

TODD COUNTY BOARD OF COMMISSIONERS

*Minutes of the Meeting of the Todd County Board of Commissioners held on
December 18, 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 18th day of December, 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 Kneisl and second by Becker, the following motion was introduced and adopted by unanimous vote. To approve the agenda as presented with the addition of item 5.4 Approve 2019 County Budget and item 5.5 Approve 2019 County Levy.

Consent Agenda

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

To approve the Commissioner's Meeting Minutes for December 5th, 2018 as presented.

To approve the Human Resources Report for Personnel Actions dated December 18th, 2018 as on file.

To approve the 2019 tobacco license applications for Clarissa Municipal Liquor Store, Don and Dave's Store, The Hub Supper Club LLC, Jon's Family Foods, Eagle Valley Express, Little Sauk Legion, Partridge Creek Blinds and More, Rhode's Midway Gas, Bar and Grill, Saukinac Campground and Shady's Golden Eagle Inc.

To approve a One-Year On & Off Sale 3.2 Malt Liquor License for Don & Dave's Store at the address of 26762 County 26, Browerville, MN in Moran Township effective January 1st, 2019 through December 31st, 2019.

GAMBLING PERMIT – SAUK CENTRE CHAMBER OF COMMERCE

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

NOW, THEREFORE BE IT RESOLVED, that the Todd County Board of Commissioners approve a Gambling Permit for the Sauk Centre Chamber of Commerce to hold a raffle at the Diamond Point Steakhouse & Lounge in Birchdale Township at the address 12818 Bayview Drive, Sauk Centre, MN on January 21st, 2019.

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 a raffle at the Diamond Point Steakhouse & Lounge in Birchdale Township at the address 12818 Bayview Drive, Sauk Centre, MN on February 23rd, 2019.

GAMBLING PERMIT – 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;

TODD COUNTY BOARD OF COMMISSIONERS

NOW, THEREFORE BE IT RESOLVED, that the Todd County Board of Commissioners approve a Gambling Permit for the St Mary of Mt Carmel School to hold a raffle at the Lake Osakis/Head of the Lakes Resort in Leslie Township at the address 15080 Gardenia Drive, Osakis, MN on February 2nd, 2019.

GAMBLING PERMIT – TODD COUNTY COUNCIL ON AGING

WHEREAS, the Todd County Board of Commissioners are establishing their approval for a Gambling 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 Gambling Permit for the Todd County Council On Aging to hold a bingo event at the Clarissa Ballroom in Eagle Valley Township at the address 19281 Kotter Rd, Clarissa, MN on February 3rd, 2019.

Auditor-Treasurer

On motion by Kircher and second by Erickson, the following motion was introduced and adopted by unanimous vote: To approve the Commissioner Warrants (ACH) 400065 through 400084 in the amount of \$14,060.16 and (Regular) 50502 through 50625 in the amount of \$193,327.16 for a total of \$207,387.32.

On motion by Becker and second by Kneisl, the following motion was introduced and adopted by unanimous vote: To approve the Health & Human Services Warrants number 514590 through 514659 in the amount of \$130,272.45 and warrants number 703980 through 704100 in the amount of \$67,689.40.

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

DESIGNATING POLLING PLACES FOR ABSENTEE & MAIL BALLOT PRECINCTS WITHIN TODD COUNTY FOR THE 2019 ELECTION CYCLE

WHEREAS, Minnesota Statutes 204B.16, subd 1 requires, by ordinance or resolution, to designate on an annual basis the polling places to be utilized for the upcoming year, and;

WHEREAS, it is important that the citizens of Todd County are provided accessible and equipped polling locations to exercise their right to vote, and;

WHEREAS, changes to the polling place location may be made at least 90 days before the next election if the authorized polling place becomes unavailable for use, and;

WHEREAS, changes to the polling place locations may be made in the case of an emergency when it is necessary to ensure a safe and secure location for voting pursuant to Minnesota Statutes 204B.175 and 204B.181.

NOW, THEREFORE BE IT RESOLVED, that the Todd County Board of Commissioners hereby designates the following polling place for the Todd County Absentee Precinct and the City of Swanville's Mail Ballot Precinct for elections conducted in 2019 to be:

Todd County Auditor-Treasurer's Office
215 1st Ave S, Suite 201
Long Prairie, MN 56347

BE IT FURTHER RESOLVED, that in the event that the County of Todd would require to call a special election not held on the day of a statewide election that the polling places of the County's Municipalities along with the Todd County Absentee Precinct will be utilized dependent on the needs of the County of Todd.

TODD COUNTY BOARD OF COMMISSIONERS

BE IT FURTHER RESOLVED, that the Todd County Auditor-Treasurer is hereby authorized to designate a replacement polling place meeting the requirements of Minnesota Statutes for the polling place designated herewith if said place becomes unavailable for use by the County of Todd.

AND BE IT FURTHER RESOLVED, that the Todd County Auditor-Treasurer is hereby authorized to designate an emergency replacement polling place meeting the requirements of Minnesota Statutes for any polling place designated in this resolution when necessary to ensure a safe and secure location for voting.

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

A RESOLUTION TO APPROVE 2019 COUNTY BUDGET

WHEREAS, the Todd County Board of Commissioners are required to adopt an annual budget and certify it to the County Auditor, and;

WHEREAS, the County Board of Commissioners have had an opportunity to discuss the operations costs and revenues of the County for fiscal year 2019;

NOW, THEREFORE BE IT RESOLVED, the Todd County Board of Commissioners hereby approve the following as the 2019 Budget for the County of Todd, Minnesota and directs that it be forwarded to the County Auditor.

<u>REVENUES</u>	2018	2019
Property tax	15,534,913	16,117,700
State General Purpose Aid	1,510,565	1,670,337
Other taxes	834,700	919,914
Licenses & Permits	167,915	170,665
Federal Grants	3,404,617	3,377,257
State Aids	9,045,024	8,667,021
Local Grants	0	0
Charges for Service	2,563,667	2,421,904
Misc Revenue	1,454,212	1,874,336
Interest on Investments	58,000	60,000
Other Financing Sources	0	0
Transfers	0	0
Total Revenue & Other Source	34,573,613	35,279,134
<u>EXPENDITURES</u>		
General Government	5,432,468	5,492,532
Public safety	4,090,618	3,995,622
Highway/Construction	7,191,675	6,911,470
Streets & Highways (excluding Constr.)	3,244,234	3,378,458
Human Services	8,052,701	8,310,716
Health	2,896,212	2,835,894
Culture and Recreation	446,146	441,603
Conservation of Nat Resources	1,033,352	1,051,383
Economic Development	69,000	65,800

TODD COUNTY BOARD OF COMMISSIONERS

Gen Debt Service	570,265	574,778
Capital Outlay	1,158,782	1,793,902
Transfers	388,160	426,976
Other Fiscal Charges	0	0
Total Expenditures & other uses:	34,573,613	35,279,134
Budget Balance	0	0

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

A RESOLUTION ADOPTING THE 2019 FINAL LEVY

WHEREAS, the Laws of the State of Minnesota direct that the Todd County Board of Commissioners are required to approve by resolution a final levy no later than December 30th annually, and;

WHEREAS, The Todd County Board of Commissioners have considered the financial situation of the County and had an opportunity to deliberate the levying of property taxes upon property owners within the County.

NOW, THEREFORE BE IT RESOLVED, the Todd County Board of Commissioners hereby approves the following as the 2019 final levy for the County of Todd, Minnesota, for property taxes payable in 2019 and directs that it be forwarded to the County Auditor.

	Certified Levy	Program Aid	Local Levy
General Revenue	10,026,515.00	1,430,089.00	8,596,426.00
Road & Bridge	2,491,928.00		2,491,928.00
Human Services	3,680,372.00		3,680,372.00
Public Health	396,874.00		396,874.00
Comp Water	5,360.00		5,360.00
Regional Library	334,162.00		334,162.00
Bonded Indebtedness	572,578.00		572,578.00
County Fair	20,000.00		20,000.00
Parks & Trails	20,000.00		20,000.00
Total	17,547,789.00	1,430,089.00	16,117,700.00

Community Corrections

On motion by Becker and second by Kircher, the following motion was introduced and adopted by unanimous vote: To approve the MN Department of Corrections Subsidy Act Agreement.

Public Works

On motion by Erickson and second by Kircher, the following motion was introduced and adopted by unanimous vote: To approve the Cooperative Construction Agreement for Improvements to 281st Avenue with Long Prairie Township.

On motion by Kneisl and second by Becker, the following motion was introduced and adopted by unanimous vote: To approve the Budget Request Forms for 2018 approved equipment purchases of \$100,494.50 and \$24,609.00 which will not be paid until 2019.

TODD COUNTY BOARD OF COMMISSIONERS

County Assessor

On motion by Kircher and second by Kneisl, the following motion was introduced and adopted by unanimous vote: To approve the abatement for Rueben & Lonnie Rahn on parcel 04-0029700 for taxes payable 2017 and 2018 per MN Statute 273.

Facilities

On motion by Erickson and second by Kircher, the following motion was introduced and adopted by unanimous vote with Becker abstaining: To approve the nonbudgeted request to redo the windows, add gutters, and install the fencing on the Northern Government Center.

County Sheriff

On motion by Kircher and second by Kneisl, the following motion was introduced and adopted by unanimous vote: To sign the updated Interim Support Services Agreement with Vesta Solutions for 911 Call Handling.

Planning and Zoning

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

Final Plat Approval – “Beckley’s Diamond Bay First Addition” Subdivision

WHEREAS, Applicant Richard W Beckley applied to subdivide a property that is described as Part of Government Lot 1 of Section 11 in Kandota Township with the plat to be known as Beckley’s Diamond Bay First Addition.

WHEREAS, Beckley’s Diamond Bay First Addition consists of one residential lot, Lot 1 40,001± sq. ft. located in the Shoreland (RD) zoning district of Kandota Township,

WHEREAS, On September 6, 2018 the Todd County Planning Commission recommended the following property be considered for Subdivision pursuant to Todd County Subdivision Regulation and Ordinance:

SECT-11 TWP-127 RANG-34

BEG AT A PT 33 FT W & 20 FT S OF NE COR OF

GOVT LOT 1, THENCE S 208.97 FT, SW 400.31

FT, NW 253.46 FT, NE 448.19 FT TO BEG

2.32 ACRES

WHEREAS, On September 18, 2018 the Todd County Board of Commissioners considered the Preliminary Plat for the above described property and approved the Beckley’s Diamond Bay 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 “Beckley’s Diamond Bay First Addition” subdivision be approved as presented.

On motion by Kircher and second by Becker, the following motion was introduced and adopted by unanimous vote: To approve the recommended list of individuals for the Planning Commission and Board of Adjustment effective January 2019 as on file in the Auditor-Treasurer’s Office.

TODD COUNTY BOARD OF COMMISSIONERS

On motion by Kircher and second by Erickson, the following motion was introduced and adopted by unanimous vote: To adopt the proposed Todd County Land Use Ordinance Compliance and Enforcement Policy to be implemented by the Planning and Zoning Department starting January 1, 2019.

Health & Human Services

Laura Vaughn from Northern Pines Mental Health Center provided an update on the services being provided in Todd County.

On motion by Kircher and second by Kneisl, the following motion was introduced and adopted by unanimous vote: To approve the Northern Pines Purchase of Service Contract effective Jan 1, 2019 – Dec 31, 2019.

Cory Lawrence provided an update to the Board of the services that STEP provides to clients in Todd County.

On motion by Erickson and second by Kneisl, the following motion was introduced and adopted by unanimous vote: To approve the STEP Purchase of Service and Host County Contract effective January 1, 2019 thru December 31, 2019.

On motion by Becker and second by Kneisl, the following motion was introduced and adopted by unanimous vote: To approve the Mental Health Contract for Calendar Years 2019 for \$22,934.81.

On motion by Kircher and second by Erickson, the following motion was introduced and adopted by unanimous vote: To approve request to eliminate the Child Services Manager position and recruit and hire a full-time Behavioral Health Supervisor.

Administration

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

2019 Non-Union Employee/Appointed Officials Salaries

WHEREAS, the Todd County Board of Commissioners are responsible for setting the compensation of county employees, elected officials, appointed officials and board members, and;

WHEREAS, the Todd County Board of Commissioners desire to follow the same pattern bargained with unions for the non-union county employees and appointed officials, and;

WHEREAS, the agreements include a 2.5% general increase effective the first full pay period worked in January, 2019, pay date January 30, 2019, and a 3% step increase effective the first full pay period worked in July, 2019, pay date July 31, 2019 for eligible staff. Staff currently over the maximum of the salary grid shall receive a 1.25% (one-half general increase) effective the first full pay period worked in January, 2019 pay date January 30, 2019 in accordance with county policy.

NOW, THEREFORE BE IT RESOLVED, that the Todd County Board of Commissioners authorize a 2.5% general increase effective the first full pay period worked in January, 2019, pay date January 30, 2019, and a 3% step increase effective the first full pay period worked in July 2019, and pay date July 31, 2019 for eligible staff. Staff currently over the maximum of the salary grid shall receive a 1.25% (one-half general increase) effective the first full pay period worked in January, 2019 pay date January 30, 2019 in accordance with county policy.

TODD COUNTY BOARD OF COMMISSIONERS

Auditor-Treasurer's Report

The Auditor-Treasurer has nothing to report at this time.

Commissioner's Report

The Commissioners reported on the meetings that they had attended.

Coordinator's Report

The Coordinator reported on the meetings attended and project statuses.

Recess

Chairperson Neumann recessed the meeting until December 27th, 2018.

COMMISSIONER WARRANTS

<u>VENDOR NAME</u>	<u>AMOUNT</u>
BIG STONE THERAPIES, INC.	\$ 2,882.21
BRAATEN SAND & GRAVEL	\$ 10,757.38
CARGILL SALT DIVISION	\$ 5,720.68
CLIFTON LARSONALLEN, LLP	\$ 8,500.00
COMMISSIONER OF TRANSPORTATION	\$ 11,112.86
CONTECH ENGINEERED SOLUTIONS, LLC	\$ 47,259.01
CUMMINS NPOWER LCC	\$ 3,720.50
DIAMOND MOWERS INC	\$ 7,027.00
ELECTION SYSTEMS & SOFTWARE INC	\$ 12,239.40
GOODIN COMPANY	\$ 2,156.90
GUARDIAN SUPPLY	\$ 2,775.96
H & L MESABI	\$ 11,395.00
LIMELIGHT DEPARTMENT	\$ 3,195.00
M-R SIGN COMPANY INC	\$ 7,478.78
MCCC, MI33	\$ 9,716.50
NAPA CENTRAL MN	\$ 3,407.70
STAPLES WORLD	\$ 2,234.31
TODD CO AUDITOR-TREASURER	\$ 2,205.36
US POSTAL SERVICE	\$ 2,500.00
WIDSETH SMITH NOLTING INC	\$ 5,764.83
WOLTERS BODY SHOP	\$ 4,028.28
123 PAYMENTS LESS THAN 2000	\$ 41,309.66
Total:	\$ 207,387.32

HEALTH & HUMAN SERVICES WARRANTS


<u>VENDOR NAME</u>	<u>AMOUNT</u>
V#15726 - COST EFFECTIVE HEALTH INS	\$ 3,668.18
RURAL MN CEP INC	\$ 15,544.74
US POSTAL SERVICE	\$ 4,518.00
118 PAYMENTS LESS THAN 2000	\$ 43,958.48
Total:	\$ 67,689.40

TODD COUNTY BOARD OF COMMISSIONERS

VENDOR NAME	AMOUNT
# 15336	\$ 3,349.20
COMMUNITY AND FAMILY SRVS LLC	\$ 5,716.85
HEARTLAND GIRLS RANCH	\$ 7,082.57
HOLISTIC FAMILY EDUCATION SRVS	\$ 7,477.96
#15511	\$ 6,716.70
LITTLE SAND GROUP HOME	\$ 6,718.50
#10746	\$ 2,359.20
MID MINNESOTA DRUG TESTING INC	\$ 6,317.00
NORTHERN PINES MENTAL HLTH CTR IN	\$ 6,248.50
#13849	\$ 4,500.00
#15571	\$ 2,477.40
PETRANGELO MS Ed.D/GEORGE	\$ 2,201.25
#15286	\$ 3,916.50
#15615	\$ 2,836.20
STEP	\$ 6,863.80
VALLEY LAKE BOYS HOME INC	\$ 5,100.00
VILLAGE RANCH INC	\$ 10,327.50
WEST CENTRAL REG JUVENILE CTR	\$ 3,479.17
PAYMENTS LESS THAN 2000	\$ 36,584.15
Total:	\$ 130,272.45

On a motion by Becker and second by Kneisl, the preceding minutes of the County Board meeting held December 18, 2018 were duly approved by unanimous vote at the Todd County Board of Commissioners at the Regular Board Meeting held on December 27, 2018.

Witness my hand and seal:


Randy Neumann, County Board Chairperson


Denise Gaida, Todd County Auditor-Treasurer