



WHERE THE FOREST MEETS THE PRAIRIE

Todd County

• MINNESOTA • EST. 1855 •

*Minutes of the Meeting of the Todd County Board of Commissioners held on
July 21st, 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 21st day of July, 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 except Commissioner Becker.

Approval of Agenda

On motion by Erickson and second by Kneisl, 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 Erickson, the following motions were introduced and adopted by unanimous vote:

To approve the Todd County Board of Commissioner's Meeting Minutes for July 7th, 2020 as presented.

To approve the resignation of Preston Oetterer, Road Deputy effective 07/01/2020.

To approve a one day On Sale Temporary Liquor License for the Long Prairie Lions Club at the address of 24257 Riverside Drive (Long Drive In), Long Prairie, MN in Long Prairie Township effective August 15th, 2020.

To approve a 1-Day Dance License for the T.J.'s on Diamond Point, Inc for September 5th, 2020 at 12867 Bayview Drive, Sauk Centre, MN in Birchdale Township.

Auditor-Treasurer

On motion by Kneisl and second by Neumann, the following motion was introduced and adopted by unanimous rollcall vote: To approve the Commissioner Warrants number (ACH) 400713 through 400740 in the amount of \$55,418.50 and (Regular) 53708 through 53762 in the amount of \$63,883.35 for a total of \$119,301.85.

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 Commissioner Warrants number (ACH) 800817 through 800887 and (Regular) 706872 through 706931 for a total amount of \$69,758.16.

On motion by Kneisl 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) 600222 through 600233 and (Regular) 515896 through 515930 for a total amount of \$75,348.40.

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

TRANSFER OF FUNDS FROM COUNTY DITCH FUND TO GENERAL REVENUE FUND
WHEREAS, The County Ditch Authority has approved to have the hours worked by the County Ditch Inspector charged back to that ditch, and;

WHEREAS, the calculations have been made for the County Ditch Inspector's time for the period of July 1, 2019 through June 30, 2020 per attached copy;

NOW, THEREFORE BE IT RESOLVED, that the Todd County Board of Commissioners approve the transfer of \$5,670.00 from the Fund 40-County Ditch Fund to the Fund 01-General Revenue Fund per the attached list.



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

RESOLUTION FOR A PUBLIC LAND AUCTION OF TAX-FORFEITED PARCELS IN TODD COUNTY

WHEREAS: Tax-Forfeited Parcels in Todd County have been reappraised and classified as provided by M.S. 282.01, and will be offered for sale by the Todd County Auditor/Treasurer at a public auction.

NOW, THEREFORE BE IT RESOLVED, that the Todd County Board of Commissioners do hereby approve said land auction to commence at 10:00 a.m. on the 21st day of August, 2020. The Todd County Auditor/Treasurer is hereby directed to publish a notice of the upcoming land auction as provided by law.

BE IT FURTHER RESOLVED, that the terms of sale are as follows:

All property is sold for cash or check only, no payment plans will be offered and full payment is due on the date of sale.

A charge of \$25.00 will be made for each State Deed issued.

A charge of \$46.00 will be made to record the State Deed.

State Deed Tax on the amount of purchase will be collected. (0.0033 x purchase price or minimum of \$1.65)

A \$50.00 fee for well certificate, if applicable, will be collected.

A Tax Forfeiture Administration fee of \$250.00 will be collected.

A 3% Assurance Fund charge will be made (as per M. S. 284.28, Subd. 8).

BE IT FURTHER RESOLVED, that Tax-Forfeited Parcels will be offered for sale subject to liens, existing roads, easements and leases, if any, and any special assessments canceled at forfeiture may be reassessed by the municipalities after the sale.

BE IT FURTHER RESOLVED, that the right is reserved by Todd County, in the interest of the public, to cancel this sale at any time prior to its sale.

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

A RESOLUTION AUTHORIZING THE CARES ACT GRANT APPLICATION SUBMITTAL FOR ELECTION-RELATED CARES ACT FUNDING TO THE OFFICE OF THE SECRETARY OF STATE

WHEREAS, the COVID-19 Pandemic requires additional efforts to make the election process safe, sanitary and effective; and

WHEREAS, the Office of the Minnesota Secretary of State is currently soliciting grant applications from counties for grants pursuant to Laws 2020, Chapter 77, section 4 and the federal CARES Act; and

WHEREAS, grants will be provided to each county pursuant to a formula set forth in Section H of the grant application provided by the Office of the Secretary of State; and

WHEREAS, the funds provided by the Office of the Secretary of State are provided for the purpose of the uses set forth in the federal CARES Act and as further restricted by Laws 2020, chapter 77, section 4, subdivision 4; and

WHEREAS, those purposes are primarily for the protection of persons involved with the election process including voters, as well as certain other purchases set forth in law; and

WHEREAS, the county will work with the municipalities within the county to determine a fair, equitable, and mutually agreeable allocation of the funds within the County and between municipalities, and if an agreement cannot be reached, the funds will be distributed pursuant to the OSS identified default allocation formula as determined by the Secretary and provided in Section E of the grant application; and

WHEREAS, the grant application is to be completed by the staff of the auditor and other staff responsible for the administration of elections in this county; and

WHEREAS, the grant application must be completed, certified by a county official, typically the chief county election official, returned to the Office of the Secretary of State and a grant agreement executed



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prior to the receipt of the funds to which the county is entitled pursuant to Sections E and F of the grant application; and

WHEREAS, Laws 2020, Chapter 77, section 4 requires a 20% match for the grant, with a 25% match for electronic roster purchases; and

WHEREAS, the grant agreement will reflect the grant application for each county; and

WHEREAS, additional assistance may be forthcoming later in this election cycle from state and federal funds, particularly those funds appropriated or these purposes by the Legislature; and

WHEREAS, there are continuing needs throughout the election cycle for both COVID-19 and election security efforts and concomitant costs; and

WHEREAS, time is of the essence;

THEREFORE, BE IT RESOLVED that the grant application in the form presented to this board and to be submitted to the Office of the Secretary of State is hereby approved; and

BE IT FURTHER RESOLVED, that the Board hereby appropriates the required match amount as indicted in the application for the purposes set forth in the grant application; and

BE IT FURTHER RESOLVED that the chief elections officer of the County and staff are directed to submit this approved grant application at the earliest opportunity; and

BE IT FURTHER RESOLVED, that when the grant agreement is provided to the chief elections officer of the county, that person is delegated the authority to execute that agreement and return it to the Office of the Secretary of State without further approval by this Board; and

BE IT FINALLY RESOLVED, that the chief elections officer of the county is hereby authorized to apply for any additional funds made available by the state for the defrayment of costs of efforts to combat COVID-19 in the election process and for the enhancement of election security, and to execute any grant agreements required to access those funds from this date until the general election on November 3, 2020.

Ditch/Ag Inspector

On motion by Kneisl and second by Erickson, the following motion was introduced and adopted by unanimous vote: Acting as Ditch Authority, Acknowledge Receipt of a Hold Harmless Agreement Petition from Mike Irlbeck to maintain a section of County Ditch 27 on parcels 28-0017500 & 28-0018700 in Wykeham Twp section 22.

On motion by Erickson and second by Kneisl, the following motion was introduced and adopted by unanimous vote: Acting as Ditch Authority, Acknowledge Receipt of a Hold Harmless Agreement Petition from Jeff Seurer to install a private crossing in County Ditch 35 on parcel 01-0034400 in Bartlett Twp section 34.

On motion by Kneisl and second by Neumann, the following motion was introduced and adopted by unanimous vote: Acting as Ditch Authority, Acknowledge Receipt of a Hold Harmless Agreement Petition from Allan Goeden to replace a private crossing in County Ditch 26 on parcel 01-0025501 in Bartlett Twp section 24.

Planning & Zoning

On motion by Erickson and second by Kneisl, the following motion was introduced and adopted by unanimous vote: Granting of the conditional use permit on parcel 16-0015000 for a 199' cellular tower with associated ground equipment with no conditions.

On motion by Neumann and second by Kneisl, the following motion was introduced and adopted by unanimous vote: Grant the rezoning of parcel 15-0044700 from AF1 to AF2 zoning with the condition of completion of an administrative split that meets the requirements of the ordinance prior to issuance of a land use permit.



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

Final Plat Approval – “D Michael Subdivision” Subdivision

WHEREAS, Applicant and owner David and Rena Michael applied to subdivide a property that is described as Part of Government Lot 5 of Section 34 in Leslie Township with the plat to be known as ‘D Michael Subdivision’,

WHEREAS, D Michael Subdivision consists of 4 non riparian lots, Block One Lot 1 76,793± square feet, Lot 2 77,348± square feet, Lot 3 77,902± square feet, and Lot 4 265,718± square feet, located in the General Development Shoreland zoning of Osakis Lake in Gordon Township,

WHEREAS, On January 2, 2020 the Todd County Planning Commission recommended the following property be considered for Subdivision pursuant to Todd County Subdivision Regulation and Ordinance: SECT-34 TWP-129 RANG-35

S 53 RDS OF GOVT LOT 5 & PART OF VACATED
RD FROM DEAN'S BEACH PLAT EX PART PLATTED
FOR MCDEAN ADD & MCDEANS SECOND ADDITION
23.31 ACRES

WHEREAS, On January 21, 2020 the Todd County Board of Commissioners considered the Preliminary Plat for the above described property and approved the D Michael Subdivision preliminary plat with conditions:

1. Submittal of a Wetland Delineation completed by a Certified Wetland Delineator.
2. Identification of access to each proposed lot with approval from appropriate road authority.
3. Resubmittal of two sewerable sites for each proposed lot with associated soil boring and percolation tests.

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 “D Michael Subdivision” subdivision be approved as presented.

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

Resolution to Extend the 2016 Todd County Comprehensive Local Water Management Plan

WHEREAS, Minnesota Statutes, §103B.301, Comprehensive Local Water Management Act, authorizes Minnesota Counties to develop and implement a Comprehensive Local Water Management Plan, and

WHEREAS, Todd County currently has a state approved Comprehensive Local Water Management Plan that covers the period of January 27, 2016 through January 27, 2021, and

WHEREAS, Todd County is participating in the development of comprehensive watershed management plans through the One Watershed, One Plan (1W1P) program as outlined by the Board of Soil and Water Resources (BWSR), and

WHEREAS, BWSR has developed a transition plan outlining the expectations and identifying incentives for local governments to participate in the development and implementation of comprehensive watershed management plans (CWMP) embracing 1W1P statewide by 2025, and

WHEREAS, Todd County has signed resolutions to support the development of these CWMP, and

WHEREAS, Todd County has participated in the 1W1P development for the Sauk River and the Red Eye River Watersheds, submitted a grant application for 1W1P development for the Long Prairie River Watershed, have participated in the WRAPS development for the Mississippi River- Brainerd and Mississippi- River- Sartell Watersheds in preparation for those 1W1Ps, with intention to participate in plan development for the Crow Wing Watershed, and



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WHEREAS, Todd County is requesting an extension to update the comprehensive local water plan until December 31, 2025 and assures continued effort toward completion of the Comprehensive Watershed Management Plans within the county boundary by said date, and

WHEREAS, the Minnesota Board of Water and Soil Resources has authorization to grant extensions pursuant to Minnesota Statutes §103B.3367;

NOW, THEREFORE BE IT RESOLVED, the Todd County Board of Commissioners supports the County in a request to the Minnesota Board of Water and Soil Resources for an extension of the effective date of the current County Comprehensive Local Water Management Plan until December 31, 2025, in order to complete the development of the remaining comprehensive watershed management plans within the boundary of Todd County.

Health & Human Services

On motion by Kneisl and second by Erickson, the following motion was introduced and adopted by unanimous vote: To approve the 2021 donation of \$7,000 to Hilltop Regional Kitchen.

Jackie Och, HHS Director presented an update on the COVID-19 Situation for discussion.

Closed Session

On motion by Neumann and second by Kneisl, the following motion was introduced and adopted by unanimous vote: To enter into closed session pursuant to MN Statute §13D.05 Subd. 3(a) at 9:45 a.m.

Chairperson Kircher reopened the meeting at 10:12 a.m. A positive review for Adam Ossefoort, PZ/SWCD Division Director was provided noting successful completion of the one year probation period.

Administration

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

Adoption of Changes to 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 policies subcommittee have had an opportunity to review the policy revisions put forth in Article VII, Section 7.02 of the Personnel Policy and find the 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 July 21, 2020.and;

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.

Discussion was held regarding the CARES Act funds and potential uses within county organization and countywide.



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Closed Session

On motion by Kneisl and second by Neumann, the following motion was introduced and adopted by unanimous vote: To enter into closed session pursuant to MN Statute §13D.03 at 10:44 a.m.

Chairperson Kircher reopened the meeting at 11:01 a.m. A discussion of Negotiation Strategy was held during the closed session.

Adjourn

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

COMMISSIONER WARRANTS

VENDOR NAME	AMOUNT
BIG STONE THERAPIES, INC.	\$ 3,148.57
BROWERVILLE TRUCKWASH/BIG BOYZ	\$ 3,187.37
CENTRAL SPECIALTIES INC	\$ 28,696.34
CENTRAL STATES WIRE PROD INC	\$ 2,347.25
CONTECH ENGINEERED SOLUTIONS, LLC	\$ 15,792.84
FORTERRA PIPE & PRECAST	\$ 4,580.50
HERDERING INC	\$ 8,990.03
NOW MICRO INC	\$ 4,662.87
PICTOMETRY	\$ 22,150.75
STAPLES WORLD	\$ 5,624.98
73 PAYMENTS LESS THAN 2000	\$ 20,120.35
Total:	\$ 119,301.85

HEALTH & HUMAN SERVICES WARRANTS

VENDOR NAME	AMOUNT
DHS - SWIFT	\$ 4,982.87
ITEN FUNERAL HOME - BROWERVILLE	\$ 3,500.00
V#15726 - COST EFF HEALTH INSURANCE	\$ 3,320.45
ROY-HETLAND FUNERAL HOME - OSAKIS	\$ 4,200.00
127 PAYMENTS LESS THAN 2000	\$ 53,754.84
Total:	\$ 69,758.16

VENDOR NAME	AMOUNT
# 15998	\$ 2,928.90
# 14593	\$ 3,650.10
LUTHERAN SOCIAL SERVICES OF MN-ST PAUL	\$ 2,746.80
NEXUS INC - MILLE LACS ACADEMY	\$ 10,914.90
NORTHERN PINES MENTAL HLTH CTR INC	\$ 3,718.00
# 16183	\$ 2,475.30
# 13887	\$ 2,721.90
# 16014	\$ 2,550.60
VILLAGE RANCH INC	\$ 13,094.61
PAYMENTS LESS THAN 2000	\$ 30,547.29
Total:	\$ 75,348.40



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On a motion by Erickson and second by Kneisl, the preceding minutes of the County Board meeting held July 21, 2020 were duly approved by unanimous vote at the Todd County Board of Commissioners at the Regular Board Meeting held on August 4, 2020.

Witness my hand and seal:

David Kircher, County Board Chairperson

Denise Gaida, Todd County Auditor-Treasurer