

Tuesday, June 4, 2024

10:15 AM

or immediately following the regular board meeting

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

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

Agenda Item #

Agenda Time:

- | | | |
|----------|--|-------|
| 1 | Community Health Paraprofessional Case Aide Discussion
<i>Jackie Och & Katherine Mackedanz, HHS Division</i> | 10:15 |
| 2 | Financial Services Unit, Annex II Redesign
<i>Jackie Och & Steven McCoy, HHS Division</i> | 10:25 |
| 3 | Discussion Regarding Labor Attorney Contract Proposal
<i>Jackie Bauer & Nellie Johnson, Administration</i> | 10:30 |



952.808.9900 | 866.574.5389

INNOVATIVEOS.COM

SALES PERSON

John Tate
320-491-2089
john.tate@innovativeos.com

PROPOSAL

DATE 05/24/2024
 CUSTOMER NAME TODD COUNTY ADMINISTRATION
 CUSTOMER NUMBER NB10337
 CUSTOMER PO
 ORDER NAME Todd co 12 cubes
 ORDER NUMBER 227547
 PROJECT NUMBER
 TERMS NET30

BILL TO

TODD COUNTY ADMINISTRATION
 215 1ST AVE S STE 201
 LONG PRAIRIE, MN 56347-1378

ATTN: JENA PETERSON
 Phone: 320-533-4656
 Email: jena.peterson@co.todd.mn.us

SHIP TO

TODD COUNTY ADMINISTRATION - PUBLIC HEALTH-
 CARRIE
 212 2ND AVE SOUTH
 LONG PRAIRIE, MN 56347

ATTN: JENA PETERSON
 Phone: 320-533-4656
 Email: jena.peterson@co.todd.mn.us

Pricing based on Sourcewell contract.

LINE	DESCRIPTION	QUANTITY	UNIT PRICE	EXTENDED AMOUNT
1	TEKNION LLC Rolling Pedestal, Box/File Smooth Slide, 19"d D:District -Foundat:Foundation -Source:Source Lam Case & Shelf K:Key Alike N:No Tag: Tag TG: UPRS19	24.00 Each	343.20	8,236.80
2	TEKNION LLC Worksurface Wire Clips (6 clips) Tag: Tag TG: YESW	12.00 Each	15.64	187.68
3	TEKNION LLC hiSpace Basic HA Extd Corner Complete Table, Extd Elec-Ext, 23"dAx23"dB x 70"wAx70"wB, L -A:Foundation Laminate D:Display with Up/Down Memory N:None -C:With Vertical Wire Carrier Tag: Tag TG: YJS9E23237070L	6.00 Each	1,308.08	7,848.48
4	TEKNION LLC hiSpace Basic HA Extd Corner Complete Table, Extd Elec-Ext, 23"dAx23"dB x 70"wAx70"wB, R -A:Foundation Laminate D:Display with Up/Down Memory N:None -C:With Vertical Wire Carrier Tag: Tag TG: YJS9E23237070R	6.00 Each	1,308.08	7,848.48
5	TEKNION LLC Base Feed, 8-Wire Isolated Ground, 72" long A:Canada/USA Tag: Tag TG: EKBF8T72	1.00 Each	117.77	117.77
6	TEKNION LLC Power Harness, 8-Wire Isolated Ground, 48" long	1.00 Each	70.23	70.23



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	A:Canada/USA Tag: Tag TG: EKBH8T048			
7	TEKNION LLC Power Harness, 8-Wire Isolated Ground, 96" long A:Canada/USA Tag: Tag TG: EKBH8T096	5.00 Each	84.65	423.25
8	TEKNION LLC Data Extender Plate Tag: Tag TG: EKDE	6.00 Each	10.43	62.58
9	TEKNION LLC Power Box, Double Length 8T:8-Wire Isolated Ground OOR:Standard Bracket A:Canada/USA Tag: Tag TG: EKQPD	6.00 Each	76.06	456.36
10	TEKNION LLC Receptacle Outlet, Standard 15 Amp A:Canada/USA Tag: Tag TG: EKROS	12.00 Each	12.88	154.56
11	TEKNION LLC Three-Way Connector, 81"h -Foundat:Foundation Colors Tag: Tag TG: KCC813	5.00 Each	66.25	331.25
12	TEKNION LLC Two-Way Connector 90 Degree, 81"h -Foundat:Foundation Colors S:Slim Gasket Tag: Tag TG: KCCN8190	14.00 Each	96.30	1,348.20
13	TEKNION LLC Acoustic Element, Corridor Width, 15"h x 36"w Tag: Tag TG: KESC1536	40.00 Each	35.88	1,435.20
14	TEKNION LLC Acoustic Element, Corridor Width, 15"h x 42"w Tag: Tag TG: KESC1542	40.00 Each	39.26	1,570.40
15	TEKNION LLC Privacy Screen - Flat, 81"h x 42"w -Foundat:Foundation Colors Tag: Tag TG: KPF8142L	6.00 Each	598.68	3,592.08
16	TEKNION LLC Privacy Screen - Flat, 81"h x 42"w -Foundat:Foundation Colors Tag: Tag TG: KPF8142R	6.00 Each	598.68	3,592.08
17	TEKNION LLC Panel Add-On, 15"h x 36"w	20.00 Each	43.86	877.20

EXPECT RESPONSE EXPECT REDUCTION EXPECT RELIEF



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	-Foundat:Foundation Colors S:Slim Gasket -:Bare Frame Tag: Tag TG: KPOF1536			
18	TEKNION LLC Panel Add-On, 15"h x 42"w -Foundat:Foundation Colors S:Slim Gasket -:Bare Frame Tag: Tag TG: KPOF1542	20.00 Each	46.01	920.20
19	TEKNION LLC Panel Add-On - Single Glass, 15"h x 42"w S:Clear -Foundat:Foundation Colors S:Slim Gasket Tag: Tag TG: KPOGD1542	12.00 Each	211.01	2,532.12
20	TEKNION LLC Panel End Trim, 81"h -Foundat:Foundation Colors S:Slim Gasket Tag: Tag TG: KTE81	14.00 Each	25.15	352.10
21	TEKNION LLC Panel Wall Adapter, 81"h -Foundat:Foundation Colors	7.00 Each	52.75	369.25
22	TEKNION LLC Top Trim, 42"w -Foundat:Foundation Colors Tag: Tag TG: KTR42	12.00 Each	15.95	191.40
23	TEKNION LLC Continuous Top Trim, 78"w -Foundat:Foundation Colors Tag: Tag TG: KTRC78	20.00 Each	36.19	723.80
24	TEKNION LLC Conventional Panel - Standard, 66"h x 36"w -Foundat:Foundation Colors S:Slim Gasket -:Bare Frame Tag: Tag TG: KPWT6636	14.00 Each	74.83	1,047.62
25	TEKNION LLC Acoustic Element, Corridor Width, 30"h x 36"w -:Teknion Fabric Gr.1 Tag: Tag TG: KESC30[W]	14.00 Each	61.34	858.76
26	TEKNION LLC Acoustic Element, Corridor Width, 30"h x 36"w	14.00 Each	61.34	858.76



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	-1:Teknion Fabric Gr.1 Tag: Tag TG: KESC30[W]			
27	TEKNION LLC Acoustic Element, Corridor Width, 30"h x 36"w -1:Teknion Fabric Gr.1 Tag: Tag TG: KESC30[W]	14.00 Each	61.34	858.76
28	TEKNION LLC Acoustic Element, Corridor Width, 30"h x 36"w -1:Teknion Fabric Gr.1 Tag: Tag TG: KESC30[W]	14.00 Each	61.34	858.76
29	TEKNION LLC Conventional Panel - Standard, 66"h x 42"w -Foundat:Foundation Colors S:Slim Gasket -:Bare Frame Tag: Tag TG: KPWT6642	32.00 Each	79.74	2,551.68
30	TEKNION LLC Acoustic Element, Corridor Width, 30"h x 42"w -1:Teknion Fabric Gr.1 Tag: Tag TG: KESC30[W]	32.00 Each	67.17	2,149.44
31	TEKNION LLC Acoustic Element, Corridor Width, 30"h x 42"w -1:Teknion Fabric Gr.1 Tag: Tag TG: KESC30[W]	32.00 Each	67.17	2,149.44
32	TEKNION LLC Acoustic Element, Corridor Width, 30"h x 42"w -1:Teknion Fabric Gr.1 Tag: Tag TG: KESC30[W]	32.00 Each	67.17	2,149.44
33	TEKNION LLC Acoustic Element, Corridor Width, 30"h x 42"w -1:Teknion Fabric Gr.1 Tag: Tag TG: KESC30[W]	32.00 Each	67.17	2,149.44
34	TEKNION LLC Conventional Panel - Standard, 66"h x 36"w -Foundat:Foundation Colors S:Slim Gasket -:Bare Frame Tag: Tag TG: KPWT6636	6.00 Each	74.83	448.98
35	TEKNION LLC Acoustic Power/Comm. Element, Corridor Width, Power & Comm., 30"h x 36"w -1:Teknion Fabric Gr.1 Tag: Tag TG: KECC230[W]	6.00 Each	76.37	458.22
36	TEKNION LLC	6.00	61.34	368.04



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	Acoustic Element, Corridor Width, 30"h x 36"w -1:Teknion Fabric Gr.1 Tag: Tag TG: KESC30[W]	Each		
37	TEKNION LLC Acoustic Element, Corridor Width, 30"h x 36"w -1:Teknion Fabric Gr.1 Tag: Tag TG: KESC30[W]	6.00 Each	61.34	368.04
38	TEKNION LLC Acoustic Element, Corridor Width, 30"h x 36"w -1:Teknion Fabric Gr.1 Tag: Tag TG: KESC30[W]	6.00 Each	61.34	368.04
39	INNOVATIVE OFFICE SOLUTIONS (IOS) Furniture Design Services	1.00 Each	815.00	815.00
40	INNOVATIVE OFFICE SOLUTIONS (IOS) Receive Deliver and Install	1.00 Each	17,692.31	17,692.31
	Remit to address for deposits: Innovative office Solutions LLC Lockbox #131434 PO Box 1414 Minneapolis, MN 55480-1414		SUBTOTAL	\$79,392.20
			TOTAL	\$79,392.20
			REQUIRED DEPOSIT 50.00%	\$39,696.10

Proposal Valid For 14 Days

Thank you for the opportunity to partner together. Please review the quotation and let us know if you have any questions.

Signature: _____ Name: _____ Title: _____ Date: _____



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ORDER NAME	Todd co 12 cubes
ORDER NUMBER	227547
PROJECT NUMBER	
TERMS	NET30

THANK YOU FOR THE OPPORTUNITY

We are thrilled for the opportunity to partner together on your project. The terms and conditions below outline a working understanding for the project journey and is intended to set both organizations up for success. If you have questions or concerns, please contact us directly.

QUOTES AND PRICING

Please review your final project plan and quote to confirm it will fit your space and workplace needs. Quoted prices are good for 14 days from the date of the proposal. Due to the volatile transportation conditions in 2022 & 2023, freight will be billed based upon actual. Unless otherwise noted, prices quoted do not include sales, use, excise, or other applicable taxes. Any applicable taxes will be added or adjusted on the invoice at the time of billing. Buyers exempt from taxes should provide Innovative with copies of exemption certificates prior to placing the order.

DESIGN AND ORDERING

Innovative's Design team will work with you and/or your team to design a space that is customized to your budget, style and unique needs to transform your space/s and bring your vision to life. If you do not want to move forward with us on a project, the design work remains the exclusive property of Innovative Office Solutions and we reserve the right to invoice you for the design costs incurred.

NEED FOR DEPOSITS

A deposit of 50% of the order is required on all projects in excess of \$10,000. The deposit is essential as our vendor partners require payment from us when placing orders. Once the deposit is received, we will place your order. Payments must be in the form of check, ACH or wire transfer. Credit cards are not accepted for deposits or other furniture payments over \$5,000.

PAYMENT TERMS

Our Innovative team will send invoices following delivery and installation completion. To ensure a seamless accounting experience, please send payment within 30 days of the invoice date. It is not uncommon for a project to be substantially complete, except for a few punch list items. We appreciate you paying your invoice in full. Innovative will complete your project when outstanding items and/or parts become available.

CHANGES

Once we receive the sign off on design plan and proposed budget, your order will be placed. Due to the customization of many projects, once orders are placed, most products are not returnable. Modifications or cancellations may result in cancellation or restocking charges by our manufacturer partners. Unfortunately, we will need to invoice you if such charges are incurred. Where a Scope of Work is included with this Agreement, costs resulting from changes in the scope of the project, including any additional requirements or restrictions placed on Innovative will be added to the project price. When Innovative becomes aware of the nature and impact of the change, you will be notified, and all project paperwork will be updated as necessary. In this instance, a revised quote will be generated for signoff.

PROJECT DELAYS AND STORAGE

We understand projects are occasionally delayed. This may mean you are unable to accept product from us as scheduled. When this occurs, Innovative will store your items at no charge for up to 30 days to provide you with additional time to ensure your space is ready for installation. After 30 days, we will provide a quote to continue to store your product, as we want to make sure it is safe and in a secure location.

DELIVERY AND RECEIPT OF PRODUCT

We will contact you once we are notified your product has been shipped and is on its way. Your product will be delivered during regular business hours. In order to provide an exceptional delivery experience, we ask that you inform us of any unique circumstances that a driver or install team may face during a delivery. This may include such challenges as a downtown location or the need for a liftgate. Providing us with this information ensures that product is delivered to the proper location within your facility and will reduce the chances of damage to any of the items.

We kindly ask you to inspect all product directly shipped and/or delivered and brought onto the job site as scheduled. If you discover product has been damaged or shipped in error during the receiving process, please notify us within 24 hours to ensure that appropriate claims can be



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filed. After product arrives at your site, any loss or damage caused by other trades or by weather, fire or other elements is your responsibility.

INSTALLATION PREMISES CONDITIONS

It is our sincere priority to make sure the installation of your product is timely, professional, and as efficient as possible. To facilitate this, we ask the site to be clean, clear, and free of debris prior to installation. The jobsite should have proper lighting, heat, power source, hoisting and/or elevator service and suitable unobstructed dock space and a secured staging area. The job site shall also be free of the interference of other trades in the area where installation is taking place.

We understand in certain situations spaces are not ready for installation when the initial date was scheduled. If this is the case, please provide at least a 48-hour notice so we can keep your project on track to the best of our ability. If proper, timely communication does not occur, unfortunately additional charges may be invoiced to cover costs incurred. Our Installation Team installs product based on the final approved layout. If there are any changes to the final plan, please make sure these are addressed prior to the installation date.

WARRANTY

Each manufacturing partner of Innovative has a warranty standard. For more information on warranty details, reach out to your Innovative Account Executive. Warrantied product replacements may require billable installation services.

CLAIMS

innovative will help resolve claims concerning damaged and/or defective product, materials and/or workmanship made within the warranty period as stated by the manufacturer, supplier, or fabricator. We will arrange for the repair or replacement of any damaged or defective items and/or installation to make sure the project is successful.

FORCE MAJEURE

We will do our absolute best to ensure we can secure and install your product, but if there are reasons beyond our control, Innovative will not be liable. Reasons include but are not limited to, strikes, pandemics, embargos, war or other breakout of hostilities, acts of God, machinery breakdowns, delays of carriers or suppliers, and domestic or foreign governmental acts or regulations.

GOVERNING LAW

This agreement shall be governed by and construed according to the laws of the State of Minnesota.

ARBITRATION

We want to make this a true partnership and resolve any issues that may occur. Any controversies or claims arising relating to this contract will be settled by arbitration administered by the American Arbitration Association. They will fall under its commercial rules, and judgment on the award rendered by the arbitrator(s) may be entered in any court with authority. The award shall include the costs of arbitration and the legal fees of the prevailing party.

THANK YOU FOR YOUR PARTNERSHIP

Innovative Office Solutions is built upon a "relationships matter" belief system, and every project matters to us. We are thankful for the opportunity to partner together, and we look forward to serving you!

_____ *Authorized Signature*

_____ *Date*

CONSULTING SERVICES CONTRACT

This Agreement, by and between County of Todd, hereinafter referred to as “County,” and Madden Galanter Hansen, PLLC, Attorneys at Law, 7760 France Avenue S. Suite 290, Bloomington, MN 55435, hereinafter referred to as “Consultant.”

RECITALS

WHEREAS, the County is required under the Minnesota Public Employment Labor Relations Act (PELRA) to undertake the negotiations of contracts with employees represented by exclusive representatives (unions); and

WHEREAS, the County has determined that retaining a consultant to assist in its negotiations with the unions best fulfills its obligations with respect to labor negotiations, labor relations and personnel matters.

NOW, THEREFORE, in consideration of the mutual undertakings and agreements contained within the Contract, the County and the Consultant agree as follows:

A. Scope of Services

1. Representation, with the labor negotiating team, in labor negotiations as chief management negotiator including:
 - a. Analysis of existing contract language and administration problems;
 - b. Preparation of management negotiations strategy;
 - c. Management spokesperson for “at the table” labor negotiations;
 - d. Preparation of management proposals and timely drafting of final labor bargaining agreement and finalization;
 - e. Pre-labor negotiation briefings, closed session discussions, settlement summaries and appropriate status reports for County Board information and action as necessary or as requested.
2. Management representation in grievance matters and counseling with management staff in initial grievance steps. Handling of grievance arbitrations.
3. Representation of the County in unit determination hearings.
4. Labor relations advice and personnel consultation with County Coordinator, Human Resources and County Board on an ongoing basis.

B. Consideration and Terms of Payment

1. Consideration for all services performed shall be as follows:

Providing of labor negotiation services, labor relations advice, personnel consultation, other labor relation services, travel portal-to-portal, other than arbitration, administrative hearing and litigation representation, billed in tenths of an hour at the rate of \$215.00 per hour and increasing to \$230.00 per hour on June 4, 2025. Arbitration and administrative hearing representation, if requested by County, shall be at the rate of \$225.00 per hour and increasing to \$240.00 per hour on June 4, 2025.

2. Consultant will also be reimbursed for expenses, including mileage consistent with the amount set forth by the IRS per mile, photocopying charges at \$.15 per page.
3. The Consultant will submit invoices on a periodic basis to the County for payment for services performed. Payment shall be made within thirty days after receipt of invoices for services performed.

C. Changes

The County and Consultant may, from time to time, require changes in the terms of this Contract. Any such changes that are mutually agreed to by the parties shall be incorporated as written amendments to this Agreement and attached hereto.

D. Duration

The terms of this Agreement shall be applicable for a period commencing June 4, 2024 through June 3, 2026. The contract may also be terminated by either party after giving thirty days written notice.

E. Independent Contractor

It is agreed by the parties that at all times and for all purposes hereunder, that the Consultant is an independent contractor and not an employee of the County.

F. Insurance

Consultant shall not commence work under this Contract until it has obtained at its own cost and expense the insurance required herein. Consultant states that it shall obtain and maintain for the duration of this Contract statutory workers' compensation insurance as required by the laws of the State of Minnesota. Consultant also agrees to obtain and maintain comprehensive automobile liability insurance coverage and professional malpractice insurance coverage.

G. Equal Employment and Non-Discrimination

In connection with the work under this Contract, Consultant agrees to comply with the applicable provisions of Federal and State Equal Employment Opportunity and Non-Discrimination Statutes, Regulations and Executive orders.

IN WITNESS WHEREOF, the parties have caused the Contract to be duly executed intending to be bound thereby.

Todd County

Dated: _____

By: _____
Board Chair

Dated: _____

By: _____

Madden Galanter Hansen, PLLC

Dated: _____

By: _____
Susan K. Hansen
Its Partner