



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 21<sup>st</sup>, 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 21<sup>st</sup> day of April, 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 Neumann, the following motion was introduced and adopted by unanimous vote: To approve the agenda as presented with the addition of item 5.5 Discussion on Hiring Freeze.

### 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 Todd County Board of Commissioner's Meeting Minutes for April 7<sup>th</sup>, 2020 as presented.

To hire Preston Oetterer for part-time road deputy.

To hire Chad Olson for part-time dispatch.

### Auditor-Treasurer

On motion by Neumann and second by Erickson the following motion was introduced and adopted by unanimous rollcall vote: To approve the Commissioner Warrants number (ACH) 400599 through 400616 in the amount of \$5,706.13 and (Regular) 53371 through 53439 in the amount of \$69,614.52 for a total of \$75,320.65.

On motion by Kneisl 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) 800593 through 800652 and (Regular) 706592 through 706653 for a total amount of \$76,323.20.

On motion by Erickson and second by Neumann, the following motion was introduced and adopted by unanimous rollcall vote: To approve the Health & Human Services SSIS Warrants number (ACH) 600165 through 600176 and (Regular) 515772 through 515804 for a total amount of \$86,013.19.

Discussion was held regarding the upcoming 2020 Property Tax Payment deadlines and potential impacts due to the COVID-19 pandemic.

Discussion was also held regarding the potential impacts due to the COVID-19 pandemic and proposals to limit spending by implementing a hiring freeze.

### Public Works

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

**Grant Agreement to State Transportation Fund (Local Road Improvement Program) – Exhibit E  
Grant Terms and Conditions for SAP 077-593-001**

**WHEREAS**, Todd County has applied to the Commissioner of Transportation for a grant from the Minnesota State Transportation Fund for Local Road Improvement, and;



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**WHEREAS**, the Commissioner of Transportation has given notice that funding for this project is available, and;

**WHEREAS**, the amount of the grant has been determined to be \$450,000.00 by reason of the lowest responsible bid.

**NOW, THEREFORE BE IT RESOLVED**, be it resolved that Todd County does hereby agree to the terms and conditions of the grant consistent with Minnesota Statutes, section 174.52 and will pay any additional amount by which the cost exceeds the estimate, and will return to the Minnesota State Transportation Fund any amount appropriated for the bridge but not required. The Todd County Board Chairman and the Todd County Auditor/Treasurer are hereby authorized to execute a grant agreement and any amendments thereto with the Commissioner of Transportation concerning the above-referenced grant.

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

**Grant Agreement to State Transportation Fund (Local Bridge Replacement Program) – Exhibit E  
Grant Terms and Conditions for SAP 077-614-018**

**WHEREAS**, Todd County has applied to the Commissioner of Transportation for a grant from the Minnesota State Transportation Fund for construction of Bridge #77J82, and;

**WHEREAS**, the Commissioner of Transportation has given notice that funding for this project is available, and;

**WHEREAS**, the amount of the grant has been determined to be \$107,117.90 by reason of the lowest responsible bid.

**NOW, THEREFORE BE IT RESOLVED**, be it resolved that Todd County does hereby agree to the terms and conditions of the grant consistent with Minnesota Statutes, section 174.50 and will pay any additional amount by which the cost exceeds the estimate, and will return to the Minnesota State Transportation Fund any amount appropriated for the bridge but not required. The Todd County Board Chairman and the Todd County Auditor/Treasurer are hereby authorized to execute a grant agreement and any amendments thereto with the Commissioner of Transportation concerning the above-referenced grant.

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

**Grant Agreement to State Transportation Fund (Local Bridge Replacement Program) – Exhibit E  
Grant Terms and Conditions for SAP 077-598-028**

**WHEREAS**, Todd County has applied to the Commissioner of Transportation for a grant from the Minnesota State Transportation Fund for construction of Bridge #77J91, and;

**WHEREAS**, the Commissioner of Transportation has given notice that funding for this project is available, and;

**WHEREAS**, the amount of the grant has been determined to be \$162,887.75 by reason of the lowest responsible bid.

**NOW, THEREFORE BE IT RESOLVED**, be it resolved that Todd County does hereby agree to the terms and conditions of the grant consistent with Minnesota Statutes, section 174.50 and will pay any additional amount by which the cost exceeds the estimate, and will return to the Minnesota State Transportation Fund any amount appropriated for the bridge but not required. The Todd County Board Chairman and the Todd County Auditor/Treasurer are hereby authorized to execute a grant agreement and any amendments thereto with the Commissioner of Transportation concerning the above-referenced grant.



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

### **AWARD OF CONSTRUCTION CONTRACT FOR 2020 HSIP PAVEMENT STRIPING PROJECT**

**WHEREAS**, sealed bids were received on April 7<sup>th</sup>, 2020 by the Todd County Public Works Director for SP 077-070-012 and SP 077-070-013, said projects for pavement striping work at various locations in Todd County, and;

**WHEREAS**, the following sealed bids were received:

Traffic Marking Services, Inc.	Maple Lake, Minnesota	\$327,493.75
Sir Lines-A-Lot	Edina, Minnesota	\$347,721.75
AAA Striping Service Co.	Saint Michael, Minnesota	\$347,721.75
Century Fence Company	Forest Lake, Minnesota	\$392,552.84

**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 \$327,493.75.

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

### **AWARD OF CONSTRUCTION CONTRACT FOR 2020 DUST CONTROL PROJECT**

**WHEREAS**, sealed bids were received on April 7<sup>th</sup>, 2020 by the Todd County Public Works Director for CP 77-20-08, 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	\$135,503.87
Northern Salt, Inc.	Forest Lake, Minnesota	\$137,626.64
EnviroTech Services	Greeley, Colorado	\$147,415.00

**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 \$135,503.87.

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

### **AWARD OF CONSTRUCTION CONTRACT FOR 2020 PAVEMNET MARKING PROJECT**

**WHEREAS**, sealed bids were received on April 7<sup>th</sup>, 2020 by the Todd County Public Works Director for CP 77-20-03, said project for pavement markings located on various highways in Todd County, and;

**WHEREAS**, the following sealed bids were received:

Traffic Marking Service, Inc.	Maple Lake, Minnesota	\$42,354.40
AAA Striping Service Co.	Saint Michael, Minnesota	\$44,985.70
Sir Lines-A-Lot	Edina, Minnesota	\$52,369.97

**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 Service, Inc. of Maple Lake, Minnesota based on their low bid of \$42,354.40.



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## County Sheriff

On motion by Kneisl and second by Becker, the following motion was introduced and adopted by unanimous vote: To accept the Federal NG9-1-1 CPE Grant in the amount of \$6,300.00.

## Planning & Zoning

On motion by Erickson and second by Kneisl, the following motion was introduced and adopted by unanimous vote: To approve the corrections to the Todd County Planning and Zoning Ordinance in sections 7.07C, 804C, 9.10D, and 9.16A.

On motion by Neumann and second by Erickson, the following motion was introduced and adopted by unanimous vote: To grant the Conditional Use Permit for an auto repair and auto dealership on parcel 14-0030600 with the proposed conditions.

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

### **Final Plat Approval – “Little Swan Lake Addition” Subdivision**

**WHEREAS**, Applicant and owner Vernon Kroll applied to subdivide a property that is described as Part of Government Lot 3 of Section 3 in Burnhamville Township with the plat to be known as Little Swan Lake Addition,

**WHEREAS**, Little Swan Lake Addition consists of one residential lot, Block One Lot 1 40,004 ± square feet located in the Recreational Development Shoreland zoning of Little Swan Lake in Burnhamville Township,

**WHEREAS**, On November 7, 2019 the Todd County Planning Commission recommended the following property be considered for Subdivision pursuant to Todd County Subdivision Regulation and Ordinance: SECT-03 TWP-128 RANG-32

PART OF GOV'T LOT 3 DESC AS FOLLOWS:

COMM AT E QUARTER CORNER OF SEC 3, W 596.33 FT, N 809.44 FT, SE 16.00 FT TO POINT OF BEG, SE 33.00 FT, SW 300.00 FT, SE 270.00 FT, NE 774.33 FT TO E LINE OF GOV'T LOT 3, S 896.18 FT, W 1302.27 FT, N 400.00 FT, NE 403.76 FT, NE 454.24 FT TO POINT OF BEG;

16.82 ACRES -SURVEY

**WHEREAS**, On November 19<sup>th</sup> 2019 the Todd County Board of Commissioners considered the Preliminary Plat for the above described property and approved the Little Swan Lake 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 “Little Swan Lake Addition” subdivision be approved as presented.

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

**ACCEPTING THE OFFER OF THE MINNESOTA POLLUTION CONTROL AGENCY TO PURCHASE A TAXABLE GENERAL OBLIGATION STORM WATER REVENUE NOTE, SERIES 2020, IN THE ORIGINAL AGGREGATE PRINCIPAL AMOUNT OF \$450,000 AND PROVIDING FOR ITS ISSUANCE IN ACCORDANCE WITH A CLEAN WATER PARTNERSHIP LOAN AGREEMENT**

Full Resolution document available to public inspection via the County Auditor-Treasurer's Office.



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**Solid Waste**

On motion by Neumann and second by Kneisl, the following motion was introduced and adopted by unanimous vote: To authorize the solid waste director to electronically sign the SCORE agreement via Docusign.

**Health & Human Services**

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

**A RESOLUTION ESTABLISHING SUPPORT FOR SEEKING FUNDING FROM SOURCEWELL FOR A REGIONAL PROGRAM THAT SUPPORT FAMILIES**

**WHEREAS**, Sourcewell, is providing innovation funding for the Cities and Counties in Region Five, and;

**WHEREAS**, The Social Service and Public Health agencies of Cass, Crow Wing, Morrison, Todd, and Wadena Counties work to prevent child abuse, deflect children from child welfare and want to support and stabilize families, and;

**WHEREAS**, Safe Families of Minnesota focuses on strengthening parents by providing 'breathing room', allowing families to stabilize while children are in a safe and loving environment, and provides family coaching to struggling parents that is distinctly different from social work/casework, and;

**WHEREAS**, Safe Families of MN supports, and stabilizes families in crisis by surrounding them with caring, compassionate community, and;

**WHEREAS**, Safe Families of MN is nationally recognized by the Federal Children's Bureau for their work with local and State agencies that keep children safe and families intact.

**NOW, THEREFORE BE IT RESOLVED**, that the Todd County Board of Commissioners approves Sourcewell innovative funding application submitted by Morrison County Public Health on behalf of Region V Counties of Cass, Crow Wing, Morrison, Todd and Wadena to collaborate with a professional non-profit organization that will build capacity within our communities to support families and children in need.

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

**A RESOLUTION ESTABLISHING SUPPORT FOR SEEKING FUNDING FROM SOURCEWELL FOR A REGIONAL PROGRAM THAT SUPPORTS WIRED KIDS EDUCATION**

**WHEREAS**, Sourcewell, is providing innovation funding for the Cities and Counties in Region Five, and;

**WHEREAS**, The Social Service and Public Health agencies of Cass, Crow Wing, Morrison, Todd, and Wadena Counties work to use the power of collaboration for the promotion of the healthy development of children at an early age, and;

**WHEREAS**, Wired Kids Education focuses on strengthening parents by providing learning to examine the impact of screen time on early childhood development, and;

**WHEREAS**, Wired Kids Education provides information on what is appropriate technology for young children with developing brains and bodies, and;



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**WHEREAS**, Wired Kids Education will provide information on strategies to coach parents and caregivers on establishing healthy screen time habits.

**NOW, THEREFORE BE IT RESOLVED**, that the Todd County Board of Commissioners approves Sourcewell innovative funding application submitted by Cass County Public Health on behalf of Region V Counties of Cass, Crow Wing, Morrison, Todd and Wadena to collaborate with a professional organization that will build capacity within our communities to support families and children in need of healthy development.

### Administration

On motion by Erickson and second by Kneisl, the following motion was introduced and adopted by unanimous vote: To approve the 2020 Pay Equity Compliance Report.

### Facilities Committee

On motion by Neumann and second by Becker, the following motion was introduced and adopted by unanimous vote: To approve the budgeted request to purchase and install glass enclosures on the main floor of the Historic Courthouse along with the lower level of the Historic Courthouse in the amount of \$11,250.00 from Alex Glass and Glazing.

On motion by Erickson and second by Becker, the following motion was introduced and adopted by unanimous vote: To approve change order 3 for the Expo Building South Wall Repair in the amount of \$31,472.00.

Discussion was held regarding change order 4 for the Expo Building for Replace OSB as needed in interior walls. Item was tabled to a future meeting.

On motion by Neumann and second by Erickson, the following motion was introduced and adopted by unanimous vote: To apply spray foam insulation at a cost of \$12,125 for a vapor barrier as part of the Expo Building renovation project and apply standard paint at a cost of \$1,680.00.

### Adjourn

On motion by Neumann and second by Kneisl, the meeting was adjourned for the month of April 2020.

COMMISSIONER WARRANTS	
VENDOR NAME	AMOUNT
AMERICAN SOLUTIONS FOR BUSINESS	\$ 11,186.68
CITY OF LONG PRAIRIE	\$ 5,630.41
DIAMOND MOWERS INC	\$ 3,920.70
MCCC, MI33	\$ 5,516.50
MENCH/JAMES	\$ 2,100.00
MORRIS ELECTRONICS	\$ 6,836.84
STAPLES WORLD	\$ 10,544.91
80 PAYMENTS LESS THAN 2000	\$ 29,584.61
<b>Total:</b>	<b>\$ 75,320.65</b>



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## HEALTH & HUMAN SERVICES WARRANTS

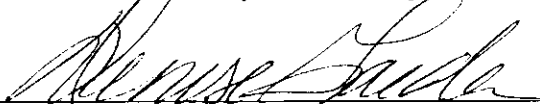
VENDOR NAME	AMOUNT
BRENNY FUNERAL CHAPEL - STAPLES	\$ 3,500.00
V#16141 - COST EFF HEALTH INSURANCE	\$ 3,425.92
DANIEL FUNERAL HOME - ST CLOUD	\$ 3,500.00
DHS - SWIFT	\$ 8,221.07
RURAL MN CEP INC	\$ 9,848.45
117 PAYMENTS LESS THAN 2000	\$ 47,827.76
<b>Total:</b>	<b>\$ 76,323.20</b>

VENDOR NAME	AMOUNT
# 15998	\$ 3,026.53
# 14593	\$ 3,231.75
HOLISTIC FAMILY EDUCATION SRVS	\$ 3,854.79
LUTHERAN SOCIAL SERVICES OF MN-ST PAUL	\$ 2,838.36
NEXUS INC - MILLE LACS ACADEMY	\$ 11,278.73
NORTHERN PINES MENTAL HLTH CTR INC	\$ 17,318.24
# 13887	\$ 2,164.42
# 16014	\$ 2,488.68
VILLAGE RANCH INC	\$ 7,615.46
PAYMENTS LESS THAN 2000	\$ 32,196.23
<b>Total:</b>	<b>\$ 86,013.19</b>

On a motion by Becker and second by Kneisl, the preceding minutes of the County Board meeting held April 21, 2020 were duly approved by unanimous vote at the Todd County Board of Commissioners at the Regular Board Meeting held on May 5, 2020.

Witness my hand and seal:

  
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 David Kircher, County Board Chairperson

  
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 Denise Gaida, Todd County Auditor-Treasurer