



BOARD OF COMMISSIONERS
Work Session Agenda

Monday, November 2, 2020

10:00 AM

or immediately following the regular board meeting

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

PUBLIC WILL NOT BE ALLOWED TO ATTEND IN PERSON.

MEETING WILL BE LIVE-STREAMED AT: [HTTPS://WWW.CO.TODD.MN.US](https://www.co.todd.mn.us)

Agenda Item #

Agenda Time:

- 1 Medical Examiner Services Contract with Anoka County**
Steve Och, County Sheriff

10:00

**Contract for
Medical Examiner Services**

This CONTRACT is entered into by and between **Anoka County, Minnesota**, 14341 Rhinestone St NW, Ramsey, MN 55303 and **Todd County, Minnesota**, 215 1st Ave., S., Suite 300, Long Prairie, MN 56347.

RECITALS:

- 1.) Anoka County has appointed Dr. A. Quinn Strobl, Medical Examiner, who is a Doctor of Medicine licensed to practice medicine in the state of Minnesota and a forensic pathologist certified by the American Board of Pathology, as Medical Examiner for Anoka County pursuant to Minn. Stat. §390.33.
- 2.) Dr. Quinn Strobl, with assistance of county staff in the Anoka County Medical Examiner's Office, provides Medical Examiner services as set forth in Minn. Stat. Chap. 390.
- 3.) Anoka County is willing to provide autopsy services to other counties upon terms and conditions as authorized by Minn. Stat. §390.252.
- 4.) Todd County wishes to contract with Anoka County for the provision of autopsy services to Todd County.

THEREFORE, IT IS MUTUALLY AGREED:

1. TERM.

- 1.1 This Agreement will commence on January 1, 2021, and will terminate on December 31, 2022.
- 1.2 This Agreement will automatically renew for two (2) two (2) year terms effective January 1, 2023 through December 31, 2026, unless either party notifies the other party in writing, at least ninety days prior to the auto renewal, of their intent not to renew the agreement the following year.
- 1.3 This Agreement may be terminated early as provided in Section 6. TERMINATION.

2. SERVICES.

- 2.1 Upon request, Anoka County will provide services as described in Attachment A, which is incorporated into and made a part of this Agreement.

3. COMPENSATION.

- 3.1 Todd County will pay Anoka County, as compensation for autopsy services and related consultation a fixed fee of \$32,000 annually which shall be paid in quarterly installments of \$8,000. Additional fees may be incurred for neuropathology or cardiac consultations.

Additionally, Todd County will pay to Anoka County a monthly administrative fee of \$125.00. The administrative fee will be billed quarterly. Effective January 1, 2023, the fixed fee and administrative fee may be adjusted by Anoka County based upon the actual utilization of medical examiner services. Anoka County will provide Todd County at least ninety days written notice of any fee increase.

3.2 In addition to the base amount, the medical examiner's office may also charge for legal time incurred, as a result of cases processed, according to its standard fee schedule. This fee may include preparation time, meetings with attorneys and actual court time.

4. AUDITS, REPORTS, RECORDS, DISCLOSURES, RETENTION AND MONITORING.

4.1 Anoka County will maintain appropriate records related to services provided under this Agreement. In the event this Agreement terminates, Anoka County will turn over to Todd County all records in its possession relating to services provided pursuant to this and previous agreements.

4.2 Anoka County agrees to allow Todd County, the State Auditor or legislative authority, or any of their duly authorized representatives at any time during normal business hours, and as often as they may deem reasonably necessary, access to and the right to examine, audit, excerpt, and transcribe any books, documents, papers, records, etc., and accounting procedures and practices of Anoka County that are relevant to this Agreement, pursuant to Minn. Stat. § 16C.05, subd. 5.

5. STANDARDS AND LICENSES

5.1 Anoka County will provide services only with those personnel who are properly licensed by the State of Minnesota (or other regulatory authority).

5.2 Anoka County will comply with all applicable federal and state statutes and regulations as well as local ordinances now in effect or hereafter adopted.

6. TERMINATION.

6.1 This Contract will terminate under the following circumstances:

6.1.1 by the parties' mutual written agreement;

6.1.2 upon at least 3 months written notice specifying the termination date, given by either party, with or without cause;

6.1.3 if a party is in breach of a material obligation under this Agreement and has not cured the breach within 15 days of written notice specifying the breach, this Agreement will terminate immediately unless the other party consents to extend the cure period, which consent will not be unreasonably withheld so long as the breaching party has commenced cure during the 15 day notice period and pursues

cure of the breach in good faith.

6.1.4 automatically without notice on December 31, 2026.

6.2 Termination of this Agreement shall not limit either party from pursuing any other remedies available to it, including injunctive relief, nor shall termination relieve Todd County of its obligation to pay all charges that accrued prior to such termination.

6.3 The parties' rights and obligations under this Agreement shall survive termination of this Agreement.

7. DATA PRACTICES.

7.1 Anoka County is required to comply with the provisions of the Minnesota government data practices act, Minn. Stat. Ch. 13, in collecting creating, receiving, maintaining, disseminating, or using data for any purpose in the course of its performance of this Agreement. Minnesota law governs any data requests as it relates to records created by the Midwest Medical Examiner's Office. If requested by Todd County, the Midwest Medical Examiner's Office will provide notice to Todd County of any requests for data. In the event a question of law arises, Todd County's legal counsel will be responsible for the final decision

7.2 The parties both agree to abide by applicable statutes, rules, and regulations related to data privacy and as they may be amended.

8. NON-DISCRIMINATION.

8.1 The parties agree to comply with applicable federal or state laws and regulations and county policies related to affirmative action and non-discrimination.

9. INDEMNIFICATION.

9.1 Anoka County agrees that it will defend, indemnify, and hold harmless Todd County against any and all liability, loss, damages, costs, and expenses which Todd County may hereafter sustain, incur, or be required to pay by reason of any negligent act or omission or intentional act of Anoka County, its agents, officers, or employees which causes bodily injury, death, personal injury, property loss, or damage to another during the performance of services under this Agreement.

9.1.1 This duty to defend, indemnify and hold harmless by Anoka County shall exclude any and all negligent or intentional acts of Todd County, its employees, servants or agents.

9.1.2 Nothing in this Agreement waives any limitation on liability provided by Minn. Stat. Chap. 466 or Minn. Stat. §§ 3.732 et seq. or any other applicable law.

10. INDEPENDENT CONTRACTOR.

10.1 Nothing in this Agreement is intended or should be construed in any manner as creating or establishing a co-partner relationship between Anoka County and Todd County or as constituting Anoka County or its employees as the agent, representative, or employee of Todd County for any purpose.

11. MINNESOTA LAW

11.1 Minnesota laws govern all questions related to the Contract.

11.2 The parties will venue any proceedings related to this Agreement in the Anoka County District Court, State of Minnesota.

12. NOTICE

12.1 Notice is to be given in writing and either sent by mail or delivered in person.

12.1.1 Notice for Todd County will be directed to the Chris Pelzer, County Coordinator, Todd County, 215 1st Ave. S., Suite 300, Long Prairie, MN 56347.

12.1.2 Notice for Anoka County will be directed to Gary Alberts, Director, Midwest Medical Examiner's Office, 14341 Rhinestone St. NW, Ramsey, MN 55303.

12.2 Notice served by mail is deemed received 3 days after mailing.

13. MODIFICATIONS

13.1 Material alterations, modifications or variations of the terms of this Agreement, shall be valid and enforceable only when they have been reduced to writing as an amendment and signed by the parties.

14. MERGER

14.1 It is understood and agreed that the entire agreement of the parties is contained here and that this contract supersedes all oral agreements and negotiations between the parties relating to this subject matter. All items referred to in this contract are incorporated or attached and deemed to be part of the contract.

The parties have entered into this Agreement as of the date first written above.

County of Anoka, Minnesota

County of Todd, Minnesota

By: _____
Rhonda Sivarajah
County Administrator

By: _____
David Kircher
Chair, Board of Commissioners

Date: _____

Date: _____


Attest:

By: _____
Chris Pelzer
County Coordinator

Approved as to Form & Execution:

Approved as to Form & Execution:

Nancy Norman Sommer
Assistant County Attorney



Chuck Rasmussen
County Attorney

Attachment A

Autopsy Services to be Provided

1. Reliable and issue-focused forensic autopsy services on a timely basis.
2. Autopsies performed by forensic pathologist.
3. Compliance with Joint Commission on Accreditation of Hospitals Organization, College of American Pathology, National Association of Medical Examiner guidelines for autopsy procedures. Accreditation by the National Association of Medical Examiners.
4. Assistance in special techniques for positive identification.
5. Toxicology performed by an accredited forensic toxicology laboratory.
6. Record maintenance of photographs, toxicology and basic radiographs.
7. Weekday, weekend and holiday coverage.
8. Timely communication with family, including notification of legal next of kin, and notification to identified attending physician.
9. Notifying next of kin when an autopsy is performed; sending a personalized letter to family to accompany the autopsy report on non-criminal cases.