

# TODD COUNTY BOARD OF COMMISSIONERS

## *Regular Board Meeting Agenda*

Date: May 20, 2014

Time: 9:00 AM

Meeting to be held in the County Board Room, Historic Courthouse located at 215 1st Avenue South  
Suite 300, Long Prairie, Minnesota 56347

| <b>Item #</b> |   | <b>Approx. Time</b> |
|---------------|---|---------------------|
| <b>1</b>      | <b>Call to Order and Roll Call</b>                      | 9:00                |
| <b>2</b>      | <b>Pledge of Allegiance</b>                             | 9:01                |
| <b>3</b>      | <b>Amendments to the Agenda</b>                         | 9:03                |
| <b>4</b>      | <b>Potential Consent Items</b>                          | 9:05                |
| 4.1           | Approve Meeting Minutes May 6, 2014                     |                     |
| 4.2           | Approve Commissioner Warrants                           |                     |
| 4.3           | Double Eagle Golf & Grille Off Sale                     |                     |
| 4.4           | Big Lake Sportsman's Club Gambling Permit               |                     |
| 4.5           | Authorize Recorder's Office for Increase in Cash Drawer |                     |
| <b>5</b>      | <b>Public Works</b>                                     | 9:10                |
| 5.1           | Hire - Summer Help                                      |                     |
| 5.2           | Lease Agreement - Landwehr Construction                 |                     |
| 5.3           | Resignation - Matthew Ripplinger                        |                     |
| 5.4           | Request to fill Vacant Equipment Operation Position     |                     |
| <b>6</b>      | <b>SWCDD</b>  | 9:20                |
| 6.1           | MPCA Grant Funds Awarded                                |                     |
| 6.2           | Wetland Program and Feedlot Program Position            |                     |
| 6.3           | Oyens Subdivision - John & Laura Oyen                   |                     |
| 6.4           | Kandota Landing First Addition - Charles Anderson       |                     |
| <b>7</b>      | <b>Region 5 Development Commission</b>                  | 9:30                |
| 7.1           | Update  |                     |

### **Standing Reports**

Commissioners' Report

# Todd County, MN Board Action Form



|   |  |
|---|--|
| <b>Action Requested</b>   |  |
| <input checked="" type="checkbox"/> Action/Motion<br><input type="checkbox"/> Discussion<br><input type="checkbox"/> Information Item | <input type="checkbox"/> Report<br><input type="checkbox"/> Resolution<br><input type="checkbox"/> Other |
| Board Action Tracking Number (Admin use): 20140520-01   |  |

|  |                             |
|--|-----------------------------|
| <b>Title (for publication with the Agenda):</b> Approve Meeting Minutes May 6, 2014  |                             |
| Date of Meeting: May 20, 2014  | Total time requested: 2 min |
| Department Requesting Action: Administration   |                             |
| Presenting Board Action/Discussion at Meeting: Denise Gaida  |                             |
| <b>Background</b> <input checked="" type="checkbox"/> Supporting Documentation enclosed  |                             |
| <b>Options</b> <input checked="" type="checkbox"/> Supporting Documentation enclosed   |                             |
| May 6, 2014 Meeting Minutes Attached   |                             |
| <b>Recommendation</b> <input checked="" type="checkbox"/> The Todd County Board of Commissioners approves the following by Motion: |                             |
| Approve Meeting Minutes from May 6, 2014 as read   |                             |
| <b>Financial Implications: \$</b>  | Comments                    |
| Funding Source:  |                             |
| Budgeted: <input type="checkbox"/> Yes <input type="checkbox"/> No   |                             |

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

|   |  |
|---|--|
| <b>Signatures</b>   |  |
| STATE OF MINNESOTA }<br>COUNTY OF TODD }  |  |
| I, Denise Gaida, 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

*Minutes of the Meeting of the Todd County Board of Commissioners held on  
May 6, 2014*

## **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 6<sup>th</sup> day of May, 2014 at 9:00 AM. The meeting was called to order by Chairperson Kneisl. The meeting was opened with the Pledge of Allegiance. All members present.

## **Approval of Agenda**

On motion by Neumann and second by Kircher, the following motion was introduced and adopted by unanimous vote: To approve the agenda as presented with the following and addition.

1. Remove – Joint Ditch Board Discussion
2. Add – Expo Building Roof Discussion
3. Benson Spraying Topic from April 1, 2014 to approve authorization

## **Routine Business**

On motion by Erickson and second by Neumann, the following motion was introduced and adopted by unanimous vote: To approve the April 15, 2014 Regular Board 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 April 22, 2014 in accordance with the minutes on file in the Todd County Administration Office.

On motion by Kircher and second by Neumann, the following motion was introduced and adopted by unanimous vote: To approve the Commissioner Warrants #37360 - #37497 in the amount of \$96,927.96.

On motion by Erickson and second by Neumann, the following motion was introduced and adopted by unanimous vote: To approve the Auditor Warrants #222373 - #222524 in the amount of \$729,892.97.

Introduction of new employee, Blake Dixon. Blake was hired on 4/7/14 to fill vacancy in the Assessor's Office. The Todd County Board of Commissioners approved the hiring of Blake Dixon at the 4/1/14 Commissioners Meeting and has requested the opportunity to formally acknowledge him as a new employee.

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

### **REPURCHASE OF TAX-FORFEITED PROPERTY**

WHEREAS, Marla Hardy, has submitted an application for repurchase of the following described tax-forfeited lands: Parcel 19-0049600, being Lot 4 of Block 6 in Sylvan Shores Villa.

NOW, THEREFORE BE IT RESOLVED, that the Todd County Board of Commissioners approves the application for repurchase of tax-forfeited lands submitted by Marla Hardy for Parcel 19-0049600.

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

# TODD COUNTY BOARD OF COMMISSIONERS

WHEREAS, Todd County has budgeted for 2014 an appropriation of \$200 per Senior Citizen Center in Todd County;

NOW, THEREFORE BE IT RESOLVED, that the Todd County Board of Commissioners hereby approve the 2014 payment of \$200 for each Senior Citizen Center located in Todd County.

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

## **MEMORIAL DAY APPROPRIATION**

WHEREAS, Todd County has budgeted for 2014 an appropriation to help with expenses for conducting Memorial Day Services;

NOW, THEREFORE BE IT RESOLVED, that the Todd County Board of Commissioners hereby approve the 2014 payment of \$10 to the Evergreen Cemetery Association of Long Prairie for the care of County lots in said Evergreen Cemetery, and;

BE IT FURTHER RESOLVED, to approve the payment of \$50 to each regular organization of Veterans of Foreign Wars, American Legion Posts and Auxiliaries in Todd County to help with the payment of expenses in connection with the proper observance of Memorial Day Services conducted within Todd County and the amount to be paid by warrant to each organization provided that in cases where any of the above mentioned do not have an organization, the amount will be paid to the organization conducting the Memorial Day Service.

On motion by Neumann and second by Erickson, the following motion was introduced and adopted by unanimous vote: To approve a one year Off Sale Liquor License for Full O Fun LLC dba Saukinac Campground effective April 1, 2014

On motion by Neumann and second by Kircher, the following motion was introduced and adopted by unanimous vote: To approve an On & Off Sale 3.2 Malt Liquor License for Hometown Bakery Care, Inc. dba Hometown Holiday Resort for May 10, 2014 thru October 31, 2014.

On motion by Kircher and second by Neumann, the following motion was introduced and adopted by unanimous vote: To approve maintenance agreement with Metro Sales to purchase a copier for the Veteran's Service Office under grant funding.

On motion by Kircher and second by Erickson the following motion was introduced and adopted by unanimous vote: To approve Delvin Durheim to coordinate with the Hockey Association displaying of the 4-H signs at the Todd County Expo Building.

Discussion was held regarding Delvin Durheim to obtain a second estimate for roof maintenance at the Todd County Expo Building and to bring this information to the next work session.

## **Public Works**

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

**SP 077-610-011 Federal Fund Exchange – MnDOT Agreement 05857**

# TODD COUNTY BOARD OF COMMISSIONERS

WHEREAS, the Federal Fund Exchange Program is a voluntary program which allows state aid agencies, who have been selected to receive federal funds, to trade federal funds with other state aid agencies in exchange for state aid funds, and;

WHEREAS, Stearns County is in need of federal funds for SP 073-602-045 in Fiscal Year 2017, and;

WHEREAS, Todd County has federal funds designated for SP 077-610-011 in Fiscal Year 2017, and;

WHEREAS, Todd County is willing to transfer \$532,000 of federal funds (designated for SP 077-610-011) by MnDOT Agreement 05857 to Stearns County in exchange for Stearns County transferring \$532,000 of state aid funds (designated for SP 073-602-045) to Todd County by MnDOT Agreement 05858.

NOW, THEREFORE BE IT RESOLVED, that pursuant to Minnesota Stat. Sec. 161.36, the Commissioner of Transportation be appointed as Agent of Todd County to accept as its agent, federal aid funds which may be made available for eligible transportation related projects, and;

BE IT FURTHER RESOLVED, the Chairman of the Todd County Board of Commissioners and the Todd County Auditor/Treasurer are hereby authorized and directed for and on behalf of the County to execute and enter into an agreement with the Commissioner of Transportation prescribing the terms and conditions of said federal aid participation as set forth and contained in "Minnesota Department of Transportation Agency Agreement No. 05857", a copy of which agreement was before the County Board and which is made a part hereof by reference.

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

## **AWARD OF CONSTRUCTION CONTRACT: CP 77-14-03 (PAVEMENT MARKINGS)**

WHEREAS, Sealed Bids were received on April 30<sup>th</sup>, 2014 by the Todd County Public Works Director and Todd County Auditor/Treasurer for CP 77-14-03, said project for pavement markings on various Todd County highways, and;

WHEREAS, Sealed bids were received from Traffic Marking Services, Inc. of Maple Lake, Minnesota (\$87,135.41) and AAA Striping Service Co. of Saint Michael, Minnesota (\$89,809.96).

NOW, THEREFORE BE IT RESOLVED, That the Todd County Board of Commissioners does hereby accept and award the contract for the above said construction project to Traffic Marking Services, Inc. of Maple Lake, Minnesota based on their low bid of \$87,135.41.

On motion by Neumann and second by Erickson the following motion was introduced and adopted by unanimous vote: To approve the County Engineer to enter into a contract with Kong-Crete Finishes Inc. to furnish and install a high performance epoxy flooring system to the Public Works Northern Shop concrete floor for \$29,300.00. (Quote on file in the Administration Office).

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

## **AWARD OF CONSTRUCTION CONTRACT FOR 2014 BITUMINOUS HIGHWAY PROJECTS**

WHEREAS, sealed bids were received on April 30<sup>th</sup>, 2014 by the Todd County Public Works Director and the Todd County Auditor/Treasurer for SAP 077-621-018, SAP 077-623-009, SAP 077-644-001, CP 14:62, CP 14:67, CP 77-14-01 and CP 77-14-06, said projects for earth shouldering, pipe replacements, bituminous paving, and aggregate shouldering on various Todd County Highways, and;

WHEREAS, the following sealed bids were received:

# TODD COUNTY BOARD OF COMMISSIONERS

|                                |                         |                |
|--------------------------------|-------------------------|----------------|
| Anderson Brothers Construction | Brainerd, Minnesota     | \$2,891,311.33 |
| Hardrives, Inc.                | Rogers, Minnesota       | \$3,063,134.34 |
| Tri-City Paving                | Little Falls, Minnesota | \$3,073,101.93 |
| Central Specialties, Inc.      | Alexandria, Minnesota   | \$3,291,687.71 |
| Knife River Corporation        | Sauk Rapids, Minnesota  | \$3,421,676.38 |
| Mark Sand & Gravel             | Fergus Falls, Minnesota | \$3,611,168.33 |

NOW, THEREFORE BE IT RESOLVED, that the Todd County Board of Commissioners does hereby accept and award the contract for the above said construction projects to Anderson Brothers Construction of Brainerd, Minnesota based on their low bid of \$2,891,311.33.

## **Solid Waste/Transfer Station**

On motion by Kircher and second by Neumann, the following resolution was introduced and adopted by unanimous vote: To approve the hiring of Michael Zimmermann as Full Time Truck Driver/Light Equipment Operator at a Grade 17 Step 5 effective May 6, 2014.

## **Ditch & Ag Department**

Discussion was held regarding Rinke Noonan's request for a \$500 contribution to go toward a joint submission of comments regarding the EPA and Army Corps proposed rule change. No Action Taken.

## **Sheriff's Department**

On motion by Erickson and second by Kircher, the following motion was introduced and adopted by majority vote with Kircher voting against: To approve to hire Johnny Saarela as a full-time Jailor/Dispatcher effective May 4th, 2014 at a Grade 17, Step 8.

On motion by Neumann and second by Kircher, the following motion was introduced and adopted by unanimous vote: To approve to post in-house Full Time Dispatch Supervisor.

On motion by Kircher and second by Erickson, the following motion was introduced and adopted by unanimous vote: To approve to post in-house Full Time Jailor/Dispatcher.

## **Health & Human Services**

On motion by Kircher and second by Erickson, the following motion was introduced and adopted by unanimous vote: To approve the hire of Chris Kassube to HHS Office Support Specialist at Grade 15, Step 1 effective May 12, 2014.

## **South Country Health Alliance**

Leota Linda, CEO of South Country Health Alliance presented the 2013 Annual Reports. (Financial Reports on file in the Administration Office).

## **Commissioner's Report**

Erickson reported the walk through of the Todd County Annex new construction was scheduled for May 9, 2014 and has been changed to May 12, 2014. Erickson also reported that the construction at the Main Street Government Center has been finished.

# TODD COUNTY BOARD OF COMMISSIONERS

On motion by Neumann and second by Erickson the following motion was introduced and adopted by unanimous vote: To amend the Agenda with the addition of the Benson Air Arial Spraying Board Action needing action taken for acknowledgement of Arial Spraying for the year 2014.

Commissioner Kneisl recessed the meeting until May 20, 2014.

## Commissioner Warrants

| Vendor Name                    | Amount    |
|--------------------------------|-----------|
| DELL MARKETING L.P.            | 5,472.60  |
| HILLYARD                       | 2,721.23  |
| MANSION GROVE HOUSE LLC        | 3,700.05  |
| MORRISON CO PUBLIC HEALTH SERV | 2,434.01  |
| NORTHERN STAR COOP             | 2,846.36  |
| PHEASANTS FOREVER              | 18,385.50 |
| RELIANCE TELEPHONE INC         | 3,000.00  |
| SHI CORP                       | 2,000.00  |
| SHIRLEY'S GAS & GROCERIES      | 3,295.14  |
| WEST CENTRAL TECH SERVICE AREA | 7,500.00  |
| Payments less than 2000        | 45,573.07 |
| Final Total                    | 96,927.96 |

## Auditor Warrants

| Vendor Name                     | Amount    |
|---------------------------------|-----------|
| AMERICAN HERITAGE BANK          | 31,027.22 |
| CITY OF ST CLOUD                | 4,518.10  |
| CLIFTON LARSONALLEN, LLP        | 4,000.00  |
| COMPUTER PROFESSIONALS          | 7,144.00  |
| FLEET SERVICES/WEX BANK         | 7,512.35  |
| LONG PRAIRIE SANITARY SERVICE   | 2,919.71  |
| MN DEPT OF FINANCE              | 5,797.50  |
| Otter Tail County Treasurer     | 22,320.40 |
| VERIZON                         | 3,083.01  |
| Payments less than 2000         | 10,312.72 |
| GUSTAFSON MECHANICAL INC        | 3,080.00  |
| PETERS & CHURCHWELL             | 5,900.00  |
| STOECKEL JAHNER INC             | 9,075.00  |
| Payments less than 2000         | 2,941.27  |
| AMERICAN SOLUTIONS FOR BUSINESS | 9,591.46  |
| CARD SERVICES COBORNS           | 3,520.35  |
| GENE-O'S COUNTRYSIDE REST LLC   | 5,511.09  |
| LONG PRAIRIE OIL COMPANY        | 25,839.97 |
| MINNESOTA POWER & LIGHT         | 13,658.92 |
| MORRISON COUNTY                 | 15,473.90 |
| NORTH AMERICAN SALT             | 3,794.29  |

# TODD COUNTY BOARD OF COMMISSIONERS

|  |            |
|--|------------|
| Prairie Lakes Municipal Solid Waste Auth | 40,200.72  |
| SERVICEMASTER CLEAN OF LITTLE FALLS      | 44,172.15  |
| Todd County DAC                          | 3,050.94   |
| Payments less than 2000                  | 12,153.07  |
| AMERICAN HERITAGE                        | 8,674.89   |
| CENTERPOINT ENERGY                       | 8,748.85   |
| CONTEGRITY GROUP INC                     | 2,494.87   |
| FLEET SERVICES DIVISION                  | 3,556.32   |
| MITCH'S FUEL SERVICE                     | 25,650.00  |
| PEMBERTON SORLIE RUFER & KERSHNER        | 7,020.90   |
| RAINBOW RIDER                            | 5,000.00   |
| STAPLES ADVANTAGE                        | 3,168.23   |
| STUDIO E ARCHITECTS LLC                  | 5,205.00   |
| THREE STAR CONSTRUCTION INC              | 38,494.00  |
| TODD TRAILS ASSOCIATION                  | 29,876.25  |
| ZAYO ENTERPRISE NETWORKS                 | 4,400.70   |
| Payments less than 2000                  | 7,698.02   |
| ANOKA CO GOVERNMENT CENTER               | 16,407.00  |
| FRESHWATER EDUCATION DISTRICT 6004       | 9,381.00   |
| RESOURCE TRAINING AND SOLUTIONS          | 199,903.50 |
| SELECT ACCT WELLNESS INCENTIVE           | 29,520.00  |
| TODD CO AUD/TREAS INS PAYMENT            | 13,811.50  |
| TRIMIN SYSTEMS INC                       | 4,012.16   |
| VERIZON                                  | 2,001.87   |
| Payments less than 2000                  | 8,269.77   |
| Final Total                              | 729,892.97 |



# Todd County, MN Board Action Form



|   |  |
|---|--|
| <b>Action Requested</b>   |  |
| <input checked="" type="checkbox"/> Action/Motion<br><input type="checkbox"/> Discussion<br><input type="checkbox"/> Information Item | <input type="checkbox"/> Report<br><input type="checkbox"/> Resolution<br><input type="checkbox"/> Other |
| Board Action Tracking Number (Admin use): 20140520-04   |  |

|  |                       |
|--|-----------------------|
| <b>Title (for publication with the Agenda):</b> Approve Commissioner Warrants  |                       |
| Date of Meeting: 05/20/2014  | Total time requested: |
| Department Requesting Action: Auditor Treasurer Office   |                       |
| Presenting Board Action/Discussion at Meeting: Denise Gaida  |                       |
| <b>Background</b> <input type="checkbox"/> Supporting Documentation enclosed   |                       |
| Printout Sent To Commissioners   |                       |
| <b>Options</b> <input type="checkbox"/> Supporting Documentation enclosed  |                       |
| <b>Recommendation</b> <input checked="" type="checkbox"/> The Todd County Board of Commissioners approves the following by Motion:                     |                       |
| To Approve the Commissioner Warrants number 37498 thru 37658 in the amount of \$130,163.21 and HHS Commissioner Warrants in the amount of \$30,684.06. |                       |
| <b>Financial Implications: \$</b>  | Comments              |
| Funding Source:  |                       |
| Budgeted: <input type="checkbox"/> Yes <input type="checkbox"/> No   |                       |

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

|   |  |
|---|--|
| <b>Signatures</b>   |  |
| STATE OF MINNESOTA }<br>COUNTY OF TODD }  |  |
| I, Denise Gaida, 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  |  |

| Vendor Name                          | Amount     |
|--------------------------------------|------------|
| CENTRAL RESTAURANT PRODUCTS          | 4,990.00   |
| FASTENAL                             | 2,099.59   |
| FLEET SERVICES DIVISION              | 7,050.00   |
| IMPACT TECHNOLOGY                    | 2,239.55   |
| M-R SIGN COMPANY INC                 | 16,361.80  |
| SCHUMACHER'S NURSERY AND BAKERY FARM | 5,314.75   |
| STAPLES WORLD                        | 7,949.92   |
| STREICHER'S                          | 2,444.99   |
| TRUENORTH STEEL                      | 26,731.19  |
| WIDSETH SMITH NOLTING INC            | 11,017.50  |
| Payments less than 2000              | 43,963.92  |
| Final Total                          | 130,163.21 |

# Warrants for Publication

**Payment Date:**

5/23/2014

**Approval Date:**

5/20/2014

**Vendor name or #**

**Amount**

|         |            |                      |
|---------|------------|----------------------|
| # 11919 | \$4,153.80 | Foster Care provider |
| # 1477  | \$2,192.40 | Foster Care provider |
| # 10746 | \$3,107.10 | Foster Care provider |

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|  |             |                        |
|--|-------------|------------------------|
|  | \$21,230.76 | Pymts less than \$2000 |
|--|-------------|------------------------|

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**Final Total**

\$30,684.06

# Todd County, MN Board Action Form



|   |  |
|---|--|
| <b>Action Requested</b>   |  |
| <input checked="" type="checkbox"/> Action/Motion<br><input type="checkbox"/> Discussion<br><input type="checkbox"/> Information Item | <input type="checkbox"/> Report<br><input type="checkbox"/> Resolution<br><input type="checkbox"/> Other |
| Board Action Tracking Number (Admin use): 20140520-05   |  |

|   |                       |
|---|-----------------------|
| <b>Title (for publication with the Agenda):</b> Approve 1 year Off Sale Liquor License - Double Eagle Golf & Grille   |                       |
| Date of Meeting: May 20, 2014   | Total time requested: |
| Department Requesting Action: Auditor-Treasurer   |                       |
| Presenting Board Action/Discussion at Meeting: Denise   |                       |
| <b>Background</b> <input type="checkbox"/> Supporting Documentation enclosed  |                       |
| Application is on file in the Auditor-Treasurer's Office  |                       |
| <b>Options</b> <input type="checkbox"/> Supporting Documentation enclosed   |                       |
| <b>Recommendation</b> <input checked="" type="checkbox"/> The Todd County Board of Commissioners approves the following by Motion:<br>to approve a one year Off Sale Liquor License for Double Eagle Golf & Grille. |                       |
| <b>Financial Implications: \$</b>   | Comments              |
| Funding Source:   |                       |
| Budgeted: <input type="checkbox"/> Yes <input type="checkbox"/> No  |                       |

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

|   |  |
|---|--|
| <b>Signatures</b>   |  |
| STATE OF MINNESOTA }<br>COUNTY OF TODD }  |  |
| I, Denise Gaida, 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<br><input type="checkbox"/> Discussion<br><input type="checkbox"/> Information Item | <input type="checkbox"/> Report<br><input checked="" type="checkbox"/> Resolution<br><input type="checkbox"/> Other |
| Board Action Tracking Number (Admin use): 20140520-03   |   |

|   |                       |
|---|-----------------------|
| <b>Title (for publication with the Agenda):</b> Gambling Permit - Big Lake Sportsman Club   |                       |
| Date of Meeting: May 20, 2014   | Total time requested: |
| Department Requesting Action: Auditor-Treasurer   |                       |
| Presenting Board Action/Discussion at Meeting: Denise Gaida   |                       |
| <b>Background</b> <input type="checkbox"/> Supporting Documentation enclosed  |                       |
| <b>Options</b> <input type="checkbox"/> Supporting Documentation enclosed   |                       |
| <b>Recommendation</b> <input checked="" type="checkbox"/> The Todd County Board of Commissioners approves the following by Motion:<br>to approve a one day gambling permit for the Big Lake Sportsman's Club to hold a raffle on August 16, 2014. |                       |
| <b>Financial Implications: \$</b>   | Comments              |
| Funding Source:   |                       |
| Budgeted: <input type="checkbox"/> Yes <input type="checkbox"/> No  |                       |

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

|   |
|---|
| <b>Signatures</b>   |
| STATE OF MINNESOTA }<br>COUNTY OF TODD }  |
| I, Denise Gaida, 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

## **GAMBLING PERMIT FOR BIG LAKE SPORTSMANS CLUB**

**WHEREAS**, the Todd County Board of Commissioners are establishing their approval for a Gambling Permit for the Big Lake Sportsman's Club through this resolution;

**NOW, THEREFORE BE IT RESOLVED**, that the Todd County Board of Commissioners approve a one day Gambling Permit for the Big Lake Sportsman's Club to hold a raffle in Turtle Creek Township at the address 33513 County 16, Cushing, MN on August 16, 2014.

# Todd County, MN Board Action Form



|   |   |
|---|---|
| <b>Action Requested</b>   |   |
| <input checked="" type="checkbox"/> Action/Motion<br><input type="checkbox"/> Discussion<br><input type="checkbox"/> Information Item | <input type="checkbox"/> Report<br><input type="checkbox"/> Resolution<br><input checked="" type="checkbox"/> Other |
| Board Action Tracking Number (Admin use): 20140520-02   |   |

|   |                              |
|---|------------------------------|
| <b>Title (for publication with the Agenda):</b> Authorization to increase change fund in the Recorder's Cash drawer   |                              |
| Date of Meeting:  | Total time requested: 10 min |
| Department Requesting Action: County Recorder & Registrar of Titles   |                              |
| Presenting Board Action/Discussion at Meeting: Cheryl Perish  |                              |
| <b>Background</b> <input type="checkbox"/> Supporting Documentation enclosed  |                              |
| Currently the county allows a change fund of \$50.00 within the recorder's cash drawer, because the beginning balance is so low it creates a hardship in making change for customers.   |                              |
| <b>Options</b> <input type="checkbox"/> Supporting Documentation enclosed   |                              |
| Move \$50.00 from the general fund and place it in the recorder's cash drawer change fund; this will increase the recorder's cash drawer change fund beginning balance from \$50.00 to \$100.00.<br>Or keep the recorder's cash draw change fund at \$50.00 |                              |
| <b>Recommendation</b> <input type="checkbox"/> The Todd County Board of Commissioners approves the following by Motion:   |                              |
| Authorize the Auditor/Treasurer's Office to issue the Recorder \$50.00 to increase the recorder's cash drawer change fund beginning balance from \$50.00 to \$100.00.   |                              |
| <b>Financial Implications: \$50.00</b>  | Comments                     |
| Funding Source: General Fund  |                              |
| Budgeted: <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No   |                              |

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

|   |  |
|---|--|
| <b>Signatures</b>   |  |
| STATE OF MINNESOTA }<br>COUNTY OF TODD }  |  |
| I, Denise Gaida, 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



|   |  |
|---|--|
| <b>Action Requested</b>   |  |
| <input checked="" type="checkbox"/> Action/Motion<br><input type="checkbox"/> Discussion<br><input type="checkbox"/> Information Item | <input type="checkbox"/> Report<br><input type="checkbox"/> Resolution<br><input type="checkbox"/> Other |
| Board Action Tracking Number (Admin use): 20140520-09   |  |

|  |                                 |
|--|---------------------------------|
| <b>Title (for publication with the Agenda):</b> Public Works - Summer Help Position (Seasonal)   |                                 |
| Date of Meeting: May 20 <sup>th</sup> , 2014   | Total time requested: 5 minutes |
| Department Requesting Action: Public Works   |                                 |
| Presenting Board Action/Discussion at Meeting: Loren Fellbaum, Todd County Engineer  |                                 |
| <b>Background</b> <input checked="" type="checkbox"/> Supporting Documentation enclosed  |                                 |
| In late 2012 the Public Works Department was given the responsibility for the physical signing portion of the Todd County E-911 Program. The 2014 Public Works Budget provides \$5,000 to be allocated for one seasonal summer help to assist the Sign Technician in the installation of E-911 and road signs. |                                 |
| <b>Options</b> <input type="checkbox"/> Supporting Documentation enclosed  |                                 |
| #1 Approve Kyle Middendorf to fill the Public Works Summer Help Position at \$9.00/hour.   |                                 |
| #2 Do not approve filling the Public Works Summer Help Position at this time.  |                                 |
| <b>Recommendation</b> <input type="checkbox"/> The Todd County Board of Commissioners approves the following by Motion:  |                                 |
| Approve Kyle Middendorf to fill the Public Works Summer Help Position at \$9.00/hour.  |                                 |
| <b>Financial Implications: \$5,000.00</b><br>(not to exceed)   | 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"/> Kneisl   | <input type="checkbox"/> Kneisl   |
| Second:                         | <input type="checkbox"/> Kircher  | <input type="checkbox"/> Kircher  |
| <input type="checkbox"/> Passed | <input type="checkbox"/> Erickson | <input type="checkbox"/> Erickson |
| <input type="checkbox"/> Failed | <input type="checkbox"/> Neumann  | <input type="checkbox"/> Neumann  |
| <input type="checkbox"/> Tabled | <input type="checkbox"/>          | <input type="checkbox"/>          |

|   |  |
|---|--|
| <b>Signatures</b>   |  |
| STATE OF MINNESOTA }<br>COUNTY OF TODD }  |  |
| I, Denise Gaida, 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<br><input type="checkbox"/> Discussion<br><input type="checkbox"/> Information Item | <input type="checkbox"/> Report<br><input type="checkbox"/> Resolution<br><input type="checkbox"/> Other |
| Board Action Tracking Number (Admin use): 20140520-13   |  |

|  |                                 |
|--|---------------------------------|
| <b>Title (for publication with the Agenda):</b> Lease Agreement for County Owned Parcel  |                                 |
| Date of Meeting: May 20 <sup>th</sup> , 2014   | Total time requested: 5 minutes |
| Department Requesting Action: Public Works   |                                 |
| Presenting Board Action/Discussion at Meeting: Loren Fellbaum, Todd County Engineer  |                                 |
| <b>Background</b> <input checked="" type="checkbox"/> Supporting Documentation enclosed  |                                 |
| Landwehr Construction, Inc. has requested to lease a portion of Todd County owned parcel 30-4006300 (see attached map in lease agreement) during the reconstruction of Trunk Highway #71 in Browerville this summer. Landwehr Construcion, Inc. prepared the attached lease agreement to define the terms and conditions of said lease and has agreed to compensate Todd County \$500.00 for said lease. |                                 |
| <b>Options</b> <input type="checkbox"/> Supporting Documentation enclosed  |                                 |
| #1 Approve attached lease agreement for parcel 30-4006300.   |                                 |
| #2 Do not approve attached lease agreement for parcel 30-4006300.  |                                 |
| <b>Recommendation</b> <input type="checkbox"/> The Todd County Board of Commissioners approves the following by Motion:  |                                 |
| Approve attached lease agreement for parcel 30-4006300.  |                                 |
| <b>Financial Implications: \$500.00</b>  | 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"/> Kneisl   | <input type="checkbox"/> Kneisl   |
| Second:                         | <input type="checkbox"/> Kircher  | <input type="checkbox"/> Kircher  |
| <input type="checkbox"/> Passed | <input type="checkbox"/> Erickson | <input type="checkbox"/> Erickson |
| <input type="checkbox"/> Failed | <input type="checkbox"/> Neumann  | <input type="checkbox"/> Neumann  |
| <input type="checkbox"/> Tabled | <input type="checkbox"/>          | <input type="checkbox"/>          |

|  |      |
|--|------|
| <b>Signatures</b><br>STATE OF MINNESOTA }<br>COUNTY OF TODD }<br>I, Denise Gaida, 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 |
|--|------|

## Lease Agreement

1. Lease Agreement, made this 12<sup>th</sup> of May, 2014, by and between Todd County, whose address is 44 Riverside Drive, Long Prairie, MN 56347, party of the first part, hereinafter called LESSOR, and Landwehr Construction, Inc. whose address is 846 South 33<sup>rd</sup> Street, St. Cloud, MN 56301, party of the second part, hereinafter called the LESSEE.

2. **Lease of Real Property.** For and in consideration of the covenants and agreements herein contained, to be kept and performed by Lessee, Lessor has leased and does hereby lease to Lessee the real property described as follows:

**See Attachment A and B: Parcel C and Parcel D**

Hereinafter designated as "real estate", to have and to hold same unto Lessee for the period of June 1, 2014, to November 1, 2014, upon the conditions and agreements hereinafter stipulated.

3. **Use of Real Estate Property.** The Lessor shall make available stated Real Estate for the purpose to store equipment, temporary trailers, and materials by the Lessee. Lessee from time to time throughout the Lease Agreement will be storing and removing equipment, temporary trailers, and materials. At the end of the term of the lease hereof, Lessee shall return stated Real Estate to its original state. The Real Estate shall be subject to the inspection by the Lessor before return to the Lessor in case of damages. Lessor will make sure adequate access for the usage of the stated Real Estate is available to the Lessee throughout the Lease Agreement. Lessee will not haul on County Road 21 from the stated real estate after the summer paving project of County Road 21 is complete.

4. **Rent.** Lessee shall pay a lump sum advance lease payment for the sum of \$ 500.00 prior to the Use of Real Property. This lump sum would cover all the time duration of Lease Agreement stated above in #2.

5. **Termination of Lease Agreement.** Neither party can cancel this Lease Agreement during for the stated Lease Agreement dates. If a party would cancel this Lease Agreement, become insolvent, or any other reason for nonuse of the stated Use of Real Estate Property, the party canceling or terminating the Lease Agreement would be responsible for all damages associated with the cancelation, or non-performance of the Use of Real Estate Property, of the Lease Agreement, including attorney fees. Upon completion of the stated time frames in the Lease Agreement, this Lease Agreement will be extended by both parties at the stated rates for a negotiated time frame (not to be less than 4 months) by an extended Lease Agreement in writing by both parties to the Lease Agreement. Or, at the end of this Lease Agreement's stated completion date, if either party no longer wants to be party to any extended future Lease Agreement, this party can terminate any future Lease Agreement extensions in writing 60 days prior to November 1, 2014.

**6. Indemnification of Lessor.** To the fullest extent permitted by law, the Lessee shall indemnify and hold harmless the Lessor from and against claims, damages, losses and expenses, including but not limited to attorney's fees arising out of resulting from performance of the Lessee use of stated Real Estate, provided that such claim, damage, loss or expense is attributed to bodily injury, sickness, disease or death, or to injury to or destruction of tangible property including loss of use resulting therefrom, but only to the extent caused in whole or in part by negligent acts or omissions of the Lessee, its Subcontractors, anyone directly or indirectly employed by them or anyone for whose acts they may be liable, regardless of whether or not such claim, damage, loss or expense is caused in part by a party indemnified hereunder.

The Lessee shall promptly remedy damage and loss to Lessor's property caused in whole or in part by the Lessee, its Subcontractor, its Sub-subcontractor, or anyone directly or indirectly employed by any of them, or by anyone for whose acts they may be liable and for which the Lessee is responsible, except damage or loss attributable to acts or omissions of the Lessor or anyone directly or indirectly employed by Lessor, or by anyone whose acts either of them may be liable, and attributable to the fault or negligence of the Lessee.

**7. Insurance.** Lessee agrees to protect Lessor's interest in the Real Estate leased under this Lease Agreement, with full general liability insurance coverage during the life of this Lease Agreement, and to protect Lessor with general liability coverage in the amount of \$ 1,000,000.

**8. Reservation of Title.** Real Estate shall remain its character as Real Property and the title thereto shall not pass to Lessee, but shall remain in Lessor. Lessee shall not interfere with title or ownership of Lessor affixed to the Real Estate. If Lessor should transfer, assign, or change title in any fashion, this Lease Agreement would stay in effect, and be honored in its entirety, upon the transferee. Should transferee cause damages or loss to Lessee, Lessor would be responsible for any damages or losses created by the transferee.

**Lessor**  
Todd County

**Lessee**  
Landwehr Construction, Inc.

By \_\_\_\_\_

By \_\_\_\_\_

Its \_\_\_\_\_

Its \_\_\_\_\_

(A)

Recommended land description for Parcel C (reference purposes only)

That part of Lot 1, Block One, RAILROAD ADDITION, according to the recorded plat thereof on file and of record in the office of the Todd County Recorder, described as follows:

Beginning at the southerly most corner of said Lot 1, Block One, RAILROAD ADDITION;

thence North 00 degrees 34 minutes 54 seconds East (the north line of the Northwest Quarter, Section 8, Township 130 North, Range 33 West is assigned a bearing of North 87 degrees 34 minutes 06 seconds East as a basis of bearing) along the east line of said Lot 1, Block One, 203.68 feet to the northeast line of said Lot 1;

thence northwesterly, along said northeast line and along a non-tangential curve concave to the southwest, radius 2914.79 feet, central angle 02 degrees 18 minutes 59 seconds, 117.84 feet to the southerly line of County State Aid Highway No. 21, the chord of said curve bears North 31 degrees 44 minutes 23 seconds West 117.83 feet;

thence South 11 degrees 41 minutes 37 seconds West, along said southerly line of County State Aid Highway No. 21, a distance of 145.15 feet to the southwest line of said Lot 1, Block One, RAILROAD ADDITION;

thence southeasterly, along said southwest line and along a non-tangential curve concave to the southwest, radius 2814.79 feet, central angle 03 degrees 45 minutes 43 seconds, 184.81 feet to the point of beginning, the chord of said curve bears South 28 degrees 54 minutes 46 seconds East 184.78 feet.

The tract contains 0.34 acre more or less and is subject to easements, reservations or restrictions of record, if any.

ELDEVIK LAND SURVEYING, INC.  
1211 Maple Drive SE  
Alexandria MN 56308  
320-763-7566

Page 3 of 6  
File 524 A  
July 27, 2005

(B)

Recommended land description for Parcel D (reference purposes only)

That part of Lot 17, PLAT OF AUDITORS SUB DIVISION THE NE1/4 N.W.1/4 OF SECTION 8 TOWN 130 RANGE 33, according to the recorded plat thereof on file and of record in the office of the Todd County Recorder, being a part of the Northeast Quarter of the Northwest Quarter of Section 8, Township 130 North, Range 33 West, said Todd County, Minnesota, described as follows:

Commencing at the southerly most corner of Lot 1, Block One, RAILROAD ADDITION, according to the recorded plat thereof on file and of record in said office of the Todd County Recorder;

thence North 00 degrees 34 minutes 54 seconds East (the north line of the Northwest Quarter, Section 8, Township 130 North, Range 33 West is assigned a bearing of North 87 degrees 34 minutes 06 seconds East as a basis of bearing) along the east line of said Lot 1, Block One, 203.68 feet to the northeast line of said Lot 1, and this being the point of beginning of the land to be described;

thence northwesterly, along said northeast line and along a non-tangential curve concave to the southwest, radius 2914.79 feet, central angle 02 degrees 18 minutes 59 seconds, 117.84 feet to the southerly line of County State Aid Highway No. 21, the chord of said curve bears North 31 degrees 44 minutes 23 seconds West 117.83 feet;

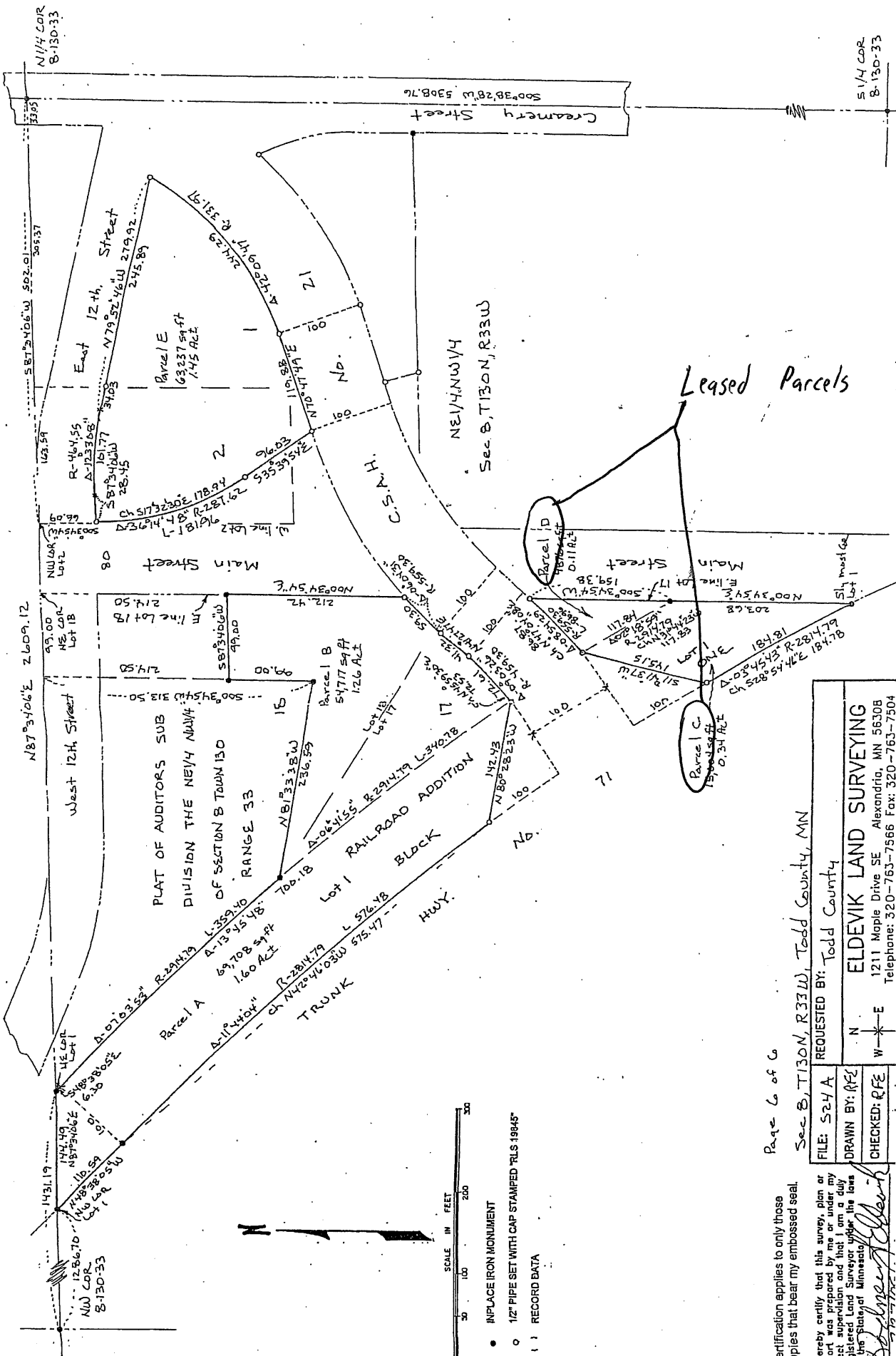
thence northeasterly, along said southerly line and along a curve concave to the northwest, radius 559.30 feet, central angle 08 degrees 54 minutes 29 seconds, 86.96 feet to the east line of aforesaid Lot 17, the chord of said curve bears North 47 degrees 04 minutes 08 seconds East 86.87 feet;

thence South 00 degrees 34 minutes 54 seconds West, along said east line of Lot 17, a distance of 159.38 feet to the point of beginning.

The tract contains 0.11 acre more or less and is subject to easements, reservations or restrictions of record, if any.

ELDEVIK LAND SURVEYING, INC.  
1211 Maple Drive SE  
Alexandria MN 56308  
320-763-7566

Page 4 of 6  
File 524 A  
July 27, 2005



Page 6 of 6

Sec B, T130N, R33W, Todd County, MN

|               |                           |
|---------------|---------------------------|
| FILE: S24A    | REQUESTED BY: Todd County |
| DRAWN BY: RFE | N                         |
| CHECKED: RFE  | W * E                     |

**ELDEVIK LAND SURVEYING**  
 1211 Maple Drive SE Alexandria, MN 56308  
 Telephone: 320-763-7566 Fax: 320-763-7504

Certification applies to only those copies that bear my embossed seal.

I hereby certify that this survey, plan or report was prepared by me or by a duly licensed assistant or other Registered Land Surveyor under the laws of the State of Minnesota.

*John Eldevik*  
 12/15/2010

- INFLAGE IRON MONUMENT
- o 1/2" PIPE SET WITH CAP STAMPED "L.S. 19945"
- ( ) RECORD DATA

Leased Parcels

NE1/4NW1/4  
 Sec B, T130N, R33W

N1/4 COR  
 8-130-33

N1/4 COR  
 8-130-33

# Todd County, MN Board Action Form



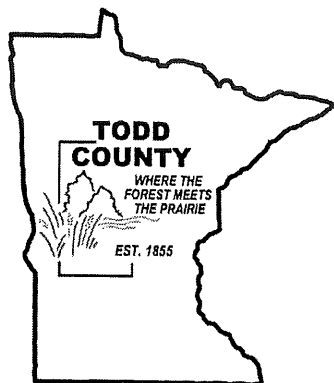
|   |  |
|---|--|
| <b>Action Requested</b>   |  |
| <input checked="" type="checkbox"/> Action/Motion<br><input type="checkbox"/> Discussion<br><input type="checkbox"/> Information Item | <input type="checkbox"/> Report<br><input type="checkbox"/> Resolution<br><input type="checkbox"/> Other |
| Board Action Tracking Number (Admin use): 20140520-10   |  |

|  |                                 |
|--|---------------------------------|
| <b>Title (for publication with the Agenda):</b> Resignation of Matthew Ripplinger  |                                 |
| Date of Meeting: May 20 <sup>th</sup> , 2014   | Total time requested: 5 minutes |
| Department Requesting Action: Public Works   |                                 |
| Presenting Board Action/Discussion at Meeting: Loren Fellbaum, Todd County Engineer  |                                 |
| <b>Background</b> <input checked="" type="checkbox"/> Supporting Documentation enclosed  |                                 |
| The attached personnel action form recommends the approval of accepting the resignation of Matthew Ripplinger as a Public Works equipment operator effective 05/31/2014. |                                 |
| <b>Options</b> <input type="checkbox"/> Supporting Documentation enclosed  |                                 |
| #1 Approve attached personnel action form.   |                                 |
| #2 Do not approve attached personnel action form.  |                                 |
| <b>Recommendation</b> <input type="checkbox"/> The Todd County Board of Commissioners approves the following by Motion:  |                                 |
| Approve attached personnel action form.  |                                 |
| <b>Financial Implications: \$0.00</b>  | Comments                        |
| Funding Source: Road and Bridge  |                                 |
| Budgeted: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No  |                                 |

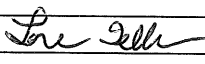
| Action                          | Voting in Favor                   | Voting Against                    |
|---------------------------------|-----------------------------------|-----------------------------------|
| Motion:                         | <input type="checkbox"/> Kneisl   | <input type="checkbox"/>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

|   |  |
|---|--|
| <b>Signatures</b>   |  |
| STATE OF MINNESOTA }<br>COUNTY OF TODD }  |  |
| I, Denise Gaida, 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 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 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            |

|  |  |  |              |
|--|--|--|--------------|
| <b>Employee Information</b> <i>(name not required for posting of positions)</i>  |  |  |              |
| Name: Matthew Ripplinger   |  |  |              |
| Job Title: 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 |
| <b>Comments</b>  |  |  |              |
| Request to accept resignation of Matthew Ripplinger with his last date of employment on May 31 <sup>st</sup> , 2014. Please see attached resignation letter. |  |  |              |
| <input checked="" type="checkbox"/> Supporting Documentation enclosed  |  |  |              |
| <b>Authorization</b>   |  | <b>Signature</b>   | <b>Date</b>  |
| Supervisor: N/A  | <input type="checkbox"/> Approved <input type="checkbox"/> Denied            |  | 05-14-14     |
| Department Head:   | <input checked="" type="checkbox"/> Approved <input type="checkbox"/> Denied |  |              |
| County Auditor:  | <input type="checkbox"/> Approved <input type="checkbox"/> Denied            |  |              |
| Board Chairperson: Gary Kneisl   | <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 |               |



## Loren Fellbaum

---

**From:** Thomas Ripplinger [tom\_ripp94@hotmail.com]  
**Sent:** Tuesday, May 13, 2014 8:49 PM  
**To:** Loren Fellbaum  
**Subject:** Notice to resign my position at Public Works

Good evening Loren,

Just wanted to give you as much heads up as i could. My last day of employment with the highway department will be May 31. I also want to thank you for the opportunities I had to work with you these past couple of years. Feel free to contact me any time you need, and hope you find a good replacement.

Thanks,  
Matt Ripplinger  
Ph. 320-630-9188

# Todd County, MN Board Action Form



| Action Requested  |  |
|---|--|
| <input checked="" type="checkbox"/> Action/Motion<br><input type="checkbox"/> Discussion<br><input type="checkbox"/> Information Item | <input type="checkbox"/> Report<br><input type="checkbox"/> Resolution<br><input type="checkbox"/> Other |
| Board Action Tracking Number (Admin use): 20140520-11   |  |

|  |                                 |
|--|---------------------------------|
| <b>Title (for publication with the Agenda):</b> Approval to Fill Heavy Equipment Operator Position   |                                 |
| Date of Meeting: May 20 <sup>th</sup> , 2014   | Total time requested: 5 minutes |
| Department Requesting Action: Public Works   |                                 |
| Presenting Board Action/Discussion at Meeting: Loren Fellbaum, Todd County Engineer  |                                 |
| <b>Background</b> <input type="checkbox"/> Supporting Documentation enclosed   |                                 |
| Request to fill vacant heavy equipment operator position (located in the Litte Sauk Shop) due to a recent employee resignation.  |                                 |
| <b>Options</b> <input type="checkbox"/> Supporting Documentation enclosed  |                                 |
| #1 Approval to conduct external advertisement and interviews to fill vacant heavy equipment operator position.<br>#2 Approval to select next qualified applicant to fill the vacant heavy equipment operator position from a pool of applicants compiled from a recent interview process (December 2013) conducted for this type of position.<br>#3 Do not fill vacant heavy equipment operator position at this time. |                                 |
| <b>Recommendation</b> <input type="checkbox"/> The Todd County Board of Commissioners approves the following by Motion:  |                                 |
| Approval to conduct external advertisement and interviews to fill vacant heavy equipment operator position.  |                                 |
| <b>Financial Implications: \$0.00</b>  | 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"/> Kneisl   | <input type="checkbox"/> Kneisl   |
| Second:                         | <input type="checkbox"/> Kircher  | <input type="checkbox"/> Kircher  |
| <input type="checkbox"/> Passed | <input type="checkbox"/> Erickson | <input type="checkbox"/> Erickson |
| <input type="checkbox"/> Failed | <input type="checkbox"/> Neumann  | <input type="checkbox"/> Neumann  |
| <input type="checkbox"/> Tabled | <input type="checkbox"/>          | <input type="checkbox"/>          |

|  |      |
|--|------|
| <b>Signatures</b><br>STATE OF MINNESOTA }<br>COUNTY OF TODD }<br>I, Denise Gaida, 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



|   |  |
|---|--|
| <b>Action Requested</b>   |  |
| <input checked="" type="checkbox"/> Action/Motion<br><input type="checkbox"/> Discussion<br><input type="checkbox"/> Information Item | <input type="checkbox"/> Report<br><input type="checkbox"/> Resolution<br><input type="checkbox"/> Other |
| Board Action Tracking Number (Admin use): 20140520-07   |  |

|   |                             |
|---|-----------------------------|
| <b>Title (for publication with the Agenda):</b> Low Income Septic Cost Share Agreements   |                             |
| Date of Meeting: 5/20/14  | Total time requested: 5 min |
| Department Requesting Action: Planning and Zoning   |                             |
| Presenting Board Action/Discussion at Meeting: Tim Stieber  |                             |
| <b>Background</b> <input type="checkbox"/> Supporting Documentation enclosed  |                             |
| Three landowners were selected for cost share using MPCA grant funds and are listed on supporting documents. A total of \$15,896.61 in MPCA funds and \$1,006.40 in BWSR funds will be allocated toward replacement septic systems.                 |                             |
| <b>Options</b> <input type="checkbox"/> Supporting Documentation enclosed   |                             |
| <b>Recommendation</b> <input checked="" type="checkbox"/> The Todd County Board of Commissioners approves the following by Motion:<br>Authorize expenditure of funds for cost sharing replacement septic systems as listed on supporting documents. |                             |
| <b>Financial Implications: \$grant funds</b>  | Comments                    |
| Funding Source: MPCA  |                             |
| Budgeted: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No   |                             |

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

|   |  |
|---|--|
| <b>Signatures</b>   |  |
| STATE OF MINNESOTA }<br>COUNTY OF TODD }  |  |
| I, Denise Gaida, 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  |  |

# FY14 MPCA LOW INCOME COST-SHARE PROGRAM LOG

FISCAL YEAR

2013-2014

|   |
|---|
| PROGRAM PERIOD<br>January 1, 2014-June 30, 2015 |
|---|

|                                 |              |
|---------------------------------|--------------|
| Grant Amount                    | \$ 37,900.00 |
| Admin                           | \$ 1,200.00  |
| Total Project Funds to Encumber | \$ 36,700.00 |

| CONTRACT NUMBER | DATE      | NAME           | CONSERVATION PRACTICE CATEGORY | PRIMARY CODE(S) | A | CONTRACT AMOUNT | TOTAL PROJECT FUNDS ENCUMBERED | BALANCE REMAINING TO ENCUMBER |
|-----------------|-----------|----------------|--------------------------------|-----------------|---|-----------------|--------------------------------|-------------------------------|
| 0-14LI MPCA     |           |                |                                |                 |   |                 |                                | \$ 36,700.00                  |
| 1-14 MPCA LI    | 5/20/2014 | Bonita Forcier | Sewer Upgrade                  | 126M            |   | \$ 5,100.00     | \$ 5,100.00                    | \$ 31,600.00                  |
| 2-14 MPCA LI    | 5/20/2014 | Vernon Frieler | Sewer Upgrade                  | 126M            |   | \$ 7,468.01     | \$ 12,568.01                   | \$ 24,131.99                  |
| 3-14 MPCA LI    | 5/20/2014 | Michael Stine  | Sewer Upgrade                  | 126M            |   | \$ 3,328.60     | \$ 15,896.61                   | \$ 20,803.39                  |

## FY13 BWSR ABATEMENT LOW INCOME COST-SHARE PROGRAM LOG

FISCAL YEAR

2013-2015

|  |
|--|
| PROGRAM PERIOD<br>July 1, 2013-December 31, 2015 |
|--|

|                                 |              |
|---------------------------------|--------------|
| Grant Amount                    | \$ 68,870.00 |
| Admin/PD/Tech                   | \$ 8,870.00  |
| Total Project Funds to Encumber | \$ 60,000.00 |

| CONTRACT NUMBER | DATE      | NAME                    | CONSERVATION PRACTICE CATEGORY | PRIMARY CODE(S) | A | CONTRACT AMOUNT | TOTAL PROJECT FUNDS ENCUMBERED | BALANCE REMAINING TO ENCUMBER |
|-----------------|-----------|-------------------------|--------------------------------|-----------------|---|-----------------|--------------------------------|-------------------------------|
| 0-13LI BWSR     |           |                         |                                |                 |   |                 |                                | \$ 60,000.00                  |
| 1-13LI BWSR     | 5/21/2013 | Genevieve Kuhlman       | Septic System Improvement      | 126M            |   | \$ 7,743.50     | \$ 7,743.50                    | \$ 52,256.50                  |
| 2-13LI BWSR     | 5/21/2013 | Kenneth & June Holt     | Septic System Improvement      | 126M            |   | \$ 5,843.75     | \$ 13,587.25                   | \$ 46,412.75                  |
| 3-13LI BWSR     | 5/21/2013 | Ray & Susan Iddings     | Septic System Improvement      | 126M            |   | \$ 5,482.50     | \$ 19,069.75                   | \$ 40,930.25                  |
| 4-13LI BWSR     | 5/21/2013 | Lacy Gray               | Septic System Improvement      | 126M            |   | \$ 5,397.50     | \$ 24,467.25                   | \$ 35,532.75                  |
| 5-13LI BWSR     | 5/21/2013 | Gerald Muellner         | Septic System Improvement      | 126M            |   | \$ 6,970.00     | \$ 31,437.25                   | \$ 28,562.75                  |
| 6-13LI BWSR     | 5/21/2013 | Harold Freyholtz        | Septic System Improvement      | 126M            |   | \$ 6,243.75     | \$ 37,681.00                   | \$ 22,319.00                  |
| 7-13LI BWSR     | 6/4/2013  | Dave Dechaney           | Septic System Improvement      | 126M            |   | \$ 5,397.50     | \$ 43,078.50                   | \$ 16,921.50                  |
| 8-13LI BWSR     | 8/20/2013 | Judith Petrie           | Septic System Improvement      | 126M            |   | \$ 3,475.10     | \$ 46,553.60                   | \$ 13,446.40                  |
| 9-13LI BWSR     | 8/20/2013 | Merle & Dorothy Killian | Septic System Improvement      | 126M            |   | \$ 6,000.00     | \$ 52,553.60                   | \$ 7,446.40                   |
| 10-13LI BWSR    | 8/20/2013 | Clarence Randall        | Septic System Improvement      | 126M            |   | \$ 5,525.00     | \$ 58,078.60                   | \$ 1,921.40                   |
| 6-13LI BWSR     | 8/20/2013 | Harold Freyholtz        | Practice Costing Less          | 126M            |   | \$ (2,400.00)   | \$ 55,678.60                   | \$ 4,321.40                   |
| 11-13LI BWSR    | 8/20/2013 | Larry Paskewitz         | Septic System Improvement      | 126M            |   | \$ 3,315.00     | \$ 58,993.60                   | \$ 1,006.40                   |
| 12-13LI BWSR    | 5/20/2014 | Michael Stine           | Septic System Improvement      | 126M            |   | \$ 1,006.40     | \$ 60,000.00                   | \$ -                          |

|                      |            |              |                           |      |             |                                       |
|----------------------|------------|--------------|---------------------------|------|-------------|---------------------------------------|
| No Funding thru BWSR | Grant List | Dorothy Park | Septic System Improvement | 126M | \$ 6,000.00 | **Didn't meet requirements            |
| Funded               | Grant List | Ken Holt     | Septic System Improvement | 126M | \$ 6,000.00 |                                       |
|                      | Grant List | Halbur       | Septic System Improvement | 126M | \$ 6,000.00 | **Didn't return application*          |
| Funded               | Grant List | DeChaney     | Septic System Improvement | 126M | \$ 6,000.00 |                                       |
| No Funding thru BWSR | Grant List | Schneider    | Septic System Improvement | 126M | \$ 6,000.00 | **Didn't meet financial requirements* |
| No Funding thru BWSR | Grant List | Dempsey      | Septic System Improvement | 126M | \$ 6,000.00 | **No longer interested in program**   |
| No Funding thru BWSR | Grant List | Eugene Buds  | Septic System Improvement | 126M | \$ 6,000.00 | **Didn't meet financial requirements* |
| Funded               | Grant List | Kuhlman      | Septic System Improvement | 126M | \$ 6,000.00 |                                       |
| No Funding thru BWSR | Grant List | Tomford      | Septic System Improvement | 126M | \$ 6,000.00 | **Didn't meet requirements            |
| No Funding thru BWSR | Grant List | Nessler      | Septic System Improvement | 126M | \$ 6,000.00 | **Didn't meet requirements            |

# Todd County, MN Board Action Form



|   |  |
|---|--|
| <b>Action Requested</b>   |  |
| <input checked="" type="checkbox"/> Action/Motion<br><input type="checkbox"/> Discussion<br><input type="checkbox"/> Information Item | <input type="checkbox"/> Report<br><input type="checkbox"/> Resolution<br><input type="checkbox"/> Other |
| Board Action Tracking Number (Admin use): 20140520-12   |  |

|  |                                  |
|--|----------------------------------|
| <b>Title (for publication with the Agenda):</b> Wetland Program and Feedlot Program Position   |                                  |
| Date of Meeting: May 20, 2014  | Total time requested: 10 minutes |
| Department Requesting Action: Soil & Water Conservation District   |                                  |
| Presenting Board Action/Discussion at Meeting: Tim Stieber   |                                  |
| <b>Background</b> <input type="checkbox"/> Supporting Documentation enclosed   |                                  |
| Todd County delegates authority for Wetland Conservation Act (WCA) and Feedlots to Todd SWCD. This is funded through BWSR and County Match at 0.5 FTE for Wetlands and 1.5 FTE for Feedlots. Currently the county is advertising for 1.0 FTE for Feedlots and is trying to cover wetland responsibilities in house. Both programs are important to Todd County and its natural resources and both are budgeted in the 2014 budget. |                                  |
| <b>Options</b> <input checked="" type="checkbox"/> Supporting Documentation enclosed   |                                  |
| Additional information on justification, history, funding, and duties can be found in the supporting document provided.  |                                  |
| <b>Recommendation</b> <input checked="" type="checkbox"/> The Todd County Board of Commissioners approves the following by Motion:   |                                  |
| Motion to approve advertisement and interviews for a Resource Conservationist at Grade 18, Step 1 - 5 for SWCD to manage WCA program and Feedlot program responsibilities.   |                                  |
| <b>Financial Implications: \$none</b>  | Comments                         |
| Funding Source: MPCA   |                                  |
| Budgeted: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No  |                                  |

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

|   |  |
|---|--|
| <b>Signatures</b>   |  |
| STATE OF MINNESOTA<br>COUNTY OF TODD<br>I, Denise Gaida, 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  |  |

## Supporting Document

### Resource Conservationist Position – Wetland and Feedlot Program

#### Recommendation

Allow hiring of Resource Conservationist-Conservation Technician at Grade 18, Step 5 for SWCD to address backlog of field work and to allow cross training with remaining experienced Conservation Technician.

#### History and Timeline

BOC - SWCD Liaison Committee met **1/18/13** and recommended proceeding with advertising for a position identical to what is currently being discussed. This recommendation was brought to the BOC on **Feb. 5, 2013** and approval was granted at that time. Advertising, interviewing, and a hire was made. Andy Rice started work on **June 3, 2013**. After just under 3 months employment Mr. Rice decided to return to his previous employment. SWCD Board of Supervisors did not request to pursue re-authorization to refill the position at that time.

With the loss of Ed Uhlenkamp who served at Feedlot Officer and WCA Coordinator as of **April 25<sup>th</sup>, 2014** the SWCD has been understaffed. Particularly since the unit has also been one staff reduced due to FMLA from early April through June. At the present time the SWCD is operating with one field staff where there has typically been 3 FTE. Some feedlot work is being covered by the one remaining staff and some wetland work being covered by Planning and Zoning staff at the detriment of other responsibilities.

Various options to cover responsibilities were developed and discussed with the Personnel Committee **May 6<sup>th</sup>**.

#### Justification For Position

- 1) This position was approved for hire previously – the hire did not stay employed with the county.
- 2) Funding is available with funds already secured from renewable state grants (WCA & NRBG Feedlot).  
“Payout window” for previous staff was calculated at 8-9 weeks (Last full week of June). Hiring would be after this window of time – Likely into July, 2014
- 3) The intention of hiring this position back in 2013 was to allow for cross-training prior to retirement. Now the intention is out of necessity and lack of staffing to cover essential duties previously completed by experienced staff.

#### Duties of WCA & Feedlot Program Position

##### Wetland Conservation Act (WCA)

- Funded through BWSR + County Match at approx. 0.5 FTE
- Having a Wetlands Officer is considered an essential function for a county by BWSR. If one is not maintained at or through the county BWSR puts all wetland activities on hold.
- Coordinates wetland decisions with several other agencies (BWSR, Army Corps, MN DNR) through TEP.
- Conducts field visits to delineate boundaries of wetlands
- Maintains knowledge of program rules to allow providing guidance to landowners.
- Reviews wetland delineations submitted by landowners for proposed work.
- Responds to reports of violations – make determination of violation, potentially bring in MN DNR, develop restoration orders, potentially take case to court, have cases reviewed by TEP, continue to work on ongoing “bad actor” cases –they don’t go away on their own.
- Coordinate and Manage the TEP committee and review process

##### Feedlot Support Activities

- Funded through MPCA Feedlot allocation + County Match at approx. 0.5 FTE
- Assist with feedlot inspections and other work to support the feedlot officer.
- Be on-site for feedlot projects funded through Clean Water Legacy and other funds.
- Conducts site visits with landowners interested in developing solutions to feedlot problems.

# Todd County, MN Board Action Form



|  |   |
|--|---|
| <b>Action Requested</b>  |   |
| <input type="checkbox"/> Action/Motion<br><input type="checkbox"/> Discussion<br><input type="checkbox"/> Information Item | <input type="checkbox"/> Report<br><input checked="" type="checkbox"/> Resolution<br><input type="checkbox"/> Other |
| Board Action Tracking Number (Admin use): 20140520-08  |   |

|  |                             |
|--|-----------------------------|
| <b>Title (for publication with the Agenda):</b> Final Plat "Oyen's Subdivision"  |                             |
| Date of Meeting: 5/20/14   | Total time requested: 5 min |
| Department Requesting Action: Planning & Zoning Office   |                             |
| Presenting Board Action/Discussion at Meeting: Tim Stieber, Director   |                             |
| <b>Background</b> <input type="checkbox"/> Supporting Documentation enclosed   |                             |
| Owners John & Laura Oyen have applied to subdivide property located on Mound Lake, the NE4 NW4, Section 11, Grey Eagle Township. Plat of "Oyen's Subdivision" consists of Lot One, One Block containing 3.0 acres. Plat abuts an existing public road. Property is located in a Recreational Development Lakeshore (RD) Zone.  |                             |
| <b>Options</b> <input type="checkbox"/> Supporting Documentation enclosed  |                             |
| <b>Recommendation</b> <input checked="" type="checkbox"/> The Todd County Board of Commissioners approves the following by Motion:   |                             |
| Accept the final plat of "Oyen's Subdivision with the conditions (1) This site is located by and in an agricultural area and consequently there will be from time to time, sights, sounds, and smells associated with the operation of farming. No lot owner shall bring action of law, against any farming operation because of such farming activities, as long as such farming activity complies with state, federal, EPA, or Todd County Ordinances. (2) Existing sewer system for cabin and existing privy be inspected within one year of preliminary plat approval. (3) Any further subdividing of land must be done through the plat and survey process. |                             |
| <b>Financial Implications:</b> \$  | Comments                    |
| Funding Source:  |                             |
| Budgeted: <input type="checkbox"/> Yes <input type="checkbox"/> No   |                             |

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

|   |  |
|---|--|
| <b>Signatures</b>   |  |
| STATE OF MINNESOTA }<br>COUNTY OF TODD }  |  |
| I, Denise Gaida, 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

## Final Plat Approval – “Oyen’s Subdivision”

**WHEREAS**, Owners John & Laura Oyen have applied to subdivide property located on Mound Lake, the NE4 NW4, Section 11, Grey Eagle Township. Plat of “Oyen’s Subdivision” consists of Lot One, One Block containing 3.0 acres. Plat abuts an existing public road. Property is located in a Recreational Development Lakeshore (RD) Zone.

**WHEREAS**, Applicants appeared before the Todd County Planning Commission at a public hearing on January 9, 2014, where this preliminary plat known as “Oyen’s Subdivision” was recommended to the County Board of Commissioner for approval with three conditions; and

**WHEREAS**, On January 21, 2014 the Todd County Board of Commissioners approved said Plat to move forward and be completed with the conditions (1) This site is located by and in an agricultural area and consequently there will be from time to time, sights, sounds, and smells associated with the operation of farming. No lot owner shall bring action of law, against any farming operation because of such farming activities, as long as such farming activity complies with state, federal, EPA, or Todd County Ordinances. (2) Existing sewer system for cabin and existing privy be inspected within one year of preliminary plat approval. (3) Any further subdividing of land must be done through the plat and survey process.”; and

**WHEREAS**, the Planning & Zoning Department has completed the necessary final plat review and find that all items required for final plat approval have been completed.

**NOW, THEREFORE BE IT RESOLVED**, the final plat of “Oyen’s Subdivision” be approved as presented.

# Todd County, MN Board Action Form



|  |   |
|--|---|
| <b>Action Requested</b>  |   |
| <input type="checkbox"/> Action/Motion<br><input type="checkbox"/> Discussion<br><input type="checkbox"/> Information Item | <input type="checkbox"/> Report<br><input checked="" type="checkbox"/> Resolution<br><input type="checkbox"/> Other |
| Board Action Tracking Number (Admin use): 20140520-06  |   |

|   |                             |
|---|-----------------------------|
| <b>Title (for publication with the Agenda):</b> Final Plat "Kandota Landing First Addition"   |                             |
| Date of Meeting: 5/20/14  | Total time requested: 5 min |
| Department Requesting Action: Planning & Zoning Office  |                             |
| Presenting Board Action/Discussion at Meeting: Tim Stieber, Director  |                             |
| <b>Background</b> <input type="checkbox"/> Supporting Documentation enclosed  |                             |
| Owners /Developers BMW Properties, Charles Anderson, has applied to subdivide property located by Fairy Lake, in part of Section 20 and part of Section 29, Kandota Township. Plat of "Kandota Landing First Addition" consists of: Lot One Block One containing 37.98 acres & Lot Two Block One containing 6.81 acres. Plat abuts an existing public road. Property is located in a Natural Environment Lakeshore (NE) Zone.   |                             |
| <b>Options</b> <input type="checkbox"/> Supporting Documentation enclosed   |                             |
| <b>Recommendation</b> <input checked="" type="checkbox"/> The Todd County Board of Commissioners approves the following by Motion:  |                             |
| Accept the final plat of "Kandot Landing First Addition" with conditions (1) this wording be added to each lot - This site is located in an agricultural district and consequently there will be from time to time, sights, sounds, and smells associated with the operation of farming. No lot owner shall bring action of Law, against any farming operation because of such farming activities, as long as such farming activity complies with state, federal, EPA, or Todd County Ordinances. (2) Any further subdividing of this subdivision must be done through the plat and survey process. |                             |
| <b>Financial Implications: \$</b>   | Comments                    |
| Funding Source:   |                             |
| Budgeted: <input type="checkbox"/> Yes <input type="checkbox"/> No  |                             |

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

|   |      |
|---|------|
| <p><b>Signatures</b></p> <p>STATE OF MINNESOTA }<br/>                 COUNTY OF TODD }</p> <p>I, Denise Gaida, 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 |
|---|------|

# TODD COUNTY BOARD OF COMMISSIONERS

## **Final Plat Approval – “Kandota Landing First Addition”**

**WHEREAS**, Owners/Developers BMW Properties, Charles Anderson, has applied to subdivide property located by Fairy Lake, in part of Section 20 and part of Section 29, Kandota Township. Plat of “Kandota Landing First Addition” consists of: Lot One, Block One containing 37.98 acres & Lot Two, Block One containing 6.81 acres. Plat abuts an existing public road. Property is located in a Natural Environment Lakeshore (NE) Zone.

**WHEREAS**, Applicants appeared before the Todd County Planning Commission at a public hearing on March 6, 2014, where this preliminary plat known as “Kandota Landing First Addition” was recommended to the County Board of Commissioner for approval with two conditions; and

**WHEREAS**, On March 18, 2014 the Todd County Board of Commissioners approved said Plat to move forward and be completed with the conditions (1) this wording be added to each lot - This site is located in an agricultural district and consequently there will be from time to time, sights, sounds, and smells associated with the operation of farming. No lot owner shall bring action of Law, against any farming operation because of such farming activities, as long as such farming activity complies with state, federal, EPA, or Todd County Ordinances. (2) Any further subdividing of this subdivision must be done through the plat and survey process; and

**WHEREAS**, the Planning & Zoning Department has completed the necessary final plat review and find that all items required for final plat approval have been completed.

**NOW, THEREFORE BE IT RESOLVED**, the final plat of “Kandota Landing First Addition” be approved as presented.