



WHERE THE FOREST MEETS THE PRAIRIE

Todd County

• MINNESOTA • EST. 1855 •

BOARD OF COMMISSIONERS Regular Board Meeting Agenda

Tuesday, May 20, 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 - May 6th, 2025	
4.2	Gambling Permit - Ivy's Legacy Foundation 11/1/2025	
4.3	Ivy's Legacy Foundation - One Day Temporary On Sale Liquor License 11/1/2025	
4.4	Hire Operations Technician - Paul Perish Start Date: TBD	
4.5	Accept the resignation of Deputy David Laven 07/25/2025	
4.6	Hire of PT Public Safety Telecommunicator, Andrea Hiltner Start date: TBD	
4.7	Hire Intern Nathan Benning, Start Date: TBD	
4.8	Hire Emma Drum, Seasonal Recreational Assistant Start Date: TBD	
4.9	Hire Lukas Duchene, Seasonal Recreational Assistant Start Date: TBD	
4.10	Hire Eric Dahl, Seasonal Recreational Assistant Start Date: TBD	
4.11	Accept the resignation of Daniel Gaida, PT Jailer 4/18/2025	
4.12	Hire Social Worker - Paige Plautz Start date: TBD	
4.13	Hire Accounting Supervisor - Kaitlin Pesta Start date: TBD	
4.14	Hire Lead Eligibility Worker - Andrew LaPlant Start date: TBD	
5	County Auditor-Treasurer	9:05
5.1	Commissioner Warrants	
5.2	Health & Human Services Commissioner Warrants	
5.3	Health & Human Services SSIS Warrants	
6	Central MN Housing Partnership/Hilltop Square Committee	9:10
6.1	Letter of Support: Hilltop Square Apartments	
7	Public Works	9:20
7.1	Award of Construction Contract for 2025 Bridge Construction Project	
8	Ditch/Ag Inspector	9:25
8.1	Acknowledge Receipt - County Ditch 32 - Hold Harmless Agreement - Ditch Maintenance	
8.2	County Ditch 30 - Hold Harmless Agreement - Ditch Maintenance	
9	CliftonLarsonAllen	9:30
9.1	FY2024 Audit Report Presentation	
10	Todd County Extension Office	9:40
10.1	Extension Office Reports	
11	Solid Waste	10:00
11.1	Resolution for 2025 Todd County Interim Financing for CAP Grant Project and Transfer of Funds	

over

- 12 Planning & Zoning** 10:10
- 12.1 Leunart Request for CUP
 - 12.2 Hausman Request for CUP
 - 12.3 Raber Request for CUP
 - 12.4 Lancaster Request for Rezoning
 - 12.5 Schoumaker Request for Rezoning
 - 12.6 Dirkes Request for CUP
 - 12.7 Oak Tree Acres Final Plat
 - 12.8 Windy Acres Final Plat Extension
 - 12.9 Delegation of WCA to SWCD
- 13 Health & Human Services** 10:20
- 13.1 Request to Eliminate One Paraprofessional Case Aide position
 - 13.2 Health & Human Services Organizational Structure

Standing Reports

County Auditor-Treasurer Report
County Attorney Report
County Coordinator's Report
County Commissioners' Report

Adjourn



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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	☐ Report	20250520-01
☐ Discussion	☐ Resolution	
☐ Information Item	☐ Other	

Agenda Topic Title for Publication:	Meeting Minutes Approval - May 6th, 2025	
Date of Meeting: May 20 th , 2025	Agenda Time Requested:	☐ Consent Agenda
Organization / Department Requesting Action: Auditor-Treasurer		
Person Presenting Topic at Meeting: Denise Gaida, County Auditor-Treasurer		
Background: <i>Supporting Documentation enclosed</i> ☒		
Minutes for the following meetings are attached: May 6 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 May 6 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
May 6th, 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 6th day of May, 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 Noska and second by Becker, the following motion was introduced and adopted by unanimous vote: To adopt the agenda as presented.

Consent Agenda

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

To approve the Todd County Board of Commissioner's Meeting Minutes for April 15th & 28th, 2025 as presented.

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.

Accept the resignation of Ross Bollin, FT Jailer effective May 5th, 2025.

Hire Gabriel Rittenour FT Jailer, Grade 6, Step 3 at \$23.94/hr Start date TBD.

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

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

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

Auditor-Treasurer

On motion by Neumann and second by Denny, the following motion was introduced and adopted by unanimous rollcall vote: To approve the April 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.

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

On motion by Becker and second by Neumann, the following motion as introduced and adopted by unanimous rollcall vote: 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.

On motion by Noska and second by Denny, the following motion was introduced and adopted by unanimous rollcall vote: To approve the Health & Human Services SSIS Warrants number (ACH) 601643 through 601660 and (Regular) 518374 through 518405 for a total amount of \$230,745.68.

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

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.

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

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.

Ditch/Ag Inspector

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

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.

On motion by Noska and second by Denny, the following motion was introduced and adopted by unanimous vote: 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.

Great River Regional Library

Karen Pundsack, Executive Director of GRRL along with Library Service Coordinators Cathy Perish and Amanda Wehrspann provided an update of 2024 Great River Regional Library activities to the board.

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

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.

Facilities

On motion by Becker and second by Noska, the following motion was introduced and adopted by unanimous vote with Neumann abstaining: 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.

Todd County Fair Board

On motion by Becker and second by Denny, the following motion was introduced and adopted by unanimous vote: 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.

Planning & Zoning

On motion by Denny and second by Noska, the following motion was introduced and adopted by unanimous vote: Approval of the Agreement of Services between Todd County and Crow Wing SWCD.

On motion by Denny and second by Becker, the following motion was introduced and adopted by unanimous vote: Approval of the MPCA Feedlot Program Annual Report for 2024.

Health & Human Services

On motion by Denny and second by Noska, the following motion was introduced and adopted by unanimous vote: Approve the elimination of one Paraprofessional Case Aide/Bilingual position from the Community Health Unit.

On motion by Noska and second by Denny, the following motion was introduced and adopted by unanimous vote: Approve the Health & Human Services organizational structure as laid out above.

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

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.

On motion by Noska and second by Denny, the following motion was introduced and adopted by unanimous vote: To approve the IIFS Contract with Greater Minnesota Family Services.

County Auditor-Treasurer's Report

The County Auditor-Treasurer reported that tax collection season is steady, meet with MN Secretary of State Steve Simon reviewing the 2024 election and upcoming 2026 preparation. 2026 Budget preparations are underway. The draft of the FY2024 Audit is currently being reviewed. Car Fleet concerns with onboarding of new employees is being discussed.

County Coordinator's Report

The County Coordinator reminded that the Comprehensive Plan Survey is open and participation is encouraged.

County Commissioner's Report

The Commissioners reported on meetings and events attended.

Commissioner Becker attended the Comp Plan Kickoff Event, Road and West Central Regional Juvenile meetings.

Commissioner Neumann attended the Union, TCDC Dinner, CMCOA and JD2 meetings. Encouraged bringing Hilltop Kitchen meals for the board to sample that serve Todd County and neighboring counties. Commissioner Noska attended the regular scheduled meetings with concerns continuing for Tri-CAP with federal funding.



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Commissioner Byers attended the regular scheduled meetings including TCDC, Personnel and Finance
Commissioner Denny attended the regular scheduled meetings.

Recess

On motion by Denny and second by Becker, the meeting was recessed at 10:24 a.m. until May 20th, 2025.

AUDITOR WARRANTS

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



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COMMISSIONER WARRANTS

VENDOR NAME	AMOUNT
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
Total:	\$ 114,423.34

HEALTH & HUMAN SERVICES WARRANTS

VENDOR NAME	AMOUNT
MCCC,MI33	\$ 6,724.35
5 PAYMENTS LESS THAN 2000	\$ 1,174.50
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
Total:	\$ 48,423.57

VENDOR NAME	AMOUNT
180 DEGREES INC	\$ 17,553.13
DHS - MSOP - MN SEX OFFENDER PROGRAM	\$ 5,454.40
GERARD TREATMENT PROGRAMS	\$ 9,475.46
HOLISTIC FAMILY EDUCATION SRVS	\$ 4,976.45
LUTHERAN SOCIAL SERVICE OF MN - ST PAUL	\$ 2,836.50
MERIDIAN SERVICES INC	\$ 2,669.01
NORTH HOMES CHILDREN & FAMILY SRVS	\$ 46,415.75
NORTHERN PINES MENTAL HLTH CTR INC	\$ 14,226.97
NORTHWOOD CHILDRENS SERVICES	\$ 9,041.46
PRAIRIE LAKES YOUTH PROGRAMS	\$ 14,023.07
PRODUCTIVE ALTERNATIVES INC - FERGUS	\$ 3,018.23
RESOURCE TRAINING AND SOLUTIONS	\$ 4,940.00
STEP	\$ 5,346.96
VILLAGE RANCH INC	\$ 11,848.82
WEST CENTRAL REG JUVENILE CTR	\$ 65,786.00
35 PAYMENTS LESS THAN 2000	\$ 13,133.47
Total:	\$ 230,745.68



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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	20250520-02
Agenda Topic Title for Publication:		Gambling Permit - Ivy's Legacy Foundation
Date of Meeting: May 20 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 ☐		
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 Ivy's Legacy Foundation to hold a raffle event at The Shed in Kandota Township at the address of 10098 County 11, Sauk Centre, MN on November 1 st , 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 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



GAMBLING PERMIT – IVY’S LEGACY FOUNDATION

WHEREAS, the Todd County Board of Commissioners are establishing their approval for a Gambling Permit for the Ivy’s Legacy Foundation through this resolution;

NOW, THEREFORE BE IT RESOLVED, that the Todd County Board of Commissioners approve a Gambling Permit for the Ivy’s Legacy Foundation to hold a raffle event at The Shed in Kandota Township at the address 10098 County 11, Sauk Centre, MN on November 1st, 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	20250520-03
Agenda Topic Title for Publication:		Ivy's Legacy Foundation - One Day Temporary On Sale Liquor License
Date of Meeting: May 20th, 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 one day On Sale Temporary Liquor License for Ivy's Legacy Foundation at the address of 10098 County 11, Sauk Centre, MN in Kandota Township effective November 1 st , 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	20250520-04
Agenda Topic Title for Publication:	Hire Operations Technician - Paul Perish	
Date of Meeting: 05/20/2025	Agenda Time Requested:	☒ Consent Agenda
Organization / Department Requesting Action: Administration		
Person Presenting Topic at Meeting: Consent Agenda		
Background: Supporting Documentation enclosed ☐		
An open Operations Technician position exists within the Solid Waste Department. It is being recommended to hire Paul Perish to fill the open Operations Technician Position Grade F/6 Step D, \$27.68. Start Date: TBD.		
Options:		
1. To hire Paul Perish to fill the open Operations Technician Position.		
2. Not Approve		
Recommendation:		
The Todd County Board of Commissioners approves the following by Motion: To hire Paul Perish to fill the open Operations Technician Position Grade F/6 Step D, \$27.68. Start Date: TBD.		

Additional Information:	Budgeted:	Comments
Financial Implications: \$ 27.68/hr Grade F/6 Step D Funding Source(s): Fund 51 Solid Waste Enterprise - Department 390	☒ 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 : <i>(Issued by Auditor/Treasurer Office)</i>
☐ Action/Motion	☐ Report	20250520-05
☐ Discussion	☐ Resolution	
☐ Information Item	☐ Other	

Agenda Topic Title for Publication:	Accept the resignation of Deputy David Laven	
Date of Meeting: 05/20/2025	Agenda Time Requested:	☒ Consent Agenda
Organization / Department Requesting Action: Sheriff's Office		
Person Presenting Topic at Meeting: Sheriff Allen		
Background: <i>Supporting Documentation enclosed</i> ☐		
Deputy David Laven has submitted his resignation from the Sheriff's Office effective July 25 th , 2025.		
Options:		
Accept the resignation of Deputy David Laven.		
Recommendation:		
The Todd County Board of Commissioners approves the following by Motion: Accept the resignation of Deputy David Laven effective date July 25, 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:	

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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	20250520-06
Agenda Topic Title for Publication:		Hire of PT Public Safety Telecommunicator
Date of Meeting: 5/20/25	Agenda Time Requested:	☒ Consent Agenda
Organization / Department Requesting Action: Sheriff's Office		
Person Presenting Topic at Meeting: Sheriff Mike Allen		
Background: Supporting Documentation enclosed ☐		
An opening for a part time Public Safety Telecommunicator exists in the Sheriff's Office. Recruitment was conducted and Andrea Hiltner was selected as the best candidate for the PT Public Safety Telecommunicator Position. Starting pay is Grade 6, Step 9. Start date TBD.		
Options:		
1. To Hire Andrea Hiltner as a Part Time Public Safety Telecommunicator		
2. To not hire Andrea Hiltner as a Part Time Public Safety Telecommunicator		
Recommendation:		
The Todd County Board of Commissioners approves the following by Motion: To hire Andrea Hiltner as a Part Time Public Safety Telecommunicator. Grade 6, Step 9.		
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



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	20250520-07
Agenda Topic Title for Publication:		Hire Intern Nathan Benning
Date of Meeting: 05/20/2025		Agenda Time Requested: ☒ Consent Agenda
Organization / Department Requesting Action: Sheriff's Office		
Person Presenting Topic at Meeting: Sheriff Allen		
Background: Supporting Documentation enclosed ☐		
Hire Intern Nathan Benning, an interview process was completed and Nathan Benning was selected as the best candidate for the position. Benning's pay will be \$15.00 per hour.		
Options:		
1- Hire Nathan Benning for the Intern position		
2- Do not hire Nathan Benning for the Intern position		
Recommendation:		
The Todd County Board of Commissioners approves the following by Motion: Hire Nathan Benning for the Intern position at a wage of \$15.00 per hour, start date TBD.		

Additional Information:	Budgeted:	Comments
Financial Implications: \$ Funding Source(s):	☒ Yes ☐ No	Grant Funded
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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STATE OF MINNESOTA}

COUNTY OF TODD}

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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	20250520-08
Agenda Topic Title for Publication:		Hire Emma Drum Seasonal Recreational Assistant
Date of Meeting: 05/20/2025	Agenda Time Requested:	☒ Consent Agenda
Organization / Department Requesting Action: Sheriff's Office		
Person Presenting Topic at Meeting: Sheriff Allen		
Background: Supporting Documentation enclosed ☐		
Hire Seasonal Recreational Assistant Emma Drum. An interview process was completed and Emma Drum was selected as the best candidate for the position. Drum's pay will be \$20.47 per hour start date TBD		
Options:		
1- Hire Emma Drum for the Seasonal Recreational Assistant position		
2- Do not hire Emma Drum for the Seasonal Recreational Assistant position.		
Recommendation:		
The Todd County Board of Commissioners approves the following by Motion: Hire Emma Drum for the Seasonal Recreational position at a wage of \$20.47 per hour, start date TBD.		

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
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COUNTY OF TODD}

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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	20250520-09
Agenda Topic Title for Publication:		Hire Lukas Duchene Seasonal Recreational Assistant
Date of Meeting: 05/20/2025	Agenda Time Requested:	☒ Consent Agenda
Organization / Department Requesting Action: Sheriff's Office		
Person Presenting Topic at Meeting: Sheriff Allen		
Background: Supporting Documentation enclosed ☐		
Hire Seasonal Recreational Assistant Lukas Duchene. An interview process was completed and Lukas Duchene was selected as the best candidate for the position. Duchene's pay will be \$20.47 per hour start date TBD		
Options:		
1- Hire Lukas Duchene for the Seasonal Recreational Assistant position		
2- Do not hire Lukas Duchene for the Seasonal Recreational Assistant position.		
Recommendation:		
The Todd County Board of Commissioners approves the following by Motion: Hire Lukas Duchene for the Seasonal Recreational position at a wage of \$20.47 per hour, start date TBD.		

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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Todd County

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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	20250520-10
Agenda Topic Title for Publication:		Hire Eric Dahl Seasonal Recreational Assistant
Date of Meeting: 05/20/2025	Agenda Time Requested:	☒ Consent Agenda
Organization / Department Requesting Action: Sheriff's Office		
Person Presenting Topic at Meeting: Sheriff Allen		
Background: Supporting Documentation enclosed ☐		
Hire Seasonal Recreational Assistant Eric Dahl. An interview process was completed and Eric Dahl was selected as the best candidate for the position. Dahl's pay will be \$21.57 per hour start date TBD		
Options:		
1- Hire Eric Dahl for the Seasonal Recreational Assistant position		
2- Do not hire Eric Dahl for the Seasonal Recreational Assistant position.		
Recommendation:		
The Todd County Board of Commissioners approves the following by Motion: Hire Eric Dahl for the Seasonal Recreational position at a wage of \$21.57 per hour, start date TBD.		

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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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	20250520-11
Agenda Topic Title for Publication:		Accept the resignation of Daniel Gaida PT Jailer.
Date of Meeting: 05/20/2025	Agenda Time Requested:	☒ Consent Agenda
Organization / Department Requesting Action: Sheriff's Office		
Person Presenting Topic at Meeting: Sheriff Allen		
Background: Supporting Documentation enclosed ☐		
Part time Jailer Daniel Gaida has submitted his resignation from the Sheriff's Office effective 4/18/2025.		
Options:		
1- Accept the resignation of Daniel Gaida		
Recommendation:		
The Todd County Board of Commissioners approves the following by Motion: Accept the resignation of Daniel Gaida, PT Jailer effective 4/18/2025		

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:	

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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	20250520-12
Agenda Topic Title for Publication:		Hire Social Worker - Paige Plautz
Date of Meeting: 5/20/2025	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 exists within the Child Services Unit. Interviews were conducted and it is recommended to hire applicant Paige Plautz to fill the position. Start date: TBD		
Options:		
1. To approve the hire of Paige Plautz 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 Paige Plautz 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:	

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Todd County

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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	20250520-13
Agenda Topic Title for Publication:		Hire Accounting Supervisor - Kaitlin Pesta
Date of Meeting: 5/20/2025	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 Accounting Supervisor position exists within Health & Human Services. Interviews were conducted and it is recommended to hire applicant Kaitlin Pesta to fill the position. Start date: TBD		
Options:		
1. To approve the hire of Kaitlin Pesta to fill the open Accounting Supervisor position. Grade J/10, Step A, \$34.64. Start date: TBD		
2. Not approve.		
Recommendation:		
The Todd County Board of Commissioners approves the following by Motion: To approve the hire of Kaitlin Pesta to fill the open Accounting Supervisor position. Grade J/10, Step A, \$34.64/hr. Start date: TBD		

Additional Information:	Budgeted:	Comments
Financial Implications: \$ 34.64/hr Grade J/10, Step A 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:	

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Todd County

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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	20250520-14
Agenda Topic Title for Publication:		Hire Lead Eligibility Worker - Andrew LaPlant
Date of Meeting: 05/20/2025	Agenda Time Requested:	☒ Consent Agenda
Organization / Department Requesting Action: Health & Human Services		
Person Presenting Topic at Meeting: Jackie Och (consent item)		
Background: Supporting Documentation enclosed ☐		
An open Lead Eligibility Worker position exists within the Financial Services Unit. Interviews were conducted and it is recommended to promote internal candidate Andrew LaPlant to fill the open Lead Eligibility Worker position Grade G/7 Step B. Start Date: TBD		
Options:		
1. To promote Andrew LaPlant to fill the open Lead Eligibility Worker position.		
2. Not Approve		
Recommendation:		
The Todd County Board of Commissioners approves the following by Motion: To promote Andrew LaPlant to fill the open Lead Eligibility Worker position. Grade G/7 Step B, \$ 28.28/hr. Start date: TBD		

Additional Information:	Budgeted:	Comments
Financial Implications: \$ 28.28/hr Grade G/7 Step B 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:	

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COUNTY OF TODD}

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Seal



WHERE THE FOREST MEETS THE PRAIRIE

Todd County

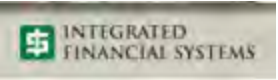
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Board Action Form

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	20250520-15
Agenda Topic Title for Publication:		Approve Commissioner Warrants
Date of Meeting: May 20th, 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) 403876 through 403900 in the amount of \$24,319.44 and (Regular) 58928 through 58965 in the amount of \$82,221.67 for a total of \$106,541.11.		
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



WARRANTS FOR PUBLICATION
Warrants Approved On 5/20/2025 For Payment 5/23/2025

<u>Vendor Name</u>	<u>Amount</u>
ALEX GLASS & GLAZING INC	4,126.20
AMERICAN COMMUNICATIONS INC	3,750.00
AMERICAN SOLUTIONS FOR BUSINESS	12,298.19
AMERICINN - SAUK CENTRE	2,139.44
ESRI	6,424.00
H & R CONSTRUCTION COMPANY	5,959.43
LONG PRAIRIE LEADER	2,382.85
MINNESOTA POLLUTION CONTROL AGENI	25,942.25
NOW MICRO INC	7,842.00
NUSS TRUCK & EQUIPMENT	2,285.64
SHI CORP	10,060.07
52 Payments less than 2000	23,331.04
Final Total:	106,541.11



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	20250520-16
Agenda Topic Title for Publication:	Health & Human Services Commissioner Warrants	
Date of Meeting: May 20 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) 806462 through 806506 and (Regular) 713043 through 713087 for a total of \$66,576.14.		

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

ADRIANA

5/13/25 9:04AM

**** Todd County ****

WARRANTS FOR PUBLICATION



Page 1

Cutoff 2000

Report Sequence: 1 - Vendor Name

**** Todd County ****



WARRANTS FOR PUBLICATION
Warrants Approved On 5/20/2025 For Payment 5/23/2025

<u>Vendor Name</u>	<u>Amount</u>
MCCC, MI33	2,400.00
3 Payments less than 2000	1,556.49
Final Total:	3,956.49

Warrants for Publication

Approval Date

5/20/2025

Payment Date

5/23/2025

Vendor name or #

Amount

V# 17406 - Cost Eff Health Ins	\$ 2,179.02
V# 17875 - Cost Eff Health Ins	\$ 3,155.04
Peterson/Jena	\$ 6,120.00
Rural MN CEP Inc	\$ 14,392.55
Williams Dingman Family Funeral Home	\$ 3,500.00
81 Payments less than 2000	\$ 33,273.04

Final Total

\$62,619.65



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	20250520-17
Agenda Topic Title for Publication:	Health & Human Services SSIS Warrants	
Date of Meeting: May 20 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) 601661 through 601686 and (Regular) 518406 through 518433 for a total amount of \$145,599.29.		

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

Warrants for Publication

Payment Date:

5/23/2025

Approval Date:

5/20/2025

Vendor name or #

Amount

# 17598	4053.90	Foster care provider
# 17841	3021.96	Foster care provider
CROW WING CO COMMUNITY SERVICES	6000.00	
HEARTLAND GIRLS RANCH	21559.80	
HOLISTIC FAMILY EDUCATION SRVS	2376.30	
LUTHERAN SOCIAL SERVICE OF MN	2383.27	
GUARDIANSHIP OPTIONS - ST PAUL		
LUTHERAN SOCIAL SERVICE OF MN ST PAUL	2410.60	
NORTHERN PINES MENTAL HLTH CTR INC	2872.00	
NORTHWOOD CHILDRENS SERVICES	8749.80	
PINE MANORS INC	2400.00	
PORT OF CROW WING BOYS HOME	4196.28	
PRAIRIE LAKES YOUTH PROGRAMS	13500.00	
PRESBYTERIAN FAMILY FOUNDATION INC	9093.92	
RESOURCE TRAINING AND SOLUTIONS	2470.00	
# 16359	2320.34	Foster care provider
# 17734	2835.00	Foster care provider
# 17748	2512.06	Foster care provider
US BANK	2418.02	
VALLEY LAKE BOYS HOME INC	5576.00	
VILLAGE RANCH INC	25256.36	

\$19,593.68	34 Pymts less than \$2000
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Final Total

\$145,599.29



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	20250520-18
Agenda Topic Title for Publication:	Letter of Support: Hilltop Square Apartments	
Date of Meeting: 05/20/2025	Agenda Time Requested: 10 minutes	☐ Consent Agenda
Organization / Department Requesting Action: Central MN Housing Partnership/Hilltop Square Committee		
Person Presenting Topic at Meeting: Deanna Hemmesch, Verna Toenyan		
Background: Supporting Documentation enclosed ☒		
We are requesting a letter of support for the adaptive reuse of the Eagle Valley High School building in Eagle Bend, to be converted into a 23-unit campus of affordable, age 55+, affordable senior housing. The proposed project will address the need for affordable Housing options for seniors within Todd County. This will be our 4 th attempt and have made unique modifications to our funding application request to the State.		
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

Date:

Central Minnesota Housing Partnership, Inc.
Deanna Hemmesch, Executive Director
24707 County Rd. 75
St. Augusta, MN 56301

RE: Hilltop Square Apartments, Eagle Bend, MN
Letter of Support

Dear Ms. Hemmesch,

I am writing this letter in support of Central Minnesota Housing Partnership's proposal to create affordable rental housing for seniors, to be known as Hilltop square apartments located in Eagle Bend.

As an organization who has a vested interest in senior housing, we frequently hear and see the instances of how the lack of affordable housing options affects the senior population in the Eagle Bend/Todd County area. The proposed project will provide a much-needed affordable housing option for seniors, as well as provide a secure home environment and a variety of services to the senior population.

We look forward to continued opportunities to support Central Minnesota Housing Partnership in addressing this critical housing need in our communities and bring the Hilltop Square Apartments senior housing project to fruition.

If you have further need to contact me, please feel free to reach me by email at bob.byers@co.todd.mn.us or phone at 320-874-1928.

Sincerely,

Bob Byers
Todd County Board Chairperson

Date:

Central Minnesota Housing Partnership, Inc.
Deanna Hemmesch, Executive Director
24707 County Rd. 75
St. Augusta, MN 56301

RE: Hilltop Square Apartments, Eagle Bend, MN
Letter of Support

Dear Ms. Hemmesch,

We are writing this letter in support of Central Minnesota Housing Partnership's proposal to create affordable rental housing for seniors, to be known as Hilltop square apartments located in Eagle Bend.

As an governing organization with a vested interest in senior housing and the concerns of our constituents, we frequently hear and see the instances of how the lack of affordable housing options affects the senior population in the Eagle Bend and entire Todd County area. The proposed project will provide a much-needed affordable housing option for seniors within our communities, as well as provide a secure home environment and a variety of services to the senior population.

In addition, many of the tenants moving into Hilltop Square have homes/small farms within Todd County which would then open available work-force housing to younger individuals and families.

We look forward to continued opportunities to support Central Minnesota Housing Partnership in addressing this critical housing need in our communities and bring the Hilltop Square Apartments senior housing project to fruition.

If you have further need to contact me, please feel free to reach me by email at bob.byers@co.todd.mn.us or phone at 320-874-1928.

Sincerely,

Bob Byers
Todd County Board Chairperson



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	20250520-19
☐ Discussion	☒ Resolution	
☐ Information Item	☐ Other	
Agenda Topic Title for Publication:		Award of Construction Contract for 2025 Bridge Construction Project
Date of Meeting: 05/20/2025		Agenda Time Requested: 5 minutes ☐ Consent Agenda
Organization / Department Requesting Action: Public Works		
Person Presenting Topic at Meeting: Loren Fellbaum, County Engineer		
Background: Supporting Documentation enclosed ☒		
Award of a construction contract for 2025 bridge construction projects located on various local roads in Todd County.		
Options:		
#1 Approve attached resolution.		
#2 Do not approve attached resolution.		
Recommendation:		
The Todd County Board of Commissioners approves the following by Motion: Approve attached Resolution for Award of Construction Contract for 2025 Bridge Construction Project.		

Additional Information:	Budgeted:	Comments
Financial Implications: \$ 1,037,208.75 Funding Source(s): State Bridge Bond Funds, Township Bridge Replacement Funds and Local Township/City Funds	☒ 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



AWARD OF CONSTRUCTION CONTRACT FOR 2025 BRIDGE CONSTRUCTION PROJECT

WHEREAS, sealed bids were received on May 13th, 2025 by the Todd County Public Works Director for SAP 077-599-065 and SAP 077-599-067, said projects for bridge construction work located on various local roads in West Union Township/Kandota Township & Stowe Prairie Township/City of Hewitt, and;

WHEREAS, the following sealed bids were received:

Landwehr Construction, Inc.	Saint Cloud, Minnesota	\$1,037,208.75
Midwest Contracting, LLC	Marshall, Minnesota	\$1,229,239.00
Gladen Construction, Inc.	Laporte, Minnesota	\$1,431,337.32

NOW, THEREFORE BE IT RESOLVED, that the Todd County Board of Commissioners does hereby accept and award the contract for the above said construction project to Landwehr Construction, Inc. of Saint Cloud, Minnesota based on their low bid of \$1,037,208.75.



Todd County Public Works Bid Opening Results
2025 Todd County Box Culvert Contract - Bid Summary
SAP 077-599-065 and SAP 077-599-067

Date: May 13, 2025
Time: 10:00 AM

Name of Plan Holder / Bidder	5% Bid Bond	Non-Collusion Declaration	Responsible Contractor Cert.	Total Bid Amount
Landwehr Construction, Inc.	X	X	X	\$1,037,208.75
Midwest Contracting, LLC	X	X	X	\$1,229,239.00
Gladen Construction, Inc.	X	X	X	\$1,431,337.32

Engineer's Estimate =	\$ 1,304,907.00
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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 : <i>(Issued by Auditor/Treasurer Office)</i>
☒ Action/Motion ☐ Discussion ☐ Information Item	☐ Report ☐ Resolution ☐ Other	20250520-20
Agenda Topic Title for Publication:		Acknowledge Receipt - County Ditch 32 - Hold Harmless Agreement - Ditch Maintenance
Date of Meeting: May 20, 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 application to clean a portion of Lateral 3 on CD32 in section 17, Turtle Creek 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 Certification

STATE OF MINNESOTA}

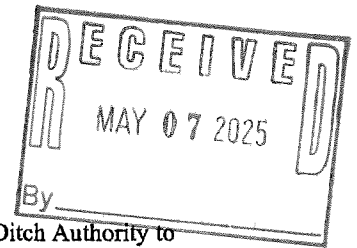
COUNTY OF TODD}

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

HOLD HARMLESS AGREEMENT

For County Ditch Maintenance/ Repair



Whereas, Caroline Beckman and Alison Mubiany requests permission of the Todd County Ditch Authority to maintain/repair a portion of County Ditch No. 32 that runs through his/her property at his/her own expense: Legal description to read as follows: Parcel number(s) 24-0016000, 24-0016300, and 24-0016400

Section 17 Township 131 Range 32

Proposed Project Description:

☒ Ditch Maintenance – length of ditch 3,440 ft

☐ Private crossing installation/replacement

Include map of project location and project plans

Maintenance/clean out ditch

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

Person/Contractor name doing work:

Todd Carry

Address:

Contact phone #'s

320-412-0532

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.

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:

5/5/2025

Applicant

Signature:

[Signature]

Phone Number:

651-470-1817

Email Address:

cdbeckman@comcast.net

Applicant

Signature:

[Signature]

Phone Number:

651-269-

Email Address:

albmca@

0695

msn.com

HOLD HARMLESS AGREEMENT

For County Ditch Maintenance/ Repair

Whereas, Caroline Beckman and Atson McBratney requests permission of the Todd County Ditch Authority to maintain/repair a portion of County Ditch No. 32 that runs through his/her property at his/her own expense: Legal description to read as follows: Parcel number(s) 24-0016000, 24-0016300, and 24-0016400

Section 17 Township 131 Range 32

Proposed Project Description:

☒ Ditch Maintenance – length of ditch 3,440 ft

☐ Private crossing installation/replacement

Include map of project location and project plans

Maintenance/clean out ditch

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

Person/Contractor name doing work:

Todd Carr

Address:

Contact phone #'s

320-412-0532

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.

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: 5/5/2025

Applicant

Signature: [Signature]

Phone Number: 651-770-1817

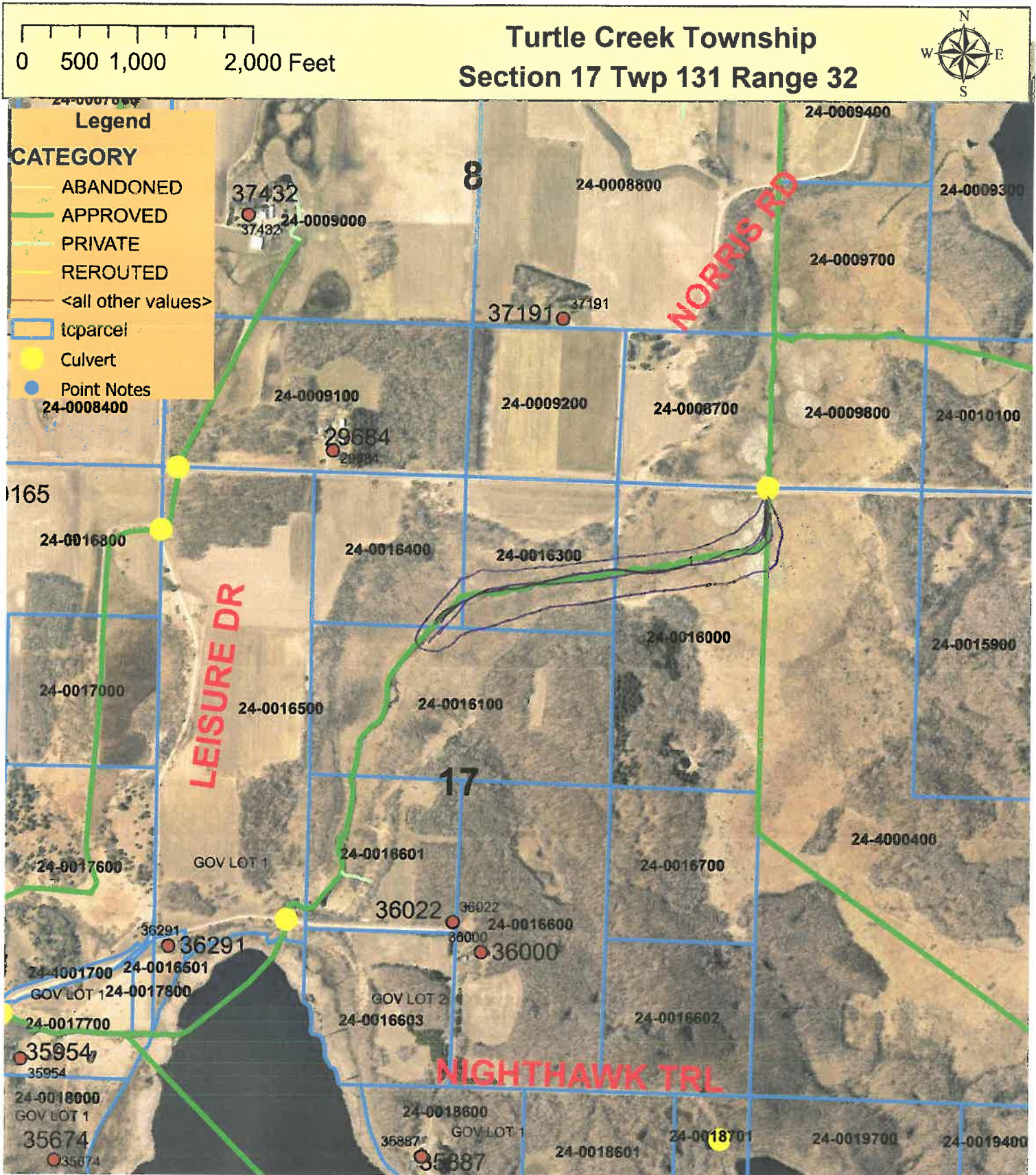
Email Address: cdbeckman@comcast.net

Applicant

Signature: [Signature]

Phone Number: 651-269-0695

Email Address: acbmca@msn.com



County Ditch 32
 Caroline Bell Beckman
 Alison Bell McGinnity
 1975 Long Lake Road
 New Brighton, MN 55112
 24-0016000, 24-0016300
 24-0016400, 24-0016700

Todd County Ditch & Ag Inspector
 44 Riverside Drive
 Long Prairie, MN 56347
 Office (320)533-4651
 nancy.uhlenkamp@co.todd.mn.us
 May 1, 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 : (Issued by Auditor/Treasurer Office)
☐ Action/Motion ☐ Discussion ☐ Information Item	☐ Report ☒ Resolution ☐ Other	20250520-21
Agenda Topic Title for Publication:		County Ditch 30 - Hold Harmless Agreement - Ditch Maintenance
Date of Meeting: May 20, 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 - Resolution Attachment 2 - Hold Harmless Agreement Attachment 3 - Aerial Photo Attachment 4 - Project picture		
Options:		
Approve HHA Do not approve HHA		
Recommendation:		
The Todd County Board of Commissioners approves the following by Motion: Acting as Ditch Authority, approves a Hold Harmless Agreement application from Jonhenry Raber to clean approximately 1,542 feet of Lateral 6 on parcel 07-0028500 on CD30 in section 24, Eagle Valley Twp. This project will be done on his own property and at his own expense.		

Additional Information:	Budgeted:	Comments
Financial Implications: \$ 0 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 DITCH AUTHORITY

HOLD HARMLESS AGREEMENT – DITCH MAINTENANCE – COUNTY DITCH 30

WHEREAS, Jonhenry Raber is requesting to maintain approximately 1,542 feet of Lateral #6 on CD30 that is located on his parcel 07-0028500. A Hold Harmless Agreement has been signed and submitted to the Ditch Authority, and;

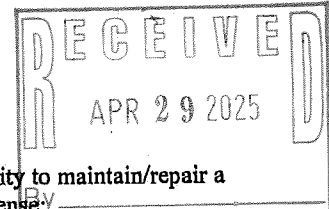
WHEREAS, an onsite inspection has been done, and;

WHEREAS, Jonhenry Raber 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. Spoil must be side cast and leveled, staying within 16.5 feet of the ditch.

NOW, THEREFORE BE IT RESOLVED, the Todd County Ditch Authority gives permission to Jonhenry Raber to maintain approximately 1,542 feet of Lateral #6 on CD30 that is located on parcel 07-0028500, Eagle Valley Twp section 24. This maintenance will be done on Raber's own property and at his own expense.

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



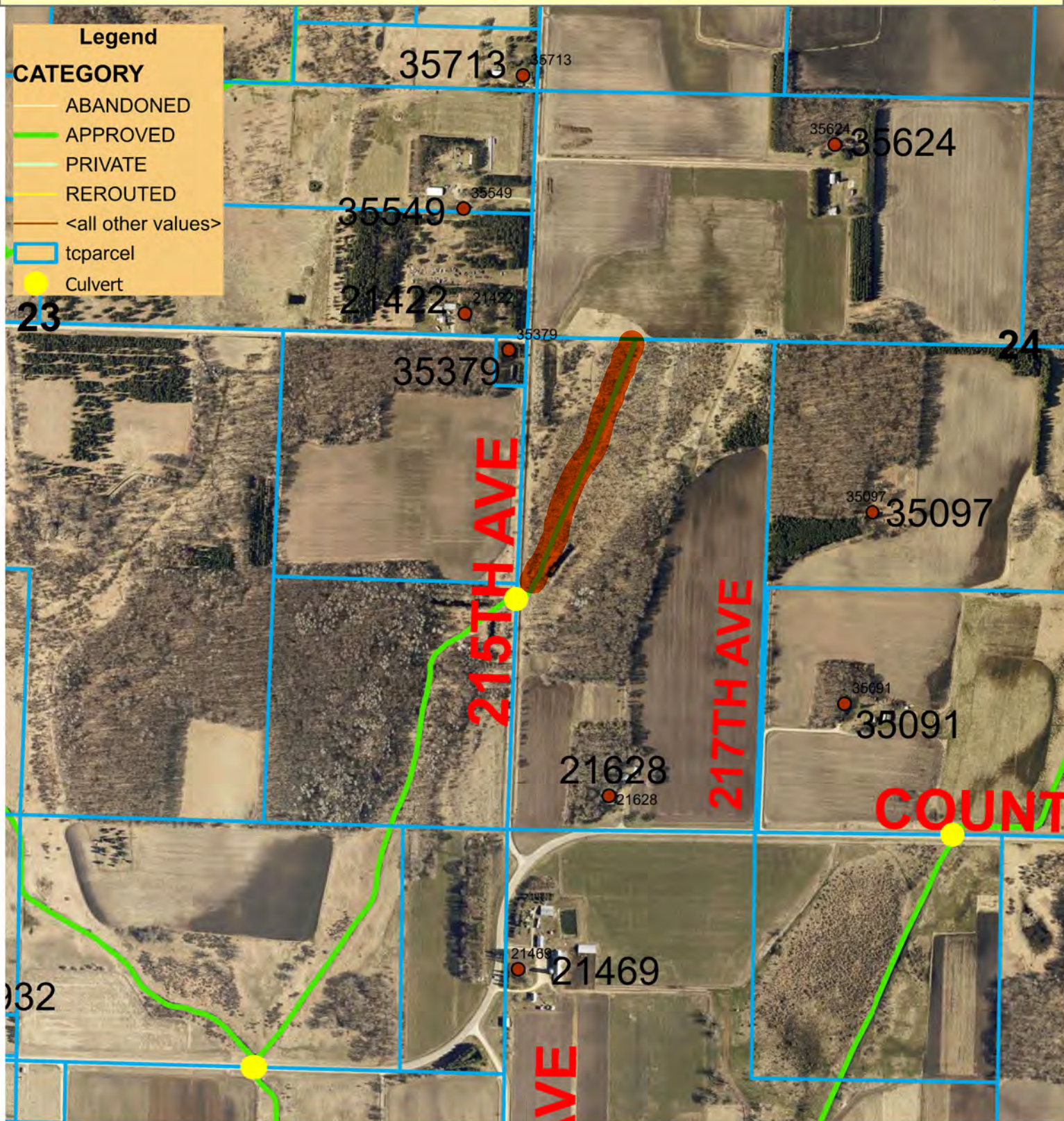
Legend

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.

Commissioners Board Meeting
May 20, 2025
County Ditch 30 – Jonhenry Raber – 07-0028500
Hold Harmless Agreement – Ditch Maintenance

215th Ave – looking north east – red line is general location of ditch





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	20250520-22
Agenda Topic Title for Publication:		FY2024 Audit Report Presentation
Date of Meeting: May 20, 2025		Agenda Time Requested: 10 Minutes ☐ Consent Agenda
Organization / Department Requesting Action: Auditor-Treasurer / CliftonLarsonAllen		
Person Presenting Topic at Meeting: Elizabeth Mickelson, Manager-CLA		
Background: Supporting Documentation enclosed ☒		
The Audit of the Financial Year Ending December 31, 2024 has been completed and a report of the findings/statuses will be presented for the County Board's review.		
Options:		
Recommendation:		
The Todd County Board of Commissioners approves the following by Motion: To accept the FY2024 Audit Report as presented by CliftonLarsonAllen.		

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



We'll get you there.

CPAs | CONSULTANTS | WEALTH ADVISORS

Todd County, Minnesota

Presentation: Exit Conference
Year Ending December 31, 2024

Agenda

- Introduction
- Required Communications
- Internal Controls
- Minnesota Legal Compliance
- Financial Results
- Key Issues/Summary





Required Communications



Required Communications

- See separate letter for communications required by various Statements on Auditing Standards





Internal Controls



Internal Controls

- Material Weaknesses – deficiencies in internal control such that there is a reasonable possibility that a material misstatement would not be prevented or detected and corrected on a timely basis
 - Segregation of Duties
 - Audit Adjustments
 - Controls Over Financial Reporting

Same as prior year



Internal Control Findings (Continued)

- Significant Deficiencies - deficiencies in internal control that are less severe than material weaknesses, yet important enough to merit attention by those charged with governance
 - None

None in prior year either!!!





Minnesota Legal Compliance



Minnesota Legal Compliance

- CLA performed tests of County compliance various state statutes for cash and investments, contracting, disbursements, debt, conflicts of interest and miscellaneous provisions. This testing is required by the Minnesota Office of the State Auditor.
 - Ditch cash deficits (the County reported active ditch systems as having deficit cash balances as of December 31, 2024)
 - Publishing of Disbursements (only credit card company published, not actual vendors)





Federal Single Audit



Federal Single Audit

- Medical Assistance
 - Significant deficiency over eligibility
- State and Local Fiscal Recovery Funds (ARPA)
 - Significant deficiency over suspension and debarment in 2023 audit - resolved in 2024



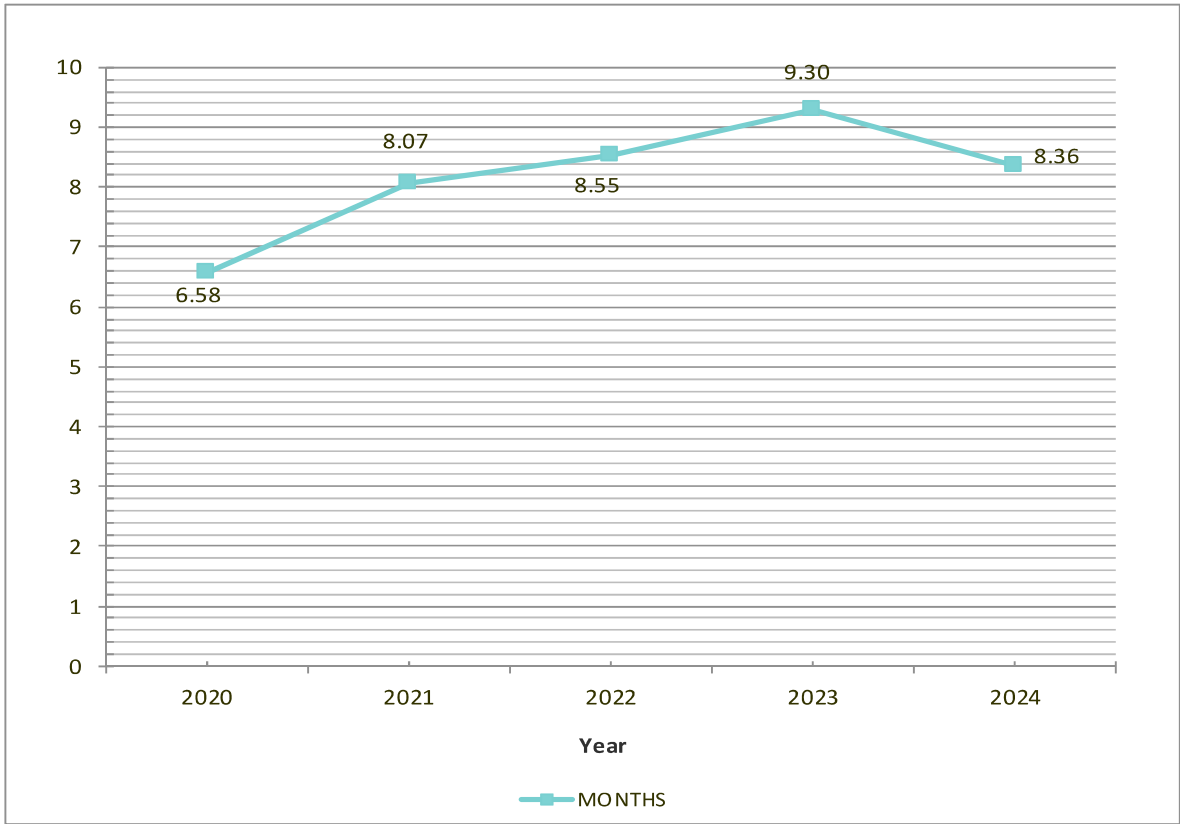


Financial Results



Financial Results

Months of Expenditures in Governmental Fund Balances



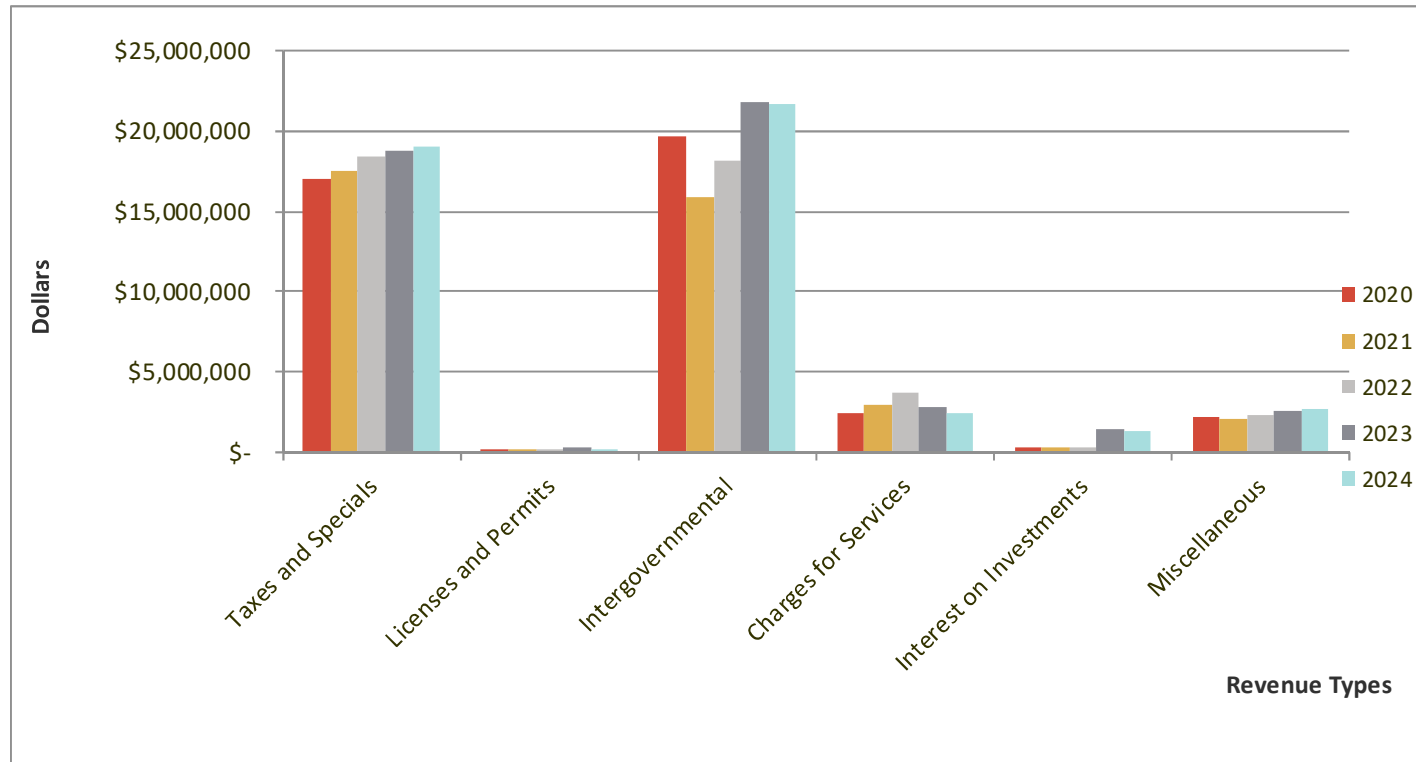
- Graph includes all County funds except Solid Waste
- Recommend a minimum of 5 months
- Unrestricted Fund Balance as a percentage of revenues has ranged from 49% to 69% in past 5 years, with 2024 being 67% (prior year was 69%)

	2020	2021	2022	2023	2024
Expenditures	37,423,947	35,758,005	39,208,987	42,486,554	45,623,332
Fund Balance	20,512,458	24,053,362	27,922,716	32,891,980	31,777,006



Financial Results

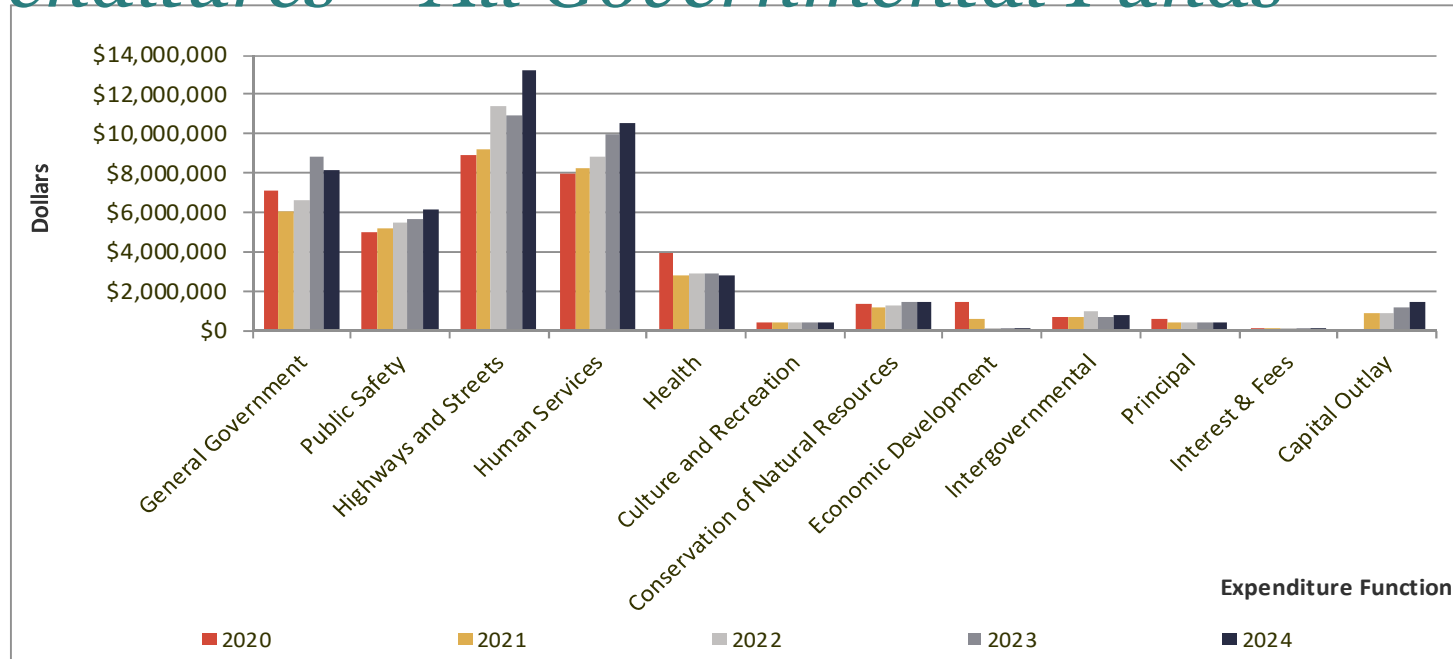
Revenues – All Governmental Funds



	2020	2021	2022	2023	2024
Taxes and Specials	\$ 17,035,487	\$ 17,516,092	\$ 18,418,562	\$ 18,755,689	\$ 19,021,030
Licenses and Permits	216,692	222,770	212,479	252,014	234,903
Intergovernmental	19,695,329	15,938,955	18,132,373	21,808,668	21,677,650
Charges for Services	2,421,555	2,921,753	3,756,489	2,811,493	2,437,387
Interest on Investments	353,154	239,371	243,655	1,487,187	1,321,959
Miscellaneous	2,180,861	2,073,815	2,258,070	2,605,759	2,688,381
Total	<u>\$ 41,903,078</u>	<u>\$ 38,912,756</u>	<u>\$ 43,021,628</u>	<u>\$ 47,720,810</u>	<u>\$ 47,381,310</u>

Financial Results

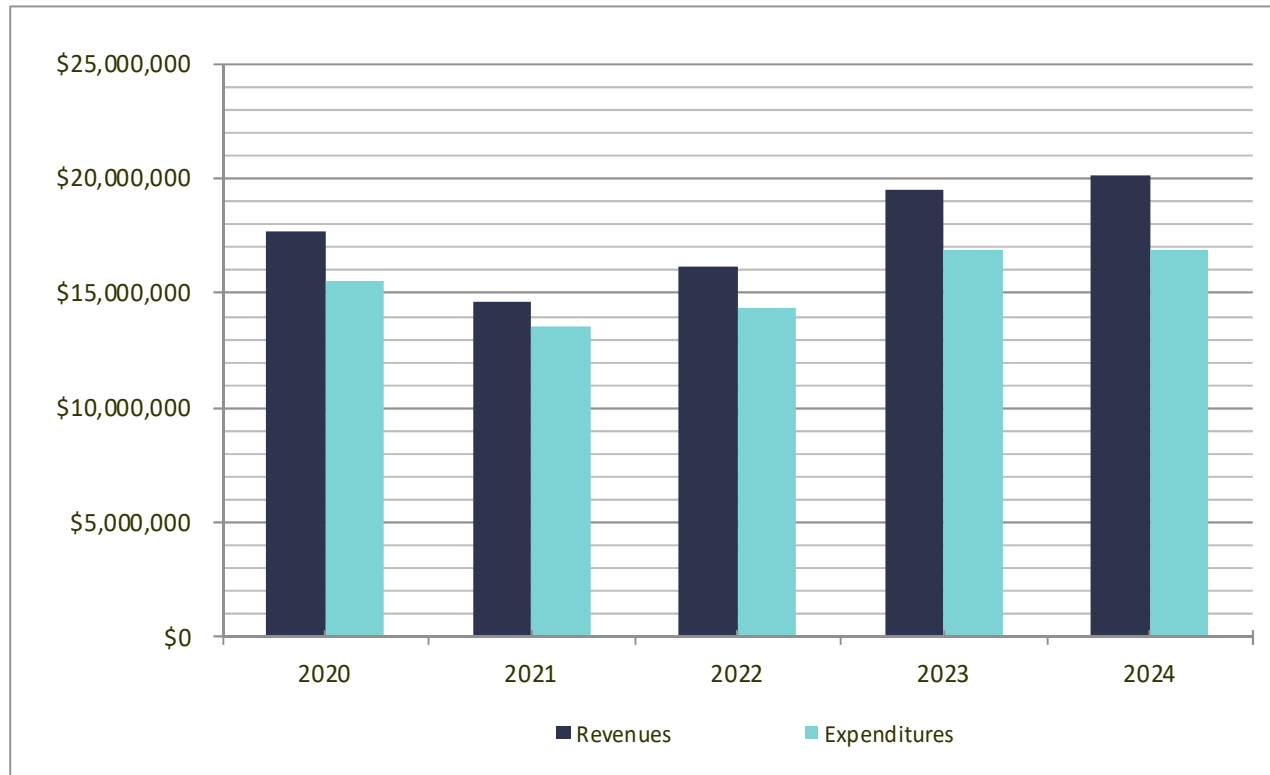
Expenditures – All Governmental Funds



	2020	2021	2022	2023	2024
General Government	\$ 7,134,355	\$ 6,079,049	\$ 6,627,867	\$ 8,860,073	\$ 8,167,309
Public Safety	4,985,737	5,229,230	5,438,713	5,711,726	6,171,451
Highways and Streets	8,884,777	9,256,072	11,466,047	10,947,540	13,243,560
Human Services	7,993,496	8,273,451	8,839,217	9,994,695	10,601,231
Health	3,964,875	2,758,184	2,872,118	2,910,767	2,778,868
Culture and Recreation	370,368	396,336	372,064	421,325	408,621
Conservation of Natural Resources	1,326,327	1,180,429	1,246,204	1,413,796	1,410,036
Economic Development	1,427,047	590,411	114,186	125,153	132,862
Intergovernmental	704,974	648,199	972,255	701,722	787,365
Principal	553,643	380,456	357,064	361,613	422,121
Interest & Fees	78,348	69,905	59,680	53,422	47,120
Capital Outlay	-	896,283	843,572	1,182,299	1,452,788
Total	\$ 37,423,947	\$ 35,758,005	\$ 39,208,987	\$ 42,684,131	\$ 45,623,332

Financial Results

General Fund Revenues & Expenditures

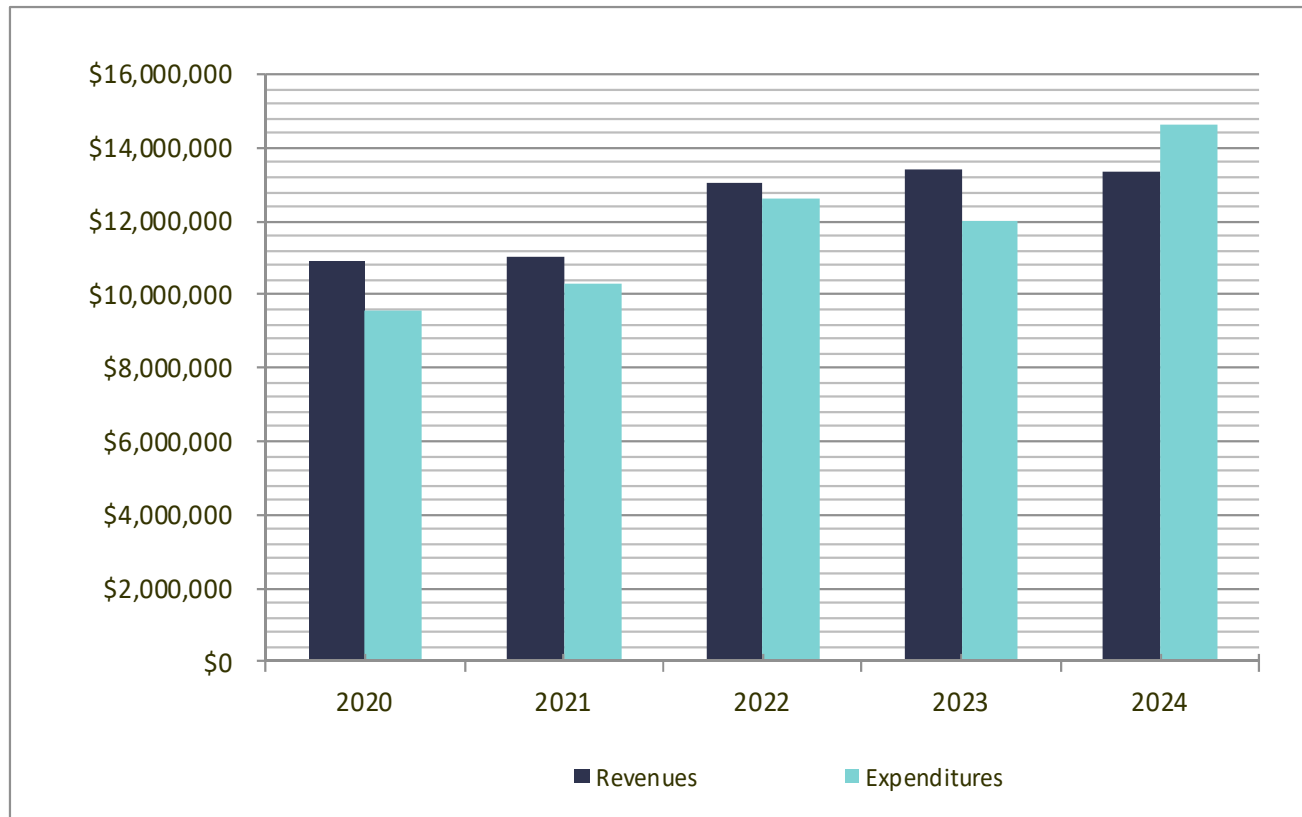


- Revenues exceeded expenditures in 2024 causing an increase in fund balance of \$2,368,994
- General Fund's fund balance level continues to be very strong

	2020	2021	2022	2023	2024
Revenues	\$ 17,734,808	\$ 14,634,330	\$ 16,196,526	\$ 19,568,748	\$ 20,156,802
Expenditures	15,507,055	13,571,459	14,324,269	16,859,097	16,893,074
Months Expenditures in Fund Balance	8.81	11.96	13.53	14.29	14.74

Financial Results

Public Works Fund Revenues & Expenditures



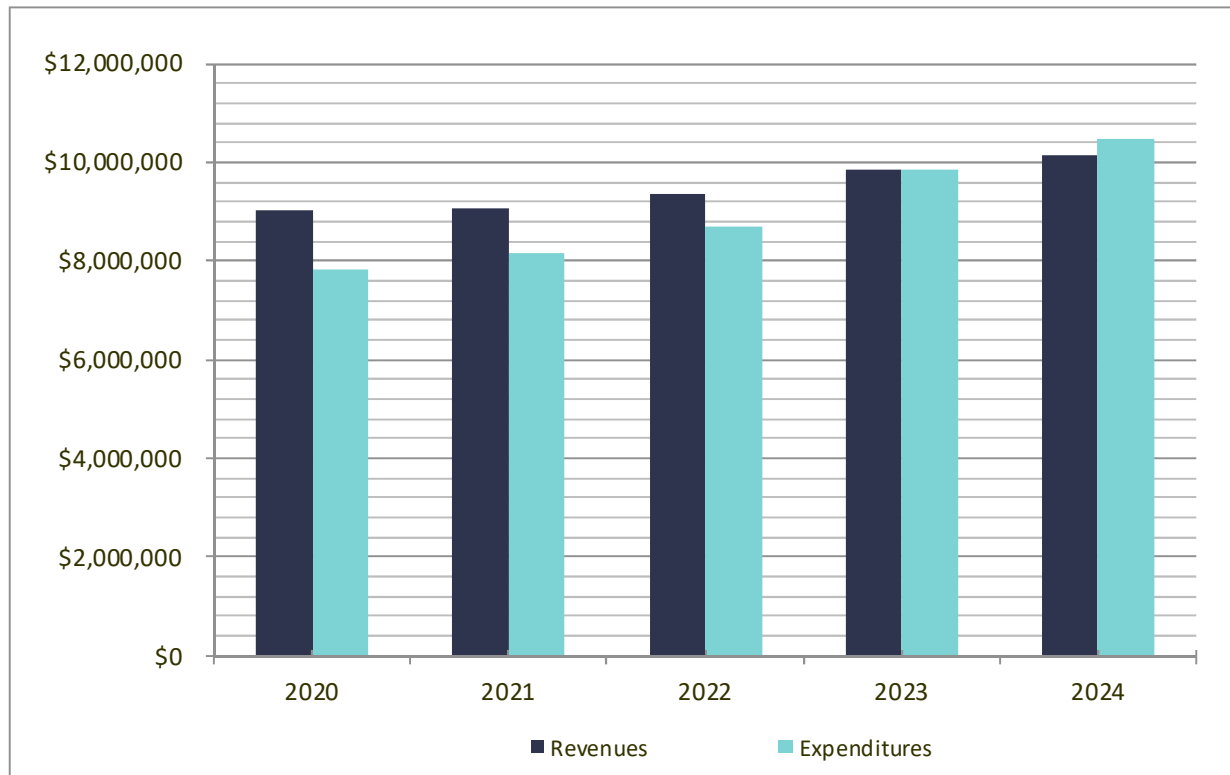
- Fluctuations in revenues and expenditures due to projects in each year
- Expenditures exceeded revenues in 2024, which caused fund balance to decrease by \$1,288,268

	2020	2021	2022	2023	2024
Revenues	\$ 10,921,271	\$ 11,004,814	\$ 13,029,050	\$ 13,408,751	\$ 13,370,750
Expenditures	9,589,751	10,305,755	12,603,122	12,032,632	14,659,018
Months Expenditures in Fund Balance	4.79	5.27	4.78	6.27	3.98



Financial Results

Social Services Fund Revenues & Expenditures

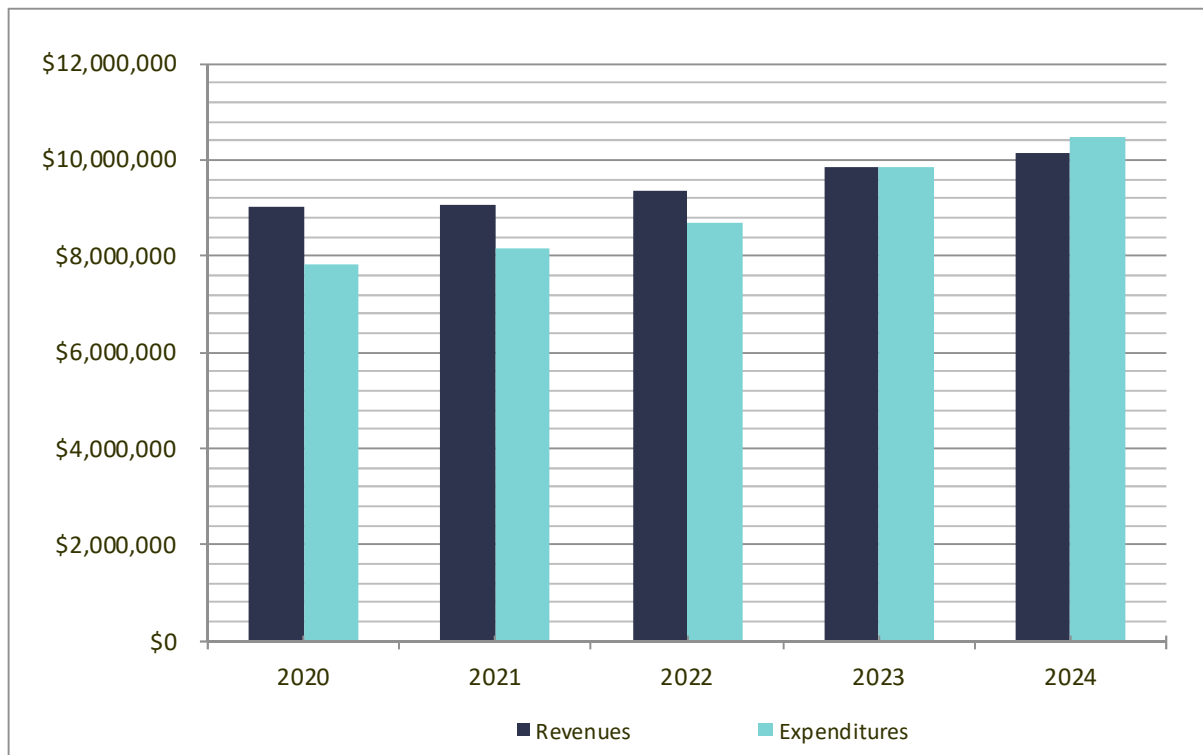


- Expenditures exceeded revenues in 2024
- At December 31, 2024, there was approximately 4.23 months of expenditures in Fund Balance (decrease from 2023)

	2020	2021	2022	2023	2024
Revenues	\$ 9,031,748	\$ 9,083,628	\$ 9,350,991	\$ 9,856,168	\$ 10,135,725
Expenditures	7,807,967	8,148,563	8,710,419	9,850,860	10,484,004
Months Expenditures in Fund Balance	6.00	6.48	6.49	4.94	4.23

Financial Results

Community Health Fund Revenues & Expenditures

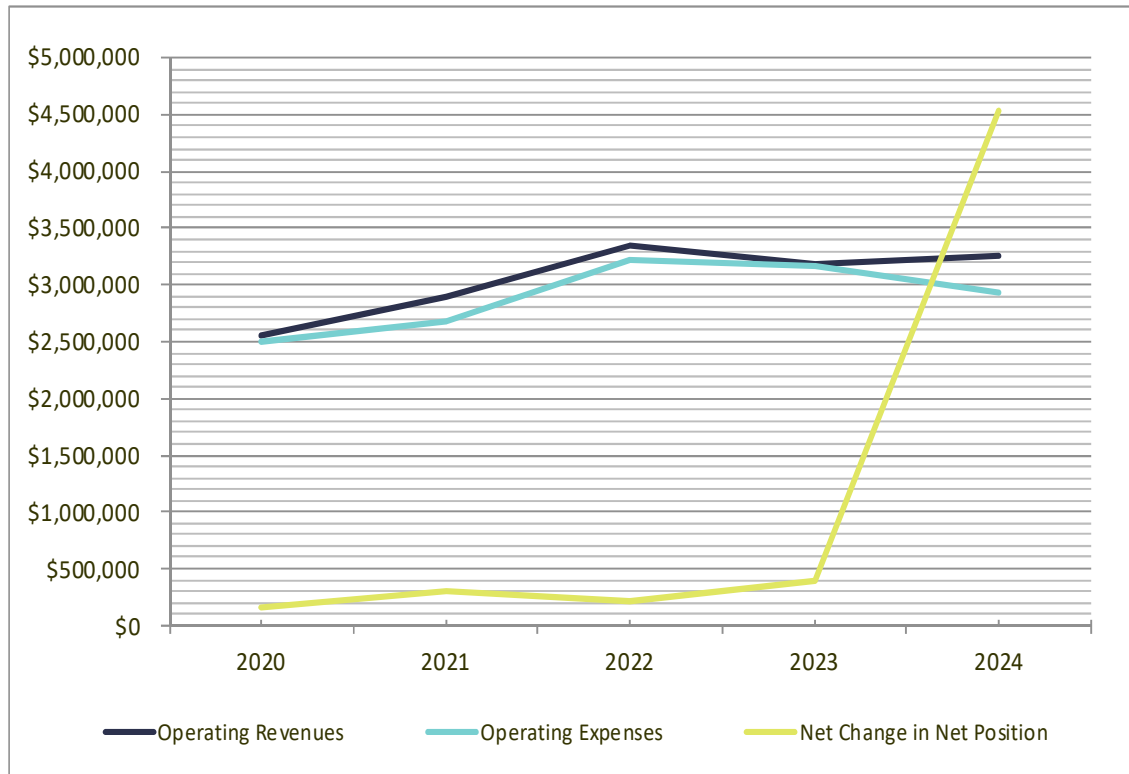


- Current year revenues exceeded expenditures, causing Fund Balance to increase by \$133,145.
- Fund Balance levels are at recommended minimum levels

	2020	2021	2022	2023	2024
Revenues	\$ 3,208,824	\$ 3,324,663	\$ 3,668,533	\$ 3,681,837	\$ 2,912,013
Expenditures	2,707,911	2,758,184	2,872,118	2,910,767	2,778,868
Months Expenditures in Fund Balance	6.35	7.43	8.49	9.44	9.47

Financial Results

Solid Waste Fund Operations



- Reported Net Position increase in all 5 years
- Current year Net Position increased by \$4,538,416

	2020	2021	2022	2023	2024
Operating Revenues	\$ 2,555,097	\$ 2,896,740	\$ 3,344,765	\$ 3,175,752	\$ 3,264,221
Operating Expenses	2,503,963	2,684,817	3,222,006	3,172,901	2,931,376
Operating Revenue/(Loss)	51,134	211,923	122,759	2,851	332,845
Net Change in Net Position	150,707	306,883	219,768	400,768	4,538,416
Months Expenses in Net Position	7.76	7.24	7.39	9.03	7.74



Key Issues/Summary



Key Issues/Summary

- Financial stability
 - General Fund's Fund Balance as of year-end is above the OSA recommended minimum level and is trending upward
 - Community Health Fund balance is also above the minimum State Auditor's recommended Fund Balance levels.
 - Social Services Fund Balance and Public Work's Fund balance are just below the State Auditor's recommended minimum fund balance levels.
 - Solid Waste Fund continues to report increases in net position (revenues exceeding expenses)



Key Issues/Summary (Continued)

- Overall Summary
 - Just a reminder to periodically review segregation of duties structures for potential enhancements.
 - GASB 101 on Compensated Absences was implemented in 2024.



Thank you to all for allowing us to serve you!

Contact Information:

Doug Host, CPA

218-825-2948

doug.host@CLAconnect.com



CLAconnect.com



CPAs | CONSULTANTS | WEALTH ADVISORS

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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 : <i>(Issued by Auditor/Treasurer Office)</i>
☐ Action/Motion ☐ Discussion ☒ Information Item	☒ Report ☐ Resolution ☐ Other	20250520-23
Agenda Topic Title for Publication:		Extension Office Reports
Date of Meeting: May 20, 2025		Total Topic Time Requested: 20 Minutes
Organization / Department Requesting Action: Todd County Extension Office		
Person Presenting Topic at Meeting: Tony Hansen, Regional Director, Brenda Miller, Extension Educator, Ag Production Systems		
Background: Supporting Documentation enclosed ☐		
Tony Hansen and Brenda Miller will provide updates from their work with the Todd County Extension Office.		
Options:		
Recommendation:		
The Todd County Board of Commissioners approves the following by Motion: N/A		

Additional Information:	Budgeted:	Comments
Financial Implications: \$ N/A Funding Source(s): N/A	☐ Yes ☐ No	

Auditor/Treasurer Archival Purposes Only:

Action Taken:	Voting in Favor	Voting Against
Motion:	☐ Becker	☐ Becker
Second:	☐ Neumann	☐ Neumann
☐ Passed	☐ Denny	☐ Denny
☐ Failed	☐ Noska	☐ Noska
☐ Tabled	☐ Byers	☐ Byers
☐ 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	20250520-24
Agenda Topic Title for Publication:		CAP Grant Interim Financing
Date of Meeting: May 20, 2025	Agenda Time Requested: 10 minutes	☐ Consent Agenda
Organization / Department Requesting Action: Solid Waste Department		
Person Presenting Topic at Meeting: Chris McConn and Mike Eberle		
Background: Supporting Documentation enclosed ☒		
Currently, the State of Minnesota is up to 120 days late on reimbursement requests for approximately \$600,000; and has prepared a grant agreement for the remaining \$2.795 million of funding provided through the states budget (non-bond dollars). The project is nearing completion; and the solid waste department is currently paying for the State's portion of the costs. The department desires to find interim financing in case it runs out of cash before the state catches up.		
Options:		
1. County Board resolves to provide interim funding, if needed.		
2. Do nothing. If funds run out, County will be charged interest and potentially consider being in default on the contract.		
Recommendation:		
The Todd County Board of Commissioners approves the following by Motion: To adopt the attached Resolution for 2025 Todd County Interim Financing for CAP Grant Project and Transfer of Funds Authorization.		

Additional Information:	Budgeted:	Comments
Financial Implications: \$ \$3.4 million Funding Source(s): General Fund	☐ Yes ☒ No	Temporary or interim financing only
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 TODD COUNTY INTERIM FINANCING FOR CAP GRANT PROJECT AND TRANSFER OF FUNDS AUTHORIZATION

WHEREAS, Todd County received a \$4,000,000 Capital Assistance Program (CAP) grant through the Minnesota Pollution Control Agency (MPCA) and \$2,795,000 from the Minnesota General Fund to construct a new Transfer Station Building, Scale house and associated exterior improvements at the existing Transfer Station Facility in Browerville (Project), and;

WHEREAS, on March 19, 2024 the Todd County Board of Commissioners approved financing for the project whereby the total project budget was established at \$10,197,156.43. Local match (Todd County, including solid waste department) funding was set at \$3,402,156.43. This includes funding from ARP and Solid Waste Department with a loan from the General Fund.

WHEREAS, Todd County awarded the majority of the work (less equipment, engineering, etc.) in the Project to Hy-Tech Construction on March 19, 2024. The work awarded to Hy-tech has a substantial completion date of September 20, 2025.

WHEREAS, The State of Minnesota entered into an Agreement with Todd County effective December 31, 2021 for the \$4,000,000 CAP Grant. The State of Minnesota has not processed recent pay requests for reimbursement in the amount of approximately \$623,686 (or comments reflecting reasoning for lack of payment) for pay requests submitted between December 2024 and February 2025 from the \$4,000,000 committed in the Agreement.

WHEREAS, The MPCA and State of Minnesota have not prepared a grant agreement for the additional \$2,795,000 committed by the State Legislature. Combined with the \$623,686 in late payments, the delayed funding sums to \$3,418,686.

WHEREAS, The Solid Waste Department does not expect it can pay for the remaining cost of the project without state funding. The Solid Waste Department desires to find an interim funding source in case the State of Minnesota continues to be delayed in its obligations.

NOW, THEREFORE BE IT RESOLVED, the Todd County Board of Commissioners does hereby authorize interim financing from the General Fund for the Project to be called upon for up to 12 (twelve) months for an amount not to exceed \$3,418,686 at an interest rate of zero (0) percent. Repayment of this advance to coincide with the State of Minnesota's delivery of funding per the CAP Grant Agreements.

BE IT FURTHER RESOLVED, that the Todd County Board of Commissioners does hereby authorize the County Auditor-Treasurer to transfer the requested funds, as necessary to coincide with vendor payment withdrawals for CAP Grant project expenses, in an amount not to exceed \$3,418,686 in total from Fund 01-General Revenue to Fund 51-Solid Waste based on the monthly cash balance of the Fund 51-Solid Waste.



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	20250520-25
☐ Discussion	☐ Resolution	
☐ Information Item	☐ Other	

Agenda Topic Title for Publication:	Leaunart Request for CUP
--	---------------------------------

Date of Meeting: 5/20/2025	Agenda Time Requested: 3	☐ Consent Agenda
----------------------------	--------------------------	---

Organization / Department Requesting Action: Planning and Zoning
--

Person Presenting Topic at Meeting: Adam Ossefoort
--

Background: Supporting Documentation enclosed ☒
--

An application for CUP for Temporary Family Housing on parcel 27-0004801 (West Union TWP) was submitted on March 18, 2025. The application was reviewed by the Planning Commission during the May 1st public hearing. The final recommendation from the Planning Commission was to grant the CUP with the condition below.

Options:

1. Grant the CUP with the proposed condition.
2. Develop findings and deny the CUP.
3. Remand back to the Planning Commission for further consideration.

Recommendation:

The Todd County Board of Commissioners approves the following by Motion:
Adopt the findings of the Planning Commission and grant the CUP with the following condition:
1. Applicant shall abide by Section 9.17 of the Todd County Planning and Zoning Ordinance.

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

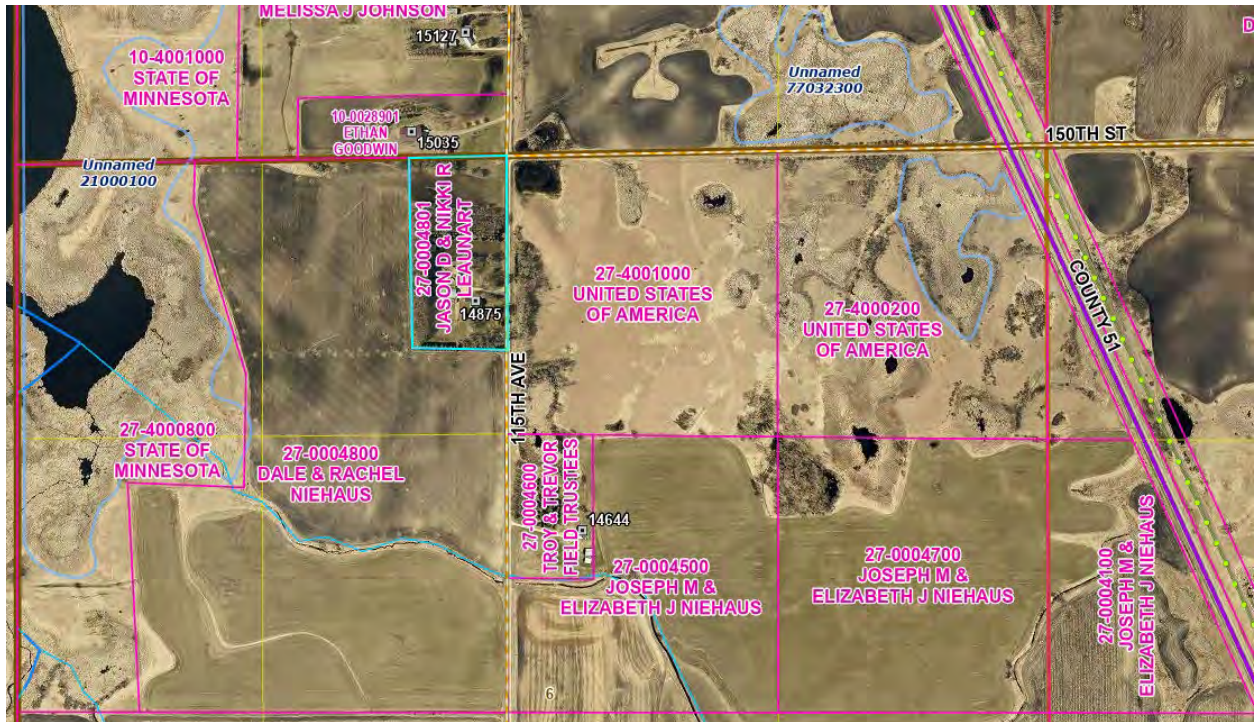
Auditor/Treasurer Archival Purposes Only:

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



CONDITIONAL USE PROCEEDINGS

STATE OF MINNESOTA COUNTY OF TODD

In The Matter of: Levi Leaunart
Mailing Address: 14875 115th Ave.
Osakis, MN 56360

Property Owner: Jason D. & Nikki R. Leaunart
Mailing Address: 14875 115th Ave.
Osakis, MN 56360

Site Address: 14875 115th Ave., Osakis, MN 56360
Parcel Number: 27-0004801

1. **REQUEST:** Request a CUP for Temporary Family Housing in AF-1 Zoning District.

The above entitled matter was heard before the Todd County Planning Commission on the 1st day of May, 2025 on a petition for Conditional Use pursuant to the Todd County Zoning Ordinance, for the following described property:

See Exhibit "A"

Record this document in: X abstract records torrens records.

IT IS ORDERED that the Conditional Use # CUP-2025-005 be (granted, denied) as upon the following conditions, changes or reasons:

1. Applicant shall abide by Section 9.17 of the Todd County Planning and Zoning Ordinance.

Todd County Board of Commissioners
Bob Byers, Chairperson

Date

STATE OF MINNESOTA
COUNTY OF TODD

OFFICE OF TODD COUNTY
PLANNING & ZONING OFFICE

I, Adam R. Ossefoort Todd County Planning & Zoning Director, County of Todd with and in for said County, do hereby certify that I have compared the foregoing copy and order (granting, ~~denying~~) a Conditional Use with the original record thereof preserved in my office, and have found the same to be correct and true transcript of the whole thereof.

IN TESTIMONY WHEREOF, I have hereunto subscribed my hand at Long Prairie, MN in the County of Todd on the _____ day of _____, _____.

Adam R. Ossefoort, Todd County Planning and Zoning Director

Drafted by: Sue Bertrand
Planning and Zoning Staff

This form mailed to applicant: _____
Date

Activities granted by a Conditional Use Permit expire and are considered invalid unless they are substantially completed within thirty-six months of the date the conditional use permit is granted by the Board of Commissioners. Section 5.05M Todd County Ordinance.

That part of the NE1/4NW1/4, Section 6, Township 127 North, Range 35 West, Todd County, Minnesota, described as follows: Beginning at the northeast corner of said NE1/4NW1/4; thence on an assumed bearing of South along the East line of said NE1/4NW1/4 a distance of 944.80 feet; thence North 88°26'23" West 460.91 feet; thence North 00°47'44" West 923 feet more or less to the north line of said NE1/4NW1/4; thence easterly 474 feet more or less to the point of beginning;



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	20250520-26
Agenda Topic Title for Publication:	Hausman Request for CUP	
Date of Meeting: 5/20/2025	Agenda Time Requested: 3	☐ Consent Agenda
Organization / Department Requesting Action: Planning and Zoning		
Person Presenting Topic at Meeting: Adam Ossefoort		
Background: Supporting Documentation enclosed ☒		
An application for CUP to establish a dog grooming business on parcel 03-0087300 (Birchdale TWP) was submitted on March 28, 2025. The Planning Commission reviewed the application during the May 1 st public hearing. The final recommendation from the Planning Commission was to grant the CUP with the conditions identified below.		
Options:		
1. Grant the CUP with the proposed conditions. 2. Develop findings and deny the CUP. 3. Remand back to the Planning Commission for further consideration.		
Recommendation:		
The Todd County Board of Commissioners approves the following by Motion: Adopt the findings of the Planning Commission and grant the CUP with the following conditions: 1. Operation shall not house any more than 3 adult dogs at any one time. 2. Off-street parking shall be provided for all business traffic. 3. Applicant shall abide by all other applicable Federal, State, and Local standards.		

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



CONDITIONAL USE PROCEEDINGS

STATE OF MINNESOTA COUNTY OF TODD

In The Matter of: Sara Housman
Mailing Address: 11339 251st Avenue
Sauk Centre, MN 56378

Property Owner: Nathan Housman & Sara Housman
Mailing Address: 11339 251st Avenue
Sauk Centre, MN 56378

Site Address: 11339 251st Avenue, Sauk Centre, MN 56378
Parcel Number: 03-0087300

1. **REQUEST:** Request a CUP operating a dog grooming business in NES Zoning District.

The above entitled matter was heard before the Todd County Planning Commission on the 1st day of May, 2025 on a petition for Conditional Use pursuant to the Todd County Zoning Ordinance, for the following described property:

See Exhibit "A"

Record this document in: X abstract records torrens records.

IT IS ORDERED that the Conditional Use # CUP-2025-006 be (granted, denied) as upon the following conditions, changes or reasons:

1. Operation shall not house any more than 3 adult dogs at any one time.
2. Off-street parking shall be provided for all business traffic.
3. Applicant shall abide by all other applicable Federal, State, and Local standards.

Todd County Board of Commissioners
Bob Byers, Chairperson

Date

STATE OF MINNESOTA
COUNTY OF TODD

OFFICE OF TODD COUNTY
PLANNING & ZONING OFFICE

I, Adam R. Ossefoort Todd County Planning & Zoning Director, County of Todd with and in for said County, do hereby certify that I have compared the foregoing copy and order (granting, ~~denying~~) a Conditional Use with the original record thereof preserved in my office, and have found the same to be correct and true transcript of the whole thereof.

IN TESTIMONY WHEREOF, I have hereunto subscribed my hand at Long Prairie, MN in the County of Todd on the _____ day of _____, _____.

Adam R. Ossefoort, Todd County Planning and Zoning Director

Drafted by: Sue Bertrand
Planning and Zoning Staff

This form mailed to applicant: _____
Date

Activities granted by a Conditional Use Permit expire and are considered invalid unless they are substantially completed within thirty-six months of the date the conditional use permit is granted by the Board of Commissioners. Section 5.05M Todd County Ordinance.

EXHIBIT "A"

Lots 1 and 2, Block 1, Suncrest Ridge, Todd County, Minnesota.

Abstract Property



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	20250520-27
☐ Discussion	☐ Resolution	
☐ Information Item	☐ Other	

Agenda Topic Title for Publication:	Raber Request for CUP
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Date of Meeting: 5/20/2025	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 ☒
--

An application for CUP to establish a Commerical Repair Shop on parcel 07-0028500 (Eagle Valley TWP) was submitted on April 3, 2025. The Planning Commission reviewed the application during the May 1 public hearing. The final recommendation from the Planning Commission was to grant the CUP with the conditions identified below.

Options:

1. Grant the CUP with the proposed conditions.
2. Develop findings and deny the CUP.
3. Remand back to the Planning Commission for further consideration.

Recommendation:

The Todd County Board of Commissioners approves the following by Motion:
Adopt the findings of the Planning Commission and grant the CUP with the following conditions:
1. Outdoor storage of products shall be allowed but shall be conducted in compliance with Section 9.01B of the Todd County Planning and Zoning Ordinance.
2. There shall be no loading or unloading of materials within the road right of way.
3. Applicant shall abide by all other applicable federal, state, and local standards.

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

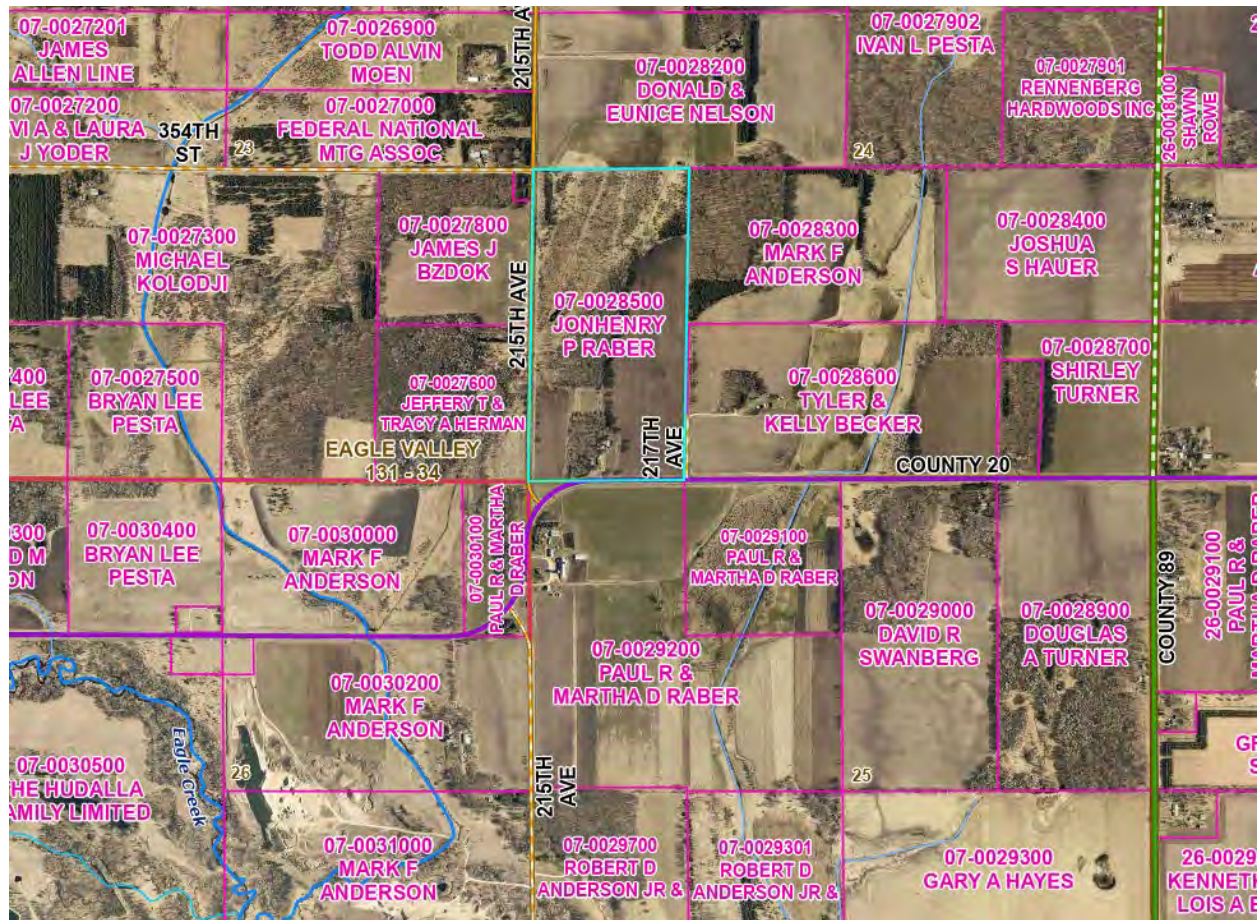
Auditor/Treasurer Archival Purposes Only:

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



CONDITIONAL USE PROCEEDINGS

STATE OF MINNESOTA COUNTY OF TODD

In The Matter of: Johnhenry P. Raber
Mailing Address: 21469 County 20
Clarissa, MN 56440

Property Owner: Johnhenry P. Raber
Mailing Address: 21469 County 20
Clarissa, MN 56440

Site Address: 21628 County 20, Clarissa, MN 56440
Parcel Number: 07-0028500

1. **REQUEST:** Request a CUP for a Commercial Repair Shop in AF-1 Zoning District.

The above entitled matter was heard before the Todd County Planning Commission on the 1st day of May, 2025 on a petition for Conditional Use pursuant to the Todd County Zoning Ordinance, for the following described property:

See Exhibit "A"

Record this document in: X abstract records torrens records.

IT IS ORDERED that the Conditional Use # CUP-2025-008 be (granted, denied) as upon the following conditions, changes or reasons:

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

Todd County Board of Commissioners
Bob Byers, Chairperson

Date

STATE OF MINNESOTA
COUNTY OF TODD

OFFICE OF TODD COUNTY
PLANNING & ZONING OFFICE

I, Adam R. Ossefoort Todd County Planning & Zoning Director, County of Todd with and in for said County, do hereby certify that I have compared the foregoing copy and order (granting, ~~denying~~) a Conditional Use with the original record thereof preserved in my office, and have found the same to be correct and true transcript of the whole thereof.

IN TESTIMONY WHEREOF, I have hereunto subscribed my hand at Long Prairie, MN in the County of Todd on the _____ day of _____, _____.

Adam R. Ossefoort, Todd County Planning and Zoning Director

Drafted by: Sue Bertrand
Planning and Zoning Staff

This form mailed to applicant: _____
Date

Activities granted by a Conditional Use Permit expire and are considered invalid unless they are substantially completed within thirty-six months of the date the conditional use permit is granted by the Board of Commissioners. Section 5.05M Todd County Ordinance.

EXHIBIT A
LEGAL DESCRIPTION ATTACHMENT

Loan No. 7946044400

The West Half of the Southwest Quarter ($W\frac{1}{2}$ of $SW\frac{1}{4}$) in Section Twenty-four (24), Township One Hundred Thirty-one (131) North, Range Thirty-four (34) West of the Fifth P.M., containing eighty (80) acres, more or less, according to the U.S. Government survey thereof, together with all hereditaments and appurtenances belonging thereto, Todd County, Minnesota.

PID: 07-0028500



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	20250520-28
Agenda Topic Title for Publication:	Lancaster Request for Rezoning	
Date of Meeting: 5/20/2025	Agenda Time Requested: 3	☐ Consent Agenda
Organization / Department Requesting Action: Planning and Zoning		
Person Presenting Topic at Meeting: Adam Ossefoort		
Background: Supporting Documentation enclosed ☒		
An application for rezoning of parcels 15-0004100 and 15-0004101 (Leslie TWP) from R10 to AF2 was submitted on April 7, 2025. The application was reviewed by the Planning Commission during the May 1 st public hearing. The final recommendation from the Planning Commission was to grant the rezone with no conditions.		
Options:		
1. Grant the rezone 2. Deny the rezone 3. Remand back to the Planning Commission		
Recommendation:		
The Todd County Board of Commissioners approves the following by Motion: Adopt the findings of the Planning Commission and grant the rezoning of parcels 15-0004100 and 15-0004101 from R10 to AF2. (N 1/2 of the NE 1/4, Section 4, Leslie Township)		

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

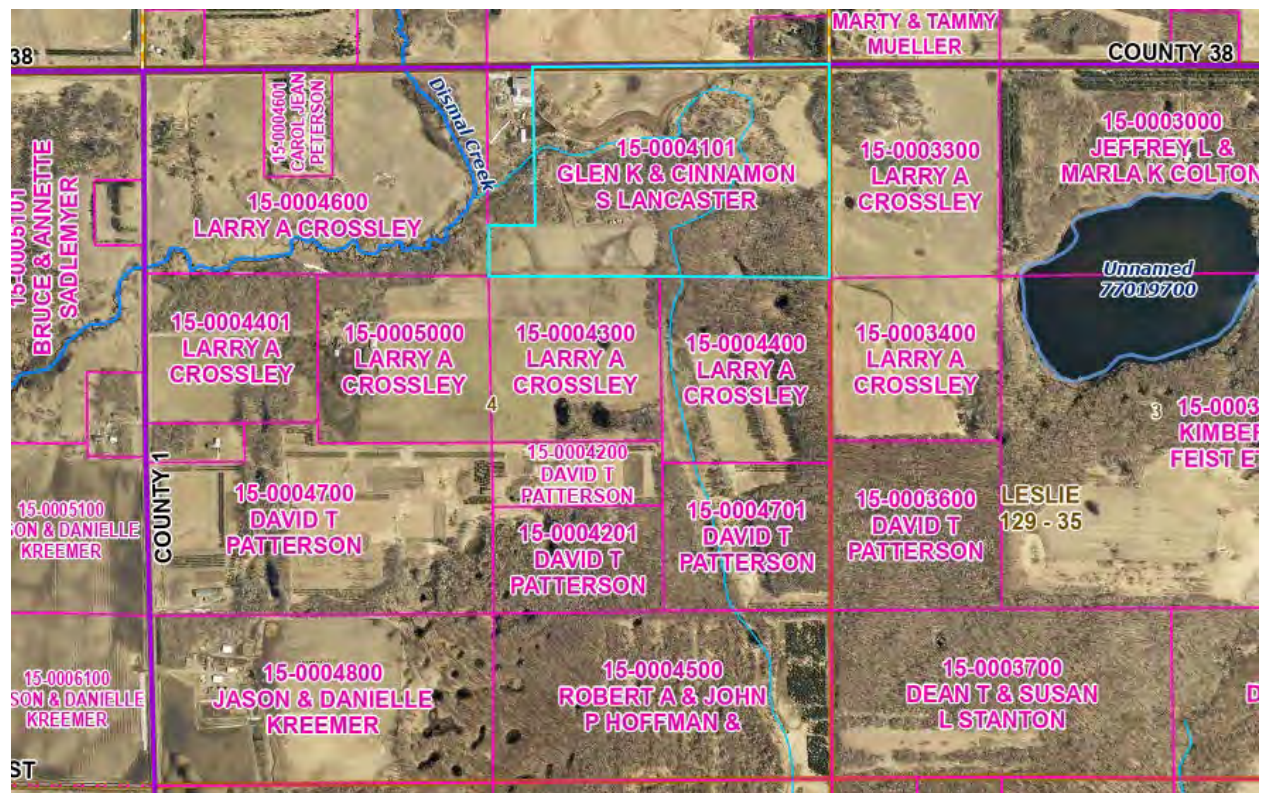
Auditor/Treasurer Archival Purposes Only:

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



ZONING AMENDMENT PROCEEDINGS

(REZONE)

**STATE OF MINNESOTA
COUNTY OF TODD**

In The Matter of: Glen K. & Cinnamon S. Lancaster
Mailing Address: 13029 County Rd 38
Eagle Bend, MN 56446

Parcel Number: 15-0004100 and 15-0004101

REQUEST: Request to Rezone the N ½ NE ¼ of Section 4, Township 129, Range 35 in Todd County from R-10 to AF-2 Zoning District for the establishment of a feedlot.

The above entitled matter was heard before the Todd County Planning Commission on the 1st day of May, 2025, on a petition for Zoning Amendment pursuant to the Todd County Zoning Ordinance, for the following described property/properties:

See Exhibit "A" for 15-0004101

See Exhibit "B" for 15-0004100

Record this document in: X abstract records torrens records.

IT IS ORDERED that the Rezoning request # ReZone-2025-03 be (granted, ~~denied~~) as upon the following conditions, changes or reasons:

1. No conditions

Todd County Board of Commissioners
Bob Byers, Chairperson

Date

**STATE OF MINNESOTA
COUNTY OF TODD**

**OFFICE OF TODD COUNTY
PLANNING & ZONING OFFICE**

I, Adam R. Ossefoort, Todd County Planning & Zoning Director, County of Todd with and in for said County, do hereby certify that I have compared the foregoing copy and order (granting, ~~denying~~) a Conditional Use with the original record thereof preserved in my office, and have found the same to be correct and true transcript of the whole thereof.

IN TESTIMONY WHEREOF, I have hereunto subscribed my hand at Long Prairie, MN, in the County of Todd on the _____ day of _____, _____.

Adam R. Ossefoort, Todd County Planning and Zoning Director

Drafted by: Sue Bertrand
Planning and Zoning Specialist

This form mailed to applicant: _____
Date

Activities granted by a Conditional Use Permit expire and are considered invalid unless they are substantially completed within thirty-six months of the date the conditional use permit is granted by the Board of Commissioners. Section 5.05M Todd County Ordinance.

Exhibit "A"

N2 NE4 Section 4, Township 129, Range 35

except the following:

That part of the North Half of the Northeast Quarter ($N \frac{1}{2} NE \frac{1}{4}$) of section 4, Township 129 North, Range 35 West, Todd County, Minnesota, described as follows:

Beginning at the north quarter corner of said Section 4;

thence North 89 degrees 36 minutes 56 seconds East, assumed bearing along the north line of said Section 4, a distance of 358.52 feet;

thence South 00 degrees 37 minutes 25 seconds East 1214.99 feet;

thence South 89 degrees 36 minutes 56 seconds West 358.52 feet to the west line of aforesaid North Half of the Northeast Quarter ($N \frac{1}{2} NE \frac{1}{4}$);

thence North 00 degrees 37 minutes 25 seconds West, along said west line of the North Half of the Northeast Quarter ($N \frac{1}{2} NE \frac{1}{4}$), a distance of 1214.99 feet to the point of beginning.

The tract contains 10.00 acres more or less, subject to any easements of record, including an existing public roadway easement over the northerly portion thereof (C. S. A. H. No. 38).

Exhibit "B"

That part of the North Half of the Northeast Quarter ($N \frac{1}{2} NE \frac{1}{4}$) of section 4, Township 129 North, Range 35 West, Todd County, Minnesota, described as follows:

Beginning at the north quarter corner of said Section 4;

thence North 89 degrees 36 minutes 56 seconds East, assumed bearing along the north line of said Section 4, a distance of 358.52 feet;

thence South 00 degrees 37 minutes 25 seconds East 1214.99 feet;

thence South 89 degrees 36 minutes 56 seconds West 358.52 feet to the west line of aforesaid North Half of the Northeast Quarter ($N \frac{1}{2} NE \frac{1}{4}$);

thence North 00 degrees 37 minutes 25 seconds West, along said west line of the North Half of the Northeast Quarter ($N \frac{1}{2} NE \frac{1}{4}$), a distance of 1214.99 feet to the point of beginning.

The tract contains 10.00 acres more or less, subject to any easements of record, including an existing public roadway easement over the northerly portion thereof (C. S. A. H. No. 38).



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	20250520-29
☐ Discussion	☐ Resolution	
☐ Information Item	☐ Other	

Agenda Topic Title for Publication:	Schoumaker Request for Rezoning
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Date of Meeting: 5/20/2025	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 ☒
--

An application for rezoning of the W 1/2 of the SW 1/4 and the SW1/4 of the NW 1/4, Section 32, Round Prairie Township from AF1 to AF2 was submitted on April 7th, 2025. The application was reviewed by the Planning Commission during the May 1st public hearing. The final recommendation from the Planning Commission was to grant the rezone with no conditions.

Options:

1. Grant the rezone
2. Deny the rezone
3. Remand back to the Planning Commission

Recommendation:

The Todd County Board of Commissioners approves the following by Motion:
Adopt the findings of the Planning Commission and grant the rezoning of the W 1/2 of the SW 1/4 and the SW1/4 of the NW 1/4, Section 32, Round Prairie Township, from AF1 to AF-2 with no conditions.

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

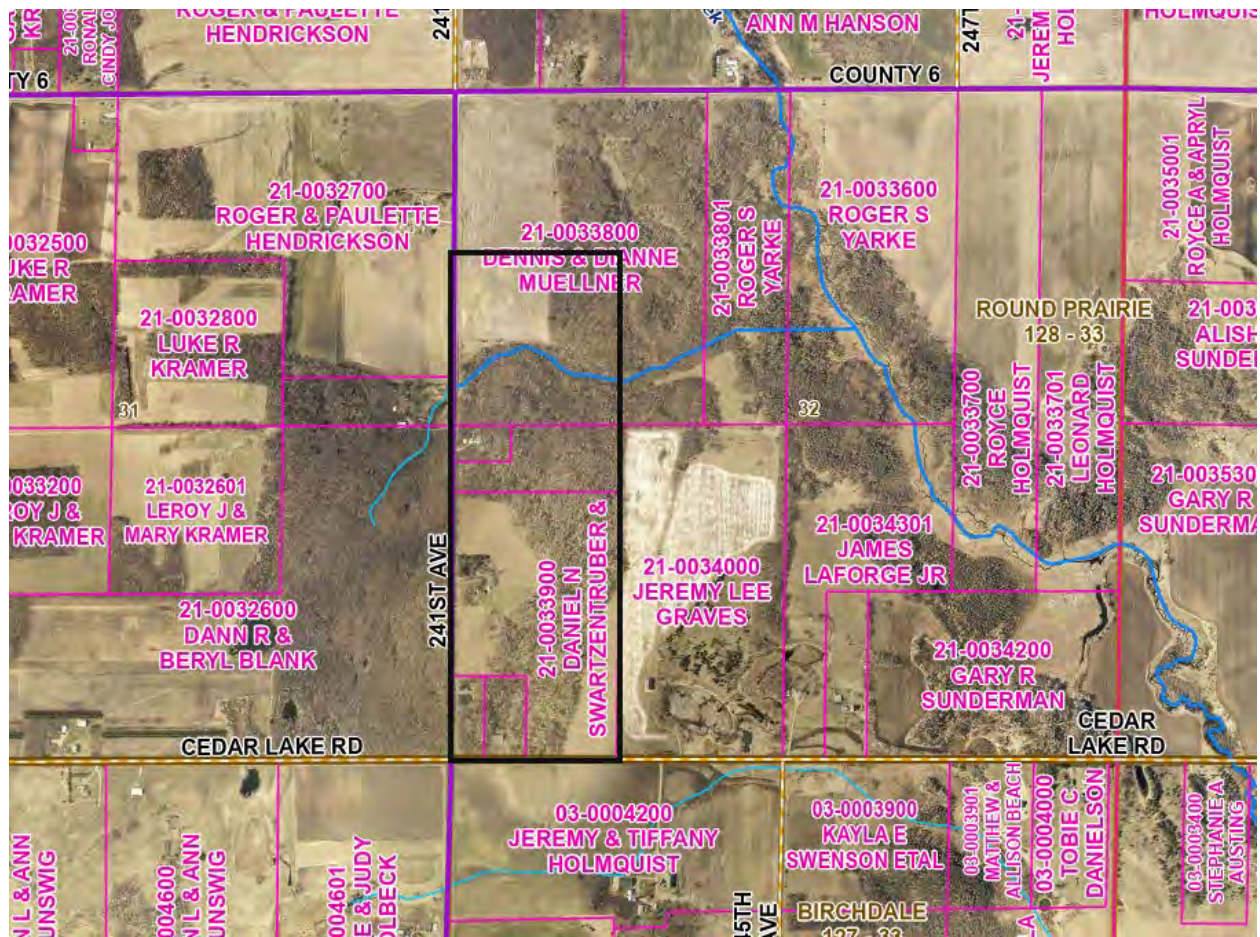
Auditor/Treasurer Archival Purposes Only:

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



ZONING AMENDMENT PROCEEDINGS

(REZONE)

STATE OF MINNESOTA COUNTY OF TODD

In The Matter of: Kimberly A. Schoumaker
Mailing Address: 29537 County 12
Long Prairie, MN 56378

Property Owners & Site Addresses:

Parcel Numbers

Jerome T & Karen Schoumaker, 24164 Cedar Lake Rd., Sauk Centre, MN 56378	PID# 21-0033902
Daniel N. & Katie Swartzentruber, 15272 241 st Ave., Sauk Centre, MN 56378	PID# 21-0033900
Dennis & Dianne Muellner, property address not established	PID# 21-0033800
Kevin Rooney, 15460 241 st Ave., Sauk Centre, MN 56378	PID# 21-0034100
Blake J. Ziesmer & Brandi J. Ritter, 15104 241 st Ave., Sauk Centre, MN 56378	PID# 21-0033901
Adam & Shannon Wander, property address not established	PID# 21-0034101

REQUEST: Request to amend the Zoning District of AF-1 Zoning to AF-2 Zoning District to build a house.

The above entitled matter was heard before the Todd County Planning Commission on the 1st day of May, 2025 on a petition for Conditional Use pursuant to the Todd County Zoning Ordinance, for the following described property/properties:

See Exhibits: "A" PID# 21-0033902
"B" PID# 21-0033900
"C" PID# 21-0033800
"D" PID# 21-0034100
"E" PID# 21-0033901
"F" PID# 21-0034101

Record this document in: _____abstract records X torrens records.

IT IS ORDERED that the Rezoning request # ReZone-2025-02 be (granted, ~~denied~~) as upon the following conditions, changes or reasons:

1. No conditions

Todd County Board of Commissioners
Bob Byers, Chairperson

Date

STATE OF MINNESOTA
COUNTY OF TODD

OFFICE OF TODD COUNTY
PLANNING & ZONING OFFICE

I, Adam R. Ossefoort, Todd County Planning & Zoning Director, County of Todd with and in for said County, do hereby certify that I have compared the foregoing copy and order (granting, ~~denying~~) a Conditional Use with the original record thereof preserved in my office, and have found the same to be correct and true transcript of the whole thereof.

IN TESTIMONY WHEREOF, I have hereunto subscribed my hand at Long Prairie, MN, in the County of Todd on the _____ day of _____, _____.

Adam R. Ossefoort, Todd County Planning and Zoning Director

Drafted by: Sue Bertrand
Planning and Zoning Staff

This form mailed to applicant: _____
Date

Activities granted by a Conditional Use Permit expire and are considered invalid unless they are substantially completed within thirty-six months of the date the conditional use permit is granted by the Board of Commissioners. Section 5.05M Todd County Ordinance.

Exhibit "A"

Real property in Todd County, Minnesota, described as follows:

The South 40 rods of the West 36 rods, except the West 16 rods thereof Section 32, Township 128 North, Range 33 West. (Being Part of W2 SW4)

PID# 21-0033902

Exhibit "B"

Real property in Todd County, Minnesota, described as follows:

The West Half (W ½) of the Southwest Quarter (SW ¼), Section 32, Township 128 North, Range 33 West of the 5th Principal Meridian, EXCEPT the North 528 feet of the NW¼SW¼, Section 32, Township 128 North, Range 33 West of the 5th Principal Meridian, EXCEPT the South 40 rods of the West 16 rods SW¼SW¼ of Section 32, Township 128 North, Range 33 West of the 5th Principal Meridian.

Also except the South 40 rods of the West 36 rods, except the West 16 rods thereof of the West Half of the Southwest Quarter (W½SW¼) Section 32, Township 128 North, Range 33 West.

PID# 21-0033900

Exhibit "C"

Real property in Todd County, Minnesota, described as follows:

The Northwest Quarter, except the East 660 feet thereof, Section 32, Township 128 North, Range 33 West of the Fifth Principal Meridian, according to the United States Government Survey thereof, in and for said County and State.

Exhibit "D"

real property in Todd County, Minnesota, legally described as follows:

The North 285 feet of the West 459 feet of the NW1/4 of SW1/4 of Section 32, Township 128 North, Range 33 West of the 5th P.M., Todd County, Minnesota (said 185 feet as measured parallel with and perpendicular to the North line of said NW1/4 of SW1/4; and said West 459 feet as measured parallel with and perpendicular to the west line of said NW1/4 of SW1/4).

PID# 21-0034100

real property in Todd County, Minnesota, legally described as follows:

**The West 16 rods of the South 40 rods of the West Half of the Southwest Quarter (W $\frac{1}{2}$ of SW $\frac{1}{4}$) of Section 32,
Township 128, Range 33, Todd County, Minnesota.**

Exhibit "F"

The North 528 feet of the NW1/4 of SW1/4 of Section 32, Township 128N, Range 33 W of the 5th P.M. Todd County, Minnesota, LESS AND EXCEPT the North 285 feet of the West 459 feet thereof (said North 285 feet as measured parallel with and perpendicular to the North line of said NW1/4 of SW1/4; and said West 459 feet as measured parallel with and perpendicular to the West line of said NW1/4 of SW1/4)



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	20250520-30
☐ Discussion	☐ Resolution	
☐ Information Item	☐ Other	

Agenda Topic Title for Publication:	Dirkes Request for CUP
--	-------------------------------

Date of Meeting: 5/20/2025	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 ☒
--

An application for CUP to expand an existing feedlot from 231.5 AU to 612 AU on parcels 14-0007600 and 14-0007602 (Kandota TWP) was submitted on March 25, 2025. The application was reviewed by the Planning Commission during the May 1st public hearing. The final recommendation from the Planning Commission was to grant the CUP with the conditions below.

Options:

1. Grant the CUP with the proposed conditions.
2. Develop findings and deny the CUP.
3. Remand back to the Planning Commission for further consideration.

Recommendation:

The Todd County Board of Commissioners approves the following by Motion:
Adopt the findings of the Planning Commission and grant the CUP with the following conditions:

1. Air quality exemption notices shall be provided to Todd County prior to all future manure application events.
2. Liquid manure storage structure shall have capacity for no less than 12 months storage. All manure storage shall be constructed prior to stocking of additional animal units.
3. In the event of a manure spill or other discharge, applicant must notify the County and the Minnesota Duty Officer immediately upon discovery of said discharge.
4. Applicant must abide by all other applicable federal, state, and local standards.

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

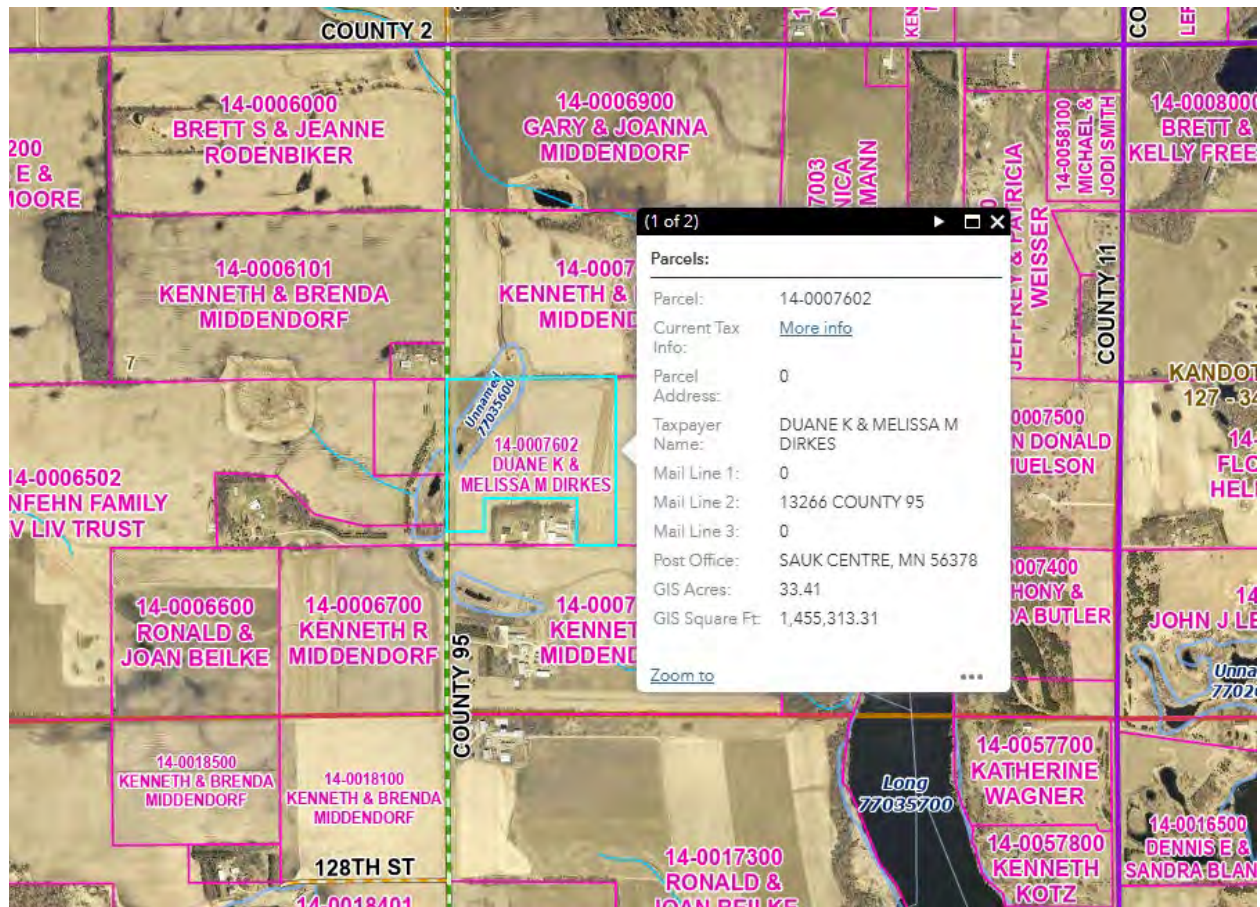
Auditor/Treasurer Archival Purposes Only:

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



CONDITIONAL USE PROCEEDINGS

STATE OF MINNESOTA COUNTY OF TODD

In The Matter of: Duane & Melissa Dirkes
Mailing Address: 13266 County 95
Sauk Centre, MN 56378

Property Owner: Duane K. and Melissa M. Dirkes
Mailing Address: 13266 County 95
Sauk Centre, MN 56378

Site Address: 13266 County 95, Sauk Centre, MN 56378
Parcel Number: 14-0007600

1. **REQUEST:** Request a CUP to construct a 300' X 70' total confinement barn with underfloor concrete liquid manure storage and expand animal units from 231.5 to 613 in AF-2 Zoning District.

The above entitled matter was heard before the Todd County Planning Commission on the 1st day of May, 2025 on a petition for Conditional Use pursuant to the Todd County Zoning Ordinance, for the following described property:

The N2 SW4 & Gov't Lot 1, Section 08, Township 127, Range 34, Todd County, Minnesota

Record this document in: X abstract records torrens records.

IT IS ORDERED that the Conditional Use # CUP-2025-004 be (granted, denied) as upon the following conditions, changes or reasons:

1. Air quality exemption notices shall be provided to Todd County prior to all future manure application events.
2. Liquid manure storage structure shall have capacity for no less than 12 months storage. All manure storage shall be constructed prior to stocking of additional animal units.
3. In the event of a manure spill or other discharge, applicant must notify the County and the Minnesota Duty Officer immediately upon discovery of said discharge.

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

Todd County Board of Commissioners
Bob Byers, Chairperson

Date

STATE OF MINNESOTA
COUNTY OF TODD

OFFICE OF TODD COUNTY
PLANNING & ZONING OFFICE

I, Adam R. Ossefoort Todd County Planning & Zoning Director, County of Todd with and in for said County, do hereby certify that I have compared the foregoing copy and order (granting, ~~denying~~) a Conditional Use with the original record thereof preserved in my office, and have found the same to be correct and true transcript of the whole thereof.

IN TESTIMONY WHEREOF, I have hereunto subscribed my hand at Long Prairie, MN in the County of Todd on the _____ day of _____, _____.

Adam R. Ossefoort, Todd County Planning and Zoning Director

Drafted by: Sue Bertrand
Planning and Zoning Staff

This form mailed to applicant: _____
Date

Activities granted by a Conditional Use Permit expire and are considered invalid unless they are substantially completed within thirty-six months of the date the conditional use permit is granted by the Board of Commissioners. Section 5.05M Todd County Ordinance.



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	20250520-31
☐ Discussion	☒ Resolution	
☐ Information Item	☐ Other	

Agenda Topic Title for Publication:	Oak Tree Acres Final Plat
--	----------------------------------

Date of Meeting: 5/20/2025	Agenda Time Requested: 5	☐ Consent Agenda
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Organization / Department Requesting Action: Planning and Zoning
--

Person Presenting Topic at Meeting: Adam Ossefoort
--

Background: Supporting Documentation enclosed ☒
--

An application for subdivision to create a one lot plat on parcel 06-0005100 (Burnhamville TWP) was submitted on October 4th, 2024. The preliminary plat was approved by the Board of Commissioners on December 17th, 2024 with the following conditions.

- 1 All new driveway accesses shall be approved by the local road authority prior to installation.
2. Abide by all other applicable Federal, State and Local standards.

Planning and Zoning has completed the review of the proposal and determined that it is ready for final platting.

Options:

1. Approve the final plat as presented.

2. Deny the final plat.

Recommendation:

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

Approval of the final plat as presented to formally establish Oak Tree Acres.

Additional Information:	Budgeted:	Comments
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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
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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



Final Plat Approval – “Oak Tree Acres” Subdivision

WHEREAS, Applicant and property owners Willis D. and Karen A. Blowers applied to subdivide a property that is described as part of Section 3 of Burnhamville Township with the plat to be known as “Oak Tree Acres”,

WHEREAS, Oak Tree Acres consists of one lot; Block One, Lot 1, 4.18± acres located in Shoreland Recreational Development Zoning District in Burnhamville Township,

WHEREAS, On December 5th, 2024, the Todd County Planning Commission recommended the following property be considered for Subdivision pursuant to Todd County Subdivision Regulation and Ordinance:

Section 3, Township 128, Range 32
Lot 4 E of Platted Rd & Ex part platted

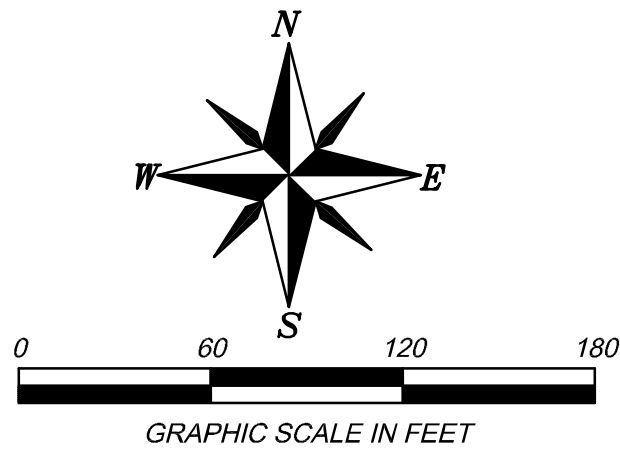
WHEREAS, On December 17th, 2024, the Todd County Board of Commissioners considered the Preliminary Plat for the above described property and approved the Oak Tree Acres preliminary plat with two conditions:

1. All new driveway accesses shall be approved by the local road authority prior to installation.
2. Abide by all other applicable Federal, State and Local standards.

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

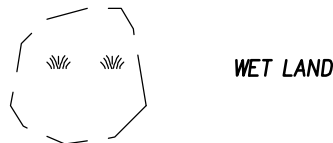
NOW, THEREFORE BE IT RESOLVED, the final plat of “Oak Tree Acres” be approved as presented.

OAK TREE ACRES

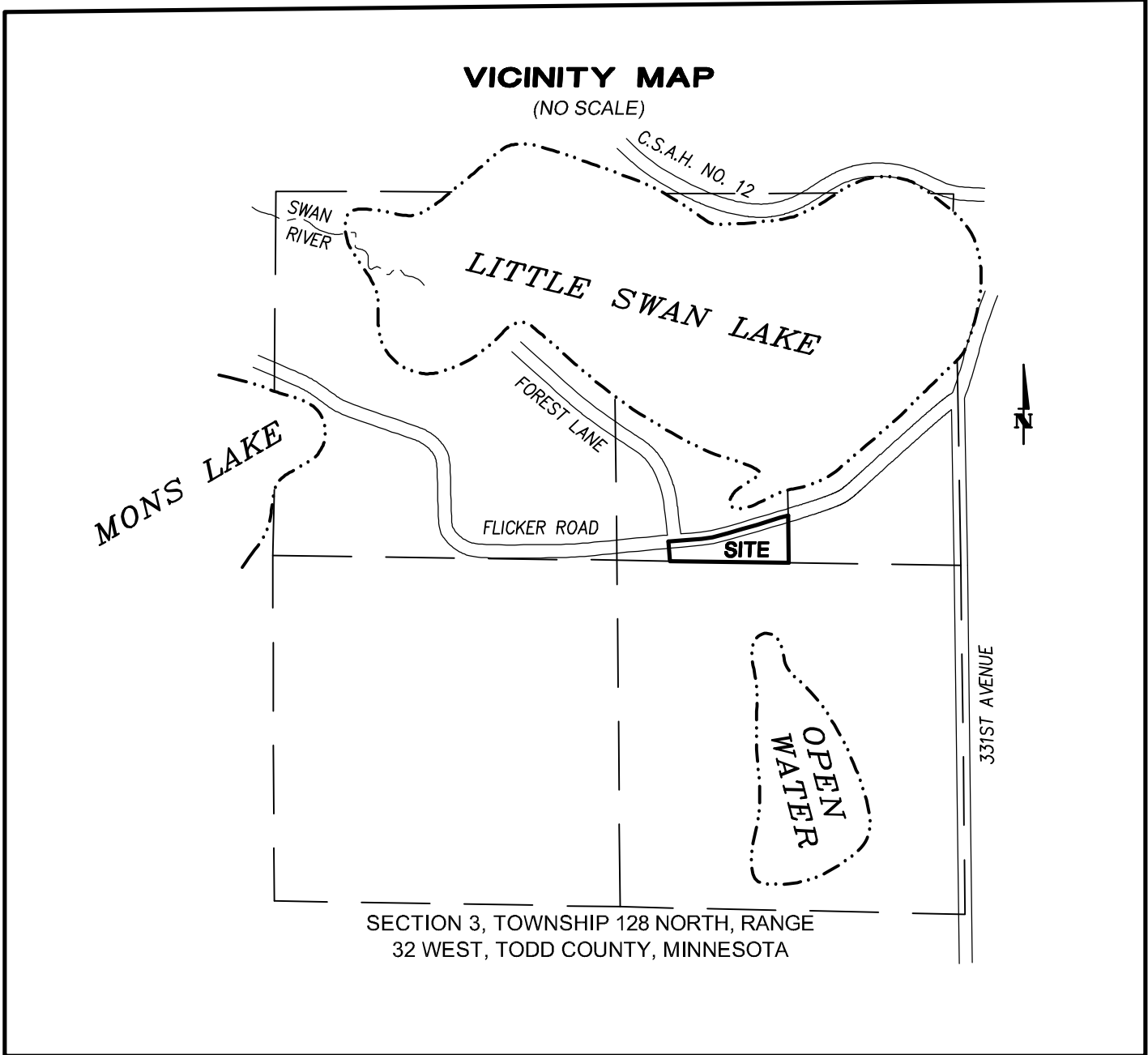


LEGEND

- DENOTES 1/2" PIPE SET MARKED WITH A PLASTIC CAP NO. 44493
- DENOTES IRON MONUMENT FOUND IN PLACE



THE ORIENTATION OF THIS BEARING SYSTEM IS BASED ON THE EAST-WEST QUARTER LINE OF SECTION 3, TOWNSHIP 128 NORTH, RANGE 32 WEST, TODD COUNTY, MN, HAVING AN ASSUMED BEARING OF NORTH 89 DEGREES 10 MINUTES 25 SECONDS WEST.



KNOW ALL PERSONS BY THESE PRESENTS: That Willis D. Blowers and Karen A. Blowers, husband and wife, owners of the following described property:

That part of Government Lot 4, Section 3, Township 128 North, Range 32 West, Todd County, Minnesota, described as follows:
Commencing at the southeast corner of the road as dedicated in the recorded plat of ROSKE ADDITION;
thence on an assumed bearing of South 83 degrees 58 minutes 54 seconds West along the south line of said dedicated road 66.00 feet to the southwest corner of said dedicated road;
thence South 05 degrees 23 minutes 10 seconds East along the southerly extension of the westerly line of said dedicated road 33.00 feet to the point of beginning of the land to be described;
thence North 83 degrees 58 minutes 54 seconds East 209.95 feet;
thence easterly along a tangential curve, concave to the north, radius 1373.00 feet, central angle 09 degrees 59 minutes 20 seconds, 239.37 feet;
thence North 73 degrees 59 minutes 34 seconds East along tangent 485.40 feet to the east line of said Government Lot 4;
thence South 00 degrees 46 minutes 07 seconds East along said east line 359.86 feet to the southeast corner of said Government Lot 4;
thence North 89 degrees 10 minutes 25 seconds West along the south line of said Government Lot 4 a distance of 901.26 feet to the southerly extension of the westerly line of aforesaid dedicated road;
thence North 05 degrees 23 minutes 10 seconds West along said southerly extension 145.94 feet to the point of beginning.

Have caused the same to be surveyed and platted as OAK TREE ACRES and do hereby dedicate to the public for public use the public way as created by this plat.

In witness whereof said Willis D. Blowers and Karen A. Blowers, husband and wife, have hereunto set our hands this _____ day of _____, 20_____.

Willis D. Blowers Karen A. Blowers

STATE OF _____
COUNTY OF _____

This instrument was acknowledged before me on this _____ day of _____, 20_____ by Willis D. Blowers and Karen A. Blowers.

Notary Signature_____ Notary Printed name_____

Notary Public _____
My Commission Expires_____

I, Mark F. Jahner do hereby certify that this plat was prepared by me or under my direct supervision; that I am a duly Licensed Land Surveyor in the State of Minnesota; that this plat is a correct representation of the boundary survey; that all mathematical data and labels are correctly designated on this plat; that all monuments depicted on this plat have been, or will be correctly set within one year; that all water boundaries and wet lands, as defined in Minnesota Statutes, Section 505.01, Subd. 3, as of the date of this certificate are shown and labeled on this plat; and all public ways are shown and labeled on this plat.

Dated this _____ day of _____, 20_____.

Mark F. Jahner, Licensed Land Surveyor
Minnesota License No. 44493

STATE OF MINNESOTA
COUNTY OF DOUGLAS

This instrument was acknowledged before me on _____ by Mark F. Jahner.

Notary Signature_____ Notary Printed name_____

Notary Public Douglas County, Minnesota
My Commission Expires_____

I hereby certify that this plat has been checked and approved as to compliance with Chapter 505, Minnesota Statutes this _____ day of _____, 20_____.

Minnesota Licensed Land Surveyor
Minnesota License No. _____

I hereby certify that proper evidence of title has been presented to and examined by me and I hereby approve this plat as to form and execution. Dated this _____ day of _____, 20_____.

Todd County Attorney
Approved by the Todd County Board of Commissioners this _____ day of _____, 20_____.

Chairman, Todd County Board of Commissioners

Attest: Todd County Auditor/Treasurer

No delinquent taxes, and transfer entered this _____ day of _____, 20_____.

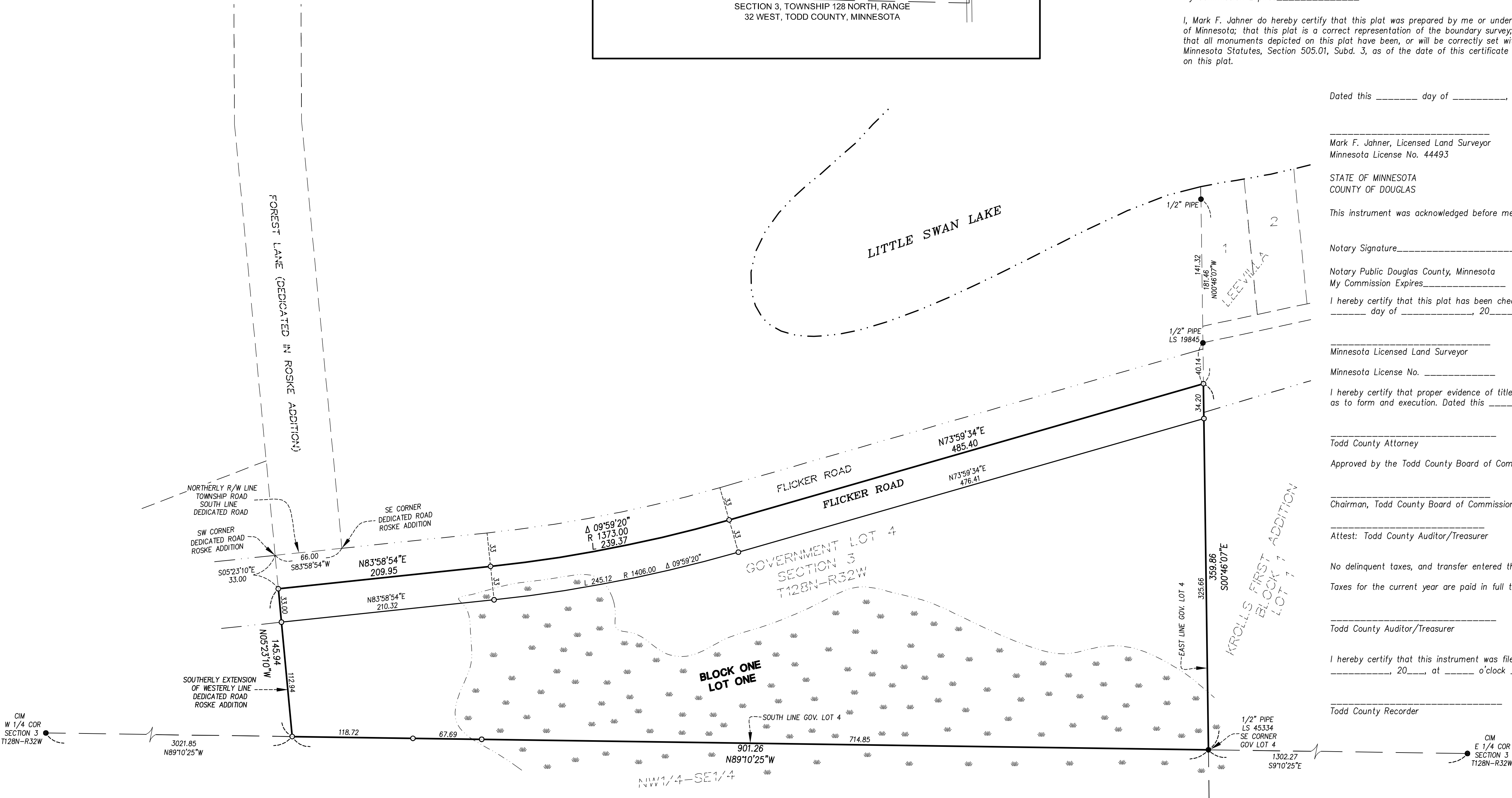
Taxes for the current year are paid in full this _____ day of _____, 20_____.

Todd County Auditor/Treasurer

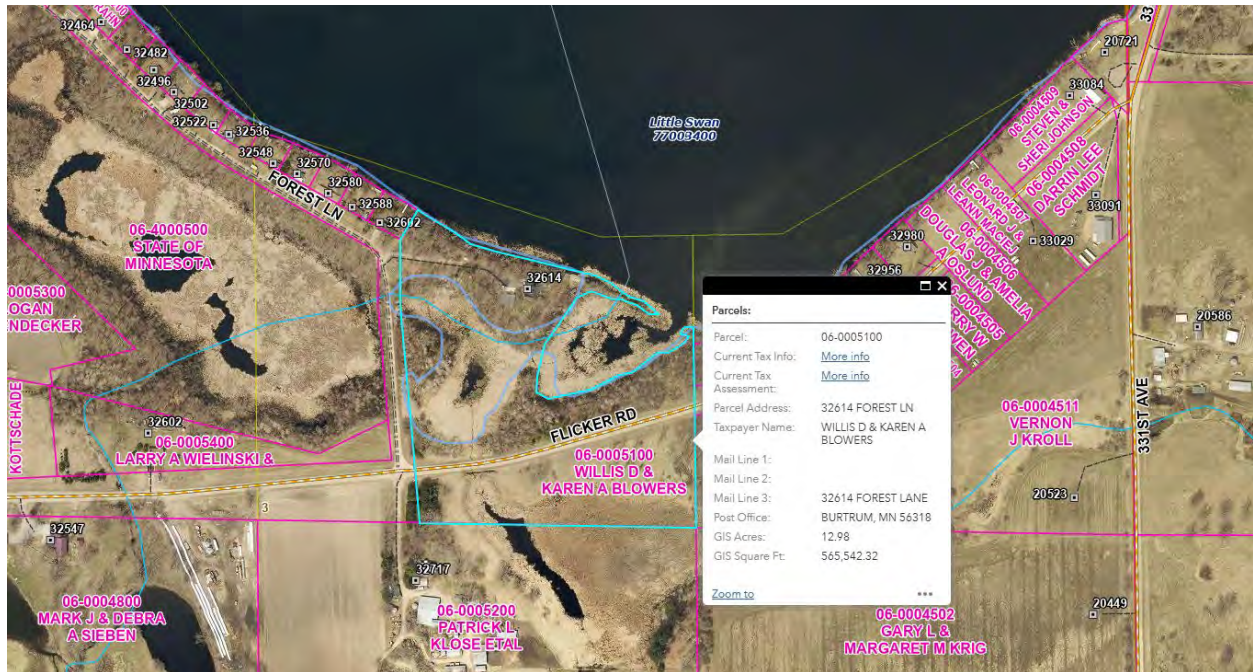
I hereby certify that this instrument was filed in the office of the County Recorder for record on this _____ day of _____, 20_____, at _____ o'clock _____M., and was duly recorded as Document Number _____.

Todd County Recorder

AREA BREAKDOWN
BLOCK ONE
TOTALS:
PUBLIC ROAD.....0.71 Acres±
TOTAL.....4.89± Acres±



STOECKEL-JAHNER SURVEYING INC.
ALEXANDRIA, MN
(320) 763-6855





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	20250520-32
☐ Discussion	☐ Resolution	
☐ Information Item	☐ Other	

Agenda Topic Title for Publication:	Windy Acres Final Plat Extension
--	---

Date of Meeting: 5/20/2025	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 ☒
--

Section 503 (1) of the Todd County Subdivision Ordinance requires final plats to be presented to the Board of Commissioner's within 12 months from approval of a Preliminary Plat unless an extension is requested in writing by the subdivider and granted by the County Board.

The Windy Acres was approved for preliminary platting on June 18th, 2024. A request to extend the 12 month deadline has been submitted in writing.

Options:

1. Approve the extension as requested.
2. Do not approve the extension

Recommendation:

The Todd County Board of Commissioners approves the following by Motion:
Approval of an extension to the final platting deadline of Windy Acres to June 18, 2026.

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

5-12-2025

Todd County Planning and Zoning Department
215 1st Avenue South
Suite 103
Long Prairie, MN 56347

Subject ***WINDY ACRES FINAL PLAT EXTENTION REQUEST***

Dear Todd County Commissioners:

Jamie Christenson, Todd County Land Use Planner, has reached out to me letting me know that the deadline for submitting the final Plat of "WINDY ACRES", which was approved last year, is approaching soon, (6-18-25). I have incurred some unforeseen delays with my bank in getting the mortgage company's consent. I anticipate these delays will be addressed soon, and the final plat will then be submitted. I am asking for a 12-month extension to file the final plat. This will allow time for me to address the issues I am having. Thank you for your consideration.

Sincerely,

Cheryl Hagen



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	20250520-33
☐ Discussion	☒ Resolution	
☐ Information Item	☐ Other	

Agenda Topic Title for Publication:	Delegation of WCA to SWCD
--	----------------------------------

Date of Meeting: 5/20/2025	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 ☒
--

During the 2025 PRAP review conducted by BWSR, a deficiency in the delegation of WCA responsibilities was identified. The attached resolution clears the deficiency and delegations the responsibilities of WCA to the SWCD except for enforcement of violations.

Options:

1. Adopt the attached resolution

2. Do not adopt the resolution

Recommendation:

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

Adoption of the attached resolution to delegation WCA to Todd Soil and Water Conservation District.

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:	

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COUNTY OF TODD}
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Seal

**A RESOLUTION REGARDING THE ADMINISTRATION
OF THE MINNESOTA WETLAND CONSERVATION ACT**

WHEREAS, the Minnesota Wetland Conservation Act of 1991 (WCA) requires local government units (LGUs) to implement the rules and regulations promulgated by the Board of Water and Soil Resources (BWSR) pertaining to wetland draining, filling and excavation; and

WHEREAS, Minnesota Rules, Chapter 8420 have been adopted by BWSR in accordance with the rulemaking provisions of Minnesota Statutes, chapter 14, for the purpose of implementing WCA; and

WHEREAS, Minnesota Rules 8420.0200, Subpart 1, Item E allows a county, city, or town to delegate implementation of Chapter 8420 and the act to another governmental entity by the passage of resolutions by both parties; and

WHEREAS, both parties must provide notice to BWSR, the Department of Natural Resources, and the Soil and Water Conservation District of the delegation, including a copy of the resolution and a description of the applicable geographic area, within 15 business days of adoption of the resolution.

THEREFORE, BE IT RESOLVED by the Todd County Board of Commissioners that the authority and administrative responsibility to implement WCA as the LGU within the legal boundaries of Todd County is delegated to Todd Soil and Water Conservation District as of May 20th, 2025 in accordance with Minnesota Rules, Chapter 8420.

THEREFORE, BE IT FURTHER RESOLVED by the Todd County Board of Commissioners that the authority of the Todd Soil and Water Conservation District shall include but limited too Notice of Applications, Notice of Decisions, replacement plans, banking decisions, and restoration and replacement plans.

THEREFORE, BE IT FURTHER RESOLVED by the Todd County Board of Commissioners that the authority to pursue enforcement of MN Rules 8420 shall be the responsibility of Todd County.



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	20250520-34
Agenda Topic Title for Publication:		Request to Eliminate One Paraprofessional Case Aide position
Date of Meeting: 5/20/2025	Agenda Time Requested: 5 mins	☐ Consent Agenda
Organization / Department Requesting Action: Health & Human Services		
Person Presenting Topic at Meeting: Jackie Och/Kim DeCock		
Background: Supporting Documentation enclosed ☐		
With the reduced need for staffing due to helathplan changes the one Paraprofessional Case Aide position is no longer needed in the Adult Services Unit.		
Options:		
1. Approve the elimination of one Paraprofessional Case Aide position from the Adult Services Unit.		
2. Do not eliminate.		
Recommendation:		
The Todd County Board of Commissioners approves the following by Motion: Approve the elimination of one Paraprofessional Case Aide position from the Adult Services 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
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☐ Other:	Notes:	

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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	20250520-35
Agenda Topic Title for Publication:	Health & Human Services Organizational Structure	
Date of Meeting: 5/20/2025	Agenda Time Requested: 5 mins	☐ Consent Agenda
Organization / Department Requesting Action: Health & Human Services		
Person Presenting Topic at Meeting: Jackie Och		
Background: Supporting Documentation enclosed ☒		
There has been a reduction in work for a healthplan resulting in a reduction of a Case Aide position in the HHS Department under the Adult Services Unit. The Adult Services Paraprofessional Case Aide will be reassigned to an existing unfilled/open position in the Financial Services Unit. The reassignment to start on June 1 st , 2025. The HHS organizational structure has been updated to reflect the elimination of 1 Paraprofessional Case Aide in the Adult Services Unit.		
Options:		
1. Approve the Health & Human Services organizational structure		
2. Not approve.		
Recommendation:		
The Todd County Board of Commissioners approves the following by Motion: Approve the Health & Human Services organizational structure.		

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
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Seal



Organizational Chart

Health & Human Services

