

TODD COUNTY BOARD OF COMMISSIONERS

Regular Board Meeting Agenda

Date: January 3, 2017

Time: 9:00 AM

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

Commissioners may be in the Commissioner's Board Room prior to the board meeting proceedings to perform routine business until the Public Comment period begins at 8:45 a.m..

Item #		Approx. Time
1	Call to Order and Roll Call	9:00
2	Pledge of Allegiance	9:01
3	Oaths of Office	9:03
3.1	Oath of Office: Elected Officials	
3.2	Oath of Office: Appointed Officials	
4	Amendments to the Agenda	9:05
5	Board Organization	9:06
5.1	Establish Board Chairperson	
5.2	Establish Board Vice-Chairperson	
6	Todd-Wadena Community Corrections	9:10
6.1	Appointments to the Executive Committee and Advisory Board	
7	Auditor-Treasurer	9:15
7.1	Designate Official Newspaper	
7.2	Designate Extra Publication Newspaper	
7.3	Establish 2017 Board Protocol	
7.4	2017 Board Meeting Dates Schedule	
7.5	2017 Committee Appointments	
7.6	Approve December 29, 2016 Meeting Minutes	
7.7	Approve Auditor Warrants	
7.8	2017 Budget Change Request: Increase in Sheriff's Salary	
8	City of Long Prairie / Long Prairie Area Chamber of Commerce	9:25
8.1	MS Tram Overnight Visit in Todd County	
9	SWCD	9:35
9.1	Wetland Conservation Coordinator	
10	Planning & Zoning	9:40
10.1	Approve proceeding with BWSR grant	
11	Solid Waste	9:45
11.1	Solid Waste Tipping Fees-MSW-2017	
12	Health & Human Services	9:50
12.1	Approve 2017 Tobacco Licenses	
12.2	Appoint Social Worker (Care Coordinator)	
12.3	Appoint Eligibility Worker (JB)	
12.4	Appoint Eligibility Worker (MP)	
13	Human Resources	10:00
13.1	Hire County Coordinator	

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 BOARD OF COMMISSIONERS

Regular Board Meeting Agenda

Standing Reports

Auditor-Treasurer Report

Commissioners' Report

Recess

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 Oath of Office
Board Action Tracking Number (Admin use): 20170103-01	

Title (for publication with the Agenda): Oath of Office: Elected Officials	
Date of Meeting: January 3, 2017	Total time requested: 5 min
Department Requesting Action: Auditor-Treasurer	
Presenting Board Action/Discussion at Meeting: Denise Gaida	
Background <input type="checkbox"/> Supporting Documentation enclosed	
A General Election was held within Todd County on November 8, 2016 for County Offices with terms expiring in 2016. The Auditor-Treasurer's Office has presented Certificates of Election to the winning candidates for Todd County Commissioner in the 1 st , 3 rd , & 5 th Districts. The Candidates must complete an Oath of Office to begin their new term of service to the citizens of Todd County. Barbara Becker, Todd County Commissioner - District 1, Rodney Erickson, Todd County Commissioner - District 3 Randy Neumann, Todd County Commissioner - District 5	
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"/> 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



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 Oath of Office
Board Action Tracking Number (Admin use): 20170103-02	

Title (for publication with the Agenda): Oath of Office: Assessor	
Date of Meeting: January 3 rd , 2017	Total time requested: 5 min
Department Requesting Action: Assessor	
Presenting Board Action/Discussion at Meeting: Chris Odden	
Background <input type="checkbox"/> Supporting Documentation enclosed	
MN Statute states that each County Assessor must take an oath of office at the beginning of their appointment. The MN Department of Revenue recommends the oath of office be taken at the first County Board meeting after January 1st, 2017.	
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: \$N/A	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

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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): 20170103-03	

Title (for publication with the Agenda): Establish Board Chairperson	
Date of Meeting: January 3, 2017	Total time requested: 5 min
Department Requesting Action: County Board of Commissioners	
Presenting Board Action/Discussion at Meeting: County Board of Commissioners	
Background <input type="checkbox"/> Supporting Documentation enclosed	
It is customary for the Todd County Board of Commissioners to serve as Chairperson of the Board in rotation. If the Commissioners choose to follow the traditional method, Commissioner Erickson would be the choice to serve as the Todd County Board Chairperson for 2017.	
Options <input type="checkbox"/> Supporting Documentation enclosed	
Recommendation <input checked="" type="checkbox"/> The Todd County Board of Commissioners approves the following by Motion:	
to appoint Commissioner Erickson as the Chairperson of the Todd County Board of Commissioners for 2017 proceedings.	
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"/> 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	
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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): 20170103-04	

Title (for publication with the Agenda): Establish Board Vice-Chairperson	
Date of Meeting: January 3, 2017	Total time requested: 5 min
Department Requesting Action: County Board of Commissioners	
Presenting Board Action/Discussion at Meeting: County Board of Commissioners	
Background <input type="checkbox"/> Supporting Documentation enclosed	
It is customary for the Todd County Board of Commissioners to serve as Vice-Chairperson of the Board in rotation. If the Commissioners choose to follow the traditional method, Commissioner Neumann would be the choice to serve as the Todd County Board Vice-Chairperson for 2017.	
Options <input type="checkbox"/> Supporting Documentation enclosed	
Recommendation <input checked="" type="checkbox"/> The Todd County Board of Commissioners approves the following by Motion:	
to appoint Commissioner Neumann as the Vice-Chairperson of the Todd County Board of Commissioners for 2017 proceedings.	
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"/> 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



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 <i>(for Admin use)</i> : 20170103-05	

Title for Agenda (for publication): Resolution Appointment Membership	
Date of Meeting: January 3 rd , 2017	Total time requested: 5 min
Department Requesting Action: Todd-Wadena Community Corrections	
Presenting Board Action/Discussion at Meeting: Kathy Langer, Director	
Background <input type="checkbox"/> Supporting Documentation enclosed	
In accordance with MN Statutes Chapter 401, in 1976 Todd and Wadena Counties entered into a joint powers agreement and established Todd-Wadena Community Corrections. On July 19, 2016, Todd and Wadena Counties reaffirmed their continued commitment to providing community corrections in their respective counties through Todd-Wadena Community Corrections, by approving the updated joint powers agreement. As part of the joint powers agreement, membership of the Todd-Wadena Community Corrections Executive Committee and Advisory Board needs to be appointed by the Boards of Commissioners in Todd and Wadena Counties.	
Options <input type="checkbox"/> Supporting Documentation enclosed	
Recommendation <input checked="" type="checkbox"/> The Todd County Board of Commissioners approves the following by Motion:	
It is respectfully recommended that the Todd County Board of Commissioners adopt the attached resolution appointing membership to the Todd-Wadena Community Corrections Executive Committee and Advisory Board.	
Financial Implications: \$NA	Comments
Funding Source:	
Budgeted: <input type="checkbox"/> Yes <input type="checkbox"/> No	

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

Signatures	
STATE OF MINNESOTA COUNTY OF TODD I, Denise Gaida, County Auditor-Treasurer, Todd County, Minnesota hereby certify that I have compared the foregoing copy of the proceedings of the County Board of said County with the original record thereof on file in the Auditor-Treasurer's 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	

RESOLUTION APPOINTING MEMBERSHIP
Todd-Wadena Community Corrections

This is a resolution appointing membership to the Todd-Wadena Community Corrections Executive Committee and Advisory Board.

WHEREAS,

In accordance with MN Statutes Chapter 401, in 1976 Todd and Wadena Counties entered into a joint powers agreement and established Todd-Wadena Community Corrections, and

WHEREAS,

On July 19, 2016, Todd and Wadena Counties reaffirmed their continued commitment to providing community corrections in their respective counties through Todd-Wadena Community Corrections, by approving the updated joint powers agreement, and

WHEREAS,

Membership of the Todd-Wadena Community Corrections Executive Committee and Advisory Board needs to be appointed by the Boards of Commissioners in Todd and Wadena Counties, and

THEREFORE,

IT IS RESOLVED that the members of the Todd-Wadena Community Corrections Executive Committee are appointed as follows:

1. _____, Todd County Commissioner.
2. _____, Todd County Commissioner.
3. _____, Wadena County Commissioner.
4. _____, Wadena County Commissioner.
5. Naomi Moyer, Chairperson of the Community Corrections Advisory Board.
6. Jane Gustafson, Vice-Chairperson of the Community Corrections Advisory Board.
7. Honorable Sally Ireland Robertson, District Court Judge.

BE IT FURTHER RESOLVED that the members of the Todd-Wadena Community Corrections Advisory Board are appointed as follows:

1. Mark Hepokoski, Citizen Member.
2. Naomi Moyer, Citizen Member.
3. Gail Honek, Citizen Member.
4. _____, Citizen Member.
5. Connie Nelson, Victims Services.
6. _____, Todd County Commissioner.
7. _____, Todd County Commissioner.
8. _____, Wadena County Commissioner.
9. _____, Wadena County Commissioner.
10. Honorable Sally Ireland Robertson, District Court Judge.

Todd County Board Action Tracking # 20170103-05

11. Jane Gustafson, Prosecuting Attorney.
12. Kyra Ladd, Prosecuting Attorney.
13. Sarah Federle, Public Defender.
14. Timothy Churchwell, Public Defender.
15. Melissa Birkholtz, Police Chief.
16. Michael D. Carr, Wadena County Sheriff.
17. Don Asmus, Todd County Sheriff.
18. Sandra Ahrendt, Ethnic/Minorities Representative.
19. Cindy Pederson, Health Professional.
20. Mike Willie, Social Services Representative.
21. Patrick Sutlief, Educational Administrator.
22. Dacia Kreklau, Corrections Agent.
23. Katherine Langer, Correctional Administrator.

IN TESTIMONY WHEREOF THE TODD COUNTY BOARD OF COMMISSIONERS has caused this resolution to be adopted this 3rd day of January 2017.

ATTEST: TODD COUNTY BOARD OF COMMISSIONERS

_____ By _____
Todd County Auditor Chairperson

IN TESTIMONY WHEREOF THE WADENA COUNTY BOARD OF COMMISSIONERS has caused this resolution to be adopted this 3rd day of January 2017.

ATTEST: WADENA COUNTY BOARD OF COMMISSIONERS

_____ By _____
Wadena County Auditor Chairperson

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 <i>(for Admin use)</i> : 20170103-06	

Title for Agenda (for publication): Designate Official Newspaper	
Date of Meeting: January 3, 2017	Total time requested: 5 min
Department Requesting Action: Auditor-Treasurer	
Presenting Board Action/Discussion at Meeting: Denise Gaida	
Background <input type="checkbox"/> Supporting Documentation enclosed	
Minnesota Statute Chapter 375.12 requires that annual letting of bids for publication of the official proceedings of the Todd County Board meetings.	
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 resolution designating the Official Newspaper for 2017 as the _____ with the bid of \$ _____ per column inch.	
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"/> Erickson	<input type="checkbox"/> Erickson
Second:	<input type="checkbox"/> Neumann	<input type="checkbox"/> Neumann
<input type="checkbox"/> Passed	<input type="checkbox"/> Kneisl	<input type="checkbox"/> Kneisl
<input type="checkbox"/> Failed	<input type="checkbox"/> Kircher	<input type="checkbox"/> Kircher
<input type="checkbox"/> Tabled	<input type="checkbox"/> Becker	<input type="checkbox"/> Becker

Signatures	
STATE OF MINNESOTA } COUNTY OF TODD }	
I, Denise Gaida, County Auditor-Treasurer, Todd County, Minnesota hereby certify that I have compared the foregoing copy of the proceedings of the County Board of said County with the original record thereof on file in the Auditor-Treasurer's 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

A RESOLUTION DESIGNATING AN OFFICIAL NEWSPAPER FOR 2017

WHEREAS, Minnesota Statutes Chapter 375.12 requires the annual letting of bids for publication of official proceedings of the County Board and similar statutes require the publication of delinquent tax lists, County Financial Statements, and local transportation project bid advertisements, and;

WHEREAS, pursuant to advertisement bids were opened to be designated as the official newspaper for Todd County on January, 3, 2017.

NOW, THEREFORE BE IT RESOLVED, that the Todd County Board of Commissioners accept the bid from _____, with a bid of \$_____ per column inch to be the Official Newspaper for the year 2017 and;

BE IT FURTHER RESOLVED, that the Todd County website (www.co.todd.mn.us) be also designated as an official publication for all statutory requirements.

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 <i>(for Admin use)</i> : 20170103-07	

Title for Agenda (for publication): Designate Extra Publication Newspaper	
Date of Meeting: January 3, 2017	Total time requested: 5 min
Department Requesting Action: Auditor-Treasurer	
Presenting Board Action/Discussion at Meeting: Denise Gaida	
Background <input type="checkbox"/> Supporting Documentation enclosed	
Minnesota Statute Chapter 375.12 requires that annual letting of bids for publication of the extra proceedings of the Todd County Board meetings.	
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 resolution designating the Extra Publication Newspaper for 2017 as the _____ with the bid of \$ _____ per column inch.	
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"/> Erickson	<input type="checkbox"/> Erickson
Second:	<input type="checkbox"/> Neumann	<input type="checkbox"/> Neumann
<input type="checkbox"/> Passed	<input type="checkbox"/> Kneisl	<input type="checkbox"/> Kneisl
<input type="checkbox"/> Failed	<input type="checkbox"/> Kircher	<input type="checkbox"/> Kircher
<input type="checkbox"/> Tabled	<input type="checkbox"/> Becker	<input type="checkbox"/> Becker

Signatures	
STATE OF MINNESOTA } COUNTY OF TODD }	
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Seal	

TODD COUNTY BOARD OF COMMISSIONERS

A RESOLUTION DESIGNATING AN EXTRA PUBLICATION NEWSPAPER FOR 2017

WHEREAS, Minnesota Statutes Chapter 375.12 requires the annual letting of bids for publication of official proceedings of the County Board and similar statutes require the publication of delinquent tax lists, County Financial Statements, and local transportation project bid advertisements, and;

WHEREAS, pursuant to advertisement bids were opened to be designated as the extra publication newspaper for Todd County on January, 3, 2017.

NOW, THEREFORE BE IT RESOLVED, that the Todd County Board of Commissioners accept the bid from _____ with a bid of \$_____ per column inch to be the Extra Publication Newspaper for the year 2017.

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 <i>(for Admin use)</i> : 20170103-08	

Title for Agenda (for publication): Establish 2017 Board Protocol	
Date of Meeting: January 3, 2017	Total time requested: 5 min
Department Requesting Action: County Board of Commissioners	
Presenting Board Action/Discussion at Meeting: Board Chairperson	
Background <input type="checkbox"/> Supporting Documentation enclosed	
The Todd County Board of Commissioners wish to create a transparent process for the order of the County Board meetings and notices. The Todd County Board of Commissioners met in worksession on December 20, 2016 to update the Todd County Board Protocol document for 2017.	
Options <input type="checkbox"/> Supporting Documentation enclosed	
Recommendation <input checked="" type="checkbox"/> The Todd County Board of Commissioners approves the following by Motion: to adopt the resolution to establish the 2017 Todd County Board of Commissioners Board Protocol.	
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"/> Erickson	<input type="checkbox"/> Erickson
Second:	<input type="checkbox"/> Neumann	<input type="checkbox"/> Neumann
<input type="checkbox"/> Passed	<input type="checkbox"/> Kneisl	<input type="checkbox"/> Kneisl
<input type="checkbox"/> Failed	<input type="checkbox"/> Kircher	<input type="checkbox"/> Kircher
<input type="checkbox"/> Tabled	<input type="checkbox"/> Becker	<input type="checkbox"/> Becker

Signatures	
STATE OF MINNESOTA } COUNTY OF TODD }	
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Seal	

TODD COUNTY BOARD OF COMMISSIONERS

A RESOLUTION ESTABLISHING THE 2017 TODD COUNTY BOARD OF COMMISSIONERS BOARD PROTOCOL

WHEREAS, the Todd County Board of Commissioners has chosen to adopt Board Protocol to guide conduct and procedure of operations and meetings.

NOW, THEREFORE BE IT RESOLVED, that the following Board Protocol is adopted:

1. Board Rules to be Passed as a Resolution

Immediately following the appointment of a County Board Chairperson and Vice-Chairperson each year as practical, the County Board Chairperson shall direct that a resolution be passed for the Protocol of the County Board; Board Protocol shall not be passed for a period longer than one year.

2. Designation of the Board Chairperson and Vice-Chairperson

The County Board shall annually elect a Board Chairperson and Vice-Chairperson. In addition to having responsibilities as outlined below, the Board Chairperson, the Vice-Chairperson, the County Attorney and the County Human Resources Manager shall also make-up the Personnel Committee of the County. The Personnel Committee shall have primary (but not sole) responsibility to advise the County Human Resource Manager as to personnel actions.

3. Regular Meetings

The Board shall hold regular meetings on the first and third Tuesday of each month. Regular meetings on the first and third Tuesday shall commence at 9:00 am in the County Board Room at the Historic Court House, Long Prairie, MN. On a majority vote of the County Board, a meeting time, date or venue may be changed.

The 2017 Public Hearing on the 2018 budget shall be held in the County Board Room-date to be set at a later time.

4. Special Meetings

The Chairperson or three members of the Board may call special meetings. Such meetings shall be called with a three (3) day advance notice to all available Board members and members of the news media. Notwithstanding any other requirements, notice shall be published near the County Board Room door and the bulletin board on the main floor of the Historic Courthouse. Both notices shall specify: (1) the specific item or items to be considered at the special meeting, and (2) the date, time, and place of the meeting. Special meetings of the County shall be held in the County Board Room, unless the Board has determined that other facilities are to be used. All special meetings of the Board shall be limited to the specific item or items set forth in the notice.

5. Presiding Officer, Roll Call

The Board Chairperson, or in the Board Chairperson's absence, the Vice Chairperson of the Board shall take the Chair at the time appointed for the meeting and call the Board to order. The Board

TODD COUNTY BOARD OF COMMISSIONERS

Chairperson or Vice Chairperson calling the meeting to order shall be the Presiding Officer for the balance of the meeting.

6. Quorum

A majority of the members of the Board shall constitute a quorum for the transaction of business. The Board Chairperson shall be a member of the Board, and shall have the right to vote on all matters coming before it, but shall have no veto power.

7. Minutes

The Auditor-Treasurer shall prepare written copies of the minutes of the preceding meeting of the Board of Commissioners and distribute them to its members no later than the start of its current session. One or more copies of the minutes shall be available in the Office of the Auditor-Treasurer for examination by members of the public. Upon the appearance of a quorum at a Commissioners Board Meeting, the Board Chairperson shall inquire of the Board whether they wish to approve, disapprove, or amend the minutes of the previous meeting of the Board of Commissioners as prepared by the Auditor-Treasurer. Any mistake or omission in the minutes may then be corrected by the Board.

8. Order of Business

a) Public Comment

The County Board shall designate the 15 minutes preceding each regular meeting of the County Board Meeting as a public comment period. Members of the public wishing to address the County Board may do so at this time. The Auditor-Treasurer shall provide a method for members of the public to sign up to speak. The Board Chairperson is responsible for limiting the amount of time for each member of the public wishing to speak. In the event there are more members of the public wishing to speak than 15 minute allows for, the County Board Chairperson may open the meeting and amend the agenda to include extended public comment.

The public comment period is not an appropriate venue to address specific personnel issues. If a member of the public wishes to address a specific personnel issue, the Board Chairperson shall direct the speaker to address the issue with the Human Resource Manager following the meeting.

b) Order and Decorum

The Board Chairperson or Vice-Chairperson shall preserve order and decorum. The Auditor-Treasurer shall act as parliamentarian and the Board Chairperson shall decide questions of order, subject to an appeal to the County Board.

Every Board member, member of the public or member of the press shall respectfully address the Chairperson by the appellation of "Mr. Chairman" or "Madame Chair", and shall not speak further until recognized by the Chairperson. Once a member of the audience has been recognized by the chair as requesting to address the Board of Commissioners, the Chairperson shall require the individual to identify themselves by stating their name and address.

TODD COUNTY BOARD OF COMMISSIONERS

c) Agenda

The Auditor-Treasurer shall prepare a written agenda in advance of all board meetings and shall place Call to Order as Item No. 1; and thereafter other items of business in the order of presentation which the Auditor-Treasurer deems best or as directed by the Board of Commissioners.

County staff wishing to place an item of business upon the agenda shall advise the Auditor-Treasurer of the particular item of business not later than 3:00 pm on the Wednesday immediately preceding the Board meeting. The Auditor-Treasurer shall release the proposed agenda and information packet, including posting on the Todd County Website, on the Friday immediately preceding the Board Meeting. The Board Chairperson may choose to require the Auditor-Treasurer to send the agenda to the Board Chairperson for approval prior to public release.

County departments or organizations requesting that an item be placed on the agenda shall furnish sufficient details so as to enable the Auditor-Treasurer to enter the item on the board meeting agenda in a summary adequate to alert the public as to the nature of the matter to be discussed. If the Auditor-Treasurer is unable to prepare a summary from the information received, the Auditor-Treasurer may refuse to place the matter on the agenda.

The County Board, by majority vote, may amend the proposed agenda. After approval of the proposed agenda within a meeting, no amendments will be made except upon a 4/5th vote of the County Board.

Health & Human Services will maintain a standing agenda item on the Regular Board meeting on the First and Third Tuesday of each month as needed.

d) Consent Agenda

The consent agenda is provided for items considered to be general business items. Items which may be placed on the consent agenda are as follows

- Minutes
- Resolutions authorizing permits or licenses

Any one Board Member may ask that an item be removed from the consent agenda and placed on the regular agenda. Board members who intend to remove an item from the consent agenda shall attempt to inform the Auditor-Treasurer before the County Board meeting. Items removed from the consent agenda may be placed where it is most reasonable on the regular agenda.

9. Discussion and Debate

The County Board shall be guided by, but not restricted to Robert's Rules of Order in all cases where they are applicable, and not inconsistent with State Statute or the Standing Rules of the Board.

- a) Items on the agenda may be debated prior to the submission of an ordinary motion.
- b) The Chairperson or Presiding Officer shall restate any motion if requested to do so by a member of the Board of Commissioners. The withdrawal of either the motion or the second to a motion shall terminate debate on the motion.

TODD COUNTY BOARD OF COMMISSIONERS

- c) When a question is under debate, no motion shall be received other than the following privileged motions: a) to lay on the table; b) to divide the question; c) to postpone indefinitely; d) to postpone to a certain day; e) to refer; f) to adjourn. The privileged motion shall have precedence in the order in which they are arranged. All privileged motions require a second before debate. A Board member may make a negative motion to defeat a resolution or ordinance. This "objection to the consideration" of the matter is considered a privileged motion and requires a second, and must pass by a simple majority. If no motion is made on an item, the matter automatically dies or does not pass.

10. Voting

When a question is put by the Chairperson, every member present shall vote; unless the Board, for special reason, shall excuse a member prior to the calling of the roll or a legal conflict of interest prohibits a member voting. Any member, who being present when his or her name is called fails to vote upon any then pending proposition, unless previously excused by the Board, shall be counted as having voted in the positive. In all cases, the call of the roll shall be alphabetically by the family surname of each Board member except that the Chairperson or Presiding Officer shall vote last.

11. Calling Vote

The ayes and nays shall be called upon the passage of ordinances and the consent agenda. Unless a member requests, other items will be by voice vote. When a vote is called for and a Board member is silent, the Board member will be recorded as voting in the affirmative on the question. A member may demand a roll call vote at any time prior to the assumption of other business.

12. Ordinances

Requests for consideration of an ordinance or ordinance amendment shall be submitted in writing to the County Board. Every proposed ordinance shall be considered at two public hearings referred to as first reading and second reading. Requests related to land use shall be referred by motion of the County Board to the Planning Commission for the purpose of conducting the first reading public hearing and adopting a singular recommendation for submittal to the County Board. The County Board will conduct the first reading at a public hearing in all other matters.

All proposed ordinances or amendment thereto shall be posted on the Todd County website for viewing.

Written notice of time, place and purpose of the public hearings shall be published in the official County newspaper designated by the Board and posted on the County website at least ten (10) days prior to the hearing date. Amendments may be offered at either first or second reading public hearings when the ordinance is under consideration, however the ordinance shall not be acted upon until the next regular meeting. If amendments are made, the sections of the ordinance amended shall be read as amended before the question of its passage is taken. Approval of the second reading of the ordinance shall constitute final adoption of all ordinances. When a proposed ordinance fails to pass, a motion to

TODD COUNTY BOARD OF COMMISSIONERS

reconsider the same may be made, but such motion must be made at the session at which the same failed to pass and action thereupon shall be postponed to the next regular session

13. Clerk to the County Board

It shall be the duty of the Auditor-Treasurer to keep the journal of the proceedings of the County Board of Commissioners and perform such duties as may be required by the Board of Commissioners. The Auditor-Treasurer shall not allow the official journal of the County to be taken from the custody of the Auditor-Treasurer without the knowledge and consent of the County Board of Commissioners. Audio taping or video taping of the board meetings is not common practice, however, meetings may be audio taped for County Department reference only, but approved minutes shall be the official record of board meetings.

14. Board Committees

Committees of the Board shall be created by a 3/5 vote of the County Board. Committees may be created on an ongoing or defined time period.

15. Suspension or Amendment of Rules

No rule of the Board shall be suspended, altered, or rescinded except upon the affirmation vote of four members of the Board, unless notice of such change shall have been given at a previous meeting in which case only a majority shall be required.

16. Publication of Minutes

The regular Board of Commissioners Meeting minute summary shall be published in the official county newspaper and on the County Website so as to provide the public with timely and accurate notice of the regular County Commissioners Board Meeting actions.

17. Agenda is Public

Any member of the public or the news media requesting copies of any regular or special meeting agenda shall be provided the same pursuant to M.S. 13D.

18. Work Sessions of the Board

The County Board may hold Work Sessions which are not considered “regular meetings” of the County Board. Work sessions may be scheduled for the 3rd Tuesday of each month at 10:00 am in the County Board room OR upon request of the County Board Chairperson.

A County Board Work Session is not a regular meeting and therefore no votes may be taken and no binding decisions may be made. Work sessions are to be used for information and discussion purposes only.

In the event that a work session is scheduled, notice will be sent to the members of the news media and posted on the County’s web.

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 <i>(for Admin use)</i> : 20170103-09	

Title for Agenda (for publication): 2017 Board Meeting Dates Schedule	
Date of Meeting: January 3, 2017	Total time requested: 5 min
Department Requesting Action: Auditor-Treasurer	
Presenting Board Action/Discussion at Meeting: Board Chairperson	
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: to approve to continue to hold the Todd County Board of Commissioner's Meetings on the first and third Tuesday of every month at 9:00 a.m. in the Todd County Historic Courthouse and Worksessions following the regular board meetings on the third Tuesday of the month or by Board Chairperson designation. The Commissioners also approve that the July 4, 2017 board meeting be rescheduled to July 5, 2017 and the year-end board meeting be set for December 28, 2017.	
Financial Implications: \$	Comments
Funding Source:	
Budgeted: <input type="checkbox"/> Yes <input type="checkbox"/> No	

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

Signatures	
STATE OF MINNESOTA COUNTY OF TODD}	
I, Denise Gaida, County Auditor-Treasurer, Todd County, Minnesota hereby certify that I have compared the foregoing copy of the proceedings of the County Board of said County with the original record thereof on file in the Auditor-Treasurer's 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 type="checkbox"/> Report <input checked="" type="checkbox"/> Resolution <input type="checkbox"/> Other
Board Action Tracking Number <i>(for Admin use)</i> : 20170103-10	

Title for Agenda (for publication): 2017 Committee Appointments	
Date of Meeting: January 3, 2017	Total time requested: 5 min
Department Requesting Action: Auditor-Treasurer	
Presenting Board Action/Discussion at Meeting: Board Chairperson	
Background <input type="checkbox"/> Supporting Documentation enclosed	
It is customary that the Board of Commissioners establish/re-affirm the Committees to which they are a member of each calendar year.	
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 resolution adopting the Commissioner's Committee Assignments for 2017.	
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"/> Erickson	<input type="checkbox"/> Erickson
Second:	<input type="checkbox"/> Neumann	<input type="checkbox"/> Neumann
<input type="checkbox"/> Passed	<input type="checkbox"/> Kneisl	<input type="checkbox"/> Kneisl
<input type="checkbox"/> Failed	<input type="checkbox"/> Kircher	<input type="checkbox"/> Kircher
<input type="checkbox"/> Tabled	<input type="checkbox"/> Becker	<input type="checkbox"/> Becker

Signatures	
STATE OF MINNESOTA } COUNTY OF TODD }	
I, Denise Gaida, County Auditor-Treasurer, Todd County, Minnesota hereby certify that I have compared the foregoing copy of the proceedings of the County Board of said County with the original record thereof on file in the Auditor-Treasurer's 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

A RESOLUTION ESTABLISHING THE COMMISSIONER'S COMMITTEE ASSIGNMENTS FOR 2017

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

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

NOW, THEREFORE BE IT RESOLVED, that the attached Committee Roster (Attachment A) is hereby adopted as the County Commissioners' Committee Assignments for 2017 and will remain on file in the Auditor-Treasurer's Office.

2017 Todd County Commissioner Committee Assignments

Board Chairperson	Erickson				
Board Vice Chairperson	Neumann				
County Board Board Meetings	1st and 3rd Tuesday 9:00 a.m., In the Commissioner's Board Room				
County Board Work Sessions	Scheduled as needed				
2017 - All Commissioner Committee Assignments	District 1	District 2	District 3	District 4	District 5
3 Co. Morrison, Todd, Wadena Board of Health	B. Becker	G. Kneisl	R. Erickson	D. Kircher	R. Neumann
AMC Delegates	B. Becker	G. Kneisl	R. Erickson	D. Kircher	R. Neumann
County Road Inspection Committee	B. Becker	G. Kneisl	R. Erickson	D. Kircher	R. Neumann
Finance Committee <i>*rotate other Commissioners as necessary</i>	B. Becker		R. Erickson		
Gov't Building Task Force Committee	B. Becker	G. Kneisl	R. Erickson	D. Kircher	R. Neumann
MN Rural Counties Caucus		G. Kneisl-Alt		D. Kircher	
Negotiations Committee	B. Becker	G. Kneisl	R. Erickson	D. Kircher	R. Neumann
Solid Waste Joint Inspection Committee (<i>bi-yearly</i>)	B. Becker	G. Kneisl	R. Erickson	D. Kircher	R. Neumann
Strategic and Efficient Government Committees	District 1	District 2	District 3	District 4	District 5
SAM - Strategic and Efficient Government Committee	B. Becker		R. Erickson		
Leadership Team Committee	B. Becker		R. Erickson		
Personnel Committee	B. Becker		R. Erickson		
Insurance Committee					R. Neumann
AMC District 4 Policy Committee			R. Erickson	D. Kircher	
Joint Ditch 5 & 8, to be established in 2005	B. Becker	G. Kneisl	R. Erickson		
Safety/OSHA Committee/Facilities	B. Becker		R. Erickson		
Wellness Committee				D. Kircher	
Compliance Fund Committee				D. Kircher	
Community Growth Committees	District 1	District 2	District 3	District 4	District 5
SAM - Community Growth Committee		G. Kneisl		D. Kircher	
Co. Parks & Trails Committee			R. Erickson		R. Neumann
Airport Commission - Long Prairie			R. Erickson		R. Neumann
Airport Commission - Staples	B. Becker	G. Kneisl			
Region 5 Development Committee	B. Becker	G. Kneisl-Alt			
Todd County Development Corp Liaison		G. Kneisl		D. Kircher	
JD 2		G. Kneisl			R. Neumann
Livestock Advisory Committee		G. Kneisl		D. Kircher	
Transit Advisory Committee/Rainbow Rider Joint Powers/Ambassador				D. Kircher	R. Neumann
Transit Advisory Committee/Friendly Rider Joint Powers	B. Becker	G. Kneisl - Alt			

2017 Todd County Commissioner Committee Assignments

Environmental Resources Committees	<i>District 1</i>	<i>District 2</i>	<i>District 3</i>	<i>District 4</i>	<i>District 5</i>
SAM - Environmental Resources Committee		G. Kneisl	R. Erickson		
Planning Commission and Variance Liaison		G. Kneisl	R. Erickson		
Soil & Water Liaison		G. Kneisl			R. Neumann
Solid Waste Joint Powers Board		G. Kneisl			R. Neumann-Alt
Recycling Committee		G. Kneisl			
Water Plan Committee (Todd County) - Sauk River Watershed			R. Erickson		R. Neumann
County Noxious Weed Appeal Committee		G. Kneisl			R. Neumann
Community Engagement Committees	<i>District 1</i>	<i>District 2</i>	<i>District 3</i>	<i>District 4</i>	<i>District 5</i>
AMS				D. Kircher	R. Neumann
SAM - Community Engagement Committee	B. Becker				R. Neumann
Fair Board Committee	B. Becker - Alt	G. Kneisl			R. Neumann - Alt split
Great River Regional Library		G. Kneisl-Alt		D. Kircher	
Extension Committee	B. Becker - Alt		R. Erickson		R. Neumann - Alt split
Todd Co. Expo Bldg Review Committee	B. Becker		R. Erickson		
Todd Co. Facilities Committee	B. Becker		R. Erickson		
Growth and Contribution Committees	<i>District 1</i>	<i>District 2</i>	<i>District 3</i>	<i>District 4</i>	<i>District 5</i>
SAM - Growth and Contribution Committee			R. Erickson		R. Neumann
Central MN Council on Aging				D. Kircher-Alt	R. Neumann
Tri-Cap Committee			R. Erickson	D. Kircher	
South Country Health Alliance		G. Kneisl		D. Kircher-Alt	
Community Safety Committees	<i>District 1</i>	<i>District 2</i>	<i>District 3</i>	<i>District 4</i>	<i>District 5</i>
SAM - Community Safety Committee	B. Becker		R. Erickson		
Hands of Hope Todd-Morrison		G. Kneisl			
Todd-Wadena Community Corrections Exec. Committee	B. Becker			D. Kircher	
West Central Juvenile Det. Center	B. Becker - Alt			D. Kircher	
Comm. Health Service for Co. Public Health Advisory	B. Becker				R. Neumann
Comm. Health Srv. Reg. 3-Co. Comm. Health Exc. Brd	B. Becker			D. Kircher	
EMS County 14 Board	B. Becker		R. Erickson		
EMS Task Committee	B. Becker		R. Erickson		
E-911 Committee		G. Kneisl			R. Neumann
Law Enforcement Liaison		G. Kneisl			R. Neumann
Law Library Committee				D. Kircher	
Environmental Health Bd of Appeals				D. Kircher	R. Neumann
Central MN Emergency Services Council	B. Becker				

2017 Todd County Commissioner Committee Assignments

Todd-Wadena Community Corrections Advisory Board	B. Becker		D. Kircher	
Central MN Emergency Services Board		G Kneisl		R. Neumann-Alt
Misc. and Temp. Committees and Assignments				
Todd County Official Newspaper	Staples World			
Todd County Official Newspaper - Extra Publications	Long Prairie Leader			
Todd County Affirmative Action Plan Officer	Jane Gustafson, Assistant County Attorney			
Todd County Citizens Against Drugs Committee			R. Erickson-Alt	R. Neumann

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 <i>(for Admin use)</i> : 20170103-11	

Title for Agenda (for publication): Meeting Minutes Approval	
Date of Meeting: January 3 rd , 2017	Total time requested: 5 min
Department Requesting Action: Auditor-Treasurer	
Presenting Board Action/Discussion at Meeting: Denise Gaida	
Background <input type="checkbox"/> Supporting Documentation enclosed	
Minutes for the following meeting are attached: December 29, 2016	
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's Meeting Minutes for December 29, 2016 as presented.	
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"/> Erickson	<input type="checkbox"/> Erickson
Second:	<input type="checkbox"/> Neumann	<input type="checkbox"/> Neumann
<input type="checkbox"/> Passed	<input type="checkbox"/> Kneisl	<input type="checkbox"/> Kneisl
<input type="checkbox"/> Failed	<input type="checkbox"/> Kircher	<input type="checkbox"/> Kircher
<input type="checkbox"/> Tabled	<input type="checkbox"/> Becker	<input type="checkbox"/> Becker

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

TODD COUNTY BOARD OF COMMISSIONERS

*Minutes of the Meeting of the Todd County Board of Commissioners held on
December 29, 2016*

Call to Order

The Todd County Board of Commissioners met in the Commissioner's Board Room in the City of Long Prairie, MN on the 29th day of December, 2016 at 9:00 AM. The meeting was called to order by Chairperson Becker. The meeting was opened with the Pledge of Allegiance. All Commissioners were present.

Approval of Agenda

On motion by Kneisl and second by Erickson, the following motion was introduced and adopted by unanimous vote. To approve the agenda with the addition of 8.7 Transfer of Funds-Recorder Dept.

Consent Agenda

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

To approve the Commissioner's Meeting Minutes for December 20, 2016 as presented.

To approve a One-Year On & Off Sale 3.2 Malt Liquor License for Don & Dave's Store at the address of 26762 County 26, Browerville, MN in Moran Township effective January 1st, 2017 through December 31st, 2017.

Auditor-Treasurer

On motion by Neumann and second by Kneisl, the following motion was introduced and adopted by unanimous vote: To approve the Commissioner Warrants number 45101 through 45182 in the amount of \$112,710.61.

On motion by Kircher and second by Erickson, the following motion was introduced and adopted by unanimous vote: To approve the Health & Human Services Warrants number 69756 through 69904 in the amount of \$168,278.54 and number 512074 through 512092 in the amount of \$28,276.46.

On motion by Neumann and second by Erickson, the following motion was introduced and adopted by unanimous vote: To approve the 2017 City Prosecution Contract Agreements between the Todd County Attorney and the Cities of Grey Eagle, Clarissa, Eagle Bend, Hewitt, & Bertha respectively.

On motion by Kircher and second by Kneisl, the following motion was introduced and adopted by unanimous vote: To approve the appointment of Dr. Quinn Strobl as the Todd County Medical Examiner, effective January 1, 2017 through December 31, 2022 to coincide with the current contract for Medical Examiner services in effect.

On motion by Erickson and second by Neumann, the following motion was introduced and adopted by unanimous vote: To approve the contract agreement with Point & Pay to provide credit card payment service to Todd County customers.

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

TRANSFER OF FUNDS – COUNTY DITCH 15 REPAYMENT

TODD COUNTY BOARD OF COMMISSIONERS

WHEREAS, in 2006, \$50,000 was borrowed from the General Revenue Fund to help pay for expenses incurred during the cleaning of County Ditch 15 via Board Resolution 2006-12/19-145, and;

WHEREAS, County Ditch 15 now has the funds available to pay back the outstanding \$50,000 owed to the General Revenue Fund;

NOW, THEREFORE BE IT RESOLVED, that the Todd County Board of Commissioners approve the transfer of \$50,000 from the Fund 40-County Ditches (County Ditch 15 Fund Balance) to Fund 01-General Revenue.

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

TRANSFER OF FUNDS – COUNTY DITCH 25 REPAYMENT

WHEREAS, in 2006, \$50,000 was borrowed from the General Revenue Fund to help pay for expenses incurred during the cleaning of County Ditch 25 via Board Resolution 2006-12/19-145, and;

WHEREAS, County Ditch 25 now has the funds available to pay back the outstanding \$50,000 owed to the General Revenue Fund;

NOW, THEREFORE BE IT RESOLVED, that the Todd County Board of Commissioners approve the transfer of \$50,000 from the Fund 40-County Ditches (County Ditch 25 Fund Balance) to Fund 01-General Revenue.

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

TRANSFER OF FUNDS – DITCH FUND REPAYMENT

WHEREAS, due to changes in accounting tracking methods of the County Ditch Funds over time, there exists payments made out of the County Ditch Fund that were not allocated directly to a specific ditch, and;

WHEREAS, the County Auditor/Treasurer's Office has researched these outstanding expenses and conclude that the original payments should have been generated from Fund 01-General Revenue;

NOW, THEREFORE BE IT RESOLVED, that the Todd County Board of Commissioners approve the transfer of \$16,898.16 from Fund 01-General Revenue to Fund 40-County Ditches.

Emergency Management

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

APPROVE THE LOCAL EMERGENCY OPERATIONS PLAN REVIEW

WHEREAS, the Todd County Board of Commissioners have reviewed the Todd County Emergency Operations Plan, and;

NOW, THEREFORE BE IT RESOLVED, Todd County Board of Commissioners, find that it adequately addresses the reviewing planning requirements.

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

A RESOLUTION SUPPORT OF THE DEVELOPMENT AND MAINTENANCE OF THE CONTINUITY OF OPERATIONS PLAN FOR TODD COUNTY

WHEREAS, the *National Security Presidential Directive 51*, *National Security Presidential Directive 20*, and *Emergency Preparedness Requirements for Medicare and Medicaid Participating Providers and Suppliers* ruling are required to have by November 16, 2017 a Continuity of Operations Plan (COOP), and;

TODD COUNTY BOARD OF COMMISSIONERS

WHEREAS, the participation and support of the development\maintenance of the Todd County COOP shall be required by all departments, and;

WHEREAS, the Continuity Program Manager (CPM) shall be the Emergency Management Director of Todd County, and;

WHEREAS, the CPM will create a COOP committee that will contain of one primary and one alternate person from each department, and;

WHEREAS, the CPM will provide continuity of operations plan Awareness training to the committee members. This training will include, defining continuity of operations, identify the legal basis for continuity of operations, understanding the Continuity Program Management Cycle and describe the elements of a viable continuity program, and;

WHEREAS, the CPM will report to the Board of Commissioners as to the progress of the COOP.

NOW, THEREFORE BE IT RESOLVED that all Todd County Departments shall participate in the development and maintenance of the Todd County Continuity of Operations Plan set forth.

Solid Waste

On motion by Kneisl and second by Kircher, the following resolution was introduced and adopted by majority vote with Neumann opposed:

A RESOLUTION TO APPROVE 2017 SOLID WASTE ENTERPRISE FUND BUDGET

WHEREAS, the Todd County Board of Commissioners are required to adopt an annual budget and certify it to the County Auditor;

NOW, THEREFORE BE IT RESOLVED, the Todd County Board of Commissioners hereby approves the following as the 2017 Budget for the Solid Waste Enterprise Fund of the County of Todd, Minnesota and directs that it be forwarded to the County Auditor.

Solid Waste Enterprise Fund 2017 Budget

	2017 Budget	2016 Budget
Property Taxes And Penalties	609,934	578,000
Licenses & Permits	800	800
Intergovernmental	1,654	-
State Grants	70,000	70,000
Charges For Services	1,065,000	915,000
Miscellaneous	84,500	89,500
Transfers In	-	30,000
Subtotal Revenues	1,831,888	1,683,300
Personal Services	414,669	380,870
Services And Charges	1,267,200	1,145,100
Supplies And Materials	130,150	158,150
Capital Expenditures	252,000	130,000
Other Expenditures	74,000	74,000
Transfers	-	30,000
Subtotal Expenditures	2,138,019	1,918,120
Balance	(306,131)	(234,820)

TODD COUNTY BOARD OF COMMISSIONERS

On motion by Kneisl and second by Kircher, the following motion was introduced and adopted by majority vote with Neumann opposed: To approve the volume based service fees for commercial/industrial parcels.

On motion by Kneisl and second by Kircher, the following motion was introduced and adopted by majority vote with Neumann opposed: To approve the increase of per pound MSW disposal fee from \$0.05 to \$0.07 per pound. Increase the per ton MSW disposal fee from \$90 to \$94 per ton.

Human Resources

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

2017 NON-UNION EMPLOYEE/APPOINTED OFFICIALS SALARY

WHEREAS, the Todd County Board of Commissioners is responsible for setting compensation of county employees, elected officials, appointed officials and board members, and;

WHEREAS, the Todd County Board of Commissioners desires to follow the pattern bargained with unions for the non-union county employees and appointed officials, and;

WHEREAS, the agreements include a 2.0% general increase effective the first full pay period worked in January, 2017, pay date February 1, 2017 and step increase effective the first full pay period worked in July, 2017, pay date August 2, 2017 for step eligible staff. No employee shall be eligible for a step increase that exceeds the maximum of the Springsted salary schedule.

NOW, THEREFORE BE IT RESOLVED, that the Todd County Board of Commissioners authorize a 2.0% general increase in the non-union employees and appointed officials in January 2017 and step increase in July 2017.

Motion was made by Neumann to set all Elected Officials salaries at a 5.06% increase, motion failed for lack of second.

On motion by Erickson and second by Kircher, the following resolution was introduced and adopted by majority vote with Neumann opposed:

2017 COUNTY ATTORNEY SALARY

WHEREAS, the Todd County Board of Commissioners is responsible for setting compensation of county employees, elected officials, appointed officials and board members, and;

WHEREAS, the Todd County Board of Commissioners considered the duties and responsibilities of each individual position; and

WHEREAS, the Todd County Board of Commissioners considered the salaries of elected officials in other comparable counties; and

NOW, THEREFORE BE IT RESOLVED, that the Todd County Board of Commissioners approve setting the County Attorney salary at \$103,000 for 2017.

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

2017 COUNTY AUDITOR-TREASURER SALARY

WHEREAS, the Todd County Board of Commissioners is responsible for setting compensation of county employees, elected officials, appointed officials and board members, and;

TODD COUNTY BOARD OF COMMISSIONERS

WHEREAS, the Todd County Board of Commissioners considered the duties and responsibilities of each individual position; and

WHEREAS, the Todd County Board of Commissioners considered the salaries of elected officials in other comparable counties; and

NOW, THEREFORE BE IT RESOLVED, that the Todd County Board of Commissioners approve setting the County Auditor Treasurer salary at \$79,000 for 2017.

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

2017 COUNTY COMMISSIONER SALARY

WHEREAS, the Todd County Board of Commissioners is responsible for setting compensation of county employees, elected officials, appointed officials and board members, and;

WHEREAS, the Todd County Board of Commissioners considered the duties and responsibilities of each individual position; and

WHEREAS, the Todd County Board of Commissioners considered the salaries of elected officials in other comparable counties; and

NOW, THEREFORE BE IT RESOLVED, that the Todd County Board of Commissioners approve setting the County Commissioners salary at \$28,560 plus \$1,200 supplemental pay for the Board Chair in 2017.

On motion by Erickson and second by Kircher, the following resolution was introduced and adopted by majority vote with Becker and Neumann opposed:

2017 COUNTY RECORDER SALARY

WHEREAS, the Todd County Board of Commissioners is responsible for setting compensation of county employees, elected officials, appointed officials and board members, and;

WHEREAS, the Todd County Board of Commissioners considered the duties and responsibilities of each individual position; and

WHEREAS, the Todd County Board of Commissioners considered the salaries of elected officials in other comparable counties; and

NOW, THEREFORE BE IT RESOLVED, that the Todd County Board of Commissioners approve setting the County Recorder salary at \$78,843.61 for 2017.

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

2017 COUNTY SHERIFF SALARY

WHEREAS, the Todd County Board of Commissioners is responsible for setting compensation of county employees, elected officials, appointed officials and board members, and;

WHEREAS, the Todd County Board of Commissioners considered the duties and responsibilities of each individual position; and

WHEREAS, the Todd County Board of Commissioners considered the salaries of elected officials in other comparable counties; and

NOW, THEREFORE BE IT RESOLVED, that the Todd County Board of Commissioners approve setting the County Sheriff salary at \$86,259 for 2017.

TODD COUNTY BOARD OF COMMISSIONERS

Personnel Committee

The interview team has conducted first round interviews for the County Coordinator and are recommending candidate Joseph Hatch for a second round interview with the full County Board.

Adjourn

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

COMMISSIONER WARRANTS

<u>VENDOR NAME</u>	<u>AMOUNT</u>
AMERICAN SOLUTIONS FOR BUSINESS	\$ 4,578.16
BUSKER CONCRETE	\$ 5,000.00
CENTRACARE HEALTH SERVICES	\$ 2,537.78
CHAMBERLAIN OIL COMPANY	\$ 2,802.73
Clark Equipment Co. dba Bobcat Company	\$ 36,873.37
COMPASS MINERALS AMERICA	\$ 14,770.72
MN STATE AUDITOR	\$ 5,461.91
MN STATE SHERIFFS ASSOC	\$ 7,167.00
MORRIS ELECTRONICS	\$ 3,111.20
SANOFI PASTEUR INC	\$ 5,178.08
ZIEGLER INC	\$ 3,195.83
Payments less than 2000	\$ 22,033.83
Total:	\$ 112,710.61

HEALTH & HUMAN SERVICES WARRANTS

<u>VENDOR NAME</u>	<u>AMOUNT</u>
COMMUNITY AND FAMILY SRVS LLC	\$ 8,258.93
NORTHERN PINES MENTAL HLTH CTR	\$ 3,654.00
PSJ ACQUISITION LLC	\$ 5,007.77
WEST CENTRAL REG JUVENILE CTR	\$ 3,312.50
Payments less than 2000	\$ 8,043.26
Total:	\$ 28,276.46

<u>VENDOR NAME</u>	<u>AMOUNT</u>
BENSON FUNERAL HOME - ST CLOUD, MN	\$ 4,750.00
DHS - SWIFT	\$ 48,225.33
INFORMATION SYSTEM CORP	\$ 36,455.00
RURAL MN CEP INC	\$ 17,524.37
TODD COUNTY MIS DEPT	\$ 18,553.60
US POSTAL SERVICE	\$ 5,264.00
143 PAYMENTS LESS THAN 2000	\$ 37,506.24
Total:	\$ 168,278.54

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 <i>(for Admin use)</i> : 20170103-12	

Title for Agenda (for publication): Approve Auditor Warrants	
Date of Meeting: January 3, 2017	Total time requested: 5 min
Department Requesting Action: Auditor-Treasurer	
Presenting Board Action/Discussion at Meeting: Denise Gaida	
Background <input checked="" type="checkbox"/> Supporting Documentation enclosed	
Printout has been sent to the Commissioners & Warrants for Publication are attached.	
Options <input type="checkbox"/> Supporting Documentation enclosed	
Recommendation <input checked="" type="checkbox"/> The Todd County Board of Commissioners approves the following by Motion: to approve the Auditor Warrants number 228701 thru 228863 in the amount of \$961,946.43.	
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"/> Erickson	<input type="checkbox"/> Erickson
Second:	<input type="checkbox"/> Neumann	<input type="checkbox"/> Neumann
<input type="checkbox"/> Passed	<input type="checkbox"/> Kneisl	<input type="checkbox"/> Kneisl
<input type="checkbox"/> Failed	<input type="checkbox"/> Kircher	<input type="checkbox"/> Kircher
<input type="checkbox"/> Tabled	<input type="checkbox"/> Becker	<input type="checkbox"/> Becker

Signatures	
STATE OF MINNESOTA } COUNTY OF TODD }	
I, Denise Gaida, County Auditor-Treasurer, Todd County, Minnesota hereby certify that I have compared the foregoing copy of the proceedings of the County Board of said County with the original record thereof on file in the Auditor-Treasurer's 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 for Publication
December 2016

Vendor Name	Amount
AMERICAN HERITAGE BANK	\$ 2,147.00
COMPUTER PROFESSIONALS	\$ 4,467.00
GOULD/RHONDA M	\$ 2,499.00
LONG PRAIRIE SANITATION INC	\$ 3,261.79
RESOURCE TRAINING AND SOLUTIONS	\$ 233,741.50
TODD CO AUD-TREAS	\$ 15,795.50
TODD SOIL & WATER CONS DIST	\$ 69,141.00
VERIZON	\$ 2,635.94
WIDSETH SMITH NOLTING INC	\$ 3,299.15
Payments less than 2000	\$ 8,096.88
ALLIANCE BUILDING CORPORATION	\$ 20,045.00
AMERICAN HERITAGE BANK	\$ 41,663.68
CARD SERVICES COBORNS	\$ 3,403.60
FLEET SERVICES/WEX BANK	\$ 3,778.25
GENE-O'S COUNTRYSIDE REST LLC	\$ 6,200.65
LONG PRAIRIE OIL COMPANY	\$ 6,982.96
MARCYES EXC INC	\$ 6,450.00
MINNESOTA POWER & LIGHT	\$ 14,473.14
MITCH'S FUEL SERVICE	\$ 13,650.00
MN DEPT OF FINANCE	\$ 5,737.50
MORRISON COUNTY	\$ 9,003.15
PHEASANTS FOREVER	\$ 14,342.92
Prairie Lakes Municipal Solid Waste Auth	\$ 77,173.40
RESOURCE TRAINING AND SOLUTIONS	\$ 221,100.50
STEP	\$ 3,290.00
VOYANT COMMUNICATIONS, LLC	\$ 3,178.14
Payments less than 2000	\$ 10,494.15
AMERICAN HERITAGE	\$ 6,251.62
CITY OF LONG PRAIRIE	\$ 13,170.65
PETERS & CHURCHWELL	\$ 4,190.50
REGENTS OF THE UNIV OF MN	\$ 31,664.46
US POSTAL SERVICE	\$ 9,400.43
Payments less than 2000	\$ 12,626.94
CENTERPOINT ENERGY	\$ 2,541.64
CENTRAL SPECIALTIES INC	\$ 37,332.32
STOECKEL JAHNER INC	\$ 10,750.00
VERIZON	\$ 2,976.75
WIDSETH SMITH NOLTING INC	\$ 7,664.57
Payments less than 2000	\$ 17,324.75
Total:	\$ 961,946.43

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 <i>(for Admin use)</i> : 20170103-13	

Title for Agenda (for publication): Increase in Sheriff's Salary	
Date of Meeting: January 17 th , 2017	Total time requested: 5 minutes
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	
The Todd County Board of Commissioners approved the additional increase of the Sheriff's salary in the amount of \$1,569.00 for 2017. These funds are to be transferred within the 2017 Sheriff's budget.	
Options <input type="checkbox"/> Supporting Documentation enclosed	
Recommendation <input checked="" type="checkbox"/> The Todd County Board of Commissioners approves the following by Motion:	
Transfer these funds from Account 01-201-000-0000-6104 Part-time Wages to 01-201-000-0000-6106 Elected Officials Salary.	
Financial Implications: \$ 1,569.00	Comments
Funding Source: 2017 Budget	
Budgeted: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	

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

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

Todd County, MN Budget Request Form



Action Requested
<input checked="" type="checkbox"/> Budget Amendment (Complete Section A) <input type="checkbox"/> Carryover (Complete Section A) <input type="checkbox"/> Purchase (Complete Section B)
FRF Tracking Number (Admin Use) FRF #

Department: Todd County Sheriff's Office			
Section A:		Budget Year: 2017 Carryover to Budget Year:	
Transfer from	(Description)	Amount	Transfer to (Description)
01-201-000-0000-6104	(Part-time Wages)	\$1,569.00	01-201-000-0000-6106 (Elected Official Salary)
-	-	-	-
-	-	-	-
-	-	-	-
-	-	-	-
Total:		\$	
Section B:			
Purchase Line Item	(Description)	Amount	Vendor
-	-	-	
-	-	-	
-	-	-	
-	-	-	
-	-	-	
Total		\$	
Purpose and/or Description of Purchase, Documentation of Bid Process			
Increase in Elected Official Salary. <input type="checkbox"/> Supporting Documentation enclosed			
Authorization		Signature	Date
Purchaser (if completed Section B)			
Department Head:		<input type="checkbox"/> Approved <input type="checkbox"/> Denied	
County Auditor-Treasurer		<input type="checkbox"/> Approved <input type="checkbox"/> Denied	
Board Chairperson: Barb Becker		<input type="checkbox"/> Approved <input type="checkbox"/> Denied	
Filed: <input type="checkbox"/> Department <input type="checkbox"/> Administrator <input type="checkbox"/> Auditor-Treasurer		Warrant Number:	

Todd County, MN Board Action Form



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 <i>(for Admin use)</i> : 20170103-14	

Title for Agenda (for publication): MS Tram Overnight Visit in Todd County	
Date of Meeting: January 3 rd , 2017	Total time requested: 10 minutes
Department Requesting Action: City of Long Prairie / Long Prairie Area Chamber of Commerce	
Presenting Board Action/Discussion at Meeting: Luan Thomas-Brunkhorst	
Background <input type="checkbox"/> Supporting Documentation enclosed	
See attached document for discussion	
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 checked="" type="checkbox"/> Yes <input type="checkbox"/> No	

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

Signatures	
STATE OF MINNESOTA } COUNTY OF TODD }	
I, Denise Gaida, County Auditor-Treasurer, Todd County, Minnesota hereby certify that I have compared the foregoing copy of the proceedings of the County Board of said County with the original record thereof on file in the Auditor-Treasurer's 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	

Dear Commissioners,

My name is Luan Thomas-Brunkhorst, and I am the Chamber of Commerce director here in Long Prairie. In October of this year, Jody Payne, who manages the [MS TRAM](#) (CLICK HERE FOR MORE INFO), called me at my office and asked if Long Prairie would host the MS TRAM overnight (600-700 bicyclists). I was excited about the possibility, but I told her that she would have to contact Brenda Thomas the City Administrator. Brenda Thomes, Don Rasmussen, two representatives from the Wellness committee at CentraCare and myself met with Jody Payne and her colleague Scott. We were shown a Powerpoint about MS TRAM hosting and duties, and following the presentation, we were asked if we would be willing to be a host city. We were all in agreement that it would be beneficial for the entire town.

One of the major responsibilities of the Host City is to provide a campground/camping area. We decided that the Todd County Fairgrounds would be a feasible place to host 600-700 overnights. We are now asking you the County, County Commissioners for your permission to use the Todd County Fairgrounds along with the land across from the LPGE HS parking lot as a campground and entertainment area for one night - Wednesday, July 19, 2017. There are many details that need to be taken care of before that date, but we are taking one step at a time. Once a month the Wellness Committee meets at CentraCare to speak about many topics of a healthy community and the MS TRAM is now on the agenda for discussion every month. At the December meeting, I shared this document below with the group. It is a basic information sheet about the MS TRAM and which committees need to be formed and their responsibilities. This information will give you a basic idea of what is involved in this endeavor. Thank you for your attention.

SEE BELOW:

MS TRAM BASIC INFORMATION SHEET

MS Tram is coming to LONG PRAIRE: What is the MS Tram?- Bike MS TRAM (The Ride Across Minnesota) is Minnesota's greatest cycling vacation. Over 600 riders will travel through picturesque scenery and the rich history of central Minnesota, starting in Alexandria with overnight stops in **Long Prairie**, Wadena and Fergus Falls. Choose to ride a three-day weekend route or take on the full five days. [MS TRAM](#) (CLICK HERE FOR MORE INFO)

Route details

Riders will check in Wednesday, July 19 from 7:30 to 10 a.m., in Alexandria, Minn., and once again begin riding to the first destination. The entire five-day ride is about 277 miles, while the three-day ride is about 163 miles. Check out the schedule:

Wednesday, July 19 — Cyclists will head for Long Prairie following check-in. **REFRESHMENT STOP in Clotho at the United Methodist** Church -Mileage: approximately 48.

Thursday, July 20 — Cyclists will make their way from Long Prairie to Wadena. Riders joining for the three-day option can check in Thursday evening or Friday morning in Wadena. Mileage: approximately 66.

Friday, July 21 — With three-day cyclists joining the group, TRAM cyclists will head to Fergus Falls. Mileage: approx. 58.

Saturday, July 22 — Cyclists will take on a Fergus Falls loop, starting and ending back in Fergus Falls. Mileage: approx. 58.

Sunday, July 23 — Bringing the ride to a grand finish, cyclists will pedal from Fergus Falls back to Alexandria. Transportation will be provided back to Wadena for the three-day riders. Mileage: approximately 47.

“Basic” Schedule:

- Bikers arrive 9:30am-1:30pm
- Down time- visit Downtown/HWY 71/Fairgrounds- entertainment
- 7pm announcements and awards- entertainment

WHO WANTS TO HELP VOLUNTEER? -

To Volunteer contact the Chamber 320 732-2514 or City Hall 320 732-2167

General List of Committees:

- Campground/Camping help
- Medical services
- Sanitation
- Shuttle bus
- Luggage & Bikes
- Entertainment
- Information
- Food & Beverage
- Volunteer Recruitment

Committees' Responsibilities/Duties:

- Campground/Camping help
 - Secure an area large enough for 300-350 tents (there were approximately 300 tents in 2016)
 - Make sure there are adequate fire lanes between tents in the event emergency vehicles are needed
 - Set aside RV and camper parking (approximately 35 in 2016) (hook ups not required)
 - Designate camping area for ride marshals (10 tents in shade if possible)
 - Car & Truck parking – approximately 30 cars & vans; 3 luggage trucks; 4 rest stop trucks (26')
 - Coordinate the flow of all other activities at the site
 - Shade... lots of shade! (if possible...)
 - New tent services being offered to riders this year –
- Medical services
 - First-aid personnel needs to be available on site for the entire duration of our stay
 - Ambulance move their operation to the site for the night
 - Fire crew has stayed overnight
 - Trained volunteers with necessary supplies in visible area
- Sanitation
 - Make arrangements for garbage collection and clean up throughout the community
 - Coordinate placement of portable toilets and portable showers as well as additional showers
 - Shower truck requirements
 - Fresh water hose within 100' of trailer & sewer available within 100'.
- Shuttle bus
 - Coordinate shuttle buses to run from hotels, shower sites, restaurants and other points of interest
 - Load and unload in convenient location without need to turn around, back up or cross pedestrian traffic

- Luggage & Bikes
 - Coordinate volunteers to unload luggage trucks in the campground and to help reload the next morning—centralize location
 - Secure bicycles all day and overnight

- Entertainment
 - Coordinate the entertainment and celebration in the community
 - Recruit local talent to perform throughout the afternoon and evening

- Information
 - Organize the information booth to be set up in a highly visible location as participants ride into the finish area
 - Coordinate the printing of a Bike MS: TRAM Ride Host City Flyer (600-700)
 - Local newspapers, your Host City flyer and next town’s fliers (deliver 200-300 of your fliers to the Host City prior to yours by 10:00 a.m. the day before)
 - Work with local media to promote the event, recruit volunteers and notify residents
 - Promote your town to riders!
 - Charging station for cell phones
 - Map of the city – “you are here” (develop lay out maps for staff)
 - Shuttle routes/tickets/wristbands
 - Bottled waters & sports drinks to sell
 - Lost & Found

- Food & Beverage
 - Organize groups and restaurants to provide food at your location
 - Let your restaurant’s know Bike MS: TRAM Ride is in town for any changes needed in hours and staffing
 - Recruit a group to serve dinner
 - Arrange a grab-and-go breakfast
 - Provide a beer garden
 - Provide water for riders to fill water bottles before they leave town

- Volunteer Recruitment
 - Recruit and place the volunteers needed in each of the areas

****Miscellaneous Areas of Concern**

- Security and local route
- Communications
- Signs; town trivia
- Massage Therapists
- Golf Carts
- Bike shops
- Create a festive finish line

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 <i>(for Admin use)</i> : 20170103-15	

Title for Agenda (for publication): Hiring Wetland Conservation Coordinator	
Date of Meeting: 1/3/17	Total time requested: 5 min
Department Requesting Action: SWCD	
Presenting Board Action/Discussion at Meeting: Tim Stieber	
Background <input type="checkbox"/> Supporting Documentation enclosed	
The WCA Coordinator position was vacated 8/19/16. The position was evaluated by Springstad during the recent salary study and found to be Grade 10-B. Other activities as listed on the announcement would provide for full time activity and provide additional funding. Interviews were conducted and an offer made and accepted.	
Options <input type="checkbox"/> Supporting Documentation enclosed	
Recommendation <input checked="" type="checkbox"/> The Todd County Board of Commissioners approves the following by Motion:	
Approve hiring of Lewis Noska for Wetland Conservation Coordinator at Grade 10-B starting January 6, 2017.	
Financial Implications: \$43,282	Comments
Funding Source: NRBG & Match	
Budgeted: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	

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

Signatures	
STATE OF MINNESOTA } COUNTY OF TODD }	
I, Denise Gaida, County Auditor-Treasurer, Todd County, Minnesota hereby certify that I have compared the foregoing copy of the proceedings of the County Board of said County with the original record thereof on file in the Auditor-Treasurer's 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 <i>(for Admin use)</i> : 20170103-16	

Title for Agenda (for publication): Approve proceeding with BWSR grant.	
Date of Meeting: 1/3/17	Total time requested: 5 min
Department Requesting Action: Planning and Zoning	
Presenting Board Action/Discussion at Meeting: Tim Stieber	
Background <input type="checkbox"/> Supporting Documentation enclosed	
An inventory of septic system compliance was conducted during 2015-2016 by PZ staff within the critical area of the City of Long Prairie DWSMA. The work identified systems not meeting SSTS standards. A follow-up grant was prepared, submitted, and received to cost share replacement SSTS systems within the DWSMA for applicants that meet low income levels as set by USDA. The grant will provide \$79,054 for system cost share and approx. \$7000 for staff time to administer the grant.	
Options <input type="checkbox"/> Supporting Documentation enclosed	
Recommendation <input checked="" type="checkbox"/> The Todd County Board of Commissioners approves the following by Motion:	
Approve accepting of grant C17-6950 that provides low income landowner septic cost share and proceed with implementing the grant within the Long Prairie DWSMA.	
Financial Implications: \$79,054	Comments
Funding Source: BWSR grant	
Budgeted: <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	

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

Signatures	
STATE OF MINNESOTA COUNTY OF TODD I, Denise Gaida, County Auditor-Treasurer, Todd County, Minnesota hereby certify that I have compared the foregoing copy of the proceedings of the County Board of said County with the original record thereof on file in the Auditor-Treasurer's 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 type="checkbox"/> Report <input checked="" type="checkbox"/> Resolution <input type="checkbox"/> Other
Board Action Tracking Number <i>(for Admin use)</i> : 20170103-17	

Title for Agenda (for publication): Solid Waste Tipping Fees-MSW-2017	
Date of Meeting: January 3, 2017	Total time requested: 5 minutes
Department Requesting Action: Solid Waste	
Presenting Board Action/Discussion at Meeting: Jeremy Clasemann	
Background <input type="checkbox"/> Supporting Documentation enclosed	
Options <input checked="" type="checkbox"/> Supporting Documentation enclosed	
Set an effective date for implementation of MSW Tipping Fees	
Recommendation <input checked="" type="checkbox"/> The Todd County Board of Commissioners approves the following by Motion:	
Set the implementation date as March 1, 2017	
Financial Implications: \$	Comments
Funding Source:	
Budgeted: <input type="checkbox"/> Yes <input type="checkbox"/> No	

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

Signatures	
STATE OF MINNESOTA COUNTY OF TODD}	
I, Denise Gaida, County Auditor-Treasurer, Todd County, Minnesota hereby certify that I have compared the foregoing copy of the proceedings of the County Board of said County with the original record thereof on file in the Auditor-Treasurer's 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

SOLID WASTE TIPPING FEES-MSW-2017

WHEREAS, this the Todd County Board has approved increased Municipal Solid Waste tipping fees for 2017 at the Todd County Transfer Station.

NOW, THEREFORE BE IT RESOLVED, that the increase in tipping fees for Municipal Solid Waste become effective on Wednesday, March 1, 2017.

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 <i>(for Admin use)</i> : 20170103-18	

Title for Agenda (for publication): Approve 2017 Tobacco Licenses	
Date of Meeting: 01/03/2017	Total time requested: 5 minutes
Department Requesting Action: Health & Human Services	
Presenting Board Action/Discussion at Meeting: Jackie Och/Katherine Mackedanz	
Background <input type="checkbox"/> Supporting Documentation enclosed	
Todd County Health and Human Services licenses establishments in Todd County to sell tobacco products. The following establishments have submitted an application and payment to sell tobacco products in 2017: Clarissa Municipal Liquor, Clarissa, MN; Don and Dave's Store, Staples, MN; The Hub Supper Club, Burtrum MN; Jon's Family Foods, Clarissa, MN; Oscar Jacobsen American Legion Post 417, Long Prairie, MN; Rohde's Midway Gas, Bar and Grill, Long Prairie, MN; Saukinac Bar and Grill, Sauk Centre, MN; Seven Oaks Express, Clarissa, MN.	
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 above mentioned 2017 tobacco license applications.	
Financial Implications: \$35.00 or \$70.00 each (A half price discount was offered to establishments that attended Tobacco Retailer Training)	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"/> Erickson	<input type="checkbox"/> Erickson
Second:	<input type="checkbox"/> Neumann	<input type="checkbox"/> Neumann
<input type="checkbox"/> Passed	<input type="checkbox"/> Kneisl	<input type="checkbox"/> Kneisl
<input type="checkbox"/> Failed	<input type="checkbox"/> Kircher	<input type="checkbox"/> Kircher
<input type="checkbox"/> Tabled	<input type="checkbox"/> Becker	<input type="checkbox"/> Becker

Signatures	
STATE OF MINNESOTA } COUNTY OF TODD }	
I, Denise Gaida, County Auditor-Treasurer, Todd County, Minnesota hereby certify that I have compared the foregoing copy of the proceedings of the County Board of said County with the original record thereof on file in the Auditor-Treasurer's 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 <i>(for Admin use)</i> : 20170103-19	

Title for Agenda (for publication): Appoint Social Worker (Care Coordinator)	
Date of Meeting: 01/03/2017	Total time requested: 5 min
Department Requesting Action: Health & Human Services	
Presenting Board Action/Discussion at Meeting: Jackie Och/Michael Steinbeisser	
Background <input type="checkbox"/> Supporting Documentation enclosed	
A Care Coordinator position exists within the Adult/Disability Unit. At the Todd County Board of Commissioners meeting on Nov 15, 2016, this position was approved to be filled by either an Registered Nurse or a Social Worker.	
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 Lisa Thielman, Social Worker, to fill the open Care Coordinator position at Grade 10, Step 2 - \$24.43/hr contingent upon successful completion of required background check and/or employee physical.	
Financial Implications: \$24.43/hour Grade 10, Step 2	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"/> Erickson	<input type="checkbox"/> Erickson
Second:	<input type="checkbox"/> Neumann	<input type="checkbox"/> Neumann
<input type="checkbox"/> Passed	<input type="checkbox"/> Kneisl	<input type="checkbox"/> Kneisl
<input type="checkbox"/> Failed	<input type="checkbox"/> Kircher	<input type="checkbox"/> Kircher
<input type="checkbox"/> Tabled	<input type="checkbox"/> Becker	<input type="checkbox"/> Becker

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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 <i>(for Admin use)</i> : 20170103-20	

Title for Agenda (for publication): Appoint Eligibility Worker (JB)	
Date of Meeting: 01/03/2017	Total time requested: 5 min
Department Requesting Action: Health & Human Services	
Presenting Board Action/Discussion at Meeting: Jackie Och/Lisa Chapin	
Background <input checked="" type="checkbox"/> Supporting Documentation enclosed	
An Eligibility Worker opening exists within the Financial Support Services Unit. At the Todd County Board of Commissioners meeting on November 15, 2016, this position was approved to be filled.	
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 Jackie Ballou to fill the open Eligibility Worker position at Grade 6, Step 2 - \$19.35/hr contingent upon successful completion of required background check and/or employee physical.	
Financial Implications: \$19.35/hour	Comments
Funding Source: 11-Social Services	
Budgeted: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	

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

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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 <i>(for Admin use)</i> : 20170103-21	

Title for Agenda (for publication): Appoint Eligibility Worker (MP)	
Date of Meeting: 01/03/2017	Total time requested: 5 min
Department Requesting Action: Health & Human Services	
Presenting Board Action/Discussion at Meeting: Jackie Och/Lisa Chapin	
Background <input checked="" type="checkbox"/> Supporting Documentation enclosed	
An Eligibility Worker opening exists within the Financial Support Services Unit. At the Todd County Board of Commissioners meeting on November 15, 2016, this position was approved to be filled.	
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 Michelle Pietz to fill the open Eligibility Worker position at Grade 6, Step 1 - \$18.79/hr contingent upon successful completion of required background check and/or employee physical.	
Financial Implications: \$18.79/hour	Comments
Funding Source: 11-Social Services	
Budgeted: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	

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

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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 <i>(for Admin use)</i> : 20170103-22	

Title for Agenda (for publication): Hire County Coordinator	
Date of Meeting: January 3 rd , 2017	Total time requested: 5 min
Department Requesting Action: Personnel Committee	
Presenting Board Action/Discussion at Meeting: Karla Nalezny	
Background <input type="checkbox"/> Supporting Documentation enclosed	
First and second round interviews have been conducted with the Personnel Committee recommending Joseph Hatch for the County Coordinator position.	
Options <input type="checkbox"/> Supporting Documentation enclosed	
Recommendation <input checked="" type="checkbox"/> The Todd County Board of Commissioners approves the following by Motion:	
The Personnel Committee recommends the hire of Joseph Hatch for County Coordinator. Salary placement on Grade 16, step 7, \$83,574.23 plus two weeks (80 hours) of vacation. Start date to be determined.	
Financial Implications: \$83,574.23 plus fringe	Comments
Funding Source:	
Budgeted: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	

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