



WHERE THE FOREST MEETS THE PRAIRIE

# Todd County

• MINNESOTA • EST. 1855 •

*Minutes of the Meeting of the Todd County Board of Commissioners held on  
August 6<sup>th</sup>, 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 6<sup>th</sup> day of August, 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 Neumann, the following motion was introduced and adopted by unanimous vote: To approve the agenda as presented with the addition of item 5.7 SWCD Vehicle Purchase.

**Consent Agenda**

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

- To approve the Commissioner's Meeting Minutes for July 16<sup>th</sup>, 2019 as presented.
- To approve to hire Cole Yungbauer as a part-time Deputy Sheriff effective August 6<sup>th</sup>, 2019 at a Grade 10, Step 1.
- To accept the resignation of Michelle Borchert as a full-time Corrections Officer, effective August 14<sup>th</sup>, 2019.
- To accept the resignation of James Towle as a full-time Corrections Officer, effective August 14<sup>th</sup>, 2019.
- To approve Erika Schwartz to fill the open Registered Nurse position.
- To approve Viridiana Morelos to fill the approved Eligibility Worker position.
- To approve Jessica LeBrun to fill the open Child Protection Social Worker position.

**Auditor-Treasurer**

On motion by Kircher and second by Erickson, the following motion was introduced and adopted by unanimous rollcall vote: To approve the July 2019 Auditor Warrants number (ACH) 900389 through 900430 in the amount of \$2,058,694.11, (Manual) 521 thru 512 in the amount of \$804.55 and (Regular) 233913 through 234107 in the amount of \$710,410.20 for a total of \$2,769,908.86.

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) 400297 through 400320 in the amount of \$58,310.79 and (Regular) 51921 through 52021 in the amount of \$55,300.54 for a total of \$113,611.33.

On motion by Erickson and second by Becker, the following motion was introduced and adopted by unanimous rollcall vote: To approve the Health & Human Services Commissioner Warrants number (ACH) 800019 through 800027 and (Regular) 705487 through 705549 for a total amount of \$59,893.46.

On motion by Neumann and second by Erickson, the following motion was introduced and adopted by unanimous rollcall vote: To approve the Health & Human Services SSIS Warrants number (ACH) 600005 through 600014 and (Regular) 515283 through 515319 in the amount of \$102,252.24.

On motion by Kircher and second by Becker, the following motion was introduced and adopted by unanimous vote: To approve the confirmation of the County's intent to provide an annual contribution to the Initiative Foundation by allocating \$7,500 for this named purpose within the 2020 County Budget.



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**Policy Committee**

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

**ADOPTING THE TODD COUNTY GOVERNMENT CENTER CAMPUS PARKING POLICY**

**WHEREAS**, the Todd County Board of Commissioners desire to ensure County customers have reasonable access to the Todd County Government Center and;

**WHEREAS**, the Todd County Board of Commissioners desire to ensure County employees have reasonable access to the Todd County Government Center, and;

**NOW, THEREFORE BE IT RESOLVED**, that the Todd County Board of Commissioners establishes the following policy related to employee and customer parking around the Todd County Government Center;

**Purpose:**

The purpose of this policy is to establish parking protocol for employees and customers parking near the Todd County Government Center.

**Article I. Historic Courthouse Hill Parking Lot**

The Historic Courthouse Hill parking lot is designated as a co-mingled parking lot for County employees and County customers. The parking spaces next to the Historic Court House, as well as the spaces marked as "Public Parking" by signs shall be used by County customers & County Commissioners. All other spaces may be used by County employees. Parking spaces shall be designated for specific purposes including, but not limited to, loading and unloading vehicles.

**Article II. Todd County Government Center Parking Lot**

The Todd County Government Center Parking lot is designated as a co-mingled parking lot for County employees and County customers. The County vehicle fleet shall also be parked in this area.

**Article III. Medical Parking Passes**

Employees with medical issues needing access to closer parking spaces may contact Todd County Human Resources to request a temporary employee medical parking pass.

**Article IV. Other Resolutions**

It is understood that this Resolution replaces and supersedes all prior County Board actions, oral or written, relating to the subject matter hereof.

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

**Adoption of Changes to the Todd County Personnel Policy**

**WHEREAS**, the Todd County Board of Commissioners has recognized a need for strong, up to date personnel policy, and;

**WHEREAS**, the Todd County Board of Commissioners and Policy Committee have had an opportunity to review the policy revisions put forth in Article III, Section 3.01 through 3.06 of the Todd County Personnel Policy and find their implementation to be in the best interest of the sound administration of the County;

**NOW, THEREFORE BE IT RESOLVED**, the Todd County Board of Commissioners adopts the attached changes to the Todd County Personnel Policy and directs the County Coordinator to begin administration of said policy as of August 7, 2019.



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**BE IT FURTHER RESOLVED**, that it is understood that this Resolution replaces and supersedes all prior County Board actions, oral or written, relating to the subject matter hereof. Full policy text is available for public inspection in the Auditor-Treasurer's Office.

### Health & Human Services

On motion by Kircher and second by Erickson, the following motion was introduced and adopted by unanimous vote: To approve the request to hire a Care Coordinator to replace the PHN position.

### County Commissioners

On motion by Neumann and second by Becker, the following motion was introduced and failed by roll call vote with Commissioners Neumann and Becker for and Commissioners Kneisl, Kircher and Erickson against: To approve Option 3 to utilize a search firm to conduct a search for Coordinator.

On motion by Kircher and second by Erickson, the following motion was introduced and adopted by majority roll call vote with Commissioners Becker, Erickson, Kircher and Kneisl for and Commissioner Neumann against: To approve Option 2 to post the Coordinator position internally and externally.

### Auditor-Treasurer's Report

The County Auditor-Treasurer reported on meetings attended and projects in progress including an elections update and meeting with Minnesota Secretary of State Steve Simon.

### Commissioner's Report

The Commissioners reported on meetings attended.

### Recess

Chairperson Kneisl recessed the meeting until August 20<sup>th</sup>, 2019.

#### AUDITOR WARRANTS

<u>VENDOR NAME</u>	<u>AMOUNT</u>
GALLAGHER BENEFIT SERVICES INC	\$ 2,000.00
HEALTH PARTNERS DENTAL	\$ 4,397.76
TODD CO AUD-TREAS	\$ 5,943.18
22 PAYMENTS LESS THAN 2000	\$ 6,716.24
AMERICAN HERITAGE BANK	\$ 4,758.00
ANDY'S CHARTER SERVICE LLC	\$ 2,400.00
BIG SWAN LAKE IMPROVEMENT DIST.	\$ 2,676.80
FLEET SERVICES/WEX BANK	\$ 5,531.18
HOULE EXCAVATING LLC	\$ 11,505.48
KNIFE RIVER CORP	\$ 50,358.08
MINNESOTA DEPARTMENT OF HEALTH	\$ 3,188.00
Prairie Lakes Municipal Solid Waste Auth	\$ 78,672.00
RAHN'S OIL & PROPANE	\$ 15,763.31
TANGO CARD INC	\$ 7,040.10
WATERGUARDS, LLC	\$ 20,106.80
ZIEGLER INC	\$ 141,250.00
32 PAYMENTS LESS THAN 2000	\$ 14,425.50
AAA STRIPPING SERVICE CO	\$ 45,896.79
AMERICAN HERITAGE BANK	\$ 4,090.19



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ANOKA CO GOVERNMENT CENTER	\$ 14,915.00
CENTRAL SPECIALTIES INC	\$ 1,551,665.61
CENTRE RENTAL, INC.	\$ 2,210.83
COUNTIES PROVIDING TECHNOLOGY	\$ 14,946.00
COUNTRYSIDE RESTAURANT	\$ 3,757.60
EBSO INC	\$ 214,271.03
HARREN/NICHOLAS	\$ 22,284.08
IVERSON REUVERS LLC	\$ 2,455.00
MINNESOTA POWER & LIGHT	\$ 13,943.25
MN DEPT OF FINANCE	\$ 6,846.50
MORRISON COUNTY	\$ 46,728.50
NOTERMANN/ANTHONY L.	\$ 3,333.76
PETERS LAW OFFICE, P.A.	\$ 4,040.00
SHIRLEY'S GAS & GROCERIES	\$ 2,282.19
STEP	\$ 8,857.39
TRAFFIC MARKING SERVICE INC	\$ 164,632.99
VOYANT COMMUNICATIONS, LLC	\$ 3,503.84
WONDERLICH/SCOTT A	\$ 4,094.00
53 PAYMENTS LESS THAN 2000	\$ 21,239.34
AMERICAN HERITAGE	\$ 5,001.87
AMERICAN HERITAGE BANK	\$ 10,880.41
CELLEBRITE USA CORP	\$ 3,700.00
CITY OF EAGLE BEND	\$ 77,150.91
GALLAGHER BENEFIT SERVICES INC	\$ 2,000.00
LONG PRAIRIE OIL COMPANY	\$ 5,136.48
LONG PRAIRIE SANITATION INC	\$ 3,384.00
MCIT	\$ 3,799.00
PRO-WEST AND ASSOCIATES INC	\$ 10,989.84
STAPLES ADVANTAGE	\$ 3,184.88
34 PAYMENTS LESS THAN 2000	\$ 13,971.14
PHEASANTS FOREVER	\$ 4,000.00
SCHOOL DISTRICT 213	\$ 6,918.89
SCHOOL DISTRICT 2170	\$ 2,065.74
SCHOOL DISTRICT 2753	\$ 3,485.87
SCHOOL DISTRICT 787	\$ 7,009.29
TOWN OF GORDON	\$ 4,164.04
TOWN OF STAPLES	\$ 2,164.47
TOWN OF TURTLE CREEK	\$ 2,449.25
TOWN OF WARD	\$ 3,261.57
TOWN OF WEST UNION	\$ 2,131.36
VERIZON	\$ 3,535.78
39 PAYMENTS LESS THAN 2000	\$ 17,198.20
US BANK	\$ 38,795.00
FURTHER	\$ 804.55
Total:	\$ 2,769,908.86



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## COMMISSIONER WARRANTS

VENDOR NAME	AMOUNT
COMMISSIONER OF TRANSPORTATION	\$ 2,761.66
FRIEDRICH'S TIRE & OIL CO	\$ 4,553.73
HERDERING INC	\$ 2,235.00
MCCC, MI33	\$ 6,042.83
MINNESOTA ELEVATOR INC	\$ 4,374.34
MORRISON CO PUBLIC HEALTH SERV	\$ 4,593.33
NOW MICRO INC	\$ 5,250.00
TRUENORTH STEEL	\$ 45,142.08
117 PAYMENTS LESS THAN 2000	\$ 38,658.36
Total:	\$ 113,611.33

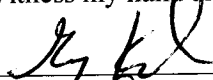
## HEALTH & HUMAN SERVICES WARRANTS

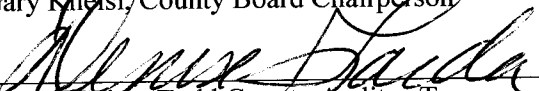
VENDOR NAME	AMOUNT
CARLSON/BARBARA J	\$ 5,100.00
CULLENS HOME CENTER OF ALEX INC	\$ 13,318.00
DHS - MSOP - MN SEX OFFENDER PROG	\$ 5,595.00
DHS - ST PETER RTC - 472	\$ 8,745.00
LUTHERAN SOCIAL SERVICE OF MN - ST PAUL	\$ 4,648.50
NEXUS INC - MILLE LACS ACADEMY	\$ 11,285.96
NORTH HOMES CHILDREN & FAMILY SRVS	\$ 2,934.30
NORTHERN PINES MENTAL HLTH CTR INC	\$ 23,916.50
PSJ ACQUISITION LLC	\$ 5,980.29
PAYMENTS LESS THAN 2000	\$ 20,728.69
Total:	\$ 102,252.24

VENDOR NAME	AMOUNT
DHS - SWIFT	\$ 22,091.37
ITEN FUNERAL HOME - BROWERVILLE	\$ 7,500.00
PATTON SCHAD FUNERAL SERVICE - SAUK CENTRE	\$ 3,500.00
PERISH/ALAN	\$ 2,449.32
SCHULLER FAMILY FUNERAL HOMES - WADENA	\$ 4,150.00
TODD COUNTY ATTORNEY'S OFFICE	\$ 4,008.00
66 PAYMENTS LESS THAN 2000	\$ 16,194.77
Total:	\$ 59,893.46

On a motion by Kircher and second by Erickson, the preceding minutes of the County Board meeting held August 6<sup>th</sup>, 2019 were duly approved by unanimous vote at the Todd County Board of Commissioners at the Regular Board Meeting held on August 20<sup>th</sup>, 2019.

Witness my hand and seal:

  
\_\_\_\_\_  
Gary Kneisl, County Board Chairperson

  
\_\_\_\_\_  
Denise Gaida, Todd County Auditor-Treasurer