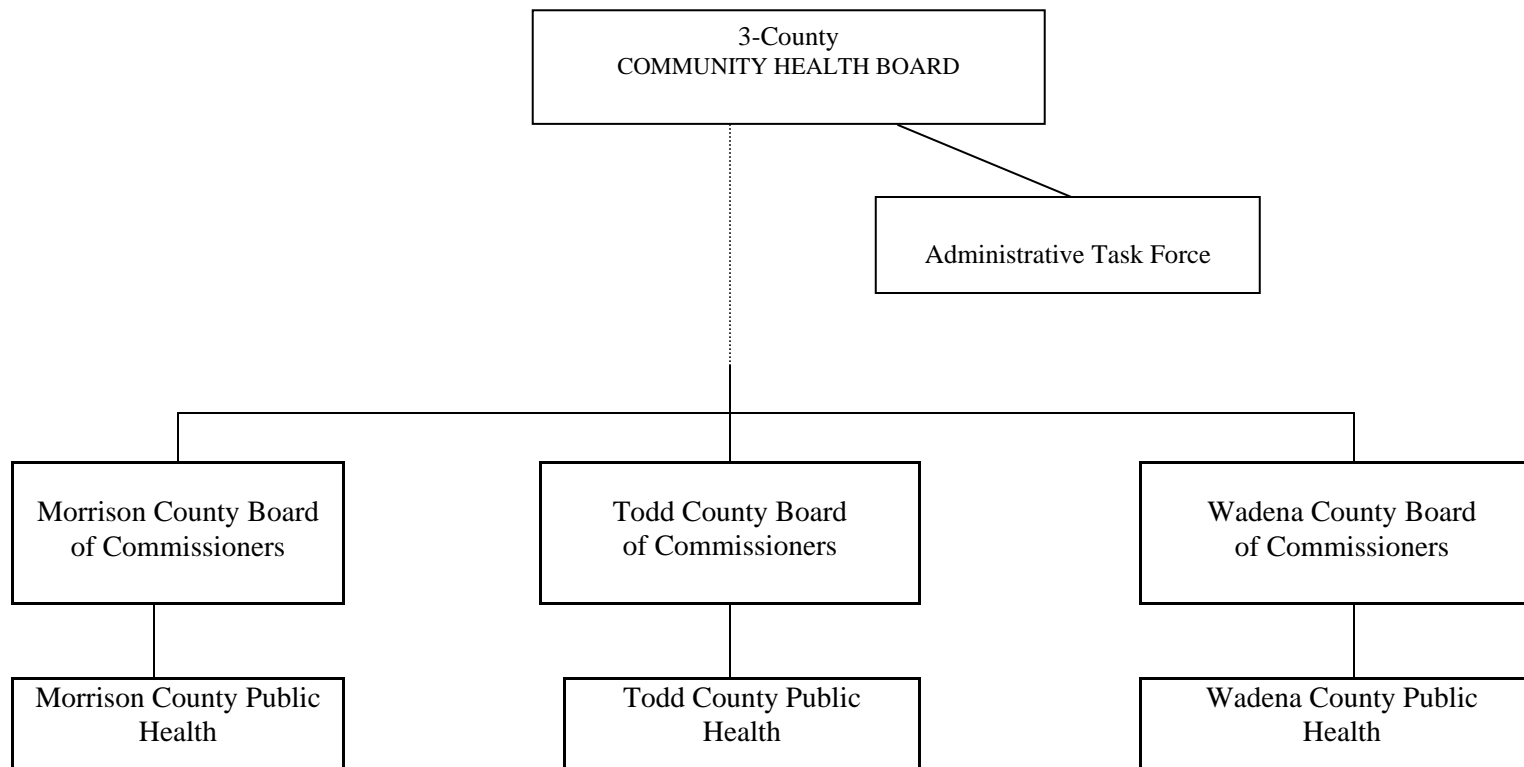
County Coordinator, Wadena County

Public Health Director, Wadena County

Approved as to form and content

Wadena County Attorney

MORRISON-TODD-WADENA COMMUNITY HEALTH SERVICES COMMUNITY HEALTH BOARD



- CHB – 2 County Commissioners from each county
- Admin – Public Health Directors from each county

ROTATING ADMINISTRATOR HISTORY

2012-Cindy Pederson, Wadena County
 2013-Bonnie Paulsen, Morrison County
 2014-Cindy Pederson, Wadena County
 2015-Cindy Pederson, Wadena County

DELEGATION AGREEMENT BETWEEN
THE MORRISON TODD WADENA COMMUNITY HEALTH BOARD
AND TODD COUNTY

THIS AGREEMENT, made effective this 1st day of July, 2015, regardless of the date of the signatures hereunder, by and between the Morrison Todd Wadena Community Health Board (hereinafter designated Community Health Board), and the Todd County Board shall be for the purpose of delegating certain powers and duties from the Community Health Board to the County Board.

Section 1. Definitions. The terms used in this Agreement shall have those definitions described in the attached Joint Powers Agreement between Morrison County, Todd County, and Wadena County.

Section 2. The County Board shall be delegated duties of a community health board under Minnesota Statute §145A.04 Subd.1a. (1)(i-vi) and all powers and duties which may be delegated to a County Board under Minnesota Statute §145.07, Subd. 2 and any other laws, except insofar as certain powers and duties may not be delegated by the Community Health Board, as specified in Minnesota Statutes §145A.

Section 3. The criteria that the Community Health Board shall use to determine if the performance of the County Board meets appropriate standards and is sufficient to replace performance by the Community Health Board will be as follows:

- A. The County Board shall avail itself of medical consultation services secured by the County Board or the Community Health Board.
- B. The County Board shall distribute vaccine in accordance with the Minnesota Department of Health (MDH) policy.
- C. The County Board shall ensure proper reporting and control of communicable diseases.

- D. The County Board shall enforce public health nuisance laws, ordinances, and rules.
- E. The County Board shall prepare reports on its expenditures and activities.

The County Board shall provide matching funds as required.

Section 4. The County Board may perform licensing, inspection, or enforcement duties under this Agreement in accordance with activities which are approved by separate agreement by the Partnership 4 Health Community Health Board.

Section 5. This Agreement shall be of indefinite duration, subject to:

- Notice of intent to terminate the Agreement by the County Board, served upon the Chairman of the Community Health Board. Such notice of intent shall be made at least one year before the beginning of the calendar year in which termination of the agreement takes effect.
- Notice of intent to terminate the Agreement by the Community Health Board due to failure of the County Board to fulfill the responsibilities defined in Section 3. Such notice shall be served upon the Chairman of the Delegated County Board in accordance with termination procedures adopted by the Community Health Board.

Section 6. During the course of the Agreement, the Community Health Board shall not perform any of the delegated duties specified herein, except audits necessary to monitor compliance with this Agreement, unless the parties otherwise agree in writing that the Community Health Board may perform certain specified duties.

- Section 7. The Community Health Board shall consult with, advise, assist or direct the County Board as needed, or as requested by the County Board, in the performance of the duties of the County Board under this Agreement.
- Section 8. This Agreement does not alter the responsibility of the Community Health Board for the performance of duties which it must undertake and maintain by law.
- Section 9. The Community Health Board shall distribute Local Public Health Grant funds to the Public Health Department established by the County Board in accordance with the responsibilities delegated to the County Board. The County Board agrees its Public Health Department will be accountable for appropriate expenditure of the grant funds.

IN WITNESS WHEREOF,

Adopted by the Todd County Board of Commissioners on this ____ day of

(Month and year)

Chairperson, Todd County Board of Commissioners

Approved as to form and content

Todd County Attorney

Adopted by the Morrison Todd Wadena Community Health Board on this __ day of

(Month and year)

Chairperson, Morrison Todd Wadena Community Health Board

Approved as to form and content

Attorney for the Community Health Board

Approved by the Minnesota Department of Health on this _____ day of

(Month and year)

Commissioner, Minnesota Department of Health

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): 20150602-10	

Title (for publication with the Agenda): Accept resignation of Kyle Hartigan	
Date of Meeting: June 2, 2015	Total time requested: 5 min
Department Requesting Action: Todd County Sheriff's Office	
Presenting Board Action/Discussion at Meeting: Sheriff Don Asmus	
Background <input checked="" type="checkbox"/> Supporting Documentation enclosed	
Kyle Hartigan worked as a part-time Jailor/Dispatcher at the Todd County Sheriff's Office and submitted his resignation effective June 4th, 2015 .	
Options <input type="checkbox"/> Supporting Documentation enclosed	
Recommendation <input checked="" type="checkbox"/> The Todd County Board of Commissioners approves the following by Motion:	
Accept the resignation of Kyle Hartigan.	
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"/> Kircher	<input type="checkbox"/> Kircher
Second:	<input type="checkbox"/> Becker	<input type="checkbox"/> Becker
<input type="checkbox"/> Passed	<input type="checkbox"/> Erickson	<input type="checkbox"/> Erickson
<input type="checkbox"/> Failed	<input type="checkbox"/> Neumann	<input type="checkbox"/> Neumann
<input type="checkbox"/> Tabled	<input type="checkbox"/> Kneisl	<input type="checkbox"/> Kneisl

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

Todd County, MN 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): 20150602-11	

Title (for publication with the Agenda): Establish Personnel Policy Committee	
Date of Meeting: June 2, 2015	Total time requested: 5 min
Department Requesting Action: Human Resources	
Presenting Board Action/Discussion at Meeting: Karla Nalezny	
Background <input checked="" type="checkbox"/> Supporting Documentation enclosed	
Options <input type="checkbox"/> Supporting Documentation enclosed	
Recommendation <input checked="" type="checkbox"/> The Todd County Board of Commissioners approves the following by Motion:	
To approve establishing a Personnel Policy Committee	
Financial Implications: \$	Comments
Funding Source:	
Budgeted: <input type="checkbox"/> Yes <input type="checkbox"/> No	

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

Signatures	
STATE OF MINNESOTA } COUNTY OF TODD }	
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	Seal

Todd County, MN Board Action Form



Action Requested	
<input type="checkbox"/> Action/Motion <input type="checkbox"/> Discussion <input type="checkbox"/> Information Item	<input type="checkbox"/> Report <input type="checkbox"/> Resolution <input checked="" type="checkbox"/> Other
Board Action Tracking Number (Admin use): 20150602-02	

Title (for publication with the Agenda): Closed Session - Employee Evaluation	
Date of Meeting: June 2, 2015	Total time requested: 20 min
Department Requesting Action: Todd County Commissioners	
Presenting Board Action/Discussion at Meeting: Kircher	
Background <input type="checkbox"/> Supporting Documentation enclosed	
Closed Session - Employee Evaluation - HHS Director, Jackie Och	
Options <input type="checkbox"/> Supporting Documentation enclosed	
Recommendation <input type="checkbox"/> The Todd County Board of Commissioners approves the following by Motion:	
Financial Implications: \$	Comments
Funding Source:	
Budgeted: <input type="checkbox"/> Yes <input type="checkbox"/> No	

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

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