



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 17<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 17<sup>th</sup> day of May, 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.

**Approval of Agenda**

On motion by Kircher and second by Becker, the following motion was introduced and adopted by unanimous vote: To approve the agenda as presented with addition of item 11.2 Declaration of Emergency.

**Consent Agenda**

On motion by Neumann 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 May 3<sup>rd</sup>, 2022 as presented.

To hire Alex Meyer, FT Assistant Todd County Attorney. Start date is to be determined.

To approve the resignation of Angel Karnes, Public Health Nurse, effective April 29, 2022.

To approve Amanda St Aubin to fill the open social worker position.

To approve Seth Martinson to fill the open Support Enforcement Aide position.

To approve Trista Metcalf to fill the open part-time, intermittent Home Health Aide/Homemaker position.

**Auditor-Treasurer**

On motion by Kircher and second by Kneisl, the following motion was introduced and adopted by unanimous rollcall vote: To approve the Commissioner Warrants number (ACH) 401892 through 401922 in the amount of \$86,883.21 and (Regular) 55867 through 55900 in the amount of \$73,141.50 for a total of \$160,024.71.

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 Commissioner Warrants number (ACH) 802704 through 802781 and (Regular) 709027 through 709108 for a total amount of \$97,142.32.

On motion by Kircher and second by Becker, the following motion was introduced and adopted by unanimous rollcall vote: To approve the Health & Human Services SSIS Warrants number (ACH) 600621 through 600633 and (Regular) 516833 through 516854 for a total amount of \$55,789.53.

**Public Works**

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

**STATE OF MINNESOTA MASTER PARTNERSHIP CONTRACT – AGREEMENT 1050337**

**WHEREAS**, The Minnesota Department of Transportation wishes to cooperate closely with local units of government to coordinate the delivery of transportation services and maximize the efficient delivery of such services at all levels of government, and;



WHERE THE FOREST MEETS THE PRAIRIE

**Todd County**

• MINNESOTA • EST. 1855 •

**WHEREAS**, MnDOT and local governments are authorized by Minnesota Statutes sections 471.59, 174.02, and 161.20, to undertake collaborative efforts for the design, construction, maintenance and operation of state and local roads, and;

**WHEREAS**, the parties wish to be able to respond quickly and efficiently to such opportunities for collaboration, and have determined that having the ability to write “work orders” against a master contract would provide the greatest speed and flexibility in responding to identified needs.

**NOW, THEREFORE BE IT RESOLVED**, that the County of Todd enter into a Master Partnership Contract (Agreement 1050337) with the Minnesota Department of Transportation, a copy of which was before the Todd County Board of Commissioners.

**NOW, THEREFORE BE IT FURTHER RESOLVED**, that the proper Todd County Board Chairperson and the Todd County Auditor/Treasurer are authorized to execute such contract, and any amendments thereto.

**NOW, THEREFORE BE IT FURTHER RESOLVED**, that the County Engineer is authorized to negotiate work order contracts pursuant to the Master Contract, which work order contracts may provide for payment to or from MnDOT, and that the County Engineer may execute such work order contracts on behalf of the County of Todd without further approval by the Todd County Board of Commissioners.

#### County Assessor

On motion by Kneisl and second by Kircher, the following motion was introduced and adopted by unanimous vote: To reschedule the 2022 County Board of Appeal and Equalization meeting to begin at 4:00 p.m. on June 14<sup>th</sup>, 2022.

#### Ditch/Ag Inspector

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

#### **County Ditch 22 - Hold Harmless Agreement – Ditch Maintenance**

**WHEREAS**, Mason Stender is requesting to maintain approximately 2005 feet of Lateral 2 on CD22 that is located on Roger Stender’s parcel 13-0018600. A Hold Harmless Agreement has been signed by both Mason and Roger, and has been submitted to the Ditch Authority, and;

**WHEREAS**, an onsite inspection has been done, and;

**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, or moved to an approved upland site.

**NOW, THEREFORE BE IT RESOLVED**, the Todd County Ditch Authority gives permission to Mason & Roger Stender to clean approximately 2005 feet of Lateral 2 on County Ditch 22 on parcel 13-0018600 in Iona Twp section 19. The project will be done at their own expense.

#### Todd County Development Corporation

Rick Utech provided the board with the 2021 TCDC Annual report for review and discussion.



WHERE THE FOREST MEETS THE PRAIRIE

**Todd County**

• MINNESOTA • EST. 1855 •

**County Sheriff**

On motion by Kircher and second by Kneisl, the following motion was introduced and adopted by unanimous vote: To approve the purchase of 5 Chevy Tahoes from North Country GM of Hibbing, total \$195,801.50.

On motion by Neumann and second by Becker, the following motion was introduced and adopted by unanimous vote: To approve the updated Financial Crimes Task Force Joint Powers Agreement with the State of Minnesota.

**Emergency Management**

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

**EMS WEEK PROCLAMATION**

**TO DESIGNATE THE WEEK OF MAY 15 - 21, 2022, AS EMERGENCY MEDICAL SERVICES WEEK**

**WHEREAS**, emergency medical services are a vital public service; and

**WHEREAS**, the members of emergency medical services teams in Todd County are ready to provide lifesaving care to those in need 24 hours a day, seven days a week; and

**WHEREAS**, access to quality emergency care dramatically improves the survival and recovery rate of those who experience sudden illness or injury; and

**WHEREAS**, emergency medical services have grown to fill a gap by providing important, out of hospital care, including preventative medicine, follow-up care, and access to telemedicine; and

**WHEREAS**, the emergency medical services system consists of first responders, emergency medical technicians, paramedics, emergency medical dispatchers, firefighters, police officers, educators, administrators, pre-hospital nurses, emergency nurses, emergency physicians, trained members of the public, and other out of hospital medical care providers; and

**WHEREAS**, the members of emergency medical services teams, whether career or volunteer, engage in thousands of hours of specialized training and continuing education to enhance their lifesaving skills; and

**WHEREAS**, it is appropriate to recognize the value and the accomplishments of emergency medical services providers by designating Emergency Medical Services Week;

**NOW, THEREFORE BE IT RESOLVED**, the Todd County Board of Commissioners, in recognition of this event do hereby proclaim the week of May 15-21, 2022, as EMERGENCY MEDICAL SERVICES WEEK with the EMS Strong theme, EMS WEEK: Rising to the Challenge, We encourage the community to observe this week with appropriate programs, ceremonies, and activities.

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



WHERE THE FOREST MEETS THE PRAIRIE

**Todd County**

• MINNESOTA • EST. 1855 •

### **Resolution Declaring a State of Emergency**

**WHEREAS**, the severe weather has impacted the population of Todd County and its cities; and

**WHEREAS**, the severe weather event has caused a significant amount of public property damage; and

**WHEREAS**, the Todd County Department of Emergency Management requests the Todd County Board of Commissioners to declare Todd County in a STATE OF EMERGENCY for the May 12 event of 2022;

**NOW, THEREFORE, BE IT RESOLVED**, that the Todd County Board of Commissioners declares Todd County in a State of Emergency for conditions resulting from the severe storm event of May 12, 2022.

### **Policies Committee**

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

#### **ADOPTION OF CHANGES TO THE TODD COUNTY PERSONNEL POLICY AND ESTABLISHMENT OF TODD COUNTY BOARD OF APPEALS POLICY**

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

**WHEREAS**, the Todd County Board of Commissioners and policies subcommittee have had an opportunity to review the policy revisions put forth in Article IV, Section 4.04, and add Section 4.05 to the Personnel Policy and find the implementation to be in the best interest of the sound administration of the County;

**WHEREAS**, the Todd County Board of Commissioners and policies subcommittee have also had an opportunity to review the Todd County Personnel Board of Appeals 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 establishment of the Todd County Board of Appeals Policy and directs the County Coordinator to begin administration of said policy as of May 17, 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 Kircher and second by Becker, the following resolution was introduced and adopted by unanimous vote:

#### **PERSONNEL BOARD OF APPEALS – PER DIEM ESTABLISHMENT**

**WHEREAS**, per Minnesota Statute 375.65, compensation for members of the Personnel Board of Appeals shall be set by the County Board and each member shall be paid actual and necessary expenses, and;



WHERE THE FOREST MEETS THE PRAIRIE

# Todd County

• MINNESOTA • EST. 1855 •

**WHEREAS**, the County Board has considered the per diem rates for other county committee members serving in these vital roles, and;

**WHEREAS**, the County Board has adopted a resolution establishing the Personnel Board of Appeals and definitions of this board's role for the County.

**NOW, THEREFORE BE IT RESOLVED**, that the Todd County Board of Commissioners approve setting the per diem rate for Personnel Board of Appeals members at \$100.00 along with actual and necessary expenses including but not limited to mileage reimbursements at the current time federal reimbursement rate effective for that calendar year until otherwise revoked or amended by the County Board.

### Solid Waste

On motion by Kneisl and second by Neumann, the following motion was introduced and adopted by unanimous vote: To award the Demolition Cell Construction Project to Frattalone Construction in the amount of \$267,243.20 for the base bid and Alternates 1 and 2. Authorize Solid Waste Director to Sign Contract after appropriate documents are received.

### Planning & Zoning

On motion by Becker and second by Neumann, the following motion was introduced and adopted by unanimous vote: To grant the CUP to establish a cabinet construction shop on parcel 25-0061000 by Derek Holst.

On motion by Neumann and second by Kircher, the following motion was introduced and adopted by unanimous vote: To approve the Coon Point Preliminary Plat with three conditions.

On motion by Neumann and second by Kircher, the following motion was introduced and adopted by unanimous vote: To approve the Birch Lake Hills Second Addition Preliminary Plat with one condition.

On motion by Neumann and second by Kircher, the following motion was introduced and adopted by unanimous vote: To approve the Pinetree Acres Preliminary Plat with three conditions.

### Commissioners

On motion by Neumann, the following resolution was tabled to the June 7<sup>th</sup>, 2022 worksession:

### **HIRING FREEZE IN ALL COUNTY DEPARTMENTS**

**WHEREAS**, the 2022 Assessed Values for Taxes Payable in 2023 were mailed to the Taxpayers of Todd County, and;

**WHEREAS**, the County Board hears the concerns of the Taxpayers and their appeal to control the spending within Todd County, and;

**WHEREAS**, with the increase of state mandates, rise of inflation due to the Covid-19 pandemic, and rising costs to support the essential county operations, the County Board values a conservative approach to balancing the county budget and county levy in respect to its taxpayers.



WHERE THE FOREST MEETS THE PRAIRIE

**Todd County**

• MINNESOTA • EST. 1855 •

**NOW, THEREFORE BE IT RESOLVED**, that the Todd County Board of Commissioners implement a hiring freeze on all new employees in all County Departments with exceptions allowed only by the County Board. When existing positions are vacated, the department shall provide justification to the Personnel Committee and County Board prior to the granting of authorization to recruit the position.

**BE IT FURTHER RESOLVED**, that the County Board sustain this hiring freeze in place through the duration of the labor contracts that include the calendar year 2022.

#### Administration

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

#### **A RESOLUTION AUTHORIZING COORDINATOR PELZER TO CONDUCT BUSINESS AND ACCEPT GRANT FUNDS FOR PHASE ONE ROCK WALL GRANT**

**WHEREAS**, the historic Courthouse is registered on the national historic register, and;

**WHEREAS**, the Courthouse has a rock wall that is in need of repair, and;

**WHEREAS**, small grant funds have been received to assist in completing a conditions assessment, and the conditions assessment has been completed;

**WHEREAS**, large grant funds have been received to assist in completing construction documents, and construction documents have been completed, and;

**WHEREAS**, large grant funds are available to begin restoration and repair of Phase 1 of the rock wall, and;

**WHEREAS**, in order to apply for the grant an organization must authorize someone to conduct business and accept the grant funding on behalf of the organization.

**NOW, THEREFORE BE IT RESOLVED**, that Coordinator Pelzer is duly authorized to conduct business and accept grant funding for the large grant application to potentially offset the costs of Phase 1 restoration and repair of the rock wall.

#### County Auditor-Treasurer's Report

The County Auditor-Treasurer reported the 1<sup>st</sup> half real estate tax payment deadline closed yesterday. Candidate filing opening today for multiple offices including Todd County offices and will remain open until May 31, 2022 at 5:00 p.m.

#### County Commissioner's Report

The Commissioners reported on meetings and events attended.

#### County Coordinator's Report

Coordinator Pelzer reported that the Rural Resiliency Opioid event has been postponed with a new date to be released soon.



WHERE THE FOREST MEETS THE PRAIRIE

# Todd County

• MINNESOTA • EST. 1855 •

## Adjourn

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

### COMMISSIONER WARRANTS

VENDOR NAME	AMOUNT
AMERICAN SOLUTIONS FOR BUSINESS	\$ 5,070.73
COMPASS MINERALS AMERICA	\$ 34,716.74
LONG PRAIRIE LEADER	\$ 3,946.19
NORTHERN STAR COOP	\$ 3,087.79
TRUENORTH STEEL	\$ 76,745.25
WIDSETH SMITH NOLTING INC	\$ 19,317.91
59 PAYMENTS LESS THAN 2000	\$ 17,140.10
<b>Total:</b>	<b>\$ 160,024.71</b>

### HEALTH & HUMAN SERVICES WARRANTS

VENDOR NAME	AMOUNT
V #4106 -- COST EFF HEALTH INS	\$ 2,323.09
NOW MICRO INC	\$ 5,768.15
RURAL MN CEP INC	\$ 14,203.47
V# 16995 - COST EFF HEALTH INS	\$ 2,873.48
156 PAYMENTS LESS THAN 2000	\$ 71,974.13
<b>Total:</b>	<b>\$ 97,142.32</b>

VENDOR NAME	AMOUNT
LENDING HANDS COMMUNITY SERVICES	\$ 2,820.60
NORTH HOMES CHILDREN & FAMILY SRVS	\$ 10,485.44
STEP	\$ 4,321.16
# 16930	\$ 2,077.20
# 16491	\$ 2,226.00
VILLAGE RANCH INC	\$ 7,596.90
PAYMENTS LESS THAN 2000	\$ 26,262.23
<b>Total:</b>	<b>\$ 55,789.53</b>

On a motion by Becker and second by Neumann, the preceding minutes of the County Board meeting held May 17<sup>th</sup>, 2022 were duly approved by unanimous vote at the Todd County Board of Commissioners at the Regular Board Meeting held on June 7<sup>th</sup>, 2022.

Witness my hand and seal:

Rodney Erickson, County Board Chairperson

Denise Gaida, Todd County Auditor-Treasurer