

# TODD COUNTY BOARD OF COMMISSIONERS

*Minutes of the Meeting of the Todd County Board of Commissioners held on  
May 17, 2016*

## 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 17<sup>th</sup> day of May, 2016 at 9:00 AM. The meeting was called to order by Chairperson Becker. The meeting was opened with the Pledge of Allegiance. All Commissioners present.

## Approval of Agenda

On motion by Neumann and second by Erickson, the following motion was introduced and adopted by unanimous vote. To approve the agenda with 11.3 CUP Thomalla and 13.1 Approve Jail/Dispatcher Units Labor Agreement removed.

## Routine Business

On motion by Kneisl and second by Erickson, the following motion was introduced and adopted by unanimous vote: To approve the Commissioner Warrants number 43355 through 43470 in the amount of \$171,340.92 and Health & Human Service Commissioner Warrants in the amount of \$90,865.96.

On motion by Neumann and second by Kneisl, the following motion was introduced and adopted by unanimous vote: to approve the Election Services Agreement with SeaChange for election-related services in Todd County to be effective from June 1, 2016 through May 31, 2020.

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

### **A RESOLUTION ESTABLISHING A COUNTY ABSENTEE BALLOT BOARD, UOCAVA BALLOT BOARD & MAIL BALLOT BOARD**

WHEREAS, the Todd County Board of Commissioners passed resolution #2008-08/05-96 which authorized one of the ballot boards required for use during the election processes, and ;

WHEREAS, Minnesota Statute 203B.121 requires any governing body with responsibility to accept and reject absentee and mail ballots to establish an Absentee Ballot Board, UOCAVA Ballot Board and Mail Ballot Board, and;

WHEREAS, this authorization will bring uniformity in the processing of accepting or rejecting absentee and mail ballots returned to the Todd County Auditor/Treasurer's Office and;

WHEREAS, these boards would consist of a sufficient number of election judges trained in the handling of absentee and mail ballots or Deputy County Auditor-Treasurers/Clerks who have received training in the processing and counting of these ballots pursuant to MN Statute sections 204B.19 to 204B.22.

NOW, THEREFORE BE IT RESOLVED, that the Todd County Board of Commissioners hereby established an Absentee Ballot Board, UOCAVA Ballot Board and Mail Ballot Board and furthermore authorizes the Todd County Auditor/Treasurer to implement and manage these Boards processes and procedures during 2016 election cycle and forward.

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

### **MEMORIAL DAY APPROPRIATION**

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WHEREAS, Todd County has budgeted for 2016 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 2016 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 a motion by Kneisl and second by Kircher, the following resolution was adopted by unanimous vote:

## **SENIOR CITIZEN CENTER APPROPRIATION**

WHEREAS, Todd County has budgeted for 2016 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 2016 payment of \$200 for each Senior Citizen Center located in Todd County.

## **Public Works**

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

## **AWARD OF CONSTRUCTION CONTRACT FOR 2016 COUNTY ROAD 57 PAVING PROJECT**

WHEREAS, sealed bids were received on May 10<sup>th</sup>, 2016 by the Todd County Public Works Director for CP 16-57-01, said project for bituminous paving work located on County Road 57 from County State Aid Highway 2 to County State Aid Highway 4, and;

WHEREAS, the following sealed bids were received:

Central Specialties, Inc.	Alexandria, Minnesota	\$452,962.70
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Hardrives, Inc	Rogers, Minnesota	\$456,176.90
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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 Central Specialties of Alexandria, Minnesota based on their low bid of \$452,962.70.

## **Assessor's Office**

On motion by Kneisl and second by Kircher, the following motion was introduced and adopted by unanimous vote: To approve abatement for Mr. Bradley Braaten on parcels 07-0018400, 23-0007300, and 33-0001800 as presented.

## **Sheriff**

On motion by Kircher and second by Erickson, the following motion was introduced and adopted by unanimous vote: To accept the retirement of Don Burns.

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On motion by Kircher and second by Neumann, the following motion was introduced and adopted by unanimous vote: To accept the resignation of Chris Gorr as a full-time Investigator.

On motion by Erickson and second by Neumann, the following motion was introduced and adopted by unanimous vote: To accept the resignation of Dalton Reinke as a Part-time Jailer/Dispatcher.

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

## **APPROVAL OF MASTER SUBSCRIBER AGREEMENT WITH STATE OF MINNESOTA OFFICE OF STATE COURT ADMINISTRATION**

WHEREAS, the Todd County Sheriff's Office relies on the State of Minnesota electronic court records system for report and case records management; and

WHEREAS, the State of Minnesota is moving to a new, improved electronics court records system, and the Todd County Court Administration has already started the transition to the new court records system; and

WHEREAS, all local law enforcement agencies, in order to operate effectively with local and state courts, must transition to the new system to access local and state court records and to submit documents to the courts; and

WHEREAS, agencies must enter into new Master Subscriber Agreement for Minnesota Government Access with the State of Minnesota, Office of State Court Administration to use the system.

NOW, THEREFORE BE IT RESOLVED, the above referenced and attached agreement with the State of Minnesota, Office of State Court Administration for the new Master Subscriber Agreement for Minnesota Government Access and access thereto and use thereof by the Todd County Sheriff's Office is hereby approved and the Sheriff is authorized and directed to execute the same on behalf of the County of Todd.

### **Veterans Services**

On motion by Neumann and second by Kircher, the following motion was introduced and adopted by unanimous vote: To accept the bid of \$29,201.72 from Nelson Auto Center for the purchase of a new vehicle for Veterans Service.

### **Solid Waste**

On motion by Kneisl and second by Erickson, the following motion was introduced and adopted by unanimous vote: To approve the attached Agreement between Crow Wing County and Todd County for the Operation of a Household Hazardous Waste Program.

### **MIS / GIS Office**

On motion by Erickson and second by Kneisl, the following motion was introduced and adopted by unanimous vote: To accept the resignation from Danica Mazurek with an effective date of 05/13/2016.

On motion by Erickson and second by Neumann, the following motion was introduced and adopted by unanimous vote: To approve waiving the 90-day waiting period and allow Human Resources to begin the process of recruiting, interviewing, and recommending hire to fill the GIS Technician vacancy.

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On motion by Kircher and second by Kneisl, the following motion was introduced and adopted by unanimous vote: To approve the purchase of new technology equipment for Assessors staff, for desktop and field use.

## **Planning and Zoning**

On motion by Neumann and second by Kneisl, the following motion was introduced and adopted by unanimous vote: To approve Conditional Use Permit for Joseph Eischeid. Site address: 32390 454<sup>th</sup> St, Motley, MN. Parcel 25-0037300. SECT 35 TWP-133 RANG-32 S2 NW4 & NW4 NW4 EX W 650 FT OF N 750 FT 108.81 ACRES And SECT-35 TWP-133 RANG-32 NE4 NW4 40.00 ACRES. Granted with the following conditions: 1.) No increase in cattle to be allowed until the proposal is fully approved and appropriately permitted as governed by Todd County Zoning Ordinance and the MPCA. 2) If and when properly permitted under feedlot rule, under no circumstances shall there exist more than 999 head or beef cattle or 999 animal units on this site without first obtaining the necessary state and/or federal permits for a feedlot operation consisting of 1,000 animal units or more and/or 1,000+ head beef cattle. 3) Existing septic system(s) on this parcel undergo a compliance inspection prior to expansion. This motion is a clarification of previous action made by the County Board during the April 19, 2016 meeting.

On motion by Kircher and second by Erickson, the following motion was introduced and adopted by unanimous vote: To approve Zoning Amendment for Wayne Carstensen on Parcel 12-0014602 to change the zoning district of the E2 of the SE4 of Section 10 of Hartford Township from R-10 to AF-1 for the purpose of allowing a 5 acre subdivision.

## **Health & Human Services**

On motion by Kircher and second by Neumann, the following motion was introduced and adopted by unanimous vote: To approve the hire of Dena Payne to the position of part-time home health aide/homemaker contingent upon successful completion of required background checks, C.N.A. certification and/or employee physical.

On motion by Kircher and second by Kneisl, the following motion was introduced and adopted by unanimous vote: To approve the hire of Donna Werner to the position of part-time Homemaker contingent upon successful completion of required background checks and/or employee physical with the ability to reclassify as a home health aide/homemaker when the individual has received the appropriate certification and client needs arise.

## **Clifton Laron Allen**

Doug Host, Principal at Clifton Larson Allen, presented the Audit Presentation Exit Conference for Year Ending December 31, 2015

## **Auditor-Treasurer Report**

Candidate filing will be open from May 17<sup>th</sup> – 31<sup>st</sup> for federal, state, county, and judicial offices with full details published.

## **Commissioners' Report**

The Commissioners reported on the meetings they had attended.

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## Adjourn

On motion by Neumann and second by Kneisl, the meeting was recessed until May 24, 2016.

### COMMISSIONER WARRANTS

<u>VENDOR NAME</u>	<u>AMOUNT</u>
AMERICAN SOLUTIONS FOR BUSINESS	10,074.69
BUSKER CONCRETE	3,250.00
CLIFTON LARSONALLEN, LLP	33,200.00
GRANITE ELECTRONICS INC	22,544.00
HENGEL READY MIX AND CONSTRUCTION	6,800.00
LAMAR CO	10,229.00
SHI CORP	2,430.00
SIGNS PLUS BANNERS	4,019.91
STAPLES WORLD	16,530.54
STOECKEL JAHNER INC	3,000.00
TODD COUNTY COUNCIL ON AGING	11,825.38
TURNKEY/THREE SQUARE MARKET	2,089.65
WIDSETH SMITH NOLTING INC	6,692.65
ZIEGLER INC	2,196.60
ZUERCHER TECHNOLOGIES LLC	8,670.00
PAYMENTS LESS THAN 2000	27,788.50
TOTAL	171,340.92

### HHS WARRANTS

<u>VENDOR NAME</u>	<u>AMOUNT</u>
HEARTLAND GIRLS RANCH	2,852.07
# 1911	2,170.50
KINDER CARE EDUCATION LLC	2,331.00
KINDRED FAMILY FOCUS	6,407.30
NORTH HOMES INC	14,124.32
# 14051	3,358.80
PINEHAVEN YOUTH & FAMILY SRVS	7,404.60
PORT OF CROW WING GIRLS HOME	4,806.00
VILLAGE RANCH INC	8,668.50
PAYMENTS LESS THAN 2000	38,742.87
TOTAL	90,865.96

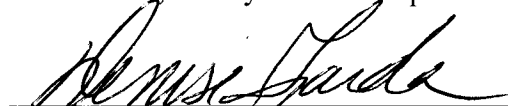
# TODD COUNTY BOARD OF COMMISSIONERS

On a motion by Erickson and second by Neumann, the preceding minutes of the County Board meeting held May 17, 2016 were duly approved by unanimous vote at the Todd County Board of Commissioners at the Regular Board Meeting held on September 6, 2016.

Witness my hand and seal:



Barb Becker, County Board Chairperson



Denise Gaida, Todd County Auditor-Treasurer