



BOARD OF COMMISSIONERS
Work Session Agenda

Tuesday, March 3, 2026

9:30 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.TODDCOUNTYMN.GOV](https://www.toddcountymn.gov)

Agenda Item #

Agenda Time:

- | | | |
|----------|--|------|
| 1 | Registered Sanitarian Job Description
<i>Katherine Mackedanz, HHS Division</i> | 9:30 |
| 2 | Expo Building Rooms Rental Proposal
<i>Long Prairie Hockey Association</i> | 9:40 |

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

**Todd County
Position Description**

Department: Health & Human Services
Position Title: Registered Sanitarian
Pay Grade: Grade 10
FLSA: Non-Exempt
Status: Union
Reports to: Unit Manager
Date: 2023-09 2026-02

Purpose of Position

The purpose of the Registered Sanitarian's position is to coordinate the education, licensing, inspection, and enforcement of State, County and local ordinances, rules, and regulations relating to environmental health. These efforts are designed to facilitate compliance and to prevent detrimental effects to the safety and welfare of Todd County residents.

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.

Facilitate the Environmental Health program:

- Reviews and approves licensing and plan reviews for the following establishments: food, beverage, lodging, manufactured home parks, campgrounds, youth camps, resorts, vacation home rentals, and special event food stands/camping.
- Identifies and works with establishments that have built or remodeled prior to plan review application and/or approval.
- Conducts field inspections and investigations for licensed food, beverage, lodging, public pools/spas, campgrounds, manufactured home parks, youth camps and the sewer and water supplies associated with these facilities to determine compliance with applicable State, County and local ordinances, rules, and regulations.
- Provides education, consultation, technical assistance and guided compliance to establishments on applicable State, County and local ordinances, rules, and regulations.
- Assists the Minnesota Department of Health with food/water borne outbreaks; identifies and implements corrective measures as needed.
- Investigates, identifies, and resolves technical code violations for rental dwellings, public health nuisances, trash houses, mold complaints and environmental health complaints; determines abatement requirements for violations.

- Prepares inspections reports, oral briefings and written correspondence based on field inspections and investigations.
- Assists in the preparation for, and response to, outbreaks of disease and public health emergencies.
- Collaborates with Public Health, Emergency Management and other agencies during a public health emergency.
- Interprets and explains State, County and local ordinances, rules, and regulations relating to environmental health to the public as requested.

Education and Skill Development Duties

- Identifies emerging environmental health trends.
- Keeps abreast of current issues related to environmental health through research and professional publications.
- Conducts presentations, classes, and informs the media as needed to educate the public on relevant environmental health issues.
- Disseminates appropriate educational/informational materials.
- Assists with preparing, submitting, and monitoring grants, contracts, and reports.

Minimum Education and Experience/Special Requirements

- Current registration with the State of Minnesota as an Environmental Health Specialist / Registered Sanitarian, OR; ~~A bachelor's degree in environmental health, public health, physical, biological or sanitary sciences, or similar field with at least 30 semester or 45 quarter hour credits in physical or biological sciences; registration as an Environmental Health Specialist / Registered Sanitarian within 2 years from the date of hire.~~
- Must possess and maintain a valid driver's license.
- Must pass a criminal background check.

Preferred Qualifications

- Bilingual (English/Spanish) preferred.
- ~~One to three years~~ of experience in an environmental or public health field.
Three to five years

Knowledge, Skills and Abilities

- Knowledge of federal, state, and local statutes, rules, and standards, including retail food, public pools, lodging, manufactured home parks/recreational camping areas, youth camps, on-site sewage disposal systems, water wells, public non-community water supplies and plumbing.
- Knowledge of risk assessment, epidemiology, and other environmental health sciences regarding food, water, air, housing and recreational environments.
- Knowledge of recognition, elimination and control measures for environmental health hazards.
- Knowledge of public health nuisance abatement and public health emergency preparedness plans and response strategies.
- Knowledge of effective education and behavior modification principles.
- Ability to work non-standard hours including evenings, weekends and holidays as needed to support the department during emergencies.
- Ability to write clear, concise technical reports.
- Ability to negotiate effectively.
- Ability to collaborate and coordinate activities efficiently with other staff and a broad client base.
- Ability to work independently with minimal supervision.
- Ability to exercise sound judgment in the decision-making process.
- Ability to effectively communicate verbally and in writing.
- Ability to inspect, investigate, and remain calm under stressful or emergency situations.

Physical Requirements

This work requires the frequent exertion of up to 10 pounds of force; work regularly requires speaking or hearing and using hands to finger, handle or feel, frequently requires walking, stooping, kneeling,

crouching or crawling and reaching with hands and arms and occasionally requires standing, sitting, climbing or balancing, tasting or smelling, pushing or pulling, lifting and repetitive motions; work has standard vision requirements; vocal communication is required for expressing or exchanging ideas by means of the spoken word and conveying detailed or important instructions to others accurately, loudly or quickly; hearing is required to perceive information at normal spoken word levels and to receive detailed information through oral communications and/or to make fine distinctions in sound; work requires preparing and analyzing written or computer data, visual inspection involving small defects and/or small parts, using of measuring devices, operating motor vehicles or equipment and observing general surroundings and activities; work frequently requires exposure to outdoor weather conditions and occasionally requires wet, humid conditions (non- weather), working near moving mechanical parts, working in high, precarious places, exposure to fumes or airborne particles, exposure to toxic or caustic chemicals, exposure to extreme cold (non-weather), exposure to extreme heat (non-weather), exposure to the risk of electrical shock, wearing a self-contained breathing apparatus and exposure to bloodborne pathogens and may be required to wear specialized personal protective equipment; work is generally in a moderately noisy location (e.g. business office, light traffic).

Registered Sanitarian pay ranges

County	Min	Max	Respondee
Fairbault & Martin	29.28	41.67	chera.sevcik@fmchs.com
Douglas & Pope (2026)	33.99	44.35	jessicap@horizonphmn.gov
Brown & Nicollet	28.77	41.72	Jesse.Harmon@co.nicollet.mn.us
Countryside- Big Stone, Chippewa, Lac que Parle, Yellow Medicine, Swift	27.64	37.63	suzanne@countryside.co.swift.mn.us
Morrison (2026)	31.88	45.37	cindyn@co.morrison.mn.us
LeSueur	32.23	44.62	megan.kirby@lesueurcounty.gov
Renville (2026)	34.10	46.40	Sara.Benson@renvillecountymn.gov
Kandiyohi (2026)	35.78	50.06	chris.wenisch@kcmn.us
Ottertail	34.15	51.23	ilien@ottertailcounty.gov
Southwest (2026)	27.12	41.96	Carol.Biren@swhsmn.gov
Stearns (2026)	35.64	52.31	Mark.Latterell@stearnscountymn.gov
	Avg.		
	31.87	45.21	
Todd 2026- Current Grade H	30.75	40.60	
Proposed appeal to Grade J	35.86	47.36	