



WHERE THE FOREST MEETS THE PRAIRIE

Todd County

• MINNESOTA • EST. 1855 •

*Minutes of the Meeting of the Todd County Board of Commissioners held on
April 2nd, 2019*

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 2nd day of April, 2019 at 9:00 AM. The meeting was called to order by Chairperson Kneisl. The meeting was opened with the Pledge of Allegiance. All Commissioners were present.

Approval of Agenda

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

Consent Agenda

On motion by Neumann and second by Kircher, the following motion and resolution were introduced and adopted by unanimous vote:

To approve the Commissioner's Meeting Minutes for March 16th, 2019 as presented.

GAMBLING PERMIT – ST MARY OF MT CARMEL CHURCH

WHEREAS, the Todd County Board of Commissioners are establishing their approval for a Gambling Permit for the St. Mary of Mt. Carmel Church through this resolution;

NOW, THEREFORE BE IT RESOLVED, that the Todd County Board of Commissioners approve a Gambling Permit for the St. Mary of Mt. Carmel Church to hold a raffle event at the Hub Supper Club in Burnhamville Township at the address 30905 County 13, Burtrum, MN on April 26th, 2019.

Auditor-Treasurer

On motion by Neumann and second by Erickson, the following motion was introduced and adopted by unanimous rollcall vote: To approve the March 2019 Auditor Warrants number (ACH) 900279 through 900298 in the amount of \$2,109,849.12, (Manual) 508 thru 508 in the amount of \$804.20 and (Regular) 233377 through 233493 in the amount of \$345,318.79 for a total of \$2,455,972.11.

On motion by Becker and second by Neumann, the following motion was introduced and adopted by unanimous rollcall vote: To approve the Commissioner Warrants number (ACH) 400170 through 400185 in the amount of \$5,087.45 and (Regular) 51182 through 51258 in the amount of \$70,860.70 for a total of \$75,948.15.

On motion by Kircher and second by Erickson, the following motion was introduced and adopted by unanimous rollcall vote: To approve the Health & Human Services Warrants number 514943 through 514969 in the amount of \$22,609.53 and warrants number 704695 through 704759 in the amount of \$99,577.90.

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

Repurchase of Tax Forfeited Properties

WHEREAS, Edward C Davids has submitted an application for repurchase of the following described tax forfeited lands; Parcel 06-0063900 Lot 23 Barber's Subdivision and Parcel 06-0064100 Lot 25 Barber's Subdivision.

NOW, THEREFORE BE IT RESOLVED, that the Todd County Board of Commissioners approves the application for repurchase of tax-forfeited lands submitted by Edward C Davids.



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

TRANSFER OF FUNDS – ADA TRANSITION PLAN

WHEREAS, the Todd County Board of Commissioners approved an engineering proposal from Widseth Smith Nolting for the creation and approval of an ADA Transition Plan via board action #20170705-09 and set forth a funding plan for this utilizing the projected funds remaining after the Long Prairie Industrial Park Project is completed, and;

WHEREAS, the Todd County Board of Commissioners authorized the transfer of funds in the amount of \$15,048.00 from Fund 01-General Revenue to Fund 03-Public Works for the ADA Transition Plan Project in the interim, and;

WHEREAS, the Long Prairie Industrial Park Project was completed and remaining funds have been tallied for distribution from Fund 37-Bldg Construction to reimburse Fund 01-General Revenue for the interim transfer in the amount of \$14,295.80, and;

WHEREAS, the final FFE specifications for the Long Prairie Industrial Park Project total \$782.20 and are set to be absorbed by the Sheriff's Department within Fund 01-General Revenue.

NOW, THEREFORE BE IT RESOLVED, that the Todd County Board of Commissioners hereby authorize the transfer of funds in the amount of \$14,295.80 from Fund 37-Building Construction to Fund 01-General Revenue for reimbursement of the interim cost of the ADA Transition Plan Project.

Hands of Hope Resource Center

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

National Crime Victims' Rights Week

April 7-13, 2019

- Whereas, in 1982, the President's Task Force on Victims of Crime envisioned a national commitment to a more equitable and supportive response to victims;
- Whereas, the commemorative week celebrates the energy, perseverance, and commitment that launched the victims' rights movement, inspired its progress, and continues to advance the cause of justice for crime victims;
- Whereas, crime can leave a lasting impact on any person, regardless of age, national origin, race, creed, religion, gender, sexual orientation, immigration, or economic status;
- Whereas, incorporating communities' existing experts and trusted sources of support into efforts to fully serve survivors will develop a criminal justice system response that is truly accessible and appropriate for all victims of crime;
- Whereas, with the unwavering support of their communities and victim service providers behind them, survivors will be empowered to face their grief, loss, fear, anger, and hope without fear of judgment, and will feel understood, heard, and respected;
- Whereas, servicing victims and rebuilding their trust restores hope to victims and survivors, as well as supports thriving communities;
- Whereas, engaging a broader array of healthcare providers, community leaders, faith organizations, educators and businesses can provide new links between victims and services that improve their safety, healing, and access justice;
- Whereas, honoring the rights of victims, including the rights to be heard and to be treated with fairness, dignity, and respect, and working to meet their needs rebuilds their trust in the criminal justice and social service systems;



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Whereas, National Crime Victims' Rights Week provides an opportunity to recommit to ensuring that all victims of crime – especially those who are challenging to reach or serve – are offered culturally and linguistically accessible and appropriate services in the aftermath of crime; and

Whereas, Hands of Hope Resource Center is hereby dedicated to strengthening victims and survivors in the aftermath of crime, building resilience in our communities and our victim responders, and working for a better future for all victims and survivors.

Now therefore, the Todd County Board of Commissioners do hereby proclaim the week of April 7-13, 2019, as

Crime Victims' Rights Week

And reaffirm Todd County's commitment to creating a victim service and criminal justice response that assists all victims of crime during Crime Victims' Rights Week and throughout the year; and to express our sincere gratitude and appreciation for those community members, victim service providers, and criminal justice professionals who are committed to improving our response to all victims of crime so that they may find relevant assistance, support, justice, and peace.

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

SEXUAL ASSAULT AWARENESS MONTH PROCLAMATION – APRIL 2019

WHEREAS, Hands of Hope Resource Center and the Todd County Board of Commissioners jointly strive to make Todd County communities a safe and healthy place to live and to raise a family, and;

WHEREAS, victims of sexual assault deserve to have supportive voices working to speak out on their behalf, and to create public awareness and provide education activities, and;

WHEREAS, in 2018 Hands of Hope Resource Center served 53 victims of sexual assault, 24 of those victims were children under age 18, something that we have seen a concerning increase in the past couple years. These numbers may not seem so staggering, except for the fact that over 70% of sexual assaults are never reported to anyone, and;

WHEREAS, these assaults are not necessarily happening when folks are off visiting in a larger city around total strangers. Many sexual assaults happen within one mile of the victim's home, and 80-90 % of these assaults are committed by someone the victim knows, such as a classmate, friend or relative, and;

NOW, THEREFORE BE IT RESOLVED, that the Todd County Commissioners join Hands of Hope Resource Center in an effort to raise awareness of sexual assaults, encourage folks to step up and stand up for victims, and also hold offenders of these assaults accountable for their behavior, in a hope that they will receive needed treatments to change their behaviors, and allow for safer communities for all, and;

BE IT FURTHER RESOLVED, that the Todd County Board of Commissioners, does hereby proclaim April 2019 as Sexual Assault Awareness Month, and encourages citizens to speak up, if you see something, say something, and, or call law enforcement. Don't let this crime continue in our county. One never knows when they, a family member or friend could become the next victim.

Public Works

On motion by Erickson and second by Becker, the following motion was introduced and adopted by unanimous vote: To adopt the Todd County ADA Transition Plan as presented.

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

AWARD OF CONSTRUCTION CONTRACT FOR 2019 HSIP PAVEMENT STRIPING CONSTRUCTION PROJECT



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WHEREAS, sealed bids were received on March 26th, 2019 by the Todd County Public Works Director for SP 077-070-011, said project for 6” wide ground-in wet reflective epoxy edge lines located on various highways in Todd County, and;

WHEREAS, the following sealed bids were received:

Traffic Marking Services, Inc.	Maple Lake, Minnesota	\$229,172.27
Century Fence Company	Forest Lake, Minnesota	\$261,159.21
AAA Striping Service Co.	Saint Michael, Minnesota	\$263,183.70

NOW, THEREFORE BE IT RESOLVED, that the Todd County Board of Commissioners does hereby accept and award the contract for the above said construction projects to Traffic Marking Services, Inc. of Maple Lake, Minnesota based on their low bid of \$229,172.27.

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

AWARD OF CONSTRUCTION CONTRACT FOR 2019 PAVEMENT MARKING PROJECT

WHEREAS, sealed bids were received on March 26th, 2019 by the Todd County Public Works Director for CP 77-19-03, said project for pavement markings located on various highways in Todd County, and;

WHEREAS, the following sealed bids were received:

AAA Striping Service Co.	Saint Michael, Minnesota	\$63,657.90
Traffic Marking Service, Inc.	Maple Lake, Minnesota	\$66,207.40

NOW, THEREFORE BE IT RESOLVED, that the Todd County Board of Commissioners does hereby accept and award the contract for the above said construction projects to AAA Striping Service Co. of Saint Michael, Minnesota based on their low bid of \$63,657.90.

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

AWARD OF CONSTRUCTION CONTRACT FOR 2019 DUST CONTROL PROJECT

WHEREAS, sealed bids were received on March 26th, 2019 by the Todd County Public Works Director for CP 77-19-08, said project for dust control located on various highways in Todd County, and;

WHEREAS, the following sealed bids were received:

Knife River Corporation	Sauk Rapids, Minnesota	\$93,820.86
Northern Salt, Inc.	Forest Lake, Minnesota	\$94,843.68
EnviroTech Services	Greeley, Colorado	\$100,422.72

NOW, THEREFORE BE IT RESOLVED, that the Todd County Board of Commissioners does hereby accept and award the contract for the above said construction projects to Knife River Corporation of Sauk Rapids, Minnesota based on their low bid of \$93,820.86.

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 construct an office space in the Planning and Zoning area and accept the bid of \$14,372 from Kuhl Construction.

Planning & Zoning

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

Final Plat Approval – “Leevilla Townsite First Addition” Subdivision

WHEREAS, Applicant Karen Ring applied to subdivide a property that is described as Part of Government Lot 3 of Section 03 in Burnhamville Township with the plat to be known as Leevilla Townsite First Addition.



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WHEREAS, Leevilla Townsite First Addition consists of six residential lots, Lot 1 40,500± sq. ft., Lot 2 40,500± sq.ft., Lot 3 70,730± sq.ft., Lot 4 71,198± sq.ft., Lot 5 91,593± sq.ft., Lot 6 61,309± sq.ft., located in the Shoreland (RD) zoning district of Burnhamville Township,

WHEREAS, On April 5, 2018 the Todd County Planning Commission recommended the following property be considered for Subdivision pursuant to Todd County Subdivision Regulation and Ordinance: That part of Government Lot 3, Section 3, Township 128 North, Range 32 West, Todd County, Minnesota, described as follows:

Commencing at the east quarter corner of said Section 3;

thence North 89 degrees 01 minutes 08 seconds West, assumed bearing, along the south line of said Government Lot 3, a distance of 596.33 feet;

thence North 00 degrees 58 minutes 52 seconds East 809.44 feet to the easterly most corner of Lot 15, Leevilla Townsite, according to the recorded plat thereof and this being the point of beginning of the land to be described;

thence South 41 degrees 36 minutes 50 seconds East, along the northeast line of said Leevilla Townsite and said northeast line extended, 49.00 feet;

thence South 48 degrees 23 minutes 10 seconds West 300.00 feet;

thence South 41 degrees 36 minutes 50 seconds East 270.00 feet;

thence North 48 degrees 23 minutes 10 seconds East 774.33 feet to the east line of said Government lot 3; thence North 01 degrees 01 minutes 01 seconds West, along said east line, 346.77 feet to the intersection of the southeasterly extension of the northeasterly line of that certain tract of land as described in Document No. 502310 and recorded in the office of the Todd County Recorder;

thence North 44 degrees 47 minutes 03 seconds West, along said southeasterly extension and along said northeasterly line, 242 feet more or less to the waterline of Little Swan Lake;

thence southwesterly, along said waterline, to the intersection of the northwesterly extension of the aforesaid northeast line of Leevilla Townsite, said line bears North 41 degrees 36 minutes 50 seconds West from said point of beginning;

thence South 41 degrees 36 minutes 50 seconds East, along said northwesterly extension and along said northeast line, 155 feet more or less to the point of beginning.

WHEREAS, On April 17, 2018 the Todd County Board of Commissioners considered the Preliminary Plat for the above described property and approved the Leevilla Townsite 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 "Leevilla Townsite First Addition" subdivision be approved as presented.

County Sheriff

On motion by Becker and second by Neumann, the following motion was introduced and adopted by unanimous vote: To approve Sheriff Och as the alternate representative to the Central Minnesota Next Generation 911 committee.

On motion by Kircher and second by Erickson, the following motion was introduced and adopted by unanimous vote: To approve to hire Nicholas Miller as a full-time jailor effective April 7th, 2019 at a Grade 6, Step 1.

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

Accept the 2018 State of Minnesota Federal Boating Safety Supplemental Equipment Grant



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WHEREAS, Todd County Sheriff Steve Och has submitted an application for the 2018 State of Minnesota Federal Boating Safety Supplemental Equipment Grant Agreement (CFDA #97.012), and; **WHEREAS**, this grant has been awarded in the amount of \$27,513.00 to purchase a 2019 1775 Lund Impact Sport boat with a 115hp Mercury motor with Lowrance scan locator, and two Onyx Insight auto inflate lifejackets.

NOW, THEREFORE BE IT RESOLVED, that the Todd County Board of Commissioners accept the 2018 State of Minnesota Federal Boating Safety Supplemental Equipment Grant in the amount of \$27,513.00 and authorize Sheriff Steve Och to carry out the conditions of the grant.

Health & Human Services

On motion by Kircher and second by Erickson, the following motion was introduced and adopted by unanimous vote: To appoint internal candidate Richard Mettler as full-time Behavioral Health Supervisor effective April 22, 2019.

Administration

On motion by Kircher and second by Erickson, the following motion was introduced and adopted by unanimous vote: To put employee #848 on an unpaid medical leave of absence effective February 12, 2019.

On motion by Erickson and second by Becker, the following motion was introduced and adopted by unanimous vote: To approve the one-time six (6) month extension of probation for Employee #883.

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

A RESOLUTION ESTABLISHING THE 2019 TODD COUNTY BOARD OF COMMISSIONERS BOARD PROTOCOL

Full resolution text to be made available upon request in the County Auditor-Treasurer's Office.

Item 12.4 Division Director job description and posting was tabled for need of clarification of financial implications.

On motion by Erickson and second by Kircher, the following motion was introduced and adopted by unanimous vote: To approve the temporary wage increase of 3% backdated to 2/11/19 for Loren Miller as interim Planning and Zoning Administrator until the date that a new Division Director is hired.

Commissioners

On motion by Neumann and second by Becker, the following resolution failed by majority roll call vote with Neumann and Becker for and Erickson, Kircher and Kneisl against:

HIRING FREEZE IN ALL COUNTY DEPARTMENTS

WHEREAS, the 2019 Values for Taxes Payable in 2020 Valuation Notices were mailed to the Taxpayers of Todd County, and;

WHEREAS, hearing the concerns of the Taxpayers and their request to control the spending within Todd County, and;

WHEREAS, with the increase cost of employee Health Insurance and upcoming costs to repair the Rock Wall around County facilities, the Expo building at the fairgrounds, Solid Waste and the cash call to South Country.

NOW, THEREFORE BE IT RESOLVED, that the Todd County Board of Commissioners implement a hiring freeze on all new employees in all Departments. That positions that open up due to retirement,



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termination and death could be replaced based on need within the Department and bringing the position to Personnel and full board.

Auditor-Treasurer's Report

The Auditor-Treasurer Office reported on projects in progress including the release of the 2019 Property Tax Statements, Finance Committee meeting, CLA financial audit progress, and absentee voting for ISD 2170's upcoming special election.

Commissioner's Report

The Commissioners reported on meetings attended.

Coordinator's Report

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

Recess

Chairperson Kneisl recessed the meeting until April 16th, 2019.

AUDITOR WARRANTS

VENDOR NAME	AMOUNT
CLIFTON LARSONALLEN, LLP	\$ 3,100.00
EBSO INC	\$ 212,842.61
HEALTH PARTNERS DENTAL	\$ 4,306.14
JONES LAW OFFICE	\$ 2,785.00
PHEASANTS FOREVER	\$ 14,793.00
RAHN'S OIL & PROPANE	\$ 17,410.24
TODD CO AUD-TREAS	\$ 7,248.78
26 PAYMENTS LESS THAN 2000	\$ 11,246.08
COUNTIES PROVIDING TECHNOLOGY	\$ 4,946.00
COUNTRYSIDE RESTAURANT	\$ 5,202.40
FLEET SERVICES/WEX BANK	\$ 4,095.65
GREAT RIVER REGIONAL LIBRARY	\$ 83,540.50
HEALTH PARTNERS DENTAL	\$ 4,306.14
LONG PRAIRIE SANITATION INC	\$ 3,522.65
MORRISON COUNTY	\$ 7,946.25
PETERS LAW OFFICE, P.A.	\$ 6,280.00
Prairie Lakes Municipal Solid Waste Auth	\$ 78,672.00
SHIRLEY'S GAS & GROCERIES	\$ 2,672.21
STEP	\$ 7,269.46
TODD CO AUD-TREAS	\$ 7,248.78
WONDERLICH/SCOTT A	\$ 8,272.00
29 PAYMENTS LESS THAN 2000	\$ 9,305.60
AMERICAN HERITAGE	\$ 7,417.89
AMERICAN HERITAGE BANK	\$ 29,405.84
CARD SERVICES COBORNS	\$ 2,058.45
CENTERPOINT ENERGY	\$ 2,788.81
EBSO INC	\$ 215,885.34
LONG PRAIRIE OIL COMPANY	\$ 8,087.76
MINNESOTA POWER & LIGHT	\$ 14,123.60



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MN DEPT OF FINANCE	\$	4,768.50
STAPLES ADVANTAGE	\$	3,038.56
VOYANT COMMUNICATIONS, LLC	\$	3,499.31
26 PAYMENTS LESS THAN 2000	\$	9,688.59
CENTERPOINT ENERGY	\$	5,330.61
GALLAGHER BENEFIT SERVICES INC	\$	2,000.00
LONG PRAIRIE OIL COMPANY	\$	4,192.75
SMOKE IN MOTION LLC	\$	2,328.16
SOUTH COUNTRY HEALTH ALLIANCE	\$	1,571,006.00
TODD CO AUDITOR-TREASURER	\$	51,183.18
WENCK ASSOCIATES, INC.	\$	3,500.20
19 PAYMENTS LESS THAN 2000	\$	7,852.87
1 PAYMENT LESS THAN 2000	\$	804.20
Total:	\$	2,455,972.11

COMMISSIONER WARRANTS

<u>VENDOR NAME</u>	<u>AMOUNT</u>
CARGILL SALT DIVISION	\$ 8,419.73
H & L MESABI	\$ 12,808.28
MORRISON CO PUBLIC HEALTH SERV	\$ 2,783.13
NORTHERN STAR COOP	\$ 3,815.11
SURVEY SYSTEMS	\$ 14,092.58
88 PAYMENTS LESS THAN 2000	\$ 34,029.32
Total:	\$ 75,948.15

HEALTH & HUMAN SERVICES WARRANTS

<u>VENDOR NAME</u>	<u>AMOUNT</u>
DHS - ANOKA METRO RTC - 412	\$ 38,780.00
DHS - MSOP - MN SEX OFFENDER PROGRAM	\$ 5,222.00
DHS - ST PETER RTC - 472	\$ 8,162.00
DHS - SWIFT	\$ 23,006.53
ITEN FUNERAL HOME - BROWERVILLE	\$ 3,500.00
V#10698 - COST EFFECTIVE HEALTH INSURANCE	\$ 5,209.55
PERISH/ALAN	\$ 2,047.76
58 PAYMENTS LESS THAN 2000	\$ 13,650.06
Total:	\$ 99,577.90

<u>VENDOR NAME</u>	<u>AMOUNT</u>
LUTHERAN SOCIAL SERVICE OF MN - ST PAUL	\$ 2,017.40
MID MINNESOTA DRUG TESTING INC	\$ 2,249.00
VALLEY LAKE BOYS HOME INC	\$ 2,470.00
VILLAGE RANCH INC	\$ 3,244.50
WEST CENTRAL REG JUVENILE CTR	\$ 3,300.00
PAYMENTS LESS THAN 2000	\$ 9,328.63
Total:	\$ 22,609.53



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On a motion by Kircher and second by Becker, the preceding minutes of the County Board meeting held April 2, 2019 were duly approved by unanimous vote at the Todd County Board of Commissioners at the Regular Board Meeting held on April 16, 2019.

Witness my hand and seal:

Gary Kneisl, County Board Chairperson

Denise Gaida, Todd County Auditor-Treasurer