



BOARD OF COMMISSIONERS
Work Session Agenda

Tuesday, September 17, 2019

11:00 AM

or immediately following the regular board meeting

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

<i>Agenda Item #</i>		<i>Agenda Time:</i>
1	Ditch Maintenance Proposed Assessments Discussion <i>Denise Gaida, County Auditor-Treasurer & Nancy Uhlenkamp, County Ditch Inspector</i>	11:00
2	Timing of bringing Policy Changes to the County Board for Approval <i>Sara Ogren on behalf of the Policies Committee</i>	11:05
3	County Coordinator Job Description <i>Sara Ogren, Human Resources Manager</i>	11:10
4	2019 Violation Assessment <i>Adam Ossefoort & Ben Guell, Planning & Zoning</i>	11:20

*Commissioners may be in the Commissioner's Board Room prior to the board meeting proceedings.
The County Board will open the meeting at the posted time and reserves the right to alter the agenda schedule for business needs.*

Assessment Year: July 2018 - June 2019

Taxes Payable 2020

Proposed Ditch Assessments

Ditch #	Assessment Total	Includes <i>Prior Expenses</i>	Includes <i>Anticipated Expenses</i>
CD 16	\$ 250.00	no	yes
CD18	\$ 6,000.00	no	yes
CD 19	\$ 4,410.09	no	yes
CD 32	\$ 2,500.00	yes	yes
CD 34	\$ 500.00	yes	yes
CD 36	\$ 500.00	no	yes
CD 41	\$ 500.00	yes	yes
JD 2	\$ 354.36	yes	no
JD 5 (Todd Co's Portion)	\$ 380.37	yes	no
JD 8	\$ 200.00	no	yes

County Ditch 18

A loan was approved in December 2017 by the County Board transferring \$300,000 from the General Fund to cover the expenses incurred for this project until assessment payments are received in full.

The County Board adopted unique payback terms by Resolution in 2018 due to the size of the project. Assessment Collection began in Taxes Payable 2019 for the entire amount of expenses with a 10-year repayment plan at 2% interest.

The 1st principle and interest collections are scheduled to be brought before the County Board in December 2019 for transfer from Fund 40-County Ditches to Fund 01-General Fund.

**Todd County
Position Description**

Department: Administration
Position Title: County Coordinator
Pay Grade: Grade 20
FLSA: Exempt
Status: At-will
Reports to: County Board of Commissioners
Date: 2019-087

Purpose of Position

Performs complex executive and administrative work in planning, directing and coordinating the policies and/or directives of the Todd County Board to ensure uniform administration within and among the various departments and related work as apparent or assigned. Work is performed under the general direction of the County Board of Commissioners. Departmental supervision is exercised over all personnel within the Administration department. All non-elected Department Heads report to the Coordinator. If required by the County Board, in absence of a Department Head, the Coordinator may act as the head of any department, the appointment of which is made by the County Board, provided the Coordinator has the qualifications required by law.

Basic Performance Expectation of all Todd County Staff

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

Position Specific Essential Duties and Responsibilities

The following duties are normal for this position. These are not to be construed as exclusive or all-inclusive.

Other duties may be required as assigned. To perform this job successfully, an individual must be able to perform each essential function satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable an individual with disabilities perform the essential functions.

- Coordinate all County activities (not specifically assigned to County elected officials by statute) by providing leadership and management to the day-to-day operations of the County.
- Serve as PR/Public Information Officer for the County by preparing and providing information to the general public and media relating to Board actions and County government activities.
- Oversees data practices compliance.
- Completes research, prepares reports and develop policies as directed by the County Board.
- Act as liaison between the County Board, department heads, and employees, as well as within and between departments and other agencies.
- Oversee the administration of county-wide safety and risk management programs.
- Plan staff development and implement training programs as needed.
- Member of the County Budget Committee. Annually participate in developing the County budget, working closely with the County Auditor Treasurer, Board Chair and Vice Chair.
- Keep informed of legislation pertinent to county government and advise County Board of new developments and/or changes.
- Represent the County, as directed by the Board, at meetings of local, state and regional organizations or committees; attend professional meetings, seminars, conferences and training programs to maintain an awareness of new developments and trends in public administration and human resource management as they relate to county government.
- Coordinate and serve as the County representative for special projects as assigned by the County Board.

Human Resources Management

- Serves as Department Director managing the Human Resources Department, and carries out these responsibilities in accordance with the organization's policies, applicable laws, and goals.

- Facilitates coordination of activities with state entities working with the County, such as Extension and others.
- Implements all personnel policies, tracks compliance, and is responsible for reviewing all disciplinary action of County employees.
- Provides technical management and administrative recommendations for the County Board for purposes of increasing the effectiveness of services and management of the County's operations;
- Leads negotiations and supervises administration of collective bargaining agreements at the direction of the County Board.
- Serve as chief negotiator for the County on all labor agreements and represent the County in mediation and arbitration proceedings. Research and prepare information supporting negotiation efforts; calculate and evaluate costs of contract proposals; research and draft County positions in grievance proceedings.
- Manage and oversee the administration and maintenance of a centralized Human Resource management system and oversees the administration of the labor agreements.
- Administer and maintain the County Job Classification System and Compensation Plan
- Develop, recommend and maintain current, legal and up-to-date Human Resource policies and procedures.

County Board

- Researches issues relevant to pending County issues.
- Schedules and conducts, when requested, public hearing and committee meetings.
- Coordinates County Department Head meetings, prepares agenda and information.
- Represents the Board at media events, public meetings, civic organizations, and interest groups.
- Acts as spokesperson for the Board, when authorized.
- Attends all meetings of the County Board and recommends measures for adoption as the Coordinator deems advisable or expedient.

Minimum Education and Experience/Special Requirements

- Bachelor's degree with coursework in public or business administration, human resources or related field or equivalent experience and considerable experience in local government administrative position.
- Must possess and maintain a valid driver's license or access to transportation.
- Must pass a criminal background check.

Preferred Qualifications

- Master's degree with coursework in public or business administration, human resources, or related field and considerable experience.
- 5+ years progressive experience at a management level involving directing staff, programs and significant budgets.

Knowledge, Skills and Abilities

- Must possess knowledge and understanding of County government policies, procedures and the legislative process.
- Must also possess a strong background in public sector Human Resources especially in the areas of employee relations, labor negotiations, compensation and benefits, safety, risk management and data practices.
- Must possess strong written and verbal communications skills, as well as proficient computer skills.

Physical Requirements

This work requires the occasional exertion of up to 10 pounds of force; work regularly requires sitting, speaking or hearing, using hands to finger, handle or feel and repetitive motions and occasionally requires standing, walking, stooping, kneeling, crouching or crawling, reaching with hands and arms, pushing or pulling and lifting; work has standard vision requirements; vocal communication is required for expressing or exchanging ideas by means of the spoken word; hearing is required to perceive information at normal spoken word levels; work requires preparing and analyzing written or computer data, operating machines and observing general surroundings and activities; work has no exposure to environmental conditions; work is generally in a moderately noisy location (e.g. business office, light traffic).

September 17, 2019, Work Session Agenda

PID	Landowner Names	Violation Description
11-0043800	ELLIOT/BLAKE & NOELLE	Shoreland Alteration w/o permitting. High amounts of erosion.
08-0036300	HANSEN/LINDA JEAN	SSTS-Open ended septic on neighbor's property.
27-0007201	STEMIG/JAMES E	Large amounts of miscellaneous public nuisance items.
03-0036200	MIDDENDORF/KIMBERLY J	Unpermitted dwelling
20-0015100	MONTANEZ/GUADALUPE J	Buffer Law violation due to grazing.
21-0030300	LINDAU/GORDON & THERESA	RVs/Trailers w/o LUP and SSTS permits
22-0007500	OWEN/STEVEN R & DANIEL	Miscellaneous public nuisance items, multiple homes on parcel w/ LUP or SSTS permits
15-0079700	FORCIER/TIMOTHY	Miscellaneous public nuisance items, mobile home without SSTS compliance or LUP
19-0076400	WYSOCKI/JOSEPH R	Must abandon noncompliant sewer(privy) and install new sewer.