

TODD COUNTY BOARD OF COMMISSIONERS

*Minutes of the Meeting of the Todd County Board of Commissioners held on
July 5, 2017*

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 5th day of June, 2017 at 9:00 AM. The meeting was called to order by Chairperson Erickson. The meeting was opened with the Pledge of Allegiance. All Commissioners were present.

Approval of Agenda

On motion by Becker and second by Kneisl, the following motion was introduced and adopted by unanimous vote. To approve the agenda with the addition of 5.6 Ag Society Grant Update.

Consent Agenda

On motion by Neumann and second by Kneisl, the following motions and resolutions were introduced and adopted by unanimous vote:

To approve the Commissioner's Meeting Minutes for June 20th, 2017 as presented.

To approve an On Sale Wine (Strong Beer) License for MB Thomes Enterprises LLC dba Head of the Lakes Resort at the address of 15080 Gardenia Drive, Osakis, MN in Leslie Township effective August 1, 2017 through March 31, 2018.

Auditor-Treasurer

On motion by Kircher and second by Neumann, the following motion was introduced and adopted by unanimous vote: To approve the June 2017 Auditor Warrants number 229747 through 229907 in the amount of \$3,038,793.52.

On motion by Becker and second by Neumann, the following motion was introduced and adopted by unanimous vote: To approve the Commissioner Warrants number 46388 through 46481 in the amount of \$66,405.29.

On motion by Kircher and second by Kneisl, the following motion was introduced and adopted by unanimous vote: To approve the Health & Human Services Warrants number 512738 through 512754 in the amount of \$11,621.05 and Warrants number 700787 through 700942 in the amount of \$129,139.63.

On motion by Neumann and second by Kircher, the following motion was introduced and adopted by unanimous vote: To appoint Tyler Carlson to the Sauk River Watershed District Board of Managers for a three year term beginning July 1, 2017.

On motion by Becker and second by Kneisl, the following motion was introduced and adopted by unanimous vote: To appoint Scott Braith as the EMS Advisory Committee member and Russell Vandenheuvel as an alternate EMS Advisory Committee member effective immediately until December 31, 2018.

On motion by Kircher and second by Kneisl, the following motion was introduced and adopted by unanimous vote: To move forward with the proposed building addition project utilizing the Legacy Grant funding awarding the bid to RJ Construction for the project costs not to exceed grant dollar funding.

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Community Corrections

On motion by Becker and second by Kneisl, the following motion was introduced and adopted by unanimous vote: To approve the enclosed 2017 Budget Amendment and Agreement to specifically reflect an increase of \$11,099 in state funding.

Public Works

On motion by Kneisl and second by Becker, the following motion was introduced and adopted by unanimous vote: To approve the attached engineering proposal from Widseth Smith Nolting for \$15,048.00 and approve the attached Todd County Budget Request Form (which transfers a portion of the remaining unused funds from the construction of the new Todd County Industrial Park Building to the Road and Bridge Fund).

On motion by Becker and second by Neumann, the following resolution was introduced and adopted by majority roll-call vote with Neumann, Becker & Erickson voting yes and Kircher & Kneisl voting against:

Addition of CSAH 9 & CSAH 35 Paving Projects to 5 Year Construction Plan

WHEREAS, County State Aid Highway (CSAH) 9 and County State Aid Highway (CSAH) 35 are the only two remaining CSAHs on the entire system that do not have a paved surface; and

WHEREAS, Todd County currently manages its limited road improvement investment funds on all aggregate surfaced routes based on traffic volume, with the current threshold for paving the surface being 150 vehicles per day; and

WHEREAS, traffic volumes on CSAH 9 and CSAH 35 currently do not exceed the paving threshold recommendation; and

WHEREAS, Todd County has received multiple requests to pave the surface of each road from residents that live adjacent to and around the vicinity of CSAH 9 and CSAH 35; and

WHEREAS, the current economic condition of road construction costs and geographical proximity of other County road construction projects warrant the discussion and decision of potentially paving CSAH 9 in FY 2018 and CSAH 35 in FY 2019.

NOW, THEREFORE BE IT RESOLVED, that the Todd County Board of Commissioners instructs the County Engineer to place the paving of CSAH 9 and CSAH 35 on the 5 Year Public Works Construction Plan with the CSAH 9 Project being scheduled in FY 2018 and the CSAH 35 Project scheduled in FY 2019.

NOW, THEREFORE BE IT FURTHER RESOLVED, that the Todd County Board of Commissioners instructs the County Engineer to fund the FY 2018 CSAH 9 Project using the following funding sources:

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| 1. Road and Bridge Cash Reserves | \$100,000.00 |
| 2. 2018 Local Levy Increase (estimated to be +1%) | \$150,000.00 |
| 3. State Aid Rural Construction Funds (Variable) | \$220,000.00 |
| 4. Budget Reduction of Annual New Long Prairie Shop Savings Deposit | \$150,000.00 |
| 5. Budget Reduction of Capital Expenditures (Heavy Equipment) | \$100,000.00 |
| 6. Local Option Sales Tax (allocated for CSAH 9 Gravel Project) | \$70,000.00 |

NOW, THEREFORE BE IT FURTHER RESOLVED, that the Todd County Board of Commissioners instructs the County Engineer to fund the FY 2019 CSAH 35 Project using the following funding sources:

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| 1. Road and Bridge Cash Reserves | \$100,000.00 |
| 2. Local Levy Funds from 2018 Levy Increase | \$150,000.00 |

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|---|--------------|
| 3. State Aid Rural Construction Funds (Variable) | \$220,000.00 |
| 4. Budget Reduction of Annual New Long Prairie Shop Savings Deposit | \$80,000.00 |

Ditch Inspector

On motion by Neumann and second by Kneisl, the following motion was introduced and adopted by unanimous vote: To acknowledge receipt of a Hold Harmless Agreement to install a private crossing on CD33 from Ken Hayes in section 24, Leslie Twp.

On motion by Kneisl and second by Becker, the following motion was introduced and adopted by unanimous vote: To acknowledge receipt of a Hold Harmless Agreement to install a private crossing on CD18 from Kimberly Stach in section 34, Iona Twp.

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

HOLD HARMLESS AGREEMENT – DITCH MAINTENANCE & TWO PRIVATE CROSSINGS – COUNTY DITCH 33

WHEREAS, Pete Bosl is requesting to replace a culvert crossing, install a new crossing, and maintain approximately 7,600 feet of CD33 that is located on his parcels – 20-0037000, 20-0037300, 20-0037400, 20-0035300 & 20-0035900. The maintenance will be done at his own expense. A Hold Harmless Agreement has been signed and submitted to the Ditch Authority, and;

WHEREAS, an onsite inspection has been done; a Wetland Application has been submitted to the TEP, and;

WHEREAS, applicant is allowed to maintain the drainage ditch to the original width, depth and grade. An improvement by lowering or widening the ditch bottom is not allowed. Sediment and vegetation can only be removed to the extent of the original ditch bottom elevation. Spoil must be side cast and leveled, staying within 16.5 feet of the ditch. On parcel 20-0037300, one existing 24” culvert crossing on the west ditch line will be replaced with a longer 24” culvert and one new 36” culvert will be installed on the east ditch line. Culverts will be placed at original ditch bottom elevation. Pete has also gotten permission from the TEP to maintain approximately 1,130 feet of private ditch.

NOW, THEREFORE BE IT RESOLVED, that the Todd County Ditch Authority gives permission to Pete Bosl to replace an existing culvert crossing, install a new culvert crossing and maintain approximately 7,600 feet of CD33 that is located on his property, at his own expense.

Planning and Zoning

On motion by Kircher and second by Kneisl, the following motion was introduced and adopted by unanimous vote: To approve the request to amend the Zoning Ordinance to allow full implementation of the Buffer Law.

Discussion was held on the proposed changes to the logo for SWCD and its recommendation for adoption on district materials.

Health & Human Services

On motion by Kneisl and second by Kircher, the following motion was introduced and adopted by unanimous vote: To accept the Mardag Foundation award to support the Hilltop Regional Kitchen renovation.

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Administration

On motion by Neumann and second by Becker, the following motion was introduced and adopted by unanimous vote: To authorize the hire of Mitchell Johnson on Grade 10, Step 3 \$25.17 per hour.

On motion by Kneisl and second by Kircher, the following motion was introduced and adopted by unanimous vote: To approve MaryAnn Woeste's retirement effective September 1, 2017.

On motion by Becker and second by Neumann, the following motion was introduced and adopted by unanimous vote: To approve the waiver of the 90 day waiting period and begin recruitment for a part-time administrative assistant for the Extension Office.

MCIT

Robert Goede, MCIT Risk Management Consultant provided a 2017 summary report of Todd County's usage statistics.

Auditor-Treasurer's Report

The Auditor-Treasurer had nothing to report at this time.

Commissioner's Report

The Commissioners reported on the meetings that they had attended.

Coordinator's Report

The Coordinator reported on the meetings attended and projects in-progress including the insurance rebid progress with Gallagher, upcoming worksession topics, NeoGov software implementation progress and the Todd County Employee Appreciation luncheon scheduled for July 19, 2017.

Adjourn

Commissioner Erickson recessed the meeting until July 18, 2017.

AUDITOR WARRANTS

<u>VENDOR NAME</u>	<u>AMOUNT</u>
CLIFTON LARSONALLEN, LLP	\$ 2,300.00
COMPUTER PROFESSIONALS	\$ 4,587.00
TODD CO AGRICULTURAL SOC.	\$ 9,201.06
TODD SOIL & WATER CONS DIST	\$ 2,505.52
27 Payments less than 2000	\$ 10,282.88
AMERICAN HERITAGE BANK	\$ 68,689.89
CARD SERVICES COBORNS	\$ 3,994.76
CELLBRITE INC	\$ 3,700.00
FLEET SERVICES/WEX BANK	\$ 5,537.74
GENE-O'S COUNTRYSIDE REST LLC	\$ 6,510.95
GREAT RIVER REGIONAL LIBRARY	\$ 84,348.25
LONG PRAIRIE OIL COMPANY	\$ 4,677.85
LONG PRAIRIE SANITATION INC	\$ 2,379.90
MINNESOTA POWER & LIGHT	\$ 11,486.45
MN DEPT OF FINANCE	\$ 7,174.50
MORRISON COUNTY	\$ 28,629.90

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MOTOROLA	\$	9,319.92
NORTHERN SALT INC.	\$	55,161.75
PETERS LAW OFFICE, P.A.	\$	2,482.00
RESOURCE TRAINING AND SOLUTIONS	\$	241,696.50
SCEPANIAK INC/WILLIAM D	\$	216,050.68
SHIRLEY'S GAS & GROCERIES	\$	2,063.12
STEP	\$	4,266.00
TODD CO AUD-TREAS	\$	7,331.50
TRAFFIC MARKING SERVICE INC	\$	65,584.65
TRI CITY PAVING INC	\$	1,937,225.92
UPDATE BUILDING SUPPLIES LLC	\$	33,713.87
WATERGUARDS, LLC	\$	6,134.00
35 Payments less than 2000	\$	12,862.85
AMERICAN HERITAGE	\$	6,564.88
BIG BIRCH LAKE ASSOCIATION	\$	2,565.82
CITY OF LONG PRAIRIE	\$	27,294.03
GOULD/RHONDA M	\$	2,519.00
GUSTAFSON/JEAN M	\$	5,057.50
STAPLES ADVANTAGE	\$	3,267.99
US POSTAL SERVICE	\$	20,730.01
VOYANT COMMUNICATIONS, LLC	\$	3,487.96
35 Payments less than 2000	\$	13,418.87
AMERICAN HERITAGE BANK	\$	30,814.39
MITCH'S FUEL SERVICE	\$	12,525.00
REGENTS OF THE UNIV OF MN	\$	32,377.02
US BANK NATIONAL ASSOCIATION	\$	15,500.00
VERIZON	\$	2,790.09
24 Payments less than 2000	\$	9,981.55
Total:	\$	3,038,793.52

COMMISSIONER WARRANTS

VENDOR NAME	AMOUNT
CDW GOVERNMENT INC	\$ 3,166.29
DELL MARKETING L.P.	\$ 3,750.00
M-R SIGN COMPANY INC	\$ 2,034.00
MORRISON CO PUBLIC HEALTH SERV	\$ 5,280.01
NOW MICRO INC	\$ 3,125.00
PHELAN CPA/FRANCIS	\$ 2,775.00
TODD CO PUBLIC WORKS	\$ 3,000.00
TRUENORTH STEEL	\$ 9,833.88
86 Payments less than 2000	\$ 33,441.11
Total:	\$ 66,405.29

HEALTH & HUMAN SERVICES WARRANTS

VENDOR NAME	AMOUNT
CENTRAL MN COUNCIL ON AGING	\$ 2,534.00
DHS - MSOP- MN SEX OFFENDER PROGRAM	\$ 5,735.00
DHS - SWIFT	\$ 39,870.75

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ITEN FUNERAL HOME - 2 BURIALS - BROWERVILLE	\$ 5,849.28
PERISH/ALAN	\$ 2,198.15
RURAL MN CEP INC	\$ 18,602.10
TODD COUNTY MIS DEPT	\$ 19,262.80
149 PAYMENTS LESS THAN 2000	\$ 35,087.55
<hr/> TOTAL:	<hr/> \$ 129,139.63

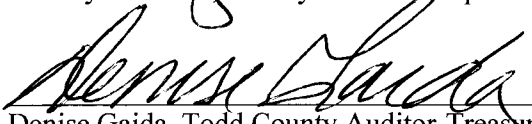
<hr/> VENDOR NAME	<hr/> AMOUNT
NORTHERN PINES MENTAL HLTH CTR	\$ 3,297.00
WEST CENTRAL REGIONAL JUVENILE CTR	\$ 3,479.17
PAYMENTS LESS THAN 2000	\$ 4,844.88
<hr/> TOTAL:	<hr/> \$ 11,621.05

On a motion by Neumann and second by Kneisl, the preceding minutes of the County Board meeting held July 5, 2017 were duly approved by unanimous vote at the Todd County Board of Commissioners at the Regular Board Meeting held on July 18, 2017.

Witness my hand and seal:



Rodney Erickson, County Board Chairperson



Denise Gaida, Todd County Auditor-Treasurer