



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 19th, 2023

Public Comment

Greg Hanson shared concerns regarding the Sheriff department staffing levels and continued support for this department in the current times.

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 19th day of December, 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.

Consent Agenda

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

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

To hire Halle Dahlen to fill the open Social Worker position. Grade 10, Step 1 at \$27.38/hr. Start date: December 20, 2023.

To approve the above mentioned 2024 tobacco license applications.

To hire Rachel Middendorf as a full-time Deputy Auditor-Treasurer at Grade 8, Step 1 \$24.36 per hour with a start date of December 21, 2023.

Todd County Fair/Todd County Agricultural Society

On motion by Denny and second by Becker, the following motion were introduced and adopted by unanimous vote: To approve Todd Co Fair/Todd Co Ag Society to rent the fairgrounds for Todd Co Winter Demolition Derby scheduled Sat. 1/20/24 or snow date Sat, 1/27/24. Also, allow Todd Co Fair/Todd Co Ag Society use of the fairgrounds at no additional rent fee to prepare/setup and/or cleanup/takedown Mon. 1/15/24-Sun. 1/21/24 and/or Mon. 1/22/24-Sun. 1/28/24. Todd Co Fair/Todd Co Ag Society will pay utilities for the days listed above.

City of Long Prairie

DW Jones and the City of Long Prairie provided information for discussion about the proposed request for a Tax Abatement for the 4th Street Southwest Apartment Project. DW Jones is requesting \$200,000 of collected tax funds to cover development costs associated with the property. The city, in partnership with Todd County, would retain the taxes generated by this development for up to an the 11-year period to pursue additional housing needs in our community.

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

A RESOLUTION CALLING FOR A PUBLIC HEARING ON THE APPROVAL OF A PROPOSED TAX ABATEMENT BY THE COUNTY ON CERTAIN PROPERTY LOCATED WITHIN THE COUNTY



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WHEREAS, Todd County (the “County”), pursuant to Minnesota Statutes, Sections 469.1812 to 469.1815, as amended (the “Abatement Act”), is authorized to grant an abatement of the property taxes imposed by the County on parcels of property located within the County, if certain conditions are met, through the adoption of a resolution, specifying the terms of the abatement; and

WHEREAS, to finance the development of an approximately three-story, 87,150 square-foot, 61-unit, market-rate workforce housing project and future housing projects (the “Improvements”) in the city of Long Prairie, the County is proposing to abate the property taxes imposed by the County with respect to the parcels of property which are described in the Notice attached as Exhibit A hereto (the “Property”); and

WHEREAS, pursuant to the Abatement Act, the Board of Commissioners (this “Board”) may approve the abatement only after holding a public hearing on the abatement.

NOW, THEREFORE BE IT RESOLVED, that a public hearing on the proposed abatement of property taxes imposed by the County with respect to the Property is hereby called and shall be held in the County Board Room at the Historic Courthouse, 215 1st Ave S, Long Prairie, Minnesota, on January 16, 2024, at approximately 9:00 a.m.; and

BE IT FURTHER RESOLVED, that the County Auditor-Treasurer is hereby authorized and directed to cause notice of said hearing in substantially the form attached hereto as Exhibit A to be published in the official newspaper of the County at least once not fewer than ten (10) nor more than thirty (30) days prior to the date fixed for the public hearing.

Auditor-Treasurer

On motion by Noska and second by Denny, the following motion was introduced and adopted by unanimous rollcall vote: To approve the Commissioner Warrants number (ACH) 402926 through 402951 in the amount of \$57,917.18 and (Regular) 57574 through 57615 in the amount of \$61,243.94 for a total of \$119,161.12.

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 Commissioner Warrants number (ACH) 804799 through 804864 and (Regular) 711329 through 711385 for a total of \$340,016.45.

On motion by Denny and second by Byers, the following motion was introduced and adopted by unanimous rollcall vote: To approve the Health & Human Services SSIS Warrants number (ACH) 601111 through 601131 and (Regular) 517617 through 517651 for a total amount of \$211,933.58.

On motion by Becker and second by Noska, the following motion was introduced and adopted by unanimous vote: To approve the attached Budget Request form to transfer \$26,976.32 from the 2023 Building Improvement account to the 2023 Fairgrounds-Repairs & Maint account for audit tracking purposes.

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

2023 PARKS AND TRAILS APPROPRIATION FUNDS TRANSFER

WHEREAS, the 2023 budget for Todd County’s allocation of funds to the Todd County Parks and Trails Board has been approved at \$9,000; and



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WHEREAS, a letter was received from the Todd County Parks and Trails Board requesting for the appropriation of funds from the General Fund for 2023.

NOW, THEREFORE BE IT RESOLVED, that the Todd County Board of Commissioners hereby approve the transfer of funds in the amount of \$9,000 from the General Fund to the Parks and Trails Fund.

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

TRANSFER OF FUNDS – SOUTH COUNTRY HEALTH ALLIANCE FUNDS

WHEREAS, Todd County became a member of the South Country Health Alliance on January 1, 2007, and;

WHEREAS, Todd County provided capital payments as part of our participation in this joint powers agreement, and;

WHEREAS, the Todd County Board of Commissioners resolved to withdraw from the South Country Health Alliance Joint Powers Agreement via BA#20190319-19 to be effective December 31, 2019 at 11:59 p.m., and;

WHEREAS, the fourth and fifth installment principal and interest payments of Todd County's capital has been receipted into the Human Services and Community Health Funds per audit standards.

WHEREAS, this receipt of payment represents full and final payment of the equity of Todd County in SCHA.

NOW, THEREFORE BE IT RESOLVED, that the Todd County Board of Commissioners hereby authorize the transfer of funds in the amount of \$669,274.70 from Fund 11-Human Services and \$525,858.69 from Fund 21-Community Health for a total of \$1,195,133.39 to Fund 01-General Revenue to assist with the budgetary essentials of the County.

On motion by Denny and second by Byers, the following motion was introduced and adopted by unanimous vote: To approve the contract with Peters Law Office for Public Defender services in Todd County for 2024.

Finance Committee

On motion by Noska and second by Denny, the following motion was introduced and adopted by unanimous vote: To approve the attached Budget Request Form in the amount of \$30,908.68 for Dept 031 - Administration for the 2023 budget year.

On motion by Becker and second by Byers, the following motion was introduced and adopted by unanimous vote: To rescind BAF 20230207-35, allowing the \$5,000 committed to be available for other proposed projects brought forward to the Board of Commissioners.

On motion by Noska and second by Denny, the following motion was introduced and adopted by unanimous vote: To approve the final amount of ARP funds previously authorized via BA #20220503-20 for Broadband survey costs at \$3,659.00 and allow remaining funds of \$16,341.00 to be available for other proposed projects brought forward to the Board of Commissioners.



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On motion by Byers and second by Noska, the following motion was introduced and adopted by unanimous vote: To approve the final amount of ARP funds previously authorized via BA #20210720-21 to hire Assistant County Attorney costs at \$178,188.02, and allow remaining funds of \$5,897.98 to be available for other proposed projects brought forward to the Board of Commissioners.

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

A RESOLUTION TO APPROVE 2024 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 2024;

NOW, THEREFORE BE IT RESOLVED, the Todd County Board of Commissioners hereby approve the following as the 2024 Budget for the County of Todd, Minnesota and directs that it be forwarded to the County Auditor.

| REVENUES | 2023 | 2024 |
|---|-------------------|-------------------|
| Property tax | 17,260,754 | 17,930,898 |
| State General Purpose Aid | 1,793,093 | 2,417,179 |
| Other taxes | 1,331,520 | 1,476,043 |
| Licenses & Permits | 184,690 | 174,690 |
| Federal Grants | 3,541,131 | 5,029,908 |
| State Aids | 11,803,293 | 10,136,351 |
| Local Grants | 0 | 0 |
| Charges for Service | 2,967,322 | 2,611,030 |
| Misc Revenue | 2,421,701 | 3,419,735 |
| Interest on Investments | 100,500 | 175,500 |
| Other Financing Sources | 27,700 | 27,700 |
| Transfers | 5,000 | 39,939 |
| Total Revenue & Other Source | 41,436,704 | 43,438,973 |
| EXPENDITURES | | |
| General Government | 6,306,815 | 6,774,210 |
| Public safety | 5,162,386 | 5,936,677 |
| Highway/Construction | 9,237,580 | 9,300,760 |
| Streets & Highways (excluding Constr.) | 4,149,640 | 4,452,920 |
| Human Services | 9,078,696 | 9,788,100 |
| Health | 3,060,580 | 2,682,800 |
| Culture and Recreation | 458,976 | 450,594 |
| Conservation of Nat Resources | 1,288,747 | 1,453,702 |
| Economic Development | 86,800 | 93,200 |
| Gen Debt Service | 414,251 | 417,506 |
| Capital Outlay | 1,577,100 | 1,457,100 |
| Transfers | 615,133 | 631,404 |
| Other Fiscal Charges | 0 | 0 |
| Total Expenditures & other uses: | 41,436,704 | 43,438,973 |
| Budget Balance | 0 | 0 |



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

A RESOLUTION ADOPTING THE 2024 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 2024 Final Levy for the County of Todd, Minnesota, for the property taxes payable in 2024 & directs that it be forwarded to the County Auditor.

| | Certified Levy | Program Aid | Local Levy |
|---------------------|-----------------------|---------------------|----------------------|
| General Revenue | 12,553,651.00 | 2,090,297.00 | 10,463,354.00 |
| Road & Bridge | 2,878,727.00 | | 2,878,727.00 |
| Human Services | 3,584,721.00 | | 3,584,721.00 |
| Public Health | 188,665.00 | | 188,665.00 |
| Comp Water | 5,360.00 | | 5,360.00 |
| Regional Library | 349,765.00 | | 349,765.00 |
| Bonded Indebtedness | 415,306.00 | | 415,306.00 |
| County Fair | 20,000.00 | | 20,000.00 |
| Parks & Trails | 25,000.00 | | 25,000.00 |
| Total | 20,021,195.00 | 2,090,297.00 | 17,930,898.00 |

Administration

On motion by Denny and second by Noska, 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, 2024 through December 31, 2024.

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

ADOPTION OF CHANGES TO THE TODD COUNTY PERSONNEL POLICY
ARTICLE II DEFINITION OF TERMS, ARTICLE III SECTION 3.15 –
TRAINING/PROBATIONARY PERIOD FOR NEW HIRES ARTICLE VII, SECTION 7.05 –
SICK LEAVE

WHEREAS, the Todd County Board of Commissioners has recognized a need for strong, up to date personnel policy, and;



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WHEREAS, the Todd County Board of Commissioners and Personnel Committee have had an opportunity to review the policy revisions put forth in Article II Definition of Terms, Article III, Section 3.15 Training/Probationary Period for New Hires, and Article VII, Section 7.05 Sick Leave, of the Personnel Policy and find the implementation to be in the best interest of the sound administration of the County;

NOW, THEREFORE BE IT RESOLVED, the Todd County Board of Commissioners adopts the attached changes to the Todd County Personnel Policy and directs the County Coordinator to begin administration of said policy as of December 19, 2023, and;

BE IT FURTHER RESOLVED, that it is understood that this Resolution replaces and supersedes all prior County Board actions, oral or written, relating to the subject matter hereof.

Public Works

On motion by Noska and second by Denny, the following motion was introduced and adopted by unanimous vote: To approve the elimination of "Assistant to the Engineer" & "Engineering Supervisor" position titles and replace with the position title of "Senior Engineering Technician" for both with the enclosed updated position/job description.

On motion by Becker and second by Byers, the following motion was introduced and adopted by unanimous vote: To approve the attached Budget Request Form to carryover \$15,000 in the Machinery & Equipment Maintenance to the 2024 budget year.

Planning & Zoning

On motion by Noska and second by Denny, the following motion was introduced and adopted by unanimous vote: To remand the Highway 27 Salvage CUP request item back to the Planning Commission for further consideration and extend the application decision deadline by an additional 60 days.

On motion by Denny and second by Byers, the following motion was introduced and adopted by unanimous vote: To adopt the findings of the Planning Commission and grant the CUP to parcel 13-0016902 with the following conditions.

1. The greenhouse operator must provide adequate off-street parking for all greenhouse traffic. No parking will be allowed within the road right of way.
2. No loading or unloading of materials will be allowed within the road right of way.
3. The business is restricted to construction of a single greenhouse. Construction of additional greenhouses will require review by the Planning Commission.
4. Business signage must abide by the Todd County Planning and Zoning Ordinance. Placement of signage within the road right of way shall require approval from Todd County Public Works.
5. Applicant must obtain additional permitting and/or licensing from additional government agencies as necessary.

On motion by Denny 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 to parcels 06-0017200, 06-0017300, and 06-0016301 with the following conditions.

1. There shall be no stacking of manure within 300' of Molly Creek.
2. Applicant shall apply for NPDES permit coverage with MPCA.



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3. Feedlot owner shall abide by all other applicable federal, state, and local standards

On motion by Becker and second by Byers, the following motion was introduced and adopted by unanimous vote: To adopt the findings of the Planning Commission and grant the CUP to parcel 25-0004300 with the conditions below.

1. Wetland delineation shall be completed and submitted to Todd County prior issuance of land use permits.
2. Applicant shall maintain dust control on the site.
3. Applicant shall apply for MPCA Industrial Stormwater permitting and provide verification to Todd County prior to issuance of land use permits.
4. Applicant must abide by all other federal, state, and local standards.

On motion by Denny and second by Byers, the following motion was introduced and adopted by unanimous vote: To adopt the findings of the Planning Commission and grant the rezone with following conditions.

1. All future land uses shall abide by Todd County Planning and Zoning Ordinances.
2. Land owner shall abide by all other applicable federal, state, and local standards.

On motion by Noska and second by Denny, the following motion was introduced and adopted by unanimous vote: To remand the Dairy Ridge LLC CUP request item back to the Planning Commission for further consideration and extend the application decision deadline by an additional 60 days.

On motion by Denny and second by Becker, the following motion was introduced and adopted by unanimous vote: To adopt the findings of the Planning Commission and adopt the amendments to Section 9.20 of the Todd County Planning and Zoning Ordinance.

Solid Waste

On motion by Byers and second by Noska, the following motion was introduced and adopted by unanimous vote: To authorize the Solid Waste Department to issue license and permits to haulers upon receipt of proper documentation.

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

AUTHORIZATION TO ADVERTISE FOR BIDDING SOLID WASTE TRANSFER STATION

WHEREAS, Todd County applied for and received \$4 million in Capital Assistant Program (CAP) funding through the Minnesota Pollution Control Agency; and an additional \$2.8 Million through the State of Minnesota General Fund for the purpose of constructing a new Transfer Station Building and related improvements (Project) at the existing Transfer Station Property located at 30433 U.S. Highway 71, Browerville, Minnesota.

WHEREAS, Todd County retained Stantec (Consultant) to prepare detailed design drawings, bidding documents and a permit application report for construction and operation of the Project.



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WHEREAS, Consultant prepared and submitted a permit application report to the MPCA in May 2023. Upon receipt, MPCA staff communicated to Todd County their plans to public notice the permit by December 2023.

WHEREAS, MPCA staff have reviewed the application and provided a letter of adequacy dated October 18, 2023. The letter requests additional information and clarifications. Consultant responded on November 6, 2023 with requested information. MPCA verbally responded that the application is now complete and ready for permitting. MPCA has not yet provided a draft permit or placed said draft permit on public notice.

WHEREAS, time is of the essence, and Todd County desires to commence construction in 2024 with final completion in 2025.

NOW, THEREFORE BE IT RESOLVED, that the Todd County Board of Commissioners do hereby authorize advertisement for bidding of this project.

Health & Human Services

On motion by Denny and second by Noska, the following motion was introduced and adopted by unanimous vote: To approve the hiring of a sanitarian.

On motion by Becker and second by Noska, the following motion was introduced and adopted by unanimous vote: To deny the use of \$7,354 ARPA funds towards the purchase of an oven for Hilltop Regional Kitchen at this time.

County Auditor-Treasurer's Report

The County Auditor-Treasurer reported that year end reporting preparation is underway and that Todd County received Worker's Compensation award from MCIT.

County Commissioner's Report

The Commissioners reported on meetings and events attended.

Commissioner Denny attended the solid waste committee meeting.

Commissioner Becker attended the Region V, TWCC, Personnel, Wellness, Dept Head, Finance, SWCD, Policies, Rainbow Rider meeting and informed that the Mississippi-Brainerd watershed plan was approved.

Commissioner Noska attended the TCDC meeting with a new director hire moving forward.

Commissioner Neumann attended the Personnel, Dept Head, Finance, Policy, SWCD, Solid Waste and Rainbow Rider meetings.

Commissioner Byers attended the Planning Commission meeting.

Recess

Chair Neumann recessed the meeting until December 28, 2023.

COMMISSIONER WARRANTS

| VENDOR NAME | AMOUNT |
|--------------------------------|--------------|
| AMAZON CAPITAL SERVICES | \$ 2,043.63 |
| BROWERVILLE TRUCKWASH/BIG BOYZ | \$ 8,507.64 |
| CARGILL SALT DIVISION | \$ 22,335.33 |
| FRIEDRICH'S TIRE & OIL CO INC | \$ 3,222.48 |



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|----------------------------|----------------------|
| LIBERTY TIRE SERVICES LLC | \$ 4,726.65 |
| MONSIDO, INC | \$ 3,874.00 |
| NORTHERN STAR COOP | \$ 3,854.49 |
| POMP'S TIRE SERVICE INC | \$ 12,794.00 |
| TRUENORTH STEEL INC | \$ 33,499.30 |
| 59 PAYMENTS LESS THAN 2000 | \$ 24,303.60 |
| Total: | \$ 119,161.12 |

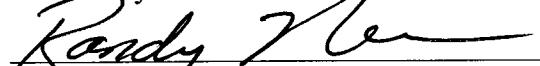
HEALTH & HUMAN SERVICES WARRANTS

| VENDOR NAME | AMOUNT |
|-------------------------------|----------------------|
| DHS - SWIFT | \$ 239,872.93 |
| RURAL MN CEP INC | \$ 18,351.43 |
| TODD COUNTY AUDITOR/TREASURER | \$ 15,096.10 |
| USPS-POC | \$ 6,406.00 |
| 119 PAYMENTS LESS THAN 2000 | \$ 60,289.99 |
| Total: | \$ 340,016.45 |

| VENDOR NAME | AMOUNT |
|---|----------------------|
| DHS - ANOKA METRO RTC - 412 | \$ 65,286.00 |
| DHS - MOOSE LAKE RTC - 462 | \$ 4,288.91 |
| DHS - MSOP - MN SEX OFFENDER PROG - 462 | \$ 5,939.60 |
| DHS - ST PETER RTC - 472 | \$ 13,382.20 |
| # 17324 | \$ 5,540.40 |
| HEARTLAND GIRLS RANCH | \$ 19,560.00 |
| # 17353 | \$ 2,028.60 |
| # 15434 | \$ 2,271.54 |
| # 17302 | \$ 3,212.10 |
| LITTLE SAND GROUP HOME | \$ 9,979.20 |
| PINEHAVEN YOUTH AND FAMILY SRVS INC | \$ 7,407.90 |
| PORT OF CROW WING BOYS HOME | \$ 6,332.89 |
| # 17183 | \$ 2,388.60 |
| RESOURCE TRAINING AND SOLUTIONS | \$ 2,242.40 |
| STEP | \$ 7,068.11 |
| VALLEY LAKE BOYS HOME INC | \$ 11,250.00 |
| VILLAGE RANCH INC | \$ 15,795.01 |
| 25 PAYMENTS LESS THAN 2000 | \$ 27,960.12 |
| Total: | \$ 211,933.58 |

On a motion by Becker and second by Byers, the preceding minutes of the County Board meeting held December 19th, 2023 were duly approved by unanimous vote at the Todd County Board of Commissioners at the Regular Board Meeting held on December 28th, 2023.

Witness my hand and seal:


Randy Neumann, County Board Chairperson


Denise Gaida, Todd County Auditor-Treasurer

