

TODD COUNTY BOARD OF COMMISSIONERS

*Minutes of the Meeting of the Todd County Board of Commissioners held on
September 4, 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 4th day of September, 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 except Commissioner Becker.

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 Kircher and second by Erickson, the following motions were introduced and adopted by unanimous vote:

To approve the Commissioner's Meeting Minutes for August 21st, 2018 & August 29th, 2018 as presented.

To approve the Human Resources Report for Personnel Actions dated September 4, 2018 as on file.

Auditor-Treasurer

On motion by Kircher and second by Kneisl, the following motion was introduced and adopted by unanimous vote: To approve the August 2018 Auditor Warrants number (ACH) 900052 through 900070 in the amount of \$70,611.33 (Manual) 502 thru 502 in the amount of \$802.65 and (Regular) 232244 through 232416 in the amount of \$2,110,024.43 for a total of \$2,181,438.41.

On motion by Erickson and second by Kneisl, the following motion was introduced and adopted by unanimous vote: To approve the Commissioner Warrants number 49633 through 49721 in the amount of \$52,629.51.

On motion by Kircher and second by Erickson, the following motion was introduced and adopted by unanimous vote: To approve the Health & Human Services Warrants number 514265 through 514289 in the amount of \$28,964.11 and warrants number 703345 through 703438 in the amount of \$51,220.80.

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

COUNTY DITCH MAINTENANCE ASSESSMENTS FOR TAXES PAYABLE 2019

WHEREAS, the Auditor-Treasurer's office along with the County Ditch Inspector have been proactively working on improving the cash flow balances within Fund-40 County Ditches on a yearly basis to maintain positive cash flow, and;

WHEREAS, per County Board suggestion, recommendations for the July 2017 through June 2018 assessment cycle were discussed at the County Board Worksession on August 21, 2018, and;

WHEREAS, Minnesota Statute allows for the Ditch Authority to approve maintenance fund assessments on a yearly basis without incurring the expense of a public hearing, and;

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WHEREAS, it is the goal of the County Board to transition from the past practice of *collecting after spending* to maintaining a *revolving collection* comparative to expense trends and to keep assessments occurring as close to real time as possible for the potential property owners affected.

NOW, THEREFORE BE IT RESOLVED, that the Todd County Board of Commissioners in their capacity as the Todd County Ditch Authority hereby approves the Maintenance Fund/Ditch Assessments for the 2019 Tax Payable Year per the attached list.

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

ASSESSMENT PAYMENT TERMS FOR COUNTY DITCH 18 REPAIR PROJECT

WHEREAS, the Todd County Board of Commissioners have approved and authorized a repair project on County Ditch 18 as a result of Public Hearings held on April 11, 2017 and May 22, 2017, and;

WHEREAS, the Todd County Board of Commissioners, on December 28, 2017, approved the transfer of funds from Fund 01-General Revenue to Fund 40-County Ditches/County Ditch 18 to provide sufficient funds to pay the authorized County Ditch 18 repair project expenses until collections are completed via special assessment, and;

WHEREAS, the Todd County Board of Commissioners has the authority to set unique payment terms by Resolution due to the size and scope of the repair project in place of the standing policy approved via board resolution #20130806-13, and;

WHEREAS, the Todd County Board of Commissioners desires to ensure that ditch assessments are as minimal of a hardship to landowners as possible while defining a clear expectation of terms for the landowners, and;

WHEREAS, the County Ditch 18 repair project is nearing completion and all contracted expenses have been accounted for, and;

WHEREAS, Minnesota Statute 103E.611 depicts the processes necessary to place these assessments onto the tax rolls and application of any penalty/interest payments received.

NOW, THEREFORE BE IT RESOLVED, that the Todd County Board of Commissioners acting as the Todd County Ditch Authority does hereby approve the County Ditch 18 repair project Assessment collection of \$289,000 as a lump sum assessment and directs that any assessments not paid in full within the 60-day window set forth by the Todd County Auditor-Treasurer be placed onto the tax rolls beginning with Taxes Payable 2019 granting a 10 year repayment term with 2% interest added.

Ditch Inspector

On motion by Kneisl and second by Kircher, the following motion was introduced and adopted by unanimous vote: The Todd County Ditch Authority approves the reimbursement of \$1,527.45 from County Ditch 18 to the Hwy Dept/Public Works for fuel used to haul spoils from the ½ mile section of Lateral 2 that is located in the County Road 11 road ROW to a pit that is 7 miles away from the excavation site.

Public Works

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

Final Payment Authorization – 2018 Pavement Marking Maintenance Contract

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WHEREAS, the contract with Traffic Marking Service, Inc. for the 2018 Pavement Marking Maintenance Contract known as CP 77-18-03 located on various routes in Todd County, has in all things been completed, and;

WHEREAS, construction work on this contract was scheduled and completed in 2018 with the value of the total work certified being \$43,389.72, and;

WHEREAS, partial payments amounting to \$41,220.23 have been previously been made to the contractor as work progressed, and;

WHEREAS, it has been determined that \$2,169.49 still remains to be paid to Traffic Marking Service, Inc.

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.

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

Final Payment Authorization – 2018 Dust Control Contract

WHEREAS, the contract with Northern Salt Inc. for the 2018 Dust Control Contract known as CP 77-18-08 located on various routes in Todd County, has in all things been completed, and;

WHEREAS, construction work on this contract was scheduled and completed in 2018 with the value of the total work certified being \$107,371.71, and;

WHEREAS, partial payments amounting to \$102,003.12 have been previously been made to the contractor as work progressed, and;

WHEREAS, it has been determined that \$5,368.59 still remains to be paid to Northern Salt Inc.

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.

On motion by Kneisl and second by Erickson, the 2018 Fall Road Meeting – Setting Date action was tabled to the September 18, 2018 meeting.

Facilities Department

On motion by Erickson and second by Kircher, the following motion was introduced and adopted by unanimous vote: To approve the request to move forward with the dewatering process for full utilization of the Industrial Park building.

Todd County Parks & Trails

On motion by Erickson and second by Kneisl, the following motion was introduced and adopted by unanimous vote: To approve the increase in the Todd County Parks and Trails overall budget from \$12,000 to \$20,000 for 2019.

Administration

On motion by Kneisl and second by Erickson, the following motion was introduced and adopted by unanimous vote: To approve the hire of Jonathan Stainbrook as County Coordinator with the terms of the attached Employment Agreement, with a start date of September 24, 2018. Chairperson Neumann conveyed a message of Commissioner Becker's support for this motion due to her absence.

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Auditor-Treasurer's Report

The Auditor-Treasurer reported an introduction of the newly approved Deputy within the Auditor-Treasurer's Office.

Commissioner's Report

The Commissioners reported on the meetings that they had attended.

Interim Coordinator's Report

The Interim Coordinator reported on the meetings attended and projects in-progress.

Recess

Chairperson Neumann recessed the meeting until September 18, 2018.

AUDITOR WARRANTS

<u>VENDOR NAME</u>	<u>AMOUNT</u>
AMERICAN HERITAGE BANK	\$ 3,943.00
ANOKA CO GOVERNMENT CENTER	\$ 14,920.50
COMPUTER PROFESSIONALS	\$ 5,021.00
GALLAGHER BENEFIT SERVICES INC	\$ 2,000.00
LAMB LABOR SERVICES INC	\$ 26,472.00
LONG PRAIRIE OIL COMPANY	\$ 2,239.70
LONG PRAIRIE SANITATION INC	\$ 4,216.96
PETERS LAW OFFICE, P.A.	\$ 5,117.00
Prairie Lakes Municipal Solid Waste Auth	\$ 74,340.00
STEP	\$ 4,670.03
VERIZON	\$ 3,753.96
19 PAYMENTS LESS THAN 2000	\$ 9,366.88
AMERICAN HERITAGE BANK	\$ 65,445.39
CARD SERVICES COBORNS	\$ 2,736.56
COUNTRYSIDE RESTAURANT	\$ 6,176.80
FLEET SERVICES/WEX BANK	\$ 6,752.20
HILLIG AUTO CENTER	\$ 5,022.25
LONG PRAIRIE OIL COMPANY	\$ 4,695.01
MILLER BROTHER'S CONSTRUCTION	\$ 22,910.02
MN DEPT OF FINANCE	\$ 7,860.00
MORRISON COUNTY	\$ 30,862.30
OYSTER/KALOB J & BRITTANI A	\$ 8,956.42
REGENTS OF THE UNIV OF MN	\$ 2,788.32
SHIRLEY'S GAS & GROCERIES	\$ 2,272.49
29 PAYMENTS LESS THAN 2000	\$ 14,435.20
AMERICAN HERITAGE	\$ 7,938.86
COUNTIES PROVIDING TECHNOLOGY	\$ 175,000.00
HEALTH PARTNERS DENTAL	\$ 6,657.72
MINNESOTA POWER & LIGHT	\$ 17,186.07
SOURCEWELL	\$ 200,533.66
STAPLES ADVANTAGE	\$ 5,795.12
STAR BANK OF BERTHA	\$ 120,000.00

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STAR BANK OF BERTHA	\$ 39,800.00
STAR BANK OF BERTHA	\$ 22,617.69
STAR BANK OF BERTHA	\$ 100,291.95
WELLS FARGO MORTGAGE	\$ 69,658.37
34 PAYMENTS LESS THAN 2000	\$ 7,803.86
US BANK	\$ 42,863.75
CITY OF EAGLE BEND	\$ 218,735.80
HOFFMAN LAW, PLLC	\$ 4,994.80
LONG PRAIRIE OIL COMPANY	\$ 18,192.35
METRO SALES INC	\$ 2,124.20
SANOFI PASTEUR INC	\$ 2,646.69
SCHOOL DISTRICT 213	\$ 7,413.88
SCHOOL DISTRICT 2753	\$ 3,520.18
SCHOOL DISTRICT 787	\$ 4,001.19
TOWN OF GORDON	\$ 4,135.54
TOWN OF STAPLES	\$ 2,215.11
TOWN OF TURTLE CREEK	\$ 2,686.27
TOWN OF WARD	\$ 3,613.38
TOWN OF WEST UNION	\$ 2,061.20
TRI CITY PAVING INC	\$ 726,588.27
VERIZON	\$ 3,506.10
VOYANT COMMUNICATIONS, LLC	\$ 3,629.34
59 PAYMENTS LESS THAN 2000	\$ 17,450.42
1 PAYMENT LESS THAN 2000	\$ 802.65
Total:	\$ 2,181,438.41

COMMISSIONER WARRANTS

VENDOR NAME	AMOUNT
BIG STONE THERAPIES, INC.	\$ 3,937.69
DIAMOND MOWERS INC	\$ 3,239.86
ELECTION SYSTEMS & SOFTWARE INC	\$ 4,877.78
MELROSE ONE STOP	\$ 4,329.65
MORRISON CO PUBLIC HEALTH SERV	\$ 5,162.90
NAPA CENTRAL MN	\$ 2,658.82
NOW MICRO INC	\$ 3,327.12
ROYAL TIRE	\$ 4,502.68
81 PAYMENTS LESS THAN 2000	\$ 20,593.01
Total:	\$ 52,629.51

HEALTH & HUMAN SERVICES WARRANTS

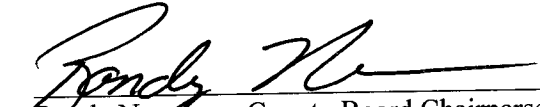
VENDOR NAME	AMOUNT
HEARTLAND GIRLS RANCH	\$ 5,711.75
HOLISTIC FAMILY EDUCATION SRVS	\$ 2,221.83
MID MINNESOTA DRUG TESTING INC	\$ 2,055.00
NORTH HOMES CHILDREN & FAMILY SRVS	\$ 4,014.76
PAYMENTS LESS THAN 2000	\$ 14,960.77
Total:	\$ 28,964.11

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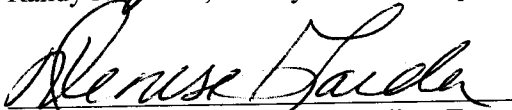
<u>VENDOR NAME</u>	<u>AMOUNT</u>
DHS - SWIFT	\$ 24,043.22
GLENDENILSON-VERTIN INC - FERGUS FALLS	\$ 2,483.00
PSJ ACQUISITION LLC	\$ 3,021.62
SCHULLER FAMILY FUNERAL HOMES - BERTHA	\$ 3,500.00
90 PAYMENTS LESS THAN 2000	\$ 18,172.96
Total:	\$ 51,220.80

On a motion by Erickson and second by Kneisl, the preceding minutes of the County Board meeting held September 4, 2018 were duly approved by unanimous vote at the Todd County Board of Commissioners at the Regular Board Meeting held on September 18, 2018.

Witness my hand and seal:



Randy Neumann, County Board Chairperson



Denise Gaida, Todd County Auditor-Treasurer