



WHERE THE FOREST MEETS THE PRAIRIE

**Todd County**  
• MINNESOTA • EST. 1855 •

*Minutes of the Meeting of the Todd County Board of Commissioners held on  
October 4<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 4<sup>th</sup> day of October, 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 Becker and second by Neumann, the following motion was introduced and adopted by unanimous vote: To approve the agenda as presented with confirmation that item 13.1 Part-Time Office Assistant – Assessor's Office was a discussion item only.

**Consent Agenda**

On motion by Kircher 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 September 20<sup>th</sup>, 2022 as presented.

To hire Brian Blaeser, FT Correctional Officer, start date TBD.

To approve the resignation of Ben Larson, Seasonal Recreational Assistant, effective 8/31/2022.

To approve Michael Vazquez Garcia to fill the open eligibility worker position, start date TBD.

**Auditor-Treasurer**

On motion by Neumann and second by Kneisl, the following motion was introduced and adopted by unanimous rollcall vote: To approve the September 2022 Auditor Warrants number (ACH) 902606 through 902655 in the amount of \$631,761.74, (Manual) 750 through 757 in the amount of \$96,839.96 and (Regular) 239912 through 240036 in the amount of \$953,188.10 for a total of \$1,681,789.80.

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) 402138 through 402160 in the amount of \$15,379.19 and (Regular) 56273 through 56317 in the amount of \$22,310.99 for a total of \$37,690.18.

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) 803218 through 803239 and (Regular) 709581 through 709618 for a total amount of \$23,241.94.

On motion by Kneisl 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) 600738 through 600743 and (Regular) 517022 through 517040 for a total amount of \$100,496.48.

**Hands of Hope Resource Center**

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

**TODD COUNTY 2022 DOMESTIC VIOLENCE AWARENESS PROCLAMATION**



WHERE THE FOREST MEETS THE PRAIRIE

**Todd County**

• MINNESOTA • EST. 1855 •

**WHEREAS**, domestic violence is not just a family issue, it is a crime, and therefore is a concern of all Minnesotans. Victim rights and offender accountability need to be taken seriously and with the utmost concern, and

**WHEREAS**, agencies such as Hands of Hope Resource Center work diligently to advocate and support the victims/survivors of this crime by assisting them through the criminal justice system, by providing resources to assist survivors to move forward, to find housing, safety, support and encourage their move from living with violence to a safe and secure living situation for them and for their families,

**WHEREAS**, resources and support are provided to all victims by professional, trained advocates with care and compassion at no cost. To date in 2022 our program has served a total of 87 men and women, 47 of which are new for the first time in 2022. This number is down from last year, and we are hoping to see that trend continue into fiscal year 2023. We do, however, know that there are many domestic violence incidents that no one ever hears about,

**WHEREAS**, Hands of Hope Resource Center will continue to advocate and support victims/survivors, as they search for justice and safety. Our hope and our request are for continued support from our judicial system, our law enforcement, and our communities in Todd County,

**THEREFORE**, we ask the Todd County Board of Commissioners to proclaim October 2022 as Domestic Violence Awareness Month in Todd County and continue to support Hands of Hope Resource Center in educating, advocating, and promoting positive change for those living with violence and abuse.

#### **County Ditch/Ag Inspector**

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

#### **HOLD HARMLESS AGREEMENT DITCH MAINTENANCE – COUNTY DITCH 22**

**WHEREAS**, Kyle Pesta is requesting to clean approximately 1320 feet of lateral 2 on County Ditch 22, located between parcel 13-0028800 (Brian Ritter) and parcel 13-0028500 (Emmett Hoffner). 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**, Kyle Pesta 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 Kyle Pesta to maintain approximately 1320 feet of Lateral #2 on CD22 that is located on parcels 13-0028800, and 13-0028500, Iona Twp. section 30. This maintenance will be done at Kyle Pesta's own expense.

On motion by Neumann and second by Becker, the following motion was introduced and adopted by unanimous vote: Acting as Ditch Authority, acknowledge receipt of a Hold Harmless Agreement petition from Tom Miller, to clean part of County Ditch 12 located on parcel 39-0000200, West Union Twp section 16.



WHERE THE FOREST MEETS THE PRAIRIE

**Todd County**

• MINNESOTA • EST. 1855 •

**County Fee Schedule – Public Hearing**

The Todd County Board of Commissioners held a public hearing to gather any public input on the proposed 2023 County Fee Schedule. No public comment was received for this matter.

**Public Works**

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

**A RESOLUTION OF SUPPORT REGARDING THE CITY OF STAPLES LETTER OF INTENT TO APPLY FOR FUNDING THROUGH THE MINNESOTA ACTIVE TRANSPORTATION INFRASTRUCTURE PROGRAM**

**WHEREAS**, \$3.5 million in Active Transportation Infrastructure Program Funding is available statewide in Minnesota, with a minimum of \$50,000 and cap of \$500,000 for each project, and;

**WHEREAS**, City of Staples is interested in applying for Safe Routes to School plan funding through the MN Active Transportation Infrastructure Program for a project that provides trail and sidewalk connections to both the Staples-Motley High School/Middle School and the Staples-Motley Elementary School, and;

**WHEREAS**, City of Staples is required to have Todd County act as a state aid sponsor in order to apply for funding, and;

**WHEREAS**, the City of Staples and Staples-Motley Schools are requesting sponsorship for this project, and;

**WHEREAS**, The City of Staples understands that it will be responsible for all costs not covered by the Active Transportation Infrastructure Program including but not limited to consultant engineering, right-of-way acquisition, construction administration and inspection, utility construction, as well as construction costs above the SRTS award, and;

**WHEREAS**, The City of Staples and Staples-Motley School has agreed to maintain such improvements for the lifetime of the improvements.

**NOW, THEREFORE BE IT RESOLVED**, Todd County agrees to act as project sponsor for the project should the City of Staples be awarded the Active Transportation Infrastructure Funds, and that such sponsorship may include the following responsibilities:

Act as the fiscal agent on behalf of the City of Staples

Request State Aid Project number for the project

Ensure the project meets milestones and dates

Assist the City of Staples in execution of a state bond grant agreement

Assist the City of Staples' engineer in the develop, review and approval of the construction plans

Submit the construction plans, engineers estimate, and proposal to the MnDOT District State Aid Engineer



WHERE THE FOREST MEETS THE PRAIRIE

# Todd County

• MINNESOTA • EST. 1855 •

Publicly advertise, let, and award the construction project

Submit State Aid Payment requests to the MnDOT State Aid Office

Communicate progress and updates with MnDOT District State Aid Engineer and State Aid Programs Engineer

Ensure that the project is being supervised and inspected by the City of Staples' Engineer

Assist with project close out

**BE IT FURTHER RESOLVED**, the County will require that the City of Staples to enter into a Cooperative Construction Agreement with Todd County for the development of this project if said project is selected to receive the Active Transportation Infrastructure Program Funds.

### Solid Waste

On motion by Kneisl and second by Neumann, the following motion was introduced and adopted by unanimous vote: Authorize signature of Addendum 1 from Stantec for \$19,900 for design of an on-site domestic wastewater treatment system and authorize project committee to make 5 decisions up to \$10,000 in value and to continue discussion with the City of Browerville regarding this project.

### Health & Human Services

On motion by Becker and second by Kneisl, the following motion was introduced and adopted by unanimous vote: To approve the revisions to the Environmental Health Policies & Procedures document.

On motion by Neumann and second by Becker, the following motion was introduced and adopted by unanimous vote: To approve the 2023-2024 Sanitarian Services Contract with Morrison County Health & Human Services.

### Planning & Zoning

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

#### **Final Plat Approval – “Little Birch Hills Vista”**

**WHEREAS**, Applicants Leslie and Kathryn Schrupp applied to subdivide a property owned by Marc and Julie Brinkman that is described as:

SE4 SE4 & GOVT LOTS 5, 6 & 7 EX PART OF SE4 SE4 DESC AS COMM AT SE COR OF SE4 SE4, N 100 FT TO PT OF BEG, THENCE W 465.60 FT, NW 173.48 FT, SE 26.43 FT, NE 161 FT, NE 283.44 FT, E 279.21 FT TO E LINE, S 572 FT TO BEG & PART OF SE4 SE4 DESC AS BEG AT SE COR OF SE4 SE4, N 100 FT, W 465.60 FT, NW 173.48 FT, NW 222.57 FT, SW 351.35 FT TO S LINE, E 782.30 FT TO BEG & EX PARTS PLATTED AS BEAVER POINT LAKESHORE LOTS & BEAVER POINT LAKESHORE LOTS 2ND ADD & EX PART OF GOVT LOT 5 LYING W OF CARTWAY & EX PART OF GOVT LOT 5 DESC AS BEG AT E'RLY PT OF LOT 1 BEAVER POINT LAKESHORE LOTS, THENCE NW'RLY S LONG NE LINE OF LOT 1 TO LKSHORE, N'RLY ALONG LKSHORE 100 FT, SE'RLY 200 FT, SW'RLY 100 FT TO BEG & EX PARTS OF GOVT LOTS 6 & 7 LYING W & SW OF DESC LINE: BEG AT NE'RLY COR OF LOT 6 OF BEAVER POINT LAKESHORE LOTS 2ND ADD, NE 129 FT, NE 119.76 FT, NE 172 FT, NE 79.56 FT, NE 150 FT, NW 207 FT TO LKSHORE & TERMINATING & EXC PT PLATTED AS SUNSET VIEW



WHERE THE FOREST MEETS THE PRAIRIE

# Todd County

• MINNESOTA • EST. 1855 •

DEVELOPMENT 145.47 ACRES in Section 26 of Birchdale Township with the plat to be known as 'Little Birch Hills Vista',

**WHEREAS**, Little Birch Hills Vista consists of 1 lot; Block One Lot 1, 40,622 Square Feet; located in Shoreland- RD zoning (Little Birch Lake) in Birchdale Township,

**WHEREAS**, On March 3rd, 2022, the Todd County Planning Commission recommended the following property be considered for Subdivision pursuant to Todd County Subdivision Regulation and Ordinance:

That part of Government Lot No. 5, Section 26, Township 127 North, Range 33 West, Todd County, Minnesota described as follows: Commencing at the south quarter corner of said Section 26: Thence South 89°46'46" West, assumed bearing, along the south line of said Government Lot No. 5, a distance of 110.68 feet to an iron pipe and said point being on the westerly line of an existing 33.00 feet wide cartway; Thence North 08°27'00" East, along said westerly line, as monumented, 202.32 feet; Thence North 89°46'00" East, 33.38 feet to the easterly line of said existing 33.00 wide cartway and the point beginning of the land described; Thence North 08°27'00" East, along said easterly line, 178.29 feet; Thence North 89°46'00" East, 216.65 feet; Thence South 00°28'18" East, 176.25 feet; Thence South 89°46'00" West, 244.30 feet to the Point of Beginning.

**WHEREAS**, On March 15<sup>th</sup>, 2022, the Todd County Board of Commissioners considered the Preliminary Plat for the above described property and approved the Little Birch Hills Vista preliminary plat with one condition,

1. Applicant must abide by all other applicable federal, state, and local standards.

**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 "Little Birch Hills Vista" be approved as presented.

On motion by Kircher and second by Kneisl, the following motion was introduced and adopted by unanimous vote: To acknowledge the violation for Timothy Forcier on parcel 15-0079700 and place a \$3000 assessment on the property for the 2023 tax year and further allowing the opportunity for the property owner to resolve the violation by December 27, 2022 at which time the County Board may choose to rescind this official action.

On motion by Becker and second by Neumann, the following motion was introduced and adopted by unanimous vote: To acknowledge the violation for Timothy Wagner on parcel 19-0024700 and place a \$3000 assessment on the property for the 2023 tax year and further allowing the opportunity for the property owner to resolve the violation by December 27, 2022 at which time the County Board may choose to rescind this official action.

On motion by Kircher and second by Neumann, the following motion was introduced and adopted by unanimous vote: To acknowledge the violation for Georgann M & David W Larson on parcel 20-0030703 and place a \$3000 assessment on the property for the 2023 tax year and further allowing the opportunity for the property owner to resolve the violation by December 27, 2022 at which time the County Board may choose to rescind this official action.



WHERE THE FOREST MEETS THE PRAIRIE

# Todd County

• MINNESOTA • EST. 1855 •

On motion by Neumann and second by Becker, the following motion was introduced and adopted by unanimous vote: To acknowledge the violation for Jeffrey J & Kristine Kuhlmann on parcel 21-0040200 and place a \$3000 assessment on the property for the 2023 tax year and further allowing the opportunity for the property owner to resolve the violation by December 27, 2022 at which time the County Board may choose to rescind this official action.

On motion by Becker and second by Kneisl, the following motion was introduced and adopted by unanimous vote: To acknowledge the violation for William J & Marsha K Owen on parcel 22-0007001 and place a \$3000 assessment on the property for the 2023 tax year and further allowing the opportunity for the property owner to resolve the violation by December 27, 2022 at which time the County Board may choose to rescind this official action.

On motion by Becker and second by Neumann, the following motion was introduced and adopted by unanimous vote: To acknowledge the violation for Harold G Harkcom on parcel 25-0007500 and place a \$3000 assessment on the property for the 2023 tax year and further allowing the opportunity for the property owner to resolve the violation by December 27, 2022 at which time the County Board may choose to rescind this official action.

On motion by Becker and second by Kneisl, the following motion was introduced and adopted by unanimous vote: To acknowledge the violation for Marianne Gerving on parcel 25-0046200 and place a \$3000 assessment on the property for the 2023 tax year and further allowing the opportunity for the property owner to resolve the violation by December 27, 2022 at which time the County Board may choose to rescind this official action.

On motion by Becker and second by Neumann, the following motion was introduced and adopted by unanimous vote: To acknowledge the violation for Linda Jean Hansen on parcel 08-0036300 and place a \$3000 assessment on the property for the 2023 tax year and further allowing the opportunity for the property owner to resolve the violation by December 27, 2022 at which time the County Board may choose to rescind this official action.

On motion by Kneisl and second by Becker, the following motion was introduced and adopted by unanimous vote: To acknowledge the violation for Gideon & Ella Swartzentruber on parcel 09-0002900 and place a \$1000 assessment on the property for the 2023 tax year and further allowing the opportunity for the property owner to resolve the violation by December 27, 2022 at which time the County Board may choose to rescind this official action.

On motion by Kircher and second by Kneisl, the following motion was introduced and adopted by unanimous vote: To acknowledge the violation for Marvin Drayna on parcel 12-0012500 and place a \$1000 assessment on the property for the 2023 tax year and further allowing the opportunity for the property owner to resolve the violation by December 27, 2022 at which time the County Board may choose to rescind this official action.

### County Assessor

Discussion was held regarding the Assessor's Office request for additional front office staff for customer service, data entry, filing, etc. Direction was given for this topic to return to the Personnel Committee for discussion of other methods to meet the office's service needs. If the scope of the position changes, it may also require discussion by the Finance Committee before returning to the County Board at a future meeting.



WHERE THE FOREST MEETS THE PRAIRIE

# Todd County

• MINNESOTA • EST. 1855 •

## Administration

On motion by Neumann and second by Becker, the following motion was introduced and adopted by unanimous vote: To approve changing the ancillary benefits providers from Hartford to Lincoln Financial and Cigna.

## County Auditor-Treasurer's Report

The County Auditor-Treasurer reported on meetings attended and stated that absentee voting for the upcoming General Election remains open either in-person at the office, by requesting via application submitted online, or by postal delivery. A reminder that 2<sup>nd</sup> half real estate taxes for non-ag parcels are due on or before October 17, 2022.

## County Attorney Report

The County Attorney reported that office pace continues to go well.

## County Commissioner's Report

The Commissioners reported on meetings and events attended.

## Recess

Chairperson Erickson recessed the meeting until October 18<sup>th</sup>, 2022.

### AUDITOR WARRANTS

VENDOR NAME	AMOUNT
CENTRAL LAKES RESTAURANT SUPPLY	\$ 5,928.00
CENTRAL SPECIALTIES INC	\$ 52,865.92
LONG PRAIRIE OIL COMPANY	\$ 8,225.76
NOTCH/TIM	\$ 9,000.00
PETERS LAW OFFICE, P.A.	\$ 4,360.00
ROOF 1 RBR INC	\$ 100,241.00
STANEC CONSULTING SERVICES INC	\$ 3,704.75
TODD CO AUD-TREAS	\$ 5,053.85
VERIZON	\$ 5,336.25
WATERGUARDS, LLC	\$ 22,879.25
WIDSETH SMITH NOLTING INC	\$ 19,218.50
27 PAYMENTS LESS THAN 2000	\$ 15,922.84
CENTRA CARE	\$ 10,983.33
COUNTIES PROVIDING TECHNOLOGY	\$ 5,475.00
COUNTRYSIDE RESTAURANT	\$ 4,734.00
FLEET SERVICES/WEX BANK	\$ 9,717.05
FRATTALONE COMPANIES, INC	\$ 277,217.90
HEALTH PARTNERS DENTAL	\$ 6,358.70
LONG PRAIRIE SANITATION INC	\$ 4,290.62
MADDEN GALANTER HANSEN, LLP	\$ 14,387.24



WHERE THE FOREST MEETS THE PRAIRIE

# Todd County

• MINNESOTA • EST. 1855 •

MARVIN TRETTER, INC	\$	22,740.50
MN DEPT OF FINANCE	\$	7,823.00
MORRISON COUNTY	\$	65,413.84
NORTHERN STAR COOP	\$	4,775.03
PRAIRIE LAKES MUNICIPAL SOLID WASTE	\$	84,388.00
SCHOOL DISTRICT 786	\$	10,068.84
SHIRLEY'S GAS & GROCERIES INC	\$	5,655.05
STEP	\$	13,319.19
TRAFFIC MARKING SERVICE INC	\$	6,355.90
WONDERLICH/SCOTT A	\$	2,970.00
37 PAYMENTS LESS THAN 2000	\$	16,772.28
CARD SERVICES COBORNS	\$	3,019.90
CARDMEMBER SERVICE	\$	4,223.02
CITY OF LONG PRAIRIE	\$	375,814.34
ELECTION SYSTEMS & SOFTWARE INC	\$	12,070.00
GALLAGHER BENEFIT SERVICES INC	\$	2,000.00
LONG PRAIRIE OIL COMPANY	\$	2,924.72
MINNESOTA POWER & LIGHT	\$	20,988.25
SANDGREN/MICHAEL OR CINDY	\$	14,075.00
SHI CORP	\$	3,600.00
STANEC CONSULTING SERVICES INC	\$	13,981.69
TRI-COUNTY FOAM INSULATION LLC	\$	2,800.00
VOYANT COMMUNICATIONS, LLC	\$	3,570.77
WEST CENTRAL TECH SERVICE AREA	\$	6,240.06
40 PAYMENTS LESS THAN 2000	\$	14,436.22
BARR ENGINEERING COMPANY	\$	3,703.64
REGENTS OF THE UNIV OF MN	\$	5,610.79
SANDERS CONSTRUCTION, INC	\$	233,368.64
STAPLES SPORTS LINCOLN LLC	\$	23,495.98
25 PAYMENTS LESS THAN 2000	\$	12,845.23
MN DEPT OF REVENUE	\$	76,551.83
TODD CO AUD-TREAS	\$	2,065.54
US BANK	\$	9,267.71
MN DEPT OF REVENUE	\$	6,227.00
4 PAYMENTS LESS THAN 2000	\$	2,727.88
<b>TOTAL</b>	<b>\$</b>	<b>1,681,789.80</b>

## COMMISSIONER WARRANTS

VENDOR NAME		AMOUNT
AMAZON CAPITAL SERVICES	\$	4,611.71
EAGLE BEND WELDING	\$	2,440.00
FRIEDRICH'S TIRE & OIL CO	\$	2,093.70
LONG PRAIRIE PLUMBING & HTG INC	\$	4,064.53
64 PAYMENTS LESS THAN 2000	\$	24,480.24
<b>Total:</b>	<b>\$</b>	<b>37,690.18</b>





WHERE THE FOREST MEETS THE PRAIRIE

# Todd County

• MINNESOTA • EST. 1855 •

## HEALTH & HUMAN SERVICES WARRANTS

VENDOR NAME	AMOUNT
AMAZON CAPITAL SERVICES	\$ 2,120.99
DHS - SWIFT	\$ 3,606.08
MORRISON COUNTY PUBLIC HEALTH SERVICES	\$ 3,303.76
PERISH/ALAN	\$ 3,265.46
TAYLOR FUNERAL HOME - STAPLES	\$ 3,500.00
55 PAYMENTS LESS THAN 2000	\$ 7,445.65
<b>Total:</b>	<b>\$ 23,241.94</b>

VENDOR NAME	AMOUNT
DHS - ALEXANDRIA CBHH 491	\$ 5,040.00
DHS - MSOP-MN SEX OFFENDER PROGRAM	\$ 6,649.50
DHS - ST PETER RTC - 472	\$ 3,075.20
LUTHERAN SOCIAL SERVICE OF MN - ST	\$ 2,203.35
MID MINNESOTA DRUG TESTING INC	\$ 2,275.00
NORTH HOMES CHILDREN & FAMILY SERVICES	\$ 5,411.84
NORTHWOOD CHILDRENS SERVICES	\$ 5,146.32
PINEHAVEN YOUTH AND FAMILY SRVS INC	\$ 55,212.53
VALLEY LAKE BOYS HOME INC	\$ 4,305.00
WEST CENTRAL REG JUVENILE CTR	\$ 3,069.00
15 PAYMENTS LESS THAN 2000	\$ 8,108.74
<b>Total:</b>	<b>\$ 100,496.48</b>

On a motion by Becker and second by Neumann, the preceding minutes of the County Board meeting held October 4<sup>th</sup>, 2022 were duly approved by unanimous vote at the Todd County Board of Commissioners at the Regular Board Meeting held on October 18<sup>th</sup>, 2022.

Witness my hand and seal:

  
 \_\_\_\_\_  
 Rodney Erickson, County Board Chairperson

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