



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 19th, 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 19th day of January, 2021 at 9:00 AM. The meeting was called to order by Chairperson Becker. The meeting was opened with the Pledge of Allegiance. All Commissioners were present.

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 with the addition of 11.4 Follow Up Discussion on Expo Bathrooms.

Consent Agenda

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

To approve the Todd County Board of Commissioner's Meeting Minutes for January 5th, 2021 as presented.

GAMBLING PERMIT – MIDWEST OUTDOORS UNLIMITED – PRAIRIE PARTNERS CHAPTER

WHEREAS, the Todd County Board of Commissioners are establishing their approval for a Gambling Permit for the Midwest Outdoors Unlimited – Prairie Partners Chapter through this resolution;

NOW, THEREFORE BE IT RESOLVED, that the Todd County Board of Commissioners approve a Gambling Permit for the Midwest Outdoors Unlimited – Prairie Partners Chapter to hold a raffle event at the Hub Supper Club in Burnhamville Township at the address 30905 County 13, Burtrum, MN on March 6th, 2021.

To accept the resignation of Susan Prill, Deputy Assessor effective 12/31/2020.

Auditor-Treasurer

On motion by Erickson and second by Neumann, the following motion was introduced and adopted by unanimous rollcall vote: To approve the Commissioner Warrants number (ACH) 401004 through 401030 in the amount of \$15,062.90 and (Regular) 54344 through 54394 in the amount of \$51,791.16 for a total of \$66,854.06.

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 Commissioner Warrants number (ACH) 801299 through 801366 and (Regular) 707431 through 707504 for a total amount of \$114,520.80.

On motion by Kircher 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) 600321 through 600335 and (Regular) 516143 through 516176 for a total amount of \$90,781.32.

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

APPROVAL OF ALL COUNTY DEPARTMENTAL CHANGE & PETTY CASH FUNDS

WHEREAS, there are multiple petty cash & change funds in various departments across the county, and;
WHEREAS, State Auditing Standards & Statutes require board approval when modifications are requested and to annually confirm/reaffirm all county departmental change & petty cash funds,



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NOW, THEREFORE BE IT RESOLVED, to approve the petty cash & change funds for the various departments for immediate implementation as per the attached list to be filed in the Auditor-Treasurer's Office.

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

COMMIT FUND BALANCE FOR BUILDING & GROUNDS IMPROVEMENT FUND

WHEREAS, the Todd County Board of Commissioners established a building & grounds improvement fund with the objective that the funds be utilized for current and future expenses and held within the County General Fund. The building & grounds improvement funds are appropriated and utilized each calendar year;

WHEREAS, the remaining balance of this account as of December 31, 2020 is \$398,019.62. State Auditors recommendation is to approve by resolution a commitment of this fund balance 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 Fund with a balance of \$398,019.62 to track the funding plan for the Committed Fund Balance of Building & Grounds Improvement Fund, effective December 31, 2020.

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

**TRANSFER OF FUNDS FROM GENERAL FUND TO
TODD COUNTY DEVELOPMENT CORPORATION FUND**

WHEREAS, the 2021 Budget for Todd County's support to the Todd County Development Corporation has been approved at \$67,000, and;

WHEREAS, a letter was received from the Todd County Development Corporation requesting for the allocation of funds from the County General Fund to be provided.

NOW, THEREFORE BE IT RESOLVED, that the Todd County Board of Commissioners hereby approve the transfer of funds in the amount of \$67,000.00 from Fund 01-General Revenue to Fund 74-Todd County Development Corporation.

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

2021 PARKS AND TRAILS APPROPRIATION FUNDS TRANSFER

WHEREAS, the 2021 budget for Todd County's allocation of funds to the Todd County Parks and Trails Board has been approved at \$9,000; and

WHEREAS, a letter was received from the Todd County Parks and Trails Board requesting for the appropriation of funds from the General Fund for 2021.

NOW, THEREFORE BE IT RESOLVED, that the Todd County Board of Commissioners hereby approve the transfer of funds in the amount of \$9,000 from the General Fund to the Parks and Trails Fund.

On motion by Kircher and second by Kneisl, the following motion was introduced and adopted by unanimous vote: To approve the 2020 County Motor Pool Budget Carryover per the attached Budget Request Form details in the amount of \$58,181.00.



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U of M Extension – Todd County

On motion by Neumann and second by Erickson, the following motion was introduced and adopted by unanimous vote: To appoint Shirley Moberg to a 3-year term on the County Extension Committee January 1, 2021 to December 31, 2023 with three options for renewal for a total of nine years.

County Assessor

On motion by Kircher and second by Kneisl, the following motion was introduced and adopted by unanimous vote: To schedule the 2021 Todd County Board of Appeal and Equalization meeting for June 21, 2021; commencing at 6:00pm and not ending before 7:00pm.

County Sheriff

On motion by Kneisl and second by Erickson, the following motion was introduced and adopted by unanimous vote: To acknowledge the donations received by the Sheriff's Office in the Canine Donation of \$31,561.45 and Drone Donation account of \$250.00.

On motion by Kircher and second by Neumann, the following motion was introduced and adopted by unanimous vote: To carryover the balance of funds donated to the Todd County Sheriff's Office in the Canine Donation and Drone Donation accounts totaling \$11,392.16.

On motion by Erickson and second by Kircher, the following motion was introduced and adopted by unanimous vote: To carryover the Sheriff's Office funds in the Forfeiture Fund, Contingency Fund, and Canteen Fund with a total amount of \$28,986.44.

On motion by Erickson and second by Kneisl, the following motion was introduced and adopted by unanimous vote: To approve the purchase of a 2021 Chevy Tahoe in the amount of \$38,837.76.

On motion by Kircher and second by Kneisl, the following motion was introduced and adopted by unanimous vote: To approve the purchase of the 2021 Polaris Ranger in the amount of \$26,167.10.

Planning & Zoning

On motion by Neumann and second by Kircher, the following motion was introduced and adopted by unanimous vote: To table the approval of the DC Lien Addition Preliminary Plat with the proposed conditions to a Special Board Meeting on January 22, 2021 at 3:00 p.m.

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

Final Plat Approval – "Illies Estates" Subdivision

WHEREAS, Applicant and owner Gary & Renae Illies applied to subdivide a property that is described as Part of NW4 and Government Lot 1 of Section 22 in Kandota Township with the plat to be known as Illies Estates,

WHEREAS, Illies Estates consists of two residential lots, Block One Lot 1 consisting of 4.10± acres, Block One Lot 2 consisting of 4.01± Acres, located in the Recreational Development Shoreland zoning of Sauk Lake in Kandota Township,

WHEREAS, On December 3rd, 2020 the Todd County Planning Commission recommended the following property be considered for Subdivision pursuant to Todd County Subdivision Regulation and Ordinance:



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SECT-22 TWP-127 RANG-34

PARTS OF NW4 & GOVT LOT 1 LYING N'ERLY OF DESC LINE: COMM AT NE COR OF NW4, W 237.53 FT TO CTR OF HWY 71, SW 309.72 FT, S'ERLY 1340.38 FT TO PT OF BEG, SE 801 FT TO SHLINE & TERM, EX PART PLATTED AS EMBLOM'S RESORT & EX N 664 FT & EX VAC ST LYING W OF EMBLOM'S RESORT & EX PART OF GOVT LOT 1 DESC AS BEG AT NW COR OF LOT 1 BLK 2 EMBLOM'S RESORT, SW 40 FT, NW 50 FT, NE TO PT ON SHLINE THAT IS 50 FT NW OF LOT 1 BLK 2 EMBLOM'S RESORT, SE TO NE COR OF LOT 1 BLK 2 EMBLOM'S RESORT, SW TO BEG & EX PART OF GOVT LOT 1 DESC AS BEG AT SW COR OF LOT 15 BLK 2 OF EMBLOM'S RESORT, W 40 FT, S 24.34 FT, SE 58.16 FT, SE 79.87 FT, SE 200 FT TO LAKESHORE, N ALONG LAKESHORE TO S LINE OF LOT 15 BLK 2 EMBLOM'S RESORT, W 237 FT TO BEG & EX COMM AT NW COR OF LOT 1 BLK 2 EMBLOM'S RESORT, SW 40 FT TO PT OF BEG, NW 50 FT, SW 100 FT, SE 166 FT, SE 134 FT, SE 55.03 FT, SE 197.77 FT, E 25 FT, NE 199.20 FT, NE 73.78 FT, NW 35.28 FT, NW 134 FT, NW 116 FT TO BEG & EX COMM AT NE COR OF NW4, W 237.53 FT TO CTR OF HWY 71, SW 309.72 FT, S'ERLY ALONG CTR OF HWY 71 1340.38 FT TO PT OF BEG, N'ERLY ALONG CTR OF HWY 71 96.92 FT, NE 83.06 FT, SE 214.11 FT, NE 20.72 FT, NE 144.46 FT, NE'ERLY, E'ERLY & SE'ERLY 81.08 FT, SE 33.07 FT, SW 13.14 FT, SE 58.16 FT, SE 79.87 FT, SE 200 FT TO SHLINE, S'ERLY 154 FT, NW 801 FT TO BEG
9.56 ACRES

WHEREAS, On December 15th, 2020 the Todd County Board of Commissioners considered the Preliminary Plat for the above described property and approved the Illies Estates preliminary plat with one condition:

1. The residual parcels may have no further subdivision

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 "Illies Estates" subdivision be approved as presented.

On motion by Kircher and second by Kneisl, the following motion was introduced and adopted by unanimous vote: To authorize the carry forward of Planning and Zoning funds as outlined in the Budget Request Form totaling to \$87,541.00.

Health & Human Services

On motion by Kircher and second by Kneisl, the following motion was introduced and adopted by unanimous vote: To approve the MFIP Biennial Contract Addendum second year 2020-2021 for program administration by Todd County.

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

Administration

On motion by Kircher and second by Erickson, the following motion was introduced and adopted by unanimous vote: to authorize the adoption of the Jail Dispatch Unit Collective Bargaining Agreement for 2021.

On motion by Kircher and second by Neumann, the following motion was introduced and adopted by unanimous vote: To authorize the adoption of the Sheriff's Supervisory Unit Collective Bargaining Agreement for 2021.

On motion by Kircher and second by Erickson, the following motion was introduced and adopted by unanimous vote with Becker abstaining: To approve the County Grant Relief Program for Small Businesses and Non-Profits.



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Follow-up discussion regarding the completed bathroom size for ADA compliance of the Expo Building renovation and confirmation that all compliance standards have now been met.

County Auditor-Treasurer's Report

There was no information to report.

County Commissioner's Report

Commissioners reported on meetings attended.

County Coordinator's Report

There was no information to report.

Adjourn

On motion by Neumann and second by Kneisl, the meeting was adjourned for the month of January 2021.

COMMISSIONER WARRANTS

VENDOR NAME	AMOUNT
ARC ELECTRIC SERVICE	\$ 2,575.95
BIG STONE THERAPIES, INC.	\$ 4,549.35
INFORMATION SYSTEM CORP	\$ 16,239.75
METRO SALES INC	\$ 4,935.47
MILLER BROTHER'S CONSTRUCTION	\$ 4,514.21
NORTHERN STAR COOP	\$ 2,167.72
ROYAL TIRE	\$ 3,066.52
STAPLES WORLD	\$ 7,104.25
70 PAYMENTS LESS THAN 2000	\$ 21,700.84
Total:	\$ 66,854.06

HEALTH & HUMAN SERVICES WARRANTS

VENDOR NAME	AMOUNT
ASSOCIATION OF MN COUNTIES	\$ 2,403.00
V #15377 - COST EFF HEALTH INSURANCE	\$ 2,303.40
SCHULLER FAMILY FUNERAL HOMES - WADENA	\$ 7,000.00
SOURCEWELL	\$ 41,539.30
TODD COUNTY ATTORNEY'S OFFICE	\$ 4,692.00
137 PAYMENTS LESS THAN 2000	\$ 56,583.10
Total:	\$ 114,520.80

VENDOR NAME	AMOUNT
ANOKA COUNTY CORRECTIONS	\$ 7,530.00
# 16413	\$ 2,311.36
# 15998	\$ 3,124.49
# 14593	\$ 3,867.56
HOLISTIC FAMILY EDUCATION SRVS	\$ 5,082.55
# 15686	\$ 2,053.75
LUTHERAN SOCIAL SERVICE OF MN-ST PAUL	\$ 2,765.20
MID MINNESOTA DRUG TESTING INC	\$ 2,109.00



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NORTHERN PINES MENTAL HLTH CTR INC	\$	18,228.50
# 16183	\$	2,626.32
PINEHAVEN YOUTH AND FAMILY SERVICES	\$	3,862.91
STEP	\$	6,120.88
# 16491	\$	3,541.44
# 16109	\$	2,036.08
WEST CENTRAL REG JUVENILE CTR	\$	5,068.00
PAYMENTS LESS THAN 2000	\$	20,453.28
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Total:	\$	90,781.32

On a motion by Erickson and second by Kircher, the preceding minutes of the County Board meeting held January 19th, 2021 were duly approved by unanimous vote at the Todd County Board of Commissioners at the Regular Board Meeting held on February 2, 2021.

Witness my hand and seal:


Barbara Becker, County Board Chairperson


Denise Gaida, Todd County Auditor-Treasurer