



WHERE THE FOREST MEETS THE PRAIRIE

Todd County

• MINNESOTA • EST. 1855 •

*Minutes of the Meeting of the Todd County Board of Commissioners held on
November 21st, 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 21st day of November, 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 Becker and second by Noska, the following motion was introduced and adopted by unanimous vote: To adopt the agenda as presented with addition of item 5.6 Fairground Fencing Project.

Consent Agenda

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

To approve the Todd County Board of Commissioner's Meeting Minutes for November 7th & 13th, 2023 as presented.

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 9th, 2024.

GAMBLING PERMIT – EAGLE BEND AREA COMMUNITY DEVELOPMENT CORPORATION (EBFD AUXILIARY)

WHEREAS, the Todd County Board of Commissioners are establishing their approval for a Gambling Permit for the Eagle Bend Area Community Development Corporation (EBFD 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 (EBFD Auxiliary) to hold a bingo event at the Clarissa Ballroom in Eagle Valley Township at the address 19281 Kotter Road, Clarissa, MN on April 14th, 2024.

Hire Jeremy Puff for the FT Deputy position start date TBD, starting pay will be \$27.65 Grade 10 Step 1.

Hire Jeremy Pape for the PT Deputy position start date 12/04/2023.

Accept Jeremy Pape resignation from the FT Deputy position effective 12/03/2023.

Approve the resignation of Support Enforcement Aide Rocio Rivera, effective November 27, 2023.

To approve Angela Schleicher to fill the open Care Coordinator position. Grade 10, step 9 at \$34.69/hour. Start date 11/22/2023.

Hire Adriana Don for the FT Correctional Officer start date TBD at a pay rate of \$21.89 Grade 6 step 1.

Auditor-Treasurer

On motion by Denny and second by Becker, the following motion was introduced and adopted by unanimous rollcall vote: To approve the Commissioner Warrants number (ACH) 402876 through 402900



WHERE THE FOREST MEETS THE PRAIRIE

Todd County

• MINNESOTA • EST. 1855 •

in the amount of \$30,894.57 and (Regular) 57493 through 57535 in the amount of \$32,780.43 for a total of \$63,675.00.

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) 804702 through 804766 and (Regular) 711231 through 711278 for a total of \$109,516.23.

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 SSIS Warrants number (ACH) 601085 through 601105 and (Regular) 517578 through 517603 for a total amount of \$113,188.11.

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

REPURCHASE OF TAX FORFEITED PROPERTY 32-0019700

WHEREAS, Dean A & Laurie M Wysocki have submitted an application for repurchase of the following described tax forfeited lands: Parcel 32-0019700; S1/2 of Lot 6 & All of Lot 7 Block 7 Nutting's Addition to Clarissa

NOW, THEREFORE BE IT RESOLVED, that the Todd County Board of Commissioners approves the application for repurchase of tax-forfeited lands submitted by Laurie M Wysocki for Parcel 32-0019700.

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

Resolution to Provide Todd County's Statement of Position regarding Tax Increment Financing (TIF) Plan for Establishment of TIF District No. 1-17 4th Street Apartments as an economic development "workforce housing" district

WHEREAS, the City of Long Prairie has provided notification to the County Auditor-Treasurer that their council will be considering a modification to the Development Program for Master Development District No.1 and to adopt a Tax Increment Financing Plan to establish Tax Increment Financing District No. 1-17: 4th Street Apartments; an economic development "workforce housing" district, and;

WHEREAS, Minnesota Statute 469.176 subd 4c paragraph (d) requires that County Boards receive, review and discuss the proposed TIF materials and must state by resolution the County's position on the proposed TIF district, and;

WHEREAS, the County Board has studied the proposed Tax Increment District workforce housing plan and analyzed the objectives of the plan and its effect on the Todd County Community and its taxpayers.

NOW, THEREFORE BE IT RESOLVED, that the Todd County Board of Commissioner's Statement of Position regarding Tax Increment Financing (TIF) Plan for Establishment of TIF District No. 1-17 4th Street Apartments as an economic development "workforce housing" district is to not support this plan moving forward.



WHERE THE FOREST MEETS THE PRAIRIE

Todd County

• MINNESOTA • EST. 1855 •

On motion by Denny and second by Noska, the following motion was introduced and adopted by unanimous vote: To approve the low bid from RJ Construction for a total cost of \$10,760.22 for replacing the north fencing at the Fairgrounds due to storm damage in early October.

Todd County Ag Society

David Holmquist provided an update to the County Board on behalf of the Ag Society including a financial report and 2023 fair outcomes.

Public Works

On motion by Denny and second by Noska, the following motion was introduced and adopted by unanimous vote: To approve the purchase of a 2024 Chevrolet Silverado 1500 from Karl Chevrolet Inc of Ankeny, IA for \$44,920.94 per the attached state bid quote.

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

Final Payment Authorization – 2023 Highway Construction Contract

WHEREAS, the contract with Knife River Corporation for the 2023 Highway Construction Contract known as SAP 077-611-035, SAP 077-638-018, CP 23:66 & CP 77-23-01 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 2023 with the value of the total work certified being \$5,350,872.20, and;

WHEREAS, partial payments amounting to \$5,040,398.13, have been previously been made to the contractor as work progressed, and;

WHEREAS, it has been determined that \$310,474.07 still remains to be paid to Knife River Corporation.

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

RESOLUTION OF SUPPORT FOR AND AGREEMENT TO SPONSOR THE CITY OF LONG PRAIRIE'S PURSUIT OF 2023 LOCAL ROAD IMPROVEMENT PROGRAM FUNDING APPLICATION FOR THE 1ST STREET SOUTH IMPROVEMENT PROJECT

WHEREAS, the existing pavement is in poor condition and in need of rehabilitation along 1st Street S between 6th Avenue S and 8th Avenue S, and on 8th Avenue S between US 71 and 1st Street S, and:

WHEREAS, 1st Street S between 8th Avenue S and Lake Charlotte Road is unpaved, which reduces access to 1st Street S from Lake Charlotte Road, impacts travel time reliability, and is prone to flooding; and



WHERE THE FOREST MEETS THE PRAIRIE

Todd County

• MINNESOTA • EST. 1855 •

WHEREAS, 1st Street S and 8th Avenue S are routes of regional significance, part of Long Prairie's economic development plan, and work together to connect a high employment commercial district to the trunk highway system; and

WHEREAS, the Local Road Improvement Program (LRIP) administered by the Minnesota Department of Transportation makes available up to \$1,500,000 to apply towards projects on local roads that are regionally significant, result in safety improvements, address transportation deficiencies, and contribute to economic development; and

WHEREAS, the Local Road Improvement Program (LRIP) requires a city, such as Long Prairie, that is not a State Aid city, to have a county sponsor to support the application and act as a fiscal agent on the behalf of the City of Long Prairie; and

WHEREAS, the City of Long Prairie has requested by resolution that Todd County act as the Project Sponsor and Fiscal Agent, as required by the Local Road Improvement Program (LRIP), for the City's LRIP funding application and the associated project for the 2026 1st Street S Improvement Project.

NOW, THEREFORE BE IT RESOLVED, that the Todd County Board of Commissioners does hereby support the City of Long Prairie's pursuit of Local Road Improvement Program (LRIP) Funding for the 2026 1st Street S Improvement Project.

BE IT FURTHER RESOLVED, that the Todd County Board of Commissioners does hereby agree to sponsor the City of Long Prairie's Local Road Improvement Program application to MnDOT and act as the City's fiscal agent for this project if it is funded.

County Sheriff

On motion by Becker and second by Denny, the following motion was introduced and adopted by unanimous vote: To accept the 2024 Boat and Water Grant for the amount of \$5,296.00.

On motion by Noska and second by Denny, the following motion was introduced and adopted by unanimous vote: To approve the 2024 Law Enforcement Monthly City Contracts at the rate of \$45 per hour with the following cities: Bertha 60 hours, Browerville 60 hours, Burtrum 12 hours, Clarissa 30 hours, Eagle Bend 60 hours, Grey Eagle 44 hours and Hewitt 10 hours.

Solid Waste

On motion by Denny and second by Noska, the following motion was introduced and adopted by unanimous vote: To approve collection service fee of \$25 per pickup, and tipping fee of \$3 per cubic yard of recyclable film plastic and \$5 per cubic yard of non-recyclable film plastic.

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

A RESOLUTION TO APPROVE 2024 SOLID WASTE ENTERPRISE FUND BUDGET

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



WHERE THE FOREST MEETS THE PRAIRIE

Todd County

• MINNESOTA • EST. 1855 •

NOW, THEREFORE BE IT RESOLVED, the Todd County Board of Commissioners hereby approves the following as the 2024 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 2024 BUDGET

Description of Revenue Source	2024 Proposed Budget
Property Taxes and Penalties	\$931,600
Licenses and Permits	\$80
HHW Reimbursement & Stipend	\$14,500
SCORE Grant	\$70,000
Charges for Service	\$2,000,000
Recyclables	\$250,000
Equipment Disposal	\$30,000
Revenue Total	\$3,296,900

Description of Expense	2024 Proposed Budget
Personnel Services	\$555,350
Services and Charges	\$383,450
Supplies and Materials	\$170,150
Capital Expenditures	\$300,000
Tipping Fees	\$1,775,000
Other Expenditures	\$95,600
Expense Total	\$3,279,550

BALANCE (REVENUE - EXPENSE) \$17,350

On motion by Denny and second by Becker, the following motion was introduced and adopted by unanimous vote: To approve the purchase of Excel Baler system from Apex Equipment for a final cost of \$254,320.00.

Planning & Zoning

On motion by Becker and second by Denny, the following motion was introduced and adopted by unanimous vote: To adopt the findings of the Planning Commission and grant the rezoning of parcel 25-0004300 from R-2 to Commercial with the following conditions.

1. Future driveway accesses must be approved by MNDOT.
2. Future development of the property must comply with the Minnesota Wetland Conservation Act.

On motion by Noska and second by Denny, the following motion was introduced and adopted by unanimous vote: To adopt the findings of the Planning Commission and approve the preliminary plat on parcel 06-0033001 with no conditions.

Health & Human Services

On motion by Becker and second by Denny, the following motion was introduced and adopted by unanimous vote: To authorize the hiring of one Care Coordinator.



WHERE THE FOREST MEETS THE PRAIRIE

Todd County

• MINNESOTA • EST. 1855 •

Commissioners

On motion by Denny and second by Noska, the following motion was introduced and adopted by unanimous vote: To adopt the changes to the County Coordinator Job Description and Start Recruitment Process.

County Auditor-Treasurer's Report

The County Auditor-Treasurer reported that the agriculture taxes were due on November 15th, 2023. An update of the results of the Special Elections affecting Todd County voters held on November 7th, 2023 was given with special mention that Bob Byers is the Commissioner-elect for District 3 with preparations for Oath of Office in motion. A reminder was also given that the Truth In Taxation hearing is scheduled for November 28, 2023 at 6:00 pm in the County Board Room.

County Commissioner's Report

The Commissioners reported on meetings and events attended.

Commissioner Denny attended Solid Waste, Prairie Lakes, Hilltop Kitchen, fall road meeting and GRRL policy meetings.

Commissioner Becker attended the Dept Head, Soil & Water planning, Rainbow Rider, Canvass election, Personnel, Policy, Public Health, MTWCHB, Regional Transportation, Road Meeting, Facilities, and TWCC meetings.

Commissioner Noska missed attending meetings due to out of state and did attend Fall Road meeting.

Commissioner Neumann attended the Dept Head, Solid Waste, Rainbow Rider, Canvass election, Personnel, Policy, Public Health, Coordinator Recruit Committee, Opioid, Fall Road, and Facilities meetings.

County Coordinator's Report

The County Coordinator attended the Dept Head, Solid Waste, Broadband, ESST, Personnel, Legacy Finance, Policy, Wellness, Finance, CPT, Fall Road and Facilities committee meetings. An update from TWCC STS building project remains paused as they await response from FEMA.

Adjourn

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

COMMISSIONER WARRANTS

VENDOR NAME	AMOUNT
AMAZON CAPITAL SERVICES	\$ 2,766.42
CARGILL SALT DIVISION	\$ 6,877.82
LITTLE FALLS MACHINE INC	\$ 2,944.12
LUBE-TECH & PARTNERS, LLC	\$ 2,832.86
MIDSTATES EQUIPMENT & SUPPLY INC	\$ 16,926.00
TWARDOWSKI EXCAVATING INC	\$ 3,500.00
WIDSETH SMITH NOLTING INC	\$ 5,174.75
61 PAYMENTS LESS THAN 2000	\$ 22,653.03
Total:	\$ 63,675.00



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HEALTH & HUMAN SERVICES WARRANTS

VENDOR NAME	AMOUNT
V#16734 - COST EFF HEALTH INSURANCE	\$ 2,425.65
V#17455 - COST EFF HEALTH INSURANCE	\$ 2,038.00
DHS - SWIFT	\$ 15,747.47
INNOVATIVE OFFICE SOLUTIONS, LLC	\$ 14,252.51
RURAL MN CEP INC	\$ 26,921.51
108 PAYMENTS LESS THAN 2000	\$ 48,131.09
Total:	\$ 109,516.23

VENDOR NAME	AMOUNT
# 17116	\$ 2,461.85
# 17324	\$ 3,787.89
HEARTLAND GIRLS RANCH	\$ 20,212.00
HOLISTIC FAMILY EDUCATION SRVS	\$ 9,922.52
# 17353	\$ 2,096.22
# 17302	\$ 3,319.17
LENDING HANDS COMMUNITY SERVICES	\$ 2,470.76
LITTLE SAND GROUP HOME	\$ 10,311.84
MID MINNESOTA DRUG TESTING INC	\$ 2,083.00
NORTHERN PINES MENTAL HLTH CTR INC	\$ 2,253.00
# 17183	\$ 2,468.22
STEP	\$ 7,496.92
VALLEY LAKE BOYS HOME INC	\$ 7,750.00
VILLAGE RANCH INC	\$ 14,543.34
25 PAYMENTS LESS THAN 2000	\$ 22,011.38
Total:	\$ 113,188.11

On a motion by Denny and second by Byers, the preceding minutes of the County Board meeting held November 21st, 2023 were duly approved by unanimous vote at the Todd County Board of Commissioners at the Regular Board Meeting held on December 7th, 2023.

Witness my hand and seal:


 Randy Neumann, County Board Chairperson


 Denise Gaida, Todd County Auditor-Treasurer

