

TODD COUNTY BOARD OF COMMISSIONERS

Regular Board Meeting Agenda

Date: June 18, 2013

Time: 9:00 AM

Meeting to be held at the Historic Courthouse 215 1st Avenue So, Long Prairie, Minnesota

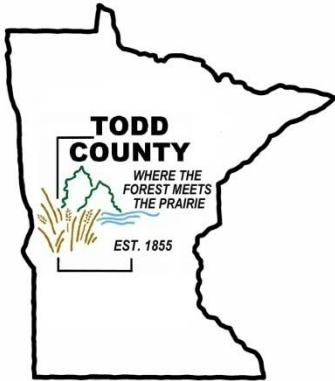
Item #		Approx. Time
1	Call to Order and Roll Call	9:00
2	Pledge of Allegiance	9:01
3	Amendments to the Agenda	9:02
4	Potential Consent Items	9:03
4.1	Approve June 4, 2013 Meeting Minutes	9:05
4.2	Approve HHS Committee Actions June 11, 2013	
4.3	Commissioner Warrants	
4.4	Auditor Warrants	
4.5	Abatement - Klinder Property	
5	CliftonLarsenAllen - Audit Report	9:15
5.1	Financial Statements and Supplementary Information - Doug Host	
6	Public Works	9:25
6.1	Accept Resignation/Fill Vacant Sign Technician Position	
7	Sheriffs' Department	9:30
7.1	Hire Full Time Deputy	
7.2	Advertise to Hire Part Time Jailor/Dispatcher	
8	Soi, Water and Conservation District	9:35
8.1	CUP - Gerald Messer Property	
9	Central MN Emergency Medical Services Region	9:40
9.1	Overview of Region, Current Programs - Marion Larson - EMS Coordinator	
10	Health & Human Services	9:50
10.1	YAP Contract with Craig Hillier - Winning Edge Seminars Inc	
10.2	Out of State Travel - Katherine Mackedanz	
10.3	Memorandum of Agreement - Central MN Council on Aging	
11	Renovation Update - Annex I and II Progress	10:00
11.1	Centegrity Group and Studio E	
11.2	HHS Renovation Project Request - Stephanie Howe, Studio E	

Standing Reports

Commissioners' Report

Adjourn

Todd County, MN Board Action Form



Action Requested	
<input checked="" type="checkbox"/> Action/Motion <input type="checkbox"/> Discussion <input type="checkbox"/> Information Item	<input type="checkbox"/> Report <input type="checkbox"/> Resolution <input type="checkbox"/> Other
Board Action Tracking Number (Admin use): 20130618-03	

Title (for publication with the Agenda): Approve June 4, 2013 Minutes	
Date of Meeting: June 11, 2013	Total time requested: 1 Minute
Department Requesting Action: Administration	
Presenting Board Action/Discussion at Meeting: Auditor/Treasurer	
Background <input type="checkbox"/> Supporting Documentation enclosed	
June 4, 2013 Minutes Attached	
Options <input checked="" type="checkbox"/> Supporting Documentation enclosed	
Approve, do not approve, table	
Recommendation <input type="checkbox"/> The Todd County Board of Commissioners approves the following by Motion:	
Approve the June 4, 2013 minutes without changes (with the following changes:)	
Financial Implications: \$na	Comments
Funding Source:	
Budgeted: <input type="checkbox"/> Yes <input type="checkbox"/> No	

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

Signatures	
I, Karen Busch, Todd County Auditor/Treasurer, 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 Administration 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
June 4, 2013*

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 4th day of June, 2013 at 9:00 AM. The meeting was called to order by Chairperson Neumann. The meeting was opened with the Pledge of Allegiance. All members present.

Approval of Agenda

On motion by Blessing and second by Erickson, the following motion was introduced and adopted by unanimous vote: To approve the agenda with the following additions:

1. Add – Gambling Permit – CentraCare Clinic

Routine Business

On motion by Kneisl and second by Blessing, the following motion was introduced and adopted by unanimous vote. To approve the May 21, 2013 Regular Board Minutes and May 28, 2013 Special Board Meeting Minutes as read.

On motion by Kircher and second by Erickson, the following motion was introduced and adopted by unanimous vote: To approve the actions of HHS Committee Meeting held May 28, 2013 in accordance with the minutes on file in the Todd County Administration Office.

On motion by Blessing and second by Kneisl, the following motion was introduced and adopted by unanimous vote: To approve Commissioner Warrant numbers 34475 thru 34602 in the amount of \$79,767.40 for payment on June 7, 2013.

On motion by Kneisl and second by Kircher, the following motion was introduced and adopted by unanimous vote: To award the highest bid for the 1998 Ford Crown Victoria, 2001 Chevy Venture and the 2000 Chevy Lumina to Keith Gabler in the amount of \$910.00.

Discussion was held regarding the Grunwald Property in the City of Staples for Demolition. Nate Matthews the Staples City Administrator was present during this discussion. It was decided this item would be tabled until the June 18, 2013 Commissioner Meeting when more information will be available.

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

GAMBLING PERMIT FOR CENTRACARE HEALTH-LONG PRAIRIE

WHEREAS, the Todd County Board of Commissioners are establishing their approval for a Gambling Permit for the CentraCare Health-Long Prairie through this resolution.

NOW, THEREFORE BE IT RESOLVED, that the Todd County Board of Commissioners approve a one day, Gambling Permit for the CentraCare Health –Long Prairie for a raffle to be held at the Long Prairie Country Club located at 406 6th Street SE, Long Prairie Minnesota, on July 16, 2013.

TODD COUNTY BOARD OF COMMISSIONERS

Sheriff's Department

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

HIRE FULL-TIME JAILOR/DISPATCHER

WHEREAS, an opening exists within the Todd County Sheriff's Office for a full-time Jailer/Dispatcher, and;

WHEREAS, this opening exists as Greg Forcier declined the full-time offer, and;

WHEREAS, and Brittney Hendricks was interviewed the same time as Greg Forcier and is qualified to fill the position.

NOW, THEREFORE BE IT RESOLVED, that all Todd County Board of Commissioners authorize Sheriff Peter Mikkelson to hire Brittney Hendricks as a full-time Jailer/Dispatcher at a Grade 17, Step 1 effective June 2, 2013.

Soil, Water and Conservation District Division

On motion by Kircher and second by Blessing, the following motion was introduced and adopted by unanimous vote: To authorize expenditure of \$5,397.50 of BWSR funds for cost sharing a replacement septic system.

Solid Waste

On motion by Kircher and second by Kneisl, the following motion was introduced and adopted by unanimous vote: To approve purchase of a Bobcat Skid-Steer purchase from Long Prairie Machinery in the amount of \$28,502.00.

Ditch & Ag

On motion by Erickson and second by Blessing, the following motion was introduced and adopted by unanimous vote: To approve acknowledge receipt of HHA petition for ditch maintenance and installation of private crossing on Joe Foseid property, in Reynolds Twp section 32.

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

HOLD HARMLESS AGREEMENT – PRIVATE CROSSING – COUNTY DITCH 41

WHEREAS, Jon & Kimberly Berggren are requesting to install a private culvert crossings on their property, parcel number 08-0019401, located in Fawn Lake Twp, section 20. A Hold Harmless Agreement has been signed and submitted to the Ditch Authority, and;

WHEREAS, an onsite inspection was done on May 28, 2013, and;

WHEREAS, the culvert to be installed is a 36" CMP which will be used to access a new building site. This culvert size will be adequate because this section of ditch historically has a very low volume of water.

NOW, THEREFORE BE IT RESOLVED, the Todd County Ditch Authority gives permission to Jon & Kimberly Berggren to install a private culvert crossing in CD41, located on their own property, at their own expense.

TODD COUNTY BOARD OF COMMISSIONERS

Health & Human Services

On motion by Kircher and second by Kneisl, the following motion was introduced and adopted by unanimous vote: To approve the Fraud Prevention Investigation Program Cooperative Agreement effective 07/01/2013. Cass County, the Regional Administrative Agency (host county), contracts with the Minnesota Department of Human Services to administer the FPI program in Todd County. There are no funds paid out by Todd County under this agreement.

On motion by Kneisl and second by Kircher, the following motion was introduced and adopted by unanimous vote: To approve creation of an additional 1 FTE Eligibility Worker position, Grade 17, and approve to advertise, recruit, interview and recommend filling the position.

On motion by Blessing and second by Erickson, the following motion was introduced and adopted by unanimous vote: To approve creation of an additional 1 FTE Office Support Specialist position, Grade 15, and approve to advertise, recruit, interview and recommend filling the position/

Public Works

On motion by Blessing and second by Kneisl, the following motion was introduced and adopted by unanimous vote: To close Regular Board Meeting and go into Closed Session at 9:50 am.

Closed Session

Discussion with Jason Kuboushek form Condon Iverson Reuvers regarding the Central Specialties, Inc. vs Todd County, MN case.

Open Session

On motion by Blessing and second by Kneisl, the following motion was introduced and adopted by unanimous vote: To re-open Regular Board Meeting at 10:06 am.

Public Works

On motion by Blessing and second by Erickson, the following resolution was introduced and adopted by roll call vote, Blessing, yes; Erickson, yes; Kircher, yes; Kneisl, yes; Neumann, yes:

FINAL PAYMENT AUTHORIZATION FOR 2007 HIGHWAY CONSTRUCTION CONTRACT WITH CENTRAL SPECIALTIES, INC.

WHEREAS, the 2007 highway construction contract with Central Specialties, Inc. for SP 077-602-015, SAP 077-606-008, SAP 077-608-005, SP 077-611-027, SP 077-611-031 and CP 07:57 has in all things been completed, and;

WHEREAS, construction work on this contract was scheduled and completed with the value of the total work certified being \$2,739,143.25, and;

WHEREAS, partial payments amounting to \$2,695,484.95 have been previously made to the contractor as work progressed, and;

WHEREAS, it has been determined that \$43,658.30 still remains to be paid to Central Specialties, Inc.

NOW, THEREFORE BE IT RESOLVED, that the Todd County Board of Commissioners does hereby accept said completed project for and in behalf of the County of Todd and authorize final payment as specified.

TODD COUNTY BOARD OF COMMISSIONERS

On motion by Kircher and second by Kneisl, the following motion was introduced and adopted by unanimous vote: To approve the hire of Paul Vanhavermaet to fill the vacant Sign Technician/Heavy Equipment Operator Position.

On motion by Blessing and second by Erickson, the following motion was introduced and adopted by unanimous vote: To approve Public Work moving forward to the public advertisement phase of SAP 077-598-027 and approve the attached Todd County Budget Request Form allocating Cash Reserves from the Road and Bridge Fund to cover the local required project funding match for the State Bridge Bond Fund Grant.

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

MnDOT GRANT AGREEMENT #03563 FOR SAP 077-623-005

WHEREAS, Todd County has applied to the Commissioner of Transportation for a grant from the Minnesota State Transportation Fund for construction of Bridge No.77J81, and;

WHEREAS, the Commissioner of Transportation has given notice that funding for this bridge is available, and;

WHEREAS, the amount of the grant has been determined to be \$37,893.60 by reason of the lowest responsible bid.

NOW, THEREFORE BE IT RESOLVED, be it resolved that Todd County does hereby agree to the terms and conditions of the grant consistent with Minnesota Statutes, section 174.50, subdivision 5, clause (3), and will pay any additional amount by which the cost exceeds the estimate, and will return to the Minnesota State Transportation Fund any amount appropriated for the bridge but not required. The proper county officers are authorized to execute a grant agreement with the Commissioner of Transportation concerning the above-referenced grant.

Legislative Update

Representatives Mark Anderson, Ron Kresha and Senator Paul Gazelka were present and gave an update of the 2013 Session.

Commissioner's Report

Kneisl announced he will be having a District Meeting June 20, 2013 at 7:00 pm at the Clarissa City Hall. Erickson reported about the Todd County Expo Building. The roof panels have been installed and the Hockey Association has left the facility in good order and the final payment for rent has been paid. Neumann announced there will be an AMC District 4 Meeting Friday June 7, 2013 at 8:00 am at the Douglas County Public Works Building.

Adjourn

The meeting was recessed by action of Chairman Neumann until June 18, 2013 at 9:00 am.

Commissioner Warrants

Vendor	Amount
ACCURATE CONTROLS INC	3,291.50
BADOURA NURSERY	2,072.00

TODD COUNTY BOARD OF COMMISSIONERS

CONTECH CONSTRUCTION PRODUCTS	13,194.79
LIBERTY TIRE RECYCLING SERVICES	2,907.39
M-R SIGN COMPANY INC	2,932.19
MIDSTATES EQUIP AND SUPPLY	3,673.29
RELIANCE TELEPHONE INC	2,300.00
SHIRLEY'S GAS & GROCERIES	2,074.11
STAPLES WORLD	6,709.41
TRI CITY PAVING INC	8,106.56
Payments less than 2000	32,506.16
Final Total	79,767.40

Todd County, MN Board Action Form



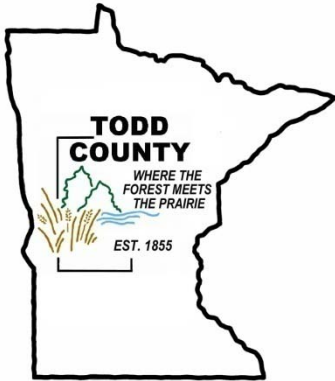
Action Requested	
<input checked="" type="checkbox"/> Action/Motion <input type="checkbox"/> Discussion <input type="checkbox"/> Information Item	<input type="checkbox"/> Report <input type="checkbox"/> Resolution <input type="checkbox"/> Other
Board Action Tracking Number (Admin use): 20130618-04	

Title (for publication with the Agenda): Approve Actions of HHS Committee	
Date of Meeting: June 18, 2013	Total time requested: 1 min
Department Requesting Action: Health & Human Services	
Presenting Board Action/Discussion at Meeting: Auditor/Treasurer	
Background <input type="checkbox"/> Supporting Documentation enclosed	
Options <input type="checkbox"/> Supporting Documentation enclosed	
Recommendation <input type="checkbox"/> The Todd County Board of Commissioners approves the following by Motion: Approve the Actions of HHS Committee Meeting held and June 11, 2013 in accordance with the minutes on file in the Todd County Administration Office	
Financial Implications: \$	Comments
Funding Source:	
Budgeted: <input type="checkbox"/> Yes <input type="checkbox"/> No	

Action	Voting in Favor	Voting Against
Motion:	<input type="checkbox"/> Blessing	<input type="checkbox"/> Blessing
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"/> Erickson	<input type="checkbox"/> Erickson
<input type="checkbox"/> Tabled	<input checked="" type="checkbox"/> Neumann	<input type="checkbox"/> Neumann

Signatures	
STATE OF MINNESOTA; COUNTY OF TODD; I, Karen Busch, Todd County Auditor/Treasurer, 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 Administration Office of Todd County in Long Prairie, Minnesota as stated in the minutes of the proceedings of said board and that the same is a true and correct copy of said original record and of the whole thereof, and that said motion was duly passed by said board at said meeting. Witness my hand and seal:	
	Seal

Todd County, MN Board Action Form



Action Requested	
<input checked="" type="checkbox"/> Action/Motion <input type="checkbox"/> Discussion <input type="checkbox"/> Information Item	<input type="checkbox"/> Report <input type="checkbox"/> Resolution <input type="checkbox"/> Other
Board Action Tracking Number (Admin use): 20130618-05	

Title (for publication with the Agenda): Approve Commissioner Warrants	
Date of Meeting: June 18, 2013	Total time requested:
Department Requesting Action: Auditor-Treasurer	
Presenting Board Action/Discussion at Meeting: Karen	
Background <input type="checkbox"/> Supporting Documentation enclosed	
Printout sent to Commissioners	
Options <input type="checkbox"/> Supporting Documentation enclosed	
Recommendation <input type="checkbox"/> The Todd County Board of Commissioners approves the following by Motion:	
to approve Commissioner warrant numbers 34603 thru 34733 in the amount of \$120,859.74 for payment on June 21, 2013	
Financial Implications: \$	Comments
Funding Source:	
Budgeted: <input type="checkbox"/> Yes <input type="checkbox"/> No	

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

Signatures
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Seal

Vendor	Amount
CASS LAKE BENA SCHOOLS	8,984.84
CHAMBERLAIN OIL COMPANY	2,203.76
EAGLE VALLEY PUBLIC SCHOOLS	3,019.23
ESRI	10,792.89
LEIGHTON BROADCASTING	2,822.40
LITTLE FALLS MACHINE INC	3,189.11
MN STATE AUDITOR	5,178.00
NEWMAN TRAFFIC SIGNS	21,851.13
NORTHERN BUSINESS PRODUCTS	2,525.27
RAHN'S OIL & PROPANE	2,056.81
SHI CORP	3,219.08
SHIRLEY'S GAS & GROCERIES	3,879.29
TODD CO MIS DEPT	6,309.46
WOLTERS BODY SHOP	7,253.73
Payments less than 2000	37,574.74
Final Total	120,859.74

Todd County, MN Board Action Form



Action Requested	
<input checked="" type="checkbox"/> Action/Motion <input type="checkbox"/> Discussion <input type="checkbox"/> Information Item	<input type="checkbox"/> Report <input type="checkbox"/> Resolution <input type="checkbox"/> Other
Board Action Tracking Number (Admin use): 20130618-11	

Title (for publication with the Agenda): Approve Auditor Warrants	
Date of Meeting: June 18 th 2013	Total time requested:
Department Requesting Action: Auditor Treasurer	
Presenting Board Action/Discussion at Meeting: Karen	
Background <input type="checkbox"/> Supporting Documentation enclosed	
Information provided to Commissioners	
Options <input type="checkbox"/> Supporting Documentation enclosed	
Recommendation <input type="checkbox"/> The Todd County Board of Commissioners approves the following by Motion:	
to approve the May Auditor Warrant numbers #220274 -#220481 in the amount of \$7,553,267.33.	
Financial Implications: \$	Comments
Funding Source:	
Budgeted: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	

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

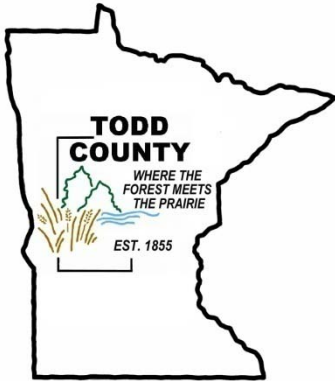
Signatures	
STATE OF MINNESOTA; COUNTY OF TODD;	
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Seal	

Vendor Name	Amount
LONG PRAIRIE OIL COMPANY	6,589.12
Rhode/Bruce	2,245.83
WONDERLICH/SCOTT A	2,262.25
Payments less than 2000	9,191.02
AMERICAN HERITAGE BANK	41,947.25
FLEET SERVICES/WEX BANK	7,050.48
GENE-O'S COUNTRYSIDE REST LLC	3,219.07
HILDI INC	4,900.00
MINNESOTA POWER & LIGHT	10,228.32
MN DEPT OF FINANCE	7,285.50
MORRISON COUNTY	31,735.60
PETERS & CHURCHWELL	2,703.00
Prairie Lakes Municipal Solid Waste Auth	29,804.54
THE SAND CREEK GROUP LTD	3,727.35
ZAYO ENTERPRISE NETWORKS	3,379.94
Payments less than 2000	11,708.67
ELECTION SYSTEMS & SOFTWARE INC	16,247.50
LONG PRAIRIE OIL COMPANY	6,077.42
PEMBERTON SORLIE RUFER & KERSHNER	9,810.10
RAINBOW RIDER	5,000.00
REGION V DEVELOPMT COMMISSION	12,057.50
Payments less than 2000	11,766.18
CENTERPOINT ENERGY	3,289.41
RESOURCE TRAINING AND SOLUTIONS	202,955.00
TODD CO AUDITOR-TREASURER	8,782.50
WSB AND ASSOCIATES	3,667.88
Payments less than 2000	2,203.95
AMERICAN HERITAGE BANK	802,413.91
BIG SWAN LAKE IMPROVEMENT DIST.	9,126.74
CITY OF BERTHA	84,522.04
CITY OF BROWERVILLE	132,707.49
CITY OF BURTRUM	11,601.46
CITY OF CLARISSA	85,700.37
CITY OF EAGLE BEND	122,700.88
CITY OF GREY EAGLE	61,629.75
CITY OF HEWITT	25,367.93
CITY OF LONG PRAIRIE	363,549.05
CITY OF OSAKIS	75,391.71
CITY OF STAPLES	384,779.25
CITY OF WEST UNION	5,658.58
REGION V DEVELOPMT COMMISSION	11,396.76
SAUK RIVER WATER SHED DISTRICT	48,975.04
SCHOOL DISTRICT 213	384,912.66
SCHOOL DISTRICT 2170	335,023.52
SCHOOL DISTRICT 2753	1,095,294.93

SCHOOL DISTRICT 2759	148,542.41
SCHOOL DISTRICT 486	203,854.83
SCHOOL DISTRICT 487	3,589.77
SCHOOL DISTRICT 740	57,623.41
SCHOOL DISTRICT 743	300,445.83
SCHOOL DISTRICT 786	204,655.77
SCHOOL DISTRICT 787	188,690.32
SCHOOL DISTRICT 789	10,982.35
SCHOOL DISTRICT 790	13,888.10
SCHOOL DISTRICT 818	22,347.52
TOWN OF BARTLETT	46,096.32
TOWN OF BERTHA	40,577.91
TOWN OF BIRCHDALE	78,637.86
TOWN OF BRUCE	69,815.46
TOWN OF BURLEENE	39,591.74
TOWN OF BURNHAMVILLE	82,340.39
TOWN OF EAGLE VALLEY	47,231.96
TOWN OF FAWN LAKE	85,201.39
TOWN OF GERMANIA	30,408.42
TOWN OF GORDON	51,580.23
TOWN OF GREY EAGLE	121,924.05
TOWN OF HARTFORD	78,380.11
TOWN OF IONA	38,904.42
TOWN OF KANDOTA	46,835.12
TOWN OF LESLIE	83,869.82
TOWN OF LITTLE ELK	44,512.08
TOWN OF LITTLE SAUK	64,195.64
TOWN OF LONG PRAIRIE	66,976.34
TOWN OF MORAN	54,447.33
TOWN OF REYNOLDS	50,661.12
TOWN OF ROUND PRAIRIE	101,207.72
TOWN OF STAPLES	96,061.34
TOWN OF STOWE PRAIRIE	53,222.41
TOWN OF TURTLE CREEK	41,130.63
TOWN OF VILLARD	112,773.91
TOWN OF WARD	55,062.37
TOWN OF WEST UNION	38,638.32
TOWN OF WYKEHAM	47,303.43
Payments less than 2000	2,794.08
ALEX GLASS & GLAZING INC	6,499.10
AMERICAN HERITAGE	7,340.78
BARTLEY SALES CO INC	2,116.91
CONTEGRITY GROUP INC	16,241.10
FRANSEN DECORATING, INC	11,153.00
GUSTAFSON MECHANICAL INC	4,560.00
MYERS CLEANING SERVICE	2,750.00
RIKE-LEE ELECTRIC INC	26,856.50

SELL HARDWARE	41,849.05
VERIZON	2,992.98
YAMRY CONSTRUCTION INC	3,610.00
Payments less than 2000	1,708.23
Final Total	7,553,267.33

Todd County, MN Board Action Form



Action Requested	
<input type="checkbox"/> Action/Motion <input type="checkbox"/> Discussion <input type="checkbox"/> Information Item	<input type="checkbox"/> Report <input type="checkbox"/> Resolution <input type="checkbox"/> Other
Board Action Tracking Number (Admin use): 20130618-01	

Title (for publication with the Agenda): Abatement - Klinder Property	
Date of Meeting: June 18, 2013	Total time requested:
Department Requesting Action: Assessor's Dept	
Presenting Board Action/Discussion at Meeting: Karen	
Background <input type="checkbox"/> Supporting Documentation enclosed	
Background and discussion will be made at the Board of Equalization and Appeal Monday June 17 th . for abatement on parcels 14-0031901 and 14-0031800, Agnes Klinder, Kandota Township	
Options <input type="checkbox"/> Supporting Documentation enclosed	
Recommendation <input type="checkbox"/> The Todd County Board of Commissioners approves the following by Motion:	
To approve the abatement for Agnes Klinder, Kandota Township, parcels 14-0031901 & 14-0031800 due to an adjustment in Valuation for taxes payable in 2012 and 2013	
Financial Implications: \$	Comments
Funding Source:	
Budgeted: <input type="checkbox"/> Yes <input type="checkbox"/> No	

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

Signatures	
STATE OF MINNESOTA; COUNTY OF TODD;	
I, Karen Busch, 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 Administration Office of Todd County in Long Prairie, Minnesota as stated in the minutes of the proceedings of said board and that the same is a true and correct copy of said original record and of the whole thereof, and that said motion was duly passed by said board at said meeting. Witness my hand and seal:	
Seal	

Todd County, MN Board Action Form



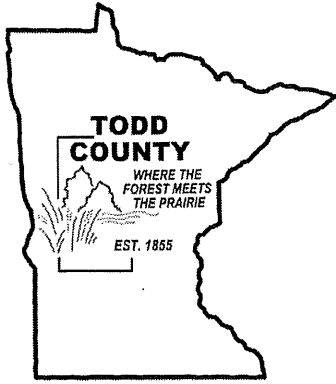
Action Requested	
<input checked="" type="checkbox"/> Action/Motion <input type="checkbox"/> Discussion <input type="checkbox"/> Information Item	<input type="checkbox"/> Report <input type="checkbox"/> Resolution <input type="checkbox"/> Other
Board Action Tracking Number (Admin use): 20130618-02	

Title (for publication with the Agenda): Approval to Accept Resignation of Sign Technician and Approval to Fill Vacant Sign Technician Position	
Date of Meeting: 06/18/2013	Total time requested: 5 minutes
Department Requesting Action: Public Works	
Presenting Board Action/Discussion at Meeting: Loren Fellbaum, County Engineer	
Background <input type="checkbox"/> Supporting Documentation enclosed	
The first Personnel Action Form recommends the approval of accepting the resignation of Paul VanHavermaet as the Public Works Sign Technician effective 06/06/2013.	
The second Personnel Action Form recommends the approval of hiring Aaron Gabler to fill the vacant Public Works Sign Technician Position (set at Grade 17, Step 1).	
Options <input type="checkbox"/> Supporting Documentation enclosed	
#1 Approve attached Personnel Action Forms	
#2 Do not approve attached Personnel Action Forms	
Recommendation <input type="checkbox"/> The Todd County Board of Commissioners approves the following by Motion:	
Approve attached Personnel Action Forms	
Financial Implications: \$ -	Comments
Funding Source: Road and Bridge	
Budgeted: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	

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

Signatures	
STATE OF MINNESOTA; COUNTY OF TODD; I, Karen Busch, 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 Administration 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 Personnel Action Form



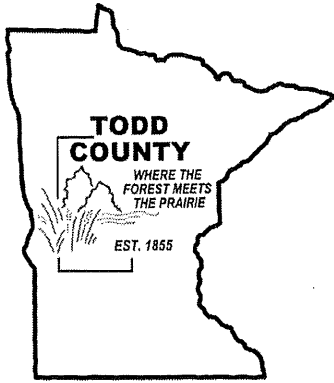
Action Requested		
Type 1	Type II	Type III
<input type="checkbox"/> Internal Post	<input type="checkbox"/> PT Status	<input type="checkbox"/> Discipline
<input type="checkbox"/> External Post	<input type="checkbox"/> FT Status	<input type="checkbox"/> Uncharacterized
<input type="checkbox"/> Hire	<input type="checkbox"/> Unpaid Leave	<input type="checkbox"/> Honorable
<input type="checkbox"/> Promote w/in Dept	<input type="checkbox"/> Paid Leave	<input type="checkbox"/> Job Desc Change
<input type="checkbox"/> Transfer Dept	<input type="checkbox"/> Medical Leave	<input type="checkbox"/> Extend Probation
<input type="checkbox"/> Create New Position	<input checked="" type="checkbox"/> Resignation	<input type="checkbox"/> End Probation
<input type="checkbox"/> Pay Change Request	<input type="checkbox"/> Termination	<input type="checkbox"/> Exit Interview
<input type="checkbox"/> Demote	<input type="checkbox"/> Retirement	<input type="checkbox"/> Other

Employee Information <i>(name not required for posting of positions)</i>			
Name: Paul Vanhavermaet			
Job Title: Sign Technician/Heavy Equipment Operator			
<i>(The following is required for Type I and II action)</i>			
Fund: Road and Bridge	Dept: Public Works	Program: N/A	Service: N/A
Comments			
Recommendation to accept resignation of Paul Vanhavermaet (Public Works Sign Technician/Heavy Equipment Operator Position).			
<input type="checkbox"/> Supporting Documentation enclosed			
Authorization		Signature	Date
Supervisor: N/A		<input type="checkbox"/> Approved <input type="checkbox"/> Denied	
Department Head: Loren Fellbaum		<input checked="" type="checkbox"/> Approved <input type="checkbox"/> Denied	Loren Fellbaum 06-07-13 06-15-13
County Administrator:		<input type="checkbox"/> Approved <input type="checkbox"/> Denied	
Board Chairperson: Randy Neumann		<input type="checkbox"/> Approved <input type="checkbox"/> Denied	
Filed: <input type="checkbox"/> Supervisory <input type="checkbox"/> Personnel			

For HR use only

Date Received:	
Action taken:	
Date Returned to Supervisor:	HR Signature:
Payroll Notified: <input type="checkbox"/> Yes <input type="checkbox"/> Not Applicable	

Todd County, MN Personnel Action Form



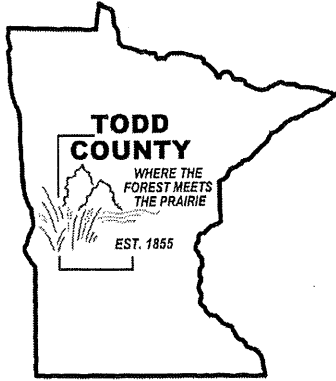
Action Requested		
Type I	Type II	Type III
<input type="checkbox"/> Internal Post	<input type="checkbox"/> PT Status	<input type="checkbox"/> Discipline
<input type="checkbox"/> External Post	<input checked="" type="checkbox"/> FT Status	<input type="checkbox"/> Uncharacterized
<input checked="" type="checkbox"/> Hire	<input type="checkbox"/> Unpaid Leave	<input type="checkbox"/> Honorable
<input type="checkbox"/> Promote w/in Dept	<input type="checkbox"/> Paid Leave	<input type="checkbox"/> Job Desc Change
<input type="checkbox"/> Transfer Dept	<input type="checkbox"/> Medical Leave	<input type="checkbox"/> Extend Probation
<input type="checkbox"/> Create New Position	<input type="checkbox"/> Resignation	<input type="checkbox"/> End Probation
<input type="checkbox"/> Pay Change Request	<input type="checkbox"/> Termination	<input type="checkbox"/> Exit Interview
<input type="checkbox"/> Demote	<input type="checkbox"/> Retirement	<input type="checkbox"/> Other

Employee Information <i>(name not required for posting of positions)</i>			
Name: Aaron Gabler			
Job Title: Sign Technician/Heavy Equipment Operator			
<i>(The following is required for Type I and II action)</i>			
Fund: Road and Bridge	Dept: Public Works	Program: N/A	Service: N/A
Comments			
Requesting approval to hire Aaron Gabler to fill the vacant Public Works Sign Technician/Heavy Equipment Operator Position (set at Grade 17 & Step 1). <input type="checkbox"/> Supporting Documentation enclosed			
Authorization		Signature	Date
Supervisor: N/A		<input type="checkbox"/> Approved <input type="checkbox"/> Denied	
Department Head: Loren Fellbaum		<input checked="" type="checkbox"/> Approved <input type="checkbox"/> Denied	Loren Fellbaum 06-07-13 05/15/2013
County Administrator:		<input type="checkbox"/> Approved <input type="checkbox"/> Denied	
Board Chairperson: Randy Neumann		<input type="checkbox"/> Approved <input type="checkbox"/> Denied	
Filed: <input type="checkbox"/> Supervisory <input type="checkbox"/> Personnel			

For HR use only

Date Received:	
Action taken:	
Date Returned to Supervisor:	HR Signature:
Payroll Notified: <input type="checkbox"/> Yes <input type="checkbox"/> Not Applicable	

Todd County, MN Personnel Action Form



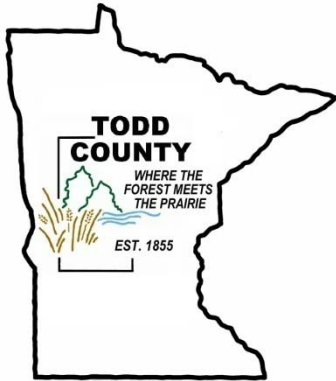
Action Requested		
Type I	Type II	Type III
<input type="checkbox"/> Internal Post	<input type="checkbox"/> PT Status	<input type="checkbox"/> Discipline
<input type="checkbox"/> External Post	<input checked="" type="checkbox"/> FT Status	<input type="checkbox"/> Uncharacterized
<input checked="" type="checkbox"/> Hire	<input type="checkbox"/> Unpaid Leave	<input type="checkbox"/> Honorable
<input type="checkbox"/> Promote w/in Dept	<input type="checkbox"/> Paid Leave	<input type="checkbox"/> Job Desc Change
<input type="checkbox"/> Transfer Dept	<input type="checkbox"/> Medical Leave	<input type="checkbox"/> Extend Probation
<input type="checkbox"/> Create New Position	<input type="checkbox"/> Resignation	<input type="checkbox"/> End Probation
<input type="checkbox"/> Pay Change Request	<input type="checkbox"/> Termination	<input type="checkbox"/> Exit Interview
<input type="checkbox"/> Demote	<input type="checkbox"/> Retirement	<input type="checkbox"/> Other

Employee Information <i>(name not required for posting of positions)</i>			
Name: Aaron Gabler			
Job Title: Sign Technician/Heavy Equipment Operator			
<i>(The following is required for Type I and II action)</i>			
Fund: Road and Bridge	Dept: Public Works	Program: N/A	Service: N/A
Comments			
Requesting approval to hire Aaron Gabler to fill the vacant Public Works Sign Technician/Heavy Equipment Operator Position (set at Grade 17 & Step 1). <input type="checkbox"/> Supporting Documentation enclosed			
Authorization		Signature	Date
Supervisor: N/A	<input type="checkbox"/> Approved <input type="checkbox"/> Denied		
Department Head: Loren Fellbaum	<input checked="" type="checkbox"/> Approved <input type="checkbox"/> Denied	<i>Loren Fellbaum</i>	06-07-13 05/15/2013
County Administrator:	<input type="checkbox"/> Approved <input type="checkbox"/> Denied		
Board Chairperson: Randy Neumann	<input type="checkbox"/> Approved <input type="checkbox"/> Denied		
Filed: <input type="checkbox"/> Supervisory <input type="checkbox"/> Personnel			

For HR use only

Date Received:	
Action taken:	
Date Returned to Supervisor:	HR Signature:
Payroll Notified: <input type="checkbox"/> Yes <input type="checkbox"/> Not Applicable	

Todd County, MN Board Action Form



Action Requested	
<input type="checkbox"/> Action/Motion <input type="checkbox"/> Discussion <input type="checkbox"/> Information Item	<input type="checkbox"/> Report <input checked="" type="checkbox"/> Resolution <input type="checkbox"/> Other
Board Action Tracking Number (Admin use): 20130618-08	

Title (for publication with the Agenda): Hire Full-time Deputy.	
Date of Meeting: June 18th, 2013	Total time requested:
Department Requesting Action: Todd County Sheriff's Office	
Presenting Board Action/Discussion at Meeting: Hire Josh Winter as a Full-time Deputy.	
Background <input type="checkbox"/> Supporting Documentation enclosed	
Hire Josh Winter as a full-time Deputy effective upon notification of current employer.	
Options <input type="checkbox"/> Supporting Documentation enclosed	
Recommendation <input type="checkbox"/> The Todd County Board of Commissioners approves the following by Motion:	
To approve hire Josh Winter as a full-time Deputy effective upon notification of current employer.	
Financial Implications: \$	Comments
Funding Source:	
Budgeted: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	

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

Signatures	
STATE OF MINNESOTA; COUNTY OF TODD;	
I, Karen Busch, 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 Administration 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

HIRE FULL-TIME DEPUTY

WHEREAS, an opening exists within the Todd County Sheriff's Office for a full-time Deputy, and;

WHEREAS, this open position was posted in-house, and;

WHEREAS, and it has been recommended that Josh Winter fill this position, having been chosen after conducting interviews.

NOW, THEREFORE BE IT RESOLVED, that the Todd County Board of Commissioners authorize Sheriff Peter Mikkelson to hire Josh Winter as a full-time Deputy at a Grade 20, Step 3 effective upon notification of current employer.

Todd County, MN Board Action Form



Action Requested	
<input type="checkbox"/> Action/Motion <input type="checkbox"/> Discussion <input type="checkbox"/> Information Item	<input type="checkbox"/> Report <input checked="" type="checkbox"/> Resolution <input type="checkbox"/> Other
Board Action Tracking Number (Admin use): 20130618-12	

Title (for publication with the Agenda): Advertise for part-time Jailor/Dispatcher(s).	
Date of Meeting: June 18th, 2013	Total time requested:
Department Requesting Action: Todd County Sheriff's Office	
Presenting Board Action/Discussion at Meeting:	
Background <input type="checkbox"/> Supporting Documentation enclosed	
Advertise for part-time jailor/dispatcher(s) position(s) that exist in the Todd County Sheriff's Office due to personnel changes.	
Options <input type="checkbox"/> Supporting Documentation enclosed	
Recommendation <input checked="" type="checkbox"/> The Todd County Board of Commissioners approves the following by Motion:	
To approve advertising for part-time jailor/dispatcher(s) position(s) that exist in the Todd County Sheriff's Office due to personnel changes.	
Financial Implications: \$	Comments
Funding Source:	
Budgeted: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	

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

Signatures	
STATE OF MINNESOTA; COUNTY OF TODD;	
I, Karen Busch, 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 Administration 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

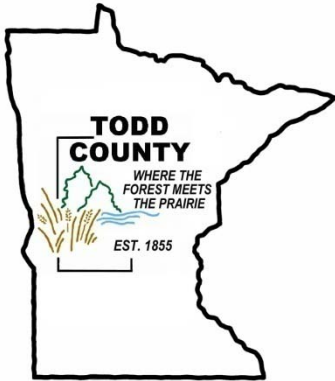
HIRE PART-TIME JAILOR/DISPATCHER(S)

WHEREAS, opening(s) exists within the Todd County Sheriff's Office for part-time Jailer/Dispatcher(s) due to personnel changes, and;

WHEREAS, these open position(s) need to be filled due to workload.

NOW, THEREFORE BE IT RESOLVED, that the Todd County Board of Commissioners authorize Sheriff Peter Mikkelson to advertise to fill the vacant part-time Jailer/Dispatcher position(s).

Todd County, MN Board Action Form



Action Requested	
<input checked="" type="checkbox"/> Action/Motion <input type="checkbox"/> Discussion <input type="checkbox"/> Information Item	<input type="checkbox"/> Report <input type="checkbox"/> Resolution <input type="checkbox"/> Other
Board Action Tracking Number (Admin use):	

Title (for publication with the Agenda): CUP Proell (Gerald Messer property)	
Date of Meeting: 6/6/13	Total time requested:
Department Requesting Action: SWCDD (PLanning & Zoning)	
Presenting Board Action/Discussion at Meeting: Tim Stieber, Director	
Background <input type="checkbox"/> Supporting Documentation enclosed	
Conditional Use Permit for "Temporary Housing Permit" – to place a 1,280 sq. ft mobile home on the same site as the existing home, to be occupied by a family member. Use Permit is required for Temporary Housing located in an Ag/Forestry-2 district zone.	
Options <input type="checkbox"/> Supporting Documentation enclosed	
Recommendation <input type="checkbox"/> The Todd County Board of Commissioners approves the following by Motion:	
Granted as presented with the seven criteria items needed for Temporary houses: (1) Temporary family housing is for immediate family members only. (2) Conditional use permits shall be issued for an individual and not the land. (3) The dwelling size shall not exceed 1280 square feet, one story, or two bedrooms. (4) The dwelling, site, or combination of shall not be subdivided, sold or used as rental property. (5) All temporary family housing may be subject to a biennial review by the Planning & Zoning staff. (6) Temporary housing shall be removed from the property within 60 days of disuse. (7) Temporary housing shall be required to hook up to a compliant septic system.	
Financial Implications: \$	Comments
Funding Source:	
Budgeted: <input type="checkbox"/> Yes <input type="checkbox"/> No	

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

<p>Signatures</p> <p>STATE OF MINNESOTA; COUNTY OF TODD; I, Karen Busch, 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 Administration 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
--	------

CONDITIONAL USE PROCEEDINGS

STATE OF MINNESOTA
COUNTY OF TODD

In The Matter of: Tim & Kitty Proell
40651 Hwy 71
Sauk Centre, MN 56378

Property Owners: Gerald & Kathleen Messer
17825 County 94
Sauk Centre, MN 56378

Site Address: 17825 County 94

Parcel Numbers: 14-0019502

REQUEST: Conditional Use Permit for a “Temporary Housing Permit” – to place a 1,280 sq. ft mobile home on the same site as the existing home, to be occupied by a family member. Use Permit is required for Temporary Housing located in an Ag/Forestry-2 district zone.

The above entitled matter was heard before the Todd County Planning Commission on the 6th, day of June 2013, on a petition for Conditional Use pursuant to the Todd County Zoning Ordinance, for the following described property: (7.75 acres) Comm at SW cor of NW4 SE4 N to centerline of Co Rd #94 SE along centerline to intersection of Co. Rd #94 & S line of NW4 SE4 W to pt of beg, Section 19, Twp 127, Range 34, Kandota Township

Record this document in: abstract records torrens records.

IT IS ORDERED that the Conditional Use be (granted, denied) #C-20130612849 as upon the following conditions, changes or reasons: granted as presented with the seven criteria items needed for Temporary houses: (1) Temporary family housing is for immediate family members only. (2) Conditional use permits shall be issued for an individual and not the land. (3) The dwelling size shall not exceed 1280 square feet, one story, or two bedrooms. (4) The dwelling, site, or combination of shall not be subdivided, sold or used as rental property. (5) All temporary family housing may be subject to a biennial review by the Planning & Zoning staff. (6) 25 of 41

Temporary housing shall be removed from the property within 60 days of disuse. (7) Temporary housing shall be required to hook up to a compliant septic system.

Todd County Board of Commissioners
Randy Neumann, Chairman

Dated: June 18, 2013

**STATE OF MINNESOTA
COUNTY OF TODD**

**OFFICE OF
SOIL, WATER, CONSERVATION & DEVELOPMENT DIVISION**

I, Timothy D Stieber SWCDD Director for the County of Todd, with and in said County, do hereby certify that I have compared the foregoing copy and order (granted, denying) a Conditional Use with the correct and true transcript of the whole thereof.

IN TESTIMONY WHEREOF, I have hereunto subscribed my hand at Long Prairie, Minnesota, in the County of Todd on _____.

DIRECTOR
TODD COUNTY SWCDD

Drafted by: Linda Bless
Planning Commission Secretary

This form mailed to Applicant

Activities granted by a Conditional Use Permit expire and are considered invalid unless they are substantially completed within thirty-six months of the date the conditional use permit is granted by the Board of Commissioners. Section 5.05M Todd County Ordinance.

Todd County, MN Board Action Form



Action Requested	
<input checked="" type="checkbox"/> Action/Motion <input type="checkbox"/> Discussion <input type="checkbox"/> Information Item	<input type="checkbox"/> Report <input type="checkbox"/> Resolution <input type="checkbox"/> Other
Board Action Tracking Number (Admin use): 20130618-06	

Title (for publication with the Agenda): Central MN Emergency Medical Services Region	
Date of Meeting: June 18, 2013	Total time requested:
Department Requesting Action: Adm	
Presenting Board Action/Discussion at Meeting: Marion Larson - EMS Coordinator	
Background <input type="checkbox"/> Supporting Documentation enclosed	
Report attached	
Options <input type="checkbox"/> Supporting Documentation enclosed	
Recommendation <input type="checkbox"/> The Todd County Board of Commissioners approves the following by Motion:	
Overview of Region and Current Programs for the Cental MN EMSR	
Financial Implications: \$	Comments
Funding Source:	
Budgeted: <input type="checkbox"/> Yes <input type="checkbox"/> No	

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

Signatures	
STATE OF MINNESOTA; COUNTY OF TODD;	
I, Karen Busch, 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 Administration 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	



Central Minnesota Emergency Medical Services Region

A historic overview of the region, the current programs and
County specific use by EMS agencies

Overview

The EMS Regions are funded by grant dollars allocated by the state Emergency Medical Services Regulatory Board (EMSRB). The purpose of the regions is to identify and address local, state and regional EMS needs, provide public education, and maintain training to the EMSRB standards.

History

Prior to 2001, the Central EMS Region was in a 501-C3 (Non-profit) structure. There was a desire for public oversight and accountability of public dollars. This grant is a complete grant application every 2-4 years. At that time, the 14 counties within the region proposed a Joint Powers structure and were awarded the grant.

The Joint Powers Agreement created a new Board makeup and Advisory Committee structure. Since 2001, Stearns County has been the fiscal agent and employer of Central EMS Regional Staff.

On January 1, 2013, Chisago and Isanti counties withdrew from the Central EMS Region Joint Powers Agreement and joined the Metro Region. This leaves the Central Region with 12 member counties: Benton, Cass, Crow Wing, Kanabec, Mille Lacs, Morrison, Pine, Sherburne, Stearns, Todd, Wadena and Wright.

Current EMS Agency Data

The Central Region serves over 256 EMS agencies. This consists of:

- Law Enforcement
- Fire/Rescue
- Ambulance Services
- First Response Teams

Central Region Programs

The Training reimbursement Program is one of the Central EMS Region's key programs. Providing funding support for EMS providers is a core principle to the Central Region. The Central EMS Region has identified that 2 goals for the grant are that 75% of eligible agencies will participate in the training reimbursement program over the grant cycle and no EMS agency will cease operations because they lacked funding to train their employees.

Training Reimbursement Dollars allocated to Todd County EMS Agencies

Year	Agencies Participating (Todd)	Dollars (Todd County)	Dollars (total Region training fund)	% of Region training dollars allocated to Todd agencies
2005/2006	4	\$3,456.00	\$66,031.00	5.2%
2006/2007	8	\$2,500.00	\$45,064.00	5.5%
2007/2008	6	\$2,450.00	\$55,375.00	4.4%
2008/2009	7	\$2,555.00	\$37,065.00	6.9%
2009/2010/2011	3	\$1,870.00	\$52,770.00	3.5%
2011/2012	8	\$8,372.00	\$73,782.00	11.3%



2011-2012 Training Reimbursement Applications by County

County	Total # of Agencies	Total # Participating Agencies	% of Participation	% of Funds Dispersed	Original Application for Reimbursement				Total Reimbursed	County Population*	% of Total Population
					FR	FR-R	EMT	EMT-R			
Benton	7	2	29%	6%	3	49	0	1	\$4,430.00	38,451	5%
Cass	29	5	17%	4%	1	11	2	11	\$3,254.00	28,567	4%
Chisago	14	1	7%	0%	0	0	0	1	\$122.00	53,887	7%
Crow Wing	34	7	21%	6%	1	31	1	7	\$4,464.00	62,500	9%
Isanti	8	2	25%	3%	3	23	0	0	\$2,280.00	37,816	5%
Kanabec	7	0	0%	0%	0	0	0	0	\$0.00	16,239	2%
Mille Lacs	15	4	27%	10%	10	63	0	17	\$8,018.00	26,097	4%
Morrison	24	7	29%	13%	26	67	5	2	\$10,458.00	33,198	5%
Pine	15	1	7%	1%	0	7	0	0	\$546.00	29,750	4%
Sherburne	11	3	27%	6%	0	38	4	18	\$4,962.00	88,499	12%
Stearns	43	13	30%	20%	8	159	0	17	\$16,008.00	150,642	21%
Todd	18	8	44%	11%	7	35	8	5	\$8,372.00	24,895	3%
Wadena	9	1	11%	2%	3	12	0	3	\$1,788.00	13,843	2%
Wright	22	7	32%	18%	5	99	4	38	\$14,644.00	124,700	17%
Totals	256	61	24%	100%	67	594	24	120	\$79,346.00	729,084	100%

*2010 Census Data

Programs Continued

The Central EMS Region also believes that agencies within the region have equipment needs. The Central EMS Region has a history of providing grants to assist agencies to purchase vital equipment they may otherwise be unable to purchase. In the event that there are more applications than funds for equipment grants, winners are chosen in a lottery system. There is always one winner per county within the region.

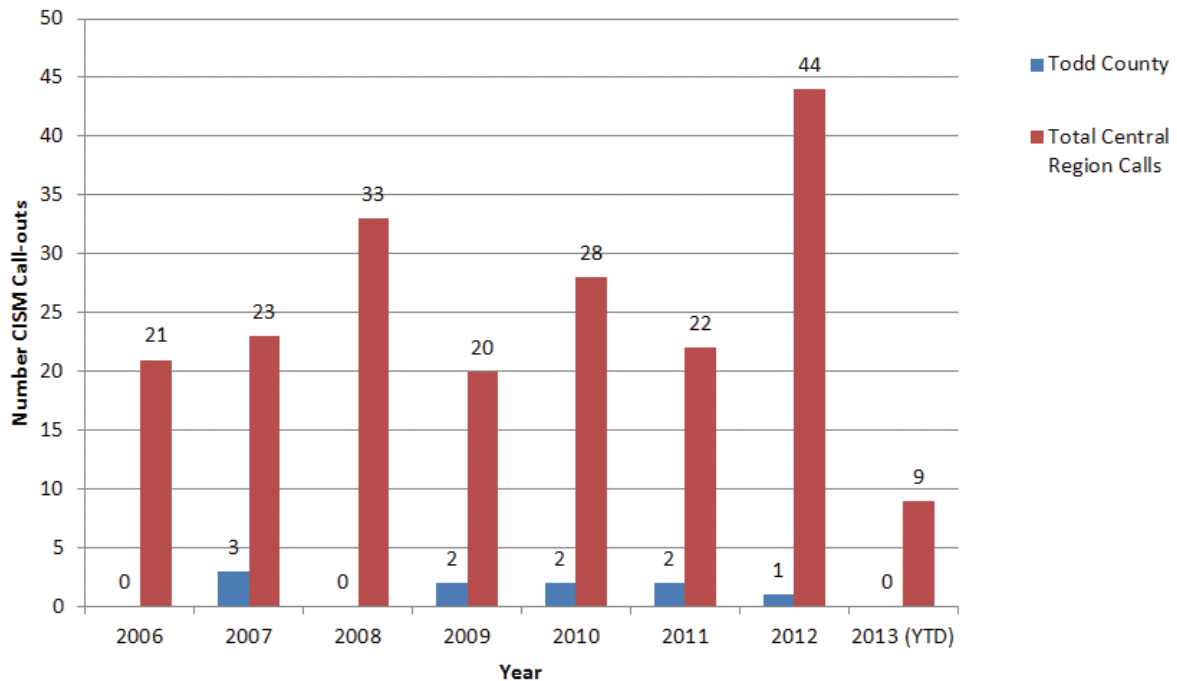
The focus of the equipment grants may change based on the current needs of the agencies. In 2012, in an effort to assist agencies become ARMOR compliant, the focus was communication equipment. The spring 2013 grant was open to all patient care equipment or communication equipment needs.

Equipment Grant Dollars allocated to Todd County EMS Agencies			
Year	Dollars (Todd County)	Dollars (total Region training fund)	% of Region training dollars allocated to Todd agencies
2005/2006	0	0	0%
2006/2007	0	0	0%
2007/2008	\$700.00	\$29,267.00	2.4%
2008/2009	\$3,179.00	\$36,031.00	8.8%
2009/2010/2011	\$3,649.77	\$72,363.00	5.0%
2011/2012	\$1,000.00	\$16,200.00	6%

Critical Stress Incident Management

The Central EMS Region also supports a Critical Incident Stress Management (CISM) Team for responders throughout the Region. The CISM Team is a dedicated group of 30 volunteers who meet with EMS, Fire, Law Enforcement groups after a critical incident to facilitate a debriefing. The goal of the team is to reduce the impact of stress from critical incidents on the responder, his or her families and the community.

CISM comparison for Todd County and the CMEMS Region by Year



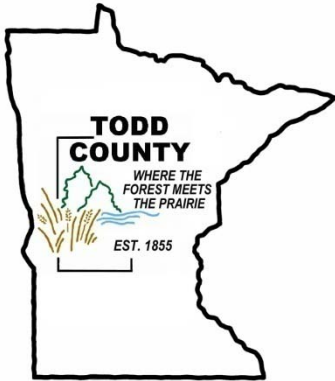
A look forward

In addition to the current programs the Central Region offers, there are several projects we are working towards for the future. Over the next several years, we will dedicate time to:

- Reviewing recruitment and retention problems by regional agencies
- Provide current and relevant educational opportunities for EMS providers
- Continue to cultivate and improve our website to make it more user friendly and provide current information

The goal of the Central EMS Region is to provide outstanding customer service to our responders and facilitate a healthy EMS system throughout the region.

Todd County, MN Board Action Form



Action Requested	
<input checked="" type="checkbox"/> Action/Motion <input type="checkbox"/> Discussion <input type="checkbox"/> Information Item	<input type="checkbox"/> Report <input type="checkbox"/> Resolution <input type="checkbox"/> Other
Board Action Tracking Number (Admin use): 20130618-09	

Title (for publication with the Agenda): Approval of Craig Hillier, Winning Edge Seminars Incorporated contract for Youth Alcohol Prevention Grant	
Date of Meeting: June 18, 2013	Total time requested: 5 mins
Department Requesting Action: HHS	
Presenting Board Action/Discussion at Meeting: Cheryl Schneider	
Background <input type="checkbox"/> Supporting Documentation enclosed	
This contract is for Craig Hillier to deliver two school assemblies and two youth group leadership sessions on November 13-14, 2013 at Long Prairie-Grey Eagle and Browerville Schools. Both schools have approved the school assembly. This contract will be paid through the Youth Alcohol Prevention grant funded by the Department of Human Services Alcohol and Drug Abuse Division.	
Options <input type="checkbox"/> Supporting Documentation enclosed	
Recommendation <input checked="" type="checkbox"/> The Todd County Board of Commissioners approves the following by Motion:	
To approve the Craig Hillier, Winning Edge Seminars Incorporated contract to provide two school assemblies and two youth group leadership sessions at Long Prairie-Grey Eagle and Browerville Schools on November 13-14, 2013.	
Financial Implications: \$3600	Comments
Funding Source: Youth Alcohol Prevention Grant- DHS/ADAD	
Budgeted: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	

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

Signatures	
STATE OF MINNESOTA; COUNTY OF TODD; I, Karen Busch, 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 Administration Office of Todd County in Long Prairie, Minnesota as stated in the minutes of the proceedings of said board and that the same is a true and correct copy of said original record and of the whole thereof, and that said motion was duly passed by said board at said meeting. Witness my hand and seal:	
Seal	

Todd County, MN Board Action Form



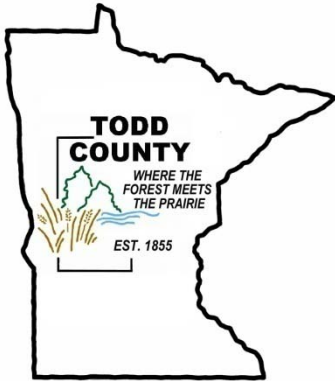
Action Requested	
<input checked="" type="checkbox"/> Action/Motion <input type="checkbox"/> Discussion <input type="checkbox"/> Information Item	<input type="checkbox"/> Report <input type="checkbox"/> Resolution <input type="checkbox"/> Other
Board Action Tracking Number (Admin use): 20130618-07	

Title (for publication with the Agenda): Out of State Travel Request for Katherine Mackedanz	
Date of Meeting: June 18, 2013	Total time requested: 5 mins
Department Requesting Action: HHS	
Presenting Board Action/Discussion at Meeting: Cheryl Schneider	
Background <input type="checkbox"/> Supporting Documentation enclosed	
Katherine Mackedanz is requesting to attend the NACCHO (National Association for City and County Health Officials) conference in Dallas, Texas July 10-12 th , 2013. This is the national conference for local health departments. Registration costs will be covered by the Association for Minnesota Counties and travel costs will be covered by the Community Transformation Grant funded by the Minnesota Department of Health.	
Options <input type="checkbox"/> Supporting Documentation enclosed	
Recommendation <input checked="" type="checkbox"/> The Todd County Board of Commissioners approves the following by Motion:	
To approve Katherine Mackedanz attending the NACCHO conference in Dallas, Texas July 10-12 th , 2013.	
Financial Implications: \$1,500	Comments
Funding Source: AMC - registration; CTG grant - travel costs	
Budgeted: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	

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

Signatures STATE OF MINNESOTA } COUNTY OF TODD } I, Karen Busch, 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 Administration Office of Todd County in Long Prairie, Minnesota as stated in the minutes of the proceedings of said board and that the same is a true and correct copy of said original record and of the whole thereof, and that said motion was duly passed by said board at said meeting. Witness my hand and seal:	Seal
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Todd County, MN Board Action Form



Action Requested	
<input checked="" type="checkbox"/> Action/Motion <input type="checkbox"/> Discussion <input type="checkbox"/> Information Item	<input type="checkbox"/> Report <input type="checkbox"/> Resolution <input type="checkbox"/> Other
Board Action Tracking Number (Admin use): 20130618-05	

Title (for publication with the Agenda): Approve Memorandum of Agreement - Central MN Council on Aging	
Date of Meeting: June 18, 2013	Total time requested:
Department Requesting Action: HHS	
Presenting Board Action/Discussion at Meeting: Cheryl Schneider	
Background <input type="checkbox"/> Supporting Documentation enclosed	
Agreement attached	
Options <input type="checkbox"/> Supporting Documentation enclosed	
Recommendation <input type="checkbox"/> The Todd County Board of Commissioners approves the following by Motion:	
to approve Memorandum of Agreement with the Central MN Council on Aging	
Financial Implications: \$	Comments
Funding Source:	
Budgeted: <input type="checkbox"/> Yes <input type="checkbox"/> No	

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

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Memorandum of Agreement

A. The Central MN Council on Aging will:

- 1) Information and Advocacy: Provide information and assistance through Senior LinkAge to older adults, family and providers who need help connecting to services. In 2014, we project that we will work with at least 1,200 older people from Todd County with information about local resources to help them remain in the community along with one-to-one assistance with applying for the Medicare Savings Programs, sorting through complex services needs, prescription drug assistance, Medicare Part D, energy assistance etc.
- 2) Planning and Systems Development- Develop and annually update the Area Plan for Aging. Conduct regular assessments of the needs of the elderly. Collect, interpret, and disseminate data.
- 3) Grant/Contract- Develop, review, and fund grant/contract applications under Title III-B, C1, C2, D and E of the Federal Older Americans Act. All projects will be monitored on a quarterly basis and annually assessed.
- 4) Technical Assistance- Provide technical assistance to local units of government, non-profit agencies, and other organizations that wish to develop, upgrade, or expand projects that serve the elderly or that have concerns relating to the implementation and/or delivery of those programs.
- 5) Coordination- Hold meetings with area service providers to discuss program operations issues to facilitate coordination of service to the elderly.
- 6) Education and Training- Provide information on services and aging related issues to consumers, family caregivers, and/or service providers. Develop conferences as needed. Develop and/or fund other needed training for Aging professionals.
- 7) Program Development- Provide planning assistance on aging issues, trends and service development needs for the region.
- 8) Research- Support and participate in research projects, which will provide information to help to more effectively plan, target, and develop services for the elderly of our area.
- 9) Financial Management, Reporting, and Budgeting- Complete and submit financial reports. Provide requested financial or program reports to counties. Prepare and present an annual budget.
- 10) The Central MN Council on Aging will defend, indemnify, and hold harmless Todd County, its officers and employees against any and all liability, loss, costs, damages and expenses which the County, its officers or employees may hereafter sustain, incur or be required to pay arising out of the Central MN Council on Aging's performance or failure to adequately perform its obligations pursuant to this agreement.

B. The Benton, Sherburne, Stearns, Wright, Cass, Crow Wing, Todd, Wadena, and Morrison Counties and the East Central Regional Development Commission, will:

- 1) Appoint a County Commissioner/representative to serve as their representative on the Central MN Council on Aging Board of Directors as outlined in the By-laws. Appointment authority/representation on the CMCOA Board is contingent upon receipt of administrative cash match requested annually by CMCOA. The formula for the request amount is prorated based on the percentage of 60+ population of the PSA.

The Central MN Council on Aging requested Benton, Sherburne, Stearns, Wright, Todd, Morrison, Cass, Crow Wing, and Wadena Counties and the East Central Regional Development Commission in the PSA to provide cash match for the administrative operation of CMCOA. The match request is prorated based on the 60+ population in each county. The updated 2010 census of 60+ by county was used.

Benton County:	\$2, 534
Stearns County:	\$9,627
Sherburne County:	\$4,054
Wright County:	\$6,587
Cass:	\$3,040
Crow Wing:	\$6,080
Todd:	\$2,534
Morrison:	\$2,534
Wadena:	\$1,520
East Central RDC:	\$12,161
TOTAL:	\$50,671

C. Amendments:

- 1) This memorandum may be amended at any time with the agreement of all parties concerned.
- 2) The memorandum will be reviewed annually.

Central MN Council on Aging

Todd County Social Services

BY: *[Signature]*

BY: _____

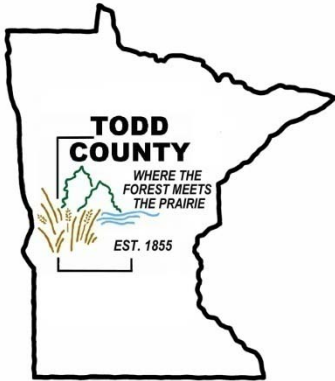
TITLE: *Director*

TITLE: _____

DATE: *5/28/13*

DATE: _____

Todd County, MN Board Action Form



Action Requested	
<input checked="" type="checkbox"/> Action/Motion <input type="checkbox"/> Discussion <input type="checkbox"/> Information Item	<input type="checkbox"/> Report <input type="checkbox"/> Resolution <input type="checkbox"/> Other
Board Action Tracking Number (Admin use): 20130618-11	

Title (for publication with the Agenda): Approve additional services request for second revision to elevator location for Renovation Project	
Date of Meeting: June 18, 2013	Total time requested:
Department Requesting Action: Renovation Project Committee	
Presenting Board Action/Discussion at Meeting: Stephanie Howe, Studio E Architects	
Background <input checked="" type="checkbox"/> Supporting Documentation enclosed	
The elevator was included in the initial design to provide accessibility to all three levels of Annex I and Annex II buildings. The location was determined based upon what best fit the overall design intent, to minimize additional building over the new link construction and to minimize additional snow load on the existing Annex I roof. Studio E Architects and our structural consultants were asked re-design and shift the location of the elevator approximately 3'-0" to the east of the original location to simplify construction of the underpinning required under Annex II footings. After we completed this re-design; the Renovation committee requested us to re-design the elevator location a second time that placed the elevator on the opposite side of the link. Re-bid documents were completed and the concrete and earthwork bids were accepted.	
Options <input checked="" type="checkbox"/> Supporting Documentation enclosed	
See attached letter sent on 10 April 2013 with the additional services request; note: as CGI has agreed they would assist the mechanical & electrical contractors with re-design with out re-design documents from the eginers the proposed M&E request is reduced to \$1000 for a total Addt'l Service request of \$7,800.	
Recommendation <input checked="" type="checkbox"/> The Todd County Board of Commissioners approves the following by Motion:	
To accept additional service request in the amount of proposed \$7,800 for the Annex Renovation Project.	
Financial Implications: \$	Comments
Funding Source: RenovationProjectFunds	
Budgeted: <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	

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

Signatures	
STATE OF MINNESOTA COUNTY OF TODD}	
I, Karen Busch, 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 Administration 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	

10 April 2013

Renovation Committee
Todd County Commissioners
215 1st Avenue South, Suite 300
Long Prairie, MN 56347

Regarding: Proposed Additional Services to original contract dated 1 March 2012
For second design of elevator relocation
Studio E Architects project SE1202

Dear Renovation Committee and Todd County Commissioners:

As we continue to move forward with your addition and remodeling project, we have faced challenges with the placement of the elevator in relation to the existing buildings and the underpinning necessary to support the existing building foundations adjacent the new elevator shaft. Once the original bid for concrete and earthwork was rejected, Studio E Architects was directed to prepare re-bidding documents shifting the elevator to the east of its original location as far as possible without adding additional structure to the building. We prepared the documents and submitted them for re-bidding to Contegrity Group on 27 February 2013.

At our most recent Renovation Committee meeting on 22 March 2013, we were informed that the contractors who would be re-bidding the concrete and earthwork were still concerned with the placement of the elevator. At that point Commissioner Rod Erickson requested that Studio E prepare a second revised design that would shift the elevator to the west wall of the new addition and that Contegrity Group re-price the additional structural work needed to complete this design.

We have calculated the additional services to complete the requested redesign as follows:

Architectural	\$3,400
Structural	\$3,400
<u>Mechanical & Electrical</u>	<u>\$3,000</u>
Total proposed additional services	\$9,800

However, if our mechanical and electrical engineers work with the mechanical and electrical contractors to complete the work on a design-build basis in lieu of providing revised engineering documents, their additional services would be \$1,000 instead of the \$3000 shown above. That would reduce the total proposed additional services to \$7,800.

Please review and let me know if you have comments or questions.

Respectfully submitted:

studio e architects



Stephanie Howe, AIA, LEED® AP
Principal