



*Minutes of the Meeting of the Todd County Board of Commissioners held on
 February 4th, 2020*

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 February, 2020 at 9:00 AM. The meeting was called to order by Chairperson Kircher. The meeting was opened with the Pledge of Allegiance. All Commissioners were present.

Approval of Agenda

On motion by Becker and second by Erickson, the following motion was introduced and adopted by unanimous vote: To approve the agenda as presented with the removal of item 12.2 Approve CMEMS Joint Powers Agreement and addition of item 5.8 CodeRED Contract.

Consent Agenda

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

To approve the Commissioner’s Meeting Minutes for January 21st, 2020.

To approve the list of Todd County Sheriff’s Office hires and terminations in 2019 as follows:

| | | |
|---------------------------------|-------------------------|------------|
| Aaron Gould hired | PT Correctional Officer | 6/18/2019 |
| Elizabeth Muchow - appointed | FT Correctional Officer | 8/13/2019 |
| Josh Crider - appointed | FT Correctional Officer | 8/14/2019 |
| Erin Guenther - hired | PT Road Deputy | 9/10/2019 |
| Brooke Steinbach - hired | PT Correctional Officer | 10/7/2019 |
| Bryan Lashinski - appointed | FT Road Deputy | 10/14/2019 |
| Jose Martines - hired | PT Correctional Officer | 10/23/2019 |
| Kyle Drum - hired | PT Road Deputy | 11/20/2019 |
| Heather Forsberg - hired | PT 911 Dispatcher | 11/25/2019 |
| Brian Thorstad - hired | PT Road Deputy | 12/24/2019 |
| Travis Winter - appointed | FT Investigator | 1/1/2020 |
| Jacob Fasching - appointed | FT Road Deputy | 1/1/2020 |
| Jordan Host - hired | PT Correctional Officer | 1/31/2020 |
| James Thomes termination | Correctional Officer | 3/1/2019 |
| Hailey Piotrowski – termination | PT Correctional Officer | 5/21/2019 |
| Anthony Tiesler-termination | Correctional Officer | 7/31/2019 |
| Kai-Uwe Brings - termination | 911 Dispatcher | 8/7/2019 |
| Bailey Sorenson - termination | Correctional Officer | 11/01/2019 |
| Sarah Henkemeyer-termination | 911 Dispatcher | 11/22/2019 |
| Cory Roering - termination | Road Deputy | 11/22/2019 |
| Brian Thorstad – termination | PT Road Deputy | 1/21/2020 |
| Mitchell Preusse – termination | PT Correctional Office | 1/31/2020 |

To approve a Seasonal On Sale, Off Sale and Sunday Liquor License for DT Lisson Inc dba Double Eagle Golf & Grille at the address of 31886 County 3, Eagle Bend, MN in Burleene Township effective April 1, 2020 through November 30, 2020.

To approve a one year Off Sale, On Sale and Sunday Liquor License for Shady’s Golden Eagle at the address of 13218 County 103, Burtrum, MN in Grey Eagle Township effective April 1, 2020 through March 31, 2021.

Auditor-Treasurer

On motion by Neumann and second by Erickson the following motion was introduced and adopted by unanimous rollcall vote: To approve the January 2020 Auditor Warrants number (ACH) 900619 through 900681 in the amount of \$1,651,165.66, (Manual) 518 through 524 in the amount of \$75,632.33 and (Regular) 234867 through 235003 in the amount of \$518,004.89 for a total of \$2,244,802.88.

On motion by Kneisl and second by Becker the following motion was introduced and adopted by unanimous rollcall vote: To approve the Commissioner Warrants number (ACH) 400525 through 400535 in the amount of \$7,117.50 and (Regular) 52951 through 53028 in the amount of \$114,641.69 for a total of \$121,759.19.

On motion by Neumann and second by Kneisl, the following motion was introduced and adopted by unanimous rollcall vote: To approve the Health & Human Services Commissioner Warrants number (ACH) 800413 through 800428 and (Regular) 706324 through 706370 for a total amount of \$58,510.36.

On motion by Becker 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) 600119 through 600123 and (Regular) 515652 through 515664 for a total amount of \$22,963.94.

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

APPROVAL OF ALL COUNTY DEPARTMENTAL CHANGE & PETTY CASH FUNDS

WHEREAS, there are multiple petty cash & change funds in various departments across the county, and; **WHEREAS**, State Auditing Standards & Statutes require board approval when modifications are requested and to annually confirm/reaffirm all county departmental change & petty cash funds, **NOW, THEREFORE BE IT RESOLVED**, to approve the petty cash & change funds for the various departments for immediate implementation as per the attached list to be filed in the Auditor-Treasurer's Office.

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

COMMIT FUND BALANCE FOR BUILDING & GROUNDS IMPROVEMENT FUND

WHEREAS, the Todd County Board of Commissioners established a building & grounds improvement fund with the objective that the funds be utilized for current and future expenses and held within the County General Fund. The building & grounds improvement funds are appropriated and utilized each calendar year;

WHEREAS, the remaining balance of this account as of December 31, 2019 is \$751,915.60. State Auditors recommendation is to approve by resolution a commitment of this fund balance on an annual basis for transparent financial reporting;

NOW, THEREFORE BE IT RESOLVED, that the Todd County Board of Commissioners hereby authorize the County Auditor/Treasurer to create a Committed Fund Balance account in Fund 01-General Revenue Fund with a balance of \$751,915.60 to track the funding plan for the Committed Fund Balance of Building & Grounds Improvement Fund, effective December 31, 2019.

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

TRANSFER OF FUNDS FROM GENERAL FUND TO TODD COUNTY DEVELOPMENT CORPORATION FUND

WHEREAS, the 2020 Budget for Todd County's support to the Todd County Development Corporation has been approved at \$67,000, and;

WHEREAS, a letter was received from the Todd County Development Corporation requesting for the allocation of funds from the County General Fund to be provided.

NOW, THEREFORE BE IT RESOLVED, that the Todd County Board of Commissioners hereby approve the transfer of funds in the amount of \$67,000.00 from Fund 01-General Revenue to Fund 74-Todd County Development Corporation.

On motion by Kneisl and second by Neumann, the following motion was introduced and adopted by unanimous vote: To approve the contract with OnSolve, LLC CodeRED and authorize the Board Chairperson to sign said contract.

Todd County Development Corporation

Rick Utech provided the County Board with the 2019 Todd County Development Corporation Annual Report for review.

DW Jones / Ehlers / City of Long Prairie

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

**RESOLUTION CALLING FOR A PUBLIC HEARING ON THE APPROVAL OF
A PROPOSED TAX ABATEMENT BY THE COUNTY ON CERTAIN
PROPERTY LOCATED WITHIN THE COUNTY**

BE IT RESOLVED by the Board of County Commissioners (the "Board") of Todd County, Minnesota (the "County"), as follows:

1.01. The County, pursuant to Minnesota Statutes, Sections 469.1812 to 469.1815, as amended (the "Act"), is authorized to grant an abatement of the property taxes imposed by the County on parcels of property located within the County, if certain conditions are met, through the adoption of a resolution, specifying the terms of the abatement.

1.02. To finance construction by D.W. Jones, Inc. of a 37-unit apartment building in the City of Long Prairie in the County, which project is to be known as the 2nd Avenue Apartments, at 100% market-rate and no income restricted units, the County is proposing to abate the property taxes imposed by the County with respect to the parcels of property which are described in Exhibit A hereto (the "Property").

1.03. Pursuant to the Act, this Board may approve the abatement only after holding a public hearing on the abatement.

Section 2. Public Hearing. A public hearing on the proposed abatement of property taxes imposed by the County with respect to the Property is hereby called and shall be held on March 17, 2020, at approximately 9:15 a.m. at the County Courthouse.

Section 3. Notice. The County Auditor/Treasurer is hereby authorized and directed to cause notice of said hearing in substantially the form attached hereto as Exhibit A to be given one publication in a newspaper of general circulation in the County at least 10 days but not more than 30 days before the hearing. The newspaper must be one of general interest and readership in the County, and the notice must be published at least once per week.

County Assessor

On motion by Neumann and second by Kneisl, the following motion was introduced and adopted by unanimous vote: To grant a property tax abatement for parcel 10-0024000, for the 2019 property tax, in the amount of \$1,905.



WHERE THE FOREST MEETS THE PRAIRIE

Todd County
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On motion by Becker and second by Erickson, the following motion was introduced and adopted by unanimous vote: To schedule the 2020 Todd County Board of Appeal and Equalization meeting for June 15th, 2020; commencing at 6:00pm and not ending before 7:00pm.

Planning & Zoning

On a motion by Neumann and second by Becker, the following resolution was introduced and adopted by unanimous vote with Commissioner Erickson abstaining:

Final Plat Approval – “Erickson Addition”

WHEREAS, Applicant Rodney Erickson has applied to subdivide property by Lashier Lake, Section 6, Round Prairie Township, Todd County; and

WHEREAS, Plat name is “Erickson Addition” consisting of three Commercial zoning lots with a total of 5.15 acres, Lot 1 87,120± sq. ft., Lot 2 48,600± sq. ft. and Lot 3 88,600± sq. ft.; and

WHEREAS, Applicants appeared before the Todd County Planning Commission at a public hearing on January 2, 2020 where this preliminary plat was recommended for approval with the conditions that no excavation, filling, drainage, or grading within the most northern 300 feet of Lot 1, and complete abandonment of the existing open well on Lot 1; and

WHEREAS, On January 21, 2020 the Todd County Board of Commissioners approved said Preliminary Plat to move forward and be completed; and

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 “Erickson Addition” be approved as presented.

On motion by Kneisl and second by Erickson, the following motion was introduced and adopted by unanimous vote: To authorize the carry forward of Planning and Zoning funds as outlined on the attached Budget Request Form in the amount of \$160,928.88.

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

A RESOLUTION ESTABLISHING A TODD COUNTY SEPTIC LOAN PROGRAM

WHEREAS, Todd County has a high demand for replacement of failing or noncompliant septic systems, and;

WHEREAS, Todd County land owners often inquire about funding programs, and;

WHEREAS, the Pollution Control Agency provides loan funding for nonpoint source best management practices.

NOW, THEREFORE BE IT RESOLVED, Todd County shall submit a proposal to the Minnesota Pollution Control Agency to conduct the following project: Todd County Septic System Replacement Initiative, and;

BE IT FURTHER RESOLVED, that Adam Ossefoort, Planning and Zoning Director, be authorized to submit the proposal for the above mentioned project and shall have the authority to represent this body in all matters that do not specifically require the action of this body.

County Sheriff

The County Board allowed time in this meeting for public comment regarding the implementation of body worn cameras by the Todd County Sheriff's Office.

Facilities Committee

The Commissioners held discussion with Dustin Tomoson of Ringdahl Architects regarding the project scope, construction plans and specifications, and timelines for the proposed renovation project of the Todd County Expo Building.

On motion by Erickson and second by Becker, the following motion was introduced and adopted by unanimous vote: To approve construction plans and specifications & approve the project to move forward to the public bid phase in regards to the Todd County Expo Building.

Administration

On motion by Neumann and second by Becker, the following motion was introduced and adopted by unanimous vote: To approve an unpaid medical leave of absence for employee #874.

Commissioner's Report

The Commissioners reported on meetings attended.

Auditor-Treasurer's Report

The Auditor-Treasurer reported on meetings attended and projects in progress including three upcoming elections within Todd County and the election room reconstruction project completion.

Coordinator's Report

The Coordinator reported on meetings attended.

Recess

Chairperson Kircher recessed the meeting until February 18th, 2020.

AUDITOR WARRANTS

| VENDOR NAME | AMOUNT |
|-----------------------------|---------------|
| MN DEPT OF REVENUE | \$ 48,212.35 |
| MN DEPT OF REVENUE | \$ 2,111.00 |
| 1 PAYMENT LESS THAN 2000 | \$ 401.00 |
| 1 PAYMENT LESS THAN 2000 | \$ 220.41 |
| MN DEPT OF REVENUE | \$ 3,889.23 |
| MN DEPT OF REVENUE | \$ 11,365.71 |
| 1 PAYMENT LESS THAN 2000 | \$ 1,300.22 |
| US BANK | \$ 7,304.95 |
| 1 PAYMENT LESS THAN 2000 | \$ 820.66 |
| 1 PAYMENT LESS THAN 2000 | \$ 6.80 |
| FLEET SERVICES/WEX BANK | \$ 5,619.45 |
| LONG PRAIRIE SANITATION INC | \$ 4,329.58 |
| MASWCD | \$ 3,635.68 |
| PHEASANTS FOREVER | \$ 2,690.00 |
| TODD TRAILS ASSOCIATION | \$ 59,590.47 |
| 21 PAYMENTS LESS THAN 2000 | \$ 9,485.61 |



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| | | |
|--|----|------------|
| CLIFTON LARSONALLEN, LLP | \$ | 10,560.00 |
| COUNTIES PROVIDING TECHNOLOGY | \$ | 6,476.54 |
| COUNTRYSIDE RESTAURANT | \$ | 4,177.60 |
| GALLAGHER BENEFIT SERVICES INC | \$ | 2,000.00 |
| GREAT RIVER REGIONAL LIBRARY | \$ | 83,351.50 |
| LONG PRAIRIE OIL COMPANY | \$ | 6,657.20 |
| MORRISON COUNTY | \$ | 21,354.75 |
| PETERS LAW OFFICE, P.A. | \$ | 4,875.00 |
| Prairie Lakes Municipal Solid Waste Auth | \$ | 82,637.00 |
| RAHN'S OIL & PROPANE | \$ | 17,894.30 |
| TODD CO HISTORICAL SOCIETY | \$ | 8,500.00 |
| TOWN OF WEST UNION | \$ | 17,319.62 |
| US BANK | \$ | 538,795.00 |
| VOYANT COMMUNICATIONS, LLC | \$ | 3,468.83 |
| WONDERLICH/SCOTT A | \$ | 6,144.00 |
| ZIEGLER INC | \$ | 170,260.00 |
| 43 PAYMENTS LESS THAN 2000 | \$ | 15,907.51 |
| CITY OF BERTHA | \$ | 3,411.20 |
| CITY OF BROWERVILLE | \$ | 4,355.58 |
| CITY OF CLARISSA | \$ | 3,670.33 |
| CITY OF EAGLE BEND | \$ | 5,978.52 |
| CITY OF HEWITT | \$ | 4,605.88 |
| CITY OF LONG PRAIRIE | \$ | 14,266.35 |
| CITY OF OSAKIS | \$ | 2,032.89 |
| CITY OF STAPLES | \$ | 12,959.54 |
| SAUK RIVER WATER SHED DISTRICT | \$ | 3,701.65 |
| SCHOOL DISTRICT 213 | \$ | 18,635.98 |
| SCHOOL DISTRICT 2170 | \$ | 26,929.89 |
| SCHOOL DISTRICT 2753 | \$ | 61,156.82 |
| SCHOOL DISTRICT 486 | \$ | 12,060.21 |
| SCHOOL DISTRICT 740 | \$ | 3,246.55 |
| SCHOOL DISTRICT 743 | \$ | 19,500.37 |
| SCHOOL DISTRICT 786 | \$ | 39,665.17 |
| SCHOOL DISTRICT 786-DEBT DIST 86 | \$ | 6,272.01 |
| SCHOOL DISTRICT 787 | \$ | 37,101.62 |
| SCHOOL DISTRICT 787- DEBT DIST 87 | \$ | 4,873.09 |
| SCHOOL DISTRICT 818 | \$ | 3,967.30 |
| TOWN OF BARTLETT | \$ | 5,990.17 |
| TOWN OF BERTHA | \$ | 6,199.89 |
| TOWN OF BIRCHDALE | \$ | 4,364.30 |
| TOWN OF BRUCE | \$ | 4,452.82 |
| TOWN OF BURLEENE | \$ | 4,055.15 |
| TOWN OF BURNHAMVILLE | \$ | 6,261.37 |
| TOWN OF EAGLE VALLEY | \$ | 8,509.65 |
| TOWN OF FAWN LAKE | \$ | 3,566.42 |
| TOWN OF GERMANIA | \$ | 6,447.04 |
| TOWN OF GORDON | \$ | 7,754.37 |



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|-----------------------------|-----------|---------------------|
| TOWN OF GREY EAGLE | \$ | 5,425.21 |
| TOWN OF HARTFORD | \$ | 8,481.77 |
| TOWN OF IONA | \$ | 4,335.02 |
| TOWN OF LESLIE | \$ | 2,603.66 |
| TOWN OF LITTLE ELK | \$ | 2,908.31 |
| TOWN OF LITTLE SAUK | \$ | 5,270.90 |
| TOWN OF LONG PRAIRIE | \$ | 4,648.79 |
| TOWN OF MORAN | \$ | 7,742.44 |
| TOWN OF REYNOLDS | \$ | 4,034.37 |
| TOWN OF ROUND PRAIRIE | \$ | 9,870.89 |
| TOWN OF STAPLES | \$ | 5,430.49 |
| TOWN OF STOWE PRAIRIE | \$ | 7,557.23 |
| TOWN OF TURTLE CREEK | \$ | 2,151.48 |
| TOWN OF VILLARD | \$ | 4,224.68 |
| TOWN OF WARD | \$ | 3,590.04 |
| TOWN OF WEST UNION | \$ | 5,479.66 |
| TOWN OF WYKEHAM | \$ | 11,268.99 |
| 9 PAYMENTS LESS THAN 2000 | \$ | 5,559.91 |
| CENTERPOINT ENERGY | \$ | 2,284.01 |
| CROW WING RECYCLING | \$ | 5,443.50 |
| GOETZ & ECKLAND P.A. | \$ | 2,482.24 |
| LONG PRAIRIE OIL COMPANY | \$ | 18,227.23 |
| MCCC, MI33 | \$ | 2,876.00 |
| MCIT | \$ | 339,088.00 |
| MINNESOTA POWER & LIGHT | \$ | 15,197.54 |
| MN DEPT OF FINANCE | \$ | 6,433.00 |
| SHIRLEY'S GAS & GROCERIES | \$ | 2,720.66 |
| STAPLES ADVANTAGE | \$ | 3,051.38 |
| TODD CO AUD-TREAS | \$ | 4,429.28 |
| TODD SOIL & WATER CONS DIST | \$ | 149,696.71 |
| WENCK ASSOCIATES, INC. | \$ | 4,569.60 |
| 26 PAYMENTS LESS THAN 2000 | \$ | 10,884.85 |
| MCCC, MI33 | \$ | 5,576.00 |
| NYHUS CHEVROLET BUICK INC | \$ | 28,409.45 |
| ANOKA CO GOVERNMENT CENTER | \$ | 14,994.25 |
| CENTERPOINT ENERGY | \$ | 4,130.83 |
| MCIT | \$ | 2,239.00 |
| STREAMWORKS | \$ | 5,850.00 |
| 14 PAYMENTS LESS THAN 2000 | \$ | 8,281.41 |
| Total: | \$ | 2,244,802.88 |

COMMISSIONER WARRANTS

| VENDOR NAME | | AMOUNT |
|--------------------------|----|-----------|
| ARC ELECTRIC SERVICE | \$ | 4,900.00 |
| ASSOC OF MN COUNTIES | \$ | 2,535.00 |
| COMPASS MINERALS AMERICA | \$ | 47,637.46 |



| | | |
|--------------------------------|-----------|-------------------|
| H & L MESABI | \$ | 4,551.83 |
| INFORMATION SYSTEM CORP | \$ | 4,995.00 |
| KRIS ENGINEERING | \$ | 12,000.00 |
| MORRIS ELECTRONICS | \$ | 4,680.00 |
| MORRISON CO PUBLIC HEALTH SERV | \$ | 3,761.57 |
| NUSS TRUCK & EQUIP | \$ | 2,961.33 |
| SHI CORP | \$ | 4,930.00 |
| ZUERCHER TECHNOLOGIES LLC | \$ | 6,878.00 |
| 78 PAYMENTS LESS THAN 2000 | \$ | 21,929.00 |
| Total: | \$ | 121,759.19 |

HEALTH & HUMAN SERVICES WARRANTS

| <u>VENDOR NAME</u> | | <u>AMOUNT</u> |
|----------------------------|-----------|------------------|
| DHS - SWIFT | \$ | 18,398.87 |
| INFORMATION SYSTEM CORP | \$ | 22,898.00 |
| PERISH/ALAN | \$ | 3,555.93 |
| SHI CORP | \$ | 2,680.00 |
| 59 PAYMENTS LESS THAN 2000 | \$ | 10,977.56 |
| Total: | \$ | 58,510.36 |

| <u>VENDOR NAME</u> | | <u>AMOUNT</u> |
|---------------------------------------|-----------|------------------|
| LUTHERAL SOCIAL SERVICE OF MN-ST PAUL | \$ | 2,508.50 |
| WEST CENTRAL REGIONAL JUVENILE CTR | \$ | 13,611.00 |
| PAYMENTS LESS THAN 2000 | \$ | 6,844.44 |
| Total: | \$ | 22,963.94 |

On a motion by Becker and second by Kneisl, the preceding minutes of the County Board meeting held February 4th, 2020 were duly approved by unanimous vote at the Todd County Board of Commissioners at the Regular Board Meeting held on February 17th, 2020.

Witness my hand and seal:



 David Kircher, County Board Chairperson



 Denise Gaida, Todd County Auditor-Treasurer