



WHERE THE FOREST MEETS THE PRAIRIE

Todd County

• MINNESOTA • EST. 1855 •

*Minutes of the Meeting of the Todd County Board of Commissioners held on
May 5th, 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 5th day of May, 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 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 11.2 Update on COVID-19 Situation.

Consent Agenda

On motion by Becker 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 21st, 2020 as presented.

To approve the resignation of Zeke Nava effective January 13, 2020.

To approve the resignation of Carole Schoenrock effective January 13, 2020.

To approve the resignation of Sarah Hunter effective March 1, 2020.

To accept the resignation of Douglas Johnson as Todd County Chief Deputy Recorder effective 4/24/2020.

To hire Kellen Pulliam for Seasonal Water Patrol.

To hire Riley Mounsdon for Seasonal Water Patrol.

To hire Melissa Morazan for part-time Correctional Officer.

To approve the hire of Kim Bosl as Chief Deputy Recorder.

Auditor-Treasurer

On motion by Kneisl and second by Neumann, the following motion was introduced and adopted by unanimous rollcall vote: To approve the April 2020 Auditor Warrants number (ACH) 900760 through 900781 in the amount of \$129,181.38, (Manual) 537 thru 544 in the amount of \$50,670.80 and (Regular) 235294 through 235401 in the amount of \$321,503.89 for a total of \$501,356.07.

On motion by Becker and second by Erickson, the following motion was introduced and adopted by unanimous rollcall vote: To approve the Commissioner Warrants number (ACH) 400617 through 400627 in the amount of \$15,112.35 and (Regular) 53440 through 53489 in the amount of \$24,683.19 for a total of \$39,795.54.

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 Commissioner Warrants number (ACH) 800653 through 800666 and (Regular) 706654 through 706690 for a total amount of \$20,906.69.

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 SSIS Warrants number (ACH) 600177 through 600183 and (Regular) 515805 through 515813 for a total amount of \$51,864.54.



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On motion by Becker and second by Neumann, the following motion was introduced and adopted by unanimous vote: To accept the 2019 Voting Equipment Grant Award and authorize the County Auditor-Treasurer to sign the Grant Award contract for and on behalf of Todd County and its Municipalities.

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

2020 MEMORIAL DAY APPROPRIATIONS

WHEREAS, Todd County has budgeted in 2020 for an appropriation to support the expenses for conducting Memorial Day Services by organizations within Todd County;

NOW, THEREFORE BE IT RESOLVED, that the Todd County Board of Commissioners hereby approve the 2020 payment of \$10 to the Evergreen Cemetery Association of Long Prairie for the care of County lots in said Evergreen Cemetery, and;

BE IT FURTHER RESOLVED, to approve the payment of \$50 to each regular organization of Veterans of Foreign Wars, American Legion Posts and Auxiliaries in Todd County to support the payment of expenses in connection with the proper observance of Memorial Day Services conducted within Todd County and the amount to be paid by warrant to each organization provided that in cases where any of the above mentioned do not have an organization, the amount will be paid to the organization conducting the Memorial Day Service.

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

2020 SENIOR CITIZEN CENTER APPROPRIATIONS

WHEREAS, Todd County has budgeted for 2020 an appropriation of \$200 per Senior Citizen Center in Todd County;

NOW, THEREFORE BE IT RESOLVED, that the Todd County Board of Commissioners hereby approve the 2020 payment of \$200 for each Senior Citizen Center located in Todd County.

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

**RESOLUTION REQUESTING THAT THE TODD COUNTY AUDITOR-TREASURER
PARTIALLY ABATE THE PENALTY ON LATE PAYMENT OF PROPERTY TAXES
FOR TAXES PAYABLE IN 2020**

WHEREAS, on March 13, 2020, Governor Tim Walz issued Emergency Executive Order 20-01 declaring a Peacetime State of Emergency in response to the COVID-19 pandemic; and

WHEREAS, on March 15, 2020, Governor Walz issued Emergency Executive Order 20-02, ordering the temporary closure of all public and private schools to help slow the spread of COVID-19; and

WHEREAS, on March 16, 2020, Governor Walz issued Emergency Executive Order 20-04, ordering the temporary closure of bars, restaurants, and other places of accommodation to help slow the spread of the pandemic; and

WHEREAS, on March 16, 2020, Governor Walz issued Emergency Executive Order 20-05, providing certain relief to employers and unemployed workers during the COVID-19 emergency; and

WHEREAS, on March 20, 2020, Governor Walz issued Emergency Executive Order 20-20, requiring Minnesotans to stay at home; and

WHEREAS, Emergency Executive Order 20-05 recognizes that the economic insecurity caused by the COVID-19 pandemic will be a major concern for many Minnesotans; and

WHEREAS, Emergency Executive Order 20-15 recognizes that the State's response to the COVID-19 pandemic will result, either directly or indirectly, in the closure of many of Minnesota's small businesses; and



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WHEREAS, Todd County desires to provide temporary relief to its residents and businesses within the County that have been directly or indirectly impacted by the economic pressures caused by the COVID-19 pandemic; and

WHEREAS, Todd County recognizes that as a result of unemployment, lost or reduced wages and the loss of business income, the prompt payment of property taxes will be a major economic pressure for many County residents this year; and

WHEREAS, pursuant to Minn. Stat. § 279.01, subd. 2, the County Board may, with the concurrence of the County Auditor-Treasurer, abate the penalty for late payment of property taxes; and

WHEREAS, the County Board finds that imposing the full penalty for late payment of property taxes in 2020 would be unjust and unreasonable, and further finds that partially abating the penalties associated with the late payment of property taxes in 2020 furthers the economic interests of the County and its residents and business owners; and

WHEREAS, the Todd County Auditor-Treasurer has indicated that she concurs with the Board's findings and its desire to partially abate the penalty for late payment of taxes in 2020.

NOW THEREFORE, BE IT RESOLVED, by the Todd County Board of Commissioners as follows:

1. Pursuant to Minn. Stat. § 279.01, subd. 2, the County Board hereby delegates to the Todd County Auditor-Treasurer the power to abate the penalty provided in Minn. Stat. § 279.01 for the late payment of property taxes payable in 2020, to the extent provided for in this Resolution.
2. The County Board further requests that the Todd County Auditor-Treasurer impose the following modified penalties for late payment of property taxes due and payable in 2020 for all applicable property classifications:
 - a. For taxes paid between May 16, 2020 and May 31, 2020: a penalty of 0% of the unpaid tax otherwise due and owing.
 - b. For taxes paid between June 1, 2020 and June 30, 2020: a penalty of 0% of the unpaid tax otherwise due and owing.
 - c. For taxes paid on or after July 1, 2020: the penalty otherwise imposed by law. For reference purposes only, the penalty schedule currently in effect is shown below.

Property Type:	2020										2021
	May 16	June 1	July 1	Aug 1	Sep 1	Oct 1	Oct 16	Nov 1	Nov 17	Dec 1	Jan 2
Homesteads and Seasonal Rec.											
1st half	2%	4%	5%	6%	7%	8%	8%	8%	-	8%	10%
2nd half	-	-	-	-	-	-	12%	4%	-	5%	7%
Both Unpaid	-	-	-	-	-	-	5%	6%	-	6.5%	8.5%
Agricultural Homesteads											
1st half	2%	4%	5%	6%	7%	8%	8%	8%	8%	8%	10%
2nd half	-	-	-	-	-	-	-	-	2%	4%	6%
Both Unpaid	-	-	-	-	-	-	-	-	5%	6%	8%
Nonhomesteads											
1st half	4%	8%	9%	10%	11%	12%	12%	12%	-	12%	14%
2nd half	-	-	-	-	-	-	4%	8%	-	9%	11%
Both Unpaid	-	-	-	-	-	-	8%	10%	-	10.5%	12.5%
Agricultural Nonhomesteads											
1st half	4%	8%	9%	10%	11%	12%	12%	12%	12%	12%	14%
2nd half	-	-	-	-	-	-	-	-	4%	8%	10%
Both Unpaid	-	-	-	-	-	-	-	-	8%	10%	12%
Personal Property	8%	8%	8%	8%	8%	8%	8%	8%	8%	8%	8%
Manufactured Homes											
1st half	-	-	-	-	8%	8%	8%	8%	8%	8%	8%
2nd half	-	-	-	-	-	-	-	-	8%	8%	8%



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3. This abatement consideration applies only to current year property tax payments originally due May 15, 2020.
4. This forgiveness would not apply to properties which are escrowed, utilities, or have a total annual tax bill over \$100,000. Tax Payments submitted as of this resolution date will not be subject to refund requests unless otherwise provided by law.
5. This Resolution does not limit the authority of the County Board or the Auditor-Treasurer to abate taxes or property values as otherwise provided by law.

CliftonLarsonAllen

Doug Host, CPA & Kristin Houle, CPA presented the Audit of the Financial Year Ending December 31, 2019 and a report of the findings/statuses for the County Board's review.

Public Works

On motion by Kneisl and second by Erickson, the following motion was introduced and adopted by unanimous vote: To approve the attached Herzog Roofing quote of \$40,640 for the Northern Shop Roof Replacement.

Facilities

On motion by Becker and second by Kneisl, the following motion was introduced and adopted by unanimous vote: To approve the bid from Ideal Construction for \$38,814 to remove and replace old tar along with the restriping of the parking lot at the Northern Service Center in Staples.

Soil & Water

On motion by Kneisl and second by Becker, the following motion was introduced and adopted by unanimous vote: To approve the MPCA Feedlot Program Annual Report for 2019.

GIS

On motion by Erickson and second by Neumann, the following motion was introduced and adopted by unanimous vote: To accept the NG911 GIS grant in the amount of \$28,670.01.

Administration

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

A RESOLUTION REAFFIRMING HIRING PROCESS DURING COVID-19 PANDEMIC

WHEREAS, the Todd County Board of Commissioners recognizes there is a hiring process in place, and;
WHEREAS, the Todd County Personnel Policy clearly defines the process under Article III Employment, and;

WHEREAS, the Todd County Board of Commissioners, along with the Personnel Committee, recognizes the County is operating in unprecedented times and desires to be very conscientious and deliberate in its processes during the COVID-19 Pandemic.

NOW, THEREFORE BE IT RESOLVED, the Todd County Board of Commissioners and the Personnel Committee requests the Department Heads to complete thorough and diligent review of vacancies when they arise, with full examination of budget, workload, timing of hire and internal efficiencies, and;

BE IT FURTHER RESOLVED, upon full review of these factors, the Personnel Committee will authorize the initiation of recruitment, and;

BE IT FURTHER RESOLVED, the Todd County Board of Commissioners will continue to review and approve each hire through consent agenda or other formal board action prior to the date of hire, and;



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BE IT FURTHER RESOLVED, newly created positions will continue to require approval by the Board of Commissioners prior to recruitment, and after review by Finance and Personnel Committees. Per MN Statute 387.14, and as documented in the Personnel Policy, prior Board authorization is not required for the Sheriff's Office in filling vacancies.

Jackie Och, HHS Director, provided an update on the COVID-19 situation to the County Board.

Commissioner's Report

Commissioner Neumann reported regarding Todd County's upcoming role in selecting an appointment of a Sauk River Watershed District Manager.

Recess

Chairperson Kircher recessed the meeting until May 19th, 2020.

AUDITOR WARRANTS

VENDOR NAME	AMOUNT
MN DEPT OF REVENUE	\$ 2,584.00
1 PAYMENT LESS THAN 2000	\$ 1,346.87
2 PAYMENTS LESS THAN 2000	\$ 83.03
1 PAYMENT LESS THAN 2000	\$ 150.00
MN DEPT OF REVENUE	\$ 39,825.02
1 PAYMENT LESS THAN 2000	\$ 779.00
US BANK	\$ 5,075.73
1 PAYMENT LESS THAN 2000	\$ 827.15
HEALTH PARTNERS DENTAL	\$ 4,874.26
LONG PRAIRIE OIL COMPANY	\$ 4,242.17
MORRISON CO DEPT OF PUB WORKS	\$ 24,790.52
PETERS LAW OFFICE, P.A.	\$ 4,540.00
Prairie Lakes Municipal Solid Waste Auth	\$ 82,637.00
SCHLEY/ESTATE LOUIS JAMES	\$ 50,379.60
TODD COUNTY SHERIFF	\$ 2,491.11
VERIZON	\$ 4,007.30
30 PAYMENTS LESS THAN 2000	\$ 14,346.03
COUNTIES PROVIDING TECHNOLOGY	\$ 5,085.00
COUNTRYSIDE RESTAURANT	\$ 3,179.75
MORRISON COUNTY	\$ 46,275.10
REGENTS OF THE UNIV OF MN	\$ 34,122.14
STAPLES ADVANTAGE	\$ 2,737.68
VOYANT COMMUNICATIONS, LLC	\$ 3,915.97
25 PAYMENTS LESS THAN 2000	\$ 11,365.85
CENTRACARE HEALTH LONG PRAIRIE	\$ 12,562.96
EDENLOFF/KARLA	\$ 2,539.40
FLEET SERVICES/WEX BANK	\$ 5,457.89
HEALTH PARTNERS DENTAL	\$ 4,810.11
LONG PRAIRIE OIL COMPANY	\$ 9,709.91
MINNESOTA POWER & LIGHT	\$ 13,775.76
MINNESOTA UI	\$ 3,038.26



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MN DEPT OF FINANCE	\$	5,974.50
MOTOROLA	\$	10,184.14
ROLYAN BUOYS	\$	6,589.10
STEP	\$	5,341.05
TODD CO AUD-TREAS	\$	10,321.56
WENCK ASSOCIATES, INC.	\$	3,943.00
33 PAYMENTS LESS THAN 2000	\$	13,640.55
CENTERPOINT ENERGY	\$	2,367.15
GALLAGHER BENEFIT SERVICES INC	\$	4,000.00
JOHN DEERE FINANCIAL	\$	2,082.77
TODD TRAILS ASSOCIATION	\$	33,105.81
11 PAYMENTS LESS THAN 2000	\$	2,251.87
Total:	\$	501,356.07

COMMISSIONER WARRANTS

VENDOR NAME		AMOUNT
LITTLE FALLS MACHINE INC	\$	8,110.14
LONG PRAIRIE LUMBER, LLC	\$	4,395.00
MORRISON CO PUBLIC HEALTH SERV	\$	2,175.77
NOW MICRO INC	\$	3,544.00
WATCHGUARD VIDEO	\$	4,976.00
56 PAYMENTS LESS THAN 2000	\$	16,594.63
Total:	\$	39,795.54

HEALTH & HUMAN SERVICES WARRANTS

VENDOR NAME		AMOUNT
DHS - SWIFT	\$	3,989.78
PERISH/ALAN	\$	2,159.19
SHELLEY FUNERAL CHAPELS - LITTLE FALLS	\$	3,000.00
TODD COUNTY MIS DEPT	\$	2,465.00
47 PAYMENTS LESS THAN 2000	\$	9,292.72
Total:	\$	20,906.69

VENDOR NAME		AMOUNT
CENTRAL MN MENTAL HEALTH CTR	\$	2,450.00
DHS - ANOKA METRO RTC - 412	\$	20,775.00
DHS - MSOP - MN SEX OFFENDER PROGRAM	\$	6,091.50
DHS - ST PETER RTC - 472	\$	9,982.00
WEST CENTRAL REG JUVENILE CTR	\$	5,094.00
PAYMENTS LESS THAN 2000	\$	7,472.04
Total:	\$	51,864.54



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On a motion by Kneisl and second by Neumann, the preceding minutes of the County Board meeting held May 5, 2020 were duly approved by unanimous vote at the Todd County Board of Commissioners at the Regular Board Meeting held on May 19, 2020.

Witness my hand and seal:

A handwritten signature in black ink, appearing to read "D. Kircher", written over a horizontal line.

David Kircher, County Board Chairperson

A handwritten signature in black ink, appearing to read "Denise Gaida", written over a horizontal line.

Denise Gaida, Todd County Auditor-Treasurer