

TODD COUNTY BOARD OF COMMISSIONERS

*Minutes of the Meeting of the Todd County Board of Commissioners held on
December 6, 2017*

Public Comment

Delmer Smieja addressed his concerns to the County Board in regards to easements, ditch concerns, drain tiling and noise from grain bins.

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 6th day of December, 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 Neumann, the following motion was introduced and adopted by unanimous vote. To approve the agenda as presented.

Consent Agenda

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

To approve the Commissioner's Meeting Minutes for November 21st, 2017 as presented.

GAMBLING PERMIT – SAUK VALLEY GOBBLERS

WHEREAS, the Todd County Board of Commissioners are establishing their approval for a Gambling Permit for the Sauk Valley Gobblers through this resolution;

NOW, THEREFORE BE IT RESOLVED, that the Todd County Board of Commissioners approve a Gambling Permit for the Sauk Valley Gobblers to hold gambling activities at Diamond Point in Birchdale Township at the address 12818 Bayview Drive, Sauk Centre, MN on February 24, 2018.

GAMBLING PERMIT – STRUTTIN BLACK BEARDS

WHEREAS, the Todd County Board of Commissioners are establishing their approval for a Gambling Permit for the Struttin Black Beards NWTF through this resolution;

NOW, THEREFORE BE IT RESOLVED, that the Todd County Board of Commissioners approve a Gambling Permit for the Struttin Black Beards NWTF to hold gambling activities at the Clarissa Ballroom in Eagle Valley Township at the address 19281 Kotter Road, Clarissa, MN on February 3, 2018.

Auditor-Treasurer

On motion by Becker and second by Neumann, the following motion was introduced and adopted by unanimous vote: To approve the November 2017 Auditor Warrants number 230712 through 230918 in the amount of \$2,162,149.87.

On motion by Kneisl and second by Becker, the following motion was introduced and adopted by unanimous vote: To approve the Commissioner Warrants number 47613 through 47717 in the amount of \$224,161.88.

TODD COUNTY BOARD OF COMMISSIONERS

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 701624 through 701780 in the amount of \$418,063.56 and warrants number 513270 through 513293 in the amount of \$23,271.58.

On motion by Becker and second by Neumann, the following motion was introduced and adopted by unanimous vote: To approve the attached Budget Request form to carryover \$22,000 from 2017 to 2018 within the Elections department budget.

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

ADOPTING THE 2017 REVISION OF THE LOCAL ELECTION EQUIPMENT PLAN FOR IMPLEMENTATION IN TODD COUNTY

WHEREAS, the Federal Government passed the Help America Vote Act (HAVA) to provide for equality and uniformity in the elective process, and;

WHEREAS, in 2006 the Federal Government provided funding for the purchase of electronic voting equipment to each State to assist its Cities and Townships in compliance with the Help America Vote Act requirements, and;

WHEREAS, in 2006, Todd County drafted a Local Election Equipment Plan alongside its Cities and Townships which was approved by the Secretary of State's Office and adopted by the Todd County Board of Commissioners, which depicted the relationships and responsibilities between the Cities/Townships and Todd County for the electronic voting equipment and its associated costs and;

WHEREAS, the Office of the Minnesota Secretary of State is currently soliciting applications from jurisdictions for grants to purchase upgrades to the existing voting equipment technologies utilized statewide, and;

WHEREAS, the County Auditor-Treasurer has presented information to its Cities and Townships on November 1, 2017 of the upgrade possibility and the County Auditor-Treasurer's proposal of purchase timeline, and;

WHEREAS, the County Auditor-Treasurer has presented equipment options and equipment plan update details to the Board of Commissioners and Municipalities during County Work sessions on November 7th and 21st, 2017, and;

WHEREAS, the County's committed goal is to prepare its election system for future advancements in technology, and;

WHEREAS, in order for any changes in voting equipment technology to be implemented within Todd County, the Local Election Equipment Plan must be updated to reflect the equipment needs being utilized.

NOW, THEREFORE BE IT RESOLVED, that the Todd County Board of Commissioners hereby adopt the attached Local Election Equipment Plan which outlines the implementation and procedures regarding the use of Assistive Voting Devices, Precinct Count Tabulators and Electronic Roster Devices within Todd County Election Precincts and will be effective upon plan adoption.

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

AUTHORIZING THE TODD COUNTY AUDITOR-TREASURER TO SUBMIT THE 2017 VOTING EQUIPMENT GRANT APPLICATION

TODD COUNTY BOARD OF COMMISSIONERS

WHEREAS, the Office of the Minnesota Secretary of State is currently soliciting applications from jurisdictions for grants to purchase upgrades to the existing voting equipment technologies, and;

WHEREAS, the County Auditor-Treasurer has presented information to the Todd County Cities & Townships and the Todd County Board of Commissioners regarding this upgrade possibility and the proposal of equipment purchasing timeline, and;

WHEREAS, the County Auditor-Treasurer has called on its Cities and Townships to provide a letter of intent to participate and intent to match funds in order to apply for this grant opportunity, and;

WHEREAS, the County Auditor-Treasurer and County Board of Commissioners are striving to maintain the 2006 vision of precinct uniformity and provide a 3-year phase-in process for the new voting equipment technology to remain budget conscious, and;

WHEREAS, the County Board realizes that our voting equipment technology is aging and grant opportunities to assist in replacement/upgrade equipment purchases are improbable in the future.

NOW, THEREFORE BE IT RESOLVED, that the Todd County Board of Commissioners to hereby authorize the Todd County Auditor-Treasurer to submit the 2017 Voting Equipment Grant Application as attached for and on behalf of Todd County and its Municipalities.

BE IT FURTHER RESOLVED, that the Todd County Auditor-Treasurer will be responsible to maintain financial records of expenditures for audit requirements and facilitate the voting equipment technology purchases as funds are provided or the Local Election Equipment Plan timeline depicts.

Public Works

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

2022 AREA TRANSPORTATION IMPROVEMENT PLAN TODD COUNTY PROJECT NOMINATION – CSAH 26

WHEREAS, the Central Minnesota Area Transportation Partnership (ATP) annually solicits projects for State Transportation Improvement Program (STIP) funding which provides for improvements to the transportation systems, with money requests being project specific, and;

WHEREAS, project nominations must meet eligibility guidelines and qualifying criteria as established by the Central Area Transportation Partnership, and;

WHEREAS, the Todd County Public Works Department recommends that the following project be submitted and nominated for inclusion in the 2022 Area Transportation Improvement Plan, which is a prioritized list of transportation projects that the Central Minnesota Partnership recommends for inclusion in the State Transportation Improvement Plan (STIP),

County State Aid Highway 26 – from County State Aid Highway 21 to County State Aid Highway 7

SP 077-626-01X: Bituminous Mill and Overlay Project with Aggregate Shouldering, and;

WHEREAS, this project is currently listed on the Todd County Public Works Department Proposed Five Year Construction Plan.

NOW, THEREFORE BE IT RESOLVED, that the Todd County Board of Commissioners does hereby support the recommendation of the Public Works Department for submittal and nomination of the above noted project and requests said project be included in the State Fiscal Year 2022 Area Transportation Improvement Plan.

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

2018 MASTER BRIDGE PRIORITY REPLACEMENT LIST

TODD COUNTY BOARD OF COMMISSIONERS

WHEREAS, Todd County has determined that the attached list of bridge on County State Aid Highways, County Roads, Township Roads, and Municipal Streets are either listed as structurally deficient or are a high priority for removal and replacement within the immediate future, and;

WHEREAS, local roads play an essential role in the overall state transportation network and local bridges are a critical component of the local road system, and;

WHEREAS, State support for the replacement of bridges continues to be crucial to maintaining the integrity of the local road system and is necessary funding source for the County, Townships, and Municipalities to proceed with replacements of the bridges on the attached list, and;

WHEREAS, Todd County intends to proceed with the replacement of these bridges as soon as either State Transportation Bond Funds or State Townbridge Funds become available.

NOW, THEREFORE BE IT RESOLVED, that Todd County commits that it will proceed with the replacement of these listed bridges immediately after being notified of the availability of State Transportation Bond Funds or State Townbridge Funds.

County Attorney

On motion by Kneisl and second by Neumann, the following motion was introduced and adopted by unanimous vote: To approve the 2018 Contracts for City Prosecution with the Cities of Grey Eagle, Eagle Bend, Clarissa, Bertha, and Hewitt.

On motion by Kircher and second by Neumann, the following motion was introduced and adopted by unanimous vote: To approve Board Ratification for Professional Services Agreement MCCC & Strategic.

Sheriff's Office

On motion by Kircher and second by Kneisl, the following motion was introduced and adopted by unanimous vote: To hire Roger Strack as a part-time Jailer/Dispatcher effective December 10th, 2017 at a Grade 6, Step A.

On motion by Neumann and second by Becker, the following motion was introduced and adopted by unanimous vote: To allow Sheriff Asmus to purchase the jail security system from Accurate Controls Incorporated.

On motion by Becker and second by Kneisl, the following motion was introduced and adopted by unanimous vote: To accept the Snowmobile Safety Enforcement Grant.

MIS

On motion by Kircher and second by Kneisl, the following motion was introduced and adopted by unanimous vote: To approve purchase of Nexsan Assureon Storage Appliance from Information Systems Corporation.

Planning & Zoning

On motion by Neumann and second by Kneisl, the following motion was introduced and adopted by unanimous vote: To authorize the signing of the 2018-2019 MPCA County Feedlot Program Delegation Agreement.

TODD COUNTY BOARD OF COMMISSIONERS

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

FINAL PLAT APPROVAL – “PINE ISLAND COVE FIRST ADDITION” SUBDIVISION

WHEREAS, Applicant Rod Borg and owner Pamela Borg applied to subdivide a property that is described as Part of Lot 2 of Block 1 of Pine Island Cove, Section 34, in Turtle Creek Township with the plat to be known as Pine Island Cove First Addition,

WHEREAS, Pine Island Cove First Addition Plat consists of one residential lot, 1.3 ± acres located in the Recreational Development Shoreland zoning district of Turtle Creek Township,

WHEREAS, On August 6, 2015 the Todd County Planning Commission recommended the following property be considered for Subdivision pursuant to Todd County Subdivision Regulation and Ordinance:

PINE ISLAND COVE (34-131-32)

PART OF LOT 2 BLK 1 LYING E'ERLY OF DESC

LINE: COMM AT NE COR OF LOT 2, NW 194.47

FT, W'ERLY 107.24 FT TO PT OF BEG, THENCE

SE 253.95 FT, SE 3 FT TO SHORELINE & TERMINATING

WHEREAS, On October 29, 2015 the Todd County Board of Commissioners considered the Preliminary Plat for the above described property and approved the Pine Island Cove First Addition preliminary plat with 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 “Pine Island Cove First Addition” subdivision be approved as presented.

Health & Human Services

An update was provided by Cory Lawrence from STEP who provides Day Training and Habilitation and Supportive Employment Services for clients with mental health and developmental disabilities which services the residents of Todd County.

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

A RESOLUTION ESTABLISHING THE HOME HEALTH AGENCY GOVERNANCE STRUCTURE

WHEREAS, Todd County Health & Human Services operates a Class A Medicare Certified Home Health Agency, and;

WHEREAS, The Center for Medicaid Services has issued revised Home Health Agency (HHA) Conditions of Participation requiring written formalization of the Home Health Agency Governance Structure;

WHEREAS, The Todd County Board of Commissioners is the official governing body of Todd County.

NOW, THEREFORE BE IT RESOLVED, that the Todd County Board of Commissioners is the designated Governing Body for the Home Health Agency, the TCHHS Division Director is the Administrator, the Adult & Disability Unit Manger is the Administrator’s Designee, and the Nursing Supervisor is the Clinical Manager;

BE IT FURTHER RESOLVED, that the Todd County Board of Commissioners authorizes the Todd County Public Health Advisory Committee to receive updates annually, that ensure the program reflects the complexity of its organization and services; involves all HHA services, focuses on indicators related

TODD COUNTY BOARD OF COMMISSIONERS

to improved outcomes, including hospital admissions and readmissions; and takes actions that address the HHA's performance across the spectrum of care, including the prevention and reduction of medical errors.

Auditor-Treasurer's Report

The Auditor-Treasurer reported on current activities including current preparation for the County 2017 Financial Pre-Audit.

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 and union negotiations statuses.

Recess

Commissioner Erickson recessed the meeting until December 19th, 2017.

AUDITOR WARRANTS		
VENDOR NAME		AMOUNT
AMERICAN HERITAGE BANK	\$	3,616.00
COMPUTER PROFESSIONALS	\$	4,587.00
DETECTOR ELECTRONICS CORPORATION	\$	4,395.00
FORD OF HIBBING	\$	28,358.00
GUSTAFSON/JEAN M	\$	5,019.10
LONG PRAIRIE SANITATION INC	\$	4,355.61
Prairie Lakes Municipal Solid Waste Auth	\$	74,141.67
23 PAYMENTS LESS THAN 2000	\$	7,002.91
AMERICAN HERITAGE BANK	\$	56,801.00
CARD SERVICES COBORNS	\$	2,456.71
CITY OF SWANVILLE	\$	10,283.50
FLEET SERVICES/WEX BANK	\$	5,114.98
GALLAGHER BENEFIT SERVICES INC	\$	2,400.00
LONG PRAIRIE OIL COMPANY	\$	26,993.38
MADDEN GALANTER HANSEN, LLP	\$	2,806.41
MARCYES EXC INC	\$	5,625.78
MASWCD	\$	2,390.00
MINNESOTA POWER & LIGHT	\$	14,319.22
MN DEPT OF FINANCE	\$	7,429.00
PETERS LAW OFFICE, P.A.	\$	3,842.00
PHEASANTS FOREVER	\$	14,852.64
TODD CO AGRICULTURAL SOC.	\$	7,631.60
TODD SOIL & WATER CONS DIST	\$	2,080.23
33 PAYMENTS LESS THAN 2000	\$	12,282.27
AMERICAN HERITAGE	\$	9,157.10
Clark Equipment Co. dba Bobcat Company	\$	20,758.40
GENE-O'S COUNTRYSIDE REST LLC	\$	5,125.30
HOFFMAN LAW, PLLC	\$	7,065.66

TODD COUNTY BOARD OF COMMISSIONERS

KATTERHAGEN/STEVE AND STELLA	\$	11,073.75
LONG PRAIRIE OIL COMPANY	\$	5,207.71
MORRISON COUNTY	\$	33,852.25
RESOURCE TRAINING AND SOLUTIONS	\$	233,086.00
SHIRLEY'S GAS & GROCERIES	\$	2,638.64
STEP	\$	4,416.75
STRUCTURAL SPECIALTIES INC	\$	123,184.69
TODD CO AUD-TREAS	\$	5,852.00
VOYANT COMMUNICATIONS, LLC	\$	3,543.96
WONDERLICH/SCOTT A	\$	4,909.00
40 PAYMENTS LESS THAN 2000	\$	13,262.58
CENTERPOINT ENERGY	\$	2,077.07
CLARK P.A./G MARLENE	\$	3,307.50
FIELD/DAN & JANE	\$	7,204.00
FORD OF HIBBING	\$	57,128.00
GALLAGHER BENEFIT SERVICES INC	\$	2,400.00
TRIMIN SYSTEMS INC	\$	13,230.00
11 PAYMENTS LESS THAN 2000	\$	6,949.69
AMERICAN HERITAGE BANK	\$	55,726.84
CITY OF BERTHA	\$	7,629.10
CITY OF BROWERVILLE	\$	14,696.68
CITY OF CLARISSA	\$	10,877.38
CITY OF EAGLE BEND	\$	17,009.29
CITY OF GREY EAGLE	\$	4,854.16
CITY OF HEWITT	\$	4,712.39
CITY OF LONG PRAIRIE	\$	23,756.05
CITY OF OSAKIS	\$	3,472.60
CITY OF STAPLES	\$	50,500.91
REGION V DEVELOPMT COMMISSION	\$	3,039.93
SAUK RIVER WATER SHED DISTRICT	\$	9,710.19
SCHOOL DISTRICT 213	\$	97,080.23
SCHOOL DISTRICT 2170	\$	52,717.42
SCHOOL DISTRICT 2753	\$	171,706.40
SCHOOL DISTRICT 2759	\$	20,397.08
SCHOOL DISTRICT 486	\$	29,135.53
SCHOOL DISTRICT 740	\$	4,690.83
SCHOOL DISTRICT 743	\$	58,533.24
SCHOOL DISTRICT 786	\$	75,825.75
SCHOOL DISTRICT 787	\$	54,186.78
SCHOOL DISTRICT 818	\$	6,973.96
TOWN OF BARTLETT	\$	12,267.64
TOWN OF BERTHA	\$	22,567.58
TOWN OF BIRCHDALE	\$	15,971.97
TOWN OF BRUCE	\$	11,852.39
TOWN OF BURLEENE	\$	16,723.77
TOWN OF BURNHAMVILLE	\$	13,751.37
TOWN OF EAGLE VALLEY	\$	20,650.66
TOWN OF FAWN LAKE	\$	7,543.36

TODD COUNTY BOARD OF COMMISSIONERS

TOWN OF GERMANIA	\$	11,978.05
TOWN OF GORDON	\$	33,320.49
TOWN OF GREY EAGLE	\$	13,331.51
TOWN OF HARTFORD	\$	30,797.99
TOWN OF IONA	\$	21,672.92
TOWN OF KANDOTA	\$	8,099.07
TOWN OF LESLIE	\$	22,166.38
TOWN OF LITTLE ELK	\$	9,155.84
TOWN OF LITTLE SAUK	\$	19,214.36
TOWN OF LONG PRAIRIE	\$	17,019.56
TOWN OF MORAN	\$	12,741.46
TOWN OF REYNOLDS	\$	16,752.97
TOWN OF ROUND PRAIRIE	\$	41,375.27
TOWN OF STAPLES	\$	15,066.61
TOWN OF STOWE PRAIRIE	\$	21,536.29
TOWN OF TURTLE CREEK	\$	8,057.69
TOWN OF VILLARD	\$	12,757.79
TOWN OF WARD	\$	20,472.38
TOWN OF WEST UNION	\$	18,257.93
TOWN OF WYKEHAM	\$	19,941.24
8 PAYMENTS LESS THAN 2000	\$	5,658.53
Total:	\$	2,162,149.87

COMMISSIONER WARRANTS

VENDOR NAME	AMOUNT
ALEX PRO FIREARMS, LLC	\$ 3,260.00
CARGILL SALT DIVISION	\$ 43,801.99
CDW GOVERNMENT INC	\$ 2,288.88
CENTRACARE HEALTH LONG PRAIRIE	\$ 2,081.82
CENTRAL TODD COUNTY CARE CENTER	\$ 2,699.63
COUNTRY ROADS CONSTRUCTION	\$ 6,436.48
MBC DRAINAGE LLC	\$ 2,400.00
MORRISON CO PUBLIC HEALTH SERV	\$ 3,315.65
NORTHERN STAR COOP	\$ 2,646.07
NOW MICRO INC	\$ 4,574.00
PERHAM TRUCK SERVICE INC.	\$ 3,184.33
ROYAL TIRE	\$ 6,394.02
SPECTRUM DESIGN AND MARKETING	\$ 10,000.00
TODD COUNTY MIS DEPT	\$ 7,223.55
TOWMASTER	\$ 91,488.00
TURNKEY/THREE SQUARE MARKET	\$ 3,211.72
ULINE	\$ 2,790.59
88 PAYMENTS LESS THAN 2000	\$ 26,365.15
Total:	\$ 224,161.88

TODD COUNTY BOARD OF COMMISSIONERS


HEALTH & HUMAN SERVICES WARRANTS

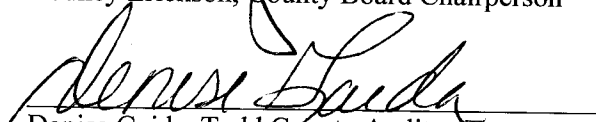
<u>VENDOR NAME</u>	<u>AMOUNT</u>
DHS - MSOP-MN SEX OFFENDER PROGRAM	\$ 11,346.00
DHS - ST PETER RTC - 472	\$ 7,661.60
DHS - SWIFT	\$ 303,261.82
FRESHWATER EDUCATION DISTRICT	\$ 11,169.00
V #15254 - COST EFFECTIVE HEALTH INSURANCE	\$ 4,558.22
OLSON FUNERAL CHAPEL - RUSH CITY, MN	\$ 3,500.00
V #4517 - COST EFFECTIVE HEALTH INSURANCE	\$ 2,251.20
RURAL MN CEP INC	\$ 12,263.01
TODD COUNTY MIS DEPT	\$ 19,262.80
148 PAYMENTS LESS THAN 2000	\$ 42,789.91
Total:	\$ 418,063.56

<u>VENDOR NAME</u>	<u>AMOUNT</u>
MERIDIAN SERVICES INC	\$ 2,138.93
MID MINNESOTA DRUG TESTING INC	\$ 5,250.00
NORTH HOMES CHILDREN & FAMILY SRVS	\$ 8,246.00
NORTHERN PINES MENTAL HLTH CTR	\$ 2,174.00
PAYMENTS LESS THAN 2000	\$ 5,462.65
Total:	\$ 23,271.58

On a motion by Kircher and second by Kneisl, the preceding minutes of the County Board meeting held December 6, 2017 were duly approved by unanimous vote at the Todd County Board of Commissioners at the Regular Board Meeting held on December 19, 2017.

Witness my hand and seal:


Rodney Erickson, County Board Chairperson


Denise Gaida, Todd County Auditor-Treasurer