



WHERE THE FOREST MEETS THE PRAIRIE

# Todd County

• MINNESOTA • EST. 1855 •

*Minutes of the Meeting of the Todd County Board of Commissioners held on  
May 7<sup>th</sup>, 2024*

**Public Comment**

Gary Warner provided information to the County Board regarding history of the County Ditch 42 system for study before making decisions on the proposed tiling project.

**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 7<sup>th</sup> day of May, 2024 at 9:00 AM. The meeting was called to order by Chairperson Becker. The meeting was opened with the Pledge of Allegiance. All Commissioners were present.

**Approval of Agenda**

On motion by Noska and second by Byers, the following motion was introduced and adopted by unanimous vote: To adopt the agenda as presented.

**Consent Agenda**

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

To approve the Todd County Board of Commissioner's Meeting Minutes for April 16<sup>th</sup>, 2024 Regular and Special Board Meetings as presented.

Approve hiring Brandon Cline to fill one of the vacant Public Works Summer Help positions.

Approve hiring Travis Moller to fill one of the vacant Public Works Summer Help positions.

Approve the resignation of Haili Foote, PT Correctional Officer effective 4/16/2024.

Approve the resignation of Lori Mielitz, PT Correctional Officer effective 4/2/2024.

Approve the resignation of Preston Kraker, FT Correctional Officer effective 4/21/2024.

Approve the resignation of Nathan Przybilla, PT Deputy effective 4/29/2024.

Hire Parker Duncan for the PT Seasonal Recreational Assistant at a wage of \$20.57 per hour. Start date TBD.

Hire Eric Dahl for the PT Seasonal Recreational Assistant at a wage of \$20.57 per hour. Start date TBD.

Hire Nathan Benning for the PT Seasonal Recreational Assistant at a wage of \$20.57 per hour. Start date TBD.

Hire Ross Bollin for the FT Correctional Officer at Grade 6 Step 1 \$22.55 with a start date of 5/19/2024.

Approve the resignation of Eligibility Worker Matthew Doubek, effective May 7<sup>th</sup>, 2024.

Approve the resignation of Eligibility Worker Heather Ito, effective May 14<sup>th</sup>, 2024.

Accept the resignation of Daniel York, Full-time Assistant Todd County Attorney effective 5/1/2024.

**GAMBLING PERMIT – THE CHURCH OF ST. JOSEPH OF GREY EAGLE**

**WHEREAS**, the Todd County Board of Commissioners are establishing their approval for a Gambling Permit for The Church of St. Joseph of Grey Eagle through this resolution;

**NOW, THEREFORE BE IT RESOLVED**, that the Todd County Board of Commissioners approve a Gambling Permit for The Church of St. Joseph of Grey Eagle to hold a raffle event at the Shattuck's Hub Supper Club in Burnhamville Township at the address 30905 County 13, Burtrum, MN on June 21<sup>st</sup>, 2024.

To hire Theresa James to fill the open Social Worker position. Grade 10, Step 5 at \$31.58/hr. Start date: TBD



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## Commissioners

Commissioner Neumann excused himself from the meeting room prior to the Osakis LID discussion.

On motion by Noska and second by Denny, the following motion was introduced and failed by tie rollcall vote with Neumann abstaining: To approve the establishment of the Osakis Lake Improvement District.

Following the rollcall vote, Commissioner Neumann rejoined the meeting.

## Auditor-Treasurer

On motion by Neumann and second by Denny, the following motion was introduced and adopted by unanimous rollcall vote: To approve the April 2024 Auditor Warrants number (ACH) 904016 through 904080 in the amount of \$1,051,282.85 (Manual) 947 through 960 in the amount of \$60,409.02 and (Regular) 242456 through 242599 in the amount of \$525,122.02 for a total of \$1,636,813.89.

On motion by Denny and second by Noska, the following motion was introduced and adopted by unanimous rollcall vote: To approve the Commissioner Warrants number (ACH) 403181 through 403214 in the amount of \$37,211.02 and (Regular) 57963 through 58013 in the amount of \$49,909.28 for a total of \$87,120.30.

On motion by Byers and second by Neumann, the following motion was introduced and adopted by unanimous rollcall vote: To approve the Health & Human Services Commissioner Warrants number (ACH) 805284 through 805344 and (Regular) 711867 through 711929 for a total of \$70,094.69.

On motion by Byers and second by Noska, the following motion was introduced and adopted by unanimous rollcall vote: To approve the Health & Human Services SSIS Warrants number (ACH) 601266 through 601271 and (Regular) 517820 through 517843 for a total amount of \$128,273.04.

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

### **2024 MEMORIAL DAY APPROPRIATIONS**

**WHEREAS**, Todd County has budgeted in 2024 for an appropriation to support the expenses for conducting Memorial Day Services and aid in the observance of Memorial Day by organizations within Todd County defined by Minnesota Statutes 375.34 and 375.35;

**NOW, THEREFORE BE IT RESOLVED**, that the Todd County Board of Commissioners hereby approve the 2024 payment of \$200 to the Evergreen Cemetery Association of Long Prairie for the care of County lots in said Evergreen Cemetery, and;

**BE IT FURTHER RESOLVED**, to approve the payment of \$50 to each regular organization of Veterans of Foreign Wars, American Legion Posts and Auxiliaries in Todd County to support the payment of expenses in connection with the proper observance of Memorial Day Services conducted within Todd County and the amount to be paid by warrant to each organization provided that in cases where any of the above mentioned do not have an organization, the amount will be paid to the organization conducting the Memorial Day Service per the attached list.

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

### **2024 SENIOR CITIZEN CENTER APPROPRIATIONS**



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**WHEREAS**, Todd County has budgeted for 2024 an appropriation of \$200 per Senior Citizen Center in Todd County;

**NOW, THEREFORE BE IT RESOLVED**, that the Todd County Board of Commissioners hereby approve the 2024 payment of \$200 for each Senior Citizen Center located in Todd County per the attached list.

On motion by Neumann and second by Denny, the following motion was introduced and adopted by unanimous vote: To reappoint Eugene Mensen to the Sauk River Watershed District Board of Managers for the 3-year term set to begin on July 1, 2024.

### **Economic Development**

The County Board thanked Rick Utech for his years of service as the TCDC Executive Director and welcomed the new TCDC Executive Director Melissa Wyman.

### **U.S. Fish and Wildlife Service**

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

#### **CERTIFICATION OF CONSERVATION EASEMENTS FOR LAND WITHIN TODD COUNTY BY THE UNITED STATES DEPARTMENT OF INTERIOR, FISH & WILDLIFE SERVICE**

**WHEREAS**, the United States Department of the Interior, Fish and Wildlife Service has secured conservation easements with landowners within Todd County, and;

**WHEREAS**, the Todd County Board of Commissioners must provide their certification of these lands prior to the acquisition of lands by the U.S. Fish and Wildlife Service.

**NOW, THEREFORE BE IT RESOLVED**, that the Todd County Board of Commissioners does hereby provide their certification for the acquisition of the following lands listed here and further depicted in the attached correspondence from the U.S. Fish and Wildlife Service:

1. The Osakis Country Club: Habitat Easement, Section 31 & 32 of Gordon Township, easement consisting of approximately 80 acres
2. Dennis & Beverly Paul: Habitat Easement, Section 31 of Gordon Township, easement consisting of approximately 5 acres

### **University of Minnesota Extension**

UMN Extension representatives provided an updated to the County Board of programs offered in the Todd County area for discussion.

### **Public Works**

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

#### **AWARD OF CONSTRUCTION CONTRACT FOR 2024 BITUMINOUS HIGHWAY CONSTRUCTION**



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**WHEREAS**, sealed bids were received on April 30<sup>th</sup>, 2024 by the Todd County Public Works Director for SP 077-602-020, SAP 077-615-007, SAP 077-633-004, SAP 077-638-019, SAP 077-646-008, SAP 077-646-009 CP 24:86, CP 24:100, CP 24:103, CP 77-24-01 and CP 77-24-08, said projects for highway construction related work at various locations in Todd County, and;

**WHEREAS**, the following sealed bids were received:

Anderson Brothers Construction	Brainerd, Minnesota	\$5,912,061.08
Duininck Construction	Prinsburg, Minnesota	\$6,643,164.84
Knife River Corporation	Sauk Rapids, Minnesota	\$6,695,870.93
Central Specialties, Inc.	Alexandria, Minnesota	\$6,713,022.96
Mark Sand & Gravel Co.	Fergus Falls, Minnesota	\$7,541,275.88

**NOW, THEREFORE BE IT RESOLVED**, that the Todd County Board of Commissioners does hereby accept and award the contract for the above said construction projects to Anderson Brothers Construction of Brainerd, Minnesota based on their low bid of \$5,912,061.08, with said award being made contingent upon the contractor submitting the required EEO and DBE documents to MnDOT and subsequent approval of said documents.

### County Ditch/Ag Inspector

Commissioner Byers excused himself from the meeting room prior to the CD40 discussion.

On motion by Noska and second by Denny, the following motion was introduced and adopted by unanimous vote with Byers abstaining: Acting as Ditch Authority, approves Corbin Excavating's estimates for Option 1 (\$11,979.00) & Option 2 (\$9,317.00) for the repair of Lateral 2 on County Ditch 40. After the tree and brush removal has been done, the depth of spoil and elevation level of the deep section of ditch will be evaluated and the decision will be made to excavate (Option 1), or not excavate (Option 2) the deep section of ditch. The contractor cannot start this project before August 1, 2024.

Following the vote, Commissioner Byers rejoined the meeting.

Discussion was held regarding the proposed County Ditch 42 Tile Repair project and final details being gathered to bring a recommendation for official action to the next board meeting.

### Facilities Department

On motion by Byers and second by Denny, the following motion was introduced and adopted by unanimous vote: To approve the Sourcewell supplied price from Johnson Controls for the replacement of the Humidification system for a total cost of \$25,089.

On motion by Denny and second by Neumann, the following motion was introduced and adopted by unanimous vote: To approve the Sourcewell supplied price from Johnson Controls of \$16,482. For the upgrade of the controls system on Annex 1 rooftops.

On motion by Noska and second by Denny, the following motion was introduced and adopted by unanimous vote: To approve the bid of \$6,640 by St Cloud Acoustics for redo of ceiling tiles in Annex 1.



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### MIS & County Sheriff

On motion by Byers and second by Noska, the following motion was introduced and adopted by unanimous vote: To approve the quote from Accurate Controls to update these pcs.

### County Sheriff

On motion by Denny and second by Neumann, the following motion was introduced and adopted by unanimous vote: To approve the 2024 State Boat and Water Safety Grant in the amount of \$3,500.

### Planning & Zoning

On motion by Neumann and second by Noska, the following motion was introduced and adopted by unanimous vote: To adopt the findings of the Planning Commissioner and approve the preliminary plat for Sunset Point Preliminary Plat with the condition below:

1. Applicant must abide by all other applicable federal, state, and local standards.

On motion by Denny and second by Noska, the following motion was introduced and adopted by unanimous vote: Adopt the findings of the Planning Commission and grant the CUP to parcel 20-0017300 with the conditions listed below.

1. Outdoor storage of products shall be allowed, but shall be conducted in compliance with Section 9.01B of the Todd County Planning and Zoning Ordinance.
2. There shall be no loading or unloading of materials within the road right of way.
3. Applicant must abide by all applicable federal, state, and local standards.

On motion by Neumann and second by Byers, the following motion was introduced and adopted by unanimous vote: Accept the resignation of Arnie Boie and appoint Andy Watland to District 1 Planning Commission member.

### Health & Human Services

On motion by Noska and second by Denny, the following motion was introduced and adopted by unanimous vote: To approve the Opioid Settlement funding request for administrative support.

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

#### **A Resolution Establishing Support for Transitional Services Bonding Request by Clay County**

**WHEREAS** the Clay County Board of Commissioners have been strong advocates in providing support for local programs and facilities to enhance the continuum of care for adolescents in Clay County and the Region; and

**WHEREAS**, the Clay County Board of Commissioners recognize that the goal of services is to maintain youth living in or return to their homes, while understanding that there are situations where providing an environment for youth to live away from family is needed or required; and

**WHEREAS**, on April 2, 2024, the Clay County Board of Commissioners unanimously approved designating existing space within the Family Service Center for a transitional program operated by the



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West Central Regional Juvenile Facility and allocating up to \$200,000 for the remodeling of the space; and

**WHEREAS**, additional funds will be needed to ensure proper resources are available to renovate, furnish, and equip a youth transitional housing facility; and

**WHEREAS**, the Clay County Board of Commissioners is requesting \$1,093,000 in appropriations from the bond proceeds fund to the commissioner of human services for a grant to Clay County to renovate, furnish, and equip a youth transitional housing facility in the city of Moorhead. This appropriation includes money for major projects to electrical, plumbing, and HVAC systems; energy efficiency improvements, including window replacement; Americans with Disabilities Act (ADA) compliance improvements; repairs and improvements to interior walls and surfaces; and other site renovations to support operations and bring the facility into compliance with city and state building code and licensing requirements.

**THEREFORE, BE IT RESOLVED**, the Todd County Board of Commissioners support the bonding request in the amount of \$1,093,000 to renovate, furnish, and equip a youth transitional housing facility within the Family Service Center, Moorhead, MN.

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

The County Auditor-Treasurer attended the state election conference, reported that candidate filing for county offices opens on May 21<sup>st</sup>, noted that the tax collection season is busy and expressed thanks to all involved from Douglas and Todd County staff & boards in preparing documentation for the OLID petition processes.

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

The County Attorney is focusing on moving forward with the office and remains positive.

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

The County Coordinator has been meeting with many to learn about Todd County and projects in progress including the groundbreaking for the solid waste facility and attending AMC conference opportunities.

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

The Commissioners reported on meetings and events attended.

Commissioner Denny attended regular meetings, groundbreaking at solid waste facility and informed about discussions regarding Bertha Hewitt schools proposed 4-day school week meetings.

Commissioner Becker attended the road meeting, West Central Reg. Juvenile, Circle R Ranch appeal hearing, Personnel, Region V, Facilities, groundbreaking at solid waste facility, Personnel, Policies and Weed meetings.

Commissioner Noska attended normal meetings and the Circle R Ranch appeals hearing.

Commissioner Neumann attended the road meeting, CPT, Personnel, SRWD, Personnel, Solid Waste, groundbreaking at solid waste facility, Airport, Policies meetings and installed docks at Battle Point Park.

Commissioner Byers attended the regular meetings including Wellness, Airport, Ditch and groundbreaking at solid waste facility.



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## Recess

Chairperson Becker recessed the meeting until May 21, 2024.

AUDITOR WARRANTS		
VENDOR NAME		AMOUNT
CLIFTON LARSONALLEN, LLP	\$	3,255.00
EBSO INC	\$	294,886.49
HEALTH PARTNERS DENTAL	\$	7,838.04
LONG PRAIRIE SANITATION INC	\$	4,673.25
PRAIRIE LAKES MUNICIPAL SOLID WASTE AUTH	\$	90,689.08
REGENTS OF THE UNIV OF MN	\$	36,865.44
SHATTUCK'S HUB SUPPER CLUB	\$	4,051.20
TODD CO AUD-TREAS	\$	8,778.00
WIDSETH SMITH NOLTING INC	\$	8,670.00
19 PAYMENTS LESS THAN 2000	\$	10,326.27
CITY OF LONG PRAIRIE	\$	63,309.41
SCHOOL DISTRICT 2753	\$	19,038.77
1 PAYMENT LESS THAN 2000	\$	135.26
ANOKA CO GOVERNMENT CENTER	\$	8,375.00
BCI CONSTRUCTION INC	\$	28,360.16
CENTRACARE HEALTH LONG PRAIRIE	\$	12,109.12
DOUGLAS SWCD	\$	7,562.62
GREAT RIVER REGIONAL LIBRARY	\$	87,441.00
PETERS LAW OFFICE, P.A.	\$	7,744.00
RAHN'S OIL & PROPANE	\$	21,966.54
STEP	\$	10,214.45
THE TRADESMEN CONSTRUCTION INC	\$	131,708.87
TYLER TECHNOLOGIES, INC	\$	2,449.00
VERIZON	\$	5,943.09
VOYANT COMMUNICATIONS, LLC	\$	3,411.53
WEST OTTER TAIL SOIL & WATER CONSERV	\$	3,257.96
27 PAYMENTS LESS THAN 2000	\$	14,722.26
CARGILL SALT DIVISION	\$	10,901.91
CLIFTON LARSONALLEN, LLP	\$	3,675.00
COUNTIES PROVIDING TECHNOLOGY	\$	5,753.00
ELECTION SYSTEMS & SOFTWARE INC	\$	5,220.00
GALLAGHER BENEFIT SERVICES INC	\$	2,000.00
JOSH'S AUTOBODY	\$	12,958.12
LONG PRAIRIE LEADER	\$	2,403.00
LONG PRAIRIE OIL COMPANY	\$	6,996.03
MINNESOTA POWER	\$	17,856.49
MN DEPT OF FINANCE	\$	5,155.00
MORRISON COUNTY	\$	43,728.80
NORTHERN STAR COOP	\$	5,428.56
NORTHERN STAR COOP	\$	2,606.93
STAPLES ADVANTAGE	\$	3,148.27



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THOMSON REUTERS - WEST	\$	13,172.41
60 PAYMENTS LESS THAN 2000	\$	27,926.51
CARGILL SALT DIVISION	\$	13,089.18
CENTERPOINT ENERGY	\$	3,355.39
JOHN DEERE FINANCIAL	\$	2,906.82
KENNEDY AND GRAVEN CHARTERED	\$	2,750.00
LONG PRAIRIE OIL COMPANY	\$	22,119.10
TODD TRAILS ASSOCIATION	\$	32,035.30
TRITECH SOFTWARE SYSTEMS	\$	2,131.39
32 PAYMENTS LESS THAN 2000	\$	16,164.18
CLIFTON LARSONALLEN, LLP	\$	60,637.50
EBSO INC	\$	285,291.69
HEALTH PARTNERS DENTAL	\$	8,026.16
KARL CHEVROLET, INC.	\$	44,920.94
TODD CO AUD-TREAS	\$	8,046.50
19 PAYMENTS LESS THAN 2000	\$	8,218.88
MN DEPT OF REVENUE	\$	33,808.38
US BANK - CC	\$	10,154.74
WEX BANK - FLEET SERVICES	\$	7,004.46
12 PAYMENTS LESS THAN 2000	\$	9,441.44
<b>TOTAL:</b>	<b>\$</b>	<b>1,636,813.89</b>

## COMMISSIONER WARRANTS

VENDOR NAME	AMOUNT
AMAZON CAPITAL SERVICES	\$ 2,376.45
AMERICAN SOLUTIONS FOR BUSINESS	\$ 5,271.30
CARGILL SALT DIVISION	\$ 4,348.26
CARR'S TREE SERVICE, INC.	\$ 2,875.00
CARRY/TODD	\$ 2,095.00
ESRI	\$ 12,841.00
LIVEWIRE MECHANICAL AND PORTABLE WELDING	\$ 2,615.80
LONG PRAIRIE LEADER	\$ 6,931.00
MORRISON CO DEPT OF PUB WORKS	\$ 12,682.14
NUSS TRUCK & EQUIPMENT	\$ 6,401.35
ZIEGLER INC	\$ 4,309.78
74 PAYMENTS LESS THAN 2000	\$ 24,373.22
<b>Total:</b>	<b>\$ 87,120.30</b>

## HEALTH & HUMAN SERVICES WARRANTS

VENDOR NAME	AMOUNT
DHS - SWIFT	\$ 5,103.87
ITEN FUNERAL HOME - BROWERVILLE	\$ 3,180.00
MCCC,MI33	\$ 6,398.05
WILLIAM DINGMANN FAMILY FUNERAL HOME - LONG PRAIRIE	\$ 3,000.00
120 PAYMENTS LESS THAN 2000	\$ 52,412.77
<b>Total:</b>	<b>\$ 70,094.69</b>





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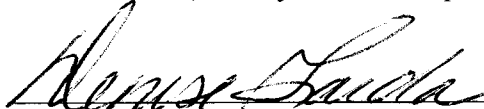
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VENDOR NAME	AMOUNT
DHS - ANOKA METRO RTC - 412	\$ 65,286.00
DHS - MOOSE LAKE RTC - 462	\$ 2,117.79
DHS - MSOP - MN SEX OFFENDER PROG - 462	\$ 5,939.60
DHS - ST PETER RTC - 472	\$ 11,578.50
NORTH HOMES CHILDREN & FAMILY SRVS	\$ 11,009.65
NORTHERN PINES MENTAL HLTH CTR INC	\$ 13,735.59
VOLUNTEERS OF AMERICA	\$ 11,091.36
23 PAYMENTS LESS THAN 2000	\$ 7,514.55
<b>Total:</b>	<b>\$ 128,273.04</b>

On a motion by Denny and second by Noska, the preceding minutes of the County Board meeting held May 7<sup>th</sup>, 2024 were duly approved by unanimous vote at the Todd County Board of Commissioners at the Regular Board Meeting held on May 21<sup>st</sup>, 2024.

Witness my hand and seal:

  
 Barbara Becker, County Board Chairperson

  
 Denise Gaida, Todd County Auditor-Treasurer

