



WHERE THE FOREST MEETS THE PRAIRIE

Todd County

• MINNESOTA • EST. 1855 •

*Minutes of the Meeting of the Todd County Board of Commissioners held on
December 29th, 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 29th day of December, 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 Neumann and second by Becker, the following motion was introduced and adopted by unanimous vote: To approve the agenda as presented with the removal of item 12.8 Changes to Group Health Insurance Contributions and addition of 12.0 HHS Withdrawal from MN Merit System.

Consent Agenda

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

To approve the Todd County Board of Commissioner's Meeting Minutes for December 15th, 2020 as presented.

To approve a One-Year On & Off Sale 3.2 Malt Liquor License for Don & Dave's Store at the address of 26762 County 26, Browerville, MN in Moran Township effective January 1st, 2021 through December 31st, 2021.

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) 400979 through 401003 in the amount of \$41,849.02 and (Regular) 54271 through 54343 in the amount of \$267,944.38 for a total of \$309,793.40.

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) 801284 through 801298 and (Regular) 707401 through 707430 for a total amount of \$59,879.15.

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 SSIS Warrants number (ACH) 600317 through 600320 and (Regular) 516126 through 516142 for a total amount of \$70,465.54.

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

TRANSFER OF FUNDS – CARES ACT CRF FUNDS

WHEREAS, Todd County received \$3,000,085.00 on July 31, 2020 via the Federal CARES Act CRF (Coronavirus Relief Funds) and;

WHEREAS, Todd County has used/expensed all of these funds within the allotted timeframe indicated in the federal guidance terms and;

WHEREAS, Todd County departments incurred qualifying expenses via the Federal CARES Act CRF which were not able to be expensed directly to Fund 19-CARES and now necessitate realignment to the County Departments that incurred the initial eligible expense.



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NOW, THEREFORE BE IT RESOLVED, that the Todd County Board of Commissioners hereby authorize the transfer of funds in the amount \$573,852.46 from Fund 19-CARES to Fund 01-General Fund \$361,298.20, Fund 03-Public Works \$874.67, Fund 21-Public Health \$181,475.89, Fund 37-Building Improvement \$5,904.74, Fund 51-Solid Waste \$18,504.11 and Fund 75-Community Corrections \$5,794.85 to finalize the realignment of eligible CARES Act CRF expenses to the County Departments.

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

TRANSFER OF FUNDS – 2020 TODD COUNTY EXPO BUILDING RENOVATION PROJECT

WHEREAS, the Todd County Board of Commissioners approve the 2020 Todd County Expo Building Renovation Project for \$708,454.00 via BA #20200317-18 with a funding plan to source monies from Fund 01-General Revenue/Bldg Improvement Fund, and;

WHEREAS, the Todd County Board of Commissioners authorized the transfer of funds via BA #20200407-09 in the amount \$708,454.00 from Fund 01-General Revenue to Fund 37-Building Construction to cover the expenses of the project, and;

WHEREAS, the 2020 Todd County Expo Building Renovation Project has been completed and expenses have been tallied in the amount of \$799,688.58, and;

WHEREAS, the difference of \$91,235.58 is being requested to be provided by Fund 01-General Revenue/Bldg Improvement Fund to complete this project's funding needs and zero out the balance on the books of Fund 37-Bldg Construction.

NOW, THEREFORE BE IT RESOLVED, that the Todd County Board of Commissioners hereby authorize the transfer of funds in the amount \$91,235.58 from Fund 01-General Revenue/Bldg Improvement Fund to Fund 37-Bldg Construction for reimbursement of the overage of expenses incurred for the 2020 Todd County Expo Building Renovation Project.

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

COMMIT FUND BALANCE FOR FUTURE RETIREES' SEVERANCE FUND

WHEREAS, beginning in FY 2020, the Finance Committee recommended taking a proactive budget approach for future retirement severances within Fund 01-General Revenue, and;

WHEREAS, there were no significant financial impacts realized due to retirement within Fund 01-General Revenue during FY 2020, and;

WHEREAS, the balance of \$50,000 remains within this account as of December 29, 2020 and the Finance Committee recommends that this balance be utilized to establish a Committed Fund Balance account for future retirement severances to be reevaluated 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 with a balance of \$50,000.00 to track the funding plan for the Committed Fund Balance for Future Retirees' Severance Fund.



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Public Works

On motion by Kneisl and second by Erickson, the following motion was introduced and adopted by unanimous vote: To approve the 2020 Budget Rollover Request for Retiree Severance within Road and Bridge for \$30,800.00.

County Extension

On motion by Kneisl and second by Becker, the following motion was introduced and adopted by unanimous vote: To appoint Amy Allen, member at large and Kevin Ehnes, District 2 to the Extension committee for a term of January 1, 2021 to December 31, 2023.

County Sheriff

On motion by Neumann and second by Kneisl, the following motion was introduced and adopted by unanimous vote: To approve the updated contract with CentraCare Clinic.

MIS

On motion by Erickson and second by Becker, the following motion was introduced and adopted by unanimous vote: To approve the 2020 Budget Rollover Request for Computer/Equipment Maintenance within the MIS Budget for \$7,000.

Planning & Zoning

On motion by Erickson and second by Kneisl, the following motion was introduced and adopted by majority vote with Neumann against: To grant the rezoning of parcel 06-0045600 from AF1 to AF2 zoning based on the creation of spot zoning.

On motion by Becker and second by Erickson, the following motion was introduced and adopted by unanimous vote: To take no action, by doing so, a \$1,000 assessment would remain in place for failure to complete the restoration order on parcel 25-0046200 owned by Marianne Gerving.

On motion by Becker and second by Kneisl, the following motion was introduced and adopted by unanimous vote: To take no action, by doing so, a \$1,000 assessment would remain in place for failure to complete the restoration order on parcel 08-0036300 owned by Linda Jean Hansen.

On motion by Becker and second by Erickson, the following motion was introduced and adopted by unanimous vote: To take no action, by doing so, a \$1,000 assessment would remain in place for failure to complete the restoration order on parcel 25-0007500 owned by Harold G Harkcom.

On motion by Neumann and second by Kneisl, the following motion was introduced and adopted by unanimous vote: To take no action, by doing so, a \$1,000 assessment would remain in place for failure to complete the restoration order on parcel 21-0040200 owned by Jeffrey J & Kristine Kuhlmann.

On motion by Becker and second by Erickson, the following motion was introduced and adopted by unanimous vote: To take no action, by doing so, a \$1,000 assessment would remain in place for failure to complete the restoration order on parcel 19-0024700 owned by August Langseth.

On motion by Erickson and second by Kneisl, the following motion was introduced and adopted by unanimous vote: To take no action, by doing so, a \$1,000 assessment would remain in place for failure to complete the restoration order on parcel 20-0030703 owned by Georgann M & David W Larson.



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On motion by Erickson and second by Neumann, the following motion was introduced and adopted by unanimous vote: To remove the \$1,000 assessment on parcel 06-0051300 & 06-0051500 owned by Jack E McCoy due to improvements to the property and some contact with the PZ office.

On motion by Neumann and second by Kneisl, the following motion was introduced and adopted by unanimous vote: To remove the \$1,000 assessment on parcel 10-0006400 owned by Gerald & Patricia Nelson due to submission of a septic design, loan application and fees paid for the septic to be installed in the spring.

On motion by Becker and second by Erickson, the following motion was introduced and adopted by unanimous vote: To take no action, by doing so, a \$1,000 assessment would remain in place for failure to complete the restoration order on parcel 22-0007001 owned by William J & Marsha K Owen.

On motion by Becker and second by Neumann, the following motion was introduced and adopted by unanimous vote: To remove the \$1,000 assessment on parcel 13-0002200 owned by Wayne V & Belinda Prather due to the good effort to clean up this property and a plan in place to finish the clean up to fully resolve.

On motion by Neumann and second by Kneisl, the following motion was introduced and adopted by unanimous vote: To take no action, by doing so, a \$2,000 assessment would remain in place for failure to complete the restoration order on parcel 15-0079700 owned by Timothy Forcier.

On motion by Erickson and second by Becker, the following motion was introduced and adopted by unanimous vote: To remove the \$2,000 assessment on parcel 22-0007500 owned by Steven and Daniel Owen due to significant progress in cleaning up this property and continuing clean up efforts.

On motion by Kneisl and second by Erickson, the following motion was introduced and adopted by unanimous vote: To take no action, by doing so, a \$2,000 assessment would remain in place for failure to complete the restoration order on parcel 27-0007201 owned by James E Stemig.

Solid Waste

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

A RESOLUTION TO APPROVE 2021 SOLID WASTE ENTERPRISE FUND BUDGET

WHEREAS, the Todd County Board of Commissioners are required to adopt an annual budget and certify it to the County Auditor, and;

NOW, THEREFORE BE IT RESOLVED, the Todd County Board of Commissioners hereby approve the following as the 2021 Budget for the Solid Waste Enterprise Fund of the County of Todd, Minnesota and directs that it be forwarded to the County Auditor.

SOLID WASTE ENTERPRISE FUND 2021 BUDGET

Description of Revenue Source	2021 Proposed Budget
Property Taxes and Penalties	\$1,038,220
Licenses and Permits	\$960
Intergovernmental	\$1,654
State Grants	\$82,500
Charges for Services	\$1,680,000
Recyclables	\$120,000
Subtotal Revenue	\$2,923,334



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DESCRIPTION OF EXPENSE	2021 PROPOSED BUDGET
Personnel Services	\$544,460
Services and Charges	\$1,580,000
Supplies and Materials	\$411,750
Capital Expenditures	\$250,000
Other Expenditures	\$92,000
Subtotal Expenditures	\$2,878,210
BALANCE REVENUE AND EXPENDITURES	\$45,124

Administration

On motion by Kneisl and second by Erickson, the following motion was introduced and adopted by unanimous vote: To submit intent of Health & Human Services to withdraw from MN Merit System and have Chairman Kircher sign the letter of intent, effective January 1, 2022.

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

Final Payment Authorization – 2020 Arnzen Construction Contract

WHEREAS, the contract with Arnzen Construction for the Expo Building Construction Contract, has in all things been completed, and;

WHEREAS, construction work on this contract was scheduled and completed in 2020 with the value of the total work certified being \$1,377,859.70, and;

WHEREAS, partial payments amounting to \$1,232,846.04 have previously been made to the contractor as work progressed, and;

WHEREAS, it has been determined that \$145,013.66 still remains to be paid to Arnzen Construction.

NOW, THEREFORE BE IT RESOLVED, that the Board of Commissioners does here accept said completed project for and on behalf of the County of Todd and authorize final payment as specified.

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

2021 COUNTY COMMISSIONER SALARY

WHEREAS, the Todd County Board of Commissioners is responsible for setting compensation of county employees, elected officials, appointed officials and board members, and;

WHEREAS, the Todd County Board of Commissioners considered the duties and responsibilities of each individual position; and

WHEREAS, the Todd County Board of Commissioners considered the salaries of elected officials in other comparable counties; and

NOW, THEREFORE BE IT RESOLVED, that the Todd County Board of Commissioners approve setting the County Commissioners salary at \$32,579 plus \$1,800 supplemental pay for Board Chair and \$1,200 supplemental pay for the Board Vice-Chair in 2021.

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

2021 COUNTY ATTORNEY SALARY

WHEREAS, the Todd County Board of Commissioners is responsible for setting compensation of county employees, elected officials, appointed officials and board members, and;

WHEREAS, the Todd County Board of Commissioners considered the duties and responsibilities of each individual position; and



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WHEREAS, the Todd County Board of Commissioners considered the salaries of elected officials in other comparable counties; and

NOW, THEREFORE BE IT RESOLVED, that the Todd County Board of Commissioners approve setting the County Attorney salary at \$120,514 in 2021.

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

2021 COUNTY AUDITOR/TREASURER SALARY

WHEREAS, the Todd County Board of Commissioners is responsible for setting compensation of county employees, elected officials, appointed officials and board members, and;

WHEREAS, the Todd County Board of Commissioners considered the duties and responsibilities of each individual position; and

WHEREAS, the Todd County Board of Commissioners considered the salaries of elected officials in other comparable counties; and

NOW, THEREFORE BE IT RESOLVED, that the Todd County Board of Commissioners approve setting the County Auditor/Treasurer salary at \$94,430 in 2021.

On motion by Neumann and second by Becker, the following resolution was introduced and adopted by majority vote with Kircher against:

2021 COUNTY RECORDER SALARY

WHEREAS, the Todd County Board of Commissioners is responsible for setting compensation of county employees, elected officials, appointed officials and board members, and;

WHEREAS, the Todd County Board of Commissioners considered the duties and responsibilities of each individual position; and

WHEREAS, the Todd County Board of Commissioners considered the salaries of elected officials in other comparable counties; and

NOW, THEREFORE BE IT RESOLVED, that the Todd County Board of Commissioners approve setting the County Recorder salary at \$70,570 in 2021.

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

2021 COUNTY SHERIFF SALARY

WHEREAS, the Todd County Board of Commissioners is responsible for setting compensation of county employees, elected officials, appointed officials and board members, and;

WHEREAS, the Todd County Board of Commissioners considered the duties and responsibilities of each individual position; and

WHEREAS, the Todd County Board of Commissioners considered the salaries of elected officials in other comparable counties; and

NOW, THEREFORE BE IT RESOLVED, that the Todd County Board of Commissioners approve setting the County Sheriff salary at \$101,714 in 2021.

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

2021 NON-UNION EMPLOYEE/APPOINTED OFFICIALS SALARY

WHEREAS, the Todd County Board of Commissioners are responsible for setting compensation of county employees, elected officials, appointed officials and board members, and;

WHEREAS, the Todd County Board of Commissioners has previously followed the same pattern bargained with unions for the non-union county employees and appointed officials, and;

WHEREAS, collective bargaining agreements for 2021 have not been settled as of this date, December 29, 2020.



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NOW, THEREFORE BE IT RESOLVED, that the Todd County Board of Commissioners authorize a 2.0% general increase effective the first full pay period worked in January, 2021, pay date January 27, 2021, and a 3% step increase effective the first full pay period worked in July 2021, and pay date July 28, 2021 for eligible staff. Staff currently over the maximum of the salary grid shall receive a 1% (one-half general increase) effective the first full pay period worked in January, 2021 pay date January 27, 2021 in accordance with county policy.

County Auditor-Treasurer's Report

The Auditor-Treasurer reported that Township Election Office filing opens December 29, 2020 and closes on January 12, 2021.

County Commissioner's Report

Commissioner Kneisl reported on an update regarding MCIT Insurance for Solid Waste/Prairie Lakes.

Adjourn

Chairperson Kircher adjourned the meeting for December 2020.

COMMISSIONER WARRANTS

VENDOR NAME	AMOUNT
AMERICAN SOLUTIONS FOR BUSINESS	\$ 5,269.79
ARNZEN CONSTRUCTION INC	\$ 105,820.01
ARNZEN CONSTRUCTION INC	\$ 39,193.65
BIG STONE THERAPIES, INC.	\$ 5,113.17
BLOMBECK CONSTRUCTION CO INC	\$ 2,144.00
CARGILL SALT DIVISION	\$ 20,844.10
CDW GOVERNMENT INC	\$ 7,478.45
EMERGENCY AUTOMOTIVE TECH	\$ 2,657.02
FARM-RITE EQUIPMENT, INC	\$ 5,737.12
FRIEDRICH'S TIRE & OIL CO	\$ 10,411.70
HEARTLAND TIRE INC.	\$ 2,319.16
LITTLE FALLS MACHINE INC	\$ 6,778.80
MENCH/JAMES	\$ 2,450.00
MONSIDO, INC	\$ 3,300.00
MOTOROLA	\$ 4,553.65
NOW MICRO INC	\$ 10,990.00
SHI CORP	\$ 3,053.00
TRITECH SOFTWARE SYSTEMS	\$ 25,560.34
WATCHGUARD VIDEO	\$ 11,830.00
ZIEGLER INC	\$ 4,556.45
78 PAYMENTS LESS THAN 2000	\$ 29,732.99
Total:	\$ 309,793.40

HEALTH & HUMAN SERVICES WARRANTS

VENDOR NAME	AMOUNT
DHS - MSOP - MN SEX OFFENDER PROGRAM	\$ 5,895.00
DHS - ST PETER RTC - 472	\$ 9,660.00
# 14593	\$ 3,742.80
GREATER MN FAMILY SRVS INC	\$ 2,000.00



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NORTH HOMES CHILDREN & FAMILY SRVS	\$	23,882.79
NORTHLAND COUNSELING CTR	\$	7,710.00
PINEHAVEN YOUTH AND FAMILY SRVS INC	\$	3,592.50
WEST CENTRAL REG JUVENILE CTR	\$	4,114.00
PAYMENTS LESS THAN 2000	\$	9,868.45
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Total:	\$	70,465.54

VENDOR NAME		AMOUNT
DHS - SWIFT	\$	12,401.27
INFORMATION SYSTEM CORP	\$	23,319.00
PERISH/ALAN	\$	2,297.11
RURAL MN CEP INC	\$	14,035.07
41 PAYMENTS LESS THAN 2000	\$	7,826.70
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Total:	\$	59,879.15

On a motion by Kneisl and second by Kircher, the preceding minutes of the County Board meeting held December 29, 2020 were duly approved by unanimous vote at the Todd County Board of Commissioners at the Regular Board Meeting held on January 5, 2021.

Witness my hand and seal:



Barbara Becker, County Board Chairperson



Denise Gaida, Todd County Auditor-Treasurer