



WHERE THE FOREST MEETS THE PRAIRIE

Todd County

• MINNESOTA • EST. 1855 •

Minutes of the Meeting of the Todd County Board of Commissioners held on August 20th, 2024

Public Comment

Bill, Julie & Anthony Berscheit addressed the County Board regarding solar project opportunities and limitations and the challenges that exist due to zoning ordinance parameters.

Kerry Pipo addressed the County Board regarding concerns of zoning ordinance enforcement on a neighboring property.

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 20th day of August, 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 Denny and second by Noska, the following motion was introduced and adopted by unanimous vote: To adopt the agenda as presented.

Consent Agenda

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

To approve the Todd County Board of Commissioner's Meeting Minutes for August 6th & 14th, 2024 as presented.

To hire Kayla Anderson as a Part Time Dispatcher, Grade 6, Step 1.

To accept the resignation of Emily Olson, seasonal worker at Todd County Transfer Station effective 8/10/2024.

To approve the hire of Cheryl Klimek to fill the open Paraprofessional Case Aide position. Grade 5, Step 4, \$22.92/hr. Start date: TBD

To approve the hire of Kathleen Martin to fill the Seasonal Office Support Specialist II (EAP) position. Grade 5, Step 1, \$20.97. Start date: TBD

Auditor-Treasurer

On motion by Byers and second by Neumann, the following motion was introduced and adopted by unanimous rollcall vote: To approve the Commissioner Warrants number (ACH) 403370 through 403398 in the amount of \$22,088.86 and (Regular) 58253 through 58295 in the amount of \$46,513.83 for a total of \$68,602.69.

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) 805636 through 805680 and (Regular) 712247 through 712281 for a total of \$169,114.82.

On motion by Denny and second by Neumann, the following motion was introduced and adopted by unanimous rollcall vote: To approve the Health & Human Services SSIS Warrants number (ACH) 601374 through 601402 and (Regular) 518005 through 518028 for a total amount of \$152,731.93.

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



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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 \$2,865.29 from Fund 19-ARP/SLFRF to Fund 11-Human Services in the amount of \$2,865.29 to realign eligible ARP-SLFRF expenses to the County Departments where the support of the position's expense occurred.

Todd County Historical Society

De Eberle provided an update to the County Board regarding the operations at Todd County Historical Society and Museum which Todd County supports annually via appropriation.

Great River Regional Library

Karen Pundsack and Amy Anderson presented information to the County Board regarding their 2025 Budget and Todd County's apportioned allocation commitment for discussion.

Public Works

On motion by Noska and second by Denny, the following motion was introduced and adopted by unanimous vote: Approve the attached state bid quote to purchase a Bobcat 770 Skidloader from Farm-Rite Equipment for \$76,469.85.

Planning & Zoning

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

Resolution to Establish an Interim Ordinance on Adult Use Cannabis Businesses

WHEREAS, the Minnesota Legislature enacted, and Governor signed, Chapter 63 – H.F. No. 100 which created comprehensive legislation relating to the legalization and establishment of cannabis related businesses in the State of Minnesota; and

WHEREAS, Minnesota Statutes, Chapter 342 allows Counties to establish reasonable restrictions as to the time, place, and manner of the operation of a cannabis business: and

WHEREAS, Minnesota Statutes, section 342.13(e) expressly allows local governments that are conducting studies to establish an interim ordinance to protect the health, safety and welfare of its citizens.



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NOW, THEREFORE, BE IT RESOLVED, that Todd County has provided at least 10 days published notice of a public hearing: and

BE IT FURTHER RESOLVED that Todd County Planning Commission held a public hearing on August 1st, 2024; and

BE IT FURTHER RESOLVED that the Todd County Board of Commissioners now has adopted an interim ordinance which establishes a moratorium on cannabis related businesses until January 1, 2025.

On motion by Denny and second by Noska, the following motion was introduced and adopted by unanimous vote: To adopt the Leaf, Wing, Redeye Agreement of Services to receive WBIF grant funding.

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 for parcel 22-0018700 to establish a retail greenhouse with 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 as proposed. Construction of additional greenhouses or expansion to an existing greenhouse will require review by the Planning Commission.
4. Business signage must abide by the Home-Based Business requirements, Section 9.15 of the Todd County Planning and Zoning Ordinance. Placement of signage within the road right of way shall require approval from the road authority.
5. Applicant must obtain additional permitting and/or licensing from additional government agencies as necessary.

On motion by Noska and second by Byers, the following motion was introduced and adopted by unanimous vote: Adopt the findings of the Planning Commission and grant the CUP on parcel 20-0033700 to establish a woodworking shop with following conditions.

1. Off street parking shall be provided for all business traffic.
2. All waste materials such as paints, stains, and solvents must be disposed of according to applicable state and local requirements.
3. There shall be no loading or unloading of materials within the road right of way.
4. All components of the operation shall be located outside of the public right of way.
5. Applicant abide by all other applicable Federal, State, and local standards.

On motion by Neumann and second by Denny, the following motion was introduced and adopted by unanimous vote: Adopt the findings of the Planning Commission and grant the CUP on parcel 10-0030200 for wood/fiber processing with following conditions.

1. Off street parking shall be provided for all business traffic.
2. All components of the operation shall be located outside of the public right of way.
3. There shall be no loading or unloading of materials within the road right of way.
4. Hours of operation shall be limited to 1/2 hour before sunrise to 1/2 after sunset, Monday through Saturday. There shall be no operating on Sundays.
6. Applicant abide by all other applicable Federal, State, and local standards.

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



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Final Plat Approval – “Linwood Cabins” Subdivision

WHEREAS, Applicant and property owner T. Rose Incorporated, Rafal Zajac, applied to subdivide a property that is described as part of Government Lot 2, Section 20, of Gordon Township with the plat to be known as “Linwood Cabins”,

WHEREAS, Linwood Cabins consists of none residential lots and two common space lots; Block 1, Lot 1 consisting of 1,491 square feet, Block 1 Lot 2 consisting of 2,597 square feet, Block 1 Lot 3 consisting of 1,729 square feet, Block 1 Lot 4 consisting of 1,716 square feet, Block 1 Lot 5 consisting of 1,689 square feet, Block 1 Lot 6 consisting of 2,269 square feet, Block 1 Lot 7 consisting of 4,692 square feet, Block 1 Lot 8 consisting of 2,761 square feet, Block 1 Lot 9 consisting of 2,043 square feet, Block 1 Lot 10 consisting of 51,403 square feet, Block 2 Lot 1 consisting of 5,280 square feet, located in Shoreland General Development Zoning District in Gordon Township,

WHEREAS, On September 7, 2023, the Todd County Planning Commission recommended the following property be considered for Subdivision pursuant to Todd County Subdivision Regulation and Ordinance:

That part of Government Lot 1, Section 20, Township 128 North, Range 35 West, Todd County, Minnesota, described as follows:

Commencing at the northeast corner of Lot 1, NORRIS AND CUSHING'S SUBDIVISION OF THE NORTH 511.5 FEET EXCEPT THE EAST 1278.2 FEET OF GOVERNMENT LOT 2, SECTION 20, TOWNSHIP 128 NORTH, RANGE 35 WEST, according to the recorded plat thereof;

thence on an assumed bearing of North 88 degrees 43 minutes 30 seconds West along the north line of said Lot 1, NORRIS AND CUSHING'S SUBDIVISION OF THE NORTH 511.5 FEET EXCEPT THE EAST 1278.2 FEET OF GOVERNMENT LOT 2, SECTION 20, TOWNSHIP 128 NORTH, RANGE 35 WEST, 132.77 feet to the point of beginning of the land to be described;

thence North 21 degrees 20 minutes 30 seconds East 271.00 feet; thence North 34 degrees 03 minutes 34 seconds East 60.00 feet;

thence North 12 degrees 07 minutes 57 seconds East 50.00 feet; thence North 40 degrees 19 minutes 29 seconds East 104.70 feet;

thence North 50 degrees 12 minutes 24 seconds West 133.25 feet; thence South 39 degrees 58 minutes 04 seconds West 179.92 feet;

thence southwesterly along a tangential curve, concave to the southeast, radius 996.46 feet, central angle 13 degrees 45 minutes 58 seconds 239.41 feet;

thence North 88 degrees 43 minutes 33 seconds West 59 feet more or less to the shoreline of Lake Osakis;

thence southerly along said shoreline to said north line of Lot 1, NORRIS AND CUSHING'S SUBDIVISION OF THE NORTH 511.5 FEET EXCEPT THE EAST 1278.2 FEET OF GOVERNMENT LOT 2, SECTION 20, TOWNSHIP 128 NORTH, RANGE 35 WEST;

thence South 88 degrees 43 minutes 30 seconds East along said north line of Lot 1, NORRIS AND CUSHING'S SUBDIVISION OF THE NORTH 511.5 FEET EXCEPT THE EAST 1278.2 FEET OF GOVERNMENT LOT 2, SECTION 20, TOWNSHIP 128 NORTH, RANGE 35 WEST, 257 feet more or less to the point of beginning.



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WHEREAS, On September 19, 2023, the Todd County Board of Commissioners considered the Preliminary Plat for the above-described property and approved the Sunset Point preliminary plat with seven conditions:

1. Creation of a property owners association agreement including mandatory membership of all property owners with inclusion of Todd County as a participating member.
2. Creation of deed restrictions, covenants, or other instruments in accordance with Section 7.16C (iii) of the Planning and Zoning Ordinance with inclusion of Todd County as a participating member.
3. No additional impervious surface shall be allowed within the shore or bluff impact zones.
4. No outward expansion shall be allowed to existing structures. Lot 6 shall be allowed to construct one lake side deck not to exceed 150 square feet.
5. Boat mooring site shall not exceed 9 slips.
6. No construction or placement of accessory structures will be allowed within the common space.
7. Applicant must obtain additional permits and authorizations as required by other agencies including but not limited to the Sauk River Watershed District.

WHEREAS, the Planning & Zoning Department has completed the necessary final plat review and find that all items required for final plat approval have been completed.

NOW, THEREFORE BE IT RESOLVED, the final plat of “Linwood Cabins” be approved as presented.

County Assessor

On motion by Noska and second by Byers, the following motion was introduced and adopted by unanimous vote: Approve abatement of the 2024 property taxes in the amount of \$1,451 and a reduction of the 2024 market value of \$192,000 for parcel 22-000200 due to a fire at the property.

On motion by Denny and second by Byers, the following motion was introduced and adopted by unanimous vote: To authorize the hiring of a Social Worker in the Adult Services Unit.

On motion by Byers and second by Noska, the following motion was introduced and adopted by unanimous vote: To approve the Opioid Settlement funding request to Better Days Treatment Center.

On motion by Noska and second by Byers, the following motion was introduced and adopted by unanimous vote: To approve the Opioid Settlement funding request for Decisions Points Training.

On motion by Byers and second by Denny, the following motion was introduced and adopted by unanimous vote: To approve the Opioid Settlement funding request for the Criminal Justice Mental Health Summit.

Health & Human Services

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 #20211005-36 & #20230404-29 for the Eligibility Worker at \$50,151.05 and allow remaining funds of \$41,145.95 to be returned to the ARPA fund for other proposed projects.



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On motion by Denny 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#20220315-27 for the Senior Meals support at \$2,954 and allow remaining funds of \$7,046 to be returned to the ARPA fund for other proposed projects.

Administration

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

Appointment of County Assessor

WHEREAS, Minn. Stat. §273.061 declares that the term of office as County Assessor shall begin on January 1 of every fourth year after 1973, and;

WHEREAS, January 1, 2025, will begin a new term of office for county assessors statewide.

NOW, THEREFORE BE IT RESOLVED the Todd County Board reappoints Christopher Odden, County Assessor, to a four-year term beginning on January 1, 2025, through December 31, 2028, pursuant to the provisions of Minn. Stat. § 273.061, subject to the approval of the Commissioner of Revenue.

On motion by Denny and second by Noska, the following motion was introduced and adopted by unanimous vote: To renew the LPHA Lease Agreement with the presented terms and conditions.

County Auditor-Treasurer's Report

The County Auditor-Treasurer reported that the State Primary Election event was held with approximately a 13% turnout of voters in Todd County. A reminder that mobile home taxes are due at the end of the month and final preparations of the County Budget are underway.

County Coordinator's Report

The County Coordinator reported that the County Employee Appreciation Picnic was a successful event. Currently working on drafting an application for a safety grant opportunity.

County Commissioner's Report

The Commissioners reported on meetings and events attended.
Commissioner Denny had no new business to report.
Commissioner Becker attended the Public Health, Personnel, TWCC, Policies, Finance and PZ meetings.
Commissioner Neumann attended Public Health, Solid Waste, Rainbow Rider, Personnel, Policies, CPT 1W1P, Employee Picnic, JD2 and Canvassing of Election Results meetings.
Commissioner Byers attended the TCDC, TCC, Employee Picnic, Canvassing of Election Returns, PZ, Wellness and Daycare planning meetings.
Commissioner Noska had no new business to report.

Adjourn

On motion by Byers and second by Neumann, the meeting was adjourned for the month of August 2024.



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COMMISSIONER WARRANTS

VENDOR NAME	AMOUNT
BRAATEN AGGREGATE INC	\$ 6,720.00
BROWERVILLE TRUCKWASH/BIG BOYZ	\$ 4,497.30
CENTRAL APPLICATORS INC	\$ 4,512.33
CENTRAL STATES WIRE PROD INC	\$ 2,773.00
EMERGENCY AUTOMOTIVE TECHNOLOGIES	\$ 2,999.04
FARM-RITE EQUIPMENT, INC	\$ 2,415.54
FIRST RATE GLASS, INC	\$ 2,850.00
MORRIS ELECTRONICS INC	\$ 9,111.59
NORTHERN STAR COOP	\$ 2,989.16
NOW MICRO INC	\$ 4,622.60
OK TIRE STORE, INC	\$ 3,012.48
SMS POWER TRAIN AND HARDWARE	\$ 2,013.62
UNITED SPRAY FOAM LLC	\$ 4,800.00
59 PAYMENTS LESS THAN 2000	\$ 15,286.03
Total:	\$ 68,602.69

HEALTH & HUMAN SERVICES WARRANTS

VENDOR NAME	AMOUNT
ST JOSEPH'S AREA HEALTH SERVICES	\$ 2,393.08
7 PAYMENTS LESS THAN 2000	\$ 3,083.38
DHS - SWIFT	\$ 24,635.13
MILLER-CARLIN FUNERAL HOMES LLC	\$ 3,500.00
RURAL MN CEP INC	\$ 20,976.42
WADENA COUNTY HUMAN SERVICES	\$ 83,333.00
68 PAYMENTS LESS THAN 2000	\$ 31,193.81
Total:	\$ 169,114.82

VENDOR NAME	AMOUNT
# 16704	\$ 7,132.48
# 17598	\$ 2,162.08
# 16192	\$ 2,665.38
# 16095	\$ 2,257.43
# 17599	\$ 2,809.22
HEARTLAND GIRLS RANCH	\$ 31,378.20
HOLISTIC FAMILY EDUCATION SRVS	\$ 8,216.82
LUTHERAN SOCIAL SERVICES OF MN-ST PAUL	\$ 2,435.40
NORTH HOMES CHILDREN & FAMILY SRVS	\$ 10,654.50
# 17597	\$ 4,089.05
STEP	\$ 9,308.10
VALLEY LAKE BOYS HOME INC	\$ 8,835.00
VILLAGE RANCH INC	\$ 28,777.58
WEST CENTRAL REG JUVENILE CTR	\$ 6,459.00
39 PAYMENTS LESS THAN 2000	\$ 25,551.69
Total:	\$ 152,731.93



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On a motion by Neumann and second by Denny, the preceding minutes of the County Board meeting held August 20th, 2024 were duly approved by unanimous vote at the Todd County Board of Commissioners at the Regular Board Meeting held on September 3rd, 2024.

Witness my hand and seal:

Barbara Becker

Barbara Becker, County Board Chairperson

Denise Gaida

Denise Gaida, Todd County Auditor-Treasurer

