



WHERE THE FOREST MEETS THE PRAIRIE

# Todd County

• MINNESOTA • EST. 1855 •

## *Minutes of the Meeting of the Todd County Board of Commissioners held on January 17<sup>th</sup>, 2023*

### **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 January, 2023 at 9:00 AM. The meeting was called to order by Chairperson Neumann. The meeting was opened with the Pledge of Allegiance. All Commissioners were present except Commissioner Denny and Commissioner Erickson.

### **Approval of Agenda**

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

To approve the Todd County Board of Commissioner's Meeting Minutes for January 3<sup>rd</sup>, 2023 as presented.

To approve a One-Day On Sale 3.2 Malt Liquor License for the Swanville/Sobieski Lions on the Long Lake in Burnhamville Township effective February 25<sup>th</sup>, 2023.

#### **GAMBLING PERMIT – EAGLE BEND AREA COMMUNITY DEVELOPMENT CORPORATION (CBFD AUXILIARY)**

**WHEREAS**, the Todd County Board of Commissioners are establishing their approval for a Gambling Permit for the Eagle Bend Area Community Development Corporation (CBFD Auxiliary) through this resolution;

**NOW, THEREFORE BE IT RESOLVED**, that the Todd County Board of Commissioners approve a Gambling Permit for the Eagle Bend Area Community Development Corporation (CBFD Auxiliary) to hold a bingo event at the Clarissa Ballroom in Eagle Valley Township at the address 19281 Kotter Road, Clarissa, MN on March 25<sup>th</sup>, 2023.

To appoint Kayla Doble-Marty as a full-time Deputy Auditor-Treasurer at Grade 8, Step 1 \$24.36 per hour with a tentative start date of January 30, 2023.

To accept the resignation of Sergeant Lonnie Marcyes, effective 02/02/2023.

To approve the resignation of Behavioral Health Supervisor, Richard Mettler, effective February 9, 2023.

To accept the resignation of Human Resource Manager Sara Ogren.

### **Auditor-Treasurer**

On motion by Noska and second by Becker, the following motion was introduced and adopted by unanimous rollcall vote: To approve the Commissioner Warrants number (ACH) 402335 through 402358 in the amount of \$10,214.56 and (Regular) 56624 through 56673 in the amount of \$160,437.61 for a total of \$170,652.17.

On motion by Becker and second by Noska, the following motion was introduced and adopted by unanimous rollcall vote: To approve the Health & Human Services Commissioner Warrants number (ACH) 803574 through 803659 and (Regular) 710006 through 710073 for a total of \$102,861.22.

On motion by Noska 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) 600816 through 600832 and (Regular) 517175 through 517196 for a total amount of \$109,569.43.



WHERE THE FOREST MEETS THE PRAIRIE

**Todd County**

• MINNESOTA • EST. 1855 •

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

**A RESOLUTION RESTRICTING FUND BALANCE FOR CLEAN WATER PARTNERSHIP (CWP) LOAN PROGRAM**

**WHEREAS**, the Todd County Board of Commissioners on February 4, 2020 (Board Tracking # 20200204-18) approved for the Todd County Planning and Zoning Department to apply for a Clean Water Partnership Loan for septic systems via the MPCA and;

**WHEREAS**, On February 19, 2020, Planning and Zoning received notification from the MPCA that their application for \$450,000 was awarded, and;

**WHEREAS**, On March 4, 2020, Planning and Zoning received the executed grant agreement for the Clean Water Partnership (CWP) Loan Program and;

**WHEREAS**, On April 21, 2020, the Todd County Board of Commissioners approved the Clean Water Partnership Loan General Obligation Note (Board Tracking #20200421-18), and;

**WHEREAS**, On January 18, 2022 the Todd County Board of Commissioners approved the establishment of a Restricted Fund Balance for Clean Water Partnership (CWP) Loan Program with a balance of \$6,676.90 as of 12-31-2021. (Board Tracking #20220118-13),

**WHEREAS**, Planning and Zoning collects application fees, annual principle and interest to supply for the loan repayment to MPCA and;

**NOW, THEREFORE BE IT RESOLVED**, that the Todd County Board of Commissioners herby authorize the County Auditor/Treasurer to update the Restricted Fund Balance for the Clean Water Partnership (CWP) Loan Program account in Fund 01-613 with a balance of \$30,933.19 as of 12-31-2022.

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

**RESTRICT FUND BALANCE FOR PLANNING & ZONING GRANT PROGRAMS**

**WHEREAS**, the Planning & Zoning Grant Revenues arrive prior to the year of planned activity, and;

**WHEREAS**, State Auditors recommendation is to approve by resolution a restricted fund balance on an annual basis for transparent financial reporting, and;

**WHEREAS**, the balance of the Planning & Zoning Grant Programs as of 12-31-2022 is \$82,832.00.

**NOW, THEREFORE BE IT RESOLVED**, that the Todd County Board of Commissioners hereby authorize the County Auditor/Treasurer to Restrict Fund Balance for the Planning & Zoning Grant Programs in the amount of \$82,832.00 for fiscal year ending 2022.



WHERE THE FOREST MEETS THE PRAIRIE

**Todd County**

• MINNESOTA • EST. 1855 •

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

**TRANSFER OF FUNDS FROM GENERAL FUND TO  
TODD COUNTY DEVELOPMENT CORPORATION FUND**

**WHEREAS**, the 2023 Budget for Todd County's support to the Todd County Development Corporation has been approved at \$83,000, and;

**WHEREAS**, a letter was received from the Todd County Development Corporation requesting for the allocation of funds from the County General Fund to be provided.

**NOW, THEREFORE BE IT RESOLVED**, that the Todd County Board of Commissioners hereby approve the transfer of funds in the amount of \$83,000.00 from Fund 01-General Revenue to Fund 74-Todd County Development Corporation.

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

**TRANSFER OF FUNDS FROM THE GENERAL FUND TO THE TODD WADENA  
COMMUNITY CORRECTIONS FUND FOR THE 2023 ALLOCATION**

**WHEREAS**, The 2023 Budget for Todd County's support to Todd Wadena Community Corrections has been approved at \$615,133.00; and

**WHEREAS**, a letter was received from the Todd Wadena Community Corrections requesting for the allocation of funds from the General Fund to be provided;

**NOW, THEREFORE BE IT RESOLVED**, that The Todd County Board of Commissioners hereby approve the transfer of funds in the amount of \$615,133.00 from Fund 01-General Revenue to Fund 75-Todd Wadena Community Corrections.

**County Sheriff**

On motion by Noska and second by Becker, the following motion was introduced and adopted by unanimous vote: To affirm BAF #20221227-02 to hire Traci Becker, PT Correctional Officer with the correction of the starting pay to be a Grade 6, Step 2, \$22.56 with a start date of 01-04-2023.

On motion by Becker and second by Noska, the following motion was introduced and adopted by unanimous vote: To approve Sarah Booker, Sheriff Mike Allen, and Chief Deputy Jon Barber to be appointed the Todd County representatives on the Central Region NG911 Committee.

On motion by Noska and second by Becker, the following motion was introduced and adopted by unanimous vote: To approve the carry-over of the Sheriff's Office Forfeiture & Contingency Funds with a total amount of \$39,283.11.

**Planning & Zoning**

On motion by Becker and second by Noska, the following motion was introduced and adopted by unanimous vote: To approve the Memorandum of Agreement for the Crow Wing River Comprehensive



WHERE THE FOREST MEETS THE PRAIRIE

**Todd County**

• MINNESOTA • EST. 1855 •

Watershed Management Plan and table the assigning of commissioners for a policy committee member and alternate to the February 7, 2023 board meeting.

On motion by Becker and second by Noska, the following motion was introduced and adopted by unanimous vote: To adopt the findings of the Planning Commission and approve the Preliminary Plat of Holst Acres 1<sup>st</sup> Addition with the proposed condition.

On motion by Noska and second by Becker, the following motion was introduced and adopted by unanimous vote: To adopt the findings of the Planning Commissioner and grant the CUP for David and Jacqueline Hillman with the proposed 7 conditions.

On motion by Becker and second by Noska, the following motion was introduced and adopted by unanimous vote: To adopt the findings of the Planning Commission and grant the CUP for Shan Baker & Brenda Joy Baker with the proposed condition.

#### **Todd County Ag Society**

On motion by Becker and second by Noska, the following motion was introduced and adopted by unanimous vote: To waive the rental fee for January 18<sup>th</sup>, 19<sup>th</sup>, & 20<sup>th</sup>, 2023 (Wednesday to Friday) to allow for snow removal preparations for the Winter Demo Derby event and that an updated certificate of liability insurance is provided to the A/T Office promptly. The rental fee for January 21<sup>st</sup> & 22<sup>nd</sup>, 2023 (Saturday & Sunday) will stand.

#### **Administration**

Discussion regarding the tabled board action 20221209-34 – Cement Barriers was held. Invitation to the Todd County Ag Society was provided to attend the upcoming Facilities Committee meeting and to provide written items for the pending Memorandum of Understanding.

On motion by Noska and second by Becker, the following motion was introduced and adopted by unanimous vote: To approve the 2023 Pay Equity Compliance Report.

On motion by Becker and second by Noska, the following motion was introduced and adopted by unanimous vote: To set the legislative work session date of February 3, 2023 with March 3, 2023 as an alternate option if scheduling conflicts arise.

#### **County Auditor-Treasurer's Report**

The County Auditor-Treasurer reported on meetings attended.

#### **County Attorney's Report**

The County Attorney reported that the office is implementing a new record keeping system.

#### **County Commissioner's Report**

The Commissioners reported on meetings and events attended.

#### **County Coordinator's Report**

The County Coordinator reported on meetings and events attended.



WHERE THE FOREST MEETS THE PRAIRIE

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• MINNESOTA • EST. 1855 •

## Adjourn

On motion by Becker and second by Noska, the meeting was adjourned for the month of January, 2023.

### COMMISSIONER WARRANTS

VENDOR NAME	AMOUNT
AMAZON CAPITAL SERVICES	\$ 3,017.80
ARC ELECTRIC SERVICE	\$ 2,550.97
ASSOC OF MN COUNTIES	\$ 16,781.00
BROWERVILLE HARDWARE	\$ 2,099.00
BROWERVILLE TRUCKWASH/BIG BOYZ	\$ 4,674.09
COMPASS MINERALS AMERICA	\$ 17,018.64
LONG PRAIRIE LEADER	\$ 3,162.38
MENCH/JAMES	\$ 2,715.00
NORTHERN DIESEL SERVICES INC	\$ 3,182.97
NORTHERN STAR COOP	\$ 5,731.06
OSBORNE/BILL	\$ 2,340.00
TAD BERG EXCAVING	\$ 2,175.00
TODD SOIL & WATER CONS DIST	\$ 85,307.04
61 PAYMENTS LESS THAN 2000	\$ 19,897.22
Total:	\$ 170,652.17

### HEALTH & HUMAN SERVICES WARRANTS

VENDOR NAME	AMOUNT
V #15696 - COST EFF HEALTH INS	\$ 2,393.70
ASSOC OF MN COUNTIES	\$ 4,527.00
DHS - SWIFT	\$ 2,050.27
V #16691 - COST EFF HEALTH INS	\$ 2,196.82
V #13069 - COST EFF HEALTH INS	\$ 3,999.96
NOW MICRO INC	\$ 8,240.00
V #17215 - COST EFF HEALTH INS	\$ 2,074.46
RURAL MN CEP INC	\$ 8,763.61
SHI CORP	\$ 3,952.00
TODD COUNTY ATTORNEY'S OFFICE	\$ 2,284.00
144 PAYMENTS LESS THAN 2000	\$ 62,379.40
Total:	\$ 102,861.22

VENDOR NAME	AMOUNT
AVERA MARSHALL REG MEDICAL CTR	\$ 9,831.71
# 17141	\$ 3,339.63
DHS - ANOKA METRO RTC - 412	\$ 25,650.00
HOLISTIC FAMILY EDUCATION SRVS	\$ 4,669.00
# 2925	\$ 3,807.73
NORTH HOMES CHILDREN & FAMILY SRVS	\$ 10,147.20
NORTHERN PINES MENTAL HLTH CTR INC	\$ 16,104.50
# 16668	\$ 3,331.57
# 17183	\$ 2,399.09



WHERE THE FOREST MEETS THE PRAIRIE

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• MINNESOTA • EST. 1855 •

STEP	\$	3,588.76
VILLAGE RANCH INC	\$	10,645.71
PAYMENTS LESS THAN 2000	\$	16,054.53
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Total:	\$	109,569.43

On a motion by Becker and second by Noska, the preceding minutes of the County Board meeting held January 17<sup>th</sup>, 2023 were duly approved by unanimous vote at the Todd County Board of Commissioners at the Regular Board Meeting held on February 7<sup>th</sup>, 2023.

Witness my hand and seal:

  
\_\_\_\_\_  
Randy Neumann, County Board Chairperson

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

