

TODD COUNTY BOARD OF COMMISSIONERS

*Minutes of the Meeting of the Todd County Board of Commissioners held on
January 16, 2018*

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 16th day of January, 2018 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 with Commissioner Kircher absent.

Approval of Agenda

On motion by Kneisl and second by Erickson, the following motion was introduced and adopted by unanimous vote. To approve the agenda as presented.

Consent Agenda

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

To approve the Commissioner's Meeting Minutes for January 2nd, 2018 as presented.

To approve a one-day On Sale 3.2 Malt Liquor License for the Swanville/Sobieski Lions for the Long Lake Fishing Derby to be held on February 24, 2018 on Long Lake located in Burnhamville Township.

EXCLUDED BINGO PERMIT – TODD COUNTY COUNCIL ON AGING

WHEREAS, the Todd County Board of Commissioners are establishing their approval for an Excluded Bingo Permit for the Todd County Council On Aging through this resolution;
NOW, THEREFORE BE IT RESOLVED, that the Todd County Board of Commissioners approve a one day Excluded Bingo Permit for the Todd County Council On Aging to hold a bingo at the Clarissa Ballroom in Eagle Valley Township at the address 19281 Kotter Road, Clarissa, MN on February 11, 2018.

GAMBLING PERMIT – MIDWEST OUTDOORS UNLIMITED- PRAIRIE PARTNERS

WHEREAS, the Todd County Board of Commissioners are establishing their approval for a Gambling Permit for Midwest Outdoors Unlimited through this resolution;
NOW, THEREFORE BE IT RESOLVED, that the Todd County Board of Commissioners approve a Gambling Permit for Midwest Outdoors Unlimited-Prairie Partners to hold a raffle at The Hub Supper Club in Burnhamville Township at the address 30905 County 13, Long Prairie, MN on March 3rd, 2018.

GAMBLING PERMIT FOR ST MARY OF MT. CARMEL SCHOOL

WHEREAS, the Todd County Board of Commissioners are establishing their approval for a Gambling Permit for the St Mary of Mt. Carmel School through this resolution;
NOW, THEREFORE BE IT RESOLVED, that the Todd County Board of Commissioners approve a one day Gambling Permit for the St Mary of Mt. Carmel School to hold a raffle at the Head of the Lakes Resort in Leslie Township at the address 15080 Gardenia Drive, Osakis, MN on February 3, 2018.

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 47953 through 48086 in the amount of \$211,201.24.

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On motion by Kneisl and second by Erickson, the following motion was introduced and adopted by unanimous vote: To approve the Health & Human Services Warrants number 513390 through 513458 in the amount of \$93,132.35 and warrants number 701962 through 701976 in the amount of \$41,188.16.

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

APPOINTMENT 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, Judy Petrie resigned her position to the Housing and Redevelopment Authority Board due to a change in residence outside of the district.

NOW THEREFORE BE IT RESOLVED that 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 appoint the one person hereinafter named to serve as Commissioner of the Housing and Redevelopment Authority of Todd County, Minnesota, and to serve for the remainder of the time period of the five year term as hereinafter stipulated:

Bonnie Thoele - September 19, 2013 thru September 18, 2018

On motion by Becker and second by Kneisl, the following motion was introduced and adopted by unanimous vote: To approve promoting Jolene Sabrowsky to Chief Deputy Auditor/Treasurer at a Grade 10, Step 4, \$26.57 per hour effective January 21, 2018.

Commissioner Neumann tabled the following action for 60 days: Recruit Deputy Auditor/Treasurer.

Public Works

On motion by Knesl and second by Erickson, the following motion was introduced and adopted by unanimous vote: To adjust the Maintenance Foreman pay one step effective 11/21/2017. (Grade 11 – Step 3)

On motion by Erickson and second by Kneisl, the following motion was introduced and adopted by unanimous vote: To approve the purchase of one truck and plow equipment from Nuss Truck & Equipment and Towmaster Truck Equipment respectively for a total cost of \$213,941.39.

Planning & Zoning

On motion by Kneisl and second by Erickson, the following motion was introduced and adopted by unanimous vote: To deny CUP request for parcel 01-0031701 on the grounds that the case was not represented.

On motion by Neumann and second by Erickson, the following motion was introduced and adopted by unanimous vote: To reconsider the CUP case for Byler on Parcel #17-0001101 and remand the case to the Planning Commission with instruction to develop for and against findings related to the CUP request.

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SWCD

On motion by Becker and second by Erickson, the following motion was introduced and adopted by unanimous vote: To recommend approving carry forward amounts for AIS (\$55,327.90) and Planning and Zoning (\$124,900.39) into fiscal year 2018.

County Recorder

On motion by Kneisl and second by Erickson, the following motion was introduced and adopted by unanimous vote: To authorize the County Coordinator to work with the County Recorder/Registrar of Titles to recruit and hire one temporary employee to assist the office in providing service.

Sheriff's Office

On motion by Kneisl and second by Becker, the following motion was introduced and adopted by unanimous vote: To allow the Todd County Sheriff's Office to enter into the Text-2-911 Memorandum of Understanding.

Administration

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

A RESOLUTION ESTABLISHING MINIMUM SALARY FOR ELECTED COUNTY OFFICERS

WHEREAS, the County Board of Commissioners is required to set the minimum salary for elected county officers for the next term following pursuant to the following state statutes:

County Attorney	MN State Statutes 388.18
County Auditor/Treasurer	MN State Statutes 384.151 & 385.373
County Recorder	MN State Statutes 386.015
County Sheriff	MN State Statutes 387.20

WHEREAS, each of these elective positions are scheduled for general election on November 6, 2018 with terms of office beginning January 7, 2019, and;

WHEREAS, Todd County has an adopted grade and step pay plan as the basis for salary compensation.

NOW, THEREFORE BE IT RESOLVED, the minimum salaries are hereby established as follows:

County Attorney	\$98,500.00
County Auditor/Treasurer	\$75,000.00
County Recorder	\$60,715.20
County Sheriff	\$88,501.00

BE IT FURTHER RESOLVED, that the Todd County Board reserves the right, as set out in the above cited statutes, to set the salary for any or all of the above offices for 2019 at whatever it deems appropriate so long as it is at or above the minimums.

On motion by Kneisl and second by Erickson, the following motion was introduced and adopted by unanimous vote: To authorize the conditional offer to Sara Ogren for the Human Resources Manager position.

Auditor-Treasurer's Report

The Auditor-Treasurer reported on current activities within the office including the future of the County Car fleet and the current staff workload going forward in 2018.

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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 recruitments and upcoming mediation with LELS.

Adjourn

On motion by Kneisl and second by Becker, the meeting was adjourned for the month of January 2018.

COMMISSIONER WARRANTS

<u>VENDOR NAME</u>	<u>AMOUNT</u>
CARGILL SALT DIVISION	\$ 33,968.44
FLEETMATICS USA LLC	\$ 6,216.00
HILLYARD	\$ 4,829.15
INDEPENDENT EMERGENCY SERVICES	\$ 10,960.12
INFORMATION SYSTEM CORP	\$ 6,897.00
M-R SIGN COMPANY INC	\$ 3,209.70
MASWCD	\$ 3,273.82
MCCC, MI33	\$ 23,814.77
MCIT	\$ 20,128.00
MENCH/JAMES	\$ 4,313.00
METRO SALES INC	\$ 8,273.20
MRC	\$ 2,500.00
NORTHERN STAR COOP	\$ 2,341.14
PICTOMETRY	\$ 34,330.17
RELIANCE TELEPHONE INC	\$ 3,200.00
TRISTAR POWER SYSTEMS	\$ 2,230.00
118 PAYMENTS LESS THAN 2000	\$ 40,716.73
Total:	\$ 211,201.24

HEALTH & HUMAN SERVICES WARRANTS

<u>VENDOR NAME</u>	<u>AMOUNT</u>
# 14524	\$ 2,921.13
ANU FAMILY SERVICES INC	\$ 10,816.31
COMMUNITY AND FAMILY SRVS LLC	\$ 2,333.89
# 2818	\$ 2,089.71
HOLISTIC FAMILY EDUCATION SRVS	\$ 3,859.57
# 1911	\$ 2,780.08
# 12512	\$ 3,196.10
# 14655	\$ 3,310.18
KINDRED FAMILY FOCUS	\$ 2,287.49
# 10746	\$ 2,609.58

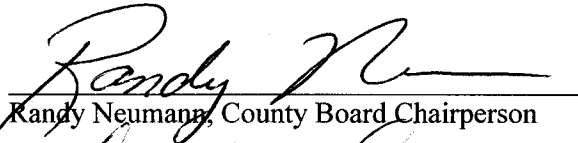
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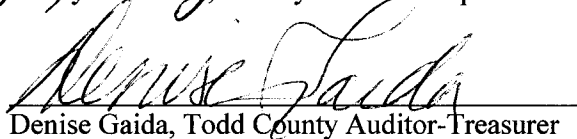
NORTHWOOD CHILDRENS SERVICES	\$	4,964.70
PORT OF CROW WING BOYS HOME	\$	5,911.38
# 15286	\$	4,142.29
STEP	\$	5,508.14
PAYMENTS LESS THAN 2000	\$	36,401.80
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Total:	\$	93,132.35

<u>VENDOR NAME</u>		<u>AMOUNT</u>
ASSOCIATION OF MN COUNTIES	\$	2,093.00
DHS - CBHH - BEMIDJI - 491	\$	21,975.00
DHS - MSOP- MN SEX OFFENDER PROGRA	\$	5,580.00
DHS - ST PETER RTC - 472	\$	4,082.00
DHS - SWIFT	\$	2,126.52
SAND CREEK GROUP LTD	\$	2,666.79
9 PAYMENTS LESS THAN 2000	\$	2,664.85
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Total:	\$	41,188.16

On a motion by Becker and second by Erickson, the preceding minutes of the County Board meeting held January 16, 2018 were duly approved by unanimous vote at the Todd County Board of Commissioners at the Regular Board Meeting held on February 6, 2018.

Witness my hand and seal:


Randy Neumann, County Board Chairperson


Denise Gaida, Todd County Auditor-Treasurer