



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 28<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 28<sup>th</sup> 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 with Commissioner Denny absent.

**Approval of Agenda**

On motion by Noska and second by Becker, the following motion was introduced and adopted by unanimous vote: To adopt the agenda as presented with addition of item 4.3 Approve Assistant County Attorney Hire – Daniel York.

**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 19<sup>th</sup>, 2023 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 1<sup>st</sup>, 2024 through December 31<sup>st</sup>, 2024.

Approve hire of Daniel York as Assistant County Attorney, at Grade 14 Step 7 of the salary grid.

**Auditor-Treasurer**

On motion by Noska and second by Byers, the following motion was introduced and adopted by unanimous rollcall vote: To approve the Commissioner Warrants number (ACH) 402952 through 402977 in the amount of \$24,987.78 and (Regular) 57616 through 57661 in the amount of \$215,445.81 for a total of \$240,433.59.

On motion by Byers 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) 804865 through 804882 and (Regular) 711386 through 711418 for a total of \$20,583.71.

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

**COMMIT FUND BALANCE FOR BUILDING & GROUNDS IMPROVEMENT FUND**

**WHEREAS**, the Todd County Board of Commissioners established a building & grounds improvement fund with the objective that the funds be utilized for current and future expenses and held within the County General Fund. The building & grounds improvement funds are appropriated and utilized each calendar year;

**WHEREAS**, the remaining balance of this account as of December 31, 2023 is \$1,301,171.00. State Auditors recommendation is to approve by resolution a commitment of this fund balance on an annual basis for transparent financial reporting;

**NOW, THEREFORE BE IT RESOLVED**, that the Todd County Board of Commissioners hereby authorize the County Auditor/Treasurer to register the Committed Fund Balance account in Fund 01-



WHERE THE FOREST MEETS THE PRAIRIE

**Todd County**

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General Revenue Fund with a balance of \$1,301,171.00 to track the funding plan for the Committed Fund Balance of Building & Grounds Improvement Fund, effective December 31, 2023.

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

**COMMIT FUND BALANCE FOR FUTURE RETIREES' SEVERANCE FUND**

**WHEREAS**, beginning in FY 2020, the Finance Committee recommended taking a proactive budget approach for future retirement severances within Fund 01-General Revenue, and;

**WHEREAS**, the County Board established the Committed Fund Balance for Future Retirees' Severance Fund with Resolution #20201229-08 for FYE 2020 and recommitted the updated balance with Resolution #20211228-06 with a balance of \$63,790 for FYE 2021, and;

**WHEREAS**, the County Board established the Committed Fund Balance for Future Retirees' Severance Fund with Resolution #20201229-08 for FYE 2020 and recommitted the updated balance with Resolution #20221227-09 with a balance of \$113,790 for FYE 2022, and;

**WHEREAS**, the remaining balance of this account as of December 31, 2023 is \$132,881.32. State Auditors recommendation is to approve a commitment of this fund balance on an annual basis for transparent financial reporting.

**NOW, THEREFORE BE IT RESOLVED**, that the Todd County Board of Commissioners hereby authorize the County Auditor/Treasurer to register the Committed Fund Balance account in Fund 01-General Revenue with a balance of \$132,881.32 to track the funding plan for the Committed Fund Balance for Future Retirees' Severance Fund, effective December 31, 2023.

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

**TRANSFER OF FUNDS OF ARP/SLFRF PROJECT EXPENSES**

**WHEREAS**, Todd County has received funding via the Federal American Rescue Plan (ARP/SLFRF) Act, and;

**WHEREAS**, Todd County has used/expensed funds within the allotted timeframe indicated in the federal guidance terms, and;

**WHEREAS**, Todd County departments incurred qualifying expenses via the Federal ARP/SLFRF Act which were not able to be expensed directly to Fund 19-ARP/SLFRF and now necessitate realignment to the County Departments that incurred the initial eligible expense.

**NOW, THEREFORE BE IT RESOLVED**, that the Todd County Board of Commissioners hereby authorize the transfer of funds in the amount of \$51,548.69 from Fund 19-ARP/SLFRF to Fund 01-General Fund in the amount of \$37,622.41 and to Fund 11-Human Services in the amount of \$13,926.28 to realign eligible ARP-SLFRF expenses to the County Departments where the support of the position expense occurred.



WHERE THE FOREST MEETS THE PRAIRIE

**Todd County**

• MINNESOTA • EST. 1855 •

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

**TRANSFER OF FUNDS – COUNTY DITCH 18 - PARTIAL REPAYMENT**

**WHEREAS**, on December 28, 2017 the Todd County Board of Commissioners approved the advance of \$300,000.00 from the General Fund (Fund 01) to the Ditch Fund (Fund 40) per BA#20171228-06; and

**WHEREAS**, on September 4, 2018 the Todd County Board of Commissioners approved the special assessment payment terms, granting a 10 year repayment term with 2% interest to be credited to the General Fund (Fund 01). The first year of the special assessment collection began for taxes payable in 2019 per BA#20180904-07; and

**WHEREAS**, the amount collected in 2018 and 2019 for Ditch 18 Special Assessment #7189 in the principal amount of \$70,441.51 along with \$4,060.28 of interest was approved as a partial repayment of the advance via BA#20191217-09; and

**WHEREAS**, the amount collected in 2020 for Ditch 18 Special Assessment #7189 in the principal amount of \$33,833.84 along with \$4,606.32 of interest was approved as a partial repayment of the advance via BA#20201215-16; and

**WHEREAS**, the amount collected in 2021 for Ditch 18 Special Assessment #7189 in the principal amount of \$20,121.58 along with \$3,243.61 of interest was approved as a partial repayment of the advance via BA#20211221-12; and

**WHEREAS**, the amount collected in 2022 for Ditch 18 Special Assessment #7189 in the principal amount of \$20,436.24 along with \$2,896.93 of interest was approved as a partial repayment of the advance via BA#20221227-12; and

**WHEREAS**, the amount collected for Ditch 18 Special Assessment #7189 in taxes payable year 2023 is \$22,680.45 of the principal balance, along with \$2,682.25 of interest and is ready for transfer as a partial repayment to the advance made by the General Fund.

**NOW, THEREFORE BE IT RESOLVED**, that the Todd County Board of Commissioners hereby authorize the transfer of funds in the amount of \$25,362.70 from Fund 40-County Ditches/Ditch 18 to Fund 01 General Fund.

**County Auditor-Treasurer's Report**

The County Auditor-Treasurer reported that year end reporting preparation is underway and preparing for upcoming elections.

**County Coordinator's Report**

The County Coordinator reported on the Broadband Coalition meeting, TWCC, interviews and Birchdale Township meeting to discuss Broadband.

**County Commissioner's Report**

The Commissioners reported on meetings and events attended.



WHERE THE FOREST MEETS THE PRAIRIE

# Todd County

• MINNESOTA • EST. 1855 •

Commissioner Becker attended the Broadband Coalition and TWCC meetings.

Commissioner Noska attended the TWCC meeting.

Commissioner Neumann attended the SRWD, Parks & Trails, Broadband meetings. Discussion regarding the proposed new Minnesota State Flag and drafting action for the board to consider at a future meeting.

Discussion regarding upcoming items from the Planning Commission and the timing of receipt of information regarding these proposed applications for the Commissioner's study. Also, discussion of request to Planning & Zoning to bring forward an update to the board regarding PZ Violations for review.

Commissioner Byers attended the Broadband Coalition, Parks & Trails and Opioid meeting.

### Adjourn

On motion by Noska and second by Byers, the meeting was adjourned for the month of December and year of 2023.

#### COMMISSIONER WARRANTS


VENDOR NAME	AMOUNT
CARGILL SALT DIVISION	\$ 11,180.74
CITY OF LONG PRAIRIE	\$ 2,230.24
CORBIN PICKAR EXC INC	\$ 11,150.00
LIGHTWAY CONSTRUCTION LLC	\$ 2,262.00
LONG PRAIRIE LEADER	\$ 2,393.50
MELROSE ONE STOP	\$ 3,294.28
MENCH/JAMES	\$ 9,330.00
MORRIS ELECTRONICS INC	\$ 2,105.08
TODD CO SOLID WASTE	\$ 43,847.00
TODD SOIL & WATER CONS DIST	\$ 130,421.77
TOWN OF LONG PRAIRIE	\$ 2,043.30
TOWN OF REYNOLDS	\$ 2,626.50
60 PAYMENTS LESS THAN 2000	\$ 17,549.18
Total:	\$ 240,433.59

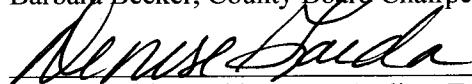
#### HEALTH & HUMAN SERVICES WARRANTS

VENDOR NAME	AMOUNT
HILLTOP REGIONAL KITCHEN	\$ 7,000.00
PERISH/ALAN	\$ 2,643.40
49 PAYMENTS LESS THAN 2000	\$ 10,940.31
Total:	\$ 20,583.71

On a motion by Denny and second by Noska, the preceding minutes of the County Board meeting held December 28<sup>th</sup>, 2023 were duly approved by unanimous vote at the Todd County Board of Commissioners at the Regular Board Meeting held on January 2<sup>nd</sup>, 2024.

Witness my hand and seal:

  
Barbara Becker, County Board Chairperson

  
Denise Gaida, Todd County Auditor-Treasurer

