

TODD COUNTY BOARD OF COMMISSIONERS

Regular Board Meeting Agenda

Date: September 4, 2018

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	Amendments to the Agenda	9:02
4	Potential Consent Items	
4.1	Meeting Minutes Approval - August 21st, 2018 & August 29th, 2018	
4.2	Approve Personnel Actions	
5	Auditor-Treasurer	9:05
5.1	Auditor Warrants	
5.2	Commissioner Warrants	
5.3	Health & Human Services Warrants	
5.4	County Ditch Maintenance Assessments for Taxes Payable 2019	
5.5	Assessment Payment Terms for County Ditch 18 Repair Project	
6	Ditch Inspector	9:10
6.1	CD18 - Fuel Reimbursement to Hwy Dept/Public Works	
7	Public Works	9:15
7.1	Final Payment Authorization - 2018 Pavement Marking Contract	
7.2	Final Payment Authorization - 2018 Dust Control Contract	
7.3	2018 Fall Road Meeting - Setting Date	
8	Facilities Department	9:20
8.1	Dewatering New Storage Shed	
9	Parks & Trails Board	9:25
9.1	Parks & Trails 2019 Budget Request Discussion	
10	Administration	9:30
10.1	Hire County Coordinator	

Standing Reports

Auditor-Treasurer Report

Commissioners' Report

Interim Coordinator Report

Recess

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 (for A/T Office use): 20180904-01	

Title for Agenda (for publication): Meeting Minutes Approval - August 21, 2018 & August 29, 2018	
Date of Meeting: September 4, 2018	Total time requested: 5 min
Department Requesting Action: Auditor-Treasurer	
Presenting Board Action/Discussion at Meeting: Denise Gaida, County Auditor-Treasurer	
Background <input type="checkbox"/> Supporting Documentation enclosed	
Minutes for the following meeting are attached: August 21, 2018 & August 29, 2018	
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 Todd County Board of Commissioner's Meeting Minutes for August 21 st , 2018 and August 29 th , 2018 as presented.	
Financial Implications: \$	Comments
Funding Source:	
Budgeted: <input type="checkbox"/> Yes <input type="checkbox"/> No	

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

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
August 21, 2018*

Public Comment

Amy Dinkel-VanValkenburg voiced her support for the Pine View School CUP Request.
Thomas F. Dinkel voiced his support for the Pine View School CUP Request.

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 21st day of August, 2018 at 9:00 AM. The meeting was called to order by Chairperson Neumann. The meeting was opened with the Pledge of Allegiance. All Commissioners were present.

Approval of Agenda

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

To approve the Commissioner's Meeting Minutes for August 7th, 2018 as presented.

To approve the Human Resources Report for Personnel Actions dated August 21, 2018 as on file.

Auditor-Treasurer

On motion by Becker and second by Kneisl, the following motion was introduced and adopted by unanimous vote: To approve the Commissioner Warrants number 49496 through 49632 in the amount of \$168,438.39.

On motion by Erickson and second by Kircher, the following motion was introduced and adopted by unanimous vote: To approve the Health & Human Services Warrants number 514183 through 514264 in the amount of \$134,214.76 and warrants number 703241 through 703344 in the amount of \$139,023.11.

On motion by Becker and second by Erickson, the following motion was introduced and adopted by unanimous vote: to appoint Molly Robinson as a full-time Deputy Auditor-Treasurer at Grade 8, Step 1 \$21.64 per hour with a tentative start date of September 4, 2018.

On motion by Erickson and second by Becker, the following motion was introduced and adopted by unanimous vote: To ratify the MnCCC/Trimin Professional Services Agreement for IFS System Support.

Ditch Inspector

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

HOLD HARMLESS AGREEMENT – REPLACE PRIVATE CROSSING – COUNTY DITCH 21
WHEREAS, Gary Reinbold is requesting to replace a 24" culvert crossing on his parcel 20-0025200, located on CD21. A Hold Harmless Agreement has been signed and submitted to the Ditch Authority, and;

WHEREAS, an onsite inspection has been done, and his project was discussed at the TEP, and;

TODD COUNTY BOARD OF COMMISSIONERS

WHEREAS, the crossing will be two 24” culverts to accommodate larger equipment, and will be placed at original ditch bottom elevation.

NOW, THEREFORE BE IT RESOLVED, the Todd County Ditch Authority gives permission to Gary Reinbold to replace an existing culvert crossing on CD21, with two 24” culverts, on his own property, parcel 20-0025200, at his own expense.

Facilities Committee

On motion by Kircher and second by Erickson, the following motion was introduced and adopted by majority vote with Becker against: To approve the nonbudgeted request for the purchase of a Kubota F2880 unit and to use Funds from the Facilities Improvement for financial implications with reimbursement to said account in 2019.

Planning & Zoning

On motion by Erickson and second by Kneisl, the following motion was introduced and adopted by unanimous vote: To deny the CUP request for a sawmill on parcel #09-0001800 based on Planning Commission and staff recommendation.

On motion by Erickson and second by Becker, the following motion was introduced and adopted by unanimous vote: To grant the CUP request to establish Pine View School on parcel #15-0028400 with conditions developed by the Planning Commission.

On motion by Kircher and second by Erickson, the following motion was introduced and adopted by unanimous vote: To grant the proposed amendment language for Big Swan Lake Resort CIC as recommended by the Planning Commission.

County Recorder

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

A RESOLUTION DESIGNATING A NEW DRIVER LICENSING AGENT

WHEREAS, on December 21, 1998 the MN Department of Public Safety appointed Cheryl Perish to the position of DRIVER LICENSING AGENT. Cheryl Perish will be leaving county employment at the end of this year and therefore is resigning from the position of DRIVER LICENSING AGENT effective on the date that a new agent has been appointed, but no later than December 1, 2018, and;

WHEREAS, the office location was previously approved by the Dept of Public Safety and will remain the same within the Todd County Recorder’s Office located in the Historic Courthouse at 215 First Avenue South #203, Long Prairie MN. Only the Agent will be changing at this time.

WHEREAS, because this office is a county-administered office, not a county licensing bureau MN Statute 7404.350 Subd. 2 B directs the County Board to designate an employee or equivalent officer of the county to be appointed by the commissioner for the position of DRIVER LICENSING AGENT, and;

WHEREAS, under the authorization of Driver Licensing Agent Cheryl Perish, Linda Daoust has been the Supervisor for the Driver’s License Division for a number of years. Ms. Daoust possesses the knowledge and experience in the laws and rules pertaining to the acceptance of applications, office management, accounting and record keeping in regards to the Driver Licensing Agent position.

TODD COUNTY BOARD OF COMMISSIONERS

NOW, THEREFORE BE IT RESOLVED, with the resignation of Cheryl Perish as the DRIVER LICENSING AGENT there will be a vacancy, the County wishes to continue offering the services affiliated with the Driver Licensing Agent, therefore;

BE IT FURTHER RESOLVED, the County Board of Commissioners designate Linda Daoust as the new Driver Licensing Agent for Station 677 and recommend her to the MN Department of Public Safety to be approved by them to fill the position of DRIVER LICENSING AGENT for Station 677.

Health & Human Services

On motion by Kircher and second by Kneisl, the following motion was introduced and adopted by unanimous vote: To ratify the PH-Doc Maintenance & Support Agreement with MCCC.

Auditor-Treasurer's Report

The Auditor-Treasurer reported that the Primary Election was held on August 14, 2018 with 20% voter overall turnout in Todd County. A Special Board Meeting has been planned for August 29th. Mobile Home property taxes are due August 31st, 2018.

Commissioner's Report

The Commissioners reported on the meetings that they had attended.

Interim Coordinator's Report

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

Adjourn

On motion by Kneisl and second by Becker, the meeting was adjourned for the month of August 2018.

COMMISSIONER WARRANTS

<u>VENDOR NAME</u>	<u>AMOUNT</u>
ARC ELECTRIC SERVICE	\$ 2,292.91
BROWERVILLE TRUCKWASH/BIG BOYZ	\$ 2,484.71
CDW GOVERNMENT INC	\$ 2,121.08
CENTRAL APPLICATORS INC	\$ 22,930.00
CENTRAL SPECIALTIES INC	\$ 39,861.25
ELECTION SYSTEMS & SOFTWARE INC	\$ 5,542.23
KNIFE RIVER CORP	\$ 23,400.00
LONG PRAIRIE LEADER	\$ 2,535.94
NOREX GROUP, INC	\$ 4,743.96
ROYAL TIRE	\$ 8,586.12
STAPLES WORLD	\$ 3,623.35
TRUENORTH STEEL	\$ 6,811.92
TURNKEY/THREE SQUARE MARKET	\$ 2,477.83
WIDSETH SMITH NOLTING INC	\$ 3,297.29
123 PAYMENTS LESS THAN 2000	\$ 37,729.80
Total:	\$ 168,438.39

HEALTH & HUMAN SERVICES WARRANTS

<u>VENDOR NAME</u>	<u>AMOUNT</u>
BRENNY FUNERAL CHAPEL - STAPLES	\$ 3,500.00

TODD COUNTY BOARD OF COMMISSIONERS

DHS - SWIFT	\$	42,488.38
V #15418 - COST EFF HEALTH INS	\$	3,743.70
FRESHWATER EDUCATION DISTRICT	\$	17,024.00
V #13191 - COST EFF HEALTH INS	\$	2,259.45
NORTHERN BUSINESS PRODUCTS	\$	3,618.00
OTTER TAIL CTY HUMAN SERVICES	\$	2,553.00
RURAL MN CEP INC	\$	18,761.34
SCHULLER FAMILY FUNERAL HOMES - BERTHA	\$	4,650.00
95 PAYMENTS LESS THAN 2000	\$	40,425.24
<hr/>		
Total:	\$	139,023.11

VENDOR NAME		AMOUNT
# 14524	\$	2,543.86
# 14813	\$	2,157.60
# 14000	\$	2,930.74
# 15336	\$	2,930.74
# 15490	\$	3,974.82
# 14593	\$	4,259.09
# 15447	\$	2,221.20
HOLISTIC FAMILY EDUCATION SRVS	\$	5,002.27
KINDRED FAMILY FOCUS	\$	7,084.43
# 15511	\$	6,940.59
LITTLE SAND GROUP HOME	\$	6,942.45
LP KIDS - LP/GE SCHOOLS	\$	2,537.44
LUTHERAN SOCIAL SERVICE OF MN ST PAUL	\$	4,909.47
# 10746	\$	2,331.82
MID MINNESOTA DRUG TESTING INC	\$	2,580.00
NORTH HOMES CHILDREN & FAMILY SRVS	\$	10,271.88
NORTHERN PINES MENTAL HLTH CTR IN	\$	5,030.50
# 15286	\$	3,922.74
# 15543	\$	2,758.34
VILLAGE RANCH INC	\$	6,345.26
WEST CENTRAL REG JUVENILE CTR	\$	3,479.17
PAYMENTS LESS THAN 2000	\$	43,060.35
<hr/>		
Total:	\$	134,214.76

TODD COUNTY BOARD OF COMMISSIONERS

*Minutes of the Special Meeting of the Todd County Board of Commissioners held on
August 29, 2018*

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 August, 2018 at 12:30 PM. The meeting was called to order by Chairperson Neumann. The meeting was opened with the Pledge of Allegiance. All Commissioners were present.

Approval of Agenda

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

County Commissioner

On motion by Becker and second by Kircher, the following motion was introduced and adopted by unanimous vote: To proceed with County Coordinator Candidate Interviews as scheduled.

On motion by Kneisl and second by Erickson, the following motion was introduced and adopted by unanimous vote: To approve the offer of the County Coordinator position to candidate Jonathan Stainbrook.

Adjourn

On motion by Erickson and second by Becker, the meeting was adjourned at 5:33 PM.

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 A/T Office use)</i> : 20180904-02	

Title for Agenda (for publication): Approve Personnel Actions	
Date of Meeting: September 4, 2018	Total time requested: 0 Minutes
Department Requesting Action: Administration	
Presenting Board Action/Discussion at Meeting: Denise Gaida/Sara Ogren	
Background <input checked="" type="checkbox"/> Supporting Documentation enclosed	
To approve the Human Resources Report for Personnel Actions dated September 4, as on file.	
Options <input type="checkbox"/> Supporting Documentation enclosed	
Option 1: Approve the Human Resource Report for Personnel Actions dated September 4, as on file.	
Recommendation <input checked="" type="checkbox"/> The Todd County Board of Commissioners approves the following by Motion:	
Approve the Human Resource Report for Personnel Actions dated September 4 as on file.	
Financial Implications: \$0	Comments
Funding Source:	
Budgeted: <input type="checkbox"/> Yes <input type="checkbox"/> No	

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

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

Personnel Action Report

Date of Board Meeting: September 4, 2018

Replacement Staffing

Title: Registered Nurse
Department: Health & Human Services
Reason for Vacancy: departure
Date of Vacancy: 7/31/2018
Personnel Committee: no

Title: Social Worker
Department: Health & Human Services
Reason for Vacancy: promotion
Date of Vacancy: 8/8/2018
Personnel Committee: no

Title: Home Health Aid/Homemaker
Department: Health & Human Services
Reason for Vacancy: departure
Date of Vacancy: 3/15/2018
Personnel Committee: no

Title: County Coordinator
Department: Administration
Reason for Vacancy: departure
Date of Vacancy: 5/21/2018
Personnel Committee: yes

Title: Office Support Specialist I
Department: Health & Human Services
Reason for Vacancy: promotion
Date of Vacancy: 7/30/2018
Personnel Committee: no

Title: Deputy County Recorder
Department: Recorder
Reason for Vacancy: new position
Date of Vacancy:
Personnel Committee: yes

Hires

Name: Kristi Walburn
Title: 911 Dispatcher PT
Department: Sheriff's Office
Date of Hire: 8/21/2018
Vacancy:

Name: Molly Robinson
Title: Deputy Auditor Treasurer
Department: Auditor Treasurer Office
Date of Hire: 9/4/2018
Vacancy: 1/21/2018

Promotions

Name:
Title:
Department:
Reason for Vacancy:
Date of Promotion:

Departures

Name:
Title:
Department:
Date of Departure:

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 (for A/T Office use): 20180904-03	

Title for Agenda (for publication): Auditor Warrants	
Date of Meeting: September 4, 2018	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	
Printouts have been sent to the Commissioners for review and 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 August 2018 Auditor Warrants number (ACH) 900052 thru 900070 in the amount of \$70,611.33 (Manual) 502 thru 502 in the amount of \$802.65 and (Regular) 232244 through 232416 in the amount of \$2,110,024.43 for a total of \$2,181,438.41.	
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"/> Neumann	<input type="checkbox"/> Neumann
Second:	<input type="checkbox"/> Kneisl	<input type="checkbox"/> Kneisl
<input type="checkbox"/> Passed	<input type="checkbox"/> Kircher	<input type="checkbox"/> Kircher
<input type="checkbox"/> Failed	<input type="checkbox"/> Becker	<input type="checkbox"/> Becker
<input type="checkbox"/> Tabled	<input type="checkbox"/> Erickson	<input type="checkbox"/> Erickson

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
August 2018

Vendor Name	Amount
AMERICAN HERITAGE BANK	\$ 3,943.00
ANOKA CO GOVERNMENT CENTER	\$ 14,920.50
COMPUTER PROFESSIONALS	\$ 5,021.00
GALLAGHER BENEFIT SERVICES INC	\$ 2,000.00
LAMB LABOR SERVICES INC	\$ 26,472.00
LONG PRAIRIE OIL COMPANY	\$ 2,239.70
LONG PRAIRIE SANITATION INC	\$ 4,216.96
PETERS LAW OFFICE, P.A.	\$ 5,117.00
Prairie Lakes Municipal Solid Waste Auth	\$ 74,340.00
STEP	\$ 4,670.03
VERIZON	\$ 3,753.96
19 PAYMENTS LESS THAN 2000	\$ 9,366.88
AMERICAN HERITAGE BANK	\$ 65,445.39
CARD SERVICES COBORNS	\$ 2,736.56
COUNTRYSIDE RESTAURANT	\$ 6,176.80
FLEET SERVICES/WEX BANK	\$ 6,752.20
HILLIG AUTO CENTER	\$ 5,022.25
LONG PRAIRIE OIL COMPANY	\$ 4,695.01
MILLER BROTHER'S CONSTRUCTION	\$ 22,910.02
MN DEPT OF FINANCE	\$ 7,860.00
MORRISON COUNTY	\$ 30,862.30
OYSTER/KALOB J & BRITTANI A	\$ 8,956.42
REGENTS OF THE UNIV OF MN	\$ 2,788.32
SHIRLEY'S GAS & GROCERIES	\$ 2,272.49
29 PAYMENTS LESS THAN 2000	\$ 14,435.20
AMERICAN HERITAGE	\$ 7,938.86
COUNTIES PROVIDING TECHNOLOGY	\$ 175,000.00
HEALTH PARTNERS DENTAL	\$ 6,657.72
MINNESOTA POWER & LIGHT	\$ 17,186.07
SOURCEWELL	\$ 200,533.66
STAPLES ADVANTAGE	\$ 5,795.12
STAR BANK OF BERTHA	\$ 120,000.00
STAR BANK OF BERTHA	\$ 39,800.00
STAR BANK OF BERTHA	\$ 22,617.69
STAR BANK OF BERTHA	\$ 100,291.95
WELLS FARGO MORTGAGE	\$ 69,658.37
34 PAYMENTS LESS THAN 2000	\$ 7,803.86
US BANK	\$ 42,863.75
CITY OF EAGLE BEND	\$ 218,735.80
HOFFMAN LAW, PLLC	\$ 4,994.80
LONG PRAIRIE OIL COMPANY	\$ 18,192.35
METRO SALES INC	\$ 2,124.20
SANOFI PASTEUR INC	\$ 2,646.69
SCHOOL DISTRICT 213	\$ 7,413.88
SCHOOL DISTRICT 2753	\$ 3,520.18
SCHOOL DISTRICT 787	\$ 4,001.19
TOWN OF GORDON	\$ 4,135.54

Auditor Warrants for Publication
August 2018

Vendor Name	Amount
TOWN OF STAPLES	\$ 2,215.11
TOWN OF TURTLE CREEK	\$ 2,686.27
TOWN OF WARD	\$ 3,613.38
TOWN OF WEST UNION	\$ 2,061.20
TRI CITY PAVING INC	\$ 726,588.27
VERIZON	\$ 3,506.10
VOYANT COMMUNICATIONS, LLC	\$ 3,629.34
59 PAYMENTS LESS THAN 2000	\$ 17,450.42
1 PAYMENT LESS THAN 2000	\$ 802.65
Total:	\$ 2,181,438.41

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 (for A/T Office use): 20180904-04	

Title for Agenda (for publication): Approve Commissioner Warrants	
Date of Meeting: 09/04/2018	Total time requested: 2 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 and 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 Commissioner Warrants number 49633 through 49721 in the amount of \$52,629.51.	
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"/> Neumann	<input type="checkbox"/> Neumann
Second:	<input type="checkbox"/> Kneisl	<input type="checkbox"/> Kneisl
<input type="checkbox"/> Passed	<input type="checkbox"/> Kircher	<input type="checkbox"/> Kircher
<input type="checkbox"/> Failed	<input type="checkbox"/> Becker	<input type="checkbox"/> Becker
<input type="checkbox"/> Tabled	<input type="checkbox"/> Erickson	<input type="checkbox"/> Erickson

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

JOLENES

8/28/18 2:23PM

**** Todd County ****

WARRANTS FOR PUBLICATION



Cutoff 2000

Report Sequence: 1 - Vendor Name

**** Todd County ****



WARRANTS FOR PUBLICATION

Warrants Approved On 9/04/2018 For Payment 9/07/2018

<u>Vendor Name</u>	<u>Amount</u>
BIG STONE THERAPIES, INC.	3,937.69
DIAMOND MOWERS INC	3,239.86
ELECTION SYSTEMS & SOFTWARE INC	4,877.78
MELROSE ONE STOP	4,329.65
MORRISON CO PUBLIC HEALTH SERV	5,162.90
NAPA CENTRAL MN	2,658.82
NOW MICRO INC	3,327.12
ROYAL TIRE	4,502.68
81 Payments less than 2000	20,593.01
Final Total:	52,629.51

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 (for A/T Office use): 20180904-05	

Title for Agenda (for publication): Health & Human Services Warrants	
Date of Meeting: September 4, 2018	Total time requested: 5 min
Department Requesting Action: Auditor-Treasurer	
Presenting Board Action/Discussion at Meeting: Denise Gaida, County Auditor-Treasurer	
Background <input type="checkbox"/> Supporting Documentation enclosed	
Printouts have been sent for Commissioners to review and 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 Health & Human Services Warrants number 514265 through 514289 in the amount of \$28,964.11 and warrants number 703345 through 703438 in the amount of \$51,220.80.	
Financial Implications: \$	Comments
Funding Source:	
Budgeted: <input type="checkbox"/> Yes <input type="checkbox"/> No	

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

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	

Warrants for Publication

Payment Date:

9/7/2018

Approval Date:

<u>Vendor name or #</u>	<u>Amount</u>
DHS - SWIFT	24,043.22
GLENDENILSONVERTIN INC - FERGUS FALLS	2,483.00
PSJ ACQUISITION LLC	3,021.62
SCHULLER FAMILY FUNERAL HOMES - BERTHA	3,500.00
90 PAYMENTS LESS THAN 2000	18,172.96
FINAL TOTAL	51,220.80

Warrants for Publication

Payment Date:

9/7/2018

Approval Date:

9/4/2018

Vendor name or #

Amount

HEARTLAND GIRLS RANCH
HOLISTIC FAMILY EDUCATION SRVS
MID MINNESOTA DRUG TESTING INC
NORTH HOMES CHILDREN & FAMILY SRVS

5711.75
2221.83
2055.00
4014.76

\$14,960.77

Pymts less than \$2000

Final Total

\$28,964.11

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 (for A/T Office use): 20180904-06	

Title for Agenda (for publication): County Ditch Maintenance Assessments for Taxes Payable 2019	
Date of Meeting:September 4, 2018	Total time requested:5 minutes
Department Requesting Action: Auditor-Treasurer	
Presenting Board Action/Discussion at Meeting: Denise Gaida, Todd County Auditor-Treasurer	
Background <input checked="" type="checkbox"/> Supporting Documentation enclosed	
The Auditor-Treasurer's office along with the County Ditch Inspector have been proactively working on improving the cash flow balances within Fund-40 County Ditches on a yearly basis and presented assessment recommendations at the County Board Worksession on August 21, 2018. Attached are the maintenance fund assessments recommended for collection during the 2019 Tax Payable Year.	
Options <input checked="" type="checkbox"/> Supporting Documentation enclosed	
1. Approve the list of Ditch Maintenance Assessments for Taxes Payable 2019	
2. Do not approve the list of Ditch Maintenance Assessments for Taxes Payable 2019	
Recommendation <input checked="" type="checkbox"/> The Todd County Board of Commissioners approves the following by Motion:	
That the Todd County Ditch Authority approves the attached resolution for County Ditch Maintenance Assessments for Taxes Payable 2019.	
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"/> Neumann	<input type="checkbox"/> Neumann
Second:	<input type="checkbox"/> Kneisl	<input type="checkbox"/> Kneisl
<input type="checkbox"/> Passed	<input type="checkbox"/> Kircher	<input type="checkbox"/> Kircher
<input type="checkbox"/> Failed	<input type="checkbox"/> Becker	<input type="checkbox"/> Becker
<input type="checkbox"/> Tabled	<input type="checkbox"/> Erickson	<input type="checkbox"/> Erickson

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 DITCH AUTHORITY

COUNTY DITCH MAINTENANCE ASSESSMENTS FOR TAXES PAYABLE 2019

WHEREAS, the Auditor-Treasurer's office along with the County Ditch Inspector have been proactively working on improving the cash flow balances within Fund-40 County Ditches on a yearly basis to maintain positive cash flow, and;

WHEREAS, per County Board suggestion, recommendations for the July 2017 through June 2018 assessment cycle were discussed at the County Board Worksession on August 21, 2018, and;

WHEREAS, Minnesota Statute allows for the Ditch Authority to approve maintenance fund assessments on a yearly basis without incurring the expense of a public hearing, and;

WHEREAS, it is the goal of the County Board to transition from the past practice of *collecting after spending* to maintaining a *revolving collection* comparative to expense trends and to keep assessments occurring as close to real time as possible for the potential property owners affected.

NOW, THEREFORE BE IT RESOLVED, that the Todd County Board of Commissioners in their capacity as the Todd County Ditch Authority hereby approves the Maintenance Fund/Ditch Assessments for the 2019 Tax Payable Year per the attached list.

Assessment Year: July 2017 - June 2018

Taxes Payable 2019

****Maintenance Fund / Ditch Assessments****

Ditch #	Assessment Total	Includes Prior Expenses	Includes Anticipated Expenses
CD 4	\$ 5,000.00	yes	yes
CD 12	\$ 3,200.00	yes	yes
CD 19	\$ 4,410.09	no	yes
CD 20	\$ 2,500.00	yes	yes
CD 21	\$ 100.00	no	yes
CD 32	\$ 1,000.00	yes	yes
CD 34	\$ 1,000.00	yes	yes
CD 36	\$ 1,000.00	yes	yes
CD 41	\$ 4,000.00	yes	yes
CD 43	\$ 500.00	no	yes
CD 45	\$ 400.00	no	yes
JD 5 (Todd Co's Portion)	\$ 96.12	yes	no

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 A/T Office use)</i> : 20180904-07	

Title for Agenda (for publication): Assessment Payment Terms for County Ditch 18 Repair Project	
Date of Meeting: September 4, 2018	Total time requested: 5 minutes
Department Requesting Action: Auditor-Treasurer	
Presenting Board Action/Discussion at Meeting: Denise Gaida, Todd County Auditor-Treasurer	
Background <input checked="" type="checkbox"/> Supporting Documentation enclosed	
<p>The Todd County Board of Commissioners have approved a repair project for CD18 and have transferred funds to cover the expenses until assessment collections are completed.</p> <p>The repair project is nearing completion and all contracted expenses have been accounted for.</p> <p>The County Auditor-Treasurer and County Ditch Inspector presented an update on this project and proposed assessment schedule at the August 21, 2018 Worksession for the Commissioners to review.</p>	
Options <input checked="" type="checkbox"/> Supporting Documentation enclosed	
Recommendation <input checked="" type="checkbox"/> The Todd County Board of Commissioners approves the following by Motion:	
That acting as the Todd County Ditch Authority approves the attached resolution for the Assessment Payment Terms for County Ditch 18 Repair Project.	
Financial Implications: \$289,000	Comments
Funding Source: Special Assessment	
Budgeted: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	

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

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 DITCH AUTHORITY

ASSESSMENT PAYMENT TERMS FOR COUNTY DITCH 18 REPAIR PROJECT

WHEREAS, the Todd County Board of Commissioners have approved and authorized a repair project on County Ditch 18 as a result of Public Hearings held on April 11, 2017 and May 22, 2017, and;

WHEREAS, the Todd County Board of Commissioners, on December 28, 2017, approved the transfer of funds from Fund 01-General Revenue to Fund 40-County Ditches/County Ditch 18 to provide sufficient funds to pay the authorized County Ditch 18 repair project expenses until collections are completed via special assessment, and;

WHEREAS, the Todd County Board of Commissioners has the authority to set unique payment terms by Resolution due to the size and scope of the repair project in place of the standing policy approved via board resolution #20130806-13, and;

WHEREAS, the Todd County Board of Commissioners desires to ensure that ditch assessments are as minimal of a hardship to landowners as possible while defining a clear expectation of terms for the landowners, and;

WHEREAS, the County Ditch 18 repair project is nearing completion and all contracted expenses have been accounted for, and;

WHEREAS, Minnesota Statute 103E.611 depicts the processes necessary to place these assessments onto the tax rolls and application of any penalty/interest payments received.

NOW, THEREFORE BE IT RESOLVED, that the Todd County Board of Commissioners acting as the Todd County Ditch Authority does hereby approve the County Ditch 18 repair project Assessment collection of \$289,000 as a lump sum assessment and directs that any assessments not paid in full within the 60-day window set forth by the Todd County Auditor-Treasurer be placed onto the tax rolls beginning with Taxes Payable 2019 granting a 10 year repayment term with 2% interest added.

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 (for A/T Office use): 20180904-08	

Title for Agenda (for publication): CD18 - Fuel Reimbursement to Hwy Dept/Public Works	
Date of Meeting: September 4, 2018	Total time requested: 5 min
Department Requesting Action: Ditch/Ag Inspector	
Presenting Board Action/Discussion at Meeting: Nancy Uhlenkamp CDI	
Background <input type="checkbox"/> Supporting Documentation enclosed	
1/2 mile of Lateral 2 is in the road ROW of County Road 11. We had a location lined up to haul the spoil to that was approximately 3 miles away from the excavation site. Because of the excessive rains and the condition of the road that leads to that location, a new dump site was needed. Several landowners were contacted to see if we could use their land to dispose of the spoil. An alternate suitable site was not found so the spoil was hauled to a pit that is approximately 7 miles away. A discussion was had between Hwy Dept/Public Works and the CDI and a decision was made to ask the Ditch Authority to reimburse the Hwy Dept/Public Works for the fuel used to haul the spoil.	
Options <input type="checkbox"/> Supporting Documentation enclosed	
Approve fuel reimbursement to the Hwy Dept/Public Works.	
Do not approve fuel reimbursement to the Hwy Dept/Public Works.	
Recommendation <input checked="" type="checkbox"/> The Todd County Board of Commissioners approves the following by Motion:	
The Todd County Ditch Authority approves the reimbursement of \$1,527.45 from County Ditch 18 to the Hwy Dept/Public Works for fuel used to haul spoils from the 1/2 mile section of Lateral 2 that is located in the County Road 11 road ROW to a pit that is 7 miles away from the excavation site.	
Financial Implications: \$	Comments
Funding Source: County Ditch 18 Assessment	
Budgeted: <input type="checkbox"/> Yes <input type="checkbox"/> No	

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

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> : 20180904-09	

Title for Agenda (for publication): Final Payment Authorization - 2018 Pavement Marking Contract	
Date of Meeting: 09/04/2018	Total time requested: 5 minutes
Department Requesting Action: Public Works	
Presenting Board Action/Discussion at Meeting: Loren Fellbaum, County Engineer	
Background <input type="checkbox"/> Supporting Documentation enclosed	
See attached resolution for additional background information.	
Options <input checked="" type="checkbox"/> Supporting Documentation enclosed	
#1 Approve attached resolution.	
#2 Do not approve attached resolution.	
Recommendation <input checked="" type="checkbox"/> The Todd County Board of Commissioners approves the following by Motion:	
Approve attached resolution.	
Financial Implications: \$2,169.49	Comments
Funding Source: Road and Bridge	
Budgeted: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	

Action	Voting in Favor	Voting Against
Motion:	<input type="checkbox"/> 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
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TODD COUNTY BOARD OF COMMISSIONERS

Final Payment Authorization – 2018 Pavement Marking Maintenance Contract

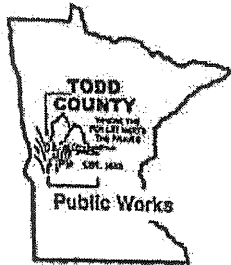
WHEREAS, the contract with Traffic Marking Service, Inc. for the 2018 Pavement Marking Maintenance Contract known as CP 77-18-03 located on various routes in Todd County, has in all things been completed, and;

WHEREAS, construction work on this contract was scheduled and completed in 2018 with the value of the total work certified being \$43,389.72, and;

WHEREAS, partial payments amounting to \$41,220.23 have been previously been made to the contractor as work progressed, and;

WHEREAS, it has been determined that \$2,169.49 still remains to be paid to Traffic Marking Service, 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.



TODD COUNTY PUBLIC WORKS

44 Riverside Drive
 Long Prairie, MN 56347
 Project CP 77-18-03 - 2018 Pavement Marking Project
 Contract Final Pay Request No. 3

Contractor: Traffic Marking Service, Inc.
 621 Division Street East
 Maple Lake, MN 55358

Contract No. 201803
 Vendor No. 0000
 For Period: 6/28/2018 - 7/13/2018
 Warrant # _____ Date _____

Contract Amounts

Original Contract	\$44,839.50
Contract Changes	\$695.04
Revised Contract	\$45,534.54

Funds Encumbered

Original	\$44,839.50
Additional	N/A
Total	\$44,839.50

	Work Certified This Request	Work Certified To Date	Less Amount Retained	Less Previous Payments	Amount Paid This Request	Total Amount Paid To Date
CP 77-18-03	\$0.00	\$43,389.72	\$0.00	\$41,220.23	\$2,169.49	\$43,389.72
Percent Retained: 0.0000%						
Contract 201803	\$0.00	\$43,389.72	\$0.00	\$41,220.23	\$2,169.49	\$43,389.72
Percent Retained: 0.0000%						
Amount Paid This Contract Final Pay Request					\$2,169.49	

I hereby certify that a Final Examination has been made of the noted Contract, that the Contract has been completed, that the entire amount of Work Shown in this Final Voucher has been performed and the Total Value of the Work Performed in accordance with, and pursuant to, the terms of the Contract is as shown in this Final Voucher.

Approved By _____

County/City/Project Engineer _____

Date _____

Approved By Traffic Marking Service, Inc.

Gregory Melch
 Contractor _____

7-17-18
 Date _____

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> : 20180904-10	

Title for Agenda (for publication): Final Payment Authorization - 2018 Dust Control Contract	
Date of Meeting: 09/04/2018	Total time requested: 5 minutes
Department Requesting Action: Public Works	
Presenting Board Action/Discussion at Meeting: Loren Fellbaum, County Engineer	
Background <input type="checkbox"/> Supporting Documentation enclosed	
See attached resolution for additional background information.	
Options <input checked="" type="checkbox"/> Supporting Documentation enclosed	
#1 Approve attached resolution.	
#2 Do not approve attached resolution.	
Recommendation <input checked="" type="checkbox"/> The Todd County Board of Commissioners approves the following by Motion:	
Approve attached resolution.	
Financial Implications: \$5,368.59	Comments
Funding Source: Road and Bridge	
Budgeted: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	

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

Final Payment Authorization – 2018 Dust Control Contract

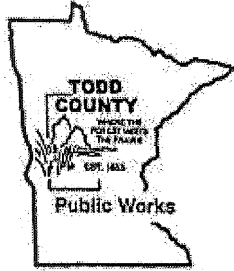
WHEREAS, the contract with Northern Salt Inc. for the 2018 Dust Control Contract known as CP 77-18-08 located on various routes in Todd County, has in all things been completed, and;

WHEREAS, construction work on this contract was scheduled and completed in 2018 with the value of the total work certified being \$107,371.71, and;

WHEREAS, partial payments amounting to \$102,003.12 have been previously been made to the contractor as work progressed, and;

WHEREAS, it has been determined that \$5,368.59 still remains to be paid to Northern Salt 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.



TODD COUNTY PUBLIC WORKS

44 Riverside Drive
 Long Prairie, MN 56347
 Project CP 77-18-08 - 2018 Dust Control Project
 Contract Final Pay Request No. 2

Contractor: Northern Salt Inc.
 P.O. Box 1028
 Forest Lake, MN 55025

Contract No. 201805
 Vendor No. N/A
 For Period: 6/28/2018 - 7/13/2018
 Warrant # _____ Date _____

Contract Amounts

Original Contract	\$110,811.82
Contract Changes	\$0.00
Revised Contract	\$110,811.82

Funds Encumbered

Original	\$110,811.82
Additional	N/A
Total	\$110,811.82

	Work Certified This Request	Work Certified To Date	Less Amount Retained	Less Previous Payments	Amount Paid This Request	Total Amount Paid To Date
CP 77-18-08	\$0.00	\$107,371.71	\$0.00	\$102,003.12	\$5,368.59	\$107,371.71
Percent Retained: 0.0000%						
Contract 201805	\$0.00	\$107,371.71	\$0.00	\$102,003.12	\$5,368.59	\$107,371.71
Percent Retained: 0.0000%						
Amount Paid This Contract Final Pay Request					\$5,368.59	

I hereby certify that a Final Examination has been made of the noted Contract, that the Contract has been completed, that the entire amount of Work Shown in this Final Voucher has been performed and the Total Value of the Work Performed in accordance with, and pursuant to, the terms of the Contract is as shown in this Final Voucher.

Approved By

 County/City/Project Engineer

 Date

Approved By Northern Salt Inc.

[Signature]

 Contractor

8-14-18

 Date

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 A/T Office use)</i> : 20180904-11	

Title for Agenda (for publication): 2018 Fall Road Meeting - Setting Date	
Date of Meeting: 09/04/2018	Total time requested: 5 minutes
Department Requesting Action: Public Works	
Presenting Board Action/Discussion at Meeting: Loren Fellbaum	
Background <input type="checkbox"/> Supporting Documentation enclosed	
Request to set date for the 2018 Fall Road Meeting.	
Options <input type="checkbox"/> Supporting Documentation enclosed	
#1 Set the 2018 Fall Road Meeting for one of the following dates and times: November 8th, 13th, 15th, 16th, 19th, 20th, 21st, 26th, 27th, 28th, 29th (all at 9:00 AM at the Long Prairie Public Works Shop)	
#2 Do not have a 2018 Fall Road Meeting	
Recommendation <input checked="" type="checkbox"/> The Todd County Board of Commissioners approves the following by Motion:	
Set the 2018 Fall Road Meeting for November __, 2018 at 9:00 AM at the Long Prairie Public Works Shop.	
Financial Implications: \$0.00	Comments
Funding Source: Road & Bridge	
Budgeted: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	

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

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 checked="" type="checkbox"/> Discussion <input type="checkbox"/> Information Item	<input type="checkbox"/> Report <input type="checkbox"/> Resolution <input type="checkbox"/> Other
Board Action Tracking Number (for A/T Office use): 20180904-12	

Title for Agenda (for publication): Dewatering New Storage Shed	
Date of Meeting: September 4 th 2018	Total time requested: 5 minutes
Department Requesting Action: Facilities	
Presenting Board Action/Discussion at Meeting: Mitch Johnson, Facilities Supervisor	
Background <input type="checkbox"/> Supporting Documentation enclosed	
Last year the board elected to build a new storage shed. During the process, it was discovered that the water table was too high to install the water and sewer main line without the process of dewatering. This year the same problem exists. After the recommendation from the Facilities Committee to discuss item in front of the County Board, the Facilities Department would like to fully complete the shed for full utilization.	
Options <input type="checkbox"/> Supporting Documentation enclosed	
1) To approve the request to move forward with the dewatering process for full utilization of the building	
2) To not approve the request.	
Recommendation <input type="checkbox"/> The Todd County Board of Commissioners approves the following by Motion:	
To approve the request to move forward with the dewatering process for full utilization of the building.	
Financial Implications: \$1500	Comments
Funding Source: Facilities Improvement	
Budgeted: <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	

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

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 checked="" 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 A/T Office use)</i> : 20180904-13	

Title for Agenda (for publication): Parks & Trails 2019 Budget Request Discussion	
Date of Meeting: September 4, 2018	Total time requested: 10 minutes
Department Requesting Action: Parks & Trails Board	
Presenting Board Action/Discussion at Meeting: Parks & Trails Boardmembers	
Background <input type="checkbox"/> Supporting Documentation enclosed	
Discussion regarding the 2019 request for increase to the Parks & Trails Budget.	
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"/> Neumann	<input type="checkbox"/> Neumann
Second:	<input type="checkbox"/> Kneisl	<input type="checkbox"/> Kneisl
<input type="checkbox"/> Passed	<input type="checkbox"/> Kircher	<input type="checkbox"/> Kircher
<input type="checkbox"/> Failed	<input type="checkbox"/> Becker	<input type="checkbox"/> Becker
<input type="checkbox"/> Tabled	<input type="checkbox"/> Erickson	<input type="checkbox"/> Erickson

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 (for A/T Office use): 20180904-14	

Title for Agenda (for publication): Hire County Coordinator	
Date of Meeting: September 4, 2018	Total time requested: 5 min
Department Requesting Action: Board of Commissioners	
Presenting Board Action/Discussion at Meeting: Chris Pelzer, Interim Coordinator	
Background <input type="checkbox"/> Supporting Documentation enclosed	
On August 29, 2018, the Todd County Board of Commissioners conducted interviews for the position of County Coordinator. The Board of Commissioners approved by motion to offer the position to candidate Jonathan Stainbrook. The terms of the Employment Agreement have been accepted by Jonathan Stainbrook.	
Options <input checked="" type="checkbox"/> Supporting Documentation enclosed	
Approve the hire of Jonathan Stainbrook as County Coordinator with the terms of the attached Employment Agreement, with a start date of September 24, 2018.	
Recommendation <input type="checkbox"/> The Todd County Board of Commissioners approves the following by Motion:	
Approve the hire of Jonathan Stainbrook as County Coordinator with the terms of the attached Employment Agreement, with a start date of September 24, 2018.	
Financial Implications: \$90,563.00 and insurance adjustment of \$1531.02	Comments
Funding Source: Administration	
Budgeted: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	

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

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	

EMPLOYMENT AGREEMENT

Agreement made this 4th day of September 2018, by and between County of Todd, State of Minnesota, (“Employer”) and Jonathan Stainbrook (“Employee”).

The parties mutually agree as follows:

1. **Position.** Employer agrees to employ Employee as County Coordinator. Employee agrees to serve as County Coordinator in accordance with the attached position description (which may be amended from time to time). Employee is an employee of Todd County and Todd County Policies, except as modified herein, shall apply to Employee. Employee will begin employment with Todd County on September 24, 2018.
2. **Rights.** Nothing in this Agreement shall prevent, limit, or otherwise interfere with the right of the Employer to terminate the services of Employee at any time, subject to the provisions of this Agreement. Furthermore, nothing in this agreement shall prevent, limit, or otherwise interfere with the right of the Employee to resign at any time from his position with the Employer, subject to the provisions of this Agreement.
3. **Salary.** Employer shall pay Employee an annual base salary of \$90,563 beginning on September 24, 2018. Employee shall be eligible for Step increases in salary in accordance with the Employer’s pay schedule for 2019 and 2020. Employee shall be eligible for General and Step increases in salary in accordance with the Employers pay schedule for 2019 and subsequent years.
4. **Vacation.** On the first day of employment, Employee shall be credited with 40 vacation hours (equivalent of 5 days) available for immediate use. Thereafter, Employee shall accrue vacation at the schedule applicable to other non-union employees, beginning at 8 hours per month, in accordance with the Employer’s Personnel Policy.
5. **Sick Leave.** On the first day of employment, Employee shall be credited with 40 sick leave hours (equivalent to 5 days) available for immediate use. Thereafter, Employee shall continue to accrue sick leave at the rate application to other non-union employees in accordance with the Employer’s Personnel Policy.
6. **Holidays.** Employer shall provide the Employee with the same holidays as enjoyed by the other non-union employees.
7. **Pension Plan.** Employer shall contribute to the Employee’s PERA account in accordance with state law.
8. **Insurance and Benefits.** Employer shall provide Employee with the same group hospital, medical, liability and Errors and Omissions insurance and other cafeteria and flex plan benefits as provided to all other non-union employees.
9. **General and Travel Expenses.** Employer shall reimburse the Employee any job-related expenses, including travel, room and board, conference registration, etc. in conformance with the procurement policies and approved budget.

10. **Hours of Work.** It is understood that the position of County Coordinator is frequently required to spend extra hours, over and above the normal work hours which are outlined in the Employer's Personnel Policy, in completion of essential job duties, including early morning and late evening meetings, and occasionally, meetings on the weekends. It is understood by the Employee that additional compensation and compensatory time shall not be allowed for such expenditure of time. It is further understood that Employee may absent himself from the office to a reasonable extent in consideration of extra time spent on job outside of normal working hours.
11. **Evaluation.** The Employee shall be formally evaluated by the County Board on an annual basis, or on a more frequent basis during the Employee's Probationary Period.
12. **Probationary Period and General Conditions of Employment.** Employee is subject to a 12-month probationary period in accordance with the County's Personnel Policy during which the time the Employer may evaluate the Employee's performance at any time. Employee is entitled to Termination Benefits as provided in paragraph 13 below. Nothing in this Agreement shall prevent, limit or otherwise interfere with the right of the Employee to resign at any time, for any reason, subject only to the provisions of this agreement. Furthermore, nothing in the Agreement shall prevent, limit or otherwise interfere with the right of the Employer to termination of services of the Employee at any time, for any reason, subject only to the provisions of this Agreement.
13. **Termination Benefits.** In the event the Employee is terminated by the employer, Employer agrees to pay Employee a lump sum cash payment equivalent to two (2) months gross salary. However, in the event Employee is terminated because of his conviction of an illegal act involving personal gain to Employee, or for misconduct, then the Employer shall have no obligation to pay Termination Benefits. If Employee voluntarily resigns his position with Employer, Employee agrees to give Employer 30 days' notice. If Employee voluntarily terminates his position with Employer, there shall be no termination pay due to Employee. Accrued, unused vacation hours will be paid to employee at 100% upon separation of employment.
14. **Term.** This Agreement shall be effective September 4, 2018 and will continue through December 31, 2020, or as otherwise terminated pursuant to this Agreement.
15. **Insurance Adjustment.** Employer shall reimburse employee for health insurance premium cost for one month of premium for family health insurance continuance not to exceed \$1531.02. This is a one-time payment to cover the transition from employee's current employer plan to the Todd County plan.

Employer

Employee

Randy Neumann, Chair
Todd County Board of Commissioners



Jonathan Stainbrook