

# TODD COUNTY BOARD OF COMMISSIONERS

*Minutes of the Meeting of the Todd County Board of Commissioners held on  
February 6, 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 6<sup>th</sup> day of February, 2018 at 9:00 AM. The meeting was called to order by Chairperson Neumann. The meeting was opened with the Pledge of Allegiance. All Commissioners were present.

## **Approval of Agenda**

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

## **Consent Agenda**

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

To approve the Commissioner's Meeting Minutes for January 16<sup>th</sup>, 2018 as presented.

To approve a one year Off Sale, On Sale and Sunday Liquor License for the DT Lisson Inc dba Double Eagle Golf & Grille at the address of 31886 County 3, Eagle Bend, MN in Burleene Township effective April 1, 2018 through March 31, 2019.

To approve a one year 3.2 Malt On and Off Sale, Setup, and Wine License for MB Thomes Enterprises LLC dba Head of the Lakes Resort at the address of 15080 Gardenia Drive, Osakis, MN in Leslie Township effective April 1, 2018 through March 31, 2019.

To approve a one year Club On Sale and Sunday Liquor License for the American Legion 417 Oscar Jacobson Post aka Little Sauk Legion at the address of 16268 County 50, Long Prairie, MN in Little Sauk Township effective April 1, 2018 through March 31, 2019.

To approve a one year On Sale and Sunday Liquor License for the Thunder Lodge Sportsbar & Supper Club at the address of 22056 US 71, Long Prairie, MN in Long Prairie Township effective April 1, 2018 through March 31, 2019.

## **Auditor-Treasurer**

On motion by Erickson and second by Becker, the following motion was introduced and adopted by unanimous vote: To approve the Auditor Warrants number (ACH) 900000 in the amount of \$294,854.00 and (Regular) 231109 through 231303 in the amount of \$907,440.76 for a total of \$1,202,294.76.

On motion by Kircher and second by Becker, the following motion was introduced and adopted by unanimous vote: To approve the Commissioner Warrants number 48087 through 48215 in the amount of \$155,938.70.

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 513459 through 513496 in the amount of \$89,879.25 and warrants number 701977 through 702174 in the amount of \$159,727.89.

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

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## PREPAID PROPERTY TAX PROCESSING

**WHEREAS**, due to the changes in Federal IRS regulations, the Auditor-Treasurer's Office has experienced an unprecedented number of citizens voluntarily provide Todd County prepayment of their property taxes;

**WHEREAS**, the processing of the prepayments within the County Financial System can be complex and a time burden to regular daily office requirements.

**NOW, THEREFORE BE IT RESOLVED**, that the Todd County Board of Commissioners hereby directs that no refunds be issued by the Todd County Auditor-Treasurer's Office for the voluntary prepayment of property taxes prior to property tax statements being released.

**BE IT FURTHER RESOLVED**, that once the statements are released and the prepayment has been applied to the current year's taxes, any overage will be applied to the following year unless a refund has been requested in writing.

On motion by Erickson and second by Becker, the following motion was introduced and adopted by unanimous vote: To accept the 2017 Voting Equipment Grant Award and authorize the County Auditor-Treasurer to sign the Grant Award contract for and on behalf of Todd County and its Municipalities.

### Public Works

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

#### **MnDOT Agreement 1030306 – Trunk Highway 210 Detour**

**WHEREAS**, the Minnesota Department of Transportation (MnDOT) plans on performing a bridge replacement project on Trunk Highway 210 over Moran Brook which is 0.5 miles east of County State Aid Highway 9 in the summer of 2018, and;

**WHEREAS**, MnDOT requires a detour to carry Trunk Highway 210 traffic to County State Aid Highway 9 during the bridge project, and;

**WHEREAS**, MnDOT is willing to reimburse Todd County \$1,535.59 for the road life consumed by the detour as hereinafter set forth, and;

**WHEREAS**, Minnesota Statute §471.59 subdivision 10, §161.25, and §161.20 subdivision 2(b) authorizes MnDOT and Todd County to enter into this agreement.

**NOW, THEREFORE BE IT RESOLVED**, that Todd County enter into MnDOT Agreement 1030306 with the State of Minnesota, Department of Transportation for the following purposes:

To provide for payment by the State to the County for the use of Todd County State Aid Highway 9 as a detour route during the contract construction to be performed upon, along and adjacent to Trunk Highway 210, 0.5 miles east of Todd County State Aid Highway 9 under State Project No. 7701-39 (T.H. 210=183).

**NOW, THEREFORE BE IT FURTHER RESOLVED**, that the Chairperson of the Todd County Board of Commissioners and the Todd County Auditor/Treasurer are authorized to execute Agreement 1030306 and any amendments to the Agreement.

On motion by Kircher and second by Kneisl, the following motion was introduced and adopted by majority with Commissioner Becker voting against: To approve the attached job description and an internal job posting to fill the Leadperson position.

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## Facilities

On motion by Erickson and second by Becker, the following motion was introduced and adopted by unanimous vote: To accept the resignation of Blair Anderson effective April 30<sup>th</sup>, 2018.

On motion by Kircher and second by Kneisl, the following motion was introduced and adopted by unanimous vote: To waive the 90 day waiting period and begin the recruitment process for a Full-Time Custodian position.

## CentraCare Health

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

### **A RESOLUTION SUPPORTING DEVELOPMENT OF THE REGIONAL WELL-BEING CENTER IN LONG PRAIRIE**

**WHEREAS**, CentraCare Health – Long Prairie is working with private financial partners to design, construct, furnish and equip a Regional Well-Being Center to serve Long Prairie, Todd County and the surrounding region; and

**WHEREAS**, the Regional Well-Being Center at Long Prairie will provide facilities and services to improve the health and overall well-being of citizens of all ages throughout the Todd County region including surrounding counties; and

**WHEREAS**, CentraCare Health – Long Prairie is responsible for securing community and philanthropic gifts that will provide a significant majority of funding for the Regional Well-Being Center; and

**WHEREAS**, the final funding needed to complete the project is being requested from the Minnesota Legislature.

**NOW, THEREFORE BE IT RESOLVED**, that the Todd County Board of Commissioners supports the development of the Regional Well-Being Center in Long Prairie; and

**BE IT FURTHER RESOLVED**, that the Todd County Board of Commissioners supports the effort to secure State funds to match private, community and philanthropic funds to complete the 12,000-square-foot, \$6-million facility.

### **Todd County Board of Commissioners and Todd County SWCD Supervisory Joint Meeting**

Separate minutes attached.

## SWCD

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

### **Local Water Resources Riparian Protection “Other Watercourses”**

**WHEREAS**, The Buffer Law requires buffers or alternative practices to provide riparian protection for public waters and public drainage systems as identified on the Buffer Protection Maps, and;

**WHEREAS**, The Law recognizes that “other watercourses” which are not found on the DNR Buffer Protection Map may benefit from installation of buffers or alternative practices to protect or improve water quality, and;

**WHEREAS**, In consultation with local water management authorities the Todd Soil and Water Conservation District developed, adopted and submitted to each local water management authority within its boundary a summary of watercourses for inclusion in the local water management authority’s plan.

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**NOW, THEREFORE BE IT RESOLVED**, Todd County must incorporate an addendum to its comprehensive local water management plan to include the Todd SWCD recommendations by July 1, 2018. The incorporation of the summary of watercourses provided by the Todd SWCD does not require a plan amendment as long as a copy of the plan changes are provided and;

**BE IT FURTHER RESOLVED**, Todd County must address implementation of the Todd SWCD recommendations when revising its comprehensive local water management plan as part of a regularly scheduled update to its comprehensive local water management plan under section 103B.801.

## Sheriff's Office

On motion by Kneisl and second by Kircher, the following motion was introduced and adopted by unanimous vote: To allow Sheriff Asmus to appoint Sarah Booker and Michael Wisniewski to the Central Minnesota Emergency Services Board User Committee.

On motion by Erickson and second by Kneisl, the following motion was introduced and adopted by unanimous vote: To allow Sheriff Asmus to appoint Sarah Booker to the Central Minnesota Emergency Services Board Owners and Operators Committee.

On motion by Erickson and second by Becker, the following motion was introduced and adopted by unanimous vote: To hire Haley Piotrowski as a full-time Jailer/Dispatcher effective February 18, 2018 Grade 6, Step 1.

## Transfer Station

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

### **A RESOLUTION ESTABLISHING A NEW HHW CONTRACT**

**WHEREAS**, the current HHW contract we have has expired, and;

**WHEREAS**, Todd County as always worked with Crow Wing county as partners in a region for the HHW program, including Morrison County, and;

**WHEREAS**, a new contract has been written and needs to be signed so we can continue to offer this program to Todd County, and receive the funds from this program.

**NOW, THEREFORE BE IT RESOLVED**, that Todd County signs this new contract so that we can continue to offer this HHW program to Todd County.

## Health & Human Services

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

### **A RESOLUTION AFFIRMING TODD COUNTY'S SUPPORT FOR STATE CAPITAL INVESTMENTS FOR REGIONAL BEHAVIORAL HEALTH CRISIS PROGRAM FACILITIES AND PERMANENT SUPPORTIVE HOUSING FOR PEOPLE WITH BEHAVIORAL HEALTH NEEDS.**

**WHEREAS**, Minnesota's mental health continuum of care is underdeveloped, creating harmful and expensive gaps in an individual's treatment; and

**WHEREAS**, Minnesota's mental health system does not have the capacity to consistently respond to the needs of individuals in crisis with appropriate treatment options; and

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**WHEREAS**, individuals experiencing a mental health crisis are often diverted to jails and other facilities ill-equipped for their care while awaiting inpatient treatment; and  
**WHEREAS**, individuals ready for discharge from inpatient treatment can be detained at inpatient facilities because there is a scarcity of supportive housing units to transition to; and  
**WHEREAS**, the gaps in Minnesota's mental health system are not only damaging to individuals and their families, but also result in an inefficient use of taxpayer dollars; and  
**WHEREAS**, Minnesota has an opportunity to improve its mental health continuum of care through investments in new permanent supportive housing and regional behavioral health crisis program facilities; now, therefore,  
**NOW, THEREFORE BE IT RESOLVED** that the Todd County Board of Commissioners supports state capital investments for regional behavioral health crisis program facilities and permanent supportive housing for people with behavioral health needs.

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

## **A RESOLUTION SUPPORTING CHANGES TO THE TAXABILITY OF MILEAGE REIMBURSEMENT PAID TO VOLUNTEER DRIVERS IN RURAL AREAS**

**WHEREAS**, Volunteer drivers are a key component of human services transportation services in Minnesota, and;  
**WHEREAS**, Todd County Health & Human Services operates a volunteer driver program to provide a low cost form of transportation for people that need transportation to non-emergency medical appointments, school, and other locations, where other forms of transit would be less cost-effective, and;  
**WHEREAS**, volunteer drivers contribute greatly toward filling the gap of transportation shortages found throughout MN, but especially impactful in rural areas, and;  
**WHEREAS**, demographic and regulatory changes are combining to threaten the continued viability of these services, including detailed information the Minnesota Department of Revenue recently published on its website, interpreting federal law as it applies to volunteer mileage reimbursement, regarding the taxability of mileage reimbursements for charitable activities, and;  
**WHEREAS**, the flexibility and lower cost of volunteer drivers create a valuable and useful community service that could not be replicated, except at higher rates, and without volunteer drivers could create hardships for human services to provide mandated services;  
**NOW, THEREFORE BE IT RESOLVED**, that the Todd County Board of Commissioners supports a change to existing federal law regarding the taxability of mileage reimbursement payments to volunteer drivers in rural areas, to consider the mileage payments a standard business activity reimbursement instead of a charitable activity reimbursement, and;  
**BE IT FURTHER RESOLVED**, that the Todd County Board of Commissioners supports the Health and Human Services department in their efforts to educate State and Federal legislators about the impact to volunteer drivers and the consequences of taxing volunteer drivers out of participating in these programs; including the higher cost to tax payers to pay for less cost-effective methods of transporting people; and to request changes to federal laws regarding the taxability of payments for mileage reimbursement to volunteer drivers in rural areas.

On motion by Becker and second by Erickson, the following motion was introduced and adopted by unanimous vote: To approve Amber Rasinski and Susie Bergmann as members of the Todd County Public Health Advisory Committee.

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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 updated Todd County Public Health Advisory policy.

## Administration

On motion by Erickson and second by Kneisl, the following motion was introduced and adopted by unanimous vote: To authorize the adoption of the LELS Deputies Unit Collective Bargaining Agreement for 2018 – 2020.

On motion by Kneisl and second by Becker, the following motion was introduced and adopted by unanimous vote: To authorize the Separation Agreement with Employee 438.

## Auditor-Treasurer's Report

The Auditor-Treasurer reported on current activities within the office including Caucuses open today, Absentee opens today for Township elections, ACH payment project moving forward, final 2017 Delinquent Tax reminders have been sent, SWCD's yearly audit was completed, and rebuilding of 2759 within tax system so calculations can be completed.

## 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, an upcoming meeting at Long Prairie City Hall addressing LSC closing, the upcoming AMC Legislative Conference, and submission of Coordinator job description to Springsted.

## Recess

Commissioner Neumann recessed the meeting until February 20, 2018.

### AUDITOR WARRANTS

<u>VENDOR NAME</u>	<u>AMOUNT</u>
AMERICAN HERITAGE BANK	\$ 3,916.55
ASSOC OF MN COUNTIES	\$ 11,565.00
CLIFTON LARSONALLEN, LLP	\$ 17,300.00
COMPUTER PROFESSIONALS	\$ 6,212.00
FLEET SERVICES/WEX BANK	\$ 5,489.89
GREAT RIVER REGIONAL LIBRARY	\$ 86,101.25
LONG PRAIRIE SANITATION INC	\$ 4,355.61
MORRISON COUNTY	\$ 7,344.35
Otter Tail County Treasurer	\$ 23,867.00
STEP	\$ 3,769.88
THOMSON REUTERS - WEST	\$ 2,235.50
TODD CO HISTORICAL SOCIETY	\$ 8,500.00
WONDERLICH/SCOTT A	\$ 3,901.50
33 PAYMENTS LESS THAN 2000	\$ 19,709.72
AMERICAN HERITAGE BANK	\$ 18,697.79
CITY OF BERTHA	\$ 8,354.22
CITY OF BROWERVILLE	\$ 18,968.33

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CITY OF CLARISSA	\$	2,501.23
CITY OF EAGLE BEND	\$	4,988.57
CITY OF GREY EAGLE	\$	4,916.38
CITY OF HEWITT	\$	3,734.01
CITY OF LONG PRAIRIE	\$	5,426.09
CITY OF OSAKIS	\$	2,258.82
CITY OF STAPLES	\$	12,236.58
SAUK RIVER WATER SHED DISTRICT	\$	2,400.73
SCHOOL DISTRICT 213	\$	31,351.82
SCHOOL DISTRICT 2170	\$	29,553.60
SCHOOL DISTRICT 2753	\$	64,668.78
SCHOOL DISTRICT 2759	\$	10,230.44
SCHOOL DISTRICT 486	\$	14,245.28
SCHOOL DISTRICT 740	\$	2,808.54
SCHOOL DISTRICT 743	\$	21,145.86
SCHOOL DISTRICT 786	\$	39,931.86
SCHOOL DISTRICT 787	\$	23,056.24
SCHOOL DISTRICT 818	\$	4,889.53
TOWN OF BARTLETT	\$	5,263.35
TOWN OF BERTHA	\$	8,211.47
TOWN OF BIRCHDALE	\$	4,824.10
TOWN OF BRUCE	\$	4,625.30
TOWN OF BURLEENE	\$	2,908.64
TOWN OF BURNHAMVILLE	\$	6,710.85
TOWN OF EAGLE VALLEY	\$	9,084.50
TOWN OF FAWN LAKE	\$	5,991.49
TOWN OF GERMANIA	\$	6,399.33
TOWN OF GORDON	\$	10,556.70
TOWN OF GREY EAGLE	\$	5,258.48
TOWN OF HARTFORD	\$	8,866.02
TOWN OF IONA	\$	6,322.59
TOWN OF KANDOTA	\$	2,658.53
TOWN OF LESLIE	\$	5,809.88
TOWN OF LITTLE ELK	\$	2,540.50
TOWN OF LITTLE SAUK	\$	7,195.02
TOWN OF LONG PRAIRIE	\$	4,506.16
TOWN OF MORAN	\$	9,855.75
TOWN OF REYNOLDS	\$	6,969.34
TOWN OF ROUND PRAIRIE	\$	5,282.08
TOWN OF STAPLES	\$	4,672.31
TOWN OF STOWE PRAIRIE	\$	11,551.09
TOWN OF TURTLE CREEK	\$	2,467.09
TOWN OF VILLARD	\$	5,768.09
TOWN OF WARD	\$	3,995.65
TOWN OF WEST UNION	\$	4,832.23
TOWN OF WYKEHAM	\$	9,900.29

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9 PAYMENTS LESS THAN 2000	\$	3,050.67
AMERICAN HERITAGE BANK	\$	50,166.81
CARD SERVICES COBORNS	\$	3,790.35
COBORNS PHARMACY 2016	\$	3,400.99
COUNTRYSIDE RESTAURANT	\$	6,821.25
GALLAGHER BENEFIT SERVICES INC	\$	2,400.00
LONG PRAIRIE OIL COMPANY	\$	5,089.25
MINNESOTA POWER & LIGHT	\$	16,786.77
MN DEPT OF FINANCE	\$	6,190.00
SHIRLEY'S GAS & GROCERIES	\$	3,411.09
VOYANT COMMUNICATIONS, LLC	\$	3,474.88
36 PAYMENTS LESS THAN 2000	\$	11,358.31
AMERICAN HERITAGE	\$	13,077.77
GUSTAFSON/JEAN M	\$	10,455.40
LONG PRAIRIE OIL COMPANY	\$	18,770.98
M & I LOCKBOX MCCC	\$	7,930.32
PETERS LAW OFFICE, P.A.	\$	3,094.00
STAPLES ADVANTAGE	\$	2,909.43
18 PAYMENTS LESS THAN 2000	\$	8,033.60
CENTERPOINT ENERGY	\$	5,289.23
LONG PRAIRIE OIL COMPANY	\$	5,169.28
VERIZON	\$	3,050.39
WEST CENTRAL TECH SERVICE AREA	\$	3,100.00
17 PAYMENTS LESS THAN 2000	\$	6,960.21
MCIT	\$	294,854.00
<b>Total:</b>	\$	<b>1,202,294.76</b>

## COMMISSIONER WARRANTS

VENDOR NAME	AMOUNT
BROWERVILLE TRUCKWASH/BIG BOYZ	\$ 3,968.91
CARGILL SALT DIVISION	\$ 6,978.23
CENTRAL TODD COUNTY CARE CENTER	\$ 2,507.82
CITY OF ST CLOUD	\$ 7,345.75
CPS TECHNOLOGY SOLUTIONS	\$ 4,995.00
GRANITE ELECTRONICS INC	\$ 35,527.08
HILLYARD	\$ 2,421.49
MENCH/JAMES	\$ 2,926.00
MN COUNTY ATTORNEY'S ASSOC	\$ 3,380.00
MN STATE AUDITOR	\$ 10,265.36
MN STATE SHERIFFS ASSOC	\$ 6,254.00
MORRISON CO PUBLIC HEALTH SERV	\$ 2,516.89
RAINBOW RIDER	\$ 13,500.00
TURNKEY/THREE SQUARE MARKET	\$ 3,672.32
WIDSETH SMITH NOLTING INC	\$ 12,588.00
114 Payments less than 2000	\$ 37,091.85
<b>Total:</b>	<b>\$ 155,938.70</b>



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## HEALTH & HUMAN SERVICES WARRANTS

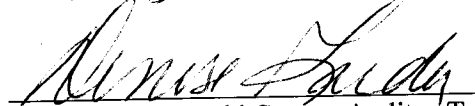
VENDOR NAME	AMOUNT
DHS - CBHH - BEMIDJI - 491	\$ 45,415.00
DHS - MSOP - MN SEX OFFENDER PROGRAM	\$ 5,766.00
DHS - ST PETER RTC - 472	\$ 6,264.00
DHS - SWIFT	\$ 29,834.36
V851 - MA ACCESS	\$ 2,102.27
ROY-HETLAND FUNERAL HOME - OSAKIS	\$ 3,500.00
TODD COUNTY AUDITOR/TREASURER	\$ 15,096.10
191 PAYMENTS LESS THAN 2000	\$ 51,750.16
<b>Total:</b>	<b>\$ 159,727.89</b>

VENDOR NAME	AMOUNT
HEARTLAND GIRLS RANCH	\$ 6,936.87
KINDRED FAMILY FOCUS	\$ 6,967.52
LUTHERAN SOCIAL SERVICES OF MN -ST PAUL	\$ 2,092.50
MID MINNESOTA DRUG TESTING INC	\$ 2,220.00
NORTH HOMES CHILDREN & FAMILY SRVS	\$ 8,246.00
NORTHERN PINES MENTAL HLTH CTR	\$ 29,279.49
NORTHWOOD CHILDRENS SERVICES	\$ 5,571.52
VILLAGE RANCH INC	\$ 12,004.12
WEST CENTRAL REG JUVENILE CTR	\$ 3,479.17
Payments less than 2000	\$ 13,082.06
<b>Total:</b>	<b>\$ 89,879.25</b>

On a motion by Becker and second by Kircher, the preceding minutes of the County Board meeting held February 6, 2018 were duly approved by unanimous vote at the Todd County Board of Commissioners at the Regular Board Meeting held on February 20, 2018.

Witness my hand and seal:

  
 Randy Neumann, County Board Chairperson

  
 Denise Gaida, Todd County Auditor-Treasurer