



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 4<sup>th</sup>, 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 4<sup>th</sup> day of May, 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 Erickson, 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 and resolutions were introduced and adopted by unanimous vote:

To approve the Todd County Board of Commissioner's Meeting Minutes for April 20<sup>th</sup>, 2021 as presented.

**GAMBLING PERMIT – HOLY FAMILY SCHOOL**

**WHEREAS**, the Todd County Board of Commissioners are establishing their approval for a Gambling Permit for the Holy Family School through this resolution;

**NOW, THEREFORE BE IT RESOLVED**, that the Todd County Board of Commissioners approve a Gambling Permit for the Holy Family School to hold a raffle event at the Diamond Point Steakhouse & Lounge in Birchdale Township at the address 12867 Bayview Drive, Sauk Centre, MN on August 13<sup>th</sup>, 2021.

To approve an Off Sale and On Sale 3.2 Malt Liquor License for TMF Resort Inc dba Head of the Lakes Resort at the address of 15080 Gardenia Drive, Osakis, MN in Leslie Township effective June 1, 2021 through March 31, 2022.

To approve a Setup License for TMF Resort Inc dba Head of the Lakes Resort at the address of 15080 Gardenia Drive, Osakis, MN in Leslie Township effective June 1, 2021 through March 31, 2022.

To approve an On Sale Wine License including strong beer for TMF Resort Inc dba Head of the Lakes Resort at the address of 15080 Gardenia Drive, Osakis, MN in Leslie Township effective June 1, 2021 through March 31, 2022.

**Auditor-Treasurer**

On motion by Erickson and second by Neumann, the following motion was introduced and adopted by unanimous rollcall vote: To approve the April 2021 Auditor Warrants number (ACH) 901448 through 901495 in the amount of \$620,255.95, (Manual) 618 thru 624 in the amount of \$88,356.78 and (Regular) 237383 through 237519 in the amount of \$356,600.35 for a total of \$1,065,213.08.

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) 401197 through 401217 in the amount of \$54,075.77 and (Regular) 54725 through 54775 in the amount of \$59,085.57 for a total of \$113,161.34.

On motion by Kircher 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) 801611 through 801628 and (Regular) 707766 through 707794 for a total amount of \$34,697.30.



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On motion by Erickson and second by Kircher, the following motion was introduced and adopted by unanimous rollcall vote: To approve the Health & Human Services SSIS Warrants number (ACH) 600390 through 600392 and (Regular) 516314 through 516327 for a total amount of \$22,040.36.

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

### **2021 MEMORIAL DAY APPROPRIATIONS**

**WHEREAS**, Todd County has budgeted in 2021 for an appropriation to support the expenses for conducting Memorial Day Services and aid in the observance of Memorial Day by organizations within Todd County defined by Minnesota Statutes 375.34 and 375.35;

**NOW, THEREFORE BE IT RESOLVED**, that the Todd County Board of Commissioners hereby approve the 2021 payment of \$200 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 per the attached list.

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

### **2021 SENIOR CITIZEN CENTER APPROPRIATIONS**

**WHEREAS**, Todd County has budgeted for 2021 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 2021 payment of \$200 for each Senior Citizen Center located in Todd County per the attached list.

### **CliftonLarsonAllen**

Doug Host, CPA presented the Audit of the Financial Year Ending December 31, 2020 and a report of the findings/statuses for the County Board's review.

On motion by Kneisl and second by Neumann, the following motion was introduced and adopted by unanimous vote: To approve the FY2020 Audit Report as presented by CliftonLarsonAllen.

### **Great River Regional Library**

Karen Pundsack, Executive Director of GRRL provided a summary of the 2020 activities for the County Board's review.

### **Ditch/Ag Inspector**

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

### **Hold Harmless Agreement – Ditch Maintenance – County Ditch 15**

**WHEREAS**, Jeffrey Lopez of CCMorgan LLC is requesting to maintain approximately 1200 feet of CD15 that is located on Timothy Schmit's parcel 02-0023501. A Hold Harmless Agreement has been signed by Schmit and Lopez and has been submitted to the Ditch Authority, and;

**WHEREAS**, an onsite inspection has been done; a Wetland Application has been submitted to the TEP, and;



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**WHEREAS**, applicant is allowed to maintain the drainage ditch to the original width, depth and grade. An improvement by lowering or widening the ditch bottom is not allowed. Sediment and vegetation can only be removed to the extent of the original ditch bottom elevation. Spoil must be side cast and leveled, staying within 16.5 feet of the ditch.

**NOW, THEREFORE BE IT RESOLVED**, the Todd County Ditch Authority gives permission to Jeffrey Lopez of CCMorgan LLC to maintain approximately 1200 feet of CD15 on Timothy Schmit's parcel 02-0023501. The project will be done at Jeffrey Lopez/CCMorgan LLC's own expense.

On motion by Neumann and second by Kircher, the following motion was introduced and adopted by unanimous vote: Acting as Ditch Authority, set the date of the CD41 Informational Meeting for June 1, 2021 at 7:00 p.m. The meeting is to be held at the Todd County Expo Building.

### Planning & Zoning

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

#### **Final Plat Approval – “Sibell’s Subdivision Four”**

**WHEREAS**, Applicant and property owner Darwin Sibell applied to subdivide a property that is described as Part of Government Lots 2 & 3 of Section 5 in Gordon Township with the plat to be known as ‘Sibell’s Subdivision Four’,

**WHEREAS**, Sibell’s Subdivision 4 consists of 1 lot; Lot 1, 2.62± Acres; located in the General Development Shoreland zoning of Lake Osakis in Gordon Township,

**WHEREAS**, On November 5<sup>th</sup>, 2020, the Todd County Planning Commission recommended the following property be considered for Subdivision pursuant to Todd County Subdivision Regulation and Ordinance:

SECT-5 TWP-128 RANG-35 PARTS OF GOVT LOTS 2 & 3 & VACATED ROAD LYING N OF SIBELL'S SUBD, EX PARTS PLATTED AS RUTTEN'S BEACH & SIBELL'S SUBD & SIBELL'S SUB TWO, EX BEG AT PT 44.88 FT N & 127.63 FT NW OF LOT 4 OF RUTTEN'S BEACH, THENCE NW 20.70 FT, W 89.73 FT, SW 74.50 FT, NW 126.70 FT, NE 201.52 FT, SW 132.85 FT TO BEG BEING PART OF GOVT LOT 3 & EX PART OF GOVT LOT 3 LYING S & SE OF DESC LINE; BEG AT NW COR OF LOT 4 OF RUTTEN'S BEACH, NW 66 FT, NW 200 FT, SW 600 FT TO LAKESHORE & TERMINATING & EX BEG AT NW COR OF LOT 24 OF RUTTEN'S BEACH, N 120 FT, E 176 FT TO LAKE, SW ALONG LAKE 270 FT, NW 112 FT TO BEG PART OF LOTS 2 & 3 & EX PART OF GOVT LOT 2 DESC AS BEG AT NE COR OF LOT 1 BLK 2 OF SIBELL'S SUBD, NW 69 FT, NE 200 FT, NE 250 FT, E'RLY TO SHORELINE, S'RLY ALONG SHORE TO N LINE OF LOT 1 BLK 1 OF SIBELL'S SUBD, SW 181 FT, SW 66 FT TO BEG & EX PART OF GOVT LOT 3 DESC AS COMM AT N'RLY COR OF LOT 13 OF RUTTEN'S BEACH, SW 86.23 FT TO W'RLY COR OF LOT 13, NW 66.04 FT TO W LINE OF PUBLIC RD AS PT OF BEG, THENCE W 166.42 FT, NE 134.99 FT, NE 154.44 FT, SE 160 FT TO RD, SW 103.28 FT, SW 104.11 FT TO BEG & EX PART OF GOVT LOT 3 DESC AS; COMM AT W QTR COR OF SEC 5, S 655.50 FT, SE 66 FT TO PT OF BEG, THENCE N 161.36 FT TO CTRLINE OF HWY 10, NE'RLY ALONG CTRLINE 492.26 FT, SE 617.20 FT, SW 381.16 FT, NW 248.05 FT, NW 326.83 FT TO BEG, EX PT GL 2 & 3 DESC AS FOLLOWS, BEG AT W4 CORN OF SEC 5, N 142.5 FT, E 320.18 FT TO CTRLINE CSAH #10, S ALONG CTRLINE 698.39 FT TO W LINE SEC 5, N 590.56 FT TO PT OF BEG & EX PT GOVT LOT 3 DESC IN DOC #516743 & EX PT PLATTED AS SIBELLS SUBD THREE & EX GOVT LOT 3  
9.4 ACRES – GIS

**WHEREAS**, On November 17<sup>th</sup>, 2020, the Todd County Board of Commissioners considered the Preliminary Plat for the above described property and approved the Sibell’s Subdivision Four preliminary plat with no conditions,



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**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 “Sibell’s Subdivision Four” be approved as presented.

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

**Resolution to support a Mississippi River - Brainerd Watershed  
One Watershed, One Plan**

**WHEREAS**, the Minnesota Board of Soil and Water Resources has developed policies for coordination and development of comprehensive watershed management plans, also known as One Watershed, One Plan, consistent with Minnesota Statutes, Chapter 103B.801, Comprehensive Watershed Management Planning Program; and

**WHEREAS**, Minnesota Statutes, Chapter 103B.301, Comprehensive Local Water Management Act, authorizes Minnesota Counties to develop and implement a local water management plan; and

**WHEREAS**, Minnesota Statutes, Chapter 103C.331, subdivision 11, Comprehensive Plan, authorizes Minnesota Soil and Water Conservation Districts to develop and implement a comprehensive plan; and

**WHEREAS**, the counties and soil and water conservation districts within the Mississippi River - Brainerd Watershed (Hydrologic Unit Code 07010104), as delineated in the attached One Watershed, One Plan Suggested Boundary Map, have interest in developing a comprehensive watershed management plan for this area.

**NOW, THEREFORE, BE IT RESOLVED**, that Todd County recognizes and supports watershed-scale planning efforts consistent with Minnesota Statutes, Chapter 103B.801, also known as One Watershed, One Plan; and

**BE IT FURTHER RESOLVED** that Todd County welcomes the opportunity to collaborate with the counties and soil and water conservation districts within the Mississippi River - Brainerd Watershed for watershed-scale planning efforts in the future; and

**BE IT FURTHER RESOLVED** that Todd County supports an application to the Board of Water and Soil Resources for a planning grant to develop a comprehensive watershed management plan and anticipates entering into a Memorandum of Agreement with the counties and soil and water conservation districts, within the Mississippi River - Brainerd Watershed, to collaborate on this effort, pending selection as a recipient of a planning grant.

**Soil and Water**

On motion by Kneisl and second by Neumann, the following motion was introduced and adopted by unanimous vote: To approve the MPCA Feedlot Program Annual Report for 2020.

**Health & Human Services**

Jackie Och, HHS Director & Katherine Mackedanz, Community Health Manager provided an update to the County Board on the COVID-19 situation and new connections for vaccination availability via MDH’s Vaccination Bus.

**Administration**

On motion by Kircher and second by Erickson, the following motion was introduced and adopted by unanimous vote: To approve participation in the Summer Internship Program through Sourcewell for Departments requesting to participate including Sheriff and U of M Extension and any other agency requesting participation.



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## County Auditor-Treasurer's Report

The County Auditor-Treasurer reported that the 1<sup>st</sup> half Real Estate tax payment due date of May 17, 2021 is approaching and that there will be a Special Election for ISD 487 Upsala Schools on May 11, 2021.

## County Coordinator's Report

The County Coordinator provided an update regarding the American Rescue Plan (ARP) Federal Funding and that the county is waiting for guidance from the US Treasury to move forward. The next AMC District 4 meeting has been announced as June 18, 2021 in Fergus Falls.

## Recess

Chairperson Becker recessed the meeting until May 18, 2021.

### AUDITOR WARRANTS

VENDOR NAME	AMOUNT
MN DEPT OF REVENUE	\$ 2,844.06
MN DEPT OF REVENUE	\$ 72,748.02
1 PAYMENT LESS THAN 2000	\$ 24.09
MN DEPT OF REVENUE	\$ 2,034.00
1 PAYMENT LESS THAN 2000	\$ 958.99
US BANK	\$ 8,959.72
1 PAYMENT LESS THAN 2000	\$ 787.90
DOHERTY STAFFING SOLUTIONS	\$ 4,310.67
DVS RENEWAL	\$ 10,375.62
EBSO INC	\$ 227,545.65
HEALTH PARTNERS DENTAL	\$ 5,317.67
LONG PRAIRIE SANITATION INC	\$ 4,696.02
M-R SIGN COMPANY INC	\$ 2,922.12
REGENTS OF THE UNIV OF MN	\$ 36,946.75
TODD CO AUD-TREAS	\$ 5,062.66
TREE TOP NURSEY	\$ 2,254.77
VERIZON	\$ 4,662.33
24 PAYMENTS LESS THAN 2000	\$ 11,035.46
BUREAU OF CRIMINAL APPREHENSION	\$ 2,225.00
CLIFTON LARSONALLEN, LLP	\$ 12,549.60
COUNTIES PROVIDING TECHNOLOGY	\$ 5,373.00
COUNTRYSIDE RESTAURANT	\$ 3,852.70
DEPUTY REGISTRAR	\$ 2,115.80
DVS RENEWAL	\$ 7,758.62
MN DEPT OF FINANCE	\$ 8,936.50
MORRISON COUNTY	\$ 83,432.63
NORTHERN STAR COOP	\$ 2,550.71
PETERS LAW OFFICE, P.A.	\$ 4,960.00
Prairie Lakes Municipal Solid Waste Auth	\$ 82,386.00
SELLNOW LAW OFFICE PA	\$ 2,462.50
THOMSON REUTERS - WEST	\$ 6,673.66
VOYANT COMMUNICATIONS, LLC	\$ 4,181.62
43 PAYMENTS LESS THAN 2000	\$ 13,620.10
BHH PARTNERS	\$ 27,585.80



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CENTRA CARE	\$	10,983.33
CLIFTON LARSONALLEN, LLP	\$	6,825.00
FLEET SERVICES/WEX BANK	\$	7,278.78
MOTOROLA	\$	10,489.65
NORTH COUNTRY CHEVROLET BUICK GMC	\$	31,743.03
STEP	\$	11,132.00
55 PAYMENTS LESS THAN 2000	\$	21,296.31
CENTERPOINT ENERGY	\$	3,203.69
EBSO INC	\$	223,050.01
GALLAGHER BENEFIT SERVICES INC	\$	2,000.00
HEALTH PARTNERS DENTAL	\$	5,250.64
JOHN DEERE FINANCIAL	\$	2,080.00
MINNESOTA POWER & LIGHT	\$	12,104.38
TODD TRAILS ASSOCIATION	\$	32,767.25
24 PAYMENTS LESS THAN 2000	\$	10,831.36
1 PAYMENT LESS THAN 2000	\$	26.91
<b>Total:</b>	<b>\$</b>	<b>1,065,213.08</b>

## COMMISSIONER WARRANTS

VENDOR NAME		AMOUNT
AMERICAN SOLUTIONS FOR BUSINESS	\$	5,543.40
APPLIED CONCEPTS INC	\$	8,969.00
EMERGENCY AUTOMOTIVE TECH	\$	3,282.34
ESRI	\$	11,918.00
FRONTIER PRECISION INC	\$	25,667.65
MCCC, MI33	\$	5,571.66
MORRISON CO PUBLIC HEALTH SERV	\$	2,274.97
SHI CORP	\$	5,625.00
TRUENORTH STEEL	\$	27,666.54
63 PAYMENTS LESS THAN 2000	\$	16,642.78
<b>Total:</b>	<b>\$</b>	<b>113,161.34</b>

## HEALTH & HUMAN SERVICES WARRANTS

VENDOR NAME		AMOUNT
DHS - SWIFT	\$	17,958.10
PERISH/ALAN	\$	3,153.31
TODD COUNTY ATTORNEY'S OFFICE	\$	2,380.00
UMMC-FAIRVIEW	\$	2,450.00
43 PAYMENTS LESS THAN 2000	\$	8,755.89
<b>Total:</b>	<b>\$</b>	<b>34,697.30</b>

VENDOR NAME		AMOUNT
HOLISTIC FAMILY EDUCATION SRVS	\$	3,066.97
LUTHERAN SOCIAL SERVICE OF MN-ST PAUL	\$	2,765.20
MORRISON COUNTY SOCIAL SERVICES	\$	4,300.56
VILLAGE RANCH INC	\$	2,530.30
PAYMENTS LESS THAN 2000	\$	9,377.33
<b>Total:</b>	<b>\$</b>	<b>22,040.36</b>



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On a motion by Kneisl and second by Neumann, the preceding minutes of the County Board meeting held May 4<sup>th</sup>, 2021 were duly approved by unanimous vote at the Todd County Board of Commissioners at the Regular Board Meeting held on May 18<sup>th</sup>, 2021.

Witness my hand and seal:

*Barbara Becker*  
\_\_\_\_\_  
Barbara Becker, County Board Chairperson

*Denise Gaida*  
\_\_\_\_\_  
Denise Gaida, Todd County Auditor-Treasurer