

# TODD COUNTY BOARD OF COMMISSIONERS

*Minutes of the Meeting of the Todd County Board of Commissioners held on  
December 17, 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 17th day of December, 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 except Commissioner Blessing was absent.

## **Approval of Agenda**

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

1. Add – Tax Forfeited Land Sales

## **Routine Business**

On motion by Erickson and second by Kneisl, the following motion was introduced and adopted by unanimous vote: To approve the December 3, 2013 Regular Board Minutes as read.

On motion by Erickson and second by Kneisl, the following motion was introduced and adopted by unanimous vote: To approve the November 26, 2013 Special Board Minutes as read.

On motion by Kneisl and second by Kircher, the following motion was introduced and adopted by unanimous vote: To approve the actions of HHS Committee Meeting held November 26, 2013 in accordance with the minutes on file in the Todd County Administration Office.

On motion by Kircher and second by Erickson, the following motion was introduced and adopted by unanimous vote: To approve the Commissioner Warrants #36278 - #36384 in the amount of \$93,848.07 for payment on December 20, 2013.

On motion by Kircher and second by Erickson, the following motion was introduced and adopted by unanimous vote: To approve the HHS Commissioner Warrants in the amount of \$36,794.15.

On motion by Kircher and second by Blessing, the following motion was introduced and adopted by unanimous vote: To approve the contract with Peters and Churchwell for Public Defender Services in Todd County for the year 2014.

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

### **GAMBLING PERMIT FOR ST. MARY'S MT. CARMEL CATHOLIC CHURCH**

WHEREAS, the Todd County Board of Commissioners are establishing their approval for a Gambling Permit for St. Mary's Mt. Carmel Catholic Church through this resolution.

# TODD COUNTY BOARD OF COMMISSIONERS

NOW, THEREFORE BE IT RESOLVED, that the Todd County Board of Commissioners approve a one day, Gambling Permit for St. Mary's Mt. Carmel Catholic Church to hold a raffle on January 25, 2014 at the Head of the Lakes Resort, located at 15080 Gardenia Dr., Osakis, MN 56360.

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

## **GAMBLING PERMIT FOR UNLIMITED PRAIRIE PARTNERS MIDWEST OUTDOORS**

WHEREAS, the Todd County Board of Commissioners are establishing their approval for a Gambling Permit for Unlimited Prairie Partners Midwest Outdoors through this resolution.

NOW, THEREFORE BE IT RESOLVED, that the Todd County Board of Commissioners approve a one day, Gambling Permit for Unlimited Prairie Partners Midwest Outdoors to hold a raffle on March 1, 2014 at the Hub Supper Club, located at 60905 Co. Rd. 13, Burtrum, MN.

On motion by Kneisl and second by Erickson the following motion was introduced and adopted by unanimous vote: To approve transfer of \$299.56 from General to Road and Bridge to correct wt # 35957.

On motion by Erickson and second by Kircher the following motion was introduced and adopted by unanimous vote: To approve the lowest bid from Staples Office Supply for one (1) year effective January 2014 - December 2014.

On motion by Kneisl and second by Erickson the following resolution was introduced and adopted by roll call vote: Kneisl, yes; Erickson, yes; Kircher, no; Neumann, yes.

## **RESOLUTION REQUESTING APPROVAL FROM THE MINNESOTA DEPARTMENT OF NATURAL RESOURCES FOR THE SALE OF TAX FORFEITED LANDS**

WHEREAS, the County Board of Commissioners of the County of Todd, State of Minnesota, desires to offer for sale certain parcels of land that have forfeited to the State of Minnesota for nonpayment of taxes, and;

WHEREAS, said parcels of land have been viewed by the County Board of Commissioners and have been classified as non-conservation lands as provided for in Minnesota Statutes 282.01.

NOW, THEREFORE BE IT RESOLVED, that the Todd County Board of Commissioners hereby certifies that all parcels of land on the attached list have been viewed and comply with the provisions of Minnesota Statutes 85.012, 92.461, 282.01, Subd. 8, and 282.018, and other statutes that require the withholding of tax-forfeited lands from sale. [Unless otherwise stated.] The Todd County Board of Commissioners hereby certifies that the Soil and Water Conservation Board (of the district in which the land is located) has reviewed the attached land sale list and identified any and all nonforested marginal land and wetland.

BE IT FURTHER RESOLVED, that the Todd County Board of Commissioners hereby requests approval from the Minnesota Department of Natural Resources for the sale of said lands.

## **Public Works**

On motion by Kircher and second by Erickson, the following motion was introduced and adopted by unanimous vote: To approve purchase of a 2014 Ford F-150 Supercab from Midway Ford Company off of the State Bid in the amount of \$24,730.27 tax and fees included.

# TODD COUNTY BOARD OF COMMISSIONERS

On motion by Kneisl and second by Kircher, the following motion was introduced and adopted by unanimous vote: To approve the personnel action form requesting to hire Chad Butler to fill the vacant Heavy Equipment Operator Position.

On motion by Erickson and second by Kircher, the following motion was introduced and adopted by unanimous vote: To approve the personnel action form requesting to hire Adam Olson to fill the vacant Sign Technician/Heavy Equipment Operator Position.

## Planning & Zoning

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

### **RESOLUTION FOR ADOPTING AMENDMENTS TO THE TODD COUNTY PLANNING & ZONING ORDINANCE**

WHEREAS, Minnesota statues Chapter 394 authorized the adoption of official controls by the Board of County Commissioners, and;

WHEREAS, Section 5.06 of the Todd County Planning & Zoning Ordinance authorizes the County Board to adopt amendments to the zoning ordinance to reflect changes in goals and policies of the County reflected in the Comprehensive Plan or changes in the conditions of the County and ;

WHEREAS, Todd County has been questioned regarding performance standards for solar systems and communication tower. Draft ordinances have been written. Section 9.20 – Solar Energy Systems and Section 9.21 Commercial Communication Tower Facilities (attached): and;

WHEREAS, Todd County Planning Commission held public hearings on November 7, 2013 and December 5, 2013 in regard to the two proposed amendments to the Todd County Ordinance and are recommending to the County Board adoption of the two sections as presented;

NOW, THEREFORE BE IT RESOLVED, that the Todd County Board of Commissioners hereby approves Section 9.20 – Solar Energy Systems and Section 9.21 – Commercial Communication Tower Facilities to the Todd County Planning & Zoning Ordinance as recommended to include definitions. Amendments to take effect on January 1, 2014.

## Sheriff's Department

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

### **2013 FEDERAL BOATING SAFETY EQUIPMENT GRANT AMENDMENT EXTENDING DEADLINE**

WHEREAS, the Todd County Sheriff's Office applied for the 2013 Federal Boating Safety Equipment Grant, and;

WHEREAS, Todd County was awarded a grant in the amount of \$450.00 to purchase a rescue curtain, and;

WHEREAS, the previous resolution granted did not meet the deadline requirements, an amendment was established to Todd County to extend this deadline to December 31, 2013.

NOW, THEREFORE BE IT RESOLVED, that the Todd County Board of Commissioners approve 2013 Federal Boating Safety Equipment Grant Amendment.

# TODD COUNTY BOARD OF COMMISSIONERS

## Human Services

On motion by Kircher and second by Kneisl, the following motion was introduced and adopted by unanimous vote: To approve appointment of Denise Gaida as Interim County Auditor/Treasurer. Interim effective December 31, 2013.

On motion by Kneisl and second by Erickson, the following motion was introduced and adopted by unanimous vote: To approve appointment of Jeremy Clasemann as Interim Supervisor of the Solid Waste Transfer Station. Interim effective December 31, 2013.

On motion by Erickson and second by Kircher, the following motion was introduced and adopted by unanimous vote: To approve the hiring of LeeAnne Loudon to fill the Generalist Floater Position, at Grade 16, Step 8. (present level) starting date immediately.

On motion by Kneisl and second by Kircher, the following motion was introduced and adopted by unanimous vote: To approve with appreciation of 28 years of services, the Todd County Board of Commissioners accepts the retirement of Karen Hudalla effective December 30, 2013.

On motion by Kneisl and second by Kircher, the following motion was introduced and adopted by unanimous vote: To waive the 90 days waiting period and authorize to recruit, interview and recommend to hire a Full Time Social Worker to fill the vacancy due to a retirement.

On motion by Kneisl and second by Kircher, the following motion was introduced and adopted by unanimous vote: To waive the waiting period of 90 day and severance payout time policy, and authorize Human Resources to begin recruitment, interviewing, and recommending to hire to fill the future vacancy for the Confidential Administrative Assistant position.

On motion by Kircher and second by Kneisl, the following motion was introduced and adopted by unanimous vote: To approve 1 FTE Payroll & Collections Support position and authorize Human Resources to recruit, interview, and recommend for hire.

On motion by Erickson and second by Kneisl, the following motion was introduced and adopted by unanimous vote: To approve to recruit for the Todd County Extension Office Manager Position at .60 FTE.

On motion by Kneisl and second by Kircher, the following motion was introduced and adopted by unanimous vote: To approve the appointment of Emily Steinert as Interim HHS Director effective December 31, 2013 until employment start date of the next HHS Director. Salary at Grade 26 Step 6 \$6493.07/mo plus fringe.

## Transfer Station/Solid Waste

On motion by Kneisl and second by Erickson, the following motion was introduced and adopted by unanimous vote: To approve purchase the WasteWorks Program (In association with PLMSWA).

# TODD COUNTY BOARD OF COMMISSIONERS

Financial Implications \$4,300.00 per site plus cost for installation which has been budgeted in the last years.

## Commissioner's Report

On motion by Kneisl and second by Erickson, the following motion was introduced and adopted by unanimous vote: To approve obtaining a dumpster to clean out the storage building and Incubator Building and to designate Pete Bleess to supervise this procedure.

Discussion was held regarding the Government Center water damage. Employees need to log hours worked to clean for the insurance company. Shelving purchases for these items may be funded through the Legacy Fund. Erickson report the water damage estimate through Service Master will be available at the next meeting. Discussion was held regarding advertising for bids for the County Coroner. Currently the County has Anoka County as the County Coroner. After further discussion it was decided to look into this at a later date. Cheryl Schneider designated her duties on the Renovation Committee to Jena Peterson. Interim for the Sheriff and Assessor will be also brought to the next Commissioner Meeting. Discussion that was held at the No Net Gain Meeting will also be discussed at the next Commissioner Meeting.

## Adjourn

Commissioner Neumann adjourned the meeting until December 30, 2013.

### Commissioner Warrants

Vendor Name	Amount
CENTRACARE HEALTH SERVICES	2,444.75
CHAMBERLAIN OIL COMPANY	2,599.89
DAN WELLE SOUTHTOWN INC	4,630.72
HILLYARD	2,145.00
LONG PRAIRIE MACHINERY CO INC	2,134.28
NORTH AMERICAN SALT	24,224.39
NORTHERN BUSINESS PRODUCTS	4,663.52
ROYAL TIRE	2,788.45
TODD CO MIS DEPT	6,306.00
WUTZKE/TIMOTHY AND LORA	2,050.00
ZARLING/LARRY	2,000.00
Payments less than 2000	37,861.07
Final Total	93,848.07

### HHS Commissioner Warrants

Vendor Name or #	Amount
# 11919 Foster Care Provider	\$4,805.80
# 1477 Foster Care Provider	\$3,206.10
# 10981 Foster Care Provider	\$3,551.40
# 10746 Foster Care Provider	\$4,685.46
Payments less than 2000	\$20,545.39
Final Total	\$36,794.15

# TODD COUNTY BOARD OF COMMISSIONERS

On a motion by Kneisl and second by Erickson, the preceding minutes of the County Board meeting held December 17, 2013 were duly approved by a unanimous vote of the Todd County Board of Commissioners at the Regular Board Meeting held on December 30, 2013.

Witness my hand and seal:

  
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Randy Neumann, County Board Chairperson

  
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Karen Busch, Todd County Auditor-Treasurer