



WHERE THE FOREST MEETS THE PRAIRIE

Todd County

• MINNESOTA • EST. 1855 •

*Minutes of the Meeting of the Todd County Board of Commissioners held on
September 6th, 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 6th day of September, 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 Kneisl and second by Becker, 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 Kneisl, the following motions were introduced and adopted by unanimous vote:

To approve the Todd County Board of Commissioner's Meeting Minutes for August 16th, 2022 as presented.

To accept Arlan Bjorstrom, Temporary Equipment Operator resignation, effective 03/09/2022.

To accept Travis Moller, Public Works Summer Help resignation, effective 08/22/2022.

To accept Jaden Evenson, Public Works Summer Help resignation, effective 08/19/2022.

To accept the resignation of Home Health Aide, Laureen Braaten, effective August 31, 2022.

To accept the retirement of Cindy Wardien, Eligibility Worker, effective December 30, 2022.

To approve the hire of Kellie Bitz to fill the open Seasonal EAP Office Support Specialist II position.

Auditor-Treasurer

On motion by Kircher and second by Neumann, the following motion was introduced and adopted by unanimous rollcall vote: To approve the August 2022 Auditor Warrants number (ACH) 902543 through 902605 in the amount of \$2,029,136.47, (Manual) 742 through 749 in the amount of \$94,401.67 and (Regular) 239778 through 239911 in the amount of \$569,491.21 for a total of \$2,693,029.35.

On motion by Becker and second by Kneisl, the following motion was introduced and adopted by unanimous rollcall vote: To approve the Commissioner Warrants number (ACH) 402088 through 402114 in the amount of \$22,339.03 and (Regular) 56169 through 56230 in the amount of \$73,174.22 for a total of \$95,513.25.

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) 803115 through 803134 and (Regular) 709469 through 709508 for a total amount of \$42,409.56.

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) 600710 through 600718 and (Regular) 516979 through 517000 for a total amount of \$73,478.94.

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

COUNTY DITCH MAINTENANCE ASSESSMENTS FOR TAXES PAYABLE 2023



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WHEREAS, the Auditor-Treasurer's office along with the County Ditch Inspector have been proactively working on improving the cash flow balances within Fund-40 County Ditches on an annual basis to maintain positive cash flow, and;

WHEREAS, per County Board suggestion, recommendations for the July 2021 through June 2022 assessment cycle were discussed at the County Board Worksession on August 16, 2022, and;

WHEREAS, Minnesota Statute allows for the Ditch Authority to approve maintenance fund assessments on a yearly basis without incurring the expense of a public hearing if statute requirement criteria have been met, and;

WHEREAS, it is the goal of the County Board to transition from the past practice of *collecting after spending* to maintaining a *revolving collection* comparative to expense trends and to keep assessments occurring as close to real time as possible for the potential property owners affected.

NOW, THEREFORE BE IT RESOLVED, that the Todd County Board of Commissioners in their capacity as the Todd County Ditch Authority hereby approves the Maintenance Fund/Ditch Assessments for the 2023 Tax Payable Year as a one year repayment period without interest applied per the attached list.

On motion by Becker and second by Neumann, the following motion was introduced and adopted by unanimous vote: To set the County Fee Schedule Public Hearing for October 4, 2022 to being at 9:15 a.m. in the County Commissioners Board Room and instruct all appropriate legal notices be generated and published accordingly.

On motion by Kneisl and second by Neumann, the following motion was introduced and failed by majority rollcall vote with Erickson and Kneisl for and Becker, Kircher and Neumann against:

**Resolution Requesting Approval from the Minnesota Department of Natural Resources
for the Sale of Tax Forfeited Lands**

WHEREAS, the County Board of Commissioners of the County of Todd, State of Minnesota, desires to offer for sale certain parcels of land that have forfeited to the State of Minnesota for nonpayment of taxes, and;

WHEREAS, said parcels of land have been viewed by the County Board of Commissioners and have been classified as non-conservation lands as provided for in Minnesota Statutes 282.01.

NOW, THEREFORE BE IT RESOLVED, that the Todd County Board of Commissioners hereby certifies that all parcels of land on the attached list have been viewed and comply with the provisions of Minnesota Statutes 85.012, 92.461, 282.01, Subd. 8, and 282.018, and other statues that require the withholding of tax-forfeited lands from sale. [Unless otherwise stated.] The Todd County Board of Commissioners hereby certifies that the Soil and Water Conservation Board (of the district in which the land is located) has reviewed the attached land sale list and identified any and all non-forested marginal land and wetland.



BE IT FURTHER RESOLVED, which the Todd County Board of Commissioners hereby request approval from the Minnesota Department of Natural Resources for the Sale of one tax forfeited parcel highlighted on the attached list.

Todd County Ag Society

Todd County Ag Society members led by President Mike Wielenberg provided an update to the County Board from the 2022 fair activities and financial update. Areas for growth and improvement were also discussed for continued maintenance of the Fairgrounds.

Public Works

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

FINAL PAYMENT AUTHORIZATION – 2021 BRIDGE CONSTRUCTION CONTRACT

WHEREAS, the contract with Marvin Tretter, Inc. for a 2021 Bridge Construction Contract known as SAP 077-611-034 located on County State Aid Highway 11 over Eagle Creek in all things been completed, and;

WHEREAS, construction work on this contract was scheduled for 2021 and finally completed in 2022 with the value of the total work certified being \$445,309.98, and;

WHEREAS, partial payments amounting to \$422,569.48 have been previously been made to the contractor as work progressed, and;

WHEREAS, it has been determined that \$22,740.50 still remains to be paid to Marvin Tretter, 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.

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

Final Payment Authorization – 2022 Pavement Marking Maintenance Contract

WHEREAS, the contract with Traffic Marking Service, Inc. for the 2022 Pavement Marking Maintenance Contract known as CP 77-22-03 located on various routes in Todd County, has in all things been completed, and;

WHEREAS, construction work on this contract was scheduled and completed in 2022 with the value of the total work certified being \$118,342.90, and;

WHEREAS, partial payments amounting to \$111,987.00 have been previously been made to the contractor as work progressed, and;

WHEREAS, it has been determined that \$6,355.90 still remains to be paid to Traffic Marking Service, Inc.



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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 authorize final payment as specified.

County Ditch/Ag Inspector

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

HOLD HARMLESS AGREEMENT DITCH MAINTENANCE – REPLACE PRIVATE CROSSING COUNTY DITCH 40

WHEREAS, Dave Van Heel is requesting to clean approximately 1000 feet of lateral 3, and replace a private crossing on County Ditch 40, located between parcel 04-0023901 (Michael Van Heel) and parcel 04-0023100 (Jack McCoy). A Hold Harmless Agreement has been signed by all landowners and submitted to the Ditch Authority, and;

WHEREAS, an onsite inspection has been done, and;

WHEREAS, Dave Van Heel 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. If a failing culvert crossing is found, it will be replaced with a culvert of the same capacity and will be placed at ditch bottom elevation.

NOW, THEREFORE BE IT RESOLVED, the Todd County Ditch Authority gives permission to Dave Van Heel to maintain approximately 1000 feet of Lateral #3 and replace a private crossing on CD40 that is located between parcels 04-0023901, and 04-0023100, Bruce Twp. section 23. This maintenance will be done at Dave Van Heel's own expense.

On motion by Neumann and second by Kneisl, the following motion was introduced and adopted by unanimous vote: Acting as Ditch Authority, authorize the County Ditch Inspector to consult with Rinke Noonan, our Ditch Attorney firm on retainer, for guidance on the CD42 tile issue potential project and assess the legal service expenses to CD42 accordingly.

County Attorney

On motion by Neumann and second by Kneisl, the following motion was introduced and adopted by unanimous vote: To approve the signing of the Board Ratification for Professional Services Agreement MCCC & STI.

MIS

On motion by Becker and second by Kircher, the following motion was introduced and adopted by unanimous vote: To approve purchase of server through SHI in the amount of \$15,250, utilizing funding sources listed.

Planning & Zoning

On motion by Neumann and second by Kneisl, the following motion was introduced and adopted by unanimous vote: To remand back to the Planning Commission for further review and extend the application decision deadline by an additional 60 days for the Swartzentruber Amish Cemetery Preliminary Plat.



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Solid Waste

On motion by Kneisl and second by Becker, the following motion was introduced and adopted by unanimous vote: To authorize the solid waste director to sign the certificate of need letter for disposal at Morrison County.

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

A RESOLUTION ESTABLISHING Market Price for the Solid Waste Management Tax

WHEREAS, the solid waste management tax requires political subdivisions to identify by resolution a market price if the political subdivision subsidizes the cost of service at a facility; and

WHEREAS, the political subdivision will be liable for the solid waste management tax based only on the market price amount identified through this resolution, and;

WHEREAS, the market price is identified in the state statutes as the “lowest price available in the area” and;

WHEREAS, Todd County has performed research to identify the lowest price available in the area.

NOW, THEREFORE BE IT RESOLVED, the County of Todd declares a market price of \$82.00 per ton at the Morrison County Landfill.

County Sheriff

On motion by Becker and second by Kircher, the following motion was introduced and adopted by unanimous vote: To approve the purchase of the new dishwasher in the amount of \$5,928.00.

On motion by Kircher and second by Neumann, the following motion was introduced and adopted by unanimous vote: To approve the 2021 Federal Boat Equipment Grant Amendment.

On motion by Kneisl and second by Kircher, the following motion was introduced and adopted by unanimous vote: To acknowledge the Independent Body Worn Camera Audit.

Finance Committee

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

A RESOLUTION ADOPTING THE 2023 PRELIMINARY LEVY

WHEREAS, the Laws of the State of Minnesota direct that the Todd County Board of Commissioners are required to approve by resolution a preliminary levy no later than September 30th annually, and;

WHEREAS, The Todd County Board of Commissioners have considered the financial situation of the County and had an opportunity to deliberate the levying of property taxes upon property owners within the County.



NOW, THEREFORE BE IT RESOLVED, that the Todd County Board of Commissioners approve the 2023 Preliminary Levy for Todd County, for property taxes payable in 2023 per table below, with the authority to reduce this levy before the final levy deadline of December 30th 2022.

	Certified Levy	Program Aid	Local Levy
General Revenue	11,531,216.00	1,593,663.00	9,937,553.00
Road & Bridge	2,750,591.00		2,750,591.00
Human Services	3,226,176.00		3,226,176.00
Public Health	525,876.00		525,876.00
Comp Water	5,360.00		5,360.00
Regional Library	358,147.00		358,147.00
Bonded Indebtedness	412,051.00		412,051.00
County Fair	20,000.00		20,000.00
Parks & Trails	25,000.00		25,000.00
Total	18,854,417.00	1,593,663.00	17,260,754.00

On motion by Becker and second by Kneisl, the following motion was introduced and adopted by unanimous vote: To set the Truth in Taxation Hearing for Monday, December 12, 2022 to begin at 6:00 p.m. in the Todd County Commissioner’s Boardroom.

Administration

On motion by Kircher and second by Becker, the following motion was introduced and adopted by unanimous vote: To appoint Chief Deputy Kimberly Bosl to fill the vacant County Recorder position for the balance of the current term, beginning November 1, 2022.

On motion by Neumann and second by Kneisl, the following motion was introduced and adopted by unanimous vote: To approve the leave of absence for Kimberly Bosl, Chief Deputy Recorder, to fill the appointed Interim County Recorder position until the County Recorder is elected and seated in January, 2023.

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

Establish Salary of Appointed Interim County Recorder Kimberly Bosl

WHEREAS, Kimberly Bosl has been appointed Interim County Recorder due to the upcoming vacancy created by Recorder Linda Daoust’s resignation effective October 31, 2022.

WHEREAS, salaries of non-elected and appointed officials follow the current Todd County pay scale.

WHEREAS, Todd County Personnel Policies outline the process of promotional pay, which includes a 4% increase to current wage and placement onto the next step in promotional position grade.

WHEREAS, salaries of elected officials do not follow the established current Todd County pay scale and governed by MN Statute and set by County Board.



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NOW, THEREFORE BE IT RESOLVED, that Kimberly Bosl’s salary be set at \$65,000, prorated for duration of 2022 term, and beginning November 1, 2022, until a successor qualifies.

NOW, THEREFORE BE IT FURTHER RESOLVED, that upon completion of the Appointment of Interim County Recorder term, Kimberly Bosl will be returned to the Chief Deputy Recorder position and pay scale in effect at that time.

County Auditor-Treasurer’s Report

The County Auditor-Treasurer reported on meetings attended and clarified that the car fleet vehicle purchase approved at the August 6th meeting was for P&Z dept and not for SWCD dept.

County Commissioner’s Report

The Commissioners reported on meetings and events attended.

County Coordinator’s Report

Coordinator Pelzer reported on meetings attended.

Recess

Chairperson Erickson recessed the meeting until September 20, 2022.

AUDITOR WARRANTS

VENDOR NAME	AMOUNT
AMAZON CAPITAL SERVICES	\$ 4,235.20
EBSO INC	\$ 248,061.35
MINNESOTA UI	\$ 6,651.00
MORRISON CO DEPT OF PUB WORKS	\$ 22,432.13
STANEC CONSULTING SERVICES INC	\$ 3,815.87
TODD CO AUD-TREAS	\$ 5,053.85
VERIZON	\$ 5,225.12
WIDSETH SMITH NOLTING INC	\$ 8,500.00
25 PAYMENTS LESS THAN 2000	\$ 15,028.13
BIG SAUK LAKE ASSOCIATION	\$ 2,268.00
CENTRAL SPECIALTIES INC	\$ 1,092,480.29
DOHERTY STAFFING SOLUTIONS	\$ 2,437.14
LONG PRAIRIE SANITATION INC	\$ 9,888.94
MN DEPT OF FINANCE	\$ 7,534.50
MORRISON COUNTY	\$ 46,895.16
NORTHERN STAR COOP	\$ 2,854.27
PETERS LAW OFFICE, P.A.	\$ 5,587.50
PRAIRIE LAKES MUNICIPAL SOLID WASTE AUTH	\$ 84,388.00
SHIRLEY'S GAS & GROCERIES INC	\$ 4,784.92
STEP	\$ 23,821.87
25 PAYMENTS LESS THAN 2000	\$ 15,288.53
CENTRA CARE	\$ 10,983.33



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CITY OF LONG PRAIRIE	\$	209,015.82
COUNTIES PROVIDING TECHNOLOGY	\$	5,555.00
COUNTRYSIDE RESTAURANT	\$	4,812.00
FLEET SERVICES/WEX BANK	\$	10,797.71
HEALTH PARTNERS DENTAL	\$	5,982.66
KRAEMER/KEN	\$	18,461.08
LAMM/PAM & COREY	\$	64,435.04
MADDEN GALANTER HANSEN, LLP	\$	4,454.69
MINNESOTA POWER & LIGHT	\$	23,688.72
ROHDE/DENNIS	\$	11,475.00
SHIRLEY'S GAS & GROCERIES INC	\$	2,022.35
THIESCHAFFER/SHEILA OR KYLE	\$	11,500.00
VOYANT COMMUNICATIONS, LLC	\$	3,459.61
WARNING LITES	\$	186,839.10
WATERGUARDS, LLC	\$	29,658.50
52 PAYMENTS LESS THAN 2000	\$	14,735.74
CELLEBRITE USA CORP	\$	4,880.00
GALLAGHER BENEFIT SERVICES INC	\$	2,000.00
LITTLE BIRCH LAKE IMPROVEMENT ASSOC	\$	3,750.00
LONG PRAIRIE OIL COMPANY	\$	4,417.50
TRAFFIC MARKING SERVICE INC	\$	5,546.12
WARNER LAW, LLC	\$	5,624.79
27 PAYMENTS LESS THAN 2000	\$	13,621.58
NYHUS CHEVROLET BUICK INC	\$	38,520.18
EBSO INC	\$	250,240.84
LABSOURCE	\$	2,409.23
LITTLE BIRCH LAKE IMPROVEMENT ASSOC	\$	2,000.00
LONG PRAIRIE OIL COMPANY	\$	7,121.70
NEOGOV	\$	4,515.00
VEOLIA ENVIRONMENTAL SERVICES LLC	\$	2,979.12
WARNER LAW, LLC	\$	5,624.78
19 PAYMENTS LESS THAN 2000	\$	10,268.72
US BANK	\$	9,738.96
MN DEPT OF REVENUE	\$	76,685.63
MN DEPT OF REVENUE	\$	4,348.00
5 PAYMENTS LESS THAN 2000	\$	3,629.08
TOTAL	\$	2,693,029.35

COMMISSIONER WARRANTS

VENDOR NAME		AMOUNT
ANDERSON-CRANE RUBBER CO INC	\$	2,476.24
ARC ELECTRIC SERVICE	\$	4,388.47
BOSL/GREG	\$	7,022.92
BRAATEN SAND & GRAVEL	\$	6,115.76
CARR'S TREE SERVICE, INC.	\$	19,650.72
GOVERNMENT FORMS AND SUPPLIES	\$	5,355.00
HERDERING INC	\$	3,180.06



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JL TRUCKING	\$	3,716.51
JOHNSON CONTROLS	\$	2,172.99
M-R SIGN COMPANY INC	\$	3,626.58
NOW MICRO INC	\$	4,116.72
ROYAL TIRE	\$	5,270.80
77 PAYMENTS LESS THAN 2000	\$	28,420.48
Total:	\$	95,513.25

HEALTH & HUMAN SERVICES WARRANTS

VENDOR NAME		AMOUNT
DHS - SWIFT	\$	4,202.46
FRESHWATER EDUCATION DISTRICT 6004	\$	18,079.00
MCKESSON MEDICAL-SURGICAL	\$	2,201.29
MORRISON CO PUBLIC HEALTH SERV	\$	3,559.63
PERISH/ALAN	\$	3,005.36
STAPLES TRUE VALUE	\$	2,546.99
54 PAYMENTS LESS THAN 2000	\$	8,814.83
Total:	\$	42,409.56


VENDOR NAME		AMOUNT
DHS - ALEXANDRIA CBHH 491	\$	8,220.00
DHS - ANNANDALE CBHH 491	\$	19,728.00
DHS - MSOP - MN SEX OFFENDER PROGRAM	\$	6,417.00
DHS - ST PETER RTC - 472	\$	2,786.90
HOLISTIC FAMILY EDUCATION SRVS	\$	4,938.28
LUTHERAN SOCIAL SERVICE OF MN - ST PAUL	\$	2,530.80
LUTHERAN SOCIAL SERVICE OF MN - ST PAUL	\$	2,558.12
OAKRIDGE HOMES INC - CLARISSA	\$	2,221.33
PINEHAVEN YOUTH AND FAMILY SERVICES INC	\$	5,456.00
WEST CENTRAL REG JUVENILE CTR	\$	6,138.00
PAYMENTS LESS THAN 2000	\$	12,484.51
Total:	\$	73,478.94

On a motion by Kneisl and second by Neumann, the preceding minutes of the County Board meeting held September 6th, 2022 were duly approved by unanimous vote at the Todd County Board of Commissioners at the Regular Board Meeting held on September 20th, 2022.

Witness my hand and seal:



 Rodney Erickson, County Board Chairperson



 Denise Gaida, Todd County Auditor-Treasurer