



WHERE THE FOREST MEETS THE PRAIRIE

# Todd County

• MINNESOTA • EST. 1855 •

## *Minutes of the Meeting of the Todd County Board of Commissioners held on March 15<sup>th</sup>, 2022*

### 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 15<sup>th</sup> day of March, 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 with the exception of Commissioner Becker.

### Approval of Agenda

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

### Consent Agenda

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

To approve the Todd County Board of Commissioner's Meeting Minutes for March 1<sup>st</sup>, 2022 as presented.

#### **GAMBLING PERMIT – LITTLE BIRCH LAKE ASSOCIATION**

**WHEREAS**, the Todd County Board of Commissioners are establishing their approval for a Gambling Permit for the Little Birch Lake Association through this resolution;

**NOW, THEREFORE BE IT RESOLVED**, that the Todd County Board of Commissioners approve a Gambling Permit for the Little Birch Lake Association to hold a raffle event at the Hub Supper Club in Burnhamville Township at the address 30905 County 13, Burtrum, MN on September 10<sup>th</sup>, 2022.

#### **GAMBLING PERMIT – STAPLES ALL VETERANS AND COMMUNITY PARK ASSOCIATION**

**WHEREAS**, the Todd County Board of Commissioners are establishing their approval for a Gambling Permit for the Staples All Veterans and Community Park Association through this resolution;

**NOW, THEREFORE BE IT RESOLVED**, that the Todd County Board of Commissioners approve a Gambling Permit for the Staples All Veterans and Community Park Association to hold a raffle event at the Pine Grove Park in Staples Township at the address 1015 Pine Grove Road, Staples, MN on August 13<sup>th</sup>, 2022.

To approve the resignation of Josiah Fuhrman, PT Road Deputy, effective 3/17/22.

To accept the resignation of Jacob Nosbush, Land Use Planner, effective April 18<sup>th</sup>, 2022.

To approve the promotion of Jamie Christenson to Land Use Planner, effective April 19<sup>th</sup>, 2022.

To authorize hiring Mr. Michael Eberle as the Solid Waste Supervisor at Grade 11, Step 4.

To approve the resignation of Jen Froderman, Social Worker, effective March 15, 2022.

### Auditor-Treasurer

On motion by Neumann and second by Kneisl, the following motion was introduced and adopted by unanimous rollcall vote: To approve the February 2022 Auditor Warrants number (ACH) 902151 through 902210 in the amount of \$1,321,452.01, (Manual) 691 through 698 in the amount of \$60,703.17 and (Regular) 238957 through 239089 in the amount of \$535,108.48 for a total of \$1,917,263.66.

On motion by Kneisl and second by Kircher, the following motion was introduced and adopted by unanimous rollcall vote: To approve the Commissioner Warrants number (ACH) 401787 through 401809



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in the amount of \$28,011.32 and (Regular) 55703 through 55738 in the amount of \$43,476.40 for a total of \$71,487.72.

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) 802510 through 802586 and (Regular) 708769 through 708846 for a total amount of \$160,722.15.

On motion by Kneisl 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) 600581 through 600593 and (Regular) 516754 through 516769 for a total amount of \$38,672.27.

On motion by Kneisl and second by Neumann, the following motion was introduced and adopted by unanimous vote: To approve the purchase of a 2013 Chevrolet Equinox from Nyhus Chevrolet for the total price of \$18,277.18 per the attached proposed purchase agreement while utilizing the insurance claim funds to fully support this purchase.

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

**TRANSFER OF FUNDS OF ARP/SLFRF PROJECT EXPENSES**

**WHEREAS**, Todd County has received the first tranche of funding via the Federal American Rescue Plan (ARP/SLFRF) Act, and;

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

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

**NOW, THEREFORE BE IT RESOLVED**, that the Todd County Board of Commissioners hereby authorize the transfer of funds in the amount of \$40,290.77 from Fund 19-ARP/SLFRF to Fund 01-General Fund Dept 091 (County Attorney) \$20,994.95 and Dept 201 (County Sheriff) \$19,295.82 to realign eligible ARP-SLFRF expenses to the County Departments where the support of the positions expense occurred.

On motion by Kircher and second by Neumann, the following motion was introduced and adopted by unanimous vote: To approve the sale of tax forfeited parcel 30-0040000 for \$1,102.65 to the City of Browerville. The price includes fees.

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

**RESOLUTION FOR A PUBLIC LAND AUCTION OF  
TAX-FORFEITED PARCELS IN TODD COUNTY**

**WHEREAS**: Tax-Forfeited Parcels in Todd County have been reappraised and classified as provided by M.S. 282.01, and will be offered for sale by the Todd County Auditor/Treasurer at a public auction.

**NOW, THEREFORE BE IT RESOLVED**, that the Todd County Board of Commissioners do hereby approve said land auction to commence at 10:00 a.m. on the 8<sup>th</sup> day of April, 2022. The Todd County Auditor/Treasurer is hereby directed to publish a notice of the upcoming land auction as provided by law.

**BE IT FURTHER RESOLVED**, that the terms of sale are as follows:



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All property is sold for cash or check only, no payment plans will be offered and full payment is due on the date of sale.

A charge of \$25.00 will be made for each State Deed issued.

A charge of \$46.00 will be made to record the State Deed.

State Deed Tax on the amount of purchase will be collected. (0.0033 x purchase price of more than 3k or minimum of \$1.65)

A \$50.00 fee for well certificate, if applicable, will be collected.

A Tax Forfeiture Administration fee of \$250.00 will be collected.

A 3% Assurance Fund charge will be made (as per M. S. 284.28, Subd. 8).

**BE IT FURTHER RESOLVED**, that Tax-Forfeited Parcels will be offered for sale subject to liens, existing roads, easements and leases, if any, and any special assessments canceled at forfeiture may be reassessed by the municipalities after the sale.

**BE IT FURTHER RESOLVED**, that all Tax-Forfeited Parcels are sold as is.

**BE IT FURTHER RESOLVED**, that the right is reserved by Todd County, in the interest of the public, to cancel this sale at any time prior to its sale.

## Public Works

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

### **MNDOT AGREEMENT 1049548 – TRUNK HIGHWAY 27 DETOUR**

**WHEREAS**, The State is about to perform grading, milling, surfacing and Bridge Nos. 77022, No. 77X02, No. 77X03 and No. 77X04 upon, along, and adjacent to Trunk Highway No. 27 from the jct. of Douglas County State Aid Highway (C.S.A.H.) No. 82 in Osakis to the jct. of Trunk Highway No. 71 under State Project No. 7703 16 (T.H. 27=135), and;

**WHEREAS**, 2. The State requires a detour to carry T.H. 27 traffic on C.S.A.H. No. 51 and C.S.A.H. No. 2 during the construction, and;

**WHEREAS**, MnDOT is willing to reimburse Todd County approximately \$36,146.65 for the road life consumed by the detour as hereinafter set forth, and;

**WHEREAS**, Minnesota Statute §471.59 subdivision 10, §161.25, and §161.20 subdivision 2(b) authorizes MnDOT and Todd County to enter into this agreement.

**NOW, THEREFORE BE IT RESOLVED**, that Todd County enter into MnDOT Agreement 1049548 with the State of Minnesota, Department of Transportation for the following purposes:

To provide for payment by the State to the County for the use of Todd County State Aid Highway 51 and County State Aid Highway 2 as a detour route during the construction to be performed upon, along and adjacent to Trunk Highway No. 27 from the jct. of Douglas County State Aid Highway (C.S.A.H.) No. 82 in Osakis to the jct. of Trunk Highway No. 71 under State Project No. 7703 16 (T.H. 27=135).

**BE IT FURTHER RESOLVED**, that the Chairperson of the Todd County Board of Commissioners and the Todd County Auditor/Treasurer are authorized to execute Agreement 1049548 and any amendments to the Agreement.

## Solid Waste

On motion by Kneisl and second by Neumann, the following motion was introduced and adopted by unanimous vote: To authorize signature of the Professional Services Agreement with Stantec for an estimated cost of \$593,500.00.



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## Administration

On motion by Kircher and second by Neumann, the following motion was introduced and adopted by unanimous vote: To approve the pay increase for Seasonal or Temporary Employees to a beginning hourly rate of \$19.00 per hour with an increase of the beginning wage each year equal to the Cost of Living Adjustment and employees who return the following year will receive a \$1.00 per hour pay increase, not to exceed the lowest wage paid to a union employee in that department.

## Soil & Water

On motion by Neumann and second by Kneisl, the following motion was introduced and adopted by unanimous vote: To support the granting of the 2022 AIS prevention contract to WaterGuards LLC in the amount of \$128,370.

## Planning and Zoning

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

### **Resolution to Support**

#### **Crow Wing River One Watershed, One Plan Project in Todd County**

**WHEREAS**, the Minnesota Board of Water and Soil 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**, Todd County has a state approved Comprehensive Local Water Management Plan that covers the period of January 27, 2016 through December 31, 2025 in accordance with Minnesota Statutes, Chapter 103B.301, Comprehensive Local Water Management Act; 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, soil and water conservation districts, and watershed districts within the Crow Wing River (7) watershed as delineated in the attached One Watershed, One Plan Suggested Boundary Map, have interest in developing a comprehensive watershed management plan for these areas.

**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, soil and water conservation districts, and watershed districts within the Crow Wing River (7) 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, soil and water conservation districts, and watershed districts within the Crow Wing River (7) watershed to collaborate on this effort, pending selection as a recipient of a planning grant.

On motion by Kneisl and second by Neumann, the following motion was introduced and adopted by unanimous vote: To deny the request for CUP on parcel 20-0001700 based on the following findings of fact: 1. The proposed structure to be used for Temporary Family Housing is an existing structure at the time of application. 2. Section 9.17(A) part ii of the Todd County Planning and Zoning Ordinance states the dwelling size shall not exceed 1,280 square feet, one story, or two bedrooms. 3. The existing structures consists of 1 ½ stories, 1032 square feet, and 4 bedrooms.



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On motion by Neumann and second by Kircher, the following motion was introduced and adopted by unanimous vote: To grant the preliminary plat for Little Birch Hills Vista with one condition.

On motion by Neumann and second by Kircher, the following motion was introduced and adopted by unanimous vote: To grant the preliminary plat for Henry Slabaugh Amish Cemetery with four conditions as recommended by the Planning Commission.

On motion by Kircher and second by Kneisl, the following motion was introduced and adopted by unanimous vote: To grant the rezoning of parcel 18-0037800 from R-10 to AF-1 with no conditions.

### Health & Human Services

On motion by Neumann and second by Kneisl, the following motion was introduced and adopted by unanimous vote with Kircher abstaining: To approve the amended Northern Pines Purchase of Service Agreement – CMH-TCM.

On motion by Neumann and second by Kneisl, the following motion was introduced and adopted by unanimous vote: To approve the use of ARPA funds to meet the need for senior meals.

On motion by Kneisl and second by Kircher, the following motion was introduced and adopted by unanimous vote: To approve notification to the Minnesota Department of Commerce, Todd County’s intent to administer and deliver the Energy Assistance Program for FFY 2023.

On motion by Kircher and second by Kneisl, the following motion was introduced and adopted by unanimous vote: To authorize the hiring of a Financial Support Services Supervisor.

### County Auditor-Treasurer’s Report

The County Auditor-Treasurer reported tax statements scheduled to release within the next week, March Township Elections were held and the County Audit of FY2021 will commence the last week of March.

### County Commissioner’s Report

The Commissioners reported on meetings and events attended.

### County Coordinator’s Report

Coordinator Pelzer reported that the ARP-SLFRF Committees are working hard on project proposals.

### Adjourn

On motion by Neumann and second by Kneisl, the meeting was adjourned for March 2022.

| AUDITOR WARRANTS              |    |           |
|-------------------------------|----|-----------|
| VENDOR NAME                   |    | AMOUNT    |
| MN DEPT OF REVENUE            | \$ | 45,118.80 |
| MN DEPT OF REVENUE            | \$ | 2,521.01  |
| US BANK                       | \$ | 9,911.02  |
| 6 PAYMENTS LESS THAN 2000     | \$ | 3,152.34  |
| ANOKA CO GOVERNMENT CENTER    | \$ | 8,375.00  |
| COUNTIES PROVIDING TECHNOLOGY | \$ | 5,641.00  |
| DOHERTY STAFFING SOLUTIONS    | \$ | 2,813.58  |



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|                                     |    |            |
|-------------------------------------|----|------------|
| EBSO INC                            | \$ | 250,112.09 |
| MN DEPT OF FINANCE                  | \$ | 5,980.00   |
| STEP                                | \$ | 9,409.00   |
| STREAMWORKS                         | \$ | 6,800.00   |
| TODD CO AUD-TREAS                   | \$ | 4,389.00   |
| VERIZON                             | \$ | 4,827.53   |
| VOYANT COMMUNICATIONS, LLC          | \$ | 3,576.72   |
| WIDSETH SMITH NOLTING INC           | \$ | 3,510.35   |
| WOLTERS BODY SHOP                   | \$ | 12,918.10  |
| 36 PAYMENTS LESS THAN 2000          | \$ | 13,166.72  |
| CENTERPOINT ENERGY                  | \$ | 2,174.83   |
| CENTERPOINT ENERGY                  | \$ | 3,707.93   |
| CENTRA CARE                         | \$ | 10,983.33  |
| COUNTRYSIDE RESTAURANT              | \$ | 5,040.00   |
| FLEET SERVICES/WEX BANK             | \$ | 8,851.41   |
| HEALTH PARTNERS DENTAL              | \$ | 6,221.97   |
| LIFE LLC                            | \$ | 4,210.00   |
| LONG PRAIRIE OIL COMPANY            | \$ | 3,485.01   |
| MINNESOTA POWER & LIGHT             | \$ | 23,122.53  |
| MORRISON COUNTY                     | \$ | 13,646.02  |
| PRAIRIE LAKES MUNICIPAL SOLID WASTE | \$ | 84,388.00  |
| SHIRLEY'S GAS & GROCERIES INC       | \$ | 4,219.51   |
| STAPLES ADVANTAGE                   | \$ | 2,915.51   |
| STATEMA'S BACKHOE SERVICE LLC       | \$ | 4,650.00   |
| TODD CO MIS DEPT                    | \$ | 2,372.77   |
| TOWN OF BARTLETT                    | \$ | 30,162.48  |
| TOWN OF BERTHA                      | \$ | 36,444.03  |
| TOWN OF BIRCHDALE                   | \$ | 32,287.37  |
| TOWN OF BRUCE                       | \$ | 31,900.09  |
| TOWN OF BURLEENE                    | \$ | 29,391.27  |
| TOWN OF BURNHAMVILLE                | \$ | 37,257.79  |
| TOWN OF EAGLE VALLEY                | \$ | 40,740.63  |
| TOWN OF FAWN LAKE                   | \$ | 34,449.14  |
| TOWN OF GERMANIA                    | \$ | 35,734.73  |
| TOWN OF GORDON                      | \$ | 38,447.56  |
| TOWN OF GREY EAGLE                  | \$ | 29,102.34  |
| TOWN OF HARTFORD                    | \$ | 42,944.17  |
| TOWN OF IONA                        | \$ | 38,059.91  |
| TOWN OF KANDOTA                     | \$ | 26,493.69  |
| TOWN OF LESLIE                      | \$ | 31,381.26  |
| TOWN OF LITTLE ELK                  | \$ | 25,650.15  |
| TOWN OF LITTLE SAUK                 | \$ | 38,151.44  |
| TOWN OF LONG PRAIRIE                | \$ | 37,851.16  |
| TOWN OF MORAN                       | \$ | 36,080.77  |
| TOWN OF REYNOLDS                    | \$ | 36,028.02  |
| TOWN OF ROUND PRAIRIE               | \$ | 40,976.01  |
| TOWN OF STAPLES                     | \$ | 37,007.51  |



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|                                |           |                     |
|--------------------------------|-----------|---------------------|
| TOWN OF STOWE PRAIRIE          | \$        | 40,553.94           |
| TOWN OF TURTLE CREEK           | \$        | 21,129.12           |
| TOWN OF VILLARD                | \$        | 41,951.57           |
| TOWN OF WARD                   | \$        | 41,916.70           |
| TOWN OF WEST UNION             | \$        | 22,378.85           |
| TOWN OF WYKEHAM                | \$        | 37,783.30           |
| 51 PAYMENTS LESS THAN 2000     | \$        | 15,135.35           |
| CARD SERVICES COBORNS          | \$        | 2,155.59            |
| CENTERPOINT ENERGY             | \$        | 7,152.98            |
| GALLAGHER BENEFIT SERVICES INC | \$        | 2,000.00            |
| LEGAL INTERPRETING SERVICES    | \$        | 2,392.50            |
| LONG PRAIRIE OIL COMPANY       | \$        | 10,781.26           |
| PETERS LAW OFFICE, P.A.        | \$        | 5,980.00            |
| RAHN'S OIL & PROPANE           | \$        | 24,104.74           |
| 22 PAYMENTS LESS THAN 2000     | \$        | 8,791.21            |
| DOHERTY STAFFING SOLUTIONS     | \$        | 2,455.22            |
| DVS RENEWAL                    | \$        | 2,089.50            |
| EBSO INC                       | \$        | 241,353.74          |
| GALLAGHER BENEFIT SERVICES INC | \$        | 2,000.00            |
| TODD TRAILS ASSOCIATION        | \$        | 33,273.30           |
| WARNER LAW, LLC                | \$        | 5,624.78            |
| 16 PAYMENTS LESS THAN 2000     | \$        | 7,507.41            |
| <b>Total:</b>                  | <b>\$</b> | <b>1,917,263.66</b> |

## COMMISSIONER WARRANTS

| VENDOR NAME                |           | AMOUNT           |
|----------------------------|-----------|------------------|
| COMPASS MINERALS AMERICA   | \$        | 24,985.22        |
| DIAMOND MOWERS INC         | \$        | 6,764.10         |
| MELROSE ONE STOP           | \$        | 2,434.82         |
| MIDSTATES EQUIP AND SUPPLY | \$        | 12,038.78        |
| NORTHERN STAR COOP         | \$        | 6,476.75         |
| 54 PAYMENTS LESS THAN 2000 | \$        | 18,788.05        |
| <b>Total:</b>              | <b>\$</b> | <b>71,487.72</b> |

## HEALTH & HUMAN SERVICES WARRANTS

| VENDOR NAME                               |           | AMOUNT            |
|---|-----------|-------------------|
| DHS - SWIFT                               | \$        | 14,683.83         |
| HANDI-XPRESS LLC                          | \$        | 2,679.30          |
| RURAL MN CEP INC                          | \$        | 14,478.59         |
| SCHULLER FAMILY FUNERAL HOMES - WADENA    | \$        | 2,413.00          |
| TODD COUNTY AUDITOR/TREASURER             | \$        | 15,096.10         |
| TODD COUNTY TREASURER                     | \$        | 25,000.00         |
| TRANSUNION RISK & ALTERNATIVE             | \$        | 2,020.00          |
| TRINITY LUTHERAN CHURCH - LEARNING CENTER | \$        | 14,330.00         |
| V#16811 - COST EFF HEALTH INSURANCE       | \$        | 2,427.28          |
| 146 PAYMENTS LESS THAN 2000               | \$        | 67,594.05         |
| <b>Total:</b>                             | <b>\$</b> | <b>160,722.15</b> |



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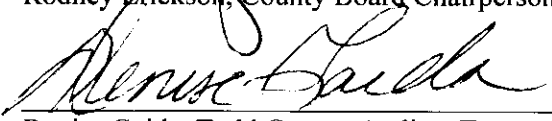
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| VENDOR NAME             | AMOUNT       |
|-------------------------|--------------|
| #16413                  | \$ 2,162.44  |
| #16713                  | \$ 4,085.16  |
| COMPASS CHILD CARE LLC  | \$ 3,315.00  |
| #16668                  | \$ 3,895.36  |
| STEP                    | \$ 3,526.20  |
| #16491                  | \$ 2,077.60  |
| PAYMENTS LESS THAN 2000 | \$ 19,610.51 |
| Total:                  | \$ 38,672.27 |

On a motion by Kircher and second by Neumann, the preceding minutes of the County Board meeting held March 15<sup>th</sup>, 2022 were duly approved by unanimous vote at the Todd County Board of Commissioners at the Regular Board Meeting held on April 5<sup>th</sup>, 2022.

Witness my hand and seal:

  
Rodney Erickson, County Board Chairperson

  
Denise Gaida, Todd County Auditor-Treasurer