

# TODD COUNTY BOARD OF COMMISSIONERS

*Minutes of the Meeting of the Todd County Board of Commissioners held on  
December 29, 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 29<sup>th</sup> day of December, 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 were present.

## **Approval of Agenda**

On motion by Kneisl and second by Erickson, the following motion was introduced and adopted by unanimous vote. To approve the agenda with the addition of 8.7 Transfer of Funds-Recorder Dept.

## **Consent Agenda**

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

To approve the Commissioner's Meeting Minutes for December 20, 2016 as presented.

To approve a One-Year On & Off Sale 3.2 Malt Liquor License for Don & Dave's Store at the address of 26762 County 26, Browerville, MN in Moran Township effective January 1<sup>st</sup>, 2017 through December 31<sup>st</sup>, 2017.

## **Auditor-Treasurer**

On motion by Neumann and second by Kneisl, the following motion was introduced and adopted by unanimous vote: To approve the Commissioner Warrants number 45101 through 45182 in the amount of \$112,710.61.

On motion by Kircher and second by Erickson, the following motion was introduced and adopted by unanimous vote: To approve the Health & Human Services Warrants number 69756 through 69904 in the amount of \$168,278.54 and number 512074 through 512092 in the amount of \$28,276.46.

On motion by Neumann and second by Erickson, the following motion was introduced and adopted by unanimous vote: To approve the 2017 City Prosecution Contract Agreements between the Todd County Attorney and the Cities of Grey Eagle, Clarissa, Eagle Bend, Hewitt, & Bertha respectively.

On motion by Kircher and second by Kneisl, the following motion was introduced and adopted by unanimous vote: To approve the appointment of Dr. Quinn Strobl as the Todd County Medical Examiner, effective January 1, 2017 through December 31, 2022 to coincide with the current contract for Medical Examiner services in effect.

On motion by Erickson and second by Neumann, the following motion was introduced and adopted by unanimous vote: To approve the contract agreement with Point & Pay to provide credit card payment service to Todd County customers.

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

**TRANSFER OF FUNDS – COUNTY DITCH 15 REPAYMENT**

# TODD COUNTY BOARD OF COMMISSIONERS

**WHEREAS**, in 2006, \$50,000 was borrowed from the General Revenue Fund to help pay for expenses incurred during the cleaning of County Ditch 15 via Board Resolution 2006-12/19-145, and;

**WHEREAS**, County Ditch 15 now has the funds available to pay back the outstanding \$50,000 owed to the General Revenue Fund;

**NOW, THEREFORE BE IT RESOLVED**, that the Todd County Board of Commissioners approve the transfer of \$50,000 from the Fund 40-County Ditches (County Ditch 15 Fund Balance) to Fund 01-General Revenue.

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

## **TRANSFER OF FUNDS – COUNTY DITCH 25 REPAYMENT**

**WHEREAS**, in 2006, \$50,000 was borrowed from the General Revenue Fund to help pay for expenses incurred during the cleaning of County Ditch 25 via Board Resolution 2006-12/19-145, and;

**WHEREAS**, County Ditch 25 now has the funds available to pay back the outstanding \$50,000 owed to the General Revenue Fund;

**NOW, THEREFORE BE IT RESOLVED**, that the Todd County Board of Commissioners approve the transfer of \$50,000 from the Fund 40-County Ditches (County Ditch 25 Fund Balance) to Fund 01-General Revenue.

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

## **TRANSFER OF FUNDS – DITCH FUND REPAYMENT**

**WHEREAS**, due to changes in accounting tracking methods of the County Ditch Funds over time, there exists payments made out of the County Ditch Fund that were not allocated directly to a specific ditch, and;

**WHEREAS**, the County Auditor/Treasurer's Office has researched these outstanding expenses and conclude that the original payments should have been generated from Fund 01-General Revenue;

**NOW, THEREFORE BE IT RESOLVED**, that the Todd County Board of Commissioners approve the transfer of \$16,898.16 from Fund 01-General Revenue to Fund 40-County Ditches.

## **Emergency Management**

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

### **APPROVE THE LOCAL EMERGENCY OPERATIONS PLAN REVIEW**

**WHEREAS**, the Todd County Board of Commissioners have reviewed the Todd County Emergency Operations Plan, and;

**NOW, THEREFORE BE IT RESOLVED**, Todd County Board of Commissioners, find that it adequately addresses the reviewing planning requirements.

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

### **A RESOLUTION SUPPORT OF THE DEVELOPMENT AND MAINTENANCE OF THE CONTINUITY OF OPERATIONS PLAN FOR TODD COUNTY**

**WHEREAS**, the *National Security Presidential Directive 51*, *National Security Presidential Directive 20*, and *Emergency Preparedness Requirements for Medicare and Medicaid Participating Providers and Suppliers* ruling are required to have by November 16, 2017 a Continuity of Operations Plan (COOP), and;

# TODD COUNTY BOARD OF COMMISSIONERS

**WHEREAS**, the participation and support of the development\maintenance of the Todd County COOP shall be required by all departments, and;

**WHEREAS**, the Continuity Program Manager (CPM) shall be the Emergency Management Director of Todd County, and;

**WHEREAS**, the CPM will create a COOP committee that will contain of one primary and one alternate person from each department, and;

**WHEREAS**, the CPM will provide continuity of operations plan Awareness training to the committee members. This training will include, defining continuity of operations, identify the legal basis for continuity of operations, understanding the Continuity Program Management Cycle and describe the elements of a viable continuity program, and;

**WHEREAS**, the CPM will report to the Board of Commissioners as to the progress of the COOP.

**NOW, THEREFORE BE IT RESOLVED** that all Todd County Departments shall participate in the development and maintenance of the Todd County Continuity of Operations Plan set forth.

## Solid Waste

On motion by Kneisl and second by Kircher, the following resolution was introduced and adopted by majority vote with Neumann opposed:

### **A RESOLUTION TO APPROVE 2017 SOLID WASTE ENTERPRISE FUND BUDGET**

**WHEREAS**, the Todd County Board of Commissioners are required to adopt an annual budget and certify it to the County Auditor;

**NOW, THEREFORE BE IT RESOLVED**, the Todd County Board of Commissioners hereby approves the following as the 2017 Budget for the Solid Waste Enterprise Fund of the County of Todd, Minnesota and directs that it be forwarded to the County Auditor.

### **Solid Waste Enterprise Fund 2017 Budget**

	<b>2017 Budget</b>	<b>2016 Budget</b>
<b>Property Taxes And Penalties</b>	609,934	578,000
<b>Licenses &amp; Permits</b>	800	800
<b>Intergovernmental</b>	1,654	-
<b>State Grants</b>	70,000	70,000
<b>Charges For Services</b>	1,065,000	915,000
<b>Miscellaneous</b>	84,500	89,500
<b>Transfers In</b>	-	30,000
<b>Subtotal Revenues</b>	<b>1,831,888</b>	<b>1,683,300</b>
<b>Personal Services</b>	414,669	380,870
<b>Services And Charges</b>	1,267,200	1,145,100
<b>Supplies And Materials</b>	130,150	158,150
<b>Capital Expenditures</b>	252,000	130,000
<b>Other Expenditures</b>	74,000	74,000
<b>Transfers</b>	-	30,000
<b>Subtotal Expenditures</b>	<b>2,138,019</b>	<b>1,918,120</b>
<b>Balance</b>	<b>(306,131)</b>	<b>(234,820)</b>

# TODD COUNTY BOARD OF COMMISSIONERS

On motion by Kneisl and second by Kircher, the following motion was introduced and adopted by majority vote with Neumann opposed: To approve the volume based service fees for commercial/industrial parcels.

On motion by Kneisl and second by Kircher, the following motion was introduced and adopted by majority vote with Neumann opposed: To approve the increase of per pound MSW disposal fee from \$0.05 to \$0.07 per pound. Increase the per ton MSW disposal fee from \$90 to \$94 per ton.

## Human Resources

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

### **2017 NON-UNION EMPLOYEE/APPOINTED OFFICIALS SALARY**

**WHEREAS**, the Todd County Board of Commissioners is responsible for setting compensation of county employees, elected officials, appointed officials and board members, and;

**WHEREAS**, the Todd County Board of Commissioners desires to follow the pattern bargained with unions for the non-union county employees and appointed officials, and;

**WHEREAS**, the agreements include a 2.0% general increase effective the first full pay period worked in January, 2017, pay date February 1, 2017 and step increase effective the first full pay period worked in July, 2017, pay date August 2, 2017 for step eligible staff. No employee shall be eligible for a step increase that exceeds the maximum of the Springsted salary schedule.

**NOW, THEREFORE BE IT RESOLVED**, that the Todd County Board of Commissioners authorize a 2.0% general increase in the non-union employees and appointed officials in January 2017 and step increase in July 2017.

Motion was made by Neumann to set all Elected Officials salaries at a 5.06% increase, motion failed for lack of second.

On motion by Erickson and second by Kircher, the following resolution was introduced and adopted by majority vote with Neumann opposed:

### **2017 COUNTY ATTORNEY SALARY**

**WHEREAS**, the Todd County Board of Commissioners is responsible for setting compensation of county employees, elected officials, appointed officials and board members, and;

**WHEREAS**, the Todd County Board of Commissioners considered the duties and responsibilities of each individual position; and

**WHEREAS**, the Todd County Board of Commissioners considered the salaries of elected officials in other comparable counties; and

**NOW, THEREFORE BE IT RESOLVED**, that the Todd County Board of Commissioners approve setting the County Attorney salary at \$103,000 for 2017.

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

### **2017 COUNTY AUDITOR-TREASURER SALARY**

**WHEREAS**, the Todd County Board of Commissioners is responsible for setting compensation of county employees, elected officials, appointed officials and board members, and;

# TODD COUNTY BOARD OF COMMISSIONERS

**WHEREAS**, the Todd County Board of Commissioners considered the duties and responsibilities of each individual position; and

**WHEREAS**, the Todd County Board of Commissioners considered the salaries of elected officials in other comparable counties; and

**NOW, THEREFORE BE IT RESOLVED**, that the Todd County Board of Commissioners approve setting the County Auditor Treasurer salary at \$79,000 for 2017.

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

## **2017 COUNTY COMMISSIONER SALARY**

**WHEREAS**, the Todd County Board of Commissioners is responsible for setting compensation of county employees, elected officials, appointed officials and board members, and;

**WHEREAS**, the Todd County Board of Commissioners considered the duties and responsibilities of each individual position; and

**WHEREAS**, the Todd County Board of Commissioners considered the salaries of elected officials in other comparable counties; and

**NOW, THEREFORE BE IT RESOLVED**, that the Todd County Board of Commissioners approve setting the County Commissioners salary at \$28,560 plus \$1,200 supplemental pay for the Board Chair in 2017.

On motion by Erickson and second by Kircher, the following resolution was introduced and adopted by majority vote with Becker and Neumann opposed:

## **2017 COUNTY RECORDER SALARY**

**WHEREAS**, the Todd County Board of Commissioners is responsible for setting compensation of county employees, elected officials, appointed officials and board members, and;

**WHEREAS**, the Todd County Board of Commissioners considered the duties and responsibilities of each individual position; and

**WHEREAS**, the Todd County Board of Commissioners considered the salaries of elected officials in other comparable counties; and

**NOW, THEREFORE BE IT RESOLVED**, that the Todd County Board of Commissioners approve setting the County Recorder salary at \$78,843.61 for 2017.

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

## **2017 COUNTY SHERIFF SALARY**

**WHEREAS**, the Todd County Board of Commissioners is responsible for setting compensation of county employees, elected officials, appointed officials and board members, and;

**WHEREAS**, the Todd County Board of Commissioners considered the duties and responsibilities of each individual position; and

**WHEREAS**, the Todd County Board of Commissioners considered the salaries of elected officials in other comparable counties; and

**NOW, THEREFORE BE IT RESOLVED**, that the Todd County Board of Commissioners approve setting the County Sheriff salary at \$86,259 for 2017.

# TODD COUNTY BOARD OF COMMISSIONERS

## Personnel Committee

The interview team has conducted first round interviews for the County Coordinator and are recommending candidate Joseph Hatch for a second round interview with the full County Board.

## Adjourn

On motion by Kneisl and second by Erickson, the meeting was adjourned for the month of December, 2016.

COMMISSIONER WARRANTS	
<u>VENDOR NAME</u>	<u>AMOUNT</u>
AMERICAN SOLUTIONS FOR BUSINESS	\$ 4,578.16
BUSKER CONCRETE	\$ 5,000.00
CENTRACARE HEALTH SERVICES	\$ 2,537.78
CHAMBERLAIN OIL COMPANY	\$ 2,802.73
Clark Equipment Co. dba Bobcat Company	\$ 36,873.37
COMPASS MINERALS AMERICA	\$ 14,770.72
MN STATE AUDITOR	\$ 5,461.91
MN STATE SHERIFFS ASSOC	\$ 7,167.00
MORRIS ELECTRONICS	\$ 3,111.20
SANOFI PASTEUR INC	\$ 5,178.08
ZIEGLER INC	\$ 3,195.83
Payments less than 2000	\$ 22,033.83
Total:	\$ 112,710.61

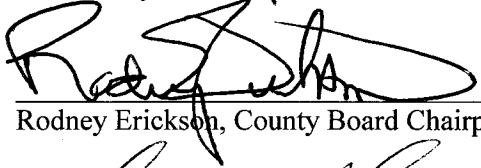
HEALTH & HUMAN SERVICES WARRANTS	
<u>VENDOR NAME</u>	<u>AMOUNT</u>
COMMUNITY AND FAMILY SRVS LLC	\$ 8,258.93
NORTHERN PINES MENTAL HLTH CTR	\$ 3,654.00
PSJ ACQUISITION LLC	\$ 5,007.77
WEST CENTRAL REG JUVENILE CTR	\$ 3,312.50
Payments less than 2000	\$ 8,043.26
Total:	\$ 28,276.46

<u>VENDOR NAME</u>	<u>AMOUNT</u>
BENSON FUNERAL HOME - ST CLOUD, MN	\$ 4,750.00
DHS - SWIFT	\$ 48,225.33
INFORMATION SYSTEM CORP	\$ 36,455.00
RURAL MN CEP INC	\$ 17,524.37
TODD COUNTY MIS DEPT	\$ 18,553.60
US POSTAL SERVICE	\$ 5,264.00
143 PAYMENTS LESS THAN 2000	\$ 37,506.24
Total:	\$ 168,278.54

# TODD COUNTY BOARD OF COMMISSIONERS

On a motion by Becker and second by Kircher, the preceding minutes of the County Board meeting held December 29<sup>th</sup>, 2016 were duly approved by unanimous vote at the Todd County Board of Commissioners at the Regular Board Meeting held on January 3<sup>rd</sup>, 2017.

Witness my hand and seal:

  
Rodney Erickson, County Board Chairperson

  
Denise Gaida, Todd County Auditor-Treasurer