



WHERE THE FOREST MEETS THE PRAIRIE

Todd County

● MINNESOTA ● EST. 1855 ●

BOARD OF COMMISSIONERS *Work Session Agenda*

Tuesday, July 1, 2025

10:45 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 | CD8 Brush Spraying Project
<i>Nancy Uhlenkamp, Ditch/Ag Inspector</i> | 10:45 |
| 2 | MIS Specialist Job Description
<i>Lisa Parteka, MIS Director</i> | 10:50 |
| 3 | Career Pathway, Youth Skills Training Agricultural Grant & Workforce Development
<i>Dr. Maggie Velasco, Director of Career & College Readiness, Sourcewell</i> | 10:55 |
| 4 | Special Internship Program
<i>Maria Ervasti, Sourcewell</i> | 11:10 |
| 5 | Paycom Software Package Proposal
<i>Jackie Bauer, County Coordinator</i> | 11:25 |

Work Session – July 1, 2025

County Ditch 8

Brush Control Project

Nancy Uhlenkamp Todd CAI
nancy.uhlenkamp@co.todd.mn.us
320-533-4651

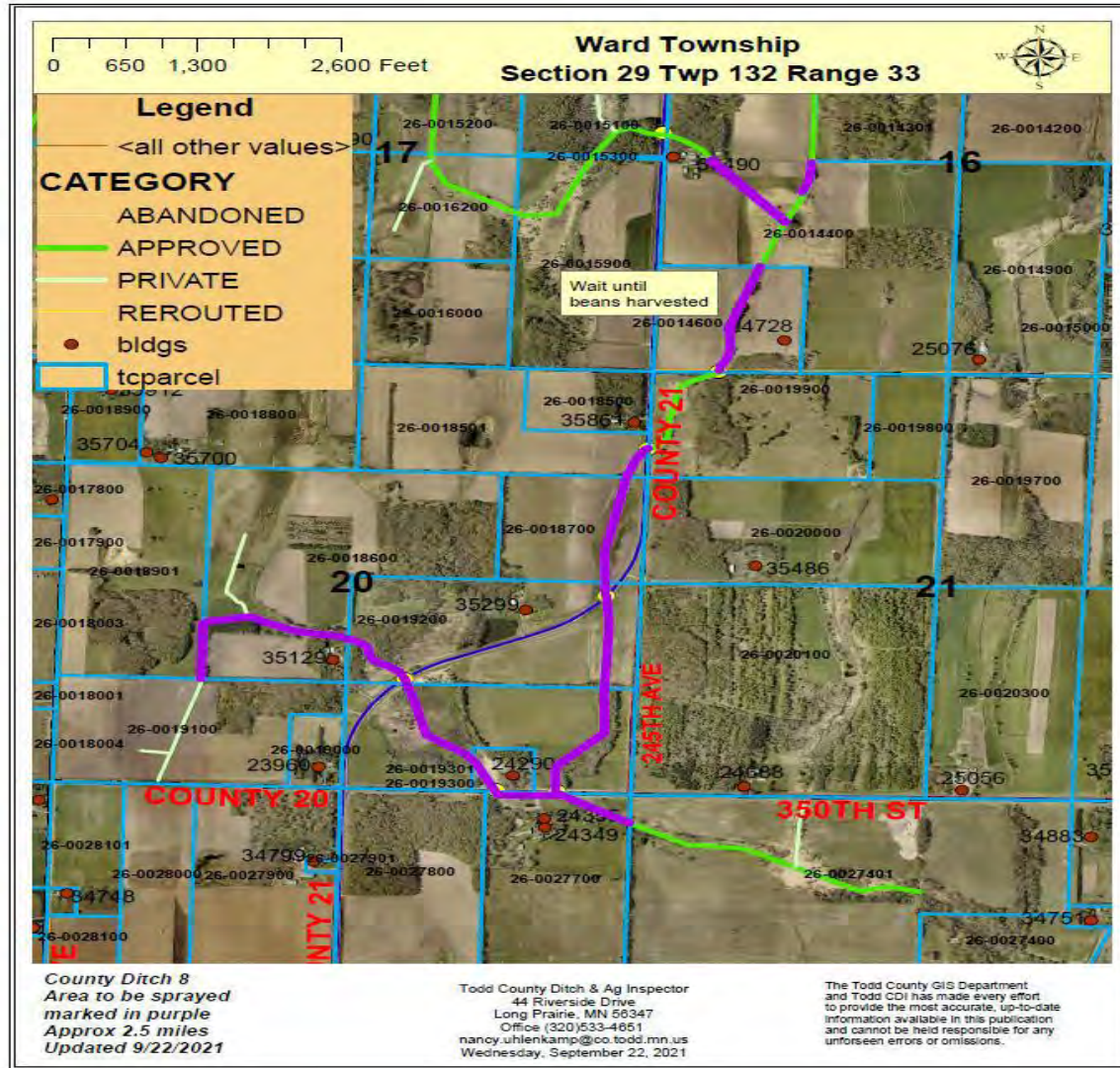


Details

- This ditch system was cleaned in 2014.
- In 2021 we did brush spraying.
 - Total was \$1,820.26
- There is a fund balance of \$2,464.75 in the County Ditch 8 account. This may be enough to cover this brush spraying project so there likely will not need to be an assessment.



County Ditch 8 – Brush Spraying Project
Ward Township – Sections 16, 20, 21, 28, & 29
Ditch line that was sprayed in 2021 project



Brush north and south of 360th Street



I will get a quote from a Contractor and will bring a Board Action to a future Commissioners Board meeting for a decision on the brush spraying project



Todd County Position Description

Department: MIS
Position Title: MIS Specialist
Pay Grade:
FLSA: Non-Exempt
Status: Non-Union
Reports to: MIS Director
Date: 2025-06

Purpose of Position

The purpose of this position is to support and maintain Todd County's technology infrastructure to ensure the reliability, security, and efficiency of its information systems. This includes providing technical support to users, assisting with the setup and maintenance of hardware, software, and peripherals. The position serves as a technical resource for complex issues.

This position is also responsible for effective administration, provisioning, installation/configuration, operation, maintenance and documentation of Todd County's IT infrastructure. This employee works as part of the MIS team, reports to the MIS Director, and collaborates with all County departments.

Basic Performance Expectations of all Todd County Staff

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

Position Specific Essential Duties and Responsibilities

The following duties are normal for this position. These duties are not to be construed as exclusive or all-inclusive. Other duties may be required as assigned. To perform this job successfully, an individual must be able to perform each essential function satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable an individual with disabilities to perform the essential functions.

Primary Responsibilities

- Provide technical support for hardware, software, and peripherals.
- Support network access, VPN, VOIP, wireless, and A/V equipment.
- Assist with department software, antivirus, and multi-factor authentication.
- Install, configure, and troubleshoot PCs, laptops, printers, phones, and scanners.
- Perform onboarding and offboarding tasks, including account setup and deactivation.
- Train new staff and provide ongoing tech training to current staff.
- Monitor and update IT support tickets; communicate status with end users.
- Maintain and update documentation, guides, and standard procedures.
- Keep asset inventory for hardware and software accurate and current.
- Assist with basic website updates and content edits.

Infrastructure & Systems

- Installation and configuration of servers, storage, and virtual environments.
- Apply patches and updates to servers, network equipment and software.
- Monitor logs, disk space, and system health using IT tools.

- Assist with data backup, testing, and file restoration.
- Support low-voltage cable installs under supervision when needed.

Network & Security

- Installation, configuration and monitoring of routers, switches, firewalls, and wireless systems.
- Set up and manage VPNs, VLANs, and network security protocols.
- Enforce cybersecurity practices and follow compliance requirements.
- Monitor network performance and troubleshoot issues.
- Stay current on cybersecurity trends, threats, and recovery plans.

Advanced Technical Support & Projects

- Act as a technical lead and escalation point for other technicians.
- Provide guidance and advanced troubleshooting support.
- Assist with or lead infrastructure upgrades and IT projects.
- Recommend and implement system and network improvements.
- Maintain updated diagrams and configuration records.

Other

- Follow standard MIS procedures and guidelines.
- Work after hours or on-call as needed.
- Perform other duties as assigned.

Minimum Education and Experience/Special Requirements

- Associates/Technical degree in Information Technology, or related field and 3 to 5 years experience working in a technology support role, working in the public sector, or equivalent combination of education and experience.
- Must possess and maintain a valid driver's license.
- Must pass BCA fingerprint and criminal background check.
- Pass the FBI Criminal Justice Information System Security and Awareness Training, upon hire.

Preferred Qualifications

- Experience working in virtual environments.

Knowledge, Skills and Abilities

- Knowledge of network infrastructure, including topologies, protocols, IP configuration, and associated hardware.
- Knowledge of server and desktop operating systems, including experience with virtual environments (e.g., VMware, Hyper-V).
- Knowledge of Microsoft Office applications and a willingness to learn County-specific software systems.
- Knowledge of system usage reporting and database query tools to retrieve relevant technical or user data.
- Skill in communicating effectively with users and colleagues, especially in high-pressure or stressful situations.
- Skill in generating accurate technical documentation and maintaining organized records.
- Skill in troubleshooting and resolving complex technical issues involving hardware, software, and network components.
- Skill in planning and coordinating tasks independently while managing multiple priorities.
- Ability to perform arithmetic and basic mathematical calculations, including percentages, fractions, and decimals.
- Ability to apply mathematical reasoning, including algebra, geometry, and basic statistical analysis.
- Ability to exercise sound judgment, discretion, and creativity in evaluating and solving problems.
- Ability to apply principles related to guiding, training, and supporting others within a technical support environment.
- Ability to interpret and apply technical standards, policies, and procedures with minimal supervision.

Physical Requirements

This work requires the regular exertion of up to 10 pounds of force and occasional exertion of up to 50 pounds of force; work regularly requires sitting, speaking or hearing, using hands to finger, handle or feel, climbing or balancing and repetitive motions, frequently requires standing, walking, stooping, kneeling, crouching or crawling, reaching with hands and arms and lifting and occasionally requires pushing or pulling; work requires close vision, depth perception and color perception; vocal communication is required for expressing or exchanging ideas by means of the spoken word; hearing is required to perceive information at normal spoken word levels; work requires preparing and analyzing written or computer data, visual inspection involving small defects and/or small parts, using of measuring devices, operating machines, operating motor vehicles or equipment and observing general surroundings and activities; work frequently requires exposure to the risk of electrical shock and occasionally requires working near moving mechanical parts and working in high, precarious places; work is generally in a moderately noisy location (e.g. business office, light traffic).