



WHERE THE FOREST MEETS THE PRAIRIE

Todd County

● MINNESOTA ● EST. 1855 ●

BOARD OF COMMISSIONERS Regular Board Meeting Agenda

Tuesday, May 6, 2025

9:00 AM

Meeting to be held in the County Board Room

at the Historic Courthouse, 215 1st Ave S, Long Prairie, MN.

MEETING WILL BE LIVE-STREAMED AT: [HTTPS://WWW.CO.TODD.MN.US](https://www.co.todd.mn.us)

Public Comment Period: 8:45 a.m.

Agenda Item #		Agenda Time:
1	Call to Order and Roll Call	9:00
2	Pledge of Allegiance	9:01
3	Amendments to the Agenda	9:02
4	Potential Consent Items	9:03
4.1	Meeting Minutes - April 15th & 28th, 2025	
4.2	Gambling Permit: Society of Saint Pius X 08/17/2025	
4.3	Accept resignation of Ross Bollin, FT Jailer 05/05/2025	
4.4	Hire Gabriel Rittenour, FT Jailer Start date: TBD	
4.5	Public Works Engineering Intern - Brandon Cline Start date: TBD	
4.6	Request to Hire Resource Navigator/Interpreter - Kimberly Santana Start date: TBD	
4.7	Hire Social Worker - Cindy Grahm Start date: TBD	
5	County Auditor-Treasurer	9:05
5.1	Auditor Warrants - April 2025	
5.2	Commissioner Warrants	
5.3	Health & Human Services Commissioner Warrants	
5.4	Health & Human Services SSIS Warrants	
5.5	2025 Memorial Day Appropriations	
5.6	2025 Senior Citizen Center Appropriations	
6	Ditch/Ag Inspector	9:10
6.1	County Ag Inspector - 2025 MDA Noxious Weed and Invasive Plant Grant	
6.2	Acknowledge Receipt - County Ditch 30 - Hold Harmless Agreement - Ditch Maintenance	
7	Great River Regional Library	9:15
7.1	GRRL 2024 Activities	
7.2	Resolution in Support of the Minitex Library Services	
8	Facilities	9:30
8.1	New Parking Lot Project	
9	Todd County Fair Board	9:35
9.1	Additional Prep Time for Todd County Fair	
10	Planning & Zoning	9:40
10.1	Crow Wing WBIF Agreement of Services	
10.2	Feedlot Program Annual Report	
11	Health & Human Services	9:45
11.1	Request to Eliminate Paraprofessional Case Aide/Bilingual Position	
11.2	Health & Human Services Organizational Structure	
12.3	A Resolution Establishing Support for Seeking Funding from Sourcewell for a Regional Program for Intensive Mental Health Service Options for Youth in Region 5	
12.4	IIFS Contract with Greater Minnesota Family Services	

Commissioners may be in the Commissioner's Board Room prior to the board meeting proceedings.

1 of 113

The County Board will open the meeting at the posted time and reserves the right to alter the agenda schedule for business needs.

over

Standing Reports

County Auditor-Treasurer Report

County Attorney Report

County Coordinator's Report

County Commissioners' Report

Recess



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Board Action Form

Requestor to Complete:

Type of Action Requested (Check one):		Board Action Tracking Number : <i>(Issued by Auditor/Treasurer Office)</i>
☒ Action/Motion ☐ Discussion ☐ Information Item	☐ Report ☐ Resolution ☐ Other	20250506-01
Agenda Topic Title for Publication:		Meeting Minutes Approval - April 15th & 28th, 2025
Date of Meeting: May 6 th , 2025	Agenda Time Requested:	☐ Consent Agenda
Organization / Department Requesting Action: Auditor-Treasurer		
Person Presenting Topic at Meeting: Denise Gaida, County Auditor-Treasurer		
Background: Supporting Documentation enclosed ☒		
Minutes for the following meetings are attached: April 15 th & 28 th , 2025		
Options:		
Recommendation:		
The Todd County Board of Commissioners approves the following by Motion: To approve the Todd County Board of Commissioner's Meeting Minutes for April 15 th & 28 th , 2025 as presented.		
Additional Information:	Budgeted:	Comments
Financial Implications: \$ Funding Source(s):	☒ Yes ☐ No	
Attorney Legal Review: ☐ Yes ☐ No ☒ N/A	Facilities Committee Review: ☐ Yes ☐ No ☒ N/A	Finance Committee Review: ☐ Yes ☐ No ☒ N/A
Auditor/Treasurer Archival Purposes Only:		
Action Taken:	Voting in Favor	Voting Against
Motion:	☐ Byers	☐ Byers
Second:	☐ Denny	☐ Denny
☐ Passed ☐ Rollcall Vote	☐ Noska	☐ Noska
☐ Failed	☐ Neumann	☐ Neumann
☐ Tabled	☐ Becker	☐ Becker
☐ Other:	Notes:	
Official Certification		
STATE OF MINNESOTA} COUNTY OF TODD} I, Denise Gaida, County Auditor-Treasurer, Todd County, Minnesota hereby certify that I have compared the foregoing copy of the proceedings of the County Board of said County with the original record thereof on file in the Auditor-Treasurer's Office of Todd County in Long Prairie, Minnesota as stated in the minutes of the proceedings of said board and that the same is a true and correct copy of said original record and of the whole thereof, and that said motion was duly passed by said board at said meeting. Witness my hand and seal:		
		Seal



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*Minutes of the Meeting of the Todd County Board of Commissioners held on
April 15th, 2025*

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 15th day of April, 2025 at 9:00 AM. The meeting was called to order by Chairperson Byers. The meeting was opened with the Pledge of Allegiance. All Commissioners were present.

Approval of Agenda

On motion by Neumann and second by Noska, the following motion was introduced and adopted by unanimous vote: To adopt the agenda as presented with removal of item 7.2 Accept the Federal DNR Boat and Water Grant.

Consent Agenda

On motion by Becker 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 April 1st & 10th, 2025 as presented.

Approve the resignation of Lead Eligibility Worker Teri Bense, effective April 11th, 2025.

To hire Tara Stanek to fill the open Administrative Specialist position. Grade E/5 Step E, \$26.35/hr. Start Date: TBD

Auditor-Treasurer

On motion by Neumann and second by Noska, the following motion was introduced and adopted by unanimous rollcall vote: To approve the March 2025 Auditor Warrants number (ACH) 904915 through 904982 in the amount of \$546,912.83 (Manual) 1058 through 1067 in the amount of \$37,693.39 and (Regular) 244124 through 244286 in the amount of \$849,118.44 for a total of \$1,433,724.66.

On motion by Denny and second by Becker, the following motion was introduced and adopted by unanimous rollcall vote: To approve the Commissioner Warrants number (ACH) 403822 through 403849 in the amount of \$36,429.38 and (Regular) 58845 through 58883 in the amount of \$98,233.12 for a total of \$134,662.50.

On motion by Noska and second by Denny, the following motion as introduced and adopted by unanimous rollcall vote: To approve the Health & Human Services Commissioner Warrants number (ACH) 806367 through 806415 and (Regular) 712959 through 712996 for a total of \$75,354.92.

On motion by Becker 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) 601625 through 601642 and (Regular) 518353 through 518373 for a total amount of \$64,492.44.

Public Works

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

REQUEST FOR A SPEED LIMIT STUDY ON COUNTY ROAD #11 NEAR ADAMS DRIVE



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WHEREAS, on June 16th, 2020 the Todd County Board of Commissioners passed a resolution requesting the Minnesota Department of Transportation to conduct a speed limit study on County Road 11 from the Stearns County Line to Ada Drive in order to determine a reasonable and safe speed limit, and;

WHEREAS, on November 23rd, 2020 the Minnesota Department of Transportation submitted a letter to the Todd County Engineer recommending “No Change in the 55 MPH speed limit at this time” after completing an engineering and traffic investigation, and;

WHEREAS, due to some recent traffic crashes on County Road 11 near Adams Drive some Todd County residents have expressed concerns over the appropriateness of the 55 mile per hour regulatory speed limit on County Road 11 from the Stearns County Line to Ada Drive in Kandota Township, and;

WHEREAS, by Minnesota Statute 169.14, Subdivision 5, local authorities can request the Commissioner of the Department of Transportation to authorize a speed limit on a local (non-trunk highway) roadway.

NOW, THEREFORE BE IT RESOLVED, that the Todd County Board of Commissioners does hereby request the Commissioner of Transportation to make the necessary investigation to determine the reasonable and safe speed limit, as provided in Section 169.14, Subdivision 5, of the Minnesota Statutes, on Todd County Road 11 from the Stearns County Line to Ada Drive in Kandota Township.

County Sheriff

On motion by Becker and second by Denny, the following motion was introduced and adopted by unanimous vote: Accept the DNR Boat and Water Grant for the amount of \$11,208 for the 2025 fiscal year.

On motion by Noska and second by Denny, the following motion was introduced and adopted by unanimous vote: Purchase the 3 insquad camera systems from Motorola for a price of 22,674.60.

Planning & Zoning

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 grant the CUP to establish a mini-storage facility on parcel 28-0012803 with the following conditions: 1. Access to the storage facility site shall be limited to 145th Ave. 2. Applicant shall abide by all other applicable Federal, State, and Local standards.

Solid Waste

On motion by Becker and second by Denny, the following motion was introduced and adopted by unanimous vote: To award the bid to Pro Tainer Inc. for the amount of \$37,065.00

On motion by Neumann and second by Denny, the following motion was introduced and adopted by unanimous vote: To award the bid to Innovative Office Solutions in the amount of \$7,594.24.

Health & Human Services

On motion by Becker and second by Denny, the following motion was introduced and adopted by unanimous vote: Approve the Fraud Prevention Investigation Program Cooperative Agreement between Todd County Health & Human Services, Todd County Sheriff, and Todd County Attorney.

On motion by Neumann and second by Noska, the following motion was introduced and adopted by unanimous vote: Approve reciprocal memorandum of agreement for environmental health services between Horizon Public Health & Todd County HHS.

On motion by Noska and second by Denny, the following motion was introduced and adopted by unanimous vote: Authorize the hiring of a Resource Navigator/Interpreter.

On motion by Denny and second by Becker, the following motion was introduced and adopted by unanimous vote: Approve the elimination of one Care Coordinator position from the Adult Services Unit.

On motion by Noska and second by Denny, the following motion was introduced and adopted by unanimous vote: Authorize the hiring of an Accounting Supervisor.

On motion by Becker and second by Denny, the following motion was introduced and adopted by unanimous vote: Approve the elimination of the Administrative Services Manager position.

On motion by Noska and second by Denny, the following motion was introduced and adopted by unanimous vote: Authorize the hiring of two Lead Eligibility Workers.

Administration

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

ADOPTION OF CHANGES TO THE TODD COUNTY PERSONNEL POLICY

WHEREAS, the Todd County Board of Commissioners has recognized a need for a 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 Section 7.02 – Vacations, Section 7.04 – Holidays, Section 7.05 – Sick Leave and Section 7.21 – Minnesota State Retirement System (MSRS) Health Care Savings Plan (HCSP) with an effective date of January 1, 2025, 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, that 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 April 15, 2025, 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.

On motion by Neumann and second by Noska, the following motion was introduced and adopted by unanimous vote: To terminate employee #1053 effective April 4, 2025.

County Auditor-Treasurer's Report

The County Auditor-Treasurer reported that CLA is wrapping up the annual audit, an update of the results of the Osakis School District special election, 2025 Tax season is busy, tax forfeiture processes continue to evolve due to the major law change, and reminded of agenda submission deadline expectations.

County Coordinator's Report

The County Coordinator reported on the following items: possible GIS office location change, Policy Committee, Dept Head, ancillary benefit, Paycom, Parks & Trails, grant research, Solid Waste, HHS Staffing and Labor Attorney meetings.

County Commissioner's Report

The Commissioners reported on meetings and events attended.

Commissioner Becker attended the Annual Township Meeting, Rainbow Rider, and TWCC meetings.

Commissioner Neumann attended the Annual Township Meeting, Park Board, Rainbow Rider, Solid Waste, Park Finance and made special mention of the special tax forfeiture case and its legal affects.

Commissioner Noska attended regular meetings with special mention of the upcoming Comp Plan kickoff meeting.

Commissioner Byers expressed appreciation for the special HHS work session and potential of extra work sessions in the future to assist with timely flow of county business.

Commissioner Denny attended the regular scheduled meetings with special mention of the upcoming Comp Plan and Road meetings and attended the Finance Committee meeting.

Recess

Chair Byers recessed the meeting at 10:02 a.m. until May 6th, 2025.

AUDITOR WARRANTS

VENDOR NAME	AMOUNT
CLIFTON LARSONALLEN, LLP	\$ 4,630.50
LONG PRAIRIE SANITATION INC	\$ 4,673.25
OTTER TAIL CO SOLID WASTE DEPT	\$ 13,434.43
TODD TRAILS ASSOCIATION	\$ 29,884.00
30 PAYMENTS LESS THAN 2000	\$ 14,278.78
ALEXANDRIA MOTOR COMPANY	\$ 48,510.00
ARC ELECTRIC SERVICE	\$ 4,870.30
BOYER FORD TRUCKS INC	\$ 159,285.24
BROWERVILLE TRUCKWASH/BIG BOYZ	\$ 2,307.90
CARAHSOFT	\$ 10,100.00
CARD SERVICES COBORNS	\$ 2,168.77
CENTRA CARE	\$ 12,714.58
CLIFTON LARSONALLEN, LLP	\$ 5,985.00
COUNTIES PROVIDING TECHNOLOGY	\$ 7,926.00
FLEET SERVICES/WEX BANK	\$ 7,025.55
HY-TEC CONSTRUCTION	\$ 295,450.00
LONG PRAIRIE OIL COMPANY	\$ 5,223.17
MADDEN GALANTER HANSEN, LLP	\$ 3,096.75
METRO SALES INC	\$ 2,873.07
MN DEPT OF FINANCE	\$ 5,084.50
NOW MICRO INC	\$ 5,688.00
POPE DOUGLAS SOLID WASTE MANAGEMENT	\$ 10,637.75
PRAIRIE LAKES MUNICIPAL SOLID WASTE AUTH	\$ 93,473.61
SHIRLEY'S GAS & GROCERIES INC	\$ 2,966.72



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STEP	\$ 9,618.18
WEST CENTRAL REG JUVENILE CTR	\$ 14,054.00
48 PAYMENTS LESS THAN 2000	\$ 19,934.12
ALL INDUSTRIAL TOOL SUPPLY	\$ 11,865.14
BECKER/DARRICK AND RACHEL	\$ 51,296.25
CENTERPOINT ENERGY	\$ 2,466.35
CENTERPOINT ENERGY	\$ 3,850.37
GALLAGHER BENEFIT SERVICES INC	\$ 2,000.00
GRONDAHL/KEVIN AND MARGARET	\$ 8,527.50
HEALTH PARTNERS DENTAL	\$ 8,590.02
LONG PRAIRIE OIL COMPANY	\$ 2,096.08
MENCH/JAMES	\$ 14,380.00
MINNESOTA POWER	\$ 24,342.18
MORRISON COUNTY	\$ 11,783.62
PETERS LAW OFFICE, P.A.	\$ 5,525.00
TODD CO AUD-TREAS	\$ 8,759.50
TODD CO AUDITOR-TREASURER	\$ 96,835.50
TOWMASTER	\$ 162,151.00
VERIZON	\$ 6,922.79
WIDSETH SMITH NOLTING INC	\$ 9,345.00
WONDERLICH/SCOTT A	\$ 6,737.50
48 PAYMENTS LESS THAN 2000	\$ 20,127.91
CENTERPOINT ENERGY	\$ 6,956.64
CUMMINS INC	\$ 2,062.10
OFFICE OF MNIT SERVICES	\$ 2,677.30
STAPLES ADVANTAGE	\$ 2,157.81
STOECKEL JAHNER INC	\$ 15,620.00
STREICHER'S	\$ 5,220.00
WARNER LAW, LLC	\$ 5,245.00
20 PAYMENTS LESS THAN 2000	\$ 8,225.44
CLARISSA BALLROOM	\$ 3,010.83
CLIFTON LARSONALLEN, LLP	\$ 3,465.00
HEALTH PARTNERS DENTAL	\$ 8,750.58
REGENTS OF THE UNIV OF MN	\$ 43,750.00
STONE HILL FARM WEDDING & EVENT VENUE	\$ 2,450.00
THOMSON REUTERS - WEST	\$ 10,346.00
TODD CO AUD-TREAS	\$ 8,759.50
TODD CO AUDITOR-TREASURER	\$ 3,176.12
27 PAYMENTS LESS THAN 2000	\$ 10,663.07
MN DEPT OF REVENUE	\$ 22,812.87
US BANK - CC	\$ 9,125.00
9 PAYMENTS LESS THAN 2000	\$ 5,755.52
TOTAL:	\$ 1,433,724.66



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COMMISSIONER WARRANTS

VENDOR NAME	AMOUNT
ASSOC OF MN COUNTIES	\$ 3,025.00
AXON ENTERPRISE, INC.	\$ 7,728.00
BRAATEN AGGREGATE INC	\$ 9,289.61
EMERGENCY AUTOMOTIVE TECHNOLOGIES	\$ 3,030.70
FORUM COMMUNICATIONS PRINTING	\$ 8,173.80
FRIEDRICH'S TIRE & OIL CO INC	\$ 2,181.95
LONG PRAIRIE LEADER	\$ 9,469.00
LONG PRAIRIE OIL COMPANY	\$ 20,711.04
MENCH/JAMES	\$ 9,010.00
MOTOROLA	\$ 13,525.54
NORTHSTAR PLUMBING, HEATING AND AIR	\$ 3,557.86
NOW MICRO INC	\$ 2,924.00
RAHN'S OIL & PROPANE	\$ 20,086.93
SCR CENTRAL DIVISION	\$ 2,200.00
WIDSETH SMITH NOLTING INC	\$ 3,136.00
52 PAYMENTS LESS THAN 2000	\$ 16,613.07
Total:	\$ 134,662.50

HEALTH & HUMAN SERVICES WARRANTS

VENDOR NAME	AMOUNT
DHS - SWIFT	\$ 9,855.72
PETERSON/JENA	\$ 2,505.00
RURAL MN CEP INC	\$ 16,132.60
SHI CORP	\$ 4,031.63
77 PAYMENTS LESS THAN 2000	\$ 40,442.69
6 PAYMENTS LESS THAN 2000	\$ 2,387.28
Total:	\$ 75,354.92

VENDOR NAME	AMOUNT
# 16704	\$ 2,940.60
# 17598	\$ 4,189.03
HEARTLAND GIRLS RANCH	\$ 22,278.46
# 17734	\$ 2,929.50
# 17748	\$ 2,806.40
VALLEY LAKE BOYS HOME INC	\$ 3,280.00
33 PAYMENTS LESS THAN 2000	\$ 26,068.45
Total:	\$ 64,492.44



Minutes of the Special Board Meeting of the Todd County Board of Commissioners held on April 28th, 2025

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 28th day of April, 2025 at 10:00 AM. The meeting was called to order by Chairperson Byers. The meeting was opened with the Pledge of Allegiance. All Commissioners were present.

Agenda

Chair Byers acknowledged the agenda as presented.

Union Negotiations

Negotiation discussion was held with LELS Jail/Dispatch unit beginning at 10:00 a.m.

Chair Byers closed the session pursuant to Minnesota Statute 13D.03 at 10:45 a.m.

Chair Byers reopened at 11:20 a.m.

The board meeting was paused by Chair Byers at 11:25 a.m.

The board meeting was resumed by Chair Byers at 11:50 a.m.

Chair Byers closed the session pursuant to Minnesota Statute 13D.03 at 11:53 a.m.

Chair Byers reopened the session at 12:12 p.m.

The board meeting was paused by Chair Byers pending the next union unit arrival.

The board meeting was resumed at 12:35 p.m. with negotiation discussion held with LELS Admin Support Staff.

Chair Byers closed the session pursuant to Minnesota Statute 13D.03 at 1:36 p.m.

Chair Byers reopened the session at 1:55 p.m.

Negotiation discussion held with LELS Admin Support Staff unit.

Adjourn

On motion by Denny and second by Noska, the meeting was adjourned at 2:07 p.m.



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Board Action Form

Requestor to Complete:

Type of Action Requested (Check one):		Board Action Tracking Number : (Issued by Auditor/Treasurer Office)
☐ Action/Motion	☐ Report	20250506-02
☐ Discussion	☒ Resolution	
☐ Information Item	☐ Other	
Agenda Topic Title for Publication:		Gambling Permit - Society of Saint Pius X
Date of Meeting: May 6, 2025		Agenda Time Requested: ☒ Consent Agenda
Organization / Department Requesting Action: Auditor-Treasurer		
Person Presenting Topic at Meeting: Denise Gaida, County Auditor-Treasurer		
Background: Supporting Documentation enclosed ☒		
Application has been filed in the Auditor-Treasurer's Office.		
Options:		
Recommendation:		
The Todd County Board of Commissioners approves the following by Motion: to approve a gambling permit for the Society of Saint Pius X; Long Prairie, MN Inc to hold a bingo event at the St John Vianney Church and Academy in Round Prairie Township at the address of 18910 Ellipse Loop, Long Prairie, MN on August 17th, 2025.		

Additional Information:	Budgeted:	Comments
Financial Implications: \$	☒ Yes ☐ No	
Funding Source(s):		
Attorney Legal Review: ☐ Yes ☐ No ☐ N/A	Facilities Committee Review: ☐ Yes ☐ No ☐ N/A	Finance Committee Review: ☐ Yes ☐ No ☐ N/A

Auditor/Treasurer Archival Purposes Only:

Action Taken:	Voting in Favor	Voting Against
Motion:	☐ Byers	☐ Byers
Second:	☐ Denny	☐ Denny
☐ Passed ☐ Rollcall Vote	☐ Noska	☐ Noska
☐ Failed	☐ Neumann	☐ Neumann
☐ Tabled	☐ Becker	☐ Becker
☐ Other:	Notes:	

Official CertificationSTATE OF MINNESOTA}
COUNTY OF TODD}

I, Denise Gaida, County Auditor-Treasurer, Todd County, Minnesota hereby certify that I have compared the foregoing copy of the proceedings of the County Board of said County with the original record thereof on file in the Auditor-Treasurer's Office of Todd County in Long Prairie, Minnesota as stated in the minutes of the proceedings of said board and that the same is a true and correct copy of said original record and of the whole thereof, and that said motion was duly passed by said board at said meeting. Witness my hand and seal:

Seal



GAMBLING PERMIT – SOCIETY OF SAINT PIUS X

WHEREAS, the Todd County Board of Commissioners are establishing their approval for a Gambling Permit for the Society of Saint Pius X; Long Prairie, MN Inc through this resolution;

NOW, THEREFORE BE IT RESOLVED, that the Todd County Board of Commissioners approve a Gambling Permit for the Society of Saint Pius X; Long Prairie, MN Inc to hold a bingo event at the St John Vianney Church and Academy in Round Prairie Township at the address 18910 Ellipse Loop, Long Prairie, MN on August 17th, 2025.



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Requestor to Complete:

Type of Action Requested (Check one):		Board Action Tracking Number : (Issued by Auditor/Treasurer Office)
☒ Action/Motion ☐ Discussion ☐ Information Item	☐ Report ☐ Resolution ☐ Other	20250506-03
Agenda Topic Title for Publication:	Accept the resignation of Ross Bollin, FT Jailer	
Date of Meeting: 05/06/2025	Agenda Time Requested:	☒ Consent Agenda
Organization / Department Requesting Action: Sheriff's Office		
Person Presenting Topic at Meeting: Sheriff Allen		
Background: Supporting Documentation enclosed ☐		
Full time Jailer Ross Bollin has submitted his resignation from the Sheriff's Office effective May 5 th 2025		
Options:		
Accept the resignation of Ross Bollin FT Jailer		
Recommendation:		
The Todd County Board of Commissioners approves the following by Motion: Accept the resignation of Ross Bollin, FT Jailer effective May 5 th , 2025.		

Additional Information:	Budgeted:	Comments
Financial Implications: \$ Funding Source(s):	☒ Yes ☐ No	
Attorney Legal Review: ☐ Yes ☐ No ☒ N/A	Facilities Committee Review: ☐ Yes ☐ No ☒ N/A	Finance Committee Review: ☐ Yes ☐ No ☒ N/A

Auditor/Treasurer Archival Purposes Only:

Action Taken:	Voting in Favor	Voting Against
Motion:	☐ Byers	☐ Byers
Second:	☐ Denny	☐ Denny
☐ Passed ☐ Rollcall Vote	☐ Noska	☐ Noska
☐ Failed	☐ Neumann	☐ Neumann
☐ Tabled	☐ Becker	☐ Becker
☐ Other:	Notes:	

Official CertificationSTATE OF MINNESOTA}
COUNTY OF TODD}

I, Denise Gaida, County Auditor-Treasurer, Todd County, Minnesota hereby certify that I have compared the foregoing copy of the proceedings of the County Board of said County with the original record thereof on file in the Auditor-Treasurer's Office of Todd County in Long Prairie, Minnesota as stated in the minutes of the proceedings of said board and that the same is a true and correct copy of said original record and of the whole thereof, and that said motion was duly passed by said board at said meeting. Witness my hand and seal:

Seal



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Requestor to Complete:

Type of Action Requested (Check one):		Board Action Tracking Number : (Issued by Auditor/Treasurer Office)
☒ Action/Motion ☐ Discussion ☐ Information Item	☐ Report ☐ Resolution ☐ Other	20250506-04
Agenda Topic Title for Publication:		Hire Gabriel Rittenour FT Jailer
Date of Meeting: 05/06/2025		Agenda Time Requested: ☒ Consent Agenda
Organization / Department Requesting Action: Sheriff's Office		
Person Presenting Topic at Meeting: Sheriff Allen		
Background: Supporting Documentation enclosed ☐		
Hire Gabriel Rittenour for FT Jailer, start date TBD. An interview process was completed and Gabriel Rittenour was chosen as the best candidate for the position.		
Options:		
1- Hire Gabriel Rittenour, FT Jailer		
2- Do not hire Gabriel Rittenour FT Jailer		
Recommendation:		
The Todd County Board of Commissioners approves the following by Motion: Hire Gabriel Rittenour FT Jailer, Grade 6, Step 3 at \$23.94/hr Start date TBD.		

Additional Information:	Budgeted:	Comments
Financial Implications: \$ 23.94/hr Grade 6, Step 3 Funding Source(s):	☒ Yes ☐ No	
Attorney Legal Review: ☐ Yes ☐ No ☒ N/A	Facilities Committee Review: ☐ Yes ☐ No ☒ N/A	Finance Committee Review: ☐ Yes ☐ No ☒ N/A

Auditor/Treasurer Archival Purposes Only:

Action Taken:	Voting in Favor	Voting Against
Motion:	☐ Byers	☐ Byers
Second:	☐ Denny	☐ Denny
☐ Passed ☐ Rollcall Vote	☐ Noska	☐ Noska
☐ Failed	☐ Neumann	☐ Neumann
☐ Tabled	☐ Becker	☐ Becker
☐ Other:	Notes:	

Official CertificationSTATE OF MINNESOTA}
COUNTY OF TODD}

I, Denise Gaida, County Auditor-Treasurer, Todd County, Minnesota hereby certify that I have compared the foregoing copy of the proceedings of the County Board of said County with the original record thereof on file in the Auditor-Treasurer's Office of Todd County in Long Prairie, Minnesota as stated in the minutes of the proceedings of said board and that the same is a true and correct copy of said original record and of the whole thereof, and that said motion was duly passed by said board at said meeting. Witness my hand and seal:

Seal



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● MINNESOTA ● EST. 1855 ●

Board Action Form**Requestor to Complete:**

Type of Action Requested (Check one):		Board Action Tracking Number : (Issued by Auditor/Treasurer Office)
☒ Action/Motion	☐ Report	20250506-05
☐ Discussion	☐ Resolution	
☐ Information Item	☐ Other	

Agenda Topic Title for Publication:	Public Works Engineering Intern - Brandon Cline
--	--

Date of Meeting: 05/06/2025	Agenda Time Requested: 1 minute	☒ Consent Agenda
-----------------------------	---------------------------------	--

Organization / Department Requesting Action: Public Works

Person Presenting Topic at Meeting: Loren Fellbaum, County Engineer

Background: Supporting Documentation enclosed ☒
--

Brandon Cline has applied for Public Works Engineering Intern position and is being recommended to fill this vacant position with a start date to be determined.

Options:

#1 Approve hiring Brandon Cline to fill the Public Works Engineering Intern Position with a start date to be determined.

#2 Do not approve filling the Public Works Engineering Intern Position at this time.

Recommendation:

The Todd County Board of Commissioners approves the following by Motion:

Approve hiring Brandon Cline to fill the Public Works Engineering Intern Position with a start date to be determined.

Additional Information:	Budgeted:	Comments
Financial Implications: \$ 20.97 Funding Source(s): Fund 3 & Sourcewell Grant	☒ Yes ☐ No	Start Date: To be determined in the future as this is controlled by when he is done with school for the summer. This will be his second year with Todd County.
Attorney Legal Review: ☐ Yes ☐ No ☒ N/A	Facilities Committee Review: ☐ Yes ☐ No ☒ N/A	Finance Committee Review: ☐ Yes ☐ No ☒ N/A

Auditor/Treasurer Archival Purposes Only:

Action Taken:	Voting in Favor	Voting Against
Motion:	☐ Byers	☐ Byers
Second:	☐ Denny	☐ Denny
☐ Passed ☐ Rollcall Vote	☐ Noska	☐ Noska
☐ Failed	☐ Neumann	☐ Neumann
☐ Tabled	☐ Becker	☐ Becker
☐ Other:	Notes:	

Official Certification

STATE OF MINNESOTA}
COUNTY OF TODD}

I, Denise Gaida, County Auditor-Treasurer, Todd County, Minnesota hereby certify that I have compared the foregoing copy of the proceedings of the County Board of said County with the original record thereof on file in the Auditor-Treasurer's Office of Todd County in Long Prairie, Minnesota as stated in the minutes of the proceedings of said board and that the same is a true and correct copy of said original record and of the whole thereof, and that said motion was duly passed by said board at said meeting. Witness my hand and seal:

Seal



WHERE THE FOREST MEETS THE PRAIRIE

Todd County

● MINNESOTA ● EST. 1855 ●

Board Action Form

Requestor to Complete:

Type of Action Requested (Check one):		Board Action Tracking Number : (Issued by Auditor/Treasurer Office)
☒ Action/Motion ☐ Discussion ☐ Information Item	☐ Report ☐ Resolution ☐ Other	20250506-06
Agenda Topic Title for Publication:		Request to Hire Resource Navigator/Interpreter - Kimberly Santana
Date of Meeting: 5/6/2025	Agenda Time Requested: 5 min	☒ Consent Agenda
Organization / Department Requesting Action: Health & Human Services		
Person Presenting Topic at Meeting: Jackie Och		
Background: Supporting Documentation enclosed ☐		
An open Resource Navigator/Interpreter position exists within the Community Health Unit. Interviews were conducted and it is recommended to hire applicant Kimberly Santana to fill the position. Start date: TBD		
Options:		
1. To approve the hire of Kimberly Santana to fill the open Resource Navigator/Interpreter position. Grade E/5, Step B, \$24.24. Start date: TBD		
2. Not approve.		
Recommendation:		
The Todd County Board of Commissioners approves the following by Motion: To approve the hire of Kimberly Santana to fill the open Resource Navigator/Interpreter position. Grade E/5, Step B, \$24.24/hr. Start date: TBD		

Additional Information:	Budgeted:	Comments
Financial Implications: \$ 24.24/hr Grade E/5, Step B Funding Source(s): 21-Public Health	☒ Yes ☐ No	
Attorney Legal Review: ☐ Yes ☐ No ☒ N/A	Facilities Committee Review: ☐ Yes ☐ No ☒ N/A	Finance Committee Review: ☐ Yes ☐ No ☒ N/A

Auditor/Treasurer Archival Purposes Only:

Action Taken:	Voting in Favor	Voting Against
Motion:	☐ Byers	☐ Byers
Second:	☐ Denny	☐ Denny
☐ Passed ☐ Rollcall Vote	☐ Noska	☐ Noska
☐ Failed	☐ Neumann	☐ Neumann
☐ Tabled	☐ Becker	☐ Becker
☐ Other:	Notes:	

Official CertificationSTATE OF MINNESOTA}
COUNTY OF TODD}

I, Denise Gaida, County Auditor-Treasurer, Todd County, Minnesota hereby certify that I have compared the foregoing copy of the proceedings of the County Board of said County with the original record thereof on file in the Auditor-Treasurer's Office of Todd County in Long Prairie, Minnesota as stated in the minutes of the proceedings of said board and that the same is a true and correct copy of said original record and of the whole thereof, and that said motion was duly passed by said board at said meeting. Witness my hand and seal:

Seal



WHERE THE FOREST MEETS THE PRAIRIE

Todd County

● MINNESOTA ● EST. 1855 ●

Board Action Form

Requestor to Complete:

Type of Action Requested (Check one):		Board Action Tracking Number : (Issued by Auditor/Treasurer Office)
☒ Action/Motion ☐ Discussion ☐ Information Item	☐ Report ☐ Resolution ☐ Other	20250506-07
Agenda Topic Title for Publication:		Hire Social Worker - Cindy Grahn
Date of Meeting: 5/6/2025	Agenda Time Requested: 5 min	☒ Consent Agenda
Organization / Department Requesting Action: Health & Human Services		
Person Presenting Topic at Meeting: Jackie Och		
Background: Supporting Documentation enclosed ☐		
An open Social Worker position exist within the Child Services Unit. Interviews were conducted and it is recommended to hire applicant Cindy Grahn to fill the position. Start date: TBD		
Options:		
1. To approve the hire of Cindy Grahn to fill the open Social Worker position.		
2. Not approve.		
Recommendation:		
The Todd County Board of Commissioners approves the following by Motion: To approve the hire of Cindy Grahn to fill the open Social Worker position. Grade I/9, Step A at \$32.08/hr. Start date: TBD		

Additional Information:	Budgeted:	Comments
Financial Implications: \$ 32.08/hr Grade I/9, Step A Funding Source(s): 11-Social Services	☒ Yes ☐ No	
Attorney Legal Review: ☐ Yes ☐ No ☒ N/A	Facilities Committee Review: ☐ Yes ☐ No ☒ N/A	Finance Committee Review: ☐ Yes ☐ No ☒ N/A

Auditor/Treasurer Archival Purposes Only:

Action Taken:	Voting in Favor	Voting Against
Motion:	☐ Byers	☐ Byers
Second:	☐ Denny	☐ Denny
☐ Passed ☐ Rollcall Vote	☐ Noska	☐ Noska
☐ Failed	☐ Neumann	☐ Neumann
☐ Tabled	☐ Becker	☐ Becker
☐ Other:	Notes:	

Official CertificationSTATE OF MINNESOTA}
COUNTY OF TODD}

I, Denise Gaida, County Auditor-Treasurer, Todd County, Minnesota hereby certify that I have compared the foregoing copy of the proceedings of the County Board of said County with the original record thereof on file in the Auditor-Treasurer's Office of Todd County in Long Prairie, Minnesota as stated in the minutes of the proceedings of said board and that the same is a true and correct copy of said original record and of the whole thereof, and that said motion was duly passed by said board at said meeting. Witness my hand and seal:

Seal



WHERE THE FOREST MEETS THE PRAIRIE

Todd County

● MINNESOTA ● EST. 1855 ●

Board Action Form

Requestor to Complete:

Type of Action Requested (Check one):		Board Action Tracking Number : (Issued by Auditor/Treasurer Office)
☒ Action/Motion ☐ Discussion ☐ Information Item	☐ Report ☐ Resolution ☐ Other	20250506-08
Agenda Topic Title for Publication:		Auditor Warrants - April 2025
Date of Meeting: May 6 th , 2025	Agenda Time Requested: 2 minutes	☐ Consent Agenda
Organization / Department Requesting Action: Auditor-Treasurer		
Person Presenting Topic at Meeting: Denise Gaida, County Auditor-Treasurer		
Background: Supporting Documentation enclosed ☒		
Printout has been sent to the Commissioners and Warrants for Publication are attached.		
Options:		
Recommendation:		
The Todd County Board of Commissioners approves the following by Motion: to approve the April 2025 Auditor Warrants number (ACH) 904983 through 905042 in the amount of \$255,959.04 (Manual) 1068 through 1078 in the amount of \$62,068.61 and (Regular) 244287 through 244399 in the amount of \$645,325.10 for a total of \$963,352.75.		

Additional Information:	Budgeted:	Comments
Financial Implications: \$ Funding Source(s):	☒ Yes ☐ No	
Attorney Legal Review: ☐ Yes ☐ No ☒ N/A	Facilities Committee Review: ☐ Yes ☐ No ☒ N/A	Finance Committee Review: ☐ Yes ☐ No ☒ N/A

Auditor/Treasurer Archival Purposes Only:

Action Taken:	Voting in Favor	Voting Against
Motion:	☐ Byers	☐ Byers
Second:	☐ Denny	☐ Denny
☐ Passed ☐ Rollcall Vote	☐ Noska	☐ Noska
☐ Failed	☐ Neumann	☐ Neumann
☐ Tabled	☐ Becker	☐ Becker
☐ Other:	Notes:	

Official CertificationSTATE OF MINNESOTA}
COUNTY OF TODD}

I, Denise Gaida, County Auditor-Treasurer, Todd County, Minnesota hereby certify that I have compared the foregoing copy of the proceedings of the County Board of said County with the original record thereof on file in the Auditor-Treasurer's Office of Todd County in Long Prairie, Minnesota as stated in the minutes of the proceedings of said board and that the same is a true and correct copy of said original record and of the whole thereof, and that said motion was duly passed by said board at said meeting. Witness my hand and seal:

Seal

Auditor Warrants for Publication
April 2025

Vendor Name	Amount
DOUGLAS SWCD	\$ 5,562.45
FLEET SERVICES/WEX BANK	\$ 7,572.51
LONG PRAIRIE SANITATION INC	\$ 6,392.21
MOTOROLA	\$ 38,759.20
PETERS LAW OFFICE, P.A.	\$ 8,375.00
PRAIRIE LAKES MUNICIPAL SOLID WASTE AUTH	\$ 93,473.61
VERIZON	\$ 6,895.99
30 PAYMENTS LESS THAN 2000	\$ 15,151.63
ARC ELECTRIC SERVICE	\$ 4,399.04
CENTRA CARE	\$ 12,714.58
COUNTIES PROVIDING TECHNOLOGY	\$ 7,926.00
D & D AUTO REPAIR	\$ 4,314.62
GREAT RIVER REGIONAL LIBRARY	\$ 86,976.25
MINNESOTA POWER	\$ 18,537.57
MN DEPT OF FINANCE	\$ 6,432.00
MORRISON COUNTY	\$ 40,450.60
MOTOROLA	\$ 2,016.70
NORTHERN STAR COOP	\$ 2,642.02
OTTER TAIL CO SOLID WASTE DEPT	\$ 4,150.00
SHIRLEY'S GAS & GROCERIES INC	\$ 2,342.08
STAPLES ADVANTAGE	\$ 2,320.92
TCSS MH INITIATIVE FLEX FUND	\$ 10,000.00
66 PAYMENTS LESS THAN 2000	\$ 32,424.04
CARGILL SALT DIVISION	\$ 22,546.25
CENTERPOINT ENERGY	\$ 4,155.55
CENTRAL MN DOOR SERVICE, LLC	\$ 9,050.00
EMERGENCY AUTOMOTIVE TECHNOLOGIES	\$ 4,260.38
GALLAGHER BENEFIT SERVICES INC	\$ 2,000.00
MADDEN GALANTER HANSEN, LLP	\$ 2,636.10
MOTOROLA	\$ 22,674.60
WEST CENTRAL REG JUVENILE CTR	\$ 28,108.00
23 PAYMENTS LESS THAN 2000	\$ 10,478.81
HY-TEC CONSTRUCTION	\$ 358,009.85
24 PAYMENTS LESS THAN 2000	\$ 17,535.58
MN DEPT OF REVENUE	\$ 3,908.00
US BANK	\$ 8,323.50
MN DEPT OF REVENUE	\$ 44,423.43
9 PAYMENTS LESS THAN 2000	\$ 5,413.68
TOTAL:	\$ 963,352.75



WHERE THE FOREST MEETS THE PRAIRIE

Todd County

• MINNESOTA • EST. 1855 •

Board Action Form

Requestor to Complete:

Type of Action Requested (Check one):		Board Action Tracking Number : <i>(Issued by Auditor/Treasurer Office)</i>
☒ Action/Motion ☐ Discussion ☐ Information Item	☐ Report ☐ Resolution ☐ Other	20250506-09
Agenda Topic Title for Publication:		Approve Commissioner Warrants
Date of Meeting: May 6th, 2025	Agenda Time Requested: 2 minutes	☐ Consent Agenda
Organization / Department Requesting Action: Auditor-Treasurer		
Person Presenting Topic at Meeting: Denise Gaida, County Auditor-Treasurer		
Background: Supporting Documentation enclosed ☒		
Printout has been sent to the Commissioners and Warrants for Publication are attached.		
Options:		
Recommendation:		
The Todd County Board of Commissioners approves the following by Motion: To approve the Commissioner Warrants number (ACH) 403850 through 403875 in the amount of \$48,111.10 and (Regular) 58884 through 58927 in the amount of \$66,312.24 for a total of \$114,423.34.		

Additional Information:	Budgeted:	Comments
Financial Implications: \$ Funding Source(s):	☒ Yes ☐ No	
Attorney Legal Review: ☐ Yes ☐ No ☒ N/A	Facilities Committee Review: ☐ Yes ☐ No ☒ N/A	Finance Committee Review: ☐ Yes ☐ No ☒ N/A

Auditor/Treasurer Archival Purposes Only:

Action Taken:	Voting in Favor	Voting Against
Motion:	☐ Byers	☐ Byers
Second:	☐ Denny	☐ Denny
☐ Passed ☐ Rollcall Vote	☐ Noska	☐ Noska
☐ Failed	☐ Neumann	☐ Neumann
☐ Tabled	☐ Becker	☐ Becker
☐ Other:	Notes:	

Official Certification

STATE OF MINNESOTA}

COUNTY OF TODD}

I, Denise Gaida, County Auditor-Treasurer, Todd County, Minnesota hereby certify that I have compared the foregoing copy of the proceedings of the County Board of said County with the original record thereof on file in the Auditor-Treasurer's Office of Todd County in Long Prairie, Minnesota as stated in the minutes of the proceedings of said board and that the same is a true and correct copy of said original record and of the whole thereof, and that said motion was duly passed by said board at said meeting. Witness my hand and seal:

Seal

RACHEL

5/1/25 10:13AM

**** Todd County ****

WARRANTS FOR PUBLICATION



Page 1

Cutoff 2000

Report Sequence: 1 - Vendor Name



WARRANTS FOR PUBLICATION
Warrants Approved On 5/06/2025 For Payment 5/09/2025

<u>Vendor Name</u>	<u>Amount</u>
AMAZON CAPITAL SERVICES	2,169.89
BUTTWEILER'S DO ALL	4,027.67
CARGILL SALT DIVISION	23,479.78
EMERGENCY AUTOMOTIVE TECHNOLOGIE	4,390.17
LONG PRAIRIE LEADER	13,168.74
MENCH/JAMES	2,100.00
MN DEPT OF TRANSPORTATION	4,827.16
MORRISON CO DEPT OF PUB WORKS	14,665.72
NOW MICRO INC	11,728.07
SHI CORP	2,641.28
WOLTERS BODY SHOP INC	13,716.87
59 Payments less than 2000	17,507.99
Final Total:	114,423.34



WHERE THE FOREST MEETS THE PRAIRIE

Todd County

• MINNESOTA • EST. 1855 •

Board Action Form

Requestor to Complete:

Type of Action Requested (Check one):		Board Action Tracking Number : (Issued by Auditor/Treasurer Office)
☒ Action/Motion ☐ Discussion ☐ Information Item	☐ Report ☐ Resolution ☐ Other	20250506-10
Agenda Topic Title for Publication:	Health & Human Services Commissioner Warrants	
Date of Meeting: May 6 th , 2025	Agenda Time Requested: 2 minutes	☐ Consent Agenda
Organization / Department Requesting Action: Auditor-Treasurer		
Person Presenting Topic at Meeting: Denise Gaida, County Auditor-Treasurer		
Background: Supporting Documentation enclosed ☒		
Printouts have been sent for Commissioners to review and Warrants for Publication are attached.		
Options:		
Recommendation:		
The Todd County Board of Commissioners approves the following by Motion: To approve the Health & Human Services Commissioner Warrants number (ACH) 806416 through 806461 and (Regular) 712997 through 713041 for a total of \$48,423.57.		

Additional Information:	Budgeted:	Comments
Financial Implications: \$ Funding Source(s):	☒ Yes ☐ No	
Attorney Legal Review: ☐ Yes ☐ No ☒ N/A	Facilities Committee Review: ☐ Yes ☐ No ☒ N/A	Finance Committee Review: ☐ Yes ☐ No ☒ N/A

Auditor/Treasurer Archival Purposes Only:

Action Taken:	Voting in Favor	Voting Against
Motion:	☐ Byers	☐ Byers
Second:	☐ Denny	☐ Denny
☐ Passed ☐ Rollcall Vote	☐ Noska	☐ Noska
☐ Failed	☐ Neumann	☐ Neumann
☐ Tabled	☐ Becker	☐ Becker
☐ Other:	Notes:	

Official Certification

STATE OF MINNESOTA}

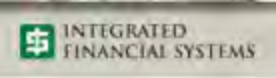
COUNTY OF TODD}

I, Denise Gaida, County Auditor-Treasurer, Todd County, Minnesota hereby certify that I have compared the foregoing copy of the proceedings of the County Board of said County with the original record thereof on file in the Auditor-Treasurer's Office of Todd County in Long Prairie, Minnesota as stated in the minutes of the proceedings of said board and that the same is a true and correct copy of said original record and of the whole thereof, and that said motion was duly passed by said board at said meeting. Witness my hand and seal:

Seal

**** Todd County ****

WARRANTS FOR PUBLICATION



Cutoff 2000
Report Sequence: 1 - Vendor Name

**** Todd County ****



WARRANTS FOR PUBLICATION
Warrants Approved On 5/06/2025 For Payment 5/09/2025

<u>Vendor Name</u>	<u>Amount</u>
MCCC, MI33	6,724.35
5 Payments less than 2000	1,174.50
Final Total:	7,898.85

KATIE

4/30/25 6:49AM

**** Todd County ****

WARRANTS FOR PUBLICATION



Page 1

Cutoff 2000

Report Sequence: 1 - Vendor Name

**** Todd County ****



WARRANTS FOR PUBLICATION
Warrants Approved On 5/06/2025 For Payment 5/09/2025

<u>Vendor Name</u>	<u>Amount</u>
DHS - SWIFT	3,430.17
TODD COUNTY ATTORNEY'S OFFICE	3,933.00
TODD COUNTY SHERIFF	2,133.71
82 Payments less than 2000	31,027.84
Final Total:	40,524.72



WHERE THE FOREST MEETS THE PRAIRIE

Todd County

• MINNESOTA • EST. 1855 •

Board Action Form

Requestor to Complete:

Type of Action Requested (Check one):		Board Action Tracking Number : (Issued by Auditor/Treasurer Office)
☒ Action/Motion ☐ Discussion ☐ Information Item	☐ Report ☐ Resolution ☐ Other	20250506-11
Agenda Topic Title for Publication:	Health & Human Services SSIS Warrants	
Date of Meeting: May 6 th , 2025	Agenda Time Requested: 2 minutes	☐ Consent Agenda
Organization / Department Requesting Action: Auditor-Treasurer		
Person Presenting Topic at Meeting: Denise Gaida, County Auditor-Treasurer		
Background: Supporting Documentation enclosed ☒		
Printouts have been sent for Commissioners to review and Warrants for Publication are attached.		
Options:		
Recommendation:		
The Todd County Board of Commissioners approves the following by Motion: To approve the Health & Human Services SSIS Warrants number (ACH) 601643 through 601660 and (Regular) 518374 through 518405 for a total amount of \$230,745.68.		

Additional Information:	Budgeted:	Comments
Financial Implications: \$ Funding Source(s):	☒ Yes ☐ No	
Attorney Legal Review: ☐ Yes ☐ No ☒ N/A	Facilities Committee Review: ☐ Yes ☐ No ☒ N/A	Finance Committee Review: ☐ Yes ☐ No ☒ N/A

Auditor/Treasurer Archival Purposes Only:

Action Taken:	Voting in Favor	Voting Against
Motion:	☐ Byers	☐ Byers
Second:	☐ Denny	☐ Denny
☐ Passed ☐ Rollcall Vote	☐ Noska	☐ Noska
☐ Failed	☐ Neumann	☐ Neumann
☐ Tabled	☐ Becker	☐ Becker
☐ Other:	Notes:	

Official Certification

STATE OF MINNESOTA}

COUNTY OF TODD}

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Seal

Warrants for Publication

Payment Date:

5/9/2025

Approval Date:

5/6/2025

Vendor name or #

Amount

180 DEGREES INC	17553.13
DHS - MSOP - MN SEX OFFENDER PROGRAM	5454.40
GERARD TREATMENT PROGRAMS	9475.46
HOLISTIC FAMILY EDUCATION SRVS	4976.45
LUTHERAN SOCIAL SERVICE OF MN - ST PAUL	2836.50
MERIDIAN SERVICES INC	2669.01
NORTH HOMES CHILDREN & FAMILY SRVS	46415.75
NORTHERN PINES MENTAL HLTH CTR INC	14226.97
NORTHWOOD CHILDRENS SERVICES	9041.46
PRAIRIE LAKES YOUTH PROGRAMS	14023.07
PRODUCTIVE ALTERNATIVES INC - FERGUS	3018.23
RESOURCE TRAINING AND SOLUTIONS	4940.00
STEP	5346.96
VILLAGE RANCH INC	11848.82
WEST CENTRAL REG JUVENILE CTR	65786.00

\$13,133.47

35 Pymts less than \$2000

Final Total

\$230,745.68



WHERE THE FOREST MEETS THE PRAIRIE

Todd County

● MINNESOTA ● EST. 1855 ●

Board Action Form

Requestor to Complete:

Type of Action Requested (Check one):		Board Action Tracking Number : (Issued by Auditor/Treasurer Office)
☐ Action/Motion ☐ Discussion ☐ Information Item	☐ Report ☒ Resolution ☐ Other	20250506-12
Agenda Topic Title for Publication:		2025 Memorial Day Appropriations
Date of Meeting: May 6 th , 2025	Agenda Time Requested: 5 minutes	☐ Consent Agenda
Organization / Department Requesting Action: Auditor-Treasurer		
Person Presenting Topic at Meeting: Denise Gaida, County Auditor-Treasurer		
Background: Supporting Documentation enclosed ☒		
Todd County has included in the 2025 budget annual appropriations to aid in the observance of Memorial Day within the parameters of Minnesota Statutes 375.34 and 375.35.		
Options:		
To adopt the attached resolution for the 2025 Memorial Day Appropriations		
Do not adopt the attached resolution for the 2025 Memorial Day Appropriations		
Recommendation:		
The Todd County Board of Commissioners approves the following by Motion: To adopt the attached resolution for the 2025 Memorial Day Appropriations to organizations within Todd County.		

Additional Information:	Budgeted:	Comments
Financial Implications: \$ 1,150 Funding Source(s): 01-General Fund 149-General Government	☒ Yes ☐ No	
Attorney Legal Review: ☐ Yes ☐ No ☒ N/A	Facilities Committee Review: ☐ Yes ☐ No ☒ N/A	Finance Committee Review: ☐ Yes ☐ No ☒ N/A

Auditor/Treasurer Archival Purposes Only:

Action Taken:	Voting in Favor	Voting Against
Motion:	☐ Byers	☐ Byers
Second:	☐ Denny	☐ Denny
☐ Passed ☐ Rollcall Vote	☐ Noska	☐ Noska
☐ Failed	☐ Neumann	☐ Neumann
☐ Tabled	☐ Becker	☐ Becker
☐ Other:	Notes:	

Official CertificationSTATE OF MINNESOTA}
COUNTY OF TODD}

I, Denise Gaida, County Auditor-Treasurer, Todd County, Minnesota hereby certify that I have compared the foregoing copy of the proceedings of the County Board of said County with the original record thereof on file in the Auditor-Treasurer's Office of Todd County in Long Prairie, Minnesota as stated in the minutes of the proceedings of said board and that the same is a true and correct copy of said original record and of the whole thereof, and that said motion was duly passed by said board at said meeting. Witness my hand and seal:

Seal



2025 MEMORIAL DAY APPROPRIATIONS

WHEREAS, Todd County has budgeted in 2025 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 2025 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.

Memorial Day Appropriations 2025

<u>Location</u>	<u>Amount</u>
Evergreen Cemetary	\$ 200.00
Grey Eagle Cemetary	\$ 50.00
American Legion Auxiliary-Bertha	\$ 50.00
American Legion Post-Bertha	\$ 50.00
American Legion Auxiliary-Clarissa	\$ 50.00
American Legion Post-Clarissa	\$ 50.00
American Legion Auxiliary-Browerville	\$ 50.00
American Legion Post-Browerville	\$ 50.00
American Legion Auxiliary-Long Prairie	\$ 50.00
American Legion Post-Long Prairie	\$ 50.00
American Legion Post-Motley	\$ 50.00
Little Sauk Legion Auxiliary	\$ 50.00
Little Sauk Legion Post	\$ 50.00
VFW Auxiliary-Eagle Bend	\$ 50.00
VFW Post-Eagle Bend	\$ 50.00
VFW Auxiliary-Long Prairie	\$ 50.00
VFW Auxiliary-Browerville	\$ 50.00
VFW Post-Browerville	\$ 50.00
VFW Post-Osakis	\$ 50.00
VFW Auxiliary-Osakis	\$ 50.00
	<u>\$ 1,150.00</u>



WHERE THE FOREST MEETS THE PRAIRIE

Todd County

● MINNESOTA ● EST. 1855 ●

Board Action Form

Requestor to Complete:

Type of Action Requested (Check one):		Board Action Tracking Number : (Issued by Auditor/Treasurer Office)
☐ Action/Motion ☐ Discussion ☐ Information Item	☐ Report ☒ Resolution ☐ Other	20250506-13
Agenda Topic Title for Publication:		2025 Senior Citizen Center Appropriations
Date of Meeting: May 6 th , 2025	Agenda Time Requested: 5 minutes	☐ Consent Agenda
Organization / Department Requesting Action: Auditor-Treasurer		
Person Presenting Topic at Meeting: Denise Gaida, County Auditor-Treasurer		
Background: Supporting Documentation enclosed ☒		
Todd County has included in the 2025 budget annual appropriations to Senior Citizen Centers within its boundaries.		
Options:		
To adopt the attached resolution for the 2025 Senior Citizen Center Appropriations.		
Do not adopt the attached resolution for the 2025 Senior Citizen Center Appropriations.		
Recommendation:		
The Todd County Board of Commissioners approves the following by Motion: To adopt the attached resolution for the 2025 Senior Citizen Center Appropriations to organizations within Todd County.		

Additional Information:	Budgeted:	Comments
Financial Implications: \$ 1,200 Funding Source(s): 01-General Fund 149-General Government	☒ Yes ☐ No	
Attorney Legal Review: ☐ Yes ☐ No ☒ N/A	Facilities Committee Review: ☐ Yes ☐ No ☒ N/A	Finance Committee Review: ☐ Yes ☐ No ☒ N/A

Auditor/Treasurer Archival Purposes Only:

Action Taken:	Voting in Favor	Voting Against
Motion:	☐ Byers	☐ Byers
Second:	☐ Denny	☐ Denny
☐ Passed ☐ Rollcall Vote	☐ Noska	☐ Noska
☐ Failed	☐ Neumann	☐ Neumann
☐ Tabled	☐ Becker	☐ Becker
☐ Other:	Notes:	

Official CertificationSTATE OF MINNESOTA}
COUNTY OF TODD}

I, Denise Gaida, County Auditor-Treasurer, Todd County, Minnesota hereby certify that I have compared the foregoing copy of the proceedings of the County Board of said County with the original record thereof on file in the Auditor-Treasurer's Office of Todd County in Long Prairie, Minnesota as stated in the minutes of the proceedings of said board and that the same is a true and correct copy of said original record and of the whole thereof, and that said motion was duly passed by said board at said meeting. Witness my hand and seal:

Seal



2025 SENIOR CITIZEN CENTER APPROPRIATIONS

WHEREAS, Todd County has budgeted for 2025 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 2025 payment of \$200 for each Senior Citizen Center located in Todd County per the attached list.

**Senior Citizen Appropriations
2025**

<u>Location</u>	<u>Amount</u>
Bertha	\$ 200.00
Clarissa	\$ 200.00
Eagle Bend	\$ 200.00
Grey Eagle	\$ 200.00
Long Prairie	\$ 200.00
Staples	\$ 200.00
	<u>\$ 1,200.00</u>



WHERE THE FOREST MEETS THE PRAIRIE

Todd County

● MINNESOTA ● EST. 1855 ●

Board Action Form

Requestor to Complete:

Type of Action Requested (Check one):		Board Action Tracking Number : (Issued by Auditor/Treasurer Office)
☐ Action/Motion ☐ Discussion ☐ Information Item	☐ Report ☒ Resolution ☐ Other	20250506-14
Agenda Topic Title for Publication:		County Ag Inspector - 2025 MDA Noxious Weed and Invasive Plant Grant
Date of Meeting: May 6, 2025	Agenda Time Requested: 5 min	☐ Consent Agenda
Organization / Department Requesting Action: Ditch/Ag Inspector		
Person Presenting Topic at Meeting: Nancy Uhlenkamp CAI		
Background: Supporting Documentation enclosed ☒		
Attachment 1 - Resolution Attachment 2 - Grant Contract		
Options:		
Accept the MDA Grant Do Not Accept the MDA Grant		
Recommendation:		
The Todd County Board of Commissioners approves the following by Motion: to accept the 2025 Noxious Weed and Invasive Plant Grant from the MDA, and authorize the CAI to sign the Grant Award contract for and on behalf of Todd County.		

Additional Information:	Budgeted:	Comments
Financial Implications: \$ 15,000.00 Funding Source(s): General Fund	☐ Yes ☒ No	General Fund to be reimbursed by the MDA Noxious Weed and Invasive Plant Grant.
Attorney Legal Review: ☒ Yes ☐ No ☐ N/A	Facilities Committee Review: ☐ Yes ☐ No ☒ N/A	Finance Committee Review: ☐ Yes ☐ No ☒ N/A

Auditor/Treasurer Archival Purposes Only:

Action Taken:	Voting in Favor	Voting Against
Motion:	☐ Byers	☐ Byers
Second:	☐ Denny	☐ Denny
☐ Passed ☐ Rollcall Vote	☐ Noska	☐ Noska
☐ Failed	☐ Neumann	☐ Neumann
☐ Tabled	☐ Becker	☐ Becker
☐ Other:	Notes:	

Official CertificationSTATE OF MINNESOTA}
COUNTY OF TODD}

I, Denise Gaida, County Auditor-Treasurer, Todd County, Minnesota hereby certify that I have compared the foregoing copy of the proceedings of the County Board of said County with the original record thereof on file in the Auditor-Treasurer's Office of Todd County in Long Prairie, Minnesota as stated in the minutes of the proceedings of said board and that the same is a true and correct copy of said original record and of the whole thereof, and that said motion was duly passed by said board at said meeting. Witness my hand and seal:

Seal



2025 NOXIOUS WEED AND INVASIVE PLANT GRANT

WHEREAS, the MDA released the Noxious Weed and Invasive Plant Grant Proposal Application on September 3, 2024 and;

WHEREAS, October 15, 2024 the County Ag Inspector (CAI) brought a Board Action to the Board meeting asking for approval to apply for the Grant. The completed Grant application was submitted to the MDA on October 17, 2024. \$15,000 was requested to hire a contractor to treat 3 miles of Township roads around the Palmer amaranth fields, and to hire a contractor to do treatment of Wild parsnip in County Road ROWs that are identified to have Wild parsnip, and;

WHEREAS, the CAI was informed on January 8, 2025, that Todd County has been awarded the \$15,000 requested amount, and on April 10, 2025 the CAI received the grant contract by email, and;

WHEREAS, the CAI had the grant contract reviewed by the County Attorney, and;

WHEREAS, this year the grant is reimbursement only, there will be no funds given to Todd County up front. The expenses will need to be covered by the general fund until invoices are submitted to the MDA and the County is reimbursed.

NOW, THEREFORE BE IT RESOLVED, the Todd County Board of Commissioners accepts the 2025 Noxious Weed and Invasive Plant Grant from the MDA in the amount of \$15,000.00, and authorizes the CAI to sign the Grant Award contract for and on behalf of Todd County.

DEPARTMENT OF AGRICULTURE ENCUMBRANCE WORKSHEET		
Mark this box if this is a RUSH	SWIFT CONTRACT NO: 267436	PO NO: 3000054069
Please, allow 4 - 6 weeks for the entire contract process (5 - 7 business days for FBD, or 2-3 business days for rush requests).		
MDA PREPARER/CONTACT: Emilie Justen	ORG: 112	AGENCY: AGRICULTURE B04
NEW CONTRACT/GRANT: New grant	AMENDMENT:	ROLL FORWARD:
DIVISION'S FINANCIAL ADVISOR: Seva Ekonomi	TYPE: Grant	ANNUAL PLAN LINE NUMBER:
FISCAL YEAR(S): 2025	TOTAL AMOUNT OF CONTRACT: \$15,000	SWIFT SUPPLIER NUMBER: 0000197346
CATEGORY CODE: 84101501	25K EVAL NEEDED: No	SWIFT SUPPLIER LOCATION:11
ACCOUNT CODE: 441322	CONTRACT START DATE: 1/1/2025	SWIFT SUPPLIER ADDRESS: 11
TOTAL EWS AMOUNT: \$15,000	CONTRACT END DATE: 12/31/2025	SIGNATURES NEEDED BY DATE:
LAWS OF: MN Statutes §		
FUNDING STRING	FUNDING STRING	FUNDING STRING
FISCAL YEAR: 2025	FISCAL YEAR:	FISCAL YEAR:
FUND: 2018	FUND:	FUND:
DEPT ID: B0431222	DEPT ID:	DEPT ID:
APPROP ID: B042A22	APPROP ID:	APPROP ID:
PC BUS UNIT:	PC BUS UNIT:	PC BUS UNIT:
PROJECT ID:	PROJECT ID:	PROJECT ID:
ACTIVITY:	ACTIVITY:	ACTIVITY:
SOURCE:	SOURCE:	SOURCE:
AMOUNT: \$15,000	AMOUNT:	AMOUNT:
FUNDING STRING	FUNDING STRING	FUNDING STRING
FISCAL YEAR:	FISCAL YEAR:	FISCAL YEAR:
FUND:	FUND:	FUND:
DEPT ID:	DEPT ID:	DEPT ID:
APPROP ID:	APPROP ID:	APPROP ID:
PC BUS UNIT:	PC BUS UNIT:	PC BUS UNIT:
PROJECT ID:	PROJECT ID:	PROJECT ID:
ACTIVITY:	ACTIVITY:	ACTIVITY:
SOURCE:	SOURCE:	SOURCE:
AMOUNT:	AMOUNT:	AMOUNT:
CONTRACT NAME & ADDRESS: (Must match SWIFT Supplier Location ID, as listed on the contract)	Todd County 44 Riverside Drive Long Prairie, MN 56347	
SUPPLIER REMITTANCE ADDRESS: (Must match SWIFT Supplier Address ID)		
NOTES: [FY26 to be pulled in to the PO in July of 2025]		

STATE OF MINNESOTA GRANT CONTRACT AGREEMENT

This grant contract agreement is between the State of Minnesota, acting through its Commissioner of Agriculture ("STATE") and Todd County, 44 Riverside Drive, Long Prairie, MN 56347 ("GRANTEE").

Recitals

1. Under Minn. Stat. 2023 Laws of Minnesota, Chapter 43, Article 1, Section 2, Subd. 2 (d). the State is empowered to enter into this grant contract agreement.
2. The State is in need of on the ground management of noxious weeds and invasive plants.
3. The Grantee represents that it is duly qualified and agrees to perform all services described in this grant contract agreement to the satisfaction of the State. Pursuant to [Minn.Stat.§16B.98](#), Subd.1, the Grantee agrees to minimize administrative costs as a condition of this grant contract agreement.

Grant Contract Agreement

Initial


1. Term of Grant Contract Agreement

1.1. *Effective date:*

January 1, 2025 or the date the State obtains all required signatures under [Minn. Stat. §16B.98, Subd. 5](#), whichever is later. [Minn. Stat.§16B.98](#), Subd. 5, the Grantee must not begin work until this grant contract agreement is fully executed and the State's Authorized Representative has notified the Grantee that work may commence. Per [Minn.Stat.§16B.98](#) Subd. 7, no payments will be made to the Grantee until this grant contract agreement is fully executed.

1.2. *Expiration date:*

December 31, 2025, or until all obligations have been satisfactorily fulfilled, whichever occurs first.

1.3. *Survival of Terms.*

The following clauses survive the expiration or cancellation of this grant contract agreement: 2. Grantee's Duties; 8. Liability; 9. State Audits; 10. Government Data Practices and Intellectual Property; 12. Publicity and Endorsement; 13. Governing Law, Jurisdiction, and Venue; 15 Data Disclosure; and 16 Monitoring.

2. Grantee's Duties

The Grantee, who is not a state employee, will:

- 2.1 Comply with required grants management policies and procedures set forth through [Minn.Stat.§16B.97,Subd. 4 \(a\) \(1\)](#) ~~Minn. Stat. §16B.97, subd 4 (a)(1)~~, Minn. Stat. Ch.116P, and M.L. 2023, Chapter 60, Article 2.
- 2.2 Be responsible for the administration, supervision, management, record keeping, and program oversight required for the work performed under this agreement.
- 2.3 Use the funds provided for the activities described in the approved budget expenditure sheet at Appendix A which is attached and incorporated into this grant contract agreement.
- 2.4 Provide a final report to the State's Authorized Representative on or before November 30, 2025.
- 2.5 Maintain an adequate conflict of interest policy. Throughout the term of this agreement, the Grantee shall monitor and report any actual, potential, or perceived conflicts of interest to the State's Authorized Representative. Conflicts of Interest are described in Appendix B which is attached and incorporated in this Grant Contract Agreement.

3. Time

The Grantee must comply with all the time requirements described in this grant contract agreement. In the performance of this grant contract agreement, time is of the essence.

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4. Consideration and Payment

4.1. Consideration.

The State will pay for all services performed by the Grantee under this grant contract agreement as follows:

(a) Compensation

The Grantee will be paid \$15,000, upon completion of all duties and proof that work was performed to the State's satisfaction as outlined in Appendix A, which is incorporated into this agreement and made part of this contract.

(b) Travel Expenses

Reimbursement for travel and subsistence expenses actually and necessarily incurred by the Grantee as a result of this grant contract agreement will not exceed \$0; provided that the Grantee will be reimbursed for travel and subsistence expenses in the same manner and in no greater amount than provided in the current "Commissioner's Plan" promulgated by the Commissioner of Minnesota Management and Budget (MMB). The Grantee will not be reimbursed for travel and subsistence expenses incurred outside Minnesota unless it has received the State's prior written approval for out of state travel. Minnesota will be considered the home state for determining whether travel is out of state.

(c) Total Obligation.

The total obligation of the State for all compensation and reimbursements to the Grantee under this grant contract agreement will not exceed \$15,000. Funds made available pursuant to this Agreement shall be used only for expenses incurred in performing and accomplishing the purposes and activities specified herein. Notwithstanding all other provisions of this Agreement, it is understood that any reduction or termination of funds allocated to the State may result in a like reduction to the Grantee.

4.2. Payment

(a) Invoices

The State shall disburse funds to the Grantee pursuant to this agreement on a reimbursement basis. The State will promptly pay the Grantee after the Grantee presents an itemized invoice for the services actually performed and the State's Authorized Representative accepts the invoiced services. The Grantee may submit payment requests with the required expenditure documentation throughout the grant performance period. All payment requests must be submitted no later than 30-days after the expiration date, December 31, 2025 as indicated at paragraph 1.2.

(b) Unexpended Funds

The Grantee must promptly return to the State any unexpended funds that have not been accounted for annually in a financial report to the State due at grant closeout.

4.3. Contracting and Bidding Requirements

Per Minn. Stat. §471.345, grantees that are municipalities as defined in Subd. 1 must follow the law.

(a) For projects that include construction work of \$25,000 or more, prevailing wage rules apply per Minn. Stat. §§177.41 through 177.44. These rules require that the wages of laborers and workers should be comparable to wages paid for similar work in the community as a whole.

(b) The grantee must not contract with vendors who are suspended or debarred in MN: <https://mn.gov/admin/osp/government/suspended-debarred/index2.jsp>

5. Conditions of Payment

All services provided by the Grantee under this grant contract agreement must be performed to the State's satisfaction, as determined at the sole discretion of the State's Authorized Representative and in accordance with all applicable federal, state, and local laws, ordinances, rules, and regulations. The Grantee will not receive payment for work found by the State to be unsatisfactory or performed in violation of federal, state, or local law.

6. Authorized Representative

The State's Authorized Representative is Emilie Justen, Noxious Weed Law Coordinator, 625 Robert St. N,

St. Paul, MN 55155, 651-201-6360, emilie.justen@state.mn.us or his/her successor, and has the responsibility to monitor the Grantee's performance and the authority to accept the services provided under this grant contract agreement. If the services are satisfactory, the State's Authorized Representative will certify acceptance on each invoice submitted for payment.

The Grantee's Authorized Representative is Nancy Uhlenkamp, Todd County, 44 Riverside Drive, Long Prairie, MN 56347, 320-533-4651, nancy.uhlenkamp@co.todd.mn.us. If the Grantee's Authorized Representative changes at any time during this grant contract agreement, the Grantee must immediately notify the State.

7. Assignment Amendments, Waiver, and Grant Contract Agreement Complete

7.1. Assignment

The Grantee shall neither assign nor transfer any rights or obligations under this grant contract agreement without the prior written consent of the State, approved by the same parties who executed and approved this grant contract agreement, or their successors in office.

7.2. Amendments

Any amendments to this grant contract agreement must be in writing and will not be effective until it has been executed and approved by the same parties who executed and approved the original grant contract, or their successors in office.

7.3. Waiver

If the State fails to enforce any provision of this grant contract agreement, that failure does not waive the provision or the State's right to enforce it.

7.4. Grant Contract Agreement Complete

This grant contract agreement contains all negotiations and agreements between the State and the Grantee. No other understanding regarding this grant contract, whether written or oral, may be used to bind either party.

8. Liability

The Grantee must indemnify, save, and hold the State, its agents, and employees harmless from any claims or causes of action, including attorney's fees incurred by the State, arising from the performance of this grant contract agreement by the Grantee or the Grantee's agents or employees. This clause will not be construed to bar any legal remedies the Grantee may have for the State's failure to fulfill its obligations under this grant contract agreement.

9. State Audits

Under Minn. Stat. § 16B.98, Subd.8, the Grantee's books, records, documents, and accounting procedures and practices of the Grantee or other party relevant to this grant contract agreement or transaction are subject to examination by the Commissioner of Administration, by the State granting agency and/or the State Auditor or Legislative Auditor, as appropriate, for a minimum of six years from the end of this grant contract agreement, receipt and approval of all final reports, or the required period of time to satisfy all state and program retention requirements, whichever is later.

10. Government Data Practices and Intellectual Property Rights

10.1. Government Data Practices

The Grantee and State must comply with the Minnesota Government Data Practices Act, [Minn. Stat. Ch. 13](#), as it applies to all data provided by the State under this grant contract, and as it applies to all data created, collected, received, stored, used, maintained, or disseminated by the Grantee under this grant contract agreement. The civil remedies of [Minn. Stat. §13.08](#) apply to the release of the data referred to in this clause by either the Grantee or the State. If the Grantee receives a request to release the data referred to in this clause, the Grantee must immediately notify the State. The State will give the Grantee instructions concerning the release of the data to the requesting party before the data is released. The Grantee's response to the request shall comply with applicable law.

10.2. Joint Ownership of Intellectual Property Rights

(a). INTELLECTUAL PROPERTY RIGHTS: All rights, title, and interest in all of the intellectual

property rights, including copyrights, patents, trade secrets, trademarks, and service marks in the Works and Documents, shall be jointly owned by the Grantee and the State. Works shall mean all inventions, improvements, discoveries (whether or not patentable), databases, computer programs, reports, notes, studies, photographs, negatives, designs, drawings, specifications, materials, tapes, and disks conceived, reduced to practice, created or originated by the Grantee, its employees, agents, and subcontractors, either individually or jointly with others in the performance of this Contract. Works includes "Documents." "Documents" are the originals of any databases, computer programs, reports, notes, studies, photographs, negatives, designs, drawings, specifications, materials, tapes, disks, or other materials, whether intangible or electronic forms, prepared by the Grantee, its employees, agents, or subcontractors, in the performance of this contract. To the extent possible, those Works eligible for copyright protection under the United States Copyright Act will be deemed to be "works made for hire." "The ownership interests of the State and the Grantee in the Works and Documents shall equal the ratio of each party's contributions to the total costs described in the Budget of this Contract, except that the State's ownership interest in the Works and Documents shall not be less than fifty percent (50%). . Each party hereto shall, at the request of the other, ensure joint ownership is maintained in the other party for all right, title, and interest it may have in the Works and the Documents. Each party hereto shall execute all papers and perform all other acts necessary to transfer or record the appropriate ownership interests in the Works and Documents.

(b). OBLIGATIONS:

1. NOTIFICATION: Whenever any invention, improvement or discovery (whether or not patentable) is made or conceived for the first time or actually or constructively reduced to practice by the Grantee, including its employees and contractors, in the performance of this Contract, the Grantee shall immediately give the State's Authorized Representative written notice thereof, and shall promptly furnish the Authorized Representative with complete information and/or disclosure thereon. All decisions regarding the filing of patent, copyright, trademark or service mark applications and/or registrations shall be the joint decision of the Grantee and the State, and costs for such applications shall be divided as agreed by the parties at the time of the filing decisions. In the event the parties cannot agree on said filing decisions, the filing decision will be made by the STATE.

2. REPRESENTATION: The Grantee shall perform all acts, and take all steps necessary to ensure that all intellectual property rights in the Works and Documents are the sole property of the Grantee and State as agreed herein, and that no Grantee employee, agent, or contractor retains any interest in and to the Works and Documents. The Grantee represents and warrants that the Works and Documents do not and shall not infringe upon any intellectual property rights of others. The Grantee shall indemnify, defend, and hold harmless the State, at the Grantee's expense, from any action or claim brought against the State to the extent that it is based on a claim that all or part of the Works or Document infringe upon the intellectual property rights of others. The Grantee shall be responsible for payment of any and all such claims, demands, obligations, liabilities, costs, and damages including, but not limited to, attorney fees. If such a claim or action arises, or in the Grantee's or the State's opinion is likely to arise, the Grantee shall, at the State's discretion, either procure for the State the right or license to use the intellectual property rights at issue or to replace or modify the allegedly infringing Works or Documents as necessary and appropriate to obviate the claim. This remedy of the State shall be in addition to and not exclusive of other remedies provided by law.

3. USES of the WORKS and DOCUMENTS: The State and Grantee shall jointly have the right to make, have made reproduce, modify, distribute, perform, and otherwise use the Works, including Documents produced under this Contract, for noncommercial research, scholarly work, government purposes, and other noncommercial purposes without payment or accounting to the other party. No commercial development, manufacture, marketing, reproduction, distribution, sales or licensing of the Works, including Documents, shall be authorized without a future written contractual agreement between the parties.

4. **POSSESSION OF DOCUMENTS:** The Documents may remain in the possession of the Grantee. The State may inspect any of the Documents at any reasonable time. The Grantee shall provide a copy of the Documents to the State without cost upon the request of the State.

5. **SUITABILITY:** The rights and duties of the STATE and the GRANTEE, provided for above, shall survive the expiration or cancellation of this Contract.

11. Workers Compensation

The Grantee certifies that it is in compliance with [Minn. Stat. §176.181](#), Subd. 2, pertaining to workers' compensation insurance coverage. The Grantee's employees and agents will not be considered State employees. Any claims that may arise under the Minnesota Workers' Compensation Act on behalf of these employees and any claims made by any third party as a consequence of any act or omission on the part of these employees are in no way the State's obligation or responsibility.

12. Publicity and Endorsement

12.1. Publicity

Any publicity regarding the subject matter of this grant contract agreement must identify the State as the sponsoring agency and must not be released without prior written approval from the State's Authorized Representative. For purposes of this provision, publicity includes notices, informational pamphlets, press releases, research, reports, signs, and similar public notices prepared by or for the Grantee individually or jointly with others, or any subcontractors, with respect to the program, publications, or services provided resulting from this grant contract. All projects primarily funded by state grant appropriations must publicly credit the State of Minnesota, including on the grantee's website when practicable.

12.2. Endorsement

The Grantee must not claim that the State endorses its products or services.

13. Governing Law, Jurisdiction, and Venue

Minnesota law, without regard to its choice-of-law provisions, governs this grant contract agreement. Venue for all legal proceedings out of this grant contract agreement, or its breach, must be in the appropriate state or federal court with competent jurisdiction in Ramsey County, Minnesota.

14. Termination

14.1. Termination by the State

14.1 (a) Without Cause

The State may immediately terminate this grant contract agreement with or without cause upon 30 days' written notice to the Grantee. Upon termination, the Grantee will be entitled to payment, determined on a pro rata basis, for services satisfactorily performed.

14.1 (b) With Cause

The State may immediately terminate this grant contract agreement if the State finds that there has been a failure to comply with the provisions of this grant contract, that reasonable progress has not been made or that the purposes for which the funds were granted have not been or will not be fulfilled. The State may take action to protect the interests of the State of Minnesota, including the refusal to disburse additional funds and requiring the return of all or part of the funds already disbursed.

14.2 Termination by The Commissioner of Administration

The Commissioner of Administration may immediately and unilaterally cancel this grant contract agreement if further performance under the agreement would not serve agency purposes or is not in the best interest of the State.

14.3 Termination for Insufficient Funding

The State may immediately terminate this grant contract agreement if:

(a) It does not obtain funding from the Minnesota Legislature

(b) Or, if funding cannot be continued at a level sufficient to allow for the payment of the services covered here. Termination must be by written or fax notice to the Grantee. The State is not

obligated to pay for any services that are provided after notice and effective date of termination. However, the Grantee will be entitled to payment, determined on a pro rata basis, for services satisfactorily performed to the extent that funds are available. The State will not be assessed any penalty if the grant contract agreement is terminated because of the decision of the Minnesota Legislature, or other funding source, not to appropriate funds. The State must provide the Grantee notice of the lack of funding within a reasonable time of the State's receiving that notice.

15. Data Disclosure

Under [Minn. Stat. § 270C.65](#), Subd. 3, and other applicable law, the Grantee consents to disclosure of its social security number, federal employer tax identification number, and/or Minnesota tax identification number, already provided to the State, to federal and state tax agencies and state personnel involved in the payment of state obligations. These identification numbers may be used in the enforcement of federal and state tax laws which could result in action requiring the Grantee to file state tax returns and pay delinquent state tax liabilities, if any.

16 Monitoring

The State shall be allowed at any time to conduct periodic site visits and inspections to ensure work progress in accordance with this grant agreement, including a final inspection upon program completion.

17 American Disabilities Act

The Grantee must comply with the 2010 American Disabilities Act Standards for Accessible Design where applicable.

18 Non-Discrimination Requirements

No person in the United States must, on the ground of race, color, national origin, handicap, age, religion, or sex, be excluded from participation in, be denied the benefits of, or be subject to discrimination under, any program or activity receiving Federal financial assistance. Including but not limited to:

a. Title VI of the Civil Rights Act of 1964 (42 U.S.C. § 2000d et seq.) and DOC implementing
 5b. c. d. e. regulations published at 15 C.F.R. Part 8 prohibiting discrimination on the grounds of race, color, or national origin under programs or activities receiving Federal financial assistance;
 Title IX of the Education Amendments of 1972 (20 U.S.C. § 1681 et seq.) prohibiting discrimination on the basis of sex under Federally assisted education programs or activities.
 Section 504 of the Rehabilitation Act of 1973, as amended (29 U.S.C. § 794), and DOC implementing regulations published at 15 C.F.R. Part 8b prohibiting discrimination on the basis of handicap under any program or activity receiving or benefiting from Federal assistance.

The Age Discrimination Act of 1975, as amended (42 U.S.C. § 6101 et seq.), and DOC implementing regulations published at 15 C.F.R. Part 20 prohibiting discrimination on the basis of age in programs or activities receiving Federal financial assistance.

Title II of the Americans with Disabilities Act (ADA) of 1990 which prohibits discrimination against qualified individuals with disabilities in services, programs, and activities of public entities.

Any other applicable non-discrimination law(s).

Appendix A: Approved Expense Budget

Appendix B: Conflict of Interest Summary

1. STATE ENCUMBRANCE VERIFICATION

Individual certifies that funds have been encumbered as required by Minn. Stat. § 16A.15

Signed: Melissa Jackson
DocuSigned by: 932B961DA3914D9...
Date: 4/10/2025

SWIFT Contract/PO No(s). 3000054069 267436

2. GRANTEE

The Grantee certifies that the appropriate person(s) have executed the grant contract agreement on behalf of the Grantee as required by applicable articles, bylaws, resolutions, or ordinances.

By: _____

Title: _____

Date: _____

By: _____

Title: _____

Date: _____

3. STATE AGENCY

By: _____
(with delegated authority)

Title: _____

Date: _____

Distribution:
Agency
Grantee
State’s Authorized Representative

Appendix A: Approved Expense Budget

Duties:

- 1. Todd County will coordinate treatments, monitor sites, and assist residents with management of noxious weeds.
- 2. Will hire contractor to treat noxious weeds.

Category	Amount	In-Kind
Contracted services	\$15,000	
Total	\$15,000	

Appendix B: Conflict of Interest Summary

Recipients of Minnesota Department of Agriculture grants are responsible for adopting local conflict of interest policies and procedures. As referenced in the Minnesota Department of Administration’s Office Grants Management’s Policy 08-01, a conflict of interest, actual, potential, or perceived, occurs when a person has actual or apparent duty or loyalty to more than one organization and the competing duties or loyalties may result in actions that are adverse to one or both parties. A conflict of interest exists even if no unethical, improper, or illegal act results from it. (Office of Grants Management, Policy 08-01).

Actual Conflict of Interest:

An actual conflict of interest occurs when a decision or action would compromise a duty to a party without taking immediate appropriate action to eliminate the conflict. Examples included but not limited to:

- One party uses his or her position to obtain special advantage, benefit, or access to the other party’s time, services, facilities, equipment, supplies, badge, uniform, prestige, or influence.
- One party receives or accepts money (or anything else of value) from another party or has equity or a financial interest in or partial or whole ownership of the other party’s organization.
- One party is an employee, board member, or family member of the other party.

Potential Conflict of Interest:

A potential conflict of interest may exist if one party has a relationship, affiliation, or other interest that could create an inappropriate influence if the person is called on to make a decision or recommendation that would affect one or more of those relationships, affiliations, or interests. Examples included but not limited to:

- One party has a relationship, affiliation, or other interest that could create an inappropriate influence if one party is called on to make a decision or recommendation that would affect one or more of those relationships, affiliations, or interests. For example, when one party serves in a volunteer capacity for another party, it has the potential to, but does not necessarily create a conflict of interest, depending on the nature of the relationship between the two parties.
- A disclosed potential conflict of interest warrants additional discussion in order to identify the nature of the relationship, affiliation, or other interest and take action to mitigate any potential conflicts.

Individual Conflict of Interest:

A conflict of interest that may benefit an individual employee is any situation in which their judgment, actions, or non-action could be interpreted to be influenced by something that would benefit them directly or through indirect gain to an immediate family member, business, or organization with which they are involved. An employee uses their status or position to obtain special advantage, benefit, or access to the grantee or grant applicant’s time, services, facilities, equipment, supplies, badge, uniform, prestige, or influence.

Organizational Conflict of Interest:

A conflict of interest can also occur with an organization that is a grant applicant or grantee of a state agency.

Organizational conflicts of interest occur when:

- A grantee's objectivity in carrying out the grant is impaired or compromised due to competing duties or loyalties.
- A grantee, potential grantee, or grant applicant has an unfair competitive advantage through being furnished unauthorized proprietary information or source selection information that is not available to all competitors. Particular attention should be paid to any proposed grant contract agreement requirements that provide for the rendering of planning, consultation, evaluation, or similar activities that may inform decisions on future grant awards.

Certificate Of Completion

Envelope Id: 1A3BD63A-6EE8-44DF-B594-F1AD6A773249

Subject: Please DocuSign: GRT-EJ-ToddCountyFY25Contract.pdf

Source Envelope:

Document Pages: 10

Certificate Pages: 2

AutoNav: Enabled

Envelopeld Stamping: Enabled

Time Zone: (UTC-06:00) Central Time (US & Canada)

Status: Sent

Envelope Originator:

NiCole Rawski

625 Robert Street North

Saint Paul, MN 55155

nicole.rawski@state.mn.us

IP Address: 156.98.51.15

Record Tracking

Status: Original

4/3/2025 4:01:17 PM

Security Appliance Status: Connected

Storage Appliance Status: Connected

Holder: NiCole Rawski

nicole.rawski@state.mn.us

Pool: StateLocal

Pool: Department of Agriculture

Location: DocuSign

Location: Docusign

Signer Events

Kaelene Arvidson-Hicks

kaelene.arvidsonhicks@state.mn.us

Grant Management Coordinator

Signing Group: Legal Review Team - Grant

Contracts

Security Level: Email, Account Authentication
(None)

Electronic Record and Signature Disclosure:

Not Offered via Docusign

Emilie Justen

Emilie.Justen@state.mn.us

Security Level: Email, Account Authentication
(None)

Electronic Record and Signature Disclosure:

Not Offered via Docusign

Melissa Jackson

melissa.jackson@state.mn.us

Contracts & Procurement Coordinator

Signing Group: SWIFT Contract Specialists

Security Level: Email, Account Authentication
(None)

Electronic Record and Signature Disclosure:

Not Offered via Docusign

Melissa Jackson

melissa.jackson@state.mn.us

Contracts & Procurement Coordinator

Signing Group: Agency Wide Purchasing

Security Level: Email, Account Authentication
(None)

Electronic Record and Signature Disclosure:

Not Offered via Docusign

Signature

Initial

Signature Adoption: Pre-selected Style

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DS

Signature Adoption: Drawn on Device

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Completed

Using IP Address: 156.98.51.15

DocuSigned by:

932B981DA3914D9

Signature Adoption: Pre-selected Style

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Timestamp

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Viewed: 4/4/2025 1:25:40 PM

Signed: 4/4/2025 1:25:42 PM

Sent: 4/4/2025 1:25:47 PM

Viewed: 4/7/2025 9:13:09 AM

Signed: 4/7/2025 9:13:20 AM

Sent: 4/7/2025 9:13:24 AM

Resent: 4/7/2025 3:53:17 PM

Viewed: 4/10/2025 10:36:03 AM

Signed: 4/10/2025 10:37:01 AM

Signer Events	Signature	Timestamp
Nancy Uhlenkamp nancy.uhlenkamp@co.todd.mn.us Todd County Ag Inspector Security Level: Email, Account Authentication (None) Electronic Record and Signature Disclosure: Not Offered via DocuSign		Sent: 4/10/2025 10:37:06 AM Viewed: 4/10/2025 10:38:58 AM
Andrea Vaubel andrea.vaubel@state.mn.us Security Level: Email, Account Authentication (None) Electronic Record and Signature Disclosure: Not Offered via DocuSign		
In Person Signer Events	Signature	Timestamp
Editor Delivery Events	Status	Timestamp
Agent Delivery Events	Status	Timestamp
Intermediary Delivery Events	Status	Timestamp
Certified Delivery Events	Status	Timestamp
Carbon Copy Events	Status	Timestamp
Witness Events	Signature	Timestamp
Notary Events	Signature	Timestamp
Envelope Summary Events	Status	Timestamps
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Payment Events	Status	Timestamps



WHERE THE FOREST MEETS THE PRAIRIE

Todd County

● MINNESOTA ● EST. 1855 ●

Board Action Form

Requestor to Complete:

Type of Action Requested (Check one):		Board Action Tracking Number : <i>(Issued by Auditor/Treasurer Office)</i>
☒ Action/Motion ☐ Discussion ☐ Information Item	☐ Report ☐ Resolution ☐ Other	20250506-15
Agenda Topic Title for Publication:		Acknowledge Receipt - County Ditch 30 - Hold Harmless Agreement - Ditch Maintenance
Date of Meeting: May 6, 2025	Agenda Time Requested: 5 min	☐ Consent Agenda
Organization / Department Requesting Action: Ditch/Ag Inspector		
Person Presenting Topic at Meeting: Nancy Uhlenkamp CDI		
Background: Supporting Documentation enclosed ☒		
Attachment 1 - Hold Harmless Agreement		
Attachment 2 - Aerial Photo		
Options:		
Recommendation:		
The Todd County Board of Commissioners approves the following by Motion: Acting as Ditch Authority, acknowledge receipt of a Hold Harmless Agreement petition to clean a portion of Lateral 6 on CD30 in section 24, Eagle Valley Twp.		

Additional Information:	Budgeted:	Comments
Financial Implications: \$ Funding Source(s):	☐ Yes ☐ No	
Attorney Legal Review: ☐ Yes ☐ No ☒ N/A	Facilities Committee Review: ☐ Yes ☐ No ☒ N/A	Finance Committee Review: ☐ Yes ☐ No ☒ N/A

Auditor/Treasurer Archival Purposes Only:

Action Taken:	Voting in Favor	Voting Against
Motion:	☐ Byers	☐ Byers
Second:	☐ Denny	☐ Denny
☐ Passed ☐ Rollcall Vote	☐ Noska	☐ Noska
☐ Failed	☐ Neumann	☐ Neumann
☐ Tabled	☐ Becker	☐ Becker
☐ Other:	Notes:	

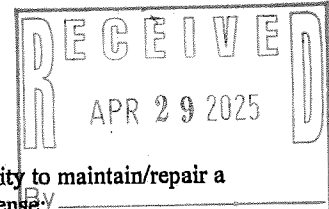
Official CertificationSTATE OF MINNESOTA}
COUNTY OF TODD}

I, Denise Gaida, County Auditor-Treasurer, Todd County, Minnesota hereby certify that I have compared the foregoing copy of the proceedings of the County Board of said County with the original record thereof on file in the Auditor-Treasurer's Office of Todd County in Long Prairie, Minnesota as stated in the minutes of the proceedings of said board and that the same is a true and correct copy of said original record and of the whole thereof, and that said motion was duly passed by said board at said meeting. Witness my hand and seal:

Seal

HOLD HARMLESS AGREEMENT

For County Ditch Maintenance/ Repair



Whereas, Jonhenny Rabe requests permission of the Todd County Ditch Authority to maintain/repair a portion of County Ditch No. 30 that runs through his/her property at his/her own expense.
Legal description to read as follows: Parcel number 07-0028566

NW 1/4 SW 1/4 1 SW 1/4 SW 1/4 80 Acres
Section 24 Township 131 Range 34

Proposed Project Description: ☒ Ditch Maintenance – length of ditch 1542 ft

☐ Private crossing installation/replacement

Include map of project location and project plans

Maintain ditch to original depth and width.
Approximately 1542 ft to maintain

Applicant will have one year from the date of this application approval to complete the proposed project.

Person/Contractor name doing work: _____

Address: _____

Contact phone #'s _____

Whereas, applicant is allowed to maintain the drainage ditch to the original width, depth, and grade. An improvement by lowering or widening the ditch bottom is not allowed. Sediment and vegetation can only be removed to the extent of the original ditch bottom elevation. Culverts can be replaced at the existing elevation. Spoil must be side cast and leveled. This work will be done at applicant's own expense.

Whereas, APPROVAL OF THIS HOLD HARMLESS AGREEMENT ONLY APPLIES TO THE COUNTY DITCH AUTHORITY (MN Rule Chapter 103E). Permits from local, state and federal agencies may be required. Before commencing work in or near wetlands, the application form for Water/Wetland Project must be filled out and mailed to the appropriate agencies; 1. Todd Soil, Water, Conservation, Development Division, 2. Army Corps of Engineers, 3. MN DNR Division of Waters, 4. Sauk River Water Shed District (if in dist.) 5. Board of Water Soil Resources.

Whereas, said applicant will not do any cleaning/repair of said ditch until approval is received from all agencies. Applicant will notify County Ditch Inspector the day work begins and the day work ends.

Whereas, the applicant and/or contractor agrees to defend, indemnify, and hold Todd County, its employees and officials harmless from any claims, demands, actions or causes of action, including reasonable attorney's fees and expenses arising out of any act or omission on the part of the applicant, or its subcontractors, partners or independent contractors or any of their agents or employees in the performance of or with relation to any of the work or services to be performed or furnished by the applicant or the subcontractors, partners, or independent contractors or any of their agents or employees under the agreement.

I do hereby agree to the above terms, I agree to hold the County harmless and indemnify it and follow all the rules and regulations.

Dated: 4-27-25

Applicant Signature: Jonhenny Rabe

Phone Number: N/A

Updated 10/04/2023

0 385 770 1,540 Feet

Eagle Valley Township Section 24 Twp 131 Range 34



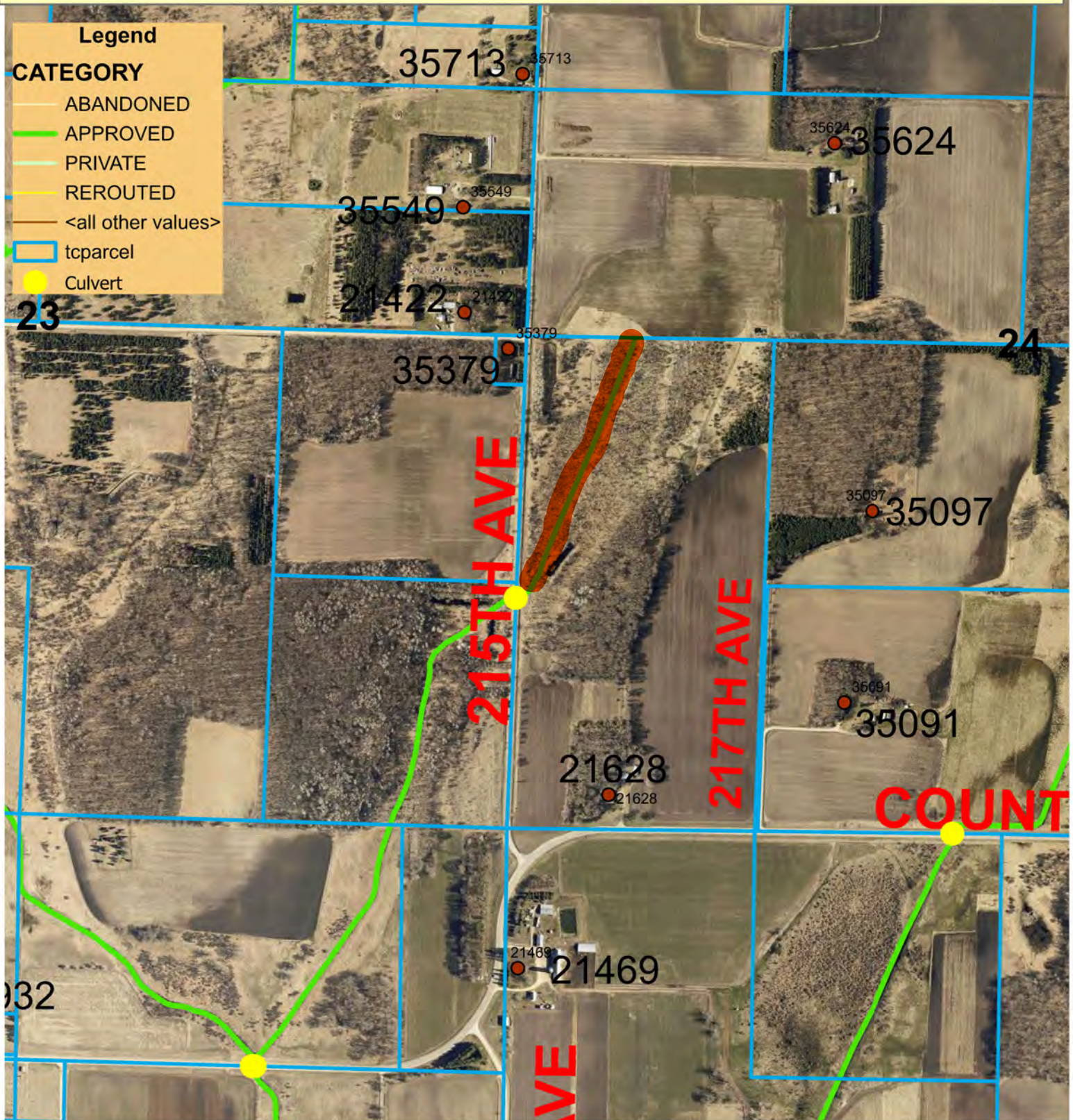
Legend

CATEGORY

- ABANDONED
- APPROVED
- PRIVATE
- REROUTED
- <all other values>

tcparcel

Culvert



County Ditch 30
07-0028500
JonHenry Raber
21628 County 20
Clarissa, MN 56440

Todd County Ditch & Ag Inspector
44 Riverside Drive
Long Prairie, MN 56347
Office (320)533-4651
nancy.uhlenkamp@co.todd.mn.us
April 22, 2025

The Todd County GIS Department
and Todd CDI has made every effort
to provide the most accurate, up-to-date
information available in this publication
and cannot be held responsible for any
unforeseen errors or omissions.



WHERE THE FOREST MEETS THE PRAIRIE

Todd County

● MINNESOTA ● EST. 1855 ●

Board Action Form

Requestor to Complete:

Type of Action Requested (Check one):		Board Action Tracking Number : <i>(Issued by Auditor/Treasurer Office)</i>
☐ Action/Motion ☐ Discussion ☐ Information Item	☒ Report ☐ Resolution ☐ Other	20250506-16
Agenda Topic Title for Publication:		GRRL 2024 Activities
Date of Meeting: May 6 th , 2025		Agenda Time Requested: 15 minutes ☐ Consent Agenda
Organization / Department Requesting Action: Great River Regional Library		
Person Presenting Topic at Meeting: Karen Pundsack, Executive Director with Library Service Coordinators Cathy Perish and Amanda Wehrspann		
Background: <i>Supporting Documentation enclosed</i> ☐		
An update will be provided of 2024 Great River Regional Library activities.		
Options:		
Recommendation:		
The Todd County Board of Commissioners approves the following by Motion:		

Additional Information:	Budgeted:	Comments
Financial Implications: \$ Funding Source(s):	☒ Yes ☐ No	
Attorney Legal Review: ☐ Yes ☐ No ☒ N/A	Facilities Committee Review: ☐ Yes ☐ No ☒ N/A	Finance Committee Review: ☐ Yes ☐ No ☒ N/A

Auditor/Treasurer Archival Purposes Only:

Action Taken:	Voting in Favor	Voting Against
Motion:	☐ Byers	☐ Byers
Second:	☐ Denny	☐ Denny
☐ Passed ☐ Rollcall Vote	☐ Noska	☐ Noska
☐ Failed	☐ Neumann	☐ Neumann
☐ Tabled	☐ Becker	☐ Becker
☐ Other:	Notes:	

Official Certification

STATE OF MINNESOTA}

COUNTY OF TODD}

I, Denise Gaida, County Auditor-Treasurer, Todd County, Minnesota hereby certify that I have compared the foregoing copy of the proceedings of the County Board of said County with the original record thereof on file in the Auditor-Treasurer's Office of Todd County in Long Prairie, Minnesota as stated in the minutes of the proceedings of said board and that the same is a true and correct copy of said original record and of the whole thereof, and that said motion was duly passed by said board at said meeting. Witness my hand and seal:

Seal

Great River Regional Library



Mission:
Explore, Learn, Connect

Vision:
Your Neighborhood Gateway:
Inspiring Central Minnesota
to shape the future
through exploration,
knowledge and connection.

Theory of Change:
People in our communities can find
and use trusted information they need
to thrive.

2024 Overview



Libraries in Todd county include Eagle Bend, Grey Eagle, Long Prairie, and Staples.



Todd County Statistics

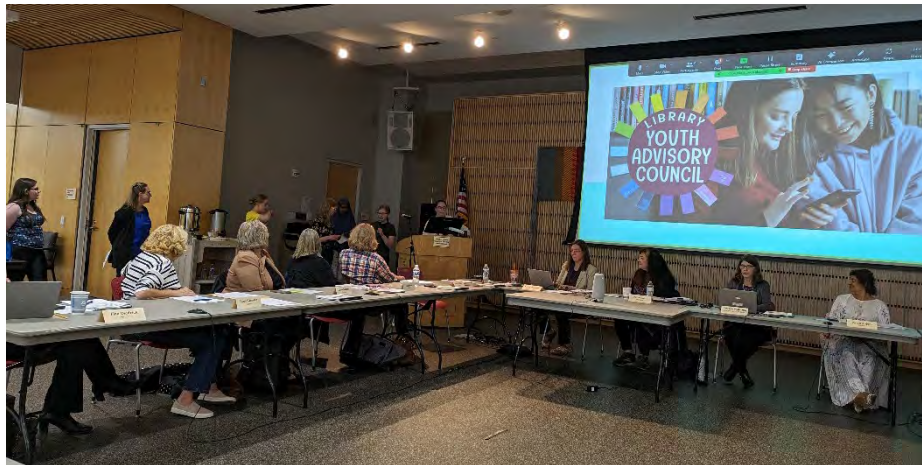
Library	Circulation	Total Borrowers	New Borrowers
GRRL – Total	2,356,795	98,961	19,706
Digital Library	462,891	34,031	9,586
Staples	49,961	1,794	307
Long Prairie	34,048	1,474	263
Eagle Bend	16,109	430	77
Grey Eagle	7,387	318	33

2024 Library Highlights

13,414
record-breaking
children & teens
participated in
Summer
Reading
Challenge



3,149
teens & adults
participated in
Winter Reading
Challenge



Library Youth Advisory
Council



Audiobook read-alongs added to collection,
made possible by Locally Growin' donations

Todd County Stories



Kevin Lovegreen in Eagle Bend



Storytime in Staples



Handbell
Choir in
Long
Prairie



Alcohol Ink Program
in Grey Eagle

Thank you for your support.





WHERE THE FOREST MEETS THE PRAIRIE

Todd County

● MINNESOTA ● EST. 1855 ●

Board Action Form

Requestor to Complete:

Type of Action Requested (Check one):		Board Action Tracking Number : <i>(Issued by Auditor/Treasurer Office)</i>
☐ Action/Motion	☐ Report	20250506-17
☐ Discussion	☒ Resolution	
☐ Information Item	☐ Other	

Agenda Topic Title for Publication:	Resolution in Support of the Minitex Library Services	
Date of Meeting: May 6 th , 2025	Agenda Time Requested: 5 minutes	☐ Consent Agenda
Organization / Department Requesting Action: Great River Regional Library		
Person Presenting Topic at Meeting: Karen Pundsack, Executive Director		
Background: Supporting Documentation enclosed ☒		

Options:

Recommendation:
The Todd County Board of Commissioners approves the following by Motion: to adopt the attached Resolution in Support of the Minitex Library Services.

Additional Information:	Budgeted:	Comments
Financial Implications: \$	☐ Yes ☐ No	
Funding Source(s):		
Attorney Legal Review: ☐ Yes ☐ No ☐ N/A	Facilities Committee Review: ☐ Yes ☐ No ☐ N/A	Finance Committee Review: ☐ Yes ☐ No ☐ N/A

Auditor/Treasurer Archival Purposes Only:

Action Taken:	Voting in Favor	Voting Against
Motion:	☐ Byers	☐ Byers
Second:	☐ Denny	☐ Denny
☐ Passed ☐ Rollcall Vote	☐ Noska	☐ Noska
☐ Failed	☐ Neumann	☐ Neumann
☐ Tabled	☐ Becker	☐ Becker
☐ Other:	Notes:	

Official Certification
STATE OF MINNESOTA} COUNTY OF TODD} I, Denise Gaida, County Auditor-Treasurer, Todd County, Minnesota hereby certify that I have compared the foregoing copy of the proceedings of the County Board of said County with the original record thereof on file in the Auditor-Treasurer's Office of Todd County in Long Prairie, Minnesota as stated in the minutes of the proceedings of said board and that the same is a true and correct copy of said original record and of the whole thereof, and that said motion was duly passed by said board at said meeting. Witness my hand and seal:

Seal

RESOLUTION IN SUPPORT OF THE MINITEX LIBRARY SERVICES

Whereas, Minitex provides invaluable library services that enhance access to a vast collection of resources for patrons and libraries across Minnesota;

Whereas, Minitex facilitates access to a collection of more than 10 million resources from Minnesota's public, academic, and special libraries, available to patrons and libraries in every corner of the state via MNLINK.org;

Whereas, Minitex supports eLibrary Minnesota, a collection of education and research online resources essential to the success of Minnesota learners from grade school through graduate school, which was searched 55 million times last year;

Whereas, Minitex contributes to the digitization of historical content from Minnesota's cultural heritage organizations, with the Minnesota Digital Library containing 60,000 items that depict history from all 87 Minnesota counties and are sourced from the collections of 204 historical societies, libraries, archives, and cultural organizations from across the state;

Whereas, Minitex supports Minnesota's statewide ebook collection, eBooksMN.org, which offers nearly 10,000 books to readers of all ages with no need for checkouts or returns and allows most Minnesota K-12 schools to add all 10,000 books to their local collections;

Whereas, Minitex supports library staff with continuing education to collectively meet the educational needs of Minnesota residents at every stage of life;

Therefore, be it resolved, that the Todd County Board of Commissioners fully supports Minitex Library Services and recognizes the critical role they play as our partner in providing equitable access to information, fostering educational success, and preserving Minnesota's rich cultural heritage.

Be it further resolved, that the Todd County Board of Commissioners commits to support advocacy for continued funding and support for Minitex Library Services to ensure these vital resources remain available to all Minnesotans.



Minnesota's publicly funded library consortium

*Federal funding from the Library Services and Technology Act, provided by the U.S. Institute of Museum and Library Services, enables Minitex to collaborate with Minnesota's entire library community. We centralize processes, share resources and infrastructure, and leverage economies of scale to provide **high-quality services that save money and use public resources as efficiently as possible.***

Interlibrary Loan

The rich resources of Minnesota libraries, available to patrons and libraries in every corner of the state, via our convenient online portal, [MNLINK.org](https://mnl.org). Thanks to the participation of most public and academic libraries in Minnesota, library patrons have access to a combined catalog of more than **10 million items**.



Southwest Minnesota Testimonial

"The process of conducting my research has been greatly facilitated by the ability to request various newspaper microfilms (not digitized), which are subsequently sent to my local library. As a professional writer and researcher, I am immensely grateful for the prompt support provided by MNLINK, which offers an exceptional service throughout the state of Minnesota.

eLibrary Minnesota

This collection of education and research resources includes encyclopedia, magazine, journal, and newspaper articles, plus multimedia, primary sources, and more. These resources are essential to the success of Minnesota learners from grade school through graduate school and beyond. Last year, eLibrary Minnesota was searched **55 million** times.



Northwest Minnesota Testimonial

"Minitex databases and digital resources are a game-changer for expanding the content we are able to provide to our students."

Seven-County Metropolitan Area Testimonial

Minitex ELM resources provide my health sciences students with opportunities to find out about how to open a private business. Without those free resources, we would have very limited access to business resources.

Ebooks Minnesota

Minnesota's statewide ebook collection for readers of all ages. EbooksMN.org offers Minnesota readers nearly 10,000 books, with no need for checkouts or returns. And most Minnesota K-12 schools can add all 10,000 to their local collection with just the click of a mouse. Last year alone, student checkouts went up **25 percent**.



Seven-County Metropolitan Area Testimonial

"We had been subscribing to a very expensive ebook platform. After putting the Ebooks Minnesota collection into our district account, we were able to move away from it. Ebooks Minnesota allowed us to provide great options for students and put the savings toward other crucial resources."

Southeast Minnesota Testimonial

"Our district now has an online schooling option and it is nice to be able to have a large library of ebooks for those students to access."

Minnesota Digital Library

Historical content from Minnesota's cultural heritage organizations, all in one place. MDL's 60,000 items depict history from all 87 Minnesota counties and are sourced from the collections of 204 historical societies, libraries, archives, and cultural organizations from across the state.



Seven-County Metropolitan Area Testimonial

"I just found an interview with my great-grandmother on my bubbie's side and great-grandmother on my zaide's side about Jewish life in St. Paul. I am enraptured. I never heard their voices, and here they are laughing together, the matriarchs of my whole family. I just wanted to share appreciation for this project and everyone on the team, whose efforts to make recordings from decades ago. I can find it on Google, access it on my phone, and share it with my cousins across the country instantly. Thanks for all your work."

Minitex

University of Minnesota
Wilson Library, Room 60
309 19th Avenue South
Minneapolis, MN 55455

Contact Us

📞 Phone: 612-624-4002
📞 Toll-Free: 800-462-5348
📠 Fax: 612-624-4508
🌐 minitex.umn.edu

Minitex is an information and resource sharing program of the Minnesota Office of Higher Education and the University of Minnesota Libraries.

HOW FEDERAL FUNDING BENEFITS MINNESOTA LIBRARIES AND RESIDENTS

Library Service and Technology Act (LSTA) Grants to States Help Libraries Grow to Meet Community Needs

State and local funding for Minnesota libraries serves as the foundation for the delivery of quality library service to all Minnesotans.

Federal funding, while a smaller piece of the pie, builds on this foundation.

It contributes to innovative programming, equipment and training that helps libraries grow and meet the needs of their ever-changing communities.

Distribution of \$3.18M allotment from LSTA Grants to States Program in FFY23

Minitex- ELM instruction, Resource Sharing

\$1.69M

Subgrants to Libraries and support Organizations

\$.64M

Staff salaries and operations

\$.85M

\$1.69M

Minitex – eLibrary Minnesota (ELM) Instruction, Resource Sharing

Minnesota State Library Services partners with Minitex to:

- Maintain a statewide library catalog
- Coordinate interlibrary delivery
- Provide statewide access to databases and eBook collections
- Develop a statewide digital archive

State Library Services, a division of the Minnesota Department of Education, partners with libraries to achieve equity and excellence in our collective work for Minnesotans. Minitex is a library organization located at the University of Minnesota – Twin Cities.

\$.64M

Subgrants to Libraries and Support Organizations, State Library Services Statewide Programming

Competitive Subgrants:

State Library Services subgrants to libraries and library support agencies for projects that will benefit library communities and advance the goals outlined in Minnesota's library strategic plan.

Subgrant example:

North St. Paul-Maplewood-Oakdale Public Schools partnership with Washington County Library for community-wide social emotional learning

State Library Services Statewide Programming:

Live More, Screen Less-Digital well-being training for library media specialists and paraprofessionals

CareerForce Corners partnership with Minnesota Libraries and the MN Dept. of Employment and Economic Development

eBooks Minnesota provides digital ebook access for all people in Minnesota, including public and school libraries

\$.85M

Staff Salaries and Operations

Four State Library Services Library Service and Development positions

Five Minnesota Braille and Talking Book Library positions

Operating costs for the Minnesota Braille and Talking Book Library

Learn More

Minnesota State Library Services - education.mn.gov/MDE/dse/Lib/sls

About the Institute of Museum and Library Services (IMLS) Grants to States Program

- This is the largest source of federal funding support for library services
- imls.gov/grants/grant-programs/grants-states

Minnesota's Five-Year Plan for the IMLS Grants to States Program

Contact Tamara Lee, MLIS, Minnesota State Librarian and Director of State Library Services and Expanded Learning Opportunities, 651-582-8311 or Tamara.Lee@state.mn.us

State Library Services is here to assist you in our collective work for Minnesotans. Please do not hesitate to reach out with any questions about Minnesota libraries, for assistance in connecting with the libraries in your districts, or with local data requests and research.



WHERE THE FOREST MEETS THE PRAIRIE

Todd County

• MINNESOTA • EST. 1855 •

Board Action Form

Requestor to Complete:

Type of Action Requested (Check one):		Board Action Tracking Number : (Issued by Auditor/Treasurer Office)
☒ Action/Motion	☐ Report	20250506-18
☐ Discussion	☐ Resolution	
☐ Information Item	☐ Other	

Agenda Topic Title for Publication:	New Parking Lot Project
--	--------------------------------

Date of Meeting: May 6 th , 2025	Agenda Time Requested: 5 mins	☐ Consent Agenda
---	-------------------------------	---

Organization / Department Requesting Action: Facilities

Person Presenting Topic at Meeting: Facilities Manager Mitch Johnson
--

Background: Supporting Documentation enclosed ☐

Bids were submitted for the new parking lot project with the low bid from Joe Riley Construction for a base bid cost of \$118,660.76 and an alternate cost of \$34,521.80 for a total cost of \$153,182.56. Please see attachments

Options:

- 1) Approve the low bid from Joe Riley Construction for Base bid cost and alternate (resurface hilltop parking area) for a total cost of \$153,182.56 for the new parking lot project.
- 2) Approve the low bid from Joe Riley Construction for a base bid to only do the new parking lot for a cost of \$118,660.76.
- 3) Do Not approve request

Recommendation:

The Todd County Board of Commissioners approves the following by Motion:
Approve the low bid from Joe Riley Construction for Base bid cost and alternate (resurface hilltop parking area) for a total cost of \$153,182.56 for the new parking lot project.

Additional Information:	Budgeted:	Comments
Financial Implications: \$ \$153,182.56 Funding Source(s): Building Improvement fund 111-6601	☒ Yes ☐ No	
Attorney Legal Review: ☐ Yes ☐ No ☐ N/A	Facilities Committee Review: ☒ Yes ☐ No ☐ N/A	Finance Committee Review: ☐ Yes ☐ No ☐ N/A

Auditor/Treasurer Archival Purposes Only:

Action Taken:	Voting in Favor	Voting Against
Motion:	☐ Byers	☐ Byers
Second:	☐ Denny	☐ Denny
☐ Passed ☐ Rollcall Vote	☐ Noska	☐ Noska
☐ Failed	☐ Neumann	☐ Neumann
☐ Tabled	☐ Becker	☐ Becker
☐ Other:	Notes:	

Official Certification

STATE OF MINNESOTA}
COUNTY OF TODD}
I, Denise Gaida, County Auditor-Treasurer, Todd County, Minnesota hereby certify that I have compared the foregoing copy of the proceedings of the County Board of said County with the original record thereof on file in the Auditor-Treasurer's Office of Todd County in Long Prairie, Minnesota as stated in the minutes of the proceedings of said board and that the same is a true and correct copy of said original record and of the whole thereof, and that said motion was duly passed by said board at said meeting. Witness my hand and seal:

Seal

April, 29th, 2025

Denise Gaida, Auditor/Treasurer
Todd County
215 1st Ave S
Long Prairie, MN 56347

Hibbing

704 East Howard Street
Hibbing, Minnesota 55746

218.263.6868
Hibbing@Widseth.com
Widseth.com

Re: Award Recommendation
Todd County Courthouse Parking Lot Improvements
WiDSETH 2024-11974

Dear County Board;

Five (5) bids for the above referenced project were obtained at 10:00 A.M., in the Todd County Courthouse Board Room on Tuesday, April 29th, 2025.

The apparent low bidder is **Joe Riley Construction** with a base bid of \$118,660.76, add alternate of \$34,521.80, and total (base bid + add alternate) of \$153,182.56.

If the Board wishes to move forward with the project, we recommend the contract be awarded to Joe Riley Construction. Joe Riley Construction is the lowest responsive and responsible bidder based on the unit prices as listed in the Bid Form and Bid Tabulation. We have retained all bid bonds and the original bid forms of all bidders. A copy of the Bidder Summary and Bid Tabulation are attached. Original bidding documents will be returned to the County.

If you have any questions, please let me know.

Sincerely,

WIDSETH SMITH NOLTING



Jeremy D. Schwarze, P.E.

PROJECT: Todd County Courthouse Parking Lot Improvements LOCATION: Long Prairie, Minnesota PROJECT NO.: 2024-11974 DATE: April 29th, 2025 TIME: 10:00 A.M.						
Name of Bidder	FORM C-452 – RESPONSIBLE CONTRACTOR	5% Bid Security	Addendum No. 1	Base Bid	Add Alt	Base Bid + Add Alt
JR Ferche	X	X	X	\$274,266.00	\$67,738.60	\$342,004.60
Knife River	X	X	X	\$177,195.00	\$41,407.00	\$218,602.00
Central Specialties	X	X	X	\$168,741.00	\$36,867.50	\$205,608.50
Ideal Construction	X	X	X	\$149,426.60	\$41,922.38	\$191,348.98
Joe Riley Construction	X	X	X	\$118,660.76	\$34,521.80	\$153,182.56
Engineer's Estimate: \$	237,045.90					

TODD COUNTY COURTHOUSE PARKING LOT IMPROVEMENTS
TODD COUNTY
LONG PRAIRIE, MINNESOTA

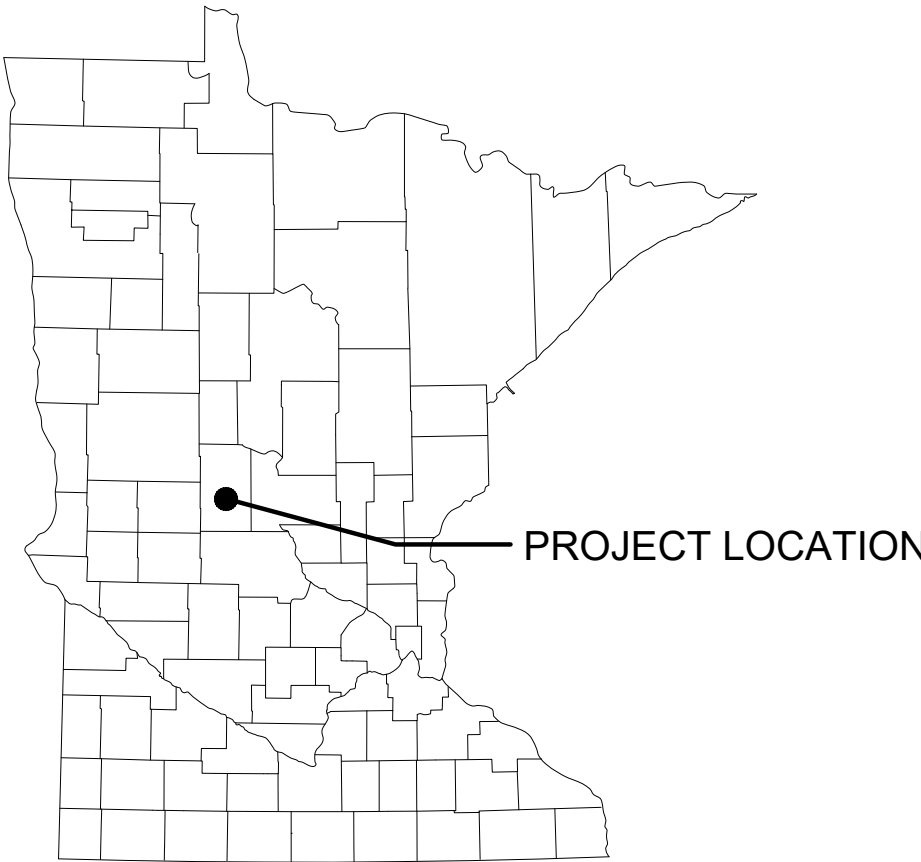
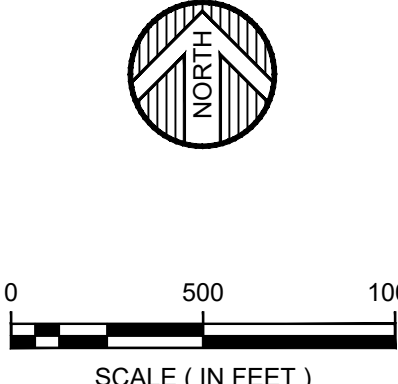


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C1.3	STATEMENT OF ESTIMATED QUANTITIES
C2.1-C2.3	CONSTRUCTION DETAILS
C3.1	EXISTING CONDITIONS & REMOVALS
C4.1	SITE PLAN
C5.1	GRADING PLAN
C6.1	EROSION CONTROL PLAN
E1.1	ELECTRICAL SITE PLAN, SPEC., AND DETAILS

GOVERNING SPECIFICATIONS

THE 2020 EDITION OF THE MINNESOTA DEPARTMENT OF TRANSPORTATION
"STANDARD SPECIFICATIONS FOR CONSTRUCTION" SHALL GOVERN



CITY OF LONG PRAIRIE, TODD COUNTY

SURVEY MONUMENTS

	BENCH MARK
	FOUND CIM
	FOUND CPNT.
	FOUND JLM
	FOUND LATH
	FOUND PIPE
	FOUND READING
	STAKED CIM
	STAKED CPNT.
	STAKED JLM
	STAKED PIPE

EXISTING TOPO SYMBOLS

	AC UNIT
	FENCE POST
	FLAG POLE
	GUARD POST
	GUY ANCHOR
	GUY POLE
	HANDICAP SYMBOL
	MAILBOX
	SHRUB
	SIGN DOUBLE POST
	SIGN SINGLE POST
	TREE CONIFER
	TREE DECIDUOUS
	TREE STUMP
	TV DISH
	WETLAND SYMBOL
	YARD LIGHT

EXISTING UTILITY MUNICIPAL SYMBOLS

-  APRON
-  LIFT STATION
-  SANITARY CLEANOUT
-  SANITARY MANHOLE
-  STORM CATCH BASIN
-  STORM INLET

EXISTING UTILITY MUNICIPAL SYMBOLS (cont.)

	STORM MANHOLE
	WATER CURB STOP
	WATER HANDHOLE
	WATER HYDRANT
	WATER MANHOLE
	WATER METER
	WATER VALVE
	WATER WELL
UTILITY	UTILITY SIZE & TYPE

EXISTING UTILITY PRIVATE SYMBOLS

	ELEC GROUND LIGHT
	ELEC HANDHOLE
	ELEC LIGHT POLE
	ELEC MANHOLE
	ELEC METER
	ELEC PEDESTAL
	ELEC POLE
	ELEC SIGNAL
	ELEC TRANSFORMER BOX
	GAS METER
	GAS VALVE
	LP TANK
	TELE HANDHOLE
	TELE MANHOLE
	TELE PEDESTAL
	TELE POLE
	TV HANDHOLE
	TV PEDESTAL

SOIL BORING SYMBOLS

	LIF	LASER-INDUCED FLUORESCENCE BORING
	LY	LYSIMETER
	MW	MONITOR WELL
	PT	PERC TEST
	PZ	PIEZOMETER
	RW	RECOVERY WELL
	SB	SOIL BORING
	VP	SOIL VAPOR POINT
	VS	VAPOR SURVEY POINT

PROPOSED UTILITY MUNICIPAL SYMBOLS

	APRON PROPOSED
	SANITARY CLEANOUT PROPOSED
	SANITARY LIFT STATION PROPOSED
	SANITARY LIFT STATION VALVE MANHOLE PROPOSED
	SANITARY MANHOLE PROPOSED
	SANITARY PLUG PROPOSED
	STORM CATCH BASIN PROPOSED
	STORM MANHOLE PROPOSED
	WATER 11 1/4° BEND PROPOSED
	WATER 22 1/2° BEND PROPOSED
	WATER 45° BEND PROPOSED
	WATER 90° BEND PROPOSED
	WATER CAP PROPOSED
	WATER CROSS PROPOSED
	WATER CURB STOP PROPOSED
	WATER HYDRANT PROPOSED
	WATER REDUCER PROPOSED
	WATER SLEEVE PROPOSED
	WATER TEE PROPOSED
	WATER VALVE PROPOSED

PROPOSED UTILITY PRIVATE SYMBOLS

ELEC LIGHT POLE PROPOSED

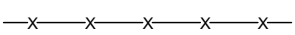
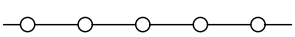
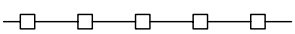
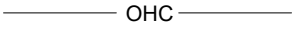
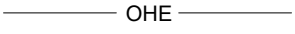
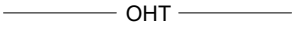
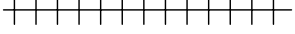
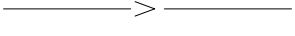
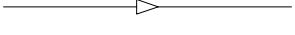
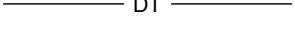
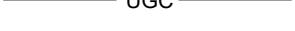
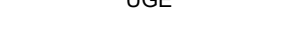
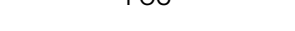
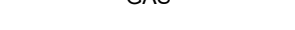
EROSION CONTROL SYMBOLS

 SURFACE DRAINAGE ARROW
 STORM DRAIN INLET PROTECTION

TRAFFIC CONTROL DEVICES & SYMBOLS

	TRAFFIC CONTROL SIGN (1 POST)
	TRAFFIC CONTROL SIGN (2 POST)
	TYPE III BARRICADE
	DRUM CHANNELIZER
	FLASHING ARROW OR MESSAGE BOARD

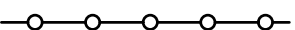
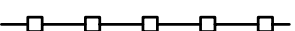
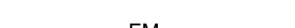
EXISTING TOPOGRAPHIC LINES

	CENTER LINE
	EDGE OF WOODS
	FENCE BARB WIRE
	FENCE CHAIN LINK
	FENCE WOOD
	FORCEMAIN
	OVERHEAD CABLE TV
	OVERHEAD ELECTRIC
	OVERHEAD TELE
	RAILROAD
	RETAINING WALL
	SANITARY SEWER
	SANITARY SEWER SERVICE
	STORM SEWER
	STORM SEWER DRAIN TILE
	UNDERGROUND CABLE TV
	UNDERGROUND ELECTRIC
	UNDERGROUND FIBER OPTIC
	UNDERGROUND GAS
	UNDERGROUND TELE
	WATERMAIN
	WATERMAIN SERVICE
	WETLAND EDGE

R/W, LOT & EASEMENTS LINES

.....	BUILDING SETBACK LINE
_____	LOT LINE PROPOSED
-----	EASEMENT LINE
-----	EASEMENT LINE PROPOSED
-----	LOT LINE
- O _____ O _____	MNDOT CONTROLLED ACCESS LINE
_____ - - - _____	RIGHT OF WAY EXISTING
_____ - - - _____	RIGHT OF WAY PROPOSED

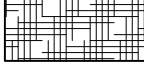
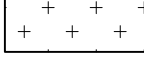
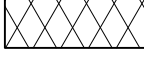
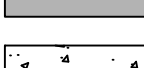
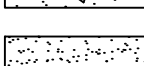
PROPOSED CONSTRUCTION LINES

	FENCE CHAIN LINK PROPOSED
	FENCE WOOD PROPOSED
	FENCE BARB WIRE PROPOSED
	FORCEMAIN PROPOSED
	SANITARY SEWER PROPOSED
	SANITARY SERVICE PROPOSED
	STORM SEWER PROPOSED
	STORM SEWER DRAIN TILE PROPOSED
	WATERMAIN PROPOSED
	WATERMAIN SERVICE PROPOSED

EROSION CONTROL LINES

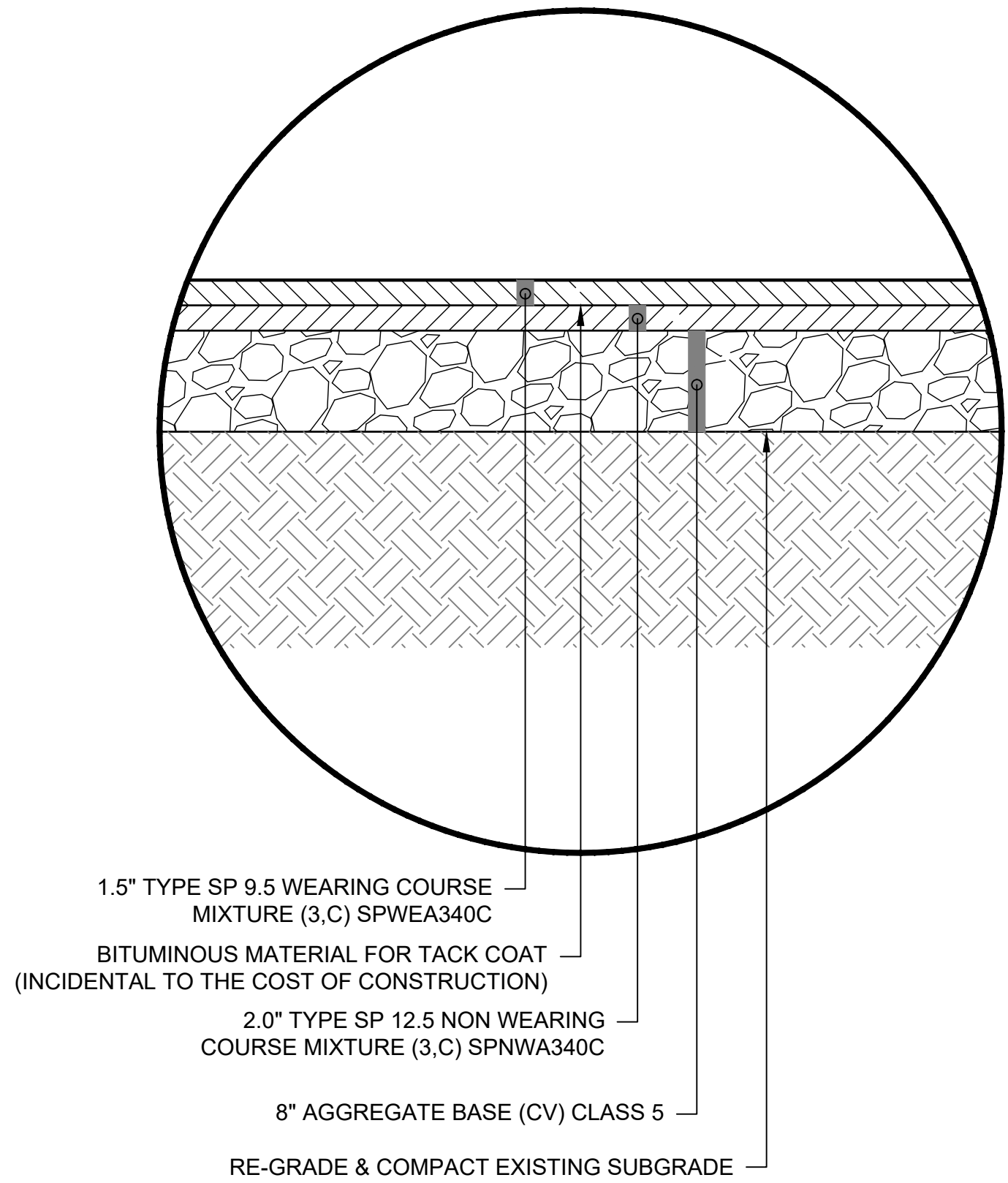
	BALE CHECK
	BIO ROLL
	SILT FENCE
	SILT FENCE TYPE HEAVY DUTY
	SILT FENCE TYPE MACHINE SLICED
	SILT FENCE TYPE PREASSEMBLED
	FLOTATION SILT CURTAIN

HATCH PATTERN AND SHADING LEGEND

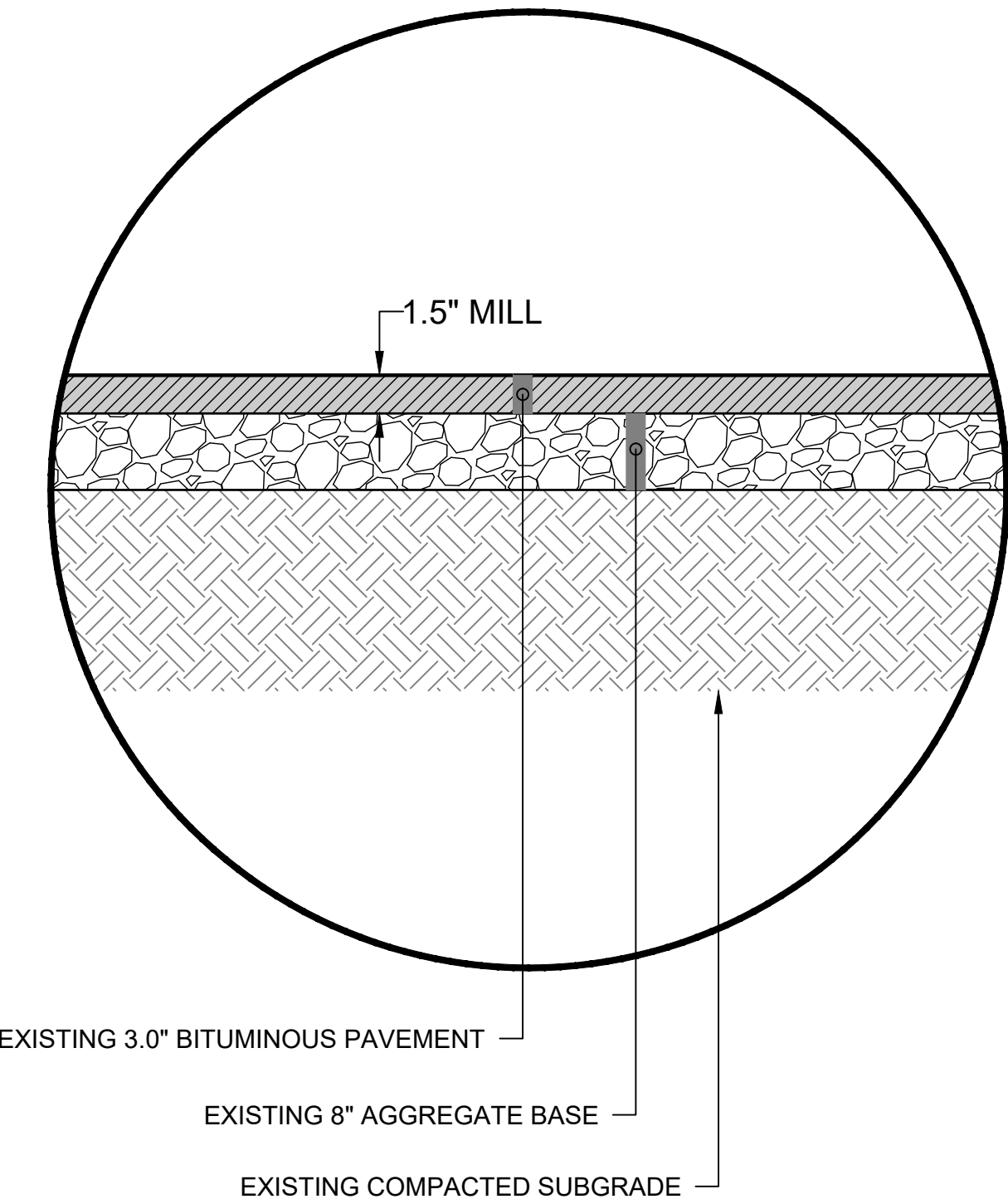
	RANDOM RIPRAP
	SOD
	SEED
	HYDRAULIC STABILIZER
	EROSION CONTROL BLANKET
	TEMP. ROCK CONSTRUCTION ENTRANCE
	BUILDING WALL HATCH
	BITUMINOUS SURFACE
	CONCRETE SURFACE
	GRAVEL SURFACE
	EASEMENT PATTERN

DOCUMENTATION SYMBOLS

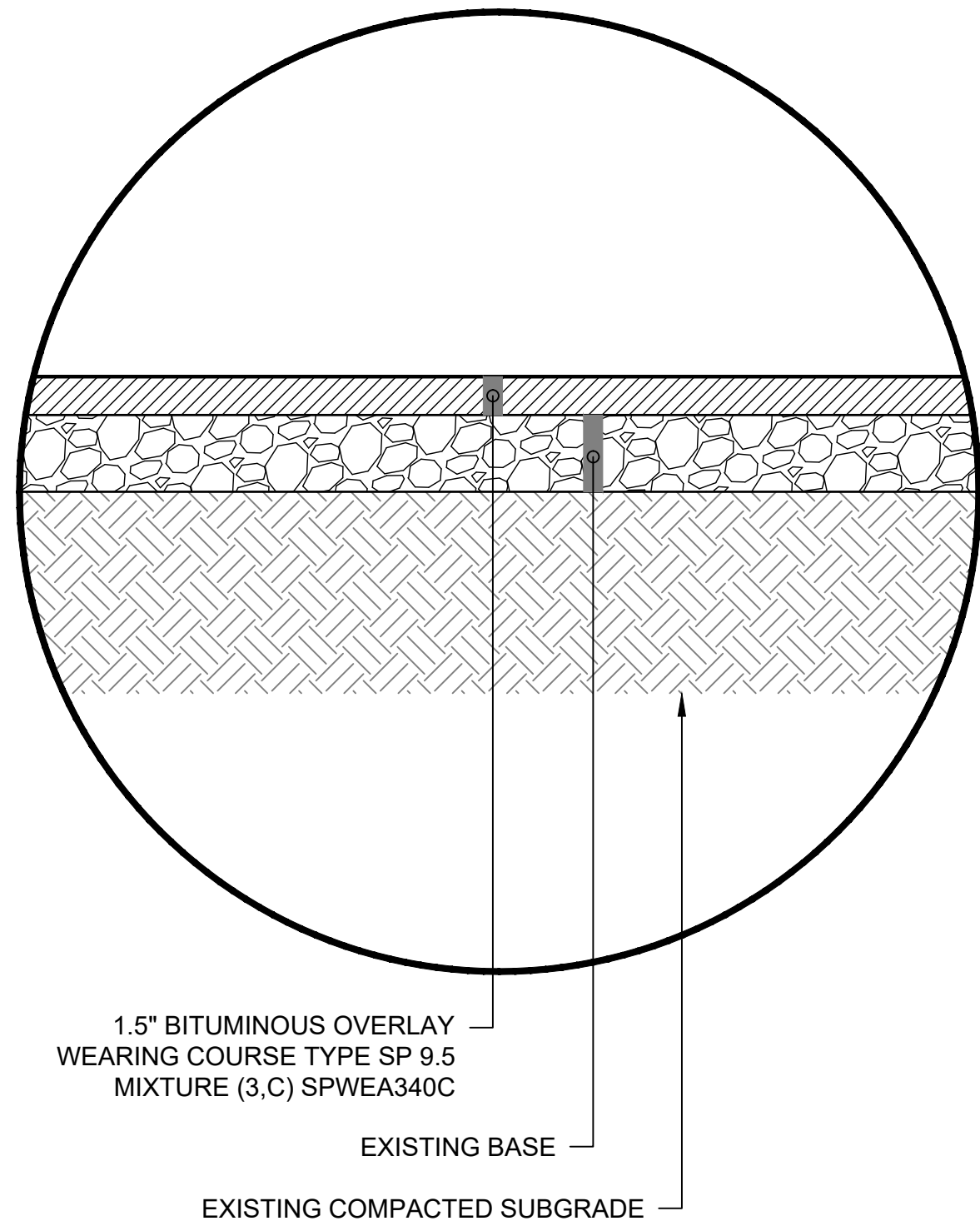
 SECTION ARROW -
SECTION NUMBER TOP;
PAGE OF SECTION BOTTOM



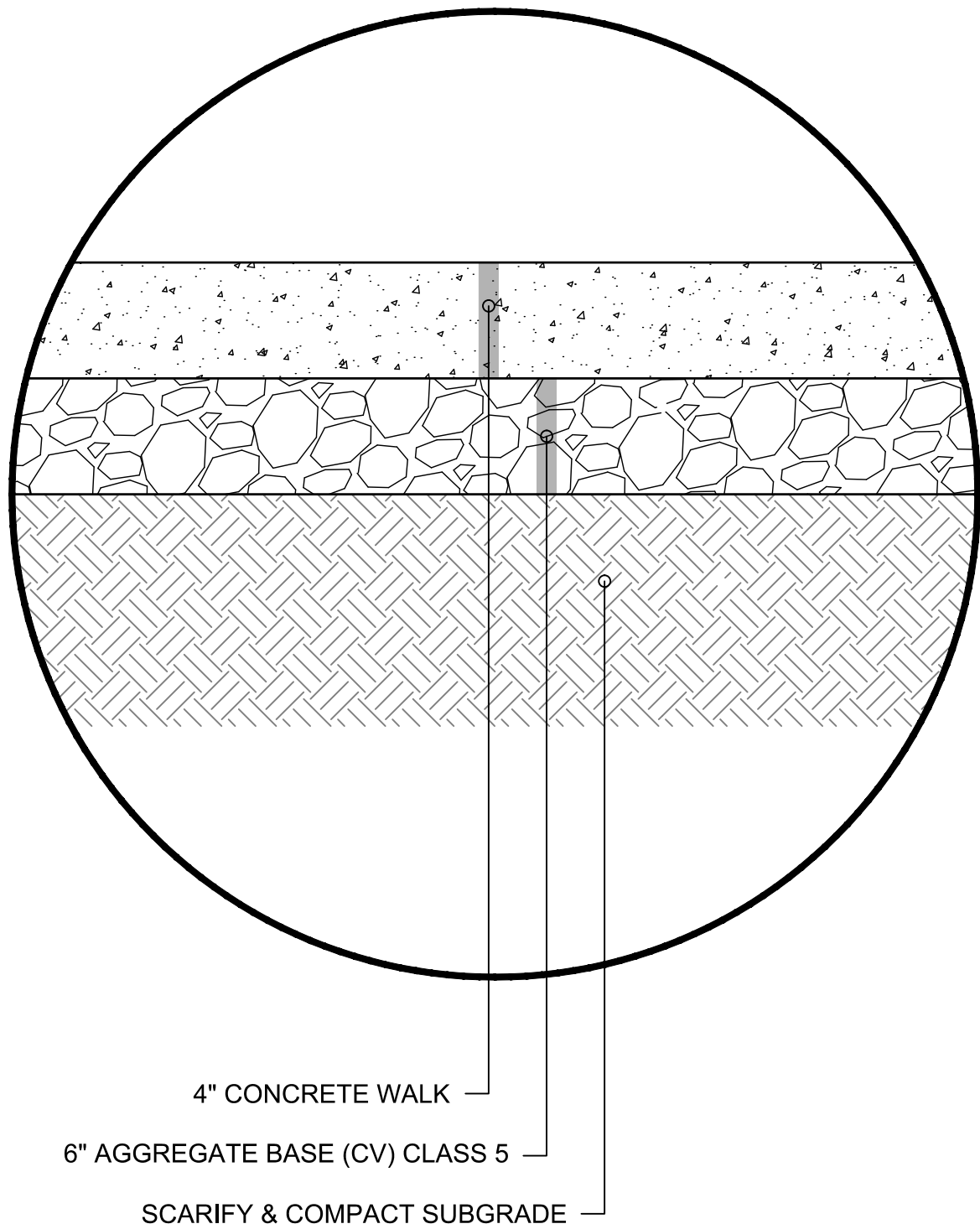
PROPOSED BITUMINOUS PAVING SECTION - WEST LOT
SCALE: NONE



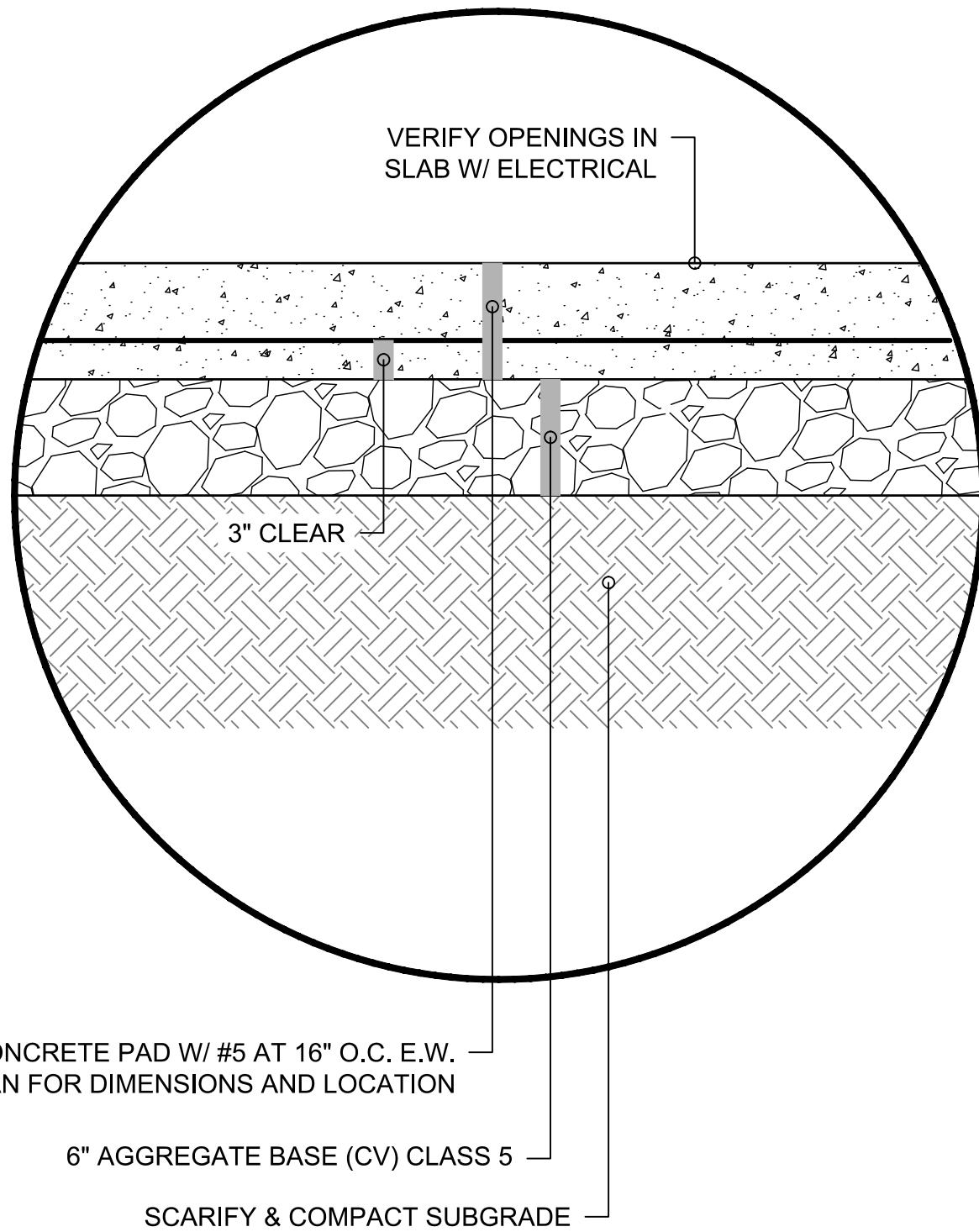
EXISTING BITUMINOUS PAVING SECTION - EAST LOT
SCALE: NONE



PROPOSED BITUMINOUS OVERLAY PAVING SECTION - EAST LOT
SCALE: NONE



4" CONCRETE WALK SECTION
SCALE: NONE

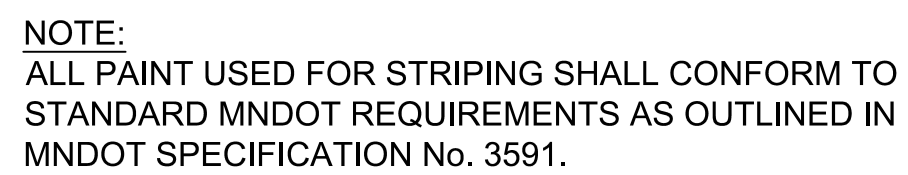


ELECTRICAL PAD DETAIL
SCALE: NONE

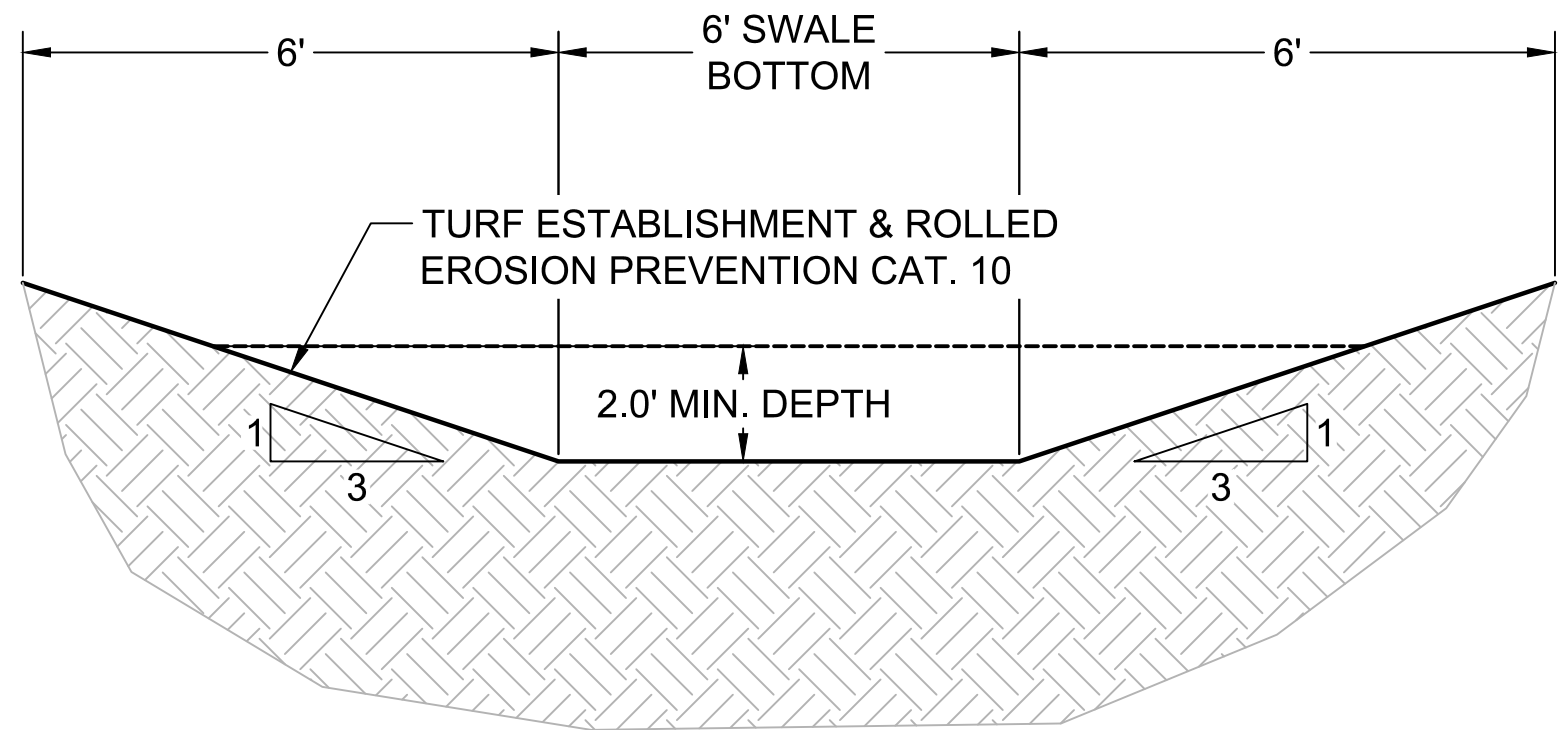
DATE	REVISION DESCRIPTION	BY

DATE:	MARCH 2025
SCALE:	AS SHOWN
DRAWN BY:	JDS
CHECKED BY:	JDS
JOB NUMBER:	2024-11974

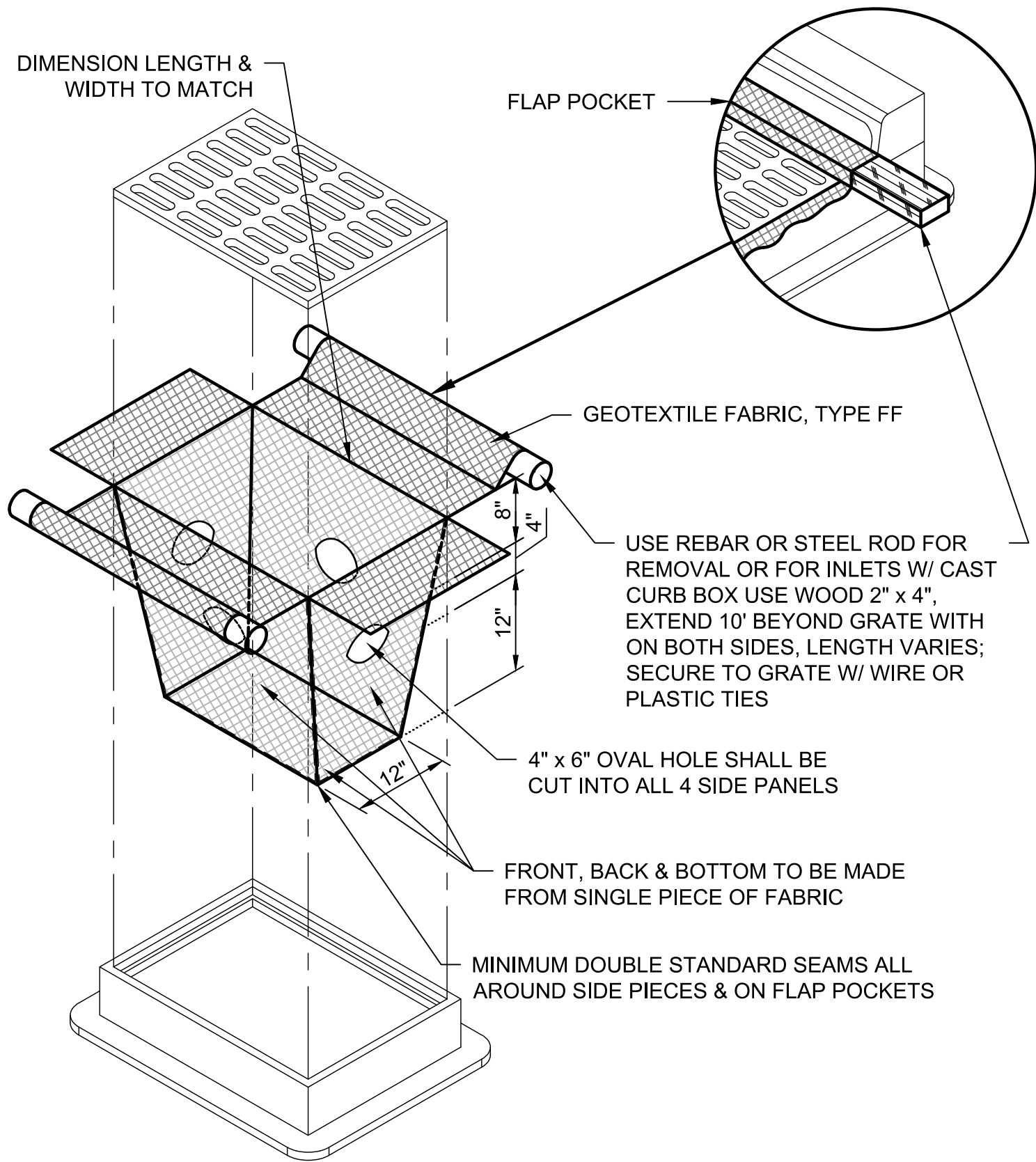
TODD COUNTY COURTHOUSE PARKING LOT IMPROVEMENTS
TODD COUNTY
LONG PRAIRIE, MINNESOTA
CONSTRUCTION DETAILS



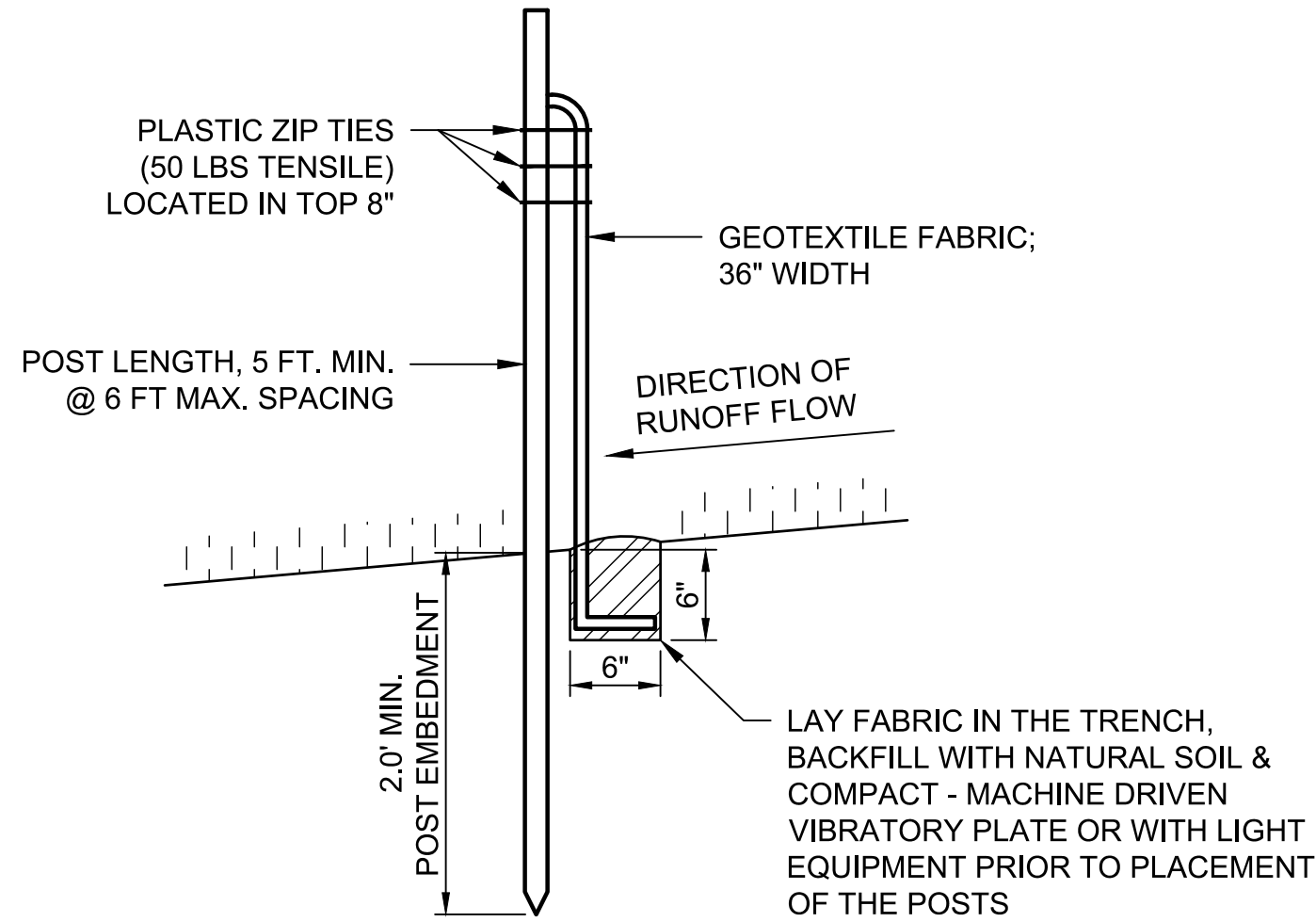
SHEET NO. C2.2		TODD COUNTY COURTHOUSE PARKING LOT IMPROVEMENTS TODD COUNTY LONG PRAIRIE, MINNESOTA CONSTRUCTION DETAILS		DATE: MARCH 2025 SCALE: AS SHOWN DRAWN BY: JDS CHECKED BY: JDS		DATE REV# REVISIONS DESCRIPTION		BY		I HEREBY CERTIFY THAT THIS PLAN, SPECIFICATION, OR REPORT WAS PREPARED BY ME OR UNDER MY DIRECT SUPERVISION AND THAT I AM A PROFESSIONAL ENGINEER UNDER THE LAWS OF THE STATE OF MINNESOTA. 	
		JOB NUMBER: 2024-11974						DATE: 03-27-2025 LIC. NO. 55468		JEREMY SCHWARZE	



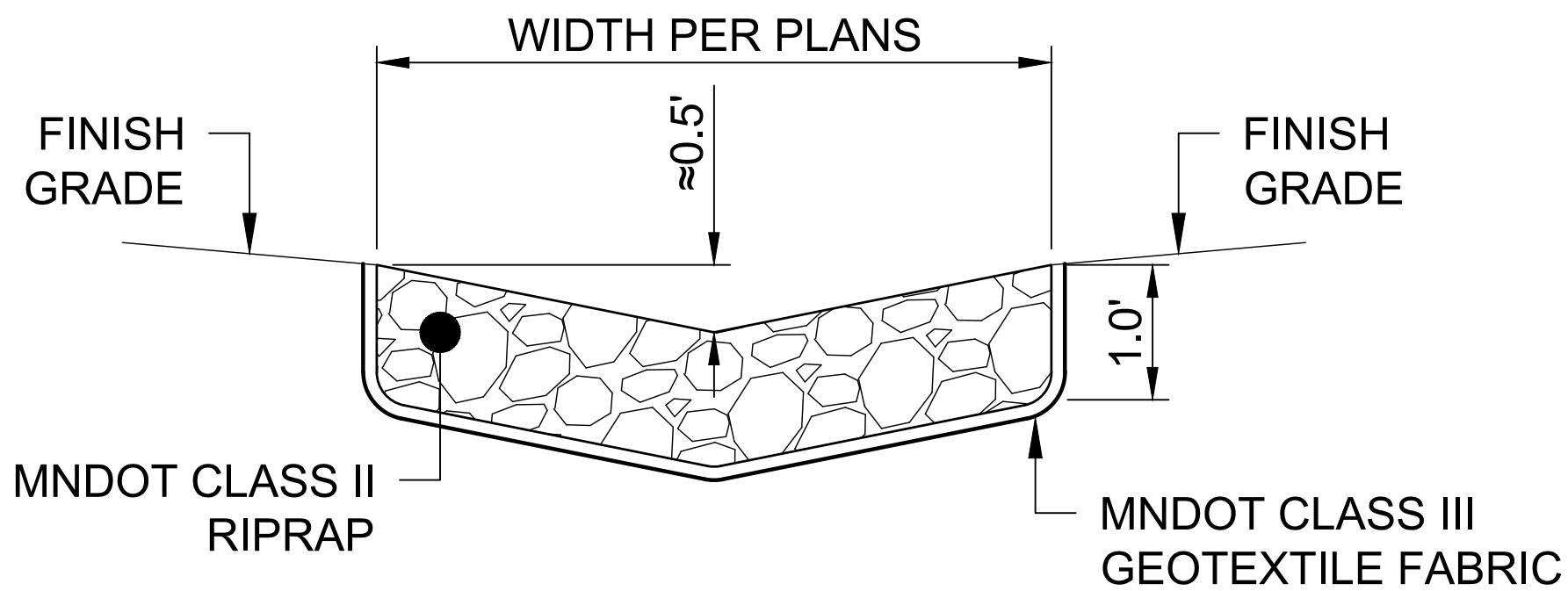
INFILTRATION BASIN DETAIL
SCALE: NONE



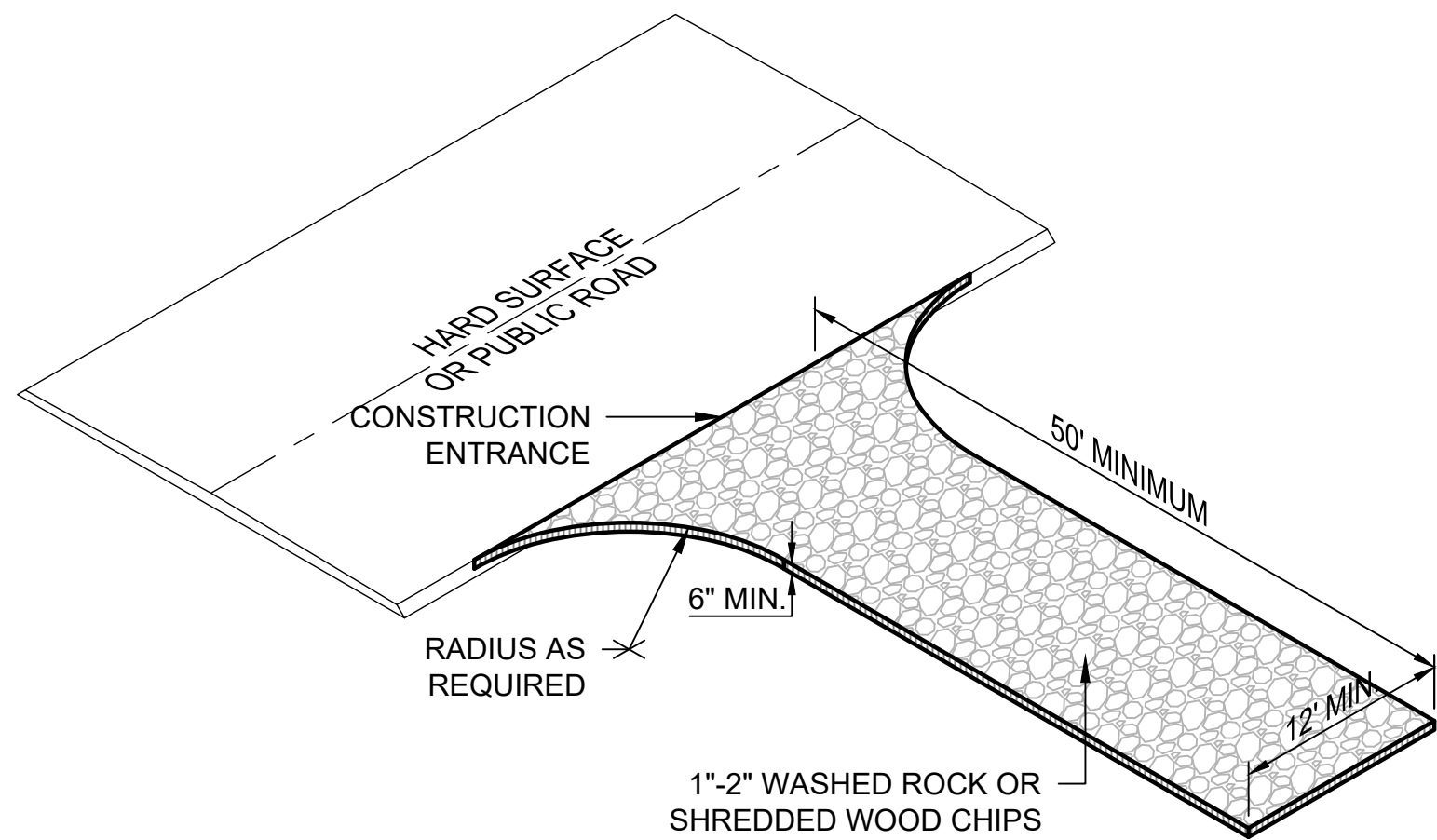
INLET PROTECTION DETAIL - FABRIC
SCALE: NONE



SILT FENCE, HAND LAID
SCALE: NONE



INFILTRATION BASIN RIPRAP OVERFLOW
SCALE: NONE



STABILIZED CONSTRUCTION EXIT DETAIL
SCALE: NONE

DATE	REVISION DESCRIPTION	BY

DATE: MARCH 2025	AS SHOWN	JDS
DRAWN BY: JDS	CHECKED BY: JDS	JOB NUMBER: 2024-11974

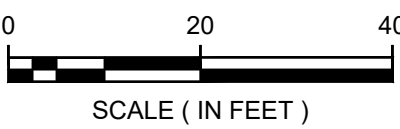
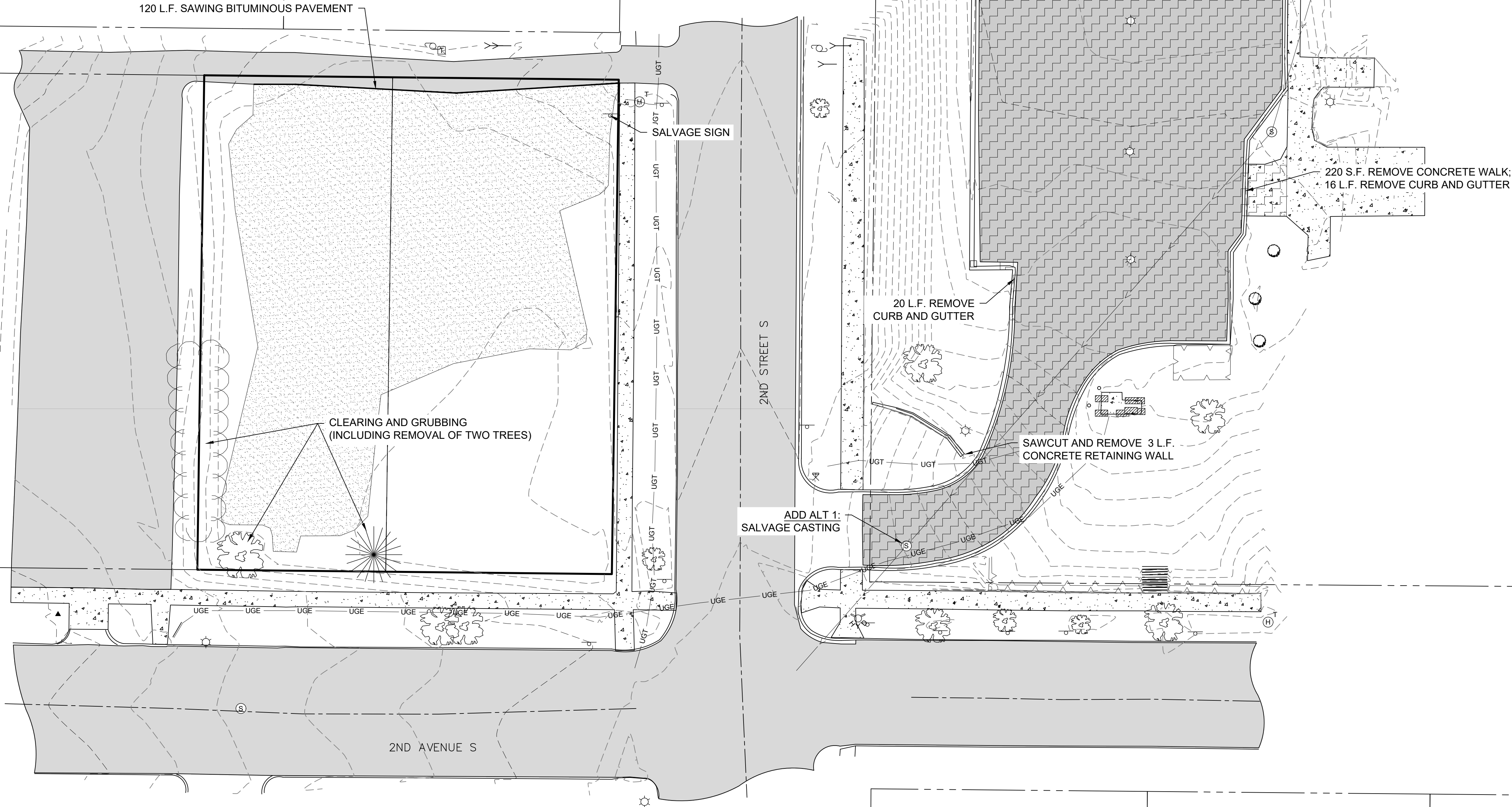
TODD COUNTY COURTHOUSE PARKING LOT IMPROVEMENTS
TODD COUNTY
LONG PRAIRIE, MINNESOTA
CONSTRUCTION DETAILS

GENERAL EXISTING CONDITIONS & REMOVALS NOTES

1. THE SUBSURFACE UTILITY INFORMATION IN THIS PLAN IS UTILITY QUALITY LEVEL D. THIS QUALITY LEVEL WAS DETERMINED ACCORDING TO THE GUIDELINES OF CI/ASCE 38-02, ENTITLED "STANDARD GUIDELINES FOR THE COLLECTION AND DEPICTION OF EXISTING SUBSURFACE UTILITY DATA".
2. THE CONTRACTOR SHALL VERIFY ALL EXISTING CONDITIONS PRIOR TO CONSTRUCTION AND NOTIFY OWNER OF ANY DIFFERENCES BETWEEN THE FIELD AND PLAN.
3. ALL EROSION CONTROL MEASURES, AS SHOWN ON THE EROSION CONTROL PLAN, ARE TO BE IN PLACE PRIOR TO BEGINNING REMOVALS.
4. CONTRACTOR SHALL PROTECT ALL EXISTING STRUCTURES, PAVEMENTS, BUILDINGS, LIGHT POLES & BASES, ETC. NOT NOTED FOR DEMOLITION & REMOVAL DURING REMOVALS. ANY DAMAGED STRUCTURES TO REMAIN SHALL BE REPAIRED OR REPLACED AT NO COST TO THE OWNER.
5. ALL SAWCUT EDGES IN CONCRETE WALK, CONCRETE PAVEMENT, AND BITUMINOUS PAVEMENT SHALL BE PROTECTED AFTER REMOVALS THROUGH THE DURATION OF THE PROJECT.
6. ALL MATERIALS IDENTIFIED FOR REMOVAL SHALL BE DISPOSED OFF SITE IN ACCORDANCE WITH STATE AND LOCAL LAWS.

REMOVALS LEGEND

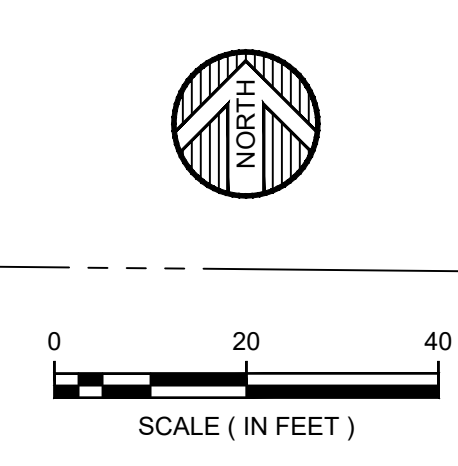
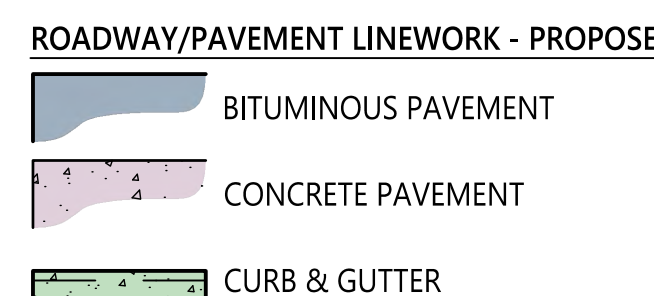
- MILL BITUMINOUS SURFACE
- REMOVE CONCRETE WALK
- REMOVE CONCRETE CURB & GUTTER



DATE	REVISION DESCRIPTION	BY

DATE:	MARCH 2025
SCALE:	AS SHOWN
DRAWN BY:	JDS
CHECKED BY:	JDS
JOB NUMBER:	2024-11974

1. THE SUBSURFACE UTILITY INFORMATION IN THIS PLAN IS UTILITY QUALITY LEVEL D. THIS QUALITY LEVEL WAS DETERMINED ACCORDING TO THE GUIDELINES OF C/ASCE 38-02, ENTITLED "STANDARD GUIDELINES FOR THE COLLECTION AND DEPICTION OF EXISTING SUBSURFACE UTILITY DATA".
2. ALL DIMENSIONS SHOWN ARE TO THE OUTSIDE OF STRUCTURES, UNLESS OTHERWISE NOTED.
3. THE CONTRACTOR SHALL BE RESPONSIBLE FOR PROVIDING AND MAINTAINING TRAFFIC CONTROL AND SHALL BE IN COMPLIANCE WITH THE MINNESOTA UNIFORM TRAFFIC CONTROL DEVICES MANUAL AND TEMPORARY TRAFFIC CONTROL ZONE LAYOUTS FIELD MANUAL.
4. THE CONTRACTOR SHALL VERIFY ALL EXISTING INVERT LOCATIONS AND ELEVATIONS PRIOR TO BEGINNING CONSTRUCTION.
5. THE CONTRACTOR SHALL RECEIVE THE NECESSARY PERMISSION/PERMITS FOR ALL WORK LOCATED OUTSIDE OF THE MUNICIPAL RIGHT-OF-WAY AND PROPERTY LIMITS.
6. ALL STRIPING SHALL BE 4" WIDE PAINT, WHITE COLOR.



1. THE SUBSURFACE UTILITY INFORMATION IN THIS PLAN IS UTILITY QUALITY LEVEL D. THIS QUALITY LEVEL WAS DETERMINED ACCORDING TO THE GUIDELINES OF C/ASDC 38-02, ENTITLED "STANDARD GUIDELINES FOR THE COLLECTION AND DEPICTION OF EXISTING SUBSURFACE UTILITY DATA".
2. HAULING HOURS MUST BE CONFIRMED WITH THE CITY PRIOR TO BEGINNING WORK.
3. SPOT ELEVATIONS SHOWN INDICATE FINISHED GRADE, UNLESS OTHERWISE NOTED.
4. ALL SLOPES SHALL BE GRADED TO 3:1 (H:V) OR FLATTER, UNLESS OTHERWISE NOTED.

COMMON EXCAVATION	=	960 C.Y.
COMMON EMBANKMENT	=	10 C.Y.
NET	=	950 CY <CUT>

[illegible]

I HEREBY CERTIFY THAT THIS PLAN, SPECIFICATION, OR REPORT
WAS PREPARED BY ME OR UNDER MY DIRECT SUPERVISION AND
THAT I AM A DULY LICENSED PROFESSIONAL ENGINEER UNDER
THE LAWS OF THE STATE OF MINNESOTA.

Jeremy Schwarz

JEREMY SCHWARZ

DATE: 03-273-2025LIC. NO. 55498

DATE	REV#	REVISIONS DESCRIPTION	BY

DATE:	MARCH 2025
SCALE:	AS SHOWN
DRAWN BY:	JDS
CHECKED BY:	JDS
JOB NUMBER:	2024-11974

TODD COUNTY COURTHOUSE PARKING LOT IMPROVEMENTS
TODD COUNTY
LONG PRAIRIE, MINNESOTA
GRADING PLAN

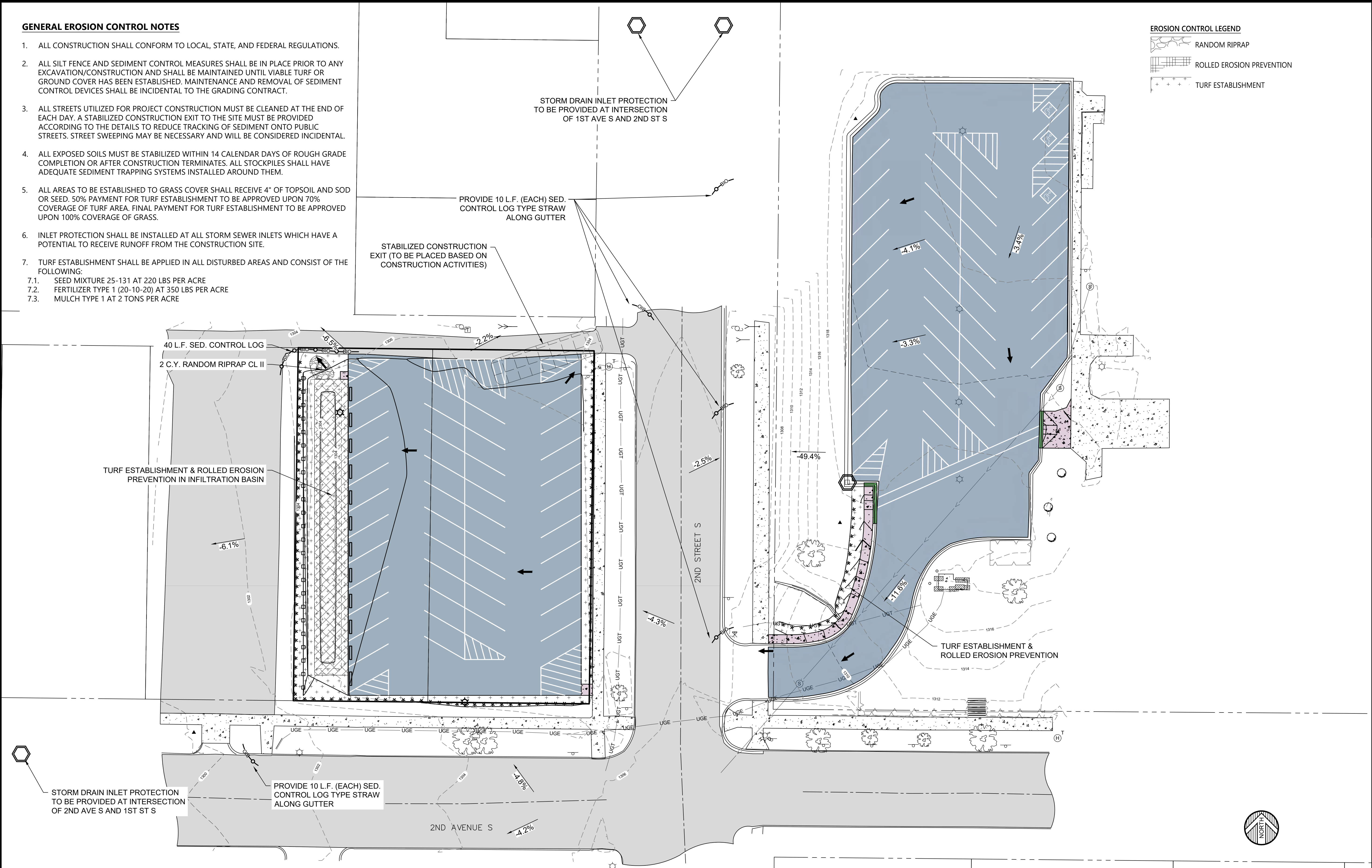
SHEET NO.
C5.1

GENERAL EROSION CONTROL NOTES

- ALL CONSTRUCTION SHALL CONFORM TO LOCAL, STATE, AND FEDERAL REGULATIONS.
- ALL SILT FENCE AND SEDIMENT CONTROL MEASURES SHALL BE IN PLACE PRIOR TO ANY EXCAVATION/CONSTRUCTION AND SHALL BE MAINTAINED UNTIL VIABLE TURF OR GROUND COVER HAS BEEN ESTABLISHED. MAINTENANCE AND REMOVAL OF SEDIMENT CONTROL DEVICES SHALL BE INCIDENTAL TO THE GRADING CONTRACT.
- ALL STREETS UTILIZED FOR PROJECT CONSTRUCTION MUST BE CLEANED AT THE END OF EACH DAY. A STABILIZED CONSTRUCTION EXIT TO THE SITE MUST BE PROVIDED ACCORDING TO THE DETAILS TO REDUCE TRACKING OF SEDIMENT ONTO PUBLIC STREETS. STREET SWEEPING MAY BE NECESSARY AND WILL BE CONSIDERED INCIDENTAL.
- ALL EXPOSED SOILS MUST BE STABILIZED WITHIN 14 CALENDAR DAYS OF ROUGH GRADE COMPLETION OR AFTER CONSTRUCTION TERMINATES. ALL STOCKPILES SHALL HAVE ADEQUATE SEDIMENT TRAPPING SYSTEMS INSTALLED AROUND THEM.
- ALL AREAS TO BE ESTABLISHED TO GRASS COVER SHALL RECEIVE 4" OF TOPSOIL AND SOD OR SEED. 50% PAYMENT FOR TURF ESTABLISHMENT TO BE APPROVED UPON 70% COVERAGE OF TURF AREA. FINAL PAYMENT FOR TURF ESTABLISHMENT TO BE APPROVED UPON 100% COVERAGE OF GRASS.
- INLET PROTECTION SHALL BE INSTALLED AT ALL STORM SEWER INLETS WHICH HAVE A POTENTIAL TO RECEIVE RUNOFF FROM THE CONSTRUCTION SITE.
- TURF ESTABLISHMENT SHALL BE APPLIED IN ALL DISTURBED AREAS AND CONSIST OF THE FOLLOWING:
 - SEED MIXTURE 25-131 AT 220 LBS PER ACRE
 - FERTILIZER TYPE 1 (20-10-20) AT 350 LBS PER ACRE
 - MULCH TYPE 1 AT 2 TONS PER ACRE

EROSION CONTROL LEGEND

- RANDOM RIPRAP
- ROLLED EROSION PREVENTION
- TURF ESTABLISHMENT



WIDSETH
ARCHITECTS • ENGINEERS • SCIENTISTS • SURVEYORS

I HEREBY CERTIFY THAT THIS PLAN SPECIFICATION OR REPORT WAS PREPARED BY ME OR UNDER MY CLOSE PERSONAL SUPERVISION AND THAT I AM A DULY LICENSED PROFESSIONAL ENGINEER UNDER THE LAWS OF THE STATE OF MINNESOTA.
Jeremy Schwarze
JEREMY SCHWARZE DATE: 03-27-2025 LIC. NO. 5498

DATE	REVISION DESCRIPTION	DATE	REVISION DESCRIPTION
MARCH 2025	AS SHOWN		
DRAWN BY: JDS			
CHECKED BY: JDS			
JOB NUMBER: 2024-11974			

TODD COUNTY COURTHOUSE PARKING LOT IMPROVEMENTS

TODD COUNTY
LONG PRAIRIE, MINNESOTA

EROSION CONTROL PLAN

SHEET NO.

C6.1

W:\Projects\Todd County-42839\2024-11974\CADD\Civil\EC-2024-11974.dwg

Plotted by: Jeremy Schwarze

3/27/2025 10:42:17 AM

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WHERE THE FOREST MEETS THE PRAIRIE

Todd County

● MINNESOTA ● EST. 1855 ●

Board Action Form

Requestor to Complete:

Type of Action Requested (Check one):		Board Action Tracking Number : (Issued by Auditor/Treasurer Office)
☒ Action/Motion	☐ Report	20250506-19
☐ Discussion	☐ Resolution	
☐ Information Item	☐ Other	
Agenda Topic Title for Publication:		Additional Prep Time for Todd County Fair
Date of Meeting: May 6 th , 2025		Agenda Time Requested: 5 minutes ☐ Consent Agenda
Organization / Department Requesting Action: Todd County Fair Board		
Person Presenting Topic at Meeting: Commissioner Noska		
Background: Supporting Documentation enclosed ☐		
The Todd County Fair Board is requesting extra time to setup and prepare for the Todd County Fair June 26-29, 2025. The Fair Board is requesting additional access to the fairgrounds to start to prepare and setup beginning June 1, 2025. Typically, the Fair Board has access to the fairgrounds one week before the fair, the week of the fair and one week after the fair.		
Options:		
Recommendation:		
The Todd County Board of Commissioners approves the following by Motion: To grant the Todd County Fair Board additional access to the Todd County Fairgrounds for fair preparations beginning June 1, 2025 with waiving of the rental fees. Utilities reimbursement will be provided by the Todd County Fair Board for this additional timeframe.		

Additional Information:	Budgeted:	Comments
Financial Implications: \$ Funding Source(s):	☐ Yes ☐ No	
Attorney Legal Review: ☐ Yes ☐ No ☐ N/A	Facilities Committee Review: ☐ Yes ☐ No ☐ N/A	Finance Committee Review: ☐ Yes ☐ No ☐ N/A

Auditor/Treasurer Archival Purposes Only:

Action Taken:	Voting in Favor	Voting Against
Motion:	☐ Byers	☐ Byers
Second:	☐ Denny	☐ Denny
☐ Passed ☐ Rollcall Vote	☐ Noska	☐ Noska
☐ Failed	☐ Neumann	☐ Neumann
☐ Tabled	☐ Becker	☐ Becker
☐ Other:	Notes:	

Official CertificationSTATE OF MINNESOTA}
COUNTY OF TODD}

I, Denise Gaida, County Auditor-Treasurer, Todd County, Minnesota hereby certify that I have compared the foregoing copy of the proceedings of the County Board of said County with the original record thereof on file in the Auditor-Treasurer's Office of Todd County in Long Prairie, Minnesota as stated in the minutes of the proceedings of said board and that the same is a true and correct copy of said original record and of the whole thereof, and that said motion was duly passed by said board at said meeting. Witness my hand and seal:

Seal



WHERE THE FOREST MEETS THE PRAIRIE

Todd County

● MINNESOTA ● EST. 1855 ●

Board Action Form

Requestor to Complete:

Type of Action Requested (Check one):		Board Action Tracking Number : (Issued by Auditor/Treasurer Office)
☒ Action/Motion	☐ Report	20250506-20
☐ Discussion	☐ Resolution	
☐ Information Item	☐ Other	

Agenda Topic Title for Publication:	Crow Wing WBIF Agreement of Services
--	---

Date of Meeting: 5/6/2025	Agenda Time Requested: 3	☐ Consent Agenda
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Organization / Department Requesting Action: Planning and Zoning
--

Person Presenting Topic at Meeting: Adam Ossefoort
--

Background: Supporting Documentation enclosed ☒
--

Watershed Based Implementation Funding has been received for the Crow Wing Watersheds with Crow Wing SWCD serving as the fiscal agent for the grant. \$12,000 has been assigned to Todd County for septic system upgrades to qualifying land owners. The agreement of services between Todd County and Crow Wing SWCD needs to be approved to access the funding.

Options:

1. Approve the agreement of services.
2. Do not approve.

Recommendation:

The Todd County Board of Commissioners approves the following by Motion:
Approval of the Agreement of Services between Todd County and Crow Wing SWCD.

Additional Information:	Budgeted:	Comments
Financial Implications: \$ Funding Source(s):	☐ Yes ☐ No	Grant Funding
Attorney Legal Review: ☒ Yes ☐ No ☐ N/A	Facilities Committee Review: ☐ Yes ☐ No ☐ N/A	Finance Committee Review: ☐ Yes ☐ No ☐ N/A

Auditor/Treasurer Archival Purposes Only:

Action Taken:	Voting in Favor	Voting Against
Motion:	☐ Byers	☐ Byers
Second:	☐ Denny	☐ Denny
☐ Passed ☐ Rollcall Vote	☐ Noska	☐ Noska
☐ Failed	☐ Neumann	☐ Neumann
☐ Tabled	☐ Becker	☐ Becker
☐ Other:	Notes:	

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Seal

**Agreement for Services
Crow Wing River Watershed Based Implementation
(WBIF Grant #) C25-0310**

This Agreement, made and entered into this day 05/06/2025 between the Crow Wing Soil and Water Conservation District, hereafter called the Crow Wing SWCD, and Todd County.

Witnesseth: The parties hereto for the consideration hereinafter mention, covenant and agree as follows; The Crow Wing SWCD acting as the fiscal agent for the Crow Wing River Watershed Policy Committee and has entered into a grant agreement with Minnesota Board of Water and Soil Resource (BWSR) for Watershed Based Implementation Funding. This funding allows collaborating local governments to pursue timely and effective solutions based on a watershed's highest priority needs, identified in the approved and adopted Comprehensive Watershed Management Plan for the Crow Wing River Watershed.

The Crow Wing River Watershed Policy Committee has reviewed and approved the budget and workplan and the distribution of the Watershed Implementation funds to partnering Local Government Units (LGUs). The Crow Wing SWCD will distribute up to \$12,000 to Todd County for their efforts to implement the items identified in the work plan and described below.

Agricultural Practices	
Groundwater	
Urban Stormwater	
Streambank or Shoreland Protection	
Forestry Practices	
Technical/Engineering Assistance	
Project Development	
Livestock Waste Management	
Non-Structural Management Practices	
Planning and Assessment	
Education/Information	
Administration/Coordination	
Subsurface Sewage Treatment Systems	\$12,000
Total	\$12,000

Todd County agrees to:

- a. Provide technical assistance to landowners and land users in the Crow Wing River Watershed.
- b. Conduct project development activities.
- c. Enter into cost-share or incentive-based contracts with landowners or land users adopting practices that address priorities identified in the Comprehensive Watershed Management plan and meet technical standards according to State and Local Policy, including BWSR's grant policies.
- d. Collect and provide information (mapping, project details, pollution reductions, etc.) for work that was accomplished for reporting purposes.
- e. Document all projects associated with the Watershed Plan.

- f. Invoice the Crow Wing SWCD on a quarterly basis with the required documentation on the use of funds, including staff time, project payments, education, and outreach activities, etc.

The Crow Wing SWCD will:

- a. Reimburse Todd County for invoiced activities in a timely manner.
- b. Coordinate with participating LGU partners.
- c. Coordinate reporting of progress to Policy Committee and BWSR.

This contract may be reviewed and modified at the discretion of the Crow Wing SWCD and Todd County in consultation with the Crow Wing River Watershed Technical Advisory Committee.

In Witness Whereof, the parties listed below have agreed to the terms outlined in this Contract for Services.

This contract is effective on the date that both parties have signed and will terminate on 12/31/2027.

Crow Wing SWCD _____
Date

Todd County Board Chair _____
Date



WHERE THE FOREST MEETS THE PRAIRIE

Todd County

● MINNESOTA ● EST. 1855 ●

Board Action Form

Requestor to Complete:

Type of Action Requested (Check one):		Board Action Tracking Number : (Issued by Auditor/Treasurer Office)
☒ Action/Motion ☐ Discussion ☐ Information Item	☐ Report ☐ Resolution ☐ Other	20250506-21
Agenda Topic Title for Publication:	Feedlot Program Annual Report	
Date of Meeting: 5/6/2025	Agenda Time Requested: 3	☐ Consent Agenda
Organization / Department Requesting Action: Planning and Zoning		
Person Presenting Topic at Meeting: Adam Ossefoort/Deja Anton		
Background: Supporting Documentation enclosed ☒		
The Minnesota Pollution Control Agency requires annual reporting from counties to be reviewed and accepted by the Board of Commissioners. The attached report includes activities and accomplishments for 2024.		
Options:		
1. Approve the MPCA Feedlot Program Annual Report		
2. Do not approve the MPCA Feedlot Program		
Recommendation:		
The Todd County Board of Commissioners approves the following by Motion: Approval of the MPCA Feedlot Program Annual Report for 2024.		

Additional Information:	Budgeted:	Comments
Financial Implications: \$ Funding Source(s):	☐ Yes ☐ No	
Attorney Legal Review: ☐ Yes ☐ No ☐ N/A	Facilities Committee Review: ☐ Yes ☐ No ☐ N/A	Finance Committee Review: ☐ Yes ☐ No ☐ N/A

Auditor/Treasurer Archival Purposes Only:

Action Taken:	Voting in Favor	Voting Against
Motion:	☐ Byers	☐ Byers
Second:	☐ Denny	☐ Denny
☐ Passed ☐ Rollcall Vote	☐ Noska	☐ Noska
☐ Failed	☐ Neumann	☐ Neumann
☐ Tabled	☐ Becker	☐ Becker
☐ Other:	Notes:	

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Seal

2024 County Feedlot Officer (CFO) Annual Report

(Data for the Period: January 1, 2024 - December 31, 2024)

Revised: 1/13/25

County: Todd
Phone: 320-732-2644

Contact Person: Deja Anton, Dylan Pratt
E-Mail Address: deja.anton@co.todd.mn.us; dylan.pratt@co.todd.mn.us

Signature: _____ (Signature of County Board Commissioner) _____ (Date)

All data must be entered in accordance with the Annual CFO Report Guidance Document.

Except where identified, this report only addresses **non-CAFO/NPDES/SDS sites** required by 7020 to be registered.

STAFFING LEVEL						
1	FTEs - (Full Time Equivalents) supplied by the CFO(s):	1.2				
2	FTEs supplied by other county staff, including administrative and support staff assigned to the feedlot program:	0.17				
3	FTEs supplied through contract with other local government units:	0				
4	Total Number of FTE positions that supported county program:	1.37				
REGISTRATION (Report your current numbers - base grant numbers are displayed for reference)						
		Base	Current			
5	Feedlots in shoreland with 10 - 49 AU:	84	80			
6	Feedlots with 50 - 299 AU:	553	529			
7	Non-CAFO/NPDES/SDS ≥ 300 AU:	39	50			
8	CAFOs without NPDES or SDS permits 300-999 AU ("Gap Sites")	4	3			
9	Feedlots with NPDES or SDS permits:	22	22			
10	Total - Feedlots required to be registered:	702	684			
11	Total - Feedlots Eligible for Funding (FROM AGENCY BASE GRANT AWARD NUMBER)	702				
Feedlot Sites Inspected		Minimum number of FEEDLOT SITES required to register that must be inspected (7%):			49.5	
12	Number of FEEDLOT SITES that received a compliance, construction, desktop N&P, or in-field land app inspection (count in-field land app inspections as 1/2 of an inspection)				53	
INSPECTION REPORTING						
Types of Inspections (at sites required to be registered)		10 - 49 AU (in shoreland)	50 - 299 AU (except where noted)	300 or more AU (Non-CAFO/NPDES/SDS)		
Only count first instance of each type of inspection per feedlot						
13	Compliance inspections	1	48	4		
	13.1) How many included a 3 or 6-yr P records inspection (see guidance)			0		
14	Construction inspections	0	0	0		
	14.1) How many received a 2nd construction inspection	0		0		
15	Desktop N & 3 or 6-yr P records inspection (see guidance) (P review as part of a compliance inspection should be reported in 13.1)		0	100+ AU & in DWSMA	0	
16	In-field land application inspection	0	0	0		
17	Complaint initiated inspections (any non-CAFO/NPDES/SDS)	0	0	0		
18	Routine or follow-up stockpile only inspection	0	0	0		
Other Inspection Related Info						
19	CAFO/NPDES/SDS sites inspected at the MPCA's request	3				
20	Number of feedlots inspected within shoreland or a DWSMA	2				
21	Number of feedlots inspected within the County's priority areas as designated in the work plan	52				
22	Number of sites inspected found to be non-compliant with water quality discharge standards	7				
23	Number of sites inspected with 100+ AU found to be non-compliant with N and/or P requirements	4				
INSPECTION Performance Credits (Summarized from entries above)		Total	Not PC eligible	PC eligible	PC	PC Total
NOTE: Inspections assumed to satisfy the 7% minimum are not PC eligible						
24	Compliance inspections <i>min. # of compliance inspections: 25</i>	53	49.5	3.5	3	10.5
25	Construction inspections	0	0	0	2	0
26	Desktop N & 3 or 6-yr P records inspections (see guidance)	0	0	0	3	0
27	In-field land application inspections	0	0	0	1	0
28	Compliance inspections that include optional P review			0	1	0
29	Number of facilities that received 2 or more construction inspections			0	1	0
30	CAFO/NPDES/SDS sites inspected at the MPCA's request			3	1	3
31	Complaint initiated inspections (any non-CAFO/NPDES/SDS) (only count 1 per feedlot)			0	1	0
32	Routine or follow-up stockpile only inspection. (only count 1 per feedlot)			0	0.5	0

Additional Performance Credit Calculations and Supplemental Information

Describe below the progress made in meeting your program year work plan inspection goals. You must provide quantitative results for each compliance inspection and land application goal listed in your work plan.

Required Strategy: The County has conducted inspection on six sites in 2024 who had applied or had a goal of submitting an permit application: These include JR Baum Cattle, Dry Cow facility, Twardowski, Becker, Varner, and Kniesl. Twardowski, Becker, and Kniesl moved ahead with construction in 2024. All sites are in the priority areas for four of the six watershed plans in Todd County, and have some realm of open lot areas without runoff controls. We inspected a minimum of three sites in the Crow Wing Watershed, nine sites in the Sauk River Watershed, eight sites in the Long Prairie Watershed; three inspections occurred in the Red Eye Watershed and at least four occurred in the Mississippi- Brainerd watershed. (One CFO did not track the watershed, so while I we could have higher numbers reported, the numbers reported are confirmed.) Two sites, at minimum, that had never been inspected before were inspected in 2024. Todd County met or surpassed all of its inspection strategies for 2024. All inspection entries with the exception of six inspections were entered within 120 days equating to 90% of the required inspections being entered into the data base within 120 days following inspection. as, an additonal note MPCA did ask us to goout on two site inspections: one was a preliminary land appication inspection for Dairy Ridge in which the MPCA took corrective actions, and the second was the Arnie Greunes Site which was transitioning from County to a State site.

PERMITTING		Number	PC	PC Total
33	30-day construction or expansion notifications received:	0	---	---
34	Interim Permits Issued or Modified:	3	6	18
35	Construction Short-Form Permits Issued or Modified at Sites $\geq$ 300 AU:	0	4	0
36	Public meetings held for construction or expansion to $\geq$ 500 AU:	0	---	---
ENVIRONMENTAL REVIEW (EAW)		Number	PC	PC Total
37	EAW petitions received:	1	---	---
38	EAWs prepared by county:	0	8	0
EMERGENCY RESPONSE		Number	PC	PC Total
39	Events where emergency response was conducted: (on-site visit)	0	4	0
ENFORCEMENT ACTIONS		Number	PC	PC Total
40	Letters of Warning (LOW) issued:	0	---	---
41	Notices of Violation (NOV) issued:	0	---	---
42	Court actions commenced:	0	---	---
FEEDLOT SITE SCHEDULED COMPLIANCE (Achieved in current reporting year)		Number	PC	PC Total
43	Feedlots where a partial environmental upgrade was achieved:	4	---	---
44	Feedlots where a complete environmental upgrade was achieved:	1	12	12
LAND APPLICATION SCHEDULED COMPLIANCE (Achieved in current reporting year)		Number	PC	PC Total
45	Land application <u>record keeping</u> returned to compliance at Feedlots 100 - 299 AU :	0	1	0
46	Land application <u>record keeping</u> returned to compliance at Feedlots 300+ AU (or 100+ DWSMA):	0	2	0
47	Nitrogen application <u>rate</u> returned to compliance (any size facility):	0	1	0
LMSA CLOSURE (Achieved in current reporting year)		Number	PC	PC Total
48	Sites where a LMSA was closed (verified by field inspection or producer notification):	6	6	36

OWNER ASSISTANCE AND OUTREACH		Number	PC	PC Total
49	Sites visited to provide assistance	92	---	---
50	Workshops/trainings hosted/sponsored by the CFO:	4	6	24
	50.1) Total number of feedlot owners attending these events	260	---	---
51	CFO presentations at informational or producer group events: (per event)	14	3	42
52	Number of mailings to feedlot owners:	1043	---	---
53	Feedlot articles placed in newspapers and/or social media:	4	---	---

Describe your workshops, trainings, newsletters, mailings, articles, or other assistance and outreach activities.

Date	Description
------	-------------

21-Mar Annual Feedlot Meeting

4-Apr	Contractor Workshop- presented to contractors on proper pit closure procedures and cost-share for feedlots
12-Jun	Local Work Group Tour
17-Jul	Breakfast on the Farm- presented to the general public and farmers on manure setbacks
Monthly	Present Commissioners, BOA, and SWCD Supervisors on rules, program updates, feedlot permits, etc,
September	Envirofest- present to ~350 6th grade students on a working feedlot regarding environmental standards

CFO TRAINING AND MENTORING		Number	PC	PC Total
54	CFO - training CEUs: (Enter total training hours earned & list events below - see guidance for more than 18 hr)	38.5	0.5	6
55	Hours mentoring New CFOs in another county (describe on a separate sheet):	0	0.5	0

List the training events attended.

Date	Description	Hours
1/17/2025	January CFO Web Ex- Dylan	1.5
2/21/2024	February CFO Web- Ex- Dylan	1.5
3/25- 3/28/2024	Mystic Lake MACFO Conference- Dylan full three days	13.5
15-May	May Web Ex- Dylan and Deja	1
11-Jun	June St Cloud Regional Feedlot Meeting	4
6/18/2024	June Feedlot Rule Making Process Discussion for CFO's- Dylan and Deja	0
7/17/2024	July Legislative Wrap Up- Dylan and Deja	1.5
8/21/2024	August CFO Web- Ex Dylan, Deja, and Tim	1.5
12/18/2024	December CFO Web Ex: Dylan and Deja	1.5
10/23/2024	October CFO Web- Ex- Dylan and Deja	1.5
11/6/2024	CFO Regional Meeting St. Cloud- Tim and Dylan	4
11/20/2024	Manure 201 Advanced Nutrient Management Training- Dylan	7
1/25/2024	January Certified Ag Waste Training- Tim	0
	$18 + (.5 \times 20.5) = 18 + 10 = 28$ credits allowed	
	20.5 = the number of hours above and beyond the 18 hours required	
	Although more than one CFO attended the training, only one person's credit counts.	38.5

OTHER PROGRAM ACTIVITIES		Number	PC	PC Total
56	Feedlots where a MinnFARM was conducted (list sites below):	9	2	18
57	Notifications received claiming air quality exemptions:	12	---	---
58	Meetings with other local government and producer groups:	14	---	---
59	Feedlot ordinance revisions likely, in progress, or completed? ☒ Yes ☐ No	If Yes describe below		

MinnFARM completed by CFO		Describe other county program activities not identified elsewhere. Articles included a two page article on feedlot permitting in the newsletter, one on registration, and two on the feedlot program. Two radio shows highlighted the feedlot program, and one radio ad was made. A total of 15 in office visits occurred with producers and 357 phone calls were answered regarding the feedlot program and registration. Todd County opened its entire ordinance for review. 150 farmers came to the first meeting stating they did not want the ordinance to change. As a result, the only significant change was that all farms, regardless of size wishing to expand a manure storage area must now meet a 12 month storage requirement.
registration no.	Site Name	
153-81225	Randy Mettler	
153-127433	Mike Thom	
153-81065	Michael J Johnson	
153-127307	Darrick Becker	
153-80806	Dairy Ridge Dry Cow	
153-81183	Hauer, Klinkner, Sarff, or Zimmer	

TEMPO DATA ENTRY - completed by MPCA staff via TEMPO review		Max Eligible PC	PC Earned
60	Reviewed registration files have ALL documentation uploaded to TEMPO (if applicable)	8	0
61	All four inspection files have ALL documentation uploaded to TEMPO	8	0
62	Both permit files have ALL documentation uploaded to TEMPO	16	0
63	90% of inspection data entered within 60 days of inspection	4	0
64	All applicable inspection files for sites >100 AU contain land application records	4	0

TOTAL PERFORMANCE CREDITS	169.50
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WHERE THE FOREST MEETS THE PRAIRIE

Todd County

● MINNESOTA ● EST. 1855 ●

Board Action Form

Requestor to Complete:

Type of Action Requested (Check one):		Board Action Tracking Number : (Issued by Auditor/Treasurer Office)
☒ Action/Motion ☐ Discussion ☐ Information Item	☐ Report ☐ Resolution ☐ Other	20250506-22
Agenda Topic Title for Publication:		Request to Eliminate Paraprofessional Case Aide/Bilingual Position
Date of Meeting: 5/6/2025	Agenda Time Requested: 5 mins	☐ Consent Agenda
Organization / Department Requesting Action: Health & Human Services		
Person Presenting Topic at Meeting: Jackie Och/Katherine Mackedanz		
Background: Supporting Documentation enclosed ☐		
As discussed at the April 10 th , 2025 work session, with the addition of the Resource Navigator/Interpreter position, we no longer have a need for the Paraprofessional Case Aide/Bilingual position in the Community Health Unit.		
Options:		
1. Approve the elimination of one Paraprofessional Case Aide/Bilingual position from the Community Health Unit.		
2. Do not approve.		
Recommendation:		
The Todd County Board of Commissioners approves the following by Motion: Approve the elimination of one Paraprofessional Case Aide/Bilingual position from the Community Health Unit.		

Additional Information:	Budgeted:	Comments
Financial Implications: \$ Funding Source(s):	☒ Yes ☐ No	
Attorney Legal Review: ☐ Yes ☐ No ☐ N/A	Facilities Committee Review: ☐ Yes ☐ No ☐ N/A	Finance Committee Review: ☐ Yes ☐ No ☐ N/A

Auditor/Treasurer Archival Purposes Only:

Action Taken:	Voting in Favor	Voting Against
Motion:	☐ Byers	☐ Byers
Second:	☐ Denny	☐ Denny
☐ Passed ☐ Rollcall Vote	☐ Noska	☐ Noska
☐ Failed	☐ Neumann	☐ Neumann
☐ Tabled	☐ Becker	☐ Becker
☐ Other:	Notes:	

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Requestor to Complete:

Type of Action Requested (Check one):		Board Action Tracking Number : (Issued by Auditor/Treasurer Office)
☒ Action/Motion	☐ Report	20250506-23
☐ Discussion	☐ Resolution	
☐ Information Item	☐ Other	

Agenda Topic Title for Publication:	Health & Human Services Organizational Structure
--	---

Date of Meeting: 5/6/2025	Agenda Time Requested: 5 mins	☐ Consent Agenda
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Organization / Department Requesting Action: Health & Human Services
--

Person Presenting Topic at Meeting: Jackie Och
--

Background: Supporting Documentation enclosed ☒
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After review of the Organizational Structure of HHS at the April 10th, 2025 Work Session, it would best suit the Departments needs to restructure some of the positions within HHS. The proposed change in the HHS Organizational Structure will eliminate the Administrative Services Manager position, add an Accounting Services Supervisor position and add two Lead Eligibility Workers in the Financial Services Unit along with moving Administrative Assistant I & II and Paraprofessional Case Aide's from the Administrative Services Unit to the Financial Support Services Unit. Accounting Specialist and Administrative Specialist II will be under the Accounting Services Supervisor.

Options:

1. Approve the Health & Human Services organizational structure as layed out above.
2. Not approve.

Recommendation:

The Todd County Board of Commissioners approves the following by Motion:
Approve the Health & Human Services organizational structure as layed out above.

Additional Information:	Budgeted:	Comments
Financial Implications: \$ Funding Source(s):	☐ Yes ☐ No	
Attorney Legal Review: ☐ Yes ☐ No ☐ N/A	Facilities Committee Review: ☐ Yes ☐ No ☐ N/A	Finance Committee Review: ☐ Yes ☐ No ☐ N/A

Auditor/Treasurer Archival Purposes Only:

Action Taken:	Voting in Favor	Voting Against
Motion:	☐ Byers	☐ Byers
Second:	☐ Denny	☐ Denny
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Board Action Form

Requestor to Complete:

Type of Action Requested (Check one):		Board Action Tracking Number : (Issued by Auditor/Treasurer Office)
☐ Action/Motion ☐ Discussion ☐ Information Item	☐ Report ☒ Resolution ☐ Other	20250506-24
Agenda Topic Title for Publication:		A Resolution Establishing Support for Seeking Funding from Sourcewell for a Regional Program for Intensive Mental Health Service Options for Youth in Region 5
Date of Meeting: 05/07/2025	Agenda Time Requested: 5 Minutes	☐ Consent Agenda
Organization / Department Requesting Action: Health and Human Service		
Person Presenting Topic at Meeting: Jackie Och/Jon Mattson		
Background: Supporting Documentation enclosed ☐		
Region 5 counties of Cass, Crow Wing, Morrison, Todd and Wadena would like to seek Sourcewell Impact Funding to support collaboration with professional non-profit organizations. This collaboration would help to build mental health service capacity of Region 5 to support families and children in need.		
Options:		
1. To approve the resolution establishing support for seeking funding from Sourcewell to improve capacity of Region 5 mental health services.		
2. Not approve the resolution.		
Recommendation:		
The Todd County Board of Commissioners approves the following by Motion: To approve the resolution establishing support for seeking funding from Sourcewell to improve capacity of Region 5 mental health services.		

Additional Information:	Budgeted:	Comments
Financial Implications: \$ Funding Source(s):	☐ Yes ☐ No	
Attorney Legal Review: ☐ Yes ☐ No ☐ N/A	Facilities Committee Review: ☐ Yes ☐ No ☐ N/A	Finance Committee Review: ☐ Yes ☐ No ☐ N/A

Auditor/Treasurer Archival Purposes Only:

Action Taken:	Voting in Favor	Voting Against
Motion:	☐ Byers	☐ Byers
Second:	☐ Denny	☐ Denny
☐ Passed ☐ Rollcall Vote	☐ Noska	☐ Noska
☐ Failed	☐ Neumann	☐ Neumann
☐ Tabled	☐ Becker	☐ Becker
☐ Other:	Notes:	
Official Certification		
STATE OF MINNESOTA} COUNTY OF TODD} I, Denise Gaida, County Auditor-Treasurer, Todd County, Minnesota hereby certify that I have compared the foregoing copy of the proceedings of the County Board of said County with the original record thereof on file in the Auditor-Treasurer's Office of Todd County in Long Prairie, Minnesota as stated in the minutes of the proceedings of said board and that the same is a true and correct copy of said original record and of the whole thereof, and that said motion was duly passed by said board at said meeting. Witness my hand and seal:		

Seal



**A RESOLUTION ESTABLISHING SUPPORT FOR SEEKING FUNDING FROM
SOURCEWELL FOR A REGIONAL PROGRAM FOR AN INTENSIVE MENTAL HEALTH SERVICE
OPTION FOR YOUTH IN REGION 5**

WHEREAS, Sourcewell, is providing community impact funding for the Cities and Counties in Region Five that address mental health needs, and;

WHEREAS, The Social Service and Public Health agencies of Cass, Crow Wing, Morrison, Todd, and Wadena Counties work to prevent intrusive residential treatment interventions, prevent truancy, prevent delinquency, deflect children from child welfare, want to support and stabilize youth's mental health and functioning, provide community based services, and support families in caring for their children with mental health issues, and;

WHEREAS, The Adult Mental Health Initiative has been successful in providing a forum for collaboration and successful implementation of services for Adult Mental Health Services along with the assistance of a Coordinator, and;

WHEREAS, The service model of Collaborative Intensive Bridging Services focuses on strengthening parents by providing intensive mental health services for youth 8-17 years old in the family home and community, teaching coping skills, building supports, and limiting time out of the home for placement and;

WHEREAS, A Region 5 Children's Mental Health Initiative would provide a forum for Children's Mental Health collaboration with assistance with a Coordinator to work with the unique partners that impact the continuum of care for children which include the coordination of Collaborative Intensive Bridging Services, and;

WHEREAS, Collaborative Intensive Bridging Services has demonstrated positive outcomes and costs savings in other counties in Minnesota, and has increased youth's success and connectedness, and;

NOW, THEREFOR BE IT RESOLVED, that the Todd County Board of Commissioners approves Sourcewell Community Impact funding application submitted by Morrison County Social Services on behalf of Region V Counties of Cass, Crow Wing, Morrison, Todd and Wadena to collaborate with a professional non-profit organization that will build capacity within our communities to support families and children in need.



WHERE THE FOREST MEETS THE PRAIRIE

Todd County

● MINNESOTA ● EST. 1855 ●

Board Action Form

Requestor to Complete:

Type of Action Requested (Check one):		Board Action Tracking Number : (Issued by Auditor/Treasurer Office)
☒ Action/Motion	☐ Report	20250506-25
☐ Discussion	☐ Resolution	
☐ Information Item	☐ Other	

Agenda Topic Title for Publication:	IIFS Contract with Greater Minnesota Family Services
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Date of Meeting: 5/6/2025	Agenda Time Requested: 5 min.	☐ Consent Agenda
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Organization / Department Requesting Action: Health and Human Services
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Person Presenting Topic at Meeting: Jackie Och/Jon Mattson
--

Background: Supporting Documentation enclosed ☐

Todd County has a current contract with Greater Minnesota Family Services (GMFS) to provide intensive in-home services using the CIBS (Community Intensive Bridging Services) model. GMFS is transitioning their practice model to allow them to provide a higher volume of service and flexibility to the community it serves. The contract that is proposed will support the needs of the county by allowing a more flexible and available service to the families of Todd County.

Options:

1. To approve the IIFS Contract with Greater Minnesota Family Services.
2. To not approve the Contract.

Recommendation:

The Todd County Board of Commissioners approves the following by Motion:
To approve the IIFS Contract with Greater Minnesota Family Services.

Additional Information:	Budgeted:	Comments
Financial Implications: \$ Funding Source(s):	☐ Yes ☐ No	
Attorney Legal Review: ☐ Yes ☐ No ☐ N/A	Facilities Committee Review: ☐ Yes ☐ No ☐ N/A	Finance Committee Review: ☐ Yes ☐ No ☐ N/A

Auditor/Treasurer Archival Purposes Only:

Action Taken:	Voting in Favor	Voting Against
Motion:	☐ Byers	☐ Byers
Second:	☐ Denny	☐ Denny
☐ Passed ☐ Rollcall Vote	☐ Noska	☐ Noska
☐ Failed	☐ Neumann	☐ Neumann
☐ Tabled	☐ Becker	☐ Becker
☐ Other:	Notes:	

Official Certification

STATE OF MINNESOTA}
COUNTY OF TODD}
I, Denise Gaida, County Auditor-Treasurer, Todd County, Minnesota hereby certify that I have compared the foregoing copy of the proceedings of the County Board of said County with the original record thereof on file in the Auditor-Treasurer's Office of Todd County in Long Prairie, Minnesota as stated in the minutes of the proceedings of said board and that the same is a true and correct copy of said original record and of the whole thereof, and that said motion was duly passed by said board at said meeting. Witness my hand and seal:

Seal

PURCHASE OF SERVICE AGREEMENT
A PARTNERSHIP BETWEEN TODD COUNTY AND
GREATER MINNESOTA FAMILY SERVICES (a 501(C) (3) NONPROFIT CORPORATION)
INTENSIVE IN-HOME FAMILY SERVICES – I.I.F.S.

The County of Todd, through its Health and Human Service Agency, 212 2nd Ave. S, Long Prairie, MN 56347, hereafter referred to as the “County”, and Greater Minnesota Family Services, 2320 East Highway 12, Suite 2, Willmar, MN 56201, hereafter referred to as the “Provider”, enter into this Agreement for the period from January 1, 2025 to December 31, 2025.

WITNESSETH

WHEREAS, the Provider is an organization approved under Minn. Stat. § 245I.20 as a certified mental health clinic to provide services; and

WHEREAS, Minn. Stat. § 245.461 - 245.486; 245.487 -245.4889 establishes the Comprehensive Adult Mental Health Act and the Comprehensive Children’s Mental Health Act; and

WHEREAS, the County is required to provide mental health services in accordance with the Comprehensive Children's Mental Act; and

WHEREAS, Todd County, pursuant to Minn. Stat. § 373.01; 373.02; 256M.60, wishes to purchase such program services from the Provider; and

WHEREAS, the Provider represents that it is duly qualified and willing to perform such services;

NOW, THEREFORE, in consideration of the mutual understanding and agreements set forth, Todd County and Provider agree as follows:

1. Purchase of Service:

- a. Pursuant to Minn. Stat. § 256M (Vulnerable Children and Adults Act) and as further detailed in Attachment A to this Agreement, Todd County agrees to purchase, and the Provider agrees to furnish in this partnership the following services:

Intensive In-Home Family Services (IIFS)

Provider will deliver Purchased services at the Eligible Recipient’s residence, other residential settings, the Provider’s office, County offices, public schools, and other community settings arranged by Provider with Eligible Recipients.

2. Attachments/Contract Documentation:

- a. As part of its role to document compliance with contracting requirements, state and federal laws, rules and regulations, the Provider will be expected to provide the following items upon County request:

- Exhibit A: Program Narrative/Brochure, including description of services to be provided and eligibility criteria (when applicable)
- Exhibit B: Job Descriptions and Professional Qualifications of Personnel
- Exhibit C: Financial Data
- Exhibit D: Organization Status and Structure, Names and Addresses of directors, partners, and/or officers as applicable.
- Exhibit E: Applicable Licenses
- Exhibit F: Participant's Appeal Process (Client Complaint Policy)

- b. As a condition precedent to the execution of this Agreement, the Provider shall provide the following documents or information to the County.

- Exhibit G: Provider Fact Sheet
- Exhibit H: Affirmative Action Certificate or Exclusion Statement
Excluded Provider Policy
Insurance
Bonding/Theft Coverage Form

3. Cost and Delivery of Purchased Services:

- a. Program Support of the IIFS Model: The IIFS model of family services is a unique program that has different costs than other typical mental health services programs. The Program Support costs are \$25,000 for the year 2025, which enable the provider to offer higher wages in order to recruit and retain a staff person who will be working non-traditional hours and be on-call due to the nature of Intensive In-home Family Services. These costs will be billed by the provider each month for the amount of \$2,083.33 dollars. This monthly amount will only be billed when a staff person is recruited and in place for IIFS services.
- b. Non-Insurance CLIENT costs: If a client is not on MA or a PMAP plan and does not have private insurance covering the cost of the service, the Provider will bill the County. Payments rates for the provisions of services listed below are consistent with MA and CTSS rates as listed in the Mental Health Codes Maximum FFS Rates and Eligible Provider charts issued by the Minnesota Department of Human Services (DHS), Department of Direct Care and Treatment (DCT), and Department of Children, Youth and Families (DCYF). These Provider rates are \$104.60 per hour:
 - 1. Family Therapy, Individual and Group Therapy
 - 2. Family and Individual Crisis Calls
 - 3. Family/Individual Travel
 - 4. Diagnostic Treatment Planning Services (typically billed to Medical Assistance/PMAP's, unless separately requested by the County for Non-MA clients, the department may want to have evaluated).
- c. Non-Insurance SERVICES: MA does not cover some of the essential 'Wraparound' and indirect services needed to provide high-quality Mental Health programming. These services will be billed to the County by the Provider at \$104.60:

1. Community professionals' meetings who are directly involved in the case, such as other therapists, schools, community corrections, guardians, other caregivers, or social workers.
 2. Caseworker reports (1-hour maximum per case per quarter) if requested by the Department's social worker.
 3. Client Preparation to review prior week's treatment plan objectives and progress toward the goals, which goals need greater focus, resource gathering, tools or curriculum needed for the child and family. 1 hour per case per week if needed.
 4. New Case Opening to discuss with the social worker and family the reason for referral, intake forms required by insurances and the Provider's insurance/liability carriers, client rights reviews, mandated reporter warning, screening instruments required by DHS which are Child Behavior Check List (CBCL), and Children and Adolescent Service Intensity Instrument (CASII) at per hour rate. The staff person will be allowed 3 hours per new case if needed.
 5. Clinical Supervision of this position: These costs will not be charged at the time of this contract because a licensed therapist who does not need direct, one-to-one supervision currently occupies the position. If a licensure candidate or counselor assumes this position, clinical supervision for licensure and case consultation, as mandated by DHS, will be needed.
- d. Co-pays or deductibles: The Provider will bill the County for any co-pays or deductibles required by a client's 3rd party insurance; However, the County must approve such costs.
4. Third (3rd) Party Status:
The Provider must check on the status of the client's MA, managed care or private insurance coverage, once each month, when they meet with the client. This does not need to be done at every visit because, if coverage changes, it will be from month to month.
5. Interpreter:
Todd County will pay for the actual costs of providing interpreter services to non-English speaking participants who are an open Todd County case. The Provider must receive prior written authorization of interpreter services costs from County staff prior to using those services. Unless specifically prior authorized by the County, the Provider must access interpreters from those agencies under contract with the County to provide interpreter services.
- a. Reasonableness of Rates: The Provider certifies that the services to be provided under this Agreement are not otherwise available without cost to eligible clients. The Provider further certifies that payment claims for Purchased Services will be in accordance with rates of payment which do not exceed amounts reasonable and necessary to assure quality of service. The Provider further certifies that rates of

payment for Purchased Services do not reflect any administrative or program cost assignable to private pay.

- b. The Provider shall, when applicable, make every effort to collect fees from clients deemed able to pay (partial or full) and further will submit claims for all types of eligible insurance reimbursements (M.A., Private, Group, etc.). It is understood and agreed that, for fee-eligible recipients, fees shall be charged and collected in accordance with the fee policy and schedules adopted by the County Board of Commissioners and approved by the Commissioner of Human Services in accordance with the provisions of Minn. Stat. § 256M.60, Subd. 6.
- c. The Provider shall not charge any program or service fee to social service eligible clients except in accordance with allowable charges. If the collection of social service fees is delegated to the Provider, the Provider shall provide the County with information about fees collected and the fee source.

6. Eligibility for Services:

The parties understand and agree that the eligibility of the client to receive the Purchased Services is to be determined in accordance with eligibility criteria established by the Agency Children and Community Services Plan or Child Care Assistance Plan.

The parties understand and agree that the County must determine preliminary and final client eligibility.

The parties understand and agree that when the Provider has been delegated to make the preliminary determination of the client's eligibility for Purchased Services, the Provider must complete and send to the County, within five working days of the date of application, an Application for Social Services. The County will, within five calendar days of the receipt of the application, certify in writing to the Provider the recipient's eligibility for purchased social services, and prescribe the amount, disposition, and method of collection of any fees for said purchased services.

- a. It is understood and agreed by the parties that, when applicable, fees will be charged and collected in accordance with fee policy and schedules adopted by the County Board of Commissioners in accordance with Minn. Stat. § 256m.06, Subd. 6.
- b. The Provider must not charge any program or service fee to social services eligible clients except in accordance with a. above.
- c. When the County has determined that the client is no longer eligible to receive Purchased Services or that services are no longer needed or appropriate, the County must notify the Provider within 5 days of the determination. The County must notify the client of the proposed action and of the client's right to appeal this proposed County action.

- d. The Provider must notify the County and the client in writing whenever the Provider proposes to discharge or terminate service(s) to a client. The notice must be sent at least 30 days prior to the proposed date of discharge or termination and must include the specific grounds for discharge or termination of service(s). The Provider must not discharge or terminate services to a client prior to the proposed date unless delay would seriously endanger the health, safety, or well-being of other residents or service recipients.
 - e. The Provider must establish written procedures for discharging a client or terminating services to a client. The written procedure must include:
 - 1) Preparation of a summary of findings, processes, and plans to be transmitted with the client.
7. Provider Qualifications and Training:
- a. The Provider is qualified to provide the purchased service(s) and if required, licensed to provide the purchased services.
8. Payment: The County must, within 30 days of the date of receipt of the invoice, make payment to the Provider for all eligible clients identified on the invoice.

MMIS: For those services billed directly through the MMIS system, the County agrees to complete and enter a service agreement containing the authorized unit type, number of authorized units and the unit cost in a timely manner. The Provider will notify the County immediately if any billing or payment problems occur. The service agreement for each recipient of service will be incorporated in this agreement by reference.

9. Standards and Licenses:
- a. The Provider agrees to comply with all federal, state, county, and local laws, regulations, ordinances, rules and certifications as pertaining to the facilities, programs and staff for which the Provider in the performance of its obligations under the Agreement is responsible during the term of this Agreement. This will include, but not be limited to, current health, fire marshal, and program licenses, meeting zoning standards, certification of staff when required, insurance coverage, background check requirements, and all other applicable laws, regulations, ordinances, rules and certifications which are effective, or will become effective, during the period of this Agreement. Further, the Provider agrees to the following:
 - 1) During the term of this Agreement, the Provider agrees to comply with all applicable state licensing standards, all applicable accrediting standards, and any other standards or criteria, including insurance coverage, established by the County to assure quality service.
 - 2) Failure to meet such standards may be cause for cancellation of this Agreement. Notwithstanding any other provision of this Agreement, such cancellation may be effective as of the date of such failure.

- b. The Provider shall supply copies of such licenses, certifications or registrations to the County upon request by the County.
 - c. Provider agrees to maintain a process where all employees and volunteers will receive Fraud, Waste and Abuse training upon starting work with Provider and on an annual basis as outlined in 42 CFR § 422.503(b)(4)(vi)(C); 423.504(b)(4)(vi)(C). Provider shall submit documentation of completed training upon request by the County.
 - d. The Provider agrees to inform the County, in writing, of the following related to it or its employees immediately upon:
 - 1) Any changes in licensure status and/or any reported warning to suspend or revoke licensure status.
 - 2) Any allegations and/or investigation by a governmental agency of fraud or criminal wrongdoing.
 - 3) Any federal exclusion of an individual or entity of this Agreement, or any conviction that could result in federal exclusion.
 - e. In the event that licensure or certification of any employee of the Provider requiring licensure, certifications, or registrations is suspended, revoked, or terminated, or expires, said employee shall cease the provision of services under the Agreement immediately.
 - f. Provider shall ensure that all services delivered by staff are within their scope of licensure and practice. Provider shall ensure that all personnel, including any subcontractors performing services under this Agreement, receive appropriate training and supervision. Provider shall also maintain appropriate levels of staffing at all times when performing services under this Agreement.
 - g. This Agreement shall be governed by and construed in accordance with the substantive and procedural laws of the State of Minnesota. All proceedings related to this Agreement shall venue in the State of Minnesota.
10. Audit and Record Disclosures:
- a. The Provider agrees to maintain, and upon request, furnish the County with all program and financial information including evaluation and performance criteria and reports which are reasonably required for effective administration and evaluation of services. The Provider shall maintain a bookkeeping system which sufficiently and properly documents all revenue received from the County and all direct and indirect costs incurred in the performance of this Agreement.
 - b. The Provider agrees to maintain all records pertaining to this Agreement at Greater Minnesota Family Services, 2320 E. Hwy 12, Willmar, MN 56201, for ten (10) years for audit purposes in accordance with Minn. Stat. 16C.05, subdivision 5. All books, documents and accounting procedures and practices of the Provider that are relevant to this Agreement are subject to examination by the County, MNDHS, the US Dept. of Health and Human Services, and either the Legislative Auditor or State Auditor, as appropriate, for a minimum of ten (10) years. The Provider shall promptly

notify the County in accordance with Section 9 of any changes in the location where its records related to this Agreement are stored or maintained. The ten (10) year record retention requirement shall survive the termination of this Agreement.

- c. Provider shall provide the County with reports as the County may from time to time reasonably require, including, but not limited to the following:
 - ☒ A written Program and Statistical Report in a form approved or provided by the Lead County within thirty (30) days after the end of each quarter.
 - ☒ Quarterly
 - ☒ Revenue and Expense Statement and Balance Sheet on an annual basis.
 - ☒ As indicated in Attachment A, Provider shall cooperate with County's efforts related to the development of outcomes measures and indicators or other evaluation or Quality Improvement (QI) initiatives.
- d. The Provider shall request client consent for the release of information to be used for billing and individual record audit purposes. The Provider shall document the request in the client's record. If the Provider is unable to obtain consent for the release of private data, the Provider shall report client's activities to the County by way of non-identifying case numbers which must remain constant over the term of the Agreement.
- e. Upon request by the County, Provider shall provide the County with such information regarding the qualifications of its staff, including professionals, volunteers, and others, as is required by the County to verify that present and subsequent services are being rendered by competent, trained, and properly licensed or certified personnel.
- f. Provider shall notify the County within five (5) days of any changes in location, ownership, organizational structure, board of director membership, chief operating officers, or other key staff identified by the County to be integral to the performance of this Agreement.
- g. The County reserves the right to withhold payments under this Agreement pending the timely receipt of any information required in this Section 8.
- h. The County's procedures for monitoring and evaluating the Provider's performance under this contract may include, but are not limited to, on-site visits to the Provider's premise(s) or job sites(s), review of client files, review of Provider's financial, statistical, and program records, a review of reports, and data supplied by the Provider at the County's request. In order to assist the County in its obligation to evaluate and monitor Provider's performance, Provider shall allow authorized personnel of the County access to the Provider's premises or the job site and records.

- i. Where applicable, the Provider shall comply with all policies of the Minnesota DHS/DCT/DCYF regarding social services recording and monitoring procedures, and maintenance of health service records for services rendered to persons receiving services under this Agreement.
 - j. If the County discovers any practice, procedure, or policy of the Provider which deviates from the requirements of this Agreement, violates federal or state law, threatens the success of the program, or compromises the health and safety of recipients of the service, the County may require corrective action, withhold payment in whole or in part, suspend referrals, or terminate this Agreement immediately. If the County notifies Provider that corrective action is required, Provider shall promptly notify initiate and correct any and all discrepancies, violations, or deficiencies to the satisfaction of the County with thirty (30) days, unless the County notifies the Provider that it is necessary to make corrections at an earlier date in order to protect the health and safety of recipients of service.
11. Notices:
All notices, certificates or other communications shall be sufficiently given when delivered via email or postal mail to the parties at their respective places of business as set forth below:
- a. The County: Nikki Hermanson
 Regional Contract Administrator
 Sourcewell
 202 12th St NE, P.O. Box 219
 Staples, MN 56479
 - b. The Provider: George Dubie, CEO
 Greater Minnesota Family Services
 2320 East Highway 12, Suite 2
 Willmar, MN 56201
12. Reports of Death, Injury, Damage, or Abuse:
- a. If death, serious personal injury, or substantial property damage occur in connection with the performance of this Agreement, the Provider shall immediately give notice in accordance with Section 9. In addition, Provider shall promptly submit to County, a written report including: (1) the name and address of the injured/deceased person; (2) the time and location of the incident; (3) the names and addresses of the Provider's employees or agents who were involved with the incident; (4) the names of County employees, if any, involved in the incident; and (5) a detailed description of the incident.
 - b. Providers who provide services to persons under the age of 18 must comply with the Maltreatment of Minors reporting requirements as defined in Minn. Stat. § 626.556.

- c. All persons 18 years and older under this current contract categorically fall under the definition of Vulnerable Adults as defined in Minn. Stat. § 626.5572. Providers must follow all reporting requirements as defined in Minn. Stat. § 626.557.

13. Safeguard of Client Information:

- a. The County and the Provider must comply with the Minnesota Government Data Practices Act, Minn. Stat. § 13, as it applies to all data provided by the County under this agreement, and as it applies to all data created, collected, received, stored, used, maintained, or disseminated by the Provider under this agreement. The civil remedies of Minn. Stat. § 13.08 apply to the release of the data referred to in this clause by either the Provider or the County.
- b. If the Provider receives a request to release the data referred to in this Section, the Provider must immediately notify the County. The County will give the Provider instructions concerning the release of the data to the requesting party before the data is released.
- c. The use or disclosure by any party of information concerning an eligible client in violation of any rule of confidentiality provided for in Minn. Stat. § 13, or for any purpose not directly connected with the administration of Todd County's or Provider's responsibility with respect to the Purchased Services hereunder is prohibited except on written consent of such eligible client, the client's attorney or the client's responsible parent or guardian.
- d. The individual employed by the Provider who is designated to assure compliance with the Minnesota Government Data Practices Act, in accordance with Minn. Stat. § 13.46, Subd. 10(d) shall be Lindsey Carruthers.
- e. The Provider agrees to defend, indemnify, and save and hold the County, its agents, officers, and employees harmless from all claims arising out of, resulting from, or in any manner attributable to any violation or any provision of the Minnesota Government Data Practices Act, including any legal fees or disbursements paid or incurred to enforce the provisions of this article of the Agreement.
- f. To the extent that Provider performs a function or activity involving the use of "protected health information" (45 CFR 164.501), on behalf of Todd County Health and Human Services including, but not limited to: providing health care services; health care claims processing or administration; data analysis, processing or administration; utilization review; quality assurance; billing; benefit management; practice management; re-pricing; or otherwise as provided by 45 CFR § 160.103, provider/contractor is a business associate of OCCS for purposes of the Health Insurance Portability and Accountability Act of 1996. Provider agrees to comply with the requirements of the Health Insurance Portability and Accountability Act of 1996 and its implementing regulations (45 C.F.R. Parts 160-164), (collectively referred to as "HIPAA"), and has executed an addendum to this Agreement for purposes of compliance with HIPAA, which addendum is incorporated herein by this reference.

14. Equal Employment Opportunity and Civil Rights and Nondiscrimination:
- a. The Provider agrees to comply with the Civil Rights Act of 1964, Title VII, 42 U.S.C. § 2000e, including Executive Order No. 11246, Title VI, 42 U.S.C. 2000d, 42 U.S.C. § 12101, et seq. ("ADA"), 28 C.F.R. §§ 35.101-35.190, Title IX of the Educational Amendments of 1982 as amended, Sections 503 and 504 of the Rehabilitation Act of 1973, and all other Federal regulations which prohibit discrimination in any program receiving federal financial assistance and the Minnesota Human Rights Act, Minn. Stat. § 363A.01 *et seq.*
 - b. It is Todd County's policy that all providers desiring to do business with the County adhere to the principles of Equal Employment Opportunity and Affirmative Action. This requires not only that providers do not unlawfully discriminate in any condition of employment on the basis of race, color, sex, religion, national origin, or age but that they also take affirmative action to insure positive progress in Equal Opportunity Employment. To the extent applicable, the Provider certifies that it has received a certificate of compliance from the Commissioner of Human Rights pursuant to Minn. Stat. § 363A.36. This section only applies if the Agreement is for more than \$100,000.00 and the Provider has employed 40 or more employees within the State of Minnesota on a single working day during the previous 12 months.
15. Conflict of Interest:
Provider agrees that it will neither contract for nor accept employment for the performance of any work or services with any individual, business, partnership, corporation, government, governmental unit, or any other organization that would create a conflict of interest in the performance of its obligations under this Agreement.
16. Contract Disputes:
- a. Except as otherwise provided in this Agreement, any dispute concerning a question of fact arising under this Agreement shall be subject to negotiation and agreement by the Director of Todd County Social Services Agency and Nikki Hermanson, the Regional Contract Administrator. A written copy of the determination will be provided to the Provider and will be deemed final copy and conclusive unless, within thirty (30) days from the date of receipt of such copy, the Provider furnishes to the Todd County Health and Human Services Agency a written appeal. The decision of Todd County for the determination of such appeals, shall be through the Director of Todd County Health and Human Services Agency and shall be final and conclusive unless determined by a court of competent jurisdiction to have been fraudulent, capricious, arbitrary, so grossly erroneous as necessarily to imply bad faith or not supported by substantial evidence. In conjunction with any appeal proceeding under this clause, the Provider shall be afforded an opportunity to be heard and to offer evidence in support of its appeal. Pending final decision of a dispute hereunder, the Provider shall proceed diligently with the performance of the Agreement.
 - b. This dispute clause does not preclude consideration of questions of law.

17. Fair Hearing and Grievance Procedures:

The Provider agrees to provide for a fair hearing and grievance procedure in conformance with and in conjunction with the Fair Hearing and Grievance Procedures established by administrative rules of the State DHS/DCT/DCYF and Minn. Stat. § 256.045, which are incorporated by reference into this Agreement.

18. Indemnification:

a. The Provider does hereby agree that it will defend, indemnify, and hold harmless, the DHS/DCT/DCYF and the County against any and all liability, loss, damages, costs and expenses which the DHS/DCT/DCYF or County may hereafter sustain, incur, or be required to pay:

- 1) By reason of any applicant or eligible recipient suffering bodily or personal injury, death, or property loss or damage either while participating in or receiving the care services to be furnished under this Agreement, or while on premises owned, leased, or operated by the Provider, or while being transported to or from said premises in any vehicle owned, operated, leased, chartered, or otherwise contracted for by the Provider or any officer, agent, or employee thereof; or
- 2) By reason of any applicant or eligible recipient causing injury to, or damage to, the property of another person, during any time when the Provider or any officer, agent, or employee thereof has undertaken or is furnishing the care and services called for under this Agreement; or
- 3) By reason of any negligent act or omission or intentional act of the Provider, its agents, officers, or employees which causes bodily injury, death, personal injury, property loss, or damage to another during the performance of purchased services under this Agreement.

b. This indemnity provision shall survive the termination or expiration of this Agreement. The County does not intend to waive any immunity it may have by statute or common law.

19. Insurance and Bonding:

a. In order to protect itself and the County under the indemnity provisions set forth above, Provider shall, at the Provider's expense, procure and maintain the following insurance coverage at all times during the term of the Agreement.

- ☒ A general liability insurance policy in the amount of \$1,500,000 for bodily injury or property damage to any one person and for total injuries or damages arising from any one incident. The County must be named and additional insured and shall be sent a certificate of insurance on an annual basis.
- ☒ Workers' compensation insurance per Minn. Stat. § 176.181.
- ☒ Professional liability insurance policy for licensed professionals with a minimum aggregate amount of \$1,000,000.
- ☒ Fidelity Bond or insurance coverage for theft/dishonesty that covers theft of a client's funds or belongings with a minimum amount of \$15,000; when the provider

and/or provider employees handle clients' funds or have direct access to clients' belongings.

- b. By signing this Agreement, and the Bonding/Theft Coverage Form (Exhibit H), the Provider certifies that they are in compliance with this Section.
 - c. The Provider at all times is solely responsible to maintain in force the insurance coverage required under this Agreement and shall provide, without demand by County, annual certificates and/or pertinent documentation regarding insurance renewal or termination to Nikki Hermanson, Regional Contract Administrator, Sourcewell, 202 12th St NE, PO Box 129, Staples, MN 56479, or via e-mail to nikki.hermanson@sourcewell-mn.gov. If the certificate is not received by the expiration date, County shall notify Provider and Provider shall have five (5) calendar days to send in the certificate, evidencing no lapse in coverage during the interim.
 - d. Todd County or Nikki Hermanson, the Regional Contract Administrator, reserves the right to request and obtain all insurance information pertinent to this Agreement, directly from the Provider's insurance agent(s).
 - e. Failure by the Provider to maintain insurance coverage as set forth in this Section 17 is a default of this Agreement, which entitles the County, at its sole discretion, to terminate this Agreement immediately.
20. Contractor Debarment, Suspension, and Responsibility Certification:
Federal Regulation 45 CFR § 92.35 prohibits Todd County from purchasing goods or services with federal money from vendors who have been suspended or debarred by the federal government. Similarly, Minn. Stat. § 16C.03, Subd. 2 provides the Commissioner of Administration with the authority to debar and suspend vendors who seek to contract with the State of Minnesota or Todd County. Vendors may be suspended or debarred when it is determined, through a duly authorized hearing process, that they have abused the public trust in a serious manner. By signing this Agreement, and the Excluded Provider Policy Certification Form (Exhibit H), the Provider certifies that they are in compliance with these regulations.
21. Conditions of the Parties' Obligations:
- a. Before the termination date specified in the first paragraph of this Agreement, Todd County may evaluate the contract performance of the Provider and determine whether such performance merits renewal of this Agreement.
 - b. The County will only reimburse for services specified in this Agreement. Amendments to the contract must be signed by both parties and prepared according to Section 22 of this Agreement.
 - c. No claim for services furnished by the Provider not specifically provided in the agreement will be allowed by the County, nor must the Provider do any work or

furnish any material not covered by the agreement, unless this is approved in writing by the County. Such approval must be considered a modification of the agreement.

- d. If there is a revision of Federal regulations which might make this Agreement ineligible for Federal financial participation, all parties will review this Agreement and renegotiate those items necessary to bring the Agreement into compliance with the new Federal regulations.
- e. If there should be any change in mode of delivery of service, type of client being served or change in policy regarding services being purchased, Nikki Hermanson, Regional Contract Administrator, 202 12th St NE, Staples, MN 56479, must be notified, in writing, prior to action taking place.
- f. In accordance with Minn. Stat. § 245.466, Subd. 3(1), the Commissioner of the Minnesota DHS/DCT/DCYF is a third-party beneficiary to this contract. The Provider specifically acknowledges and agrees that the MN DHS/DCT/DCYF has standing to and may take any appropriate administrative action or may sue the Provider for any appropriate relief in law or equity, including, but not limited to, rescission, damages, or specific performance, of all or any part of the agreement between the County and the Provider. The Provider specifically acknowledges that the County and the MN DHS/DCT/DCYF are entitled to and may recover from the Provider reasonable attorney's fees and costs and disbursements associated with any action taken under this section that is successfully maintained. This provision shall not be construed to limit the rights of any party to the agreement or any other third-party beneficiary, nor shall it be construed as a waiver of immunity under the Eleventh Amendment to the United States Constitution or any other waiver of immunity.

22. Independent Contractor:

- a. Provider is to be and shall remain an independent contractor with respect to any and all work and/or services performed under this Agreement. It is agreed that nothing herein contained in this Agreement is intended or should be construed in any manner as creating the relationship of co-partners, joint ventures, or an association with the County and the Provider, nor shall the Provider, its employees, agents, and representatives be considered employees, agents, and representatives of the County.
- b. The Provider represents that it has, or will secure at its own expense, all personnel required in performing services under this Agreement. Any and all personnel of the Provider or other persons, while engaged in the performance of any work or services required by the Provider under this Agreement, shall have no contractual relationship with the County and shall not be considered employees of the County, and any and all claims that may or might arise under the Unemployment Compensation Act or the Workers' Compensation Act of the State of Minnesota on behalf of said personnel arising out of employment or alleged employment including, without limitation, claims of discrimination against the Provider, its officers, agents, contractors, or employees shall in no way be the responsibility of the County. The Provider and its personnel

shall neither require nor be entitled to any compensation, rights, or benefits of any kind whatsoever from the County, including without limitation, tenure rights, medical and hospital care, sick and vacation leave, Workers' Compensation, Unemployment Insurance, disability, severance pay and PERA.

- c. Provider shall defend, indemnify and hold the County, its officers, agents, and employees harmless from any and all such claims irrespective of any determination of any pertinent tribunal, agency, board, commission, or court. Such personnel or other persons shall neither require nor be entitled to any compensation, rights, or benefits of any kind whatsoever from the County, including without limitation, tenure rights, medical and hospital care, sick and vacation leave, Workers' Compensation, Unemployment Insurance, disability, severance pay and PERA.

23. Subcontracting and Assignment:

The Provider shall not enter into any subcontract for performance of this Agreement nor assign this Agreement without prior written approval of the County and then only subject to such conditions as the County may deem necessary.

24. Modification of Agreement:

Any material alterations, variations, modifications, or waivers of provisions of this Agreement shall only be valid when they have been reduced to writing, duly signed, and attached to the original of this agreement.

25. Default:

- a. Force Majeure: Neither party shall be liable to the other party for any loss or damage resulting from a delay or failure to perform due to unforeseeable acts or events outside the defaulting party's reasonable control, providing the defaulting party gives notice to the other party as soon as possible. Acts and events may include fire, flood, epidemic, strikes, acts of God, unusually severe weather, acts of civil or military authority, acts of terrorism, delays or defaults caused by public carriers, or natural disasters which cannot reasonably be forecast or provided against.
- b. Inability to Perform: Provider shall make every reasonable effort to maintain staff, facilities, and equipment to deliver the services to be purchased by the County. The Provider shall immediately notify the County, according to Section 9, whenever it is unable to, or reasonably believes it is going to be unable to provide the agreed upon quality or quantity of Purchased Services. Upon such notification, Todd County and Provider shall determine whether such inability will require a suspension of referrals and/or modification/cancellation of the Agreement.
- c. Changes in Policies or Staff: The County reserves the right to suspend or terminate this contract on ten (10) days written notice if the County, in its sole discretion, does not approve of significant proposed or actual changes in Provider's policies or staff.

- d. Default by Provider: Unless cured or excused by the Force Majeure provision in Section 23(a) or County default, each of the following shall constitute default on the part of the Provider:
 - 1) Fails to provide services called for by this Agreement within the time specified herein or any extension thereof;
 - 2) Provider is in such financial condition so as to endanger the performance of this Agreement;
 - 3) Makes material misrepresentations either in the attached exhibits and documents or in any other material provision or condition relied upon in the making of this Agreement;
 - 4) Persistently disregards laws, ordinances, rules, regulations or orders of any public authority, including the County;
 - 5) Failing to perform any other material provision of this Agreement
- e. Default by County: Unless cured or excused by the Force Majeure provision in Section 23(a) or Provider default, each of the following shall constitute default on the part of the County:
 - 1) Making material misrepresentations either in the Agreement or Attachments or in any other material provision or condition relied upon in the making of this Agreement.
 - 2) Failing to perform any other material provision of this Agreement.
- f. Written Notice of Default: Unless a different procedure and/or effective date is provided within the specific article or paragraph of this Agreement under which default, failure or breach occurs, no event shall constitute a default giving rise to the right to terminate unless and until a written Notice of Default is provided to the defaulting party, via certified mail, specifying the particular event, series of events or failure constituting the default and cure period.
- g. Cure Period: If the party in default fails to cure the specified circumstances as described by the Notice of Default within ten (10) days, or such additional time as may be authorized by the County, then the whole or any part of this Agreement may be terminated by Written Notice of Termination.

26. Termination:

- a. Termination without Cause: Either party may terminate this Agreement at any time without cause by providing thirty (30) days' advance written notice to the other party via certified mail. The notice shall state the effective date of the termination. Written notice of termination by the Provider shall be addressed to Nikki Hermanson, 202 12th St NE, P.O Box 129, Staples, MN 56479. Termination without cause must be notified, in writing, prior to action taking place.
- b. Termination with Cause: The County may suspend and/or terminate this Agreement for good cause immediately upon written notice to the Provider. "Good cause" includes, but is not limited to, failure of the Provider to perform a material requirement of the Agreement. "Good cause" shall also include Provider's failure to

implement corrective action in a timely fashion pursuant to Section 23(g) of this Agreement.

- c. Reduction and/or Termination of Government Funding: Notwithstanding any other provision of this Agreement, if the state or federal government terminates or reduces its funding to the County for services that are to be provided under this Agreement, then the County may, by amendment, reduce funding or terminate the Agreement as appropriate. The County will notify the Provider as soon as it receives confirmation of reduction from the funding source(s). Furthermore, the County shall not be assessed any penalty or damages if the Agreement is terminated due to lack of funding.
- d. Written Notice of Termination: Notice of Termination shall be made certified mail or personal delivery to the authorized agent of the party. Notice is deemed effective upon deposit of written notice in the United States Mail and addressed to the party authorized to receive notice as specified in Section 9.
- e. Duties of Provider upon Termination: Upon delivery of the Notice of Termination, and where applicable, Provider shall:
 - 1) Discontinue performance of this Agreement on the date and to the extent specified in the Notice of Termination;
 - 2) Immediately notify all clients of the Notice of Termination who are receiving services pursuant to this Agreement;
 - 3) Cancel all service agreements and subcontracts to the extent that they relate to the performances cancelled by the Notice of Termination;
 - 4) Complete performance of such terms that have not been cancelled by the Notice of Termination;
 - 5) Submit a final invoice of services provided prior to termination, within thirty (30) days of the date of termination
- f. Duties of County upon Termination: Upon delivery of the Notice of Termination, and except as otherwise provided, County:
 - 1) Shall make final payment within thirty (30) days for any services satisfactorily provided up through the date of termination in accordance with the terms of the Agreement.
 - 2) Shall not be liable for any services provided after Notice of Termination, except as stated above or as authorized by the County in writing.
- g. Survival of Obligations after Termination: Upon Termination of this Agreement, County will no longer refer clients to the Provider under this Agreement, and the rights and duties of the parties shall be terminated, except that the following obligations shall survive termination:
 - 1) Provider shall, pursuant to the Notice of Termination and/or upon written approval of the Director of Todd County Health and Human Services Agency, continue services/care to clients receiving services/care from Provider until

completion of services/care or continuation of services/care by another provider can be arranged by the County.

- 2) County shall arrange for such transfer of services/care no later than thirty (30) days after Agreement termination if the clients' care is not by then completed.
- 3) County, any payer, and Provider will continue to remain obligated under this Agreement with regard to payment for services rendered prior to termination or required to be rendered after termination as provided above.
- 4) Provider will continue to remain obligated with respect to the confidentiality, auditing, client file maintenance, other requirement outlined in this Agreement, and transfer of the client's files to the County or the client's new provider of services.

27. Contract Rights, Remedies, and Waiver:

- a. The rights and remedies of the County provided in this Agreement shall not be exclusive and are in addition to any other rights and remedies provided by law or under this Agreement.
- b. Waiver of any default shall not be deemed to be a waiver of any subsequent default. Waiver or breach of any provision of this Agreement shall not be construed to be modification of the terms of this Agreement unless stated to be such in writing, signed by an authorized representative of the County, and attached to the original Agreement.

28. Damages:

- a. Duty to Mitigate: Both parties shall use their best efforts to mitigate any damages which might be suffered by reason of any event giving rise to a remedy hereunder.
- b. Damages for Breach: Notwithstanding any other provision of this Agreement to the contrary, upon breach of this Agreement by the Provider, the County may withhold final payment due to Provider until such time as the exact amount of damages due is determined.

29. Governing Law: This Agreement shall be governed, construed and interpreted by, through and under the Laws of the State of Minnesota.

30. Merger:

- a. Entire Agreement: It is understood and agreed that the entire agreement of the parties is contained in Sections 1-30 and Attachment A hereto. This Agreement supersedes all oral agreements and negotiations relating to this contract including any previous agreements pertinent to the services described in this contract. All items referred to in this Agreement are incorporated or attached and are deemed to be part of this Agreement.

THE REMAINDER OF THIS PAGE IS INTENTIONALLY LEFT BLANK

IN WITNESS WHEREOF, Todd County and the Provider have executed this Agreement as of the day and year first written above:

Provider, having signed this contract, and the Todd County Board of Commissioners having duly approved this contract, and pursuant to such approval and the proper County officials having signed this contract, the parties hereto agree to be bound by the provisions herein set forth.

COUNTY OF TODD
STATE OF MINNESOTA

GREATER MINNESOTA
FAMILY SERVICES

BY: _____
Jackie Och, Director, TCHHS

BY: _____
George Dubie, CEO

DATED: _____

DATED: _____

APPROVED AS TO FORM AND
EXECUTION:

BY: _____
Todd County Attorney

DATED: _____

Provider: Greater Minnesota Family Services

Contract Term: January 1, 2025 – December 31, 2025

Todd County's Service Definition:

Purchased Services shall include, but are not limited to, in-home parenting sessions, school staffings, case collaboration with other providers, client transportation upon request of the County, provider travel, record keeping, court attendance, and supervised visitation in conjunction with parenting education services. The scope of Purchased Services shall be determined by County and Provider on a client-by-client basis, including any **reimbursement for court preparation**. Documentation time may be billed to the agency but is limited to thirty (30) minutes and can be billed in fifteen (15) increments per parenting session.

Services provided to clients residing outside of Todd County must be pre-approved by the agency for a specific purpose, for a specified period of time.

When a client does not show for a scheduled appointment, Todd County Health & Human Services must be notified immediately.

Documentation must be sent to a Todd County Health & Human Services Case Manager within seven (7) days of a scheduled appointment.

Approved reports will be used for:

- Supervised parenting time: five (5) minute increments of observations and parent interaction.
- Parent education time: Include goals of session, summary of session, goals/homework for parents for next session, date of next scheduled session, and all noted concerns.

Rates:

The reimbursement rate for all services between January 1, 2025, to December 31, 2025 is \$46.00 per hour for parenting facilitator, less any third-party reimbursement received by Provider. The Todd County IIFS Proposal 2025 outlines several rates for services rendered. Program Support costs amount to \$25,000 for the year 2025, billed at \$2,083.33 monthly. Non-insurance client costs are set at \$104.60 per hour for services including therapy, crisis calls, travel, diagnostic treatment planning, and wraparound services. The reimbursement rate for parenting facilitators is \$46.00 per hour, with mileage reimbursement paid at current IRS rates for travel within Todd County. Any exceptions to this must be approved in writing by the County for a specific period of time, for a specific purpose.

Performance Measures and Reporting Requirements:

Provider agrees to submit biannual reports delivered electronically to the **Regional Contract Administrator, Nikki Hermanson (nikki.hermanson@sourcewell-mn.gov)**, by July 31, 2025 (for services provided January 2025 – June 2025) and by January 31, 2026 (for services provided July 2025 – December 2025).

The biannual reports shall contain the following information:

Primary Measures	Reporting Requirements	Applied To	Data Source	Quarterly Goal
Those served by the provider will be satisfied with the service provided	Report biannually the customer satisfaction percentage based on client surveys.	Persons served and stakeholders	Satisfaction surveys	80% customer satisfaction
Average response time of two weeks from the referral date to first billable service	Report biannually the average time from referral date to first billable service.	New referrals	Provider records	Average response time of two weeks
Referred clients were accepted for services	Report biannually the number of clients accepted for services and number of clients denied services.	New referrals	Screening Interviews	90% acceptance

Corrective Action:

- i. A corrective plan will be initiated if the Provider has a negative performance. Todd County will outline measurable steps the Provider will take to correct the deficiencies.
- ii. If the outcomes do not improve, a percentage of the Provider's payment may be withheld.