



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 18th, 2022

Public Comment

Enos Swartzentruber expressed concerns to the County Board relating to election data, election results and voting equipment.

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 18th day of January, 2022 at 9:00 AM. The meeting was called to order by Chairperson Erickson. The meeting was opened with the Pledge of Allegiance. All Commissioners were present except Commissioner Kneisl.

Approval of Agenda

On motion by Kircher and second by Neumann, the following motion was introduced and adopted by unanimous vote: To approve the agenda as presented with addition of item 10.3 Todd County Vaccination, Testing and Face Covering Policy Update.

Consent Agenda

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

To approve the Todd County Board of Commissioner's Meeting Minutes for January 4th, 2022 as presented.

To approve the resignation of Emily Berscheit, PT Dispatch, effective 12/30/2021.

To approve the hiring of Mr. Alex Kimber to fill the vacant Public Works Heavy Equipment Operator position at Grade 7, Step 1.

To approve the hiring of Joshua Votruba as SWCD Resource Conservationist – Riparian.

To approve a One-Day On Sale 3.2 Malt Liquor License for the Swanville/Sobieski Lions on the Long Lake in Burnhamville Township effective February 26th, 2022.

To approve a one day Dance License for the American Legion #417 Oscar Jacobson Post (Little Sauk Legion) at the address of 16268 County 50 (parking lot & street area), Long Prairie, MN in Little Sauk Township effective July 9th, 2022.

To approve a one day On Sale Temporary Liquor License for the American Legion #417 Oscar Jacobson Post (Little Sauk Legion) at the address of 16268 County 50 (parking lot & street area), Long Prairie, MN in Little Sauk Township effective July 9th, 2022.

Auditor-Treasurer

On motion by Neumann and second by Becker, the following motion was introduced and adopted by unanimous rollcall vote: To approve the December 2021 Auditor Warrants number (ACH) 901968 through 902028 in the amount of \$821,991.67, (Manual) 676 through 681 in the amount of \$94,507.45 and (Regular) 238615 through 238779 in the amount of \$673,662.95 for a total of \$1,590,162.07.

On motion by Becker and second by Kircher, the following motion was introduced and adopted by unanimous rollcall vote: To approve the Commissioner Warrants number (ACH) 401702 through 401724 in the amount of \$10,846.93 and (Regular) 55542 through 55586 in the amount of \$94,964.71 for a total of \$105,811.64.



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On motion by Kircher 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) 802339 through 802415 and (Regular) 708564 through 708643 for a total amount of \$108,656.49.

On motion by Becker and second by Neumann, the following motion was introduced and adopted by unanimous rollcall vote: To approve the Health & Human Services SSIS Warrants number (ACH) 600541 through 600557 and (Regular) 516681 through 516706 for a total amount of \$89,129.52.

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

A RESOLUTION ESTABLISHING A RESTRICTED FUND BALANCE FOR CLEAN WATER PARTNERSHIP (CWP) LOAN PROGRAM

WHEREAS, the Todd County Board of Commissioners on February 4, 2020 (Board Tracking # 20200204-18) approved for the Todd County Planning and Zoning Department to apply for a Clean Water Partnership Loan for septic systems via the MPCA and;
WHEREAS, On February 19, 2020, Planning and Zoning received notification from the MPCA that their application for \$450,000 was awarded, and;
WHEREAS, On March 4, 2020, Planning and Zoning received the executed grant agreement for the Clean Water Partnership (CWP) Loan Program and;
WHEREAS, On April 21, 2020, the Todd County Board of Commissioners approved the Clean Water Partnership Loan General Obligation Note (Board Tracking #20200421-18), and;
WHEREAS, Planning and Zoning collects application fees, annual principle and interest to supply for the loan repayment to MPCA and;
NOW, THEREFORE BE IT RESOLVED, that the Todd County Board of Commissioners hereby authorize the County Auditor/Treasurer to create a Restricted Fund Balance account in Fund 01-613 with a balance of \$6,676.90 to track the funding plan for the Restricted Fund Balance of the CWP Loan Program, effective 12-31-2021.

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

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

WHEREAS, the 2022 Budget for Todd County's support to the Todd County Development Corporation has been approved at \$74,500, and;



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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 \$74,500.00 from Fund 01-General Revenue to Fund 74-Todd County Development Corporation.

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

**TRANSFER OF FUNDS FROM THE GENERAL FUND TO THE TODD WADENA
COMMUNITY CORRECTIONS FUND FOR THE 2022 ALLOCATION**

WHEREAS, The 2022 Budget for Todd County's support to Todd Wadena Community Corrections has been approved at \$603,851.00; and

WHEREAS, a letter was received from the Todd Wadena Community Corrections requesting for the allocation of funds from the 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 \$603,851.00 from Fund 01-General Revenue to Fund 75-Todd Wadena Community Corrections.

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

REPURCHASE OF TAX FORFEITED PROPERTY

WHEREAS, Parcel 20-0041900 – Lots 3 & 4, Block 1 Thom's River Acres succumbed to tax forfeiture on July 9th, 2021, and;

WHEREAS, Minnesota Statutes Section 282.241 provides provisions for persons to repurchase a tax forfeited property certain conditions are met, and;

WHEREAS, Earl L Thom has submitted an application for repurchase of the following described tax-forfeited lands: Parcel 20-0041900 – Lots 3 & 4, Block 1 Thom's River Acres, and;

NOW, THEREFORE BE IT RESOLVED, that the Todd County Board of Commissioners hereby approves the application for repurchase of tax-forfeited lands submitted by Earl L Thom on parcel #20-0041900 as the repurchase will best serve the public interest.

On motion by Kircher and second by Neumann, the following motion was introduced and adopted by unanimous vote: To rescind BA #20211210-14 for the Supplemental Publication of Legal Notices due to the change in Todd County's Official Legal Publication Newspaper designation for 2022 which duplicates the county's publishing commitments for the Osakis Anchor.

Todd County Ag Society

On motion by Becker and second by Kircher, the following motion was introduced and adopted by unanimous vote: To approve that invoice charges in the amount of \$2,032.11 for services provided by the Todd County Public Works department be waived to the Todd County Ag Society for the upcoming Winter Demo Derby Event preparation.

Public Works

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



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FINAL PAYMENT AUTHORIZATION – 2021 CONCRETE CRUSHING CONSTRUCTION CONTRACT

WHEREAS, the contract with Ferguson Aggregate & Crushing Inc. for a 2021 Concrete Crushing Construction Contract known as CP 77-21-05 located in the Todd County Landfill in all things been completed, and;

WHEREAS, construction work on this contract was scheduled and completed in 2021 with the value of the total work certified being \$197,788.15, and;

WHEREAS, partial payments amounting to \$94,403.64 have been previously been made to the contractor as work progressed, and;

WHEREAS, it has been determined that \$103,384.51 still remains to be paid to Ferguson Aggregate & Crushing Inc.

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

County Sheriff

On motion by Kircher and second by Becker, the following motion was introduced and adopted by unanimous vote: To acknowledge the donations received totaling \$4,182.31 by the Sheriff's Office in the Canine Donation account for 2021 and express gratitude to the individuals that donated.

On motion by Neumann and second by Kircher, the following motion was introduced and adopted by unanimous vote: To approve the carry-over of the Canine Account, totaling \$17,098.28.

On motion by Becker and second by Kircher, the following motion was introduced and adopted by unanimous vote: To approve the carry-over of the Sheriff's Office funds in the Forfeiture Fund, Contingency Fund, and Canteen Fund with a total amount of \$23,872.34.

Planning & Zoning

On motion by Neumann and second by Kircher, the following motion was introduced and adopted by unanimous vote: To grant the CUP on parcel 15-0041904 to establish a tree trimming service with 3 conditions: 1. Applicant must abide by all applicable federal, state, and local standards and obtain additional permitting as necessary. 2. Applicant must apply for an E-911 Address through Todd County GIS department. 3. Applicant must not impact delineated wetlands.

On motion Neumann and second by Kircher, the following motion was introduced and adopted by unanimous vote: To approve Larry Bebus as an at large alternate to the Board of Adjustments with term expiring on December 31, 2022.

On motion by Kircher and second by Neumann, 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 \$111,638.25.

Administration

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

ADOPTION OF CHANGES TO THE TODD COUNTY PERSONNEL POLICY

WHEREAS, the Todd County Board of Commissioners has recognized a need for strong, up to date personnel policy, and;



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WHEREAS, the Todd County Board of Commissioners and policies subcommittee have had an opportunity to review the policy revisions put forth in Article I, Section 1.01, 1.04 (c), and Article III, Section 3.02 (e) 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 January 18, 2022, 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.

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

A RESOLUTION ESTABLISHING MINIMUM SALARY FOR ELECTED COUNTY OFFICERS

WHEREAS, the Todd County Board of Commissioners is required to set the minimum salary for elected county officers for the next term following pursuant to the following state statutes:

County Attorney	MN State Statutes 388.18
County Auditor/Treasurer	MN State Statutes 384.151
County Recorder	MN State Statutes 386.015
County Sheriff	MN State Statutes 387.20

WHEREAS, each of these elective positions are scheduled for general election on November 8, 2022, with terms of office beginning January 2, 2023, and;

NOW, THEREFORE BE IT RESOLVED, the minimum salaries as set by the Todd County Board of Commissioners for the elected positions for the County Attorney, County Auditor/Treasurer, County Recorder and County Sheriff shall for the next term following be:

County Attorney	\$105,000.00
County Auditor/Treasurer	\$ 80,000.00
County Recorder	\$ 65,000.00
County Sheriff	\$100,000.00

Discussion of the current legal status of the Federal OSHA ETS (Emergency Temporary Standard) on vaccination and testing (29 CFR 1910.501) and MN OSHA’s status on the adopted Federal OSHA ETS. Due to Supreme Court official ruling, Todd County will continue to hold adoption of the Todd County Vaccination, Testing and Face Covering Policy as motioned in the January 4th, 2022 board meeting.

County Auditor-Treasurer’s Report

The County Auditor-Treasurer reported that preparations for audit and reporting seasons continue and that election concerns will be addressed as appropriate.

County Commissioner’s Report

The Commissioners had nothing to report.

County Coordinator’s Report

The County Coordinator had nothing to report.

Adjourn

On motion by Neumann and second by Becker, the meeting was adjourned for the month of January 2022.



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AUDITOR WARRANTS

VENDOR NAME	AMOUNT
MN DEPT OF REVENUE	\$ 85,003.58
4 PAYMENTS LESS THAN 2000	\$ 2,852.74
MN DEPT OF REVENUE	\$ 6,651.13
BIG SAUK LAKE ASSOCIATION	\$ 2,882.70
DOHERTY STAFFING SOLUTIONS	\$ 2,684.92
EBSO INC	\$ 229,683.77
HEALTH PARTNERS DENTAL	\$ 5,515.83
LONG PRAIRIE OIL COMPANY	\$ 22,154.96
LONG PRAIRIE SANITATION INC	\$ 5,268.00
PRAIRIE LAKES MUNICIPAL SOLID WASTE AUTH STEP	\$ 82,386.00
TODD CO AGRICULTURAL SOC.	\$ 10,385.00
TODD CO AUD-TREAS	\$ 2,417.39
33 PAYMENTS LESS THAN 2000	\$ 5,101.22
ARC ELECTRIC SERVICE	\$ 14,851.83
CENTRA CARE	\$ 2,711.13
COUNTIES PROVIDING TECHNOLOGY	\$ 10,983.33
COUNTRYSIDE RESTAURANT	\$ 5,408.12
FLEET SERVICES/WEX BANK	\$ 4,354.20
GALLAGHER BENEFIT SERVICES INC	\$ 8,008.72
GREAT RIVER REGIONAL LIBRARY	\$ 2,000.00
KNIFE RIVER CORP	\$ 83,843.00
LONG PRAIRIE OIL COMPANY	\$ 190,849.65
MADDEN GALANTER HANSEN, LLP	\$ 4,123.55
MCIT	\$ 5,168.48
MN DEPT OF FINANCE	\$ 2,764.00
MONSIDO, INC	\$ 7,056.00
MORRISON COUNTY	\$ 3,399.00
NORTHERN STAR COOP	\$ 27,127.07
PETERS LAW OFFICE, P.A.	\$ 2,337.03
SCHROEDER/GINGER	\$ 6,600.00
SMITH/LINN AND GERMAINE	\$ 13,326.90
THROENER/KODY	\$ 9,375.00
TODD COUNTY AUDITOR/TREASURER	\$ 15,000.00
TWARDOWSKI/BRAD	\$ 12,431.00
VERIZON	\$ 18,045.00
VOYANT COMMUNICATIONS, LLC	\$ 4,841.97
WIDSETH SMITH NOLTING INC	\$ 3,515.70
63 PAYMENTS LESS THAN 2000	\$ 2,131.06
CARD SERVICES COBORNS	\$ 23,992.44
CENTERPOINT ENERGY	\$ 2,040.85
CLIFTON LARSONALLEN, LLP	\$ 11,698.38
DODGE OF BURNSVILLE INC	\$ 3,150.00
DOHERTY STAFFING SOLUTIONS	\$ 32,431.00
FARM-RITE EQUIPMENT, INC	\$ 3,584.54
	\$ 28,000.00



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HENNEN FLOOR COVERING	\$	2,501.93
INNOVATIVE OFFICE SOLUTIONS, LLC	\$	18,765.51
LABSOURCE	\$	2,627.25
MINNESOTA POWER & LIGHT	\$	13,810.54
OTTER TAIL COUNTY TREASURER	\$	27,964.00
REGENTS OF THE UNIV OF MN	\$	36,946.75
UNIVERSITY OF MINNESOTA	\$	2,137.63
USPS-POC	\$	15,973.38
29 PAYMENTS LESS THAN 2000	\$	14,275.58
ARC ELECTRIC SERVICE	\$	9,499.49
CPS TECHNOLOGY SOLUTIONS	\$	3,514.99
KORFE/JEREMIAH	\$	15,000.00
MCIT	\$	3,430.00
METRO SALES INC	\$	2,069.87
STOECKEL JAHNER INC	\$	14,790.00
SUMMIT COMPANIES	\$	3,250.50
TODD SOIL & WATER CONS DIST	\$	160,794.27
TODD TRAILS ASSOCIATION	\$	59,891.94
TOWMASTER	\$	111,531.50
34 PAYMENTS LESS THAN 2000	\$	16,335.06
ALL STATE COMMUNICATIONS	\$	4,655.00
DOHERTY STAFFING SOLUTIONS	\$	4,640.13
STEP	\$	10,947.50
THOMAS TOOL AND SUPPLY INC	\$	2,014.89
ZIEGLER INC	\$	2,931.25
4 PAYMENTS LESS THAN 2000	\$	1,726.92
Total:	\$	1,590,162.07

COMMISSIONER WARRANTS

VENDOR NAME		AMOUNT
ASSOC OF MN COUNTIES	\$	2,375.00
COMPASS MINERALS AMERICA	\$	42,748.93
ELITE K-9, INC	\$	2,117.53
INFORMATION SYSTEM CORP	\$	16,569.50
KNOWBE4 INC.	\$	4,950.00
METRO SALES INC	\$	4,921.80
NORTHERN STAR COOP	\$	3,016.14
STAPLES WORLD	\$	2,317.90
WIDSETH SMITH NOLTING INC	\$	11,510.00
59 PAYMENTS LESS THAN 2000	\$	15,284.84
Total:	\$	105,811.64

HEALTH & HUMAN SERVICES WARRANTS

VENDOR NAME		AMOUNT
V#15696-COST EFF HEALTH INSURANCE	\$	2,000.04
BENNING PRINTING & PUBLISHING	\$	2,881.00
V#14474-COST EFF HEALTH INSURANCE	\$	2,254.14



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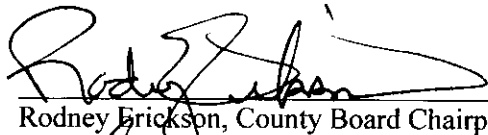
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V#15653-COST EFF HEALTH INSURANCE	\$	4,878.12
HILLTOP REGIONAL KITCHEN	\$	7,000.00
V#16675-COST EFF HEALTH INSURANCE	\$	2,952.80
LONG PRAIRIE LEADER	\$	5,674.50
RURAL MN CEP INC	\$	6,125.59
STAPLES WORLD	\$	3,202.81
TODD COUNTY SHERIFF	\$	4,248.08
PAYMENTS LESS THAN 2000	\$	67,439.41
Total:	\$	108,656.49

VENDOR NAME		AMOUNT
# 16413	\$	2,394.13
# 16713	\$	2,146.44
# 15350	\$	2,146.44
LUTHERAN SOCIAL SERVICE OF MN - ST PAUL	\$	3,185.30
MID MINNESOTA DRUG TESTING INC	\$	2,143.00
NORTH HOMES CHILDREN & FAMILY SRVS	\$	9,483.30
NORTHERN PINES MENTAL HLTH CTR INC	\$	17,654.50
# 16883	\$	2,006.77
# 16668	\$	4,312.72
STEP	\$	4,231.58
# 16491	\$	2,300.20
VILLAGE RANCH INC	\$	16,706.18
PAYMENTS LESS THAN 2000	\$	20,418.96
Total:	\$	89,129.52

On a motion by Neumann and second by Becker, the preceding minutes of the County Board meeting held January 18th, 2022 were duly approved by unanimous vote at the Todd County Board of Commissioners at the Regular Board Meeting held on February 1st, 2022.

Witness my hand and seal:


Rodney Erickson, County Board Chairperson


Denise Gaida, Todd County Auditor-Treasurer