

TODD COUNTY BOARD OF COMMISSIONERS

*Minutes of the Meeting of the Todd County Board of Commissioners held on
July 18, 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 18th day of July, 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 Kneisl and second by Becker, the following motion was introduced and adopted by unanimous vote. To approve the agenda as presented.

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 July 5th, 2017 as presented.

To approve a one year Full On Sale and Sunday Liquor License for the Sauk Centre Country Club dba Greystone Golf Club at the address of 10548 Andrews Drive, Sauk Centre, MN in Kandota Township effective August 1, 2017 through October 31, 2017 which replaces their current Club On Sale and Sunday Liquor License in effect.

Auditor-Treasurer

On motion by Becker and second by Neumann, the following motion was introduced and adopted by unanimous vote: To approve the Commissioner Warrants number 46482 through 46611 in the amount of \$93,264.18.

On motion by Kircher and second by Neumann, the following motion was introduced and adopted by unanimous vote: To approve the Health & Human Services Warrants number 512755 through 512844 in the amount of \$126,335.42.

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

REAPPOINTMENT OF KATHLEEN HETLAND TO THE HOUSING AND REDEVELOPMENT AUTHORITY BOARD OF TODD COUNTY

WHEREAS, the Todd County Board of Commissioners of Todd County, Minnesota held a duly authorized special meeting on the 12th day of September, 1972; and

WHEREAS, at said meeting a resolution was passed and adopted declaring the need for a Housing and Redevelopment Authority in Todd County, Minnesota; and

WHEREAS, the current term for Kathleen Hetland on the Todd County HRA Board is set to expire on September 18, 2017.

NOW, THEREFORE BE IT RESOLVED, pursuant to the provisions of the Municipal Housing and Redevelopment Act of the State of Minnesota, the County Board of Commissioners of Todd County, Minnesota, hereby reappoint the one person hereinafter named to serve as Commissioner of the Housing and Redevelopment Authority of Todd County, Minnesota, and to serve for a period of five years as hereinafter stipulated:

Kathleen Hetland – renewal September 19, 2017 through September 18, 2022

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On motion by Neumann and second by Becker, the following motion was introduced and adopted by unanimous vote: To appoint Tricia Jasmer as an At Large Member to the Parks & Trails Board to fill a vacancy of the term ending December 31, 2018.

On motion by Becker and second by Kneisl, the following motion was introduced and adopted by unanimous vote: To approve the sale of tax forfeited parcel #38-0093300 for \$2,572.42 to the City of Staples in which the price includes all applicable administrative fees.

On motion by Kircher and second by Neumann, the following motion was introduced and adopted by unanimous vote: To approve the budget request form to transfer funds within the County Administration department for \$10,000.

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

TRANSFER OF FUNDS – ADA TRANSITION PLAN

WHEREAS, as per Title II of the 1990 Americans with Disabilities Act and the 1973 Rehabilitation Act, public agencies are required to develop an ADA Transition plan, which help with the transition towards ADA compliant facilities (right-of-ways, sidewalks and buildings). and;

WHEREAS, per the FHWA, all agencies must now have a complete ADA Transition Plan, or must be making substantial progress towards completion, to be eligible for federal funds in FY 2019, and;

WHEREAS, the Todd County Board of Commissioners approved an engineering proposal from Widseth Smith Nolting for the creation & approval of an ADA Transition Plan via board action #20170705-09 and set forth a funding plan for this plan's creation.

NOW, THEREFORE BE IT RESOLVED, that the Todd County Board of Commissioners hereby authorize the transfer of funds in the amount of \$15,048.00 from Fund 01-General Revenue to Fund 03-Public Works for the ADA Transition Plan Project.

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

TRANSFER OF FUNDS FROM COUNTY DITCH FUND TO GENERAL REVENUE FUND

WHEREAS, The County Ditch Authority has approved to have the hours worked by the County Ditch Inspector charged back to that ditch, and;

WHEREAS, the calculations have been made for the County Ditch Inspector's time for the period of July 1, 2016 through June 30, 2017 per attached copy;

NOW, THEREFORE BE IT RESOLVED, that the Todd County Board of Commissioners approve the transfer of \$5,285.00 from the Fund 40-County Ditch Fund to the Fund 01-General Revenue Fund per the attached list.

Public Works

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

FINAL PAYMENT AUTHORIZATION - 2017 GRAVEL SURFACING CONTRACT

WHEREAS, the contract with William D. Scepaniak for the 2017 Gravel Surfacing Contract known as CP 17:82, CP 17:84 & CP 17:86 has in all things been completed, and;

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WHEREAS, construction work on this contract was scheduled and completed in 2017 with the value of the total work certified being \$235,446.69 and;

WHEREAS, partial payments amounting to \$216,050.68 have been previously been made to the contractor as work progressed, and;

WHEREAS, it has been determined that \$19,396.01 still remains to be paid to William D. Scepaniak.
NOW, THEREFORE BE IT RESOLVED, that the Board of Commissioners does here accept said completed project for and in behalf of the County of Todd and authorize final payment as specified.

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

FINAL PAYMENT AUTHORIZATION - 2017 PAVEMENT MARKING CONTRACT

WHEREAS, the contract with Traffic Marking Services, Inc. for the 2017 Pavement Marking Contract known as CP 77-17-03 has in all things been completed, and;

WHEREAS, construction work on this contract was scheduled and completed in 2017 with the value of the total work certified being \$73,004.28 and;

WHEREAS, partial payments amounting to \$65,584.65 have been previously been made to the contractor as work progressed, and;

WHEREAS, it has been determined that \$7,419.63 still remains to be paid to Traffic Marking Services, Inc.

NOW, THEREFORE BE IT RESOLVED, that the Board of Commissioners does here accept said completed project for and in behalf of the County of Todd and authorize final payment as specified.

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

FINAL PAYMENT AUTHORIZATION - 2017 DUST CONTROL CONTRACT

WHEREAS, the contract with Northern Salt Inc. for the 2017 Dust Control Contract known as CP 77-17-08 has in all things been completed, and;

WHEREAS, construction work on this contract was scheduled and completed in 2017 with the value of the total work certified being \$58,065.00 and;

WHEREAS, partial payments amounting to \$55,161.75 have been previously been made to the contractor as work progressed, and;

WHEREAS, it has been determined that \$2,903.25 still remains to be paid to Northern Salt Inc.

NOW, THEREFORE BE IT RESOLVED, that the Board of Commissioners does here accept said completed project for and in behalf of the County of Todd and authorize final payment as specified.

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

FINAL PAYMENT AUTHORIZATION - 2016 BURNHAMVILLE BRIDGE CONTRACT

WHEREAS, the contract with Structural Specialties, Inc. for the 2016 Burnhamville Bridge Contract known as SAP 077-599-060 located on 331st Avenue in Burnhamville Township, has in all things been completed, and;

WHEREAS, construction work on this contract was scheduled and completed in 2016 with the value of the total work certified being \$348,349.87, and;

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WHEREAS, partial payments amounting to \$329,792.38 have been previously been made to the contractor as work progressed, and;

WHEREAS, it has been determined that \$18,557.49 still remains to be paid to Structural Specialties, Inc.

NOW, THEREFORE BE IT RESOLVED, that the Board of Commissioners does here accept said completed project for and in behalf of the County of Todd and authorize final payment as specified.

On motion by Kneisl and second by Kircher, the following motion as introduced and adopted by unanimous vote: To authorize the County Engineer to conduct an internal job posting for an Interim Maintenance Foreman and authorize the County Engineer to fill this position per Section 6.02 (d) of the Todd County Personnel Policy.

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

AWARD OF CONTRACT FOR 2017 BRIDGE CONSTRUCTION PROJECT ON CSAH 1

WHEREAS, sealed bids were received on July 11th, 2017 by the Todd County Public Works Director for SAP 077-601-021, said project for bridge construction work on County State Aid Highway #1 over the Long Prairie River, and;

WHEREAS, the following sealed bids were received:

Structural Specialties Inc.	Hutchinson, Minnesota	\$617,038.15
Redstone Construction	Mora, Minnesota	\$690,514.65
Robert R. Schroeder Construction Inc.	Glenwood, Minnesota	\$717,284.65
Swingen Construction Company	Grand Forks, North Dakota	\$763,680.00
Gerit Hanson Contracting Inc.	Blackduck, Minnesota	\$806,441.30

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 Structural Specialties Inc. of Hutchinson, Minnesota based on their low bid of \$617,038.15.

Lutheran Social Services

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

RESOLUTION AUTHORIZING APPLICATION FOR MINNESOTA HOUSING AND FINANCE AGENCY

FAMILY HOMELESSNESS PREVENTION AND ASSISTANCE PROGRAM

WHEREAS, the Minnesota Housing Finance Agency, State of Minnesota, has been authorized to undertake a program to provide funds for Family Homeless Prevention & Assistance Projects; and,

WHEREAS, the Lutheran Social Service has developed an application for the Minnesota Housing Finance Agency Family Homelessness Prevention and Assistance Program; and

WHEREAS, Lutheran Social Service has demonstrated the ability to perform the required activities of the Minnesota Housing Finance Agency Family Homelessness Prevention and Assistance Program;

NOW, THEREFORE BE IT RESOLVED, that the Lutheran Social Service is hereby authorized as an entity to be changed with the administration of funds made available through the Minnesota Housing

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Finance Agency Family Homelessness Prevention and Assistance Program in the county of Todd, in Minnesota.

MIS

On motion by Neumann and second by Kneisl, the following motion was introduced and adopted by unanimous vote: To approve purchase of server through SHI in the amount of \$7,834, following the rotation schedule, utilizing funding sources listed.

Sheriff's Office

On motion by Becker and second by Neumann, the following motion was introduced and adopted by unanimous vote: To hire Jodi Anderson as a part-time Jailor/Dispatcher effective July 24th, 2017 at a Grade 6, Step A.

On motion by Kneisl and second by Becker, the following motion was introduced and adopted by unanimous vote: To hire Jacob Weishair effective July 18th, 2017 at a Grade 10, Step A.

Planning and Zoning

On motion by Neumann and second by Kneisl, the following motion was introduced and adopted by unanimous vote: To authorize approval of rezone request for parcel #17-0048300 without conditions.

On motion by Becker and second by Kircher, the following motion was introduced and adopted by unanimous vote: To authorize request to establish Reese Estates preliminary plat on parcel #25-0003101 with condition that approval for access is granted off Todd Line Road and that a property line adjustment is made to ensure that building setbacks are met for existing structures.

On motion by Neumann and second by Kircher, the following motion was introduced and adopted by unanimous vote: To authorize request to establish Hailey Springs Second Addition Preliminary Plat on parcel #14-0025800 with no conditions.

On motion by Neumann and second by Kneisl, the following motion was introduced and adopted by unanimous vote: To authorize request by G & K Sand and Gravel to operate a temporary hot mix plant on parcel #03-0036600.

Health & Human Services

On motion by Kneisl and second by Kircher, the following motion was introduced and adopted by unanimous vote: To approve Chelsey Harris to fill the open Registered Nurse position at Grade 10, Step 1.

On motion by Kneisl and second by Neumann, the following motion was introduced and adopted by unanimous vote: To accept the resignation of Neva Volkman effective July 21st, 2017.

County Attorney

On motion by Neumann and second by Becker, the following motion was introduced and adopted by unanimous vote: To authorize the hire of Neva Volkman for Legal Assistant on Grade 7, step 4 \$21.76 per hour.

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Auditor-Treasurer's Report

The Auditor-Treasurer reported that the Finance Committee is deep into Budget preparations. CliftonLarsonAllen will be presenting the final audit report at the August 1, 2017 meeting. The office is prepping for the ISD 2759 dissolution update processes.

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, upcoming supervisor trainings and the Todd County Employee Appreciation luncheon scheduled for July 19, 2017.

Adjourn

On motion by Neumann and second by Kneisl, the meeting was adjourned for the month of July, 2017.

COMMISSIONER WARRANTS

VENDOR NAME	AMOUNT
AMERICAN COMMUNICATIONS INC	\$ 3,750.00
BAUER/BARRY & LARAE	\$ 4,144.50
CENTRACARE CLINIC	\$ 2,322.03
COMMISSIONER OF TRANSPORTATION	\$ 4,188.90
DOLEZAL/PATRICK & BEVERLY	\$ 4,750.00
GOULD CONSTRUCTION INC	\$ 2,500.00
M-R SIGN COMPANY INC	\$ 2,845.25
RELIANCE TELEPHONE INC	\$ 2,000.00
STAPLES WORLD	\$ 3,065.85
STREICHER'S	\$ 5,575.50
TODD COUNTY HEALTH AND HUMAN SERVICES	\$ 17,377.16
TRUENORTH STEEL	\$ 3,108.94
WIDSETH SMITH NOLTING INC	\$ 3,243.50
117 Payments less than 2000	\$ 34,392.55
Total:	\$ 93,264.18

HEALTH & HUMAN SERVICES WARRANTS

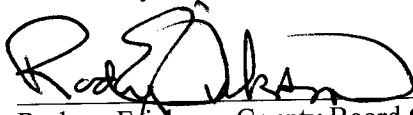
VENDOR NAME	AMOUNT
COMMUNITY AND FAMILY SRVS LLC	
# 4453	\$ 2,700.00
GERARD TREATMENT POROGRAMS	\$ 3,752.40
GREATER MN FAMILY SRVS INC	\$ 5,787.60
# 10460	\$ 2,449.88
HOLISTIC FAMILY EDUCATION SRVS	\$ 5,192.23
# 1911	\$ 3,478.68
# 12512	\$ 2,298.30

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# 14655	\$ 2,436.60
LONG PRAIRIE GREY EAGLE SCHOOLS	\$ 2,057.55
# 10746	\$ 2,406.60
MID MINNESOTA DRUG TESTING INC	\$ 2,515.00
NEXUS INC-MILLE LACS ACADEMY	\$ 5,513.70
NORTHERN PINES MENTAL HLTH CTR	\$ 8,100.50
NORTHWOOD CHILDRENS SRVS	\$ 5,779.18
PRODUCTIVE ALTERNATIVES INC - FERGUS	\$ 3,202.65
# 14712	\$ 2,787.00
STEP	\$ 7,182.86
VILLAGE RANCH INC	\$ 12,037.30
# 14480	\$ 2,071.50
Payments less than 2000	\$ 44,585.89
Total:	\$ 126,335.42

On a motion by Neumann and second by Kneisl, the preceding minutes of the County Board meeting held July 18, 2017 were duly approved by unanimous vote at the Todd County Board of Commissioners at the Regular Board Meeting held on August 1, 2017.

Witness my hand and seal:


Rodney Erickson, County Board Chairperson


Denise Gaida, Todd County Auditor-Treasurer