

# TODD COUNTY BOARD OF COMMISSIONERS

## *Regular Board Meeting Agenda*

Date: January 2, 2019

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>Oaths of Office</b>	9:02
3.1	Oaths of Office: Elected Officials	
<b>4</b>	<b>Amendments to the Agenda</b>	9:02
<b>5</b>	<b>Board Organization</b>	9:03
5.1	Establish Board Chairperson	
5.2	Establish Board Vice-Chairperson	
<b>6</b>	<b>Potential Consent Items</b>	9:04
6.1	Meeting Minutes Approval - December 28th, 2018	
<b>7</b>	<b>Auditor-Treasurer</b>	9:05
7.1	2019 Official Newspaper Designation	
7.2	2019 Extra Publication Newspaper Designation	
7.3	2019 Board Protocol	
7.4	2019 Board Meeting Dates Schedule	
7.5	2019 Committee Appointments	
7.6	2019 County Fee Schedule	
7.7	2019 Designation of Depositories, Investments & Electronic Funds Transfers	
<b>8</b>	<b>Todd-Wadena Community Corrections</b>	9:10
8.1	Resolution Appointing Membership to Todd-Wadena Community Corrections Executive Committee & Advisory Board	
<b>9</b>	<b>Sheriff's Office</b>	9:15
9.1	Chief Deputy Appointment for the Todd County Sheriff's Office	
<b>10</b>	<b>Health &amp; Human Services</b>	9:20
10.1	Child Welfare / Juvenile Justice Screening Grant CY 2019	
10.2	Children's Mental Health - Targeted Case Management (CMH-TCM)	
<b>11</b>	<b>Administration</b>	9:30
11.1	Hiring of Resource Conservationist	
11.2	Hiring of Deputy Recorder	
11.3	Hiring of a part-time Correctional Officer	
11.4	Hiring of Public Health Nurse	

### **Standing Reports**

Auditor-Treasurer Report

Commissioners' Report

Coordinator Report

### **Recess**

The County Board Meeting will begin promptly at the prescribed time. The County Board reserves the right to alter the order of the agenda items and the amount of time allowed for an item based on business needs. <sup>1 of 62</sup>

# 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 type="checkbox"/> Resolution <input checked="" type="checkbox"/> Other Oath of Office
Board Action Tracking Number (for A/T Office use): 20190102-01	

<b>Title for Agenda (for publication):</b> Oath of Office: Elected Officials	
Date of Meeting: January 2, 2019	Total time requested: 5 minutes
Department Requesting Action: Auditor-Treasurer	
Presenting Board Action/Discussion at Meeting: Denise Gaida, County Auditor-Treasurer	
<b>Background</b> <input type="checkbox"/> Supporting Documentation enclosed	
A General Election was held within Todd County on November 6, 2018 for County Offices with terms expiring in January 2019. The Auditor-Treasurer's Office has presented Certificates of Election to the winning candidates for Todd County Commissioner in the 2 <sup>nd</sup> & 4 <sup>th</sup> Districts, Todd County Attorney and Todd County Auditor-Treasurer. The Candidates must complete an Oath of Office to begin their new term of service to the citizens of Todd County.	
<b>Options</b> <input type="checkbox"/> Supporting Documentation enclosed	
<b>Recommendation</b> <input checked="" type="checkbox"/> The Todd County Board of Commissioners approves the following by Motion:	
<b>Financial Implications: \$</b>	Comments
Funding Source:	
Budgeted: <input type="checkbox"/> Yes <input type="checkbox"/> No	

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

<p><b>Signatures</b></p> <p>STATE OF MINNESOTA }                  COUNTY OF TODD }</p> <p>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:</p>	Seal
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# 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 (for A/T Office use): 20190102-02	

<b>Title for Agenda (for publication):</b> Establish Board Chairperson	
Date of Meeting: January 2, 2019	Total time requested: 5 minutes
Department Requesting Action: County Board of Commissioners	
Presenting Board Action/Discussion at Meeting: County Board of Commissioners	
<b>Background</b> <input type="checkbox"/> Supporting Documentation enclosed	
It is customary for the Todd County Board of Commissioners to serve as Chairperson of the Board in rotation. If the Commissioners choose to follow tradition, Commissioner Kneisl would be the choice to serve as the Todd County Board Chairperson for 2019.	
<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 appoint Commissioner Kneisl as the Chairperson of the Todd County Board of Commissioners for 2019 proceedings.	
<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"/> 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

<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 (for A/T Office use): 20190102-03	

<b>Title for Agenda (for publication):</b> Establish Board Vice-Chairperson	
Date of Meeting: January 2, 2019	Total time requested: 5 minutes
Department Requesting Action: County Board of Commissioners	
Presenting Board Action/Discussion at Meeting: County Board of Commissioners	
<b>Background</b> <input type="checkbox"/> Supporting Documentation enclosed	
It is customary for the Todd County Board of Commissioners to serve as Vice-Chairperson of the Board in rotation. If the Commissioners choose to follow tradition, Commissioner Kircher would be the choice to serve as the Todd County Board Vice-Chairperson for 2019.	
<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 appoint Commissioner Kircher as the Vice-Chairperson of the Todd County Board of Commissioners for 2019 proceedings.	
<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"/> 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

<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 A/T Office use)</i> : 20190102-04	

<b>Title for Agenda (for publication):</b> Meeting Minutes Approval - December 27 <sup>th</sup> , 2018	
Date of Meeting: January 2, 2019	Total time requested: 5 min
Department Requesting Action: Auditor-Treasurer	
Presenting Board Action/Discussion at Meeting: Denise Gaida, County Auditor-Treasurer	
<b>Background</b> <input type="checkbox"/> Supporting Documentation enclosed	
Minutes for the following meeting are attached: December 27 <sup>th</sup> , 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:	
to approve the Todd County Board of Commissioner's Meeting Minutes for December 27 <sup>th</sup> , 2018 as presented.	
<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"/> 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  
December 27, 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 27<sup>th</sup> day of December, 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 Kneisl and second by Erickson, 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 were introduced and adopted by unanimous vote:

To approve the Commissioner's Meeting Minutes for December 17<sup>th</sup> & 18<sup>th</sup>, 2018 as presented.

To approve the Human Resources Report for Personnel Actions dated December 27<sup>th</sup>, 2018 as on file.

## **Auditor-Treasurer**

On motion by Erickson and second by Becker, the following motion was introduced and adopted by unanimous vote: To approve the Commissioner Warrants (ACH) 400085 through 400105 in the amount of \$13,269.45 and (Regular) 50626 through 50695 in the amount of \$66,079.77 for a total of \$79,349.22.

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 514660 through 514676 in the amount of \$14,157.84 and warrants number 704101 through 704178 in the amount of \$324,435.38.

On motion by Erickson and second by Becker, the following motion as introduced and adopted by unanimous vote: To approve the contract with Peters Law Office for Public Defender services in Todd County for 2019.

## **County Sheriff**

On motion by Kircher and second by Kneisl, the following motion was introduced and adopted by unanimous vote: To approve the Memorandum of Agreement between the Law Enforcement Labor Services Union 156 and Todd County.

## **County Fee Schedule Hearing**

On motion by Kneisl and second by Erickson, the following resolution was introduced and adopted by unanimous vote: To open the floor for public input regarding the 2019 Proposed County Fee Schedule.

## **Commissioners**

On motion by Becker and second by Kneisl, the following motion was introduced and adopted by unanimous vote: To establish a Policy Committee to update, review, and maintain all of the County's Policies every three years at minimum. Members would include two County Commissioners, HR

# TODD COUNTY BOARD OF COMMISSIONERS

Manager, County Coordinator, County Attorney &/or Labor Attorney, one Elected Official, and two Department Heads.

## Solid Waste Fee Hearing

On motion by Erickson and second by Kneisl, the following motion was introduced and adopted by unanimous vote: To open the floor for public input regarding the 2019 Proposed Solid Waste Tipping, Parcel, Mattress and Tire Fee Schedules.

## Solid Waste

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

### **2019 BOARD RESOLUTION ESTABLISHING SOLID WASTE TIPPING FEES**

**WHEREAS**, the Todd County Board of Commissioners is mandated by the State of Minnesota to manage solid waste generated by its citizens in environmentally correct and state approved processes; and **WHEREAS**, The Todd County Board of Commissioners have authority to establish and modify solid waste service fees and tipping fees; and

**WHEREAS**, the Todd County Board of Commissioners have been presented the proposal for setting the Residential Tipping Fee at \$0.08 per pound, and the Commercial Tipping Fee at \$100.00 per ton for the Todd County Solid Waste Transfer Station.

**NOW, THEREFORE BE IT RESOLVED**, that the Todd County Board of Commissioners set the Residential Tipping Fee at \$0.08 per pound, and the Commercial Tipping Fee at \$100.00 per ton for the Todd County Transfer Station, to be implemented on February 1<sup>st</sup>, 2019.

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

### **2019 BOARD RESOLUTION ESTABLISHING SOLID WASTE PARCEL FEES**

**WHEREAS**, the Todd County Board of Commissioners is mandated by the State of Minnesota to manage solid waste generated by its citizens in environmentally correct and state approved processes; and **WHEREAS**, The Todd County Board of Commissioners have authority to establish and modify solid waste service fees and parcel fees; and

**WHEREAS**, the Todd County Board of Commissioners have been presented the proposal for setting the Residential Parcel Fee at \$48.00, and the Commercial Parcel Fee at \$48.00 for the first ton, and remaining at \$40.00 for every ton after for the Todd County Solid Waste Transfer Station.

**NOW, THEREFORE BE IT RESOLVED** that the Todd County Board of Commissioners set the Residential Parcel Fee at \$48.00, and the Commercial Parcel Fee at \$48.00 for the first ton, and remaining at \$40.00 for every ton after for the Todd County Transfer Station, to be implemented on January 1<sup>st</sup>, 2019.

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

### **2019 BOARD RESOLUTION ESTABLISHING SOLID WASTE MATTRESS AND TIRE FEES**

**WHEREAS**, the Todd County Board of Commissioners is mandated by the State of Minnesota to manage solid waste generated by its citizens in environmentally correct and state approved processes; and **WHEREAS**, The Todd County Board of Commissioners have authority to establish and modify solid waste service fees and mattress and tire disposal fees; and

**WHEREAS**, the Todd County Board of Commissioners have been presented the proposal for setting the Mattress Disposal Fee at \$12.00 per mattress, \$12.00 per box spring, and the Tire Disposal Fee at \$0.13 per pound, or \$5.00 for a regular passenger vehicle tire and \$10.00 for a regular passenger vehicle tire if it has a rim, for the Todd County Solid Waste Transfer Station.

# TODD COUNTY BOARD OF COMMISSIONERS

**NOW, THEREFORE BE IT RESOLVED**, that the Todd County Board of Commissioners set the Mattress Disposal Fee at \$12.00 per mattress, \$12.00 per box spring and the Tire Disposal Fee at \$0.13 per pound, or \$5.00 for a regular passenger vehicle tire and \$10.00 for a regular passenger vehicle tire if it has a rim for the Todd County Solid Waste Transfer Station, to be implemented on January 1<sup>st</sup>, 2019.

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

**A RESOLUTION TO APPROVE 2019 SOLID WASTE ENTERPRISE FUND BUDGET**

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

**NOW, THEREFORE BE IT RESOLVED**, the Todd County Board of Commissioners hereby approves the following as the 2019 Budget for the Solid Waste Enterprise Fund of the County of Todd, Minnesota and directs that it be forwarded to the County Auditor.

## Solid Waste Enterprise Fund 2019 Budget

	2019 Budget	2018 Budget
<b>Property Taxes And Penalties</b>	748,282	661,234
<b>Licenses &amp; Permits</b>	650	800
<b>Intergovernmental</b>	1,654	1,654
<b>State Grants</b>	70,000	70,000
<b>Charges For Services</b>	1,366,000	1,307,770
<b>Miscellaneous</b>	114,500	87,256
<b>Transfers In</b>	-	-
<b>Subtotal Revenues</b>	2,301,086	2,128,714
<b>Personal Services</b>	436,313	424,628
<b>Services And Charges</b>	1,403,300	1,429,225
<b>Supplies And Materials</b>	110,150	120,150
<b>Capital Expenditures</b>	225,000	172,000
<b>Other Expenditures</b>	89,000	74,000
<b>Transfers</b>	-	-
<b>Subtotal Expenditures</b>	2,263,763	2,220,003
<b>Balance</b>	37,323	(91,289)

### Auditor-Treasurer's Report

The Auditor-Treasurer has nothing to report at this time.

### Commissioner's Report

The Commissioners had nothing to report at this time.

### Coordinator's Report

The Coordinator had nothing to report at this time.



# TODD COUNTY BOARD OF COMMISSIONERS

## Service Awards

Todd County Recorder Cheryl Perish and Todd County Sheriff Don Asmus were presented Service Awards for their longstanding service to the citizens of Todd County and congratulated on their upcoming retirements.

## Adjourn

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

### COMMISSIONER WARRANTS

<u>VENDOR NAME</u>	<u>AMOUNT</u>
ALLIED 100	\$ 2,570.00
BRAATEN SAND & GRAVEL	\$ 10,328.65
LITTLE FALLS MACHINE INC	\$ 3,861.07
LONG PRAIRIE MACHINERY CO INC	\$ 21,490.17
MORRISON CO PUBLIC HEALTH SERV	\$ 2,032.58
NORTHERN STAR COOP	\$ 2,521.17
ROYAL TIRE	\$ 7,367.00
SATELLITE TRACKING OF PEOPLE (STOP)	\$ 2,375.00
TURNKEY/THREE SQUARE MARKET	\$ 2,073.93
82 PAYMENTS LESS THAN 2000	\$ 24,729.65
Total:	\$ 79,349.22

### HEALTH & HUMAN SERVICES WARRANTS

<u>VENDOR NAME</u>	<u>AMOUNT</u>
MID MINNESOTA DRUG TESTING INC	\$ 3,238.00
VILLAGE RANCH INC	\$ 2,248.80
PAYMENTS LESS THAN 2000	\$ 8,671.04
Total:	\$ 14,157.84

<u>VENDOR NAME</u>	<u>AMOUNT</u>
DHS-SWIFT	\$ 277,111.46
PERISH/ALAN	\$ 2,055.74
PSJ ACQUISITION LLC	\$ 2,953.44
WILLIAMS DINGMANN FAMILY FUNERAL-LONG PRAIRIE	\$ 3,500.00
V#15450-COST EFFECTIVE HEALTH INS	\$ 2,835.09
70 PAYMENTS LESS THAN 2000	\$ 11,364.87
DHS - MSOP- MN SEX OFFENDER PROGRAM	\$ 5,595.00
DHS - ST PETER RTC - 472	\$ 8,745.00
RURAL MN CEP INC	\$ 10,274.78
Total:	\$ 324,435.38

# 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 (for A/T Office use): 20190102-05	

<b>Title for Agenda (for publication):</b> 2019 Official Newspaper Designation	
Date of Meeting: January 2, 2019	Total time requested: 5 minutes
Department Requesting Action: Auditor-Treasurer	
Presenting Board Action/Discussion at Meeting: Denise Gaida, County Auditor-Treasurer	
<b>Background</b> <input type="checkbox"/> Supporting Documentation enclosed	
Minnesota Statute Chapter 375.12 requires that annual letting of bids for publication be held for the publication of the official proceedings of the Todd County Board meetings and notices.	
<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 resolution designating the Official Newspaper for 2019 as the _____ with the bid of \$ _____ per column inch.	
<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"/> 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

<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

## A RESOLUTION DESIGNATING AN OFFICIAL NEWSPAPER FOR 2019

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

**WHEREAS**, pursuant to advertisement bids were opened to be designated for those parties interested in being named as the official newspaper for Todd County on January, 2, 2019.

**NOW, THEREFORE BE IT RESOLVED**, that the Todd County Board of Commissioners accept the bid from \_\_\_\_\_, with a bid of \$\_\_\_\_\_ per column inch to be the Official Newspaper for the year 2019 and;

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

# 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 (for A/T Office use): 20190102-06	

<b>Title for Agenda (for publication):</b> 2019 Extra Publication Newspaper Designation	
Date of Meeting: January 2, 2019	Total time requested: 5 minutes
Department Requesting Action: Auditor-Treasurer	
Presenting Board Action/Discussion at Meeting: Denise Gaida, County Auditor-Treasurer	
<b>Background</b> <input type="checkbox"/> Supporting Documentation enclosed	
Minnesota Statute Chapter 375.12 requires that annual letting of bids be held for publication of the extra proceedings of the Todd County Board meetings and notices	
<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 resolution designating the Extra Publication Newspaper for 2019 as the _____ with the bid of \$ _____ per column inch.	
<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"/> 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

## A RESOLUTION DESIGNATING AN EXTRA PUBLICATION NEWSPAPER FOR 2019

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

**WHEREAS**, pursuant to advertisement bids were opened to be designated for those parties interested in being named as the extra publication newspaper for Todd County on January 2, 2019.

**NOW, THEREFORE BE IT RESOLVED**, that the Todd County Board of Commissioners accept the bid from \_\_\_\_\_ with a bid of \$\_\_\_\_\_ per column inch to be the Extra Publication Newspaper for the year 2019.

# 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 (for A/T Office use): 20190102-07	

<b>Title for Agenda (for publication):</b> 2019 Board Protocol	
Date of Meeting: January 2, 2019	Total time requested: 5 minutes
Department Requesting Action: Auditor-Treasurer	
Presenting Board Action/Discussion at Meeting: Denise Gaida, County Auditor-Treasurer	
<b>Background</b> <input type="checkbox"/> Supporting Documentation enclosed	
The Todd County Board of Commissioners wish to create a transparent process for the order of the County Board meetings and notices. The Todd County Board of Commissioners met in worksession on December 27, 2018 to update the Todd County Board Protocol document for 2019.	
<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 adopt the attached resolution to establish the 2019 Todd County Board of Commissioners Board Protocol.	
<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"/> 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

<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

## A RESOLUTION ESTABLISHING THE 2019 TODD COUNTY BOARD OF COMMISSIONERS BOARD PROTOCOL

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

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

1. Board Rules to be Passed as a Resolution

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

2. Designation of the Board Chairperson and Vice-Chairperson

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

3. Regular Meetings

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

The 2019 Public Hearing on the 2020 budget shall be held in the County Board Room-date to be set at a later time.

4. Special Meetings

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

# TODD COUNTY BOARD OF COMMISSIONERS

## 5. Presiding Officer, Roll Call

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

## 6. Quorum

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

## 7. Minutes

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

## 8. Order of Business

### a) Public Comment

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

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

### b) Order and Decorum

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

Every Board member, member of the public or member of the press shall respectfully address the Chairperson by the appellation of "Mr. Chairman" or "Madame Chair", and shall not speak



# TODD COUNTY BOARD OF COMMISSIONERS

further until recognized by the Chairperson. Once a member of the audience has been recognized by the chair as requesting to address the Board of Commissioners, the Chairperson shall require the individual to identify themselves by stating their name and address.

## c) Agenda

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

County staff wishing to place an item of business upon the agenda shall advise the Auditor-Treasurer of the particular item of business not later than 3:00 pm on the Wednesday immediately preceding the Regular Tuesday Board meetings. Alternate submission deadlines will be communicated by the Auditor-Treasurer for any Special Board Meetings in order to comply with public notification statute regulations. The Auditor-Treasurer shall release the proposed agenda and information packet, including posting on the Todd County Website, at minimum 3 days prior to the meeting typically on the Friday immediately preceding the Board Meeting. The Board Chairperson may choose to require the Auditor-Treasurer to send the agenda to the Board Chairperson for approval prior to public release.

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

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

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

## d) Consent Agenda

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

- Minutes
- Resolutions authorizing permits or licenses

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

# TODD COUNTY BOARD OF COMMISSIONERS

## 9. Discussion and Debate

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

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

## 10. Voting

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

## 11. Calling Vote

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

## 12. Ordinances

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

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

# TODD COUNTY BOARD OF COMMISSIONERS

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

## 13. Clerk to the County Board

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

## 14. Board Committees

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

## 15. Suspension or Amendment of Rules

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

## 16. Publication of Minutes

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

## 17. Agenda is Public

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

## 18. Work Sessions of the Board

The County Board may hold Work Sessions which are not considered “regular meetings” of the County Board. Work sessions may be scheduled upon request of the County Board Chairperson or three members of the County Board in the County Board room.

# TODD COUNTY BOARD OF COMMISSIONERS

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

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

# 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 A/T Office use)</i> : 20190102-08	

<b>Title for Agenda (for publication): 2019 Board Meeting Dates Schedule</b>	
Date of Meeting: January 2, 2019	Total time requested: 5 minutes
Department Requesting Action: Auditor-Treasurer	
Presenting Board Action/Discussion at Meeting: Denise Gaida, County Auditor-Treasurer	
<b>Background</b> <input type="checkbox"/> Supporting Documentation enclosed	
It is customary for the County Board of Commissioners to set the County Board meeting schedule at the 1 <sup>st</sup> board meeting of each year and adjust accordingly for known scheduling conflicts.	
<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 to continue to hold the Todd County Board of Commissioner's Meetings on the first and third Tuesday of every month at 9:00 a.m. in the Todd County Historic Courthouse and Worksessions designated by Board Chairperson or three members of the County Board as deemed necessary. The Commissioners also approve that the December 3, 2019 board meeting be rescheduled to December 4, 2019 due to the AMC yearly conference and the year-end board meeting be scheduled for December 30, 2019.	
<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"/> 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

<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 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): 20190102-09	

<b>Title for Agenda (for publication):</b> 2019 Committee Appointments	
Date of Meeting: January 2, 2019	Total time requested: 5 minutes
Department Requesting Action: Auditor-Treasurer	
Presenting Board Action/Discussion at Meeting: Denise Gaida, County Auditor-Treasurer	
<b>Background</b> <input type="checkbox"/> Supporting Documentation enclosed	
It is customary that the Board of Commissioners establish/re-affirm the Committees to which they are a member of each calendar year.	
<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 attached resolution adopting the Commissioner's Committee Assignments for 2019.	
<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"/> 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

<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

## **A RESOLUTION ESTABLISHING THE COMMISSIONER'S COMMITTEE ASSIGNMENTS FOR 2019**

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

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

**NOW, THEREFORE BE IT RESOLVED**, that the attached Committee Roster (Attachment 1) is hereby adopted as the County Commissioners' Committee Assignments for 2019 and will remain on file in the Auditor-Treasurer's Office.

## 2019 Todd County Commissioner Committee Assignments

<b>General Organization</b>					
Board Chairperson	Kneisl				
Board Vice Chairperson	Kircher				
County Board Board Meetings	1st and 3rd Tuesday 9:00 a.m., In the Commissioner's Board Room				
County Board Work Sessions	Scheduled as needed				
<b>2019 - All Commissioner Committee Assignments</b>					
	<i>District 1</i>	<i>District 2</i>	<i>District 3</i>	<i>District 4</i>	<i>District 5</i>
3 Co. Morrison, Todd, Wadena Board of Health	B. Becker	G. Kneisl	R. Erickson	D. Kircher	R. Neumann
AMC Delegates	B. Becker	G. Kneisl	R. Erickson	D. Kircher	R. Neumann
County Road Inspection Committee	B. Becker	G. Kneisl	R. Erickson	D. Kircher	R. Neumann
Finance Committee <i>*rotate other Commissioners as necessary</i>		G. Kneisl		D. Kircher	<i>removed</i>
Gov't Building Task Force Committee	B. Becker	G. Kneisl	R. Erickson	D. Kircher	R. Neumann
MN Rural Counties Caucus		G. Kneisl-Alt		D. Kircher	
Negotiations Committee		G. Kneisl		D. Kircher	<i>removed</i>
Solid Waste Joint Inspection Committee <i>(bi-yearly)</i>	B. Becker	G. Kneisl	R. Erickson	D. Kircher	R. Neumann
<b>Strategic and Efficient Government Committees</b>					
	<i>District 1</i>	<i>District 2</i>	<i>District 3</i>	<i>District 4</i>	<i>District 5</i>
SAM - Strategic and Efficient Government Committee		G. Kneisl		D. Kircher	<i>removed</i>
Leadership Team Committee		G. Kneisl		D. Kircher	<i>removed</i>
Personnel Committee <i>(County Attorney and Coordinator)</i>		G. Kneisl		D. Kircher	<i>removed</i>
Policy Committee					
Insurance Committee	B. Becker				R. Neumann
Joint Ditch 5 & 8 Committee	B. Becker	G. Kneisl	R. Erickson		
Safety/OSHA Committee/Facilities	B. Becker		R. Erickson		
Wellness Committee	B. Becker			<i>removed</i>	
Counties Providing Technology		G. Kneisl			R. Neumann
Compliance Fund Committee				D. Kircher	
<b>Community Growth Committees</b>					
	<i>District 1</i>	<i>District 2</i>	<i>District 3</i>	<i>District 4</i>	<i>District 5</i>
SAM - Community Growth Committee		G. Kneisl		D. Kircher	
Co. Parks & Trails Committee	B. Becker-Alt		R. Erickson		R. Neumann
Airport Commission - Long Prairie			R. Erickson		R. Neumann
Airport Commission - Staples	B. Becker	G. Kneisl			
Region 5 Development Committee	B. Becker	G. Kneisl-Alt			
Todd County Development Corp Liaison		G. Kneisl		D. Kircher	
JD 2 Committee		G. Kneisl			R. Neumann
Livestock Advisory Committee		G. Kneisl		D. Kircher	
Todd County HRA		G. Kneisl	R. Erickson-Alt	D. Kircher	



## 2019 Todd County Commissioner Committee Assignments

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

## 2019 Todd County Commissioner Committee Assignments

Central MN Emergency Services Council	B. Becker				
Region V+ Adult Mental Health Comprehensive Re-Entry Team			R. Erickson	D. Kircher	
Todd-Wadena Community Corrections Advisory Board	B. Becker			D. Kircher	
Central MN Emergency Services Board		G Kneisl			R. Neumann-Alt
<b>Misc. and Temp. Committees and Assignments</b>					
Todd County Official Newspaper	Staples World				
Todd County Official Newspaper - Extra Publications	Long Prairie Leader				
Todd County Affirmative Action Plan Officer	Jane Gustafson, Assistant County Attorney				
Todd County Citizens Against Drugs Committee			R. Erickson-Alt		R. Neumann
Citizens Against Drugs-Staples Area	B. Becker				
<b>County Coordinator Committee Assignments</b>					
All Todd County Commissioner Meetings & Worksessions					
E-911 Committee					
Facilities Committee					
Finance Committee					
Insurance Committee					
Leadership Team Committee					
Negotiations Committee					
Policy Committee					
Personnel Committee					

# 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 A/T Office use)</i> : 20190102-10	

<b>Title for Agenda (for publication):</b> 2019 County Fee Schedule	
Date of Meeting: January 2, 2019	Total time requested: 5 minutes
Department Requesting Action: Auditor-Treasurer	
Presenting Board Action/Discussion at Meeting: Denise Gaida, County Auditor-Treasurer	
<b>Background</b> <input type="checkbox"/> Supporting Documentation enclosed	
Todd County has built a County Fee Schedule to be implemented for 2019 and a public hearing was held on December 27, 2018 to gather any public input on the proposed fees.	
<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 adopt the 2019 County Fee Schedule per the attached document.	
<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"/> 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

<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 Fee Schedule

Effective: \_\_\_\_\_

(NOTE: some county offices have separate fee schedules)

GENERAL COUNTY	
Copies or print screens (per side, up to 8 1/2" x 14"):	\$0.25/page up to 100 pages; actual cost* when > 100 pages
CD's	\$5 per CD
Computer Printouts (reports/labels)	\$5 setup fee + \$.50/page
Fax or Email Service	Actual cost*
NSF Fee	\$30
Research Fee	Actual cost*
ADMINISTRATION/HUMAN RESOURCE OFFICE	
<b>Rental Fee-Conference Rooms:</b>	
Forest Conference Room-Historic Courthouse	\$50 half day - \$75 full day
Prairie Conference Room-Historic Courthouse	\$50 half day - \$75 full day
Lakes Conference Room-Historic Courthouse	\$50 half day - \$75 full day
ATTORNEY'S OFFICE	
CD/DVD of Documents	\$15
Child Support Fees	\$100/hr
Fraud Services	\$100/hr
ASSESSOR'S OFFICE	
Assessor Certification	Actual cost*
Assessor Tax Estimate	Actual cost*
Copy of Field Card, CAMA sheet, print screens, etc.	\$.25 per page
AUDITOR-TREASURER'S OFFICE (Minimum of returned overage in fees - \$10.01)	
<b>Licenses and Permits:</b>	
<i>Alcohol Licenses (M.S. 340.A)</i>	
On & Off Sale 3.2 Beer License (12 month)	\$100
On Sale 3.2 Beer License (12 month)	\$85
Off Sale 3.2 Beer License (12 month)	\$15
On & Off Sale 3.2 Beer License (6 month)	\$50
Temporary On Sale 3.2 Beer License (1 day)	\$15
On Sale Liquor License (12 month) (w/out Sunday)	\$2,000
Off Sale Liquor License (12 month)	\$300
Sunday On Sale Liquor License (12 month)	\$150
Bottle Club On Sale Liquor License (12 month)	\$330
Wine License (12 month)	\$150
Temporary On Sale Liquor License (1 day)	\$50
Setups	\$50
Auctioneer License (M.S. 330.01)	\$20
<i>Dance License</i>	
Dance (12 month)	\$50
Dance (1 day)	\$5
<i>Dangerous Dog License (M.S. 347.51)</i>	
Registration of a Dangerous Dog (one time)	\$50
Renewal Fee for a Dangerous Dog (annual renewal)	\$10
Dangerous Dog Sign	\$14 each
Dangerous Dog Tag	\$6 each
Fireworks Permit (M.S. 640.20)	\$25
Transient Merchant License (M.S. 329.11)	\$150
<b>Fairgrounds Storage and Rental:</b>	
Use of Grounds - w/o restrooms	\$150/day + \$300 deposit
Use of Grounds - with restrooms S of Prairie Motors	\$300/1st day, \$75/each add'l + \$500 deposit
Rental Expo Building	\$450/1st day, \$125/each add'l + \$1,000 deposit
Grandstand (Seating and Arena)	\$250/1st day, \$100/each add'l + \$500 deposit
Entertainment Pavilion	Contact Ag Society
Prairie Motors Building	Contact Ag Society
Winter Storage (Oct - May)	\$100 per item
<b>Service Charges:</b>	
Auditor Cert Bond	\$150
Certified Copy of Voter Registration	\$5
Confession of Judgment Program Fee	\$200 1 <sup>st</sup> parcel; \$50 each add'l
Ditch Lien Search	\$5 per parcel
Ditch Lien Release Prep Fee	\$5 per parcel
Duplicate Tax Statement	\$1
Duplicate Bill Fee	\$5 per parcel
Election Roster/Master List (non-Co. Elec.)	\$0.25 per page
Election/Admin Setup Fee (non-Co. Elec.)	\$250
Election/Admin Setup Fee (alongwith Co. Elec.)	\$1 per ballot
Forfeited Land List	No Fee
Mobile Home Clearance Sheet	\$5

\*Actual costs can include cost of media, employee time to prepare, etc.  
Postage expense borne by requestor.

Todd County Fee Schedule

Effective: \_\_\_\_\_

(NOTE: some county offices have separate fee schedules)

<b>Service Charges:</b>	
Publication Cost	\$25
Repurchase Fee	\$250
Research Fee	Actual cost*
Special Assessment Setup Fee (less than 5 parcels)	\$5
Special Assesemnt Setup Fee (more than 5 parcels)	\$25
Special Assessment Service Fee	\$1/parcel
Special Assessment Search	\$5 per parcel
Tax Forfeiture – Admin Fee	\$250
Tax Search	\$5 per parcel
TIF Setup Fee	\$100
<b>GIS/MIS OFFICE</b>	
<b>Maps:</b>	
8 1/2 x 11"	\$3
11" x 17"	\$5
D - Solid Fill (22" x 34")	\$15
D - Line Work (22" x 34")	\$10
E - Solid Fill (34" x 44")	\$25
E - Line Work (34" x 44")	\$20
Custom Sizes	Actual cost*
Highway Map	\$3
Plat Book	\$35
<b>RECORDER'S OFFICE</b>	
(Minimum of returned overage in fees - \$10.01)	
Research Fee	\$50/hr
Uncertified Copy	\$1/page
Certified Copy	\$10
Copy of Plat (Certified or Non-Certified)	\$10
State or Federal Tax Lien Search	\$20
Certified Birth Certificate - 1st copy	\$26
Additional copies	\$19
Non-Certified Birth Certificate	\$13
Certified Death Certificate - 1st copy	\$13
Additional copies	\$6
Non-Certified Death Certificate	\$13
Marriage License - regular	\$115
Marriage License - reduced (Educators Statement required)	\$40
Marriage Certificate - each certified copy	\$9
Marriage: Consent for Minor to Marry	\$20
Marriage: Amendment to Application or License	\$20
Ordination Filing Fee	\$20
Notary Commission Filing Fee	\$20
Verification of Vital Record	\$9
Credit Card Charge (VitalCheck for vitals stat orders only)	\$7
Certified Copy of Coroner's Certificate	\$9
Certified Copy of Notary Commission	\$9
LandShark Fees: Initial set-up	\$50
Level 1 (up to 200 images)	\$50/month
Level 2 (up to 950 images)	\$100/month
Recording Fee - except plats (abstract or torrens division)	\$46
Multiple Document cited - per # cited after first 4	\$10
Recording Fee for plats (abstract & torrens division)	\$56
Well Disclosure Certificate	\$50
State Deed Tax (discounted price submit DT1 form)	.0033 x sales price
Mortgage Registration Tax (discounted price submit MRT1 form)	.0023 x mortgage amount
Attested Copy of recording fee	\$2
Residue Certificate of Titles (Torrens division)	\$40
Cancelling a Certificate of Titles (Torrens division)	\$20
Exchange Certificate of Tiles (Torrens division) - per new Certificate	\$20
Entry of Memorial onto add'l Certificate - per certificate	\$20
Certificate of Possessory Title (CPT)	(Contact Registrar of Titles)
Torrens Directive (contact Torrens Examiner)	(Not a county fee)

\*Actual costs can include cost of media, employee time to prepare, etc.  
Postage expense borne by requestor.

## Todd County Planning & Zoning – 2019 Fee Schedule

<b>A. Residential Construction</b>		
1. Dwelling structure ( <i>includes all floors</i> ) (\$25.00 minimum)		\$ 10.00 Per 100 sq Ft.
2. Decks (a) 0 – 250 sq ft		\$ 50.00
(b) 251 sq ft and over		\$ 75.00
<b>B. Accessory &amp; Agricultural structures</b>		
1. Non-residential structure ( <i>cap of \$500 per structure</i> ) (\$25 minimum)		\$ 7.00 Per 100 sq. Ft.
2. Semi-trailers, Cargo Containers (two per parcel allowed in Cmml & AF1, AF2)		\$ 25.00 each
3. Grain Bin (flat fee)		\$50.00 each
<b>C. Commercial &amp; Industrial</b>		
1. Per 100 sq ft of structure ( <i>cap of \$500 per structure</i> ) (Minimum \$25 fee)		\$7.00
2. Commercial Towers over 100 ft (plus C.U.P)		\$500.00
3. Mining or Gravel Pits (with or without C.U.P.) – valid for four years		\$300.00
4. Adult Use Business Land Use Permit Fee		\$750.00
<b>D. Structural Alteration to Existing Conforming Structure or Dwelling</b>		\$ 25.00
Note: If making an outward expansion in any direction, use A, B or C above for fee. Structural alterations are those that affect supporting structural elements of the building and <u>do</u> require a permit – i.e roof rafters, foundation, outside walls, etc... Non-structural “normal maintenance” – shingles, doors, windows, siding, etc ... <u>do not</u> require a permit.		
<b>E. Nonconforming Structure Replacement (a building permit will also need to be purchased)</b>		
1. Major Construction (>50% rebuild of houses, sheds, boathouses)		\$300.00 + permit fee
2. Minor Construction (decks, roof or foundation modification within ordinance)		\$150.00 + permit fee
<b>F. Shoreland Alteration Permits</b>		\$200.00
<b>G. Shoreland Access Permits</b>		\$150.00
<b>H. Recreational Vehicle Unit Permit</b>		\$ 50.00
<b>I. Sewage Treatment Systems</b>		
1. SSTS with site inspection		\$200.00
2. Advanced SSTS with inspection (fee increases or decreases per actual cost)		\$1,500.00
3. Cluster system (3+ homes)		\$200 + \$50 per tank installed
<b>J. Applications</b>		
1. Conditional Use Permit (includes recording fee)		\$350.00 ATF=\$700.00
2. Variance Application (includes recording fee)		\$350.00 ATF= \$700.00
3. Administrative SSTS Variance (including recording fee)		\$150.00
4. Administrative Acreage Cluster Application		\$150.00
5. Rezoning Application (includes recording fee)		\$350.00
6. Application to Plat: 1 – 4 lots (includes recording fee)		\$500 plus \$200 per lot
5 lots & over (includes recording fee)		\$1,000 plus \$200 per lot
7. Planned Unit Development Review		\$250.00
8. Environmental Assessment Worksheet Review		\$500.00
9. Application to Amend Zoning Ordinance		\$700.00
10. Appeal of Land Use Decision to Board of Adjustment		\$150.00
<b>K. Other Fees</b>		
1. After-the fact charges		Up to 3 times the fee
2. Special hearing fees		actual cost + application fee
3. County Ordinance Copy		\$35.00
4. Special Requests		staff hourly rates apply
5. Permit renewal		\$25.00
6. Permits to replace structures destroyed by “An act of God”		No Charge
7. Administrative Penalty Order (only for Buffers Section 9.22)		\$50 to \$200/mo. Initial Violation
		\$50 to \$200/day Repeat Violation
8. Noncompliance Fee (1X First year, 2X Second year, 3X Third year)		\$1000.00

**(All Fees are non-refundable)**

<b>2019 Todd County Public Works Fee Schedule</b>		
<b>Item</b>	<b>Unit</b>	<b>Unit Cost</b>
<b>Materials</b>		
Bituminous Patch Mix - Sales Markup	Ton	Cost + 15%
Road Salt - Sales Markup	Ton	Cost + 15%
Road Salt/Sand - Sales Markup	Ton	Cost + 15%
Winter Sand - Sales Markup	Ton	Cost + 15%
Bituminous Patch Mix	Pail	\$ 10.00
Road Salt/Sand	Pail	\$ 5.00
Road Salt	Pail	\$ 25.00
Winter Sand	Pail	\$ 2.00
<b>Supplies</b>		
Metal Culvert - Sales Markup	Each	Cost + 25%
Metal Culvert - Delivery (0 -10 miles)	Lump Sum	\$ 125.00
Metal Culvert - Delivery (11 - 20 miles)	Lump Sum	\$ 150.00
Metal Culvert - Delivery (21 miles and over)	Lump Sum	\$ 175.00
Road Sign - Sales Markup (Government Sales Only)	Each	Cost + 15%
Sign Post - Markup (Government Sales Only)	Each	Cost + 15%
Mailbox Support	Each	\$ 60.00
Used Sign Post	Each	\$ 2.00
Used Cutting Edge	Each	\$ 10.00
<b>Permits</b>		
Entrance Permit	Each	\$ 200.00
Moving Permit	Each	No Charge
Right of Way Permit	Each	No Charge
Special Event Permit	Each	No Charge
Utility Permit	Each	No Charge
<b>Labor and Equipment Rates</b>		
Heavy Equipment Rate	Hour	Cost + 10%
Employee Labor Rate	Hour	Cost + 10%

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## FEE POLICIES AND PROCEDURES

### I. TODD COUNTY HEALTH & HUMAN SERVICES FEE POLICY

#### POLICY STATEMENT

Todd County Health & Human Services is a county-operated and State supervised organization established to provide therapeutic, educational, supportive and consultative services for persons experiencing financial, health, or social problems.

In order to support the variety of services this Agency provides to Todd County residents, the Todd County Board must supplement Federal and State funds with local tax dollars. Fees charged to service recipients by this Agency are primarily used to offset the amount of local taxes required. The collection of fees is either mandated or permitted by State Statute/Rule (Minnesota Statute 256M.60, subd. 6; Chapter 402; Chapter 393; Minnesota Statutes 252.27, Chapter 119B; 260B.331; 260C.331; 373.41; 245A.10; 245.481, 254B, 256M) or Health & Human Services Board authorization.

Sliding fee scales are typically based upon the annual gross income and household size of the service recipient(s). People who are fee-eligible are billed on a monthly basis for services provided. At no time does a charged fee exceed the total cost of the services provided. Fee scales will be adjusted annually to the Federal Poverty Level or if necessary to comply with any Federal or State Statute or Regulation.

### II. SERVICES ELIGIBLE FOR FEE

The following services (provided or purchased) are eligible for a fee/charge:

- A. Child Care Licensing/Renewal
- B. Chemical Dependency (CD) Assessments
- C. Corporate Adult Foster Care Licensing/Renewal
- D. Detoxification Services
- E. Food, Beverage & Lodging Licenses
- F. Out-of-Home Placements (including Emergency Shelters)
- G. Public Health Services
- H. Release of Records
- I. Representative Payment Program
- J. Other Purchased Services

### III. DEFINITIONS AND DESCRIPTIONS

**Definition:** Income includes, but is not limited to, income received from wages or salaries, net income (excluding depreciation) from self-employment, net farm income (excluding depreciation), Social Security payments, dividends, interest, rent received, royalties, pensions, annuities, Unemployment Compensation, Workmen's Compensation, alimony, child support, Veteran's pensions, or any combination of these sources of income.

**Definition:** Adjusted Gross Household Income shall mean total annualized cash receipts before tax deductions from all sources of income for all members of a household.

**Definition:** Household Size shall mean all persons who occupy a housing unit, whether they are related to each other or not.

**Definition:** Federal Poverty Level is the annual income level based upon household size and adjusted gross household income as defined in the annually updated poverty guidelines of the Federal Register under the authority of the Federal Health and Human Services Department.



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**DESCRIPTIONS:**

**A. CHILD CARE LICENSING/RENEWAL**

**1. Licensing/Renewal Applications**

Applicants requesting an initial child care license are assessed a fee of \$50.00 for a one-year license. Applicants renewing a child care license are assessed a \$50.00 fee per year for licensing renewal. No fee will be charged for an additional licensing inspection for a change of premise (See Appendix A).

**2. Background Study**

Applicants requesting a child care license are responsible for completing required criminal background checks, including costs associated with obtaining a background study.

**B. CHEMICAL DEPENDENCY (CD) ASSESSMENTS**

A client may be charged a fee up to \$200.00 for a Rule 25 Chemical Dependency Assessment based on gross income, using the Social Services Agency Sliding Fee Scale. Those persons whose income is below 100% of Federal Poverty Level will not be assessed a fee (See Appendix D).

**C. CORPORATE ADULT FOSTER CARE LICENSING/RENEWAL**

**1. Background**

Minnesota Statute 245A.10, Subd. 2(e), indicates that a county agency may charge a fee to an adult or child Foster Care corporate applicant or corporate license holder to recover the actual cost of licensing inspections, not to exceed \$500 annually. This law was effective August 1, 2008.

**2. Policy**

Todd County Health & Human Services charges \$800.00 for an initial two year license and bi-annual renewals, to recover the costs of the licensing inspection at the time of initial application and renewal application for each corporate foster care application.

**3. Procedure**

Payment of \$800.00 for licensing inspection per foster home must be received by Todd County Health & Human Services along with a signed application for a corporation foster care license, before licensing inspections will take place for new licensing or renewal. In no case will fees be returned for licensing inspections if the corporate foster home is not licensed.

**D. DETOXIFICATION SERVICES**

Fees for chemical abuse detoxification services are charged to persons whose household income is above the Federal Poverty Level, with the fee based on the total cost of the service. The fee is charged using the Social Services Agency Sliding Fee Scale and the actual cost incurred by the County from the Detox Service Provider. Those persons whose income is below 100% of Federal Poverty Level will not be assessed a fee (See Appendix D).

**E. FOOD, BEVERAGE & LODGING LICENSES**

The purpose of Food, Beverage & Lodging licenses are to establish standards for establishments including food and beverage establishments, lodging establishments, manufactured home parks, recreational camping areas, special events, youth camps and public swimming pools and spas to protect the health, safety and general welfare of the citizens and visitors of Todd County. Applications and fee schedule may be found at:

[http://www.co.todd.mn.us/departments/health\\_and\\_human\\_services/community\\_planning/environmental\\_health](http://www.co.todd.mn.us/departments/health_and_human_services/community_planning/environmental_health)

**F. OUT-OF-HOME PLACEMENTS – Parental Fee Policy**

The purpose of a parental fee assessment is to determine the ability of the custodial parent to continue to provide financial support for their child/children while in out of home placement. The parental fee

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assessment focuses on the parent who had physical custody when the child left the family home. Parental fees will apply to the parent of a child taken into custody either voluntarily or involuntarily by Todd County Health and Human Services.

Any child support due on behalf of the child will be redirected to Todd County. The child support program will continue to manage child support from the non-custodial parent.

No fee will apply to parents who are currently on cash and food assistance or that will become eligible for cash and /or food support assistance as soon as the child returns home. If the child is IV-E eligible, no parental fee will be assessed to the removal home custodial parent.

Some children that enter foster care have unearned income. A child's unearned income is defined as income and resources attributable to the child including but not limited to social security, SSI, veteran's benefits, railroad retirement benefits, adoption subsidies, child support, trust and conservatorships. All of the child's income must be remitted to Todd County for the cost of the child's care. See MN Statute 260B and 260C (See Appendix B-C).

#### **G. PUBLIC HEALTH SERVICES**

Public Health Services include nurse home visiting, public health nursing clinics, care coordination and case management, home health care services, immunizations, other health related and family based services. Fees are assessed when no third party payment is available (See Appendix E-J).

#### **H. RELEASE OF RECORDS**

It is the policy of Todd County Health and Human Services to follow State Statute 144.292 for patient access to health records, notice of patient rights, release of information, copies of health records, allowable costs and situations when health records may be withheld from a patient (See Appendix K).

#### **I. REPRESENTATIVE PAYMENT PROGRAM**

Social Security's Representative Payment Program (Rep Payee) provides financial management for the Social Security (SS) and Supplemental Security Income (SSI) payment of beneficiaries, who are incapable of managing their SS or SSI payments. When friends and family are not able to serve as a payee, Social Security Administration (SSA) looks for qualified organizations to be a representative payee.

Todd County administers this program under MN Statute 524.5-502 – Compensation and Expenses. If there is a fee charged for this service, it will be no more than the maximum allowed by SSA, unless specific criteria are met. The charge may increase each year due to an annual Cost of Living Adjustment (COLA) and with notice to the client.

#### **J. OTHER SERVICES**

Third party payment will be sought by a Provider prior to the County paying for the cost of a service. The County is the payor of last resort. If the County pays any of the cost of services, including but not limited to: psychological evaluations, 72 hour holds, pre-commitment costs, commitment costs or child day treatment, etc. reimbursement may be sought from the client, or the client's parent(s) if the client is a minor, based on their ability to pay using the Agency Sliding Fee Scale. The fee is based on the full cost of the service, less any third party payments. (See Appendix D)

#### **IV. REVENUE RECAPTURE**

Todd County Health & Human Services (TCHHS) files revenue recapture on debts with a balance owing, according to guidelines outlined in MN Statute 270A.03. The client is notified by mail of this action within the timeline requirements of the Statute.

This policy includes client accounts that have been charged the full cost of service due to non- 34 of 62

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cooperation with the fee process, the debt has not been reduced to judgment, and all appeal rights have expired. Also included are debts incurred on a sliding fee scale remaining unpaid at the end of each calendar year.

When money is received from a Department of Revenue intercept and the intercept pays the full balance of the client account, TCHHS will release the debt and consider the claim paid in full.

When money is received from a Department of Revenue intercept and the intercept pays only a portion of the client's account, the payment will be applied to the client account to reduce the balance owing.

1. If the fee owed to TCHHS is less than the intercepted amount, no refund will be given to the client, but the account will be reduced to zero. Overpayment of fees owed will be returned to the MN Department of Revenue.
2. If the fee owed to TCHHS is more than the intercepted amount, the account will be reduced to the remaining fee balance owed.

## **V. CO-PAYMENTS, DEDUCTIBLES, SPENDDOWNS**

Todd County Health & Human Services (TCHHS) will not be financially responsible for co-payments, or deductibles due a provider on behalf of a client.

TCHHS remains the payor of last resort. Providers must bill for any available third party financial coverage prior to billing TCHHS for any remaining balance. Providers will be required to include an Explanation of Benefits and/or denial notice from any third party carrier when sending TCHHS billings for any balance owed.

Medical spenddowns are not subject to payment from an insurance company. TCHHS will bill clients directly for any reduced payments, due to client's need to meet a spenddown, up to the amount the insurance company would have reimbursed if no spenddown existed.

If a client receives payment directly from an insurance company for services rendered, that client is responsible to turn over all payments to the provider/billing agent within seven (7) days of receipt. Failure to turn over payments may result in further collection action, which may include billing for the full cost of the service, revenue recapture, collection charge(s), garnishment, and/or legal action.

Only in a hardship situation will TCHHS consider payment of a client's co-payment or deductible. A hardship situation may include a provider refusing services to a client without payment of co-payment or deductible by TCHHS. Any hardship requests will be forwarded to the Unit Manger to make recommendation to the Agency Director.

If contract language states that TCHHS must provide or pay in advance for services, any co-payments, deductibles or spenddown owing will be billed to the responsible party. For payments made to a provider, the provider needs to submit copies of the Explanation of Benefits and/or denial of services in order to receive payment.

## **VI. APPEAL PROCEDURES**

A client may appeal to the Agency, if he/she feels that a fee should be waived or varied for special and unusual circumstances.

Appeal procedures are as follows:

1. A client who appeals must do so in writing, stating the reasons a fee should be waived.
2. An appeal must be filed within thirty (30) days of the first billing of a fee. The appeal shall be directed to the Collections Officer.
3. When a fee variance request concerns an account with a total balance less than \$250, that request will

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- be approved/denied by the Agency Director.
4. When a fee variance is requested for an account with a balance exceeding \$250, a panel of three (3) Health & Human Services Supervisors review the request and determine if the waiver request will be recommended and for what length of time. The requestor may be asked for further information beyond what is initially submitted. The Collections Officer will notify the requestor with the date and time of the review hearing.
  5. If the request for waiver or variance is denied, the results of internal appeal hearings are presented to the Health & Human Services Board for approval. The requestor will be informed if any further appeal is available (i.e., County Health & Human Services Board, or Minnesota Department of Human Services).
  6. If the fee is Court Ordered, the fee payor may request the Court to modify the fee.

## **VII. BAD DEBT WRITE OFF POLICY**

A debt owed to Todd County Health & Human Services may be written off if it meets the following criteria:

1. When a debt has reached the Statute of Limitations (6 years non-judgment, 10 years judgment) without payment, the debt may be decertified for revenue recapture and written off.
  - Exception: if payment is made on the claim, the date of the last payment is used to establish the beginning date for the Statute of Limitations.
  - Exception: If the debtor is known to own real property and the debt is in judgment, then the judgment should continue to be renewed.
2. Bankruptcy – if the debt is discharged by the federal bankruptcy court within Chapters 7 or 13, the debt may be decertified for revenue recapture and written off.
3. Death – when debtor is deceased and all collection efforts have been exercised for two years, the debt may be decertified for revenue recapture and written off.
4. Minimum balance accounts - when the debt is \$15 or under with no response or payment after 90 days, the debt may be written off.
5. Spenddowns and fees charged directly to a client for Public Health services may be written off if a client is closed to services, no payment has been made on account after a minimum of six months and further collections are improbable. Clients open to current Public Health Services may not receive a write off for money owed to the Agency. In the case of death, fees owing for Public Health Services are subject to VII.3, above.

A debt may include all fees identified by policy, fees related to court actions, personal service fees, in home fees, reimbursement of child's income or any other miscellaneous fees. This bad-debt write off policy does not apply to Medical Assistance estate recovery.

## **VIII. APPENDICES – POLICIES, FEE SCHEDULES**

- Appendix A – Child Care Licensing Policy
- Appendix B – Out of Home Placement – Parental Fee Calculation
- Appendix C – Out of Home Placement – Parental Fee Schedule
- Appendix D – Social Services Agency Sliding Fee Scale
- Appendix E – Public Health Fee Schedule
- Appendix F – Public Health Nursing Home Visit Sliding Fee Scale
- Appendix G – Public Health Nursing Office Visit Sliding Fee Scale
- Appendix H – Home Health Aide / Home Maker Sliding Fee Scale
- Appendix I – Skilled Therapy (PT, ST, OT) Sliding Fee Scale
- Appendix J – Child & Teen Checkups Sliding Scale
- Appendix K – Minnesota Statute 144.292 Patient Rights

## **Appendix A**

### **Child Care Licensing Policy**

1. A signed application and a money order or cashier's check for \$50.00 must be made out to Todd County Health & Human Services and received by Todd County Health & Human Services before any licensing processing will begin. Cash or personal checks will not be accepted.
2. In no case will fees be returned for background studies that result in the family child care home not being licensed.
3. Fees will not be returned for licensing inspections that result in the family child care home not being licensed. Homes choosing not to complete the license process due to results of the fire inspection and not wanting to make necessary changes or for their own personal reasons will not be reimbursed their application fee.
4. Applicants will be issued a one-year license, to be renewed annually.
5. If notified your home will require a State Fire Marshal inspection, applicant is responsible for the additional fees required for that inspection. There is a \$50.00 fee for each home inspection by the Fire Marshal. (MN Statute 245A.151). This requires a cashier's check or money order made out to "State Fire Marshal."
6. All fees are subject to change with statute changes.
7. Detailed information to begin the child care licensing process may be found at:

[http://www.co.todd.mn.us/departments/health\\_and\\_human\\_services/family\\_services/child\\_care\\_foster\\_care\\_licensing](http://www.co.todd.mn.us/departments/health_and_human_services/family_services/child_care_foster_care_licensing)

## Appendix B

### Out of Home Placements - Parental Fee Calculation

**Household Size:** Parents and their dependent children under age 18, whether or not they are temporarily absent from the household, are considered household members. Adult children (no longer in high school and 18 years old) living with their parents are considered a separate household.

**Household Income:** Household income includes but not limited to gross wages, social security, veteran's benefits, pensions, worker's compensation, re-employment insurance, insurance benefits or payments, union or strike benefits, maintenance, loans, grants or scholarships, income from trusts, stock dividends, interest, lump sum payments, contract for deed income or rental income. Step parent income is not considered as income for the purposes of establishing a parental fee.

There is **no maximum fee**; however, the fee will never exceed the cost of care. Any payments received from a third party, such as an insurance company, will be deducted from the cost of care. The combination of the child's unearned income, third party recovery and the parental fee will not exceed the child's cost of care. A parent must remit to Todd County Health and Human Services, any health insurance benefits received on behalf of the child.

**Parents who refuse** to provide income information or household size shall be considered financially responsible for the full cost of out of home placement. Parental non-cooperation will also be reported to the County Attorney and the Courts.

**Revenue Recapture:** Unpaid parental fees will be submitted to the Minnesota Department of Revenue for recoupment.

**Federal Poverty Level:** No parental fee will be assessed for families earning less than the federal poverty level for family size including the child/children in out of home placement.

**Appendix C**

**Out of Home Placements - Parental Fee Schedule**

<u>Hourly Earnings</u>		<u>Monthly Earnings</u>		<u>Children in Household</u>			
				<u>1 Child</u>	<u>2 Children</u>	<u>3 Children</u>	<u>4 or More Children</u>
\$ -	to \$ 8.99	\$ -	to \$ 1,158.00	0	0	0	0
\$ 9.00	to \$ 11.00	\$ 1,159.00	to \$ 1,905.00	3%	4%	5%	6%
\$ 11.01	to \$ 12.00	\$ 1,906.00	to \$ 2,078.00	4%	4%	5%	6%
\$ 12.01	to \$ 13.00	\$ 2,079.00	to \$ 2,252.00	4%	4%	5%	6%
\$ 13.01	to \$ 14.00	\$ 2,253.00	to \$ 2,425.00	4%	5%	5%	6%
\$ 14.01	to \$ 15.00	\$ 2,426.00	to \$ 2,598.00	5%	5%	5%	6%
\$ 15.01	to \$ 16.00	\$ 2,599.00	to \$ 2,771.00	5%	6%	6%	7%
\$ 16.01	to \$ 17.00	\$ 2,772.00	to \$ 2,944.00	6%	6%	7%	8%
\$ 17.01	to \$ 18.00	\$ 2,945.00	to \$ 3,118.00	7%	8%	8%	8%
\$ 18.01	and over	\$ 3,119.00	and over	Use one half of the child support calculator			

% of parental fee charged is based on earnings  
 and number of children in household

---

**Appendix D**

**Todd County Health & Human Services  
Social Services Agency Sliding Fee Scale**

<u>Annual Household Income as a % of Federal Poverty</u>	<u>Client Share of cost based on % of Poverty</u>
0-100%	-
100-200%	10%
201-250%	20%
251-300%	30%
301-350%	40%
351-400%	50%
401-450%	60%
451-500%	70%
501-550%	80%
551-600%	90%
over 600%	100%

% of Poverty Based on Household size  
Federal Poverty Level Adjusted Annually

[Minnesota Statutes, section 256M.60](#), subdivision 6 specifies that county boards must not charge social services fees to persons or families whose adjusted gross household income is below the poverty level established by Federal Poverty Guidelines. The statute is cited below:

Subdivision 6. Fees for services. The county board may establish a schedule of fees based upon clients' ability to pay to be charged to recipients of children and community services. Payment, in whole or in part, for services may be accepted from any person except that no fee may be charged to persons or families whose adjusted gross household income is below the federal poverty level. When services are provided to any person, including a recipient of aids administered by the Federal, State, or County government, payment of any charges due may be billed to and accepted from a public assistance agency or from any public or private corporation.



Appendix E

**TODD COUNTY HEALTH & HUMAN SERVICES  
PUBLIC HEALTH FEE SCHEDULE**

• Blood Sugar (Glucose)	\$10.00
• Cholesterol	\$10.00
• Dental Varnishing	\$20.00
• Hemoglobin	\$10.00
• Infant/Child Car Seat Donation	\$20.00
• Lead Screening	\$20.00
• Pregnancy Test	\$10.00
• Influenza Vaccination / Hepatitis B Vaccination	Cost of vaccine plus admin fee
• Vaccine Admin Fee as set by MDH ○ Maximum \$65.00/person	\$21.22 as of 09/2014

TCHHS accepts Medical Assistance; inquire at time of service - no one will be denied services due to an inability to pay

Blood pressure checks available upon request and a voluntary contribution

**Appendix F**

**PUBLIC HEALTH NURSING - HOME VISIT  
 SLIDING FEE SCALE - COST PER VISIT**

GROSS MONTHLY INCOME	FAMILY SIZE				
	1	2	3	4	5
0-500	16.00	16.00	16.00	12.00	12.00
501-750	24.00	24.00	24.00	18.00	18.00
751-1000	32.00	32.00	32.00	24.00	24.00
1001-1250	40.00	40.00	40.00	30.00	30.00
1251-1500	48.00	48.00	48.00	36.00	36.00
1501-1750	56.00	56.00	56.00	42.00	42.00
1751-1850	64.00	64.00	64.00	48.00	48.00
1851-2000	72.00	72.00	72.00	54.00	54.00
2001-2250	80.00	80.00	80.00	80.00	80.00
2251-2500	96.00	96.00	96.00	96.00	96.00
2501-2750	112.00	112.00	112.00	112.00	112.00
2751-3000	128.00	128.00	128.00	128.00	128.00
3001-3250	144.00	144.00	144.00	144.00	144.00
3251-9999	160.00	160.00	160.00	160.00	160.00

Assets: After \$3000 allowance per person, 10% of total liquid assets will be added to the gross yearly income to calculate the sliding fee. Charges not to exceed \$160.00/visit.

**Appendix G**

**PUBLIC HEALTH NURSING - OFFICE VISIT  
 SLIDING FEE SCALE - COST PER VISIT**

GROSS MONTHLY INCOME	FAMILY SIZE				
	1	2	3	4	5
0-500	13.00	13.00	13.00	10.00	10.00
501-750	20.00	20.00	20.00	15.00	15.00
751-1000	26.00	26.00	26.00	20.00	20.00
1001-1250	33.00	33.00	33.00	25.00	25.00
1251-1500	39.00	39.00	39.00	29.00	29.00
1501-1750	46.00	46.00	46.00	35.00	35.00
1751-1850	52.00	52.00	52.00	39.00	39.00
1851-2000	59.00	59.00	59.00	44.00	44.00
2001-2250	65.00	65.00	65.00	65.00	65.00
2251-2500	78.00	78.00	78.00	78.00	78.00
2501-2750	91.00	91.00	91.00	91.00	91.00
2751-3000	104.00	104.00	104.00	104.00	104.00
3001-3250	117.00	117.00	117.00	117.00	117.00
3251-9999	130.00	130.00	130.00	130.00	130.00

Assets: After \$3000 allowance per person, 10% of total liquid assets will be added to the gross yearly income to calculate the sliding fee. Charges not to exceed \$130.00/visit.

**Appendix H**

HOME HEALTH AIDE - HOMEMAKER  
 SLIDING FEE SCALE - COST PER HOUR

GROSS MONTHLY INCOME	FAMILY SIZE				
	1	2	3	4	5
0-500	7.00	7.00	7.00	5.00	5.00
501-750	10.50	10.50	10.50	8.00	8.00
751-1000	14.00	14.00	14.00	11.00	11.00
1001-1250	18.00	18.00	18.00	14.00	14.00
1251-1500	21.00	21.00	21.00	16.00	16.00
1501-1750	25.00	25.00	25.00	19.00	19.00
1751-1850	28.00	28.00	28.00	21.00	21.00
1851-2000	32.00	32.00	32.00	24.00	24.00
2001-2250	35.00	35.00	35.00	35.00	35.00
2251-2500	42.00	42.00	42.00	42.00	42.00
2501-2750	49.00	49.00	49.00	49.00	49.00
2751-3000	56.00	56.00	56.00	56.00	56.00
3001-3250	63.00	63.00	63.00	63.00	63.00
3251-9999	70.00	70.00	70.00	70.00	70.00

Assets: After \$3000 allowance per person, 10% of total liquid assets will be added to the gross yearly income to calculate the sliding fee. Charges not to exceed \$70.00/hour  
 Maximum of one hour charged for Home Health Aide services.

**Appendix I**

THERAPY (PT, ST, OT) - HOME VISIT  
 SLIDING FEE SCALE - COST PER VISIT

GROSS MONTHLY INCOME	FAMILY SIZE				
	1	2	3	4	5
0-500	16.00	16.00	16.00	12.00	12.00
501-750	24.00	24.00	24.00	18.00	18.00
751-1000	32.00	32.00	32.00	24.00	24.00
1001-1250	40.00	40.00	40.00	30.00	30.00
1251-1500	48.00	48.00	48.00	36.00	36.00
1501-1750	56.00	56.00	56.00	42.00	42.00
1751-1850	64.00	64.00	64.00	48.00	48.00
1851-2000	72.00	72.00	72.00	54.00	54.00
2001-2250	80.00	80.00	80.00	80.00	80.00
2251-2500	96.00	96.00	96.00	96.00	96.00
2501-2750	112.00	112.00	112.00	112.00	112.00
2751-3000	128.00	128.00	128.00	128.00	128.00
3001-3250	144.00	144.00	144.00	144.00	144.00
3251-9999	160.00	160.00	160.00	160.00	160.00

Assets: After \$3000 allowance per person, 10% of total liquid assets will be added to the gross yearly income to calculate the sliding fee. Charges not to exceed \$160.00/visit

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**Appendix J**

**Child & Teen Checkup Exams  
Sliding Fee Scale based on federal poverty levels**

<u>Client Share based on % of Poverty</u>	<u>Complete C&amp;TC</u>	<u>C&amp;TC excluding physical inspection</u>
138% and below	10.00	5.00
138 - 150%	25.00	12.50
150 - 200%	50.00	25.00
200 - 300%	100.00	50.00
Over 300%	226.48	159.82

\*% of Poverty based on Household size

Insurance accepted - must provide proof of insurance at time of checkup

No one will be denied service due to an inability to pay

## Appendix K

# 2017 Minnesota Statutes

### 144.292 PATIENT RIGHTS.

Subdivision 1. **Scope.** Patients have the rights specified in this section regarding the treatment the patient receives and the patient's health record.

Subd. 2. **Patient access.** Upon request, a provider shall supply to a patient complete and current information possessed by that provider concerning any diagnosis, treatment, and prognosis of the patient in terms and language the patient can reasonably be expected to understand.

Subd. 3. **Additional patient rights.** A patient's right specified in this section and sections [144.293](#) to [144.298](#) are in addition to the rights specified in sections [144.651](#) and [144.652](#) and any other provision of law relating to the access of a patient to the patient's health records.

Subd. 4. **Notice of rights; information on release.** A provider shall provide to patients, in a clear and conspicuous manner, a written notice concerning practices and rights with respect to access to health records. The notice must include an explanation of:

(1) disclosures of health records that may be made without the written consent of the patient, including the type of records and to whom the records may be disclosed; and

(2) the right of the patient to have access to and obtain copies of the patient's health records and other information about the patient that is maintained by the provider.

The notice requirements of this subdivision are satisfied if the notice is included with the notice and copy of the patient and resident bill of rights under section [144.652](#) or if it is displayed prominently in the provider's place of business. The commissioner of health shall develop the notice required in this subdivision and publish it in the State Register.

Subd. 5. **Copies of health records to patients.** Except as provided in section [144.296](#), upon a patient's written request, a provider, at a reasonable cost to the patient, shall promptly furnish to the patient:

(1) copies of the patient's health record, including but not limited to laboratory reports, x-rays, prescriptions, and other technical information used in assessing the patient's health conditions; or

(2) the pertinent portion of the record relating to a condition specified by the patient.

With the consent of the patient, the provider may instead furnish only a summary of the record. The provider may exclude from the health record written speculations about the patient's health condition, except that all information necessary for the patient's informed consent must be provided.

Subd. 6. **Cost.** (a) When a patient requests a copy of the patient's record for purposes of reviewing current medical care, the provider must not charge a fee.

(b) When a provider or its representative makes copies of patient records upon a patient's request under this section, the provider or its representative may charge the patient or the patient's representative no more than 75 cents per page, plus \$10 for time spent retrieving and copying the records, unless other law or a rule or contract provide for a lower maximum charge. This limitation does not apply to x-rays. The provider may charge a patient no more than the actual cost of reproducing x-rays, plus no more than \$10 for the time spent retrieving and copying the x-rays.

(c) The respective maximum charges of 75 cents per page and \$10 for time provided in this subdivision are in effect for calendar year 1992 and may be adjusted annually each calendar year as provided in this subdivision. The permissible maximum charges shall change each year by an amount that reflects the change, as compared to the previous year, in the Consumer Price Index for all Urban Consumers, Minneapolis-St. Paul (CPI-U), published by the Department of Labor.

(d) A provider or its representative may charge the \$10 retrieval fee, but must not charge a per page fee to provide copies of records requested by a patient or the patient's authorized representative if the request for copies of records is for purposes of appealing a denial of Social Security disability income or Social Security disability benefits under title II or title XVI of the Social Security Act; except that no fee shall be charged to a person

## 144.292 - 2017 Minnesota Statutes

who is receiving public assistance, who is represented by an attorney on behalf of a civil legal services program or a volunteer attorney program based on indigency. For the purpose of further appeals, a patient may receive no more than two medical record updates without charge, but only for medical record information previously not provided. For purposes of this paragraph, a patient's authorized representative does not include units of state government engaged in the adjudication of Social Security disability claims.

**Subd. 7. Withholding health records from patient.** (a) If a provider, as defined in section [144.291, subdivision 2](#), paragraph (h), clause (1), reasonably determines that the information is detrimental to the physical or mental health of the patient, or is likely to cause the patient to inflict self harm, or to harm another, the provider may withhold the information from the patient and may supply the information to an appropriate third party or to another provider, as defined in section [144.291, subdivision 2](#), paragraph (h), clause (1). The other provider or third party may release the information to the patient.

(b) A provider, as defined in section [144.291, subdivision 2](#), paragraph (h), clause (3), shall release information upon written request unless, prior to the request, a provider, as defined in section [144.291, subdivision 2](#), paragraph (h), clause (1), has designated and described a specific basis for withholding the information as authorized by paragraph (a).

**Subd. 8. Form.** By January 1, 2008, the Department of Health must develop a form that may be used by a patient to request access to health records under this section. A form developed by the commissioner must be accepted by a provider as a legally enforceable request under this section.

**History:** [2007 c 147 art 10 s 3](#); [2012 c 247 art 2 s 4](#)

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# 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 A/T Office use)</i> : 20190102-11	

<b>Title for Agenda (for publication):</b> 2019 Designation of Depositories, Investments & Electronic Funds Transfers	
Date of Meeting: January 2, 2019	Total time requested: 2 min
Department Requesting Action: Auditor/Treasurer	
Presenting Board Action/Discussion at Meeting: Denise Gaida	
<b>Background</b> <input type="checkbox"/> Supporting Documentation enclosed	
Per Minnesota State Statute & Auditing Standards, the designation of depositories, investments and electronic funds transfers shall be approved by the governing body annually.	
<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 attached resolution for the 2019 Designation of Depositories, Investments & Electronic Funds Transfers.	
<b>Financial Implications:</b> \$0	Comments
Funding Source: N/A	
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 BOARD OF COMMISSIONERS

## 2019 DESIGNATION OF DEPOSITORIES, INVESTMENTS & ELECTRONIC FUNDS TRANSFERS

**WHEREAS**, Minnesota Statute § 118A.02, subdivision 1 (a) states “The governing body of each government entity shall designate, as a depository of its funds, one or more financial institutions.” and;

**WHEREAS**, in accordance with Minnesota Statute § 118A.01 through § 118A.08, the County Board of Commissioners has the official role to authorize the County Auditor/Treasurer to select depositories & make investments of funds under Minnesota Statute § 118A.01 to 118A.08 or other applicable law for and on behalf of the County of Todd and;

**WHEREAS**, in accordance to Minnesota Statute § 385.07, the County Board of Commissioners has the official role to authorize the County Auditor/Treasurer the use electronic funds transfers where deemed appropriate, expeditious and in the best interest of the County of Todd.

**NOW, THEREFORE BE IT RESOLVED**, that the Todd County Board of Commissioners authorize the Todd County Auditor/Treasurer to select depositories & make investments in accordance to Minnesota Statute § 118A.01 through § 118A.08 where the following financial institutions are currently in place:

- American Heritage National Bank
- Minnesota National Bank
- Unity Bank
- US Bank

**BE IT FURTHER RESOLVED**, that the Todd County Board of Commissioners authorize the Todd County Auditor/Treasurer the use of electronic funds transfers where deemed appropriate, expeditious and in the best interest of Todd County.

# 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 checked="" type="checkbox"/> Resolution <input type="checkbox"/> Other
Board Action Tracking Number (for A/T Office use): 20190102-12	

<b>Title for Agenda (for publication): Resolution Appointing Membership to Todd-Wadena Community Corrections Executive Committee &amp; Advisory Board</b>	
Date of Meeting: 01/02/2019	Total time requested: 5 min.
Department Requesting Action: Todd-Wadena Community Corrections	
Presenting Board Action/Discussion at Meeting: Kathy Langer, Director	
<b>Background</b> <input checked="" type="checkbox"/> Supporting Documentation enclosed	
In accordance with MN Statutes Chapter 401, in 1976 Todd and Wadena Counties entered into a joint powers agreement and established Todd-Wadena Community Corrections. On July 19, 2016, Todd and Wadena Counties reaffirmed their continued commitment to providing community corrections in their respective counties through Todd-Wadena Community Corrections, by approving the updated joint powers agreement. As part of the joint powers agreement, membership of the Todd-Wadena Community Corrections Executive Committee and Advisory Board needs to be appointed by the Boards of Commissioners in Todd and Wadena Counties.	
<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:	
It is respectfully recommended that the Todd County Board of Commissioners adopt the attached resolution appointing membership to the Todd-Wadena Community Corrections Executive Committee and Advisory Board.	
<b>Financial Implications: \$NA</b>	<b>Comments</b>
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

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

RESOLUTION APPOINTING MEMBERSHIP  
Todd-Wadena Community Corrections  
2019

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

WHEREAS,

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

WHEREAS,

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

WHEREAS,

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

THEREFORE,

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

1. \_\_\_\_\_, Todd County Commissioner.
2. \_\_\_\_\_, Todd County Commissioner.
3. \_\_\_\_\_, Wadena County Commissioner.
4. \_\_\_\_\_, Wadena County Commissioner.
5. Kyra Ladd, Chairperson of the Community Corrections Advisory Board.
6. Jason Sellnow, Vice-Chairperson of the Community Corrections Advisory Board.
7. Honorable Daniel Benson, District Court Judge.

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

1. Eric Monson, Citizen Member.
2. Naomi Moyer, Citizen Member.
3. Lane Waldahl, Citizen Member.
4. Connie Nelson, Victims Services.
5. \_\_\_\_\_, Todd County Commissioner.
6. \_\_\_\_\_, Todd County Commissioner.
7. \_\_\_\_\_, Wadena County Commissioner.
8. \_\_\_\_\_, Wadena County Commissioner.
9. Honorable Daniel Benson, District Court Judge.

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

IN TESTIMONY WHEREOF THE TODD COUNTY BOARD OF COMMISSIONERS has caused this resolution to be adopted this \_\_\_\_\_ day of January 2019.

ATTEST: TODD COUNTY BOARD OF COMMISSIONERS

\_\_\_\_\_  
Todd County Auditor By \_\_\_\_\_  
Chairperson

IN TESTIMONY WHEREOF THE WADENA COUNTY BOARD OF COMMISSIONERS has caused this resolution to be adopted this \_\_\_\_\_ day of January 2019.

ATTEST: WADENA COUNTY BOARD OF COMMISSIONERS

\_\_\_\_\_  
Wadena County Coordinator By \_\_\_\_\_  
Chairperson

# 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 (for A/T Office use): 20190102-13	

<b>Title for Agenda (for publication): Chief Deputy Appointment for the Todd County Sheriff's Office</b>	
Date of Meeting: January 2 <sup>nd</sup> , 2019	Total time requested: 5 minutes
Department Requesting Action: Todd County Sheriff's Office	
Presenting Board Action/Discussion at Meeting:	
<b>Background</b> <input type="checkbox"/> Supporting Documentation enclosed	
Effective January 8 <sup>th</sup> , 2019 Steve Och will be sworn in as the Sheriff of Todd County. The Todd County Sheriff's Office will then have an opening for a Chief Deputy. Sheriff Steve Och requests that Sergeant Lonnie Marcyes be appointed as Chief Deputy effective January 8 <sup>th</sup> , 2019 at a Grade 15, Step 3 with a wage of \$73,590.40.	
<b>Options</b> <input checked="" type="checkbox"/> Supporting Documentation enclosed	
<b>1. Allow the appointment of Sergeant Lonnie Marcyes as Chief Deputy.</b> <b>2. Do not allow the appointment of Sergeant Lonnie Marcyes as Chief Deputy.</b>	
<b>Recommendation</b> <input type="checkbox"/> The Todd County Board of Commissioners approves the following by Motion:	
Appoint Sergeant Lonnie Marcyes as Chief Deputy for the Todd County Sheriff's Office.	
<b>Financial Implications: \$73,590.40</b>	Comments
Funding Source: Budget	
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

<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 A/T Office use)</i> : 20190102-14	

<b>Title for Agenda (for publication):</b> Child Welfare / Juvenile Justice Screening Grant CY 2019	
Date of Meeting: 1/02/2019	Total time requested: 5 min
Department Requesting Action: Health & Human Services	
Presenting Board Action/Discussion at Meeting: Jackie Och/Michael Steinbeisser/Lisa Grossinger	
<b>Background</b> <input checked="" type="checkbox"/> Supporting Documentation enclosed	
The screening grant provides state-appropriated funds to support children's mental health screening, assessment, and mental health services in the child welfare and juvenile justice systems.	
<b>Options</b> <input type="checkbox"/> Supporting Documentation enclosed	
<b>1. Approve the Child Welfare / Juvenile Justice Screening Grant for CY 2019</b> <b>2. Not approve</b>	
<b>Recommendation</b> <input checked="" type="checkbox"/> The Todd County Board of Commissioners approves the following by Motion:	
1. Approve the Child Welfare / Juvenile Justice Screening Grant for CY 2019	
<b>Financial Implications: \$1565.00</b>	Comments
Funding Source: 11-State Funded	
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

## ACCEPTANCE OF TODD COUNTY AWARD

ACCEPTANCE OF Child Welfare/Juvenile Justice Screening Grant 2019 Grant award for *the January 1, 2019 through December 31, 2019 Child Welfare/Juvenile Justice Screening Grant* award available through Minnesota Statutes, § 245.4874, subd. 1(12); § 260B.157, subd. 1; § 260B.176, subd. 2(e); and § 260B.235, subd. 6.

Name of County: Todd

County Project Coordinator: Lisa Grossinger

It is understood and agreed by the county board that any funds granted pursuant to this grant award extension for the Child Welfare/Juvenile Justice Screening grant award funded through Children's Mental Health Screening Grant, are to be expended for the purposes set forth in the county award letter dated December 7, 2018 as approved by the Minnesota Commissioner of the Department of Human Services and in accordance with applicable laws and rules. The application and grant award letter are both incorporated into this award by reference. Further it is understood that the budgets, expenditures, and program will be subject to periodic review by the Commissioner. If funds are not being used to implement the approved plan and according to the grant award letter, they may be subject to return or future payment deductions in accordance with Minnesota Statutes, section 256.01, subdivision 2. All payment information is included in the incorporated grant award letter. An amended grant award letter will be issued and must be signed in the event any changes are made to the terms of the grant award.

The receipt of grant funds by the county board assures acceptance by the board of the following responsibilities:

1. Utilization of written personnel policies in assigning and compensating project employees.
2. Compliance with Titles VI and VII of the United States Civil Rights Act of 1964, Americans with Disabilities Act, Minnesota Statutes, chapter 363 and the Minnesota Government Data Practices Act, Minnesota Statutes, chapter 13.
3. Compliance with Workers Compensation insurance coverage requirements of Minnesota Statutes, section 176.181, subdivision 2.
4. Responsibility for any and all claims or causes of action arising from the performance of this grant to the extent provided for in Minnesota Statutes, section 466.01- 466.15.
5. Compliance with all applicable federal and state regulations, including, but not limited to, the Single Audit Act (OMB Circular A-133), Debarment and Suspension certifications (45 CFR 92.35) and Federal Cost Principles and Administrative Requirement (OMB Circulars A-87 and A-102).

**Signature:** \_\_\_\_\_

**Chairperson:** \_\_\_\_\_

**Date:** \_\_\_\_\_



## Screening Grant Budget

Cal. Year: 2019

County: Todd

Grant Award: \$1565.00

Administration and Operating Expenses (up to 25% of the grant award) <i>(staff time in administering screens, screening tools/supplies, clerical support of data entry, and computers and/or software)</i>	TOTAL	Grant Funds
		350
Data Collection and Reporting (up to 10% of the grant award) <i>(time spent collecting and reporting data to DHS)</i>		
Clinical Services (Unlimited) <i>(Diagnostic Assessments, psychotherapy, CTSS and similar documented treatment related costs)</i>		
Ancillary or Supportive Services (Unlimited) <i>(respite care, skills and support groups, parent training, and other similar costs.)</i>		
		1215
Clinical Supervision (up to 10% of the grant award) <i>(clinical supervision for interns, practicum students, and those who are pursuing licensure)</i>		
Training for Child Welfare and Probation Officers (up to 10% of the grant award) <i>(trainings on screening, trauma focused care, anti-stigma, best practices and other similar trainings)</i>		
	<b>Total:</b>	1565

\*Electronic copies of this form available upon request. Contact: [neerja.singh@state.mn.us](mailto:neerja.singh@state.mn.us)

*emailed 12-26-18*

# 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 A/T Office use)</i> : 20190102-15	

<b>Title for Agenda (for publication):</b> Children's Mental Health - Targeted Case Management (CMH-TCM)	
Date of Meeting: 1/02/2019	Total time requested: 10 min
Department Requesting Action: Health & Human Services	
Presenting Board Action/Discussion at Meeting: Jackie Och/Michael Steinbeisser/Lisa Grossinger	
<b>Background</b> <input checked="" type="checkbox"/> Supporting Documentation enclosed	
The purpose of children's mental health targeted case management shall be to improve the behavioral functioning and reduce risk of out of home placement for identified children with severe emotional disturbances and diagnosis in the autism spectrum. Services are covered by MN Health Care Programs and are currently provided for Todd County residents by Northern Pines Mental Health Center. Health & Human Services discussed providing this service in-house using a phased in approach, at the December 17 <sup>th</sup> board meeting. It was decided at that meeting that one social worker and one office support specialist II would be included in the 2019 budget. Once fully implemented, revenue generated is expected to cover the cost of the staff needed to provide this service.	
<b>Options</b> <input type="checkbox"/> Supporting Documentation enclosed	
1. Approve Health & Human Services to provide CMH-TCM services in-house and authorize the hiring of one social worker (Springsted grade 10) and one office support specialist II (Springsted Grade 5). 2. Do not approve adding CMH-TCM, and continue to contract all CMH-TCM services for Todd County residents to Northern Pines Mental Health Center	
<b>Recommendation</b> <input checked="" type="checkbox"/> The Todd County Board of Commissioners approves the following by Motion:	
1. Approve Health & Human Services to provide CMH-TCM services in-house and authorize the hiring of one social worker and one office support specialist II	
<b>Financial Implications:</b> \$24.92- \$31.57 Social Worker, \$18.62- \$23.59 OSS II; less revenue earned	Comments
Funding Source:11	
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**

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 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 (for A/T Office use): 20190102-16	

<b>Title for Agenda (for publication): Hiring of Resource Conservationist</b>	
Date of Meeting: 01/02/2019	Total time requested: 5 Minutes
Department Requesting Action: Administration	
Presenting Board Action/Discussion at Meeting: Jonathan Stainbrook, Tim Stieber	
<b>Background</b> <input checked="" type="checkbox"/> Supporting Documentation enclosed	
<p>A Resource Conservationist position was vacated when Deja Anton was hired as District Manager October 23<sup>rd</sup>, 2018 to start November 26<sup>th</sup>, 2018. Advertising to refill the position occurred between Nov 19 - Dec. 10 using the county web site, news paper, and association web sites. Nineteen applications were accepted. All were ranked using ranking criteria developed by the new District Manager and Division Director. The top 5 were interviewed once and the top two were interviewed twice by a panel of 2 commissioners. 2 SWCD supervisors, 2 Division staff, and HR. An offer was made to the top candidate December 26<sup>th</sup>.</p> <p>Funding to support the position is almost entirely derived from the Feedlot Program, Local Capacity Funds, and MN Ag Water Quality Technical support.</p>	
<b>Options</b> <input type="checkbox"/> Supporting Documentation enclosed	
<b>1.) To approve the hiring of Reba Van Beusekom as Resource Conservationist at Grade 10 Step 1.</b> <b>2.) To not approve the hiring of Reba Van Beusekom as Resource Conservationist at Grade 10 Step 1.</b>	
<b>Recommendation</b> <input checked="" type="checkbox"/> The Todd County Board of Commissioners approves the following by Motion:	
To approve the hiring of Reba Van Beusekom to fill the vacant Resource Conservationist position at pay Grade 10, step 1 based on her previous experience, with a start date to be determined.	
<b>Financial Implications: \$</b>	<b>Comments</b>
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

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# 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 (for A/T Office use): 20190102-17	

<b>Title for Agenda (for publication): Hiring of Deputy Recorder</b>	
Date of Meeting: 01/02/2019	Total time requested: 5 Minutes
Department Requesting Action: Administration	
Presenting Board Action/Discussion at Meeting: Jonathan Stainbrook, Linda Daoust, Cheryl Perish	
<b>Background</b> <input checked="" type="checkbox"/> Supporting Documentation enclosed	
A deputy recorder position became vacant on December 14 2018. The position was posted in-house and no applications were received. Interviews for the other deputy recorder position, within the office, were held on Sept 9, 2018 and second round on Sept 11, 2018, the county's labor attorney was consulted and stated that the second applicant from those rounds of interviews could be offered the position if the Recorder's office felt she fit the vacancy as six-months had not passed since the original interview process. Kim Bosl was the second applicant at that time. Kim Bosl has experience working with some of the recording software's used within the Recorder's office and would be a very good fit to filing this vacant position with that knowledge.	
<b>Options</b> <input type="checkbox"/> Supporting Documentation enclosed	
1.) To approve the hiring of Kim Bosl. 2.) To not approve the hiring of Kim Bosl.	
<b>Recommendation</b> <input checked="" type="checkbox"/> The Todd County Board of Commissioners approves the following by Motion:	
To approve the hiring of Kim Bosl to fill the vacant deputy recorder position at pay Grade 6, step 2 based on her previous two interviews and experience working with the recording software, with a tentative start date of 1/3/19 or as soon as possible.	
<b>Financial Implications: \$</b>	<b>Comments</b>
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

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# Todd County, MN Board Action Form



<b>Action Requested:</b>	
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Board Action Tracking Number <i>(for A/T Office use)</i> : 20190102-18	

<b>Title for Agenda (for publication): Hiring of a part-time Correctional Officer</b>	
Date of Meeting: 01/02/ 2019	Total time requested: 5 Minutes
Department Requesting Action: Administration	
Presenting Board Action/Discussion at Meeting: Jonathan Stainbrook, Steve Och	
<b>Background</b> <input type="checkbox"/> Supporting Documentation enclosed	
The Todd County Sheriff's Office has a vacancy for a part-time Correctional Officer. This position was posted in-house and also advertised. Interviews were held and it was determined that Anthony Tiesler is qualified to fill this position. Tiesler is currently a seasonal recreational assistant within the Todd County Sheriff's Office. Tiesler has passed the background check and therefore is eligible to begin working effective January 2 <sup>nd</sup> , 2019 at a Grade 6, Step 1.	
<b>Options</b> <input type="checkbox"/> Supporting Documentation enclosed	
<b>1. Approve to hire Anthony Tiesler as a part-time Correctional Officer.</b> <b>2. Do not approve to hire Anthony Tiesler as a part-time Correctional Officer.</b>	
<b>Recommendation</b> <input checked="" type="checkbox"/> The Todd County Board of Commissioners approves the following by Motion:	
To hire Anthony Tiesler as a part-time Correctional Officer effective January 2 <sup>nd</sup> , 2019 at a Grade 6, Step 1.	
<b>Financial Implications: \$0</b>	Comments
Funding Source: Budget	
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
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# Todd County, MN Board Action Form



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Board Action Tracking Number (for A/T Office use): 20190102-19	

<b>Title for Agenda (for publication):</b> Hiring of Public Health Nurse	
Date of Meeting: 01/02/2019	Total time requested: 5 Minutes
Department Requesting Action: Administration	
Presenting Board Action/Discussion at Meeting: Jonathan Stainbrook, Jackie Och	
<b>Background</b> <input checked="" type="checkbox"/> Supporting Documentation enclosed	
A Public Health Nurse position became vacant on 11/30/2018. After posting the position and interviewing applicants, Angelina Karnes, Public Health Nurse, has been selected to fill the vacancy.	
<b>Options</b> <input type="checkbox"/> Supporting Documentation enclosed	
<b>1.) To approve the hiring of Angelina Karnes.</b> <b>2.) To not approve the hiring of Angelina Karnes.</b>	
<b>Recommendation</b> <input checked="" type="checkbox"/> The Todd County Board of Commissioners approves the following by Motion:	
To approve the hiring of Angelina Karnes to fill the vacant Pulic Health Nurse position at pay Grade 12, step 1 based on her previous experience, with a start date to be determined.	
<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"/> 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

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Seal	