



WHERE THE FOREST MEETS THE PRAIRIE

Todd County

● MINNESOTA ● EST. 1855 ●

BOARD OF COMMISSIONERS Regular Board Meeting Agenda

Tuesday, June 3, 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 20th, 21st & 28th, 2025	
4.2	Gambling Permit - NWTF Struttin Blackbeards 08/15/2025	
4.3	Approve Hire Clerical/Records Intern - Eli Johnson Start date: TBD	
4.4	Hire Ross Bollin, PT Jailer Start date: TBD	
4.5	Hire Chad Lenk, PT Deputy Start date: TBD	
4.6	Hire Colton Gutenkauf, FT Road Deputy Start date: TBD	
4.7	Solid Waste Seasonal Hire: Nathan Ruda Start date: TBD	
5	County Auditor-Treasurer	9:05
5.1	Auditor Warrants - May 2025	
5.2	Commissioner Warrants	
5.3	Health & Human Services Commissioner Warrants	
5.4	Health & Human Services SSIS Warrants	
6	Ditch/Ag Inspector	9:10
6.1	County Ditch 32 - Hold Harmless Agreement - Ditch Maintenance	
6.2	County Ditch 40 - Lateral 2 - Brush spraying	
7	Planning & Zoning	9:15
7.1	Crow Wing River Watershed Implementation Fiscal Agent Agreement	
8	Solid Waste	9:20
8.1	Elimination of Lead Equipment Operator Position	
8.2	Authorize Hiring of a Truck Driver	
8.3	Purchase of Product Drop Bins	
8.4	Wasteworks Software	

Standing Reports

County Auditor-Treasurer Report

County Attorney Report

County Coordinator's Report

County Commissioners' Report

Recess



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Board Action Form

Requestor to Complete:

Type of Action Requested (Check one):		Board Action Tracking Number : (Issued by Auditor/Treasurer Office)
☒ Action/Motion ☐ Discussion ☐ Information Item	☐ Report ☐ Resolution ☐ Other	20250603-01
Agenda Topic Title for Publication:		Meeting Minutes Approval - May 20th, 21st, & 28th 2025
Date of Meeting: June 3 rd , 2025	Agenda Time Requested:	☐ Consent Agenda
Organization / Department Requesting Action: Auditor-Treasurer		
Person Presenting Topic at Meeting: Denise Gaida, County Auditor-Treasurer		
Background: Supporting Documentation enclosed ☒		
Minutes for the following meetings are attached: May 20 th , 21 st & 28 th 2025		
Options:		
Recommendation:		
The Todd County Board of Commissioners approves the following by Motion: To approve the Todd County Board of Commissioner's Meeting Minutes for May 20 th , 21 st & 28 th 2025 as presented.		
Additional Information:	Budgeted:	Comments
Financial Implications: \$ Funding Source(s):	☒ Yes ☐ No	
Attorney Legal Review: ☐ Yes ☐ No ☒ N/A	Facilities Committee Review: ☐ Yes ☐ No ☒ N/A	Finance Committee Review: ☐ Yes ☐ No ☒ N/A
Auditor/Treasurer Archival Purposes Only:		
Action Taken:	Voting in Favor	Voting Against
Motion:	☐ Byers	☐ Byers
Second:	☐ Denny	☐ Denny
☐ Passed ☐ Rollcall Vote	☐ Noska	☐ Noska
☐ Failed	☐ Neumann	☐ Neumann
☐ Tabled	☐ Becker	☐ Becker
☐ Other:	Notes:	
Official Certification		
STATE OF MINNESOTA} COUNTY OF TODD} I, Denise Gaida, County Auditor-Treasurer, Todd County, Minnesota hereby certify that I have compared the foregoing copy of the proceedings of the County Board of said County with the original record thereof on file in the Auditor-Treasurer's Office of Todd County in Long Prairie, Minnesota as stated in the minutes of the proceedings of said board and that the same is a true and correct copy of said original record and of the whole thereof, and that said motion was duly passed by said board at said meeting. Witness my hand and seal:		
		Seal



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*Minutes of the Meeting of the Todd County Board of Commissioners held on
May 20th, 2025*

Public Comment

Nancy Garlock and Terrance O'Brien expressed concerns regarding the residential structure at 30957 County 104 and the need for action on this parcel.

Call to Order

The Todd County Board of Commissioners met in the Commissioner's Board Room in the City of Long Prairie, MN on the 20th day of 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 with the addition of item 4.15 Hire GIS Specialist – Thomas Krivanek, 4.16 Hire Lead Eligibility Worker – Christopher Dinndorf and 4.17 Hire Lead Eligibility Worker – Katie Leslie.

Consent Agenda

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

To approve the Todd County Board of Commissioner's Meeting Minutes for May 6th, 2025 as presented.

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. 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 1st, 2025.

To hire Paul Perish to fill the open Operations Technician Position Grade F/6 Step D, \$27.68. Start Date: TBD.

Accept the resignation of Deputy David Laven effective date July 25, 2025.

To hire Andrea Hiltner as a Part Time Public Safety Telecommunicator. Grade 6, Step 9.

Hire Nathan Benning for the Intern position at a wage of \$15.00 per hour, start date TBD.

Hire Emma Drum for the Seasonal Recreational position at a wage of \$20.47 per hour, start date TBD.

Hire Lukas Duchene for the Seasonal Recreational position at a wage of \$20.47 per hour, start date TBD.

Hire Eric Dahl for the Seasonal Recreational position at a wage of \$21.57 per hour, start date TBD.

Accept the resignation of Daniel Gaida, PT Jailer effective 4/18/2025.

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.

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.



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● MINNESOTA ● EST. 1855 ●

To promote Andrew LaPlant to fill the open Lead Eligibility Worker position. Grade G/7 Step B, \$ 28.28/hr. Start date: TBD.

To hire Thomas Krivanek to fill the open GIS Specialist position Grade H/Step F, \$34.13. Start Date: TBD.

To promote Christopher Dinndorf to fill the open Lead Eligibility Worker position. Grade G/7 Step B, \$ 28.28/hr. Start date: TBD.

To promote Katie Leslie to fill the open Lead Eligibility Worker position. Grade G/7 Step E, \$30.74/hr. Start date: TBD.

Auditor-Treasurer

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

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) 806462 through 806506 and (Regular) 713043 through 713087 for a total of \$66,576.14.

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

Public Works

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

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
Gladden 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.

Ditch/Ag Inspector

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

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

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.

CliftonLarsonAllen

Elizabeth Mickelson, Manager reviewed the report of the findings/status of the Audit of the Financial Year Ending December 31, 2024 for the board's discussion.

Todd County Extension Office

Tony Hansen, Regional Director and Brenda Miller, Educator, Ag Production Systems provided an update to the board of their work within the Extension Office.

Solid Waste

On motion by Becker and second by Noska, the following motion was introduced and adopted by unanimous vote: To table the attached Resolution for 2025 Todd County Interim Financing for CAP Grant Project and Transfer of Funds Authorization.

Planning & Zoning

On motion by Neumann and second by Becker, the following motion was introduced and adopted by unanimous vote: Adopt the findings of the Planning Commission and grant the CUP on parcel 27-0004801 for Temporary Family Housing with the following condition: 1. Applicant shall abide by Section 9.17 of the Todd County Planning and Zoning Ordinance.

On motion by Noska and second by Neumann, the following motion was introduced and adopted by unanimous vote: Adopt the findings of the Planning Commission and grant the CUP on parcel 03-00087300 to establish a dog grooming business 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.

On motion by Denny and second by Noska, the following motion was introduced and adopted by unanimous vote: Adopt the findings of the Planning Commission and grant the CUP on parcel 07-0028500 to establish a Commercial Repair Shop 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.

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

On motion by Neumann and second by Denny, the following motion was introduced and adopted by unanimous vote: Adopt the findings of the Planning Commission and grant the 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.

On motion by Neumann and second by Denny, the following motion was introduced and adopted by unanimous vote: Adopt the findings of the Planning Commission and grant the CUP on parcels 14-0007600 and 14-0007602 to expand an existing feedlot 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.

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

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.

On motion by Denny and second by Becker, the following motion was introduced and adopted by unanimous vote: To approval of an extension to the final platting deadline of Windy Acres to June 18, 2026.

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

**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.

Health & Human Services

On motion by Becker and second by Denny, the following motion was introduced and adopted by unanimous vote: Approve the elimination of one Paraprofessional Case Aide position from the Adult Services Unit effective May 31st, 2025.

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.

Central MN Housing Partnership/Hilltop Square Committee

On motion by Denny and second by Noska, the following motion was introduced and adopted by majority vote with Becker against: To approve the Chair to sign a letter of support for the Hilltop Square Apartment project.

Amy from LSS-Hilltop dining provided an update regarding the meal program sourced from the Hilltop Kitchen location and delivered meals for the Commissioners to sample.

County Auditor-Treasurer's Report

The County Auditor-Treasurer reported that tax collection season is calming down with the tax settlement reporting and payments to be released by the end of the month. With the FY2024 audit complete, the 2026 budget worksheets have been released to departments and meetings scheduled in June for discussion.

County Attorney's Report

The County Attorney reported that they are awaiting the start of an intern in the office and staying afloat with current workload and staffing.

County Coordinator's Report

The County Coordinator reported attending the Region V, SWCD, Solid Waste, AMC Legislation update, Grey Eagle Village Hall grant workgroup with MNHS, and CHB Board. Applied for a grant for Battle Point Park and held the monthly wellness series for county employees.

County Commissioner's Report

The Commissioners reported on meetings and events attended.

Commissioner Becker attended the CHB Board, TWCC, Rainbow Rider and Public Health meetings. Commissioner Neumann attended the Public Health, Solid Waste, Rainbow Rider, Interview in solid waste, CHB, Sauk River 1W1P and Lake Osakis annual meetings.

Commissioner Noska attended the regular scheduled meetings including TWCC, Dept Head, Personnel and CHB Board.

Commissioner Byers attended the regular scheduled meetings including site visits for constituent and business concerns.

Commissioner Denny attended the regular scheduled meetings including some heightened activity happening in the PZ and extended thanks to the Sheriff's Office for their continued effort.

Adjourn

On motion by Noska and second by Denny, the meeting was adjourned for the month of May, 2025.

COMMISSIONER WARRANTS

VENDOR NAME	AMOUNT
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



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LONG PRAIRIE LEADER	\$	2,382.85
MINNESOTA POLLUTION CONTROL AGENCY	\$	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
Total:	\$	106,541.11

HEALTH & HUMAN SERVICES WARRANTS

VENDOR NAME	AMOUNT
MCCC, MI33	\$ 2,400.00
3 PAYMENTS LESS THAN 2000	\$ 1,556.49
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
Total:	\$ 66,576.14

VENDOR NAME	AMOUNT
# 17598	\$ 4,053.90
# 17841	\$ 3,021.96
CROW WING CO COMMUNITY SERVICES	\$ 6,000.00
HEARTLAND GIRLS RANCH	\$ 21,559.80
HOLISTIC FAMILY EDUCATION SRVS	\$ 2,376.30
LUTHERAN SOCIAL SERVICE OF MN	\$ 2,383.27
LUTHERAN SOCIAL SERVICE OF MN ST PAUL	\$ 2,410.60
NORTHERN PINES MENTAL HLTH CTR INC	\$ 2,872.00
NORTHWOOD CHILDRENS SERVICES	\$ 8,749.80
PINE MANORS INC	\$ 2,400.00
PORT OF CROW WING BOYS HOME	\$ 4,196.28
PRAIRIE LAKES YOUTH PROGRAMS	\$ 13,500.00
PRESBYTERIAN FAMILY FOUNDATION INC	\$ 9,093.92
RESOURCE TRAINING AND SOLUTIONS	\$ 2,470.00
# 16359	\$ 2,320.34
# 17734	\$ 2,835.00
# 17748	\$ 2,512.06
US BANK	\$ 2,418.02
VALLEY LAKE BOYS HOME INC	\$ 5,576.00
VILLAGE RANCH INC	\$ 25,256.36
34 PAYMENTS LESS THAN 2000	\$ 19,593.68
Total:	\$ 145,599.29



*Minutes of the Special Board Meeting of the Todd County Board of Commissioners held on
May 21st, 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 21st 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.

Agenda

On motion by Denny and second by Neumann, the agenda was acknowledged as presented.

Union Negotiations

Negotiation discussion was held with LELS Support Staff unit beginning at 9:00 a.m.

Chair Byers closed the session pursuant to Minnesota Statute 13D.03 at 10:15 a.m.

Chair Byers reopened at 11:30 a.m.

Discussion was held with LELS Support Staff unit.

Chair Byers closed the session pursuant to Minnesota Statute 13D.03 at 11:45 a.m.

Chair Byers reopened the session at 11:53 a.m.

Discussion was held with LELS Support Staff unit.

Chair Byers closed the session pursuant to Minnesota Statute 13D.03 at 12:00 p.m.

Chair Byers reopened the session at 12:04 p.m.

Adjourn

On motion by Neumann and second by Denny, the meeting was adjourned at 12:05 p.m.



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

Call to Order

The Todd County Board of Commissioners met in the Commissioner's Board Room in the City of Long Prairie, MN on the 28th day of May, 2025 at 10:00 AM. The meeting was called to order by Chairperson Byers. The meeting was opened with the Pledge of Allegiance. All Commissioners were present.

Agenda

On motion by Becker and second by Denny, the agenda was acknowledged as presented.

Bureau of Mediation Services – Union Negotiations

Chair Byers closed the meeting at 10:02 a.m. pursuant to Minn. Rule 5510.2810, subp. 5B for mediation and pursuant to Minnesota Statute 13D.03 to discuss negotiation strategies.

The Bureau of Mediation Services conducted the mediation proceedings.

Chair Byers reopened the meeting at 4:49 p.m.

Adjourn

Chair Byers adjourned the meeting at 4:50 p.m.



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Board Action Form

Requestor to Complete:

Type of Action Requested (Check one):		Board Action Tracking Number : (Issued by Auditor/Treasurer Office)
☐ Action/Motion ☐ Discussion ☐ Information Item	☐ Report ☒ Resolution ☐ Other	20250603-02
Agenda Topic Title for Publication:		Gambling Permit - NWTF Struttin Blackbeards
Date of Meeting: June 3 rd , 2025	Agenda Time Requested:	☒ Consent Agenda
Organization / Department Requesting Action: Auditor-Treasurer		
Person Presenting Topic at Meeting: Denise Gaida, County Auditor-Treasurer		
Background: Supporting Documentation enclosed ☐		
Application has been filed in the Auditor-Treasurer's Office.		
Options:		
Recommendation:		
The Todd County Board of Commissioners approves the following by Motion: To approve a gambling permit for the NWTF Struttin Blackbeards to hold a raffle event at The Charlotte Tavern in Long Prairie Township at the address of 22056 US 71, Long Prairie, MN on August 15 th , 2025.		
Additional Information:	Budgeted:	Comments
Financial Implications: \$ Funding Source(s):	☒ Yes ☐ No	
Attorney Legal Review: ☐ Yes ☐ No ☐ N/A	Facilities Committee Review: ☐ Yes ☐ No ☐ N/A	Finance Committee Review: ☐ Yes ☐ No ☐ N/A
Auditor/Treasurer Archival Purposes Only:		
Action Taken:	Voting in Favor	Voting Against
Motion:	☐ Byers	☐ Byers
Second:	☐ Denny	☐ Denny
☐ Passed ☐ Rollcall Vote	☐ Noska	☐ Noska
☐ Failed	☐ Neumann	☐ Neumann
☐ Tabled	☐ Becker	☐ Becker
☐ Other:	Notes:	
Official 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 – NWTF STRUTTIN BLACKBEARDS

WHEREAS, the Todd County Board of Commissioners are establishing their approval for a Gambling Permit for the NWTF Struttin Blackbeards through this resolution;

NOW, THEREFORE BE IT RESOLVED, that the Todd County Board of Commissioners approve a Gambling Permit for the NWTF Struttin Blackbeards to hold a raffle event at The Charlotte Tavern in Long Prairie Township at the address 22056 US 71, Long Prairie, MN on August 15th, 2025.



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Type of Action Requested (Check one):		Board Action Tracking Number : (Issued by Auditor/Treasurer Office)
☒ Action/Motion ☐ Discussion ☐ Information Item	☐ Report ☐ Resolution ☐ Other	20250603-03
Agenda Topic Title for Publication:		Approve Hire Clerical/Records Intern- Eli Johnson
Date of Meeting: June 3, 2025	Agenda Time Requested: 5 min.	☒ Consent Agenda
Organization / Department Requesting Action: County Attorney		
Person Presenting Topic at Meeting: John E. Lindemann		
Background: Supporting Documentation enclosed ☒		
Eli Johnson has applied for the County Attorney's Office Clerical/Records Intern position and is being recommended to fill this vacant position. Start date to be determined.		
Options:		
#1 Approve hire of Eli Johnson, Clerical/Records Intern position with a start date to be determined. Position funded through Sourcewell Grant.		
#2 Do not approve filling the Clerical/Records Intern position at this time		
Recommendation:		
The Todd County Board of Commissioners approves the following by Motion: Approve hire of Eli Johnson as Clerical/Records Intern at \$15 per hour for up to 640 hours not to exceed 16 weeks, which is funded through Sourcewell Grant.		

Additional Information:	Budgeted:	Comments
Financial Implications: \$ 15 per hr. Funding Source(s): Sourcewell Grant	☐ Yes ☒ No	Reimbursement through Sourcewell Grant of \$15 per hour
Attorney Legal Review: ☐ Yes ☐ No ☒ N/A	Facilities Committee Review: ☐ Yes ☐ No ☒ N/A	Finance Committee Review: ☐ Yes ☐ No ☒ N/A

Auditor/Treasurer Archival Purposes Only:

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

Official CertificationSTATE OF MINNESOTA}
COUNTY OF TODD}

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

Seal



WHERE THE FOREST MEETS THE PRAIRIE

Todd County

● MINNESOTA ● EST. 1855 ●

Board Action Form

Requestor to Complete:

Type of Action Requested (Check one):		Board Action Tracking Number : (Issued by Auditor/Treasurer Office)
☐ Action/Motion ☐ Discussion ☐ Information Item	☐ Report ☐ Resolution ☐ Other	20250603-04
Agenda Topic Title for Publication:		Hire Ross Bollin PT Jailer
Date of Meeting: 06/03/2025	Agenda Time Requested:	☒ Consent Agenda
Organization / Department Requesting Action: Sheriff's Office		
Person Presenting Topic at Meeting: Sheriff Allen		
Background: Supporting Documentation enclosed ☐		
Hire Ross Bollin for the part time Jailer start date TBD. An interview process was completed, Ross Bollin was selected as the best candidate for the position. Bollin's pay will be Grade 6 step 2 \$23.24 per hour.		
Options:		
1- Hire Ross Bollin for the PT Jailer position.		
2- Do not hire Ross Bollin for the PT Jailer position.		
Recommendation:		
The Todd County Board of Commissioners approves the following by Motion: Hire Ross Bollin for the part time Jailer position on a rate of pay of Grade 6 step 2 \$23.24 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:	

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	20250603-05
Agenda Topic Title for Publication:		Hire Chad Lenk PT Deputy
Date of Meeting: 06/03/2025		Agenda Time Requested: ☒ Consent Agenda
Organization / Department Requesting Action: Sheriff's Office		
Person Presenting Topic at Meeting: Sheriff Allen		
Background: Supporting Documentation enclosed ☐		
Hire Chad Lenk for the part time Deputy start date TBD. An interview process was completed, Chad Lenk was selected as the best candidate for the position. Lenk's pay will be Grade 10 step 1 \$28.48 per hour.		
Options:		
1- Hire Chad Lenk for the PT Deputy position.		
2- Do not hire Chad Lenk for the PT Deputy position.		
Recommendation:		
The Todd County Board of Commissioners approves the following by Motion: Hire Chad Lenk for the part time Deputy position on a rate of pay of Grade 10 step 1 \$28.48 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:	

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	20250603-06
Agenda Topic Title for Publication:		Hire Colton Gutenkauf's FT Deputy
Date of Meeting: 06/03/2025	Agenda Time Requested:	☒ Consent Agenda
Organization / Department Requesting Action: Sheriff's Office		
Person Presenting Topic at Meeting: Sheriff Allen		
Background: Supporting Documentation enclosed ☐		
Hire Colton Gutenkauf for the full time Deputy start date TBD. An interview process was completed, Colton Gutenkauf was selected as the best candidate for the position. Gutenkauf's pay will be Grade 10 step 1 \$28.48 per hour.		
Options:		
1- Hire Colton Gutenkauf for the FT Deputy position.		
2- Do not hire Colton Gutonkauf for the FT Deputy position.		
Recommendation:		
The Todd County Board of Commissioners approves the following by Motion: Hire Colton Gutonkauf for the full time Deputy position on a rate of pay of Grade 10 step 1 \$28.48 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:	

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 ☐ Discussion ☐ Information Item	☐ Report ☐ Resolution ☐ Other	20250603-07
Agenda Topic Title for Publication:		Seasonal Hire: Nathan Ruda
Date of Meeting: 6-3-2025	Agenda Time Requested:	☒ Consent Agenda
Organization / Department Requesting Action: Solid Waste		
Person Presenting Topic at Meeting: Mike Eberle		
Background: Supporting Documentation enclosed ☐		
The departments internship offers job training for the applicant along with enhancing the facilities productivity. Interns are valuable to the facility during our high traffic season. The department request to hire Nathan Ruda to fill this internship for 2025. The applicant will be paid \$21.83/Hour for a duration of up to 67 days under the Sourcewell contract.		
Options:		
1) Approve to hire Nathan Ruda 2) Do not approve the hiring of Nathan Ruda.		
Recommendation:		
The Todd County Board of Commissioners approves the following by Motion: To approve the hiring of Nathan Ruda at a rate of \$21.83/hour.		

Additional Information:	Budgeted:	Comments
Financial Implications: \$ 21.83/HR Funding Source(s):	☒ Yes ☐ No	Sourcewell Grant Funding
Attorney Legal Review: ☐ Yes ☐ No ☒ N/A	Facilities Committee Review: ☐ Yes ☐ No ☒ N/A	Finance Committee Review: ☐ Yes ☐ No ☒ N/A

Auditor/Treasurer Archival Purposes Only:

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

Official Certification

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	20250603-08
Agenda Topic Title for Publication:	Auditor Warrants - May 2025	
Date of Meeting: June 3rd, 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 May 2025 Auditor Warrants number (ACH) 905043 through 905153 in the amount of \$12,830,883.55 (Manual) 1079 through 1088 in the amount of \$960,840.56 and (Regular) 244400 through 244572 in the amount of \$1,140,944.17 for a total of \$14,932,668.28.		

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

Auditor/Treasurer Archival Purposes Only:

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

Official CertificationSTATE OF MINNESOTA}
COUNTY OF TODD}

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

Seal

**Auditor Warrants for Publication
May 2025**

Vendor Name	Amount
ARC ELECTRIC SERVICE	\$ 3,314.25
COBORNS INCORPORATED	\$ 2,200.00
FAMILY DEVELOPMENT RESOURCES INC	\$ 2,186.96
KUPERUS/TERRY AND GLORIA	\$ 20,952.50
LONG PRAIRIE SANITATION INC	\$ 6,196.53
PETERS LAW OFFICE, P.A.	\$ 7,775.00
PRAIRIE LAKES MUNICIPAL SOLID WASTE AUTH STEP	\$ 93,473.61
31 PAYMENTS LESS THAN 2000	\$ 11,432.93
ANOKA CO GOVERNMENT CENTER	\$ 9,548.12
ARNZEN CONSTRUCTION INC	\$ 8,375.00
BOULDER CREEK, INC.	\$ 12,729.00
BROWERVILLE TRUCKWASH/BIG BOYZ	\$ 136,827.08
CARD SERVICES COBORNS	\$ 3,232.93
CARGILL SALT DIVISION	\$ 3,307.01
CENTRA CARE	\$ 9,671.49
COBORNS INCORPORATED	\$ 12,714.58
DOHERTY STAFFING SOLUTIONS	\$ 2,046.00
FARM-RITE EQUIPMENT, INC	\$ 2,156.95
FLEET SERVICES/WEX BANK	\$ 3,176.28
G S EQUIPMENT INC	\$ 7,791.37
INNOVATIVE OFFICE SOLUTIONS, LLC	\$ 8,625.00
ITEN FUNERAL HOME	\$ 28,122.14
JOHNSON CONTROLS	\$ 2,000.00
KEYL KXDL HOTROD RADIO	\$ 2,464.89
MADDEN GALANTER HANSEN, LLP	\$ 2,000.00
MILLER EQUIPMENT & MANUFACTURING INC.	\$ 4,058.40
MINNESOTA POWER	\$ 16,500.00
MN DEPT OF FINANCE	\$ 4,196.40
MORRISON COUNTY	\$ 7,903.50
POPE DOUGLAS SOLID WASTE MANAGEMENT	\$ 47,847.88
SCHUMACHER'S NURSERY & BERRY FARM	\$ 10,839.34
VERIZON	\$ 17,714.00
WINNING EDGE GRAPHICS INC	\$ 6,999.83
WONDERLICH/SCOTT A	\$ 2,326.50
73 PAYMENTS LESS THAN 2000	\$ 9,450.00
CENTERPOINT ENERGY	\$ 28,554.58
CLIFTON LARSONALLEN, LLP	\$ 3,544.91
EBSO INC	\$ 46,121.25
GALLAGHER BENEFIT SERVICES INC	\$ 965,184.59
MINNESOTA POWER	\$ 2,000.00
MINNESOTA UI	\$ 11,587.78
NORTHERN STAR COOP	\$ 10,310.87
STANTEC CONSULTING SERVICES INC	\$ 2,678.80
TODD CO AUD-TREAS	\$ 6,230.32
TODD COUNTY VETERAN'S SERVICE	\$ 8,852.00
43 PAYMENTS LESS THAN 2000	\$ 7,433.42
CENTERPOINT ENERGY	\$ 19,998.81
COLLINS BROTHERS TOWING OF ST CLOUD	\$ 6,700.00
COUNTIES PROVIDING TECHNOLOGY	\$ 2,831.00
DOHERTY STAFFING SOLUTIONS	\$ 8,785.00
ESRI	\$ 2,273.30
MARK SAND & GRAVEL CO	\$ 16,879.00
POPE DOUGLAS SOLID WASTE MANAGEMENT	\$ 1,970,497.60
SIGN SOLUTIONS USA	\$ 7,427.07
27 PAYMENTS LESS THAN 2000	\$ 2,291.78
BIG SWAN LAKE IMPROVEMENT DIST.	\$ 15,123.94
CITY OF BERTHA	\$ 8,450.92
CITY OF BROWERVILLE	\$ 145,734.19
CITY OF BURTRUM	\$ 139,084.73
CITY OF CLARISSA	\$ 10,416.60
CITY OF EAGLE BEND	\$ 98,004.73
CITY OF GREY EAGLE	\$ 157,284.22
CITY OF HEWITT	\$ 75,768.71
CITY OF LONG PRAIRIE	\$ 37,776.49
CITY OF OSAKIS	\$ 792,418.95
CITY OF STAPLES	\$ 131,771.56
CITY OF WEST UNION	\$ 481,869.49
REGION V DEVELOPMT COMMISSION	\$ 7,775.58
SAINT PAUL PORT AUTHORITY	\$ 17,325.86
SAUK RIVER WATER SHED DISTRICT	\$ 4,368.56
	\$ 69,653.01

Auditor Warrants for Publication
May 2025

Vendor Name	Amount
SCHOOL DISTRICT 213	\$ 552,516.81
SCHOOL DISTRICT 2155	\$ 3,333.28
SCHOOL DISTRICT 2170	\$ 938,327.25
SCHOOL DISTRICT 2753	\$ 1,552,228.13
SCHOOL DISTRICT 486	\$ 356,739.98
SCHOOL DISTRICT 487	\$ 5,968.22
SCHOOL DISTRICT 740	\$ 60,399.47
SCHOOL DISTRICT 743	\$ 862,063.23
SCHOOL DISTRICT 786	\$ 369,543.52
SCHOOL DISTRICT 787	\$ 941,145.80
SCHOOL DISTRICT 818	\$ 37,383.34
TOWN OF BARTLETT	\$ 61,989.13
TOWN OF BERTHA	\$ 51,078.10
TOWN OF BIRCHDALE	\$ 201,604.36
TOWN OF BRUCE	\$ 126,840.80
TOWN OF BURLEENE	\$ 46,691.18
TOWN OF BURNHAMVILLE	\$ 108,341.10
TOWN OF EAGLE VALLEY	\$ 69,593.77
TOWN OF FAWN LAKE	\$ 98,514.12
TOWN OF GERMANIA	\$ 52,087.34
TOWN OF GORDON	\$ 126,107.14
TOWN OF GREY EAGLE	\$ 138,452.34
TOWN OF HARTFORD	\$ 113,030.84
TOWN OF IONA	\$ 61,783.43
TOWN OF KANDOTA	\$ 57,316.59
TOWN OF LESLIE	\$ 99,302.86
TOWN OF LITTLE ELK	\$ 51,208.62
TOWN OF LITTLE SAUK	\$ 96,399.85
TOWN OF LONG PRAIRIE	\$ 101,093.46
TOWN OF MORAN	\$ 59,239.27
TOWN OF REYNOLDS	\$ 66,552.04
TOWN OF ROUND PRAIRIE	\$ 125,920.76
TOWN OF STAPLES	\$ 99,565.12
TOWN OF STOWE PRAIRIE	\$ 64,108.38
TOWN OF TURTLE CREEK	\$ 44,198.38
TOWN OF VILLARD	\$ 89,925.72
TOWN OF WARD	\$ 84,286.46
TOWN OF WEST UNION	\$ 70,706.63
TOWN OF WYKEHAM	\$ 70,745.89
4 PAYMENTS LESS THAN 2000	\$ 2,329.92
MN DEPT OF REVENUE	\$ 3,010.00
MN DEPT OF REVENUE	\$ 54,430.34
US BANK	\$ 19,488.57
MN DEPT OF REVENUE	\$ 878,019.78
7 WARRANTS LESS THAN 2000	\$ 5,891.87
TOTAL:	\$ 14,932,668.28



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	20250603-09
Agenda Topic Title for Publication:		Approve Commissioner Warrants
Date of Meeting: June 3rd, 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) 403901 through 403928 in the amount of \$11,932.33 and (Regular) 58966 through 58987 in the amount of \$24,475.14 for a total of \$36,407.47.		

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

Auditor/Treasurer Archival Purposes Only:

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

Official Certification

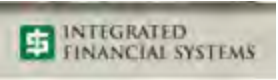
STATE OF MINNESOTA}

COUNTY OF TODD}

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

Seal

**** Todd County ****
WARRANTS FOR PUBLICATION



Cutoff 2000
Report Sequence: 1 - Vendor Name

**** Todd County ****



WARRANTS FOR PUBLICATION
Warrants Approved On 6/03/2025 For Payment 6/06/2025

<u>Vendor Name</u>	<u>Amount</u>
EAGLE BEND WELDING	6,180.10
NORTHSTAR PLUMBING, HEATING AND A	4,776.38
STANTEC CONSULTING SERVICES INC	11,430.58
47 Payments less than 2000	14,020.41
Final Total:	36,407.47



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	20250603-10
Agenda Topic Title for Publication:	Health & Human Services Commissioner Warrants	
Date of Meeting: June 3 rd , 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) 806507 through 806532 and (Regular) 713088 through 713117 for a total of \$79,286.35.		

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

Auditor/Treasurer Archival Purposes Only:

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

Official Certification

STATE OF MINNESOTA}

COUNTY OF TODD}

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Seal

ADRIANA

5/28/25 10:12AM

**** Todd County ****

WARRANTS FOR PUBLICATION



Page 1

Cutoff 2000

Report Sequence: 1 - Vendor Name

INTEGRATED
FINANCIAL SYSTEMS

Page 2

Warrants Approved On 6/03/2025 For Payment 6/06/2025

<u>Vendor Name</u>	<u>Amount</u>
5 Payments less than 2000	2,574.71
Final Total:	2,574.71

KATIE

5/28/25 11:26AM

**** Todd County ****

WARRANTS FOR PUBLICATION



Page 1

Cutoff 2000

Report Sequence: 1 - Vendor Name

**** Todd County ****



WARRANTS FOR PUBLICATION
Warrants Approved On 6/03/2025 For Payment 6/06/2025

<u>Vendor Name</u>	<u>Amount</u>
DHS - SWIFT	21,266.47
FRESHWATER EDUCATION DISTRICT 6004	18,329.00
TODD COUNTY AUDITOR TREASURER	15,096.10
TRAFERA LLC	2,740.00
47 Payments less than 2000	19,280.07
Final Total:	76,711.64



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	20250603-11
Agenda Topic Title for Publication:	Health & Human Services SSIS Warrants	
Date of Meeting: June 3 rd , 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) 601687 through 601697 and (Regular) 518434 through 518453 for a total amount of \$125,677.38.		

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

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COUNTY OF TODD}

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Seal

Warrants for Publication

Payment Date:

6/6/2025

Approval Date:

6/3/2025

Vendor name or #

Amount

# 16095	3160.19	Foster care provider
GERARD TREATMENT PROGRAMS	9169.80	
GREATER MN FAMILY SRVS INC	43044.85	
# 17892	3113.99	Family Support Grant
NORTH HOMES CHILDREN & FAMILY SRVS	50572.42	
TRI-COUNTY COMMUNITY CORRECTIONS	5354.15	
	\$11,261.98	25 Pymts less than \$2000
Final Total	\$125,677.38	



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 ☐ Discussion ☐ Information Item	☐ Report ☒ Resolution ☐ Other	20250603-12
Agenda Topic Title for Publication:		County Ditch 32 - Hold Harmless Agreement - Ditch Maintenance
Date of Meeting: June 3, 2025	Agenda Time Requested: 5 min	☐ Consent Agenda
Organization / Department Requesting Action: Drainage/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 Caroline Beckman & Alison McGinnity to maintain approximately 3,440 feet of Lateral #3 on CD32 that is located on parcels 24-0016000, 24-0016300 & 24-0016400, Turtle Creek Twp section 17. This maintenance will be done on their own property and at their 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 32

WHEREAS, Caroline Beckman & Alison McGinnity are requesting to maintain approximately 3,440 feet of Lateral #3 on CD32 that is located on their parcels 24-0016000, 24-0016300 & 24-0016400. A Hold Harmless Agreement has been signed and submitted to the Ditch Authority, and;

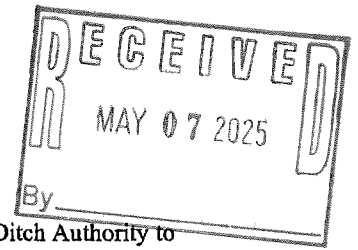
WHEREAS, an onsite inspection has been done, and;

WHEREAS, the landowners are 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 Caroline Beckman & Alison McGinnity to maintain approximately 3,440 feet of Lateral #3 on CD32 that is located on parcels 24-0016000, 24-0016300 & 24-0016400, Turtle Creek Twp section 17. This maintenance will be done on their own property and at their own expense.

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:

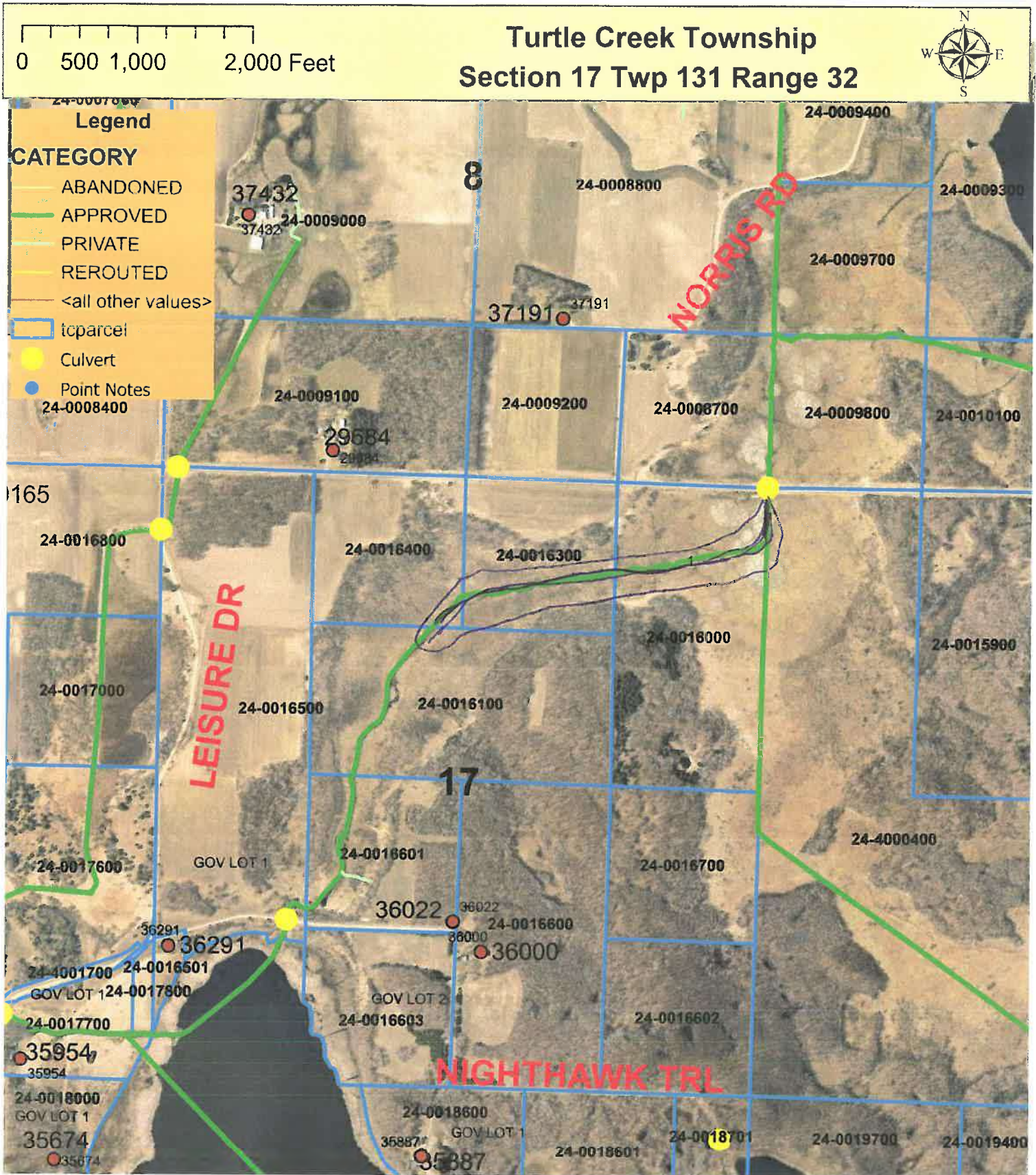
651-269-

Email Address:

albmca@

0695

msn.com



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.



DITCH & AG INSPECTOR

Nancy Uhlenkamp

44 Riverside Drive

Long Prairie, MN 56347

nancy.uhlenkamp@co.todd.mn.us

www.co.todd.mn.us

Phone: 320-533-4651

Commissioners Board Meeting - June 3, 2025
County Ditch 32 – Caroline Beckman & Alison McGinnity
Parcels 24-0016000, 24-0016300 & 24-0016400
Hold Harmless Agreement – Ditch Maintenance

Looking south off County Road 18 at crossing 188



Ditch line very vegetated





DITCH & AG INSPECTOR

Nancy Uhlenkamp

44 Riverside Drive

Long Prairie, MN 56347

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Phone: 320-533-4651

Commissioners Board Meeting - June 3, 2025
County Ditch 32 – Caroline Beckman & Alison McGinnity
Parcels 24-0016000, 24-0016300 & 24-0016400
Hold Harmless Agreement – Ditch Maintenance

CONNECTExplorer Aerial Photo from 2020





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	20250603-13
Agenda Topic Title for Publication:		County Ditch 40 - Lateral 2 - Brush spraying
Date of Meeting: June 3, 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 - Aerial photo Attachment 2 - Photo Attachment 3 - Estimate from Central Applicators The County Ditch 40, Lateral 2 maintenance project was completed in September of 2024. As planned, the deep section of ditch was excavated, but we did not grub the brush on the south side of the ditch so the root base can hold the bank to prevent erosion. The trees on the south side were cut and their root base was left for the same reason. We now need to spray the brush in the deep section of ditch, and spray the sparse brush on the south side of the remainder of the ditch. The contractor estimate is higher, because of the extra time that may be needed to spray the deep section of ditch. If the job is completed in less time the cost will be adjusted.		
Options: 1. Approve estimate. 2. Do not approve estimate.		
Recommendation: The Todd County Board of Commissioners approves the following by Motion: Acting as Ditch Authority, approves Central Applicators Estimate of \$2,499.16 for brush spraying of Lateral 2 on County Ditch 40.		

Additional Information:	Budgeted:	Comments
Financial Implications: \$ 2,499.16 Funding Source(s): CD40 Assessment Roll	☐ 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

0 385 770 1,540 Feet

Bruce Township Section 14 Twp 129 Range 32



Legend

CATEGORY

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

tcparcel

Culvert

728

250TH ST

14

State Hwy 27

335th Ave

2547
49

County Ditch 40
Lateral 2
1/2 mile long
550 feet deep section
spray brush south side of ditch
Application will be done from both sides of ditch

Todd County Ditch & Ag Inspector
44 Riverside Drive
Long Prairie, MN 56347
Office (320)533-4651
nancy.uhlenkamp@co.todd.mn.us
August 27, 2024

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.

County Board Meeting - June 3, 2025
County Ditch 40 – Lateral 2
Brush Spraying

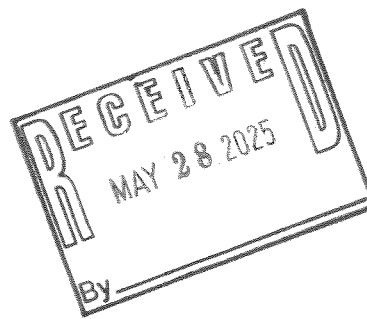
Deep section of ditch



Central Applicators, Inc.

PO Box 279

Foley, MN 56329



Estimate

Date	Estimate #
5/27/2025	2392

Name / Address
Todd County Ditch Ag Inspector Nancy Uhlenkamp 44 Riverside Drive Long Prairie Minn 56347

Project

Description	Qty	Cost	Total
County Ditch In Bruce Township.			
Applicator, 10 hours	10	55.00	550.00T
Trycera, 2 gals	2	132.39	264.78T
Tordon K, .5 gals	0.5	132.39	66.20T
Ecomazapyr, 16 oz	16	2.85	45.60T
Escort, 4 oz	4	12.00	48.00T
Extra Spraying		1,524.58	1,524.58T
Sales Tax		0.00%	0.00
Thank you for your business.		Total	\$2,499.16

Customer Signature _____



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	20250603-14
Agenda Topic Title for Publication:		Crow Wing River Watershed Implementation Fiscal Agent Agreement
Date of Meeting: 6/3/2025	Agenda Time Requested: 3	☐ Consent Agenda
Organization / Department Requesting Action: Planning and Zoning		
Person Presenting Topic at Meeting: Adam Ossefoort		
Background: Supporting Documentation enclosed ☒		
Crow Wing SWCD will be serving as the Fiscal Agent for implementation of the Crow Wing River Comprehensive Watershed Management Plan. Each entity allocated fundings through the Watershed Partnership must sign the agreement prior to receiving reimbursements from grant funding.		
Options:		
1. Adopt the attached agreement		
2. Do not adopt the agreement		
Recommendation:		
The Todd County Board of Commissioners approves the following by Motion: to adopt the Crow Wing River Watershed Implementation Fiscal Agent Agreement		

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

Crow Wing River Watershed Implementation Fiscal Agent Agreement

This Agreement is made and entered into between the Crow Wing Soil and Water Conservation District (SWCD) as Fiscal Agent for the Board of Water and Soil Resources Watershed Base implementation Grant Funding and those members of the Crow Wing River Comprehensive Watershed Management Plan Implementation Agreement (also referred to herein as the "CWRIA") who desire access to funds granted to the CWRIA and who have entered into this Agreement.

RECITALS:

WHEREAS, the parties are political subdivisions of the State of Minnesota, with statutory authority to carry out environmental programs in accordance with Minnesota Statutes Sections 103B, 103C, 103D, 103E, 375, and as otherwise provided by law; and

WHEREAS, Minnesota Statute §471.59 allows the parties to jointly exercise powers common among them and provides for one or more of the parties to exercise powers on behalf of the participating collaborative parties; and

WHEREAS, Minnesota Statute §103B.101 provides for the adoption of a comprehensive watershed management plan also known as the "One Watershed, One Plan" (hereafter "IWIP"), which requires the collaborative parties to coordinate with each other to maximize available resources and minimize duplication of services; and

WHEREAS, in 2025 (year), the above Parties adopted the Crow Wing River Comprehensive Watershed Management Plan (according to Minnesota (Minn) Statute (Stat.) §103B.231) and a Minn. Stat. §471.59 Joint Powers Collaborative Agreement to implement the plan through the Crow Wing River Comprehensive Watershed Management Plan Implementation Agreement; and

WHEREAS, the collaborative parties desire to enter into this Agreement to allow the collaborative to appoint a fiscal agent to administer the Board of Soil and Water Resources' (BWSR) Watershed-Based Implementation Funding Grants and other funding and grants received by Crow Wing SWCD on behalf of the CWRIA.

NOW, THEREFORE, in consideration of the mutual benefits that each party shall derive from this Agreement, the parties agree as follows:

- 1. Purpose.** The Parties have entered into this Agreement for the purpose of designating Crow Wing SWCD to serve as Fiscal Agent for the CWRIA in relation to the Watershed-Based Implementation Funding Grants ("WBIF Grants") and for all other funding and grants received by Crow Wing SWCD (hereinafter "Fiscal Agent") on behalf of the CWRIA. This Agreement does not apply to grant funds awarded directly to Crow Wing SWCD on its own behalf.
- 2. Term.** The Term of this Agreement shall be from the Effective Date as of April 02, 2025, notwithstanding the dates of the signatures of the parties. It shall continue until this Agreement is terminated as provided in this Agreement.
- 3. General Provisions:**
 - a. **Compliance with Laws/Standards.** The parties agree to abide by all Federal, State, or local laws, statutes, ordinances, rules, and regulations now in effect or hereafter adopted pertaining to this Agreement.
 - b. **Compliance with CWRIA Agreement.** The parties agree to abide by the terms contained in the CWRIA Agreement signed by the Parties from December 2024 through January 2025, as may be amended, and incorporated herein.
 - c. **Liability.** The Parties agree that each is independently responsible for complying with this Agreement, the WBIF Grant Agreements, other grants and funding agreements entered into on behalf of the CWRIA, and the statutes, rules, and regulations which govern the Parties 1W1P. No Party will be liable

for any violation of any provision of applicable laws or the terms of this Agreement indirectly or directly arising out of, resulting from, or in any manner attributable to, actions of any other Party or its employees, contractors, and agents. The Parties do not intend to waive any immunities, defenses or limitations of liability available to the Parties at law or in equity and the Parties expressly agree that the terms of this Agreement shall not be construed to constitute any such waiver. The requirements of this section shall survive the termination or expiration of this Agreement.

- d. **Indemnification.** The Parties agree to defend, indemnify and hold harmless the Fiscal Agent, and its officers, officials, agents, volunteers and employees from any liability, claims, losses, damages, costs, judgments, or expenses, including reasonable attorneys' and other professional fees, resulting directly or indirectly from any negligent, tortious or illegal act or omission, including without limitation, professional errors or omissions by Party (including its officers, employees, agents and subcontractors) arising from the performance of its services pursuant to this Agreement, and against all loss by reason of the failure of the Party, its agents, employees or subcontractors fully to perform all obligations under this Agreement. For clarification and not by way of limitation, this obligation to indemnify and hold harmless shall apply to all materials prepared or furnished pursuant to this Agreement, including, without limitation, claims resulting from any alleged infringement of copyright or any property right of another, and the unlawful disclosure or use of protected data or other noncompliance with the Records and Information provisions set forth in this agreement. The terms and provisions of this section shall survive the expiration, suspension or termination of this Agreement.
- e. **Employee Status.** All personnel and contractors of the individual Parties, while engaging in the performance of this Agreement, shall not be considered the employees or contractors of any other Party by way of this Agreement. The individual Parties shall be responsible for their own employees, officers, agents, contractors and subcontractors and such personnel shall not be entitled to any compensation, rights, or benefits of any kind from any of the other Parties to this Agreement.
- f. **Use of Contractors.** The Parties may individually engage contractors to perform WBIF Grant and other grant agreements and grant work plan projects and programs on behalf of CWRIA within their jurisdictions. Each individual Party retains primary responsibility for its' own contracts and compliance with this Agreement.
- g. **Workers' Compensation, Prevailing Wage, and Municipal Contracting Law.** The Parties agree to specifically comply with and ensure compliance with the following relating to employees, contractors, and subcontractors:
- Comply with Minn. Stat. §176.181, Subd. 2, pertaining to workers' compensation insurance and insurance coverage.
 - Pay prevailing wage act for projects in accordance with Minn. Stat. §177.41 through 177.44.
 - Comply with the Uniform Municipal Contracting Law, specified in Minn. Stat. §471.345 and include supporting documentation of all bidding processes and bids.
- h. **Government Data Practices.** The Parties agree to comply with the Minnesota Government Data Practices Act, (Minn. Rule. Chapter 13), and the Official Records Act (Minn. Rule. Section 15.17), for the data collected, created, received, maintained, disseminated or stored by each respective party in relation to this Agreement and WBIF Grants and other funding agreements for the CWRIA.
- i. **Record Audits.** The Parties agree that in accordance with Minn. Stat. §16B.98, Subd. 8, their books, records, documents, and accounting procedures and practices relevant to the WBIF Grants and other funding agreements and work plans are subject to examination by the Fiscal Agent, BWSR, and the state or legislative auditor for the later of the following: a minimum of six years from the receipt and approval of final reports of CWRIA grants and other funding agreements, or the required period of time to satisfy all state retention requirements.

- j. **Publicity and Signage.** The Parties agree to comply with publicity requirements related to work or services performed as part of the WBIF Grants and other funding agreements and work plans which require identification of BWSR or another grantor as a sponsoring agent. The Parties further agree they will not claim that the State or another grantor endorses its products or services as required by the funding agreement. In addition, the Parties agree they will comply with the requirements for project signage as provided in the BWSR grant agreement.
 - k. **Intellectual Property Rights.** The Parties agree that all Intellectual Property Rights as defined in the WBIF Grant Agreements or other funding agreements, which are created and paid for under the same, belong to the State or another funding grantor as required by the funding agreement.
 - l. **Notices.** Any notice required under this Agreement shall be sufficient if personally served or sent by prepaid, registered, or certified mail (return receipt requested), to the business address of the Party to whom it is directed.
 - m. **Minnesota Law Governs.** The laws of the State of Minnesota shall govern this Agreement and the appropriate venue and jurisdiction for any litigation that may arise under this Agreement will be in Crow Wing County, State of Minnesota.
 - n. **Compliance with the Minnesota Constitution.** The Parties each agrees to comply with the requirements of the Minnesota Constitution regarding use of the Clean Water Funds to supplement traditional sources of funding.
 - o. **No Third Party Beneficiary Rights.** Nothing in this Agreement is intended or may be construed to create third party beneficiary rights or to give any person or entity, other than the Parties to this Agreement, any legal or equitable right, remedy, or claim under this Agreement.
 - p. **Assignments, Amendments and Waiver.** The Parties shall not assign any rights and obligations, nor make amendments to any part of this Agreement unless the assignment and amendments are in compliance with the WBIF Grant Agreements or other funding Agreements and are in writing and signed by an authorized official of all Parties to this Agreement. No waiver of any default shall constitute a waiver of any other default or breach, whether of the same or other covenant or condition. No waiver, benefit privilege, or service voluntarily given or performed by a Party shall give any other Party any contractual right by custom, estoppel, or otherwise.
 - q. **Enforceability, Severability, and Reformation.** If any provision of this Agreement shall be held to be invalid or unenforceable for any reason, the remaining provisions shall continue to be valid and enforceable. If a court finds that any provision of this Agreement is invalid or unenforceable, but that by limiting such provision it would become valid and enforceable, then such provision shall be deemed to be written, construed and enforced as so limited.
 - r. **Advancement.** Nothing in this Agreement shall be construed as requiring the Fiscal Agent to advance any SWCD funds in the event WBIF Grants or other CWRIA funds are insufficient to pay any obligation of the CWRIA or the Parties for any reason. Ineligible billings, programs, or projects under this Agreement, the WBIF Grant Agreements, and other CWRIA grants or funding shall remain the obligation of the individual contracting Party. That Party shall retain primary responsibility for its own contracts and compliance with this Agreement.
4. **Termination.** Unless extended by written agreement of the Parties, this Agreement shall terminate upon the occurrence of one of the following events:
- a. Upon written agreement of all Parties; or

- b. Upon a written request to withdraw as Fiscal Agent, the Parties agree that a new Fiscal Agent will be appointed within 30 days of receipt of a written request to withdraw as Fiscal Agent.
5. **Winding Down if Grant Program is Terminated.** If a Grantor cancels or terminates its grant program for any reason, the Parties agree that remaining available funds will be paid, determined on a pro rata basis, for services satisfactorily performed under the grant or grant work plan; and once all available funds have been expended, all outstanding expenses relating to such services shall be the sole responsibility of the individual Party performing or contracting for the performance of said services.
- Should there be any surplus funds after all payments have been made and distributed as provided by the grant budget, the Fiscal Agent shall distribute those funds as provided by the CWRIA Agreement, except that the Fiscal Agent shall continue to hold any grant monies and manage said monies in accordance with any grant or funding agreements then in force which obligates the Fiscal Agent to hold and/or manage such funds in accordance with those agreements.
6. **Modification of Grant Agreement.** The Fiscal Agent, on behalf of the CWRIA, retains the right to seek modification of the grant agreements and/or its corresponding grant work plan with the grantor. Before such modification occurs, the Fiscal Agent will review the details and rationale of such a modification with the CWRIA. The CWRIA will have the opportunity to provide feedback on such modification, and the Fiscal Agent will make an effort to incorporate such feedback prior to submitting such a modification to the grantor.
7. **Fiscal Agent Reimbursement.** The Fiscal Agent will be reimbursed from WBIF Grants and other funding agreements for time expended performing fiscal agent duties. Said reimbursement will occur at a minimum quarterly. BWSR billing rate calculators and itemization of time will be utilized.
8. **Fiscal Agent Responsibilities.** The Fiscal Agent on behalf of the CWRIA will perform the following responsibilities.
- a. Present proposed grant applications (or funding requests) and subsequent grant agreements to the Fiscal Agent's governing board for approval and acceptance. Said documents are to be based on the IWIP and have been vetted through the Policy Committee and Technical Advisory Committee established in the CWRIA Agreement.
 - b. Submit the grant or funding application (or funding request) on behalf of the CWRIA. The Fiscal Agent will be the signatory on the corresponding agreement.
 - c. Administer the grant or funding as provided in the agreement and corresponding work plan. This includes serving as the point of contact for the agreement and budgetary and accounting services, such as management of all operating budget funds, payment for contracted services and relevant bookkeeping and record keeping.
 - d. Administer the disbursement of public funds in accordance with the terms of this Agreement, the grant or funding agreement and its corresponding work plan, the purposes of the IWIP, and state and federal laws, including posting grant information on the SWCD's website and completing all grant reporting requirements (ex. BWSR's elink system).
 - e. Establish a separate fund or funds for management of CWRIA grant monies.
 - f. County Accounting policies and procedures shall apply to the WBIF Grant and all other CWRIA fund(s) managed by the Fiscal Agent during the term of this Agreement. All funds shall be accounted for according to generally accepted accounting principles.
 - g. Maintain all pertinent books, records, documents and accounting procedures and practices required under the WBIF Grants, all other CWRIA grants and funds, and by state and federal law and make the same

available to the CWRIA and the State Auditor upon reasonable notice.

- h. Maintain all records related to the fund or funds and retain them in accordance with the record retention policy requirements of the Minnesota State Auditor.
- i. Annually provide a full and complete audit report of the WBIF Grants and all other CWRIA grants and funds per Minn. Stat. §471.59, Subd. 3.
- j. Provide, at a minimum, quarterly accounting of the funds, receipts, and disbursements in relation to the WBIF Grant and all other grants and funding received on behalf of the CWRIA, in a timely manner to both the Plan Coordinator and Policy Committee of the CWRIA.
- k. Work collaboratively with the Policy Committee, Steering Committee, Grant Administrator, and Plan Coordinator, established under CWRIA, in performance of the responsibilities contained in this agreement.

9. Parties' Responsibilities. The Parties completing work on behalf of the CWRIA for Watershed- Based Implementation Funding Grants ("WBIF Grants") or any other funding agreement for the CWRIA, will perform the following responsibilities:

- a. Comply with the provisions contained within the WBIF Grant Agreement and the corresponding Grant Work Plan, as well as other grants and funding agreements entered into on behalf of the CWRIA.
- b. Adhere to all requirements, policies, and procedures set forth in the most recent version of the BWSR's Grant Administration Manual, the applicable Request for Proposal (RFP) for the WBIF Grant, as well as any other grant or funding agreement program guidance and policies entered into on behalf of the CWRIA.
- c. Comply with the most recent version of all policies and procedures set forth by the CWRIA via its Policy Committee and/or Steering Committee.
- d. Submit to the Fiscal Agent, quarterly invoices with all supporting information. Invoices shall be submitted within 30 days after the quarter ends. Said invoices will itemize project and/or program costs consistent with the approved grant agreement, grant work plan, or other funding agreement. The Fiscal Agent will then distribute, on a quarterly basis, the grant funds based on approved invoices. Once all available grant funds have been expended, all outstanding expenses relating to such services shall be the sole responsibility of the individual Party performing or contracting for the performance of said service, unless additional grant funds have been made available to the Fiscal Agent for the purposes of the CWRIA.
- e. Monitor all hours staff worked on any project or program under the grant and report said hours on a quarterly basis to the Fiscal Agent with all supporting information, utilizing an approved BWSR or other time tracking requirement.
- f. Incur all costs within the effective and expiration dates on the WBIF or other applicable grant agreements.
- g. All services and work performed under the WBIF Grant Agreements or other grant agreements or funding sources must meet the State of Minnesota's or other grantor's satisfaction. If services or work is found unsatisfactory or performed in violation of:
 - WBIF Grant Agreement and/or Grant Work Plan or other grant or funding agreements.
 - Any grant required policies and procedures, including but not limited to those set forth in the

most recent version of the BWSR's Grant Administration Manual and Grant Program Guidance and Policies from BWSR related to the WBIF Grants.

- Most recent version of all policies and procedures set forth by the CWRIA via its Policy Committee and/or Implementation Team and/or
- Federal, state, or local statutes, laws, rules, regulations, or ordinances,

the individual Party performing the work or services (or contracting for the same) shall not be reimbursed by the Fiscal Agent under this agreement and shall be solely responsible for repayment of already-reimbursed funds relating to said work or services to the Fiscal Agent.

The individual Party will indemnify and hold the Fiscal Agent harmless if such a finding occurs and shall return grant and other funds paid on behalf of CWRIA to the Fiscal Agent within 60 days of notification by the State or other grantor of funding of such finding.

10. Counterparts. This Agreement may be executed in any number of counterparts, each of which shall constitute one and the same instrument.

The CWRIA Fiscal Agent Agreement heretofore in effect is hereby repealed and superseded by this Agreement.

[THE REMAINDER OF THIS PAGE INTENTIONALLY LEFT BLANK]

IN TESTIMONY WHEREOF, the Parties have duly executed this Agreement by their duly authorized officers.

PARTNER: Becker County SWCD

APPROVED:

BY: _____
Board Chair Date

IN TESTIMONY WHEREOF, the Parties have duly executed this Agreement by their duly authorized officers.

PARTNER: Wadena County SWCD

APPROVED:

BY: _____
Board Chair Date

IN TESTIMONY WHEREOF, the Parties have duly executed this Agreement by their duly authorized officers.

PARTNER: Wadena County

APPROVED:

BY: _____
Board Chair Date

IN TESTIMONY WHEREOF, the Parties have duly executed this Agreement by their duly authorized officers.

PARTNER: Todd County

APPROVED:

BY: _____
Board Chair Date

IN TESTIMONY WHEREOF, the Parties have duly executed this Agreement by their duly authorized officers.

PARTNER: Todd County SWCD

APPROVED:

BY: _____
Board Chair Date

IN TESTIMONY WHEREOF, the Parties have duly executed this Agreement by their duly authorized officers.

PARTNER: Hubbard County SWCD

APPROVED:

BY: _____
Board Chair Date

IN TESTIMONY WHEREOF, the Parties have duly executed this Agreement by their duly authorized officers.

PARTNER: Crow Wing County SWCD

APPROVED:

BY: _____
Board Chair Date



WHERE THE FOREST MEETS THE PRAIRIE

Todd County

● MINNESOTA ● EST. 1855 ●

Board Action Form

Requestor to Complete:

Type of Action Requested (Check one):		Board Action Tracking Number : <i>(Issued by Auditor/Treasurer Office)</i>
☒ Action/Motion ☐ Discussion ☐ Information Item	☐ Report ☐ Resolution ☐ Other	20250603-15
Agenda Topic Title for Publication:		Elimination of Lead Equipment Operator Position
Date of Meeting: 6-3-2025	Agenda Time Requested: 5 min	☐ Consent Agenda
Organization / Department Requesting Action: Solid Waste		
Person Presenting Topic at Meeting: Mike Eberle		
Background: Supporting Documentation enclosed ☐		
The new Operations Technician position budgeted for Fiscal year 2025 will replace the Lead Equipment Operator position. This role provides enhanced administrative support to the Solid Waste Department in preparation to fulfill the new permit requirements for the new Todd County Solid Waste and Environmental Center.		
Options:		
Eliminate Lead Equipment Operator		
Recommendation:		
The Todd County Board of Commissioners approves the following by Motion: Eliminate Lead Equipment Operator position		

Additional Information:	Budgeted:	Comments
Financial Implications: \$ Funding Source(s): Fund 51	☒ Yes ☐ No	Approved 2025 Fund 51 Budget
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	☐ Report	20250603-16
☐ Discussion	☐ Resolution	
☐ Information Item	☐ Other	

Agenda Topic Title for Publication:	Authorize Hiring of a Truck Driver
--	---

Date of Meeting: 6-3-2025	Agenda Time Requested: 5 min	☐ Consent Agenda
---------------------------	------------------------------	---

Organization / Department Requesting Action: Solid Waste
--

Person Presenting Topic at Meeting: Mike Eberle

Background: Supporting Documentation enclosed ☐

The Solid Waste Department approved budget for 2025 included the addition of one full time employee. This position will further enhance the efficiencies and meet the staffing demands of the department with the opening of our new facility in August of 2025. Upon board approval, the department respectfully requests to allow the HR department to advertise position for hire.

Options:

- 1) Authorize department to hire one FTE truck driver.
- 2) Do not authorize department to hire.

Recommendation:

The Todd County Board of Commissioners approves the following by Motion:
Allow the department to hire one FTE Truck Driver position

Additional Information:	Budgeted:	Comments
Financial Implications: \$ Pay Grade 6 Funding Source(s): Fund 51	☒ Yes ☐ No	Union Represented
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 : <i>(Issued by Auditor/Treasurer Office)</i>
☒ Action/Motion ☐ Discussion ☐ Information Item	☐ Report ☐ Resolution ☐ Other	20250603-17
Agenda Topic Title for Publication:		Purchase of Product Drop Bins
Date of Meeting: 6-3-2025	Agenda Time Requested: 5 min	☐ Consent Agenda
Organization / Department Requesting Action: Solid Waste		
Person Presenting Topic at Meeting: Mike Eberle		
Background: Supporting Documentation enclosed ☒		
In support of the new Transfer Station facility. We solicited bids for design and construction of product drop bins required for serving customers in the new facility. Wastequip Inc. did not submit a bid. Pro-Tainer's bid was \$36,750.00. Jenkins Iron bid was \$35,680.00. Purchase of the drop bins was discussed with our solid waste committee.		
Options:		
1) Award the bid of \$35,680.00 to Jenkins Iron 2) Do not award the bid.		
Recommendation:		
The Todd County Board of Commissioners approves the following by Motion: To award the bid to Jenkins Iron in the amount of \$35,680.00.		

Additional Information:	Budgeted:	Comments
Financial Implications: \$ \$35,680.00 Funding Source(s): Fund 51	☒ Yes ☐ No	Fund 51, Cap Grant and ARPA dollars.
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}

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Seal



23023 HWY 71
LONG PRAIRIE, MN 56347
855 732-3843

Invoice

SOLD TO: Todd County Solid Waste
30433 US Highway 71
Browerville MN 56438

SHIP TO: Todd County Solid Waste
30433 US Highway 71
Browerville MN 56438

Attn:

Attn:

Sales Order	Ship No.	Cust No	Order Date	Tax	Salesman	Customer P. O. No.	Mark Shipment
0044710	0000	005506	5/12/2025	E	-NoSalesman		
F.O.B.	Ship Date	Shipped Via	Terms	Waybill Number	Ins		
	5/12/2025		CHECK		N		

Item	T	Quantity Ordered	UM	Part Number	Description	Price	Extension \$
001	S	10	EA	DROP CONTAINER	Drop Container Design and Build 10 Custom Open Top Recycle Drop Containers per customer drawings Order SubTotal	3568.00	35680.00 35680.00
Total Order Amount:							35680.00



PO BOX 427
ALEXANDRIA, MN 56308

PROPOSAL

Date	Estimate No.
4/29/2025	6642

Bill To

Todd County Solid Waste
30433 US 71
Browerville, MN 56438

Ship To

Customer will pick up when ready
Mike Eberle 320-533-1828

Terms	PO
Net 30	

Item	Description	Qty	Rate	Total
Misc Charge	Custom Container per Drawing Open Top, No Tarp or Lids	10	3,500.00	35,000.00T
STEEL SURC...	Steel Surcharge		1,750.00	1,750.00

I have examined the above information on equipment and find this information to be correct. This form must be signed and returned to Pro-Tainer before production will begin. Quote pricing cannot be guaranteed and a fuel & steel surcharge could be added. Unless set up for NET 30 terms, orders are not accepted until the down payment is received. If order is cancelled a restocking fee will be deducted from deposit.

Subtotal	\$36,750.00
Sales Tax (7.375%)	\$2,581.25
Total	\$39,331.25

Signature: _____ Date: _____



WHERE THE FOREST MEETS THE PRAIRIE

Todd County

● MINNESOTA ● EST. 1855 ●

Board Action Form

Requestor to Complete:

Type of Action Requested (Check one):		Board Action Tracking Number : (Issued by Auditor/Treasurer Office)
☒ Action/Motion ☐ Discussion ☐ Information Item	☐ Report ☐ Resolution ☐ Other	20250603-18
Agenda Topic Title for Publication:	Wasteworks Software	
Date of Meeting: 6-3-2025	Agenda Time Requested: 5 min	☐ Consent Agenda
Organization / Department Requesting Action: Solid Waste		
Person Presenting Topic at Meeting: Mike Eberle		
Background: Supporting Documentation enclosed ☒		
Todd County Solid Waste Department currently uses Wasteworks software as its primary tool for tracking all daily transactions. Expansion of this vital software is required in preparation of the new operational standards when the new Transfer Station becomes operational. The major enhancement will be the use of a Kiosk system and communication capabilities available at both residential and commercial scale operations. The cost of the Wasteworks software is \$31,592.29.		
Options:		
1) Approve the Wasteworks software upgrade.		
2) Do not approve the Wasteworks software upgrade.		
Recommendation:		
The Todd County Board of Commissioners approves the following by Motion: To approve the Wasteworks software upgrade in the amount of \$31,592.29.		

Additional Information:	Budgeted:	Comments
Financial Implications: \$ \$31,592.29 Funding Source(s): Fund 51	☒ Yes ☐ No	Fund 51, Cap Grant
Attorney Legal Review: ☐ Yes ☐ No ☒ N/A	Facilities Committee Review: ☐ Yes ☐ No ☒ N/A	Finance Committee Review: ☐ Yes ☐ No ☒ N/A

Auditor/Treasurer Archival Purposes Only:

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

Official CertificationSTATE OF MINNESOTA}
COUNTY OF TODD}

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Seal



wasteworks

Software for Smart Waste Management. That **WORKS**.

To: **Todd County, MN**
Mike Eberle <Mike.Eberle@co.todd.mn.us>

Date	Proposal#
5/21/2025	TO45798

From: Chris Gore

WasteWORKS Express Kiosk

Qty	Description	Unit Price	Ext Price
Licensing & Software Support			
0	WasteWORKS Express License	\$5,950.00	\$0.00
1	WasteWORKS Express Additional License	\$4,950.00	\$4,950.00
	WasteWORKS Express Software Support is \$250/quarter/license		
Subtotal:			\$4,950.00
Express Kiosk Hardware			
1	Keypad with backlit display	\$731.95	\$731.95
1	Sun Shield for Keypad	\$325.87	\$325.87
0	Proximity Card Reader	\$609.87	\$0.00
0	Proximity Cards	\$7.05	\$0.00
1	Digi PortServer TS 4 port server device (one for each box)(printers/scales)	\$849.00	\$849.00
1	Digi PortServer TS 2 port server device (connect scales to network)	\$669.00	\$669.00
1	IP Intercom System- Base Station, Controller and Door Mounted Remote	\$1,852.50	\$1,852.50
1	WasteWORKS PLC Controller for Red/Green Kiosk lights and gate	\$1,219.50	\$1,219.50
1	Relay for Gate	\$105.00	\$105.00
1	Stainless Steel 24x24x12 enclosure	\$2,076.96	\$2,076.96
1	Electric Heater/Fan for Enclosure 200W (with Thermo/Hygrostat)	\$460.00	\$460.00
0	Custom white powder coated steel 24x24x12 enclosure	\$1,776.96	\$0.00
0	Electric Fan with Filter for Enclosure	\$450.00	\$0.00
0	Galvanized Flanges for mounting (box and floor flange) (if needed)	\$79.50	\$0.00
1	Swing-Away Hood: 4 sided	\$935.00	\$935.00
1	Swing-Away Hood Post	\$850.00	\$850.00
1	Build Express kiosk and install components	\$3,350.00	\$3,350.00
0	Media Converter (Fiber to Ethernet) - ST Connector (terminated by customer)	\$265.70	\$0.00
1	Cables and connectors-lot (includes switch,wiring,terminals,breakers)	\$1,760.50	\$1,760.50
1	Kiosk ticket printer	\$787.50	\$787.50
1	Printer Shroud	\$155.00	\$155.00
1	Inside Serial Printer (Star TS700)	\$646.43	\$646.43
1	Shipping (hardware to shop from vendors- and to job site)	\$1,500.00	\$1,500.00
Subtotal:			\$18,274.21



wasteworks

Software for Smart Waste Management. That **WORKS**.

WasteWORKS Vision (optional)

0	WasteWORKS Vision Image Capture Software License (per lane)	\$1,000.00	\$0.00
0	WasteWORKS Vision Camera (outdoor, vari-focal, bullet camera)	\$529.00	\$0.00
WasteWORKS Vision Software Support is \$100/quarter/lane			
		Subtotal:	\$0.00

Installation and Training

1	Remote Assistance (flat rate)	\$1,200.00	\$1,200.00
0	Hourly Work (Data Conversion/Reports) As needed	\$200.00	\$0.00
0	On-site installation & training	\$2,400.00	\$0.00
0	Meals and lodging per diem	\$200.00	\$0.00
0	Mileage	\$0.545	\$0.00
		Subtotal:	\$1,200.00

Total for software, hardware, and installation assistance:	\$24,424.21
---	--------------------

Notes:

- * Prices are in USD.
- * Software is not custom.
- * Prices do not include sales tax, if any.
- * **PRICES ARE VALID FOR 30 DAYS.**
- * We will provide training for all applicable software functions.
- * Carolina Software will provide replacements for any 'dead on arrival' hardware.
- * Kiosk is assembly of component hardware; All hardware warranties are provided by the manufacturer.
- * WasteWORKS Express requires local network access to a computer that operates the Express software session.

Kiosk Mounting and Wiring

We will provide drawings and specs for kiosk mounting.

Carolina Software recommends having a replacement keypad and printer on hand.

Customer (or other contractor (scale company/electrician)) to provide for mounting/wiring of kiosks, including mounting and wiring of external horn speaker.

Customer to provide protective bollards to protect kiosk.

Customer or contractor is responsible for selecting appropriate mounting location.

Site study should be conducted for precise placement based on average vehicle height of main automation population.

The following is standard connectivity for WasteWORKS Express:

The customer should provide electrical to box and network connectivity to the desired mounting area

- Electrical (each lane): 20 Amp/120V Service to power connection. See inside of door for connection diagram.
- Switch/Media converter provided with WasteWORKS Express enclosure. Customer to provide terminations.

Lane Control and Vision Notes

Customer or other responsible for installing and mounting gates(if any) and power/wiring for gate equipment.

Customer or other responsible for running gate wires and making connections to kiosk.

WasteWORKS Vision is intended as a WasteWORKS enhancement. Carolina Software does not warrant that every transaction will be accompanied with one or more stored Vision pictures and does not warrant that the photo captured provides detailed images of every driver or license plate.



wasteworks

Software for Smart Waste Management. That **WORKS**.

Carolina Software, Inc. is exclusive copyright owner of the WasteWORKS suite of software products. Payment of above license fees entitles licensee to the non-transferable use of the software. Any alteration in the outlined use shall require a new contract. Any violation of such copyright, including unlawful reproduction, by licensee and its employees is a violation of law. Payment of Quarterly Software Support and Maintenance Fee entitles licensee to reasonable 24/7/365 voice and remote access support as well as new version releases of the licensed product(s). Licensee is responsible for users having adequate training. Carolina Software, Inc. will notify the licensee in writing of any increase in the Quarterly Software Support and Maintenance Fee. Unless additional products/licenses are purchased, this increase will not exceed five percent of previous year Software Support and Maintenance Fee. Terms of this agreement are governed by the laws of the State of North Carolina and Federal Copyright Laws.

Approved by:

Title

Date

PO Number

Shipping Address:



wasteworks

Software for Smart Waste Management. That **WORKS**.

To: **Todd County, MN**
Mike Eberle <Mike.Eberle@co.todd.mn.us>

Date	Proposal#
5/20/2025	TO45797AE

From: Chris Gore

<Subject>

Qty	Description	Unit Price	Ext Price
1	Lane Intercom Kiosk (Includes intercom, heater, swing away post and hood)	\$6,168.08	\$6,168.08
	Customer or contractor to provide all mounting, wiring, and termination of cables		
1	Shipping	\$1,000.00	\$1,000.00
Total cost:			\$7,168.08

Notes:

- * Prices are in USD.
- * Software is not custom.
- * Prices do not include sales tax, if any.
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- * We will provide training for all applicable software functions.
- * Carolina Software will provide replacements for any 'dead on arrival' hardware.
- * Kiosk is assembly of component hardware; All hardware warranties are provided by the manufacturer.

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- Switch/Media converter provided with WasteWORKS Express enclosure. Customer to provide terminations.

Approved by:

Title

Date

PO Number

Shipping Address:

Carolina Software, Inc.
PO Box 3097 - Wilmington, NC - 28406
www.wasteworks.com
(910) 799-6767



wasteworks

Software for Smart Waste Management. That **WORKS**.



Waste **WIZARD**™

PROPERTY OF
BOSSALORE PARISH
GOVERNMENT

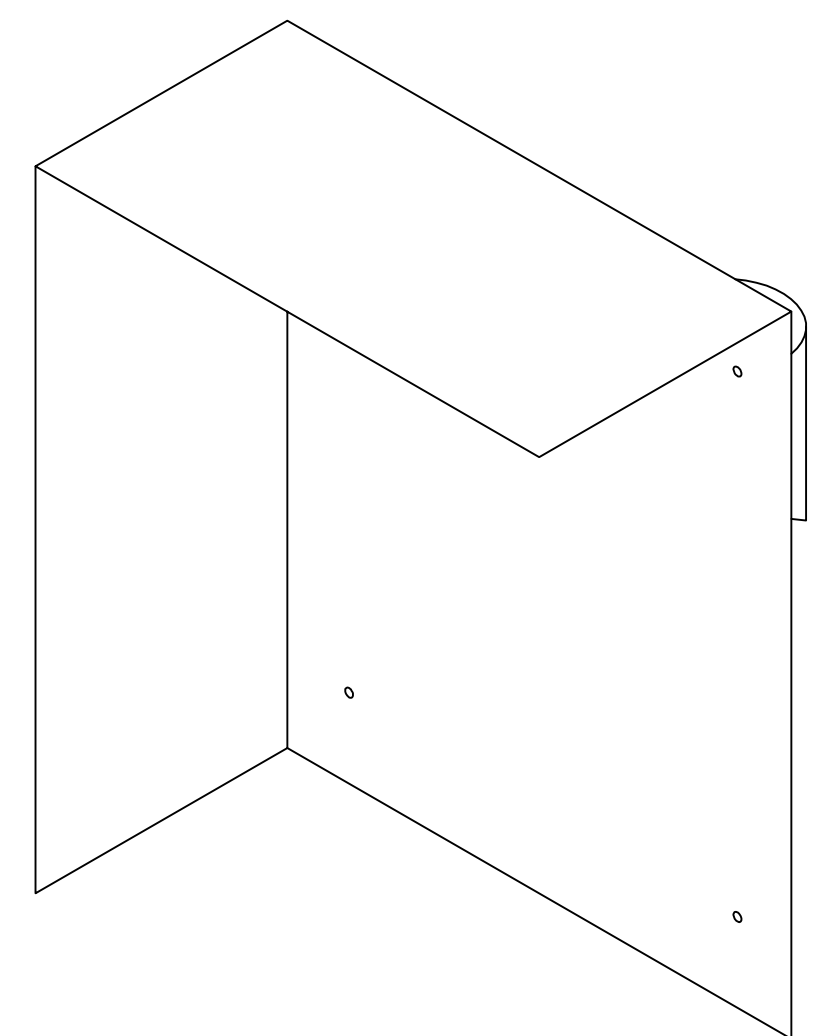
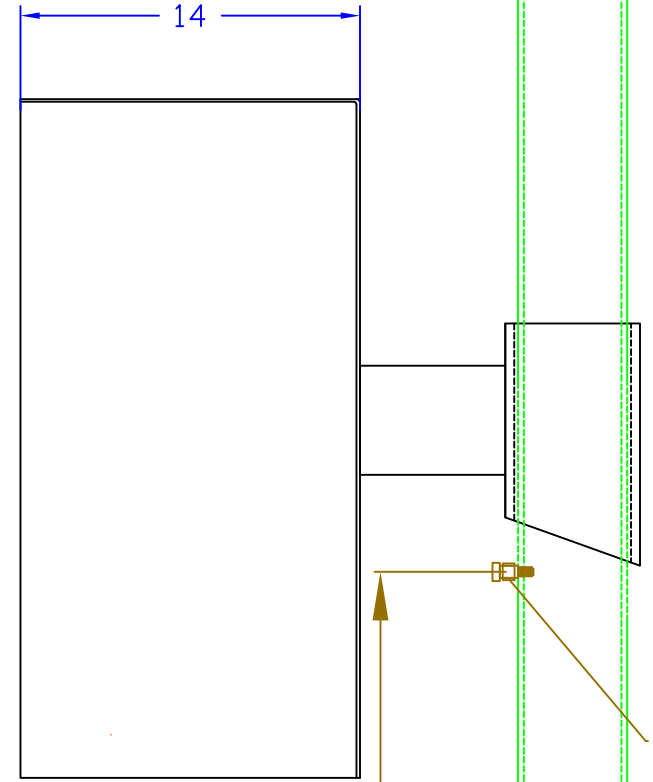
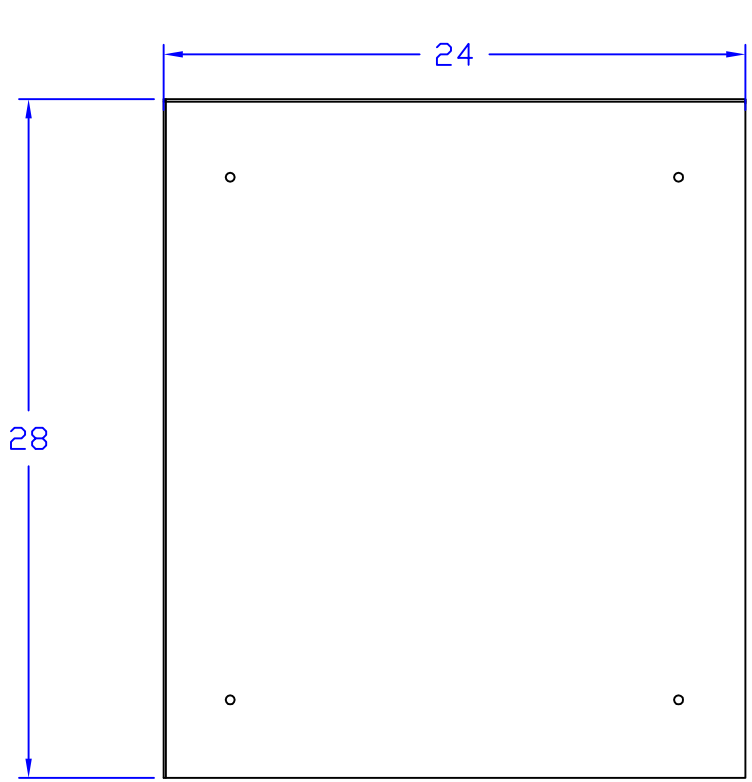
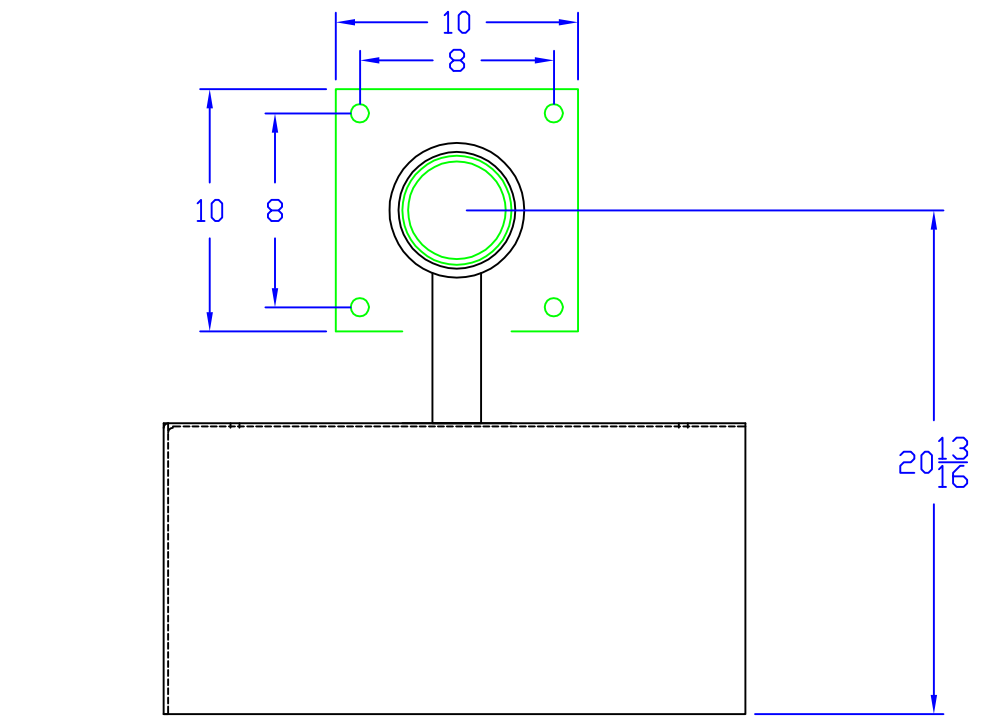


326 00

Waste

K LINE

TRUCK
PARKING
←



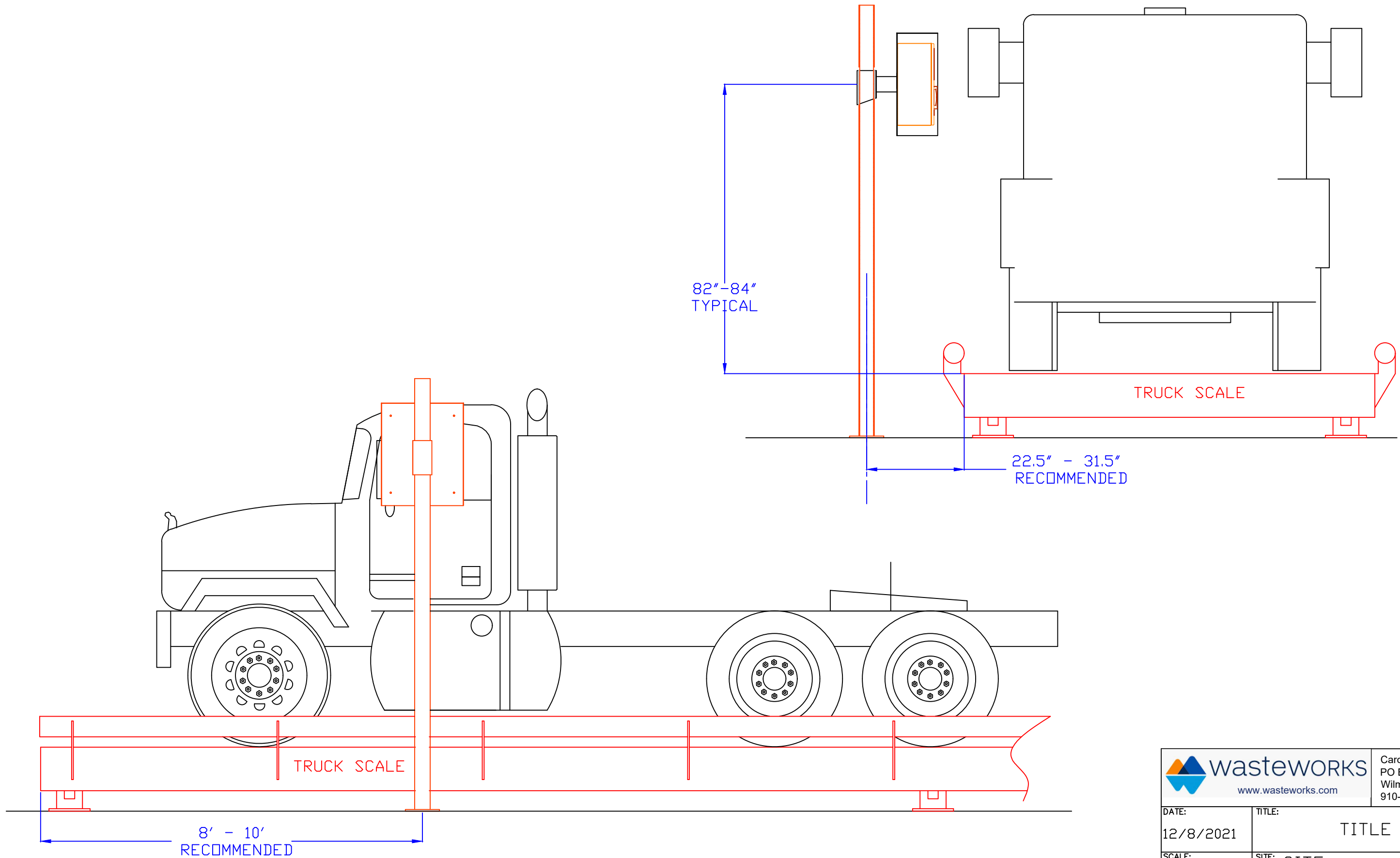
ROLLER
BEARING
BOLTED TO
POLE STEEL
(TAPPED 3/8-16)



Carolina Software Inc
PO Box 3097
Wilmington, NC 28406
910-799-6767
www.wasteworks.com

DATE:	4/12/13	TITLE:	WW SwingArm, Left Side
SCALE:	NA	SITE:	
DWG BY:	RCL	Fab Drawing	
SHEET:	NA	DRAWING NUMBER:	GSY-13004L 69 of 70
		REV:	A

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 wasteworks www.wasteworks.com		Carolina Software Inc PO Box 3097 Wilmington, NC 28406 910-799-6767	
DATE: 12/8/2021	TITLE: TITLE		
SCALE:	SITE: SITE		
DWG BY: GSY			
	DRAWING NUMBER: ELXXXX		70 of 70
SHEET: 1			REV: A