



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 3<sup>rd</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 3<sup>rd</sup> day of October, 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.

### **Approval of Agenda**

On motion by Noska and second by Denny, the following motion was introduced and adopted by unanimous vote: To adopt the agenda as presented with the removal of item 4.9 Hire Richard Berry as PT Road Deputy and addition of item 10.2 Final Cover Contract Award.

### **Consent Agenda**

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

To approve the Todd County Board of Commissioner's Meeting Minutes for September 19<sup>th</sup>, 2023 as presented.

To accept the resignation of Emily Olson, Seasonal Worker at Solid Waste Department as of September 2<sup>nd</sup>, 2023.

Accept the retirement of Lori Becker, Highway Accountant effective 12/15/2023.

Approve the retirement of Deana Callahan, Administrative Assistant, effective December 28, 2023.

To approve Jessica Miller to fill the open Eligibility Worker position. Grade 6, Step 2 at 22.33. Start date: TBD

Accept Melissa Morazan resignation as Full Time Jailer on 10/5/2023.

Accept Lateshia Harden resignation as Full Time Jailer on 10/5/2023.

Hire Ethan Wise for the PT Deputy position start date TBD, starting pay will be \$27.65 Grade 10 step 1.

To approve Sidewalks Saloon & Grill tobacco license application allowing them to sell tobacco products in 2023.

### **Commissioners**

The Todd County Board of Commissioners recognizes that the County employees are our most valuable asset, and presented years of service awards for staff achieved during Quarter 3 of 2023.

### **Auditor-Treasurer**

On motion by Denny and second by Becker, the following motion was introduced and adopted by unanimous rollcall vote: To approve the September 2023 Auditor Warrants number (ACH) 903469 through 903522 in the amount of \$1,017,693.57 (Manual) 876 through 884 in the amount of \$88,227.42 and (Regular) 241497 through 241611 in the amount of \$642,490.86 for a total of \$1,748,411.85.

On motion by Becker and second by Noska, the following motion was introduced and adopted by unanimous rollcall vote: To approve the Commissioner Warrants number (ACH) 402786 through 402807 in the amount of \$69,438.24 and (Regular) 57364 through 57396 in the amount of \$42,070.90 for a total of \$111,509.14.



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On motion by Noska and second by Denny, the following motion was introduced and adopted by unanimous rollcall vote: To approve the Health & Human Services Commissioner Warrants number (ACH) 804555 through 804585 and (Regular) 711059 through 711106 for a total of \$42,976.64.

On motion by Becker and second by Denny, the following motion was introduced and adopted by unanimous rollcall vote: To approve the Health & Human Services SSIS Warrants number (ACH) 601045 through 601054 and (Regular) 517515 through 517526 for a total amount of \$56,760.75.

### **2024 County Fee Schedule – Public Hearing**

The County Board opened the meeting for public comment and held discussion on the proposed 2024 County Fee Schedule. No public comment was received. This proposed fee schedule will move forward to the next board meeting on October 17, 2023 for potential adoption.

### **Hands of Hope Resource Center**

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

#### **A RESOLUTION PROCLAIMING OCTOBER 2023 AS DOMESTIC VIOLENCE AWARENESS MONTH**

**WHEREAS**, domestic violence is not just a family issue, it is a crime, and should be a concern of all Minnesotans. Domestic violence is also the leading cause of homelessness amongst women and children in Minnesota, and;

**WHEREAS**, victims often suffer long term physical and mental health issues upon leaving a violent relationship. The costs in medical bills, lost wages, court costs, therapy costs etc. costs Americans billions of dollars every year, not to mention the destruction to families, friendships, and communities and;

**WHEREAS**, in Minnesota in 2023 there have been 23 domestic homicides to date, with three months of the year left. Hands of Hope Resource Center in Todd County has worked with 101 primary victims, both men and women so far this year, as domestic violence is not gender specific, and;

**NOW, THEREFORE BE IT RESOLVED**, Hands of Hope Resource Center will continue to advocate and support crime victims/survivors in their search for justice and safety. Our agency seeks continued support from our county commissioners, our judicial system, our law enforcement and our communities, and;

**BE IT FURTHER RESOLVED**, that Hands of Hope Resource Center asks the Todd County Board of Commissioners to proclaim October 2023 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.



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**Public Works**

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

**Final Payment Authorization – 2022 Highway Construction Contract**

**WHEREAS**, the contract with Central Specialties Inc for the 2022 Highway Construction Contract known as SAP 077-607-010, SAP 077-621-021, SAP 077-624-020, SAP 077-626-009, SAP 077-634-007/SAP 080-603-007, SAP 077-655-002/SAP 080-655-002, CP 22:73 & CP 77-22-01 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 \$5,343,655.37, and;

**WHEREAS**, partial payments amounting to \$5,056,738.29, have been previously been made to the contractor as work progressed, and;

**WHEREAS**, it has been determined that \$286,917.08 still remains to be paid to Central Specialties 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 authorize final payment as specified.

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

**Minnesota Local Road Improvement Program**

**Todd County State Highway 48 Project Recommendation**

**WHEREAS**, Minnesota Counties can apply for funding support for transportation infrastructure projects on local roads as part of the Minnesota Department of Transportation's Local Road Improvement Program which has approximately \$102.967 million in bond funds (with a cap of \$1.5 million per project) available for constructing or reconstructing local roads in Fiscal Years 2024-2026, and;

**WHEREAS**, Local Road Improvement Program Funds can be used for reasonable elements associated with roadway construction activity and that all other costs associated with project development and delivery need to be funded by either a combination of State Aid Highway Funds or Local County Levy Funds, and;

**WHEREAS**, funding may be requested for projects that will reduce traffic crashes on rural County State Aid Highways and County Roads (Rural Road Safety Account), reconstruct routes that have regional significance (Routes of Regional Significance Account), or for the local share of a trunk highway project (Trunk Highway Corridor Account), and;

**WHEREAS**, the Todd County Public Works Department recommends that the following project be submitted for State of Minnesota Local Road Improvement Program Funding in Fiscal Year 2026 as a Route of Regional Significance:



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Todd County State Aid Highway 48 from State Trunk Highway 287 to State Trunk Highway 71

A Mill and Bituminous Overlay Project with Centerline Pipe Replacements, Aggregate Shouldering and a Vertical Grade Correction near the Long Prairie Municipal Airport and;

**WHEREAS**, this project is listed on the Todd County Public Works Department Proposed Five Year Construction Plan and funding through the Local Road Improvement Program will help address existing roadway deficiencies such as deteriorating pavement surface, deficient centerline culverts, adjacent low shoulders and a localized area that is prone to seasonal flooding.

**NOW, THEREFORE BE IT RESOLVED**, that the Todd County Board of Commissioners does hereby support the recommendation of the Todd County Public Works Department for submitting a State of Minnesota Local Road Improvement Program Funding Application of \$800,000 for a Fiscal Year 2026 Construction Project located on County State Aid Highway 48 from State Trunk Highway 287 to State Trunk Highway 71.

**BE IT FURTHER RESOLVED**, that the Todd County Board of Commissioners does hereby agree to pay all additional costs associated with the County Road 48 Project that are beyond the Local Road Improvement Program Grant and agrees to maintain all construction improvements made on County State Aid Highway 48 that are funded by the Local Road Improvement Program.

### Administration

On motion by Noska and second by Denny, the following motion was introduced and adopted by unanimous vote: To approve the list of comparable counties as presented to be used with the Classification and Compensation Study being conducted by Gallagher.

On motion by Noska and second by Denny, the following motion was introduced and adopted by unanimous vote: Award bid to Burski Excavating, Inc., for \$194,725.75 and authorize solid waste director to sign contract upon receipt of necessary contract documents (performance bond, payment bond, proof of insurance and responsible contractor).

### County Auditor-Treasurer's Report

The County Auditor-Treasurer provided a reminder that the 2<sup>nd</sup> half real estate tax payments for certain parcels are due on October 16<sup>th</sup>, 2023. It was also noted that absentee voting is open for the upcoming November 7, 2023 election and the A/T Office is providing curbside voting for interested voters.

### County Commissioner's Report

The Commissioners reported on meetings and events attended.

Commissioner Denny attended the GRRL, Hands of Hope, Prairie Lakes, Emergency Services Board and Prairie Lakes meetings.

Commissioner Becker attended the Insurance, Rainbow Rider, Facilities, public hearing for Mississippi Watershed, Personnel, Region V, Regional EMS, and Wellness meetings.

Commissioner Noska was out of state so was not able to attend a couple meetings.

Commissioner Neumann attended the Opioid, Insurance, Rainbow Rider, Facilities, Safety, Personnel committee meetings.



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## County Coordinator's Report

The County Coordinator reported that the Master Gardeners has completed some upgrades to their booth area in the Grandstand. The closing on the second parcel purchase has been completed and the office continues to move forward with the class/comp study process.

### Recess

Chair Neumann recess the meeting until October 17<sup>th</sup>, 2023.

#### AUDITOR WARRANTS

<u>VENDOR NAME</u>	<u>AMOUNT</u>
ANOKA CO GOVERNMENT CENTER	\$ 8,375.00
CROW WING RECYCLING	\$ 3,337.25
EBSO INC	\$ 270,718.90
F-M FORKLIFT	\$ 40,549.00
FARM-RITE EQUIPMENT, INC	\$ 5,210.58
HEALTH PARTNERS DENTAL	\$ 7,322.77
LONG PRAIRIE SANITATION INC	\$ 6,294.77
MERTEN/KRISTOPHER	\$ 18,487.50
NYHUS CHEVROLET INC	\$ 21,632.16
PETERS LAW OFFICE, P.A.	\$ 6,270.00
PRAIRIE LAKES MUNICIPAL SOLID WASTE AUTH	\$ 86,883.00
TODD CO AUD-TREAS	\$ 7,294.54
VERIZON	\$ 7,355.09
WATERGUARDS, LLC	\$ 19,551.00
19 PAYMENTS LESS THAN 2000	\$ 10,422.96
AVI SYSTEMS	\$ 8,213.00
CITY OF LONG PRAIRIE	\$ 432,217.98
COUNTIES PROVIDING TECHNOLOGY	\$ 5,629.00
JOHNSON/DENNIS & KATHLEEN	\$ 5,607.05
LONG PRAIRIE OIL COMPANY	\$ 14,192.65
MN DEPT OF FINANCE	\$ 8,791.00
MORRISON COUNTY	\$ 51,889.40
RAMSDELL/VIOLET	\$ 9,550.00
SHIRLEY'S GAS & GROCERIES INC	\$ 6,389.01
STAPLES ADVANTAGE	\$ 3,059.12
STEP	\$ 12,239.96
VOYANT COMMUNICATIONS, LLC	\$ 3,478.28
WIDSETH SMITH NOLTING INC	\$ 4,610.00
WONDERLICH/SCOTT A	\$ 5,147.75
27 PAYMENTS LESS THAN 2000	\$ 11,416.58
CARD SERVICES COBORNS	\$ 4,769.03
CARDMEMBER SERVICE	\$ 3,203.87
CENTRA CARE	\$ 11,532.50
FLEET SERVICES/WEX BANK	\$ 9,380.51
GALLAGHER BENEFIT SERVICES INC	\$ 2,000.00
HLATKY/DEVONA	\$ 23,136.78
KNOW iNK	\$ 34,125.00



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LONG PRAIRIE OIL COMPANY	\$	4,512.77
METRO SALES INC	\$	2,614.76
MIDDENDORF/KURT	\$	20,932.50
MIDDENDORF/NATHAN	\$	6,400.00
MINNESOTA POWER & LIGHT	\$	21,524.23
OYSTER/ROBB	\$	6,900.00
RINGDAHL ARCHITECTS INC.	\$	23,625.00
TOWMASTER	\$	126,639.00
UITTENBOGAARD/JOHN	\$	32,800.84
WETTSTEIN/JOHN	\$	3,807.98
47 PAYMENTS LESS THAN 2000	\$	15,653.80
GALLAGHER BENEFIT SERVICES INC	\$	9,825.00
PARTY WORLD	\$	3,386.50
WEX BANK-SINCLAIR	\$	2,883.76
25 PAYMENTS LESS THAN 2000	\$	12,638.05
SCHMIDT/DOUGLAS & MARY	\$	175,083.75
2 PAYMENTS LESS THAN 2000	\$	673.50
MN DEPT OF REVENUE	\$	69,526.36
US BANK	\$	9,718.89
MN DEPT OF REVENUE	\$	5,237.00
7 PAYMENTS LESS THAN 2000	\$	3,745.17
<b>TOTAL:</b>	<b>\$</b>	<b>1,748,411.85</b>

## COMMISSIONER WARRANTS

VENDOR NAME		AMOUNT
CENTRAL APPLICATORS INC	\$	14,780.75
FRIEDRICH'S TIRE & OIL CO INC	\$	2,813.90
H & L MESABI COMPANY	\$	23,059.75
KNIFE RIVER CORP	\$	33,787.46
NORTHERN STAR COOP	\$	2,328.32
NUSS TRUCK & EQUIPMENT	\$	7,810.88
SEACHANGE PRINT INNOVATIONS	\$	2,083.61
48 PAYMENTS LESS THAN 2000	\$	24,844.47
<b>Total:</b>	<b>\$</b>	<b>111,509.14</b>

## HEALTH & HUMAN SERVICES WARRANTS

VENDOR NAME		AMOUNT
AMAZON CAPITAL SERVICES	\$	3,262.70
DHS - SWIFT	\$	2,423.55
V #4106 - COST EFF HEALTH INS	\$	4,723.35
MORRISON CO PUBLIC HEALTH SERV	\$	5,937.79
V #15377 - COST EFF HEALTH INS	\$	3,699.48
PERISH/ALAN	\$	3,157.06
73 PAYMENTS LESS THAN 2000	\$	19,772.71
<b>Total:</b>	<b>\$</b>	<b>42,976.64</b>



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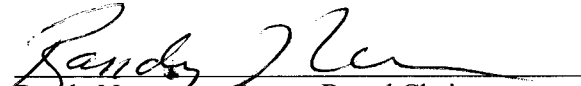
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<u>VENDOR NAME</u>	<u>AMOUNT</u>
HEARTLAND GIRLS RANCH	\$ 10,106.00
MERIDIAN SERVICES INC	\$ 2,156.01
MLPS FORENSIC PSYCHOLOGICAL SRVS LLC	\$ 3,018.75
OAKRIDGE HOMES INC - CLARISSA	\$ 2,000.36
PINEHAVEN YOUTH AND FAMILY SRVS INC	\$ 20,012.71
PRAIRIE LAKE YOUTH PROGRAMS	\$ 10,921.63
24 PAYMENTS LESS THAN 2000	\$ 8,545.29
Total:	\$ 56,760.75

On a motion by Denny and second by Becker, the preceding minutes of the County Board meeting held October 3<sup>rd</sup>, 2023 were duly approved by unanimous vote at the Todd County Board of Commissioners at the Regular Board Meeting held on October 17<sup>th</sup>, 2023.

Witness my hand and seal:

  
Randy Neumann, County Board Chairperson

  
Denise Gaida, Todd County Auditor-Treasurer

