

# TODD COUNTY BOARD OF COMMISSIONERS

## *Regular Board Meeting Agenda*

Date: May 3, 2016

Time: 9:00 AM

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

<b>Item #</b>		<b>Approx. Time</b>
<b>1</b>	<b>Call to Order and Roll Call</b>	9:00
<b>2</b>	<b>Pledge of Allegiance</b>	9:01
<b>3</b>	<b>Amendments to the Agenda</b>	9:03
<b>4</b>	<b>Potential Consent Items</b>	9:05
4.1	Approve Auditor Warrants	
4.2	Approve Commissioner Warrants	
4.3	Benson Air Ag - Aerial Spraying	
4.4	Eagle's Landing Liquor License	
4.5	Eagle Bend Fire Department Relief Association Gambling Permit	
4.6	City Prosecution Contract - City of Bertha	
4.7	EMS Proclamation	
<b>5</b>	<b>Public Works</b>	9:15
5.1	2016 Bituminous Highway Contract Award	
<b>6</b>	<b>Assessor's Office</b>	9:20
6.1	Abatement #06-0005500	
<b>7</b>	<b>South Country Health Alliance</b>	9:25
7.1	Presentation	
<b>8</b>	<b>Medical Examiner</b>	9:45
8.1	2015 Report	
<b>9</b>	<b>AMC-Julie Ring &amp; Jake Sieg - Lac Qui Parle Auditor/Treasurer/Coordinator</b>	10:00
9.1	Discussion on Letter of Support - AMC County Program Aid	
<b>10</b>	<b>Sheriff's Office</b>	10:15
10.1	Post In-House and Advertise for 3 Full-Time Deputies	
10.2	Hire Jacob Weishair as a Seasonal Recreational Assistant	
10.3	Hire Amanda Michael as a Seasonal Recreational Assistant	
10.4	Hire Tavis Bergmann as a Seasonal Recreational Assistant	
<b>11</b>	<b>Health &amp; Human Services</b>	10:35
11.1	Hire Nursing Supervisor	
11.2	Energy Assistance Program Delivery for Federal Fiscal Year 2017	
<b>12</b>	<b>Human Resources Department</b>	10:45
12.1	Payroll Position Discussion	
12.2	Establish County Coordinator/Human Resources Position	
12.3	Advertise to Hire County Coordinator/Human Resources Position	

### **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 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): 20160503-01	

<b>Title (for publication with the Agenda):</b> Approve Auditor Warrants	
Date of Meeting: 05/03/2016	Total time requested: 5 min
Department Requesting Action: Auditor Treasurer Office	
Presenting Board Action/Discussion at Meeting: Denise Gaida	
<b>Background</b> <input checked="" type="checkbox"/> Supporting Documentation enclosed	
Printout sent to Commissioners	
<b>Options</b> <input type="checkbox"/> Supporting Documentation enclosed	
<b>Recommendation</b> <input checked="" type="checkbox"/> The Todd County Board of Commissioners approves the following by Motion:	
To Approve the Auditor Warrants number 227127 thru 227258 in the amount of \$837,760.19.	
<b>Financial Implications:</b> \$	Comments
Funding Source:	
Budgeted: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	

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

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

Auditor Warrants

Vendor	Amount
COMPUTER PROFESSIONALS	\$ 4,417.00
LONG PRAIRIE SANITATION INC	\$ 3,261.79
RESOURCE TRAINING AND SOLUTIONS	\$ 215,454.00
VERIZON	\$ 4,093.84
Payments less than 2000	\$ 10,099.72
AMERICAN HERITAGE BANK	\$ 34,792.07
CARD SERVICES COBORNS	\$ 3,666.12
FLEET SERVICES/WEX BANK	\$ 4,013.20
GOULD/RHONDA M	\$ 2,412.00
MN DEPT OF FINANCE	\$ 6,022.50
MORRISON COUNTY	\$ 21,254.35
PETERS & CHURCHWELL	\$ 6,281.50
Prairie Lakes Municipal Solid Waste Auth	\$ 47,560.89
STEP	\$ 4,962.50
TECH SALES CO	\$ 3,477.99
WILDLIFE FOREVER	\$ 3,248.00
WONDERLICH/SCOTT A	\$ 3,417.00
Payments less than 2000	\$ 12,110.63
CHAFFIN CONSTRUCTION & REMODELIN	\$ 2,150.00
MADDEN GALANTER HANSEN, LLP	\$ 5,256.38
MINNESOTA POWER & LIGHT	\$ 11,786.40
STOECKEL JAHNER INC	\$ 9,250.00
WADENA SWCD	\$ 5,000.00
ZAYO ENTERPRISE NETWORKS	\$ 3,534.87
Payments less than 2000	\$ 10,339.22
AMERICAN HERITAGE	\$ 8,162.01
CENTERPOINT ENERGY	\$ 2,711.66
GENE-O'S COUNTRYSIDE REST LLC	\$ 7,730.75
Otter Tail County Treasurer	\$ 127,658.04
RESOURCE TRAINING AND SOLUTIONS	\$ 227,645.50
STAPLES ADVANTAGE	\$ 3,301.61
TODD CO AUD-TREAS	\$ 12,685.50
WONDERLICH/SCOTT A	\$ 2,022.00
Payments less than 2000	\$ 7,981.15
Final Total	\$ 837,760.19

# Todd County, MN Board Action Form



<b>Action Requested</b>	
<input checked="" type="checkbox"/> Action/Motion <input type="checkbox"/> Discussion <input type="checkbox"/> Information Item	<input type="checkbox"/> Report <input type="checkbox"/> Resolution <input type="checkbox"/> Other
Board Action Tracking Number (Admin use): 20160503-02	

<b>Title (for publication with the Agenda):</b> Approve Commissioner Warrants	
Date of Meeting: 05/03/2016	Total time requested: 5 min
Department Requesting Action: Auditor-Treasurer Office	
Presenting Board Action/Discussion at Meeting: Denise Gaida	
<b>Background</b> <input checked="" type="checkbox"/> Supporting Documentation enclosed	
Printout sent to Commissioners	
<b>Options</b> <input type="checkbox"/> Supporting Documentation enclosed	
<b>Recommendation</b> <input checked="" type="checkbox"/> The Todd County Board of Commissioners approves the following by Motion:	
To approve the Commissioner Warrants number 43243 through 43354 in the amount of \$64,020.45 and Health & Human Service Commissioner Warrants of \$130,001.04 and \$109,435.84.	
<b>Financial Implications: \$</b>	Comments
Funding Source:	
Budgeted: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	

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

<b>Signatures</b>	
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Seal	

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

WARRANTS FOR PUBLICATION



Cutoff 2000

Report Sequence: 1 - Vendor Name

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



WARRANTS FOR PUBLICATION

Warrants Approved On 5/03/2016 For Payment 5/06/2016

<u>Vendor Name</u>	<u>Amount</u>
CLIFTON LARSONALLEN, LLP	4,000.00
HILLYARD	2,169.25
LONG PRAIRIE MACHINERY CO INC	3,375.27
MCCC, MI33	5,511.53
MN DEPT OF TRANSPORTATION	3,366.20
MORRISON CO PUBLIC HEALTH SERV	2,035.40
MOTOROLA	12,952.27
TURNKEY/THREE SQUARE MARKET	2,901.15
104 Payments less than 2000	27,709.38
Final Total:	64,020.45

# Warrants for Publication

**Payment Date:**

5/6/2016

**Approval Date:**

5/3/2016

<u>Vendor name or #</u>	<u>Amount</u>	
COMMUNITY AND FAMILY SRVS LLC	2708.28	
MERIDIAN SERVICES INC	2689.83	
MID MINNESOTA DRUG TESTING INC	4470.00	
NEXUS INC	5203.35	
NORTH HOMES INC	15878.44	
NORTHERN PINES MENTAL HLTH CTR	51359.50	
PARENT EDUCATION SERVICES	2554.50	
STEP	6366.08	
VILLAGE RANCH INC	8957.39	
WACOSA	2191.45	
WEST CENTRAL REG JUVENILE CTR	3312.50	
	<hr/>	
	\$24,309.72	Pymts less than \$2000
	<hr/>	
<b>Final Total</b>	\$130,001.04	

# Warrants for Publication

**Payment Date:**

5/6/2016

**Approval Date:**

<u>Vendor name or #</u>	<u>Amount</u>
DHS - MSOP- MN SEX OFFENDER PROGRAM	6,983.20
DHS - SWIFT	21,203.89
MORRISON COUNTY SOCIAL SERVICE	2,800.00
OTTER TAIL CTY HUMAN SERVICES	3,430.00
RURAL MN CEP INC	15,551.06
SHI CORP	2,538.00
TODD COUNTY AUDITOR/TREASURER	15,096.10
WILLIAMS DINGMANN FAMILY FUNERAL - LONG PRAIRIE	2,200.00
162 PAYMENTS LESS THAN 2000	39,633.59
FINAL TOTAL	109,435.84



# Todd County, MN Board Action Form



<b>Action Requested</b>	
<input checked="" type="checkbox"/> Action/Motion <input type="checkbox"/> Discussion <input type="checkbox"/> Information Item	<input type="checkbox"/> Report <input type="checkbox"/> Resolution <input type="checkbox"/> Other
Board Action Tracking Number (Admin use): 20160503-03	

<b>Title (for publication with the Agenda):</b> Benson Air Ag - Aerial Spraying	
Date of Meeting: May 3, 2016	Total time requested: 5 min
Department Requesting Action: Auditor/Treasurer	
Presenting Board Action/Discussion at Meeting: Denise	
<b>Background</b> <input checked="" type="checkbox"/> Supporting Documentation enclosed	
Todd County has received a request from Benson Air Ag, Inc for approval for Aerial Spraying of tent worms. At this time, the County is not aware of any public complaints or any reason why approval should not be granted for 2016. See attached letter.	
<b>Options</b> <input type="checkbox"/> Supporting Documentation enclosed	
<b>Recommendation</b> <input checked="" type="checkbox"/> The Todd County Board of Commissioners approves the following by Motion:	
Approve acknowledgement of Benson Air Ag, Inc of Benson, MN for spraying of tent worms in Todd County in the calendar year 2016 along with the Public shall be notified within 48 hours prior to spraying.	
<b>Financial Implications: \$0</b>	Comments
Funding Source:	
Budgeted: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	

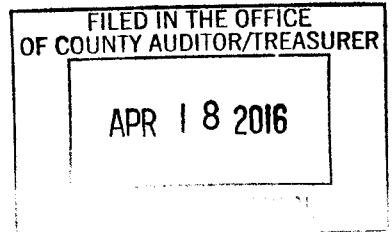
Action	Voting in Favor	Voting Against
Motion:	<input type="checkbox"/> Becker	<input type="checkbox"/> Becker
Second:	<input type="checkbox"/> Erickson	<input type="checkbox"/> Erickson
<input type="checkbox"/> Passed	<input type="checkbox"/> Neumann	<input type="checkbox"/> Neumann
<input type="checkbox"/>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

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

# Benson Air Ag, Inc

330 20<sup>th</sup> St. NW Benson, MN 56215 - Phone 320-843-4300 - Fax 320-842-8441

March 7, 2016



Todd County Of Minnesota  
County Auditor/Treasurer  
215 1st Avenue South, Suite 201  
Long Prairie, MN. 56347

Attn: Denise Gaida

This letter is to request permission for Benson Air Ag, Inc. of Benson, MN to spray the tent worm Caterpillars around the lakes in your county in the spring of 2016.

As you may recall, in 2008 the FAA advised us we needed the county commissioners permission to do so. This is only one of the steps that are required of us in preparation for the caterpillar spraying.

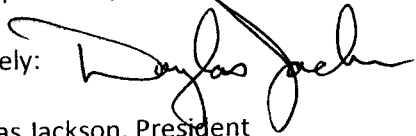
We also have to get permission slips signed by the property owners in charge of their area. We take out ads in the newspapers of each county notifying people of the impending spraying and also have ads broadcast by the radio the day before and day of the active spraying date.

All of the information that we acquire for the job is prepared and sent to the FAA for their approval.

All of our spraying program remains the same as in past years and is conducted with the highest safety precautions.

We appreciate your consideration of our request and look forward to being of service in your area.

Sincerely:

  
Douglas Jackson, President  
Benson Air Ag, Inc.

DJ/bg

# Todd County, MN Board Action Form



<b>Action Requested</b>	
<input checked="" type="checkbox"/> Action/Motion <input type="checkbox"/> Discussion <input type="checkbox"/> Information Item	<input type="checkbox"/> Report <input type="checkbox"/> Resolution <input type="checkbox"/> Other
Board Action Tracking Number (Admin use): 20160503-04	

<b>Title (for publication with the Agenda):</b> Liquor License - Eagle's Landing	
Date of Meeting: 05/03/2016	Total time requested: 5 min
Department Requesting Action: Auditor-Treasurer	
Presenting Board Action/Discussion at Meeting: Denise	
<b>Background</b> <input checked="" type="checkbox"/> Supporting Documentation enclosed	
Applications are on file in the Auditor-Treasurer's Office	
<b>Options</b> <input type="checkbox"/> Supporting Documentation enclosed	
<b>Recommendation</b> <input checked="" type="checkbox"/> The Todd County Board of Commissioners approves the following by Motion:	
to approve an On Sale, Off Sale, and Sunday Liquor License for Eagle's Landing at the address of 13218 County 103, Burtrum, MN in Grey Eagle Township beginning May 14, 2016 through March 31, 2017.	
<b>Financial Implications:</b> \$	Comments
Funding Source:	
Budgeted: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	

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

**Signatures**

STATE OF MINNESOTA }  
 COUNTY OF TODD }

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Seal

# Todd County, MN Board Action Form



<b>Action Requested</b>	
<input type="checkbox"/> Action/Motion <input type="checkbox"/> Discussion <input type="checkbox"/> Information Item	<input type="checkbox"/> Report <input checked="" type="checkbox"/> Resolution <input type="checkbox"/> Other
Board Action Tracking Number (Admin use): 20160503-05	

<b>Title (for publication with the Agenda):</b> Gambling Permit-Eagle Bend Fire Department Relief Association	
Date of Meeting: 05/03/2016	Total time requested: 5 min
Department Requesting Action: Auditor-Treasurer	
Presenting Board Action/Discussion at Meeting: Denise	
<b>Background</b> <input checked="" type="checkbox"/> Supporting Documentation enclosed	
Application has been filed in the Auditor-Treasurer's Office	
<b>Options</b> <input type="checkbox"/> Supporting Documentation enclosed	
<b>Recommendation</b> <input checked="" type="checkbox"/> The Todd County Board of Commissioners approves the following by Motion: to approve a gambling permit for the Eagle Bend Fire Department Relief Association to hold gambling activities at Double Eagle Golf and Grille in Burleene Township at the address 31886 County 3, Eagle Bend, MN until otherwise revoked as provided by law.	
<b>Financial Implications: \$0</b>	Comments
Funding Source:	
Budgeted: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	

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

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

# TODD COUNTY BOARD OF COMMISSIONERS

## **GAMBLING PERMIT FOR EAGLE BEND FIRE DEPARTMENT RELIEF ASSOCIATION**

**WHEREAS**, the Todd County Board of Commissioners are establishing their approval for a Gambling Permit for the Eagle Bend Fire Department Relief Association through this resolution;

**NOW, THEREFORE BE IT RESOLVED**, that the Todd County Board of Commissioners approve a Gambling Permit for Eagle Bend Fire Department Relief Association to hold gambling activities at Double Eagle Golf and Grille in Burleene Township at the address 31886 County 3, Eagle Bend, MN until revoked as provided by law.

# Todd County, MN Board Action Form



<b>Action Requested</b>	
<input checked="" type="checkbox"/> Action/Motion <input type="checkbox"/> Discussion <input type="checkbox"/> Information Item	<input type="checkbox"/> Report <input type="checkbox"/> Resolution <input type="checkbox"/> Other
Board Action Tracking Number (Admin use): 20160503-06	

<b>Title (for publication with the Agenda):</b> 2016 City Prosecution Contract - City of Bertha	
Date of Meeting: 05/03/2016	Total time requested: 5 min
Department Requesting Action: Attorney	
Presenting Board Action/Discussion at Meeting: Auditor-Treasurer	
<b>Background</b> <input checked="" type="checkbox"/> Supporting Documentation enclosed	
<b>Options</b> <input type="checkbox"/> Supporting Documentation enclosed	
<b>Recommendation</b> <input checked="" type="checkbox"/> The Todd County Board of Commissioners approves the following by Motion: to approve the agreement for prosecution services between the Todd County Attorney and the City of Bertha to be in effect from April 2016 through December 2016.	
<b>Financial Implications:</b> \$	Comments
Funding Source:	
Budgeted: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	

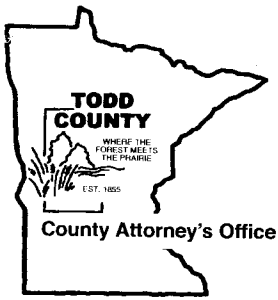
Action	Voting in Favor	Voting Against
Motion:	<input type="checkbox"/> Becker	<input type="checkbox"/> Becker
Second:	<input type="checkbox"/> Erickson	<input type="checkbox"/> Erickson
<input type="checkbox"/> Passed	<input type="checkbox"/> Neumann	<input type="checkbox"/> Neumann
<input type="checkbox"/>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

**Signatures**

STATE OF MINNESOTA }  
 COUNTY OF TODD }

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Seal



CHARLES G. RASMUSSEN  
County Attorney

JANE M. GUSTAFSON  
MICHAEL J.G. SCHNIDER  
Assistant County Attorneys

221 1st Ave. S., Suite 400, Long Prairie, MN 56347 • Phone: 320-732-6039 • Fax: 320-732-4120

April 26, 2016

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

RE: City Prosecution Contract – City of Bertha, April 2016 to December 2016

Dear Denise:

Attached please find a 2016 Contract for City Prosecution for the City of Bertha from April 2016 to December 2016. Please present this contract to the Chairman of the Board for signature.

Thank you.

Sincerely,

Charles G. Rasmussen  
Todd County Attorney

/smp  
Enclosure

**CONTRACT TITLE**

**2016 AGREEMENT BETWEEN TODD COUNTY AND THE CITY OF  
BERTHA FOR PROSECUTION SERVICES**

**This Agreement is made and entered into by and between the County of Todd, a corporation existing under the laws of the State of Minnesota, hereinafter referred to as "County," and the City of Bertha, hereinafter referred to as "City."**

**SECTION 1**

**SERVICES PROVIDED**

The County, through its County Attorney's Office, agrees to prosecute for the City those certain misdemeanors, gross misdemeanors, and City ordinance violations the City is statutorily obligated to prosecute. Prosecution services provided to the City by the County include, but are not limited to, reviewing reports, drafting complaints, correspondence, court time including first and second appearances, evidentiary hearings, trials, sentencing, and probation violation hearings. It also includes consulting with officers, victims, corrections agents, defense attorneys, and any research that needs to be done, as well as time spent on past years files if someone is picked up on a warrant, and general legal advice to officers unrelated to any open file.

**SECTION 2**

**COMPENSATION**

As consideration for the prosecution services set forth in Section 1, the City agrees to compensate the County at a rate of \$87.50 per month for the remainder of 2016 (\$787.50 for April through December 2016). This amount is based upon the average number of cases prosecuted by the County for your City in the two years prior to the current budget year at an estimated rate of \$150 per case. The minimum amount of compensation to be paid by a City to the County for prosecution services will be \$500.



**SECTION 3**

**CONTRACT RENEWAL**

**ACCOUNTING**

Within the first six months of each following year, the County Attorney's Office will provide to the City a new proposed agreement, and a printout of the number of cases for the two averaged years used as the basis for the compensation set forth in Section 2. The County Attorney's Office will provide more detailed information on any or all of the cases considered upon request of the City. The City and the County are under no obligation to renew this agreement each year.

IN WITNESS WHEREOF, the County and City have caused this Agreement to be executed.

CITY OF Bertha

COUNTY OF TODD

BY: Dennis Zimmern  
Its Mayor

BY: \_\_\_\_\_  
Chair, County Board

DATED: \_\_\_\_\_

ATTEST:  
BY: Jane Umearo  
City Clerk

DATED: 3/15/16

# 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): 20160503-07	

<b>Title (for publication with the Agenda):</b> EMS Proclamation	
Date of Meeting: 05/03/2016	Total time requested: 5 min
Department Requesting Action: Auditor-Treasurer	
Presenting Board Action/Discussion at Meeting: Denise	
<b>Background</b> <input checked="" type="checkbox"/> Supporting Documentation enclosed	
<b>Options</b> <input type="checkbox"/> Supporting Documentation enclosed	
<b>Recommendation</b> <input checked="" type="checkbox"/> The Todd County Board of Commissioners approves the following by Motion: Approve the week of May 15-21, 2016 as Emergency Medical Services Week in Todd County.	
<b>Financial Implications: \$</b>	Comments
Funding Source:	
Budgeted: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	

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

# TODD COUNTY BOARD OF COMMISSIONERS

## EMERGENCY MEDICAL SERVICES WEEK PROCLAMATION FOR TODD COUNTY

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

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

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

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

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

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

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

# Todd County, MN Board Action Form



<b>Action Requested</b>	
<input type="checkbox"/> Action/Motion <input type="checkbox"/> Discussion <input type="checkbox"/> Information Item	<input type="checkbox"/> Report <input checked="" type="checkbox"/> Resolution <input type="checkbox"/> Other
Board Action Tracking Number (Admin use): 20160503-08	

<b>Title (for publication with the Agenda):</b> Award of Construction Contract - 2016 Bituminous Highway Construction Contract	
Date of Meeting: 05/03/2016	Total time requested: 5 min
Department Requesting Action: Public Works	
Presenting Board Action/Discussion at Meeting: Loren Fellbaum, County Engineer	
<b>Background</b> <input checked="" type="checkbox"/> Supporting Documentation enclosed	
Award of construction contract for 2016 bituminous highway construction projects located in various locations in Todd County.	
<b>Options</b> <input checked="" type="checkbox"/> Supporting Documentation enclosed	
#1 Approve attached resolution. #2 Do not approve attached resolution.	
<b>Recommendation</b> <input checked="" type="checkbox"/> The Todd County Board of Commissioners approves the following by Motion: Approve attached resolution.	
<b>Financial Implications:</b> \$3,034,940.39	Comments
Funding Source: Federal/State Aid Construction, Sales Tax, Local Levy	
Budgeted: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	

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

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

# TODD COUNTY BOARD OF COMMISSIONERS

## AWARD OF CONSTRUCTION CONTRACT FOR

### 2016 BITUMINOUS HIGHWAY CONSTRUCTION PROJECTS

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

**WHEREAS**, the following sealed bids were received:

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

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

**Bid Opening Results**

**Todd County 2016 Bituminous Projects**

Name of Bidder	5% Bid Bond	Non-Collusion Declaration	Responsible Contractor Cert.	Addendum No. 1	Total Bid Amount	Corrected Total "C"
Hardrives, Inc.	X	X	X	X	\$3,034,940.39	C
Central Specialties, Inc.	X	X	X	X	\$3,134,724.15	
Duininck Construction	X	X	X	X	\$3,320,820.76	
Knife River Corp.	X	X	X	X	\$3,366,685.16	
Anderson Brothers Construction	X	X	X	X	\$3,542,374.27	
Tri-City Paving	X	X	X	X	\$3,670,559.34	

Engineer's Estimate =	\$4,056,132.25
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# Todd County, MN Board Action Form



Action Requested	
<input checked="" type="checkbox"/> Action/Motion <input type="checkbox"/> Discussion <input type="checkbox"/> Information Item	<input type="checkbox"/> Report <input type="checkbox"/> Resolution <input type="checkbox"/> Other
Board Action Tracking Number (Admin use): 20160503-09	

<b>Title (for publication with the Agenda):</b> Abatement - Parcel #06-0005500	
Date of Meeting: 5/3/16	Total time requested: 5 min
Department Requesting Action: Assessor	
Presenting Board Action/Discussion at Meeting: Chris Odden	
<b>Background</b> <input type="checkbox"/> Supporting Documentation enclosed	
Homestead was removed on Mr. Robert Kottschade's parcel for the 2015 assessment; taxes payable in 2016. This was due to the fact the value notices and tax statements sent to the property address were returned by the post office. Envelopes were marked vacant & unable to forward". Mr. Kottschade has stated that he has continuously occupied this parcel.	
<b>Options</b> <input type="checkbox"/> Supporting Documentation enclosed	
1) Approve abatement as presented 2) Deny abatement	
<b>Recommendation</b> <input checked="" type="checkbox"/> The Todd County Board of Commissioners approves the following by Motion:	
1) Approve abatement as presented	
<b>Financial Implications:</b> \$322	Comments
Funding Source:	
Budgeted: <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	

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

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

# Todd County, MN Board Action Form



Action Requested	
<input type="checkbox"/> Action/Motion <input type="checkbox"/> Discussion <input type="checkbox"/> Information Item	<input checked="" type="checkbox"/> Report <input type="checkbox"/> Resolution <input type="checkbox"/> Other
Board Action Tracking Number (Admin use): 20160503-10	

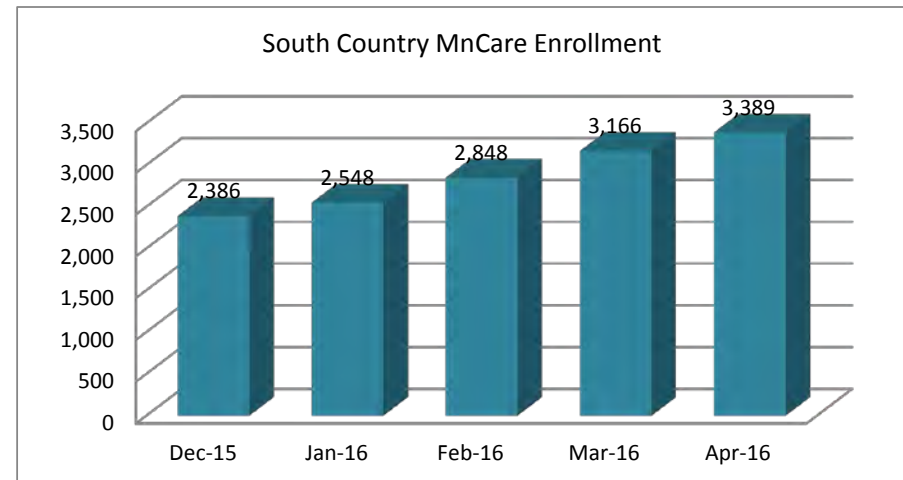
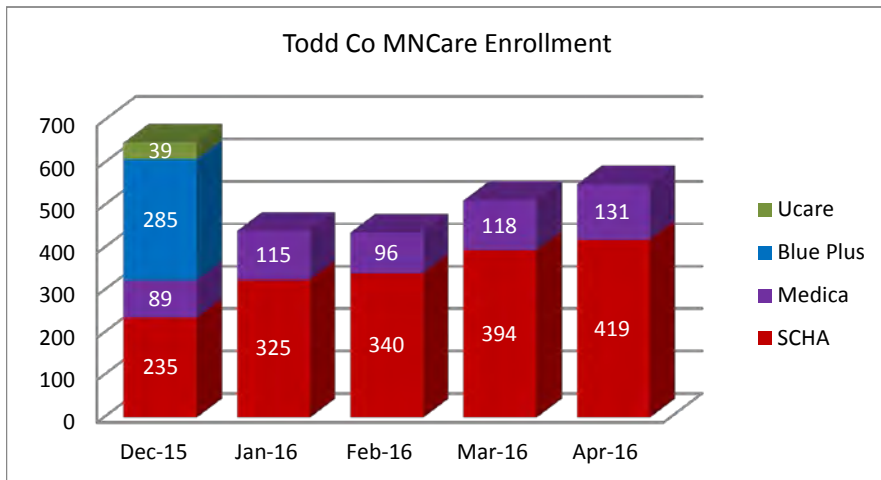
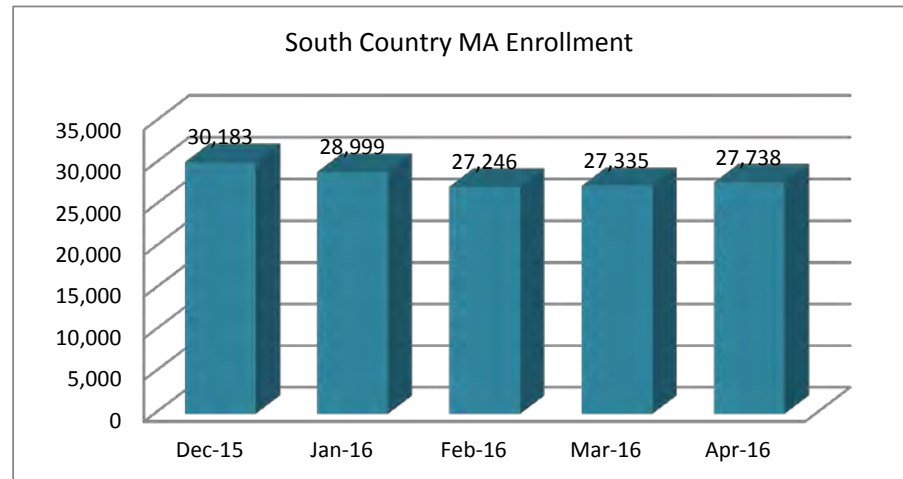
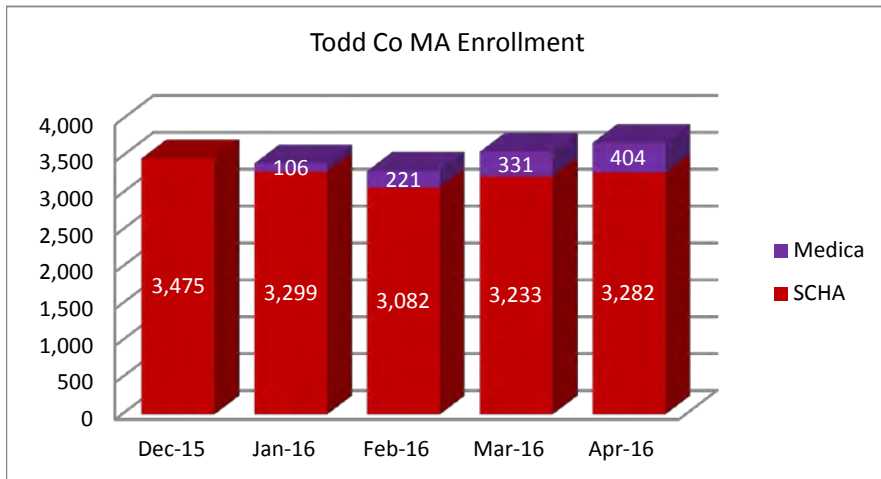
<b>Title (for publication with the Agenda):</b> South Country Health Alliance Report	
Date of Meeting: 05/03/2016	Total time requested: 5 min
Department Requesting Action: SCHA	
Presenting Board Action/Discussion at Meeting: Leota Lind	
<b>Background</b> <input checked="" type="checkbox"/> Supporting Documentation enclosed	
South Country Health Alliance update	
<b>Options</b> <input type="checkbox"/> Supporting Documentation enclosed	
<b>Recommendation</b> <input checked="" type="checkbox"/> The Todd County Board of Commissioners approves the following by Motion:	
<b>Financial Implications: \$</b>	Comments
Funding Source:	
Budgeted: <input type="checkbox"/> Yes <input type="checkbox"/> No	

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

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



South Country Health Alliance  
MA and MNCare Enrollment



County	Overall Enrollment												
	Apr-15	May-15	Jun-15	Jul-15	Aug-15	Sep-15	Oct-15	Nov-15	Dec-15	Jan-16	Feb-16	Mar-16	Apr-16
<b>Todd</b>	3,864	3,894	3,879	3,936	3,951	3,997	4,030	4,057	3,944	3,856	3,649	3,851	3,931
<b>South Country</b>	36,789	36,968	36,646	36,964	37,604	37,707	38,255	38,442	37,388	36,362	34,903	35,319	35,939

# Todd County, MN Board Action Form



<b>Action Requested</b>	
<input type="checkbox"/> Action/Motion <input type="checkbox"/> Discussion <input type="checkbox"/> Information Item	<input checked="" type="checkbox"/> Report <input type="checkbox"/> Resolution <input type="checkbox"/> Other
Board Action Tracking Number (Admin use): 20160503-11	

<b>Title (for publication with the Agenda):</b> Midwest Medical Examiner Report 2015	
Date of Meeting: May 3 <sup>rd</sup> , 2016	Total time requested: 5 min
Department Requesting Action: Auditor/Treasurer	
Presenting Board Action/Discussion at Meeting: Denise Gaida	
<b>Background</b> <input checked="" type="checkbox"/> Supporting Documentation enclosed	
Todd County has received the 2015 Summary Report from the Midwest Medical Examiner's Office to be presented by Dr. Strobl the Todd County Medical Examiner.	
<b>Options</b> <input type="checkbox"/> Supporting Documentation enclosed	
<b>Recommendation</b> <input checked="" type="checkbox"/> The Todd County Board of Commissioners approves the following by Motion:	
<b>Financial Implications: \$</b>	Comments
Funding Source:	
Budgeted: <input type="checkbox"/> Yes <input type="checkbox"/> No	

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

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

# Todd County

## 2015

---

<u>Total Cases:</u>	129
<u>Total Autopsies:</u>	8
<u>Scene Visits:</u>	46

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### Natural Deaths

- 116 jurisdiction declined
  - 44 registered hospice patients
- 3 jurisdiction assumed
- No autopsies required

### Motor Vehicle Accidents

- 2 Motor vehicle accidents
- Males aged 19 and 20 years old
- Alcohol was present in 1 case (19 year old)
- Amphetamine was present in 1 case (20 year old)

### Non-Motor Vehicle Accidents

- 3 Non Motor vehicle accidents
- Average age was 74 years
- No decedents were younger than age 21.
- Causes of death included: alcohol toxicity; smoke inhalation due to a house fire; and complication of femur fracture due to a fall from standing height

### Homicides - none

## Suicide Deaths

- 5 suicide deaths (approximately 4%)
- Average age was 41 years old
- 3 males; 2 females
- Alcohol was present in 3 cases
- No decedents were less than 21 years of age
- 4 deaths were due to gunshot wounds
- 1 death was due to drug toxicity

## Cremations

- 88 cremations were approved



**Medical Examiner Statistics For: Todd**  
**January 1st through December 31st**

	<u>2011</u>	<u>2012</u>	<u>2013</u>	<u>2014</u>	<u>2015</u>
Homicide	1	0	1	0	0
MVA Accident	1	1	7	2	2
Natural	81	10	11	11	3
Non MVA Accident	4	2	5	5	3
Reportable, Declined	0	91	98	111	116
Suicide	6	4	5	5	5
Undetermined	0	1	0	0	0
<b>Total Cases:</b>	<b>93</b>	<b>109</b>	<b>127</b>	<b>134</b>	<b>129</b>
<b><u>Autopsies</u></b>					
Complete	10	10	20	10	8
External	1	0	1	0	0
Limited	1	0	1	0	0
<b>Total Autopsies:</b>	<b>12</b>	<b>10</b>	<b>22</b>	<b>10</b>	<b>8</b>
Hospice	22	29	35	33	44
Cases Declined *	74	91	98	111	116
Scene Visits	32	41	50	48	46
Anthropology	0	0	0	0	0
Neuropathology Exams	1	0	1	0	1
Cardiac Pathology Exams	0	3	0	0	0
Cases With Histology	1	2	9	2	0
Cases With Toxicology	3	9	19	10	8
Lodox Imaging Performed	0	4	11	4	5
Unidentified Bodies	0	0	0	0	0
Unclaimed Bodies	0	0	0	0	0
Exhumations	0	0	0	0	0
Corneal Donations	0	2	1	0	1
Tissue Donations	2	2	2	1	1
Cremations	64	72	77	88	88
Non-Reportable	0	0	0	0	0

\* Includes all Jurisdiction types other than "Assumed"

# Todd County, MN Board Action Form



<b>Action Requested</b>	
<input type="checkbox"/> Action/Motion <input checked="" type="checkbox"/> Discussion <input type="checkbox"/> Information Item	<input type="checkbox"/> Report <input type="checkbox"/> Resolution <input type="checkbox"/> Other
Board Action Tracking Number (Admin use): 20160503-12	

<b>Title (for publication with the Agenda):</b> Discussion on Letter of Support - AMC County Program Aid	
Date of Meeting: May 3 <sup>rd</sup> , 2016	Total time requested: 5 min
Department Requesting Action: Commissioners	
Presenting Board Action/Discussion at Meeting: Denise Gaida/Barb Becker	
<b>Background</b> <input checked="" type="checkbox"/> Supporting Documentation enclosed	
Jule Ring from AMC and Jake Sieg the Lac Qui Parle Auditor/Treasurer/Coordinator to present discussion on topic.	
<b>Options</b> <input type="checkbox"/> Supporting Documentation enclosed	
<b>Recommendation</b> <input checked="" type="checkbox"/> The Todd County Board of Commissioners approves the following by Motion:	
Discussion on a Letter of Support for the "AMC County Program Aid"	
<b>Financial Implications: \$0</b>	Comments
Funding Source:	
Budgeted: <input type="checkbox"/> Yes <input type="checkbox"/> No	

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

**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



<b>Action Requested</b>	
<input checked="" type="checkbox"/> Action/Motion <input type="checkbox"/> Discussion <input type="checkbox"/> Information Item	<input type="checkbox"/> Report <input type="checkbox"/> Resolution <input type="checkbox"/> Other
Board Action Tracking Number (Admin use): 20160503-13	

<b>Title (for publication with the Agenda):</b> Post In-House and Advertise for 3 Full-time Deputies	
Date of Meeting: May 3, 2016	Total time requested: 5 min
Department Requesting Action: Todd County Sheriff's Office	
Presenting Board Action/Discussion at Meeting: Sheriff Don Asmus	
<b>Background</b> <input checked="" type="checkbox"/> Supporting Documentation enclosed	
Due to the increased workload, the need to fill open shifts, and provide adequate law enforcement coverage for the safety of the citizens of Todd County, Sheriff Asmus wishes to hire 3 full-time deputies. Sheriff Asmus is anticipating that there will be 2 deputy sheriff positions open soon due to one retirement and one resignation and wishes to avoid overtime issues and short shifts for the high activity months of summer.	
<b>Options</b> <input type="checkbox"/> Supporting Documentation enclosed	
1. Approve to post in-house and advertise for 3 full-time deputies. 2. Do not approve to post in-house for 3 full-time deputies.	
<b>Recommendation</b> <input checked="" type="checkbox"/> The Todd County Board of Commissioners approves the following by Motion:	
Approve to post on-house and advertise for 3 full-time deputies.	
<b>Financial Implications:</b> \$	Comments
Funding Source: Position Budgeted	
Budgeted: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	

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

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

# Todd County, MN Board Action Form



<b>Action Requested</b>	
<input checked="" type="checkbox"/> Action/Motion <input type="checkbox"/> Discussion <input type="checkbox"/> Information Item	<input type="checkbox"/> Report <input type="checkbox"/> Resolution <input type="checkbox"/> Other
Board Action Tracking Number (Admin use): 20160503-14	

<b>Title (for publication with the Agenda):</b> Hire Jacob Weishair as a Seasonal Recreational Assistant.	
Date of Meeting: May 3, 2016	Total time requested: 5 min
Department Requesting Action: Todd County Sheriff's Office	
Presenting Board Action/Discussion at Meeting: Sheriff Don Asmus	
<b>Background</b> <input checked="" type="checkbox"/> Supporting Documentation enclosed	
An opening exists within the Todd County Sheriff's Office for the position of Seasonal Recreational Assistant. This position was posted in-house and advertised. Applications were received and it was determined that Jacob Weishair was qualified for this position.	
<b>Options</b> <input checked="" type="checkbox"/> Supporting Documentation enclosed	
1. Approve to hire Jacob Weishair as a Seasonal Recreational Assistant. 2. Do not approve to hire Jacob Weishair as a Seasonal Recreational Assistant.	
<b>Recommendation</b> <input checked="" type="checkbox"/> The Todd County Board of Commissioners approves the following by Motion:	
To hire Jacob Weishair as a Seasonal Recreational Assistant at the current minimum wage, of \$9.50 per hour, with an effective date of May 3, 2016.	
<b>Financial Implications:</b> \$	Comments
Funding Source: Budgeted	
Budgeted: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	

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

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



# Todd County, MN Board Action Form



<b>Action Requested</b>	
<input checked="" type="checkbox"/> Action/Motion <input type="checkbox"/> Discussion <input type="checkbox"/> Information Item	<input type="checkbox"/> Report <input type="checkbox"/> Resolution <input type="checkbox"/> Other
Board Action Tracking Number (Admin use): 20160503-15	

<b>Title (for publication with the Agenda):</b> Hire Amanda Michael as a Seasonal Recreational Assistant.	
Date of Meeting: May 3, 2016	Total time requested: 5 min
Department Requesting Action: Todd County Sheriff's Office	
Presenting Board Action/Discussion at Meeting: Sheriff Don Asmus	
<b>Background</b> <input checked="" type="checkbox"/> Supporting Documentation enclosed	
An opening exists within the Todd County Sheriff's Office for the position of Seasonal Recreational Assistant. This position was posted in-house and advertised. Applications were received and it was determined that Amanda Michael was qualified for this position.	
<b>Options</b> <input checked="" type="checkbox"/> Supporting Documentation enclosed	
1. Approve to hire Amanda Michael as a Seasonal Recreational Assistant. 2. Do not approve to hire Amanda Michael as a Seasonal Recreational Assistant.	
<b>Recommendation</b> <input checked="" type="checkbox"/> The Todd County Board of Commissioners approves the following by Motion:	
To hire Amanda Michael as a Seasonal Recreational Assistant at the current minimum wage, of \$9.50 per hour, with an effective date of May 3, 2016.	
<b>Financial Implications:</b> \$	Comments
Funding Source: Budgeted	
Budgeted: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	

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

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

# Todd County, MN Board Action Form



<b>Action Requested</b>	
<input checked="" type="checkbox"/> Action/Motion <input type="checkbox"/> Discussion <input type="checkbox"/> Information Item	<input type="checkbox"/> Report <input type="checkbox"/> Resolution <input type="checkbox"/> Other
Board Action Tracking Number (Admin use): 20160503-16	

<b>Title (for publication with the Agenda):</b> Hire Tavis Bergmann as a Seasonal Recreational Assistant.	
Date of Meeting: May 3, 2016	Total time requested: 5 min
Department Requesting Action: Todd County Sheriff's Office	
Presenting Board Action/Discussion at Meeting: Sheriff Don Asmus	
<b>Background</b> <input checked="" type="checkbox"/> Supporting Documentation enclosed	
An opening exists within the Todd County Sheriff's Office for the position of Seasonal Recreational Assistant. This position was posted in-house and advertised. Applications were received and it was determined that Tavis Bergmann was qualified for this position.	
<b>Options</b> <input checked="" type="checkbox"/> Supporting Documentation enclosed	
1. Approve to hire Tavis Bergmann as a Seasonal Recreational Assistant. 2. Do not approve to hire Tavis Bergmann as a Seasonal Recreational Assistant.	
<b>Recommendation</b> <input checked="" type="checkbox"/> The Todd County Board of Commissioners approves the following by Motion:	
To hire Tavis Bergmann as a Seasonal Recreational Assistant at the current minimum wage, of \$9.50 per hour, with an effective date of May 3, 2016.	
<b>Financial Implications:</b> \$	Comments
Funding Source: Budgeted	
Budgeted: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	

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

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

# Todd County, MN Board Action Form



<b>Action Requested</b>	
<input checked="" type="checkbox"/> Action/Motion <input type="checkbox"/> Discussion <input type="checkbox"/> Information Item	<input type="checkbox"/> Report <input type="checkbox"/> Resolution <input type="checkbox"/> Other
Board Action Tracking Number (Admin use): 20160503-17	

<b>Title (for publication with the Agenda):</b> Request to hire Nursing Supervisor	
Date of Meeting: 05/03/2016	Total time requested: 5 min
Department Requesting Action: Health & Human Services	
Presenting Board Action/Discussion at Meeting: Jackie Och	
<b>Background</b> <input type="checkbox"/> Supporting Documentation enclosed	
<b>Options</b> <input type="checkbox"/> Supporting Documentation enclosed	
<b>Recommendation</b> <input checked="" type="checkbox"/> The Todd County Board of Commissioners approves the following by Motion: Approve the request for TCHHS to recruit and hire a Nursing Supervisor to fill the position left vacant by the resignation of Heidi Brings	
<b>Financial Implications:</b> \$22.24/hr- \$34.41/hr - Grade 22	Comments
Funding Source: 21-PH	
Budgeted: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	

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

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

# Todd County, 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): 20160503-18	

<b>Title (for publication with the Agenda):</b> Energy Assistance Program Delivery for Federal Fiscal Year 2017	
Date of Meeting: 05/03/2016	Total time requested: 5 min
Department Requesting Action: Health & Human Services	
Presenting Board Action/Discussion at Meeting: Lisa Chapin	
<b>Background</b> <input checked="" type="checkbox"/> Supporting Documentation enclosed	
The critical role of Service Providers in the administration and delivery of the Energy Assistance Program (EAP) requires Minnesota Department of Commerce to request early notice of possible EAP Service Provider changes. The Department of Commerce requires a written letter no later than May 24, 2016, clearly stating the county's intent to administer and deliver EAP for Federal Fiscal Year 2017.	
<b>Options</b> <input type="checkbox"/> Supporting Documentation enclosed	
<b>Recommendation</b> <input checked="" type="checkbox"/> The Todd County Board of Commissioners approves the following by Motion:	
Approve notification to the Minnesota Department of Commerce, Todd County's intent to administer and deliver the Energy Assistance Program for Federal Fiscal Year 2017.	
<b>Financial Implications: \$None</b>	Comments
Funding Source: Federally funded	
Budgeted: <input type="checkbox"/> Yes <input type="checkbox"/> No	

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

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April 14, 2016

Todd County  
HHS  
APR 20 2016

Ms. Jackie Och  
Executive Director  
Todd County Health & Human Services  
212 Second Ave South  
Long Prairie, MN 56347

Dear Ms. Jackie Och:

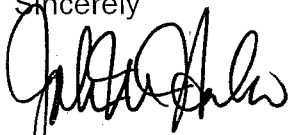
The critical role of Service Providers in the administration and delivery of the Energy Assistance Program (EAP) requires Minnesota Department of Commerce to request early notice of possible EAP Service Provider changes for FFY2017.

Please send a letter to me no later than Thursday, April 28, 2016, stating clearly whether your agency wishes to administer and deliver EAP for Federal Fiscal Year (FFY) 2017, which begins on October 1, 2016. I would also like to know if your agency is considering major changes such as merging with another agency before or during FFY2017.

This information will help us smoothly execute a transition procedure with minimal disruptions for program applicants. Contact me for an extension if you need more time to meet with your board or tribal council to make this decision.

Thank you for your time and consideration. I look forward to hearing from you.

Sincerely



JOHN M. HARVANKO  
Director, Office of Energy Assistance

JMH/ksh

cc: Janel Toppari-Sovich  
EAP COORDINATOR  
Todd County Health & Human Services

# Todd County, MN Board Action Form



<b>Action Requested</b>	
<input type="checkbox"/> Action/Motion <input checked="" type="checkbox"/> Discussion <input type="checkbox"/> Information Item	<input type="checkbox"/> Report <input type="checkbox"/> Resolution <input type="checkbox"/> Other
Board Action Tracking Number (Admin use): 20160503-19	

<b>Title (for publication with the Agenda):</b> Payroll Position Discussion	
Date of Meeting: 05/03/2016	Total time requested: 5 min
Department Requesting Action: Human Resources	
Presenting Board Action/Discussion at Meeting: Karla Nalezny, Human Resources Manager	
<b>Background</b> <input checked="" type="checkbox"/> Supporting Documentation enclosed	
The Payroll Specialist position has been vacant since June 9, 2015 with two emergency temporary staff hired to assist with payroll for 2-4 days per week and remaining duties absorbed by the Human Resources Manager and Administrative Assistant. Splitting duties has created inefficiencies and significant backlog of work within the Administration department. This position is Grade 7 on the Springsted and budgeted to hire up to step 3 or 20.72 per hour in 2016.	
<b>Options</b> <input type="checkbox"/> Supporting Documentation enclosed	
<b>Recommendation</b> <input type="checkbox"/> The Todd County Board of Commissioners approves the following by Motion:	
<b>Financial Implications: \$20.72 (2016 Budgeted for Grade 7 Step 3 on Springsted)</b>	Comments
Funding Source: Administration	
Budgeted: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	

Action	Voting in Favor	Voting Against
Motion:	<input type="checkbox"/> Becker	<input type="checkbox"/> Becker
Second:	<input type="checkbox"/> Erickson	<input type="checkbox"/> Erickson
<input type="checkbox"/> Passed	<input type="checkbox"/> Neumann	<input type="checkbox"/> Neumann
<input type="checkbox"/> Failed	<input type="checkbox"/> Kneisl	<input type="checkbox"/> Kneisl
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 COUNTY OF TODD }  
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Seal

# Todd County, MN Board Action Form



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Board Action Tracking Number (Admin use): 20160503-20	

<b>Title (for publication with the Agenda):</b> Establish County Coordinator/Human Resources Position	
Date of Meeting: 05/03/2016	Total time requested: 5 min
Department Requesting Action: Commissioners	
Presenting Board Action/Discussion at Meeting: Karla Nalezny	
<b>Background</b> <input checked="" type="checkbox"/> Supporting Documentation enclosed	
<b>Options</b> <input type="checkbox"/> Supporting Documentation enclosed	
<b>Recommendation</b> <input checked="" type="checkbox"/> The Todd County Board of Commissioners approves the following by Motion: to approve resolution establishing the County Coordinator/Human Resources position.	
<b>Financial Implications: \$</b>	Comments
Funding Source:	
Budgeted: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	

Action	Voting in Favor	Voting Against
Motion:	<input type="checkbox"/> Becker	<input type="checkbox"/> Becker
Second:	<input type="checkbox"/> Erickson	<input type="checkbox"/> Erickson
<input type="checkbox"/> Passed	<input type="checkbox"/> Neumann	<input type="checkbox"/> Neumann
<input type="checkbox"/> Failed	<input type="checkbox"/> Kneisl	<input type="checkbox"/> Kneisl
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# TODD COUNTY BOARD OF COMMISSIONERS

## ESTABLISH COUNTY COORDINATOR/HUMAN RESOURCES POSITION

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

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

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



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<input checked="" type="checkbox"/> Action/Motion <input type="checkbox"/> Discussion <input type="checkbox"/> Information Item	<input type="checkbox"/> Report <input type="checkbox"/> Resolution <input type="checkbox"/> Other
Board Action Tracking Number (Admin use): 20160503-21	

<b>Title (for publication with the Agenda):</b> Advertise for County Coordinator/Human Resource Position	
Date of Meeting: 05/03/2016	Total time requested: 5 min
Department Requesting Action: Human Resources	
Presenting Board Action/Discussion at Meeting: Karla Nalezny, Human Resources Manager	
<b>Background</b> <input checked="" type="checkbox"/> Supporting Documentation enclosed	
The County Board held several discussions related to hiring a County Coordinator/Human Resources position and it is the Personnel Committee's recommendation that the Todd County Board of Commissioners authorize Human Resources to begin advertising to fill this position.	
<b>Options</b> <input type="checkbox"/> Supporting Documentation enclosed	
<b>Recommendation</b> <input checked="" type="checkbox"/> The Todd County Board of Commissioners approves the following by Motion:	
To authorize Human Resources to begin advertising for the County Coordinator-Human Resources position.	
<b>Financial Implications: \$95,000 (Dependent on Qualifications)</b>	Comments
Funding Source: Administration	
Budgeted: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	

Action	Voting in Favor	Voting Against
Motion:	<input type="checkbox"/> Becker	<input type="checkbox"/> Becker
Second:	<input type="checkbox"/> Erickson	<input type="checkbox"/> Erickson
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Seal	