



WHERE THE FOREST MEETS THE PRAIRIE

Todd County

• MINNESOTA • EST. 1855 •

Minutes of the Meeting of the Todd County Board of Commissioners held on January 5th, 2021

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 January, 2021 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 Erickson.

Oaths of Office

The Oath of Office was administered for elected candidates beginning their new term of service to the citizens of Todd County as of January 4th, 2021: Barbara Becker, Todd County Commissioner – District 1 and Randy Neumann, Todd County Commissioner – District 5. The Oaths of Office were administered on January 4, 2021 by Todd County Court Administration for Rodney Erickson, Todd County Commissioner – District 3.

Approval of Agenda

On motion by Kneisl and second by Neumann, the following motion was introduced and adopted by unanimous vote: To approve the agenda as presented.

Board Organization

On motion by Neumann and second by Kneisl, the following motion was introduced and adopted by unanimous vote: To appoint Commissioner Becker as the Chairperson of the Todd County Board of Commissioners for 2021 proceedings.

On motion by Kneisl and second by Kircher, the following motion was introduced and adopted by unanimous vote: To appoint Commissioner Erickson as the Vice-Chairperson of the Todd County Board of Commissioners for 2021 proceedings.

Consent Agenda

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

To approve the Todd County Board of Commissioner's Meeting Minutes for December 29th, 2020 as presented.

To hire Nathan Przybilla for PT Correctional Officer, start date 1/05/2021.

To approve the hiring of Mr. Alex Miller to fill the vacant Public Works Mechanic position at Grade 8, Step 8.

To approve the hiring of Jolene Devitt to fill the open position of Deputy Assessor, beginning 1/6/2021.

To approve Christopher Dinndorf to fill the open Eligibility Worker position.

To approve Carrie Wiechmann to fill the open Eligibility Worker position.

To approve the 2021 tobacco license applications for Clarissa Municipal Liquor, Don and Dave's Store, Hub Supper Club, Eagle Valley Express, American Legion Post #417, Partridge Creek Blinds and More LLC, Rohde's Midway Gas, Bar and Grill, Shady's Golden Eagle and Jon's Food Inc.

Auditor-Treasurer

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



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A RESOLUTION DESIGNATING AN OFFICIAL NEWSPAPER FOR 2021

WHEREAS, Minnesota Statutes Chapter 375.12 requires the annual letting of bids for publication of official proceedings of the County Board and similar statutes require the publication of delinquent tax lists, County Financial Statements, and local transportation project bid advertisements, and;

WHEREAS, pursuant to advertisement bids were opened to be designated for those parties interested in being named as the official newspaper for Todd County on January, 5, 2021.

NOW, THEREFORE BE IT RESOLVED, that the Todd County Board of Commissioners accept the bid from Staples World, with a bid of \$10.50 per column inch to be the Official Newspaper for the year 2021 and;

BE IT FURTHER RESOLVED, that the Todd County website (www.co.todd.mn.us) be also designated as an official publication for all statutory requirements.

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

A RESOLUTION DESIGNATING AN EXTRA PUBLICATION NEWSPAPER FOR 2021

WHEREAS, Minnesota Statutes Chapter 375.12 requires the annual letting of bids for publication of official proceedings of the County Board and similar statutes require the publication of delinquent tax lists, County Financial Statements, and local transportation project bid advertisements, and;

WHEREAS, pursuant to advertisement bids were opened to be designated for those parties interested in being named as the extra publication newspaper for Todd County on January 5, 2021.

NOW, THEREFORE BE IT RESOLVED, that the Todd County Board of Commissioners accept the bid from Long Prairie Leader with a bid of \$9.80 per column inch to be the Extra Publication Newspaper for the year 2021.

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

A RESOLUTION ESTABLISHING

THE 2021 TODD COUNTY BOARD OF COMMISSIONERS BOARD PROTOCOL

(Copy of full resolution language available in the Auditor-Treasurer's Office for public inspection.)

On motion by Kircher and second by Kneisl, the following motion was introduced and adopted by unanimous vote: To approve to continue to hold the Todd County Board of Commissioner's Meetings on the first and third Tuesday of every month at 9:00 a.m. in the Todd County Historic Courthouse and Worksessions designated by Board Chairperson or three members of the County Board as deemed necessary. The County Board also approves that the year-end board meeting be scheduled for December 28, 2021.

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

A RESOLUTION ESTABLISHING

THE COMMISSIONER'S COMMITTEE ASSIGNMENTS FOR 2021

WHEREAS, The County Commissioners have wide ranging and diverse responsibilities, and;
WHEREAS, it is necessary for Commissioners to be assigned to Committees for the purposes of advocating for the County, and to effectively complete the work of the County.

NOW, THEREFORE BE IT RESOLVED, that the attached Committee Roster (Attachment 1) is hereby adopted as the County Commissioners' Committee Assignments for 2021 and will remain on file in the Auditor-Treasurer's Office.



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

DESIGNATION OF DEPOSITORY, INVESTMENTS & ELECTRONIC FUNDS TRANSFERS

WHEREAS, Minnesota Statute § 118A.02, subdivision 1 (a) states “The governing body of each government entity shall designate, as a depository of its funds, one or more financial institutions.” and; **WHEREAS**, in accordance with Minnesota Statute § 118A.01 through § 118A.08, the County Board of Commissioners has the official role to authorize the County Auditor/Treasurer to select depositories & make investments of funds under Minnesota Statute § 118A.01 to 118A.08 or other applicable law for and on behalf of the County of Todd and;

WHEREAS, in accordance to Minnesota Statute § 385.07, the County Board of Commissioners has the official role to authorize the County Auditor/Treasurer the use electronic funds transfers where deemed appropriate, expeditious and in the best interest of the County of Todd.

NOW, THEREFORE BE IT RESOLVED, that the Todd County Board of Commissioners authorize the Todd County Auditor/Treasurer to select depositories & make investments in accordance to Minnesota Statute § 118A.01 through § 118A.08 where the following financial institutions are currently in place:

- American Heritage National Bank
- Minnesota National Bank
- Unity Bank
- US Bank
- MAGIC Fund

BE IT FURTHER RESOLVED, that the Todd County Board of Commissioners authorize the Todd County Auditor/Treasurer the use of electronic funds transfers where deemed appropriate, expeditious and in the best interest of Todd County.

On motion by Kneisl and second by Neumann, the following motion was introduced and adopted by unanimous rollcall vote: To approve the December 2020 Auditor Warrants number (ACH) 901243 through 901257 in the amount of \$191,430.96, (Manual) 592 through 597 in the amount of \$75,940.28 and (Regular) 236696 through 236695 in the amount of \$1,533,756.89 for a total of \$1,801,128.13.

Todd Wadena Community Corrections

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

RESOLUTION APPOINTING MEMBERSHIP

Todd-Wadena Community Corrections

2021

This is a resolution appointing membership to the Todd-Wadena Community Corrections Executive Committee and Advisory Board.

WHEREAS, In accordance with MN Statutes Chapter 401, in 1976 Todd and Wadena Counties entered into a joint powers agreement and established Todd-Wadena Community Corrections, and

WHEREAS, On July 19, 2016, Todd and Wadena Counties reaffirmed their continued commitment to providing community corrections in their respective counties through Todd-Wadena Community Corrections, by approving the updated joint powers agreement, and

WHEREAS, Membership of the Todd-Wadena Community Corrections Executive Committee and Advisory Board needs to be appointed by the Boards of Commissioners in Todd and Wadena Counties, and



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THEREFORE, IT IS RESOLVED that the members of the Todd-Wadena Community Corrections Executive Committee are appointed as follows:

1. Barbara Becker, Todd County Commissioner.
2. David Kircher, Todd County Commissioner.
3. Sheldon Monson, Wadena County Commissioner.
4. Bill Stearns, Wadena County Commissioner.
5. Kyra Ladd, Chairperson of the Community Corrections Advisory Board.
6. Jane Gustafson, Vice-Chairperson of the Community Corrections Advisory Board.
7. Honorable Daniel Benson, District Court Judge.

BE IT FURTHER RESOLVED that the members of the Todd-Wadena Community Corrections Advisory Board are appointed as follows:

1. Donald Asmus, Citizen Member.
2. Eric Monson, Citizen Member
3. Naomi Moyer, Citizen Member.
4. Lane Waldahl, Citizen Member.
5. Katherine Langer, Correctional Administrator.
6. Sheena Prizler, Corrections Agent.
7. Barbara Becker, Todd County Commissioner.
8. David Kircher, Todd County Commissioner.
9. Sheldon Monson, Wadena County Commissioner.
10. Bill Stearns, Wadena County Commissioner.
11. Honorable Daniel A. Benson, District Court Judge.
12. Patrick Sutlief, Educational Administrator.
13. Sandra Ahrendt, Ethnic/Minorities Representative.
14. Cindy Pederson, Health Services Representative.
15. Jackie Och, Health and Human Services Representative.
16. Jennifer Westrum, Human Services Representative.
17. Melissa Birkholtz, Police Chief.
18. Jane Gustafson, Prosecuting Attorney.
19. Kyra Ladd, Prosecuting Attorney.
20. Sarah Federle, Public Defender.
21. Jason Sellnow, Public Defender.
22. Michael D. Carr, Wadena County Sheriff.
23. Steve Och, Todd County Sheriff.
24. Connie Nelson, Victim Services.

Public Works

On motion by Kircher and second by Kneisl, the following motion was introduced and adopted by unanimous vote: To approve the purchase of a new equipped plowtruck per the attached purchase agreements for \$242,701.99.

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

Minnesota Local Road Improvement Program

Todd County State Highway 34 Project Recommendation

WHEREAS, Minnesota Counties can apply for funding support for transportation infrastructure projects on local roads as part of the Minnesota Department of Transportation's Local Road Improvement



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Program which has approximately \$75 million in bond funds available for constructing or reconstructing local roads in Fiscal Year 2021-2023, and;

WHEREAS, funding may be requested for projects that will reduce traffic crashes on rural County State Aid Highways and County Roads (Rural Road Safety Account), reconstruct routes that have regional significance (Routes of Regional Significance Account), or for the local share of a trunk highway project (Trunk Highway Corridor Account), and;

WHEREAS, the Todd County Public Works Department and the Wadena County Highway Department recommends that the following project be submitted for State of Minnesota Local Road Improvement Program Funding in Fiscal Year 2022:

Todd County State Aid Highway 34 / Wadena County State Aid Highway 3
From CSAH 3 (Airport Road) to Cass County Line (Crow Wing River)

and;

WHEREAS, this project is currently listed on the Todd County Public Works Department and Wadena County Highway Department Proposed Five Year Construction Plan as just a Mill and Overlay Project but this project will actually enhance the functionality of the route by fully reclaiming the bituminous pavement and adding full paved shoulders.

NOW, THEREFORE BE IT RESOLVED, that the Todd County Board of Commissioners does hereby support the recommendation of the Todd County Public Works Department for submitting a State of Minnesota Local Road Improvement Program Funding Application for a Fiscal Year 2022 Project located on County State Aid Highway 34 from Wadena County State Aid Highway 30 to the Cass County Line.

Health & Human Services

On motion by Neumann and second by Kneisl, the following motion was introduced and adopted by unanimous vote: To approve the Northern Pines Purchase of Service contract renewal.

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

Administration

Discussion was held regarding the creation of a program to disburse County Grant Relief Funds received from the State of Minnesota and criteria to include in this new program.

Recess

Chairperson Becker recessed the meeting until January 19th, 2021.

AUDITOR WARRANTS

VENDOR NAME	AMOUNT
MN DEPT OF REVENUE	\$ 2,525.00
MN DEPT OF REVENUE	\$ 65,402.31
1 PAYMENT LESS THAN 2000	\$ 1,089.27
US BANK	\$ 6,051.47
1 PAYMENT LESS THAN 2000	\$ 814.95
1 PAYMENT LESS THAN 2000	\$ 57.28
COUNTIES PROVIDING TECHNOLOGY	\$ 5,085.00
LONG PRAIRIE OIL COMPANY	\$ 13,351.86
LONG PRAIRIE SANITATION INC	\$ 3,601.40
MADDEN GALANTER HANSEN, LLP	\$ 2,803.50



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MOTOROLA	\$	4,553.65
PETERS LAW OFFICE, P.A.	\$	2,260.00
Prairie Lakes Municipal Solid Waste Auth	\$	82,637.00
WIDSETH SMITH NOLTING INC	\$	8,071.65
27 PAYMENTS LESS THAN 2000	\$	10,561.61
BARNHART/ANDREW W	\$	5,718.00
BECKER/THEODORE	\$	5,840.72
BIG SWAN LAKE IMPROVEMENT DIST.	\$	2,343.75
CARD SERVICES COBORNS	\$	2,080.97
COUNTRYSIDE RESTAURANT	\$	4,485.00
FLEET SERVICES/WEX BANK	\$	3,993.45
MCCC, MI33	\$	8,325.00
MINNESOTA POWER & LIGHT	\$	4,915.36
MN DEPT OF FINANCE	\$	6,371.00
REGENTS OF THE UNIV OF MN	\$	37,098.74
STAPLES ADVANTAGE	\$	2,560.18
THOMSON REUTERS - WEST	\$	2,615.31
46 PAYMENTS LESS THAN 2000	\$	14,460.28
BETMAR LANGUAGES, INC	\$	6,790.00
BHH PARTNERS	\$	10,124.84
CENTERPOINT ENERGY	\$	4,566.31
DAKOTA WHOLESALE TIRE	\$	5,904.00
DOHERTY STAFFING SOLUTIONS	\$	4,146.31
HILLIG AUTO CENTER	\$	2,306.50
LAKESIDE PROPERTY GROUP, LLC	\$	5,550.00
MADDEN GALANTER HANSEN, LLP	\$	3,766.83
MILLE LACS COUNTY SHERIFF	\$	2,400.00
MINNESOTA POWER & LIGHT	\$	8,315.55
MINNESOTA SECRETARY OF STATE	\$	9,113.86
MORRISON COUNTY	\$	26,270.06
STEP	\$	6,284.41
STOECKEL JAHNER INC	\$	11,145.00
US POSTAL SERVICE	\$	6,757.50
USPS-POC	\$	2,514.58
VOYANT COMMUNICATIONS, LLC	\$	3,714.19
37 PAYMENTS LESS THAN 2000	\$	18,517.02
ARC ELECTRIC SERVICE	\$	2,731.84
CHAMBERLAIN OIL COMPANY	\$	2,162.45
GALLAGHER BENEFIT SERVICES INC	\$	2,000.00
METRO SALES INC	\$	2,589.89
NATIONAL BUSINESS FURNITURE, LLC	\$	2,344.94
Otter Tail County Treasurer	\$	26,551.00
RURAL MN CEP INC	\$	13,585.90
SEACHANGE PRINT INNOVATIONS	\$	16,945.52
SHI CORP	\$	4,020.00



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TODD SOIL & WATER CONS DIST	\$	251,886.01
TODD TRAILS ASSOCIATION	\$	58,981.05
ZIEGLER INC	\$	3,045.15
28 PAYMENTS LESS THAN 2000	\$	12,607.85
AMAZON CAPITAL SERVICES	\$	2,643.79
AMERICAN LEGION POST 12	\$	10,000.00
ARC ELECTRIC SERVICE	\$	2,110.77
ARNZEN CONSTRUCTION INC	\$	488,186.69
B & B'S SPORTS BAR & GRILL	\$	2,367.00
BECKS BURGER CO	\$	20,000.00
BERTHA-HEWITT COMMUNITY FOOD SHELF	\$	7,778.00
BROWERVILLE VETERANS CLUB	\$	8,684.00
BURTRUM CABOOZE LLP	\$	10,000.00
CENTRA CARE HEALTH SYSTEMS-LONG PRAIRIE	\$	10,000.00
CIRCLE R RANCH	\$	10,000.00
CLARISSA BALLROOM	\$	5,810.00
COUNTRYSIDE RESTAURANT	\$	10,000.00
DEB'S SIDEWALKS BAR & GRILL	\$	10,000.00
DOUBLE EAGLE GOLF COURSE	\$	8,258.00
DOUBLE R SALOON INC	\$	10,000.00
DRAGON WILLOW WINERY, LLC	\$	7,041.00
EAGLE BEND VETS CLUB, INC	\$	10,000.00
FARMHOUSE CAFE	\$	10,000.00
GEORGE H ELLIOTT POST 7902 VETERAN	\$	20,000.00
GREAT RIVER REGIONAL LIBRARY	\$	4,688.14
HATS OFF COFFEE	\$	16,263.00
LAKE BEAUTY COVENANT BIBLE CAMP	\$	10,000.00
LEFTYS INC	\$	20,000.00
LOCAL LEGENDS LIQUOR	\$	20,000.00
LOG CABIN PIZZA	\$	10,000.00
LONG PINES BAR AND RESTAURANT	\$	10,000.00
LONG PRAIRIE HOCKEY ASSOCIATION	\$	10,000.00
LONG PRAIRIE SUBWAY	\$	10,000.00
LongBella Drug Inc	\$	10,000.00
LOS CORRALES MEXICAN GRILL LLC	\$	10,000.00
MIDWEST LOCK & DOOR, INC	\$	14,028.98
NORTHERN BUSINESS PRODUCTS	\$	2,040.34
SMOKE N MOTION	\$	4,353.00
STAPLES AREA FOOD SHELF	\$	8,198.00
STAPLES MOTLEY ISD 2170	\$	10,000.00
STEP	\$	10,000.00
STOMPING GROUNDS OF STAPLES LLC	\$	5,338.00
STONE HILL FARM WEDDING & EVENT VE	\$	20,000.00
TAQUERIA CHAVEZ LLC	\$	3,114.00
THE HUB SUPPER CLUB LLC	\$	10,000.00



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THE ROCK TAVERN	\$	10,000.00
THUNDER LODGE SPORTS BAR & GRILL	\$	20,000.00
TIMBERS RESTAURANT & EVENT CENTER	\$	10,000.00
TJ'S ON DIAMOND POINT INC	\$	20,000.00
VERIZON	\$	4,754.83
13 PAYMENTS LESS THAN 2000	\$	8,158.32
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Total:	\$	1,801,128.13

On a motion by Kircher and second by Kneisl, the preceding minutes of the County Board meeting held January 5, 2021 were duly approved by unanimous vote at the Todd County Board of Commissioners at the Regular Board Meeting held on January 19, 2021.

Witness my hand and seal:

Barbara Becker, County Board Chairperson

Denise Gaida, Todd County Auditor-Treasurer