



WHERE THE FOREST MEETS THE PRAIRIE

Todd County

• MINNESOTA • EST. 1855 •

*Minutes of the Meeting of the Todd County Board of Commissioners held on
December 20th, 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 20th day of December, 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 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 Becker 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 December 9th, 2022 as presented.

To approve a One-Year On & Off Sale 3.2 Malt Liquor License for Don & Dave's Store at the address of 26762 County 26, Browerville, MN in Moran Township effective January 1st, 2023 through December 31st, 2023.

GAMBLING PERMIT – MIDWEST OUTDOORS UNLIMITED – PRAIRIE PARTNERS

WHEREAS, the Todd County Board of Commissioners are establishing their approval for a Gambling Permit for the Midwest Outdoors Unlimited – Prairie Partners through this resolution; **NOW, THEREFORE BE IT RESOLVED**, that the Todd County Board of Commissioners approve a Gambling Permit for the Midwest Outdoors Unlimited – Prairie Partners to hold a raffle event at the Hub Supper Club in Burnhamville Township at the address 30905 County 13, Burtrum, MN on March 4th, 2023.

GAMBLING PERMIT – SAUK VALLEY GOBBLERS

WHEREAS, the Todd County Board of Commissioners are establishing their approval for a Gambling Permit for the Sauk Valley Gobblers through this resolution; **NOW, THEREFORE BE IT RESOLVED**, that the Todd County Board of Commissioners approve a Gambling Permit for the Sauk Valley Gobblers to hold a raffle event at the Diamond Point Steakhouse in Birchdale Township at the address 12867 Bayview Dr, Sauk Centre, MN on February 25th, 2023.

GAMBLING PERMIT – STAPLES SPORTSMENS CLUB

WHEREAS, the Todd County Board of Commissioners are establishing their approval for a Gambling Permit for the Staples Sportsmens Club through this resolution; **NOW, THEREFORE BE IT RESOLVED**, that the Todd County Board of Commissioners approve a Gambling Permit for the Staples Sportsmens Club to hold a raffle event at the Clarissa Ballroom in Eagle Valley Township at the address 19281 Kotter Road, Clarissa, MN on March 11th, 2023.

To approve the 2023 tobacco license applications for American Legion Oscar Jacobsen Post #417, City of Clarissa – Clarissa Municipal Liquor, Don and Dave's Store, Eagle Valley Express, Jon's Family Foods, Partridge Creek Blinds and More LLC, Rohde's Midway Gas, Bar and Grill, Shady's Golden Eagle and Shattuck's Hub Supper Club.



WHERE THE FOREST MEETS THE PRAIRIE

Todd County

• MINNESOTA • EST. 1855 •

University of Minnesota Extension

A program update from U of M Extension Regional Director Susanne Hinrichs and Jan Derdowski Program Leader Youth Development was provided for the board's review.

On motion by Kneisl and second by Becker, the following motion was introduced and adopted by unanimous vote: To adopt the recommendations for reappointment of Ted Gray and Jed Fiskness to the Todd County Extension Committee for three year terms 2023-2025, automatically renewable through the year 2031.

Auditor-Treasurer

On motion by Kneisl and second by Becker, the following motion was introduced and adopted by unanimous rollcall vote: To approve the Commissioner Warrants number (ACH) 402281 through 402303 in the amount of \$12,509.44 and (Regular) 56537 through 56590 in the amount of \$90,134.31 for a total of \$102,643.75.

On motion by Neumann and second by Becker, the following motion was introduced and adopted by unanimous rollcall vote: To approve the Health & Human Services Commissioner Warrants number (ACH) 803498 through 803556 and (Regular) 709900 through 709957 for a total amount of \$86,290.88.

On motion by Kneisl 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) 600790 through 600805 and (Regular) 517122 through 517158 for a total amount of \$141,901.01.

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

TODD COUNTY HOUSING & REDEVELOPMENT AUTHORITY PER DIEM RATE

WHEREAS, a request has been made by the Todd County Housing & Redevelopment Authority to increase the per diem rate for the Todd County HRA Commissioners from \$50 to \$75 beginning on January 1, 2023, and;

WHEREAS, the Todd County Board of Commissioners is responsible for setting the per diem rate compensation for Commissioners appointed to the Todd County Housing & Redevelopment Authority, and;

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

NOW, THEREFORE BE IT RESOLVED, that the Todd County Board of Commissioners approve setting the per diem rate for the Todd County Housing & Redevelopment Authority Commissioners at \$75 along with mileage reimbursements at the current time federal reimbursement rate effective January 1, 2023 until otherwise revoked or amended by the County Board.

Finance Committee

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



WHERE THE FOREST MEETS THE PRAIRIE

Todd County

• MINNESOTA • EST. 1855 •

A RESOLUTION TO APPROVE 2023 COUNTY BUDGET

WHEREAS, the Todd County Board of Commissioners are required to adopt an annual budget and certify it to the County Auditor, and;

WHEREAS, the County Board of Commissioners have had an opportunity to discuss the operations costs and revenues of the County for fiscal year 2023;

NOW, THEREFORE BE IT RESOLVED, the Todd County Board of Commissioners hereby approve the following as the 2023 Budget for the County of Todd, Minnesota and directs that it be forwarded to the County Auditor.

<u>REVENUES</u>	2022	2023
Property Tax	17,220,950	17,260,754
State General Purpose Aid	1,787,203	1,793,093
Other taxes	1,147,032	1,331,520
Licenses & Permits	166,665	184,690
Federal Grants	3,459,351	3,541,131
State Aids	8,241,056	11,803,293
Local Grants	0	0
Charges for Service	2,552,015	2,967,322
Misc Revenue	2,444,069	2,421,701
Interest on Investments	90,500	100,500
Other Financing Sources	25,200	27,700
Transfers	5,000	5,000
Total Revenue & Other Source	37,139,041	41,436,704
<u>EXPENDITURES</u>		
General Government	5,905,548	6,306,815
Public Safety	5,101,807	5,162,386
Highway/Construction	6,154,080	9,237,580
Streets & Highways (excluding Constr.)	3,841,815	4,149,640
Human Services	8,784,386	9,078,696
Health	2,927,101	3,060,580
Culture and Recreation	426,179	458,976
Conservation of Nat Resources	1,326,499	1,288,747
Economic Development	78,300	86,800
Gen Debt Service	416,089	414,251
Capital Outlay	1,573,386	1,577,100
Transfers	603,851	615,133
Other Fiscal Charges	0	0
Total Expenditures & other uses:	37,139,041	41,436,704
Budget Balance	0	0



WHERE THE FOREST MEETS THE PRAIRIE

Todd County

• MINNESOTA • EST. 1855 •

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

A RESOLUTION ADOPTING THE 2023 FINAL 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 approves the following as the 2023 Final Levy for the County of Todd, Minnesota, for the property taxes payable in 2023 & directs that it be forwarded to the County Auditor.

	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

County Assessor

On motion by Kircher and second by Neumann, the following motion was introduced and adopted by unanimous vote: To approve an abatement requested by Donald Emblom on parcel 03-0084300 due to the house and garage being destroyed by fire on 11/16/22 which results in a 2022 tax refund of \$413.17 and a 2022 value reduction of \$369,200.

Public Works

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

2027 AREA TRANSPORTATION IMPROVEMENT PLAN NOMINATION – CSAH 11 PROJECT

WHEREAS, the Central Minnesota Area Transportation Partnership (ATP) annually solicits projects for State Transportation Improvement Program (STIP) funding which provides for improvements to the transportation systems, with money requests being project specific, and;



WHERE THE FOREST MEETS THE PRAIRIE

Todd County

• MINNESOTA • EST. 1855 •

WHEREAS, project nominations must meet eligibility guidelines and qualifying criteria as established by the Central Area Transportation Partnership, and;

WHEREAS, the Todd County Public Works Department recommends that the following project be submitted and nominated for inclusion in the 2027 Area Transportation Improvement Plan, which is a prioritized list of transportation projects that the Central Minnesota Partnership recommends for inclusion in the State Transportation Improvement Plan (STIP),

County State Aid Highway 11 – from the Stearns County Line to Trunk Highway 27

SP 077-611-01X: Bituminous Mill & Overlay, Aggregate Shouldering and Pipe Maintenance Project

, and;

WHEREAS, this project is listed on the Todd County Public Works Department Proposed Five Year Construction Plan.

NOW, THEREFORE BE IT RESOLVED, that the Todd County Board of Commissioners does hereby support the recommendation of the Public Works Department for submittal and nomination of the above noted project and requests said project be included in the State Fiscal Year 2027 Area Transportation Improvement Plan.

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

**AGENCY DELEGATED CONTRACTING PROCESS AGREEMENT
MnDOT AGENCY AGREEMENT #1052165**

WHEREAS, Todd County periodically applies for and receives various federal aid transportation grant funds designated for improvement and enhancement related projects on Todd County highways, and;

WHEREAS, Todd County must partner with the State of Minnesota by agreement to administer those funds and must manage those funds according to the federal and state laws governing those funds.

NOW, THEREFORE BE IT RESOLVED, that pursuant to Minnesota Statute Section 161.36, the Commissioner of Transportation be appointed as Agent of Todd County to accept as its agent, federal aid funds which may be made available for eligible transportation related projects.

BE IT FURTHER RESOLVED, the County Board Chairman and the County Auditor/Treasurer are hereby authorized and directed for and on behalf of the County to execute and enter into an agreement with the Commissioner of Transportation prescribing the terms and conditions of said federal aid participation as set forth and contained in “Minnesota Department of Transportation Agency Agreement #1052165”, a copy of which said agreement was before the County Board and which is made a part hereof by reference.

On motion by Kircher and second by Kneisl, the following motion was introduced and adopted by unanimous vote: To approve the purchase of a new equipped plow truck per the attached purchase agreements for \$292,748.00.



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 approve the attached Budget Request Form for the Public Works Retiree Severance account in the amount of \$77,900.

On motion by Becker and second by Kneisl, the following motion was introduced and adopted by unanimous vote: To approve the attached Budget Request Form for the Spraying Weeds & Brush account in the amount of \$23,451.91.

On motion by Kircher and second by Neumann, the following motion was introduced and adopted by unanimous vote: To approve the attached Budget Request Form for the Capital Expenditures account in the amount of \$316,019.00.

Solid Waste

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

A RESOLUTION TO APPROVE THE 2023 SOLID WASTE ENTERPRISE FUND BUDGET

WHEREAS, The Todd County Board of Commissioners are required to adopt an annual budget and certify it to the County Auditor.

NOW, THEREFORE BE IT RESOLVED, the Todd County Board of Commissioners hereby approves the following as the 2023 Budget for the Solid Waste Enterprise Fund of the County of Todd, Minnesota and directs that it be forwarded to the County Auditor.

SOLID WASTE ENTERPRISE FUND 2023 BUDGET

Description of Revenue Source	2023 Budget
Property Taxes and Penalties	\$930,000
Licenses and Permits	\$800
HHW Reimbursement & Stipend	\$14,500
SCORE Grant	\$70,000
Charges for Service	\$1,725,000
Recyclables	\$225,000
Revenue Total	\$2,965,300

Description of Expense	2023 Budget
Personnel Services	\$534,873
Services and Charges	\$333,000
Supplies and Materials	\$170,150
Capital Expenditures	\$800,000
Tipping Fees	\$1,765,000
Other Expenditures	\$92,100
Expense Total	\$3,695,123

BALANCE (REVENUE - EXPENSE)

(729,823)



WHERE THE FOREST MEETS THE PRAIRIE

Todd County

• MINNESOTA • EST. 1855 •

On motion by Neumann and second by Kneisl, the following motion was introduced and adopted by unanimous vote: To authorize the Solid Waste Department to issue licenses and permits for the following applicants: LPS, City Sanitary, G&T Sanitation, Waste Management, Matheisen, Borgmann Disposal, Bob's Lemieur and Alex Rubbish.

Mike Eberle provided an update on the Transfer Station Project and Design for the board's review and discussion.

Planning & Zoning

On motion by Neumann and second by Becker, the following motion was introduced and adopted by unanimous vote: To approve the CUP to establish a weekly consignment sales business on parcel 20-0038400 from Jesse Fabio with six conditions recommended by the Planning Commission.

On motion by Neumann and second by Kircher, the following motion was introduced and adopted by unanimous vote: To approve the CUP to establish a Community Solar Energy System on parcel 03-0013300 from Jordan & Brittany Kuhlmann with two conditions recommended by the Planning Commission and a third condition that the applicant must abide by all other applicable federal, state, and local standards including disposal of obsolete components.

On motion by Neumann and second by Kneisl, the following motion was introduced and adopted by unanimous vote: To approve the CUP to expand the existing feedlot from 999 animal units to 1449 animal units on parcel 03-0026200 from Arnold Gruenes with the seven conditions recommended by the Planning Commission.

Health & Human Services

On motion by Kneisl and second by Neumann, the following motion was introduced and adopted by unanimous vote with Kircher abstaining: To approve the STEP Purchase of Service and Host County contract renewal.

On motion by Becker and second by Kneisl, the following motion was introduced and adopted by unanimous vote: To approve the Northern Pines Purchase of Service Agreement renewal.

On motion by Becker and second by Kircher, the following motion was introduced and adopted by unanimous vote: To approve the extension of current Home and Community Based Waiver Services Contract between Thomas Allen, Inc and Todd County Health & Human Services – 10/01/2022 – 12/31/2022.

On motion by Neumann and second by Kircher, the following motion was introduced and adopted by unanimous vote: To approve the extension of current Home and Community Based Waiver Services Contract between Thomas Allen, Inc and Todd County Health & Human Services – 01/01/2023 – 12/31/2023.

An update was provided to the County Board of the project status of ARPA funding support to subsidize the costs of the home-delivered meals to ensure that no county resident was put on a waitlist for meals.

Administration



WHERE THE FOREST MEETS THE PRAIRIE

Todd County

• MINNESOTA • EST. 1855 •

On motion by Becker and second by Neumann, the following motion was introduced and adopted by unanimous vote: To appoint Steve Beck and Dan Hughes to the Todd County Personnel Board of Appeals.

On motion by Kneisl and second by Becker, the following motion was introduced and adopted by unanimous vote: To renew the Hands of Hope Resource Center lease agreement as presented, for January 1, 2023 through December 31, 2023.

County Auditor-Treasurer's Report

The County Auditor-Treasurer reported on meetings attended and noted that the 2022 pre-audit process has commenced along with year-end reporting.

County Commissioner's Report

The Commissioners reported on meetings and events attended. Commissioner Kircher thanked the board, staff and public for their support during his 52 years of service to Todd County.

County Coordinator's Report

The County Coordinator reported on meetings attended.

Recess

Chair Erickson recessed the meeting until December 27, 2022.

COMMISSIONER WARRANTS	
VENDOR NAME	AMOUNT
ARNZEN CONSTRUCTION INC	\$ 8,220.00
BROWERVILLE TRUCKWASH/BIG BOYZ	\$ 2,249.07
COMPASS MINERALS AMERICA	\$ 11,533.36
FORUM COMMUNICATIONS PRINTING	\$ 6,835.65
GERALD E WALLIN ARBITRATOR	\$ 6,187.50
LITTLE FALLS MACHINE INC	\$ 5,978.34
MARK'S WELDING	\$ 4,087.40
NORTHERN STAR COOP	\$ 4,290.18
RTVISION INC	\$ 2,482.51
SHI CORP	\$ 7,904.00
TODD CO PUBLIC WORKS	\$ 13,163.87
WAHPETON FABRICATION	\$ 3,285.00
65 PAYMENTS LESS THAN 2000	\$ 26,426.87
Total:	\$ 102,643.75

HEALTH & HUMAN SERVICES WARRANTS	
VENDOR NAME	AMOUNT
ITEN FUNERAL HOME -BROWERVILLE	\$ 3,500.00
MCCC, MI33	\$ 10,835.90
RURAL MN CEP INC	\$ 15,867.67
114 PAYMENTS LESS THAN 2000	\$ 56,087.31
Total:	\$ 86,290.88



WHERE THE FOREST MEETS THE PRAIRIE


Todd County

• MINNESOTA • EST. 1855 •

VENDOR NAME	AMOUNT
# 17141	\$ 3,231.90
CENTRAL SECURITY	\$ 3,698.34
DHS - MSOP - MN SEX OFFENDER PROGRAM	\$ 6,649.50
DHS - ST PETER RTC - 472	\$ 3,075.20
# 2925	\$ 3,684.90
MID MINNESOTA DRUG TESTING INC	\$ 2,018.00
NORTHERN PINES MENTAL HLTH CTR INC	\$ 2,500.00
NORTHWOOD CHILDRENS SERVICES	\$ 6,647.33
# 16668	\$ 3,224.10
PINE MANORS INC	\$ 2,010.48
PRESBYTERIAN FAMILY FOUNDATION INC	\$ 3,323.94
# 17183	\$ 2,329.07
STEP	\$ 4,159.04
VALLEY LAKE BOYS HOME INC	\$ 12,300.00
VILLAGE RANCH INC	\$ 17,893.20
VOLUNTEERS OF AMERICA	\$ 36,595.08
PAYMENTS LESS THAN 2000	\$ 28,560.93
Total:	\$ 141,901.01

On a motion by Neumann and second by Kneisl, the preceding minutes of the County Board meeting held December 20th, 2022 were duly approved by unanimous vote at the Todd County Board of Commissioners at the Regular Board Meeting held on December 27th, 2022.

Witness my hand and seal:


Rodney Erickson, County Board Chairperson


Denise Gaida, Todd County Auditor-Treasurer