

# TODD COUNTY BOARD OF COMMISSIONERS

*Minutes of the Meeting of the Todd County Board of Commissioners held on  
August 2, 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 2<sup>nd</sup> day of August, 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 Erickson and second by Kneisl, the following motion was introduced and adopted by unanimous vote. To approve the agenda with the removal of 9.1 Acknowledge Receipt-CD33 HHA-Private Crossing and addition of 5.2 Hartford Historic Bridge Project Contract Award.

## Routine Business

On motion by Neumann and second by Kneisl, the following motion was introduced and adopted by unanimous vote: To approve the Auditor Warrants number 227674 through 227866 in the amount of \$3,183,662.69.

On motion by Kircher and second by Erickson, the following motion was introduced and adopted by unanimous vote: To approve the Commissioner Warrants number 43957 through 44043 in the amount of \$66,254.10.

On motion by Neumann and second by Erickson, the following motion was introduced and adopted by unanimous vote: To approve the Health & Human Services Warrants number 68919 through 69078 in the amount of \$175,315.15 and number 511432 through 511463 in the amount of \$69,913.24.

On motion by Kircher and second by Kneisl, the following motion was introduced and adopted by unanimous vote: To approve the Amended and Restated Joint Powers Agreement between Minnesota Counties Computer Cooperative and Todd County which provides maintenance of data processing software and systems for our financial programs.

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

### **DECLARING TODD COUNTY'S INTENT TO RETAIN A CPA FIRM TO PERFORM ITS ANNUAL FINANCIAL AUDIT**

**WHEREAS**, Minnesota Statutes, section 6.481, subdivision 2 requires counties to have an annual financial audit, and;

**WHEREAS**, Minnesota Statutes, section 6.481, subdivision 2 permits counties to "choose to have the audit performed by the state auditor, or may choose to have the audit performed by a CPA firm".

**NOW, THEREFORE BE IT RESOLVED**, that Todd County chooses to retain the services of a CPA firm that meets the requirements established in Minnesota Statutes, section 326A.05, for its annual financial audit.

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On motion by Kircher and second by Neumann, the following motion was introduced and adopted by unanimous vote: To approve the attached Annual Purchase Agreement with the West Central Regional Juvenile Center.

## Public Works

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

### **REQUEST TO ADVANCE TOWNBRIDGE FUNDS FOR SAP 077-599-064 (HARTFORD HISTORIC BRIDGE PROJECT)**

**WHEREAS**, sealed bids were received on July 26<sup>th</sup>, 2016 by the Todd County Public Works Director for SAP 077-599-064, said historic bridge rehabilitation project on 290<sup>th</sup> Street in Hartford Township, and;  
**WHEREAS**, Robert R. Schroeder Construction Inc. of Glenwood, Minnesota submitted the low bid of \$619,423.00, and;  
**WHEREAS**, funding for this project was previously approved for \$582,794.00, which included \$80,000.00 for associated engineering costs, and;  
**WHEREAS**, construction plans for this project have already been approved by MnDOT and permitted by all the regulating agencies including the Minnesota State Historical Society, and;  
**WHEREAS**, Todd County is prepared to proceed with the construction of said project by providing county funds to supplement the available funds in the County's Townbridge Account, and;  
**WHEREAS**, repayment of the funds so advanced by Todd County is desired in accordance with the provisions of Minnesota Statutes 162.08, Subdivision 5 & 7 and Minnesota Rules 8820.1500, Subpart 9a.  
**NOW, THEREFORE BE IT RESOLVED**, that the Todd County Board of Commissioners does hereby request that the Commissioner of Transportation approve this basis for financing said construction project and authorize repayments from subsequent accruals to said Account, in the amount of \$130,000 (\$109,000 from the estimated 2017 Townbridge allotment and \$21,000 from the estimated 2018 Townbridge allotment).

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

### **AWARD OF BRIDGE CONSTRUCTION CONTRACT FOR SAP 077-599-064 (HARTFORD HISTORIC BRIDGE PROJECT)**

**WHEREAS**, sealed bids were received on July 26<sup>th</sup>, 2016 by the Todd County Public Works Director for SAP 077-599-064, said historic bridge rehabilitation project on 290<sup>th</sup> Street in Hartford Township, and;  
**WHEREAS**, the following sealed bids were received:

Robert R. Schroeder Construction Inc.	Glenwood, Minnesota	\$619,423.00
Redstone Construction, LLC	Mora, Minnesota	\$624,807.50

**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 Robert R. Schroeder Construction Inc. of Glenwood, Minnesota based on their low bid of \$619,423.00.

## Assessor's Office

On motion by Kircher, the Abatement Policy action was tabled.

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## Human Resources

On motion by Erickson and second by Neumann, the following motion was introduced and adopted by unanimous vote: To approve the temporary hire of Lisa Herges as County Coordinator/Human Resources starting with an effective date of Monday, August 22, 2016 working 3/5 time in this position (Mondays, Tuesdays, & Fridays) with a 3/5 pro-rated salary based on the full-time Springsted placement. Benefits will not be accrued during this temporary three month period. After three months in this part-time position, Lisa Herges will meet with the County Board to verify the continued interest of both parties to make the relationship permanent. If there is mutual interest, Lisa Herges and the County Board of Commissioners would then negotiate an agreement for permanent full-time status.

On motion by Erickson and second by Kneisl, the following motion was introduced and adopted by unanimous vote: To approve the hire of Patricia Pechan to fill the open position of Property Tax Specialist position at Grade 7, Step B, \$18.41 per hour; effective August 8, 2016.

## Great River Regional Library

Great River Regional Library gave their 2017 Budget presentation to the County Board.

## MIS

On motion by Kircher and second by Kneisl, the following motion was introduced and adopted by unanimous vote: To approve the hiring of Douglas Thom as full-time GIS Technician, Grade 7, Step B, \$18.41 per hour, with a start date to be determined.

## Health & Human Services

On motion by Neumann and second by Erickson, the following motion was introduced and adopted by unanimous vote: To accept the retirement of Sharon Willie effective immediately.

On motion by Kircher 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 Seasonal Energy Assistance Program Worker, to fill the position left vacant by the resignation of Sharon Willie.

On motion by Neumann and second by Kircher, the following motion was introduced and adopted by unanimous vote: To accept the intent of Kathy Davis to retire effective November 30, 2016.

On motion by Kircher and second by Erickson, the following motion was introduced and adopted by unanimous vote: To approve the request for TCHHS to recruit and hire an Eligibility Worker, to fill the position that will be left vacant by the retirement of Kathy Davis.

On motion by Neumann and second by Erickson, the following motion was introduced and adopted by unanimous vote: To approve the Home and Community Based Waiver Services Contract between Thomas Allen, Inc and Todd County Health & Human Services.

On motion by Kneisl and second by Kircher, the following motion was introduced and adopted by unanimous vote: To approve the Purchase of Service Agreement between Thomas Allen Consulting, Inc. and Todd County Health & Human Services.

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On motion by Erickson and second by Kneisl, the following motion was introduced and adopted by unanimous vote: To approve the layoff of Monica Hansen, WIC Coordinator, effective September 30, 2016 with payment of severance in accordance with AFSCME Public Health Collective Bargaining Agreement.

On motion by Kircher and second by Neumann, the following motion was introduced and adopted by unanimous vote: To approve the layoff of Maria Ruiz, Office Support Specialist I, effective August 16, 2016, with payment of severance in accordance with AFSCME Public Health Collective Bargaining Agreement.

## Auditor-Treasurer Report

Primary Election will be held on August 9, 2016 with the Auditor's Office to be open on Saturday, August 6<sup>th</sup> for Absentee Voting. Canvassing Board will meet on August 12<sup>th</sup>.

## Commissioners' Report

The Commissioners reported on the meetings they had attended.

## Adjourn

Commissioner Becker recessed the meeting until August 16, 2016.

### AUDITOR WARRANTS

<u>VENDOR NAME</u>	<u>AMOUNT</u>
LONG PRAIRIE OIL COMPANY	\$ 14,566.69
PETERS & CHURCHWELL	\$ 3,842.00
REGENTS OF THE UNIV OF MN	\$ 31,664.46
RESOURCE TRAINING AND SOLUTIONS	\$ 236,653.00
TODD CO AUD-TREAS	\$ 15,817.00
US BANK	\$ 68,534.38
VERIZON	\$ 2,422.10
Payments less than 2000	\$ 8,239.10
AMERICAN HERITAGE BANK	\$ 31,679.42
BIG BIRCH LAKE ASSOCIATION	\$ 3,690.51
CENTERPOINT ENERGY	\$ 20,762.00
COMPUTER PROFESSIONALS	\$ 14,417.00
LONG PRAIRIE SANITATION INC	\$ 2,183.25
MN DEPT OF FINANCE	\$ 7,393.00
MORRISON COUNTY	\$ 22,226.10
Prairie Lakes Municipal Solid Waste Auth	\$ 64,397.03
RESOURCE TRAINING AND SOLUTIONS	\$ 217,367.00
STEP	\$ 5,002.00
TODD CO AUD-TREAS	\$ 13,478.50
TRAFFIC MARKING SERVICE INC	\$ 3,014.52
WATERGUARDS, LLC	\$ 20,842.00
Payments less than 2000	\$ 17,711.03
CAPKO BROTHERS FARMS	\$ 51,695.70
EPIPHANY COMMUNITY SERVICES	\$ 2,125.00
FLEET SERVICES/WEX BANK	\$ 4,174.92

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GOULD/RHONDA M	\$ 2,412.00
MINNESOTA POWER & LIGHT	\$ 11,759.69
Payments less than 2000	\$ 13,186.00
ALLIANCE BUILDING CORPORATION	\$ 18,050.00
AMERICAN HERITAGE	\$ 8,059.62
BIG BIRCH LAKE ASSOCIATION	\$ 6,191.51
CENTRAL SPECIALTIES INC	\$ 629,495.31
GENE-O'S COUNTRYSIDE REST LLC	\$ 7,270.65
HARDRIVES INC	\$ 1,510,946.42
MINNESOTA UI	\$ 7,004.00
PETERS & CHURCHWELL	\$ 9,218.50
SCHOOL DISTRICT 213	\$ 8,896.92
SCHOOL DISTRICT 2753	\$ 7,052.00
SCHOOL DISTRICT 787	\$ 5,519.72
TOWN OF GORDON	\$ 5,813.60
TOWN OF STAPLES	\$ 2,798.77
TOWN OF TURTLE CREEK	\$ 3,232.23
TOWN OF WARD	\$ 4,151.66
TOWN OF WEST UNION	\$ 2,129.82
VOYANT COMMUNICATIONS, LLC	\$ 3,494.50
Payments less than 2000	\$ 33,082.06
<b>Total:</b>	<b>\$ 3,183,662.69</b>

## COMMISSIONER WARRANTS

VENDOR NAME	AMOUNT
CENTRAL SPECIALTIES INC	\$ 14,326.76
DIGITAL ALLEY	\$ 3,120.00
HILLYARD	\$ 2,001.65
MCCC, MI33	\$ 5,408.00
MORRIS ELECTRONICS	\$ 3,223.47
MORRISON CO PUBLIC HEALTH SERV	\$ 6,205.29
RELIANCE TELEPHONE INC	\$ 6,000.00
TURNKEY/THREE SQUARE MARKET	\$ 6,646.80
Payments less than 2000	\$ 19,322.13
<b>Total:</b>	<b>\$ 66,254.10</b>

## HEALTH & HUMAN SERVICES WARRANTS

VENDOR NAME	AMOUNT
V #4123 COST EFFECTIVE HEALTH INSURANCE	2,654.50
BRENNY FUNERAL CHAPEL - PEQUOT LAKES, MN	3,500.00
DANIEL FUNERAL HOME - ST CLOUD, MN	3,500.00
DHS - MSOP- MN SEX OFFENDER PROGRAM	6,192.00
DHS - SWIFT	85,338.49
RURAL MN CEP INC	16,747.41
TODD COUNTY AUDITOR/TREASURER	15,096.10

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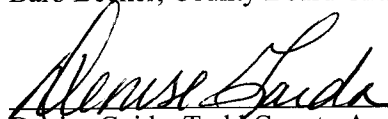
153 PAYMENTS LESS THAN 2000	42,286.65
Total:	\$ 175,315.15

VENDOR NAME	AMOUNT
COMMUNITY AND FAMILY SRVS LLC	\$ 4,656.30
HEARTLAND GIRLS RANCH	\$ 6,581.70
KINDER CARE EDUCATION LLC	\$ 3,100.00
NORTH HOMES INC	\$ 14,290.06
NORTHERN PINES MENTAL HLTH CTR	\$ 7,723.22
VILLAGE RANCH INC	\$ 18,083.79
WEST CENTRAL REG JUV CTR	\$ 3,312.50
Payments Less than 2000	\$ 12,165.67
Total:	\$ 69,913.24

On a motion by Neumann and second by Kircher, the preceding minutes of the County Board meeting held August 2, 2016 were duly approved by unanimous vote at the Todd County Board of Commissioners at the Regular Board Meeting held on October 18, 2016.

Witness my hand and seal:

  
Barb Becker, County Board Chairperson

  
Denise Gaida, Todd County Auditor-Treasurer