Todd County Commissioners Minutes

MINUTES OF THE MEETING OF THE TODD COUNTY BOARD OF COMMISSIONERS DECEMBER 17, 2019

Public Comment

David Drager voiced concerns regarding the proposed apartment building project and activities of the Sauk River Watershed District.

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 17th day of December, 2019 at 9:00 a.m. The meeting was called to order by Chairperson Kneisl. The meeting was opened with the Pledge of Allegiance. All Commissioners were present.

Approval of Agenda

On motion by Kircher and seconded by Erickson, the following motion was introduced and adopted by unanimous vote: To approve the agenda as presented with the addition of item 5.7 Support of the 37 Unit Multifamily Housing Project and removal of item 10.3 Rural MN CEP Update and 10.6 Northern Pines Contract Renewal.

Consent Agenda

On motion by Becker and seconded by Neumann, the following motions were introduced and adopted by unanimous vote:

To approve the Todd County Board of Commissioner's Meeting Minutes for December 4, 2019 and December 5, 2019 as presented.

To approve a One-Year On & Off Sale 3.2 Malt Liquor License for Don and Dave's Store at the address of 26762 County 26, Browerville, MN in Moran Township effective January 1, 2020 through December 31, 2020.

To approve the 2020 tobacco license applications for Clarissa Municipal Liquor Store, Don and Dave's Store, The Hub Supper Club, Jon's Family Foods, Eagle Valley Express, Oscar Jacobson American Legion Post #417, Partridge Creek Blinds and More LLC, Rohde's Midway Gas, Bar and Grill, Saukinac Campground Full of Fun LLC and Shady's Golden Eagle.

Auditor-Treasurer

On motion by Erickson and seconded by Neumann, the following motion was introduced and adopted by unanimous Roll Call vote: To approve the Commissioner Warrants number (ACH) 400464 through 400487 in the amount of $10,491.06 and (Regular) 52678 through 52760 in the amount of $70,917.28 for a total of $81,408.34.

On motion by Kircher and seconded by Becker, the following motion was introduced and adopted by unanimous Roll Call vote: To approve the Health & Human Services Commissioner Warrants number (ACH) 800268 through 800329 and (Regular) 706138 through 706196 for a total amount of $72,664.37.

On motion by Erickson and seconded by Becker, the following motion was introduced and adopted by unanimous Roll Call vote: To approve the Health & Human Services SSIS Warrants number (ACH) 600089 through 600099 and (Regular) 515549 through 515583 in the amount of $77,452.14.

On motion by Neumann and seconded by Becker, the following resolution was introduced and adopted by unanimous vote:

DESIGNATING POLLING PLACES FOR ABSENTEE & MAIL BALLOT PRECINCTS WITHIN TODD COUNTY FOR THE 2020 ELECTION YEAR

WHEREAS, Minnesota Statutes 204B.16, subd 1 requires, by ordinance or resolution, to designate on an annual basis the polling places to be utilized for the upcoming year, and;

WHEREAS, it is important that the citizens of Todd County are provided accessible and equipped polling locations to exercise their right to vote, and;

WHEREAS, changes to the polling place location may be made at least 90 days before the next election if the authorized polling place becomes unavailable for use, and;

WHEREAS, changes to the polling place locations may be made in the case of an emergency when it is necessary to ensure a safe and secure location for voting pursuant to Minnesota Statutes 204B.175 and 204B.181.

NOW, THEREFORE BE IT RESOLVED, that the Todd County Board of Commissioners hereby designates the following polling place for the Todd County Absentee Precinct and the City of Swanville's Mail Ballot Precinct for elections conducted in 2020 to be:

Todd County Auditor-Treasurer's Office 215 1st Ave. S, Suite 201 Long Prairie, MN 56347

BE IT FURTHER RESOLVED, that in the event that the County of Todd would require to call a special election not held on the day of a statewide election that the polling places of the County's Municipalities along with the Todd County Absentee Precinct will be utilized dependent on the needs of the County of Todd.

BE IT FURTHER RESOLVED, that the Todd County Auditor-Treasurer is hereby authorized to designate a replacement polling place meeting the requirements of Minnesota Statutes for the polling place designated herewith if said place becomes unavailable for use by the County of Todd.

AND BE IT FURTHER RESOLVED, that the Todd County Auditor-Treasurer is hereby authorized to designate an emergency replacement polling place meeting the requirements of Minnesota Statutes for any polling place designated in this resolution when necessary to ensure a safe and secure location for voting.

On motion by Becker and seconded by Erickson, the following motion was introduced and adopted by unanimous vote: To approve the 2019 Elections Budget Carryover per the attached Budget Request Form details in the amount of $25,500.

On motion by Erickson and seconded by Neumann, 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 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 two percent (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 for Ditch 18 Special Assessment #7189 in taxes payable year 2019 is $20,299.39 on the principal balance, along with $4,060.28 of interest; and

WHEREAS, prior to the implementation of the Special Assessment for taxes payable 2019, the County Auditor-Treasurer collected $50,142.12 in prepaid assessments, without interest.

NOW, THEREFORE BE IT RESOLVED, that the Todd County Board of Commissioners hereby authorize the transfer of funds in the amount of $74,501.79 from Fund 40-County Ditches/Ditch 18 to Fund 01 General Fund.

Todd Wadena Community Corrections

On motion by Kircher and seconded by Becker, the following motion was introduced and adopted by unanimous vote: To authorize Kathy Langer, Director of Todd-Wadena Community Corrections, to sign the Minnesota Department of Corrections Grant Application Agreement for 2020-2021.

County Assessor

On motion by Kircher and seconded by Erickson, the following motion was introduced and adopted by unanimous vote: To approve the abatement request for Hilltop Regional Kitchen for property tax exemption on parcel 33-4001900.

County Sheriff

On motion by Kircher and seconded by Neumann, the following motion was introduced and adopted by unanimous vote: To approve the purchase of the voice logging recorder for the Todd County Dispatch Center from Northland Business Systems for the price of $19,356.45.

On motion by Becker and seconded by Neumann, the following motion was introduced and adopted by unanimous vote: To approve the Policing Contract with the City of Hewitt effective January 1, 2020 for two years.

Policies Committee

On motion by Becker and seconded by Erickson, the following resolution was introduced and adopted by unanimous vote:

ADOPTION OF CHANGES TO TODD COUNTY PERSONNEL POLICY

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

WHEREAS, the Todd County Board of Commissioners and policies subcommittee have had an opportunity to review the policy revisions put forth in Article VII, Section 8.11 of the Personnel Policy and moved it to Article VII, Section 7.27 and find their 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 17, 2019.

Other Resolutions

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

Health & Human Services

Cory Lawrence from STEP provided the County Board with an update on their services in Todd County.

On motion by Erickson and seconded by Neumann, the following motion was introduced and adopted by unanimous vote: To approve the Step Purchase of Service and Host County contract renewal.

On motion by Becker and seconded by Kircher, the following motion was introduced and adopted by unanimous vote: To approve the renewal contract for Rural MN CEP to provide MFIP & DWP Employment Services.

Northern Pines Mental Health Center staff provided an update on the services being provided in Todd County.

Solid Waste

On motion by Erickson and seconded by Kircher, the following resolution was introduced and adopted by unanimous vote:

A RESOLUTION TO APPROVE 2020 SOLID WASTE ENTERPRISE FUND BUDGET

WHEREAS, the Todd County Board of Commissioners are required to adopt an annual budget and certify it to the County Auditor, and;

NOW, THEREFORE BE IT RESOLVED, the Todd County Board of Commissioners hereby approve the following as the 2020 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 2020 Budget

	2020 Budget
Property Taxes And Penalties	889,220
Licenses & Permits	800
Intergovernmental	1,654
State Grants	50,000
Charges For Services	1,340,000
Miscellaneous	214,500
Transfers In	-
Subtotal Revenues	2,496,174
Personal Services	527,854
Services And Charges	1,518,900
Supplies And Materials	115,150
Capital Expenditures	266,000
Other Expenditures	90,608
Transfers	-
Subtotal Expenditures	2,518,512
Balance	(22,338)

	Certified Levy	Program Aid	Local Levy
General Revenue	9,860,213.00	1,624,878.00	8,235,335.00
Road & Bridge	2,617,380.00		2,617,380.00
Human Services	3,844,228.00		3,844,228.00
Public Health	603,373.00		603,373.00
Comp Water	5,360.00		5,360.00
Regional Library	333,406.00		333,406.00
Bonded Indebtedness	570,590.00		570,590.00
County Fair	20,000.00		20,000.00
Parks & Trails	20,000.00		20,000.00
Total	17,874,550.00	1,624,878.00	16,249,672.00

Administration

On motion by Erickson and seconded by Kircher, the following motion was introduced and adopted by unanimous vote: To approve the terms of the Employment Agreement and start date of 12/5/2019 for Chris Pelzer as County Coordinator.

On motion by Becker and seconded by Neumann, the following resolution was introduced and failed by Roll Call vote with Commissioner Becker and Neumann for and Commissioner Erickson, Kircher and Kneisl against:

2020 COUNTY AUDITOR TREASURER SALARY

WHEREAS, the Todd County Board of Commissioners are responsible for setting the compensation of county employees, elected officials, appointed officials and board members, and;

WHEREAS, the Todd County Board of Commissioners have considered the duties and responsibilities of each individual position; and

WHEREAS, the Todd County Board of Commissioners have considered the salaries of elected officials in other comparable counties; and

WHEREAS, the County Auditor Treasurer is not on the County Comp worth Springsted pay scale; and

NOW, THEREFORE BE IT RESOLVED, that the Todd County Board of Commissioners approve setting the County Auditor-Treasurer salary with an increase of 15 percent (%) at $95,915 for 2020.

Finance Committee

On motion by Becker and seconded by Neumann, the following resolution was introduced and adopted by unanimous roll-call vote:

A RESOLUTION TO APPROVE 2020 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 2020;

NOW, THEREFORE BE IT RESOLVED, the Todd County Board of Commissioners hereby approve the following as the 2020 Budget for the County of Todd, Minnesota and directs that it be forwarded to the County Auditor.

On motion by Becker and seconded by Neumann, the following resolution was introduced and adopted by unanimous Roll Call vote:

A RESOLUTION ADOPTING THE 2020 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 30 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 2020 final levy for the County of Todd, Minnesota, for the property taxes payable in 2020 directs that it be forwarded to the County Auditor.

REVENUES	2019	2020
Property tax	16,117,700	16,249,672
State General Purpose Aid	1,670,337	1,867,583
Other taxes	919,914	963,711
Licenses & Permits	170,665	171,665
Federal Grants	3,377,257	3,859,047
State Aids	8,667,021	8,678,832
Local Grants	0	0
Charges for Service	2,421,904	2,334,459
Misc Revenue	1,874,336	1,484,689
Interest on Investments	60,000	120,000
Other Financing Sources	0	39,300
Transfers	0	0
Total Revenue & Other Source	35,279,134	35,768,958
EXPENDITURES		
General Government	5,492,532	5,843,931
Public safety	3,995,622	4,465,480
Highway/Construction	6,911,470	6,331,997
Streets & Highways (excluding Constr.)	3,378,458	3,569,390
Human Services	8,310,716	8,953,445
Health	2,835,894	2,940,794
Culture and Recreation	441,603	435,583
Conservation of Nat Resources	1,051,383	1,194,362
Economic Development	65,800	70,800
Gen Debt Service	574,778	576,590
Capital Outlay	1,793,902	1,628,200
Transfers	426,976	508,386
Other Fiscal Charges	0	0
Total Expenditures & other uses:	35,279,134	36,518,958
Budget Balance	0	750,000

Auditor-Treasurer's Report

The County Auditor-Treasurer reported on meetings attended and upcoming CLA audit preparations.

Commissioner's Report

The Commissioners reported on meetings attended.

County Coordinator's Report

The Interim County Coordinator reported on meetings attended.

Recess

Chairperson Kneisl recessed the meeting until December 30, 2019.

COMMISSIONER WARRANTS

Vendor Name	$ Amount
BIG STONE THERAPIES, INC	$4,449.12
COMMISSIONER OF TRANSPORTATION	2,431.26
COMPASS MINERALS AMERICA	4,661.92
GIZA PLUMBING & HEATING INC	2,357.85
H & R CONSTRUCTION COMPANY	2,678.75
NO NAME CONSTRUCTION	25,022.00
NORTHERN STAR COOP	2,354.78
NOW MICRO INC	3,480.00
ROSE CITY CANOPY & SIGN	2,100.00
STAPLES WORLD	2,875.77
TODD CO AUDITOR-TREASURER	2,587.96
96 PAYMENTS LESS THAN $2,000	26,408.93
Total	**$81,408.34**

HEALTH & HUMAN SERVICES WARRANTS

Vendor Name	$ Amount
INFORMATION SYSTEM CORP	$2,000.00
RURAL MN CEP INC	17,238.18
US POSTAL SERVICE	4,504.00
WASHBURN-MCREAVY FUNERAL CHAP-MPLS	2,515.00
117 PAYMENTS LESS THAN $2,000	46,407.19
Total	**72,664.37**

Vendor Name	$ Amount
BRAZA HOME INC	$4,319.52
HOLISTIC FAMILY ED. SERVICES	4,090.09
NEXUS INC-MILLE LACS ACADEMY/SHIP PROG	12,092.10
NORTHERN PINES MENTAL HLTH CTR INC	4,488.00
PETRANGELO MS Ed.D/GEORGE	2,055.00
#13887	2,094.60
STEP	6,738.08
# 16014	2,167.56
VILLAGE RANCH INC	6,952.50
WEST CENTRAL REG JUVENILE CTR	5,431.00
PAYMENTS LESS THAN $2,000	27,023.69
Total	**$77,452.14**

On a motion by Neumann and seconded by Kircher, the preceding minutes of the County Board meeting held December 17, 2019 were duly approved by unanimous vote at the Todd County Board of Commissioners at the Regular Board Meeting held December 30, 2019.

Witness my hand and seal:

Gary Kneisl,
County Board Chairperson

Denise Gaida, Todd County Auditor-Treasurer

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See **PUBLIC NOTICIES** on page 9a