

# TODD COUNTY BOARD OF COMMISSIONERS

*Minutes of the Meeting of the Todd County Board of Commissioners held on  
September 19, 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 19<sup>th</sup> day of September, 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 Neumann and second by Becker, the following motion was introduced and adopted by unanimous vote. To approve the agenda as presented.

## Auditor-Treasurer

On motion by Becker and second by Kneisl, the following motion was introduced and adopted by unanimous vote: To approve the Commissioner Warrants number 46976 through 47097 in the amount of \$100,799.20.

On motion by Neumann and second by Kircher, the following motion was introduced and adopted by unanimous vote: To approve the Health & Human Services Warrants number 512983 through 513068 in the amount of \$155,120.12.

On motion by Neumann and second by Kneisl, the following motion was introduced and adopted by unanimous vote: To accept the Auditor-Treasurer Policies & Procedures manual and its regulations to be implemented upon this board action's approval countywide and authorize any updates to said manual be regulated at the discretion of the County Auditor-Treasurer and any updates be presented to the County Board for acknowledgement.

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

### **RESTRUCTURING OF THE FUNDING PLAN FOR THE FUTURE CONSTRUCTION OF A NEW PUBLIC WORKS LONG PRAIRIE SHOP**

**WHEREAS**, on July 1<sup>st</sup>, 2014 the Todd County Board of Commissioners approved a resolution #20140701-07 that created a dedicated savings account for the sole purpose of the construction of a new Long Prairie Public Works Shop, transferred \$200,000 of existing funds from the Road and Bridge Fund to this newly created savings account, and dedicated that future annual deposits to this savings account are funded at no less than a minimum of \$200,000 until the construction of the new Long Prairie Shop is completed, and;

**WHEREAS**, during the preparation of the County's Fiscal Year 2015 Budget it was determined to reduce the required annual savings deposit to \$100,000 in order to reduce the overall financial impact to the County's local levy, and;

**WHEREAS**, during the preparation of the County's Fiscal Year 2016 Budget it was determined to reduce the required annual savings deposit to \$165,000 in order to reduce the overall financial impact to the County's local levy, and;

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**WHEREAS**, during the preparation of the County's Fiscal Year 2017 Budget it was determined that a reduction was not required and the annual savings deposit of \$200,000 was included in the financials of the County's local levy, and;

**WHEREAS**, during the preparation of the County's Fiscal Year 2018 Budget it was determined to reduce the required annual savings deposit to \$50,000 in order to redirect a portion of these funds to CSAH 9 Bituminous Surfacing Project approved by board resolution #20170705-10, and;

**WHEREAS**, the current committed fund balance located within Fund 03-Public Works is \$665,000 for the Future Construction of a new Public Works Long Prairie Shop, and;

**WHEREAS**, during the Audits of FY2014 through FY2016 concerns have been raised regarding the allocation of this funding plan within Fund 03-Public Works' Fund Balance, and;

**WHEREAS**, it is in the best interest of the County Board to revise the procedure used to account for these funds in order to be in compliance with the Minnesota Statute 385.07 and other applicable statutes and guidelines, and;

**NOW, THEREFORE BE IT RESOLVED**, that the Todd County Board of Commissioners hereby authorize the County Auditor/Treasurer to create a Committed Fund Balance account in Fund 01-General Revenue to track the Funding Plan of monies for the Future Construction of a New Public Works Long Prairie Shop to supersede the 20140701-07 resolution direction, and;

**BE IT FURTHER RESOLVED**, that the Todd County Auditor-Treasurer transfer \$665,000 from Fund 03-Public Works to Fund 01-General Revenue to appropriately align monies to Audit and Minnesota Statute standards, and;

**BE IT ALSO FURTHER RESOLVED**, that the future annual deposits to the committed fund balance for the construction of a new Long Prairie Shop be sourced from and remain within Fund 01-General Revenue at no less than a minimum of \$219,000 annually until the construction of the new Long Prairie Public Works Shop is completed or other direction is passed by the County Board.

## Public Works

On motion by Becker and second by Kneisl, the following motion was introduced and adopted by unanimous vote: To approve promoting Patrick Bieringer as a Public Works Mechanic at Grade 8, Step 8, \$25.97 per hour.

## 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 for Ditch Maintenance on CD12 from Timothy Stelling and Jim Nathe, West Union Twp sections 16 & 17.

On motion by Kircher and second by Becker, the following motion was introduced and adopted by unanimous vote: The Todd County Ditch Authority acknowledges receipts of a Hold Harmless Agreement petition for Ditch Maintenance on CD19 from Wayne Carstensen Hartford Twp sections 2&3.

## Assessor's Office

On motion by Neumann and second by Kircher, the following motion was introduced and adopted by unanimous vote: To approve the current year abatement for LSC Communications as presented.

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## Sheriff's Office

On motion by Kneisl and second by Kircher, the following motion was introduced and adopted by unanimous vote: To authorize the waiver of the 90 day waiting period and hire of Amber Percy to full time jailer/dispatcher, dispatch work assignment, effective October 1, 2017 on Grade 6, Step 4.

## Planning & Zoning

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

**FINAL PLAT APPROVAL – “HAILEY SPRINGS SECOND ADDITION” SUBDIVISION**  
**WHEREAS**, Applicant Bruce Welle applied to subdivide a property that is part of Hailey Springs and Hailey Springs First Addition in Section 22 of Kandota Township with the plat to be known as Hailey Springs Second Addition,  
**WHEREAS**, The Hailey Springs Second Addition Plat consists of one residential lot, Block one, Lot 1 1.60 ± acres located in the Shoreland Zoned District of Big Sauk Lake,  
**WHEREAS**, On July 6th, 2017 the Todd County Planning Commission recommended the following property be considered for Subdivision pursuant to Todd County Subdivision Regulation and Ordinance: Section 22 TWP-127N Range – 34W

Commencing at the westerly most corner of Lot 5, Block One, HAILEY SPRINGS, according to the recorded plat thereof;

thence South 20 degrees 11 minutes 15 seconds East, record plat bearing along the westerly line of said Lot 5, a distance of 15.23 feet to the southerly line of the public road, as dedicated within HAILEY SPRINGS FIRST ADDITION, according to the recorded plat thereof;

thence South 77 degrees 55 minutes 47 seconds West, along said southerly line, 66.67 feet to the southwest corner of said public road, as dedicated within HAILEY SPRINGS FIRST ADDITION, said point being the point of beginning of the land to be described:

thence South 77 degrees 55 minutes 47 seconds West, along the northerly line of the public road, as dedicated within said HAILEY SPRINGS, 64.85 feet;

thence southwesterly, along said northerly line of the public road and along a tangential curve concave to the southeast, radius 351.30 feet, central angle 51 degrees 52 minutes 24 seconds, 318.14 feet;

thence North 84 degrees 36 minutes 12 seconds West, not tangent, 260.45 feet;

thence North 20 degrees 19 minutes 53 seconds East 55.77 feet;

thence North 29 degrees 21 minutes 47 seconds East 97.66 feet;

thence South E3 degrees 42 minutes 58 seconds East 187.28 feet;

thence North 66 degrees 30 minutes 39 seconds East 170.85 feet to a point on said southerly line of the public road, as dedicated within HAILEY SPRINGS FIRST ADDITION, said point being on a 70.00 foot radius curve, which center of circle bears North 14 degrees 21 minutes 47 seconds West from said point;

thence easterly, along said southerly line of the public road and along said 70.00 foot radius curve, central angle 47 degrees 57 minutes 51 seconds, 58.60 feet;

thence North 89 degrees 32 minutes 45 seconds East, not tangent, along said southerly line of the public road, 60.22 feet;

thence southeasterly, along said southerly line of the public road and along a tangential curve concave to the southwest, central angle 70 degrees 16 minutes 00 seconds, 78.72 feet;

thence South 20 degrees 11 minutes 15 seconds East, along the westerly line of the public road, as dedicated within said HAILEY SPRINGS FIRST ADDITION, and tangent, 52.27 feet to the point of beginning.

Total of 1.60± acres

**WHEREAS**, On July 18, 2017 the Todd County Board of Commissioners considered the Preliminary Plat for the above described property and approved the Hailey Springs Second Addition (Subdiv\_2017-03) with no conditions.

**WHEREAS**, the Planning & Zoning Department has completed the necessary final plat review and find that all items required for final plat approval have been completed.

**NOW, THEREFORE BE IT RESOLVED**, the final plat of “Hailey Springs Second Addition” subdivision be approved as presented.

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On motion by Kircher and second by Kneisl, the following motion was introduced and adopted by unanimous vote: To accept the request for CUP from Robert Brown for parcel #12-0025108 as presented.

## SWCD

On motion by Neumann and second by Kneisl, the following motion was introduced and adopted by unanimous vote: To grant permission to hire a temporary part time employee to complete GIS survey work.

## Solid Waste

On motion by Becker and second by Kneisl, the following motion was introduced and adopted by unanimous vote: To set date for the Solid Waste Committee Meeting to be held at the Transfer Station in Browerville on November 15, 2017 at 9:00 a.m.

On motion by Neumann and second by Kneisl, the following motion was introduced and adopted by unanimous vote: To approve trading the 2014 Bobcat and to purchase new 2017 Bobcat and Grapple from Long Prairie Machinery.

On motion by Kneisl and second by Kircher, the following motion was introduced and adopted by unanimous vote: To approve the contract with Forte to be our Credit Card processor for a fee of \$25 per month.

## Health & Human Services

On motion by Becker and second by Neumann, the following motion was introduced and adopted by unanimous vote: To approve the Energy Assistance Program Contract and Internal Controls Documentation for FFY2018.

On motion by Kircher and second by Becker, the following motion was introduced and adopted by unanimous vote: To accept the resignation of Donna Freie as a Home Health Aide/Homemaker effective September 6, 2017.

On motion by Becker and second by Neumann, the following motion was introduced and adopted by unanimous vote: To approve Health & Human Services to recruit and hire a Home Health Aide/Homemaker to fill the vacant position.

On motion by Kneisl and second by Kircher, the following motion was introduced and adopted by unanimous vote: To approve Health & Human Services to recruit and hire a Home Health Aide/Homemaker to fill the vacant position.

## Administration

On motion by Kircher and second by Becker, the following motion was introduced and adopted by unanimous vote: To authorize the adoption of the Assistant WIC Nutritionist grade adjustment from grade 5 to grade 6 in accordance with AFSCME Health & Human Services Labor Agreement and Todd County Personnel Policy Article 6 effective October 1, 2017.

On motion by Neumann and second by Kneisl, the following motion was introduced and adopted by unanimous vote: To authorize the adoption of the Program Coordinator grade adjustment from grade 8 to

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grade 10 in accordance with Teamsters Courthouse Labor Agreement and Todd County Personnel Policy Article 6 effective October 1, 2017.

On motion by Becker and second by Kneisl, the following motion was introduced and adopted by unanimous vote: To authorize the waiver of the 90 day waiting period and hire of Kristin Saarela for the part-time administrative assistant position effective September 26, 2017 on grade 5, step A.

On motion by Neumann and second by Becker, the following motion was introduced and adopted by unanimous vote: To adopt the attached settlement agreement with Teamsters Local #320 representing the Courthouse/Solid Waste employees, Jailer/Dispatcher employees and Sheriff's Supervisory employees.

## Finance Committee

The Finance Committee presented a summary of progress made to determine the recommendation to the County Board on the 2018 Preliminary Budget & Levy for review.

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

### **A RESOLUTION ADOPTING THE 2018 PRELIMINARY LEVY**

**WHEREAS**, the Laws of the State of Minnesota direct that the Todd County Board of Commissioners are required to approve by resolution a preliminary levy no later than September 30<sup>th</sup> annually, and;

**WHEREAS**, The Todd County Board of Commissioners have considered the financial situation of the County and had an opportunity to deliberate the levying of property taxes upon property owners within the County.

**NOW, THEREFORE BE IT RESOLVED**, that the Todd County Board of Commissioners approve the 2018 preliminary levy for Todd County, for property taxes payable in 2018 per table below, with the authority to reduce this levy before the final levy deadline of December 30<sup>th</sup> 2017.

	<b>Certified Levy</b>	<b>Program Aid</b>	<b>Local Levy</b>
General Revenue	9,400,204.00	1,441,269.00	7,958,935.00
Road & Bridge	2,491,928.00		2,491,928.00
Human Services	3,726,331.00		3,726,331.00
Public Health	492,068.00		492,068.00
Comp Water	5,360.00		5,360.00
Regional Library	344,405.00		344,405.00
Bonded Indebtedness	570,265.00		570,265.00
County Fair	20,000.00		20,000.00
Parks & Trails	12,000.00		12,000.00
<b>Total</b>	<b>17,062,561.00</b>	<b>1,441,269.00</b>	<b>15,621,292.00</b>

## Auditor-Treasurer's Report

The Auditor-Treasurer has no activities to report.

## Commissioner's Report

The Commissioners reported on the meetings that they had attended.

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## Coordinator's Report

The Coordinator reported on the meetings attended and projects in-progress including current recruitment statuses, union negotiations, hilltop kitchen vestibule progress, and health insurance progress updates.

## Adjourn

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

### COMMISSIONER WARRANTS

<u>VENDOR NAME</u>	<u>AMOUNT</u>
ALEX PRO FIREARMS, LLC	\$ 2,445.00
CORBIN PICKAR EXC INC	\$ 25,000.00
IMPACT TECHNOLOGY	\$ 3,110.00
LITTLE FALLS MACHINE INC	\$ 8,448.63
STAPLES WORLD	\$ 2,566.08
TODD CO AUDITOR-TREASURER	\$ 2,048.79
US POSTAL SERVICE	\$ 5,044.00
VARIDESK,LLC	\$ 6,004.00
WIDSETH SMITH NOLTING INC	\$ 9,239.80
113 PAYMENTS LESS THAN 2000	\$ 36,892.90
Total:	\$ 100,799.20


### HEALTH & HUMAN SERVICES WARRANTS

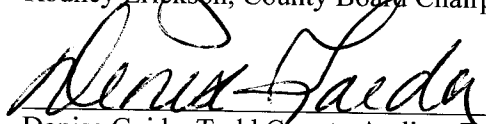
<u>VENDOR NAME</u>	<u>AMOUNT</u>
ANU FAMIILY SERVICES	\$ 11,605.96
CENTRAL MN MENTAL HLTH CTR	\$ 2,848.00
CULLENS HOME CENTER OF ALEX INC	\$ 3,168.00
GERARD TREATMENT PROGRAMS	\$ 3,556.63
# 10460	\$ 2,681.10
HOLISTIC FAMILY EDUCATION SRVS	\$ 8,834.85
# 1911	\$ 2,780.08
# 12512	\$ 3,002.38
# 14655	\$ 2,894.78
KINDRED FAMILY FOCUS	\$ 4,754.19
# 10746	\$ 4,658.81
MID MINNESOTA DRUG TESTING INC	\$ 5,180.00
NEXUS INC - MILLE LACS ACADEMY	\$ 3,575.58
NORTHERN PINES MENTAL HLTH CTR	\$ 9,265.50
PINE MANORS INC	\$ 3,900.00
PORT OF CROW WING BOYS HOME	\$ 9,855.86
STEP	\$ 7,795.00
VILLAGE RANCH INC	\$ 16,832.03
WEST CENTRAL REG JUVENILE CTR	\$ 3,479.17
PAYMENTS LESS THAN 2000	\$ 44,452.20
Total:	\$ 155,120.12

# TODD COUNTY BOARD OF COMMISSIONERS

On a motion by Becker and second by Neumann, the preceding minutes of the County Board meeting held September 19, 2017 were duly approved by unanimous vote at the Todd County Board of Commissioners at the Regular Board Meeting held on October 3, 2017.

Witness my hand and seal:

  
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Rodney Erickson, County Board Chairperson

  
\_\_\_\_\_  
Denise Gaida, Todd County Auditor-Treasurer