

TODD COUNTY BOARD OF COMMISSIONERS

*Minutes of the Meeting of the Todd County Board of Commissioners held on
October 3, 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 3rd day of October, 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. A moment of silence was observed for the Las Vegas shooting victims.

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 with the removal of 17.2 Approve Updated Employee Personnel Handbook.

Consent Agenda

On motion by Becker and second by Neumann, the following motion was introduced and adopted by unanimous vote: To approve the Commissioner Meeting Minutes for September 5th, 2017 and September 19th, 2017 as presented.

Auditor-Treasurer

On motion by Kircher and second by Kneisl, the following motion was introduced and adopted by unanimous vote: To approve the September 2017 Auditor Warrants number 230287 through 230441 in the amount of \$917,249.83.

On motion by Neumann and second by Becker, the following motion was introduced and adopted by unanimous vote: To approve the Commissioner Warrants number 47098 through 47190 in the amount of \$186,755.32.

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 701271 through 701440 in the amount of \$171,223.87 and Warrants 513069 through 513089 in the amount of \$50,997.60.

On motion by Kneisl and second by Becker, the following motion was introduced and adopted by unanimous vote: To approve the agreement to provide professional consulting services between Government Management Group and Todd County for the 2017 through 2021 Cost Allocation Plans at a \$5,000 for each plan year.

On motion by Becker and second by Neumann, the following motion was introduced and adopted by unanimous vote: To set the Truth in Taxation hearing for November 28, 2017 to begin at 6:00 p.m. in the County Commissioners Board Room.

On motion by Kircher and second by Kneisl, item 5.6 Initiative Foundation Annual Contribution was tabled for further information gathering.

On motion by Kneisl and second by Neumann, the following motion was introduced and adopted by unanimous vote: To approve the attached Budget Request Form allowing for the carryover of \$55,000

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from the 2016 Budget into the 2017 Budget to enable the purchase of the 2016 scheduled motor pool vehicle replacements.

On motion by Kircher and second by Neumann, the following motion was introduced and adopted by unanimous vote: To approve the purchase of two (2) 2018 Chevrolet Malibu cars for \$19,883.46 each and two (2) 2018 Dodge Grand Caravan SE minivans for \$24,533.00 each from Ranger Chevrolet per bids received via the State Bid system along with required registration and licensing fees.

Solid Waste

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

ESTABLISH A FUNDING PLAN FOR THE FUTURE BUILDING IMPROVEMENT PROJECT AT THE TODD COUNTY SOLID WASTE TRANSFER STATION

WHEREAS, the Todd County Transfer Station was originally constructed in 1988 and is currently starting to show signs of overall rapid building deterioration due to its age, and;

WHEREAS, the daily operations of the Todd County Transfer Station create concerns such as accessibility and use efficiencies and overall basic functioning efficiencies, and;

WHEREAS, it is understood that the building improvement project would be a significant financial burden to the County and that the benefits of having a long range funding plan is warranted, and;

WHEREAS, in 2016 the Todd County Board of Commissioners approved with BA#20160719-04 that \$240,000 be paid back to Todd County Solid Waste from the General Fund, and;

WHEREAS, beginning in FY 2016 The Todd County Transfer Station along with the Todd County Finance Committee established a goal to set aside \$50,000 annually to help fund the future building improvement project for the Todd County Transfer Station, and;

WHEREAS, in FY 2017 the annual goal to set aside \$50,000 was reviewed by the Todd County Finance Committee and a recommendation was made to bring forth a formal funding plan for the Todd County Board of Commissioners to adopt.

NOW, THEREFORE BE IT RESOLVED, that Todd County Board of Commissioners hereby authorize the Todd County Auditor/Treasurer to create a committed fund balance account for future building improvement within the Solid Waste Enterprise Fund, and;

BE IT FURTHER RESOLVED, that the Todd County Auditor/Treasurer transfer \$340,000 of existing fund balance from the Solid Waste Enterprise Fund to the newly created committed fund balance account in the Solid Waste Enterprise Fund, and;

BE IT ALSO FURTHER RESOLVED, that the Todd County Board of Commissioners hereby assign \$50,000 annually to the newly created committed fund balance beginning in FY 2018 if fund balance allows.

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 Minor Maintenance Petition to maintain approximately 1200 feet of CD12 on 27-4000500, West Union Twp section 9.

Public Works

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

FINAL PAYMENT AUTHORIZATION - 2017 BITUMINOUS CONSTRUCTION CONTRACT
WHEREAS, the contract with Tri-City Paving for the 2017 Bituminous Construction Contract known as SAP 077-616-007, SAP 077-631-006, SAP 077-618-012, SAP 077-636-003, SAP 077-639-003, CP

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17:79, CP 17:61, CP 17:106, CP 77-17-06 and CP 77-17-01 located along various Todd County Highways, 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 \$4,532,157.47, and;

WHEREAS, partial payments amounting to \$4,302,864.62 have been previously been made to the contractor as work progressed, and;

WHEREAS, it has been determined that \$229,292.85 still remains to be paid to Tri-City Paving.

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.

Emergency Management

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

RESOLUTION DECLARING A STATE OF EMERGENCY

WHEREAS the severe weather has impacted the population of Todd County and its cities; and

WHEREAS the severe weather event has caused a significant amount of public property damage; and

WHEREAS the Todd County Department of Emergency Management requests the Todd County Board of Commissioners to declare Todd County in a STATE OF EMERGENCY for the September 20 event of 2017;

NOW, THEREFORE, BE IT RESOLVED, that the Todd County Board of Commissioners declares Todd County in a State of Emergency for conditions resulting from the severe storm event of September 20, 2017 (date).

Hands of Hope

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

2017 DOMESTIC VIOLENCE AWARENESS MONTH PROCLAMATION FOR TODD COUNTY

WHEREAS, Our homes should be a place of warmth, love, safety, and security, and for most of us, home and family can indeed be counted among our greatest blessings, and;

WHEREAS, domestic violence is a serious crime that impacts families, workplaces, schools, churches and whole communities, and is happening in Todd County, and;

WHEREAS, The crime of domestic violence violates an individual's privacy, dignity, security, safety, and humanity, due to the systematic use of physical, emotional, sexual, psychological, and economic control and abuse, with no regard to race, age, religion, economic status, gender or occupation, and;

WHEREAS, Domestic violence financial costs continue to soar annually in medical expenses, police and court costs, shelters and foster care, sick leave, absenteeism, and loss of productivity. In Todd County, Hands of Hope Resource Center has served 19 men, 139 women, and 89 children to date in 2017. Todd County also suffered a domestic homicide in 2017, and;

WHEREAS, A coordinated community effort is needed to address this crime; a coalition of organizations including law enforcement, victim services, prosecution, health care providers, the clergy, social services and concerned citizens to address this recurring crisis, and;

NOW, THEREFORE BE IT RESOLVED, In recognition of the important work done by Hands of Hope Resource Center, we the commissioners of Todd County do hereby proclaim the month of October

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2017 as Domestic Violence Awareness Month and urge all citizens to work with Hands of Hope Resource Center in eliminating domestic violence in our communities.

Great River Regional Library

Karen Pundsack, Executive Director and Aron Murphy Accounting & Distribution Supervisor presented an update of activities regarding Great River Regional Library.

Sheriff's Office

On motion by Kircher 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 Charles Kloos to full time Jailer/Dispatcher, jailor work assignment, effective October 15, 2017 on Grade 6, Step A.

On motion by Neumann and second by Becker, the following motion was introduced and adopted by unanimous vote: To authorize the separation of employment of Employee #543 effective 10/3/2017.

On motion by Kneisl and second by Kircher, the following motion was introduced and adopted by unanimous vote: To allow Sheriff Asmus to purchase the Ford F150 Crewcab pickup truck.

Facilities Department

On motion by Neumann and second by Becker, the following motion was introduced and adopted by unanimous vote: To authorize the hire of Curtis Rosenow on a Grade 5 at Step 3 \$18.81 per hour.

Planning & Zoning

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

FINAL PLAT APPROVAL – “FIRST ADDITION TO IVAN ADDITION” SUBDIVISION

WHEREAS, Applicant Larry I. Hansen applied to subdivide a property that is part of Auditor's Subdivision, the S2 of Lots 68 & 69 E of road, Section 12, and part of E2 NW4 North of CSAH #7 & E of Hwy 210, Section 13, all in Staples Township with the plat to be known as First Addition to Ivan Addition,

WHEREAS, The First Addition to Ivan Addition Plat consists of two residential lots Block 1 Lot 1, 2.36 ± acres and Block 2 Lot 1, 2.00± acres located in the Residential-2 zoning district of Staples Township,

WHEREAS, On December 4, 2014 the Todd County Planning Commission recommended the following property be considered for Subdivision pursuant to Todd County Subdivision Regulation and Ordinance:

SECT-13 TWP-133 RANG-33 E2 NW4 N OF CSAH #7 & E OF HWY #210, EX
BEG AT PT 1845.28 FT S & 712.48 FT NW OF NE COR OF NW4, N 314.10 FT, N 250 FT, SE
300 FT, SW 343.18 FT TO BEG EX PLAT OF IVAN ADDITION
33.99 ACRES

AND

AUDITOR'S SUBDIVISION... (11 & 12-133-33)
S2 OF LOTS 68 & 69 E OF RD

WHEREAS, On February 21, 2017 the Todd County Board of Commissioners considered the Preliminary Plat for the above described property and approved the First Addition to Ivan Addition with condition that the existing wetland violation on parcel 22-0012700 be resolved to the satisfaction of the Todd Count Wetlands Officer,

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.

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NOW, THEREFORE BE IT RESOLVED, the final plat of "First Addition to Ivan Addition" subdivision be approved as presented.

On motion by Becker and second by Neumann, the following motion was introduced and adopted by unanimous vote: To authorize the resignation of Galen Gruber effective September 27, 2017.

South Country Health Alliance

Leota Lind provided an updated of activities regarding South Country Health Alliance.

Health & Human Services

Mike Steinbeisser presented a report regarding the Health Pathways program.

On motion by Neumann and second by Kneisl, the following motion was introduced and adopted by unanimous vote: To appoint Kathy Kremers to fill the open Relative Search position at Grade 7, Step 7, effective 10/16/2017.

On motion by Becker and second by Neumann, the following motion was introduced and adopted by unanimous vote: To authorize Health & Human Services to add and recruit members to serve on the Todd County Public Health Advisory Committee.

Administration

On motion by Kircher and second by Becker, the following motion was introduced and adopted by unanimous vote: To approve the Joint Powers Agreement with NJPA for health insurance services.

Auditor-Treasurer's Report

The Auditor-Treasurer reported on current activities including real estate tax season approaching, election equipment grant in progress, fee schedule updates in progress, a drainage ditch conference attended and progress of ISD 2759 record conversions in the tax and voters systems.

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 current recruitment statuses, union negotiations upcoming open enrollment for health insurance schedule.

Recess

Commissioner Erickson recessed the meeting until October 17, 2017.

AUDITOR WARRANTS

<u>VENDOR NAME</u>		<u>AMOUNT</u>
AMERICAN HERITAGE BANK	\$	3,501.75
BIG BIRCH LAKE ASSOCIATION	\$	3,271.12
GALLAGHER BENEFIT SERVICES INC	\$	2,400.00
32 PAYMENTS LESS THAN 2000	\$	11,378.80
AMERICAN HERITAGE BANK	\$	61,295.88
BAXTER/JUDITH	\$	3,880.00

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CARD SERVICES COBORNS	\$	3,555.94
COMPUTER PROFESSIONALS	\$	4,644.00
FLEET SERVICES/WEX BANK	\$	5,366.63
GENE-O'S COUNTRYSIDE REST LLC	\$	7,361.60
GREAT RIVER REGIONAL LIBRARY	\$	84,348.25
LONG PRAIRIE SANITATION INC	\$	4,648.65
MN DEPT OF FINANCE	\$	8,770.00
MORRISON COUNTY	\$	48,637.55
PLAISTED/DOROTHY OR ELLWOOD	\$	4,000.00
Prairie Lakes Municipal Solid Waste Auth	\$	74,141.67
STEP	\$	4,558.25
ULINE	\$	4,553.66
UPDATE BUILDING SUPPLIES LLC	\$	20,296.09
WATERGUARDS, LLC	\$	15,427.50
WONDERLICH/SCOTT A	\$	5,483.25
24 PAYMENTS LESS THAN 2000	\$	9,619.86
GOULD/RHONDA M	\$	2,834.00
MINNESOTA POWER & LIGHT	\$	14,432.85
PETERS LAW OFFICE, P.A.	\$	4,012.00
RESOURCE TRAINING AND SOLUTIONS	\$	235,536.00
TODD CO AUD-TREAS	\$	7,386.50
VOYANT COMMUNICATIONS, LLC	\$	3,511.73
31 PAYMENTS LESS THAN 2000	\$	12,621.35
AMERICAN HERITAGE	\$	10,691.03
CENTRAL ELECTRIC	\$	5,017.04
CENTURY FENCE COMPANY	\$	7,915.00
GUSTAFSON/JEAN M	\$	5,108.50
LONG PRAIRIE MACHINERY CO INC	\$	3,500.00
MUELLNER/PEGGY	\$	4,640.00
NO NAME CONSTRUCTION	\$	29,100.00
STAPLES ADVANTAGE	\$	3,110.65
STRUCTURAL SPECIALTIES INC	\$	162,060.21
SYMALLA/ALONZO	\$	3,400.00
32 PAYMENTS LESS THAN 2000	\$	11,232.52
Total:	\$	917,249.83

COMMISSIONER WARRANTS

VENDOR NAME	AMOUNT
CENTRAL APPLICATORS INC	\$ 5,719.18
CITY OF ST CLOUD	\$ 7,396.53
COMMISSIONER OF TRANSPORTATION	\$ 13,932.91
DAKOTA WHOLESALE TIRE	\$ 2,971.00
DIAMOND MOWERS INC	\$ 2,229.84
LONG PRAIRIE LEADER	\$ 3,432.30
LONG PRAIRIE PLUMBING & HTG INC	\$ 2,462.43
MORRISON CO PUBLIC HEALTH SERV	\$ 3,533.38
TODD SOIL & WATER CONS DIST	\$ 113,271.00
TURNKEY/THREE SQUARE MARKET	\$ 3,354.57

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83 PAYMENTS LESS THAN 2000	\$ 28,452.18
Total:	\$ 186,755.32

HEALTH & HUMAN SERVICES WARRANTS

VENDOR NAME	AMOUNT
DHS - ANOKA METRO RTC - 412	\$ 29,190.00
DHS - MSOP- MN SEX OFFENDER PROGRAM	\$ 5,766.00
DHS - SWIFT	\$ 57,589.23
ITEN FUNERAL HOME - BROWERVILLE	\$ 3,385.00
NATIONAL JOINT POWERS ALLIANCE	\$ 9,561.24
NOW MICRO INC	\$ 4,990.68
RURAL MN CEP INC	\$ 11,303.54
163 PAYMENTS LESS THAN 2000	\$ 49,438.18
Total:	\$ 171,223.87

VENDOR NAME	AMOUNT
# 15145	\$ 9,797.76
NORTH HOMES CHILDREN & FAMILY SRVS	\$ 8,246.00
NORTHERN PINES MENTAL HLTH CTR	\$ 19,104.50
NORTHWOOD CHILDRENS SERVICES	\$ 3,727.88
PRODUCTIVE ALTERNATIVES INC - FERGUS	\$ 2,548.21
PAYMENTS LESS THAN 2000	\$ 7,573.25
Total:	\$ 50,997.60

On a motion by Kircher and second by Kneisl, the preceding minutes of the County Board meeting held October 3, 2017 were duly approved by unanimous vote at the Todd County Board of Commissioners at the Regular Board Meeting held on October 17, 2017.

Witness my hand and seal:


Randy Neumann, County Board Vice-Chairperson


Denise Gaida, Todd County Auditor-Treasurer