

# TODD COUNTY BOARD OF COMMISSIONERS

## Regular Board Meeting Agenda

Date: May 16, 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..*

<b>Item #</b>		<b>Approx. Time</b>
<b>1</b>	<b>Call to Order and Roll Call</b>	9:00
<b>2</b>	<b>Pledge of Allegiance</b>	9:01
<b>3</b>	<b>Amendments to the Agenda</b>	9:03
<b>4</b>	<b>Potential Consent Items</b>	9:04
4.1	Approve May 2, 2017 Meeting Minutes	
4.2	Shady's Golden Eagle Inc - Liquor License	
<b>5</b>	<b>Auditor-Treasurer</b>	9:05
5.1	Commissioner Warrants	
5.2	Health & Human Services Warrants	
5.3	Memorial Day Appropriations	
5.4	Senior Citizen Center Appropriations	
5.5	EMS Proclamation	
<b>6</b>	<b>Planning &amp; Zoning</b>	9:10
6.1	Anderson Construction CUP	
6.2	Boyer CUP	
<b>7</b>	<b>Health &amp; Human Services</b>	9:15
7.1	Proclamation of May as Foster Care Provider Month	
7.2	Energy Assistance Program Delivery for Federal Fiscal Year 2018	
7.3	Update on Eagle Bend Hilltop Regional Kitchen	
<b>8</b>	<b>Human Resources</b>	9:30
8.1	Facilities Supervisor Resignation	
8.2	Facilities Supervisor Hire	
8.3	Establish Facilities Maintenance Technician Position	
8.4	Recruit Full-Time Maintenance Technician Position	
	<b>Standing Reports</b>	
	Auditor-Treasurer Report	
	Commissioners' Report	
	Coordinator Report	
	<b>Adjourn</b>	

# Todd County, MN Board Action Form



<b>Action Requested</b>	
<input checked="" type="checkbox"/> Action/Motion <input type="checkbox"/> Discussion <input type="checkbox"/> Information Item	<input type="checkbox"/> Report <input type="checkbox"/> Resolution <input type="checkbox"/> Other
Board Action Tracking Number <i>(for Admin use)</i> : 20170516-01	

<b>Title for Agenda (for publication): Meeting Minutes Approval</b>	
Date of Meeting: May 16, 2017	Total time requested: 5 min
Department Requesting Action: Auditor-Treasurer	
Presenting Board Action/Discussion at Meeting: Denise Gaida	
<b>Background</b> <input type="checkbox"/> Supporting Documentation enclosed	
Minutes for the following meeting are attached: May 2 <sup>nd</sup> , 2017	
<b>Options</b> <input type="checkbox"/> Supporting Documentation enclosed	
<b>Recommendation</b> <input checked="" type="checkbox"/> The Todd County Board of Commissioners approves the following by Motion: to approve the Commissioner's Meeting Minutes for May 2 <sup>nd</sup> , 2017 as presented.	
<b>Financial Implications: \$</b>	Comments
Funding Source:	
Budgeted: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	

Action	Voting in Favor	Voting Against
Motion:	<input type="checkbox"/> 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

<b>Signatures</b>	
STATE OF MINNESOTA } COUNTY OF TODD }	
I, Denise Gaida, County Auditor-Treasurer, Todd County, Minnesota hereby certify that I have compared the foregoing copy of the proceedings of the County Board of said County with the original record thereof on file in the 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  
May 2, 2017*

## **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 2<sup>nd</sup> day of May, 2017 at 9:00 AM. The meeting was called to order by Vice-Chairperson Neumann. The meeting was opened with the Pledge of Allegiance. All Commissioners were present except Commissioner Erickson.

## **Approval of Agenda**

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

## **Consent Agenda**

On motion by Becker and second by Kneisl, the following motions and resolutions were introduced and adopted by unanimous vote:

To approve the Commissioner's Meeting Minutes for April 18<sup>th</sup>, 2017 as presented.

### **GAMBLING PERMIT – HOLY FAMILY SCHOOL**

**WHEREAS**, the Todd County Board of Commissioners are establishing their approval for a Gambling Permit for the Holy Family School through this resolution;

**NOW, THEREFORE BE IT RESOLVED**, that the Todd County Board of Commissioners approve a Gambling Permit for the Holy Family School to hold a raffle at Diamond Point Steakhouse & Lounge in Birchdale Township at the address 12818 Bayview Drive, Sauk Centre, MN on August 11<sup>th</sup>, 2017.

### **GAMBLING PERMIT – LITTLE BIRCH LAKE IMPROVEMENT ASSOCIATION**

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

**NOW, THEREFORE BE IT RESOLVED**, that the Todd County Board of Commissioners approve a Gambling Permit for the Little Birch Lake Improvement Association to hold a raffle at The Hub Supper Club in Burnhamville Township at the address 30905 County 13, Burtrum, MN on September 9<sup>th</sup>, 2017.

## **Auditor-Treasurer**

On motion by Kircher and second by Kneisl, the following motion was introduced and adopted by unanimous vote: To approve the April 2017 Auditor Warrants number 229349 through 229480 in the amount of \$378,591.18.

On motion by Becker and second by Kneisl, the following motion was introduced and adopted by unanimous vote: To approve the Commissioner Warrants number 45942 through 46030 in the amount of \$215,793.37.

On motion by Kircher and second by Kneisl, the following motion was introduced and adopted by unanimous vote: To approve the Health & Human Services Warrants number 512512 through 512535 in the amount of \$48,631.05 and warrants number 700472 through 700615 in the amount of \$118,847.06.

# TODD COUNTY BOARD OF COMMISSIONERS

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

## **TRANSFER OF FUNDS FROM GENERAL FUND TO TODD COUNTY DEVELOPMENT CORPORATION FUND**

**WHEREAS**, The 2017 Budget for Todd County's support to Todd County Development Corporation has been approved at \$68,600.00; and

**WHEREAS**, a letter was received asking for the allocation of funds from the General Fund;

**NOW, THEREFORE BE IT RESOLVED**, that The Todd County Board of Commissioners hereby approve the transfer of funds in the amount of \$68,600.00 from the General Fund to the Todd County Development Corporation Fund.

On motion by Becker and second by Kneisl, the following motion was introduced and adopted by unanimous vote: To approve the sale of tax forfeited parcel #38-0028700 for \$4,916.02 and #38-0061200 for \$3,462.26 to the City of Staples in which the price includes all applicable administrative fees with the stipulation that the buildings on these parcels be removed within 60 days at the City of Staples's non-transferable expense.

## **ISD 2759 – Eagle Valley Public Schools Dissolution**

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

### **RESOLUTION CALLING FOR THE DISSOLUTION HEARING OF ISD 2759 EAGLE VALLEY PUBLIC SCHOOLS**

**WHEREAS**, on April 18, 2017 via Board Tracking #20170418-06, the Todd County Commissioners acknowledged the receipt of the *Resolution Giving Notice of the Involuntary Dissolution of Independent School District No. 2759 (Eagle Valley Public Schools) and Proposing Attachment* that was filed in the County Auditor-Treasurer's Office, and;

**WHEREAS**, Todd County is the sole county containing the land area of the district and is charged with executing the dissolution process, and;

**WHEREAS**, per Minnesota Statute 123A.46 subd 5 the hearing shall be not less than 20 nor more than 60 days from the date of said meeting.

**NOW, THEREFORE BE IT RESOLVED**, that the Todd County Board of Commissioners due hereby call a public hearing to discuss the involuntary dissolution of ISD 2759 – Eagle Valley Public Schools and subsequent attachment to neighboring district(s) on May 23, 2017 at 7:00 p.m. in the Commissioner's Boardroom of the Historic Courthouse at 215 1<sup>st</sup> Ave S, Long Prairie, MN 56347 and;

**BE IT FURTHER RESOLVED**, that the Todd County Board of Commissioners direct the County Auditor-Treasurer to work with its legal and financing consultants to prepare the documents and calculations related to the Hearing, to collect required data, and to cause notice of the Hearing to be published in the County's legal publications 10 days prior to the Hearing. In addition, ten days prior to the hearing the County Auditor-Treasurer will give mailed notice to the Clerk of ISD 2759, Clerks of adjoining districts and the Commissioner of the Minnesota Department of Education. Along with, seven days prior to the Hearing the County Auditor will post notice of the Hearing.

## **Public Works**

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

# TODD COUNTY BOARD OF COMMISSIONERS

**FINAL PAYMENT AUTHORIZATION – 2016 BITUMINOUS CONSTRUCTION CONTRACT**  
**WHEREAS**, the contract with Hardrives, Inc. for the 2016 Bituminous Construction Contract known as SP 077-610-010, SAP 077-610-011, SAP 077-602-019, SAP 077-650-004, and CP 77-16-01 located along various Todd County Highways, has in all things been completed, and;

**WHEREAS**, construction work on this contract was scheduled and completed in 2016 with the value of the total work certified being \$3,158,633.42, and;

**WHEREAS**, partial payments amounting to \$3,000,160.26 have been previously been made to the contractor as work progressed, and;

**WHEREAS**, it has been determined that \$158,473.16 still remains to be paid to Hardrives, Inc.

**NOW, THEREFORE BE IT RESOLVED**, that the Board of Commissioners does here accept said completed project for and in behalf of the County of Todd and authorize final payment as specified.

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

## **REQUEST FOR SPEED LIMIT STUDY ON COUNTY STATE AID HIGHWAY #10**

**WHEREAS**, some Todd County residents have expressed concerns over the appropriateness of the regulatory 55 mile per hour speed limit on County State Aid Highway 10 from 145<sup>th</sup> Avenue to County State Aid Highway 37 in Leslie Township, and;

**WHEREAS**, by Minnesota Statute 169.14, Subdivision 5, local authorities can request the Commissioner of the Department of Transportation to authorize a speed limit on a local (non-trunk highway) roadway.

**NOW, THEREFORE BE IT RESOLVED**, that the Todd County Board of Commissioners does hereby request the Commissioner of Transportation to make the necessary investigation to determine the reasonable and safe speed limit, as provided in Section 169.14, Subdivision 5, of the Minnesota Statutes, on Todd County State Aid Highway #10 from 145<sup>th</sup> Avenue to County State Aid Highway #37 in Leslie Township.

## **CentraCare Health – Long Prairie**

Dan Swenson, Administrator at CCH-LP presented information on the Regional Community Well-Being Facility project.

## **South Country Health Alliance**

Leota Lind presented a report of SCHA's current activities and projects.

## **Midwest Medical Examiner**

Dr. Quinn Strobl provided the 2016 Summary Report of cases for Todd County.

## **Planning & Zoning**

On motion by Kneisl and second by Kircher, the following motion was introduced and adopted by unanimous vote: To authorize the Board Chair to sign a letter requesting assistance from MN DNR to allow the best possible resolution of large shoreland violation on Big Birch Lake.

## **Sheriff's Office**

On motion by Kneisl and second by Becker, the following motion was introduced and adopted by unanimous vote: To hire Kandace Christianson as a full-time Jailor/Dispatcher effective May 14<sup>th</sup>, 2017 at a Grade 6, Step B.

# TODD COUNTY BOARD OF COMMISSIONERS

On motion by Becker and second by Kircher, the following motion was introduced and adopted by unanimous vote: To hire Ryan Rickbeil as a full-time Jailer/Dispatcher effective May 14<sup>th</sup>, 2017 at a Grade 6, Step B.

On motion by Kneisl and second by Kircher, the following motion was introduced and adopted by unanimous vote: To accept the resignation of Hunter Henkels as a Jailer/Dispatcher effective April 12<sup>th</sup>, 2017.

## Human Resources

On motion by Kircher and second by Becker, the following motion was introduced and adopted by unanimous vote: To approve the Pay Equity Compliance Report.

## Auditor-Treasurer's Report

Tax Season is fast approaching. Volunteers are scheduled for May 11 & 12, 2017 to assist with Property Tax Refund forms. Requested formal work sessions for future discussions of ISD 2759 Dissolution processes.

## Commissioner's Report

The Commissioners reported on the meetings that they had attended.

## Coordinator's Report

The Coordinator reported on the meetings attended and projects in-progress.

## Recess

Vice-Chairperson Neumann recessed the meeting until May 16, 2017.

### AUDITOR WARRANTS

<u>VENDOR NAME</u>	<u>AMOUNT</u>
CLIFTON LARSONALLEN, LLP	\$ 3,500.00
REGENTS OF THE UNIV OF MN	\$ 32,377.02
VERIZON	\$ 2,781.51
16 PAYMENTS LESS THAN 2000	\$ 7,321.76
AMERICAN HERITAGE BANK	\$ 5,067.37
COMPUTER PROFESSIONALS	\$ 4,823.32
FLEET SERVICES/WEX BANK	\$ 5,083.71
GENE-O'S COUNTRYSIDE REST LLC	\$ 7,805.65
GOULD/RHONDA M	\$ 2,834.00
HELM/KEVIN	\$ 2,290.91
LONG PRAIRIE SANITATION INC	\$ 2,379.90
MORRISON COUNTY	\$ 6,041.75
PETERS LAW OFFICE, P.A.	\$ 5,321.00
Prairie Lakes Municipal Solid Waste Auth	\$ 74,141.67
SHIRLEY'S GAS & GROCERIES	\$ 2,438.72
38 PAYMENTS LESS THAN 2000	\$ 17,663.32
AMERICAN HERITAGE BANK	\$ 28,219.93
CARD SERVICES COBORNS	\$ 4,063.33
MINNESOTA POWER & LIGHT	\$ 10,868.23
MN DEPT OF FINANCE	\$ 5,860.50

# TODD COUNTY BOARD OF COMMISSIONERS

NELSON AUTO CENTER INC	\$	25,080.89
Otter Tail Co. Dept of Solid Waste	\$	2,238.60
STEP	\$	3,440.25
30 PAYMENTS LESS THAN 2000	\$	13,296.32
AMERICAN HERITAGE	\$	16,598.92
ANOKA CO GOVERNMENT CENTER	\$	14,956.75
COOPERSTOWN POLICE DEPARTMENT	\$	4,600.00
SELLNOW TRUST ACCOUNT	\$	40,046.00
STAPLES ADVANTAGE	\$	3,689.28
STOECKEL JAHNER INC	\$	12,705.00
VOYANT COMMUNICATIONS, LLC	\$	3,579.27
20 PAYMENTS LESS THAN 2000	\$	7,476.30
<b>Total:</b>	<b>\$</b>	<b>378,591.18</b>

## COMMISSIONER WARRANTS

VENDOR NAME	AMOUNT
AMERICAN SOLUTIONS FOR BUSINESS	\$ 12,172.25
CORBIN PICKAR EXC INC	\$ 50,000.00
JERRY'S AUTO BODY	\$ 2,113.77
M-R SIGN COMPANY INC	\$ 2,196.73
MCCC, MI33	\$ 5,508.68
MORRISON CO DEPT OF PUB WORKS	\$ 86,635.67
MORRISON CO PUBLIC HEALTH SERV	\$ 2,214.82
NUSS TRUCK & EQUIP	\$ 2,463.28
TRUENORTH STEEL	\$ 24,590.18
TURNKEY/THREE SQUARE MARKET	\$ 2,915.67
79 PAYMENTS LESS THAN 2000	\$ 24,982.32
<b>Total:</b>	<b>\$ 215,793.37</b>

## HEALTH & HUMAN SERVICES WARRANTS

VENDOR NAME	AMOUNT
LUTHERAN SOCIAL SRVS OF MN-ST PAUL	\$ 3,804.32
NORTHERN PINES MENTAL HLTH CTR	\$ 31,483.77
VILLAGE RANCH INC	\$ 2,435.42
PAYMENTS LESS THAN 2000	\$ 10,907.54
<b>Total:</b>	<b>\$ 48,631.05</b>

VENDOR NAME	AMOUNT
BRENNY FUNERAL CHAPEL - STAPLES - 2 BURIALS	\$ 8,400.00
DHS - MSOP- MN SEX OFFENDER PROGRAM	\$ 5,735.00
DHS - SWIFT	\$ 31,437.00
INFORMATION SYSTEM CORP	\$ 3,476.00
RURAL MN CEP INC	\$ 14,422.90
TODD COUNTY ATTORNEY'S OFFICE	\$ 2,050.00
TODD COUNTY AUDITOR/TREASURER	\$ 15,096.10
US POSTAL SERVICE	\$ 5,662.00
136 PAYMENTS LESS THAN 2000	\$ 32,568.06
<b>Total:</b>	<b>\$ 118,847.06</b>

# Todd County, MN Board Action Form



<b>Action Requested</b>	
<input checked="" type="checkbox"/> Action/Motion <input type="checkbox"/> Discussion <input type="checkbox"/> Information Item	<input type="checkbox"/> Report <input type="checkbox"/> Resolution <input type="checkbox"/> Other
Board Action Tracking Number <i>(for Admin use)</i> : 20170516-02	

<b>Title for Agenda (for publication):</b> Shady's Golden Eagle Inc - Liquor License	
Date of Meeting: May 16, 2017	Total time requested: 5 minutes
Department Requesting Action: Auditor-Treasurer	
Presenting Board Action/Discussion at Meeting: Denise Gaida	
<b>Background</b> <input type="checkbox"/> Supporting Documentation enclosed	
Applications have been filed in the Auditor-Treasurer's Office	
<b>Options</b> <input type="checkbox"/> Supporting Documentation enclosed	
<b>Recommendation</b> <input type="checkbox"/> The Todd County Board of Commissioners approves the following by Motion: to approve an On Sale, Off Sale, and Sunday Liquor License for Shady's Golden Eagle Inc. at the address of 13218 County 103, Burtrum, MN in Grey Eagle Township effective June 1, 2017 through March 31, 2018.	
<b>Financial Implications:</b> \$	Comments
Funding Source:	
Budgeted: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	

Action	Voting in Favor	Voting Against
Motion:	<input type="checkbox"/> 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



<b>Action Requested</b>	
<input checked="" type="checkbox"/> Action/Motion <input type="checkbox"/> Discussion <input type="checkbox"/> Information Item	<input type="checkbox"/> Report <input type="checkbox"/> Resolution <input type="checkbox"/> Other
Board Action Tracking Number <i>(for Admin use)</i> : 20170516-03	

<b>Title for Agenda (for publication): Approve Commissioner Warrants</b>	
Date of Meeting: 05/16/2017	Total time requested: 2 min
Department Requesting Action: Auditor-Treasurer Office	
Presenting Board Action/Discussion at Meeting: Denise Gaida	
<b>Background</b> <input checked="" type="checkbox"/> Supporting Documentation enclosed	
Printout sent to Commissioners and Warrants for Publication attached.	
<b>Options</b> <input type="checkbox"/> Supporting Documentation enclosed	
<b>Recommendation</b> <input checked="" type="checkbox"/> The Todd County Board of Commissioners approves the following by Motion:	
To approve the Commissioner Warrants number 46031 through 46142 in the amount of \$44,702.58.	
<b>Financial Implications: \$</b>	Comments
Funding Source:	
Budgeted: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	

Action	Voting in Favor	Voting Against
Motion:	<input type="checkbox"/> 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

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

JOLENES

5/10/17 10:54AM

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

WARRANTS FOR PUBLICATION



Page 1

Cutoff 2000

Report Sequence: 1 - Vendor Name

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



WARRANTS FOR PUBLICATION

Warrants Approved On 5/16/2017 For Payment 5/19/2017

<u>Vendor Name</u>	<u>Amount</u>
M-R SIGN COMPANY INC	3,849.50
OLSON'S TRUCK & TRACTOR SER	3,916.30
ZUERCHER TECHNOLOGIES LLC	8,670.00
109 Payments less than 2000	28,266.78
Final Total:	44,702.58

# Todd County, MN Board Action Form



<b>Action Requested</b>	
<input checked="" type="checkbox"/> Action/Motion <input type="checkbox"/> Discussion <input type="checkbox"/> Information Item	<input type="checkbox"/> Report <input type="checkbox"/> Resolution <input type="checkbox"/> Other
Board Action Tracking Number <i>(for Admin use)</i> : 20170516-04	

<b>Title for Agenda (for publication):</b> Health & Human Services Warrants	
Date of Meeting: May 16, 2017	Total time requested: 5 min
Department Requesting Action: Auditor-Treasurer Office	
Presenting Board Action/Discussion at Meeting: Denise Gaida	
<b>Background</b> <input checked="" type="checkbox"/> Supporting Documentation enclosed	
Printout sent to Commissioners and Warrants for Publication are attached.	
<b>Options</b> <input type="checkbox"/> Supporting Documentation enclosed	
<b>Recommendation</b> <input checked="" type="checkbox"/> The Todd County Board of Commissioners approves the following by Motion:	
To approve the Health & Human Services Warrants number 512536 through 512615 in the amount of \$120,470.40.	
<b>Financial Implications:</b> \$	Comments
Funding Source:	
Budgeted: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	

Action	Voting in Favor	Voting Against
Motion:	<input type="checkbox"/> 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

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

# Warrants for Publication

**Payment Date:**

5/19/2017

**Approval Date:**

5/16/2017

**Vendor name or #**

**Amount**

COMMUNITY AND FAMILY SRVS LLC # 4453	\$4,063.06 \$2,700.00	Foster Care provider
GERARD TREATMENT P0ROGRAMS	\$3,752.40	
GREATER MN FAMILY SRVS INC	\$5,955.84	
HOLISTIC FAMILY EDUCATION SRVS # 1911	\$7,127.47 \$3,207.94	Foster Care provider
# 12512	\$2,298.30	Foster Care provider
KINDRED FAMILY FOCUS	\$2,562.72	
LUNSER/ROBERT	\$2,462.08	
LUTHERAN SOCIAL SERVICE OF MN-ST PAUL # 10746	\$4,059.30 \$3,191.77	Foster Care provider
NORTHERN PINES MENTAL HLTH CTR	\$5,030.50	
PINEHAVEN YOUTH AND FAMILY SRVS INC	\$5,804.81	
PORT OF CROW WING GIRLS HOME	\$6,130.32	
VILLAGE RANCH INC	\$18,515.88	
WEST CENTRAL REG JUVENILE CTR # 14480	\$3,479.17 \$2,071.50	Foster Care provider

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	\$38,057.34	Pymts less than \$2000
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**Final Total**

\$120,470.40

# Todd County, MN Board Action Form



<b>Action Requested</b>	
<input type="checkbox"/> Action/Motion <input type="checkbox"/> Discussion <input type="checkbox"/> Information Item	<input type="checkbox"/> Report <input checked="" type="checkbox"/> Resolution <input type="checkbox"/> Other
Board Action Tracking Number <i>(for Admin use)</i> : 20170516-05	

<b>Title for Agenda (for publication): Memorial Day Appropriations</b>	
Date of Meeting: May 16, 2017	Total time requested: 5 minutes
Department Requesting Action: Auditor-Treasurer	
Presenting Board Action/Discussion at Meeting: Denise Gaida	
<b>Background</b> <input type="checkbox"/> Supporting Documentation enclosed	
<b>Options</b> <input type="checkbox"/> Supporting Documentation enclosed	
<b>Recommendation</b> <input type="checkbox"/> The Todd County Board of Commissioners approves the following by Motion: to approve the attached resolution for the Memorial Day Appropriations to organizations within Todd County.	
<b>Financial Implications: \$1,060</b>	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

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

## MEMORIAL DAY APPROPRIATION

**WHEREAS**, Todd County has budgeted for 2017 an appropriation to support the expenses for conducting Memorial Day Services;

**NOW, THEREFORE BE IT RESOLVED**, that the Todd County Board of Commissioners hereby approve the 2017 payment of \$10 to the Evergreen Cemetery Association of Long Prairie for the care of County lots in said Evergreen Cemetery, and;

**BE IT FURTHER RESOLVED**, to approve the payment of \$50 to each regular organization of Veterans of Foreign Wars, American Legion Posts and Auxiliaries in Todd County to support the payment of expenses in connection with the proper observance of Memorial Day Services conducted within Todd County and the amount to be paid by warrant to each organization provided that in cases where any of the above mentioned do not have an organization, the amount will be paid to the organization conducting the Memorial Day Service.

# Todd County, MN Board Action Form



<b>Action Requested</b>	
<input type="checkbox"/> Action/Motion <input type="checkbox"/> Discussion <input type="checkbox"/> Information Item	<input type="checkbox"/> Report <input checked="" type="checkbox"/> Resolution <input type="checkbox"/> Other
Board Action Tracking Number <i>(for Admin use)</i> : 20170516-06	

<b>Title for Agenda (for publication): Senior Citizen Center Appropriation</b>	
Date of Meeting: May 16, 2017	Total time requested: 5 minutes
Department Requesting Action: Auditor-Treasurer	
Presenting Board Action/Discussion at Meeting: Denise Gaida	
Background <input type="checkbox"/> Supporting Documentation enclosed	
Options <input type="checkbox"/> Supporting Documentation enclosed	
Recommendation <input type="checkbox"/> The Todd County Board of Commissioners approves the following by Motion: to approve the attached resolution for the Senior Citizen Center Appropriations to organizations within Todd County.	
Financial Implications: \$1,600	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

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

## SENIOR CITIZEN CENTER APPROPRIATION

**WHEREAS**, Todd County has budgeted for 2017 an appropriation of \$200 per Senior Citizen Center in Todd County;

**NOW, THEREFORE BE IT RESOLVED**, that the Todd County Board of Commissioners hereby approve the 2017 payment of \$200 for each Senior Citizen Center located in Todd County.

# Todd County, MN Board Action Form



<b>Action Requested</b>	
<input type="checkbox"/> Action/Motion <input type="checkbox"/> Discussion <input type="checkbox"/> Information Item	<input type="checkbox"/> Report <input checked="" type="checkbox"/> Resolution <input type="checkbox"/> Other
Board Action Tracking Number <i>(for Admin use)</i> : 20170516-07	

<b>Title for Agenda (for publication): EMS Proclamation</b>	
Date of Meeting: 05/16/2017	Total time requested: 5 minutes
Department Requesting Action: Auditor-Treasurer	
Presenting Board Action/Discussion at Meeting: Denise Gaida	
<b>Background</b> <input type="checkbox"/> Supporting Documentation enclosed	
<b>Options</b> <input type="checkbox"/> Supporting Documentation enclosed	
<b>Recommendation</b> <input type="checkbox"/> The Todd County Board of Commissioners approves the following by Motion: to approve the week of May 21-27, 2017 as Emergency Medical Services Week in Todd County.	
<b>Financial Implications: \$</b>	Comments
Funding Source:	
Budgeted: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	

Action	Voting in Favor	Voting Against
Motion:	<input type="checkbox"/> 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

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

**TO DESIGNATE THE WEEK OF MAY 21-27, 2017**

**AS EMERGENCY MEDICAL SERVICES (EMS) WEEK**

**WHEREAS**, EMS is a vital public service; and

**WHEREAS**, the members of the 237 EMS teams in the Central EMS Region are ready to provide lifesaving care to those in need 24 hours a day, seven days a week; and

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

**WHEREAS**, EMS system consists of first responders, emergency medical technicians, paramedics, emergency medical dispatchers, firefighters, police officers, educators, emergency department personnel; and

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

**WHEREAS**, our communities benefit daily from the knowledge and skills of these highly trained and dedicated individuals; and

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

**NOW, THEREFORE BE IT RESOLVED**, that the Todd County Board of Commissioners in recognition of this event do hereby proclaim the week of May 21-27, 2017 as

**EMERGENCY MEDICAL SERVICES WEEK**

With the theme, *EMS Strong; Always in Service* and encourage the community to observe this week with appropriate programs, ceremonies and activities.

# Todd County, MN Board Action Form



<b>Action Requested</b>	
<input 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> : 20170516-08	

<b>Title for Agenda (for publication): Anderson Construction CUP</b>	
Date of Meeting: May 16, 2017	Total time requested: 5
Department Requesting Action: Planning and Zoning	
Presenting Board Action/Discussion at Meeting: Tim Stieber	
<b>Background</b> <input type="checkbox"/> Supporting Documentation enclosed	
This case was heard May 4 <sup>th</sup> . PC recommended approval of CUP request with conditions. Request was to operate a temporary hot mix asphalt plant for Todd County highway work and also to have extended hours (24 hrs) on their rock crushing plant located on the site. Conditions: 1. If legitimate complaints are filed relating to the 24 hours of operation provision then the 24 hour crushing will cease at the request of the county.	
<b>Options</b> <input checked="" type="checkbox"/> Supporting Documentation enclosed	
1. Approve CUP as requested with condition. 2. Deny CUP as requested or add conditions.	
<b>Recommendation</b> <input checked="" type="checkbox"/> The Todd County Board of Commissioners approves the following by Motion:	
Approve granting Anderson Construction request for CUP to operate a hot mix plant on parcel 21-0029800 with condition recommended.	
<b>Financial Implications: \$</b>	Comments
Funding Source:	
Budgeted: <input type="checkbox"/> Yes <input type="checkbox"/> No	

Action	Voting in Favor	Voting Against
Motion:	<input type="checkbox"/> 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

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

# CONDITIONAL USE PROCEEDINGS

## STATE OF MINNESOTA COUNTY OF TODD

**In The Matter of:** Anderson Brothers Construction LLC  
**Mailing Address:** 11325 State Hwy 210 E  
Brainerd, MN 56401

**Property Owner:** Jeff Koehn  
**Site Address:** 25737 County 8  
Long Prairie, MN 56347

**Parcel Number:** 21-0029800

**REQUEST:** Request to operate a temporary hot mix asphalt plant for Todd County highway work and operate rock crushing plant 24 hours if necessary.

The above entitled matter was heard before the Todd County Planning Commission on the 4<sup>nd</sup> day of May, 2017, on a petition for Conditional Use pursuant to the Todd County Zoning Ordinance, for the following described property:

SECT-28 TWP-128 RANG-33  
N2 SE4  
80.00 ACRES

Record this document in:   X   abstract records        torrens records.

**IT IS ORDERED** that the Conditional Use # CUP-2017-009 be (granted, denied) as upon the following conditions, changes or reasons:

1. If legitimate complaints are filed relating to the 24 hours of operation provision then the 24 hour crushing will cease at the request of the county.

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Todd County Board of Commissioners  
Rodney Erickson, Chairman

---

Date

STATE OF MINNESOTA  
COUNTY OF TODD

OFFICE OF TODD COUNTY  
PLANNING & ZONING OFFICE

I, Timothy D Stieber Todd County Planning & Zoning Director, County of Todd with and in for said County, do hereby certify that I have compared the foregoing copy and order (granting, denying) a Conditional Use with the original record thereof preserved in my office, and have found the same to be correct and true transcript of the whole thereof.

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

\_\_\_\_\_  
TODD COUNTY Planning and Zoning DIRECTOR

Drafted by: Loren Miller  
Planning and Zoning Specialist

This form mailed to applicant: \_\_\_\_\_  
Date

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

# Todd County, MN Board Action Form



<b>Action Requested</b>	
<input checked="" type="checkbox"/> Action/Motion <input type="checkbox"/> Discussion <input type="checkbox"/> Information Item	<input type="checkbox"/> Report <input type="checkbox"/> Resolution <input type="checkbox"/> Other
Board Action Tracking Number <i>(for Admin use)</i> : 20170516-09	

<b>Title for Agenda (for publication):</b> Boyer CUP	
Date of Meeting: May 16, 2017	Total time requested: 5
Department Requesting Action: Planning and Zoning	
Presenting Board Action/Discussion at Meeting: Tim Stieber	
<b>Background</b> <input type="checkbox"/> Supporting Documentation enclosed	
This case was heard May 4 <sup>th</sup> . PC recommended approval of CUP request to allow a temporary family housing on parcel #05-0027900 with conditions. Conditions: 1. Septic system must be brought up to SSTS standards 2. There will be a three year review of the conditional use permit.	
<b>Options</b> <input checked="" type="checkbox"/> Supporting Documentation enclosed	
1. Approve CUP as requested with conditions. 2. Deny CUP as requested or add conditions.	
<b>Recommendation</b> <input checked="" type="checkbox"/> The Todd County Board of Commissioners approves the following by Motion: Approve granting Boyer request for CUP to allow temporary family housing on parcel #05-0027900 with conditions recommended.	
<b>Financial Implications:</b> \$	Comments
Funding Source:	
Budgeted: <input type="checkbox"/> Yes <input type="checkbox"/> No	

Action	Voting in Favor	Voting Against
Motion:	<input type="checkbox"/> 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

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

# CONDITIONAL USE PROCEEDINGS

## STATE OF MINNESOTA COUNTY OF TODD

**In The Matter of:** Kevin Boyer  
**Mailing Address:** 27387 165<sup>th</sup> Ave  
Long Prairie, MN 56347

**Property Owner:** Kevin Boyer  
**Site Address:** 27387 165<sup>th</sup> Ave  
Long Prairie, MN 56347

**Parcel Number:** 05-0027900

**REQUEST:** Request to add a second home on a single parcel for temporary family housing.

The above entitled matter was heard before the Todd County Planning Commission on the 4th day of May, 2017, on a petition for Conditional Use pursuant to the Todd County Zoning Ordinance, for the following described property:

SECT-36 TWP-130 RANG-35  
N 660 FT OF E 660 FT OF N2 SE4  
10.00 ACRES

Record this document in:  X  abstract records   torrens records.

**IT IS ORDERED** that the Conditional Use # CUP-2017-010 be (granted, denied) as upon the following conditions, changes or reasons:

1. The septic be brought to code
2. There be a three year review of this conditional use permit.

---

Todd County Board of Commissioners  
Rodney Erickson, Chairman

---

Date



STATE OF MINNESOTA  
COUNTY OF TODD

OFFICE OF TODD COUNTY  
PLANNING & ZONING OFFICE

I, Timothy D Stieber Todd County Planning & Zoning Director, County of Todd with and in for said County, do hereby certify that I have compared the foregoing copy and order (granting, denying) a Conditional Use with the original record thereof preserved in my office, and have found the same to be correct and true transcript of the whole thereof.

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

\_\_\_\_\_  
TODD COUNTY Planning and Zoning DIRECTOR

Drafted by: Loren Miller  
Planning and Zoning Specialist

This form mailed to applicant: \_\_\_\_\_  
Date

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

# Todd County, MN Board Action Form



<b>Action Requested</b>	
<input 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> : 20170516-10	

<b>Title for Agenda (for publication):</b> Proclamation of May as Foster Care Provider Month	
Date of Meeting: 05/16/2017	Total time requested: 5 minutes
Department Requesting Action: Health & Human Services	
Presenting Board Action/Discussion at Meeting: Todd Weyer	
<b>Background</b> <input type="checkbox"/> Supporting Documentation enclosed	
<b>Options</b> <input type="checkbox"/> Supporting Documentation enclosed	
<b>Recommendation</b> <input checked="" type="checkbox"/> The Todd County Board of Commissioners approves the following by Motion:	
Proclaim May as Foster Care Provider Month	
<b>Financial Implications: \$NA</b>	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

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

## FOSTER CARE MONTH MAY 2017

**WHEREAS**, the family, serving as the primary source of love, identity, self-esteem and support, is the very foundation of our communities and our State, and;

**WHEREAS**, in Todd County there are children and youth in foster care being provided with a safe, secure and stable home along with the compassions and nurture of a foster family, and;

**WHEREAS**, all young people in foster care need a meaningful connection to a caring adult who becomes a supportive and lasting presence in their lives, and

**WHEREAS**, foster, kinship and adoptive families, who open their homes and hearts and support children whose families are in crisis, play a vital role in helping children and families heal and reconnect thereby launching young people into successful adulthood, and;

**WHEREAS**, dedicated foster families frequently adopt foster children, resulting in a greater need for more foster families, and;

**WHEREAS**, there are numerous individuals, public and private organizations who work to increase public awareness of the needs of children in and leaving foster care as well as the enduring and valuable contribution of foster parents, and the foster care “system” is only as good as those who choose to be a part of it.

**NOW, THEREFORE BE IT RESOLVED**, that the Todd County Board of Commissioners, by virtues of the authority vested do hereby proclaim May as FOSTER CARE MONTH in Todd County.

May 16, 2017

Todd County Board of Commissioners  
Long Prairie MN 56347

Dear Board of Commissioners,

On behalf of Todd County Health and Human Services, I thank you for your ongoing support of Todd County's children and youth in foster care. We ask you to join us in honoring the many individuals and organizations serving these young people – and the youth themselves – by declaring May as "Foster Care Month".

Throughout the month of May, hundreds of community events are being planned across the country to help retain, recruit and support foster families.

We hope you will acknowledge and demonstrate your support of these efforts by officially declaring May to be Foster Care Month. This national celebration is the perfect time for highlighting the many ways that local citizens can get involved for children and families right here in Todd County. No matter how much time a person has to give, there is something positive he or she can do to Change a Lifetime for a youth in foster care.

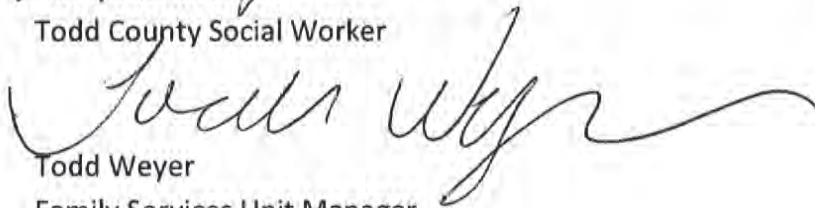
We truly appreciate your dedication and hope you recognize, as we do, the valuable role you play in building brighter futures for America's next generation. Thank you for your continuing support.

Sincerely,



Marlys Steidl CFLE

Todd County Social Worker



Todd Weyer

Family Services Unit Manager

# Todd County, MN Board Action Form



<b>Action Requested</b>	
<input checked="" type="checkbox"/> Action/Motion <input type="checkbox"/> Discussion <input type="checkbox"/> Information Item	<input type="checkbox"/> Report <input type="checkbox"/> Resolution <input type="checkbox"/> Other
Board Action Tracking Number <i>(for Admin use)</i> : 20170516-11	

<b>Title for Agenda (for publication):</b> Energy Assistance Program Delivery for Federal Fiscal Year 2018	
Date of Meeting: 05/16/2017	Total time requested: 5 min
Department Requesting Action: Health & Human Services	
Presenting Board Action/Discussion at Meeting: Lisa Chapin/Amy Zimmerman	
<b>Background</b> <input type="checkbox"/> Supporting Documentation enclosed	
The critical role of Service Providers in the administration and delivery of the Energy Assistance Program (EAP) requires Minnesota Department of Commerce to request early notice of possible EAP Service Provider changes. The Department of Commerce requires a written letter no later than May 26, 2017, clearly stating the county's intent to administer and deliver EAP for Federal Fiscal Year 2018.	
<b>Options</b> <input type="checkbox"/> Supporting Documentation enclosed	
<b>Recommendation</b> <input checked="" type="checkbox"/> The Todd County Board of Commissioners approves the following by Motion:	
Approve notification to the Minnesota Department of Commerce, Todd County's intent to administer and deliver the Energy Assistance Program for Federal Fiscal Year 2018.	
<b>Financial Implications:</b> \$None	Comments
Funding Source: Federally funded	
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

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



<b>Action Requested</b>	
<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> : 20170516-12	

<b>Title for Agenda (for publication):</b> Update on Eagle Bend Hilltop Regional Kitchen	
Date of Meeting: 05/16/2017	Total time requested: 10 minutes
Department Requesting Action: Health & Human Services	
Presenting Board Action/Discussion at Meeting: Katherine Mackedanz/Rick Hest	
<b>Background</b> <input type="checkbox"/> Supporting Documentation enclosed	
<b>Options</b> <input type="checkbox"/> Supporting Documentation enclosed	
<b>Recommendation</b> <input checked="" type="checkbox"/> The Todd County Board of Commissioners approves the following by Motion:	
<b>Financial Implications: \$NA</b>	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

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

# Todd County, MN Board Action Form



<b>Action Requested</b>	
<input checked="" type="checkbox"/> Action/Motion <input type="checkbox"/> Discussion <input type="checkbox"/> Information Item	<input type="checkbox"/> Report <input type="checkbox"/> Resolution <input type="checkbox"/> Other
Board Action Tracking Number <i>(for Admin use)</i> : 20170516-13	

<b>Title for Agenda (for publication): Facilities Supervisor Resignation</b>	
Date of Meeting: May 16, 2017	Total time requested: 5 minutes
Department Requesting Action: Administration	
Presenting Board Action/Discussion at Meeting: Pete Bless, Facilities Supervisor/Karla Nalezny, Human Resources Manager	
<b>Background</b> <input type="checkbox"/> Supporting Documentation enclosed	
Pete Bless, Facilities Supervisor, has submitted his intent to retire effective July 28, 2017 with over 29 years of dedicated service.	
<b>Options</b> <input type="checkbox"/> Supporting Documentation enclosed	
<b>Recommendation</b> <input type="checkbox"/> The Todd County Board of Commissioners approves the following by Motion:	
To accept the resignation of Pete Bless effective July 28, 2017.	
<b>Financial Implications: \$</b>	Comments
Funding Source:	
Budgeted: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	

Action	Voting in Favor	Voting Against
Motion:	<input type="checkbox"/> 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

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



<b>Action Requested</b>	
<input checked="" type="checkbox"/> Action/Motion <input type="checkbox"/> Discussion <input type="checkbox"/> Information Item	<input type="checkbox"/> Report <input type="checkbox"/> Resolution <input type="checkbox"/> Other
Board Action Tracking Number <i>(for Admin use)</i> : 20170516-14	

<b>Title for Agenda (for publication): Facilities Supervisor Hire</b>	
Date of Meeting: May 16, 2017	Total time requested: 5 minutes
Department Requesting Action: Administration	
Presenting Board Action/Discussion at Meeting: Pete Bless, Facilities Supervisor/Karla Nalezny, Human Resources Manager	
<b>Background</b> <input type="checkbox"/> Supporting Documentation enclosed	
Due to Pete Bless's upcoming retirement the Todd County Board of Commissioners approved the internal recruitment for the Facilities Supervisor position at the April 4, 2017 Board meeting. Interviews were conducted and personnel committee is recommending the hire of Shawn Karnes for this position effective May 17, 2017 on Grade 10, Step B in accordance with County Policy.	
<b>Options</b> <input type="checkbox"/> Supporting Documentation enclosed	
<b>Recommendation</b> <input type="checkbox"/> The Todd County Board of Commissioners approves the following by Motion:	
The hire of Shawn Karnes as Facilities Supervisor on Grade 10, Step B \$22.36 per hour effective May 17, 2017.	
<b>Financial Implications: \$</b>	Comments
Funding Source:	
Budgeted: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	

Action	Voting in Favor	Voting Against
Motion:	<input type="checkbox"/> 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

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



<b>Action Requested</b>	
<input checked="" type="checkbox"/> Action/Motion <input type="checkbox"/> Discussion <input type="checkbox"/> Information Item	<input type="checkbox"/> Report <input type="checkbox"/> Resolution <input type="checkbox"/> Other
Board Action Tracking Number <i>(for Admin use)</i> : 20170516-15	

<b>Title for Agenda (for publication): Establish Facilities Maintenance Technician Position</b>	
Date of Meeting: May 16, 2017	Total time requested: 5 minutes
Department Requesting Action: Administration	
Presenting Board Action/Discussion at Meeting: Pete Bless, Facilities Supervisor/Karla Nalezny, Human Resources Manager	
<b>Background</b> <input type="checkbox"/> Supporting Documentation enclosed	
Due to the upcoming retirement of Pete Bless as Facilities Supervisor and promotion of Shawn Karnes to this role an opening has been created within the Custodial Department. Mr. Bless met with Personnel Committee with the committee approving to create a Facilities Maintenance Technician position and submit to Springsted for evaluation. This position will replace one of the two custodial positions which is currently vacant due to Mr. Karnes promotion. Springsted has recommended establishing this position on Grade 7 of the Todd County Salary Schedule due to the additional duties and responsibilities in this role. The new position is expected to be budget neutral since the hiring of an individual would likely be on a lower step on grade 5 previously held by Karnes.	
<b>Options</b> <input type="checkbox"/> Supporting Documentation enclosed	
<b>1. Establish Facilities Maintenance Technician position.</b> <b>2. Do not establish Facilities Maintenance Technician position.</b>	
<b>Recommendation</b> <input type="checkbox"/> The Todd County Board of Commissioners approves the following by Motion:	
To adopt the Maintenance Technician job description and position within the Custodial Department.	
<b>Financial Implications: \$18.77 - 25.23 per hour, Range for Grade 7</b>	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

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

**Department:** Facilities  
**Position Title:** Facilities Maintenance Technician  
**FLSA:** Non-Exempt  
**Reports to:** Facilities Supervisor  
**Date:** 2017

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**As a current incumbent, I have reviewed and agreed to the contents of this job description:**

**Signature and date:** \_\_\_\_\_

**As supervisor, I have reviewed and agreed to the contents of this job description:**

**Signature and date:** \_\_\_\_\_

**As Department head, I have reviewed and agreed to the contents of this job description:**

**Signature and date:** \_\_\_\_\_

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**Purpose of Position**

The purpose of this position is to perform technical maintenance of buildings and grounds including repairing, cleaning and preventative maintenance and other buildings and grounds as assigned. This position is responsible for the completion of work orders involving heating, air condition, refrigeration, painting and remodeling. Maintain safe, healthy, and secure atmosphere and keeps sidewalks free of ice and snow.

**Basic Performance Expectations of all Todd County Staff**

- Serves as a positive example to other County personnel with regard to workplace actions, decisions, work skills, attitude and adherence to workplace policy and procedures.
- Embodies teamwork and cooperation within and across County departments and with the public.
- Has strong communication and interpersonal skills, is honest, fair and dependable.
- Communicates effectively with the Department Head and keeps supervisor apprised of important matters ongoing in the department.
- Respect all colleagues, co-workers, board members and the public and lead those around you to do the same.
- This position requires regular and timely attendance in accordance with the department schedule.
- Any other duties as assigned or apparent.

**Position Specific Essential Duties and Responsibilities**

**Essential Duties and Responsibilities**

**The following duties are normal for this position. These duties are not to be construed as exclusive or all-inclusive. Other duties may be required as assigned.** To perform this job successfully, an individual must be able to perform each essential function satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable an individual with disabilities to perform the essential functions.

- Repairs, and maintains heating and cooling systems including the Heating, Ventilation Air Conditioning (HVAC) system, Geo-therm system.
- Operate and monitor Metasys computerized management system.
- Operates and inspects boiler system.
- Performs maintenance duties including carpentry, painting, building and equipment repairs and maintenance and related activities to effectively maintain facilities and ensure operational and service excellence.
- Acts as backup in the absence of the Facilities Supervisor for communication with contract service providers to resolve problems and ensure required services are effectively and efficiently preformed.
- Performs custodial duties including floor care, general cleaning, trash and recycling removal, restocking of lavatory and kitchen supplies and related activities as needed to effectively maintain buildings and ensure operational and service excellence.

- Performs grounds keeping duties, including lawn, landscape and hardscape maintenance, seasonal maintenance and snow and ice removal as needed to maintain appearance, functionality and safety of all facilities.
- Provides meeting room set-up and tear-down for all assigned events in compliance with customer specifications in a timely and effective manner.
- Provides building security including locking and unlocking buildings, inspecting for occupancy, monitoring after hours occupancy and related activities as needed and/or assigned to ensure building security is maintained in accordance with security protocols.
- Provides afterhours coverage as needed and/or assigned for required facility inspections and to respond to emergency services needs in a timely and effective manner.
- Performs duties associated with the relocation and construction of workspaces, including work station assembly and/or disassembly, moving assistance, minor construction or remodeling and related activities as needed in response to internal service requests.
- Responds to service requests in a timely and effective manner.
- Participates as needed and/or assigned in maintaining the effective operations of all electrical wiring, apparatus and equipment including motors, controllers, lighting, switches, receptacles, circuit breakers.
- Monitor and maintain fire alarm and sprinkler systems.
- Performs monthly safety inspections throughout buildings.
- Prepare and maintain maintenance records and report.
- Assists department staff with project work and related maintenances, grounds and/or custodial assignments as assigned in a professional and effective manner.

#### **Minimum Education and Experience**

- High school diploma or equivalent, two years post-secondary formal preparation /training/education in facilities maintenance, ventilation, heating, electrical operation or similar field, and considerable experience in facilities maintenance, ventilation, heating or electrical operation, or high school graduate or equivalent and extensive progressively related experience in facilities maintenance, ventilation, heating, electrical operations.
- Underground storage tank certification within six (6) months.
- Special boiler's license within six (6) months.
- Must possess and maintain a valid MN Driver's License.
- Must pass physical requirements of position.

#### **Preferred Qualifications**

- Underground storage tank certification.
- Special boiler's license.

#### **Knowledge, Skills and Abilities**

- Knowledge of and ability to perform building maintenance work including minor carpentry, plumbing and mechanical maintenance and repair in a commercial environment
- Knowledge of and ability to perform building custodial maintenance work including floor care, in a commercial environment
- Knowledge of and ability to perform grounds keeping work including lawn care, landscape care, maintenance of irrigation systems, ice and snow removal in a commercial environment
- Knowledge of building and safety regulations
- Ability to prepare and maintain accurate, up to date reports.
- Ability to independently prioritize and complete work in an effective and timely manner
- Ability to communicate effectively with internal and external contacts
- Ability to follow oral and written instructions

#### **Physical Requirements:**

This work requires the regular exertion of up to 10 pounds of force, frequent exertion of up to 25 pounds of force and occasional exertion of over 100 pounds of force; work regularly requires standing, walking, speaking or hearing, using hands to finger, handle or feel and reaching with hands and arms, frequently requires pushing or pulling, lifting and repetitive motions and occasionally requires sitting, climbing or balancing, stooping, kneeling, crouching or crawling and tasting or smelling; work has standard vision requirements; vocal communication is required for expressing or exchanging ideas by means of the spoken word; hearing is required to perceive information at normal spoken word levels; work requires preparing and analyzing written or computer data, visual inspection involving small defects and/or small parts, using of measuring devices, assembly or fabrication of parts within arms length, operating machines, operating motor vehicles or equipment and observing general surroundings and activities; work frequently requires exposure to outdoor

weather conditions and exposure to bloodborne pathogens and may be required to wear specialized personal protective equipment and occasionally requires wet, humid conditions (non-weather), working near moving mechanical parts, working in high, precarious places, exposure to fumes or airborne particles, exposure to toxic or caustic chemicals, exposure to the risk of electrical shock and exposure to vibration; work is generally in a moderately noisy location (e.g. business office, light traffic).

# Todd County

Facilities  
Supervisor

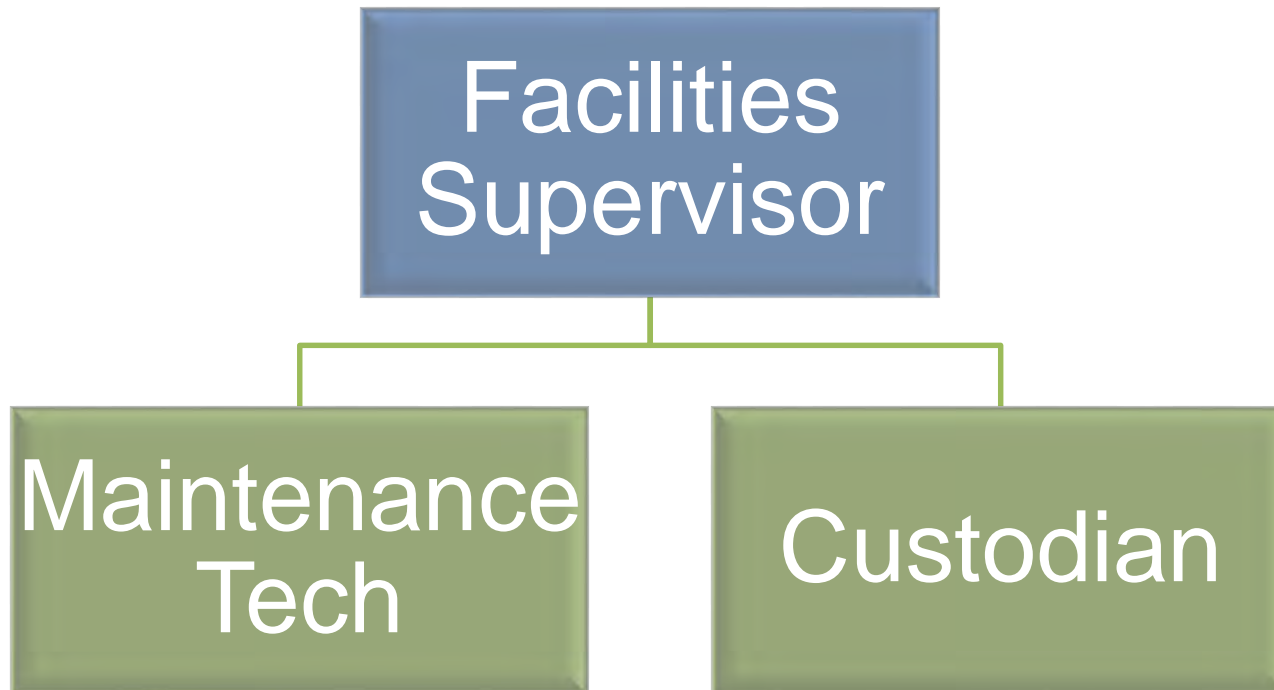
```
graph TD; A[Facilities Supervisor] --- B[Custodian]; A --- C[Custodian]
```

Custodian

Custodian

# Todd County

(Proposed)



# Todd County, MN Board Action Form



<b>Action Requested</b>	
<input checked="" type="checkbox"/> Action/Motion <input type="checkbox"/> Discussion <input type="checkbox"/> Information Item	<input type="checkbox"/> Report <input type="checkbox"/> Resolution <input type="checkbox"/> Other
Board Action Tracking Number <i>(for Admin use)</i> : 20170516-16	

<b>Title for Agenda (for publication):</b> Recruit Full-time Maintenance Technician Position	
Date of Meeting: May 16, 2017	Total time requested: 5 minutes
Department Requesting Action: Administration	
Presenting Board Action/Discussion at Meeting: Pete Bless, Facilities Supervisor/Karla Nalezny, Human Resources Manager	
<b>Background</b> <input type="checkbox"/> Supporting Documentation enclosed	
The Facilities Maintenance Technician position has been established by the County Board. Personnel Committee has approved bringing forward the request to obtain County Board approval to waive the 90 day waiting period and begin recruitment of this position due to the promotion of Mr. Karnes to the Facilities Supervisor position effective May 17, 2017. This position is full time and on grade 7 of the Todd County Salary Schedule.	
<b>Options</b> <input type="checkbox"/> Supporting Documentation enclosed	
<b>Recommendation</b> <input type="checkbox"/> The Todd County Board of Commissioners approves the following by Motion:	
To authorize the Administration Department to begin recruiting internally and externally for the Facilities Maintenance Tech position effective immediately.	
<b>Financial Implications:</b> \$	Comments
Funding Source:	
Budgeted: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	

Action	Voting in Favor	Voting Against
Motion:	<input type="checkbox"/> 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

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