

# TODD COUNTY BOARD OF COMMISSIONERS

*Minutes of the Meeting of the Todd County Board of Commissioners held on  
December 15, 2015*

## **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 15<sup>th</sup> day of December, 2015 at 9:00 AM. The meeting was called to order by Chairperson Kircher. The meeting was opened with the Pledge of Allegiance. All Commissioners present.

## **Approval of Agenda**

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

## **Routine Business**

On motion by Becker and second by Erickson, the following motion was introduced and adopted by unanimous vote: To approve meeting minutes from December 1, 2015 as read.

On motion by Erickson and second by Becker, the following motion was introduced and adopted by unanimous vote: To Approve the Auditor Warrants number 226264 thru 226472 in the amount of \$2,263,131.59.

On motion by Neumann and second by Kneisl, the following motion was introduced and adopted by unanimous vote: To approve the Commissioner Warrants number 42204 thru 42322 in the amount of \$135,677.37 and HHS Warrants in the amount of \$62,153.08.

On motion by Kneisl and second by Becker, the following motion was introduced and adopted by unanimous vote: To approve the Budget Request Form to carryover \$15,000 from 2015 to 2016 within the Elections Department budget.

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

### **RESOLUTION FOR COUNTY VETERANS SERVICE OFFICE OPERATIONAL ENHANCEMENT PROGRAM**

BE IT RESOLVED by The Todd County MN Board, that the County enter into the attached Grant Contract with the Minnesota Department of Veterans Affairs (MDVA) to conduct the following Program: County Veterans Service Office Operational Enhancement Program. The grant must be used to provide outreach to the county's veterans; to assist in the reintegration of combat veterans into society; to collaborate with other Social Service Agencies, educational institutions, and other community organizations for the purpose of enhancing services offered to veterans; to reduce homelessness among veterans; and to enhance the operations of the County Veterans Service Office, as specified in Minnesota Laws 2013 Chapter 142 Article 4. This Grant should not be used to supplant or replace other funding. BE IT FURTHER RESOLVED by Todd County Board that the Veterans Service Officer, Pete Berscheit be authorized to execute the attached Grant Contract for the above-mentioned Program on behalf of the County.

WHEREUPON the above resolution was adopted at the regular meeting of the Todd County Board this 15<sup>th</sup> day of December 2015.

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On motion by Neumann and second by Kneisl, the following motion was introduced and adopted by unanimous vote: To approve a one year On & Off Sale and Sunday Liquor License for the Rhode Midway Bar and Grill for the year 2016.

## Ditch & Ag

On motion by Becker and second by Erickson, the following motion was introduced and adopted by unanimous vote: To Acknowledge Receipt of DNR Application to replace the Rice Lake water control structure on County Ditch 20.

On motion by Erickson and second by Neumann, the following motion was introduced and adopted by unanimous vote: To Acknowledge Receipt of HHA petition (After-the-fact) from Eric Denny for ditch maintenance on CD33 located in Reynolds Twp section 29.

## Sheriff's Department

On motion by Erickson and second by Neumann, the following resolution was introduced and adopted by unanimous vote: To appoint Steve Och as Chief Deputy effective January 1, 2016 at a Grade 22, Step 8.

On motion by Kneisl and second by Becker, the following resolution was introduced and adopted by unanimous vote: To reassign Gene Ziegenhagen to part-time Deputy at a Grade 20, Step 3, with a salary of \$22.30 an hour effective December 31<sup>st</sup>, 2015.

On motion by Erickson and second by Neumann, the following resolution was introduced and adopted by unanimous vote: To hire Cristina Sobiech as the Records Administrator/Jail Program Coordinator at a Grade 19, Step 2, with a salary of \$17.542 an hour effective December 15<sup>th</sup>, 2015.

## Soil & Water Conservation District Division

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

### **RESOLUTION TO ADOPT TODD COUNTIES AQUATIC INVASIVE SPECIES PREVENTION PLAN FOR 2016**

WHEREAS, 2014 Session Law Chapter 308 enacted by the Legislature provides Minnesota counties a County Program Aid grant for Aquatic Invasive Species (AIS) prevention. The amount designated to each county is based on the number of watercraft trailer launches as well as the number of watercraft trailer parking spaces within each county. Todd County was allocated approximately 1.6% of the total, which equates to \$161,665 in 2016 plus \$75,000 in funds carrying forward from FY15 to FY16, and;  
WHEREAS, the legislation requires that Todd County must establish, by resolution or through adoption of a plan, guidelines for the use of the proceeds which are to prevent the introduction or limit the spread of aquatic invasive species at all access sites within the county, and;  
WHEREAS, the county may appropriate the proceeds directly, or may use any portion of the proceeds to provide funding for a joint powers board or cooperative agreement with another political subdivision, a soil and water conservation district in the county, a watershed district in the county, or a lake association located in the county. Any money appropriated by the county to a different entity or political subdivision must be used as required under this section, and;

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WHEREAS, the county must submit a copy of its guidelines for use of the proceeds to the Department of Natural Resources by December 31 of the year the payments are received, and;

WHEREAS, the Board of Commissioners of Todd County, Minnesota, designated oversight of Todd County's AIS prevention efforts to the Todd Soil, Water, Conservation Development Division (SWCDD) and delegated to them the responsibility to convene an Advisory Committee and prepare, implement and report annually plans to allocate funding in accordance with above legislation;

NOW, THEREFORE, BE IT RESOLVED, the Board of Commissioners of Todd County, Minnesota, adopt the Aquatic Invasive Species Prevention Plan for 2016 as presented.

On a motion by Kneisl and second by Erickson, the following motion was introduced and adopted by unanimous vote: To approve commissioner signing of the revised SWCD-BOC Service Agreement as presented to become active January 1, 2016. (Agreement on file in the Administration Office)

On a motion by Kneisl and second by Erickson, the following motion was introduced and adopted by unanimous vote: To approve GIS to hire temporary part time assistance to complete the buffer inventory project that will be funded through SWCD grants already receipted into county funds. The work will be completed by March 2016.

## **Public Hearing – SWCD**

Public Hearing was opened at 9:30 am. Todd County prepares a Water Plan every 5 years and this document is used to guide land and natural resource programs throughout the county. One requirement for plan adoption is to hold a public hearing. Extensive outreach was conducted during the plan drafting stages and it is expected that the public hearing will draw relatively light comments. Public Hearing was closed at 9:43 am.

## **Public Hearing – Solid Waste**

Public Hearing was opened at 10:00 am. Public Comment was taken and closed at 10:25. Second Hearing for Waste Designation will be set in the future.

## **Public Works**

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

### **AWARD OF CONSTRUCTION CONTRACT FOR STAPLES DEPOT REHABILITATION PROJECT**

WHEREAS, sealed bids were received on December 4<sup>th</sup>, 2015 by the Todd County Public Works Director for SP 077-595-001, said project for the Staples Depot Rehabilitation Project, and;

WHEREAS, the following sealed bids were received:

|                                  |                         |              |
|----------------------------------|-------------------------|--------------|
| Alliance Building Corporation    | Sauk Rapids, Minnesota  | \$348,200.00 |
| Eagle Construction Company, Inc. | Little Falls, Minnesota | \$388,985.00 |
| JS Cates Construction Inc.       | Hamel, Minnesota        | \$386,000.00 |
| Vercon Inc.                      | Menahga, Minnesota      | \$639,500.00 |

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 Alliance Building Corporation of Sauk Rapids, Minnesota based on their low bid of \$348,200.00.

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## Health & Human Services

Update was given by Bill Briggs, Director at Camphill Village.

On a motion by Neumann and second by Kneisl, the following motion was introduced and adopted by unanimous vote: To approve the Camphill Village Purchase of Service and Host County Contract effective Jan 1, 2016 - Dec 31, 2016 in the amount of \$816.00/month.

On a motion by Becker and second by Kneisl, the following motion was introduced and adopted by unanimous vote: To approve the Application for Need Determination of Services for STEP to open an additional store in Todd County.

On a motion by Neumann and second by Erickson, the following motion was introduced and adopted by unanimous vote: To approve the STEP (Formerly Todd County DAC) Purchase of Service and Host County Contract effective Jan 1, 2016 - Dec 31, 2016.

On a motion by Erickson and second by Becker, the following motion was introduced and adopted by unanimous vote: To approve the purchase of service agreement with SomePlace Safe Parenting Center effective Jan 1, 2016 - Dec 31, 2016.

On a motion by Kneisl and second by Neumann, the following motion was introduced and adopted by unanimous vote: To approve the Purchase of Service Agreement with Parent Education Services of Alexandria, effective Jan 1, 2016 - Dec 31, 2016, at \$39 per hour.

On a motion by Erickson and second by Neumann, the following motion was introduced and adopted by unanimous vote: To approve HHS to recruit and hire one social worker in Adult/Disability Services Unit to fill the vacant position.

On a motion by Kneisl and second by Becker, the following motion was introduced and adopted by unanimous vote: To accept notice of resignation for Ashley Huntley, effective 12/18/15.

On a motion by Erickson and second by Kneisl, the following motion was introduced and adopted by unanimous vote: To approve the request for TCHHS to recruit and hire a part-time Home Health Aide.

On a motion by Becker and second by Kneisl, the following motion was introduced and adopted by unanimous vote: To rescind Board Action Tracking Number 20151117-12. The approved eligibility worker accepted employment offer from a different county due to higher wage offer.

On a motion by Kneisl and second by Erickson, the following motion was introduced and adopted by unanimous vote: To grant the Health & Human Service Director authority to sign the Master Subscriber Agreement for Minnesota Court Data Services for Governmental Agencies and bind the entity according to the rules and regulation of the system.

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## Commissioners

Finance Committee will be meeting today 12/15/2015. The next Commissioner Meeting will be held December 29, 2015 at 9:00 am.

## Auditor-Treasurer Report

TNT Meeting was held December 14, 2015. Well attended by the Department Heads for questions regarding Department Budgets.

## Commissioners' Report

The Commissioners reported on the meetings they had attended.

Commissioner Kircher recessed the meeting until December 29, 2015.

### Auditor Warrants

| Vendor                                   | Amount    |
|--|-----------|
| FLEET SERVICES DIVISION                  | 12,650.00 |
| LONG PRAIRIE SANITATION INC              | 3,123.65  |
| TODD COUNTY DAC                          | 5,170.50  |
| VERIZON                                  | 2,455.22  |
| Payments less than 2000                  | 6,919.06  |
| AMERICAN HERITAGE BANK                   | 40,810.25 |
| COMPUTER PROFESSIONALS                   | 4,231.88  |
| FLEET SERVICES/WEX BANK                  | 4,519.49  |
| GENE-O'S COUNTRYSIDE REST LLC            | 7,019.64  |
| GOULD/RHONDA M                           | 2,982.00  |
| MN DEPT OF FINANCE                       | 6,629.00  |
| MORRISON COUNTY                          | 38,814.10 |
| NORTHERN STAR COOP                       | 2,588.28  |
| Prairie Lakes Municipal Solid Waste Auth | 61,440.12 |
| SHIRLEY'S GAS & GROCERIES                | 2,127.01  |
| TODD COUNTY DAC                          | 9,877.50  |
| Payments less than 2000                  | 9,541.65  |
| CARD SERVICES COBORNS                    | 2,985.14  |
| CHAFFIN CONSTRUCTION & REMODELING        | 4,075.00  |
| FLETCHER/TOM                             | 5,742.05  |
| LONG PRAIRIE OIL COMPANY                 | 15,987.42 |
| MINNESOTA POWER & LIGHT                  | 14,367.76 |
| RJ Contracting                           | 2,421.81  |
| SHIRLEY'S GAS & GROCERIES                | 3,261.20  |
| ZAYO ENTERPRISE NETWORKS                 | 3,268.95  |
| Payments less than 2000                  | 11,825.10 |
| AMERICAN HERITAGE                        | 9,787.29  |
| CENTERPOINT ENERGY                       | 2,374.28  |

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|                            |            |
|----------------------------|------------|
| MARVIN TRETTER, INC        | 97,708.45  |
| METRO SALES INC            | 2,061.28   |
| MITCH'S FUEL SERVICE       | 14,025.00  |
| RESOURCE TRAINING & SOL    | 203,297.67 |
| ROLYAN BUOYS               | 2,153.94   |
| TODD CO AUD-TREAS          | 9,825.00   |
| TODD COUNTY TREASURER      | 10,000.00  |
| TRIMIN SYSTEMS INC         | 12,000.00  |
| Payments less than 2000    | 3,486.99   |
| AMERICAN HERITAGE BANK     | 64,536.40  |
| CITY OF BERTHA             | 11,222.42  |
| CITY OF BROWERVILLE        | 11,202.28  |
| CITY OF CLARISSA           | 12,252.07  |
| CITY OF EAGLE BEND         | 18,643.47  |
| CITY OF GREY EAGLE         | 9,313.45   |
| CITY OF HEWITT             | 4,223.38   |
| CITY OF LONG PRAIRIE       | 29,039.64  |
| CITY OF OSAKIS             | 21,233.07  |
| CITY OF STAPLES            | 33,005.28  |
| REGION V DEVEL COMMISSION  | 3,309.99   |
| SAUK RIVER WATER SHED DIST | 11,165.77  |
| SCHOOL DISTRICT 213        | 111,234.72 |
| SCHOOL DISTRICT 2170       | 67,684.86  |
| SCHOOL DISTRICT 2753       | 292,062.79 |
| SCHOOL DISTRICT 2759       | 51,006.06  |
| SCHOOL DISTRICT 486        | 35,995.57  |
| SCHOOL DISTRICT 740        | 8,388.89   |
| SCHOOL DISTRICT 743        | 49,463.04  |
| SCHOOL DISTRICT 786        | 78,815.57  |
| SCHOOL DISTRICT 787        | 78,974.26  |
| SCHOOL DISTRICT 818        | 9,046.65   |
| TOWN OF BARTLETT           | 15,828.10  |
| TOWN OF BERTHA             | 26,654.04  |
| TOWN OF BIRCHDALE          | 16,277.78  |
| TOWN OF BRUCE              | 19,295.25  |
| TOWN OF BURLEENE           | 17,010.16  |
| TOWN OF BURNHAMVILLE       | 14,674.83  |
| TOWN OF EAGLE VALLEY       | 22,996.38  |
| TOWN OF FAWN LAKE          | 16,202.60  |
| TOWN OF GERMANIA           | 14,402.11  |
| TOWN OF GORDON             | 20,360.40  |
| TOWN OF GREY EAGLE         | 15,458.55  |
| TOWN OF HARTFORD           | 36,554.51  |

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|                          |              |
|--------------------------|--------------|
| TOWN OF IONA             | 27,765.16    |
| TOWN OF KANDOTA          | 8,588.80     |
| TOWN OF LESLIE           | 20,302.81    |
| TOWN OF LITTLE ELK       | 9,601.45     |
| TOWN OF LITTLE SAUK      | 20,687.64    |
| TOWN OF LONG PRAIRIE     | 19,572.80    |
| TOWN OF MORAN            | 17,384.27    |
| TOWN OF REYNOLDS         | 20,494.51    |
| TOWN OF ROUND PRAIRIE    | 44,284.74    |
| TOWN OF STAPLES          | 21,248.96    |
| TOWN OF STOWE PRAIRIE    | 25,585.52    |
| TOWN OF TURTLE CREEK     | 8,400.43     |
| TOWN OF VILLARD          | 18,443.29    |
| TOWN OF WARD             | 23,617.10    |
| TOWN OF WEST UNION       | 21,980.39    |
| TOWN OF WYKEHAM          | 26,604.04    |
| Payments less than 2000  | 4,923.00     |
| DENNY/PHYLLIS            | 6,424.13     |
| LONG PRAIRIE OIL COMPANY | 4,591.31     |
| PETERS & CHURCHWELL      | 6,524.00     |
| STAPLES ADVANTAGE        | 3,550.02     |
| VERIZON                  | 2,178.04     |
| Payments less than 2000  | 1,291.16     |
| Final Total              | 2,263,131.59 |

## Commissioner Warrants

| Vendor                                 | Amount    |
|--|-----------|
| ARROWWOOD LODGE AT BRAINERD LAKES      | 2,009.01  |
| BAUER/BARRY & LARAE                    | 5,473.00  |
| CENTRAL ELECTRIC                       | 2,919.88  |
| Clark Equipment Co. dba Bobcat Company | 3,752.00  |
| COMPASS MINERALS AMERICA               | 3,911.95  |
| DELL MARKETING L.P.                    | 2,370.94  |
| ELLINGSON PLUMBING & HEATING INC       | 3,870.84  |
| LAKWOOD HEALTH SYSTEMS                 | 2,002.50  |
| LONG PRAIRIE MACHINERY CO INC          | 2,167.90  |
| MIDSTATES EQUIP AND SUPPLY             | 13,384.35 |
| MORRIS ELECTRONICS                     | 4,425.58  |
| NUSS TRUCK & EQUIP                     | 3,415.07  |
| STAPLES WORLD                          | 3,081.39  |
| TASER INTERNATIONAL                    | 4,087.23  |
| WIDSETH SMITH NOLTING INC              | 13,166.54 |
| ZUERCHER TECHNOLOGIES LLC              | 28,545.00 |

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|                         |            |
|-------------------------|------------|
| Payments less than 2000 | 37,094.19  |
| Final Total             | 135,677.37 |

## HHS Warrants

|                               |           |
|-------------------------------|-----------|
| # 14080 Foster Care Provider  | 2,290.45  |
| # 4453 Foster Care Provider   | 2,550.00  |
| GREATER MN FAMILY SRVS INC    | 11,017.80 |
| # 878 Foster Care Provider    | 2,357.40  |
| KINDRED FAMILY FOCUS          | 13,077.66 |
| # 10746 Foster Care Provider  | 2,248.80  |
| # 14051 Foster Care Provider  | 3,402.68  |
| PINEHAVEN YOUTH & FAMILY SRVS | 2,564.70  |
| Payments less than 2000       | 22,643.59 |
| Final Total                   | 62,153.08 |

On a motion by Neumann and second by Erickson, the preceding minutes of the County Board meeting held December 15, 2015 were duly approved by a unanimous vote of the Todd County Board of Commissioners at the Regular Board Meeting held on December 29, 2015.

Witness my hand and seal:

  
\_\_\_\_\_  
Dave Kircher, County Board Chairperson

  
\_\_\_\_\_  
Denise Gaida, Todd County Auditor-Treasurer